Oracle® Retail Merchandising System

User Guide

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A Acronyms

Glossary

Send Us Your Comments

Oracle Retail Merchandising System, Release 13.1.2

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

> **Note:** Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Applications Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

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Preface

The Oracle Retail Merchandising System User Guide describes the application's user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Merchandising System. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Merchandising System Release 13.1.2 documentation set:

- *Oracle Retail Merchandising System 13.1.2 Installation Guide*
- *Oracle Retail Merchandising System 13.1.2 Implementation Guide*
- *Oracle Retail Merchandising System 13.1.2 Release Notes*
- *Oracle Retail Merchandising System 13.1.2 Data Model*
- *Oracle Retail Sales Audit 13.1.2 User Guide*
- *Oracle Retail Merchandising System 13.1.2 Online Help*
- *Oracle Retail Merchandising System 13.1.2 Reports User Guide*
- *Oracle Retail Merchandising System 13.1.2 Operations Guide*
- *Oracle Retail Merchandising 13.1.2 Batch Schedule*
- *Oracle Retail Trade Management 13.1.2 User Guide*

Also see the documentation library for Oracle Business Intelligence Enterprise Edition at this URL:

http://www.oracle.com/technology/documentation/bi_ee.html

Customer Support

- https://metalink.oracle.com

When contacting Customer Support, please provide:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)

- Detailed step-by-step instructions to recreate
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

`http://www.oracle.com/technology/documentation/oracle_retail.html`

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.
Navigate	This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens."
Note	This is a note. It is used to call out information that is important, but not necessarily part of the procedure.
code	This is a code sample. It is used to display examples of code.
Hyperlink	A hyperlink appears like this.

1

Use Online Help

Welcome to the online help for Oracle Retail Merchandising System.

Introduction

This help system provides step-by-step procedures as well as other information about using Oracle Retail Merchandising System. This page explains how to use the help system.

Know the Styles

Select the icons below to view the information provided with these icons.

> **Note:** Notes contain additional information about the process or procedure that you are performing.

Navigate: The navigation sections of a procedure provide information about how to access the window that is the starting point of a procedure.

Navigate the Online Help

This help system provides several ways for yout o navigate to your topic.

Use the Table of Contents

The table of contents is the most common way that you will navigate to your topic.

1. Select the **Contents** tab to display the table of contents on the left side of your screen.
2. Select the + sign in fron tof a book to expand it and view the topics.
3. Select a topic from the table of contents to view it.

Use the Search Feature

Use the search feature to explore the contents of your topics and find matches to queries that you define. There are some basic rules for making queries in full-text

searches.

- You can type your search in uppercase or lowercase characters. Searches are not case sensitive.

- You can search for any combination of letters (a-z) and numbers (0-9).
- Punctuation marks such as the period, colon, semicolon, comma, and hyphen are ignored during a search.
- Group the elements of your search using double quotes or parentheses.
- You cannot search for quotation marks.

Follow this procedure to use the search feature.

1. Select the Search tab to display the search feature on the left side of your screen.
2. In the Search field, enter the word or words that you want to find.
3. Press the Enter key. Topics that match your search criteria display in the left pane.
4. Select a topic to view it.

Use the Glossary

The glossary provides a collection of defined terms. To access a complete list of glossary terms:

1. Select the **Contents** tab to display the table of contents on the left side of your screen.
2. Select the glossary topic.

2

Navigate RMS

Log on to and exit RMS

This section describes how to navigate within RMS.

The following topics are included:

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

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

Log to RMS

1. On the Login window, enter your user name in the Username field.
2. In the Password field, enter your password.
3. In the Connect String field, enter the connect string for the application.
4. Click **Logon**. The Oracle Retail Enterprise Start window opens.

Exit RMS

1. From the Action menu, click **Close**.
2. Click **Close** until the application closes.

Navigate within a window

Use a drop-down list

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

Click the down arrow button. A drop-down list of options displays.

Select a value from the drop-down list. The selected option is entered in the appropriate field.

Use a List of Values button

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

Sort information

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

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

3

Business Process

Business Process

The following functional areas exist in the Oracle Retail Merchandising System (RMS). Each functional area has business processes designed to help you complete a task.

- Cost Management
- Financial Management
- Foundation Data
- Inventory Control
- Item Maintenance
- Purchasing
- Replenishment
- System Administration
- User Tools

4

Foundation Data

Organizational Hierarchy Overview

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

The following default levels are used within RMS:

Company: The highest organizational and merchandise unit defined in RMS. Only one company can be defined.

Chain: The first level below the company level in the organizational hierarchy. The definition of a chain is based on the needs of the company, but a chain can be used to group various store formats, concepts, and geographical locations within the organization.

Area: The second level below the company level in the organizational hierarchy. The definition of an area is based on the needs of the company, but an area is used typically to define a geographical group within the organization. An area can belong to only one chain.

Region: The third level below the company level in the organizational hierarchy. The definition of a region is based on the needs of the company, but a region can be used to group geographical locations within the organization. A region can belong to only one area.

District: The fourth level below the company level in the organizational hierarchy. The definition of a district is based on the needs of the company, but a district is used typically to group geographical locations within the organization. A district can belong to only one region.

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

- Create a Chain

Organization Hierarchy Main Form Window [hierorg]

The Organization Hierarchy Main Form window allows you to create, edit, and view a member of the selected level of the organizational hierarchy.

- View the Organizational Hierarchy
- Create a Region
- Create a District
- Create an Area
- Maintain a Chain
- Maintain a Region
- Maintain a District
- Maintain an Area
- View Chains
- View a Company
- View Regions
- View Districts
- View Areas

Create a Chain

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

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

Set Up Channels

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

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

The virtual warehouses within the physical warehouse are considered stockholding locations.

- Add a Banner

- Add a Channel
- Maintain a Banner
- Maintain a Channel
- View a Banner
- View Channels

Store Maintenance Window [store]

The Store Maintenance window allows you to create, edit, and view a store in the organizational hierarchy. The store is the lowest level of the organizational hierarchy. The store may be defined as the selling entity. The store is crucial because it is the level at which business transactions are processed. A store can belong to only one district within the organizational hierarchy.

You can access additional windows in order to set up attributes, the square area of the store's departments, location traits, associations with competitors' stores, activity and delivery schedules, and geocodes.

If the Oracle Retail Sales Audit product is installed, you can add, edit, and view closing dates and the reasons for the current store.

Channels

In a multi-channel environment, you must associate a channel with the store. If you choose a default warehouse for the store, the store and warehouse must be associated with the same channel.

The channels are used in inventory and profitability tracking. A store may be either a stockholding location, such as a brick-and-mortar location, or a non-stockholding location, such as a web site or catalog.

- Create a Store
- Maintain a Store
- View a Store

View the Organizational Hierarchy

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. On the tree structure, select the hierarchy level that you want to view. The members of the hierarchy level appear in the table.
2. To look up a specific member of the hierarchy level:
   a. Enter the ID of the member in the Filter field, or click the LOV button and select the member.
   b. Click the filter button.

   Note: To clear the filter criterion, click the clear button. All the members of the selected hierarchy level are again displayed.
3. Click **Close** to close the window.

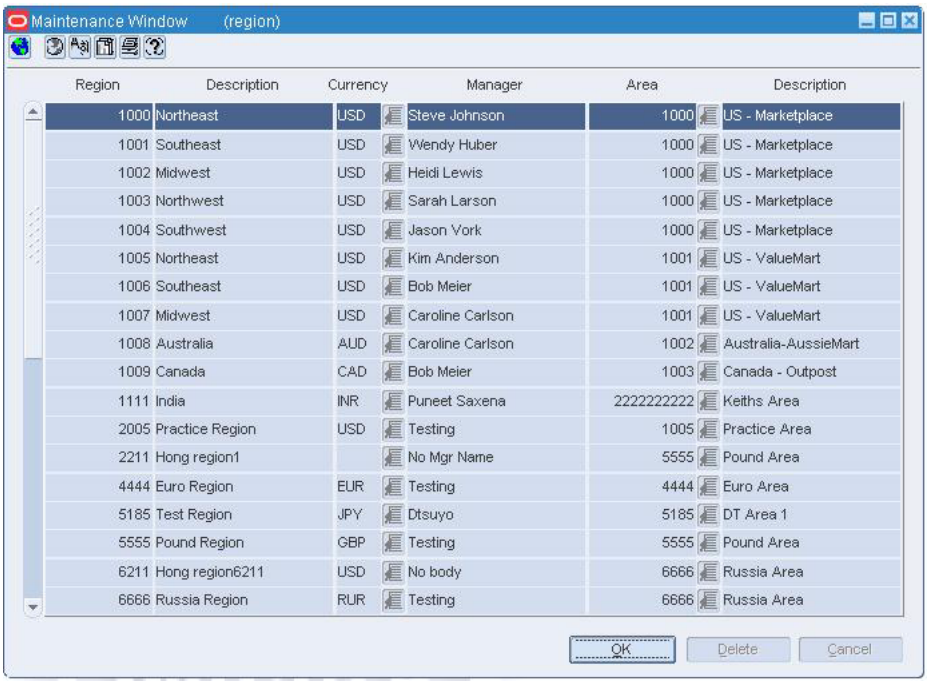
Note: You can easily view the members of the next lower level in the hierarchy. For example, if you double-click a chain in the table, the areas appear in the table. If you double-click a district, the stores appear.

Create a Region

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Region on the tree structure.
2. Click **New**. The Region Maintenance window opens.

Figure 4–1 Region Maintenance window



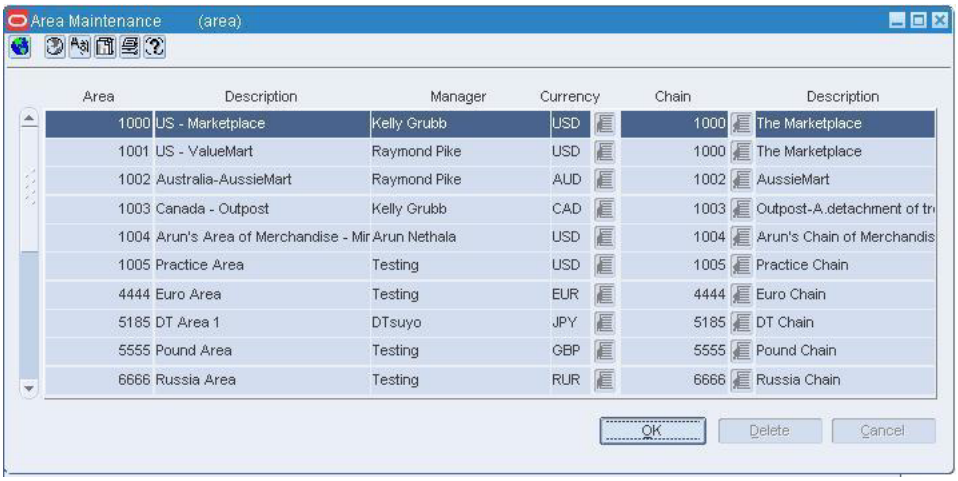
3. Click **Add**.
4. On the next available line, enter a unique number in the Region field.
5. In the Description field, enter the name for the region.
6. In the Currency field, enter the currency code, or click the LOV button and select the currency.
7. In the Manager field, enter the name of the manager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

Create an Area

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Area on the tree structure and click **New**. The Area Maintenance window opens.

Figure 4–2 Area Maintenance window



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

View a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

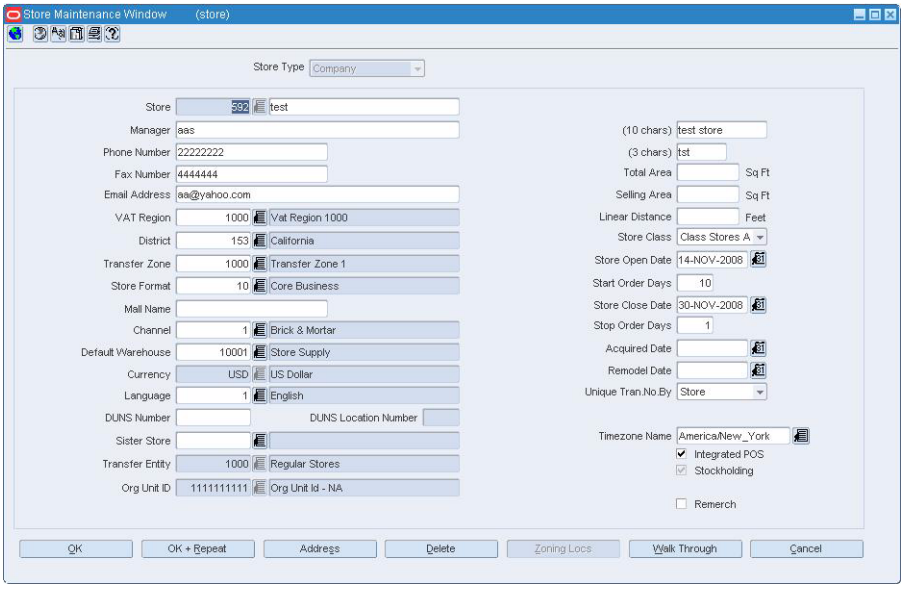
1. Select Store on the tree structure. The stores appear in the table.
2. Select a store and click **View**. The Store Maintenance window opens.
3. To view the address:
   a. Click **Address**. The Address window opens.
   b. Click **OK** to close the Address window.
4. Click **OK** to close the window.

Create a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store on the tree structure.
2. Click **New**. The Store Maintenance window opens.

Figure 4–3 Store Maintenance window



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

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

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

13. In the Language field, enter the language code, or click the LOV button and select the language.
14. In the Transfer Entity field, enter the transfer entity ID, or click the LOV button and select the transfer entity.

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

15. In the Org Unit ID field, enter the org unit ID, or click the LOV button and select the organizational unit.

    Note: This field is only available if your organization uses Oracle Financials, version 11.5.10 or later..

16. Enter optional information in the remaining fields as necessary.
17. Add the address to the store.
18. To associate retail price and cost locations with the store:
    a. Click **Zoning Locs**. The Zoning Locations window opens.

Figure 4–4 Zoning Locations window

    b. In the Pricing Store field, enter the ID of the store with the base retail prices that you want to apply to the current store, or click the LOV button and select the store.
    c. In the Cost Location, select Store or Warehouse. Then enter the ID of the location with the base costs that you want to apply to the current store, or click the LOV button and select the location.
19. Click **Address** to sopen the Address window.
    1. Enter the address and contact information.

       Note: When creating an import order, make sure that the import country and the import location are the same.

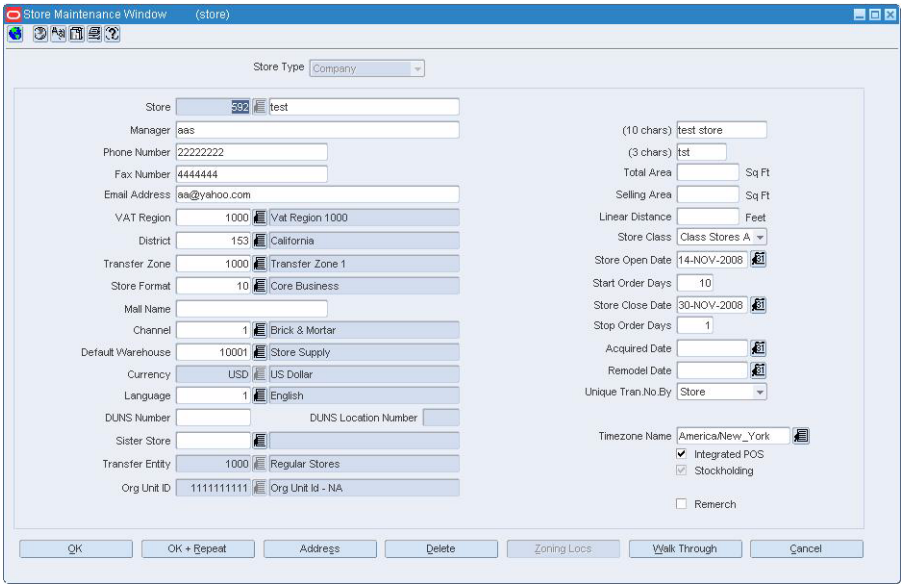
    2. Click Apply to apply the address to the store.
    3. Click **OK** to save your changes and close the window.
20. Click **OK** to save your changes and close the window.

Maintain a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store on the tree structure. The stores appear in the table.
2. Select a store and click **Edit**. The Store Maintenance window opens.

Figure 4–5 Store Maintenance window



Edit a store

1. Edit the enabled fields as necessary.
2. Add an address to a store.
3. Click **OK** to save your changes and close the window.

Delete a store

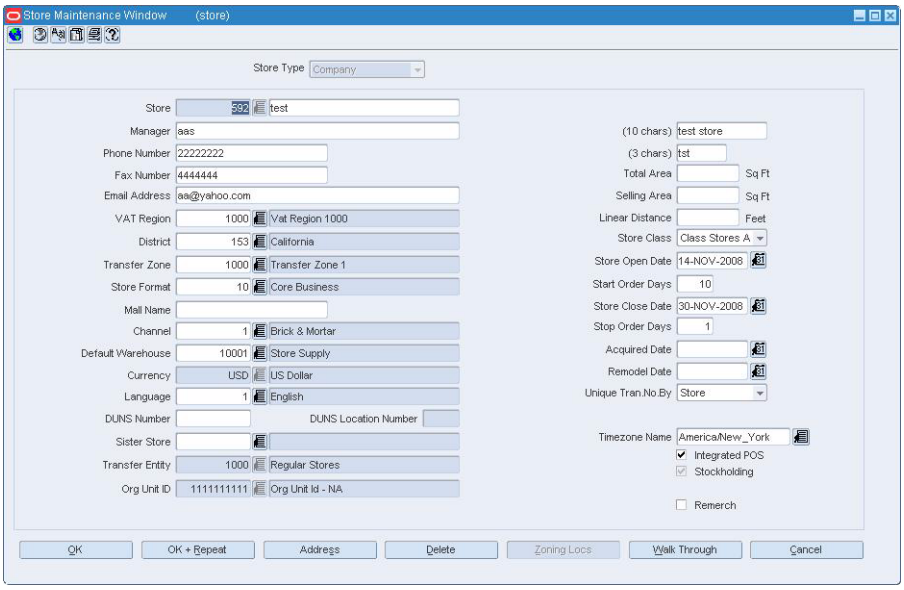
1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Copy a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store on the tree structure and click **New**. The Store Maintenance window opens.

Figure 4–6 Store Maintenance window



2. Enter information in the required fields: Store, (10 chars), (3 chars), Manager, VAT Region, District, Store Open Date, Start Order Days, Channel, Currency, Language, and Unique Tran. NO. By.
3. Enter information in the optional fields as necessary.
4. Add an address to a the store.
5. To enter the default retail price and cost zone information:
   a. Enter the retail price and cost locations.
   b. Click **Zoning Locs**. The Zoning Locations window opens.

Figure 4–7 Zoning Locations window

6. Click **OK** to exit the window.
7. To copy the item assortment and other information from another store:
   a. Click **Like Store**. The Like Store window opens.
   b. In the Like Store field, enter the ID of the store to copy, or click the LOV button and select the store.
   c. To copy replenishment information, select the Copy Replenishment Information check box.
   d. To copy delivery schedules, select the Copy Delivery Schedules check box.

e. To copy dates when the store is closed, select the Copy Activity Schedule check box.

f. Click **OK** to exit the Like Store window.

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

Note: You may receive a notice indicating that the new information will be unavailable until the next batch process is run to add your changes to RMS.

Like Store Window [store]

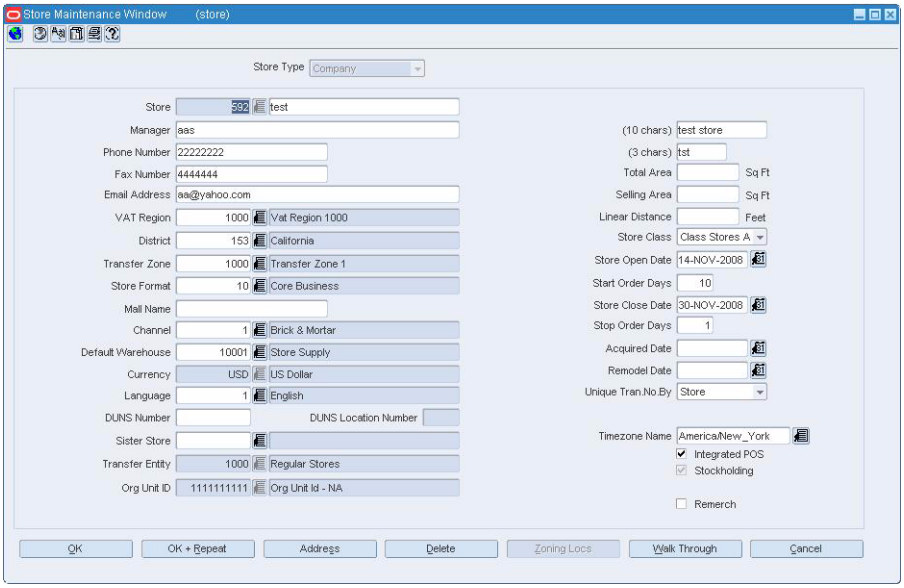
The Like Store window allows you to create a store with the same assortment of items as another store. Also, you can choose to copy replenishment information, delivery schedules, and dates when closed from the existing store to the new store.

- Copy a Store

Add a Store Format

Navigate: From the main menu, select Control > Setup > Store Format > Edit. The Store Format Maintenance window opens.

Figure 4–8 Store Maintenance window

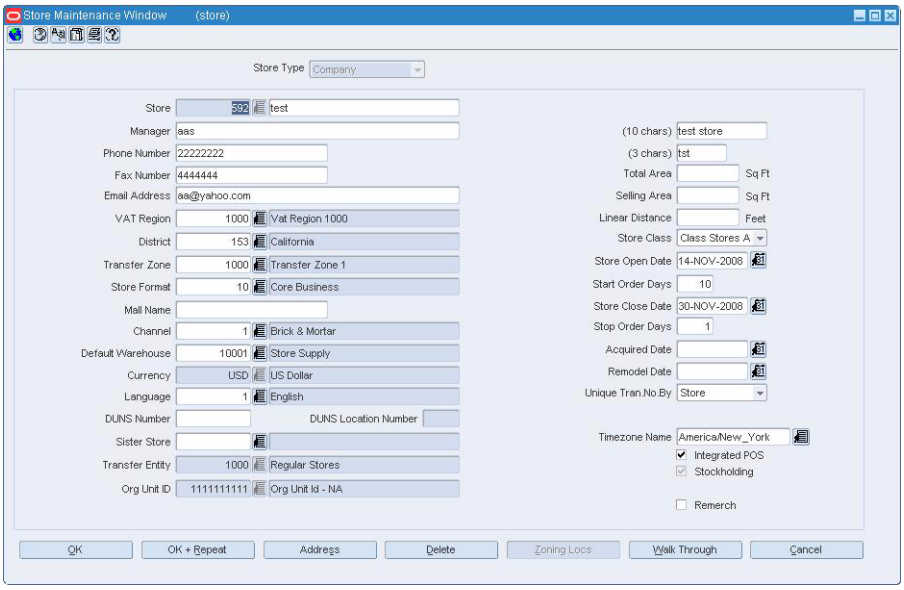


1. Click **Add**.
2. On the next available line, enter a unique number in the Number field.
3. In the Description field, enter the description of the store format.
4. Click **OK** to save your changes and close the window.

Edit a Store Format

Navigate: From the main menu, select Control > Setup > Store Format > Edit. The Store Format Maintenance window opens.

Figure 4–9 Store Maintenance window

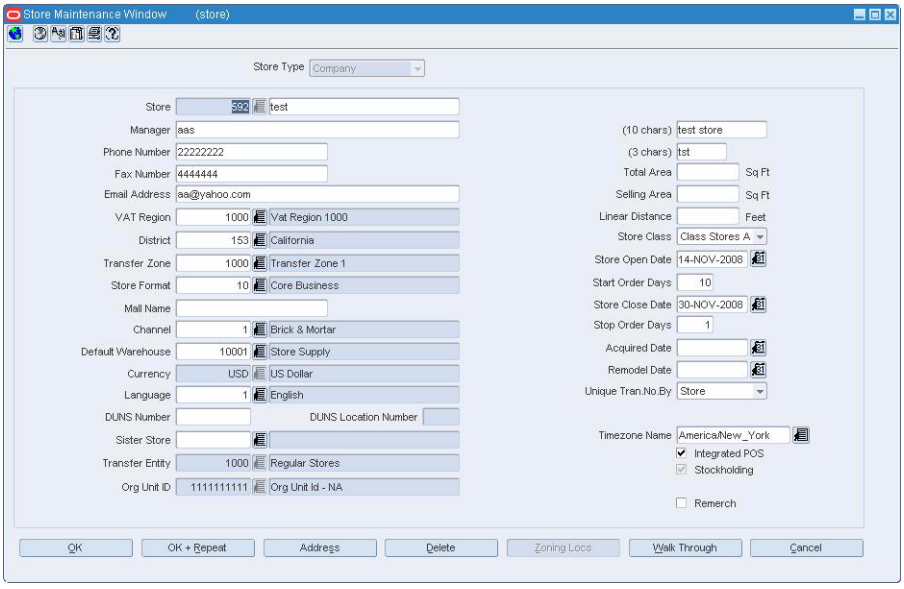


1. In the Description field, edit the description of the format.
2. Click **OK** to save your changes and close the window.

Delete a Store Format

Navigate: From the main menu, select Control > Setup > Store Format > Edit. The Store Format Maintenance window opens.

Figure 4–10 Store Maintenance window



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

Delivery Slot Maintenance window [dlvyslt]

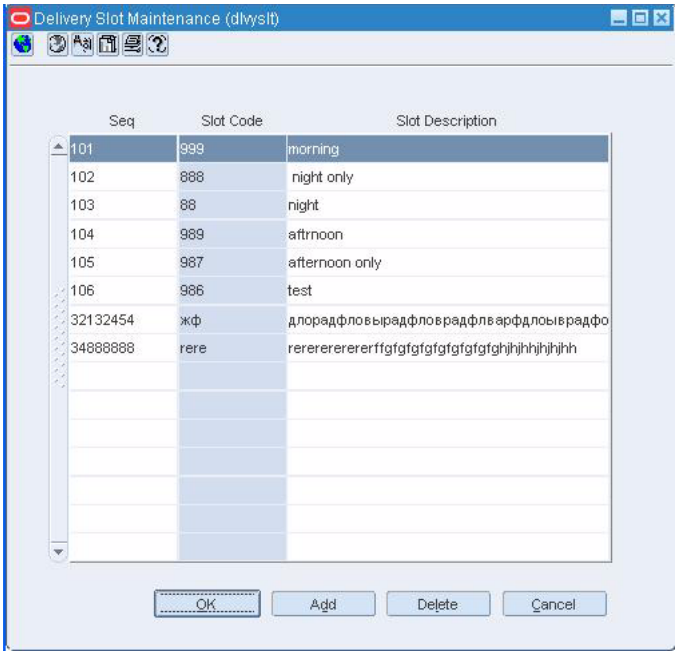
The Delivery Slot Maintenance window allows the user to edit the delivery slot for the shipment.

- Edit a Delivery Slot
- Add a Delivery Slot
- View a Delivery Slot

Edit a Delivery Slot

Navigate: From the main menu, select Control > Setup > Delivery Slot Maintenance > Edit. The Delivery Slot Maintenance window opens.

Figure 4–11 Delivery Slot Maintenance window



1. Select a delivery slot from the list.
2. Make changes as necessary.
3. Click **OK** to save your changes and close the window.

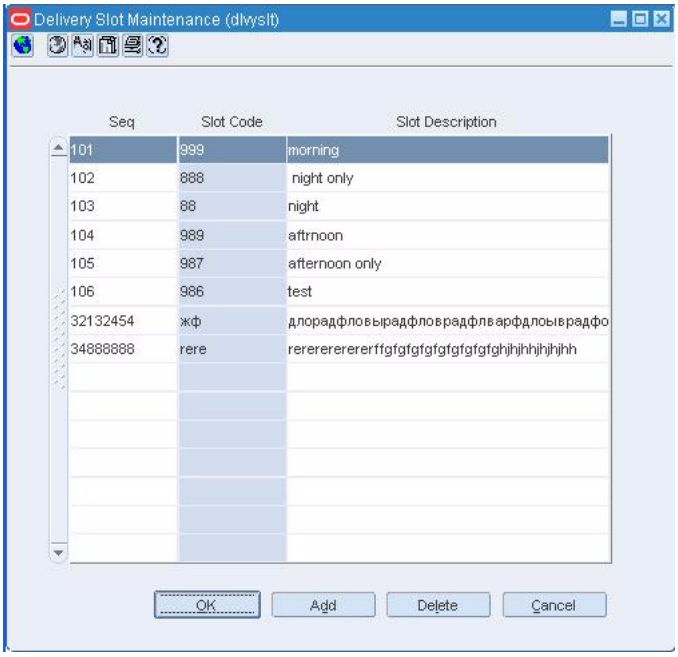
Delete a Delivery Slot

1. Select a delivery slot from the list.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Add a Delivery Slot

Navigate: From the main menu, select Control > Setup > Delivery Slot Maintenance > Edit. The Delivery Slot Maintenance window opens.

Figure 4–12 Delivery Slot Maintenance window

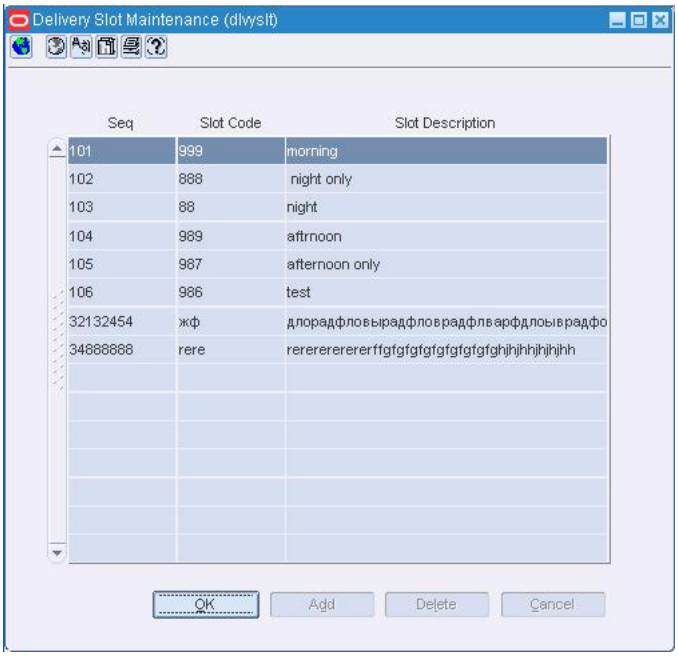


1. Click **Add**.
2. In the Seq field, enter the sequence of the delivery.
3. In the Slot Code field, enter the code.
4. In the Slot Description field, enter the decscription.
5. Click **OK** to save your changes and close the window.

View a Delivery Slot

Navigate: From the main menu, select Control > Setup > Delivery Slot Maintenance > View. The Delivery Slot Maintenance window opens.

Figure 4–13 Delivery Slot Maintenance window



1. Click **OK** to cose the window.

Geocodes Window [store]

The Geocodes window allows you to associate a geocode with a store. The geocode to which the store belongs determines which tax codes are applied to the items at the store. You can associate the store with a country geocode, a state geocode, a county geocode, a city geocode, or a district geocode.

- Associate a Geocode with a Store
- View Additional Store/Day Summary Information

View the Tax Codes for a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Select Department on the tree structure. The departments appear in the table.

Select a department and click **View**. The Department Maintenance window opens.

From the Options menu, select Apply Tax Codes. The Item Tax Codes window opens.

1. To view a subset of the tax codes:
   a. Enter criteria in the Tax Jurisdiction and Tax Level fields.
   b. Click the filter button.
2. Click **OK** to close the window.

View the Audit Trail for a Tax Code Associated with a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Select Department on the tree structure. The departments appear in the table.

1. Select a department and click **View**. The Department Maintenance window opens.
2. From the Options menu, select Apply Tax Codes. The Item Tax Codes window opens.
3. Select a tax code on the table.
4. Click **Audit**. The Audit window opens.
5. Click **OK** to close the window.

View the Tax Codes for a Tax Product Group Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

From the Options menu, select Create Tax Code Change. The Item Tax Codes window opens.

1. To view a subset of the tax codes:
   a. Enter criteria in the Tax Jurisdiction and Tax Level fields.
   b. Click the filter button.
2. Click **OK** to close the window.

View the Tax Codes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Select the Apply Tax Codes option. The Item Tax Codes window opens.

1. To view a subset of the tax codes:
   a. Enter criteria in the Tax Jurisdiction and Tax Level fields.
   b. Click the filter button.
2. Click **OK** to close the window.

View Items Associated with a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > View. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode**. The Tax Codes Form window opens.
5. Click on the **Items** tab.
6. Click **Close** to close the window.

View Departments Associated with a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > View. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode.** The Tax Codes Form window opens.
5. Click on the **Department** tab.
6. Click **Close** to close the window.

View a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > View. The Tax Hierarchy window opens.

1. To view a subset of the tax jurisdictions:
   a. Enter criteria in the Tax Jurisdiction and Tax Level fields.
   b. Click the filter button.
2. To view tax types and rates associated with a tax jurisdiction:
   a. Select the tax jurisdiction on the Tax Jurisdictions tab.
   b. Click the **Tax Codes & Rates** tab. The tax codes for the current tax jurisdiction appear.
   c. Select a Tax Type on the Tax Codes table. The tax rates for the selected tax type appear.
3. Click **Close** to close the window.

View Tax Codes by Merchandise Level

Navigate: From the main menu, select Control > Sales Tax > Tax Rate View. The Tax Rate View window opens.

1. In the Type field, select the element whose tax rates you want to view.
2. In the value field, enter the ID of the entity, or click the LOV button and select the element.

   Note: The label of the value field depends on what you select in the Type field.

3. In the Country Geocode field, enter the geocode of the country, or click the LOV button and select the country.
4. Enter additional criteria as desired to make the search more restrictive.
5. Click **Search**. The tax rates that match the search criteria appear in the table.
6. Click **OK** to close the window.

View the Tax Rates for a Sellable Pack at a Store

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve a sellable pack in Edit mode. The Pack Item Maintenance window opens.

From the Options menu, select Stores > Detail. The Pack Item Store Maintenance window opens.

> **Note:** Tax codes are applied to items that are associated with stores. If the Pack Item Addition - Store window opens, no tax codes or stores have been associated with the item yet.

1. Select a store.
2. From the Options menu, select Tax Rates. The Tax Rate View window opens.
3. Click **OK** to close the window.

View the Tax Rates for an Item at a Store

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

From the Options menu, select Stores > Detail. The Item Store Maintenance window opens.

> **Note:** Tax codes are applied to items that are associated with stores. If the Item Store Addition window opens, no stores have been associated with the item.

1. Select a store.
2. From the Options menu, select Tax Rates. The Tax Rate View window opens.
3. Click **OK** to close the window.

View the Audit Trail for a Geocode Associated with a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > View. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click Item/Geocode. The Tax Codes Form window opens.
5. Click on the **Geocodes** tab.
6. Select a geocode in the table.
7. Click **Audit** to view the audit trail. The Audit window opens.
8. Click **OK** to close the window.

View the Audit Trail for a Tax Code Associated with an Item

Navigate: Search for and retrieve an item in View mode. The Item Maintenance window opens.

Select the Apply Tax Codes option. The Item Tax Codes window opens.

1. Select a tax code on the table.
2. Click **Audit**. The Audit window opens.
3. Click **OK** to close the window.

View the Audit Trail for a Tax Code Associated with a Tax Product Group Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

1. From the Options menu, select Create Tax Code Change. The Item Tax Codes window opens.
2. Select a tax code on the table.
3. Click **Audit**. The Audit window opens.
4. Click **OK** to close the window.

View the Audit Trail for a Tax Code Associated with a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > View. The Geocode Hierarchy Maintenance window opens.

1. Click on the appropriate tab in order to display the geocode level.
2. Select a geocode.
3. Click **Store/Tax Code**. The Geocode Tax Code window opens.
4. Click on the **Tax Codes** tab.
5. Select a tax code on the table.
6. Click **Audit**. The Audit window opens.
7. Click **OK** to close the window.

View Tax Codes Associated with a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > View. The Geocode Hierarchy Maintenance window opens.

1. Click on the appropriate tab in order to display the geocode level.
2. Select a geocode.
3. Click **Store/Tax Code**. The Geocode Tax Code window opens.
4. Click **Close** to close the window.

View Stores Associated with a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > View. The Geocode Hierarchy Maintenance window opens.

1. Click on the appropriate tab in order to display the geocode level.
2. Select a geocode.
3. Click **Store/Tax Code**. The Geocode Tax Code window opens.
4. Click on the **Stores** tab.
5. Click **Close** to close the window.

View a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > View. The Geocode Hierarchy Maintenance window opens.

1. Click on the appropriate tab in order to display the geocode level that you want to view.
2. To view the stores and tax codes that are associated with a geocode:
   a. Select the geocode record.
   b. Click **Store/Tax Code**. The Geocode Tax Code window opens.
   c. To view the stores, click on the **Stores** tab.
   d. To view the tax codes, click on the **Tax Codes** tab.
   e. Click **Close** to exit the Geocode Tax Code window.
3. Click **Close** to close the window.

View Geocodes Associated with a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > View. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode**. The Tax Codes Form window opens.
5. Click on the **Geocodes** tab.
6. Click **Close** to close the window.

View Store Formats

Navigate: From the main menu, select Control > Setup > Store Format > View. The Store Format Maintenance window opens, with the ID and description for each format.

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

Conflicting Stores Window [whstrasg]

The Conflicting Stores window allows you to view conflicting assignments. A conflict occurs when you attempt to assign stores to more than one warehouse with the same assignment date. A prompt warns you of the conflict at the time you enter the conflicting assignment.

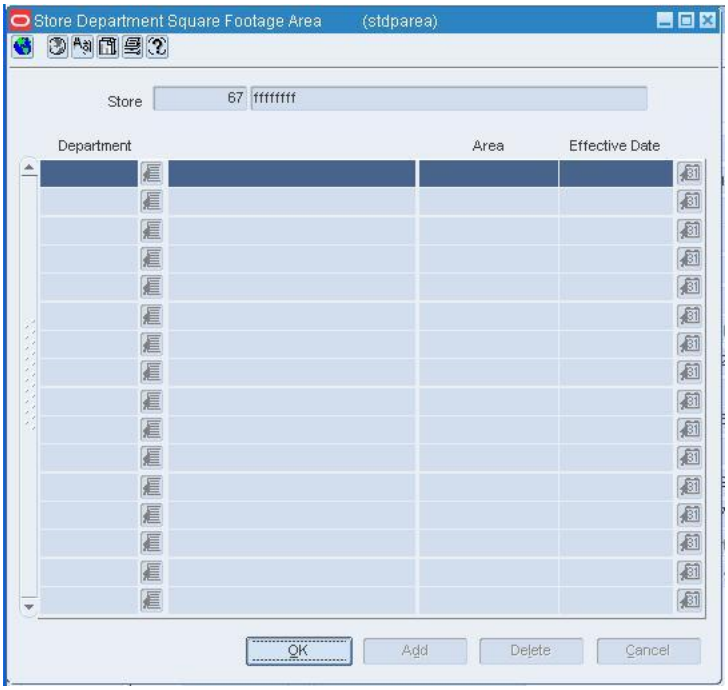
- Edit Warehouse Assignments

Add a Store to a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

Figure 4–14 Store Department Square Footage Area window



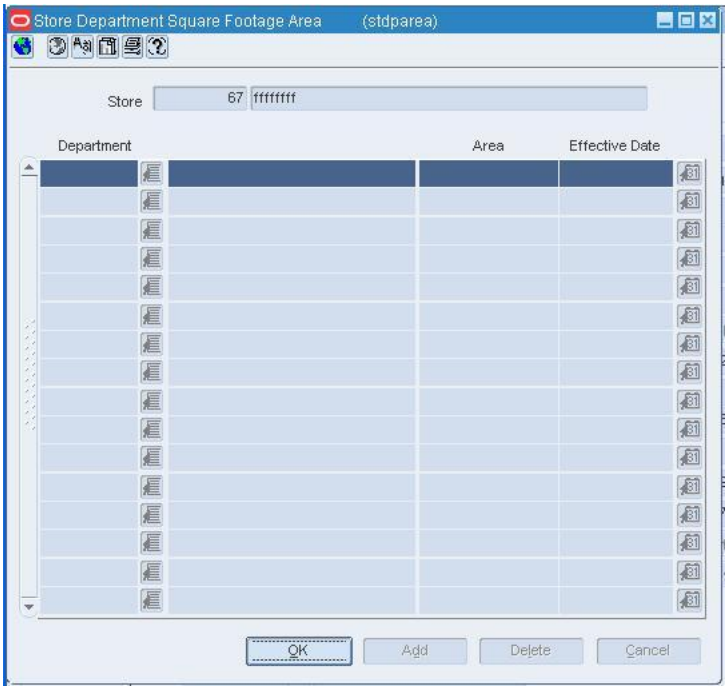
4. Click **Add**.
5. On the next available line, enter the store ID in the Store field, or click the LOV button and select the store.
6. In the Area field, enter the square area allotted at the store for the current department.
7. In the Effective Date field, enter the date when the square area of the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

Add a Department to a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store on the tree structure. The stores appear in the table.
2. Select a store and click **Edit**. The Store Maintenance window opens.
3. Select Options > Store/Department Area. The Store Department Square Footage Area window opens.

Figure 4–15 Store Department Square Footage Area window



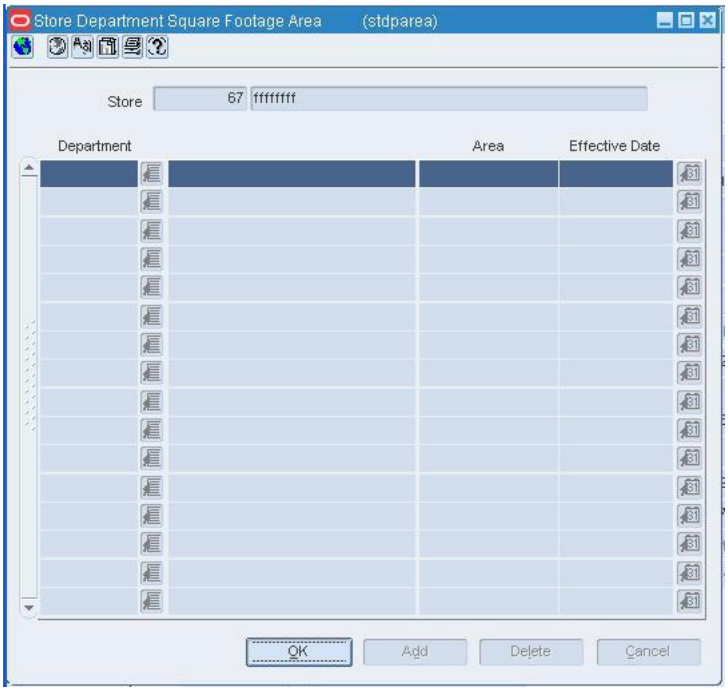
4. Click **Add**.
5. On the next available line, enter the department ID in the Department field, or click the LOV button and select the department.
6. In the Area field, enter the square area allotted to the department at the current store.
7. In the Effective Date field, enter the date when the square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

Delete a Department from a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store on the tree structure. The stores appear in the table.
2. Select a store and click **Edit**. The Store Maintenance window opens.
3. From the Options menu, select Store/Department Area. The Store Department Square Footage Area window opens.

Figure 4–16 Store Department Square Footage Area window



4. Select a department and click **Delete**.
5. When prompted to delete the record, click **Yes**.
6. Click **OK** to save your changes and close the window.

Store Grade Window [stgrdgrp]

The Store Grade window allows you to add and delete the store grades that you want to include in a store grade group. You must associate stores with a store grade before the store grade becomes useful. Stores are associated with store grades in the Store Grade Store Detail window.

- Add a Store Grade Information
- Delete a Store from a Store Grade Group
- View Store Grade Information

Store Grade Store Detail Window [stgrdgrp]

The Store Grade Store Detail window allows you to add and delete the stores that you want to include in a store grade group. You must associate the stores with a store grade as you add them to the store grade group. Store grades are added to the store grade group in the Store Grade window.

Stores can be added individually or by a variety of grouping mechanisms, such as store class, district, region, promotion zone, transfer zone, zone group, location traits, or location list.

- Add a Store Grade Information
- Delete a Store from a Store Grade Group
- View Store Grade Information

Store Grade Distribution Window [stgrdist]

The Store Grade Distribution window is used to distribute items on a purchase order by store grade.

- Distribute Items on a Purchase Order by Store Grade

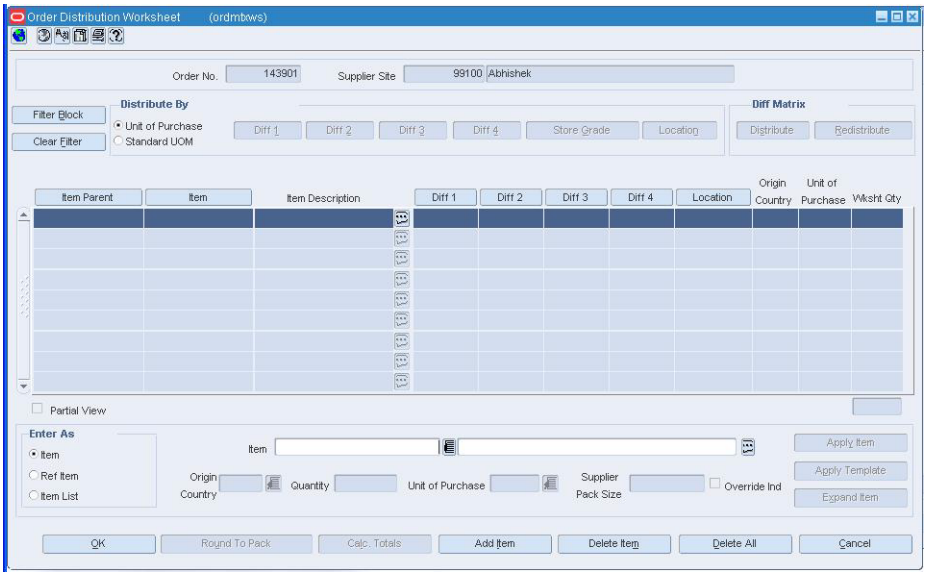
Distribute Items on a Purchase Order by Store Grade

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

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

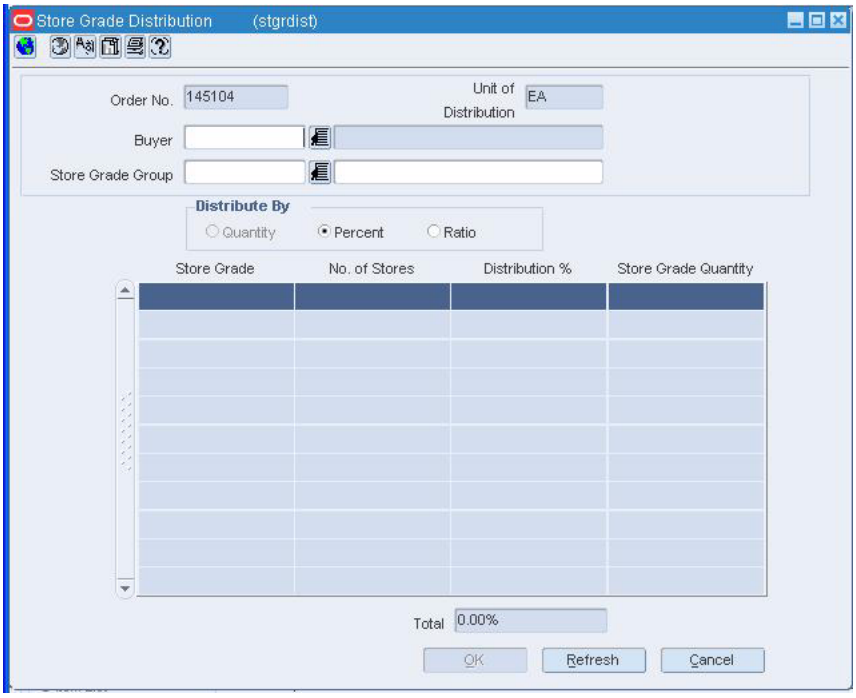
Click Items. The Order Distribution Worksheet window opens.

Figure 4–17 Order Distribution Worksheet window



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

Figure 4–18 Store Grade Distribution window



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

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

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

View Store Grade Information

Navigate: From the main menu, select Control > Setup > Store Grade Group > View. The Store Grade Group window opens.

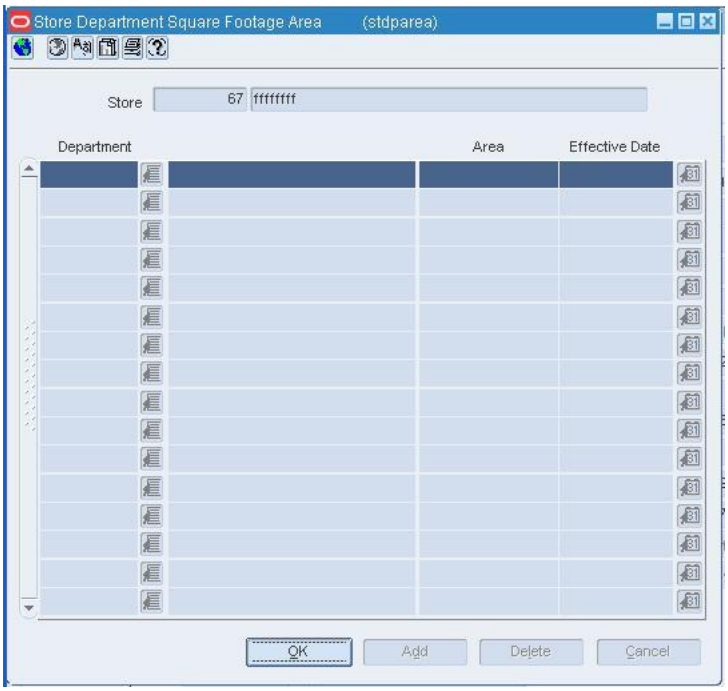
1. In the Buyer field, enter the ID of a buyer, or click the LOV button and select the buyer. Store grade groups for the current buyer appear.
2. To view the store grades for the current buyer and store grade group, click **Store Grade**. The Store Grade window opens. Click **OK** to exit.

3. To view the store and store grade combinations for the current buyer and store grade group, click Store. The Store Grade Store Detail window opens. Click **OK** to exit.
4. Click **OK** to close the window.

Add a Store Grade Information

Navigate: From the main menu, select Control > Setup > Store Grade Group > Edit. The Store Grade Group window opens.

Figure 4–19 Store Grade Group window



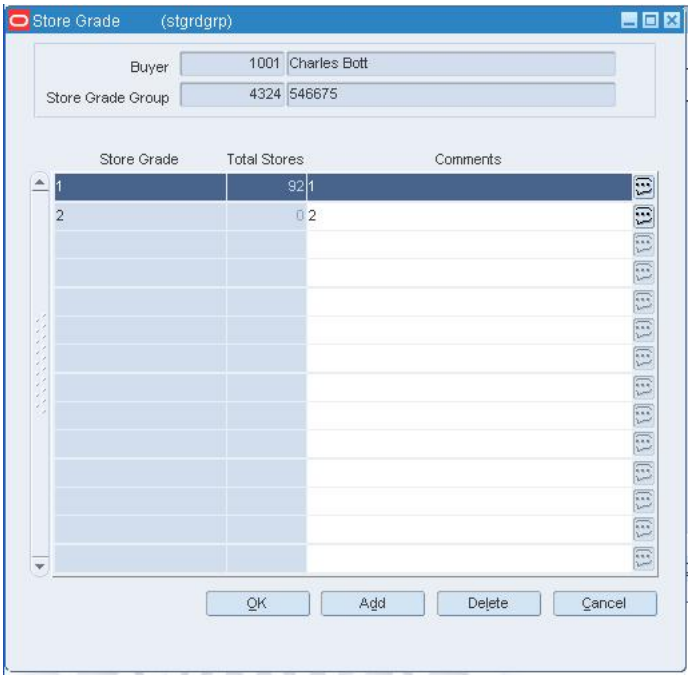
Define the store grade group

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

Add store grades

1. Click **Store Grade**. The Store Grade window opens.

Figure 4–20 Store Grade Group window

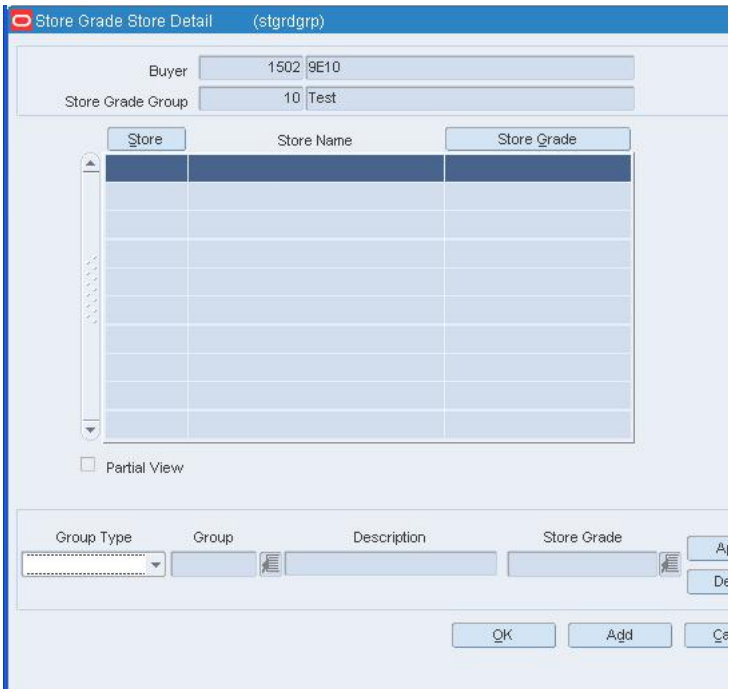


2. Click **Add**.
3. On the next available line, enter a unique code in the Store Grade field.
4. If necessary, enter a comment in the Comments field, or click the comments button and enter the comment.
5. Click **OK** to close the Store Grade window.

Add stores to a store grade

1. Click **Store**. The Store Grade Store Detail window opens.

Figure 4–21 Store Grade Group Detail window

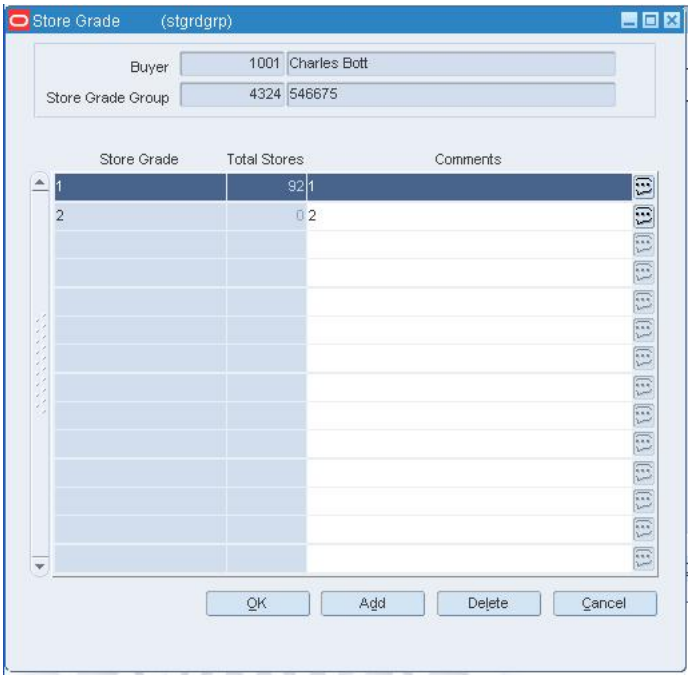


2. Click **Add**.
3. In the Group Type field, select a group type.
4. In the Group field, enter the ID of a group, or click the LOV button and select the group.
5. In the Store Grade field, enter the code for the store grade to associate with the group of stores, or click the LOV button and select the store grade.
6. Click **Apply**. The stores in the group are added to the store grade group.
7. Click **OK** to save any changes and close the window.

Delete a Store Grade Group

Navigate: From the main menu, select Control > Setup > Store Grade Group > Edit. The Store Grade Group window opens.

Figure 4–22 Store Grade Group window



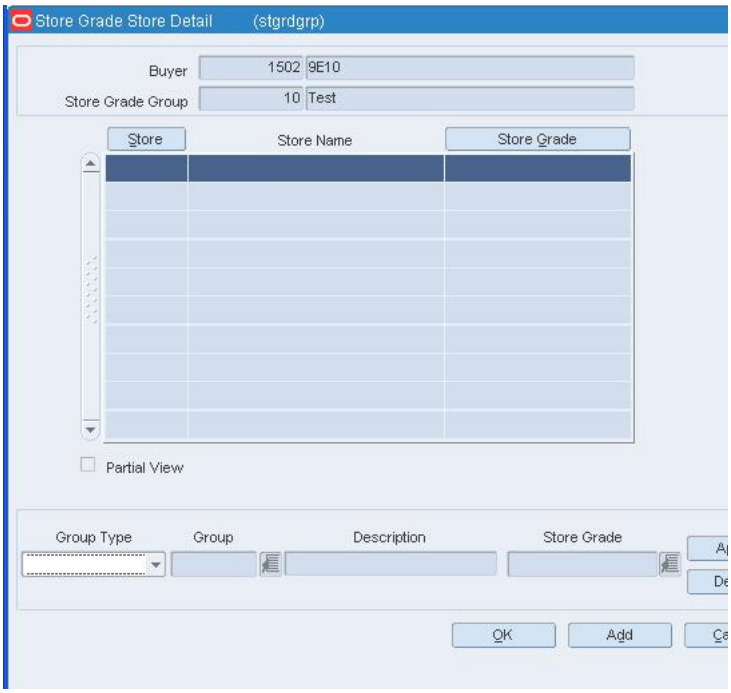
1. In the Buyer field, enter the ID of a buyer, or click the LOV button and select the buyer. Store grade groups for the current buyer appear.
2. Select a store grade group and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Store from a Store Grade Group

Navigate: From the main menu, select Control > Setup > Store Grade Group > Edit. The Store Grade Group window opens.

1. In the Buyer field, enter the ID of a buyer, or click the LOV button and select the buyer. Store grade groups for the current buyer appear. Select a store grade group and click **Store**. The Store Grade Store Detail window opens.

Figure 4–23 Store Grade Group Detail window



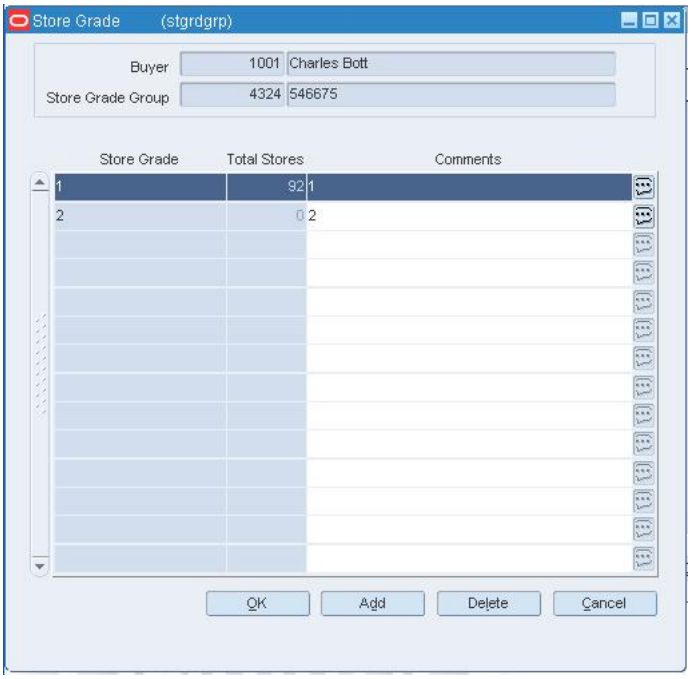
2. Select a store and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Store Grade from a Store Grade Group

Navigate: From the main menu, select Control > Setup > Store Grade Group > Edit. The Store Grade Group window opens.

1. In the Buyer field, enter the ID of a buyer, or click the LOV button and select the buyer. Store grade groups for the current buyer appear.
2. Select a store grade group and click **Store Grade**. The Store Grade window opens.

Figure 4–24 Store Grade Group window

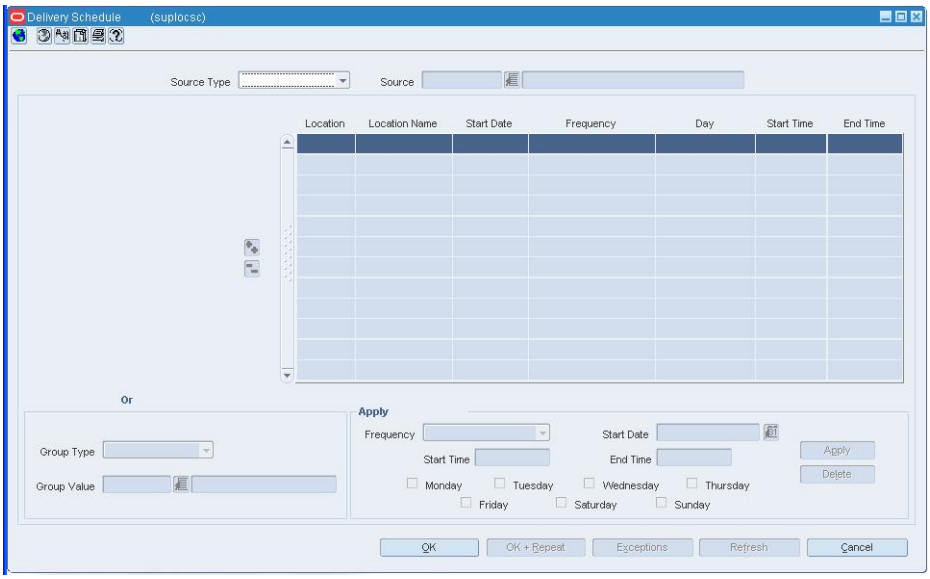


3. Select a store grade and click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit a Delivery Schedule at the Store or Warehouse Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Store or Warehouse on the tree structure. The stores or warehouses appear on the table. Select a store or warehouse and click Edit. The Store Maintenance window or Warehouse Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

Figure 4–25 Delivery Schedule window



1. In the Source Type field, select the type of source for the delivery schedule.
2. In the Source field, enter the ID of the supplier or source warehouse, or click the LOV button and select the supplier or warehouse.
3. Edit the Start Time and End Time fields as necessary.

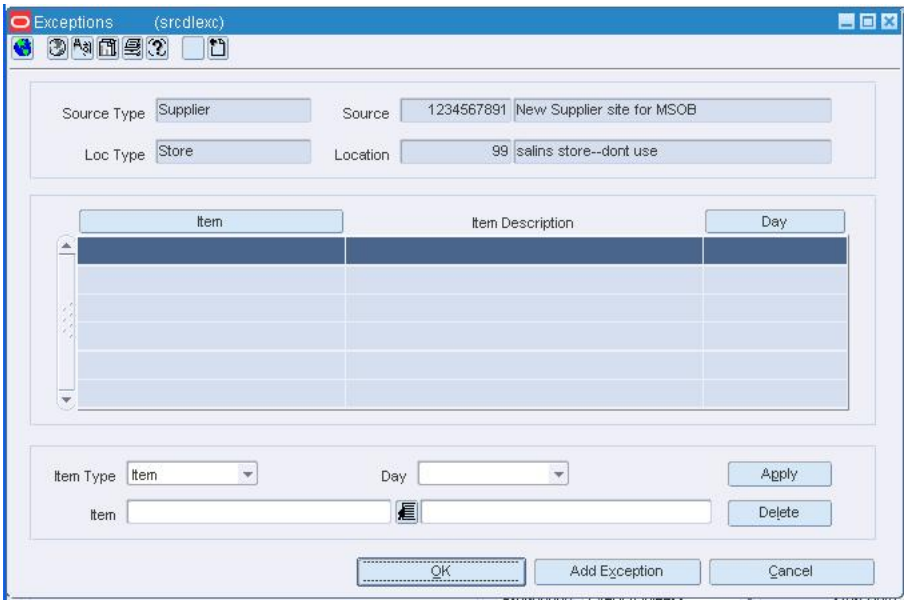
Delete a delivery schedule

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

Delete an exception to a delivery schedule

1. Click **Exceptions**. The Exceptions window opens.

Figure 4–26 Exceptions window



2. Select the item exception record that you want to delete.
3. Click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Create an Association Between Your Store and a Competitor's Store

Navigate: From the main menu, select Action > Organizational Hierarchy > Store. The Organizational Hierarchy Main Form window opens. Select a store. Click **Edit**. The Store Maintenance window opens. From the Options menu, select Assign Competitors. The Competitor Store Association window opens.

1. In the Competitor field, enter the ID of the competitor, or click the LOV button and select the competitor.
2. If this competitor is the most likely competitor to drive your competitive pricing strategy, select the Target Competitor check box.
3. In the Competitor Store field, enter the ID of the competitor's store, or click the LOV button and select the store.
4. To associate an additional competitor store with this store, click **Add Location**.
5. Click **OK** to save your changes and close the window.

Delete the Association Between Your Store and a Competitor's Store

Navigate: From the main menu, select Action > Organizational Hierarchy > Store. The Organizational Hierarchy Main Form window opens. Select a store. Click **Edit**. The Store Maintenance window opens. From the Options menu, select Assign Competitors. The Competitor Store Association window opens.

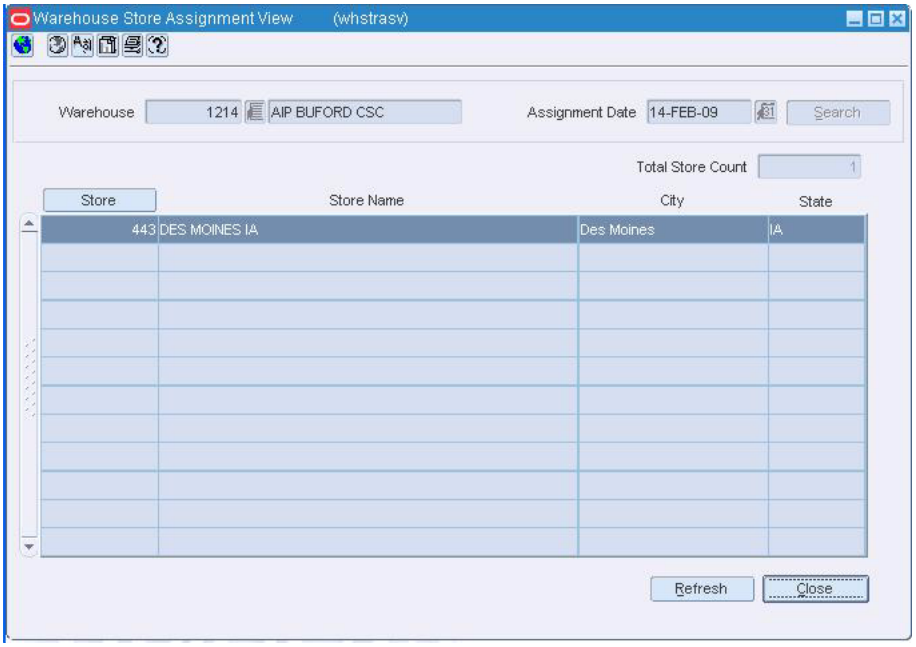
1. Select the competitor's store record that you want to delete.
2. Click **Delete**. You are prompted to delete the record.

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

Search for Stores Assigned to a Warehouse

Navigate: From the main menu, select Control > Setup > Warehouse Store Assignment > View Assignments. The Warehouse Store Assignment View window opens.

Figure 4–27 Warehouse Store Assignment View window



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

Store Department Square Footage Area Window [stdparea]

The Store Department Square Footage Area window allows you to add, edit, view, or delete the square area of departments. Depending on how this window is accessed, you can add multiple stores to a department (merchandise hierarchy) or multiple departments to a store (organizational hierarchy). You can use these measurements to monitor square area relationships between stores and departments, such as sales per square foot.

- Add a Department to a Store
- Add a Store to a Department
- Delete a Department from a Store
- Delete a Store from a Department

- View Additional Store/Day Summary Information

Walk-Through Store Window [walkthroughstore]

The Walk-Through Store window allows you to define s which contain several stores in one location. Each store may operate as a separate entity, however stores are located in the same physical location. You can associate multiple stores as walk through locations. Walk-through store can be uploaded into the system, or you can add walk through locations to a store. You must set up the stores and then associate one with another.

- Create a Store
- View a Store

Window [store]

The window allows you to set up a store with the same Pricing Zone/Zone Group records as an existing store and the same Cost Zone/Zone Group as an existing store or warehouse.

- Create a Store

Warehouse Maintenance Window [warehse]

The Warehouse Maintenance window allows you to create, edit, view, and delete a warehouse. The warehouse is the entity within RMS that defines the physical storage, cross-dock, or distribution facility in an organization. The warehouse has all of the transaction capability of the store, except for sales and price changes. You can specify at which organizational level a warehouse is reported.

You also have the option to designate a warehouse as a redistribution warehouse. A redistribution warehouse does not actually hold stock and cannot be used as a distribution center. With the existence of a redistribution warehouse, you can create purchase orders before the distribution center is known. Orders must be redistributed to actual warehouses or stores when the locations become known and before the merchandise is shipped.

You can access additional windows in order to set up attributes, activity schedules, and delivery schedules.

In a multi-channel environment, you can segregate inventory in virtual warehouses. Each virtual warehouse is associated with a channel. The physical warehouse is considered a non-stockholding location, while the virtual warehouses are considered stockholding locations.

- Create a Warehouse
- Maintain a Warehouse
- View a Warehouse

Warehouse Attributes Window [whattr]

The Warehouse Attributes window allows you to enter information about a particular warehouse. You can track information specific to the warehouse, such as:

- Total square feet

- Number of loading docks
- Number of unloading docks
- Time zone
- UPS district

For more information regarding these topics, see also:

- Record Attributes for a Warehouse

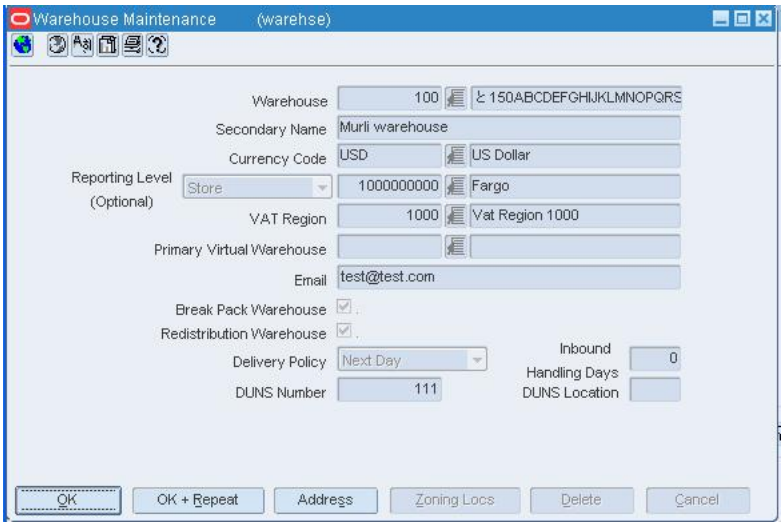
Create a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy.

The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure and click **New**. The Warehouse Maintenance window opens.

Figure 4–28 Warehouse Maintenance window



2. In the Warehouse fields, enter a unique ID and description for the warehouse.
3. In the Currency Code field, enter the currency code, or click the LOV button and select the currency.
4. In the VAT Region field, enter the ID of a VAT region, or click the LOV button and select the VAT region.
5. In the Org Unit ID field, enter the ID of the org unit, or click the LOV button and select a organizational unit.

> **Note:** This field is required if your organization uses Oracle Financials, version 11.5.10 or later and you are working in a single channel environment.

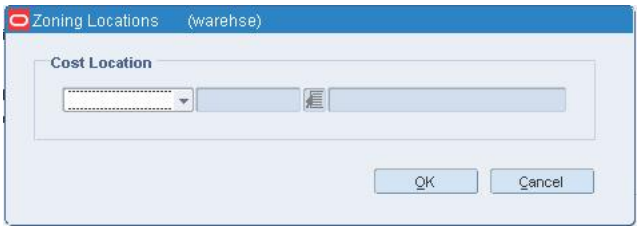
6. Add the address information to the warehouse.
7. Enter optional information in the remaining fields as necessary.

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

Associate a cost location with the warehouse

1. Click **Zoning Locs**. The Zoning Locations window opens.

Figure 4–29 Zoning Locations window



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

Complete the warehouse information

1. Add virtual warehouses as necessary.

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

2. Add warehouse attributes as necessary.
3. Add delivery schedules as necessary.

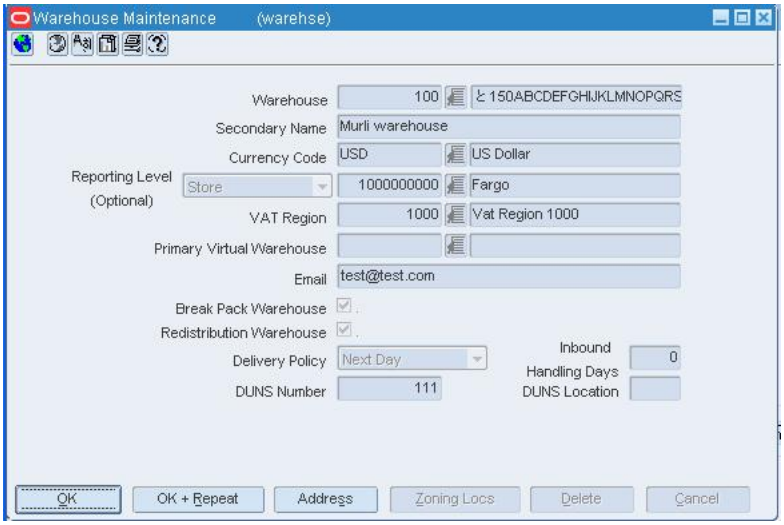
4. Add activity schedules as necessary.
5. Click **OK** to save any changes and close the window.

Maintain a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click **Edit**. The Warehouse Maintenance window opens.

Figure 4–30 Warehouse Maintenance window



Edit a warehouse

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

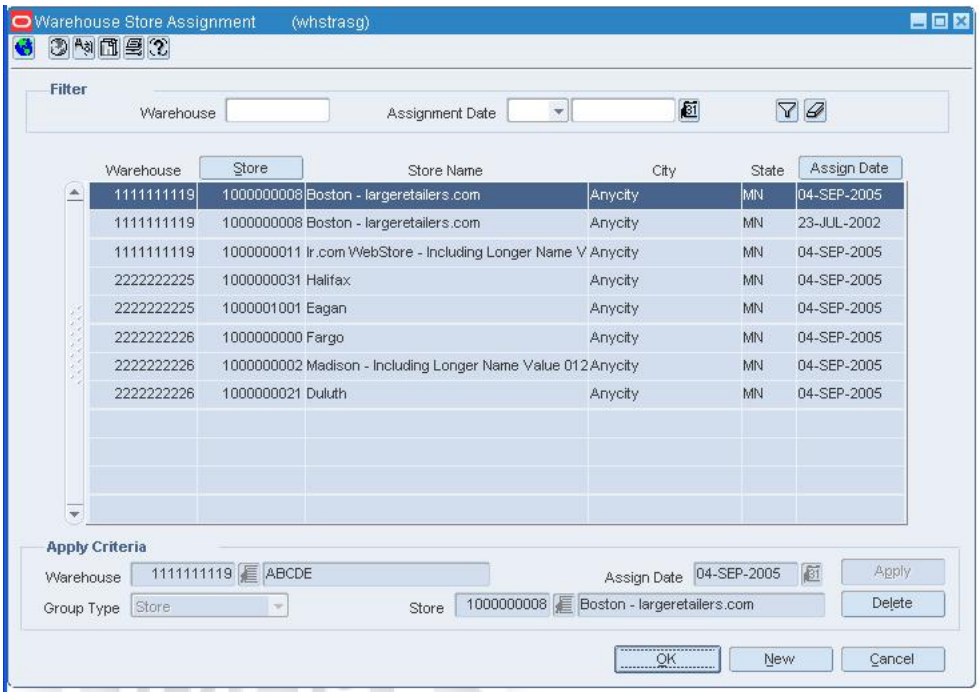
Delete a warehouse

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

Edit Warehouse Assignments

Navigate: From the main menu, select Control > Setup > Warehouse/Store Assignment > Create Assignments > Edit. The current assignments appear in the Warehouse Store Assignment window.

Figure 4–31 Warehouse Store Assignment window



Add an assignment

1. Click **New**. The fields in the Apply area are cleared.
2. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
3. In the Assign Date field, enter the date on which the assignment becomes effective, or click the calendar button and select the date.
4. In the Group Type field, select a grouping mechanism for the locations to be assigned to the warehouse.
5. In the Group field, enter the ID of the specific group or location, or click the LOV button and select the group or location.
6. Click **Apply**. The assignments are added to the table.
7. A prompt opens if you attempt to create any assignments with conflicting assignment dates. To view the conflicting assignments, click **Yes**. The conflicting assignments appear in the Conflicting Stores window.
8. Click **OK** to save your changes and close the window.

Delete an assignment

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

Warehouse Department Window [whdept]

The Warehouse Department window allows you to specify investment buy parameters at the warehouse or warehouse/department level. You can set up costs of storage and other parameters for a specific warehouse. Within the warehouse, you can set up several sets of investment buy parameters which are specific for a set of items, such as frozen goods.

- Add Investment Buy Attributes to a Warehouse
- Edit Investment Buy Attributes for a Warehouse
- View Investment Buy Attributes for a Warehouse

Warehouse/Inventory Attributes Window [stkwhattr]

The Warehouse/Inventory Attributes window allows you to indicate how the warehouse is affected by replenishment and investment buy activities.

In a single channel environment, you can indicate whether the current warehouse should be included in forecast calculations. You also indicate whether the warehouse is considered a replenishment warehouse and an investment buy warehouse.

In a multi-channel environment, you can indicate whether the current virtual warehouse should be included in distribution and forecast calculations. You can also identify the virtual warehouse that should receive any excess or short stock based on rounding calculations. If the virtual warehouse is not a replenishment warehouse or an investment buy warehouse, you can link it to other virtual warehouses within the same physical warehouse that have those characteristics.

- Edit Attributes at a Warehouse for Inventory Segregation

Virtual Warehouse Maintenance Window [vwh]

The Virtual Warehouse Maintenance window allows you to divide a physical warehouse into one or more virtual warehouses. Virtual warehouses are used in a multi-channel environment to track ownership of inventory by channel. You associate each virtual warehouse with a channel. If the virtual warehouse contains a finishing location, you can indicate an additional virtual warehouse within the channel.

Virtual warehouses are considered stockholding locations, while the physical warehouse is considered a non-stockholding location.

- Create a Warehouse
- Add a Virtual Warehouse to a Physical Warehouse
- Maintain Virtual Warehouses for a Physical Warehouse
- View Virtual Warehouses for a Physical Warehouse

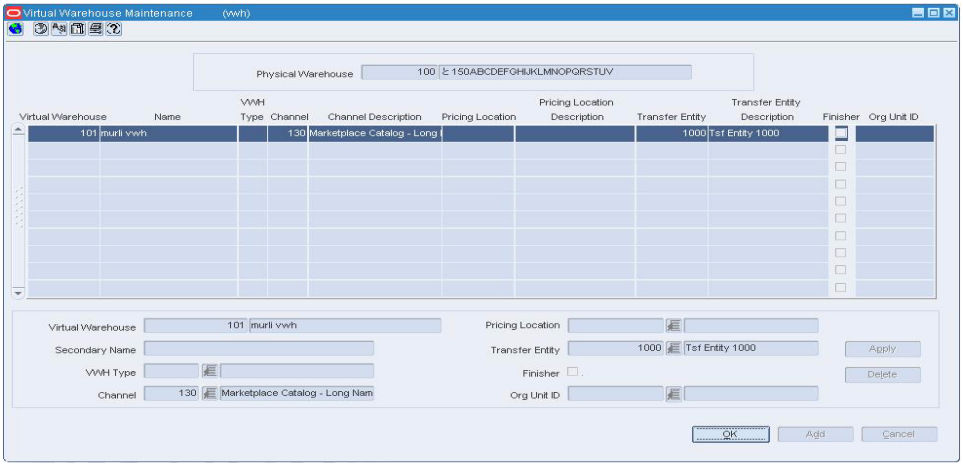
Add a Virtual Warehouse to a Physical Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click Edit. The Warehouse Maintenance window opens.

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

Figure 4–32 Virtual Warehouse Maintenance window



4. From the Options menu, select Virtual Warehouses. The Virtual Warehouse Maintenance window opens.
5. In the Virtual Warehouse field, enter the unique ID for the virtual warehouse.
6. In the Virtual Warehouse Name field, enter a description for the virtual warehouse.
7. In the Channel field, enter the ID of the channel that is associated with the virtual warehouse, or click the LOV button and select the channel.
8. In the Transfer Entity field, enter the ID of the transfer entity that is associated with the virtual warehouse, or click the LOV button and select the transfer entity.

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

9. In the Finisher field, select the check box to indicate the virtual warehouse is used for finishing.
10. In the Org Unit ID field, enter the ID of the org unit, or click the LOV button and select an organizational unit.

    Note: This field is required if your organization uses Oracle Financials, or later 11.5.10.

11. If you want to set up a virtual warehouse to receive replenishments:

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

    a. Select the desired virtual warehouse.

b. From the Options menu, select Warehouse/Inventory Attributes. The Warehouse Inventory Attributes window opens.

c. Select the Replenishment Warehouse check box.

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

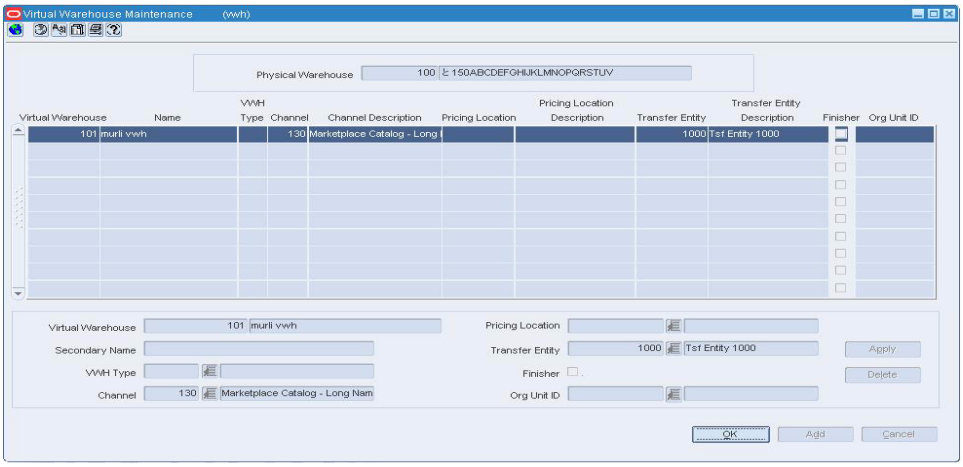
12. Click **OK** to save any changes and close the window.

Maintain Virtual Warehouses for a Physical Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click **Edit**. The Warehouse Maintenance window opens.
3. From the Options menu, select Virtual Warehouses. The virtual warehouses appear in the Virtual Warehouse Maintenance window.

Figure 4–33 Virtual Warehouse Maintenance window



Edit a virtual warehouse

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

Delete a virtual warehouse

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

Warehouse Store Assignment Window [whstrasg]

The Warehouse Store Assignment window allows you to view and maintain warehouse assignments. You can assign one or multiple stores to a warehouse. You can assign a store to more than one warehouse; however, the assignment dates cannot conflict. If you attempt to set up a conflicting assignment, you are notified and can choose to view the conflicting assignments.

Effective on the assignment date, the warehouse becomes the default warehouse for the stores assigned to it. The warehouse also becomes the sourcing warehouse for the purpose of replenishing items.

To display additional details, select the appropriate option from the View menu.

Note: You can also assign a default warehouse to a store when you create or edit a store. The assignment remains effective until changed manually or overridden by an assignment entered in the Warehouse Store Assignment window.

- Edit Warehouse Assignments
- View All Warehouse Assignments

Warehouse Store Assignment View Window [whstrasv]

The Warehouse Store Assignment View window allows you to search for and view the stores assigned to a warehouse on a specific date.

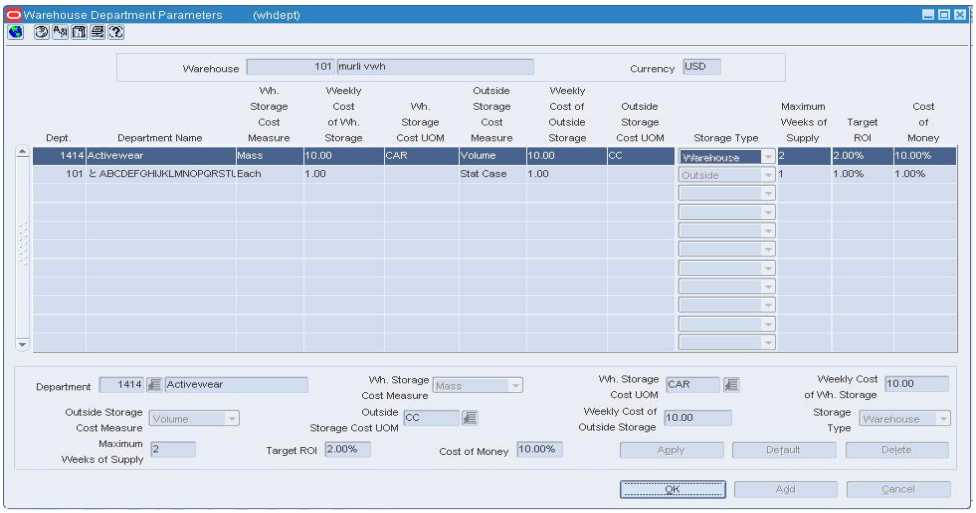
To view additional details about the stores, select the appropriate option from the View menu.

- Search for Stores Assigned to a Warehouse

Edit Investment Buy Attributes for a Warehouse

Navigate: From the main menu, select Actions > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Warehouse on the tree structure. The warehouses appear in the table. Select a warehouse and click Edit. The Warehouse Maintenance window opens.**In a multi-channel environment:**From the Options menu, select Virtual Warehouse. The Virtual Warehouse Maintenance window opens. From the Options menu, select Warehouse Department Parameters > Edit. The Warehouse Department Parameters window opens.**In a single channel environment:**From the Options menu, select Warehouse Department Parameters>Edit. The Warehouse Department Parameters window opens.

Figure 4–34 Warehouse Department Parameters window



1. Select a department on the table.
2. In the Apply area, edit the information as appropriate.
3. Click **Add** to enter an additional record, or click **Delete** to remove the department from the table.
4. Click **Apply** to enter the information into the table. This information will be used in investment buy calculations.
5. Click **OK** to save your changes and close the window.

Define Location Traits

With location traits, you can group areas, regions, districts, or stores by traits. When a trait is associated with an area, region, or district, the trait is applied automatically to the stores within those entities. A trait can be deleted only at the level of the organizational hierarchy with which it was originally associated. You can create reports based on location traits.

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

- Record Attributes for a Store
- Add Locations to a Location List
- Edit Replenishment Attributes for an Item or Item List
- View Replenishment Attributes for an Item
- Edit a Shipping Schedule for a Warehouse by Store
- Add a Store Grade Information
- Add a Location Trait
- Associate a Location Trait with an Organization Level
- Associate an Organization Level with a Location Trait
- Change Location Traits by Location List
- Delete a Location Trait
- Delete a Location Trait for an Organization Level
- Delete an Organization Level from a Location Trait
- Edit a Location Trait
- View Location Traits
- View Location Traits for an Organization Level
- View Organization Levels Associated with a Location Trait

View Organization Levels Associated with a Location Trait

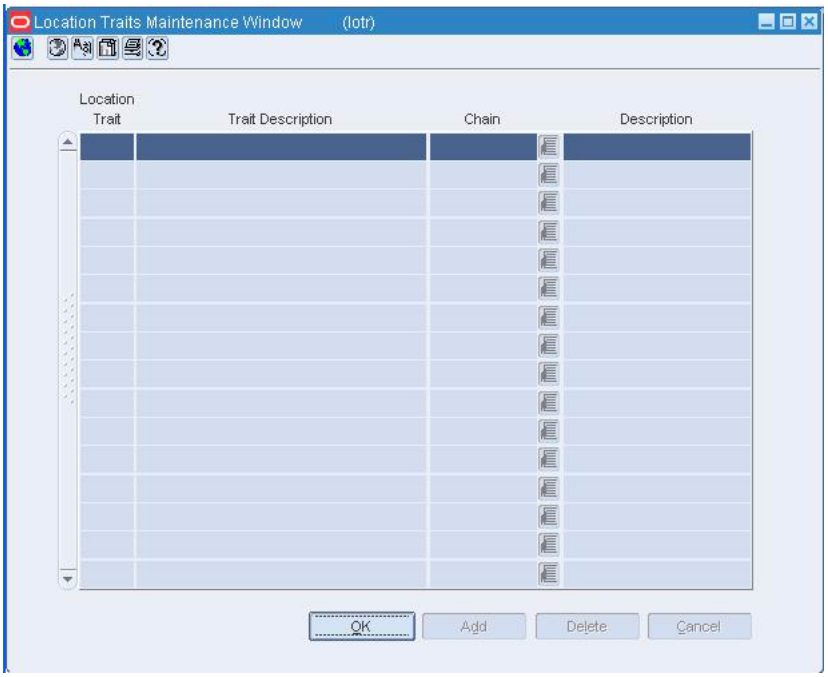
Navigate: From the main menu, select Control > Traits > Location Traits > View. The Location Traits Maintenance window opens.

1. Select a location trait.
2. From the Options menu, select the organization level. The appropriate trait window opens.
3. Click **OK** to close the window.

Add a Location Trait

Navigate: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window opens.

Figure 4–35 Location Traits Maintenance window

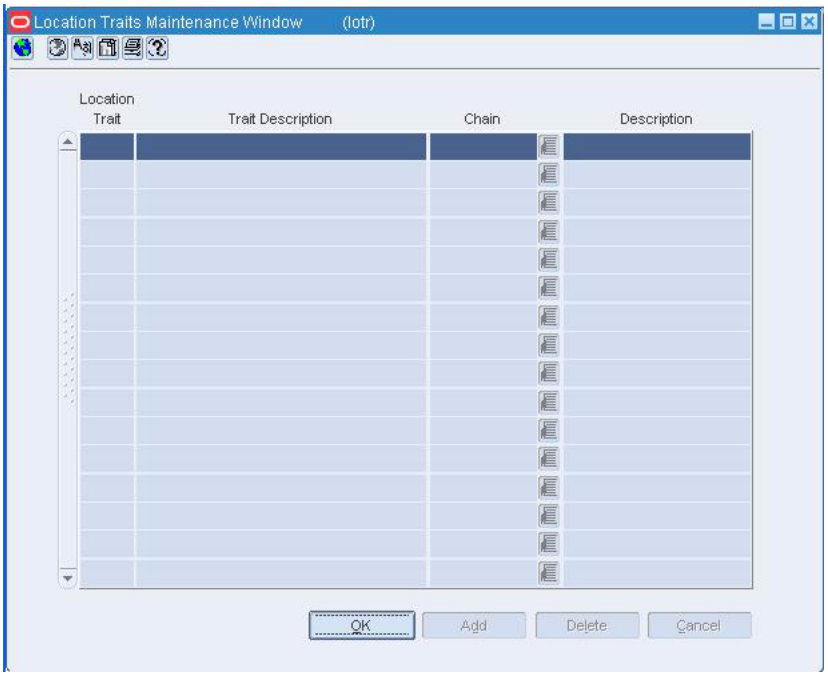


1. Click **Add Trait**. On the next available line, the Location Trait field is filled in automatically with a unique ID number.
2. In the Description field, enter a description for the trait.
3. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV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

Edit a Location Trait

Navigate: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window opens.

Figure 4–36 Location Traits Maintenance window

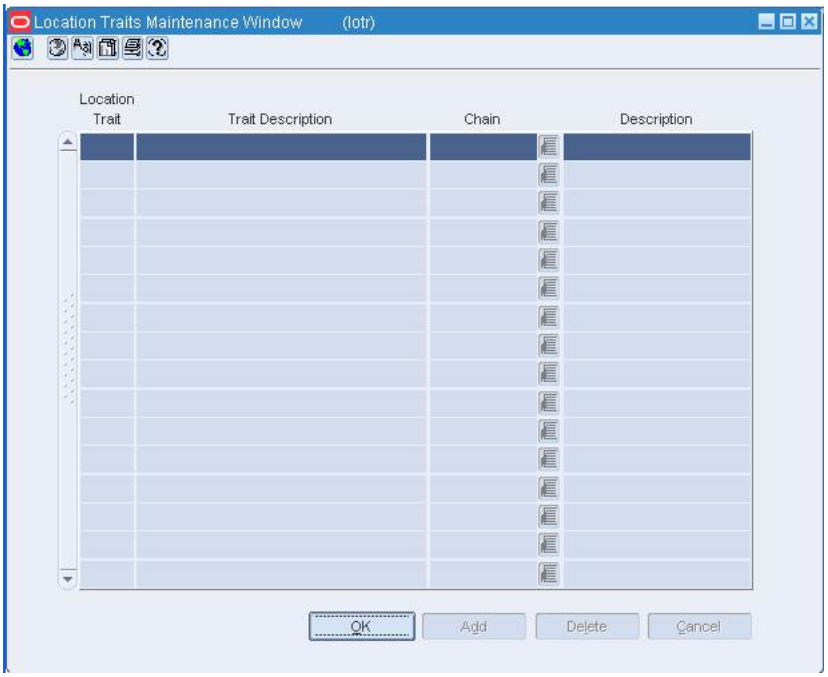


1. Edit the Description field as necessary.
2. Click **OK** to save your changes and close the window.

Delete a Location Trait

Navigate: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window opens.

Figure 4–37 Location Traits Maintenance window



1. Select the location trait.
2. Click **Delete**.
3. When prompted to delete the location trait, click **Yes**.
4. Click **OK** to save your changes and close the window.

Area Maintenance Window [area]

The Area Maintenance window allows you to create, edit, view, or delete an area in the organizational hierarchy. Area is below Chain and above Region in the organizational hierarchy. Typically, an area is used to define a geographical grouping within the organization. An area can belong to only one chain within the organizational hierarchy.

You can associate location traits with an area. Location traits that are applied to an area are applied automatically to the regions, districts, and stores within the area.

- Create an Area
- Maintain an Area
- View Areas

View Location List Criteria

Navigate: From the main menu, select Control > Location List. The Location List Search window opens.

Search for and retrieve a location list in View mode. The Location List Head window opens.

1. From the Options menu, select Criteria. The Location List Criteria window opens.
2. Click **OK** to close the window.

View Location Traits

Navigate: From the main menu, select Control > Traits > Location Traits > View. The Location Traits Maintenance window opens.

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

View Location Traits for an Organization Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. To view location traits for a/n:

- Area
  a. Select Area on the tree structure, and click **Edit**. The Area Maintenance window opens.
  b. Select an area.
  c. From the Options menu, select Location Traits. The Traits Associated with Areas window opens.
- Region

   a. Select Region on the tree structure, and click **Edit**. The Region Maintenance window opens.

   b. Select a region.

   c. From the Options menu, select Location Traits. The Traits Associated with Regions window opens.

- District

   a. Select District on the tree structure, and click **Edit**. The District Maintenance window opens.

   b. Select a district.

   c. From the Options menu, select Location Traits. The Traits Associated with Districts opens.

- Store

   a. Select Store on the tree structure, and click **Edit**. The Store Maintenance window opens.

   b. Select a store.

   c. From the Options menu, select Location Traits. The Traits Associated with Store window opens.

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

View a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens.

Search for and retrieve a location list in View mode. The Location List Head window opens.

View the locations

1. From the Options menu, select Locations. The Location List Detail Maintenance window opens.
2. Click **OK** to close the window.

View the criteria

1. From the Options menu, select Criteria. The Location List Criteria window opens.
2. Click **OK** to close the window.

View Locations Associated with an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the Locations option on the Options list. The Item Location window opens.

1. To view a subset of the locations:

   a. In the Filter area, select a type of group in the Group Type field.

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

c. Click the filter button. The locations that match the location criteria appear.

d. Click the clear filter button to clear filtered criteria.

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

View Locations by Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens.

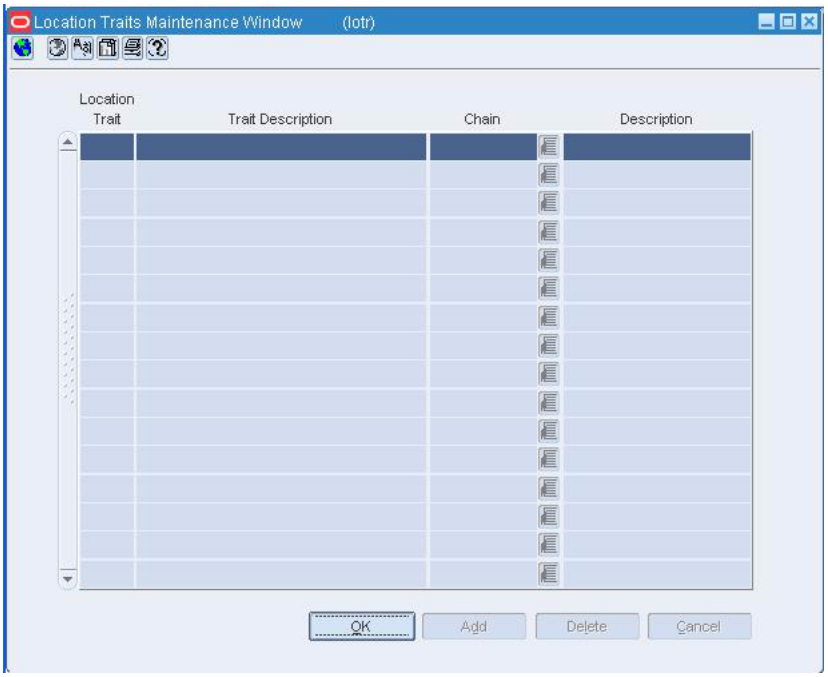
Search for and retrieve a location list in View mode. The Location List Head window opens.

1. From the Options menu, select Locations. The Location List Detail Maintenance window opens.
2. Click **OK** to close the window.

Change Location Traits by Location List

Navigate: From the main menu, select Control > Location Lists. The Location List Search window opens. Search for and retrieve a location list in Use mode. The Location List Head window opens. From the Options menu, select Create Location Traits Change. The Location Traits - Mass Change window opens.

Figure 4–38 Location Traits -- Mass Change window



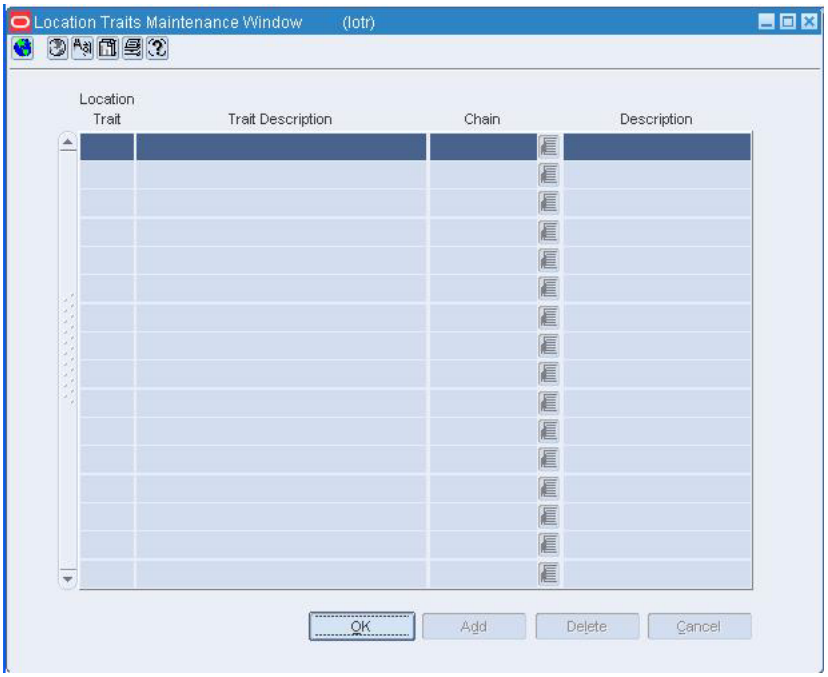
1. In the Action field on the first line of the table, select whether you want to add or delete the trait.
2. In the Location Trait field, enter the ID of the trait, or click the LOV button and select a trait.

3. To add another mass change request for the location list:
   a. Click **Add**
   b. In the Action field, select whether you want to add or delete the trait.
   c. In the Location Trait field, enter the ID of the trait, or click the LOV button and select a trait.
4. To delete a mass change request from the location list:
   a. Select the mass change request.
   b. Click **Delete**.
5. Click **OK** to save your changes and close the window.

Delete a Location Trait for an Organization Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Figure 4–39 Organization Heirarchy Main Form window



1. To delete a location trait for a/n:

- Area
   a. Select Area on the tree structure, and click **Edit**. The Area Maintenance window opens.
   b. Select an area.
   c. From the Options menu, select Location Traits. The Traits Associated with Areas window opens.
- Region

a. Select Region on the tree structure, and click **Edit**. The Region Maintenance window opens.

b. Select a region.

c. From the Options menu, select Location Traits. The Traits Associated with Regions window opens.

- District

a. Select District on the tree structure, and click **Edit**. The District Maintenance window opens.

b. Select a district.

c. From the Options menu, select Location Traits. The Traits Associated with Districts opens.

- Store

a. Select Store on the tree structure, and click **Edit**. The Store Maintenance window opens.

b. Select a store.

c. From the Options menu, select Location Traits. The Traits Associated with Store window opens.

d. Select a location trait.

e. Click **Delete**.

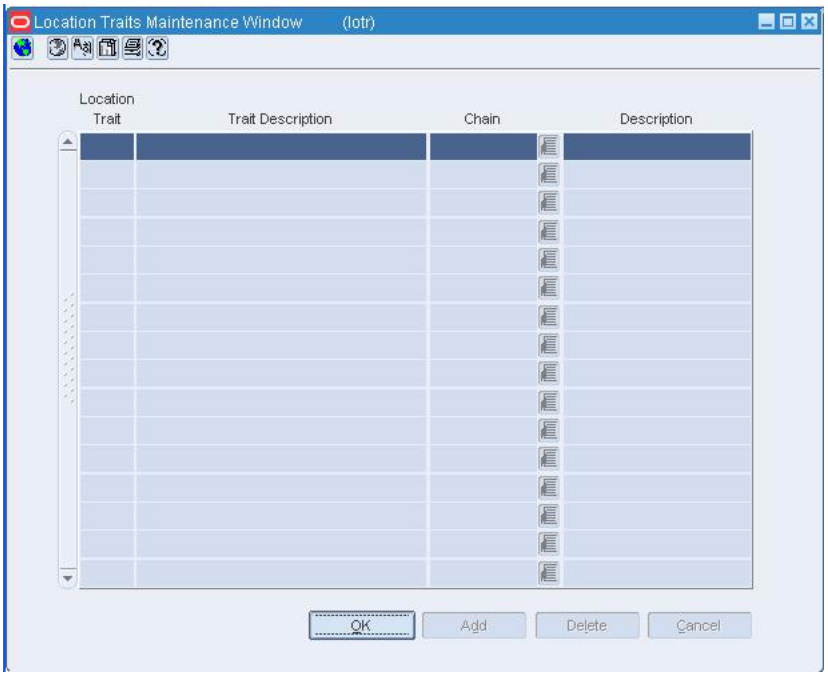
f. When prompted to delete the location trait, click **Yes**.

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

Delete an Organization Level from a Location Trait

Navigate: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window opens.

Figure 4–40 Location Traits Maintenance window



Note: You can delete a trait only at the level of organizational hierarchy with which it was originally associated.

1. Select a location trait.
2. From the Options menu, select the organization level. The appropriate trait window opens.
3. Click **Delete**.
4. When prompted to delete the area, click **OK**.
5. Click **OK** to save your changes and close the window.

Location Exceptions Window [cmclexcp]

The Location Exceptions window allows you to view and maintain the activity schedules for locations that are not closed on the dates that the company is closed. You indicate which locations are open and for which activities. For example, you can specify that a store is open for sales on that date, but it cannot receive shipments. Non-stockholding stores can remain open or closed for sales only. By their nature, they cannot ship or receive items. In a multi-channel environment, changes made to a physical warehouse are applied to the virtual warehouses within the physical warehouse.

When the Activity Schedule system parameter is selected, the replenishment feature uses the company close and exception schedule to dynamically calculate lead times for the items at a location. When an order cannot be delivered to a location because it is closed, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day for the location. Extending the lead time increases the number of units required to replenish the item.

- Edit an Activity Schedule for the Company
- View an Activity Schedule for the Company

Location Traits Maintenance Window [lotr]

The Location Traits Maintenance window allows you to add, edit, and view location traits. You can group areas, regions, districts, or stores by location traits. You can create reports based on location traits.

At the store level, location traits can be used as a grouping mechanism when you:

- Record Attributes for a Store
- Add Locations to a Location List
- Edit Replenishment Attributes for an Item or Item List
- View Replenishment Attributes for an Item
- Edit a Shipping Schedule for a Warehouse by Store
- Add a Store Grade Information
- Add a Location Trait
- Edit a Location Trait
- View Location Traits
- Delete a Location Trait

Regions Associated with Trait Window [regtrm]

The Regions Associated with Trait window allows you to add, edit, and view regions associated with a trait. When you associate a region with a trait, the trait is applied automatically to the districts and stores within the region. You can also delete regions from the trait. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate an Organization Level with a Location Trait
- Delete an Organization Level from a Location Trait
- View Organization Levels Associated with a Location Trait

Stores Associated with Trait Window [lotrm]

The Stores Associated with Trait window allows you to add, edit, and view stores associated with a trait. You can also delete stores from the trait. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate an Organization Level with a Location Trait
- Delete an Organization Level from a Location Trait
- View Organization Levels Associated with a Location Trait

Traits Associated with Areas Window [aretrlst]

The Traits Associated with Areas window allows you to add, edit, and view traits associated with an area. When you associate a trait with an area, the trait is applied automatically to the regions, districts, and stores within the area. You can delete traits

from the area. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate a Location Trait with an Organization Level
- Delete a Location Trait for an Organization Level
- View Location Traits for an Organization Level

Traits Associated with Region Window [regtrlst]

The Traits Associated with Region window allows you to add, edit, and view traits associated with a region. When you associate a trait with a region, the trait is applied automatically to the districts and stores within the region. You can also delete trait from the region. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate a Location Trait with an Organization Level
- Delete a Location Trait for an Organization Level
- View Location Traits for an Organization Level

Traits Associated with Store Window [loctrlst]

The Traits Associated with Store window allows you to add, edit, and view traits associated with a store. You can also delete traits from the store. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate a Location Trait with an Organization Level
- Delete a Location Trait for an Organization Level
- View Location Traits for an Organization Level

Areas Associated with Trait Window [areatrm]

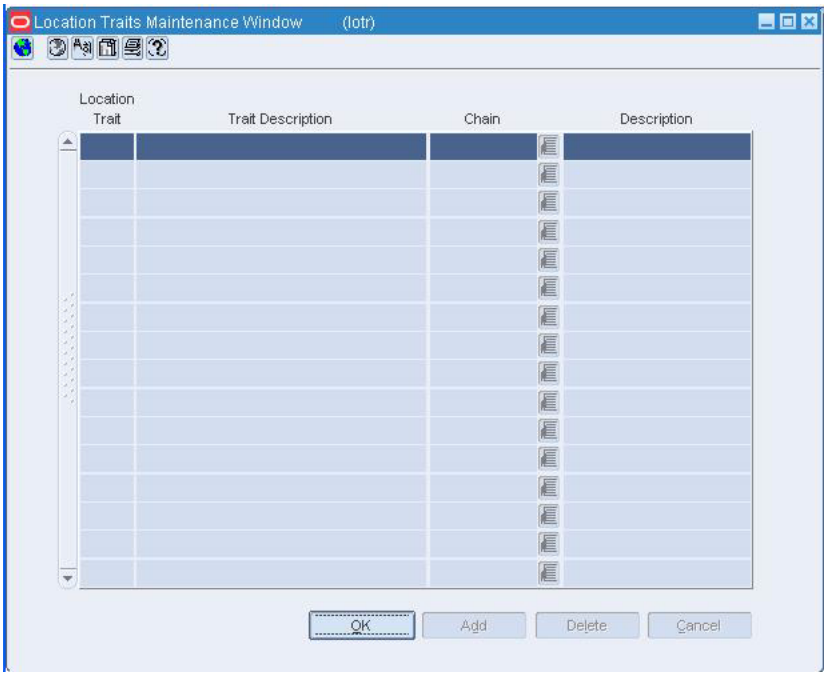
The Areas Associated with Trait window allows you to add, edit, and view areas associated with a trait. When you associate an area with a trait, the trait is applied automatically to the regions, districts, and stores within the area. You can delete areas from the trait. A trait can be deleted only at the level of organizational hierarchy with which it was originally associated.

- Associate an Organization Level with a Location Trait
- Delete an Organization Level from a Location Trait
- View Organization Levels Associated with a Location Trait

Associate an Organization Level with a Location Trait

Navigate: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window opens.

Figure 4–41 Location Traits Maintenance window

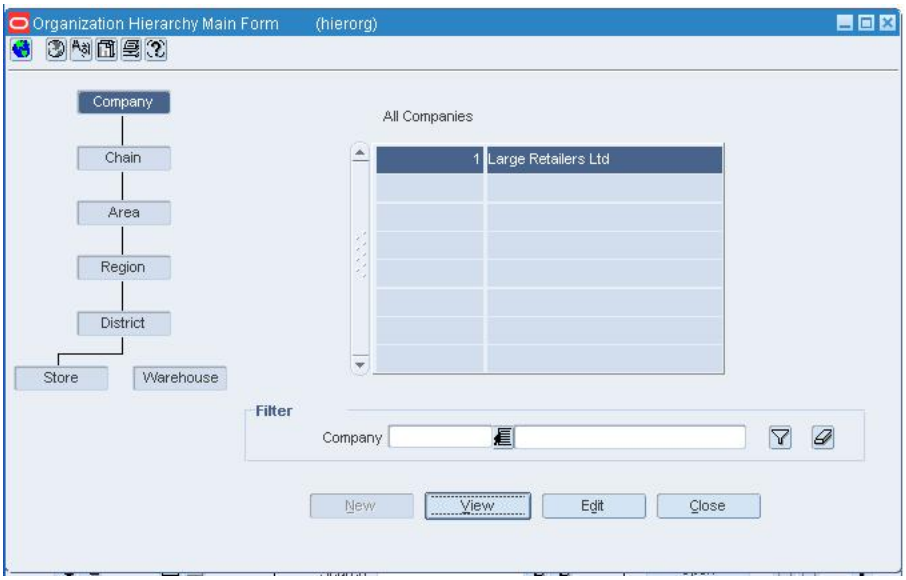


1. Select a location trait.
2. From the Options menu, select the organization level. The appropriate trait window opens.
3. Click **Add**.
4. In the next available line, enter the ID of the organization level, or click the LOV button and select the area.
5. Click **OK** to save your changes and close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

Associate a Location Trait with an Organization Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Figure 4–42 Organization Hierarchy Main Form window



1. To associate a location trait with a/n:

- Area
  - a. Select Area on the tree structure, and click **Edit**. The Area Maintenance window opens.
  - b. Select an area.
  - c. From the Options menu, select Location Traits. The Traits Associated with Areas window opens.
- Region
  - a. Select Region on the tree structure, and click **Edit**. The Region Maintenance window opens.
  - b. Select a region.
  - c. From the Options menu, select Location Traits. The Traits Associated with Regions window opens.
- District
  - a. Select District on the tree structure, and click **Edit**. The District Maintenance window opens.
  - b. Select a district.
  - c. From the Options menu, select Location Traits. The Traits Associated with Districts opens.
- Store
  - a. Select Store on the tree structure, and click **Edit**. The Store Maintenance window opens.
  - b. Select a store.
  - c. From the Options menu, select Location Traits. The Traits Associated with Store window opens.
  - d. Click **Add Trait**.

e. In the next available line, enter the ID of the location trait, or click the LOV button and select the location trait.

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

Set Up Location Lists

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

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

- Create a Location List
- Add Locations to a Location List
- Copy a Location List
- Delete a Location List
- Delete Locations from a Location List
- Edit a Location List
- Rebuild a Location List
- Search for a Location List
- Use a Location List
- View a Location List
- View Location List Criteria
- View Locations by Location List

Location List Head Window [lclhead]

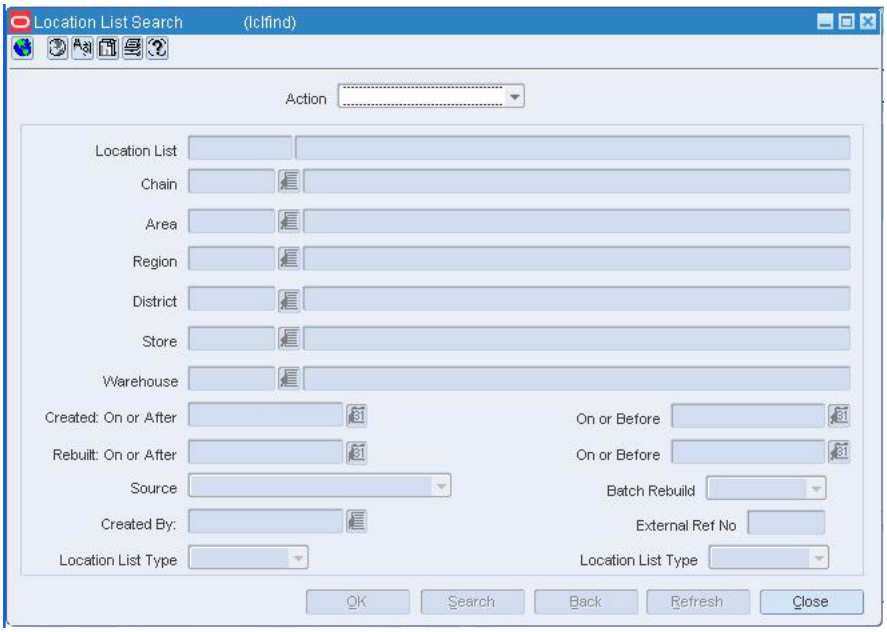
The Location List Head window allows you to create, edit, or view basic information about a location list. You can indicate whether the location list is static or dynamic. Dynamic lists can be rebuilt on demand. You can indicate whether a dynamic location list can also be rebuilt by a scheduled batch program. The ID of the user who created the location list and the date on which it was created appear. You can also view the number of locations that make up the location list.

- Copy a Location List
- Create a Location List
- Delete a Location List
- Edit a Location List
- Use a Location List
- View a Location List

Create a Location List

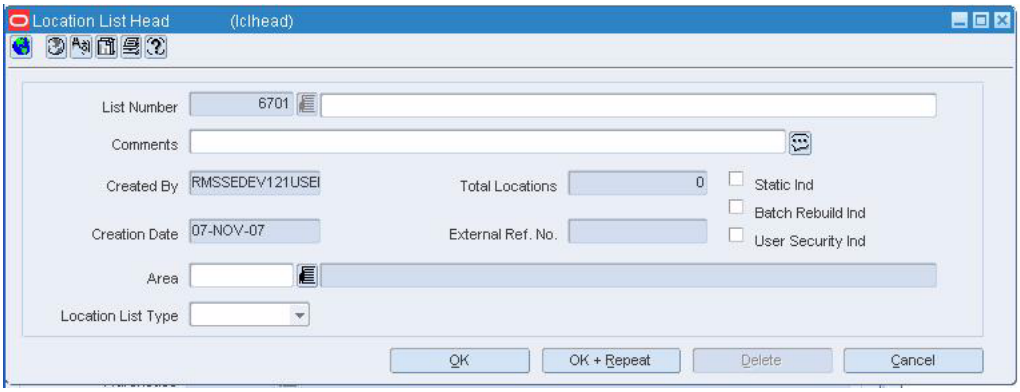
Navigate: From the main menu, select Control > Location List.

Figure 4–43 Location List Search window



1. In the Action field, select New.
2. Click **OK**. The Location List Head window opens. The ID of the location list is filled in automatically.

Figure 4–44 Location List Head window

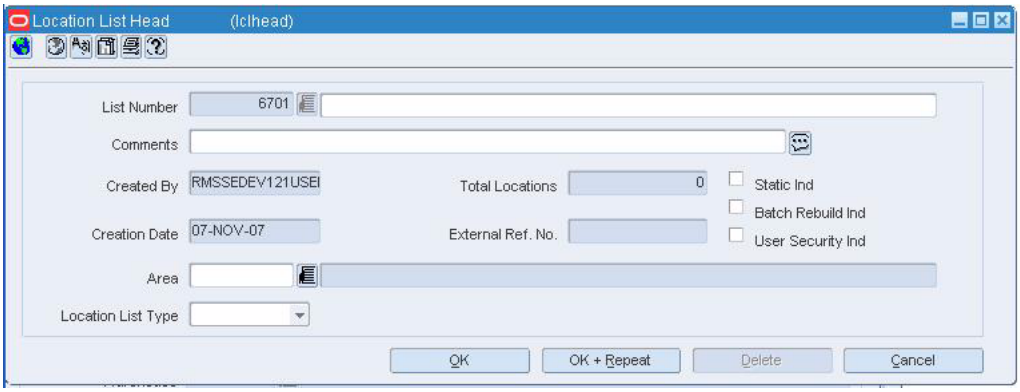


3. In the List Number field, enter the description of the location list.
4. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV button and select a member.
5. Enter optional information in the remaining fields as necessary.

Edit a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Edit mode. The Location List Head window opens.

Figure 4–45 Location List Head window



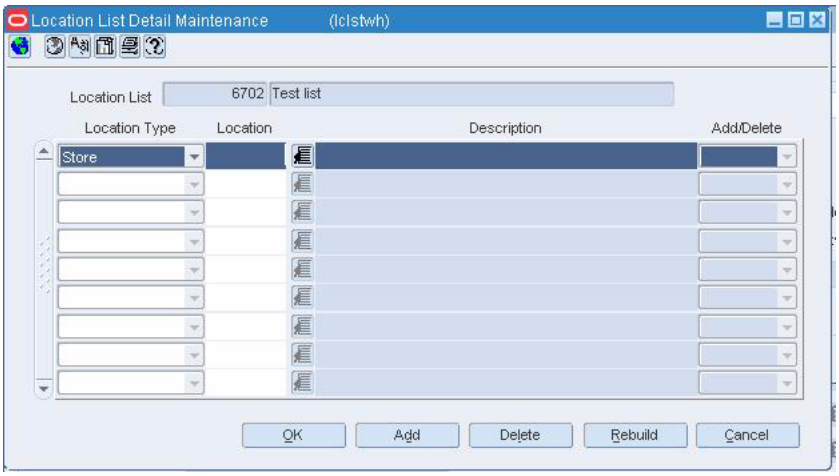
Edit the description, comments, and indicators as necessary.

Note: Item list that were created with user security will only be visible to the user who created them.

Edit the locations individually

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

Figure 4–46 Location List Detail Maintenance window

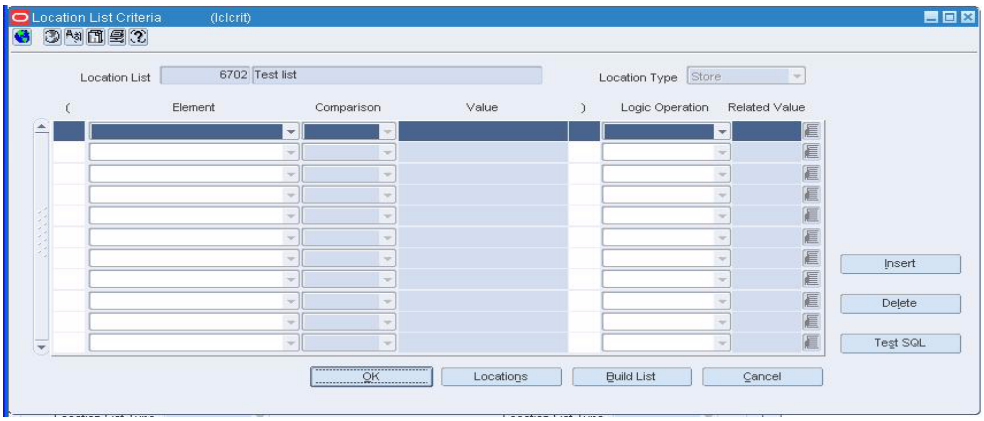


2. To add a location, click **Add**. Enter the location information on the next available line.
3. To mark a location for deletion, select the location and click **Delete**.
4. Click **OK** to save your changes and close the window.

Edit locations by group

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

Figure 4–47 Location List Criteria window



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

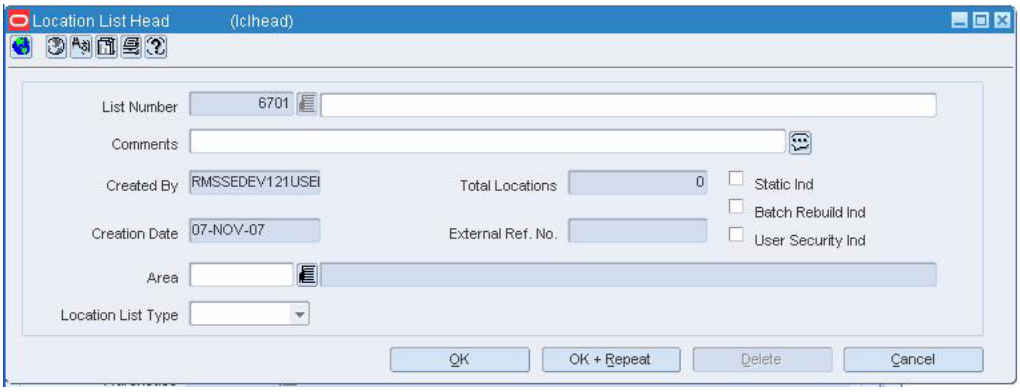
Review and complete the location list

1. Rebuild the location list.
2. Click **OK** to save your changes and close the window.

Use a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window pens. Search for and retrieve a location list in Use mode. The Location List Head window opens.

Figure 4–48 Location List Head window



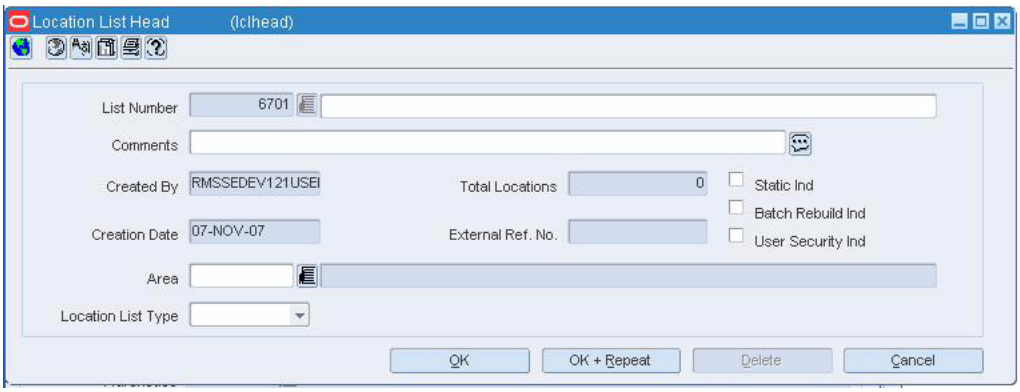
1. To change the price and cost zones, select Create Price/Cost Zone Change from the Options menu. The Price/Cost Zone - Mass Change window opens.

2. To change the locations traits, select Create Location Trait Change from the Options menu. The Location Traits - Mass Change window opens.
3. To change the store attributes, select Create Store Attribute Change from the Options menu. The Store Attribute - Mass Change window opens.
4. Click **OK** to save your changes and close the window.

Delete a Location List

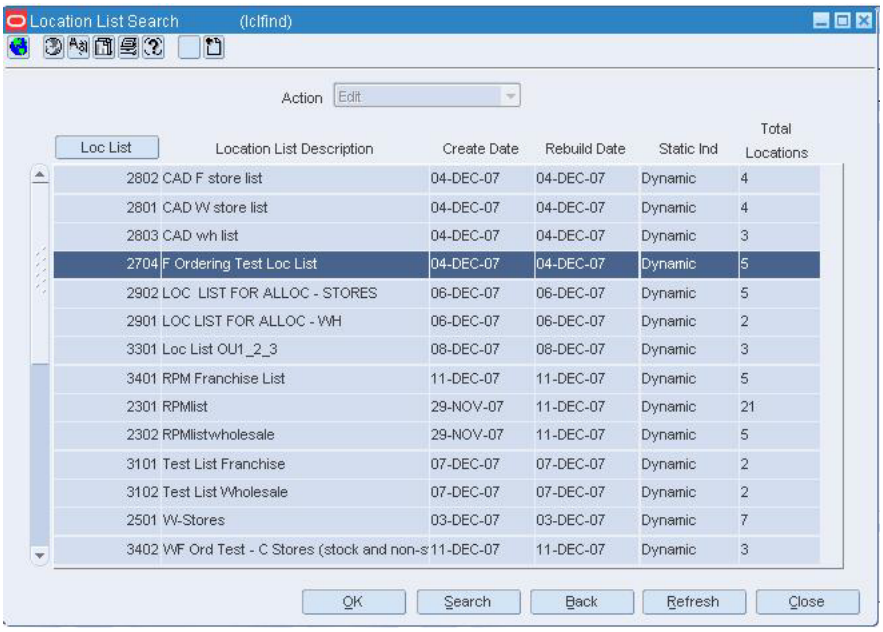
Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Edit mode. The Location List Head window opens.

Figure 4–49 Location List Head window



1. Click **Delete**.
2. When prompted to delete the location list, click **Yes**. The location list is deleted and you are returned to the Location List Search window.

Figure 4–50 Location List Search window



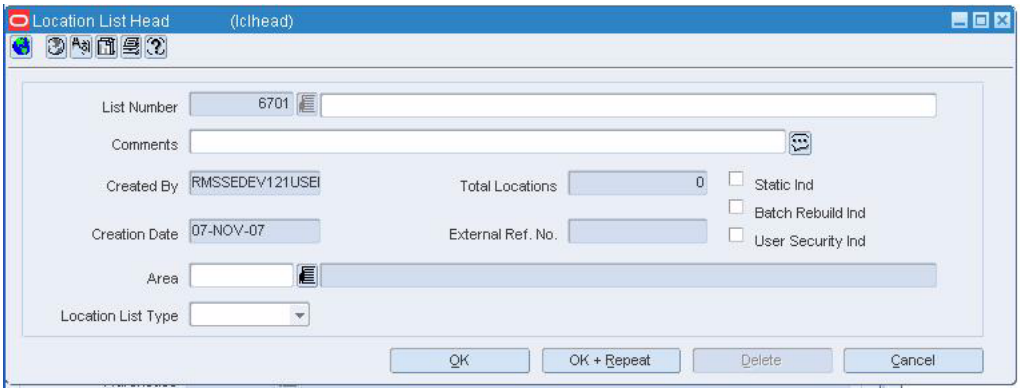
Note: If User Security has been applied to this location list, only the user who created this list may delete it.

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

Copy a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Create from Existing mode. The Location List Head window opens.

Figure 4–51 Location List Head window

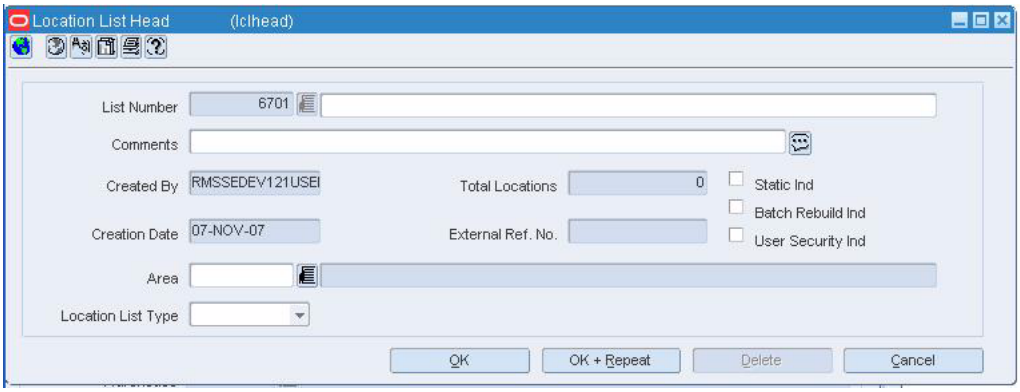


1. Edit the description, comments, and indicators as necessary.
2. Rebuild the location list.

Add Locations to a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Edit mode. The Location List Head window opens.

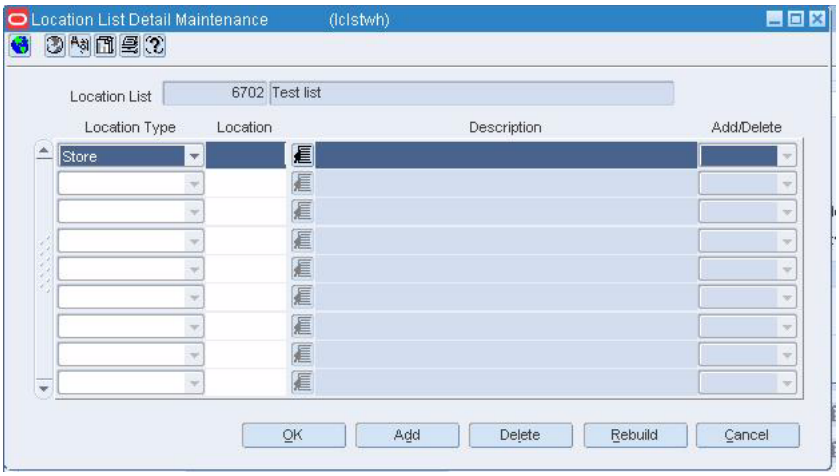
Figure 4–52 Location List Head window



Add locations individually

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

Figure 4–53 Location List Detail Maintenance window

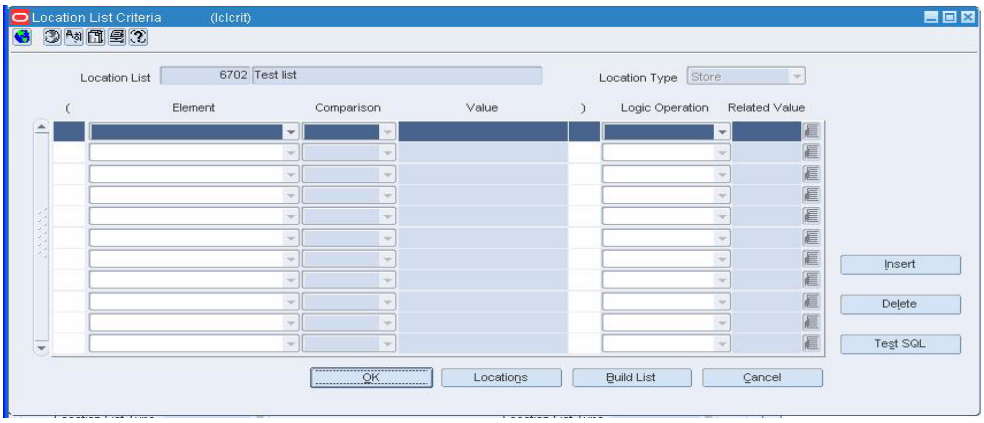


2. Click **Add**.
3. In the Location Type field, select either Store or Warehouse.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location.
5. Click **Rebuild** to rebuild the location list.
6. Click **OK** to save your changes and close the window.

Add locations by group

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

Figure 4–54 Location List Criteria window

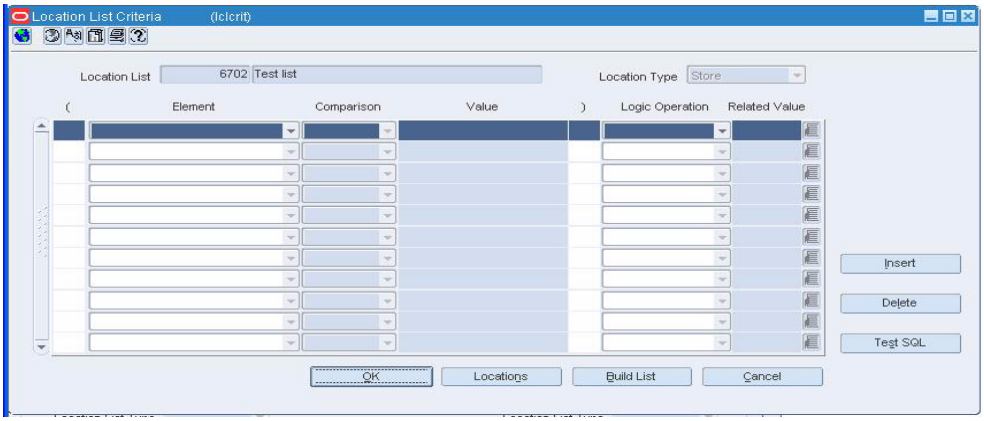


2. In the Location Type field, select either Store or Warehouse.
3. Click **Insert**.
4. Enter the criteria in the enabled fields as necessary.

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

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

Figure 4–55 SQL Statement window

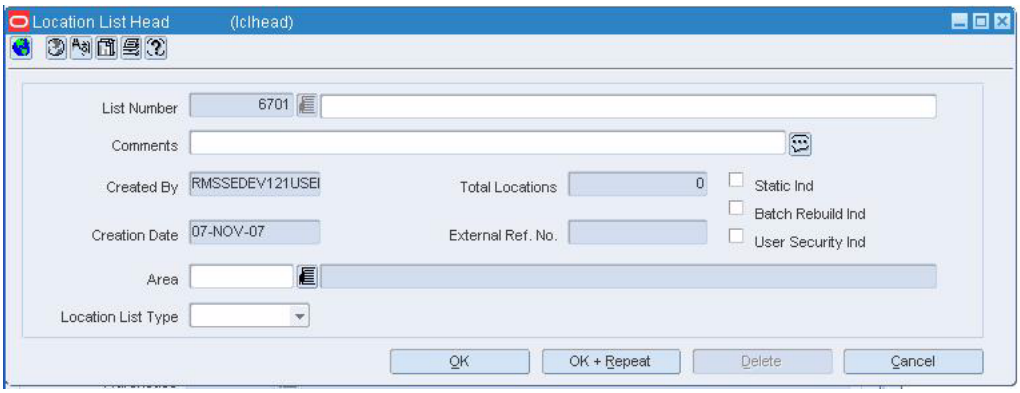


7. Click **Build List** to rebuild the location list.
8. Click **OK** to save your changes and close the window.

Delete Locations from a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Edit mode. The Location List Head window opens.

Figure 4–56 Location List Head window

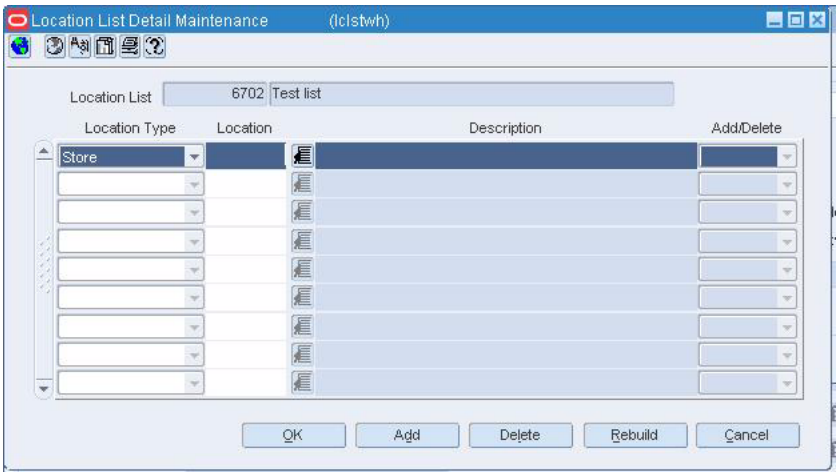


Note: If User Security is applied to this location list, only the creator may view this window to delete items from the list.

Delete locations individually

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

Figure 4–57 Location List Detail Maintenance window

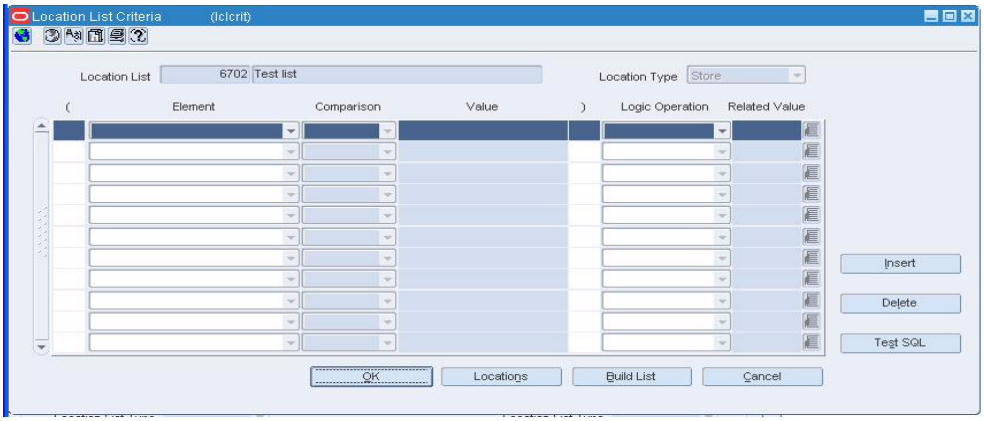


2. Select a location and click **Delete**. The record is marked as Delete in the Add/Delete field.
3. Click **Rebuild** to rebuild the location list.
4. Click **OK** to save your changes and close the window.

Delete locations by group

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

Figure 4–58 Location List Criteria window



2. Select a criterion and click **Delete**.
3. When prompted to delete the record, click **Yes**.

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

Location List Criteria Window [lclcrit]

The Location List Criteria window allows you to add, edit, and view the criteria by which locations are grouped on a location list. The criteria that you enter become the conditions of a Where clause in a SQL statement. You can test the criteria and view the SQL statement before they are applied to the location list.

- Add Locations to a Location List
- Delete Locations from a Location List
- View Location List Criteria

Location List Search Window [lclfind]

The Location List Search Window allows you to enter criteria in order to search for location lists and to view the results. You can create, copy, edit, view, and use a location list. The Use function allows you to make mass changes to store attributes, location traits, price zones, and cost zones.

The default view for the Location List Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Location List

Location List Detail Maintenance Window [lclstwh]

The Location List Detail Maintenance window allows you to add, delete, and view the locations that make up a location list.

- Add Locations to a Location List
- Delete Locations from a Location List
- View Locations by Location List

Location Close Window [locclose]

The Location Close window allows you to add, edit, and view dates on which a location is closed. You indicate that a group of locations or a single location is closed on a particular date. You can also specify what operations the locations can perform on that date. For example, you can specify that a store cannot perform sales on that date; that is, the store is closed for sales that day, but it can receive and ship shipments. When you view close dates for a group of locations, the locations are listed by date, and only the locations in the group with close dates are displayed. Non-stockholding stores can remain open or closed for sales only. By their nature, they cannot ship or receive items. In a multi-channel environment, changes made to a physical warehouse are applied to the virtual warehouses within the physical warehouse.

When the Use Location Activity Schedule system parameter is selected, the replenishment feature uses the location close schedule to dynamically calculate lead times for the items at the location. When a purchase order cannot be delivered to a location because it is closed, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day for the location.

- Edit an Activity Schedule for a Store
- Edit an Activity Schedule for a Warehouse
- Edit an Activity Schedule for Multiple Locations
- View Additional Store/Day Summary Information

Location Distribution Window [locdist]

The Location Distribution window allows you to distribute items on a contract or purchase order by location.

If you do not enter a quantity of items before accessing the window, you distribute the items to the locations by quantity.

If you enter a quantity of items before accessing the window, you are given a choice between distributing the amount of items as a ratio or as a percentage.

- Distribute Items on a Contract by Location
- Distribute Items on a Purchase Order by Location

Location Traits - Mass Change Window [lclmctrt]

The Location Traits - Mass Change window allows you to add location traits to or delete them from all the stores on a location list. You must search for and retrieve a location list in Use mode in order to perform this task. Although both stores and warehouses can be grouped on the same location list, the changes that you make to the location traits are applied only to the stores.

To change the location traits, you first select the action (Add or Delete) and then the trait to be acted upon.

- Change Location Traits by Location List

Price/Cost Zone - Mass Change Window [lclmczn]

The Price/Cost Zone - Mass Change window allows you to:

Change the price zone for all the stores on a location list.

Change the cost zone for all stores and warehouses on a location list.

You must search for and retrieve a location list in Use mode in order to perform a mass change to a price or cost zone.

The price zone group must have zone-level pricing. Only the stores with the same currency code as that of the new price zone are updated.

- Use a Location List

Rebuild Location List Window [lclrebld]

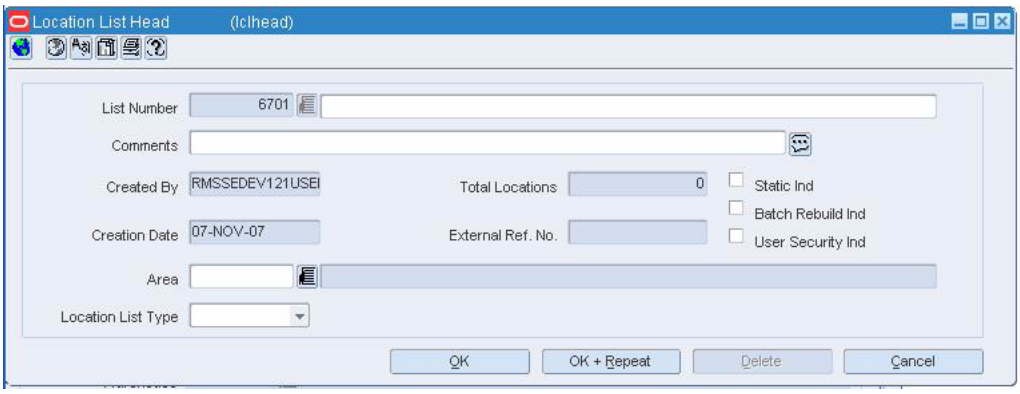
The Rebuild Location List window allows you to rebuild a location list on demand. You cannot rebuild a location list that is defined as a static list. This window is available when you create, copy, edit, or use a location list. Also, whenever you select a location list in any window, you can choose to rebuild the list.

- Rebuild a Location List

Rebuild a Location List

Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Edit or Use mode. The Location List Head window opens.

Figure 4–59 Location List Head window



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

Figure 4–60 Rebuild List window

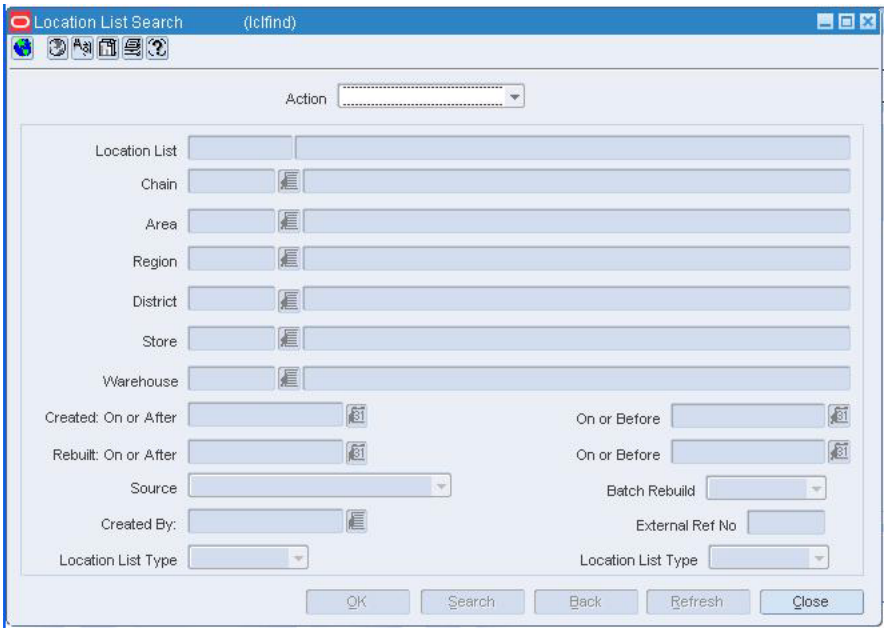
2. Select the Rebuild Location List check box.
3. Click **OK** to save your changes and close the window.

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

Search for a Location List

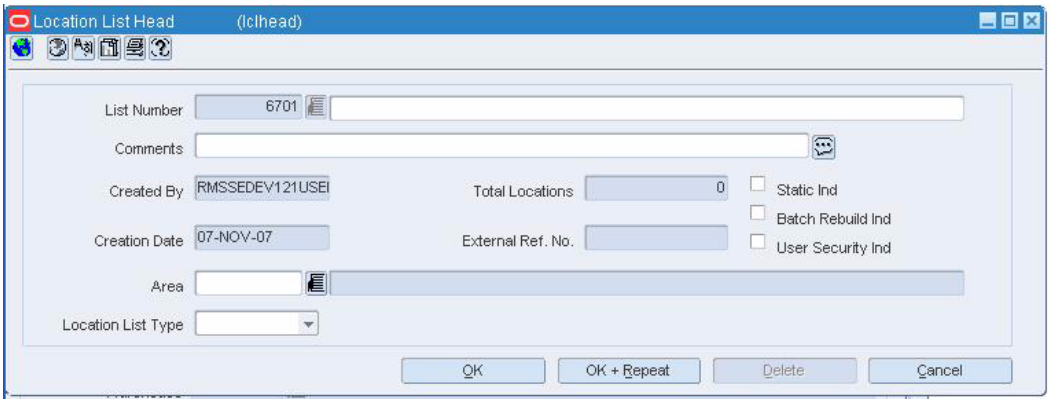
Navigate: From the main menu, select Control > Location List. The Location List Search window opens.

Figure 4–61 Location List Search Window



1. In the Action field, select either View or Edit.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The locations that match the search criteria appear.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the location information, select a record and click **OK**. The Location List Head window opens.

Figure 4–62 Letter of Credit Application Header window



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

SQL Statement Window [lclcrit]

The SQL Statement window allows you to view the SQL statement that is created after you test the criteria for a location list.

- Add Locations to a Location List
- Delete Locations from a Location List

Store Attribute - Mass Change Window [lclmcst]

The Store Attribute Mass Change window allows you to edit attributes for all the stores on a location list. You must search for and retrieve a location list in Use mode in order to perform this task. Although both stores and warehouses can be grouped on the same location list, the changes that you make to the attributes are applied to the stores only.

To edit an attribute, you must select the appropriate check box under the Update column and enter the new setting in the related field under the Change Value To column. You can leave the new value blank for the fields not required by stores. However, you must enter a value when you choose to edit the VAT Region, District, Language, Store Class, or Store Open Date fields.

Note: If you select the Update check box for a non-required field and leave the new value blank, the field value is updated to blank.

- Edit Attributes at Multiple Stores by Location List

Traits Associated with Districts Window [dsttrlst]

The Traits Associated with Districts window allows you to add, edit, and view the location traits associated with a district. When you associate a trait with a district, the trait is applied automatically to the stores within the district. You can also delete traits from the district. A trait can be deleted only at the level of the organizational hierarchy with which it was originally associated.

- Associate a Location Trait with an Organization Level
- Delete a Location Trait for an Organization Level
- View Location Traits for an Organization Level

Maintain Location Attributes

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

Use a location list to change attributes for all stores on the location list.

Change attributes for all locations that are associated with an item.

Attributes are used to record specific information relating to various elements in RMS. In some cases, attributes affect how the element is handled throughout RMS. In other cases, the attributes feature is an easy way of tracking additional information. Using the reporting feature of RMS, you can create custom reports based on the attributes you record.

- Edit Attributes at a Warehouse for Inventory Segregation
- Edit Attributes at Multiple Stores by Location List
- Edit Attributes for Multiple Locations by Item

- Edit Attributes for Multiple Locations by Item List
- Record Attributes for a Store
- Record Attributes for a Warehouse

Store Attributes Window [strattr]

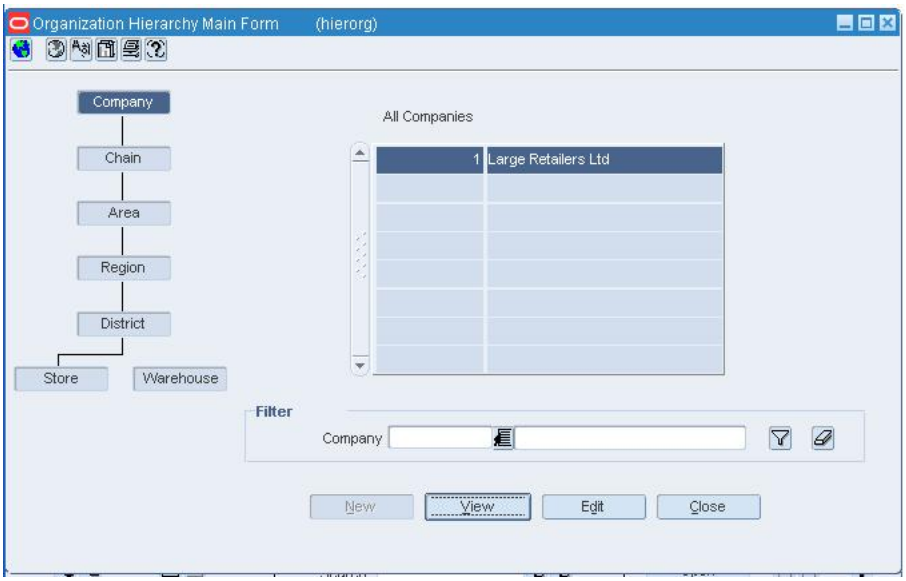
The Store Attributes window allows you to record and edit information specific to a selected store. The attributes may include warehouse, bank, accounting, location, and pharmacy information.

- Record Attributes for a Store
- View Additional Store/Day Summary Information

Record Attributes for a Store

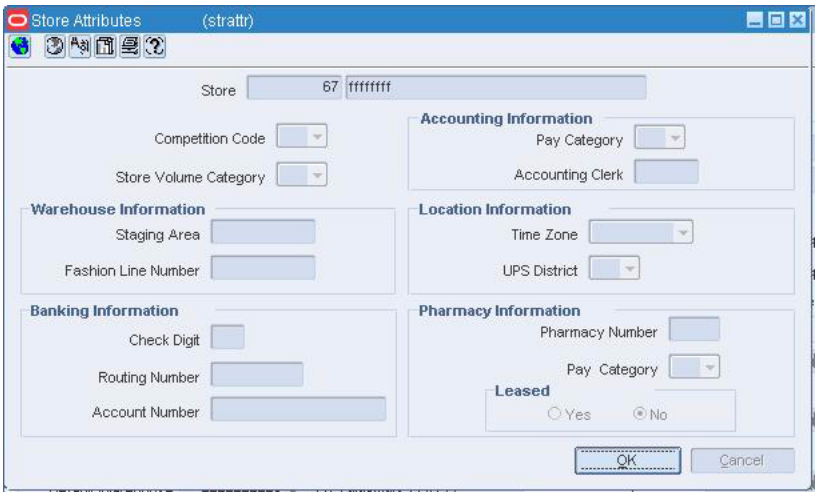
Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Figure 4–63 Organization Hierarchy Main Form window



1. Select Store on the tree structure.
2. Select a store on the table and click **Edit**. The Store Maintenance window opens.
3. From the Options menu, select Attributes. The Store Attributes window opens.

Figure 4–64 Store Attributes window



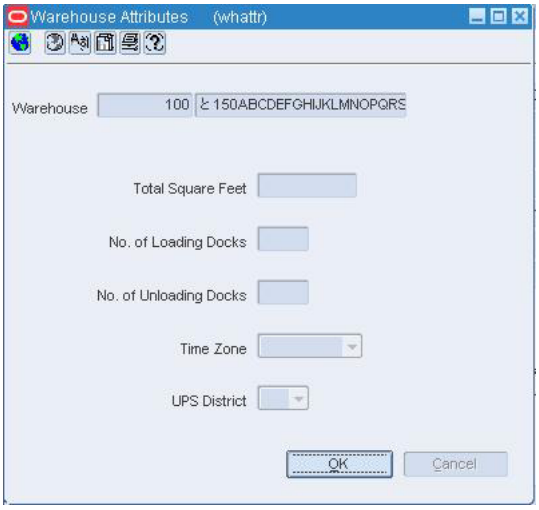
4. Enter or select the attributes that apply to the current store.
5. Click **OK** to save your changes and close the window.

Record Attributes for a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure.
2. Select a warehouse on the table and click **Edit**. The Warehouse Maintenance window opens.
3. From the Options menu, select Attributes. The Warehouse Attributes window opens.

Figure 4–65 Warehouse Attributes window



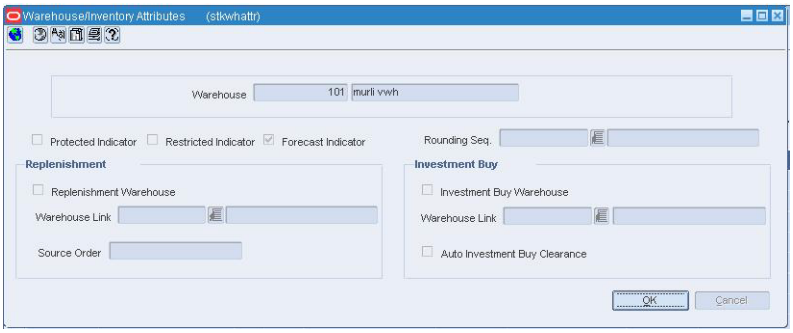
4. Enter or select the attributes that apply to the current warehouse.
5. Click **OK** to save your changes and close the window.

Edit Attributes at a Warehouse for Inventory Segregation

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click **Edit**. The Warehouse Maintenance window opens.
3. In a single-channel environment:
4. From the Options menu, select Attributes.
5. In a multi-channel environment:
   a. Select Virtual Warehouses from the Options menu. The Virtual Warehouse Maintenance window opens.
   b. From the Options menu, select Warehouse/Inventory Attributes. The current attributes appear in the Warehouse/Inventory Attributes window.

Figure 4–66 Warehouse/Inventory Attributes window

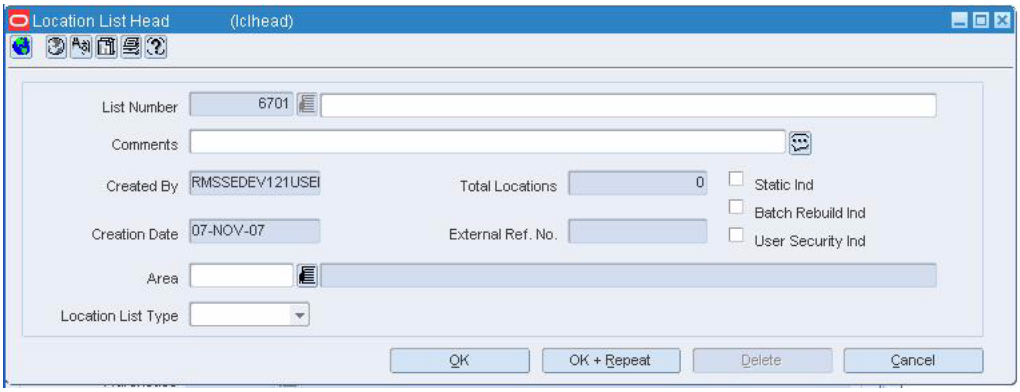


6. Select or clear the check boxes next to the appropriate attributes.
7. In a multi-channel environment, enter the ID of the rounding sequence and warehouse links, or click the LOV buttons and select the rounding sequence and warehouse links as necessary.
8. In a multi-channel environment, enter the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

Edit Attributes at Multiple Stores by Location List

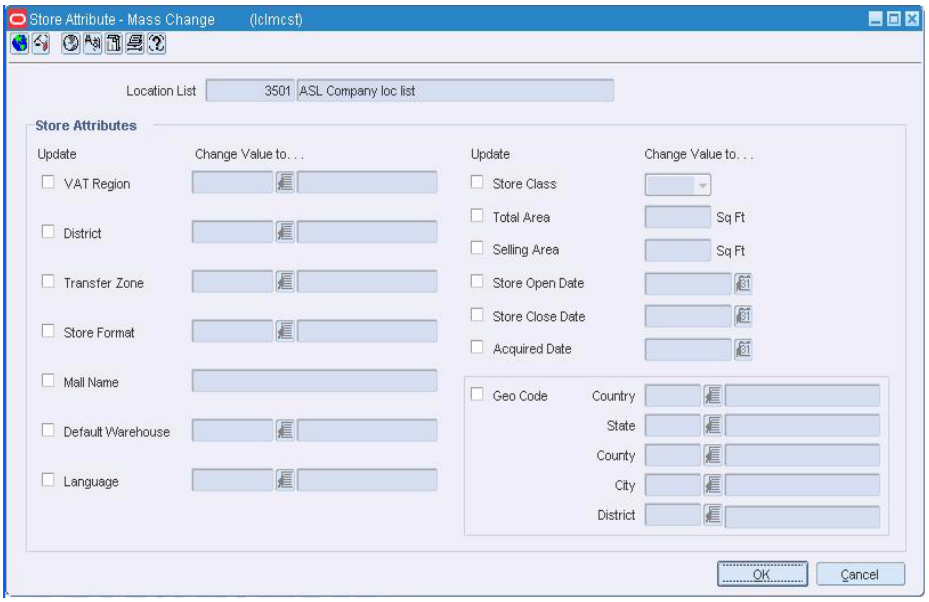
Navigate: From the main menu, select Control > Location List. The Location List Search window opens. Search for and retrieve a location list in Use mode. The Location List Head window opens.

Figure 4–67 Location List Head window



1. From the Options menu, select Create Store Attribute Change. The Store Attribute Mass Change window opens.

Figure 4–68 Store Attribute Mass Change window



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

> **Note:** If you update the VAT Region, District, Language, Store Class, or Store Open Date fields, you must enter a new value. For the other fields, the new value can be left blank.

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

Maintain Locations

A location is either a store or a warehouse. The store is usually the physical retail outlet. The store is critical because it is the level at which business transactions are

processed. These transactions include sales, receipts, adjustments, and cycle counts. A store can belong to only one district. You can create store formats to help store set up, and you can create store grades to group like stores. In a multi-channel environment, you must associate a channel with the store.

The warehouse is the physical storage, cross-dock, or distribution facility. A warehouse has all of the transaction capability of a store, except for sales and price changes. You can specify at which organizational level the warehouse is to be reported. In a multi-channel environment, you partition a physical warehouse into one or more virtual warehouses. Each virtual warehouse is associated with a channel. At least one of the virtual warehouses must be a replenishable location.

Stores

Create a Store

Add an Address to a Location

Copy a Store

Add stores to a store grade

Add a Store Grade Information

Add a Department to a Store

Add a Store Format

Delete a Store from a Store Grade Group

Delete a Store Grade from a Store Grade Group

Delete a Store Format

Delete a Store Grade Group

Edit a Store Format

Maintain a Store

Maintain a Location's Address

View a Store

View Additional Store/Day Summary Information

View Store Formats

View Store Grade Information

Warehouses

Create a Warehouse

Add an Address to a Location

Add a Virtual Warehouse to a Physical Warehouse

Edit Warehouse Assignments

Maintain a Warehouse

Maintain a Location's Address

Maintain Virtual Warehouses for a Physical Warehouse

Search for Stores Assigned to a Warehouse

View a Warehouse

View All Warehouse Assignments

View Virtual Warehouses for a Physical Warehouse

Dynamic Hierarchy Window [dynhier]

The Dynamic Hierarchy window allows you to customize the names of elements in the merchandise, organizational, and supplier hierarchies. The customized labels supersede the default labels throughout the system.

> **Note:** Although you can enter up to 30 characters for a client name, the full 30 characters may not be displayed on most forms. It is recommended that you do not exceed 15 characters for a client name. To display the remaining characters requires customization.

- Edit Dynamic Hierarchies
- View Dynamic Hierarchies

View Dynamic Hierarchies

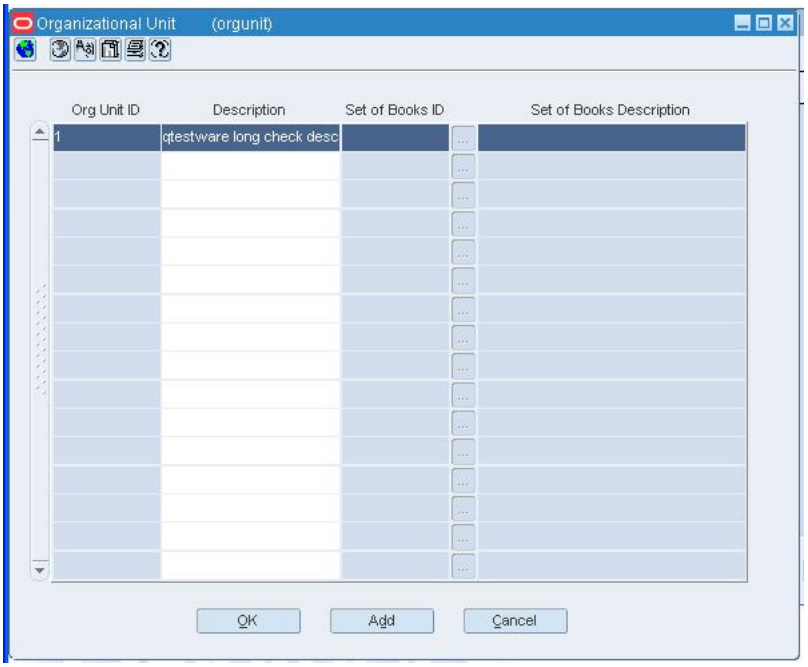
Navigate: From the main menu, select Control > System > Dynamic Hierarchies > View. The customized names for elements in the system appear in the Dynamic Hierarchy window.

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

Add an Organizational Unit

Navigate: From the main menu, select Control > Setup > Org Unit > Edit. The Organizational Unit window opens.

Figure 4–69 Organizational Unit window



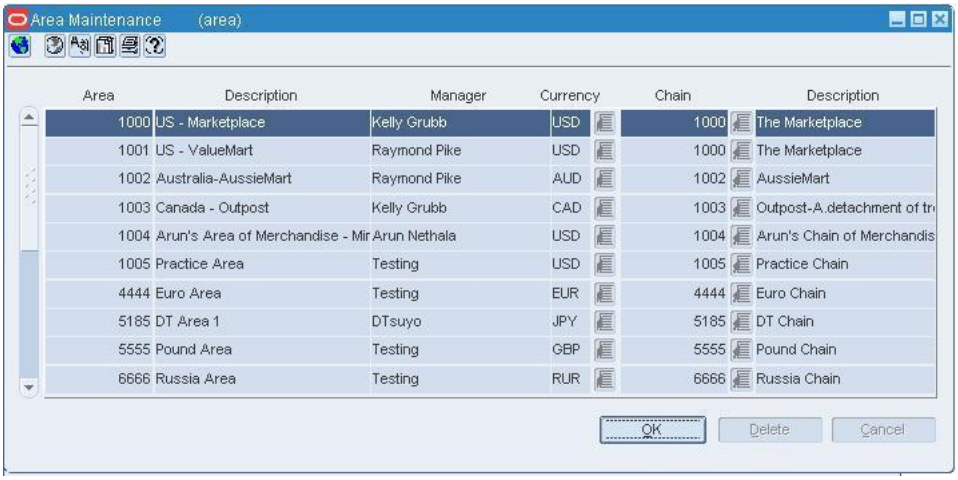
1. Click **Add**. The next line on the table enables.
2. In the Org Unit ID field, enter the ID of the organizational unit you are adding.
3. In the Org Unit Name field, enter the name of the organizational unit you are adding.
4. Click **OK** to save any changes and close the window.

Maintain an Area

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Area on the tree structure and click **Edit**. The Area Maintenance window opens.

Figure 4–70 Area Maintenance window



Edit an area

1. Edit the Area Description, Manager, Currency, and Chain fields as necessary.
2. Click **OK** to save your changes and close the window.

Delete an area

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

View Areas

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

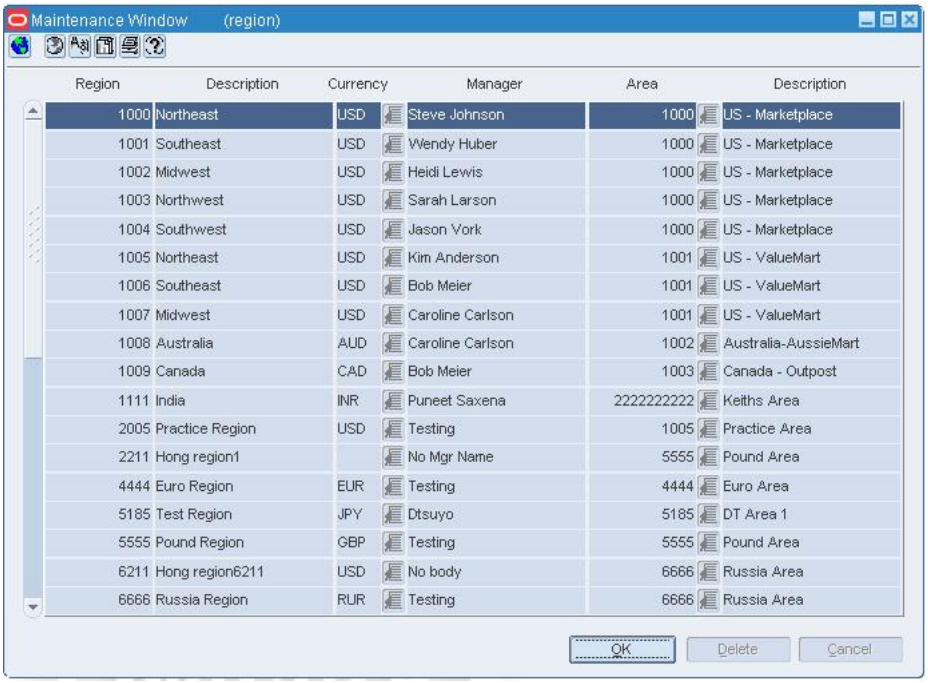
1. Select Area on the tree structure and click **View**. The Area Maintenance window opens.
2. Click **OK** to close the window.

Maintain a Region

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Region on the tree structure and click **Edit**. The Region Maintenance window opens.

Figure 4–71 Region Maintenance window



Edit a region

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

Delete a region

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

Chain Maintenance Window [chain]

The Chain Maintenance window allows you to create, edit, view, and delete a chain in the organizational hierarchy. A chain is below the company and above the area in the organizational hierarchy. You can use the chain level to define a variety of store formats, concepts, or geographical groupings.

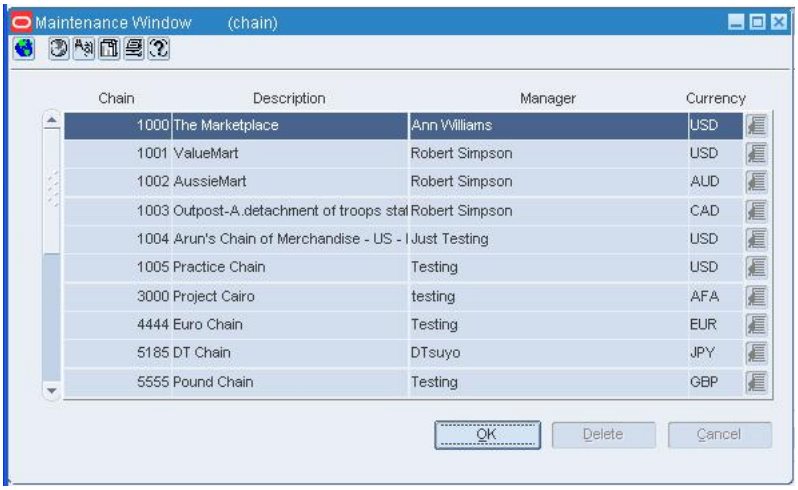
- Maintain a Chain

Maintain a Chain

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Chain on the tree structure and click **Edit**. The Chain Maintenance window opens.

Figure 4–72 Chain Maintenance window



Edit a chain

1. Edit the Description, Manager, and Currency fields as necessary.
2. Click **OK** to save your changes and close the window.

Delete a chain

1. Select a record and click **Delete**.

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

Company Maintenance Window [company]

The Company Maintenance window allows you to edit and view the name and address of the company. In both the organizational and merchandise hierarchy, the company is the highest level. There can be only one company.

- Edit a Company

Edit a Company

Navigate: From the main menu, select Action > Organizational Hierarchy or Action > Merchandise Hierarchy.

1. Click **Edit**. The Company Maintenance window opens.

Figure 4–73 Company Maintenance window

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

View a Company

Navigate: From the main menu, select Action > Organizational Hierarchy or Action > Merchandise Hierarchy.

1. Select Company on the tree structure and click **View**. The Company Maintenance window opens.
2. Click **OK** to close the window.

Address Window [addr]

The Address window allows you to add, edit, or view multiple addresses and contact information for either stores, warehouses, suppliers, or partners. You can set up multiple address per address type. Each location or vendor that is added requires that a mandatory address is added. Once you have entered a mandatory address, you

cannot delete it. However, you can edit the mandatory address to maintain the correct address. Address types are defined as mandatory and/or permanent in the database.

Oracle Financials

If your organization uses Oracle Financials 11.5.10 or later, you cannot create order or remittance addresses for suppliers in RMS. When you maintain an order or remittance addresses for a supplier, you can only update the contact information. Additional address information is stored in Oracle Financials.

- Add an Address to a Location
- Add an Address for a Vendor
- Maintain a Location's Address
- Maintain an Address for a Vendor
- View a Store
- View a Warehouse

View an Address for a Vendor

Navigate: Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens.

OR

Search for and retrieve a partner in View mode. The Partner Maintenance window opens.

1. From the Options menu, select Address. The Address window opens.
2. To view the organizational unit assigned to the address type for the supplier:
   a. Click **Org Unit**. The Organizational Unit Address window opens.
   b. Click **OK** to close the window.
3. Click **OK** to close the window.

View Invoice Matching Attributes for a Supplier

Navigate: From the Main Menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

1. From the Options menu, select Invoice Matching Attributes. The Invoice Matching Supplier Variables window opens.
2. Click **OK** to close the window.

View a Partner

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

Search for and retrieve a partner in View mode. The Partner Maintenance window opens.

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

View Invoice Matching Attributes for a Partner

Navigate: From the Main Menu, select Control > Partner. The Partner Search window opens.

Search for and retrieve a Partner in View mode. The Partner Maintenance window opens.

1. Select Options > Invoicing Attributes. The Invoicing Attributes window opens.
2. Click **OK** to close the window.

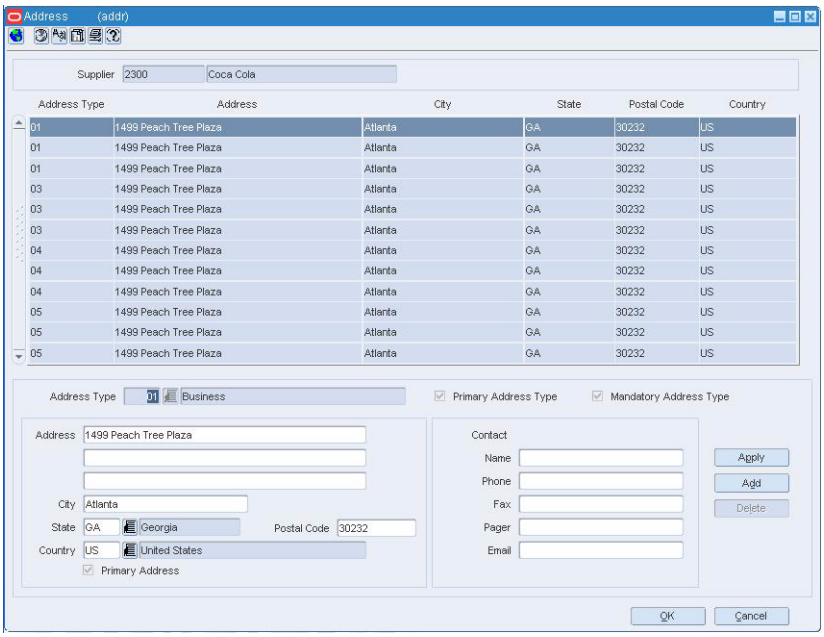
Maintain an Address for a Vendor

Navigate: Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window opens. OR Search for and retrieve a partner in Edit mode. The Partner Maintenance window opens.

> **Note:** If your organization uses Oracle Financials, version 11.5.10 or later, you can only update the contact information in RMS for order and remittance addresses. Address information must be maintained in Oracle Financials, version 11.5.10 or later.

1. From the Options menu, select Address. The Address window opens.

Figure 4–74 Address window



2. Select the address you want to update.
3. In the address area, enter the necessary address information.
4. If the address is the primary address for an address type, select the Primary Address check box.

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

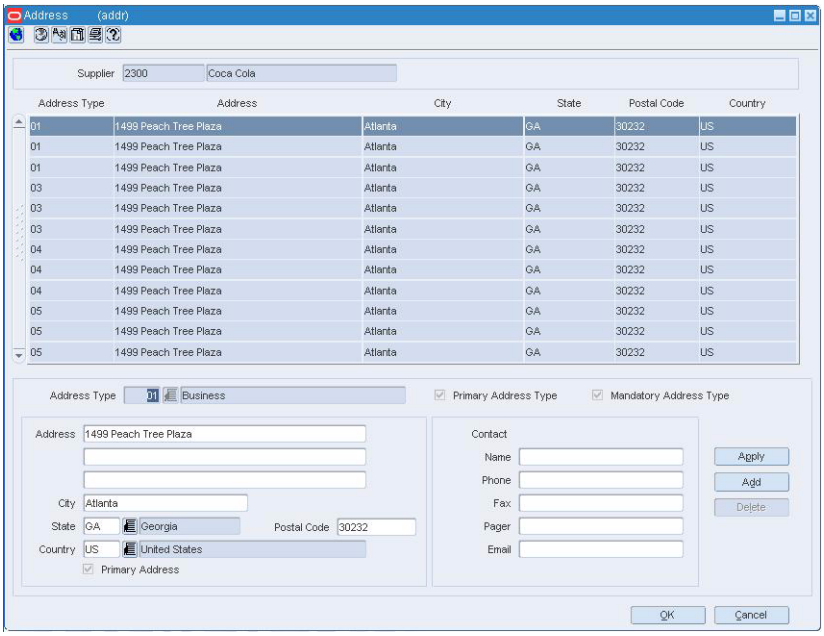
5. In the contact area, enter the necessary contact information.
6. To view the organizational unit assigned to the address type for the supplier:
7. Click **OK** to close the window.
8. Click **Apply**. The address is information is updated.
9. Click **OK** to close the window and save any changes.

Maintain a Location's Address

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Store or Warehouse on the tree structure. The locations appear in the table.
2. Select a store or warehouse and click **Edit**. The Store Maintenance window or Warehouse Maintenance window opens.
3. Click **Address**. The Address window opens.

Figure 4–75 Address window



4. Select the address you want to maintain.
5. Edit the address and contact information.
6. Click **Apply**.
7. Click **OK** to save any changes and close the window.

Delete an address

1. Select the address you want to delete.

2. Click **Delete**. The address is removed from the table.
3. Click **OK** to save any changes and close the window.

District Maintenance Window [district]

The District Maintenance window allows you to create, edit, view, and delete a district in the organizational hierarchy. A district is below the region and above the store in the organizational hierarchy. Typically, the district is used to define a geographical grouping within the organization. A district can belong to only one region within the organizational hierarchy.

You can associate location traits with a district. Location traits that are applied to a district are applied automatically to the stores within the district.

- Create a District
- Maintain a District
- View Districts

Districts Associated with Trait Window [disttrm]

The Districts Associated with Trait window allows you to add, edit, and view the districts associated with a location trait. When you associate a trait with a district, the trait is applied automatically to the stores within the district. You can also delete districts from the trait. A trait can be deleted only at the level of the organizational hierarchy with which it was originally associated.

- Associate an Organization Level with a Location Trait
- Delete an Organization Level from a Location Trait
- View Organization Levels Associated with a Location Trait

View Districts

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

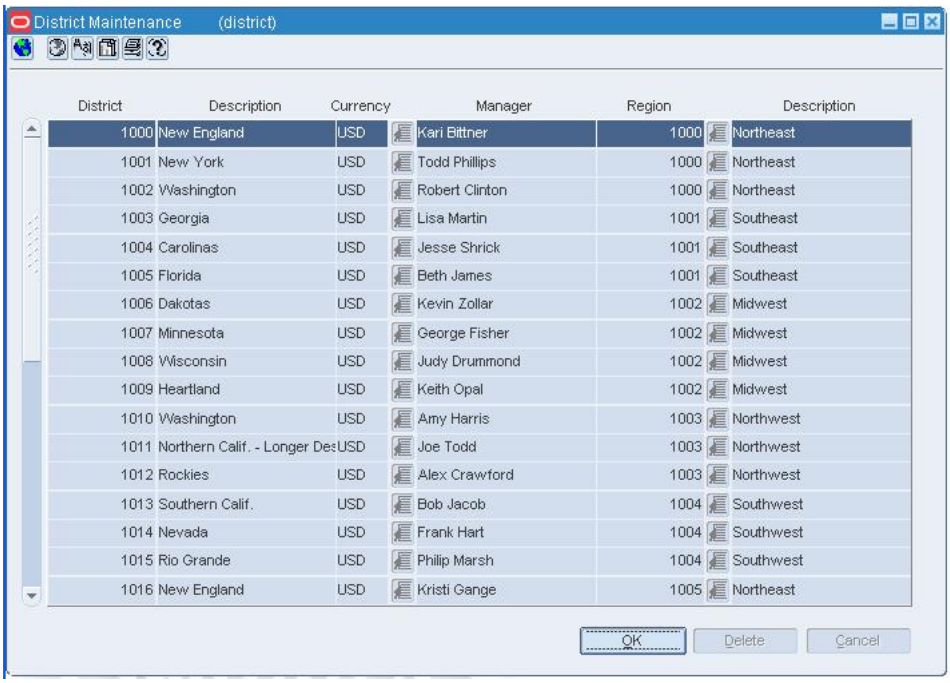
1. Select District on the tree structure and click View. The District Maintenance window opens.
2. Click **OK** to close the window.

Create a District

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select District on the tree structure and click New. The District Maintenance window opens.

Figure 4–76 District Maintenance window



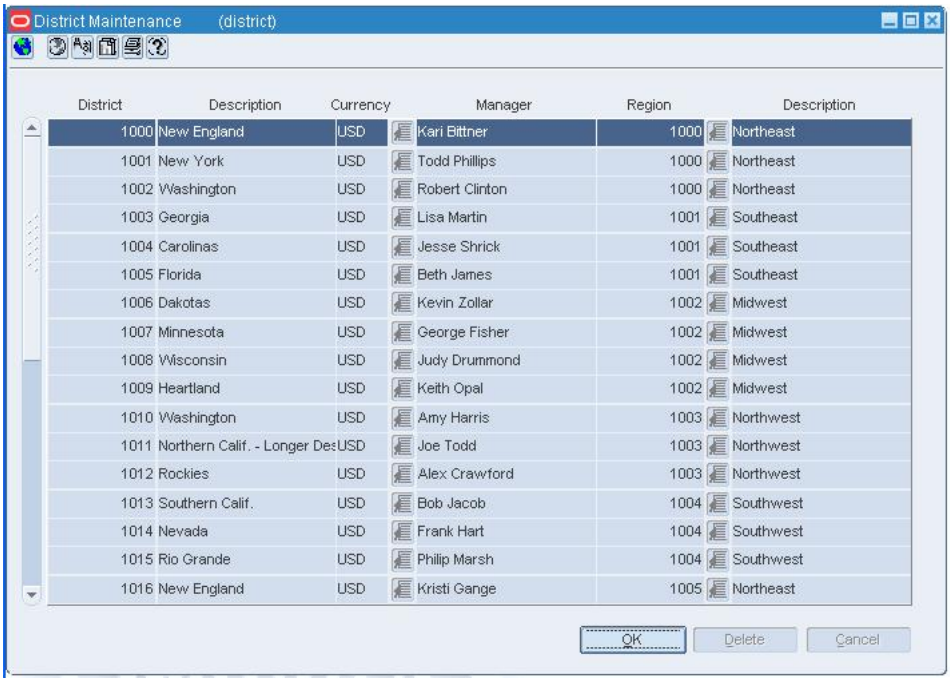
2. Click **Add**.
3. On the next available line, enter a unique number in the District field.
4. In the Description field, enter the name for the district.
5. In the Currency field, enter the currency code, or click the LOV button and select the currency.
6. In the Manager field, enter the name of the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

Maintain a District

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select District on the tree structure and click **Edit**. The District Maintenance window opens.

Figure 4–77 District Maintenance window



Edit a district

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

Delete a district

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

Exceptions Window [srcdlexc]

The Exceptions window allows you to define exceptions to the delivery date of a supplier at a store or warehouse. You specify which items are not to be delivered to the location on a specific delivery day.

- Add a Delivery Schedule at the Store or Warehouse Level
- Add a Delivery Schedule for a Supplier
- Edit a Delivery Schedule at the Store or Warehouse Level
- Edit a Delivery Schedule for a Supplier
- View a Delivery Schedule at the Store or Warehouse Level
- View a Delivery Schedule for a Supplier

Create Merchandise Hierarchy

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

The following default levels are used within RMS:

Company: The highest organizational and merchandise unit defined in RMS. Only one company can be defined.

Division: The highest category of merchandise within an organization. Typically, the division is used to signify the overall type of merchandise that a retailer offers, such as hardlines or apparel.

Group: The next level below division in the merchandise hierarchy of a company. A division can have multiple groups.

Department: The next level below group in the merchandise hierarchy of a company. A group can have multiple departments. Key information about how inventory is tracked and reported is stored at the department level.

Class: The next level below department in the merchandise hierarchy of a company. A department can have multiple classes. A class provides the means to group products within a department.

Subclass: The next level below class in the merchandise hierarchy of a company. A class can have multiple subclasses. A subclass provides the means to classify products within a department/class combination.

- Create a Class
- Create a Department
- Create a Division
- Create a Group
- Create a Subclass
- Maintain a Class
- Maintain a Department
- Maintain a Division
- Maintain a Group
- Maintain a Subclass
- View a Department
- View Classes
- View Divisions
- View Groups
- View Subclasses

Class Maintenance Window [class]

The Class Maintenance window allows you to create, edit, view, and delete a class in the merchandise hierarchy. A class is below the department and above the subclass in the merchandise hierarchy.

A class can belong to only one department. A class further defines the type of merchandise sold in a department. For example, a department for Men's Shirts might have the classes Casual, Business, and Formal.

When VAT is enabled at the class level in RMS, you indicate whether the retail price should include the VAT or not. If you choose not to indicate that VAT is included at the class level, then you should indicate to include it at the POS.

Finally, you can associate user defined attributes with a class.

- Create a Class
- Maintain a Class
- View Classes

View Divisions

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

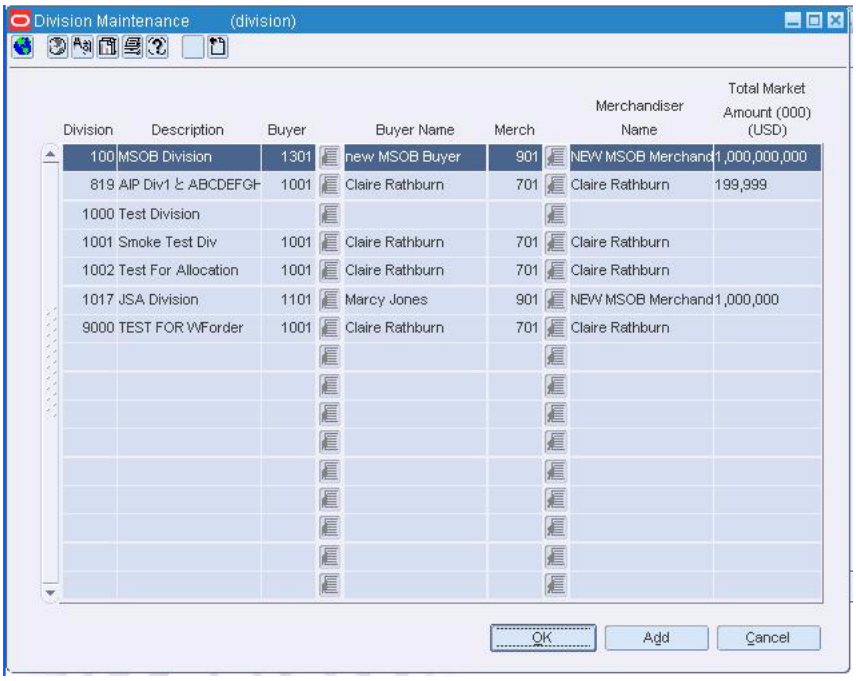
1. Select Division on the tree structure and click **View**. The Division Maintenance window opens.
2. Click **OK** close the window.

Create a Division

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Division on the tree structure and click **New**. The Division Maintenance window opens.

Figure 4–78 Division Maintenance window



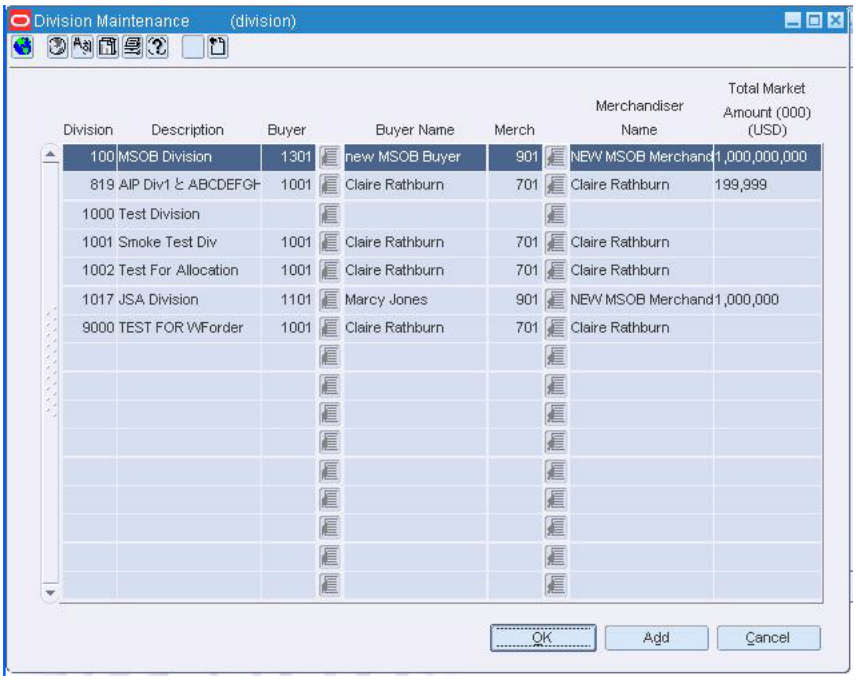
2. Click **Add**.
3. On the next available line, enter a unique number in the Division field.
4. In the Description field, enter the name for the division.
5. In the Buyer field, enter the ID of the buyer who is responsible for the division, or click the LOV button and select the buyer.
6. In the Merch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

Maintain a Division

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Select Division on the tree structure and click **Edit**. The Division Maintenance window opens.

Figure 4–79 Division Maintenance window



Edit a division

1. Edit the Description, Buyer, Merchandiser, and Total Market Amount fields as necessary.
2. Click **OK** to save your changes and close the window.

Delete a division

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

View Groups

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Group on the tree structure and click **View**. The Group Maintenance window opens.
2. Click **OK** close the window.

Group Maintenance Window [group]

The Group Maintenance window allows you to create, edit, view, and delete a group in the merchandise hierarchy. A group is below the division and above the department in the merchandise hierarchy. A group can belong to only one division.

- Create a Group
- Maintain a Group

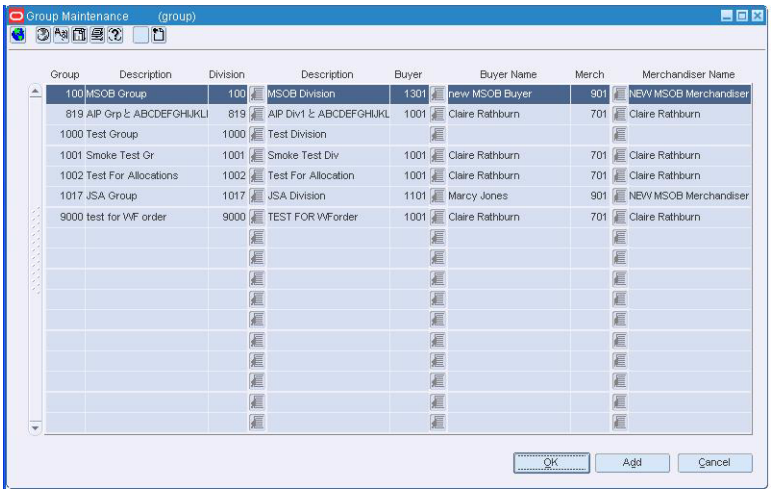
- View Groups

Create a Group

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Group on the tree structure and click **New**. The Group Maintenance window opens.

Figure 4–80 Group Maintenance window



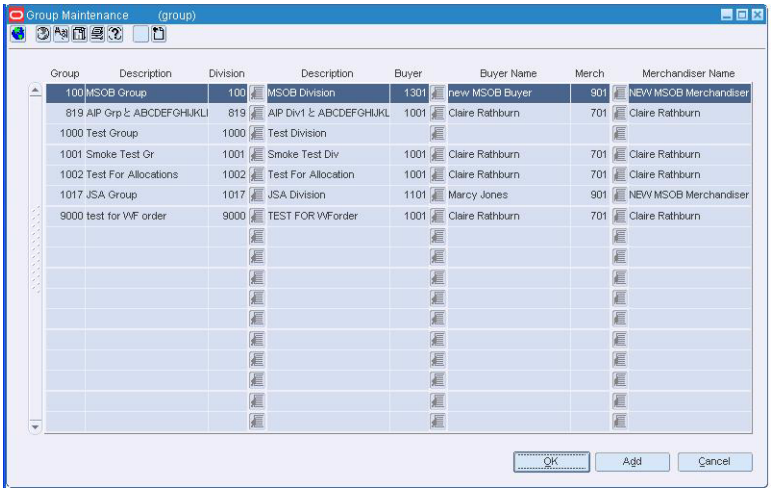
2. Click **Add Group**.
3. On the next available line, enter a unique number in the Group field.
4. In the Description field, enter the name for the group.
5. In the Division field, enter the ID of the division associated with the group, or click the LOV button and select the division.
6. In the Buyer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

Maintain a Group

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Select Group on the tree structure and click **Edit**. The Group Maintenance window opens.

Figure 4–81 Group Maintenance window



Edit a group

1. Edit the group description, division, buyer, and merchandiser as necessary.
2. Click **OK** to save your changes and close the window.

Delete a group

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

View Classes

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Class on the tree structure. The Department field opens.
2. Enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
3. Click **View**. The Class Maintenance window opens.
4. Click **OK** close the window.

View Subclasses

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Subclass on the tree structure. The Department and Class fields appear.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
4. Click **View**. The Subclass Maintenance window opens.

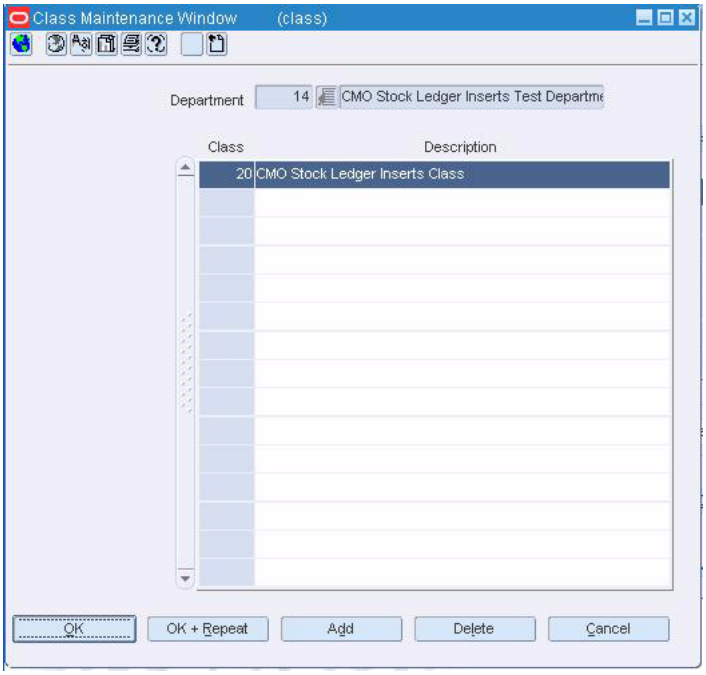
5. Click **OK** close the window.

Create a Class

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Class on the tree structure. The Department field opens.
2. Enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
3. Click **New**. The Class Maintenance window opens.

Figure 4–82 Class Maintenance window



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

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

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

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

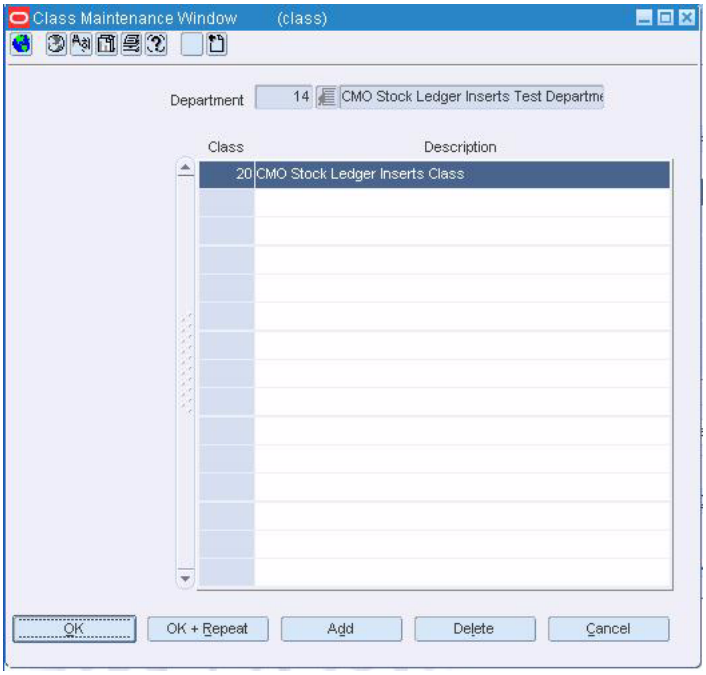
8. Click **OK** to save your changes and close the window.

Maintain a Class

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Class on the tree structure. The Department field opens.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
3. Click **Edit**. The Class Maintenance window opens.

Figure 4–83 Class Maintenance window



Edit a class

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

Delete a class

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

Subclass Maintenance Window [subclass]

The Subclass Maintenance window allows you to create, edit, view, and delete a subclass in the merchandise hierarchy. A subclass is below a class in the merchandise hierarchy. A subclass can belong to only one class. A subclass further defines the type of merchandise sold in a department and class.

You can associate user defined attributes with a subclass.

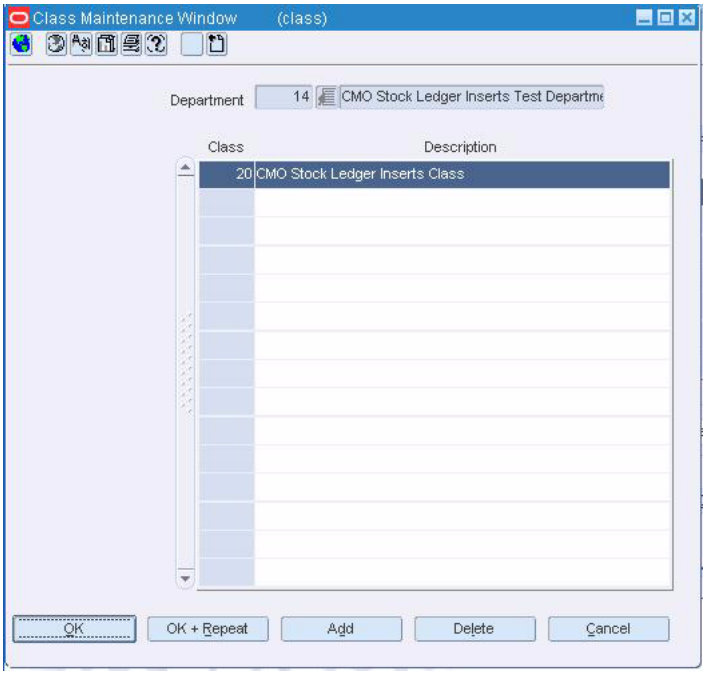
- Create a Subclass
- Maintain a Subclass
- View Subclasses

Create a Subclass

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Subclass on the tree structure. The Department and Class fields appear.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
4. Click **Edit**. The Subclass Maintenance window opens.

Figure 4–84 Subclass Maintenance window



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

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

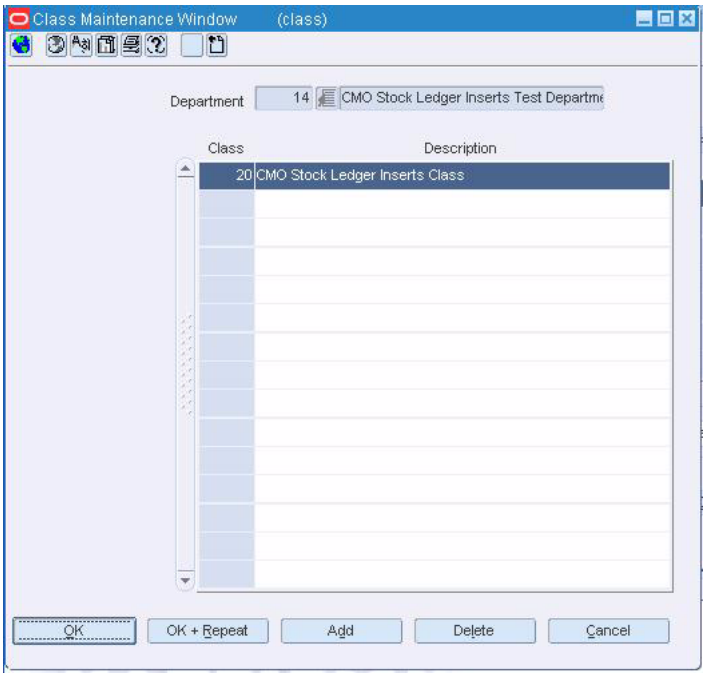
7. In the Description field, enter the name for the subclass.
8. Click **OK** to save your changes and close the window.

Maintain a Subclass

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Subclass on the tree structure. The Department and Class fields appear.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
4. Click **Edit**. The Subclass Maintenance window opens.

Figure 4–85 Subclass Maintenance window



Edit a subclass

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

Delete a subclass

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

View a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Department on the tree structure. The departments appear in the table.
2. Select a department and click **View**. The Department Maintenance window opens.
3. Click **OK** close the window.

Department Maintenance Window [dept]

The Department Maintenance window allows you to create, edit, view, and delete a department in the merchandise hierarchy. A department is below the group and above the class in the merchandise hierarchy. A department can belong to only one group. Key information about how inventory is tracked and reported is stored at this level. This information includes how profit, open to buy (OTB), markup, and purchases are calculated. You can associate multiple value added tax (VAT) regions to a department.

You can associate user defined attributes with a department. Also, you can define the square area of a department at multiple stores within the organization.

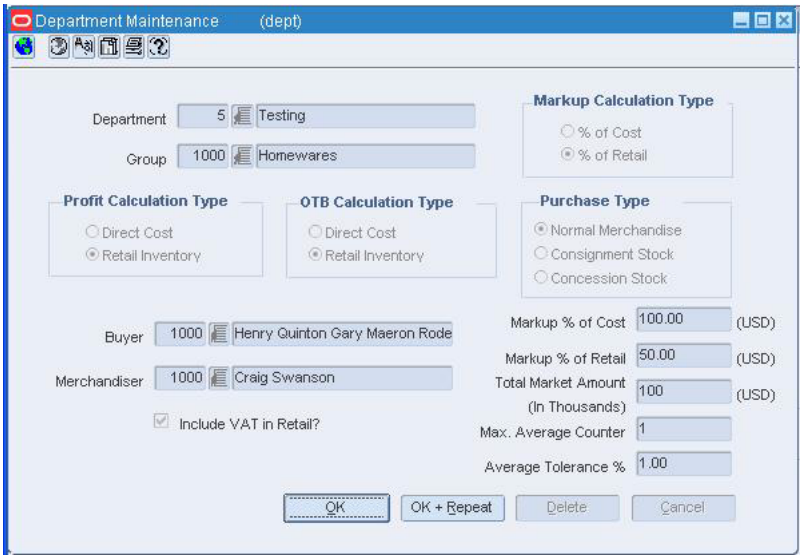
- Create a Department
- Maintain a Department
- View a Department

Create a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Department on the tree structure and click **New**. The Department Maintenance window opens.

Figure 4–86 Department Maintenance window



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

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

3. In the Group field, enter the ID of the group associated with the department, or click the LOV button and select the group.
4. Select the appropriate markup, profit, and open to buy (OTB) calculations.
5. In the Purchase Type area, indicate the type of merchandise sold in the department.

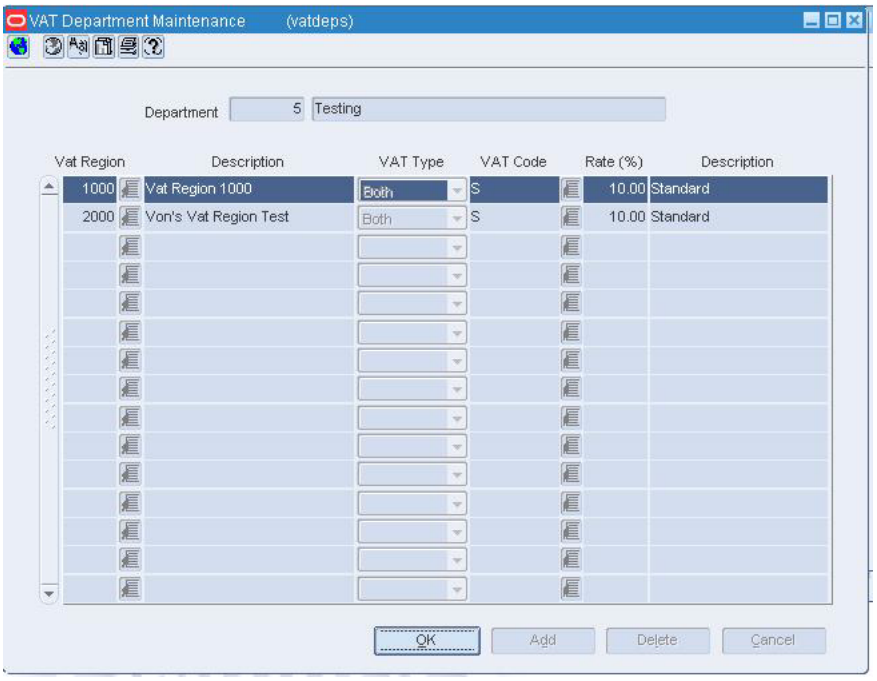
   Normal: The items in the department are ordered, invoiced, and recorded in the stock ledger.

   Consignment: The items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.

   Concession: The items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The concession rate is recorded at the item/supplier level.
6. In the Buyer and Merchandiser fields, enter the ID of the buyer and merchandiser associated with the department, or click the LOV button and select a buyer and merchandiser.
7. In the Include VAT in Retail? field, select the check box to indicate that all prices include VAT in the retail price for all classes in the department. Clear the check box to indicate that VAT is not included in the retail price at the class level, and is applied at the POS.

   Note: The Include VAT in Retail? field is only available if VAT is turned on at the system level and enabled at the class level.
8. Enter the appropriate percentage in either the Markup % of Cost or Markup % of Retail fields.
9. Enter optional information in the remaining fields as necessary.
10. To associate a VAT region with the department (if applicable):
    - From the Options menu, select VAT Maintenance. The VAT Department Maintenance window opens.

Figure 4–87 VAT Department Maintenance window



- Click **Add**.
- In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.
- In the VAT Type field, select the type of value added tax.
- In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT.

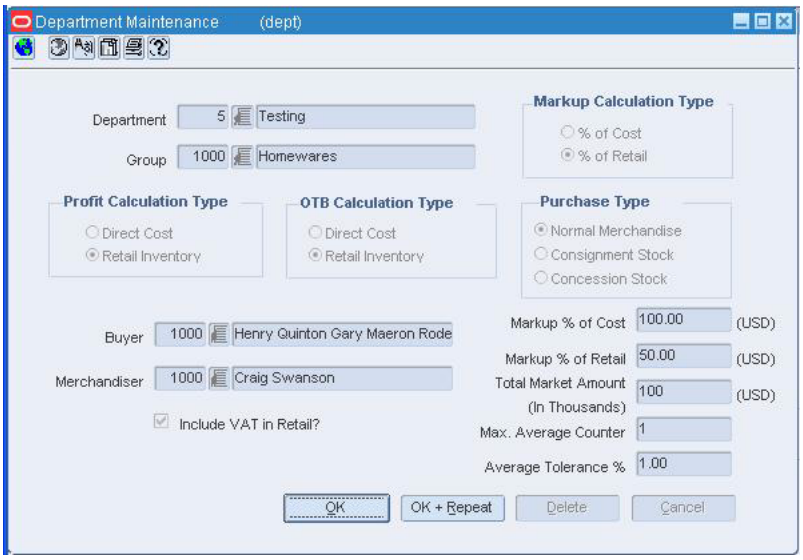
11. Click **OK** to save your changes and close the windows.

Maintain a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Department on the tree structure. The departments appear in the table.
2. Select a department and click **Edit**. The Department Maintenance window opens.

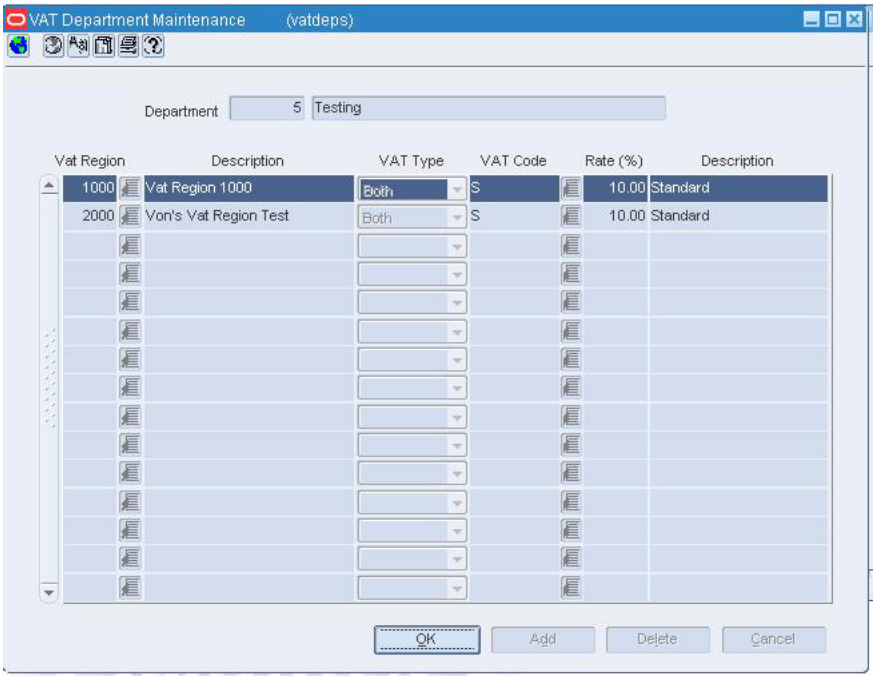
Figure 4–88 Department Maintenance window



Edit a department

1. Edit the enabled fields and options as necessary.
2. To edit the VAT regions associated with the department (if applicable):
3. From the main menu, select VAT Maintenance. The VAT Department Maintenance window opens.

Figure 4–89 VAT Department Maintenance window



a. To add a VAT region, click **Add**. Then enter or select the appropriate Region, Type, and Code.

b. To delete a VAT region, select a record and click **Delete**. When prompted to delete the record, click **Yes**.

c. Click **OK** to exit the VAT Department Maintenance window.

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

Delete a department

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

Division Maintenance Window [division]

The Division Maintenance window allows you to create, edit, view, and delete a division in the merchandise hierarchy. A division is below the company and above the group in the merchandise hierarchy. Typically, the division is used to signify the type of merchandise that your organization offers, such as hardlines or apparel.

- Create a Division
- Maintain a Division
- View Divisions

View LOV Restrictions to a User Group

Navigate: From the main menu, select Control > System > Location/Product Security > Group Hierarchy Link > Edit. The Filter Level Group Hierarchy Maintenance window opens.

1. Enter the search criteria:
   - In the Group ID field, enter the group you want to search for.
   - In the Merchandise Level field, enter the level you want to search for. Enter a corresponding ID in the value field as necessary.
   - In the Organization Level field, enter the level you want to search for. Enter a corresponding ID in the value field as necessary.
2. Click the filter button to return the results that meet the criteria you entered.
3. Click **OK** to save any changes and close the window.

Filter Level Group Hierarchy Maintenance Window [fltrgrphier]

The Filter Level Group Hierarchy Maintenance window allows you to limit the number of values returned when a user clicks a list of values (LOV) button. You associate all users assigned to a group with the merchandise hierarchy and organizational hierarchy levels. If a group has no merchandise or organization hierarchy levels assigned, the users assigned to the group have access to values for all merchandise and organization hierarchy levels. If a user group is assigned to merchandise or organization hierarchy levels, users are only allowed to maintain values in the assigned hierarchy level. When you make changes to a user group, you must log out of RMS before the changes are applied.

- Add LOV Restrictions to a User Group

- Edit LOV Restrictions to a User Group
- View LOV Restrictions to a User Group

Copy Window [merchdflt]

The Copy window allows you to select the merchandise hierarchy from which you want to copy merchandise hierarchy defaults.

- Copy Merchandise Hierarchy Defaults

View the Merchandise Hierarchy

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. On the tree structure, select the hierarchy level that you want to view. The members of the hierarchy level appear in the table.
   - If you select Class, enter an ID in the Department field, or click the LOV button and select the department.
   - If you select Subclass, enter an ID, or click the LOV button in both the Department and Class fields.
2. To look up a specific member of the hierarchy level:
   a. Enter the ID of the member in the Filter field, or click the LOV button and select the member.
   b. Click the filter button.

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

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

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

View the Pending Merchandise Hierarchy

Navigate: From the main menu select Action > Pending Merchandise Hierarchy. The Pending Merchandise Hierarchy Search window opens.

Search for and retrieve a merchandise change in Edit mode.

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

View a Merchandiser

Navigate: From the main menu, select Control > Merchandiser > View. The Merchandiser Maintenance window opens.

1. In the Merchandiser field, enter the merchandiser's ID, or click the LOV button and select the merchandiser.
2. Click **OK** close the window.

Merchandise Hierarchy Default Maintenance Window [merchdflt]

The Merchandise Hierarchy Default Maintenance window allows you to make some item details available and required. These item defaults are based on the department, class, and subclass in which the item resides. The defaults may include a variety of options, such as Harmonized Tariff Schedule (HTS), item attributes, and tickets. You can set up the defaults when creating a department, class, or subclass. For example, you can indicate that items in a selected department cannot be approved unless they have an HTS code. On the other hand, you can make the HTS option unavailable for items in the selected department.

When creating defaults at the department level, you can add information only for the classes and subclasses within that department. For example, if you enter department 1000 and make the default both available and required, every class and subclass within department 1000 inherits the same default settings. If you enter department 2000 and class 3000, every subclass within department 2000 and class 3000 inherits the same default settings.

- Add Item Defaults
- Maintain Item Defaults
- View Item Defaults at the Class Level

Merchandise Hierarchy Main Form Window [hiermrch]

The Merchandise Hierarchy Main Form window allows you to create, edit, and view a member of the selected level of the merchandise hierarchy.

- View the Merchandise Hierarchy

Maintain Item Defaults

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

- Department
  a. Select Department on the tree structure. The departments appear in the table.
  b. Select a department and click **Edit**. The Department Maintenance window opens.
- Class
  a. Select Class on the tree structure. The Department field opens.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
  c. Click **Edit**. The Class Maintenance window opens.
  d. Select a class.
- Subclass

a. Select Subclass on the tree structure. The Department and Class fields appear.

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

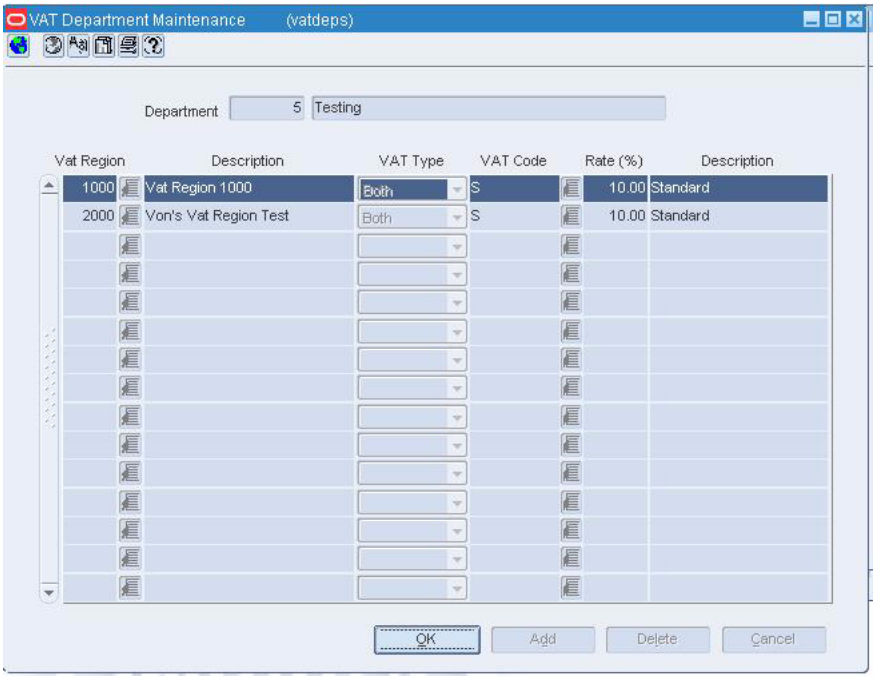
c. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.

d. Click **Edit**. The Subclass Maintenance window opens.

e. Select a subclass.

f. Select Options > Merchandise Hierarchy Defaults. The Merchandise Hierarchy Default Maintenance window opens.

Figure 4–90 Merchandise Hierarchy Default Maintenance window



Edit the item default

1. Select a default.

   In the Apply area, select or clear the Available and Required check boxes as necessary.

2. Click **Apply**. The edits are added to the table.

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

Delete the item default

1. Select a default.

2. Click **Delete**.

3. When prompted to delete the record, click **Yes**.

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

View Item Defaults at the Class Level

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

- Department
  a. Select Department on the tree structure. The departments appear in the table.
  b. Select a department and click **Edit**. The Department Maintenance window opens.
- Class
  a. Select Class on the tree structure. The Department field opens.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
  c. Click **Edit**. The Class Maintenance window opens.
  d. Select a class.
- Subclass
  a. Select Subclass on the tree structure. The Department and Class fields appear.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department.
  c. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
  d. Click **Edit**. The Subclass Maintenance window opens.
  e. Select a subclass.

2. Select Options > The Merchandise Hierarchy Default Maintenance window opens. The current defaults appear.
3. Click **OK** close the window.

Department Up Charge Window [deptchrg]

The Department Up Charge window displays a department's from/to location combinations and associated up charges. Up Charges are incurred when transferring items within the department or within the from and the to locations.

> **Note:** This window will only be available if the RMS 'Estimated Landed Costs' indicator is set to 'Yes'.

- Each Up Charge has a:
  – Calculation Basis of either 'Value' or 'Specific.'
  – Cost Basis of either 'Weighted Average Cost' (when using Average Cost Method) or 'Unit Cost' (when using Standard Cost Method).
- Component Rate of:
  – Monetary if Calculation Basis = 'Specific.'
  – Percentage if Calculation Basis = 'Value.'

- Component Currency.
- Up Charge Group, which is used to group Up Charge Components together to show a total sum on the Transfer Up Charge window.

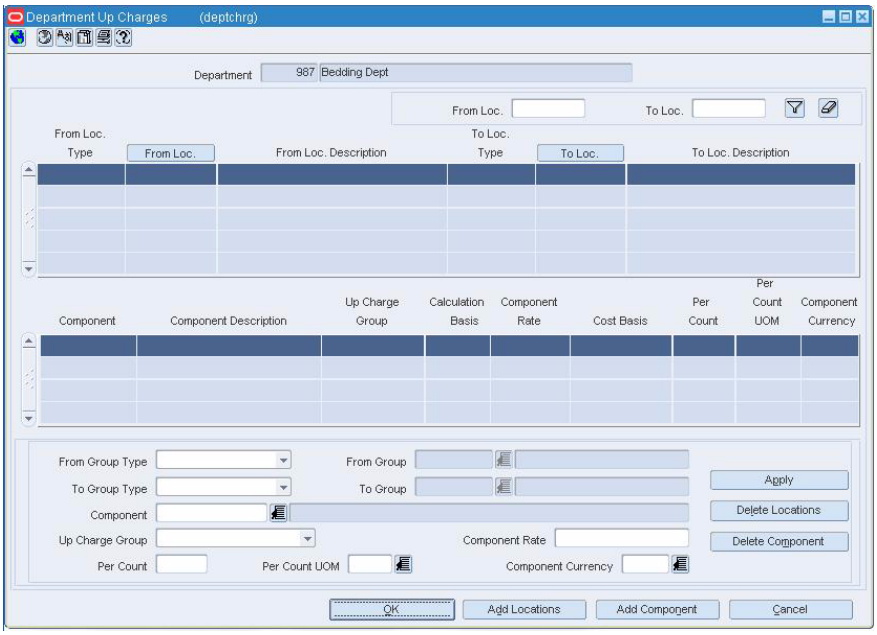
To view more information on these topics, see also:

- Add Up Charges to Items in a Department
- Maintain Up Charges for a Department
- View Department Up Charge Components

Maintain Up Charges for a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens. Search for and retrieve a department in edit mode. The Department Maintenance window opens. From the Options menu, select Up Charges. The Department Up Charges window opens.

Figure 4–91 Department Up Charges window



Edit locations

1. Click **Add Locations**.
2. Select a value in the From Group Type field of the Apply block.
3. If available, enter a From Group value, or click the LOV button and select a value.
4. Select a value in the To Group Type field.
5. If available, enter a To Group value, or click the LOV button and select a value.
6. Click **OK** to save any changes and close the window.

Edit components

1. Select the location to which you are adding a new up charge component.

2. Click **Add Component**.
3. Enter an up charge component in the Component field, or click the LOV button and select an up charge component.
4. Click **Apply**. The Component table is updated.
5. Click **OK** to save any changes and close the window.

Delete a location from an up charge

1. In the location table, select the row containing the from/to location that you would like to delete from this department up charge.
2. Click **Delete Locations**. You will be prompted to confirm the deletion of all locations displayed in the apply block and their associated components.
3. Click **Yes**.
4. Click **OK** to save any changes and close the window.

Delete a component from an up charge

1. In the component table, select the row containing the component that you would like to delete from the from/to location combination displayed in the apply block.
2. Click **Delete Component**. You will be prompted to confirm the deletion of the component from all locations displayed in the apply block.
3. Click **Yes**.
4. Click **OK** to save any changes and close the window.

View Item Up Charge Components

Navigate: From the Main menu, select Items> Items. The Item Search window opens.

Search for and retrieve an item in edit mode. The Item Maintenance window opens.

From the Options menu, select Item Up Charges. The Item Up Charges window opens.

1. Select a value in the From Group Type field of the Apply block.
2. If available, enter a From Group value, or click the LOV button and select a value.
3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.
5. Enter an up charge component in the Component field, or click the LOV button and select an up charge component.
6. Click **Apply**. The Location and Component tables are updated.
7. You may enter a specific from location ID and/or to location ID in the From Loc and/or To Loc filter fields. Only components for the from/to location will be displayed.
8. Click **OK** to close the window.

View an Up Charge Group

Navigate: From the Main menu, select Inventory > Transfer. The Transfer Search Window opens.

Search for and retrieve a transfer in view mode. The Transfer Maintenance window opens.

From the Transfer Maintenance window, click Items. The Transfer Detail window opens.

From the Options menu, select Transfer Up Charges. The Transfer Up Charge window opens.

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

View Department Up Charge Components

Navigate: From the Main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

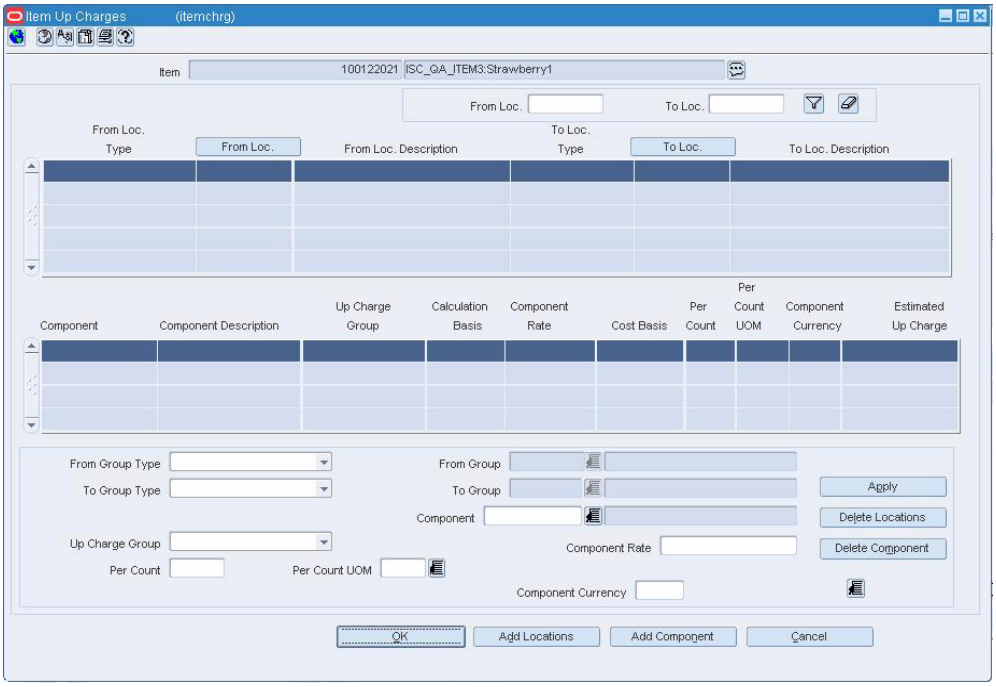
From the Options menu, select Up Charges. The Department Up Charges window opens.

1. Select a value in the From Group Type field of the Apply block.
2. If available, enter a From Group value, or click the LOV button and select a value.
3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.
5. Enter an up charge component in the Component field, or click the LOV button and select an up charge component.
6. Click **Apply**. The Location and Component tables are updated.
7. You may enter a specific from location ID and/or to location ID in the From Loc and/or To Loc filter fields. Only components for the from/to location will be displayed.
8. Click **OK** to close the window.

Maintain Up Charges for an Item

Navigate: From the main menu, select Items> Items. The Item Search window is displayed. Search for and retrieve an item in edit mode. The Item Maintenance window opens. From the Options menu, select Item Up Charges. The Item Up Charges window opens.

Figure 4–92 Item Up Charges window



Edit locations

1. Click **Add Locations**.
2. Select a value in the From Group Type field of the Apply block.
3. If available, enter a From Group value, or click the LOV button and select a value.
4. Select a value in the To Group Type field.
5. If available, enter a To Group value, or click the LOV button and select a value.
6. Click **OK** to save any changes and close the window.

Edit components

1. Select the location to which you are adding a new up charge component.
2. Click **Add Component**.
3. Enter an up charge component in the Component field, or click the LOV button and select an up charge component.
4. Click **Apply**. The Component table is updated.
5. Click **OK** to save any changes and close the window.

Merchandiser Maintenance Window [merch]

The Merchandiser Maintenance Window allows you to create, edit, view, and delete a merchandiser. In addition to a name and ID, you can enter the merchandiser's telephone and fax numbers. After a merchandiser is entered, you can assign the merchandiser to a division, group, or department.

- Create a Merchandiser

- Maintain a Merchandiser
- View a Merchandiser

Pending Merchandise Hierarchy Window [pndmerhier]

The Pending Merchandise Hierarchy window allows you to maintain movements within the merchandise hierarchy. Movements within the merchandise hierarchy will lead to the eventual reclassification of the items within the reclassified level. When an item is reclassified, sales history, purchase orders, inventory, and planning information is reclassified as well.

Only Level 1 items can be reclassified. Any prepacks, Level 2, or Level 3 items associated with the Level 1 item are also reclassified.

- Edit the Pending Merchandise Hierarchy
- View the Pending Merchandise Hierarchy

Pending Merchandise Hierarchy Search Window [pndmrchfind]

The Pending Merchandise Hierarchy Search window allows you to search for merchandise levels that are in process of being changed within the merchandise hierarchy.

- Search for a Pending Merchandise Hierarchy Change

Set Up Merchandise Hierarchy Defaults

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

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

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

- Add Item Defaults
- Copy Merchandise Hierarchy Defaults
- Maintain Item Defaults
- View Item Defaults at the Class Level

Add Item Defaults

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

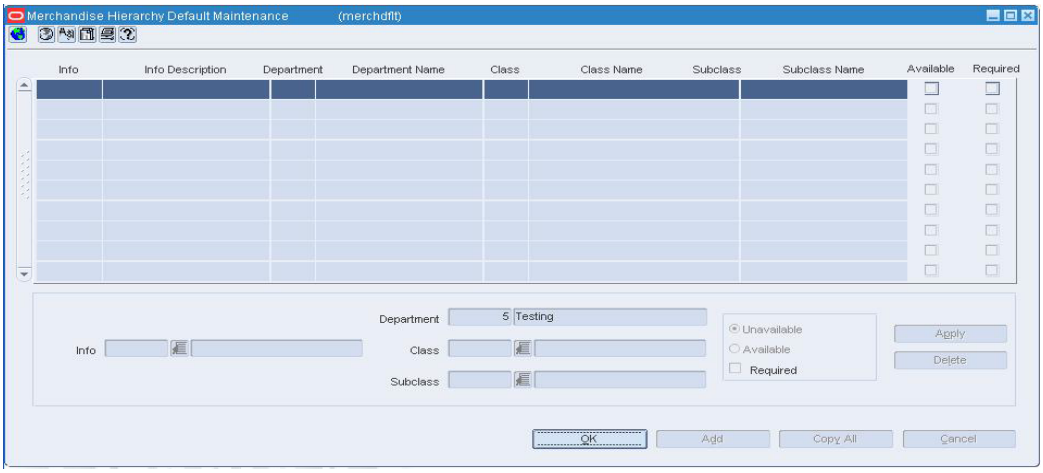
- Department

    a. Select Department on the tree structure. The departments appear in the table.

b. Select a department and click **Edit**. The Department Maintenance window opens.

- Class
  a. Select Class on the tree structure. The Department field opens.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
  c. Click **Edit**. The Class Maintenance window opens.
  d. Select a class.
- Subclass
  a. Select Subclass on the tree structure. The Department and Class fields appear.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department.
  c. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
  a. Click **Edit**. The Subclass Maintenance window opens.
  b. Select a subclass.
  c. Select Options > Merchandise Hierarchy Defaults. The Merchandise Hierarchy Default Maintenance window opens.

Figure 4–93 Merchandise Hierarchy Default Maintenance window



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

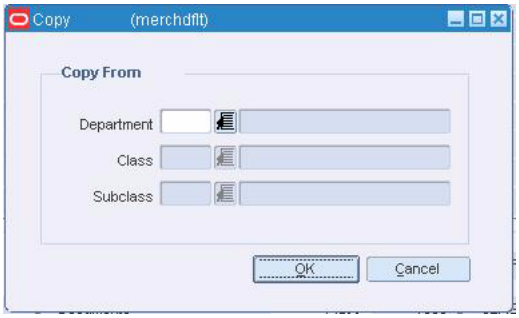
8. Click **OK** to save your changes and close the window.

Copy Merchandise Hierarchy Defaults

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Subclass on the tree structure. The Department and Class fields appear.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
4. Click **Edit**. The Subclass Maintenance window opens.
5. Select a subclass. From the Options menu, select Merchandise Hierarchy Defaults. The Merchandise Hierarchy Default Maintenance window opens.
6. Click **Copy All**. The Copy window opens.

Figure 4–94 Copy window



7. In the merchandise hierarchy fields, enter the IDs of each merchandise level, or click the LOV button and select the merchandise levels.
8. Click **OK** to exit the Copy window.
9. When prompted to override any existing defaults, click **Yes**. The defaults are copied to the Merchandise Hierarchy Default Maintenance window.
10. Edit the defaults as necessary.
11. Click **OK** to save your changes and close the window.

Set Up Merchandisers

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

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

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

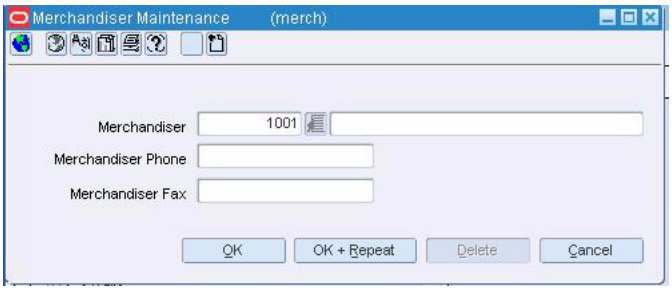
- Create a Merchandiser
- Maintain a Merchandiser

- View a Merchandiser

Create a Merchandiser

Navigate: From the main menu, select Control > Merchandiser > New. The Merchandiser Maintenance window opens.

Figure 4–95 Merchandiser Maintenance window



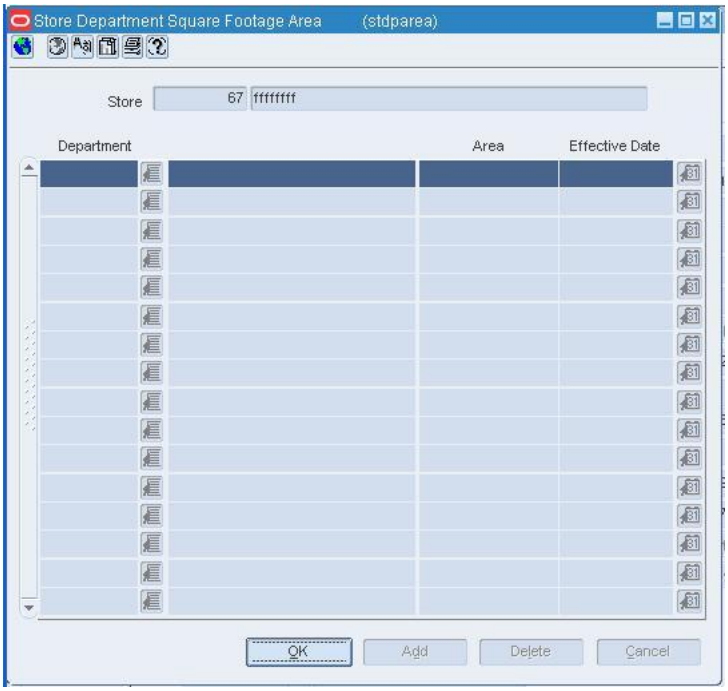
1. In the Merchandiser field, the ID is filled in automatically. Enter the merchandiser's name in the field to the right of the ID.
2. In the Merchandiser Phone field, enter the merchandiser's telephone number.
3. In the Merchandiser Fax field, enter the merchandiser's fax number.
4. Click **OK** to save your changes and close the window.

Delete a Store from a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

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

Figure 4–96 Store Department Square Footage Area window



4. Select a store and click **Delete**.
5. When prompted to delete the record, click **Yes**.
6. Click **OK** to save your changes and close the window.

Transit Times Window [trantime]

The Transit Times window allows you to create, edit, view, and delete transit times records for items at the subclass, class, or department level. You can set item transit times from suppliers, stores, warehouses, or location lists to stores, warehouses, or location lists.

- Add Transit Times
- Maintain Transit Times

Add Transit Times

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select the hierarchy level you want to add the transit time to.

- Department
  - a. Select Department on the tree structure. The departments appear in the table.
  - b. Select a department and click **Edit**. The Department Maintenance window opens.
- Class
  - a. Select Class on the tree structure. The Department field opens.

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

c. Click **Edit**. The Class Maintenance window opens.

d. Select a class.

- Subclass

a. Select Subclass on the tree structure. The Department and Class fields appear.

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

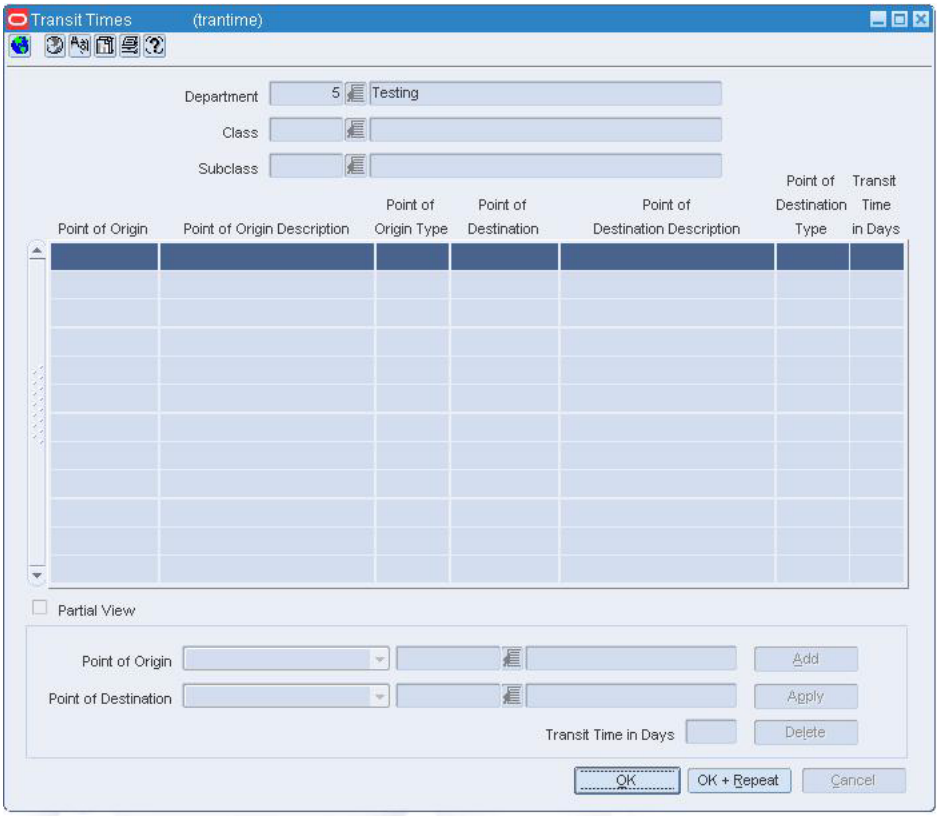
c. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.

d. Click **Edit**. The Subclass Maintenance window opens.

e. Select a subclass.

f. Select Options > Transit Times. The Transit Times window opens.

Figure 4–97 Transit Times window



2. In the Point of Origin drop down, select the type of location.

3. In the Point of Origin field, enter the ID of the location, or click the LOV and select the specific origin location.

4. In the Point of Destination drop down, select the type of location.

5. In the Point of Destination field, enter the ID of the location, or click the LOV and select the specific destination location.

6. Enter the number of days required for transit in the Transit Time in Days field.
7. Click **Apply**. The record is added to the table.
8. Click **OK** to save your changes and close the window.

View VAT Codes

Navigate: From the main menu, select Control > Setup > VAT Codes Maintenance > View. The VAT Code Maintenance window opens.

1. To view tax rates for a VAT code:
   a. Select a VAT code and click **Rates**. Any existing tax rates appear in the Rates Maintenance window.
   b. Click **OK** to exit the Rates Maintenance window.
2. Click **OK** to close the window.

View VAT Codes for a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Department on the tree structure. The departments appear on the table.
2. Select a department and click **View**. The Department Maintenance window opens.
3. From the Options menu, select VAT Maintenance. The VAT Department Maintenance window opens.
4. Click **OK** to close the window.

View VAT Codes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window appear.

Search for and retrieve an item in View mode. The Item Maintenance window appear.

1. Click on the VAT Maintenance option. The VAT Item Maintenance window appear.
2. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region. Any existing VAT codes appear.
3. Click **OK** to close the window.

View VAT Regions

Navigate: From the main menu, select Control > Setup > VAT Region Maintenance > View. The VAT Region Maintenance window opens.

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

Maintain Value Added Taxes (VAT)

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

Prior to using the VAT functionality, you must set up a list of VAT regions and VAT codes. For each VAT code, you enter the tax rate to be used in monetary calculations. The following types of VAT regions may be set up:

- **Base EU Region:** The VAT region encompasses the entire European Union. Only one VAT region can be designated as the Base EU Region.
- **EU Member:** The VAT region is located within the European Union.
- **Non-Member:** The VAT region is not located within the European Union.

As you add departments to the system, you must associate one or more VAT regions with the department. Each VAT region must have one or more VAT codes. VAT codes entered at the department level become the default VAT codes for items within the department. You can edit the default VAT codes at the item level.

VAT rates are identified by VAT code. When VAT codes are associated with a VAT region, they are assigned a VAT type. The VAT type indicates where the tax rate is included when determining the price. The VAT type can be included in the:

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

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

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

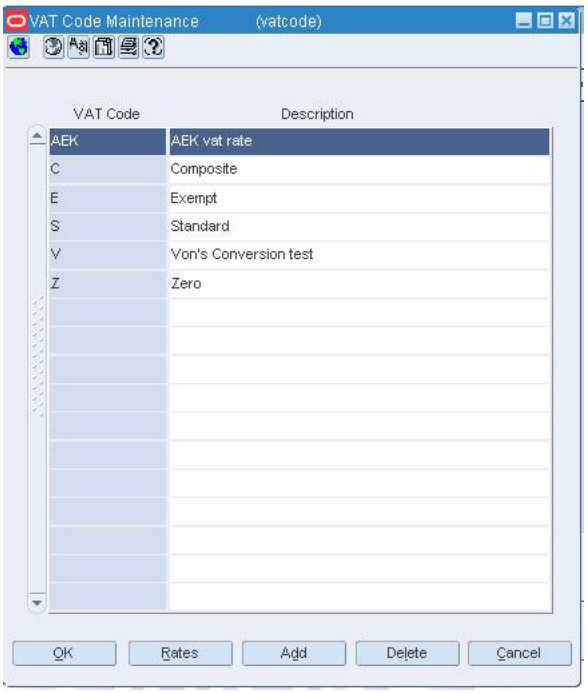
If you indicate that class level VAT will be used, you can indicate by class whether retail prices should be displayed in RMS including or excluding the retail price. For maintenance purposes, you can set the inclusion or exclusion to default to the class level by department.

- Edit VAT Codes
- Edit VAT Codes for a Department
- Edit VAT Codes for an Item
- Edit VAT Codes for Multiple Items
- Edit VAT Regions
- View VAT Codes
- View VAT Codes for a Department
- View VAT Codes for an Item
- View VAT Regions

Edit VAT Codes

Navigate: From the main menu, select Control > Setup > VAT Code Maintenance > Edit. The VAT Code Maintenance window opens.

Figure 4–98 VAT Code Maintenance window



- Edit the descriptions as necessary.

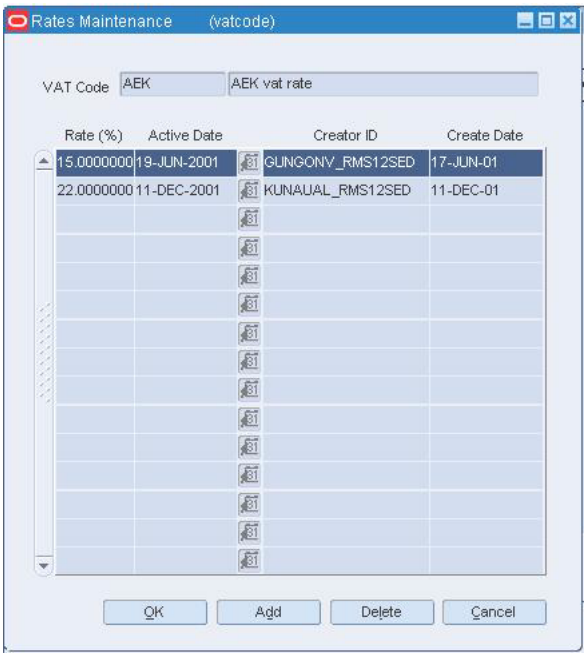
Add a VAT code

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

Edit tax rates for a VAT code

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

Figure 4–99 Rates Maintenance window



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

Delete a VAT code

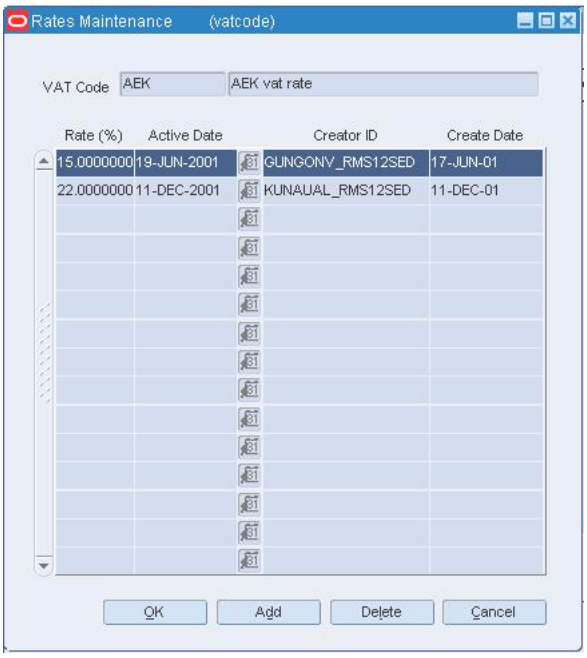
1. Select a VAT code and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit VAT Codes for a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select Department on the tree structure. The departments appear on the table.
2. Select a department and click **Edit**. The Department Maintenance window opens.
3. From the Options menu, select VAT Maintenance. The VAT Department Maintenance window opens.

Figure 4–100 VAT Department Maintenance window



4. Edit the VAT codes as necessary.

Add a VAT region for a department

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

Delete a VAT region for a department

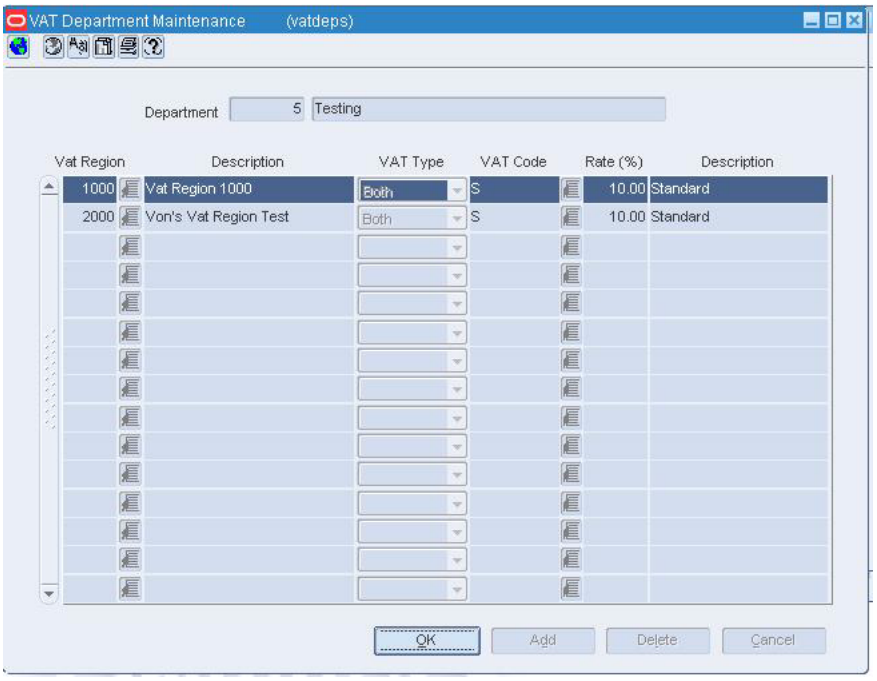
1. Select a VAT region and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit VAT Codes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

1. Click on the VAT Maintenance option. The VAT Item Maintenance window opens.

Figure 4–101 VAT Item Maintenance window



2. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region. Any existing VAT codes appear.

Add a VAT code for an item

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

Delete a VAT code for an item

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

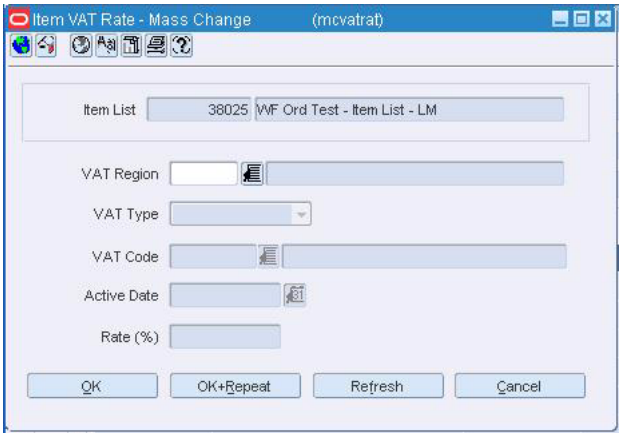
Note: When editing VAT codes for an item above the transaction level, you are prompted to update the VAT codes for the subordinate items down to the transaction level. Click Yes or No as applicable.

Edit VAT Codes for Multiple Items

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens.

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

Figure 4–102 Item VAT Rate - Mass Change window

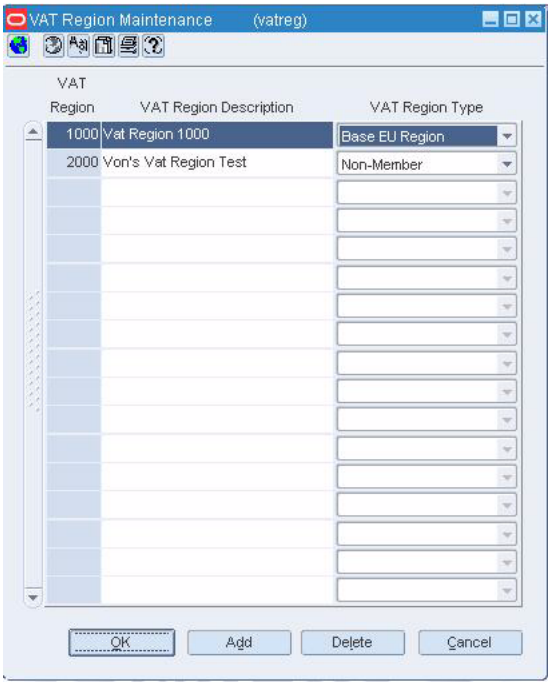


2. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.
3. In the VAT Type field, select the type of calculations in which VAT amounts should be included.
4. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT code.
5. In the Active Date field, enter the date on which the VAT code becomes effective, or click the calendar button and select the date.
6. Click **OK** to save your changes and close the window.

Edit VAT Regions

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

Figure 4–103 VAT Region Maintenance window



Edit the descriptions and types as necessary.

Add a VAT region

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

Delete a VAT region

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

View User Defined Attributes

Navigate: From the main menu, select Items> User Defined Attributes> View. The UDA window opens.

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

View User Defined Attributes by Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve a item in View mode. The Item Maintenance window opens.

1. Click on the User Defined Attributes option. The Item UDA List window opens.
2. Click **OK** to close the window.

Maintain User Defined Attributes

The User Defined Attributes (UDA) feature provides a method for defining attributes and associating the attributes with specific items, items on an item list, or items in a specific department, class, or subclass. UDAs are useful for informational and reporting purposes. Unlike traits or indicators, UDAs are not interfaced with external systems.

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

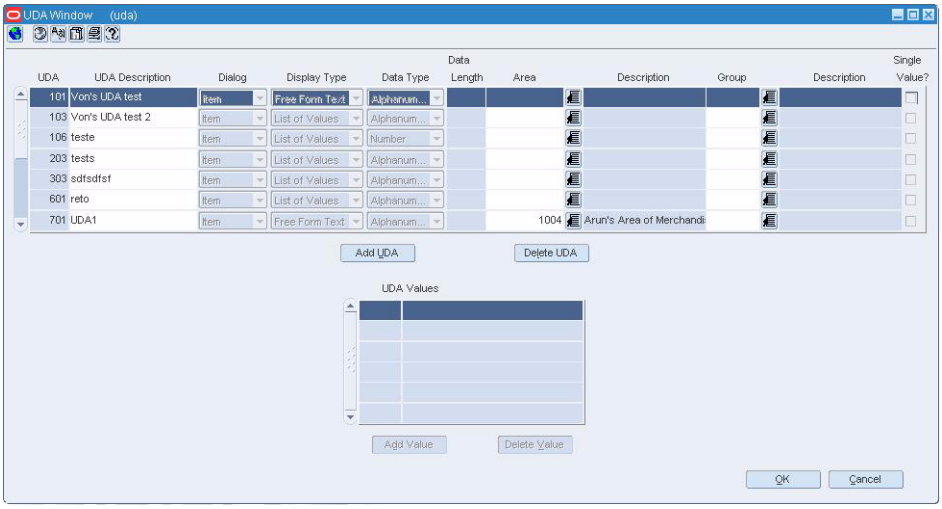
To use UDAs effectively, you must first add the UDAs to the system. You can then add UDAs to a department, class, subclass, item, or item list. Alternatively, you can add departments, classes, subclasses, or items to a UDA.

- Add a Merchandise Level to a User Defined Attribute
- Add a User Defined Attribute to a Merchandise Level
- Delete a Merchandise Level from a User Defined Attribute
- Delete a User Defined Attribute from a Merchandise Level
- View User Defined Attributes by Merchandise Level

Add a User Defined Attribute

Navigate: From the main menu, select Items > User Defined Attributes > Edit. The UDA window opens.

Figure 4–104 UDA window



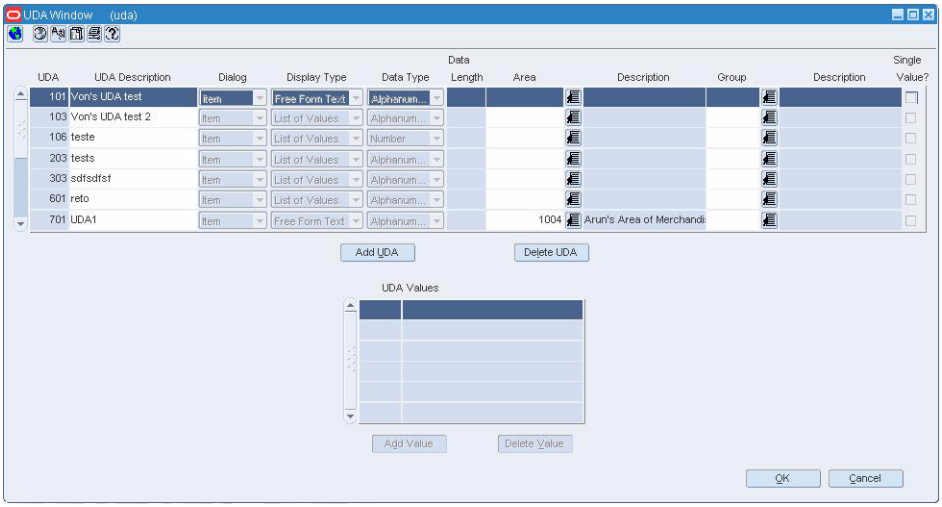
1. Click **Add UDA**. The UDA ID is filled in automatically.
2. In the UDA Description field, enter the description of the user defined attribute.
3. In the Dialog field, select the type of dialog in which you want the attribute to appear.

4. In the Display Type field, select the type of UDA.
5. In the Data Type field, select the type of data that is permitted. This field is enabled when you select List of Values in the Display Type field.
6. In the Data Length field, enter the maximum number of characters that is permitted. This field is disabled when you select Date in the Data Type field.
7. In the merchandise hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.
8. If you want to limit the field to a single value, select the Single Value? check box.
9. To add a value to a list of values type of UDA:
10. Click **Add Value**. The ID is filled in automatically.
11. Enter the description of the UDA value.
12. Click **OK** to save any changes and close the window.

Add a Merchandise Level to a User Defined Attribute

Navigate: From the main menu, select Items> User Defined Attributes> Edit. The UDA window open.

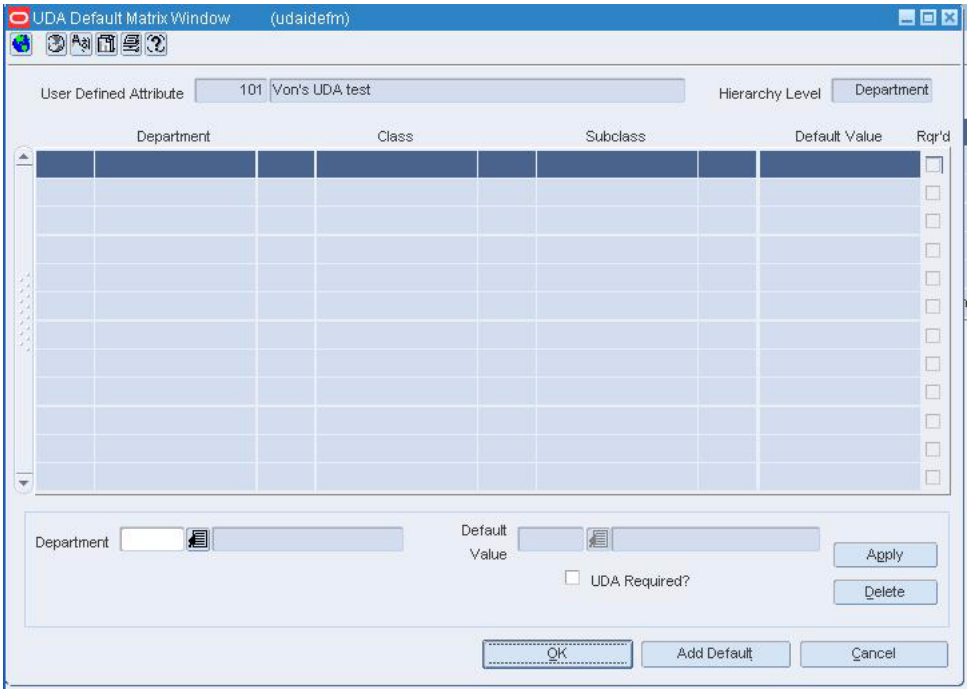
Figure 4–105 UDA window



Add a department to a user defined attribute

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

Figure 4–106 UDA Default Matrix window



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

Add a class to a user defined attribute

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

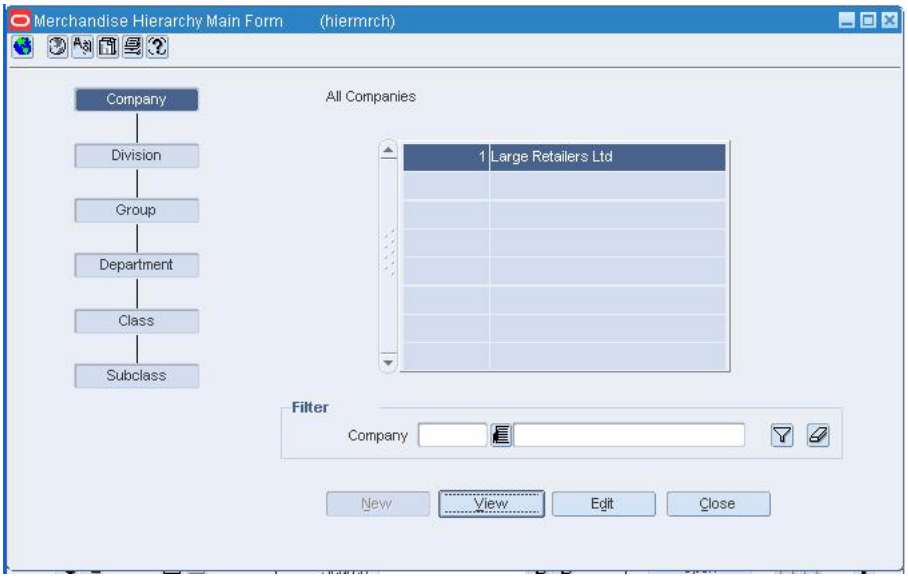
Add a subclass to a user defined attribute

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

Add a User Defined Attribute to a Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

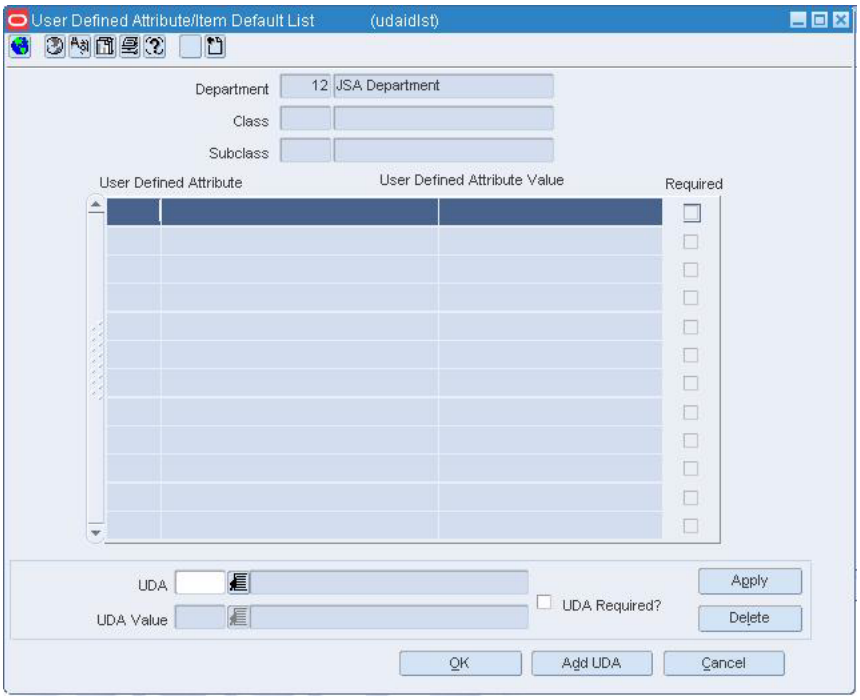
Figure 4–107 Merchandise Hierarchy Main Form window



Add a user defined attribute to a department

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

Figure 4–108 User Defined Attribute/Item Default List window



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

Add a user defined attribute to a class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Edit**. The Class Maintenance window opens.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
6. Click **Add UDA**. The fields in the Apply area are cleared.
7. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.
8. If the UDA is a list of values, enter the ID of the default value, or click the LOV button and select the default value. This step is optional.

9. To indicate that the UDA is required for all items in the class, select the UDA Required? check box.
10. Click **Apply**. The UDA is added to the table.
11. Click **OK** to save your changes and close the window.

Add a user defined attribute to a subclass

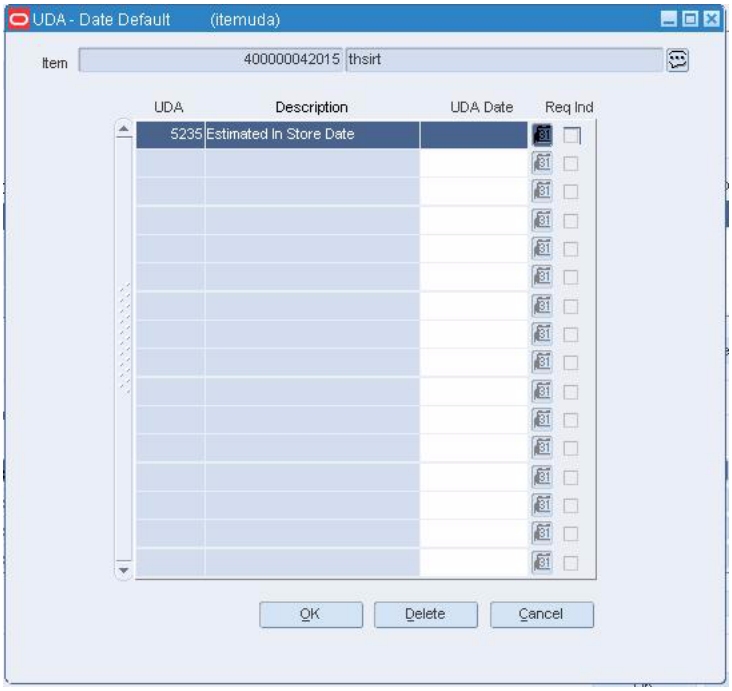
1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **Edit**. The Subclass Maintenance window opens.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

Add a User Defined Attribute to an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the User Defined Attributes option. The Item UDA List window opens.

Figure 4–109 Item UDA List window



Add a list of values type of UDA

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

Add a date type of UDA

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

Add a free form text type of UDA

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

View Items by User Defined Attribute

Navigate: From the main menu, select Items> User Defined Attributes> View. The UDA window opens.

1. Select a user defined attribute.
2. From the Options menu, select Item. The Item UDA Matrix window opens.
3. Click **OK** to close the window.

View User Defined Attributes by Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

View a user defined attribute by department

1. Select Department on the tree structure. The departments appear on the table.
2. Select a department and click **View**. The Department Maintenance window opens.
3. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
4. Click **OK** to close the window.

View a user defined attribute by class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Navigate**. The Class Maintenance window opens.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
6. Click **OK** to close the window.

View a user defined attribute by subclass

1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **View**. The Subclass Maintenance window opens.
5. Select a subclass.
6. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
7. Click **OK** to close the window.

View Merchandise Levels by User Defined Attribute

Navigate: From the main menu, select Items> User Defined Attributes> View. The UDA window opens.

View a department by user defined attribute

1. Select a user defined attribute.
2. From the Options menu, select Department. The UDA Default Matrix window opens.
3. Click **OK** to close the window.

View a class by a user defined attribute

1. Select a user defined attribute.
2. From the Options menu, select Class. The UDA Default Matrix window opens.
3. Click **OK** to close the window.

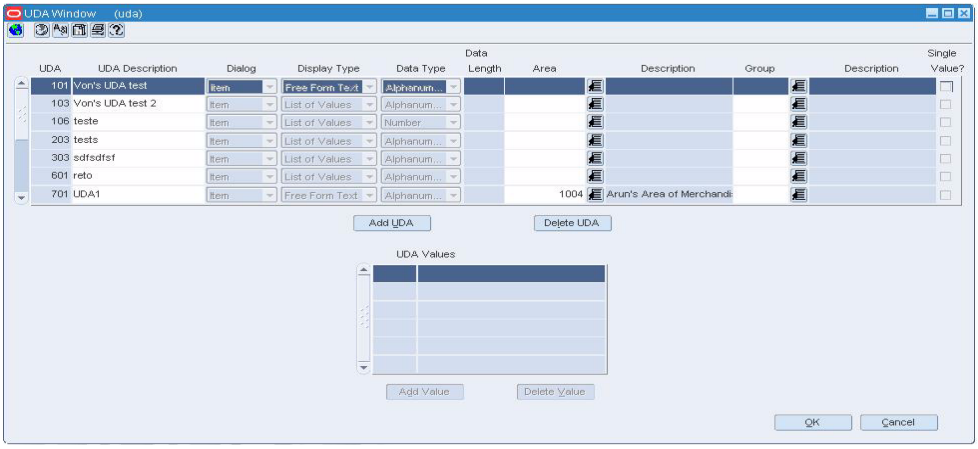
View a subclass by a user defined attribute

1. Select a user defined attribute.
2. From the Options menu, select Subclass. The UDA Default Matrix window opens.
3. Click **OK** to close the window.

Add an Item to a User Defined Attribute

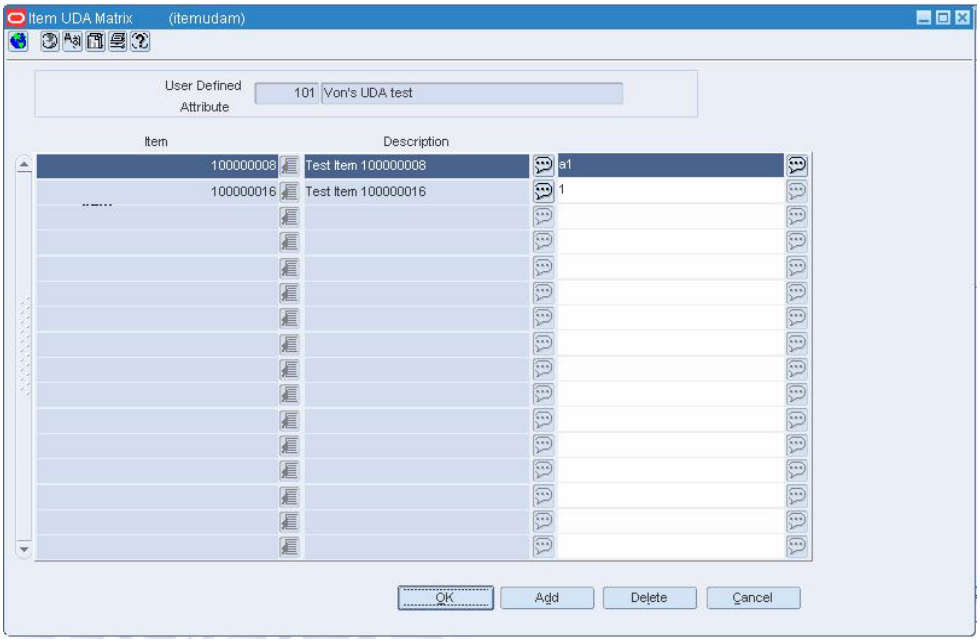
Navigate: From the main menu, select Items> User Defined Attributes> Edit. The UDA window opens.

Figure 4–110 UDA window



1. Select a user defined attribute.
2. From the Options menu, select Item. The Item UDA Matrix window opens.

Figure 4–111 Item UDA Matrix window



3. Click **Add**. The next available line becomes enabled.
4. In the Item field, enter the ID of the item, or click the LOV button and select the item.
5. Enter the applicable information:
   a. In the UDA Value field, enter the ID of the default value, or click the LOV button and select the value.
   b. In the Date field, enter the default date, or click the calendar button and select the date.
   c. In the Comments field, enter the default text, or click the comments button and enter the text.

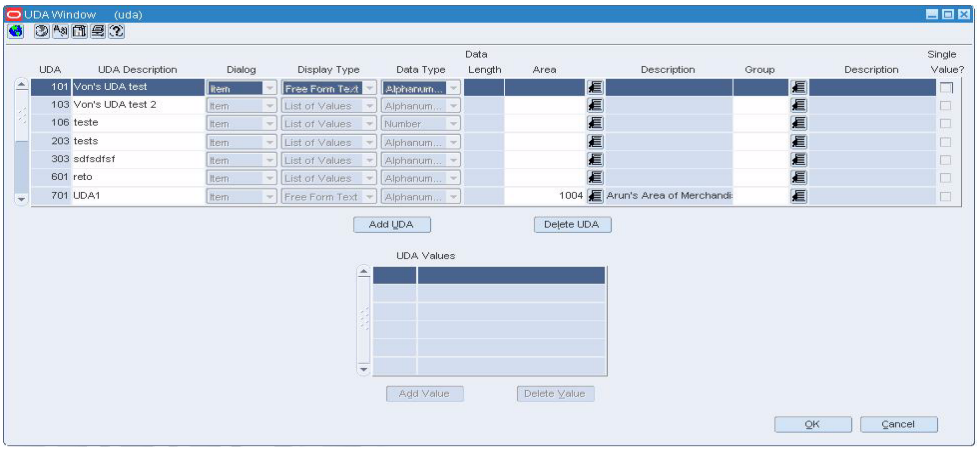
   Note: The field that opens depends on the type of user defined attribute.

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

Delete a Merchandise Level from a User Defined Attribute

Navigate: From the main menu, select Items> User Defined Attributes> Edit. The UDA window opens.

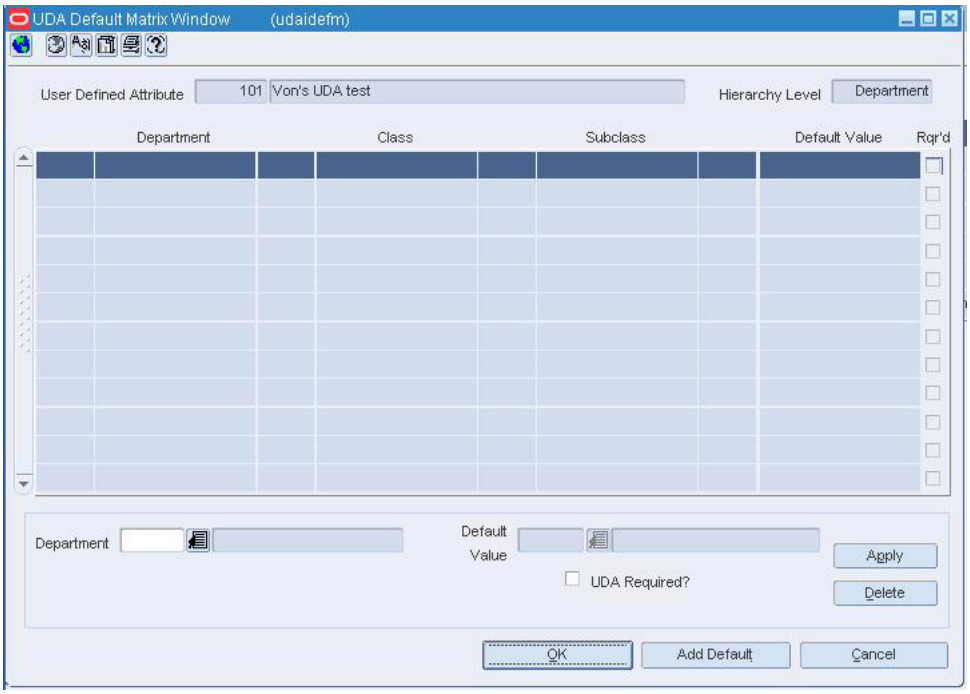
Figure 4–112 UDA window



Delete a department from a user defined attribute

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

Figure 4–113 UDA Default Matrix window



3. Select the department and click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Delete a class from a user defined attribute

1. Select the user defined attribute.

2. From the Options menu, select Class. The UDA Default Matrix window opens.
3. Select the class and click **Delete**.
4. When prompted to delete the record, click **Yes.**
5. Click **OK** to save your changes and close the window.

Delete a subclass from a user defined attribute

1. Select the user defined attribute.
2. From the Options menu, select Subclass. The UDA Default Matrix window opens.
3. Select the subclass and click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

View Cost Components for a Non-Merchandise Code

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > View. The Non-Merchandise Codes Maintenance window opens.

Note: This window is only available when you are using Oracle Retail Trade Management (RTM) with RMS. If simplified RTM is used, the functionality may differ.

---

1. Select a non-merchandise code in the table.
2. Click **Cost Comp**. The Non-Merchandise Cost Components window opens.
3. Click **OK** to close the window.

Delete a Non-Merchandise Code

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > Edit. The Non-Merchandise Codes Maintenance window opens.

Figure 4–114 Non-Merchandise Codes Maintenance window

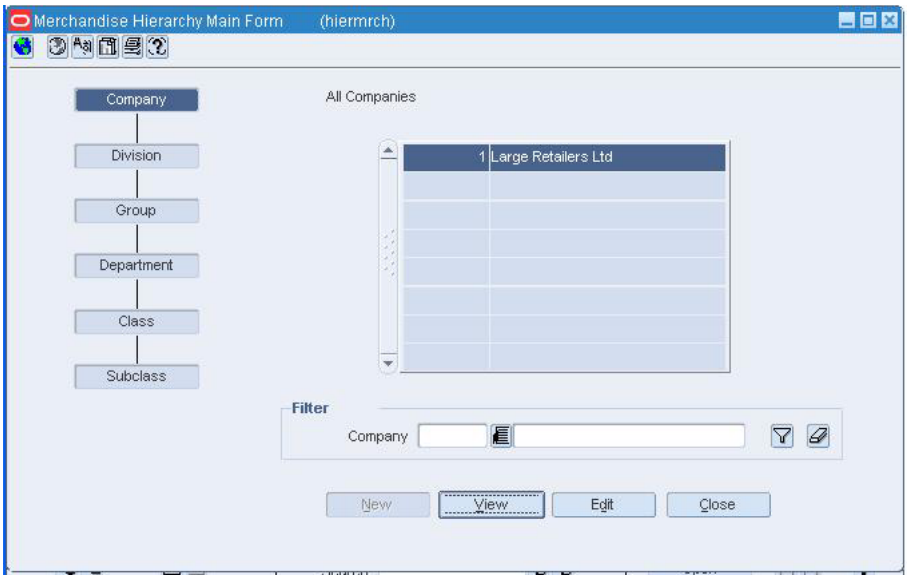
Note: You cannot delete the following non-merchandise codes: Escheatment, Tax, and Freight.

1. Select a non-merchandise code.
2. Click **Delete**. You are prompted to delete the code.
3. Click **Yes**.
4. Click **OK** to close the window and save your changes.

Delete a User Defined Attribute from a Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

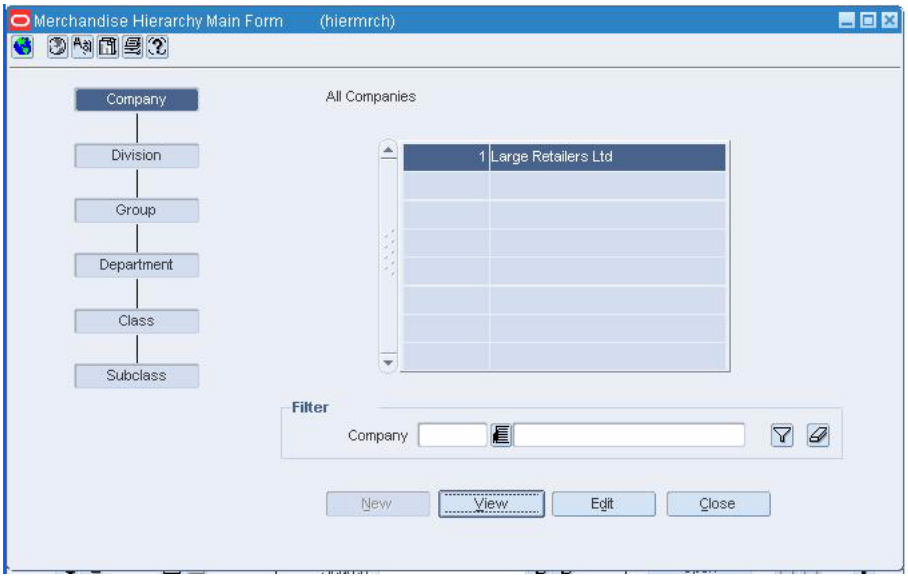
Figure 4–115 Merchandise Hierarchy Main Form window



Delete a user defined attribute from a department

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

Figure 4–116 User Defined Attribute/Item Default List window

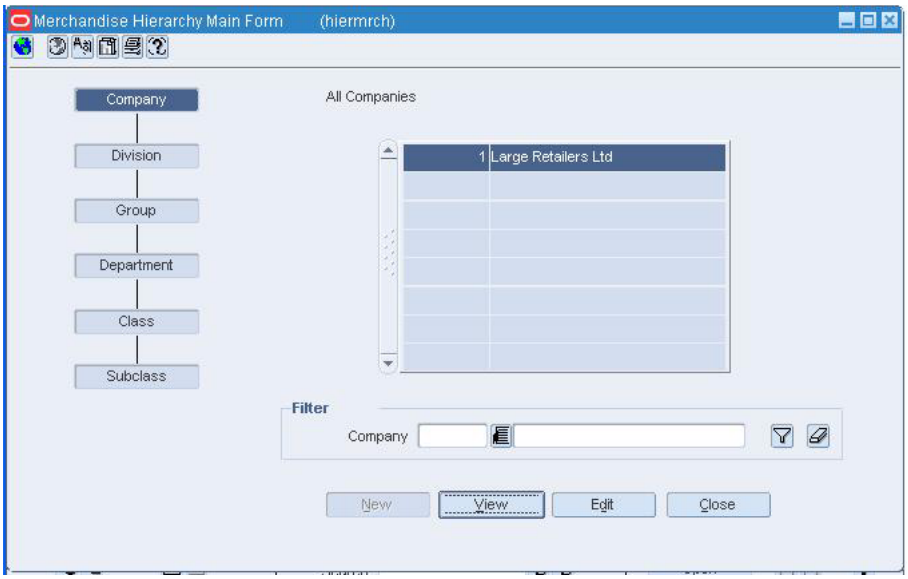


4. Select a UDA and click **Delete**.
5. When prompted to delete the record, click **Yes**.
6. Click **OK** to exit the User Defined Attribute/Item List window.

Delete a user defined attribute from a class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Edit**. The Class Maintenance window opens.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.

Figure 4–117 User Defined Attribute/Item Default List window

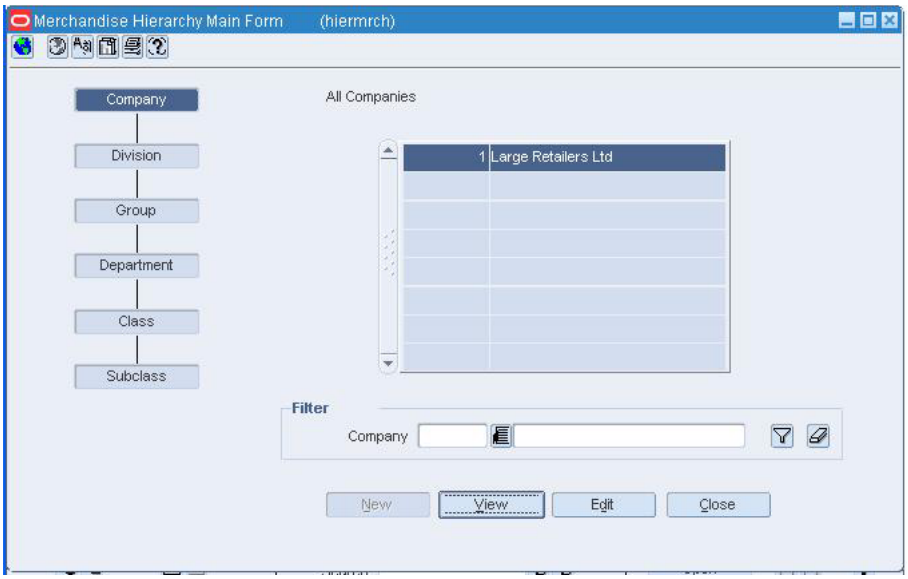


6. Select a UDA and click **Delete**.
7. When prompted to delete the record, click **Yes**.
8. Click **OK** to exit the User Defined Attribute/Item List window.

Delete a user defined attribute from a subclass

1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **Edit**. The Subclass Maintenance window opens.
5. Select a subclass.
6. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.

Figure 4–118 User Defined Attribute/Item Default List window



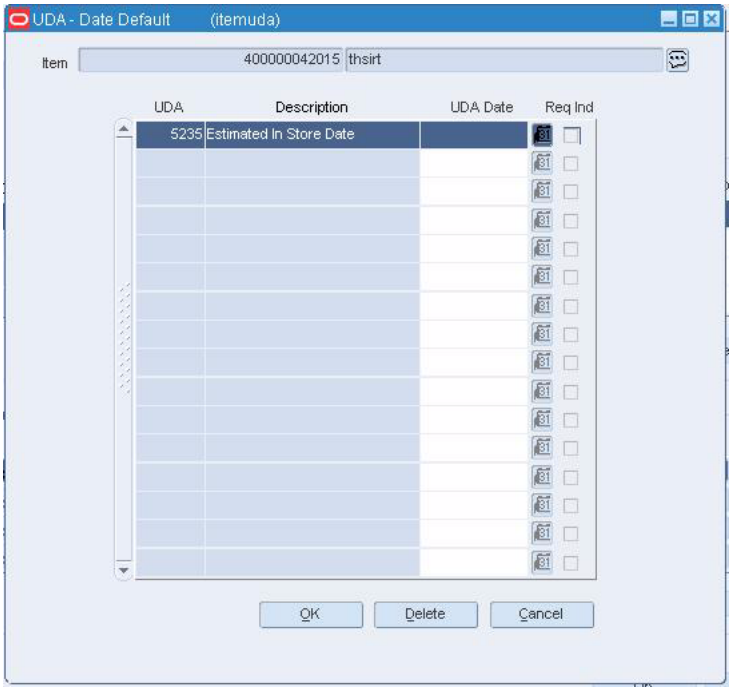
7. Select a UDA and click **Delete**.
8. When prompted to delete the record, click **Yes**.
9. Click **OK** to save your changes and close the window.

Delete a User Defined Attribute from an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the User Defined Attributes option. The Item UDA List window opens.

Figure 4–119 Item UDA List window



Delete a list of values type of UDA

1. Select the UDA in the List of Values table and click **Delete Value**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete a date type of UDA

1. Select the UDA in the Dates table and click **Delete Date**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

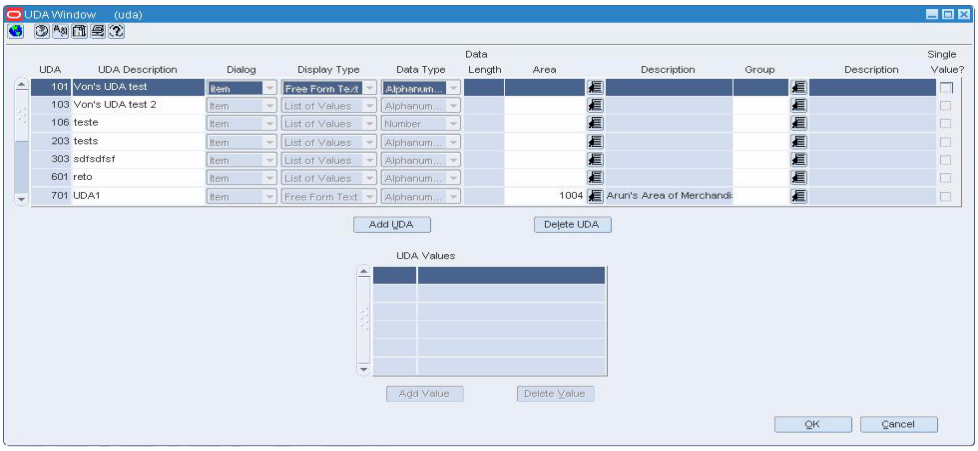
Delete a free form text type of UDA

1. Select the UDA in the Free Form Text table and click **Delete Text**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete an Item from a User Defined Attribute

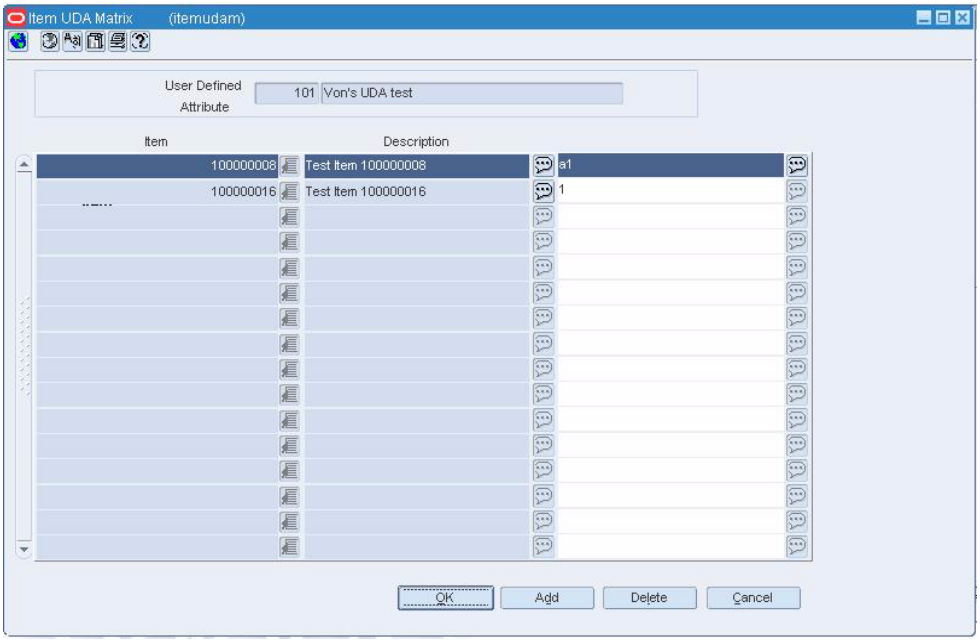
Navigate: From the main menu, select Items> User Defined Attributes > Edit. The UDA window opens.

Figure 4–120 UDA window



1. Select the user defined attribute.
2. From the Options menu, select Item. The Item UDA Matrix window opens.

Figure 4–121 Item UDA Matrix window



3. Select the item and click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Maintain Item Lists

Item lists are set up by selecting items either individually or by a group characteristic. At any time you may add items to or delete items from an item list. Item lists may also be linked with Location Lists using the Scheduled Item Maintenance window.

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

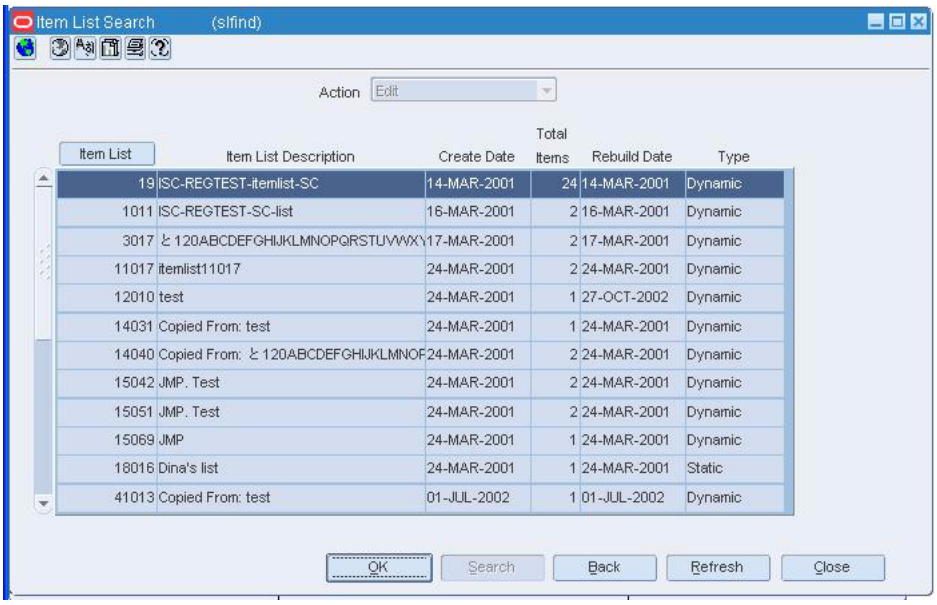
The item list feature allows you to create, copy, edit, view, and use a group of items that are identified by one ID.

- Create an Item List
- Add an Item List/Location List Link
- Add Items to an Item List
- Copy an Item List
- Delete an Item List
- Delete an Item List/Location List Link
- Delete Items from an Item List
- Edit an Item List
- Edit an Item List/Location List Link
- Rebuild an Item List
- Search for an Item List
- Use an Item List
- View an Item List
- View an Item List/Location List Link
- View Item List Criteria
- View Items Excluded from an Item List
- View Items on an Item List

Create an Item List

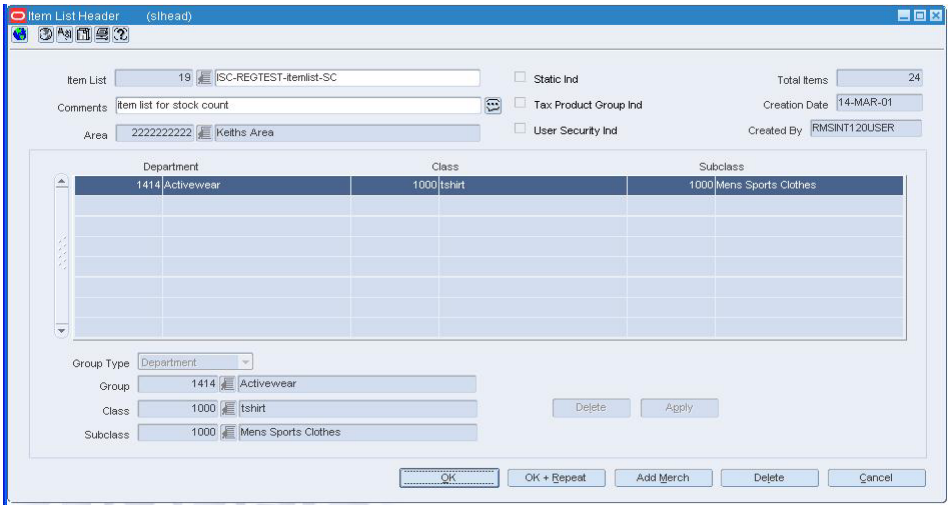
Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Figure 4–122 Item List Search window



1. In the Action field, select New.
2. Click **OK**. The Item List Header window opens. The ID of the item list is filled in automatically.

Figure 4–123 Item List Header window



3. Enter the description of the item list.
4. Select the Static Ind, Tax Product Group Ind, and User Security Ind check boxes as necessary.
5. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV button and select a member.
6. To associate an item list with a department:
   a. In the Group Type field, select the merchandise hierarchy level that you want to use to search for departments.

b. In the Group Value field, enter the ID of merchandise hierarchy level that the item list is associated with, or click the LOV button and select an item list.

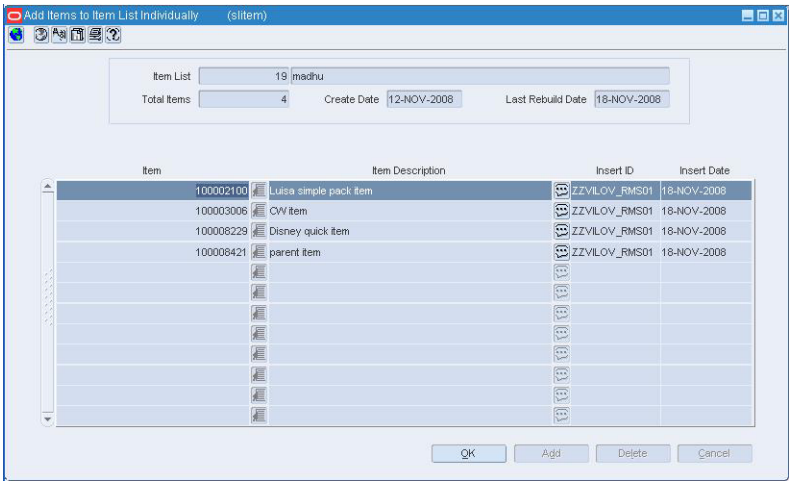
c. Click **Apply**. The departments that are associated with the item list opens.

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

Add items individually

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

Figure 4–124 Add Items to Item List Individually window



2. Click **Add**.

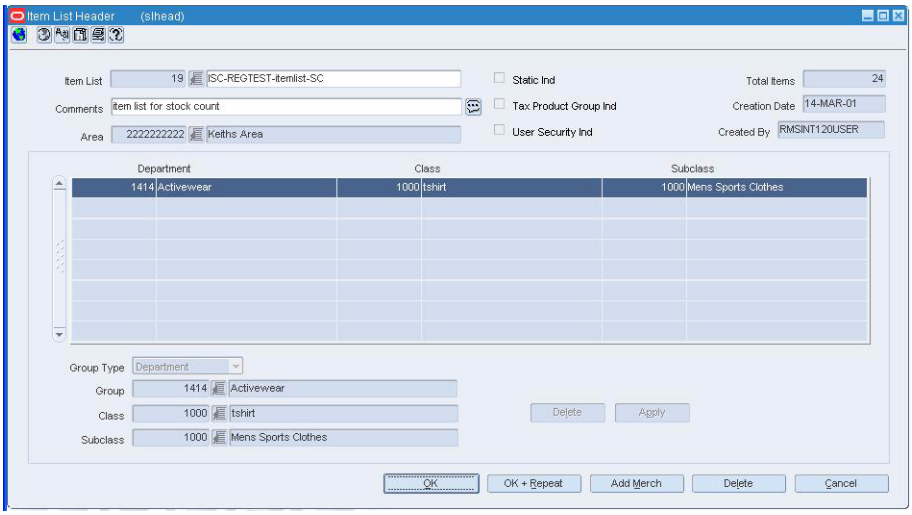
3. On the next available line, enter the item number in the Item field, or enter a partial item number and click the LOV button to select the item from a list.

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

Add items by group

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

Figure 4–125 Add Items to Item List by Group window

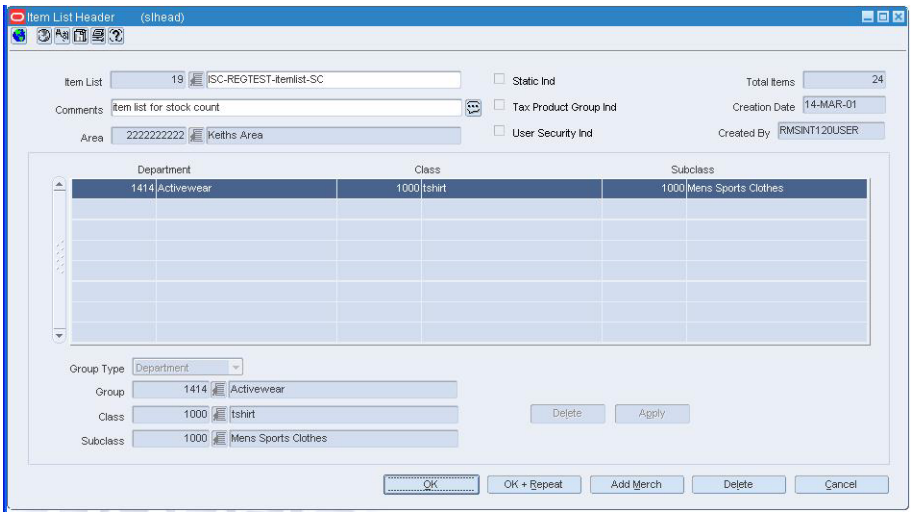


2. Select or enter the criteria in the Criteria fields.
3. Click **Add**. The items that match the criteria are added to the item list.
4. Click **OK** to save your changes and close the window.

Add Items to an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Edit mode. The Item List Header window opens.

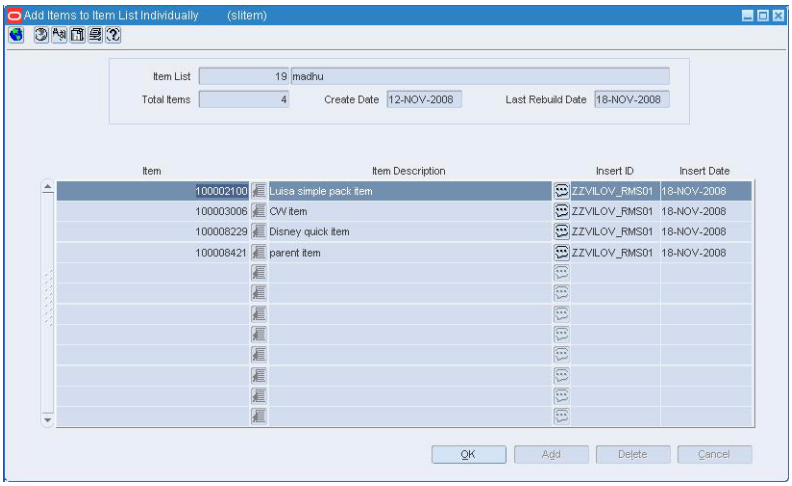
Figure 4–126 Item List Header window



Add items individually

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

Figure 4–127 Add Items to Item List Individually window

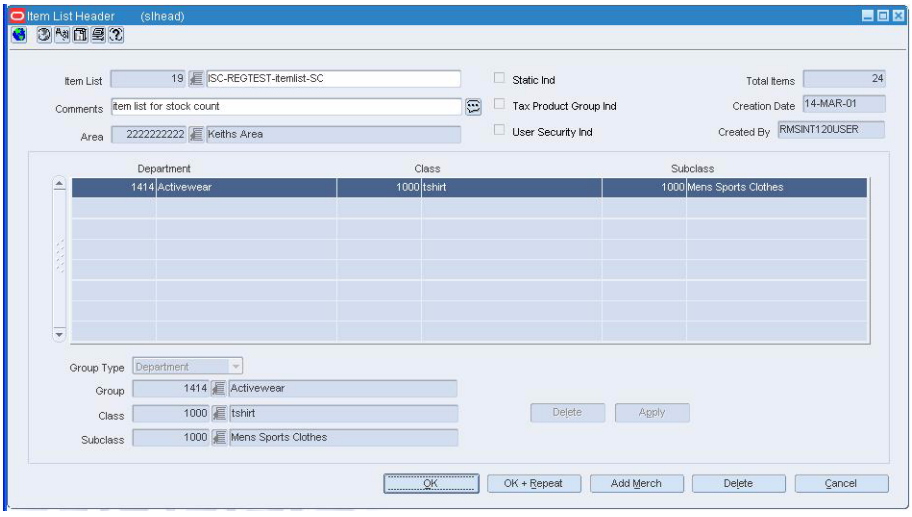


2. Click **Add**.
3. On the next available line, enter the item number in the Item field, or enter a partial description and click the LOV button to select the item.
4. Click **OK** to save your changes and close the window.

Add items by group

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

Figure 4–128 Add Items to Item List by Group window



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

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

View an Item List/Location List Link

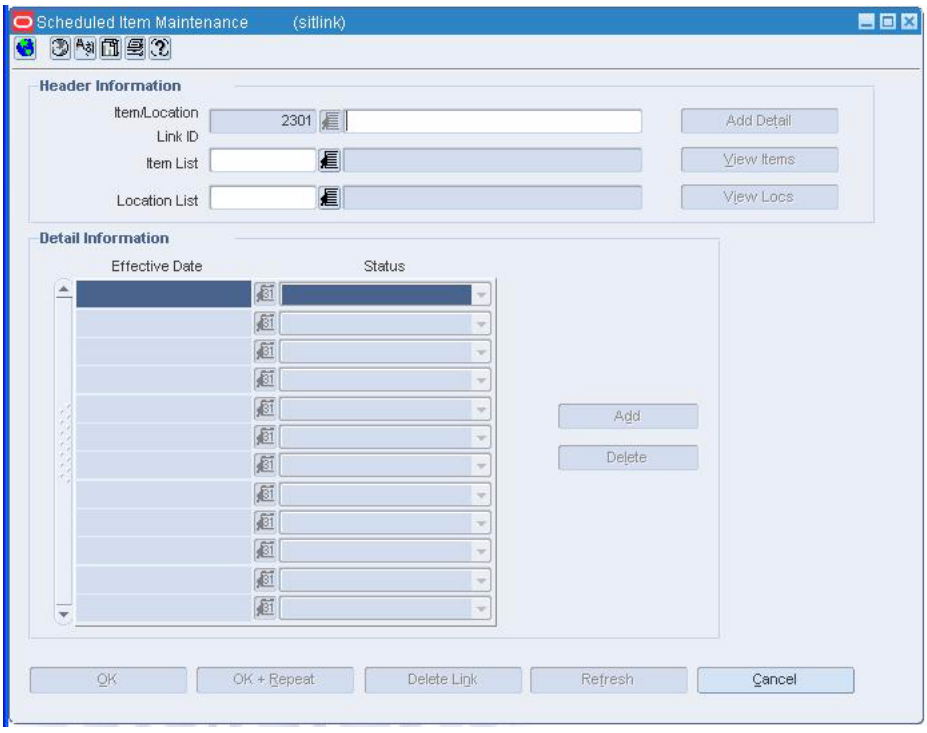
Navigate: From the main menu, select Items > Scheduled Item Maintenance > View. The Scheduled Item Maintenance window opens.

1. In the Item/Location Link ID field, enter a link ID or click the LOV button and select a link.
2. To view link detail, click **Show Detail**.
3. To view individual items for the list displayed in the Item List field, click **View Items**.
4. To view individual locations for the list displayed in the Location List field, click **View Locs**.
5. Click **OK** to close the window.

Add an Item List/Location List Link

Navigate: From the main menu, select Items > Scheduled Item Maintenance > New. The Scheduled Item Maintenance window opens.

Figure 4–129 Scheduled Item Maintenance window



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

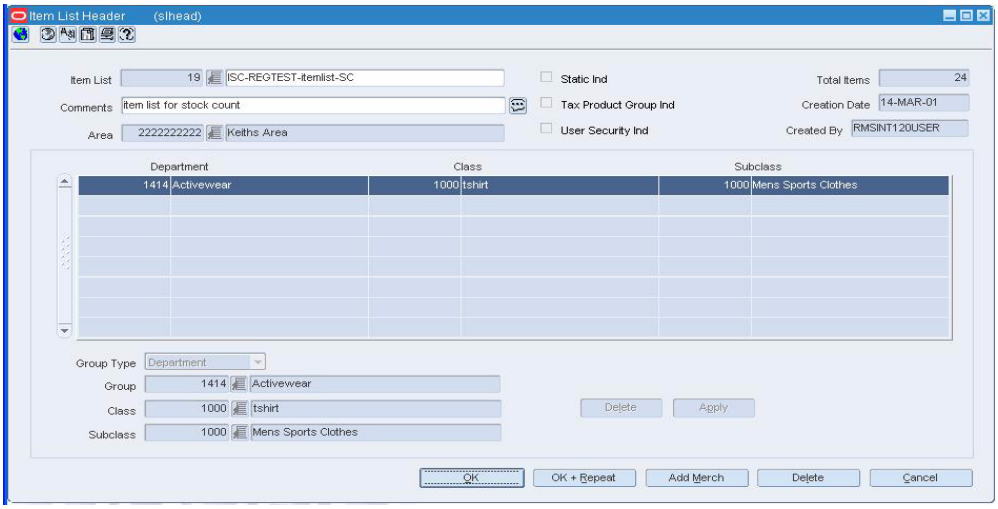
Note: You will only be able to add item and location lists that do not have user security, or were created by you.

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

Copy an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Create from Existing mode. The Item List Header window opens.

Figure 4–130 Item List Header window

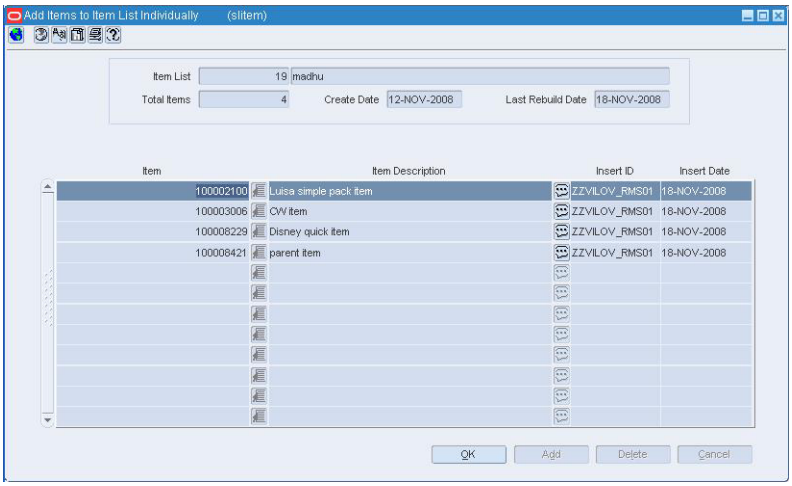


- Edit the description, comments, and static indicator as necessary.

Add items individually

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

Figure 4–131 Add Items to Item List Individually window



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

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

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

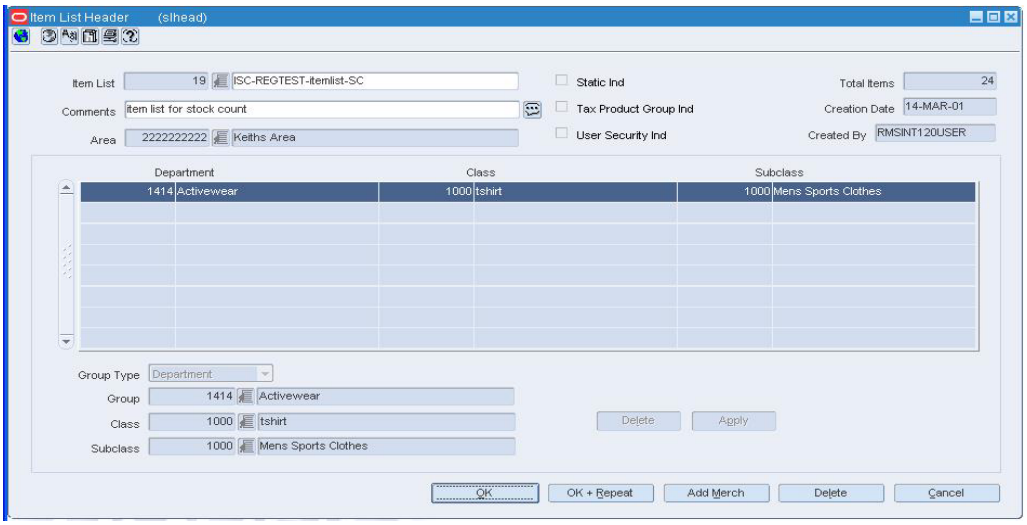
Delete items individually

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

Add items by group

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

Figure 4–132 Add Items to Item List by Group window



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

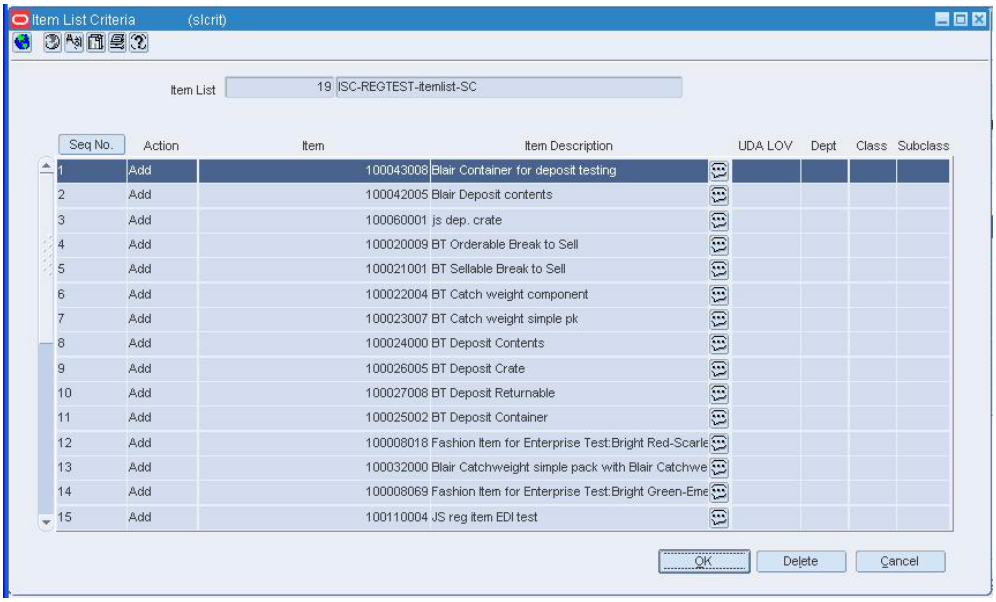
> **Note:** Only items that are in the departments associated with the item list will be added to the list.

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

Delete items by group

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

Figure 4–133 Item List Criteria window



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

View an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

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

View the items

1. From the Options menu, select Select Items Individually. The Add Items to Item List Individually window opens. The existing items on the list are listed in this window.
2. Click **OK** to close the window.

View the criteria

1. From the Options menu, select View Criteria. The Item List Criteria window opens.
2. Click **OK** to close the window.

View the items that are not included on the item list

1. From the Options menu, select View Excluded Items. The Items Not Added to Item List window opens.

   Note: This option is available only for a tax product group type of item list.

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

View Item List Criteria

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in View mode. The Item List Header window opens.

1. From the Options menu, select View Criteria. The Item List Criteria window opens.
2. Click **OK** to close the window.

View Items on an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

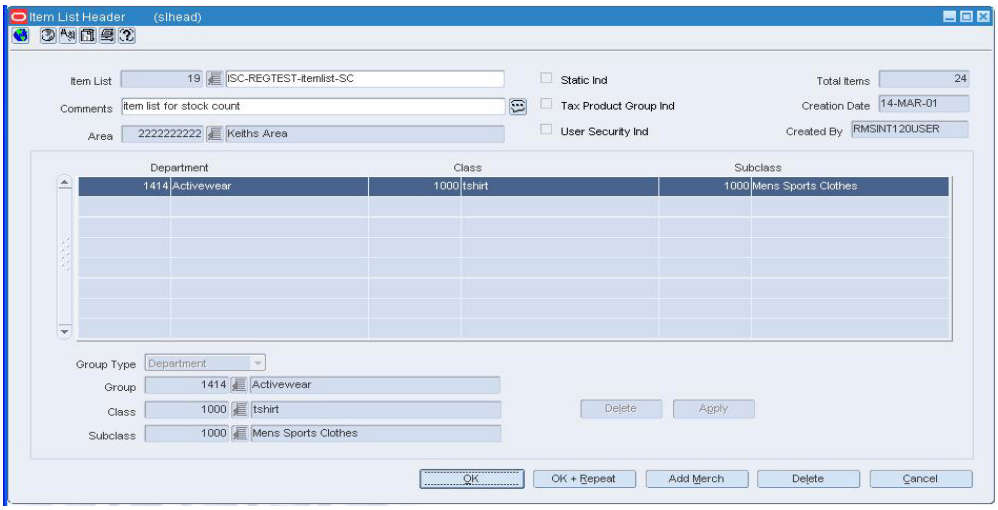
Search for and retrieve an item list in View mode. The Item List Header window opens.

1. From the Options menu, select Select Items Individually. The Add Items to Item List Individually window opens. The existing items on the list are listed in this window.
2. Click **OK** to close the window.

Rebuild an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Edit mode. The Item List Header window opens.

Figure 4–134 Item List Header window



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

Figure 4–135 Rebuild Item List window

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

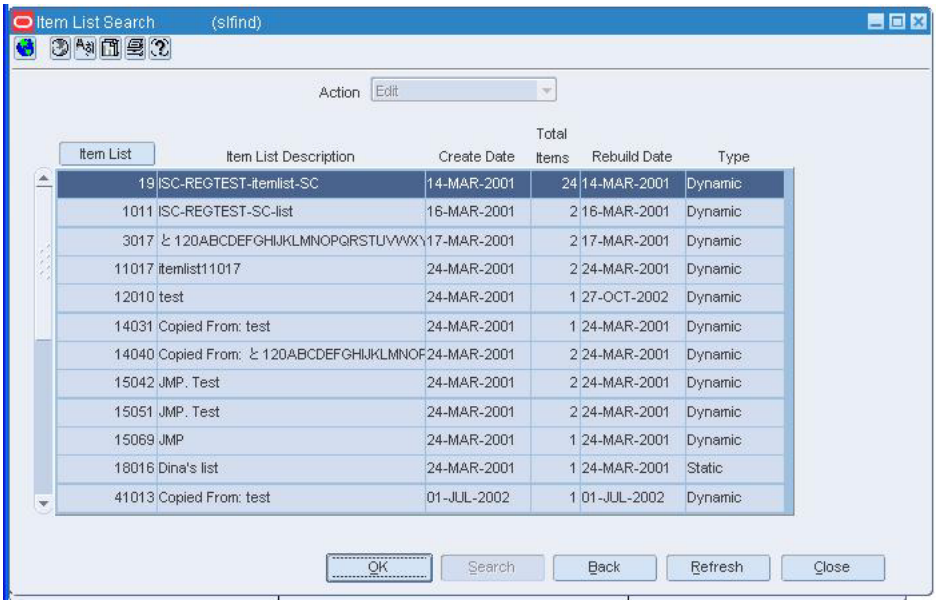
Note: Whenever you select an item list in any window, you can rebuild the list. From the Options menu, select Rebuild Item List. This ensures that all items in a department are included on the list. You cannot rebuild a static item list.

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

Search for an Item List

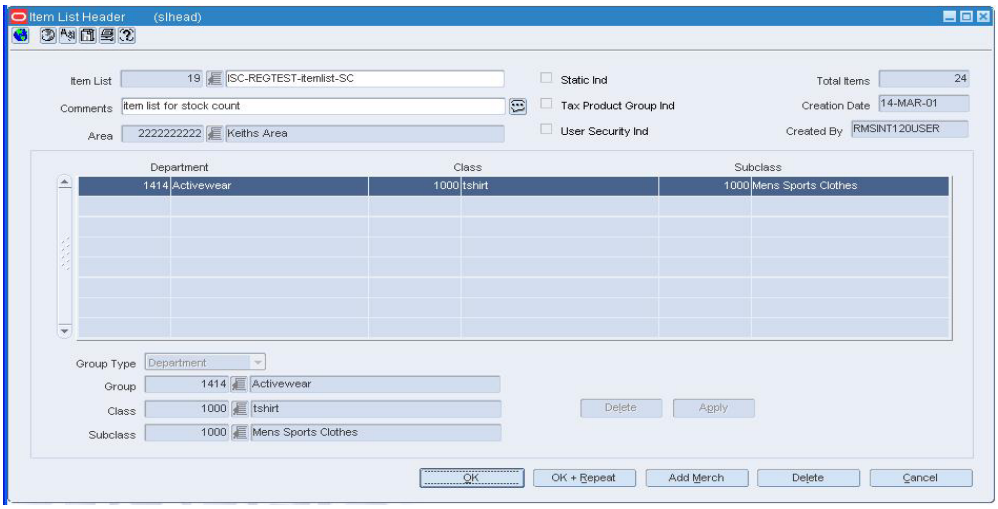
Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Figure 4–136 Item List Search window



1. In the Action field, select View, Edit, Create from Existing, or Use.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Item List Search window displays the item lists that match the search criteria.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display an item list, select a record and click **OK**. The Item List Header window opens.

Figure 4–137 Item List Header window

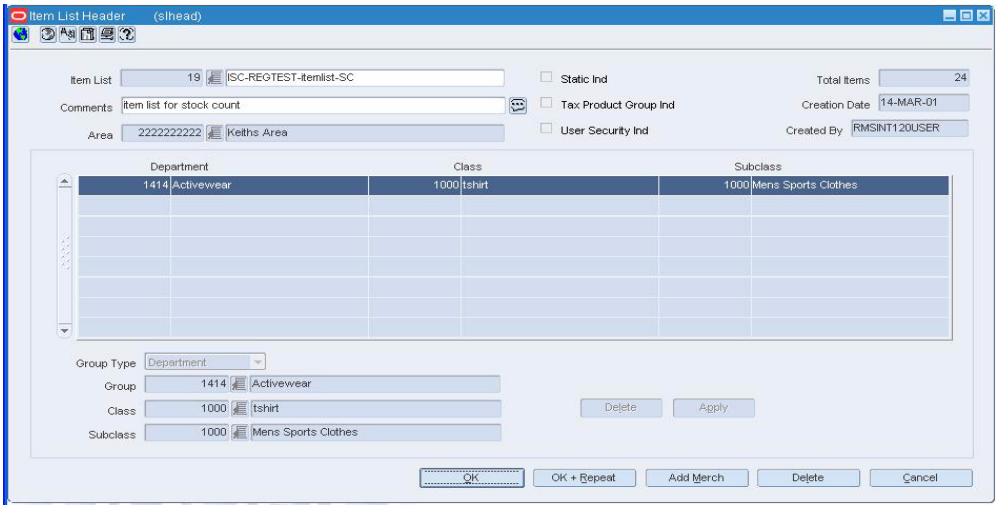


5. Click **Close** to close the window.

Use an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens.

Figure 4–138 Item List Header window

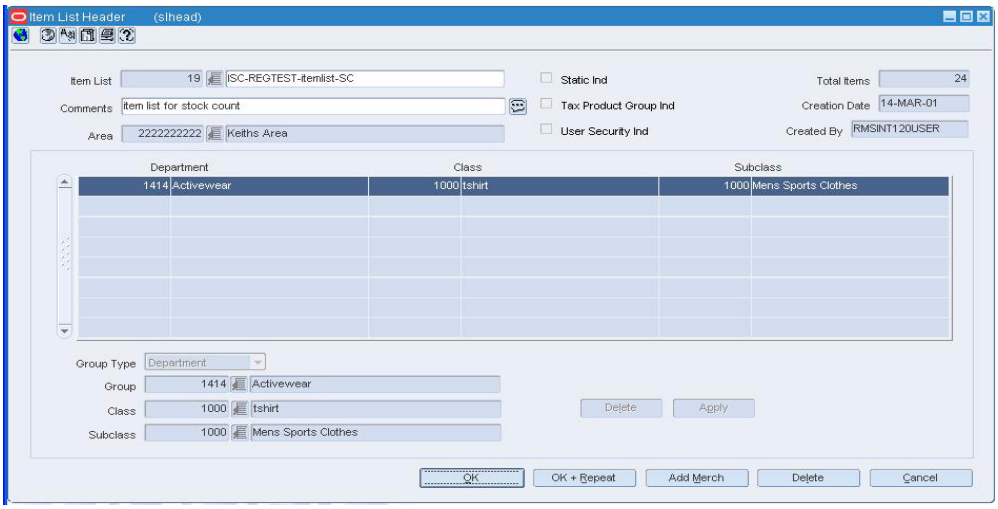


1. To use the item list to make changes to items, from the Options menu, select Create Mass Item Change and select the appropriate change task.
2. Click **OK** to save your changes and close the window.

Delete an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Edit mode. The Item List Header window opens.

Figure 4–139 Item List Header window



1. Click **Delete**.

   Note: If there are location lists linked to this item list, that link will be deleted.

2. When prompted to delete the item list, click **Yes** The item list is deleted and you are returned to the Item List Search window.

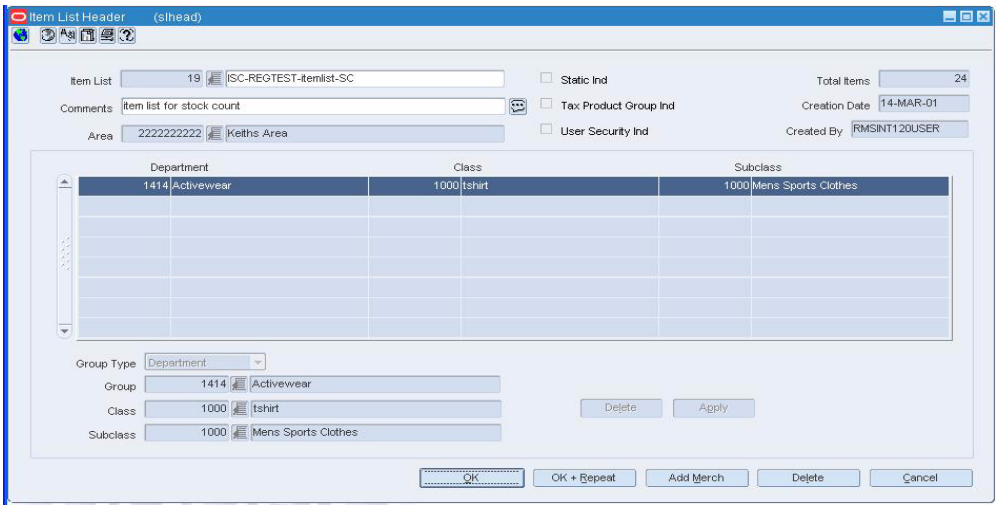
   Note: If User Security has been applied to this item list, only there user who created this list may delete it.

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

Delete an Item List/Location List Link

Navigate: From the main menu, select Items > Scheduled Item Maintenance > Edit. The Scheduled Item Maintenance window opens.

Figure 4–140 Scheduled Item Maintenance window

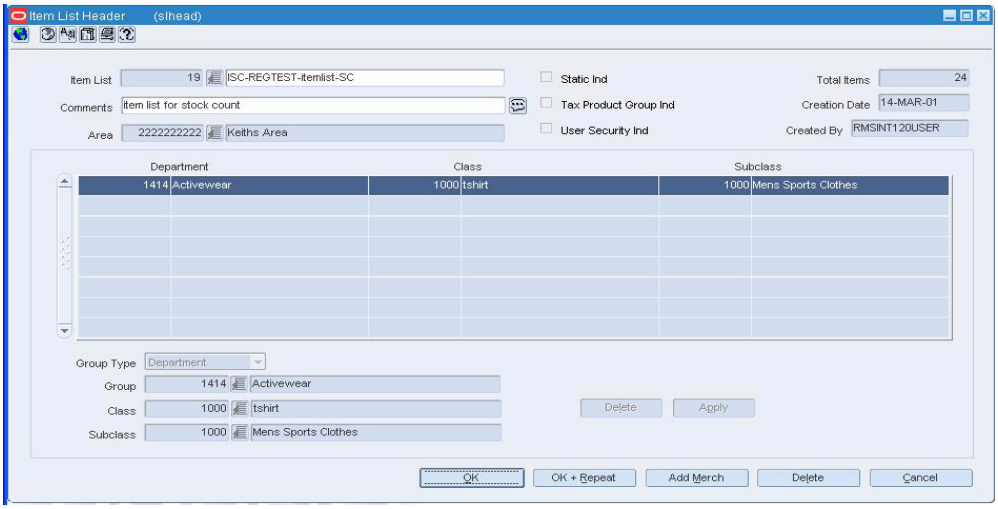


1. In the Item/Location Link ID field, enter a link ID or click the LOV button and select a link.
2. Click **Show Detail** to display the details of the link in the Detail Information table.
3. Click **Delete Link**. When prompted to confirm the deletion, click **Yes.**
4. Click **OK** to save your changes and close the window.

Delete Items from an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Edit mode. The Item List Header window opens.

Figure 4–141 Item List Header window

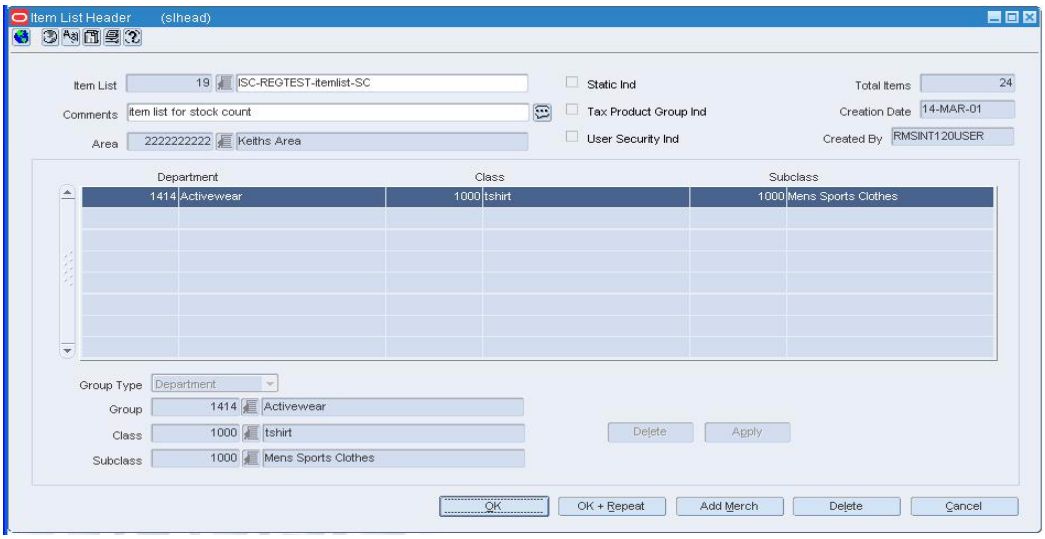


Note: If User Security is applied to this item list, only the creator may view this window to delete items from the item list.

Delete items individually

1. From the Options menu, select Select Items. The Add Items to Item List Individually window opens. The existing items on the list are listed in this window.

Figure 4–142 Add Items to Item List Individually window

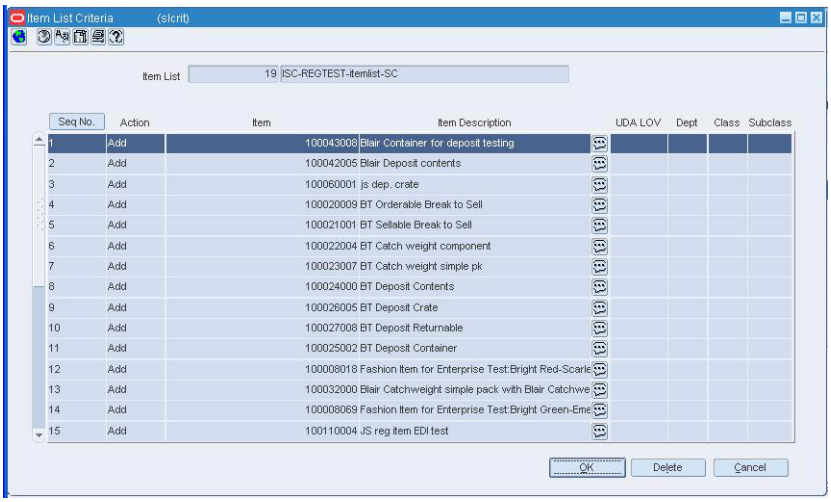


2. Select an item and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete items by group

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

Figure 4–143 Item List Criteria window



2. Select or enter the criteria in the Criteria fields.

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

Organizational Unit Window [orgunit]

The Organizational Unit window allows you to set up the information necessary to interface RMS to the Oracle financials system. The organizational unit provides a method of mapping suppliers in RMS to vendors in the Oracle financial system.

> **Note:** This window is available only if your organization uses Oracle Financials, version 11.5.10 or later.

- Add an Organizational Unit
- Edit an Organizational Unit
- View an Organizational Unit

Maintain Item Attributes

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

Use an item list to change attributes at multiple locations for all items on the item list.

Use an item list to change attributes for all items on the item list.

Change attributes for all subordinate items that are associated with a level 1 or level 2 item.

Attributes are used to record specific information relating to various elements in RMS. In some cases, attributes affect how the element is handled throughout RMS. In other cases, the attributes feature is an easy way of tracking additional information. Using the reporting feature of RMS, you can create custom reports based on the attributes you record.

- Edit Attributes for an Item by Item
- Edit Attributes for Items by Item List
- Record Attributes for a Purchase Order
- Record Attributes for an Item
- Record Grocery Attributes for an Item
- Record Import Attributes for an Item

Item Location Attributes Window [mclocn]

The Item Location Attributes window allows you to change the attributes for one or more items at multiple locations.

Whether you change attributes for one item or multiple items depends on how you access the window. When you edit an item, you can change the attributes for the item. When you use an item list, you can change the attributes for all items on the item list.

You can choose from several grouping mechanisms in order to pick the locations for which the attributes must be changed. You can delete locations from the list either individually or by using the grouping mechanisms. The changes to attributes are applied to the locations that remain in the Location List table.

In a multi-channel environment, all changes at the warehouse level are applied at the virtual warehouse level. Each virtual warehouse within a physical warehouse can have a unique set of attributes.

- Edit Attributes for Multiple Locations by Item
- Edit Attributes for Multiple Locations by Item List

Change Item Indicator Attributes Window [mcitmind]

The Change Item Indicator Attributes window allows you to change the attributes for all items on an item list or for all the subordinate items that are associated with an item.

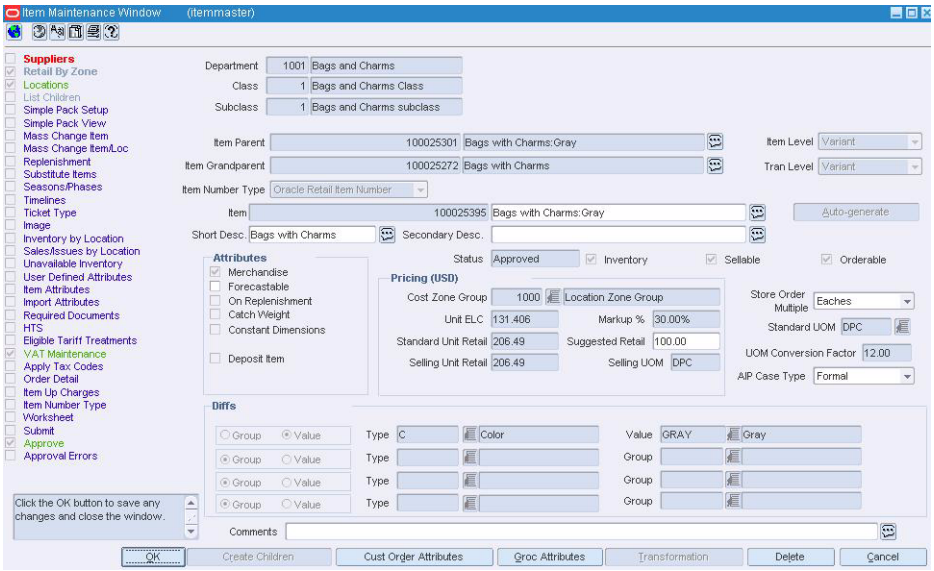
Whether you change attributes for items on an item list or the subordinate items of an item depends on how you access the window. When you edit a level 1 or level 2 item, you can change the attributes for the subordinate items. When you use an item list, you can change the attributes for all items on the item list.

- Edit Attributes for Items by Item List

Edit Attributes for an Item by Item

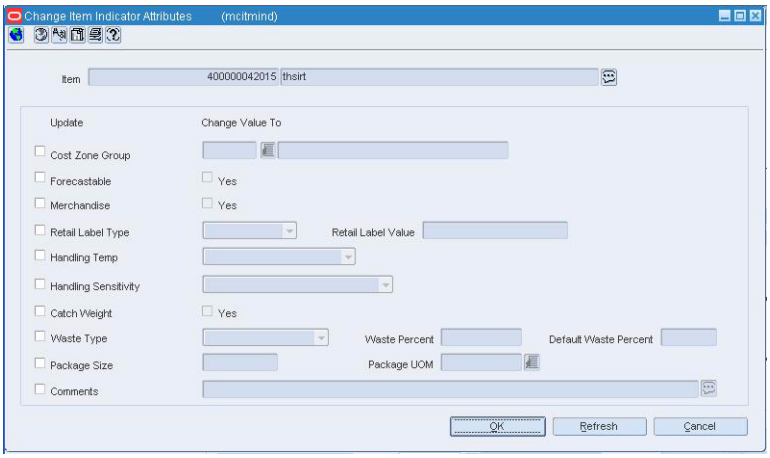
Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Figure 4–144 Item Maintenance window



1. Click on the Mass Change Item option. The Change Item Indicator Attributes window opens.

Figure 4–145 Change Item Indicator Attributes window



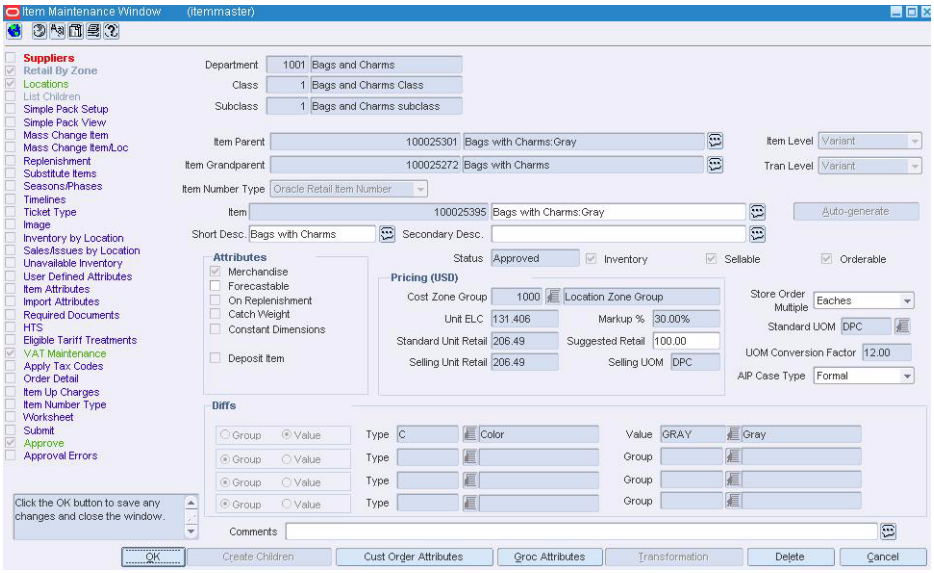
Note: Items need to be at the transaction level to change the attributes.

2. Select the check boxes in the Update column next to the fields that you want to change.
3. Select or enter the new values in the Change Value To column.
4. To edit attributes for subordinate level items:
   a. Click on the List Children option. The Item Children window opens.
   b. Click on the Mass Change Item option. The Change Item Indicator Attributes window opens.
   c. Select the check boxes in the Update column next to the fields that you want to change.
   d. Select or enter the new values in the Change Value To column.
5. Click **OK** to save your changes and close the window.

Edit Attributes for Items by Item List

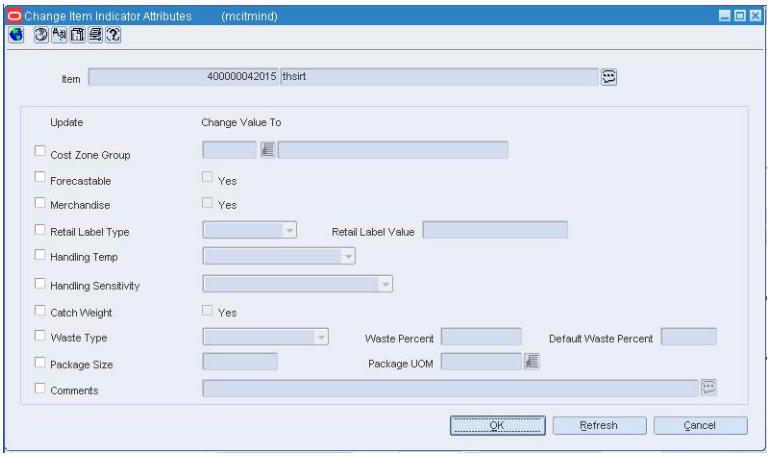
Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens.

Figure 4–146 Item Maintenance window



1. From the Options menu, select Create Mass Item Change > Item Indicator. The Change Item Indicator Attributes window opens.

Figure 4–147 Change Item Indicator Attributes window



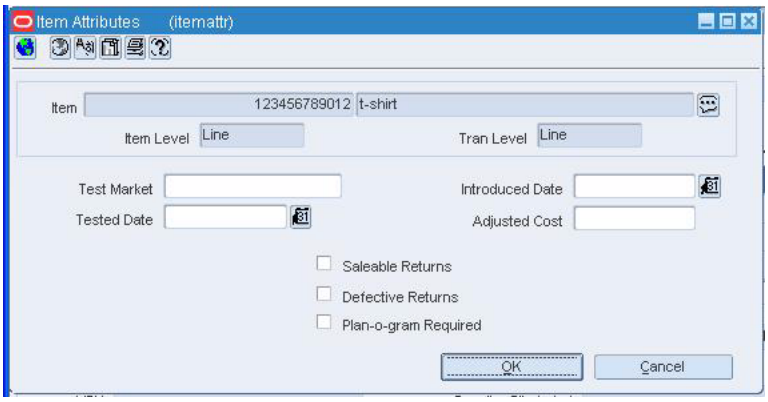
2. Select the check boxes in the Update column next to the fields that you want to change.
3. Select or enter the new values in the Change Value To column.
4. Click **OK** to save your changes and close the window.

Record Attributes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

1. From the Option list, click the Item Attributes. The Item Attributes window opens.

Figure 4–148 Item Attributes window



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

View an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

- To view the details for the item, click on the appropriate options on the Options list.

View deposit item associations and grocery attributes

1. Click **Groc Attributes**. The Item Grocery Attributes window opens.
2. Click **OK** to close the window.

View transformable items

1. Click **Transformation**. The Transformation Maintenance window opens.

> **Note:** The transformation is only enabled for transformed orderable items.

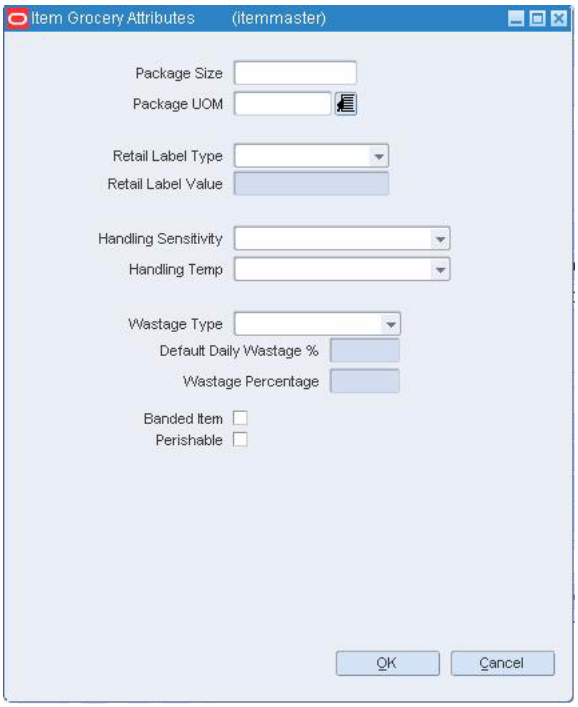
2. Click **OK** to close the window.

Record Grocery Attributes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

1. Click **Groc Attributes**. The Item Grocery Attributes window opens.

Figure 4–149 Item Grocery Attributes window



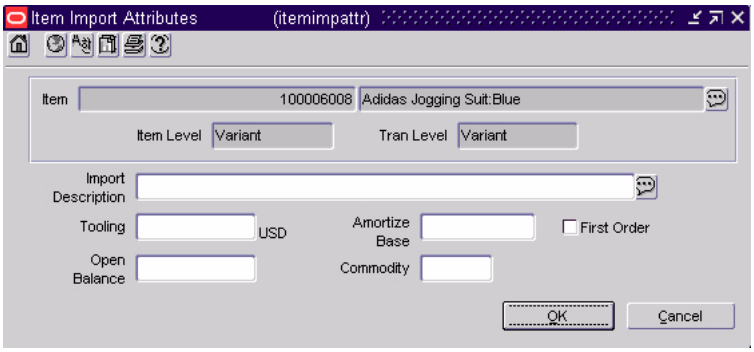
2. In the Package Size and Package UOM field, enter the size and unit of measure for a retail package of the current item.
3. In the Retail Label Type and Retail Label Value fields select the type of label applied to the package and its value.
4. In the Handling Sensitivity and Handling Temp fields, select any special handling instructions.
5. In the Wastage Type field, select the type of wastage.
6. In the Default Daily Wastage % field, enter the average percentage of spoilage an item is subject to on a daily basis.
7. In the Wastage Percentage field, enter the average percentage of waste an item is subject to over its shelf life.
8. Click **OK** to save your changes and close the window.

Record Import Attributes for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

1. From the Options list, select Import Attributes. The Item Import Attributes window opens.

Figure 4–150 Item Import Attributes window



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

Define Supplier Traits

With supplier traits, you can group suppliers based on a trait. You can also group suppliers by associating them with a trait that indicates that they share a master supplier. A master supplier is an outside source that provides merchandise to your suppliers, such as a manufacturer, distributor, or wholesaler. You can also enter an external ID for the master supplier. Based on the traits you associate with your suppliers, you can create reports.

- Add a Supplier Trait
- Associate a Supplier Trait with a Supplier
- Associate a Supplier with a Supplier Trait
- Delete a Supplier Trait
- Delete a Supplier Trait for a Supplier
- Edit a Supplier Trait
- View Supplier Traits
- View Supplier Traits for a Supplier
- View Suppliers Associated with a Supplier Trait

View Supplier Traits for a Supplier

Navigate: From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window opens.

From the Options menu, select Supplier Traits. The Supplier Traits List window opens.

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

View Supplier Traits

Navigate: From the main menu, select Control > Traits > Supplier Traits > View. The Supplier Traits Maintenance window opens.

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

View Suppliers Associated with a Supplier Trait

Navigate: From the main menu, select Control > Traits > Supplier Traits > View. The Supplier Traits Maintenance window opens.

Select a supplier trait.

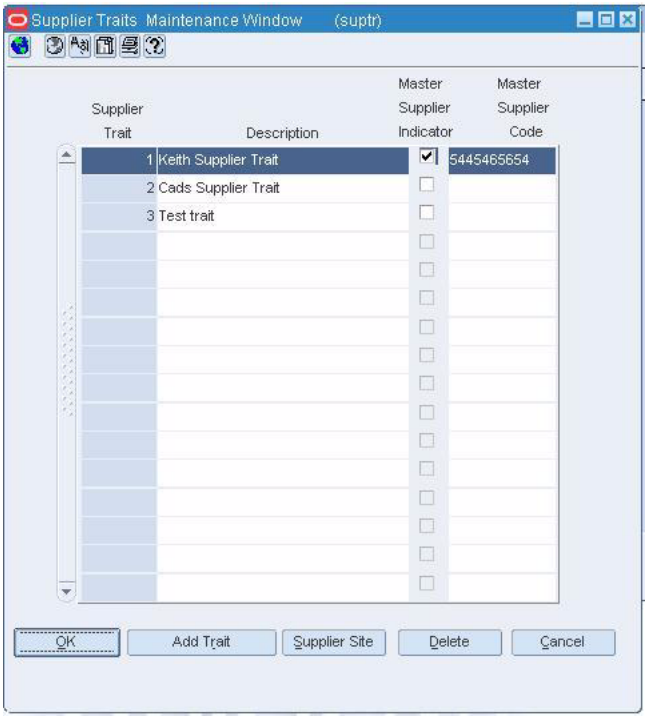
Click **Suppliers**. The Suppliers Associated with Trait window opens.

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

Add a Supplier Trait

Navigate: From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window open.

Figure 4–151 Supplier Traits Maintenance window

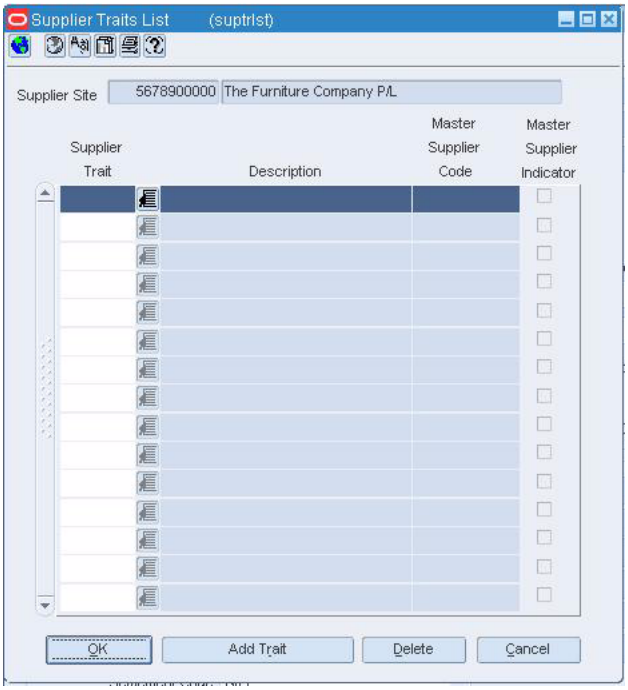


1. Click **Add Trait**.
2. In the Supplier trait field on the next available line, enter a unique ID for the trait.
3. In the Description field, enter the description for the trait.
4. Enter or select the optional information in the remaining fields as necessary.
5. Click **OK** to save your changes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

Associate a Supplier Trait with a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Supplier Traits. The Supplier Traits List window opens.

Figure 4–152 Supplier Traits List window

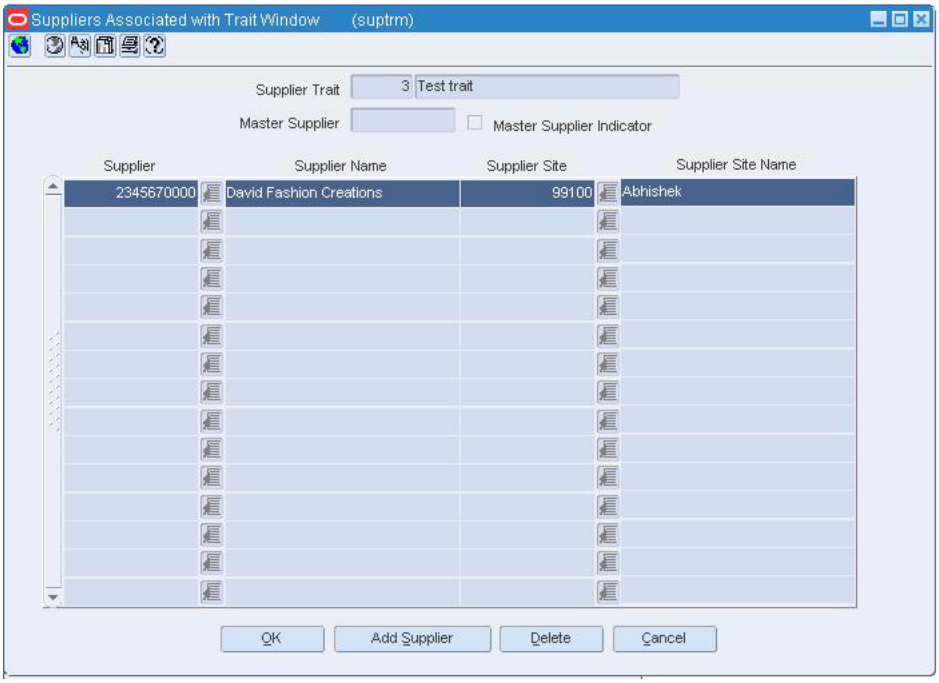


1. Click **Add Trait**.
2. In the Supplier Trait field on the next available line, enter the ID of the trait, or click the LOV button and select the trait.
3. Click **OK** to save your changes and close the window.

Associate a Supplier with a Supplier Trait

Navigate: From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window opens. Select a supplier trait. Click **Suppliers**. The Suppliers Associated with Trait window opens.

Figure 4–153 Suppliers Associated with Trait window

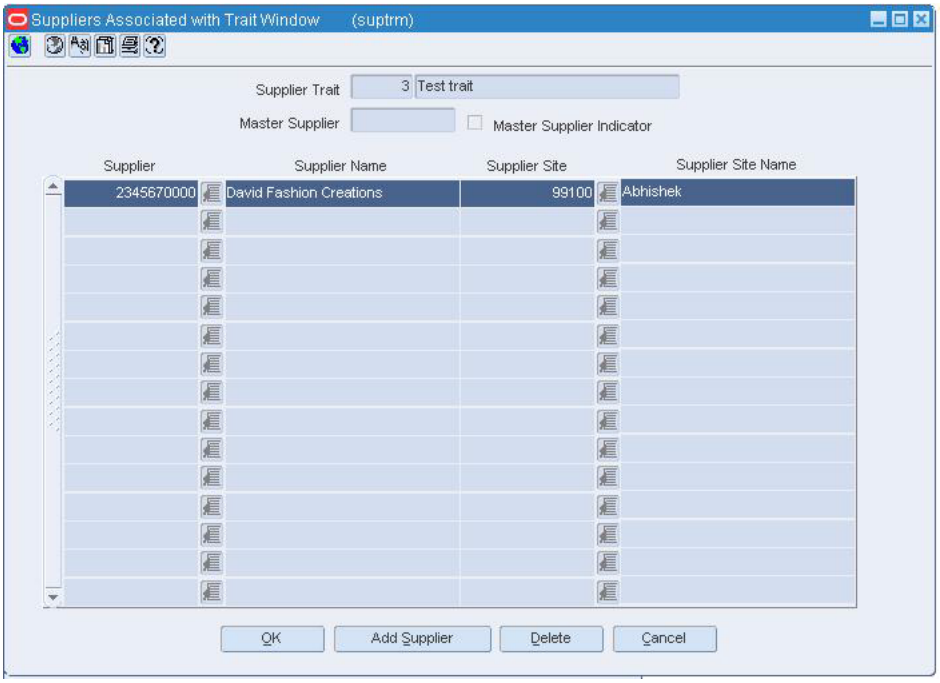


1. Click **Add Supplier**.
2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.
3. Click **OK** to save your changes and close the window.

Delete a Supplier from a Supplier Trait

Navigate: From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window opens. Select a supplier trait. Click **Suppliers**. The Suppliers Associated with Trait window opens.

Figure 4–154 Suppliers Associated with Trait window

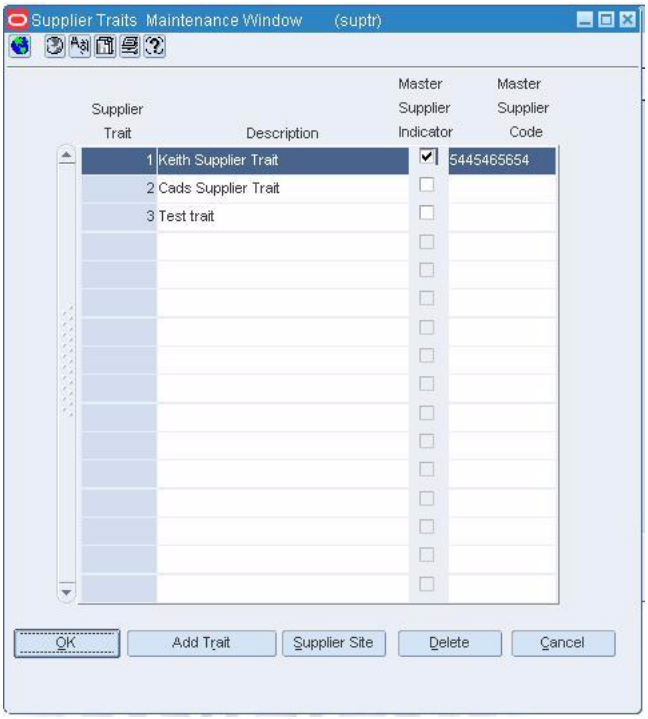


1. Select a supplier.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Supplier Trait

Navigate: From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window opens.

Figure 4–155 Suppliers Traits Maintenance window

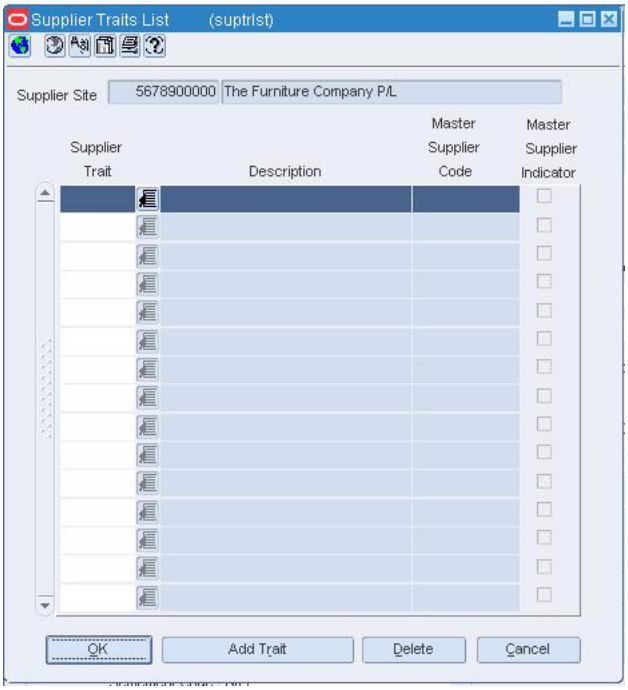


1. Select a supplier trait.
2. Click **Delete**.
3. When prompted to delete the trait, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Supplier Trait for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Supplier Traits. The Supplier Traits List window opens.

Figure 4–156 Suppliers Traits List window



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

Supplier Management Overview

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

- **Multiple contact persons and addresses:** You can enter multiple addresses of different types, such as business, invoice, order, postal, remittance, and returned goods.
- **Financial arrangements:** You can indicate the payment terms, freight terms, currency, settlement code, and payment method.
- **Inventory management parameters:** You can set up a replenishment cycle, order attributes, scaling attributes and constraints, order minimum constraints, and due order processing. You can also indicate whether quality control checking is required and what percentage of the received goods must be checked.
- **Return to vendor (RTV) requirements:** You can indicate whether returns are allowed, whether an authorization number is required, the minimum value of a return, the preferred courier, and the handling charge.
- **Required documents** You can select which documents, if any, are required by the supplier.
- **Expense profiles:** You can enter the supplier's costs by country or by cost zone.
- **Types of electronic data interchange (EDI) transactions:** You can indicate which EDI transactions the supplier can process.

- **Generic attributes:** You can indicate which attributes apply to the supplier, such as co-op agreement terms, volume rebate terms, whether a PO is required, or whether items are pre-ticketed.
- **Import attributes:** You can enter import-related information such as agent, advising and issuing banks, lading and discharge ports, manufacturer ID, and beneficiary.
- **Invoice matching attributes:** You can indicate when debit memos are sent, whether invoices and debit memos are approved automatically, whether supplier is allowed to charge freight, and whether invoices are pre-paid. (Oracle Retail Invoice Matching must be installed.)
- **Supplier traits:** You can select the traits by which you want to group the supplier with other suppliers.
- **Payment types by store:** You can select the methods by which the supplier can be paid, such as cash, money order, and invoice. You can also indicate the payment type by store.
- **Delivery schedules at stores and warehouses:** After you create a delivery schedule, you can specify which items are not to be delivered to the location on a specific delivery day.
- **Vendor managed inventory (VMI):** Use VMI to allow a supplier to manage the inventory levels of designated product at the warehouse. Inventory data is shared with the supplier, who uses the information to create inbound purchase orders, which will achieve and/or maintain budgeted inventory and service levels in the warehouse.

The following list also contains related information:

- Create a Supplier
- Add an Address for a Vendor
- Record Return Requirements for a Supplier
- Search for a Supplier
- Edit a Supplier
- Maintain an Address for a Vendor
- View a Supplier

Supplier Maintenance Window [supvwedt]

The Supplier Maintenance window allows you to create, edit, and view suppliers. Suppliers are vendors that provide your stores and warehouses with merchandise. You can indicate whether the supplier is active or inactive. You can also enter the primary contact, financial, shipping, and payment information.

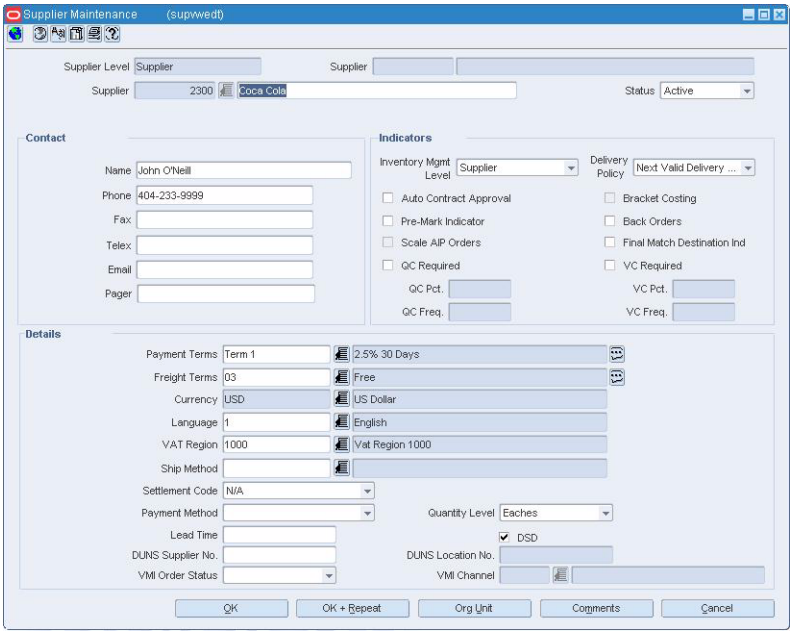
- Create a Supplier
- Edit a Supplier
- View a Supplier

Create a Supplier

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

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. OR If the Financials module is installed, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

Figure 4–157 Supplier Maintenance window



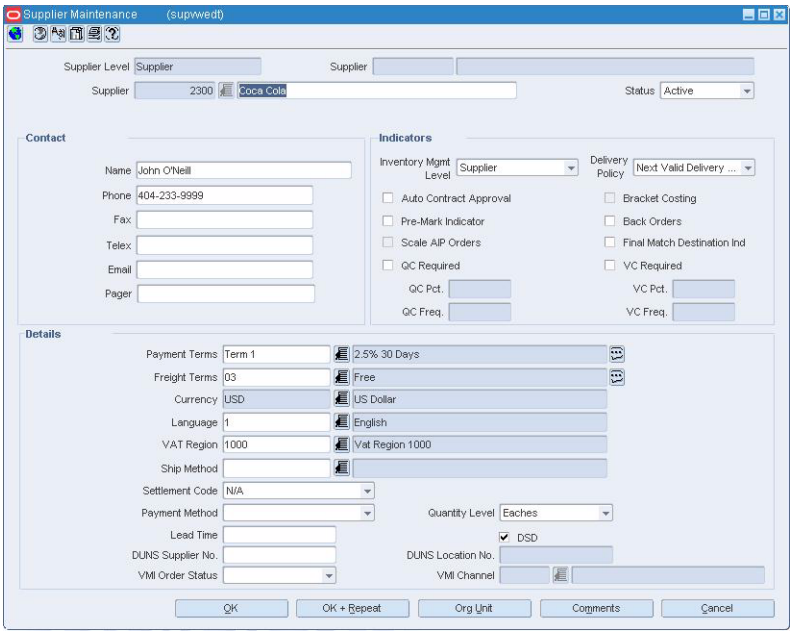
1. In the Action field, select New.
2. Click **OK**. The Supplier Maintenance window opens.
3. In the Supplier fields, enter an ID and description for the supplier.
4. In the Status field, indicate whether the supplier is active or inactive.
5. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the supplier's location.
6. In the Details fields, select the payment terms, freight terms, currency, language, VAT region, and shipping method.
7. In the Settlement Code and Payment Method fields, select the appropriate options.
8. In the Lead Time field, enter the amount of time a supplier needs between receiving an order and having the order ready to ship. This value will be defaulted to item/supplier relationships.
9. In the DUNS Supplier Number and DUNS Location Number fields, enter the appropriate Dun and Bradstreet codes to identify the supplier and its location.

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

Edit a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

Figure 4–158 Supplier Maintenance window



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

Supplier Attributes Window [supattr]

The Supplier Attributes window allows you to enter attributes for a particular supplier. You can track the following information about a supplier:

- Pre-ticketed item information
- Coop agreement terms
- Requirement of a PO
- Volume rebate terms

For more information regarding these topics, see also:

- Record Attributes for a Supplier

Supplier Search Window [supfind]

The Supplier Search window allows you to enter criteria in order to search for suppliers and view the results.

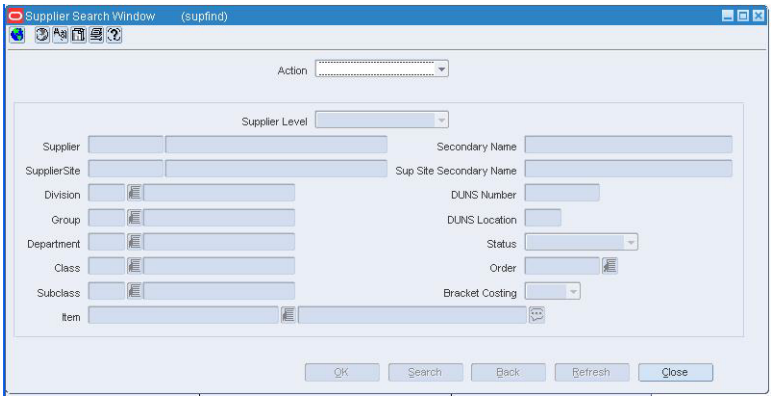
The default view for the Supplier Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Supplier

Search for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens.

Figure 4–159 Supplier Search window



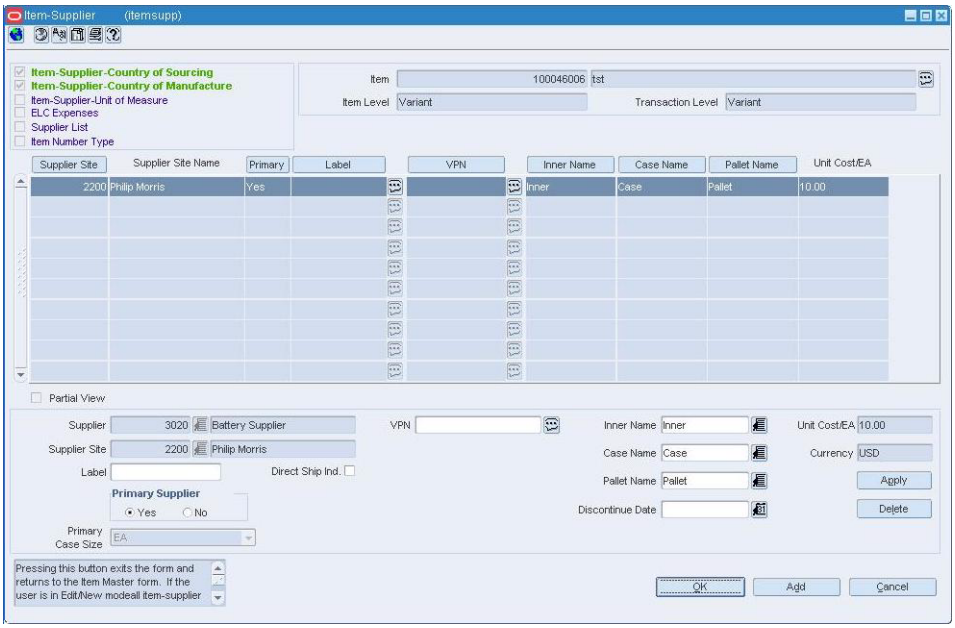
Note: If the Financials module is installed, select Control > Supplier > Maintenance from the main menu.

1. In the Action field, select either Edit or View.
2. In the Supplier Level, select either Supplier or Supplier Site.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**.
5. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the supplier information, select a record and click **OK**. The Supplier Maintenance window opens.
6. Click **Close** to close the window.

Add a Supplier for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window opens. Select Suppliers on the Options list. The Item Supplier window opens.

Figure 4–160 Item Supplier window



Note: You can add a supplier for an orderable item.

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
3. In the Primary Supplier field, select **Yes** to make the new supplier the primary supplier.
4. If the item is a concession or consignment item, in the Concession/Consignment Rate field, enter the percentage of sale that is returned to the supplier.
5. Enter or edit additional information.
6. Click **Apply**. The supplier is added to the table.

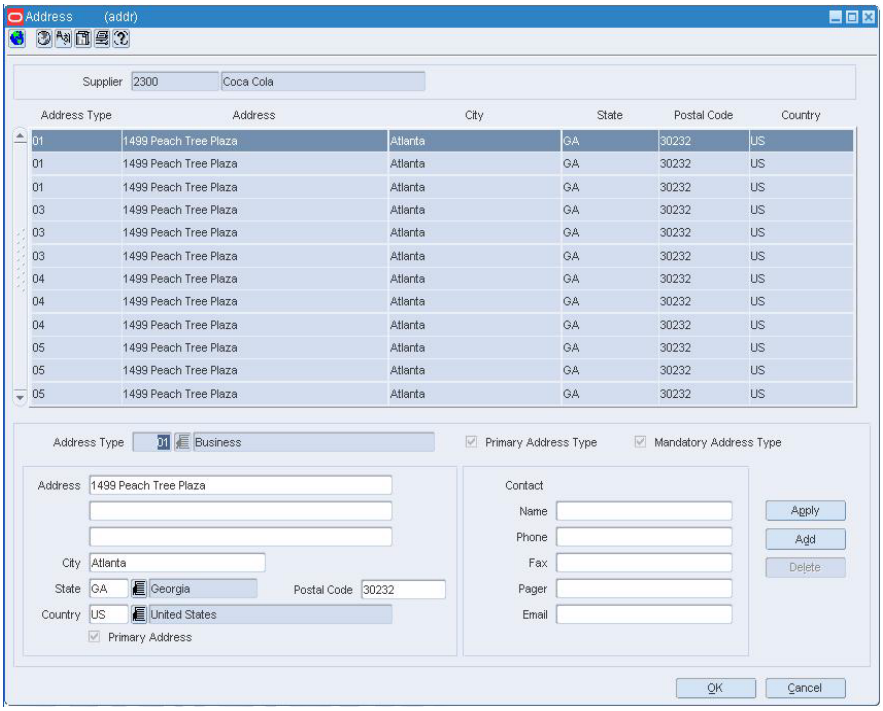
Note: If you are adding a supplier to a simple pack, the supplier will also be added to the component item.

7. When in Edit mode, select the Apply Additions, Updates, and Deletions check box if you want to apply the edits to level 2 or level 3 items (down to the transaction level).
8. Add an origin country.

Add an Address for a Vendor

Navigate: From the Partner Maintenance or Supplier Maintenance window, select Address from the Options menu. The Address window opens.

Figure 4–161 Address window



1. In the Address Type field, enter the address type code, or click the LOV button and select an address type.

   Note: When creating an import order, make sure that the import country and the import location are the same.

2. In the address area, enter the necessary address information.
3. If the address is the primary address for an address type, select the Primary Address check box.

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

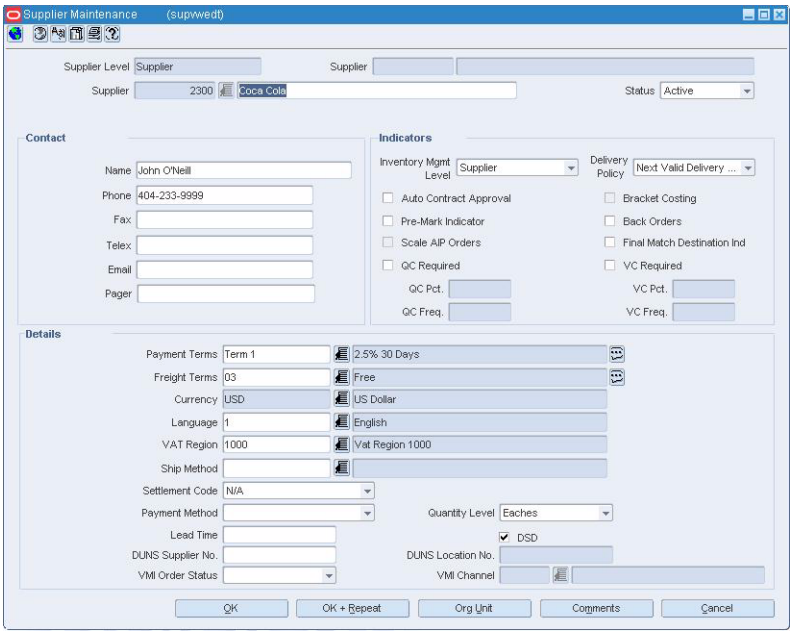
4. In the contact area, enter the necessary contact information.
5. Click **Apply**. The address is added to the table.
6. Click **OK** to close the window and save any changes.

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

Record Return Requirements for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

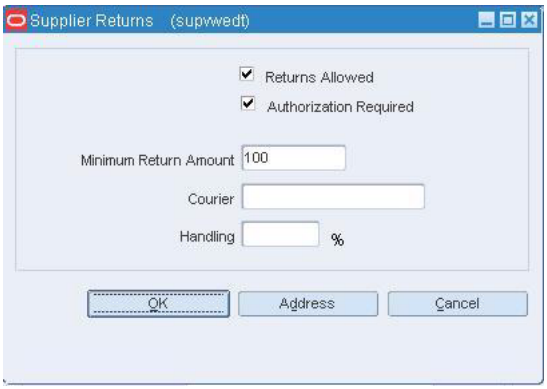
Figure 4–162 Supplier Maintenance window



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

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

Figure 4–163 Supplier Returns window



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

a. Click **Address**. The Address window opens.

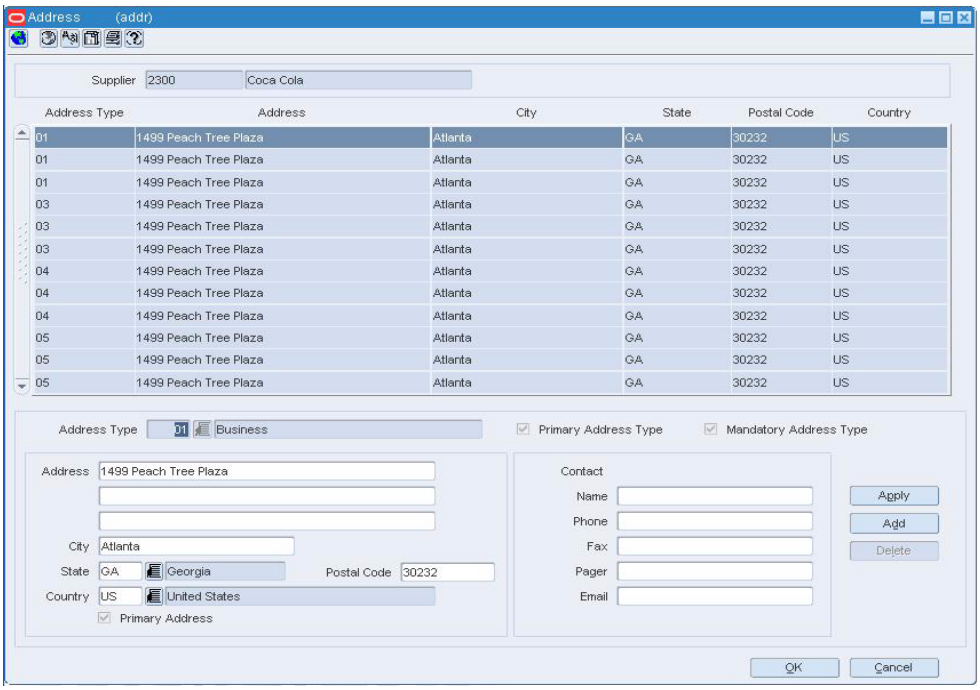
b. Enter the address in the Address, City, State, Postal Code, and Country fields.

c. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the supplier's location.

d. Click **OK** to exit the Address window.

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

Figure 4–164 Address window



View a Payment Type Configuration for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

From the Options menu, select Supplier Payment Types. The Supplier Payment Types window opens.

1. Select a payment type record and click **Stores** to view the stores associated with the record. The Stores window opens.
2. Click **OK** to close the window.

View a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

OR

If the Financials module is installed, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

- Click **OK** close the window.

View Suppliers for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

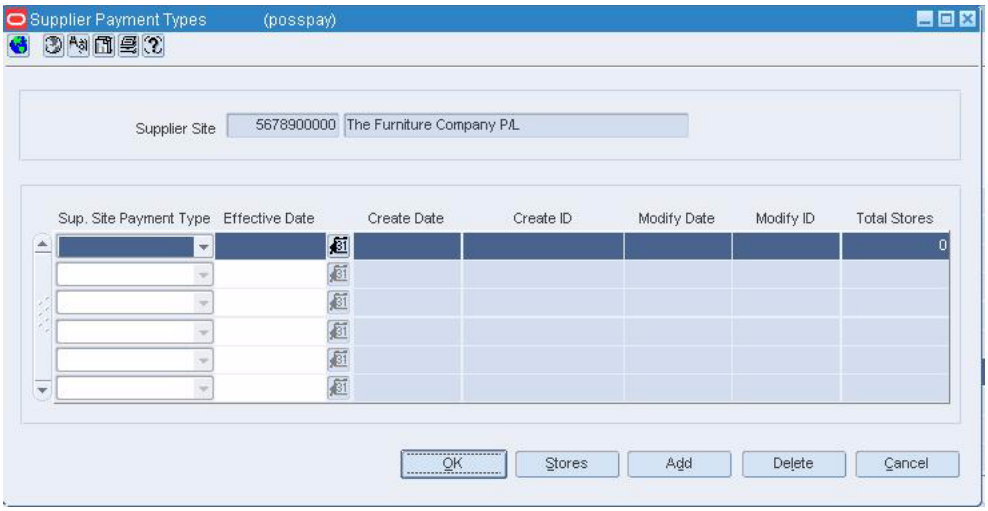
Click on the Suppliers option on the Options list. The Item Supplier window opens.

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

Add a Payment Type Configuration for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. Select Options > Supplier Payment Types. The Supplier Payment Types window opens.

Figure 4–165 Supplier Payment Types window



1. Click **Add**.
2. In the Supplier Payment Type field, select the type of payment.
3. In the Effective Date field, enter the date on which the payment type is valid, or click the calendar button and select the date.
4. To associate stores with the payment type configuration:
   a. Select the payment type configuration.
   b. Click **Stores**. The Store window opens.
   c. In the Location Type field, select Store or the type of store group.

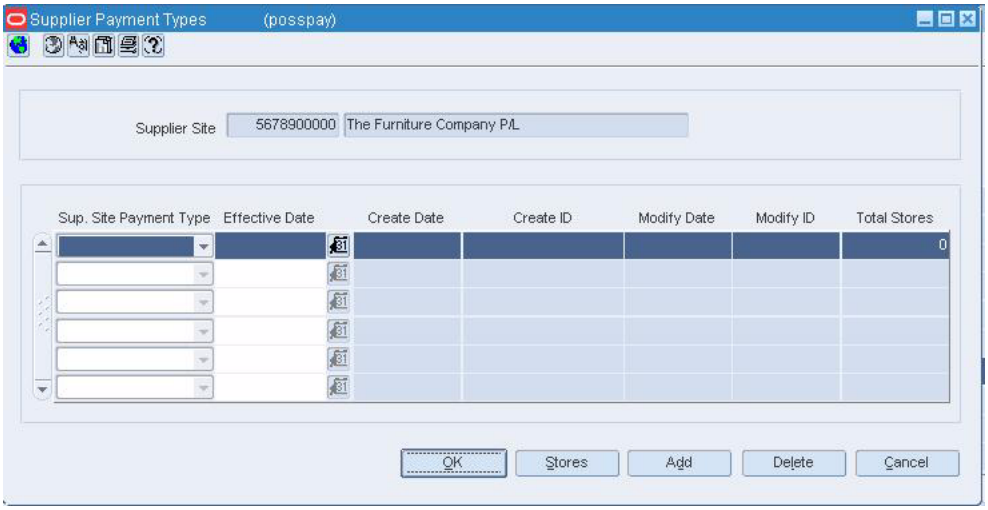
d. Enter the ID of the store or the store group that you want to associate with the POS configuration, or click the LOV button and select the store or store group.

e. Click **Apply**.

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

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

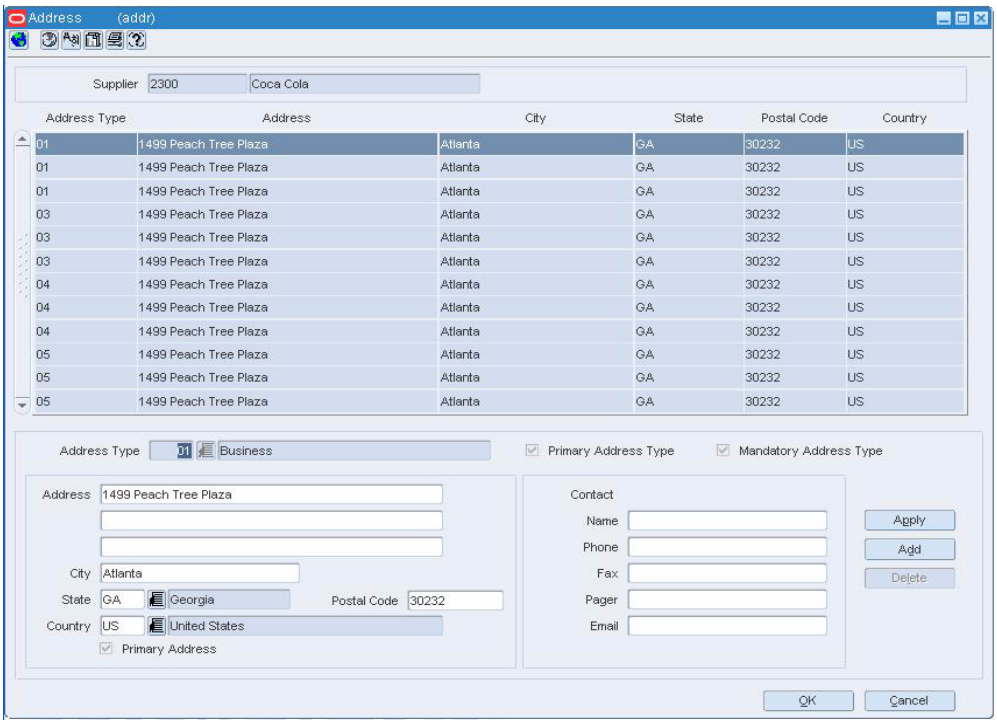
Figure 4–166 Store window



Add an Address to a Location

Navigate: From the store or warehouse window, click **Address**. The Address window opens.

Figure 4–167 Address window



1. In the Address Type field, enter the address type code, or click the LOV button and select and address type.
2. In the address area, enter the necessary address information.

   Note: When creating an import order, make sure that the import country and the import location are the same.

3. If the address is the primary address for an address type, select the Primary Address check box.

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

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

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

View an Expense Profile for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

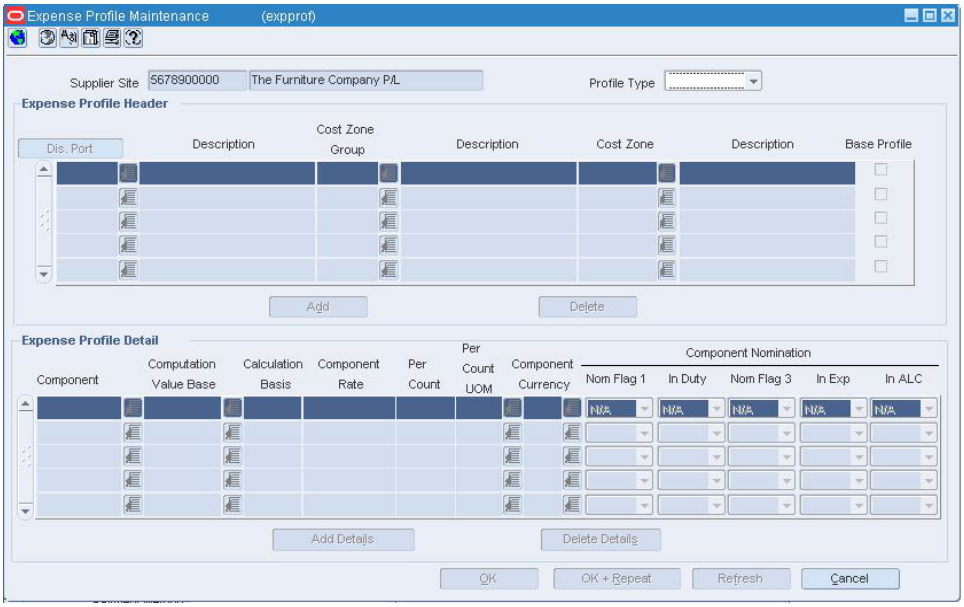
From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

1. In the Profile Type field, select:
2. Zone to make changes to the expense profile at the supplier/cost zone level.
3. Country to make changes to the expense profile at the supplier/origin country level.
4. Select an expense profile in the Expense Profile Header table. Details appear in the Expense Profile Details table.
5. Click **OK** to close the window.

Add an Expense Profile for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

Figure 4–168 Expense Profile Maintenance window



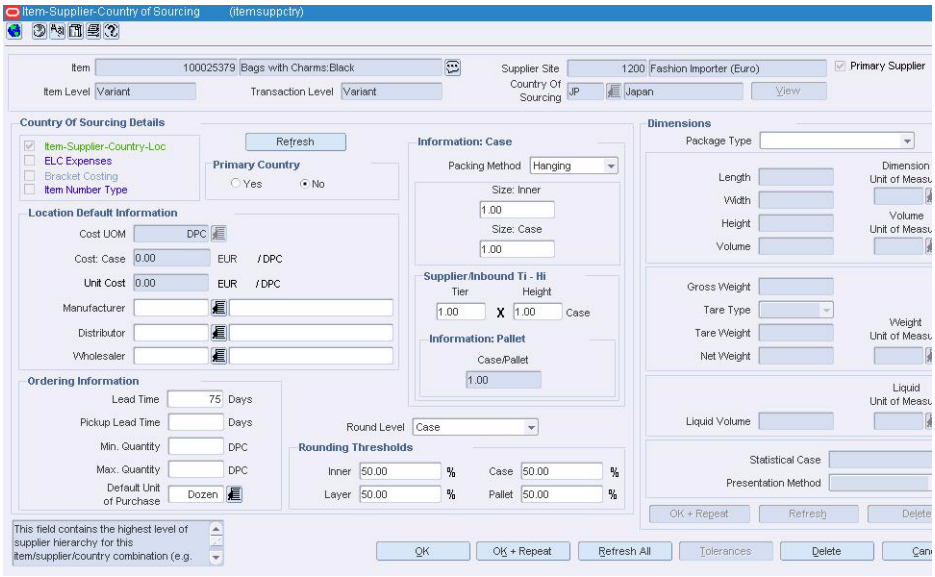
1. In the Profile Type field, select:
2. **Zone:** Expense profiles are added at the cost zone level for the supplier.
3. **Country:** Expense profiles are added at the country level for the supplier.
4. Click **Add**. The next line in the Expense Profile Header table is enabled.
5. In the Dis Port field, enter the code for the discharge port, or click the LOV button and select the discharge port.
6. In the Cost Zone Group and Cost Zone fields, enter the ID of the cost zone group and cost zone, or click the LOV buttons and select them.

7. Click **Add Details**. The next line in the Expense Profile Detail table is enabled.
8. In the Component field, enter the code for the expense component, or click the LOV button and select the expense component.
9. Enter or edit any default details in the enabled fields.
10. In the Component Nomination fields, select the status of the expense in relation to the other components:
11. Select N/A if the expense is not included in the calculation.
12. Select + (plus sign) to add the expense.
13. Select - (minus sign) to subtract the expense.
14. In the Expense Profile Header table, select the Base Profile check box next to the expense profile that you want to use as the default.
15. Click **OK** to save your changes and close the window.

Add an Origin Country for a Supplier of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window opens. Click on the Suppliers option on the Options list. The Item Supplier window opens. Select a supplier. Click on the Item Supplier Origin Country option on the Options list. The Item Supplier Country of Origin window opens.

Figure 4–169 Item Supplier Country of Origin window



Note: You can add a supplier/origin country for an orderable item.

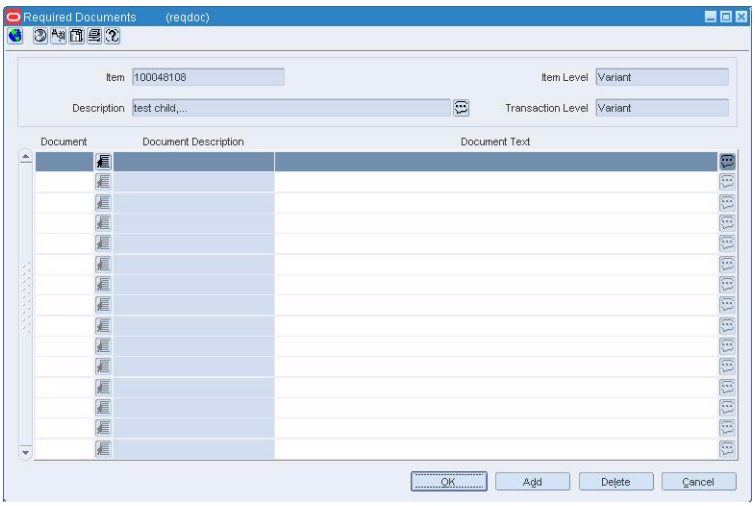
1. In the Country of Sourcing field, enter the code for the country, or click the LOV button and select the country.
2. Click **Create**.

3. In the Unit Cost field, enter the cost of the item in the indicated currency.
4. If the country is the primary country, select Yes.
5. Enter location default, ordering, case, and dimension information.
6. To enter dimensions for multiple types of packaging:
7. Complete the first package.
8. Click **OK + Repeat** in that area.
9. Enter the dimensions of another package.
10. To add any other details for the origin country, click on the appropriate option on the Options list.
11. In edit mode, to apply the edits to the subordinate items down to the transaction level, select the Apply Additions and Deletions check box.
12. Click **OK** to save your changes and close the window.
13. If you made the current country the primary country, a prompt cautions you about changing the primary country. Click **Yes** or **No** to continue.

Delete a Required Document from a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and select a supplier site. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Documents. The Required Documents window opens.

Figure 4–170 Required Documents window



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

View a Delivery Schedule for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

View exceptions for a delivery schedule

1. In the Group Type field, select Store or Warehouse.
2. In the Group Value field, enter the ID of the location, or click the LOV button and select a location.

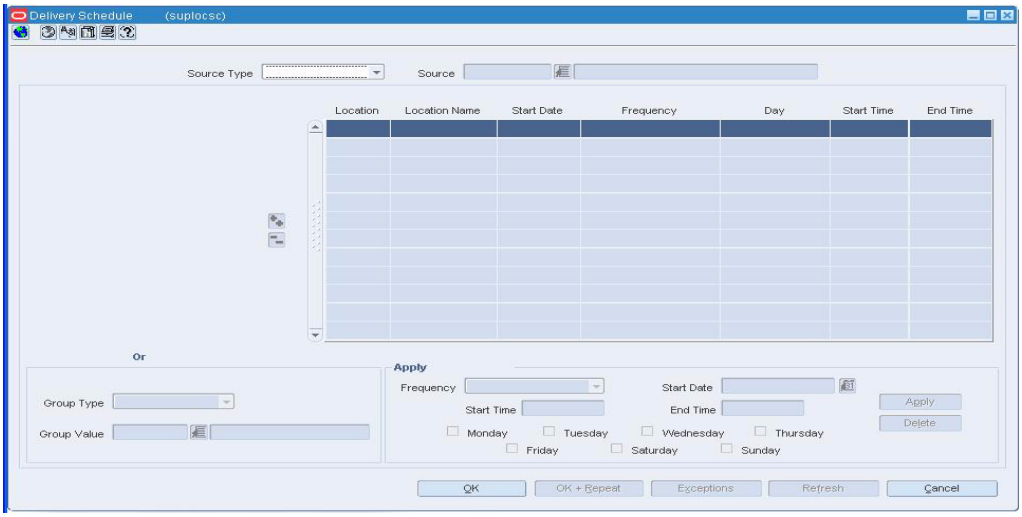
> **Note:** You can also use the Organizational Hierarchy Tree to navigate to the location for which you are viewing exceptions. The Group Type and Group Value fields are filled in automatically.

3. Click **Exceptions**. The Exceptions window opens.
4. Click **OK** to close the windows.

Edit a Delivery Schedule for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

Figure 4–171 Delivery Schedule window



1. Select the location schedule from the table.
2. Edit the fields in the apply area as necessary.

Delete the delivery schedule for a single location

1. In the Group Type field, select Store or Warehouse.
2. In the Group Value field, enter the ID of the location, or click the LOV button and select a location.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

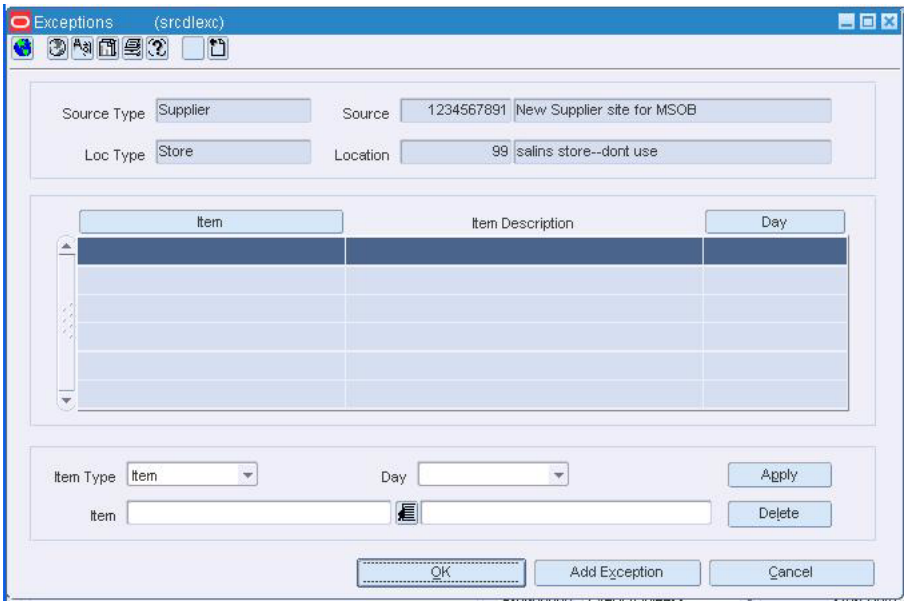
Delete the delivery schedule for multiple locations

1. In the Group Type field, select the type of grouping mechanism for the delivery schedule.
2. In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV button and select a grouping mechanism or location.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete an exception from a delivery schedule

1. Click **Exceptions**. The Exceptions window opens.

Figure 4–172 Exceptions window

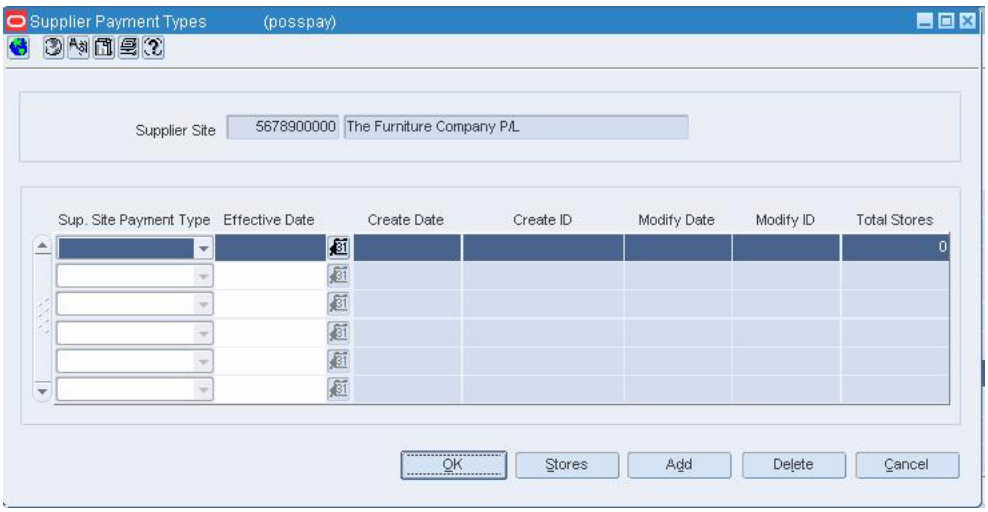


2. Select the exception record that you want to delete.
3. Click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit a Payment Type Configuration for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens. OR If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. From the Options menu, select Supplier Payment Types. The Supplier Payment Types window opens.

Figure 4–173 Supplier Payment Types window



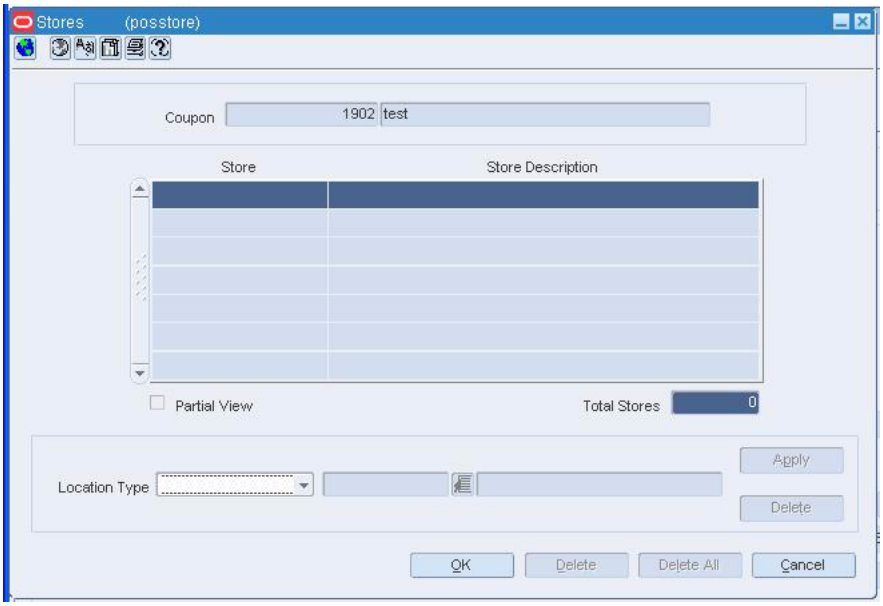
- Edit the Supplier Payment Type and Effective Date fields as necessary.

> **Note:** The Effective Date field can be edited until the payment date is valid.

Associate stores with the payment type configuration

1. Select the payment type configuration.
2. Click **Stores**. The Stores window opens.

Figure 4–174 Stores window



3. In the Location Type field, select Store or the type of store group.
4. Enter the ID of the store or store group that you want to associate with the POS configuration, or click the LOV button and select the store or store group.
5. Click **Apply**.
6. Click **OK** to save your changes and close the window.

Delete a single store from the payment type configuration

1. Select the payment type configuration.
2. Click **Stores**. The Store window opens.
3. Select the store in the table.
4. Click **Delete**.
5. Click **OK** to save your changes and close the window.

Delete multiple stores from the payment type configuration

1. Select the payment type configuration.
2. Click **Stores**. The Store window opens.
3. In the Location Type field, select the type of group.
4. Enter the ID of the group that you want to delete from the POS configuration, or click the LOV button and select the group.
5. Click **Delete**.
6. Click **OK** to save your changes and close the window.

Delete a supplier type configuration for a supplier

1. Select a payment type record.

2. Click **Delete**.
3. When prompted to delete the record, click **Yes**. The Deleted field is checked automatically.
4. Click **OK** to save your changes and close the window.

Supplier Availability Maintenance Window [supavail]

The Supplier Availability Maintenance window allows you to edit and view the quantities of the items that are available from a supplier. Type A and Type D contracts can be created for items that are available from the supplier.

- Edit Supplier Availability for Items
- View Supplier Availability for Items

View Supplier Availability for Items

Navigate: From the main menu, select Control > Supplier Availability > View. The Supplier Availability Maintenance window opens.

1. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
2. In the Merchandise field, select the type of merchandise.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The items that match the search criteria appear.
5. Click **OK** to close the window.

Supplier Import Attributes Window [supimprt]

The Supplier Import Attributes window allows you to enter import information about a particular supplier. You can track information specific to the supplier, such as:

- Agent
- Factory
- Advising bank
- Issuing bank
- Lading port
- Discharge port
- Manufacturer ID
- Additional partner information
- Beneficiary information

To view more information regarding these topics, see also:

- Record Import Attributes for a Supplier

Supplier Inventory Management Constraint Information Window [supivmgt]

The Supplier Inventory Management Constraint Information window allows you to create, maintain, and view inventory management information for a supplier, or for a department and supplier.

Scaling constraints

When you use order scaling, you define two scaling constraints. You select the type of constraint and the minimum and maximum values for the constraint. Depending on the objective of the scaling process, purchase orders are scaled as closely as possible to the maximum or minimum value of the scaling constraint. You can also enter the allowable deviation for the purchase order from the value of the scaling constraint.

Truck splitting constraints

You can define what constraints should be used when splitting orders out by truckload for the supplier. You can specify the type, unit of measure, value, and tolerance for up to two constraints.

Minimum constraints

You can define minimum order requirements for purchase orders for the supplier. You cannot approve purchase orders that do not meet the minimum order requirements of the supplier. You can specify up to two minimum order requirements and indicate whether a purchase order has to meet one or both of the requirements.

Bracket costing constraints

In the grocery industry, the cost of a product is often determined based on purchase order level brackets, or thresholds, that determine the break points at which shipping charges change. Bracket prices constitute the base cost of the item for that purchase order when the supplier delivers the product.

You can define whether or not an order should be scaled up to reach a higher bracket, which would result in a decrease to the cost of the items on the order. You can set bracket costing to scale on certain types and units of measurement, and you can set the bracket costing threshold to a percentage you want to scale from.

For example, if you set the threshold at 90%, and the brackets at 20,000 LBS and 40,000 LBS, then any order of a weight greater than or equal to 38,000 LBS will be scaled to 40,000 LBS.

- Add Inventory Management Constraints to a Supplier
- Edit Inventory Management Constraints for a Supplier
- View Inventory Management Constraints for a Supplier

Supplier Inventory Management Information Window [supivmgt]

The Supplier Inventory Management Information window allows you to add, edit, and view inventory management information for a supplier, supplier/department, supplier/location or supplier/department/location using this form.

You can maintain the following areas:

- Replenishment Attributes
- Due Order Processing
- Investment Buy Attributes
- Scaling Attributes
- Order Attributes
- Rounding Attributes
- Supplier Minimum Attributes
- Truck Splitting Attributes

To view more information regarding these topics, see also:

- Add Inventory Management Information for a Supplier
- Edit Inventory Management Information for a Supplier
- View Inventory Management Constraints for a Supplier

View Inventory Management Constraints for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

On the Supplier Inventory Management Information window, click **Constraints**. The Supplier Inventory Management Constraint Information window opens.

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

View Inventory Management Information for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens.

Search for and retrieve a supplier site in View mode. The Supplier Maintenance window opens.

OR

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

From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

1. Click **Search**. The inventory management fields are automatically filled in.
2. Click **OK** to close the window.

View Inventory Management Information for a PO at the Order, Item, or Location Level

Navigate: Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens. Search for and retrieve a purchase order in View mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window opens.

To view inventory management information for the entire order, from the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window opens.

OR

To view inventory management information at the item level, click Summary on the PO Header Maintenance window. The PO Summary By Item window opens. Select an item on the Items table. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window opens.

OR

To view inventory management information at the item and location level, click Location on the PO Summary By Item window. The PO Summary By Location window opens. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window opens.

1. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.
2. Click **OK** to close the window.

Delivery Schedule Window [suplocsc]

The Delivery Schedule window allows you to create, edit, and view delivery schedules for items from a supplier or warehouse to stores and warehouses. After you create a delivery schedule, you can define exceptions to the schedule by specifying which items are not to be delivered to the location on a specific delivery day.

When the Use Location Delivery Schedule system parameter is selected, the replenishment feature uses the delivery schedule to calculate lead times for the items at the location. When there is a delivery schedule for a supplier or warehouse at a location, the specified lead times for the item are the minimum amount of time in which a purchase order can be delivered to that location.

When the delivery date of the purchase order does not fall on a delivery day of the supplier or warehouse, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day of the supplier or warehouse. Extending the lead time increases the number of units required to replenish the item. The lead time is only extended when the replenishment method is Dynamic, Dynamic - Seasonal, Dynamic - Issues, or Floating Point.

- Add a Delivery Schedule for a Supplier
- Add a Delivery Schedule at the Store or Warehouse Level
- Edit a Delivery Schedule for a Supplier
- Edit a Delivery Schedule at the Store or Warehouse Level
- View Inventory Management Constraints for a Supplier

- View Inventory Management Information for a Supplier

Supplier Bracket Costing Window [suppbrkt]

On the Supplier Bracket Costing window, you can add and delete primary and secondary bracket values, specify default brackets, or delete the entire bracket structure.

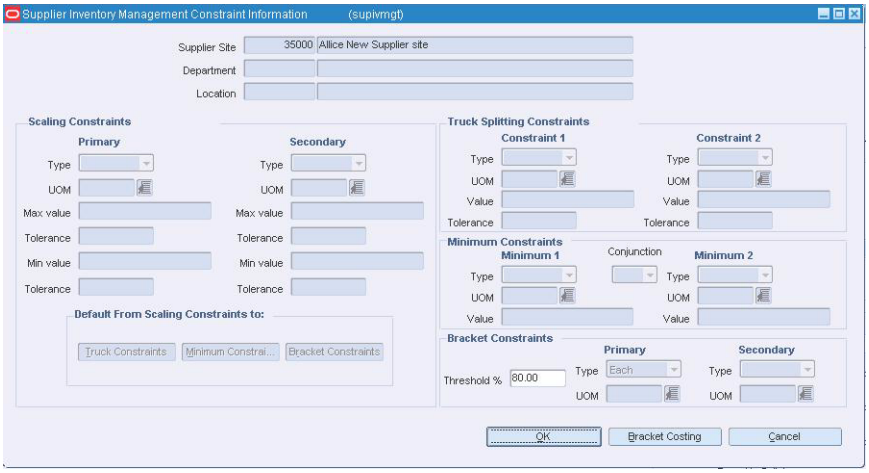
- Add Primary and Secondary Bracket Values
- Delete Primary and Secondary Bracket Values
- Delete a Bracket Structure

Add Primary and Secondary Bracket Values

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

1. Add inventory management information for a supplier
2. Click **Constraints**. The Supplier Inventory Management Constraint Information window opens.

Figure 4–175 Supplier Inventory Management Constraint Informartion window



3. Click **Bracket Costi...**.The Supplier Bracket Costing window opens.

> **Note:** The Bracket Costing check box must be selected in the Indicator area of the Supplier Maintenance window in order to access the Supplier Bracket Costing window.

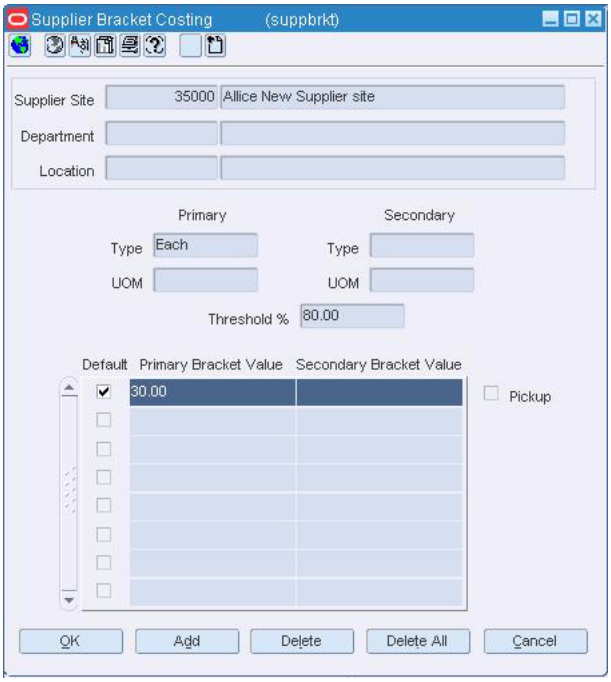
4. In the Primary Bracket Value column, enter the lower value of the primary bracket.
5. In the Secondary Bracket Value column, enter the lower value of the secondary bracket, if applicable.
6. If the bracket value is a default value for this bracket structure, select the Default check box.

7. Select the Pickup check box to indicate that the bracket pricing uses pickup prices. The pickup price is the price of the goods without shipping costs, as if the goods were picked up at the supplier's location.
8. Click **OK** to save your changes and close the window.

Delete a Bracket Structure

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Supplier Maintenance window, select Options > Inventory Management. The Supplier Inventory Management Information window opens. Click **Constraints**. The Supplier Inventory Management Constraint Information window opens. Click **Bracket Costing.** The Supplier Bracket Costing window opens.

Figure 4–176 Supplier Bracket Costing window



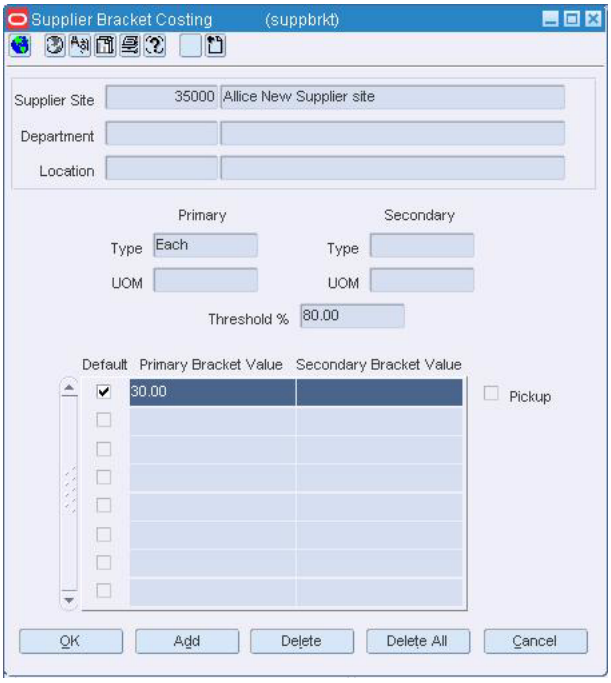
1. Click **Delete All**.
2. When prompted to delete the bracket structure, click **Yes**.
3. Select the appropriate option to either default down from the next highest bracket structure (so all current items associated with the deleted bracket structure will inherit the costs from the next highest bracket structure, if one exists), or not to default down.
4. When prompted whether or not to remove the inventory management record as well after deleting the structure, select the appropriate option.
5. Click **OK** to save your changes and close the window.

Delete Primary and Secondary Bracket Values

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier

Maintenance window opens. From the Supplier Maintenance window, select Options > Inventory Management. The Supplier Inventory Management Information window opens. Click **Constraints**. The Supplier Inventory Management Constraint Information window opens. Click **Bracket Costing**. The Supplier Bracket Costing window opens.

Figure 4–177 Supplier Bracket Costing window



1. Select the line of bracket values that you want to delete.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Cost Change by Supplier Window [suppsku]

The Cost and Retail Change by Supplier window allows you to view and maintain the details of a cost change event at the item/supplier/origin country level.

To event, you can access the Cost Change by Supplier window in one of three ways:

Pricing: From the main menu, select Pricing > Cost Change. In the Cost Change Search window, select an action.

Items: From the main menu, select Items > Items. In the Item Search window, select New Cost Change in the Action field.

Item Lists: From the main menu select Items > Item List. In the Item List Search window, select Use in the Action field. From the Item List Header window, select Create Cost Change from the Options menu.

The default view for the window opens when you open the window for the first time. You can create a custom view.

- Create a Cost Change
- Edit a Cost Change

- View a Cost Change
- Approve a Cost Change
- Cancel an Approved Cost Change
- Delete a Cost Change
- Reject a Submitted Cost Change
- Submit a Cost Change for Approval

Cost Change by Location Window [suppsku]

The Cost Change by Location window allows you to view and maintain the details of a cost change event at the item/supplier/origin country/location level.

In a multi-channel environment, cost changes for items at a warehouse are handled at the physical warehouse level.

- Create a Cost Change
- Edit a Cost Change
- View a Cost Change
- Approve a Cost Change
- Cancel an Approved Cost Change
- Delete a Cost Change
- Reject a Submitted Cost Change
- Submit a Cost Change for Approval

View a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens.

Search for and retrieve a cost change in View mode. The Cost Change by Supplier window cost change opens.

1. To view the details at the item/supplier/origin country/location level, select a supplier or item record and click **Locations**. The Cost Change by Location window opens.
2. Click **OK** to save your changes and close the windows.

View Cost Change Reasons

Navigate: From the main menu, select Control > Setup > Cost Change Reason > View. The Cost Change Reason Maintenance window opens.

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

Supplier Traits List Window [suptrlst]

The Supplier Traits List window allows you to view supplier traits that have been associated with a specific supplier, to associate supplier traits with a supplier, or to delete a supplier trait from a supplier.

- Associate a Supplier Trait with a Supplier
- Edit a Supplier Trait
- Delete a Supplier Trait for a Supplier
- View Supplier Traits for a Supplier

Supplier Traits Maintenance Window [suptr]

The Supplier Traits Maintenance window allows you to add, edit, and view supplier traits. After you create supplier traits, you can then associate suppliers with a trait or associate traits with a supplier.

You can also use traits to indicate which of your suppliers have a master supplier. A master supplier is an outside source that provides merchandise to one or more of your suppliers, such as a manufacturer or distributor. You can enter an external ID for the master supplier as well.

- Add a Supplier Trait
- Edit a Supplier Trait
- View Supplier Traits
- Delete a Supplier Trait

Suppliers Associated with Trait Window [suptrm]

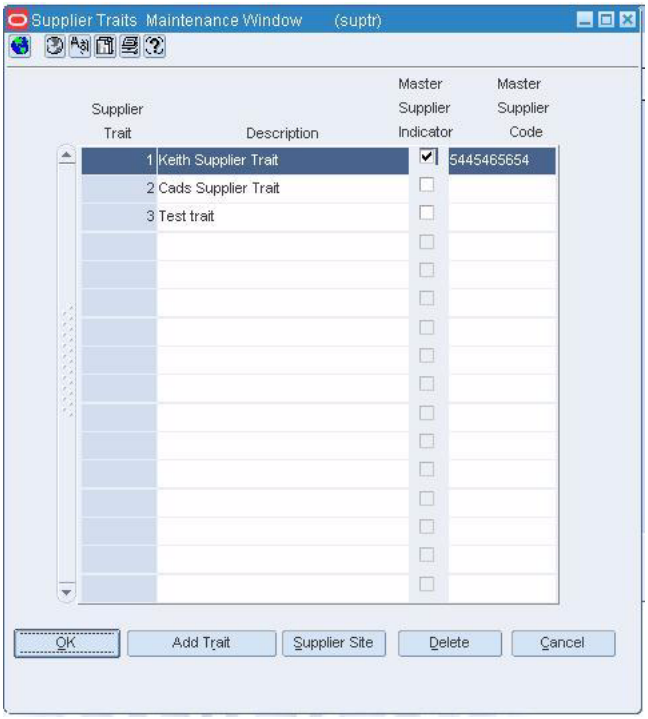
The Suppliers Associated with Trait window allows you to associate a supplier with a supplier trait. You can also delete suppliers from a supplier trait.

- Associate a Supplier with a Supplier Trait
- View Suppliers Associated with a Supplier Trait
- Delete a Supplier from a Supplier Trait

Edit a Supplier Trait

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. Select Options > Supplier Traits. The Supplier Traits Maintenance window opens.

Figure 4–178 Supplier Traits Maintenance window



1. Edit the Description, Master Supplier Indicator, and Master Supplier Code fields as necessary.

   Note: You cannot select the Master Supplier Indicator after suppliers have been associated with a trait.

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

Invoice Matching Supplier Variables Window [supvwedt]

The Invoice Matching Supplier Variables window allows you to set up and maintain variables that determine how your company will process invoices from a specific supplier.

- Record Invoice Matching Attributes for a Supplier
- View Invoice Matching Attributes for a Supplier

Supplier EDI Information Window [supvwedt]

The Supplier EDI Information window allows you to indicate which electronic date interchange (EDI) transaction sets the supplier supports. Also, you can set variances by monetary amount and by percent. Any cost changes that are received from the supplier via EDI are automatically approved if they are within the variance that you set.

- Record EDI Capability for a Supplier

Supplier Returns Window [supvwedt]

The Supplier Returns window allows you to define the return policy for a supplier. If the supplier allows goods to be returned, you can enter the supplier's requirements for accepting the returned goods.

- Record Return Requirements for a Supplier

Margin Impact Window [mgnimpact]

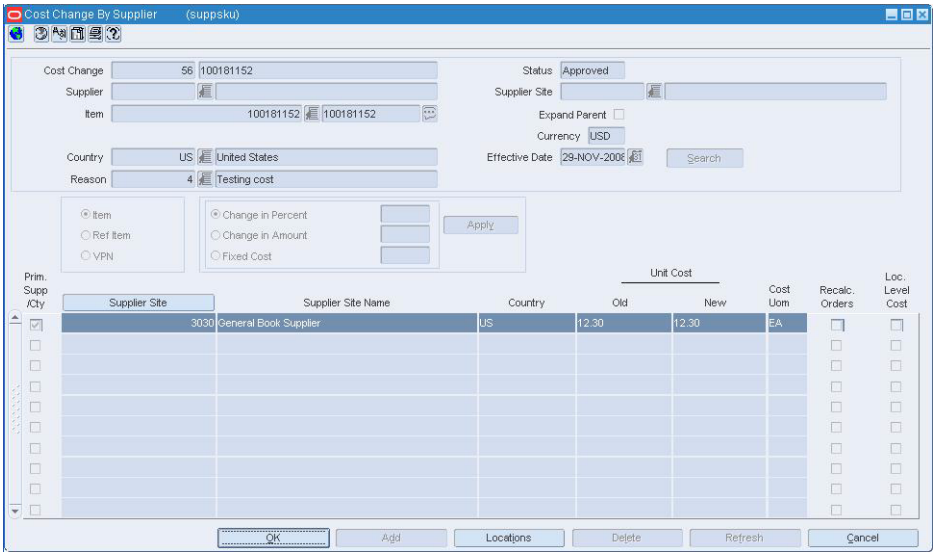
The Margin Impact window dispalys in detail how the cost or retail change impacts the margin.

- View the Margin Impact

View the Margin Impact

Navigate: From the main menu, select Items > Items. The Item Search Window opens. Select Action > New Cost Change. ClickSearch. Select an item. Click OK. The Cost Change By Supplier window opens.

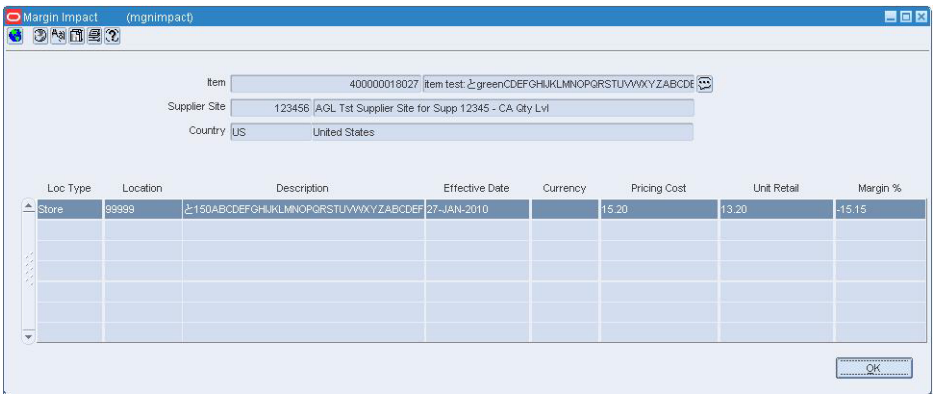
Figure 4–179 Cost Change By Supplier window



1. In the Cost Change field enter the cost change, description.
2. In the Supplier field enter the supplier, or select the LOV button and select a supplier.
3. In the Supplier Site field enter the supplier site, or select the LOV button and select a site.
4. In the Reason field enter the reason for the cost change, or select the LOV button and select a reason.
5. In the Effective Date field enter the date, or select the calendar button and select a date.
6. Click **Search**.
7. Enter a Change in Percent, Change in Amount, or Fixed Cost.

8. Click **Apply**.
9. Select View Margin Impact from the Options menu. The Margin Impact window opens.

Figure 4–180 Margin Impact window



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

Maintain Supplier Attributes

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

Attributes are used to record specific information relating to various elements in RMS. In some cases, attributes affect how the element is handled throughout RMS. In other cases, the attributes feature is an easy way of tracking additional information. Using the reporting feature of RMS, you can create custom reports based on the attributes you record.

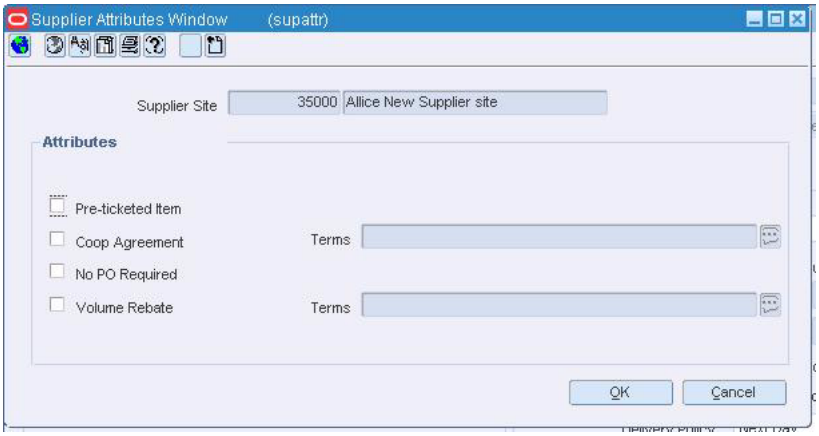
- Record Attributes for a Supplier
- Record Import Attributes for a Supplier

Record Attributes for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens.

1. From the Options menu, select Attributes. The Supplier Attributes window opens.

Figure 4–181 Supplier Attributes window

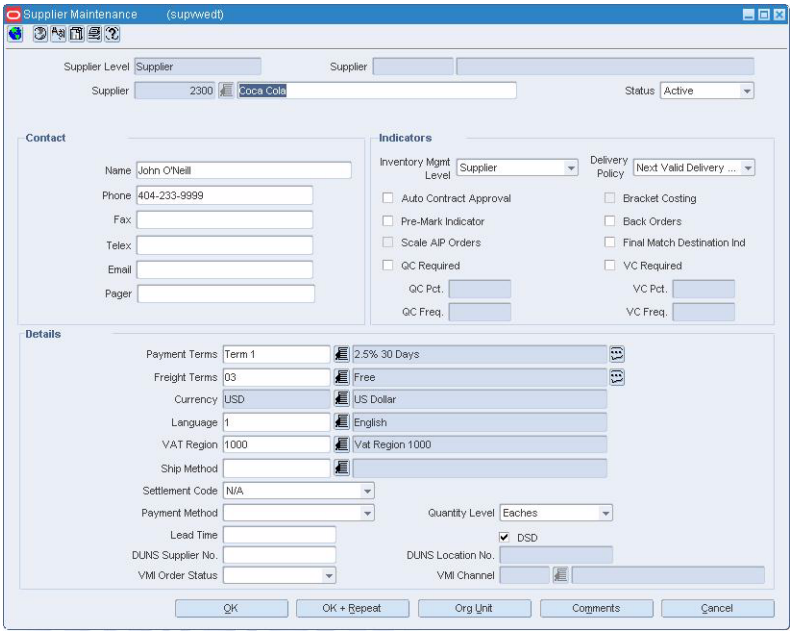


2. Enter or select the attributes that apply to the current supplier.
3. Click **OK** to save your changes and close the window.

Record Invoice Matching Attributes for a Supplier

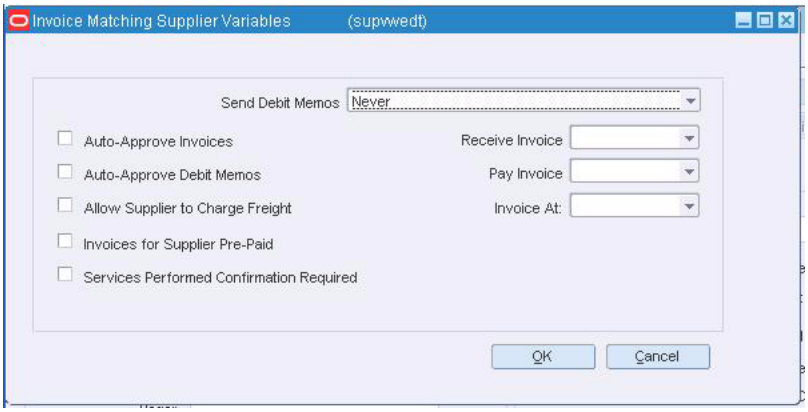
Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

Figure 4–182 Supplier Maintenance window



1. From the Options menu, select Invoice Matching Attributes. The Invoice Matching Supplier Variables window opens.

Figure 4–183 Invoice Matching Supplier Variables window



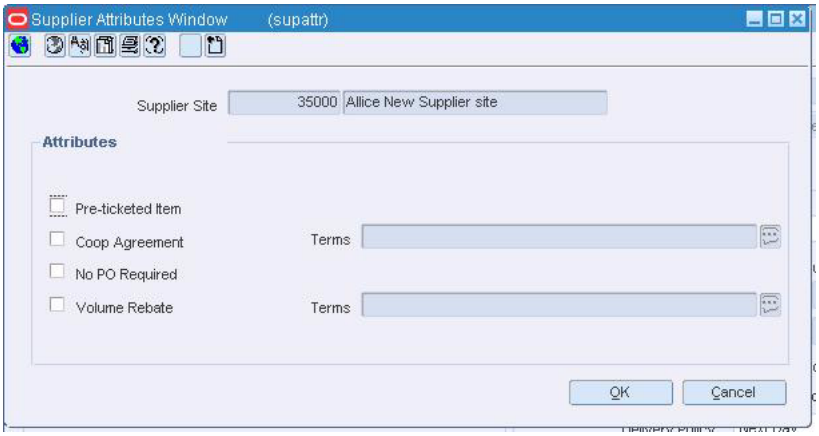
2. Select the invoice matching attributes that apply to the current supplier.
3. Click **OK** to save your changes and close the window.

Record Import Attributes for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

1. From the Options menu, select Import Attributes. The Supplier Import Attributes window opens.

Figure 4–184 Supplier Import Attributes window



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

Maintain Partners

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

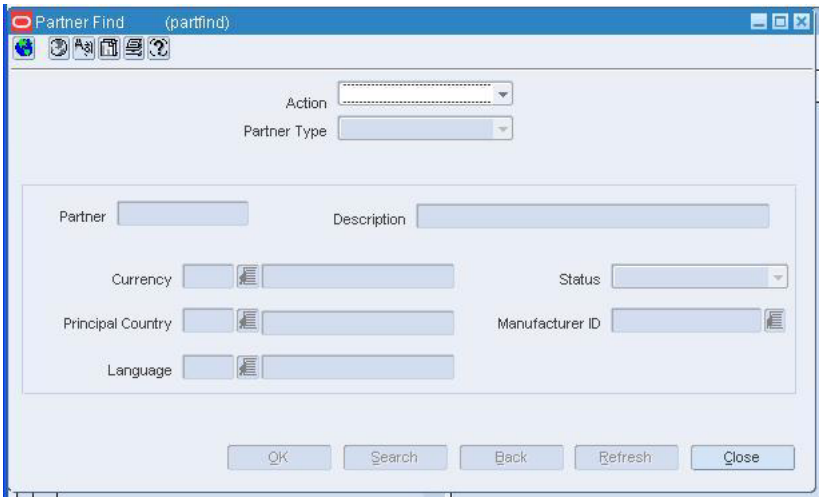
Manufacturer, distributor, and wholesaler partners are considered part of the supplier hierarchy. These are default names and can be edited in the Dynamic Hierarchy window.

- Create a Partner
- Add an Address for a Vendor
- Search for a Partner
- Maintain Partners
- View a Partner

Create a Partner

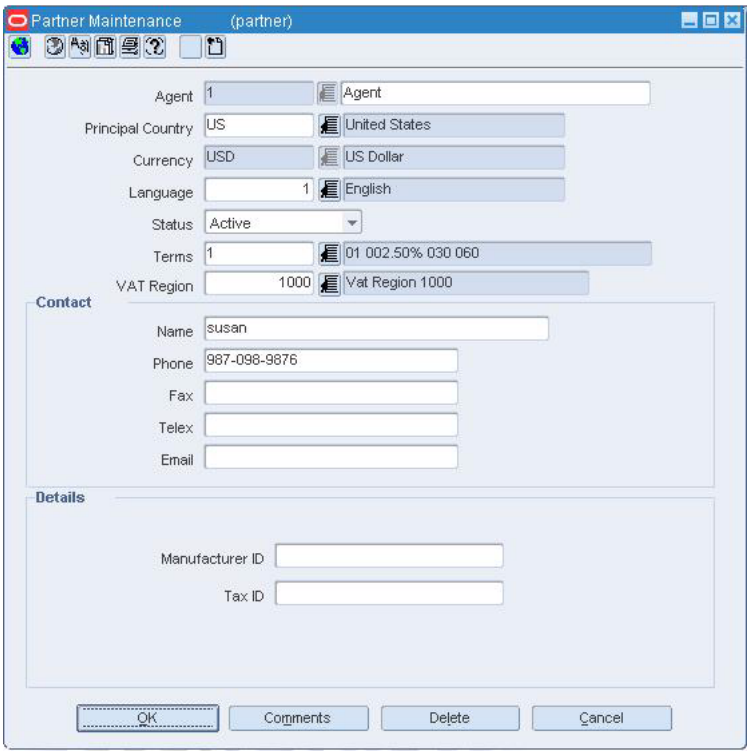
Navigate: From the main menu, select Control > Partner. The Partner Find window opens.

Figure 4–185 Partner Find window



1. In the Action field, select New.
2. In the Partner Type field, select the type of partner.
3. Click **OK**. The Partner Maintenance window opens.

Figure 4–186 Partner Maintenance window



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

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

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

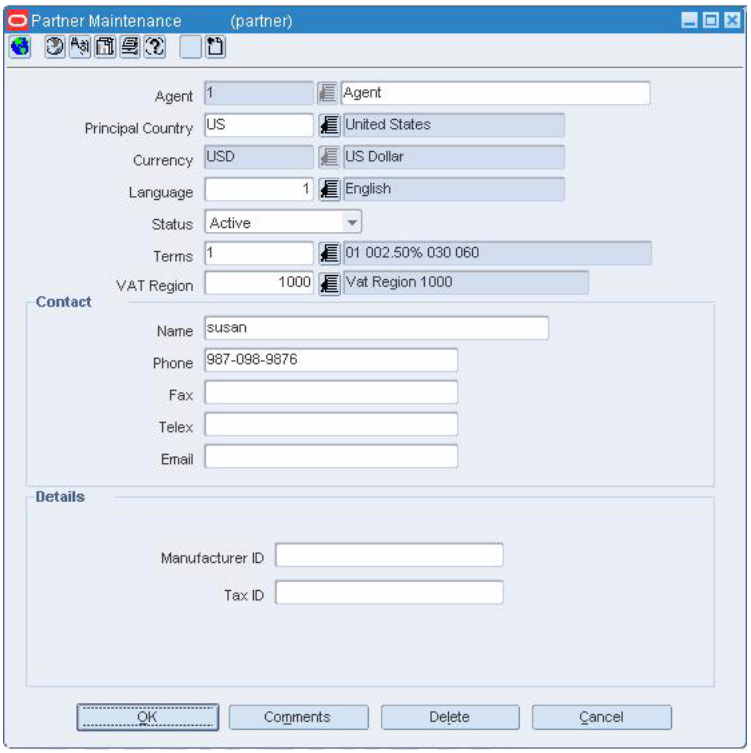
5. In the Currency field, enter the code for the partner's currency, or click the LOV button and select the currency.
6. In the Language field, enter the ID of the partner's language, or click the LOV button and select the language.
7. In the Status field, indicate whether the partner is active or inactive.
8. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the partner's location.
9. If you are creating a Bank partner, enter an amount in the Line of Credit field in the currency of the partner.
10. For all partners but banks, enter the applicable details in the Details area.
11. Add an address for the partner.
12. Click **OK** to save your changes and close the window.

Record Invoice Matching Attributes for a Partner

Navigate: From the main menu, select Control > Partner. The Partner Find window opens. Search for and retrieve a partner in Edit mode. The Partner Maintenance window opens.

1. From the Options menu, select Invoicing Attributes. The Invoicing Attributes window opens.

Figure 4–187 Invoicing Attributes window

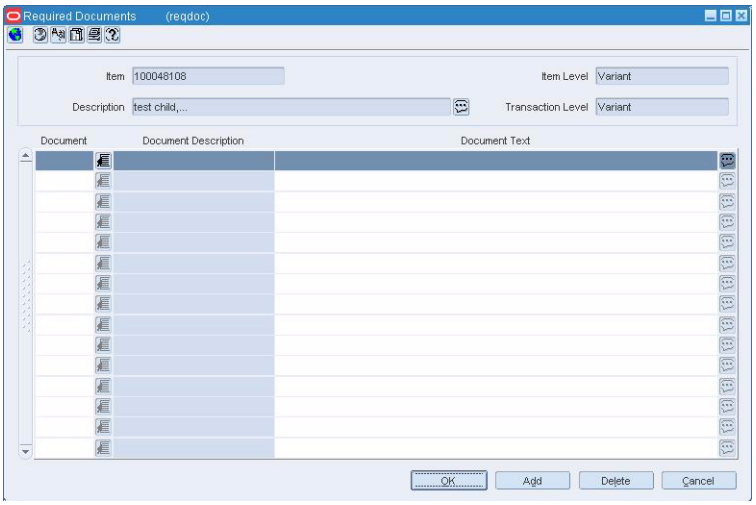


2. Select the invoice matching attributes that apply to the current partner.
3. Click **OK** to save your changes and close the window.

Delete a Required Document from a Partner

Navigate: From the main menu, select Control > Partner. The Partner Find window opens. Search for and retrieve a partner in the Edit mode. The Partner Maintenance window opens. From the Options menu, select Documents. The Required Documents window opens.

Figure 4–188 Required Documents window

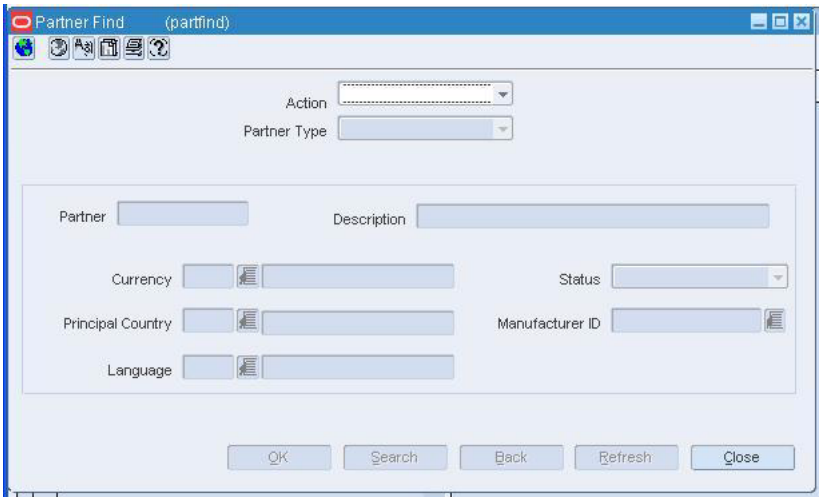


1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Search for a Partner

Navigate: From the main menu, select Control > Partner. The Partner Find window opens.

Figure 4–189 Partner Find window



1. In the Action field, select either Edit or View.
2. In the Partner Type field, select the type of partner.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Partner Find window displays the partners that match the search criteria.

5. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the partner information, select a record and click **OK**. The Partner Maintenance window opens.
6. Click **Close** to close the window.

View Regions

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Region on the tree structure and click **View**. The Region Maintenance window opens.
2. Click **OK** to close the window.

View Chains

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Chain on the tree structure and click **View**. The Chain Maintenance window opens.
2. Click **OK** to close the window.

View an Organizational Unit

Navigate: From the main menu, select Control > Setup > Org Unit > View. The Organizational Unit window opens.

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

Customer Segment Types Window [custsegmtype]

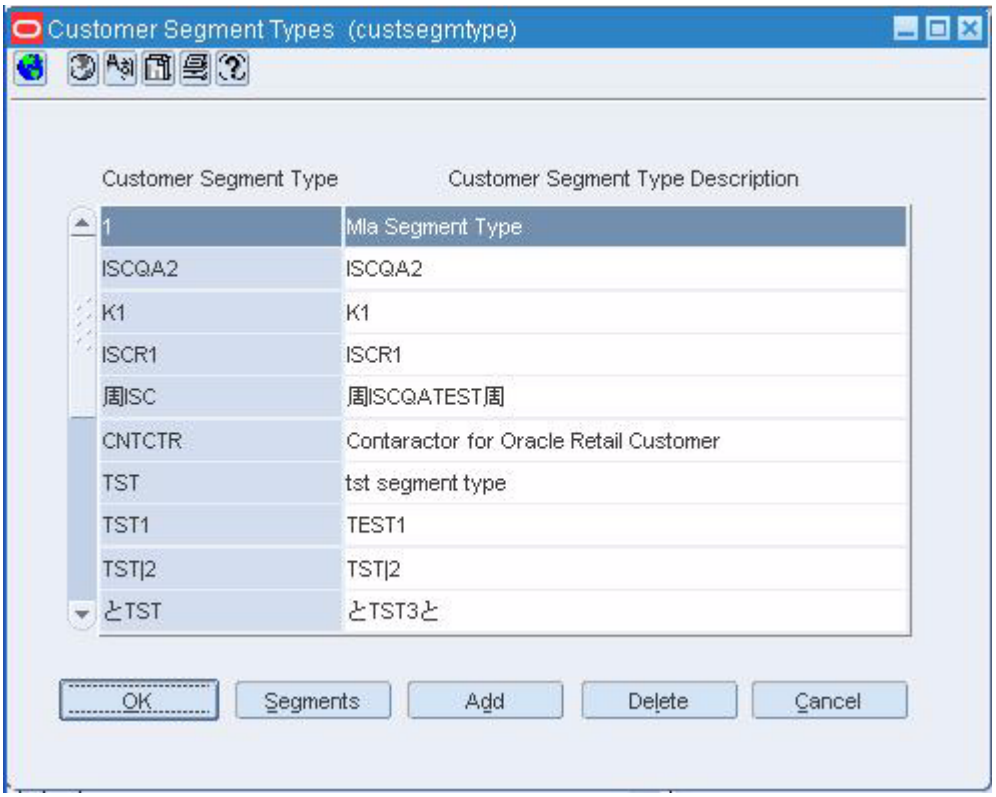
The Customer Segment Group window allows the user to edit the customer segment types.

- Edit Customer Segment Types
- Add Customer Segment Types
- View Customer Segments Types

Edit Customer Segment Types

Navigate: From the main menu, select Control > Customer Segment Group > Edit. The Customer Segment Types window opens.

Figure 4–190 Customer Segment Types window



1. Select a Customer Segment Type from the list.
2. Enter changes to the Segment Type or description
3. Click **OK** to close the window and save your changes.

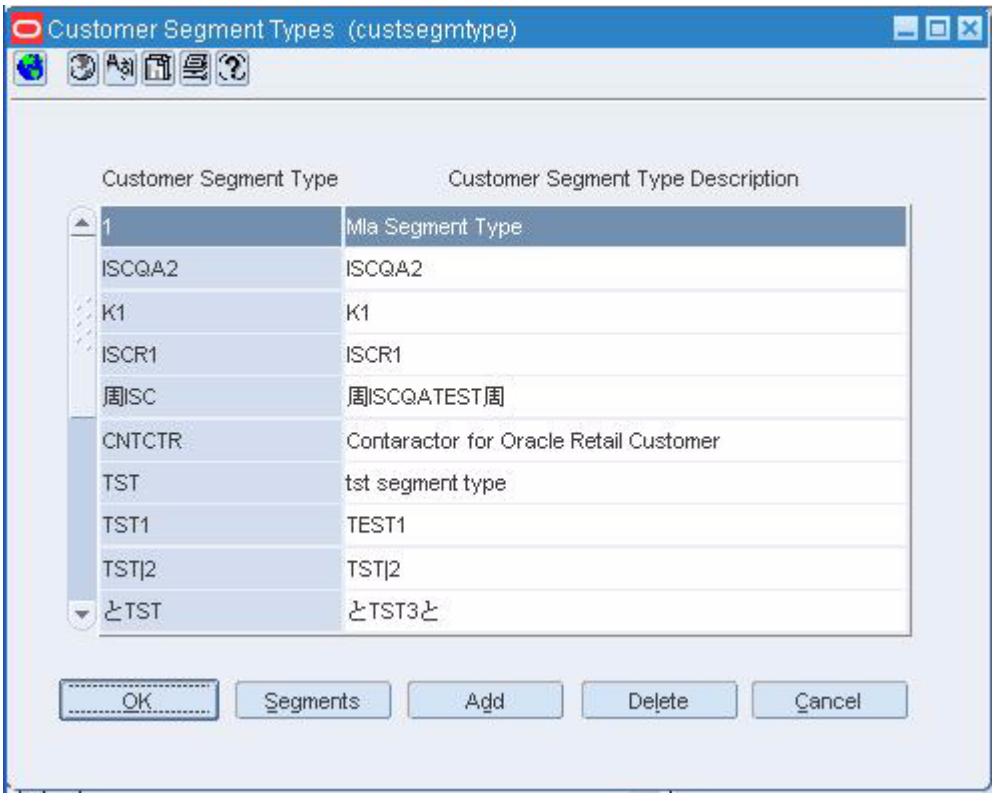
Delete Customer Segment Types

1. Select a Customer Segment Type from the list.
2. Click **Delete** to delete a segment type.
3. Click **OK** to close the window and save your changes.

Add Customer Segment Types

Navigate: From the main menu, select Control > Customer Segment Group > Edit. The Customer Segment Types window opens.

Figure 4–191 Customer Segment Types window



1. Click **Add** to enter a new Customer Segment Type and description.
2. Click **OK** to close the window and save your changes.

View Customer Segments Types

Navigate: From the main menu, select Control > Customer Segment Group > View. The Customer Segment Types window opens.

Figure 4–192 Customer Segment Types window

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

Customer Segments Window [custsegmt]

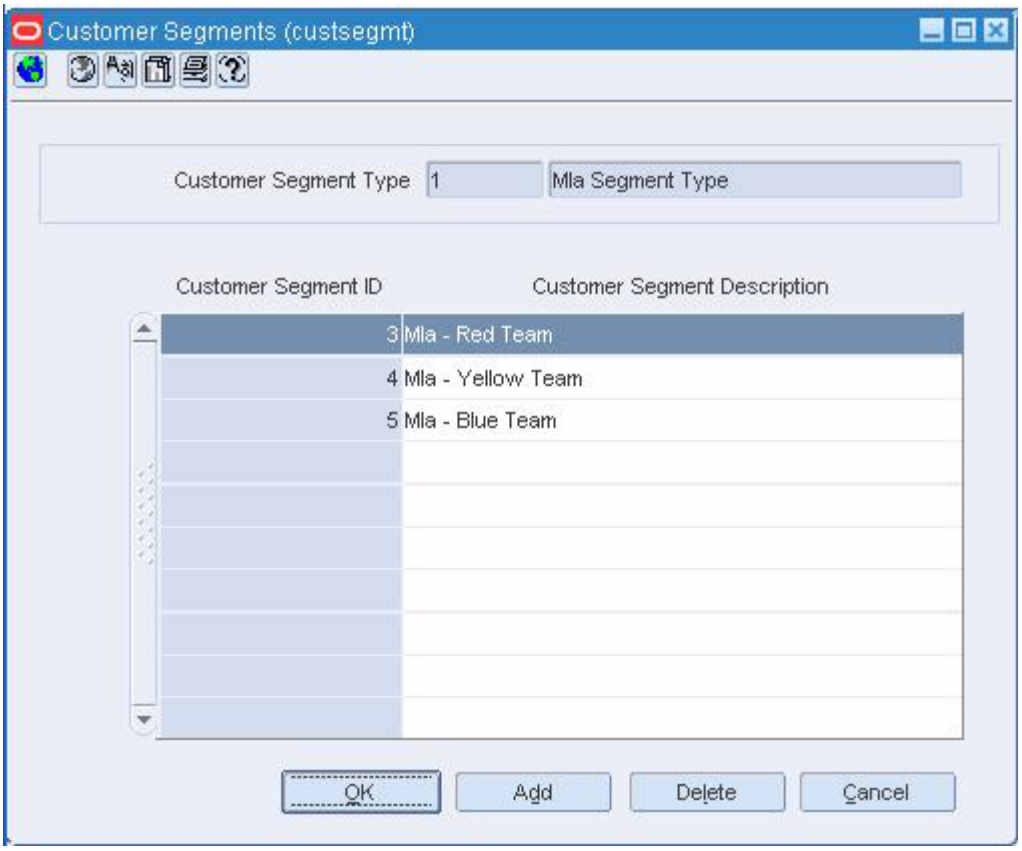
The Customer Segmenets window allows the customer to view, add, edit, or delet ethe customer segements.

- Add Customer Segments
- Edit Customer Segments
- View Customer Segments

Edit Customer Segments

Navigate: From the main menu, select Control > Customer Segment Group > Edit. The Customer Segment Group window opens. Click Segments. The Customer Segments window opens.

Figure 4–193 Customer Segments window



Edit a Customer Segment

1. Select a Customer Segment ID from the list.
2. Enter changes to the Segment ID or description
3. Click **OK** to close the window and save your changes.

Delete a Customer Segment

1. Select a Customer Segment ID from the list.
2. Click **Delete** to delete a Customer Segment ID and description.
3. Click **OK** to close the window and save your changes.

Add Customer Segments

Navigate: From the main menu, select Control > Customer Segment Group > Edit. The Customer Segment Types window opens. Click Segments. The Customer Segments window opens.

Figure 4–194 Customer Segments window

1. Click **Add** to enter a new Customer Segment ID and description.
2. Click **OK** to close the window and save your changes.

View Customer Segments

Navigate: From the main menu, select Control > Customer Segment Group > View. The Customer Segment Types window opens. Click Segments. The Customer Segments window opens.

Figure 4–195 Customer Segments window

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

5

Totals

Totals Export Window [satlexpt]

The Totals Export window allows you to view export information for a particular total.

- View Additional Miscellaneous Totals Information

Total Value Revision Error Window [satlaudt]

The Total Value Revision Error window displays all revised errors for totals. The window displays the error description and the ID of the person who revised the total.

- View the Total Value Revision Errors

Sales Audit Totals Audit Trail Window [satlaudt]

The Sales Audit Totals Audit Trail window allows you to view any changes made to totals and the corresponding errors and exports for a particular cashier/register and store day, or for an entire store day. You can display totals in the primary currency or the local currency.

- View the Totals Audit Trail
- View the Exported Revisions

View Location Trait Details for a Totals Definition

Navigate: From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

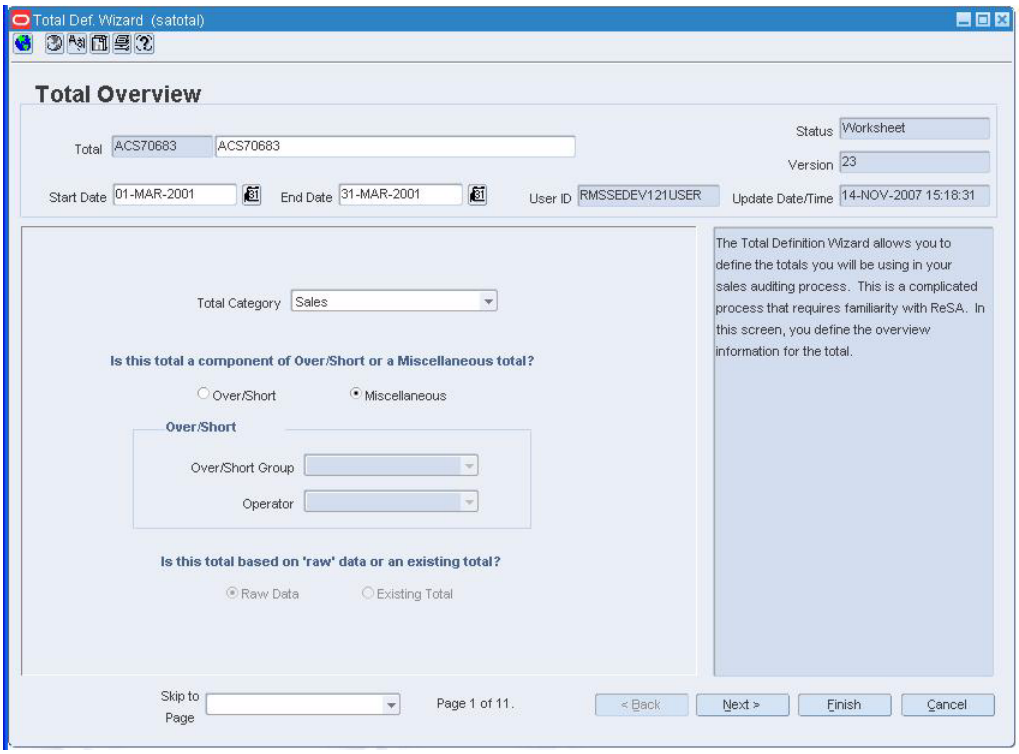
- Search for and retrieve the totals calculation definition in Edit mode. The Total Calculation Definition Wizard window opens.
- Navigate to page 10 of the wizard.
- Click **Location Trait Details.** The Location Trait Details window opens.
- Click **OK** to close the window.

Edit a Totals Calculation Definition

Navigate: From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve the totals calculation definition in Edit mode. The Total Calculation Definition Wizard window opens.

Figure 5–1 Total Calculation Definition Wizard Window



1. In the Skip to Page field, select the panel you want to edit.
2. Click **Finish** to save your changes and close the window.

Delete a Totals Calculation Definition

Navigate: From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve a totals definition in Edit mode. Restrict the search to total definitions in Submitted or Worksheet status. The Totals Calculation Definition Maintenance window opens.

1. From the Options menu, select Status > Delete. You are prompted to confirm the deletion.
2. Click **Yes**. The status is changed to Deleted.
3. Click **OK** to save your changes and close the window

Totals Calculation Definition Wizard Window [satotal]

The Totals Calculation Definition Wizard allows you to define the totals you will use in your sales auditing process. These total definitions determine the values used in your auditing process and the values exported to external systems (RDW, ACH, UAR). These total definitions allow the audit rules you set up to work properly.

To start the totaling process, use the Totals Search window to open the Totals Calculation Definition wizard.

The values calculated by totals are:

- Used throughout the system to determine the accuracy of transaction data.
- Exported to external systems.
- Used for Sales Audit reporting.

Disable a Totals Calculation Definition

Navigate: From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

Search for and retrieve a totals definition in Edit mode. Totals Calculation Definition Maintenance window opens.

1. From the Options menu, select Status > Disable. You are prompted to confirm that you are disabling the totals definition.
2. Click **Yes**. The status is changed to Disabled.
3. Click **OK** to save your changes and close the window.

Totals Audit Trail Find Window [satlafnd]

The Totals Audit Trail Find window allows you to search for audit trail totals for a particular cashier/register and store day, or for an entire store day.

- Search for a Totals Audit Trail

View the Total Value Revision Errors

Navigate: From the main menu, select Action > Sales Audit > Additional Operations > Audit Trail > Total Audit Trail.

1. Search for and retrieve a totals audit trail. The Totals Audit Trail Find window opens.
2. Select a total from the table. Click **OK**. The Sales Audit Totals Audit Trail window opens.
3. Select a revision that contains errors.
4. Click the red exclamation point. The Total Value Revision Errors window opens.
5. Click **OK** to close the windows.

Location Trait Details Window [satotal]

The Location Trait Details window allows you to view traits of the locations used for a totals definition rule. The location traits added to a totals definition rule at set up determines the locations for which the rule is evaluated.

- View Location Trait Details for a Totals Definition

Display Group Details Window [satotal]

The Display Group Details window is used to view and edit the details of the display order group and to see the totals that comprise other groups.

- View the Display Group Details

Total Search Window [satlfind]

The Total Search window is used to search for and retrieve selected records based on totals and parameters that are defined in the Totals Calculation Definition Wizard. When you select View or Edit from the Action menu, you can retrieve an existing set of calculated totals. To create a new calculation using the Totals Calculation Definition Wizard, select New from the Action menu.

The default view for the Total Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Totals Calculation Definition

Search for a Totals Calculation Definition

Navigate: From the main menu, select Action > Sales Audit > Control > Totals Definition Maintenance. The Total Search window opens.

1. In the Action menu, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The totals that match the search criteria appear.
4. Click **OK** to close the window.

6

Item Maintenance

The Item Maintenance information can be accessed through these procedures:

- Set Up Diffs
- Create Items
- Submit an Item for Approval
- Reclassify Items

Set Up Diffs

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

Diff Types

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

Diff Ratio

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

- Search for a Diff Ratio
- Add a Diff Type
- Add a Diff
- Add a Diff Group
- Create a Diff Range
- Create a Diff Ratio
- Create a Pack Template
- Maintain Diff Groups
- Maintain Diff Ranges

- Maintain Diff Ratios
- Maintain Diff Types
- Maintain Diffs
- Maintain Pack Templates
- View Duplicate Diff Combinations

View Diffs

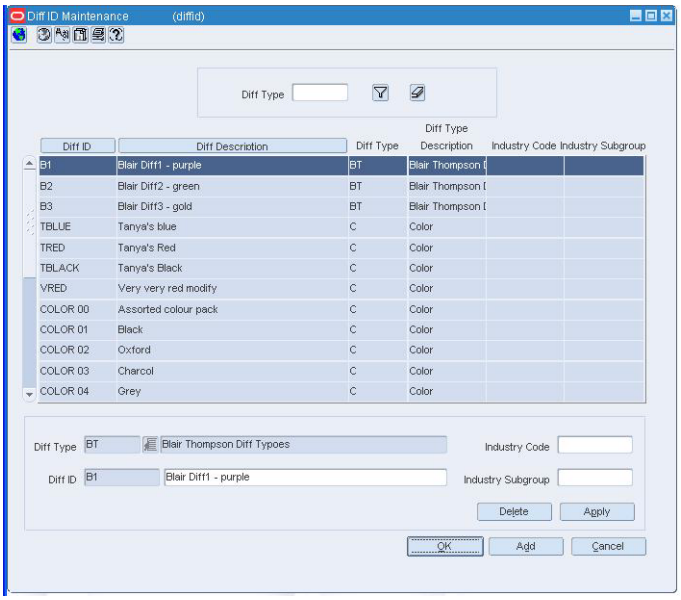
Navigate: From the main menu, select Items > Diffs > Diff IDs > View. The Diff ID Maintenance window opens.

1. To view a subset of the diffs, in the Filter area select the type of diff in the Diff Type field.
2. Click the filter button. The diffs that match the filter criterion appear.
3. To view all the diffs, click the clear filter button.
4. Click **OK** to close the window.

Add a Diff

Navigate: From the main menu, select Items > Diffs > Diff IDs > Edit. The Diff ID Maintenance window opens.

Figure 6–1 Diff ID Maintenance Window



1. Click **Add**. The fields in the apply block are cleared.
2. In the Diff Type field, enter a diff type, or click the LOV button and select a diff type.
3. In the Diff ID field, enter a unique ID for the new diff.
4. In the Diff Description field, enter a diff description.

5. In the Industry Code field, if the diff is a size, you may enter a valid National Retail Federation (NRF) size code.
6. In the Industry Subgroup field, if the diff is a color, you may enter a valid National Retail Federation (NRF) color code.
7. Click **Apply**. The diff is added to the table.
8. Click **OK** to save your changes and close the window.

Diff Group Maintenance Window [diffgrp]

The Diff Group Maintenance window allows you to add, edit, and view diff groups. You can access a detail window in order to add, edit, or view the diffs that are members of the group. Diff groups are used to simplify associating RMS items with multiple diff IDs. To view a subset of the diff groups, you can filter the diff groups by type or code.

Functional area security

When you create a diff group, you can assign diff groups to levels of the merchandise or organization hierarchy. You can only assign the levels of merchandise and organization hierarchy that your user group is associated to. All levels below the hierarchy level assigned are also enabled for the user groups. Users whose security settings allow them access to the same hierarchy levels can use this diff group throughout RMS. If you do not assign a merchandise or organization level all users are able to use this diff group throughout the system.

- Add a Diff Group
- Maintain Diff Groups
- View Diff Groups

Diff Group Maintenance Detail Window [diffgrpd]

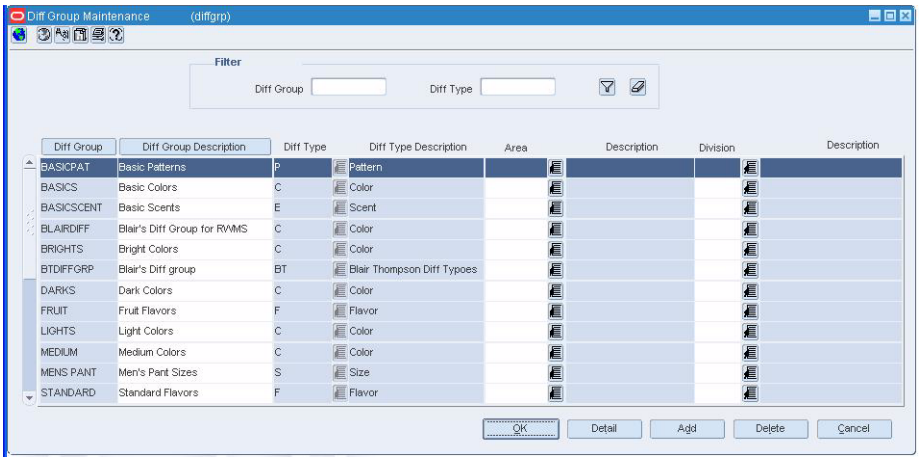
The Diff Group Maintenance-Detail window allows you to add, edit, and view the diffs that are members of a diff group. You can also indicate the order in which the diffs are listed.

- Add a Diff Group
- Maintain Diff Groups
- View Diff Groups

Add a Diff Group

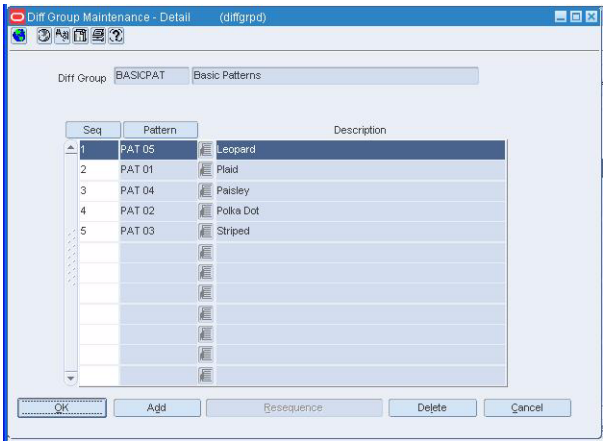
Navigate: From the main menu, select Items > Diffs > Diff Group > Edit. The Diff Group Maintenance window opens.

Figure 6–2 Diff Group Maintenance Window



1. In the Diff Group field, enter a unique ID for the diff group.
2. Click **Add**. The next available line is enabled.
3. In the Diff Group Description field, enter a description for the diff group.
4. In the Diff Type field, click the LOV button and select a diff type for the new group.
5. In the merchandise hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.
6. Click **Detail**. The Diff Group Maintenance - Detail window opens.

Figure 6–3 Diff Group Maintenance - Detail window



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

7. Click **Add**.
8. In the Seq field, enter a numeric value for each diff ID in the diff group. When the diffs appear on RMS windows, they will be sequenced in the order indicated in the Seq field.

9. In the Diff ID field, enter the ID of the diff, or click the LOV button and select the diff. The label for the Diff ID field will display the diff type assigned to this group.
10. Click **OK** to save your changes and close the window.

View a Diff Type

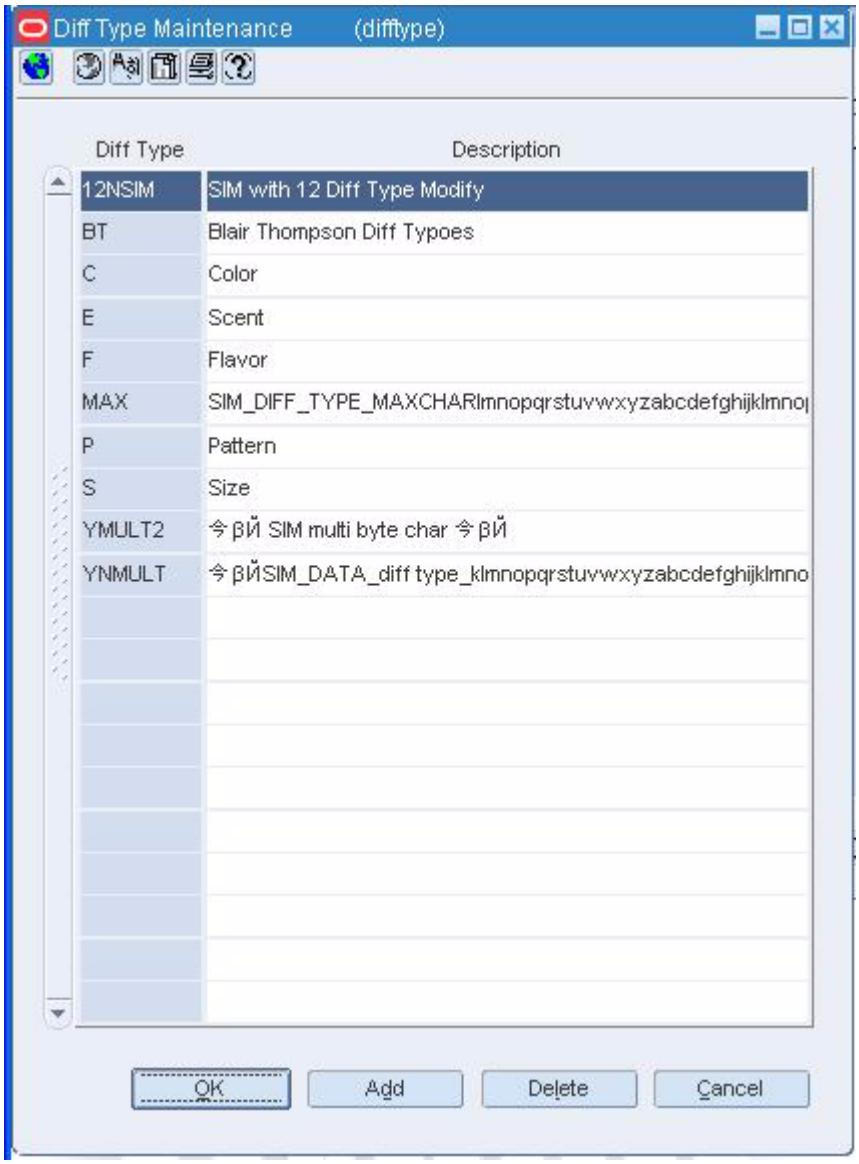
Navigate: From the Main Menu, select Items > Diffs > Diff Types > View. The Diff Type Maintenance window opens.

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

Add a Diff Type

Navigate: From the Main Menu, select Items > Diffs > Diff Types > Edit. The Diff Type Maintenance window opens.

Figure 6–4 Diff Type Maintenance window



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

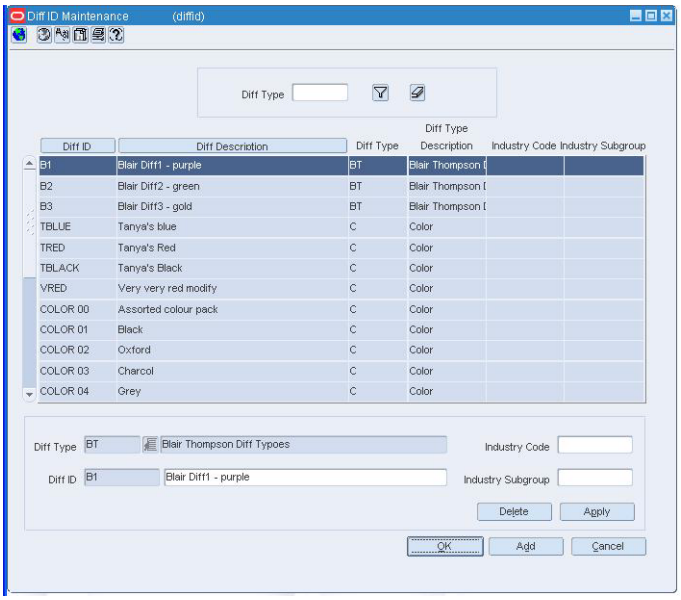
> **Note:** You may have up to 30 diff types in RMS.

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

Maintain Diffs

Navigate: From the main menu, select Items > Diffs > Diff IDs > Edit. The Diff ID Maintenance window opens.

Figure 6–5 Diff ID Maintenance Window



Edit a diff

1. Select a diff.

   Note: To filter the diffs displayed in the table by diff type, enter a diff type in the filter field. Click the filter button. Only diffs matching the diff type in the filter field appear.

2. In the Apply area, you may edit the description, industry code, and industry subgroup.
3. Click **OK** to save your changes and close the window.

Delete a diff

1. Select a diff from the table, or enter a diff type and click the filter button to view only diffs matching that type.
2. Select the diff you want to delete.
3. Click **Delete**.

   Note: If the selected diff is currently being used in RMS, it cannot be deleted.

4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

View a Diff Range

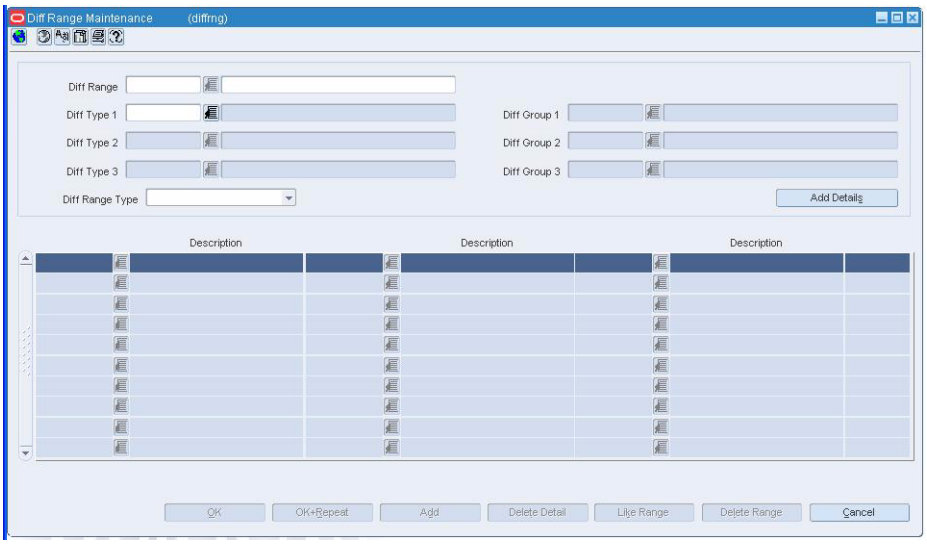
Navigate: From the main menu, select Items > Diffs > Diff Range > View. The Diff Range Maintenance window opens.

1. In the Diff Range field, enter the ID of the diff range, or click the LOV button and select the diff range.
2. Click **OK** to close the window.

Copy a Diff Range

Navigate: From the main menu, select Items > Diffs > Diff Range > New. The Diff Range Maintenance window opens.

Figure 6–6 Diff Range Maintenance Window

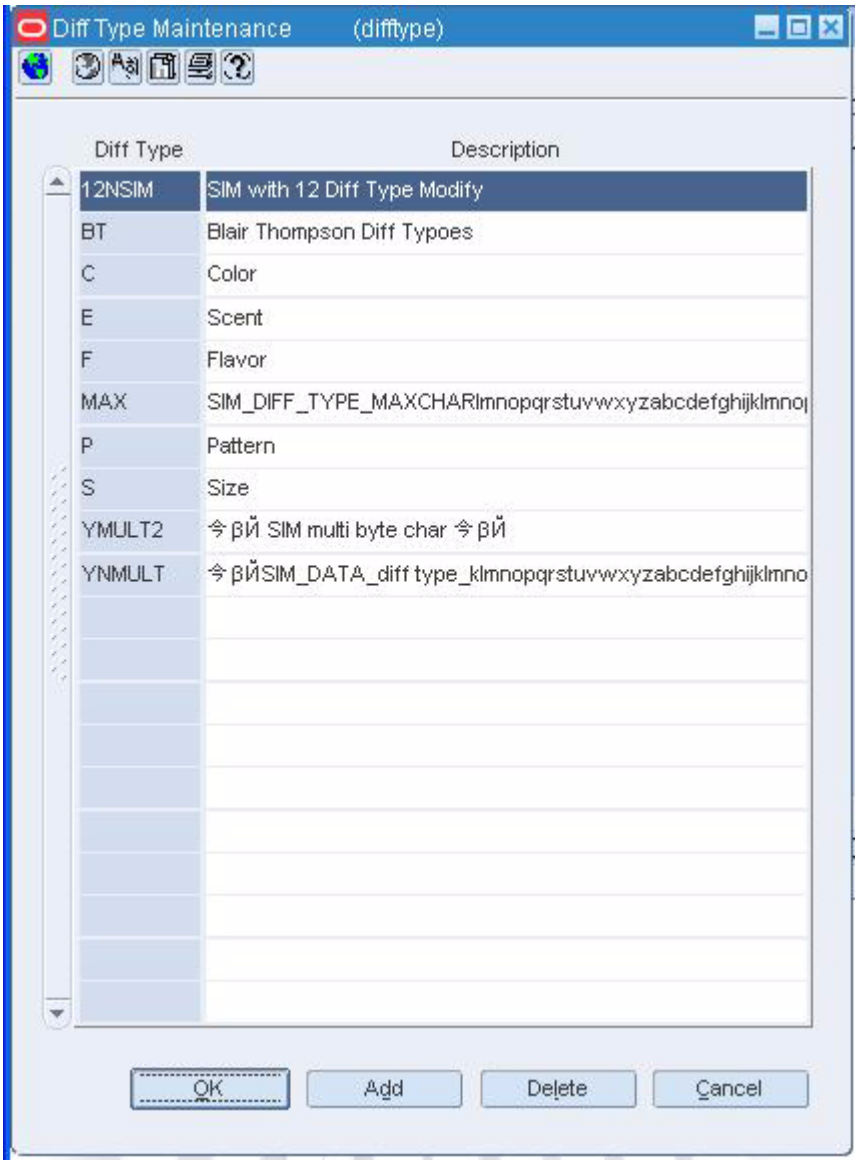


1. In the Diff Range field, enter the ID and description of the diff range.
2. Click **Like Range.** The Like Range Selection window opens.
3. In the Diff Range field, enter the ID of the diff range to be copied, or click the LOV button and select the diff range.
4. Click **OK** to save your changes and close the window. The details of the selected diff range are copied to the Diff Range Maintenance window.
5. Edit or delete diffs in the table as necessary.
6. Click **OK** to save your changes and close the window.

Maintain Diff Types

Navigate: From the Main Menu, select Items > Diffs > Diff Types > Edit. The Diff Type Maintenance window opens.

Figure 6–7 Diff Type Maintenance Window



Edit a diff type

1. Select the diff ID or diff type description that you want to edit.
2. Modify the selected information.
3. Click **OK** to save your changes and close the window.

Delete a diff type

1. Select the diff type you want to delete.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

View Diff Groups

Navigate: From the main menu, select Items > Diffs > Diff Group > View. The Diff Group Maintenance window opens.

View a subset of the diff types

1. In the Diff Type field (Filter area), select the type of diff.
2. Click the filter button. The diff types that match the filter criteria appear.
3. To view all the diff types, click the clear filter button.
4. Click **OK** to close the window.

View a specific diff group

1. In the Diff Group field (Filter area), enter the ID of the diff group.
2. Click the filter button. The diff group that matches the ID opens.
3. To view all the diffs, click the clear filter button.
4. Click **OK** to close the window.

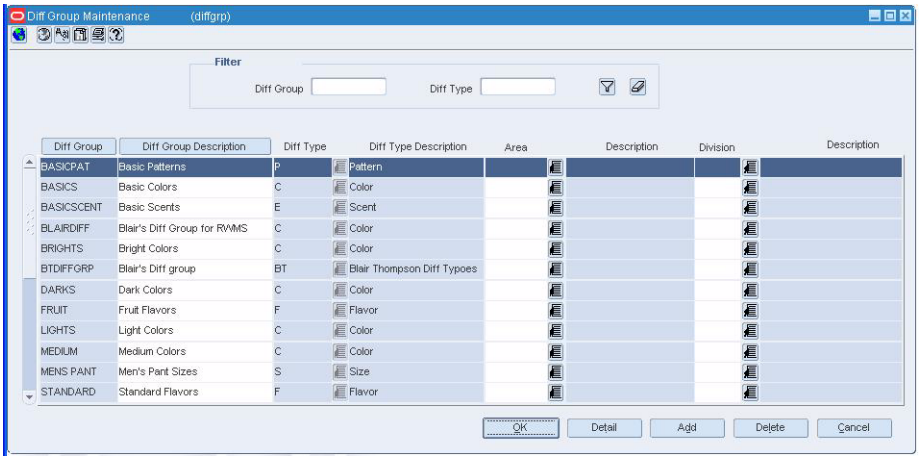
View the details of a diff group

1. Select a diff group.
2. Click **Detail**. The Diff Group Maintenance - Detail window opens. The diffs that are members of the diff group appear.
3. Click **OK** to close the windows.

Maintain Diff Groups

Navigate: From the main menu, select Items > Diffs > Diff Group > Edit. The Diff Group Maintenance window opens.

Figure 6–8 Diff Group Maintenance Window



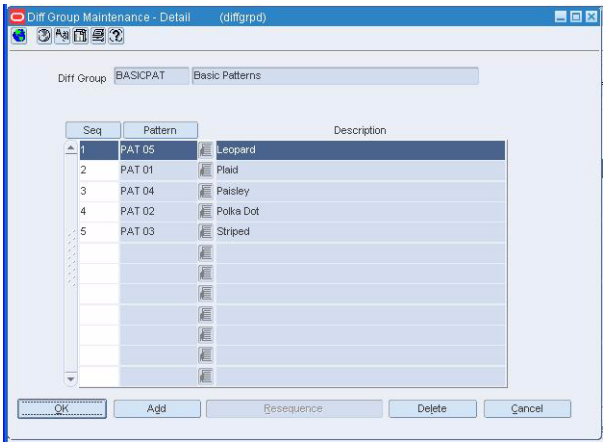
Edit a diff group

1. To filter the data in the table, enter a valid diff group and/or diff type in the field fields.
2. Edit the descriptions of diff groups as necessary.

Add a diff to a group

1. Select a diff group.
2. Click **Detail**. The Diff Group Maintenance - Detail window opens.

Figure 6–9 Diff Group Maintenance - Detail Window



3. Click **Add**. The next available line is enabled.
4. In the Seq field, enter a number to indicate the order to sort diffs.
5. In the Diff ID field, enter the ID of the diff, or click the LOV button and select the diff. The label for this field will display the name of the diff type assigned to this diff group.
6. Click **OK** to save your changes and close the window.

Delete a diff from a group

1. Select a diff.
2. Click **Delete**. You are prompted to delete the record.

> **Note:** If the diff is currently being used in RMS, you cannot delete it.

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

Change the sort order of the diffs

1. Edit the sequence numbers to match the order in which you want to display the diffs.

Note: To automatically renumber the diffs from top to bottom, click **Resequence**. You may want to click Diff ID to sort the diffs by ID first.

2. Click **Seq**. The diffs are sorted by sequence number.
3. Click **OK** to save your changes and close the window.

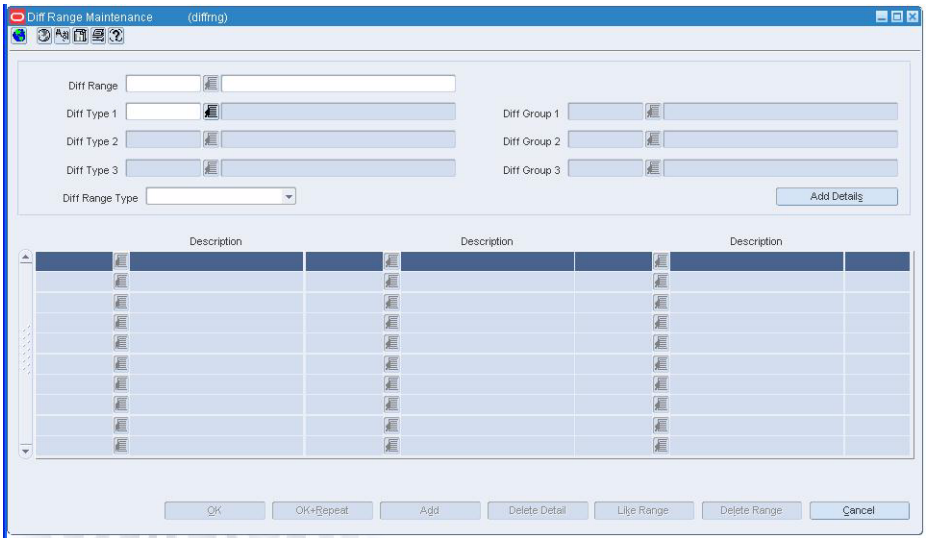
Delete a diff group

1. Select a diff group.
2. Click **Delete**. You are prompted to delete the group.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Maintain Diff Ranges

Navigate: From the main menu, select Items > Diffs > Diff Range > Edit. The Diff Range Maintenance window opens.

Figure 6–10 Diff Range Maintenance Window



Edit a diff range

1. In the Diff Range field, enter a valid diff range ID, or click the LOV button and select a diff range ID.
2. Edit the ID and description of the diff range as necessary.
3. If Percent or Ratio were selected in the Diff Range Type field, enter a percent or ratio in the last column of the table, for each diff detail.
4. Click **OK** to save your changes and close the window.

Add details to the diff range displayed

1. Click **Add**. The next available line is enabled.

2. In the Diff ID field, enter a diff ID, or click the LOV button and select the diff. The diff types selected in the header appear as the labels for Diff ID fields in table.
3. Select additional diff IDs as needed to complete the enabled row.
4. Click **OK** to save your changes and close the window.

Delete diff details from a range

1. Select a row of diff details.
2. Click **Delete Detail**. You are prompted to delete the details.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

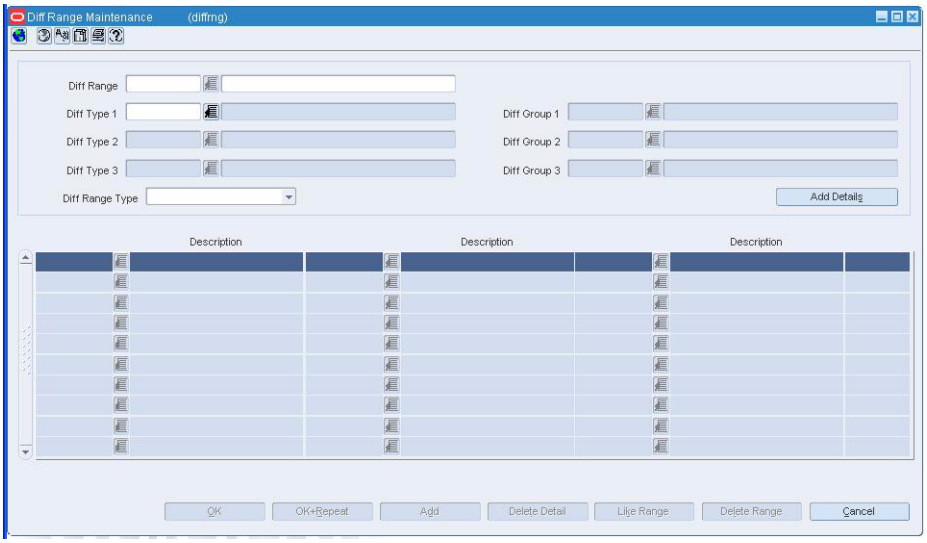
Delete a diff range

1. In the Diff Range field, enter the ID of the diff range, or click the LOV button and select the diff range. The details of the diff range appear.
2. Click **Delete Range**. You are prompted to delete the record.
3. Click **Yes**. The diff range is deleted and the Diff Range Maintenance window is closed.

Create a Diff Range

Navigate: From the main menu, select Items > Diffs > Diff Range > New. The Diff Range Maintenance window opens.

Figure 6–11 Diff Range Maintenance Window



1. In the Diff Range field, enter the ID and description of the diff range.
2. In the Diff Type field, select a type of diff that you want to include in the range.
3. In the Diff Group field, enter the ID of a group of diffs that you want to include in the range, or click the LOV button and select the diff group.
4. Repeat steps 2 and 3 for up to 3 total diff type/group combinations.

5. Click **Add Details** to enable the first row in the table.
6. Enter a valid diff ID to include in the diff range, or click the LOV button and select the diff range. The diff types selected in step 2 above appear as the labels for Diff ID fields in table.
7. Select additional diff IDs as needed to complete the diff range record.
8. Click **Add**, and repeat steps 6 and 7 above, to add another diff ID to the range.
9. If Percent or Ratio were selected in the Diff Range Type field, enter a percent or ratio in the last column of the table, for each diff detail.
10. Click **OK** to save your changes and close the window.

Diff Ratio Head Window [dfrthead]

The Diff Ratio Head window allows you to create, edit, or view a diff ratio. The diff ratio is based on the sales history for an item in the department, class, and subclass that you select. You indicate the type of sales (regular, promotional, or clearance) and the time period to include in the calculation of the diff ratio. The diff ratio is calculated by a batch program.

- Create a Diff Ratio
- View a Diff Ratio

Diff Ratio Detail Maintenance Window [dfrtdetl]

The Diff Ratio Detail Maintenance window allows you to view and edit the results of a diff ratio that has been calculated by a batch program. In Edit mode, if you select a store that is not yet associated with the current diff ratio, you can base the store's ratios on those for another store. After you select a store or all stores, you can edit the quantity for each diff or diff combination.

- Maintain Diff Ratios
- View a Diff Ratio

View a Diff Ratio

Navigate: From the main menu, select Control > Diff Ratios. The Diff Ratio Find window opens.

Search for and retrieve a diff ratio in Edit mode. The Diff Ratio Head window opens.

Click **Detail**. The Diff Ratio Detail Maintenance window opens.

1. To view the records for all stores, select Subclass in the Subclass/Store field.
2. To view the records for a specific store, select Store in the Subclass/Store field. Then enter the ID of the store, or click the LOV button and select the store.
3. Click **OK** to close the window.

Diff Ratio Find Window [dfrtfind]

The Diff Ratio Find window allows you to enter criteria in order to search for diff ratios and view the results of the search.

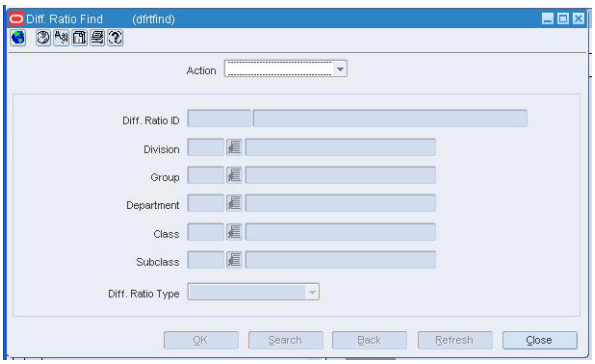
The default view for the Diff Ratio Find window opens when you open the window for the first time. You can also create a custom view.

- Search for a Diff Ratio

Create a Diff Ratio

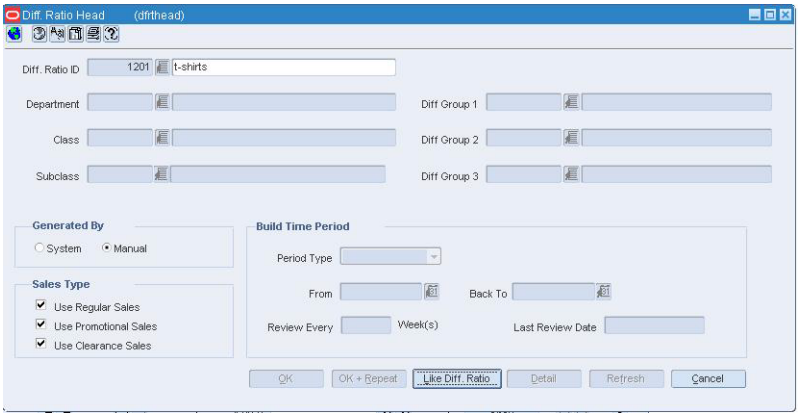
Navigate: From the main menu, select Control > Diff Ratios. he Diff Ratio Find window opens.

Figure 6–12 Diff Ratio Find Window



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

Figure 6–13 Diff Ratio Head Window



> **Note:** The diff ratio ID is filled in automatically.

3. In the Diff Ratio ID field, enter the description of the diff ratio.
4. Select either the System or Manual option.
5. If you select System:
   a. Enter the ID of the department, class, and subclass in the appropriate fields, or click the LOV buttons and select them.

b. Enter up to three diff groups to be associated with this ratio, or click the LOV buttons and select them.

c. In the Sales Type area, select the types of sales that you want to include in the size ratio.

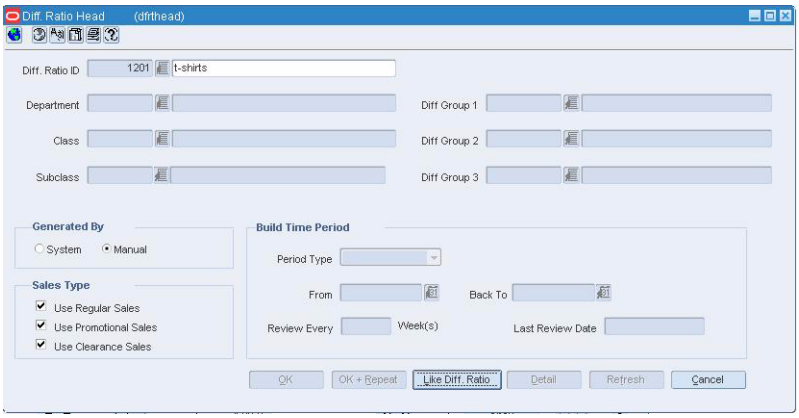
6. In the Build Time Period, select the type of time period. Then enter the dates or the number of weeks in the appropriate fields.

7. In the Review Every Weeks field, enter how often the size ratio should be recalculated.

8. If you select Manual:

a. Click **Like Diff Ratio**. The Like Diff Ratio window opens.

Figure 6–14 Like Diff Ratio Head Window

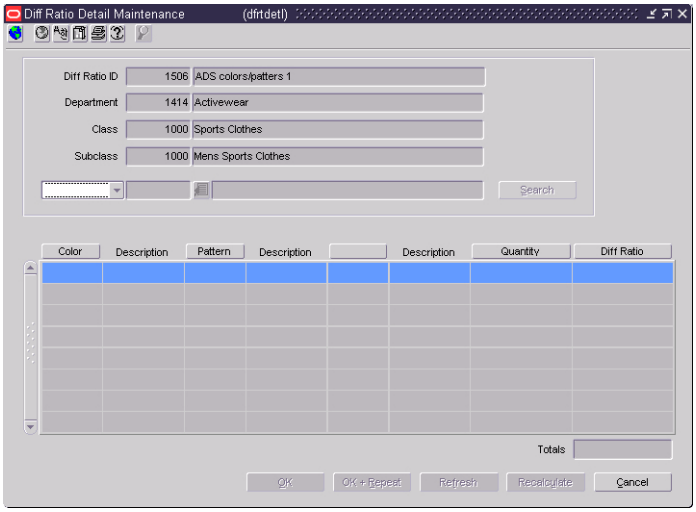


b. In the Diff Ratio ID field, enter the ID of the diff ratio that you want to copy, or click the LOV button and select the diff ratio.

c. Click **OK** to close the window. The merchandise levels, sales types, diff groups, and time period information are copied to the current sales ratio.

d. Click **Detail**. The Diff Ratio Detail Maintenance window opens.

Figure 6–15 Diff Ratio Detail Maintenance window



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

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

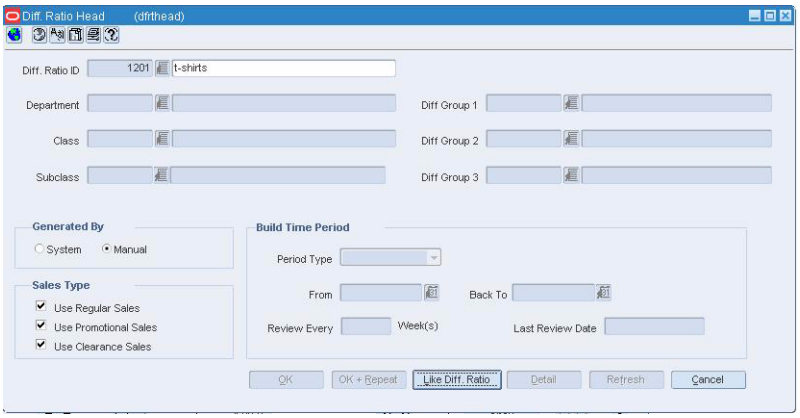
9. Edit the quantities as necessary.
10. Click **Recalculate**.
11. Click **OK** to save your changes and close the windows.

Maintain Diff Ratios

Navigate: From the main menu, select Control > Diff Ratios. The Diff Ratio Find window opens.

Search for and retrieve a diff ratio in Edit mode. The Diff Ratio Head window opens.

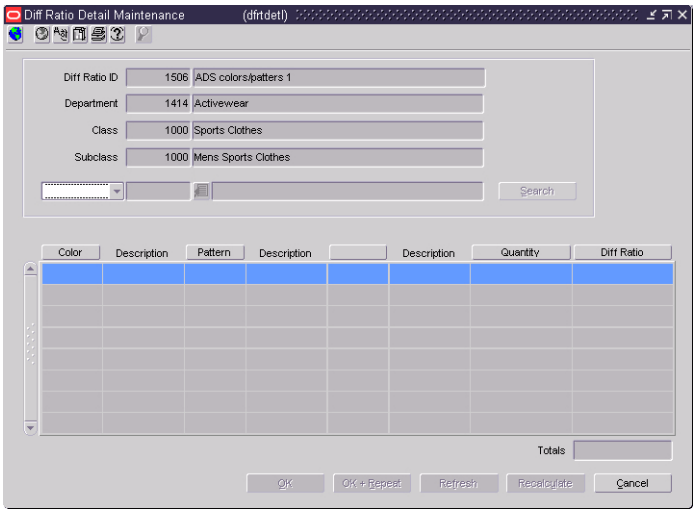
Figure 6–16 Diff Ratio Head Window



Edit a diff ratio

1. Edit the description, sales types, and review number as necessary.
2. Click **Detail**. The Diff Ratio Detail Maintenance window opens.
3. In the Search block, select Subclass to edit the diffs at all stores, or select Store to edit the diffs at a specific store. In the value field, enter the ID of the store, or click the LOV button and select the store.
4. If you select a store that is not yet associated with the diff ratio, you are prompted to add the store using another store as the template.
   - Click **Yes** in response to the prompt. The Store window opens.
5. In the Store field, enter the ID of the store that you want to copy, or click the LOV button and select the store.
6. Click **OK** to close the window. The details are copied to the Diff Ratio Detail Maintenance window.

Figure 6–17 Diff Ratio Detail Maintenance Window



7. Edit the quantity of each diff as necessary.
8. Click **Recalculate** to update the ratios in the Diff Ratio column.
9. Click **OK** to save your changes and close the windows.

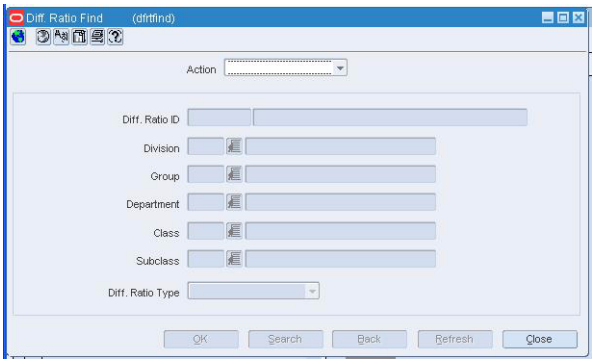
Delete a Diff Ratio

1. Click **Delete**. You are prompted to delete the record.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Copy a Diff Ratio

Navigate: From the main menu, select Control > Diff Ratios. The Diff Ratio Find window opens.

Figure 6–18 Diff Ratio Find Window



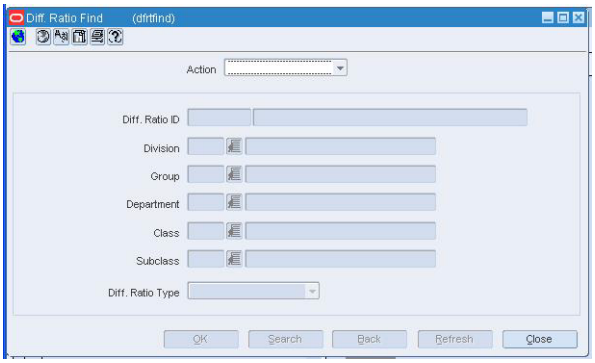
1. In the Action field, select New.
2. Click **OK**.
3. In the Diff Ratio ID field, enter the description of the diff ratio.
4. Select Manual in the Generated By option box.

5. To copy the sales types and time period parameters from another diff ratio:
   a. Click **Like Diff Ratio**. The Like Diff Ratio window opens.
   b. In the Diff Ratio field, enter the ID of the diff ratio to copy, or click the LOV button and select the diff ratio.
   c. Click **OK** to save your changes and close the window.
6. Click **OK** to save your changes and close the window.

Search for a Diff Ratio

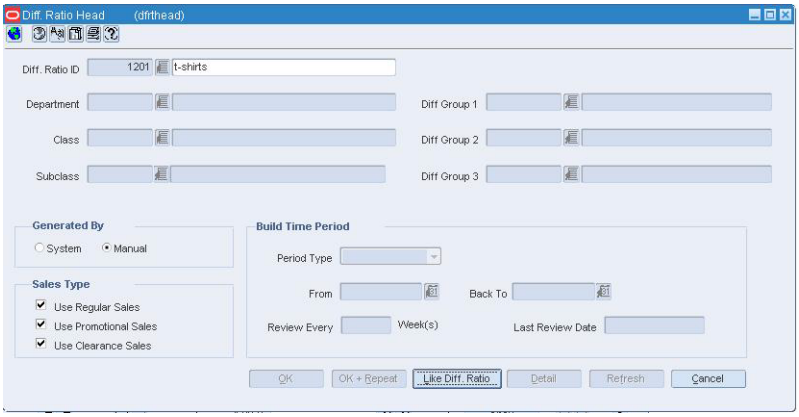
Navigate: From the main menu, select Control > Diff Ratios. The Diff Ratio Find window opens.

Figure 6–19 Diff Ratio Find Window



1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Diff Ratio Find window displays the diff ratios that match your search criteria.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the diff ratio information, select a record and click **OK**. The Diff Ratio Head window opens.

Figure 6–20 Diff Ratio Head Window



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

Like Diff Ratio Window [dfrthead]

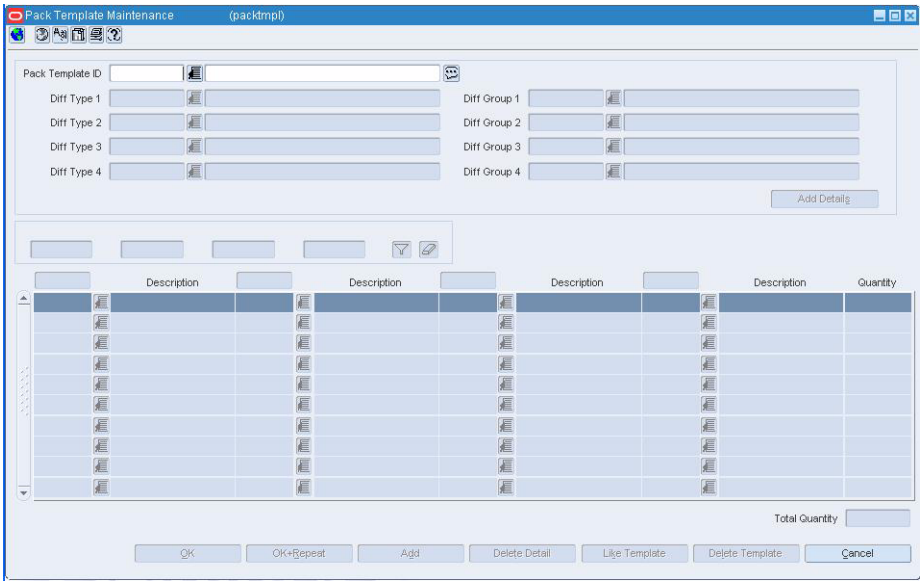
The Like Diff Ratio window allows you to create a diff ratio with the same department, class, subclass, sales types, and time periods as another diff ratio. A diff ratio can be copied if you create a manually-generated diff ratio.

- Copy a Diff Ratio

Create a Pack Template

Navigate: From the main menu, select Control > Diff Ratios. The Diff Ratio Find window opens.

Figure 6–21 Pack Template Maintenance Window



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

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

Diff ID Maintenance Window [diffid]

The Diff ID Maintenance window allows you to add, edit, and view the characteristics that can be associated with an item. In RMS these identifying characteristics are called diffs, or diffs. A diff may be a specific color, size, or any other detail you want to use to track a varied item. Diffs are categorized by diff types. You may have up to 30 diff types. For example, you may want to create a diff type called Color and assign diff values of red, blue, and purple to that diff type.

You can also filter the diffs by type in order to view a subset of the diffs.

- Add a Diff
- Maintain Diffs
- View Diffs

Diff Range Maintenance Window [diffrng]

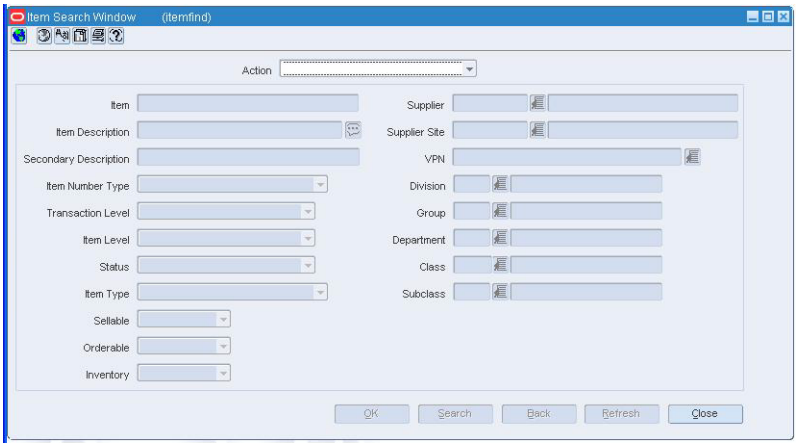
The Diff Range Maintenance window allows you to create, edit, and view ranges of diffs. A diff range is a list of diffs that are grouped under one ID. You can then use the diff range to apply multiple diffs to an item with less repetition and effort than applying each diff ID individually.

- Create a Diff Range
- Maintain Diff Ranges
- View a Diff Range

Create a Two Level Item with Diffs

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–22 Item Search Window



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

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

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

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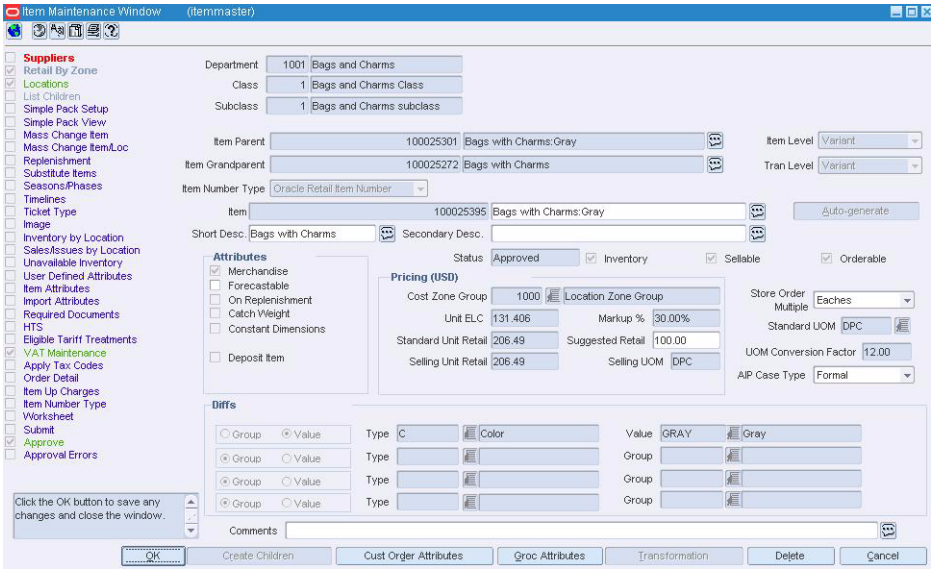
5. Click **OK**. The Item Maintenance window opens.

Figure 6–23 Item Maintenance Window



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

Note: If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking Auto-generate. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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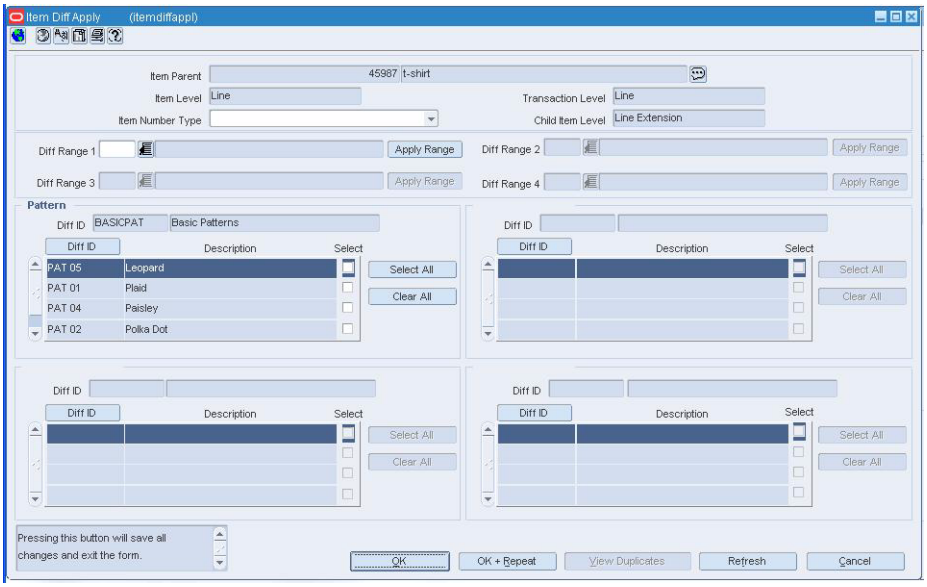
8. In the Tran Level field, select Level 2.
9. In the Attributes area, select or clear the check boxes as needed.
10. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
11. Add a supplier for an item.
12. Add an origin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

13. Edit the retail price of an item.
14. In the Diffs area, select either the Group or Value option for up to four diffs.
15. In the Type field, select up to four diff types that you want to assign to this item. The Diff Type values appear as the label for all corresponding diff fields on the Item Children window.
16. In the Group or Value fields, enter up to four IDs for the diff group or diff, or click the LOV button and select a diff value or diff group.
17. Click **Create Children**. The Item Diff Apply window opens.

Figure 6–24 Item Diff Apply Window



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

Identify the diff combinations

This section describes the diff combinations.

Individually

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

By group

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

By range

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

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

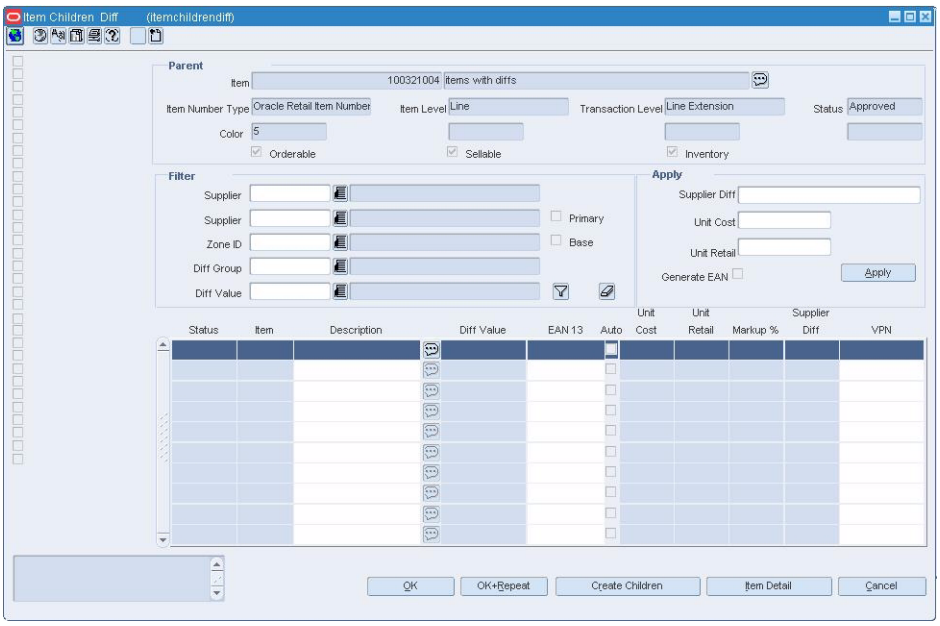
Complete the diff combinations

1. Click **OK**. The Diff Combinations window opens.

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

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

Figure 6–25 Item Children Diff Window



Complete the level two items

This section describes the level two items.

Filter the level two items

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

Update the level two items

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

   Note: Before you update the VPN, the records must be filtered by supplier.
4. Click **OK** to save any changes and close the window.

Diff Type Maintenance Window [difftype]

The Diff Type Maintenance window is used to create, edit, or view diff types. These types can be assigned to diffs. RMS allows up to 30 diff types.

- Add a Diff Type
- Maintain Diff Types
- Add a Diff Type

View Diff Distribution Errors

Navigate: If there are any problems with items that are added on the Distribution Diff Apply Window, the Diff Distribution Error Summary Window is automatically displayed.

1. If the system is set up to automatically create approved items at a subordinate level, you are able to enter item numbers for the new items and you must enter an item number to add the item/diff combination to your order.
2. If the system is not set up to automatically create approved items at subordinate levels, the selected list of item/diff combinations opens.
3. To resolve errors, you must make the necessary changes in the appropriate item window. Or, you may choose to accept the distribution with errors and any failed item/diff combinations are deleted from the order.

Diff Distribution Error Summary Window [distlist]

If there were any problems with items being added on the Distribution Diff Apply Window, the Diff Distribution Error Summary Window opens. Items appear on this window for one of three reasons:

- An item is not supplied by the order's supplier.
- An item is not in Approved status.
- No item exists with the item parent/diff combination.

If the system is set up to automatically create approved children items, you are able to enter item numbers for the new items.

Note: You must enter an item number to add a level 1 item/diff or level 2 item/diff combination to your order.

If the system is not set up to automatically create approved subordinate level items, the selected list of level 1 item/diff or level 2 item /diff combinations opens.

- View Diff Distribution Errors

Distribution Diff Apply Window [distdiff]

The Distribution Diff Apply window is used to distribute an item by diff groups. You may select from diffs in the associated group or use diff ranges and ratios. Also, use this form to specify the distribution quantity, percentage, or ratio for each selected diff. As part of the process of distributing by diffs, subordinate level items must either be selected or created.

- Distribute Items by Individual Diff

Like Range Selection Window [diffrng]

The Like Range Selection window allows you to copy the details from an existing diff range to a new diff range.

- Copy a Diff Range

Define Item/Location Traits

Item location traits are set at the item/location level. Many of the traits are downloaded to the POS. Other traits may be downloaded to a ticketing system. The remaining traits are entered for information only and drive no processing.

- Change Item Traits for a Location
- Change Item Traits for Multiple Locations

Change Item Traits for a Location

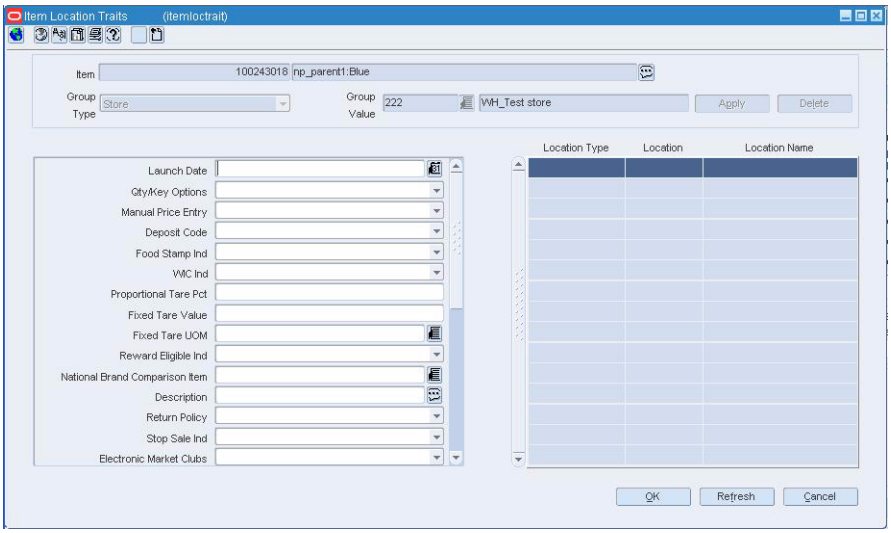
Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item. The Item Maintenance window opens.

Click on the Locations option. The Item Location window opens.

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

Figure 6–26 Location Traits window



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

Change Item Traits for Multiple Locations

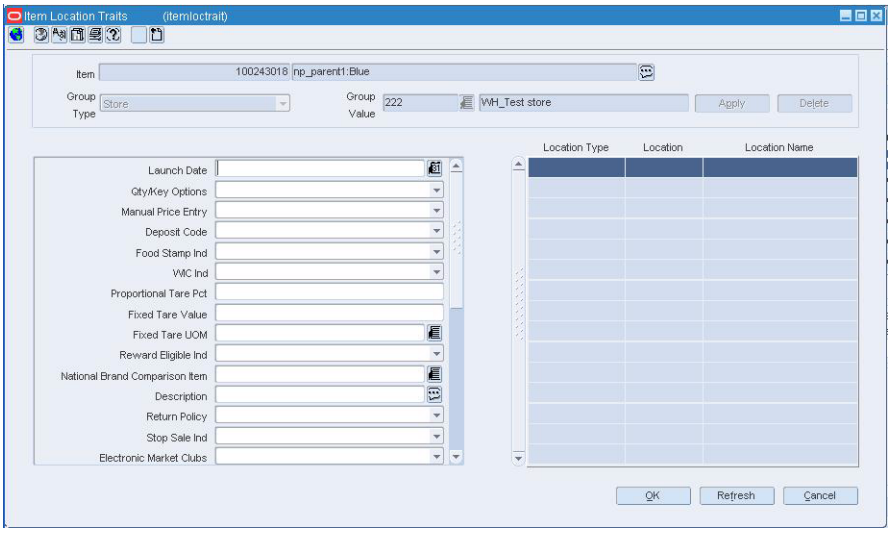
Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item. The Item Maintenance window opens.

Click on the Locations option. The Item Location window opens.

Click on the Item/Multi Loc Attrib option. The Item Location Traits window opens.

Figure 6–27 Item Location Traits Window



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

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

Create Items

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

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

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

Regular items

This section describes the regular items.

Item groups

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

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

Diffs

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

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

Deposit items

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

- Deposit Contents Item: The item that is sold to the customer.

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

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

Packs

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

Simple packs

A simple pack contains multiples of one component item.

Complex packs

A complex pack contains multiple component items.

Concession items/Consignment items

This section describes the concession and consignment items.

Consignment items

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

Concession items

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

Transformable items

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

Transformed Orderable: The item is ordered from the supplier in one form, but changed by the retail and sold to the customer in a different form.

Transformed Sellable: The item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.

- Create a One Level Item
- Create a Two Level Item without Diffs

- Create a Two Level Item with Diffs
- Create a Three Level Item
- Create an Item Using Quick Item Entry
- Create a Concession/Consignment Item
- Create a Deposit Item
- Create a Transformable Item
- Create a Simple Pack
- Create a Complex Pack

Create Like Item Window [itemfind]

The Create Like Item window allows you to copy the details from an existing item to a new item. If the existing item is at item level 1, you are creating an new level 1 item. If the existing item is at item level 2 or 3, the item you create is a member of the same item group.

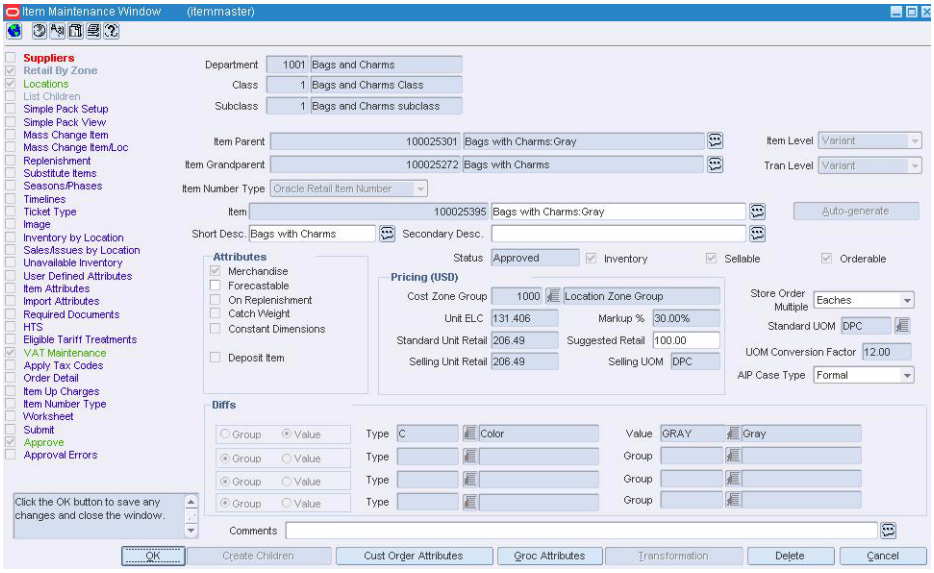
- Copy an Item

Maintain an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Figure 6–28 Item Maintenance Window



Note: You may not be able to make certain changes if the item is Approved.

Edit an item

1. Edit the enabled fields as needed.

2. To edit the details for the item, click on the appropriate options on the Options list.
3. Click **OK** to save your changes and close the window.

Edit a contents deposit item

1. On the Item Maintenance Window, click **Groc Attributes**. The Item Grocery Attributes window opens.

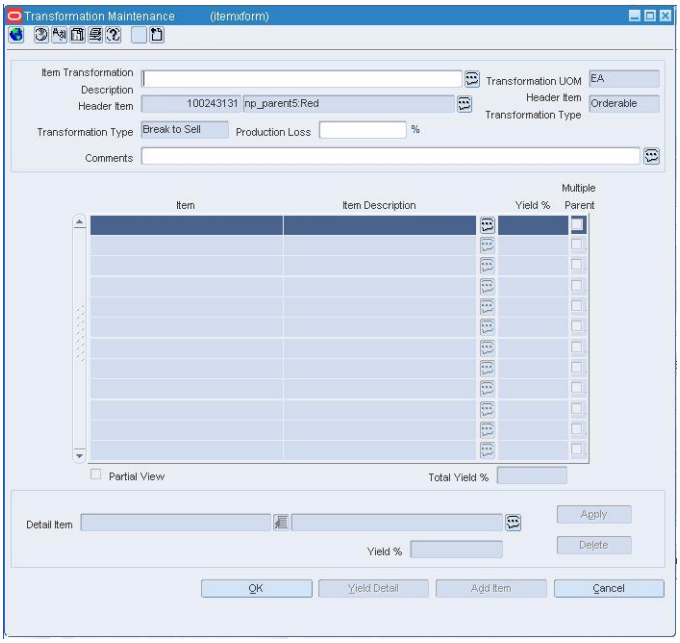
> **Note:** The remaining deposit items are view only from the Item Grocery Attributes window.

2. In the Deposit Item Area, update the container Item field, and Price Per UOM Calculation Type field, as necessary.
3. Click **OK** to save your changes and close the window.

Edit a transformable item

1. On the Item Maintenance window, click **Transformation**. The Transformation Maintenance window opens.

Figure 6–29 Transformation Maintenance Window



2. Update the enabled fields as necessary.

> **Note:** The Total Yield % field and the Production Loss field must total 100% before you can save any changes and close the window.

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

Delete an item

1. Click **Delete**. You are prompted to delete the record.

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

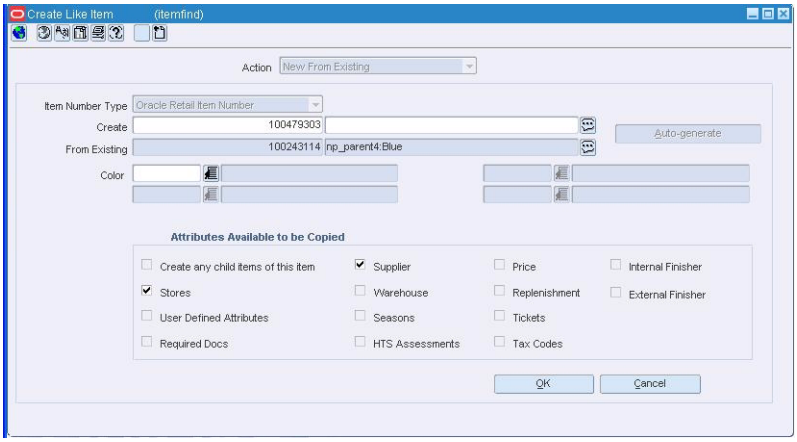
> **Note:** The record is deleted by a regularly scheduled batch program.

Copy an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in New From Existing mode. The Create Like Item window opens.

Figure 6–30 Create Like Item Window

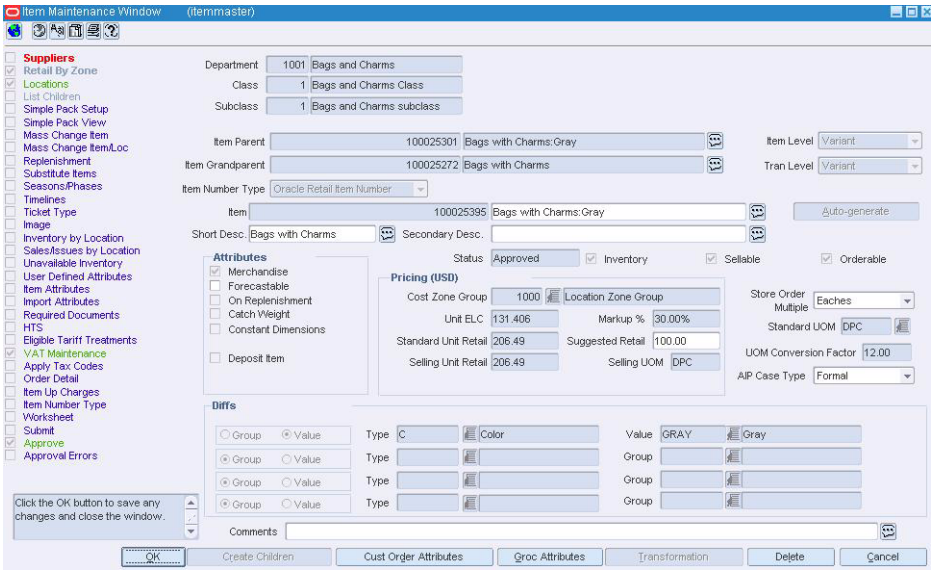


1. If the existing item is at item level 1, select the type of number that you want to assign to the new item in the Item Number Type field.
2. In the Create field, enter the item number and description of the item.
3. In the Item Number Type field, if the item number type is Oracle Retail Item Number or UPC-A, the item number is automatically filled in. If the item number type is Variable Weight UPC, you must select an item number type.
4. Enter the description.

> **Note:** When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

5. If the item you are copying from is associated with diffs, you can select diffs for the like item you are creating. Enter the diff IDs in the enabled fields, or click the LOV button and select the diffs.
6. To copy details from the selected item to the new item, select or clear the enabled check boxes as necessary.
7. Click **OK** to save your changes and close the window. The Item Maintenance window opens.

Figure 6–31 Item Maintenance Window



8. Edit the details of the item as necessary.
9. Click **OK** to save your changes and close the window.

Quick Item Entry Window [itemadd]

The Quick Item Entry window allows you to quickly create items in approved status. The required item information is contained on one window. If you wish to add details to an item you are creating, you may do so by selecting an option from the options list.

Look at the Options list to verify that all necessary information has been added for the current item. The options are color-coded to indicate whether they are required by the system, required by your organization, or made available/unavailable.

- Red, bold: The option is required by the system. The Suppliers and Retail by Zone options are required by the system.
- Green, bold: The option required by the system has been edited.
- Red: The option is required by the department, class, or subclass.
- Green: The option, required or not, has been edited.
- Blue: The option is not required but can be edited if the user so chooses.
- Black: The option is not available to the user.

The check box next to each option provides another visual cue. A selected check box indicates that the option has been edited. You can click on the required or available options in order to perform a task related to the current item. The appropriate message or window opens.

- Create an Item Using Quick Item Entry

Create an Item Using Quick Item Entry

Navigate: From the main menu, select Items > Quick Item Entry. The Quick Item Entry window opens.

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

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

5. You can edit the abbreviated description in the Short Desc field.
6. In the General Information area:
   a. In the Store Order Mult, Standard UOM, and UOM Conversion Factor fields, select how stores will order the item and how that compares with the standard unit of measure.
   b. Select or clear the check boxes as needed.
7. In the Primary Sourcing area:
   a. In the Supplier field, at the bottom of the window, enter the ID of the supplier, or click the LOV button and select the supplier for this item.
   b. In the Country of Sourcing field, enter the code for the country, or click the LOV button and select the country.
   c. Enter additional information as necessary.
8. In the Pricing area:
   a. In the Cost Zone field, enter the cost zone ID the item is associated with, or click the LOV button and select the cost zone.
   b. In the Unit Cost field, enter the cost of one item.
   c. Enter additional information as necessary.
9. In the Case Pack area, enter inner size and the case size.
10. In the Differentiators area:
    a. In the Diffs area, select either the Group or Value option for up to four diffs.
    b. In the Type field, select up to four diff types that you want to assign to this item. The Diff Type values appear as the label for all corresponding diff fields on the Item Children window.
    c. In the Group or Value fields, enter up to four IDs for the diff group or diff, or click the LOV button and select a diff value or diff group.
11. Click **OK** to save any changes and close the window.

Item Search Window [itemfind]

The Item Search window allows you to enter criteria in order to search for items and view the results of the search.

When you are creating an item, you are required to enter information on the Item Search window to associate the item to the merchandise hierarchy and to correctly identify the item type. After you select the item type the item type indicator are enabled. The item type indicators allow you to identify the following required information about an item:

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

For some item types you are allowed to select all three item indicators as appropriate for your item, other item types, the indicators default to required values for some or all of the indicators.

The default view for the Item Search window opens when you open the window for the first time. You can also create a custom view.

- Search for an Item

Update Record Status Window [itemchildren]

The Update Record Status window allows you to indicate which item children to submit or approve in an item hierarchy. You can submit or approve the selected item with or without its item children, or you can submit or approve all the item children in the Item Children window with or without their own children.

You cannot submit or approve a child until its parent is submitted or approved. Only an error free item may be submitted or approved. If during the submittal or approval process errors are detected, you are prompted. To view the errors, you can select the Approval Errors option from the Option list of the Item Children window. The errors appear in the Item Approval Error window. At that time, you can choose to override errors not required by the system, or fix all the errors and resubmit or approve the items.

- Submit a Child Item for Approval
- Approve an Item

Item Attributes Window [itemattr]

The Item Attributes window allows you to record and edit information specific to a selected item. The Item Attribute window is a customizable window. Therefore, the fields that appear in this window are specific to your organization.

- Record Attributes for an Item

Update Record Status Window [itemdiffchildren]

The Update Record Status window allows you to indicate which item children to submit or approve in an item hierarchy. You can submit or approve the selected item with or without its item children, or you can submit or approve all the item children in the Item Children window with or without their own children.

You cannot submit or approve a child until its parent is submitted or approved. Only an error free item may be submitted or approved. If during the submittal or approval process errors are detected, you are prompted. To view the errors, you can select the Approval Errors option from the Option list of the Item Children window. The errors

appear in the Item Approval Error window. At that time, you can choose to override errors not required by the system, or fix all the errors and resubmit or approve the items.

- Submit a Child Item for Approval
- Approve an Item

Item Retail Price by Zone Window [itemretail]

The Item Retail Price by Zone window allows you to view and edit the regular retail price for an item in Worksheet or Submitted status. After the item is approved, you can no longer edit retail prices in this window.

To display monetary amounts in the primary currency of the company, the local currency of the store, or the Euro currency, select the appropriate option from the Options > Currency menu. Monetary amounts can be edited when the supplier currency opens.

- Edit the Retail Price of an Item

Item Expense Maintenance Window [itemexp]

The Item Expense Maintenance window allows you to view importing and exporting expenses associated with an item. Expenses are tracked at two levels: country and zone. Country-level expenses track the costs of importing merchandise from the origin country, through the lading port, to the discharge port. Zone-level expenses track the costs of sending merchandise from the discharge port to the final destination.

- View Item Expense Details at the Zone Level
- View Item Expense Details at the Country Level

View Item Expense Details at the Country Level

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

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

From the Options menu, select Item-Supplier-Origin Country. The Item-Supplier-Origin-Country window opens.

1. Enter the code for the Origin Country, or click the LOV button and select the country.
2. Click **View**.
3. In the options list, click on ELC Expenses. The Item Expense Maintenance window opens.
4. To view the nomination flags, from the View menu, select Nomination flag.
5. To add additional lading ports, click **Add**.
6. To add charges associated with a port, select the port and click **Add Details**.
7. Click **OK** to close the window.

View Item Expense Details at the Zone Level

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

From the Options menu, select Suppliers. The Item-Supplier window opens.

From the Options menu, select ELC Expenses. The Item Expense Maintenance window opens.

1. To view nomination flags, select View > Nomination flag.
2. To add additional discharge ports, click **Add**.
3. To add charges associated with a port:
   a. Select the port.
   b. Click **Add** Details.
4. Click **OK** to close the window.

Item Orders Window [itemords]

The Item Orders window allows you to view a list of the outstanding orders for a selected item, item parent, or pack item. You can also access the details of the purchase orders.

- View Outstanding Orders for an Item

Item Grocery Attributes Window [itemmaster]

The Item Grocery Attributes window allows you to maintain details for grocery industry items.

If the item is a deposit content item, you can associate the appropriate container item to the contents item. If the item is a deposit container item, you can view all the contents items associated with the container item.

- Record Grocery Attributes for an Item
- View an Item

Item HTS Maintenance Window [itemhts]

The Item HTS Maintenance window allows you to maintain the HTS classifications that are associated with an item.

- Approve an HTS Classification for an Item
- Edit an HTS Classification for an Item
- View HTS Classifications for an Item

Item Eligible Tariff Treatment Window [itelitar]

The Item Eligible Tariff Treatment window allows you to maintain which tariffs are associated with an item.

- Add a Tariff Treatment at the Item Level
- Delete a Tariff Treatment at the Item Level

- View Tariff Treatments at the Item Level

Item Number Find Window [fm_itemnumtype]

The Item Number Find window allows you to search for an item at the transaction level by reference item or vendor product number (VPN). This functionality is available from the Options menu whenever the cursor is in an empty Item or VPN field on a window. After you find a reference item and close the window, the item number and description of the transaction level item are filled in automatically on the window that you are returned to.

- Search for an Item by Reference Item or VPN

Item Import Attributes Window [itemimpattr]

The Item Import Attributes window allows you to record and edit import information for a selected item.

- Record Attributes for an Item

Item Location Window [itemloc]

The Item Location window allows you to view and maintain the locations at which an item is stocked. You can maintain the locations for items at or above the transaction level. If the item is above the transaction level, you can select an option to automatically apply changes to child items down to the transaction level. In a multi-channel environment, items are associated with warehouses at the virtual warehouse level.

Additional information that you can add at the item location level allows you to define information that is different at the location that it is for the item, including:

- An item's active status for a particular location
- Costing information, for the pack and the unit
- Ti - Hi information for the location
- Units of measure and the appropriate measure
- Additional attributes, including wastage and inbound handling days

For transformed sellable items, you cannot apply supplier/origins country, cost, or store order multiple information. For transformed orderable items, you cannot apply price, markup, multi-unit, or selling unit information.

The default view for the window opens when you open the window for the first time. You can also view the table with the Primary Currency view or you can create a custom view.

- Add Locations for an Item
- Edit a Location Associated with an Item
- View Locations Associated with an Item

Item Location Traits Window [itemloctrait]

The Item Location Traits window allows you to change the traits for an item at one or multiple locations.

You can choose from several grouping mechanisms in order to select the affected locations. The grouping mechanisms may include: All Locations, All Stores, All Warehouses, Store, Store Class, District, Region, Location Trait, Default Warehouse, Warehouse, Location List, Promotional Zone, Price Zone, and Transfer Zone.

- Change Item Traits for a Location
- Change Item Traits for Multiple Locations

Item Location Inventory Window [itlocinv]

The Item Location Inventory Window allows you to view inventory details for an item at one or multiple stockholding locations. All details appear at the transaction level for the selected item. If you search for an item that is above the transaction level, the details are summarized at the transaction level.

To view packs:

1. Enter the component item number in the Item field.
2. Select Warehouse from the Group Type drop-down list.
3. Enter the warehouse associated to the simple pack item in the Group Value field.
4. Click **Search**.
5. Select the View menu and then select Pack. The New column Pack Comp On Order displays.

To display additional inventory details, select the appropriate option from the View menu. Using the predefined views, you can view quantities by the unit (default), the supplier pack (case), or component unit (pack).

To display monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.

- Search for Inventory by Item and Location

Item Number List Window [fm_itemnumtype]

The Item Number List window allows you to view the item hierarchy for a selected item. You can also view the vendor product numbers that are associated with the item. This functionality is available from the Options menu whenever the cursor is in an Item or VPN field with a value on any window.

- View the Item Hierarchy of an Item

View the Item Hierarchy of an Item

Navigate: This search tool is accessible from the Options menu whenever the cursor is placed in an empty Item or VPN field.

1. Place the cursor in an Item or VPN field that has a value on a window.
2. From the Options list, select Item Number Type. The Item Number List window opens with the item hierarchy and vendor product numbers for the selected item.
3. Click **OK** to close the window.

Item Up Charges Window [itemchrg]

Item Up Charges are incurred when transferring from an RMS Store or Warehouse to a different RMS Store or Warehouse.

> **Note:** This window will only be available if the RMS 'Estimated Landed Costs' indicator is set to 'Yes'.

Each Up Charge has:

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

More information can be found in these related topics:

- Add an Up Charge to an Item
- Add an Up Charge to Items on an Item List
- Maintain Up Charges for an Item
- View Item Up Charge Components

Item Upcharge Details Window [itemchrg]

This window is accessed from the Item Cost Details window to view the various components that make up the total upcharge amount applied in the Item Cost component dialogue.

- Add an Up Charge to an Item
- Add an Up Charge to Items on an Item List
- Maintain Up Charges for an Item
- View Item Up Charge Components

Customer Order Item Attributes Window [itemmaster]

The Customer Order Item Attributes window allows you to maintain CustomerOrder details for an item.

- Add Customer Order Item Details to an Item
- View Customer Order Item Details for an Item

View Customer Order Item Details for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in Edit mode. Item Maintenance window opens.

Click **Cust Order Attributes**. The Customer Order Item Attributes window opens.

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

Item Approval Error Window [itemaper]

The Item Approval Error window allows you to view the reasons why an item cannot yet be submitted or approved. If the item being approved has subordinate level items, checks are done for the for all items at or above the transaction level. If the details are not required by the system, you can override the error in order to submit or approve the item.

A system option determines whether the subordinate level item of an approved item should be automatically approved. If the system option is set to Yes, all items are automatically approved after they are created. If the system option is set to No, the subordinate level items of approved items remain in Worksheet status until you manually change the status.

Suppliers and retail pricing by zone must be set up for items at the transaction level before an item can be submitted and approved. For example, if you create a level 1 item and set the transaction level at item level 2, you must create the level 2 item before the level 1 item can be approved.

- Approve an Item
- Submit an Item for Approval

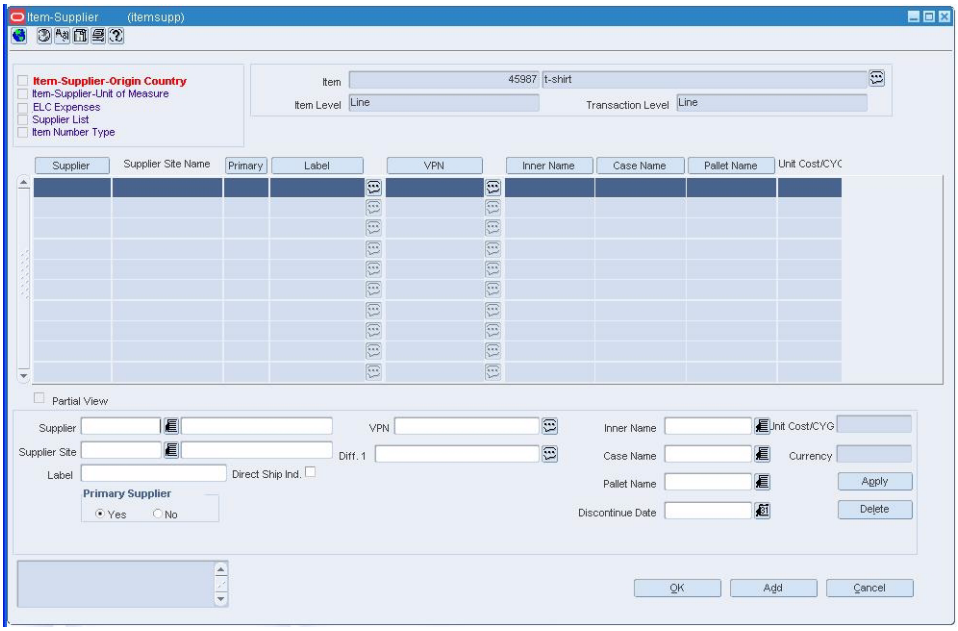
Maintain Supplier Information for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click on the Suppliers option on the Options list. The Item Supplier window opens.

Figure 6–32 Item Supplier Window



Edit the supplier of an item

1. Select a supplier.
2. Edit the enabled fields in the Apply area as necessary.
3. Select a Primary Supplier option, if applicable.

> **Note:** When you select a Primary Supplier option, a prompt cautions you about changing the primary supplier. Click **Yes** or **No** to continue.

4. Select the Apply Additions, Updates, and Deletions check box if you want to apply the edits to the lower level items down to the transaction level.
5. Click **Apply**. The details are updated for the selected supplier.
6. To edit any other details for the supplier, click on the appropriate option on the Options list.
7. Click **OK** to save your changes and close the window.

Delete a supplier from an item

1. Select a supplier.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.

> **Note:** The primary supplier cannot be deleted. If you delete a supplier from a pack item, the supplier will not be deleted from any component item.

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

Edit Locations at the Item, Supplier, Origin Country Level

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

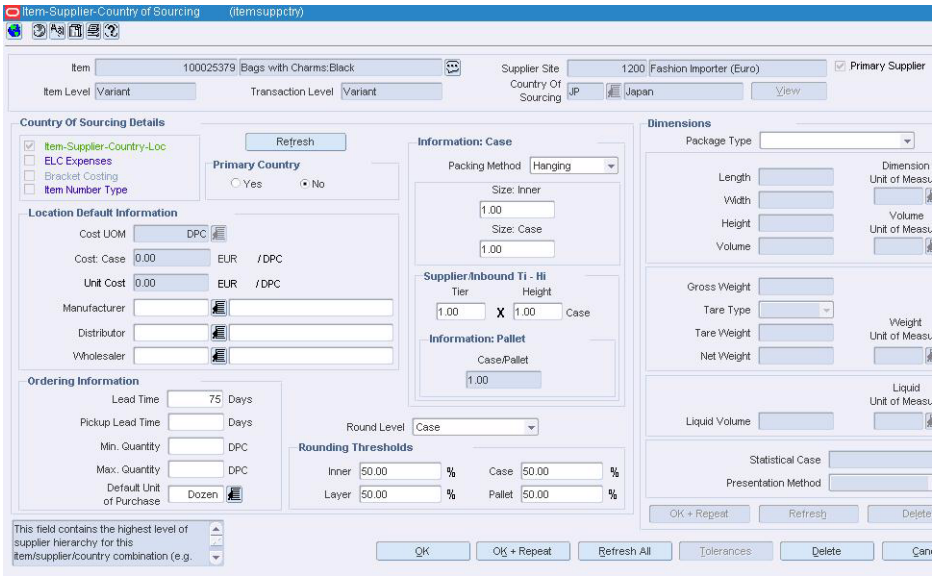
Click on the Suppliers option on the Options list. The Item Supplier window opens.

Select a supplier.

Click on the Item Supplier Origin Country option on the Options list. The Item Supplier Country of Origin window opens.

1. In the Country of Sourcing field, enter the ID of the country, or click the LOV button and select the country.
2. Click **View**. The details for the origin country appear.
3. Click on the Item Supplier Country Loc option on the Options list. The locations associated with the current item, supplier, and origin country appear in the Item Supplier Country of Origin window.

Figure 6–33 Item Supplier Country of Origin window



Edit one location

1. Select a location.
2. Select the Edit Cost or Edit check boxes next to each detail to be edited.
3. Click **Apply**. The details are updated on the table.
4. Click **OK** to save your changes and close the window.

Edit multiple locations

1. In the Location Type field of the Apply area, select a grouping mechanism.
2. In the Value field, enter the ID of the group, or click the LOV button and select the group.
3. Select the Edit Cost or Edit check boxes next to each detail to be edited.

4. Click **Apply**. The details are updated on the table.
5. To update the same details for items at a lower level of the same item group down to the transaction level, select the Update Item/Supplier/Country Location Information check box.
6. Click **OK** to save your changes and close the window.

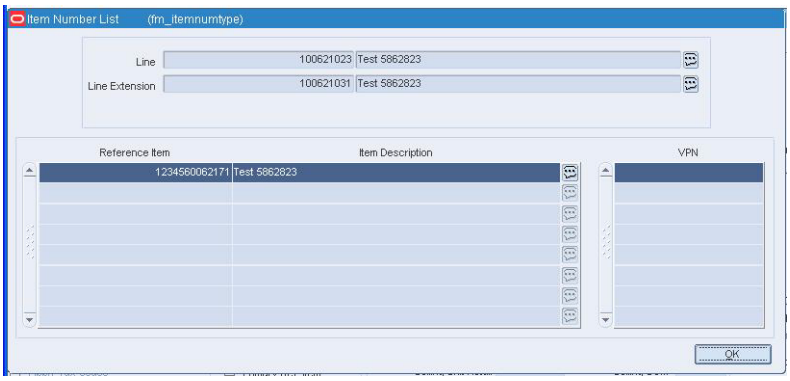
Search for an Item by Reference Item or VPN

Navigate: This search tool is accessible from the Options menu whenever the cursor is placed in an empty Item or VPN field.

Note: You can use this procedure to search for a transaction level item.

1. Place the cursor in an empty Item or VPN field on a window.
2. From the Options menu, select Item Number Type. The Item Number Find window opens.

Figure 6–34 Item Number Find Window

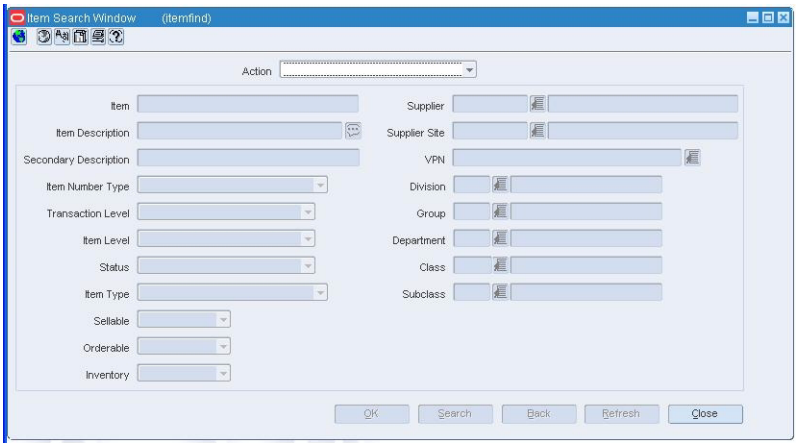


3. To search by reference item, enter the item number of the reference item, or click the LOV button and select the item.
4. To search by VPN, enter the vendor product number, or click the LOV button and select the VPN.
5. The item numbers and descriptions of the item at and above the transaction level appear.
6. Click **OK** to save your changes and close the window.

Create a One Level Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

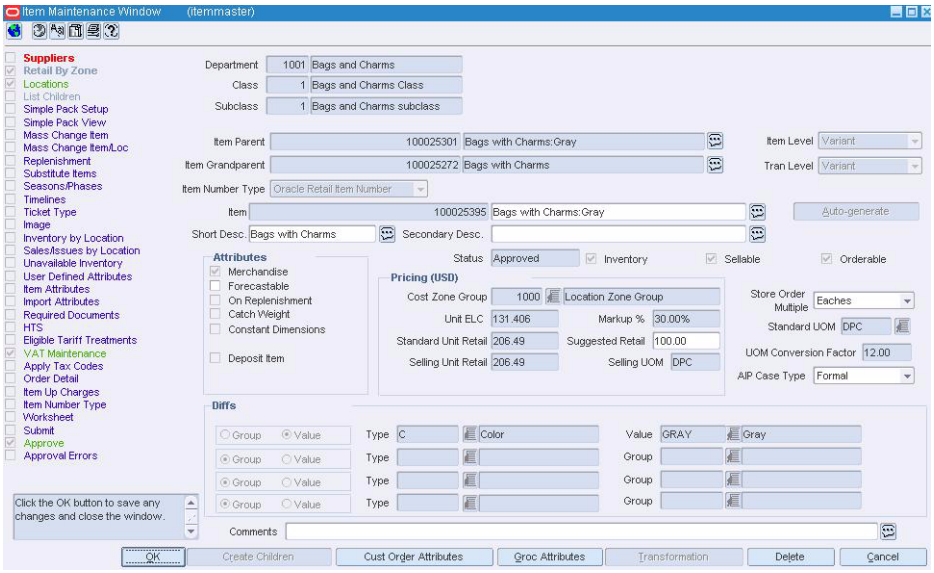
Figure 6–35 Item Search Window



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

   Note: The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.
4. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
5. Click **OK**. The Item Maintenance window opens.

Figure 6–36 Item Maintenance Window



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

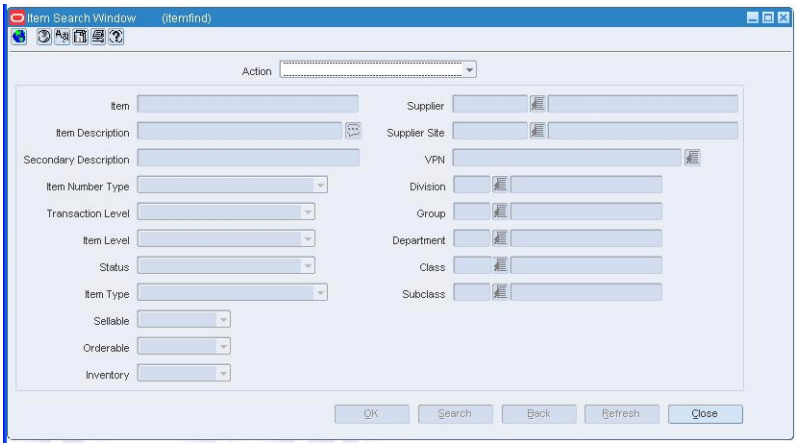
> **Note:** If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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

Create a Two Level Item without Diffs

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–37 Item Search Window

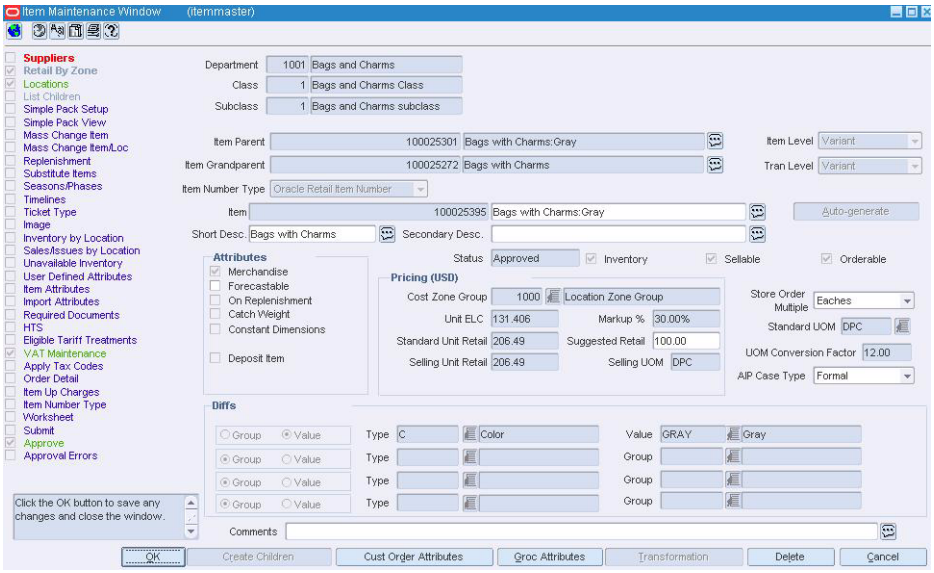


1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select Regular Item.
4. Select the item type indicators:
   - Inventory: When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

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

   - Click **OK**. The Item Maintenance window opens.

Figure 6–38 Item Maintenance Window



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

Note: If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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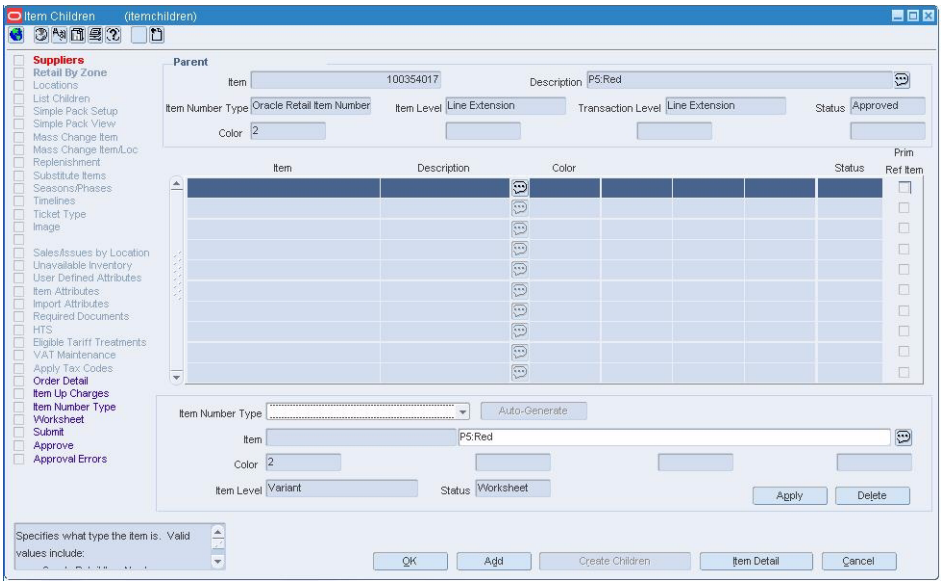
7. In the Tran Level field, select Level 2.
8. In the Attributes area, select or clear the check boxes as needed.
9. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
10. Add a supplier for an item.
11. Add an origin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

Figure 6–39 Item Children Window



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

> **Note:** If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

15. In the Item fields, edit the item number and description as needed.
16. On the Item Children window, click **Apply**. The item is added to the table.

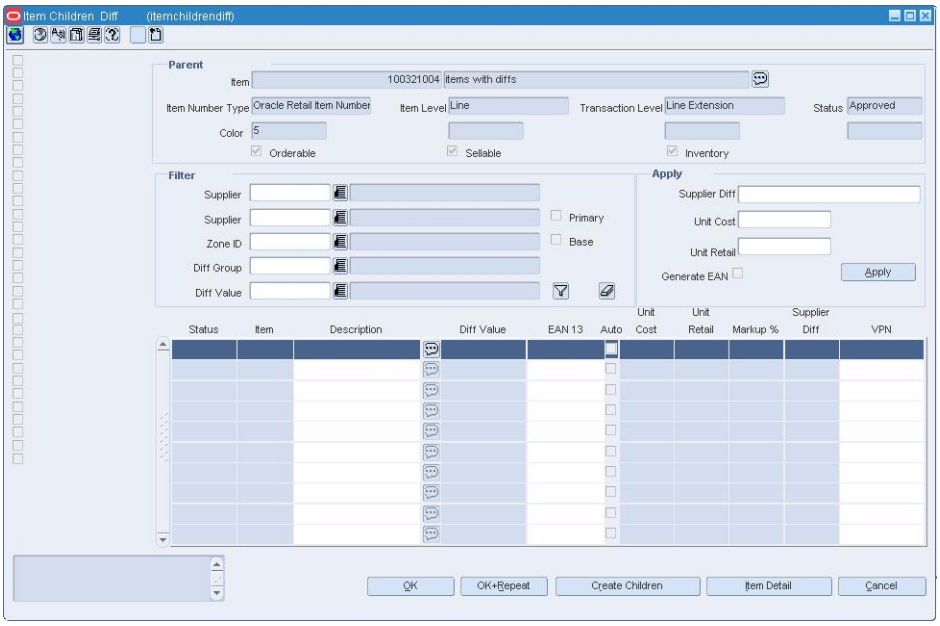
> **Note:** When you click **Apply**, the supplier, origin country, and retail price information is defaulted to the Level 2 item.

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

Create a Three Level Item

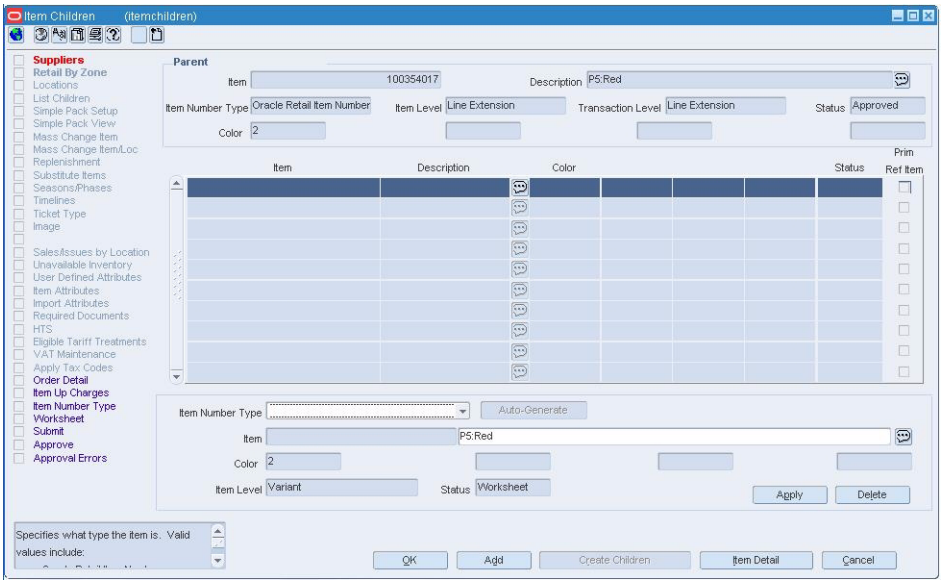
1. Create a two level item with diffs or create a two level item without diffs. The Item Children Diff window opens.

Figure 6–40 Item Children Diff Window



2. Select the level 2 item from which to create the level 3 item.
3. Click **Create Children**. The Item Children window opens.

Figure 6–41 Item Children Window



4. In the Item Number Type field, select the type of item number that you want to associate with the item.
5. In the Item field, enter or edit the item number and description of the item.

Note: If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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

Price and Margin History [pchistmgn]

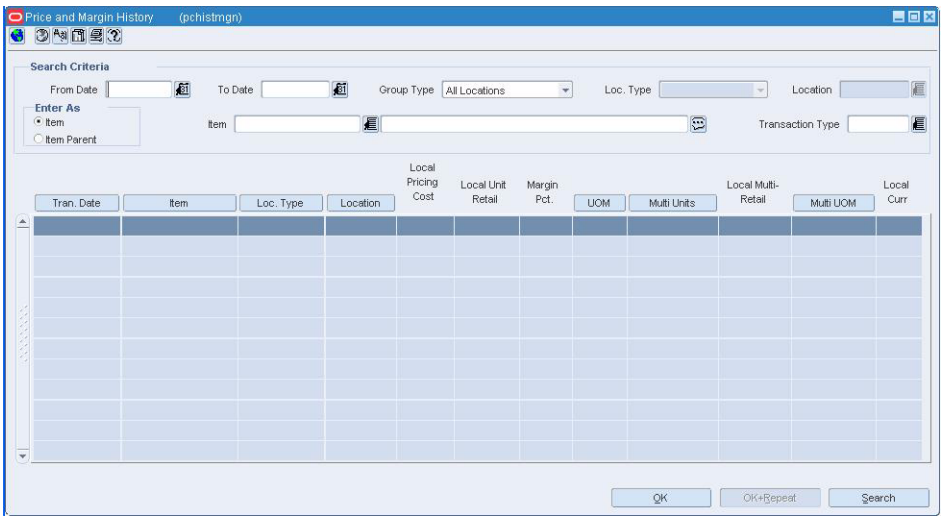
The Price and Margin History window is used to view the transactions for an item, the locations, pricing, and margins.

- View the Price and Margin

View the Price and Margin

Navigate: From the main menu, select Items > Price Point History. The Price and Margin History window opens.

Figure 6–42 Price and Margin History Window

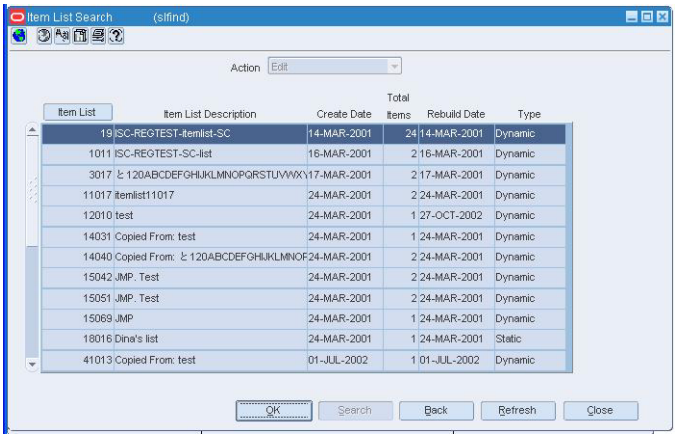


1. Select an Item/Parent Item, or a Location.
2. Click **Search**. The list box populates with items matching the criteria.
3. Select an option from the View menu to create custom views of the results.
4. Click **OK** to close the window.

Create a Transformable Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–43 Item Search Window

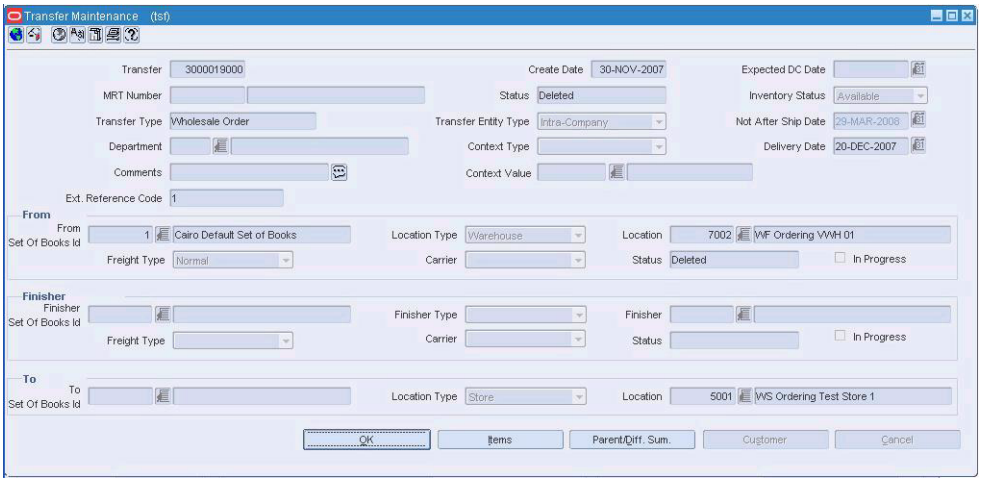


1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select the type of transformable item you are creating:
   - Transformed Orderable: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

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

5. Click **Transformation**. The Transformation Maintenance window opens.

Figure 6–44 Transformation Maintenance Window



Note: This is available only for transformed orderable items.

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

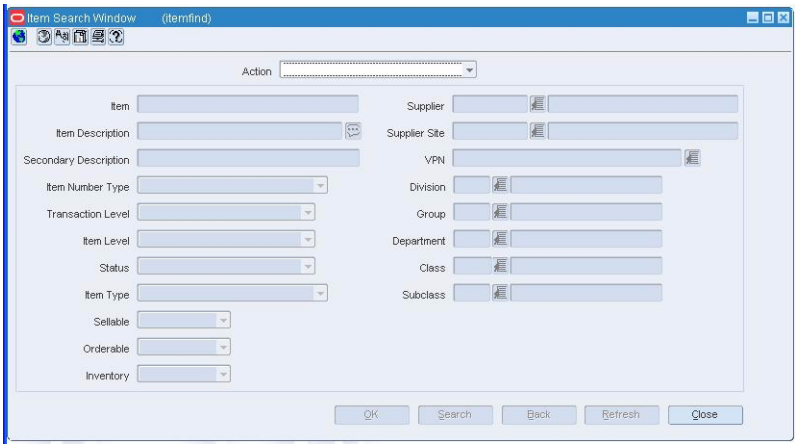
Note: The Total Yield % field must equal 100% for the orderable item. The Total Yield % field is calculated by adding the Yield % and the Production Loss % field.

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

Create a Deposit Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–45 Item Search Window



1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select the type of deposit item you are creating:
   - **Deposit Contents Item:** The item that is sold to the customer.
   - **Deposit Container Item:** The item for which the deposit is taken. The deposit container item holds the deposit contents item.

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

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

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

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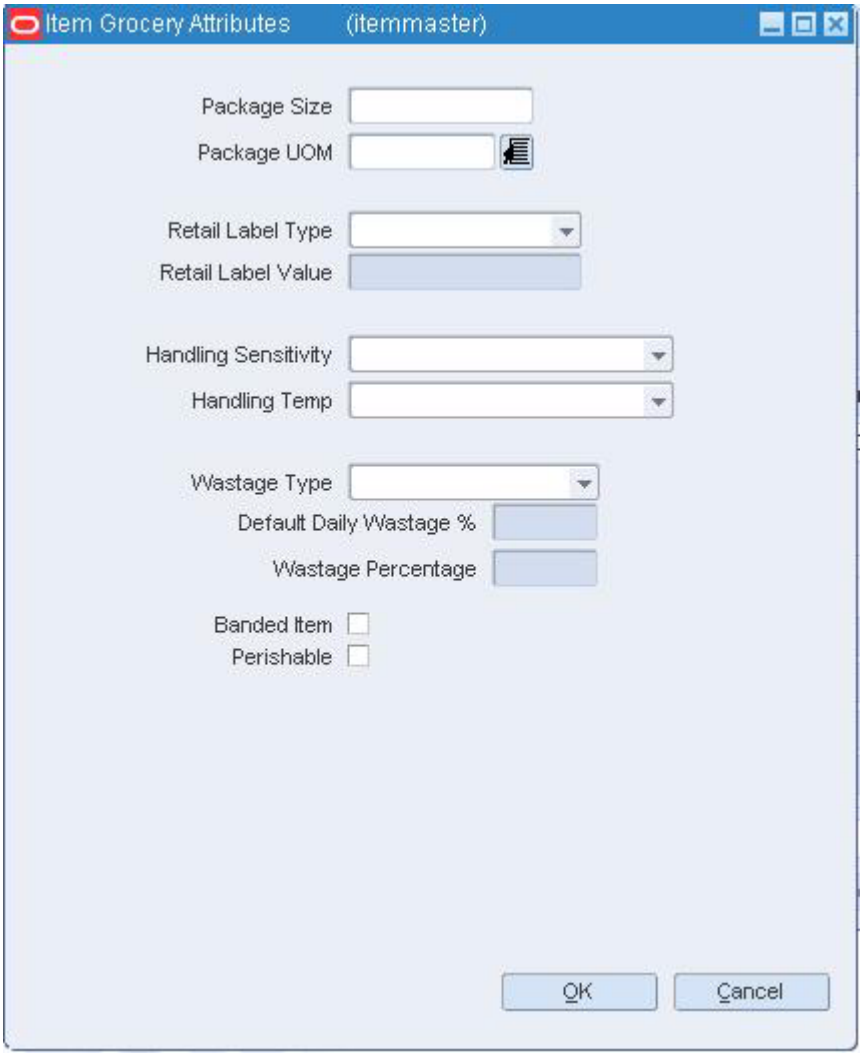
5. Click **Groc Attributes**. The Item Grocery Attributes window opens.

Figure 6–46 Item Grocery Attributes Window



6. In the Deposit Item area:
   a. In the Container Item field, enter the ID of the container item, or click the LOV button and select the container item.

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

b. In the Price Per UOM Calculation Type field, select how the price for one unit of the item is calculated.

c. Inclusive of Deposit Amount: At the point of sale, the price/UOM is calculated as the price per UOM of the item plus the retail price of the returnable item.

d. Exclusive of Deposit Amount: At the point of sale, the price/UOM is calculated as the price per UOM of the item.

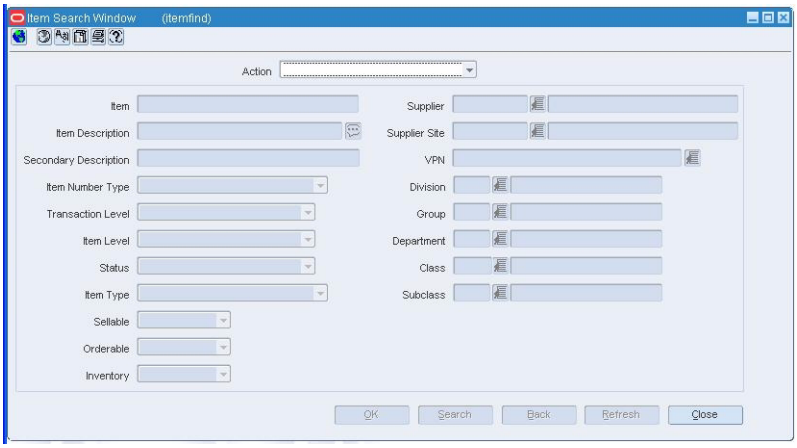
e. Click **OK** to save any changes and close the window.

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

Create a Concession/Consignment Item

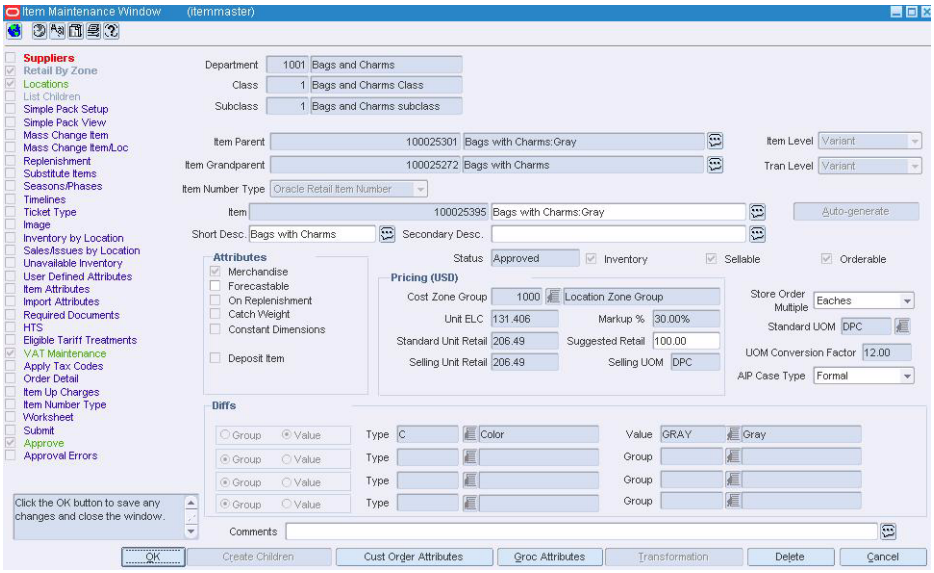
Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–47 Item Search Window



1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select Concession/consignment.
4. Click **OK**. The Item Maintenance window opens.

Figure 6–48 Item Maintenance Window



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

Maintain Supplier Country of Sourcing for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click on the Suppliers option on the Options list. The Item Supplier window opens.

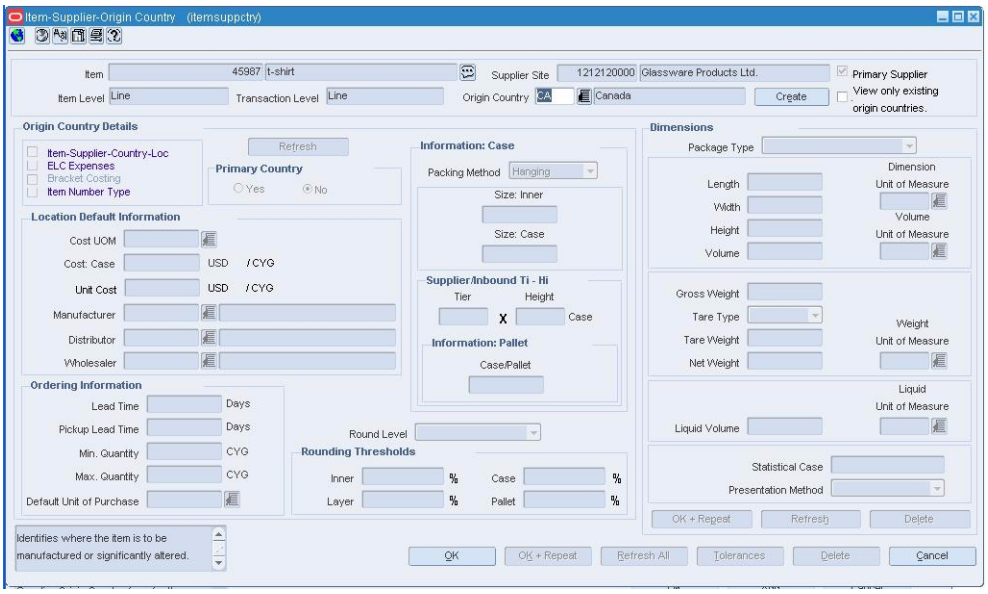
Select a supplier.

Click on the Item Supplier Country of Sourcing option on the Options list. The Item Supplier Country of Sourcing window opens.

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

Click **View**. The details of the origin country appear.

Figure 6–49 Item Supplier Country of Sourcing for an Item Window



Edit a Supplier Country of Origin for an Item

1. Edit the Primary Country option, Location Default, Ordering, Case, and Dimension information as necessary.
2. To edit dimensions for multiple types of packaging, click **OK + Repeat** in that area to enter the dimensions of another package.
3. To edit any other details for the origin country, click on the appropriate option on the Options list.
4. To apply the edits to the item children down to the transaction level, select the Apply Additions and Deletions check box.
5. Click **OK** to save any changes and close the window.

Note: If you made the current country the primary country, a prompt cautions you about changing the primary country. Click **Yes** or **No** to continue.

Delete a Supplier Country of Sourcing for an Item

1. Click **Delete**. You are prompted to delete the record.

Note: The primary origin country cannot be deleted.

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2. Click **Yes**.
3. If available, select the Apply Additions and Deletions check box to delete the origin country for other items in the item group, to the transaction level.
4. Click **OK** to save any changes and close the window.

View a Supplier Country of Sourcing for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click on the Suppliers option on the Options list. The Item Supplier window opens.

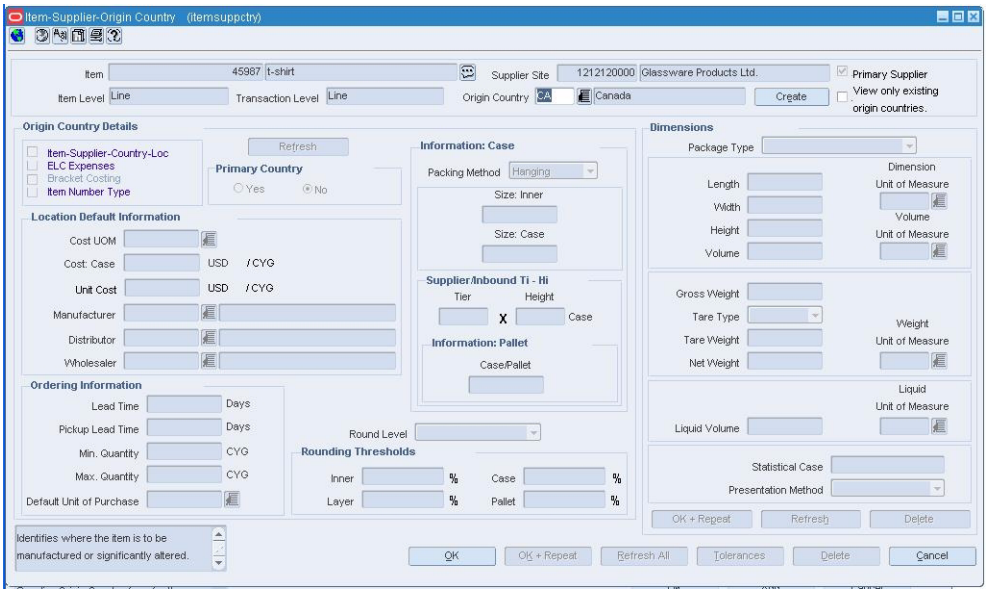
Select a supplier.

Click on the Item Supplier Country of Sourcing option on the Options list. The Item Supplier Country of Sourcing window opens.

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

Click **View**. The details of the country of sourcing appear.

Figure 6–50 Item Supplier Country of Sourcing Window

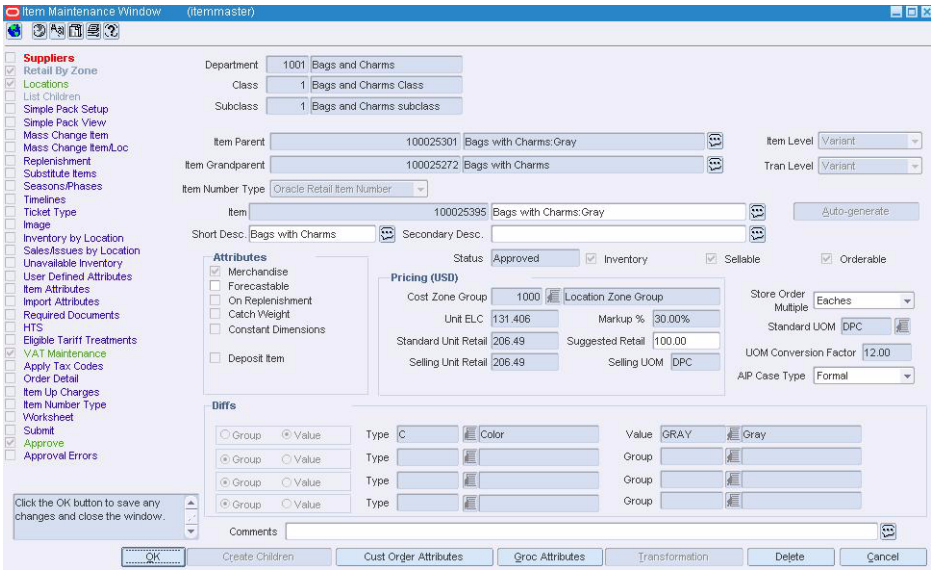


Return a Submitted Item to Worksheet Status

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Figure 6–51 Item Maintenance Window



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

Items Not Added to TPG Window [slnadd]

The Items Not Added to TPG window allows you to view the items that are not included in a tax product group type of item list. The items are excluded because they are already associated with another tax product group type of item list. An item can belong to only one such list.

- View Items Excluded from an Item List

View Items Excluded from an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve a tax product group item list in View mode. Restrict the search by selecting **Yes** in the Tax Product Group field. The Item List Header window opens.

1. From the Options menu, select View Excluded Items. The Items Not Added to TPG window opens.
2. Click **OK** to close the window.

Image View Window [image]

The Image View window allows you to add, delete, and view one or more images for an item. The location for an image must be a URL address. You can maintain images for items at the following levels:

When the item level is:	And the transaction level is:
Level 1	Level 1, 2, or 3
Level 2	Level 2 or 3
Level 3	Level 3

- Add an Image for an Item
- Delete an Image for an Item
- View an Image for an Item

View an Image for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in View mode. The Item Maintenance window opens.

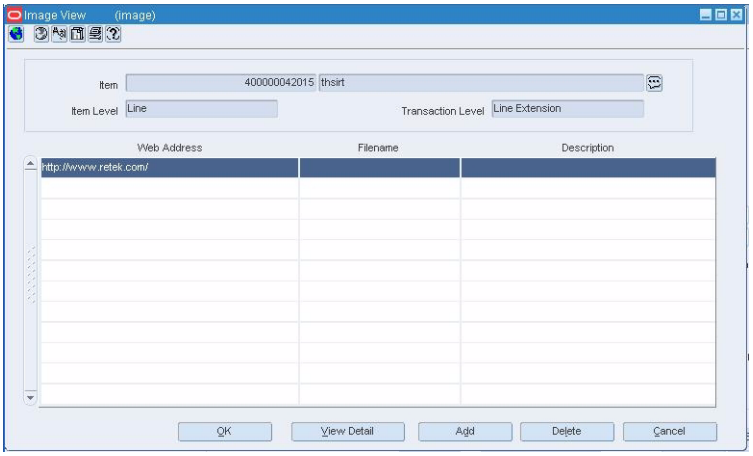
1. Click on the Image option on the Options list. The Image View window opens.
2. Select an item.
3. Click **View Detail**. The image opens in a browser window.
4. Close the browser window.
5. Click **OK** to close the window.

Add an Image for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

1. Click on the Image option on the Options list. The Image View window opens.

Figure 6–52 Image View Window



Note: If this is the first image being added for the item, enter the following information in the table without clicking **Add**.

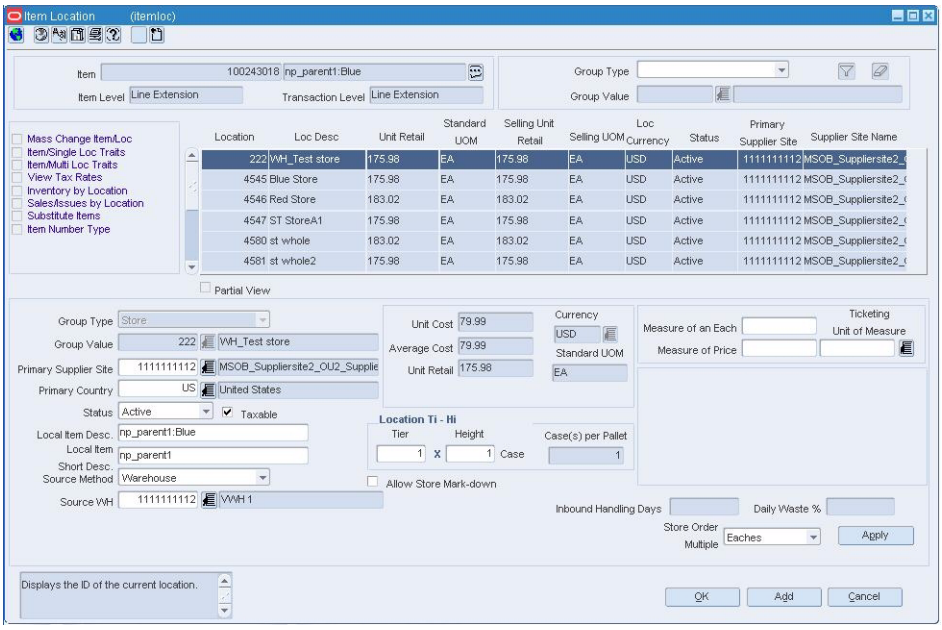
2. Click **Add**. The next available line is enabled.

3. In the Location field, enter the URL address for the image.
4. In the Filename field, enter the filename and extension.
5. In the Description field, enter a brief description of the image.
6. To view the image:
   a. Click **View Detail**. The image opens in a browser.
   b. Close the browser window.
7. Click **OK** to exit.
   a. Click **OK** when prompted that the UOM has been applied.
   b. Click **OK** when prompted that the applied records have been saved.

Add Locations for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. Click on the Locations option on the Options list. The Item Location window opens.

Figure 6–53 Item Location Window



1. Click **Add**. The fields are cleared in the Apply area.
2. In the Group Type field of the Apply area, select a grouping mechanism.
3. In the Group Value field, enter the ID of the specific group, or click the LOV button and select the group.
4. Enter or edit the enabled fields.
5. Click **Apply**. The locations are added to the table.

Note: If the Partial View checkbox is selected, some records may NOT be displayed in the form due to user's limited visibility. Totals should always reflect the correct overall total taking into account the records outside the user's visibility.

6. To add the locations to the subordinate items of the current item, down to the transaction level, select the Apply Additions and Modifications check box.
7. Click **OK** to save any changes and close the window.

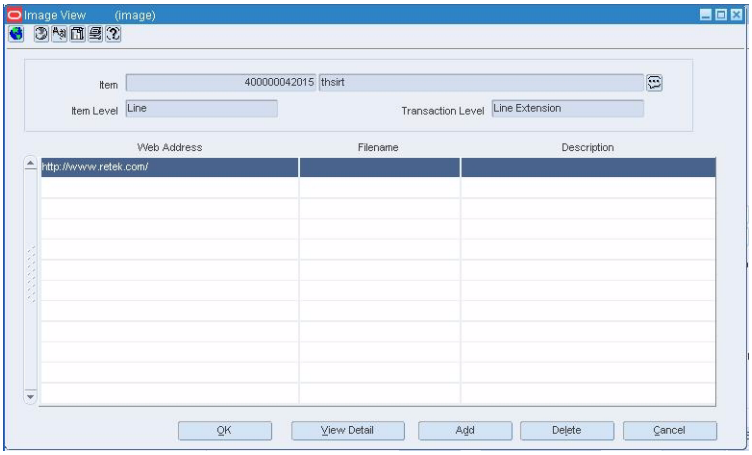
Delete an Image for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

1. Click on the Image option on the Options list. The Image View window opens.

Figure 6–54 Image View Window



2. Select an image.
3. Click **Delete**. You are prompted to delete the record.
4. Click **Yes**.
5. Click **OK** to save your changes and close the window.

Add Customer Order Item Details to an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

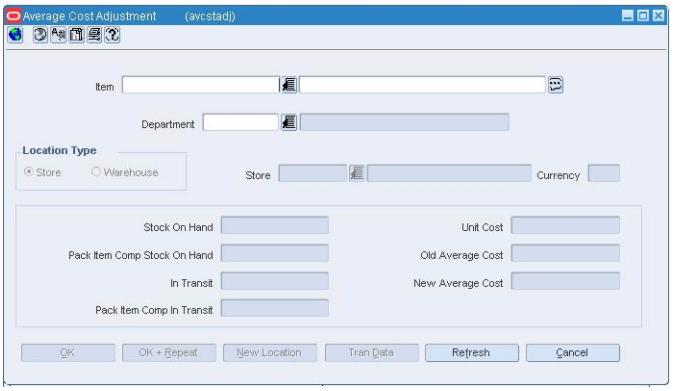
Click **Cust Order Attributes**. The Customer Order Item Attributes window opens.

1. Select an Item Service Level.
2. Select Gift Wrap Ind, if this item is available with gift wrap.
3. Select Ship Alone Ind, if this item is shipped alone, and not grouped for shipment.
4. Click **OK** to save your changes and close the window.

Adjust the Average Cost of an Item at a Specified Location

Navigate: From the Main menu, select Finance > Average Cost Adjustment. The Average Cost Adjustment window opens.

Figure 6–55 Average Cost Adjustment Window



1. Enter an item number, or enter a partial item description and click the LOV button to select an item.
2. For Location Type, select Store or Warehouse.
3. In the Store/Warehouse field, click the LOV button to select a store or warehouse.
4. In the New Average Cost field, enter the new value.
5. Click **OK** to save your changes and close the window.

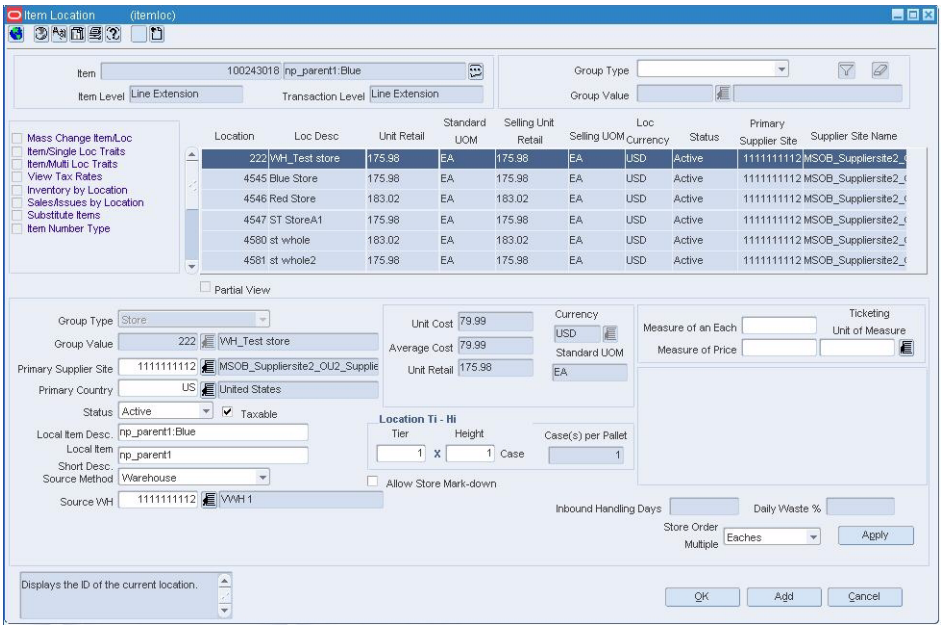
Edit a Location Associated with an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click on the Locations option on the Options list. The Item Location window opens.

Figure 6–56 Item Location Window



1. Select a location.
2. In the Apply area, edit the enabled fields.
3. On the Item Location window, click **Apply**. The details are updated for the selected location.
4. To update the same details for the child items of the current item down to the transaction level, select the Apply Additions and Modifications check box.
5. Click **OK** to save your changes and close the window.

Create a Shopping List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

1. From the Action menu, select Use.
2. Click **Search**.
3. Select an item list to use in building the shopping list.
4. Click **OK**. The Item List Header window opens.
5. From the Options menu, select Create Competitive Shop List. The Competitive Shop Request window opens.

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

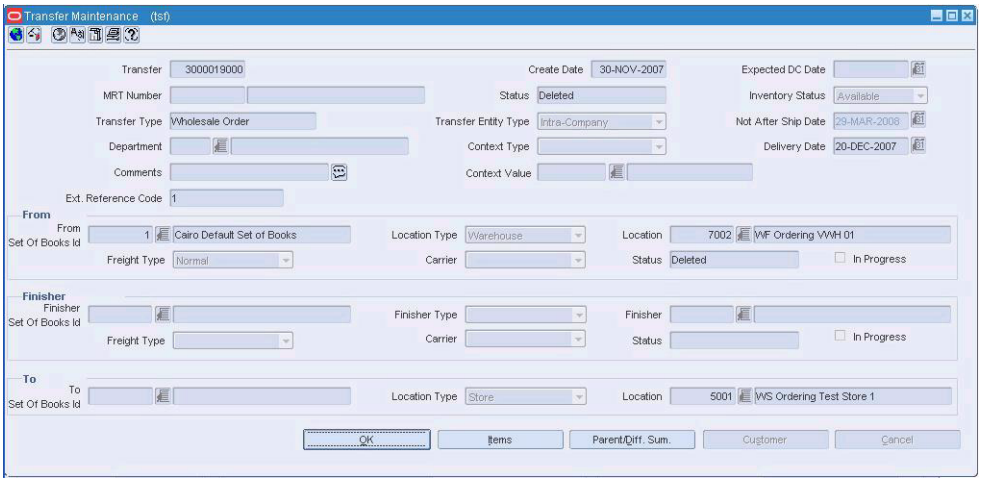
6. In the Competitor field, enter the competitor, or click the LOV button and select the appropriate competitor.
7. In the Competitor Store field, enter the competitor store, or click the LOV button and select the appropriate competitor store.

8. In the Shopper ID field, enter the shopper who will be performing the competitive shopping, or click the LOV button and select the shopper.
9. In the Shop Date field, enter the date when the competitive shopping will be performed, or click the calendar button and select the date.
10. Click **Add Location** to add another competitor's store to the competitive shopping request.
11. Click **OK** to save your changes and close the window.

Define Yield Details for a Sellable Item

1. Create a transformable orderable item.
2. On the Transformation Maintenance window, click **Yield Detail**. The Transformation Yield Maintenance window opens.

Figure 6–57 Transformation Yield Maintenance Window



3. In the Yield % field, indicate the percentage of the sellable item that is allocated to each orderable item.

> **Note:** The Total Yield field, must equal 100%.

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

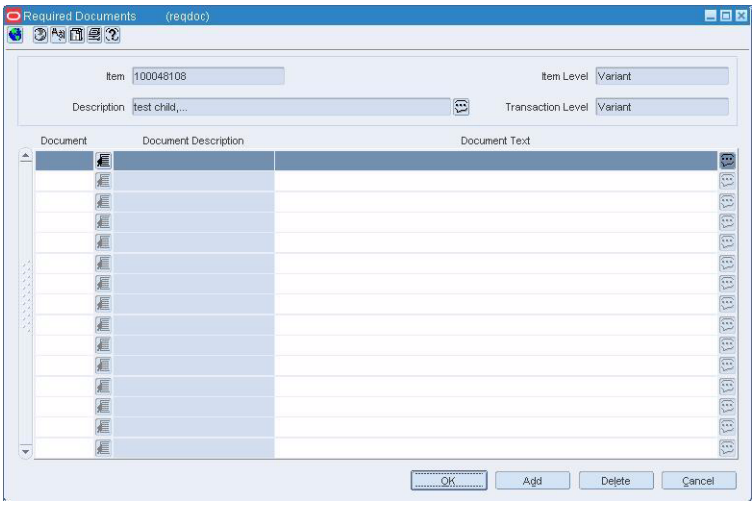
Delete a Required Document from an Item

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

Search for and retrieve a item in the Edit Item mode. The Item Maintenance window opens.

Select the Required Documents option. The Required Documents window opens.

Figure 6–58 Required Documents Window



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

Unavailable Inventory Window [unavlinv]

The Unavailable Inventory window allows you to view stock on hand that is not available for sale. You can restrict the view to one or all locations and one or all status types.

- View Unavailable Inventory

View Unavailable Inventory

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in Edit or View mode. The Item Maintenance window opens.

From the Options list, select the Unavailable Inventory option. The Unavailable Inventory window opens.

1. In the Location Type field, select the type of location that you want to view.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.

> **Note:** The Location field is enabled when you select either Store or Warehouse in the Location Type field.

3. Select the status of the item as necessary.
4. Click **Search**. The locations that match the search criteria appear.
5. Click **OK** to close the window.

Edit Attributes for Multiple Locations by Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

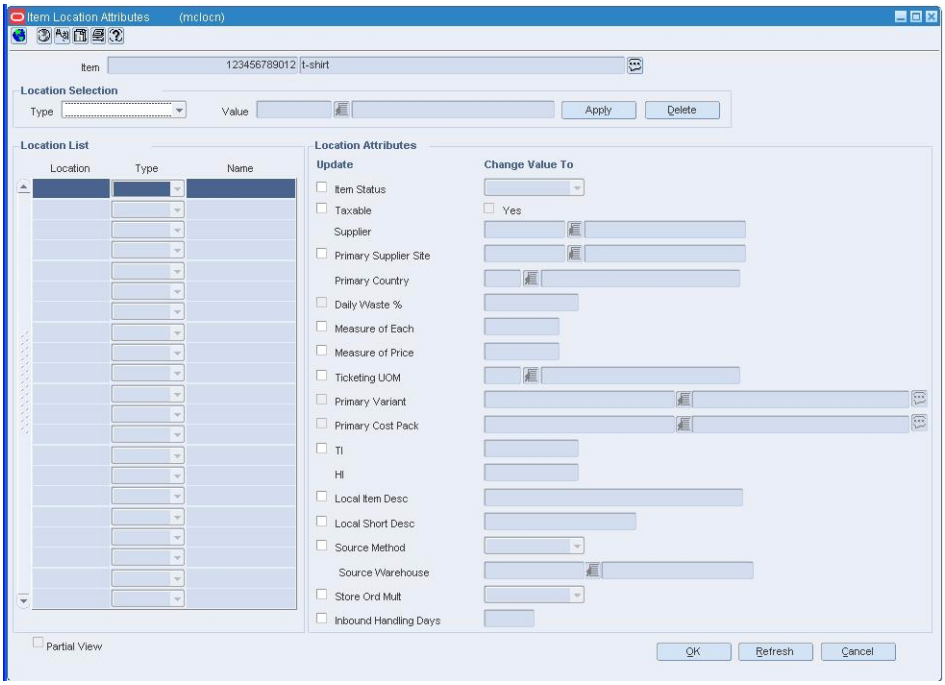
Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Note: You can also access the Item Location Attributes window from the Item Location window. On the Item Maintenance window, click on the Locations option. On the Item Location window, click on the Mass Change Item/Loc window.

---

1. Click on the Mass Change Item/Loc option. The Item Location Attributes window opens.

Figure 6–59 Item Location Attributes Window



2. To select the locations for which you want to change the attributes:
   a. In the Type field, select a grouping mechanism.
   b. In the Value field, enter the ID of the group, or click the LOV button and select the group.
   c. Click **Apply**. The locations in the selected group are added to the Location List table.

Note: To view the results in a partial view, select the Partial View checkbox.

---

3. To delete locations from the list:
   a. In the Type field, select a grouping mechanism.

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

c. Click **Delete**.

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

View Replenishment Attributes for an Item

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

Search for and retrieve an item in View mode. The Item Maintenance window opens.

From the options list, select Replenishment. The Replenishment Attribute Maintenance window opens.

1. In the Group Type field, select the type of grouping mechanism or location.
2. In the Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
3. Click **View Master**. The Master Replenishment Attributes window opens.
4. Click **OK** to close the window.

View Replenishment Attributes for Multiple Items

Navigate: From the main menu, select Items > Replenishment. The Replenishment Attribute Maintenance window opens.

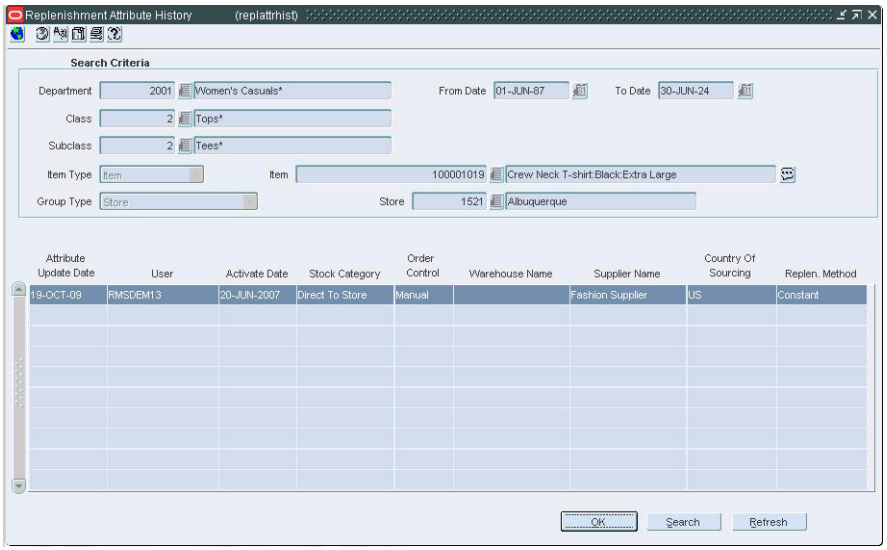
1. To limit the replenishment items that appear, enter criteria in the View Criteria fields.
2. Click **Search**. The replenishment items appear on the table.
3. Click **OK** to close the window.

View Replenishment Attribute History

Navigate: From the main menu, select Items > Replenishment > Replenishment Attribute History. The Replenishment Attribute History window opens.

1. To limit the replenishment items that appear, enter criteria in the View Criteria fields.
2. Click **Search**. The replenishment items appear on the table.
3. Click **OK** to close the window.

Figure 6–60 Replenishment Attribute History Window



Edit Replenishment Attributes for an Item or Item List

Navigate: From the main menu, select Items > Replenishment > Edit. The Replenishment Attribute Maintenance window opens.

OR

From the main menu, select Items > Items. The Item Search window opens.

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

On the Options list, select the Replenishment option. The Replenishment Attribute Maintenance window opens.

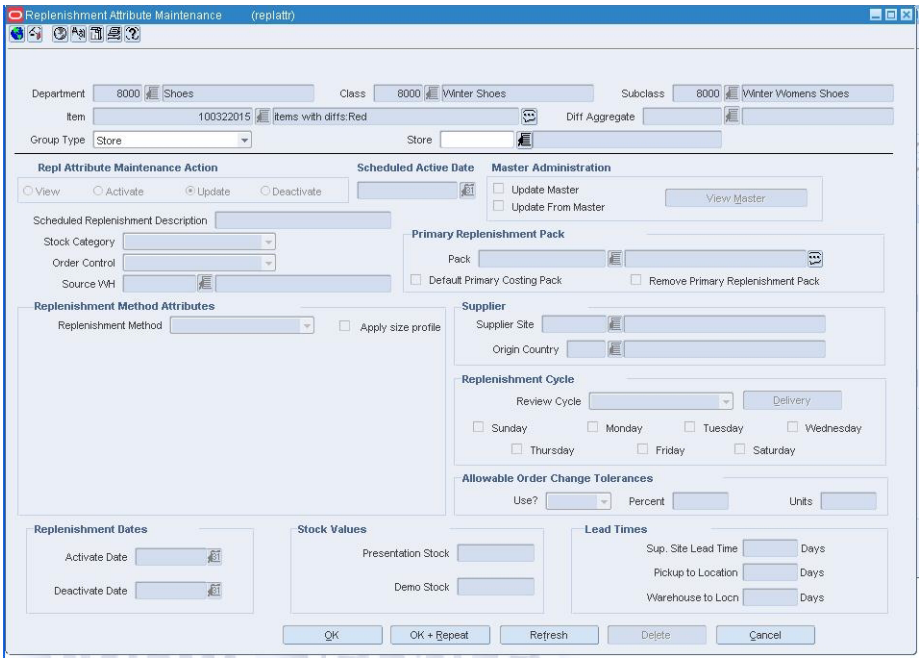
OR

From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

From the Options menu, select Create Mass Item Change > Replenishment. The Replenishment Attribute Maintenance window opens.

Figure 6–61 Replenishment Attribute Maintenance Window



1. In the Group Type field, select the type of grouping mechanism or location.
2. In the Group Type Value field, enter the ID of the group or location, or click the LOV button and select the group or location.
3. In the Replenishment Attribute Maintenance Action field, select Update.
4. For a single item, enter a date the scheduled date field, or click the calendar button and select a date. The item's replenishment attributes become active on the future date.
5. To update the master replenishment attributes with the new attributes, select the Update Master check box.
6. To update the replenishment attributes with the attributes recorded on item master, select the Update From Master check box.

Note: If you select both check boxes, the master replenishment attributes will be restored, then apply any attribute changes made, and finally update the master with this result. Updates occur during the next batch process.

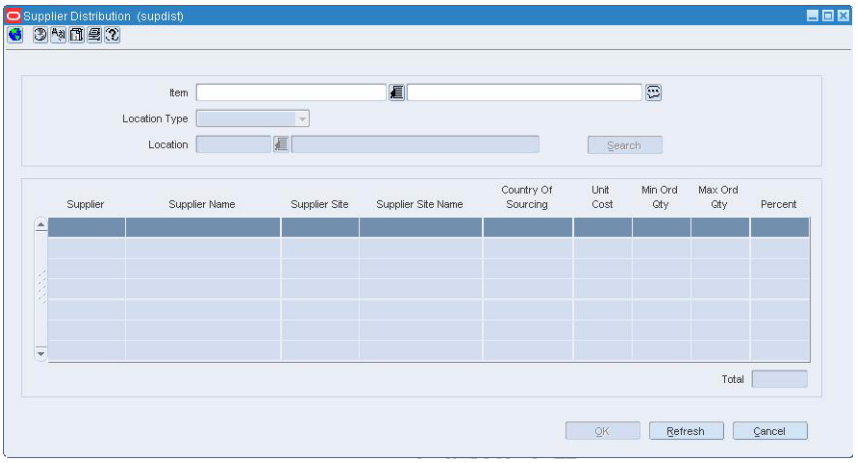
---

7. Edit the enabled fields as necessary.
8. To deactivate replenishment attributes for an item:
   a. In the Replenishment Attribute Maintenance Action field, select Deactivate.
   b. When prompted to clear the replenishment attribute fields, click **Yes**.
9. Click **OK** to exit.

Supplier Distribution window [supdist]

Navigate: From the main menu, select Items > Replenishment > Supplier Distribution. The Supplier Distribution window opens.

Figure 6–62 Supplier Distribution Window



1. In the Item field, select an item or click the LOV button and select an item.
2. In the Location Type field, select a type from the list menu.
3. In the Location field, select a location or click the LOV button to select a location.
4. Click Search. The results display in the table.
5. In the Percent field, enter a percentage.
6. Click **OK** to save your changes and close the window.

View Units of Measure

Navigate: From the main menu, select Control > Setup > Unit of Measure. The Unit of Measure window opens.

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

View Units of Measure for the Supplier of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the Suppliers option. The Item Supplier window opens.

Select a supplier.

Click on the Item Supplier Unit of Measure option. The units of measure appear in the Item Supplier Unit of Measure window.

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

Maintain a Unit of Measure for the Supplier of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

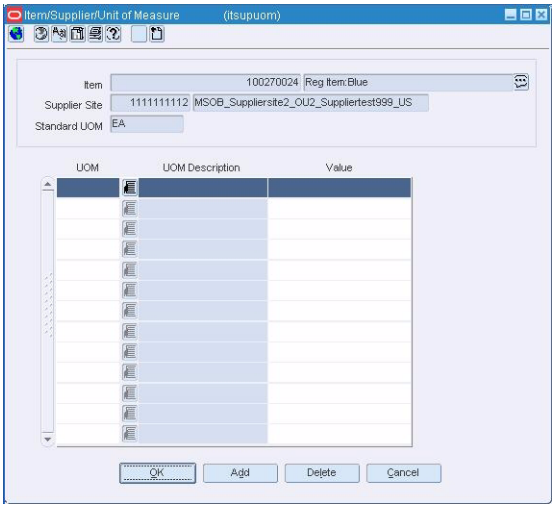
Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the Supplier option. The Item Supplier window opens.

Select a supplier.

Click on the Item Supplier Unit of Measure option. The Item Supplier Unit of Measure window opens.

Figure 6–63 Item Supplier Unit of Measure Window



Edit a Unit of Measure for the Supplier of an Item

1. Select a unit of measure (UOM).
2. In the value field, enter the factor used to convert the supplier UOM to the standard UOM.
3. If the item belongs to an item group that has items at a lower level, you are prompted to overwrite the UOM details for the 'child' level items.
4. Click **Yes** to apply the edits to the current item's subordinate items.
5. Click **No** to apply the edits to the current item only.
6. Click **OK** to save any changes and close the window.

Delete a Unit of Measure for the Supplier of an Item

1. Select a unit of measure (UOM).
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.
5. If the item belongs to an item group that has items at a lower level, you are prompted to overwrite the UOM details for the 'child' level items.
6. Click **Yes** to apply the edits to the current item's subordinate items.
7. Click **No** to apply the edits to the current item only.

Item VAT Rate - Mass Change Window [mcvatrat]

The Item VAT Rate - Mass Change window allows you to edit a VAT code for multiple items by item list.

The VAT code for pack items cannot be changed using this window.

If the new VAT region and active date for any item on the item list conflict with any existing VAT regions and active dates, you are prompted to override the existing VAT regions and active dates.

- Edit VAT Codes for Multiple Items

Edit VAT Codes for Multiple Items

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

1. From the Options menu, select Create Mass Item Change > VAT Rates. The Item VAT Rate - Mass Change window opens.
2. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.
3. In the VAT Type field, select the type of calculations in which VAT amounts should be included.
4. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT code.
5. In the Active Date field, enter the date on which the VAT code becomes effective, or click the calendar button and select the date.
6. Click OK to save your changes and close the window.

Zone Locations Window [itemretaill]

The Zone Locations window allows you to view the locations that exist in a selected zone.

- Edit the Retail Price of an Item

Item List Header Window [slhead]

The Item List Header window allows you to create, edit, and view basic information about an item list. You can indicate whether the item list is static or dynamic and whether it is a tax product group type of item list. The ID of the user who created the item list and the date on which it was created appear. You can also view the number of items that make up the item list.

- Copy an Item List
- Create an Item List
- Delete an Item List
- Maintain Item Lists
- Use an Item List
- View an Item List

Add Items to an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

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

Add items individually

1. From the Options menu, select Select Items. The Add Items to Item List Individually window opens.
2. Click **Add**.
3. On the next available line, enter the item number in the Item field, or enter a partial description and click the LOV button to select the item.
4. Click **OK** to save your changes and close the window.

Add items by group

1. From the Options menu, select Select By Group. The Add Items to Item List by Group window opens.
2. Select or enter criteria in the Criteria fields.
3. Click **Add**. The items that match the criteria are added to the item list.
4. Click **Exists in Criteria** to calculate the number of items that match the current criteria.
5. Click **Exists in List** to calculate the total number of items that make up the item list.
6. Click **OK** to save your changes and close the windows.

Add Items to Item List by Group Window [slgrp]

The Add Items to Item List by Group window allows you to add the criteria by which items are added to an item list.

- Add Items to an Item List

Add Items to Item List Individually Window [slitem]

The Add Items to Item List Individually window allows you to add items one by one to an item list.

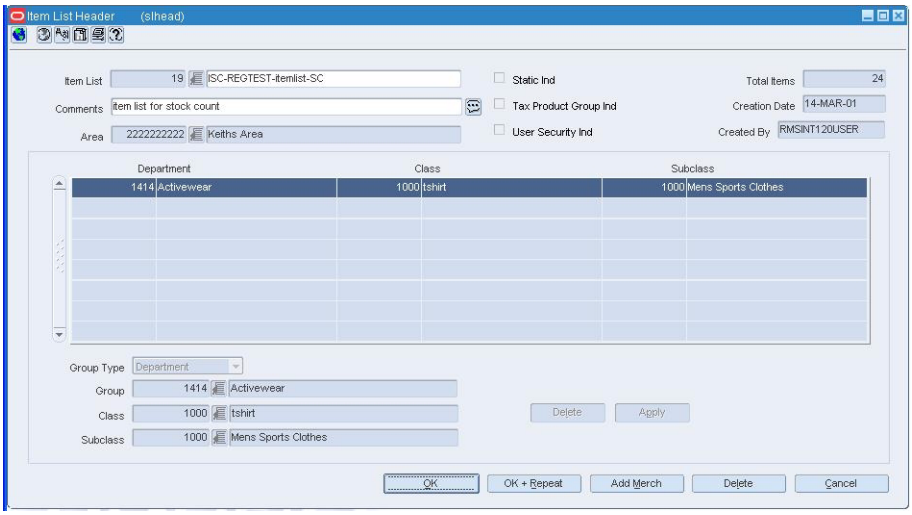
- Add Items to an Item List

Edit an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

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

Figure 6–64 Item List Header Window



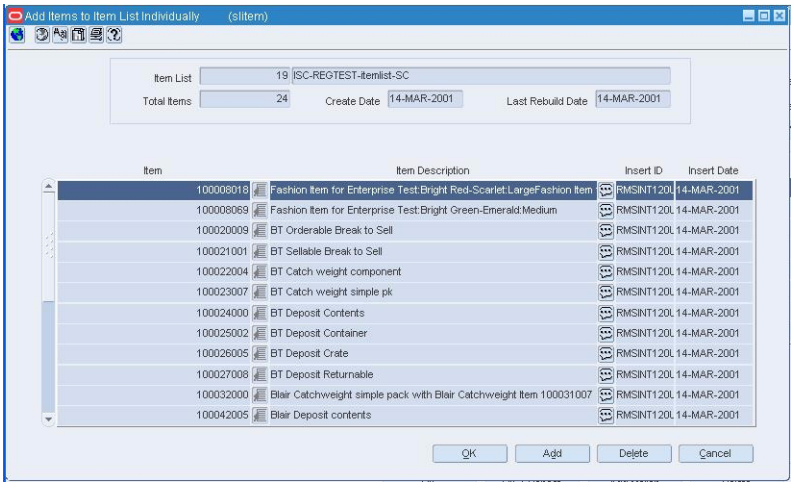
Edit the description and comments as necessary.

> **Note:** Item lists that were created with user security will only be visible to the user who created them.

Add Items Individually

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

Figure 6–65 Add Items to Item List Individually Window



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

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

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

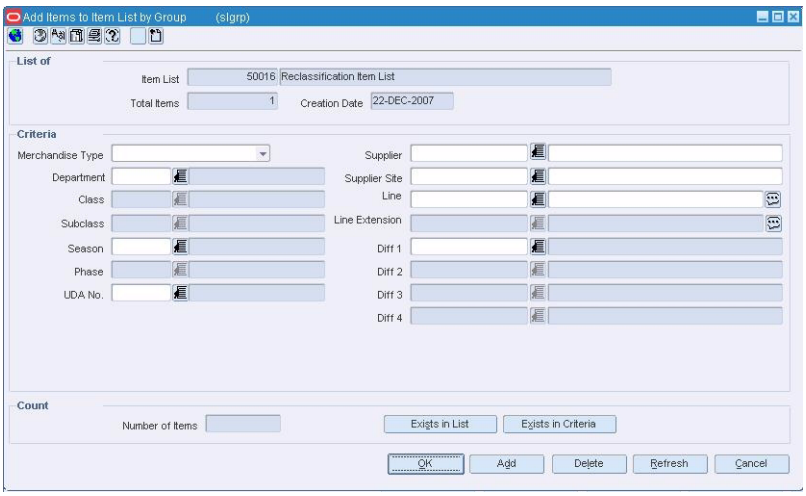
Delete Items Individually

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

Add Items By Group

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

Figure 6–66 Add Items to Item List by Group Window



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

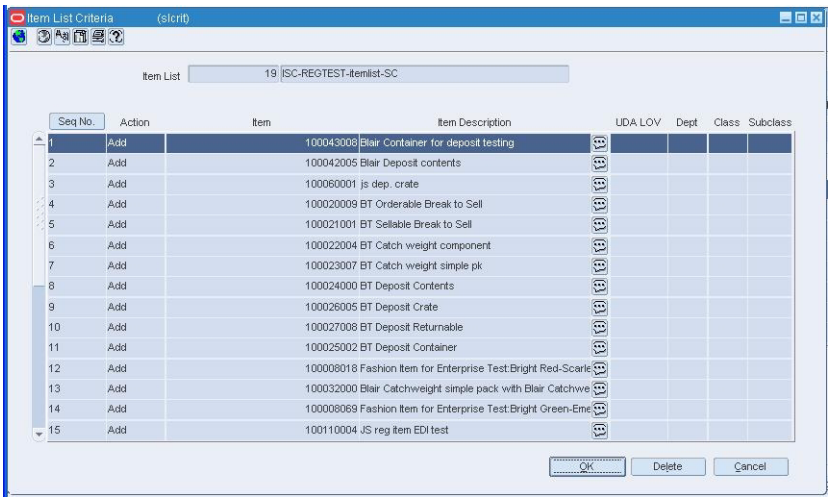
> **Note:** Only items that are in the departments associated with the item list will be added to the list.

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

Delete Items By Group

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

Figure 6–67 Item List Criteria Window

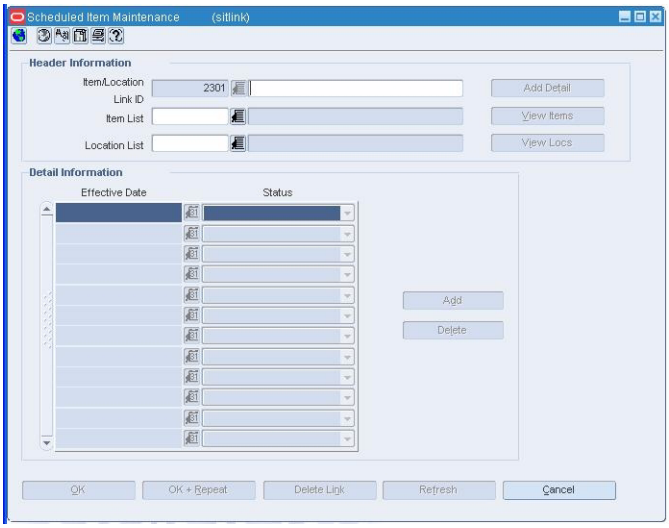


2. Select or enter the criteria in the Criteria fields.
3. Click **Delete**. When prompted to delete the record, click **Yes**. The items that match the criteria are deleted from the item list.
4. Click **OK** to save your changes and close the window.

Edit an Item List/Location List Link

Navigate: From the main menu, select Items > Scheduled Item Maintenance > Edit. The Scheduled Item Maintenance window opens.

Figure 6–68 Scheduled Item Maintenance Window



1. In the Item/Location Link ID field, enter a link ID or click the LOV button and select a link.
2. Click **Show Detail** to view the detail of this link in the Detail Information table.
3. Make any changes.
4. Click **OK** to save your changes and close the window.

Rebuild Item List Window [slrebld]

The Rebuild Item List window allows you to rebuild an item list on demand. You cannot rebuild an item list that is defined as a static list. This window is available when you create, copy, edit, or use an item list. Also, whenever you select an item list on another window, you can choose to rebuild the list. When you rebuild an item list, the list is updated to include any new items that have been added to the system since the last rebuild.

- Rebuild an Item List

Item List Search Window [slfind]

The Item List Search Window allows you to enter criteria in order to search for item lists and view the results. You can create, copy, edit, view, and use an item list. You can use the item list to make changes to multiple items.

The default view for the Item List Search window opens when you open the window for the first time. You can also create a custom view.

- Search for an Item List

Item List Criteria Window [slcrit]

The Item List Criteria window allows you to view and delete the criteria by which items are grouped on an item list.

- Delete Items from an Item List
- View Item List Criteria

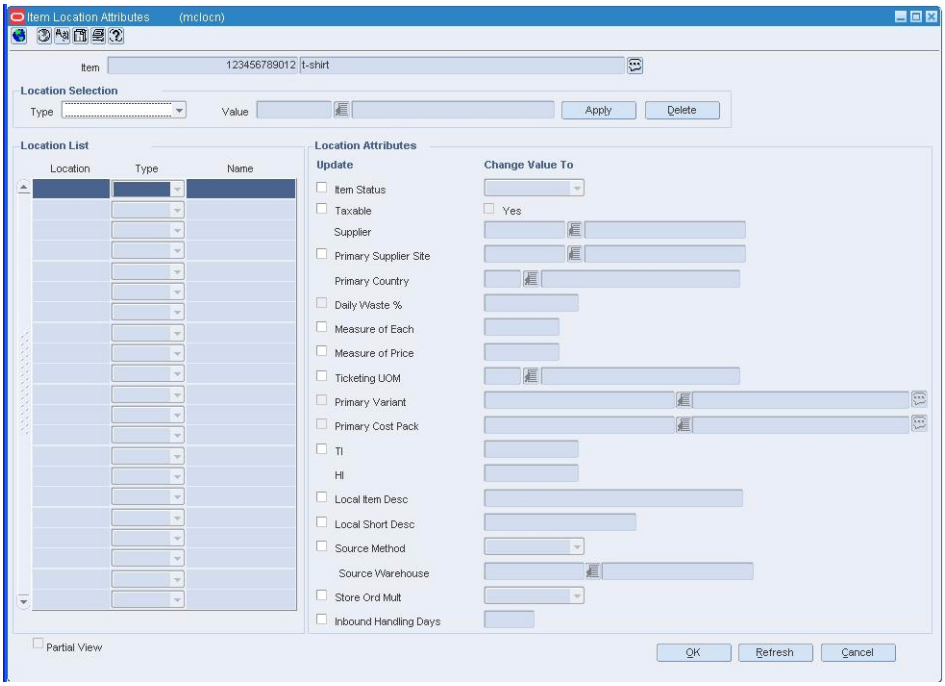
Edit Attributes for Multiple Locations by Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

1. From the Options menu, select Create Mass Item Change > Location. The Item Location Attributes window opens.

Figure 6–69 Item Location Attributes Window



2. To select the locations for which you want to change the attributes:
   a. In the Type field, select a grouping mechanism.
   b. In the Value field, enter the ID of the group, or click the LOV button and select the group.
   c. Click **Apply**. The locations in the selected group are added to the Location List table.

   Note: To view the results in a partial view, select the Partial View checkbox.

3. To delete locations from the list:
   a. In the Type field, select a grouping mechanism.
   b. In the Value field, enter the ID of the group, or click the LOV button and select the group.
   c. Click **Delete**.
4. Select the check boxes in the Update column next to the attributes that you want to change.
5. Select or enter the new values in the Change Value To column.
6. Click **OK** to save your changes and close the window.

Substitute Items Window [wforder]

This window allows users to select substitute items for an item on a Wholesale/Franchise order.

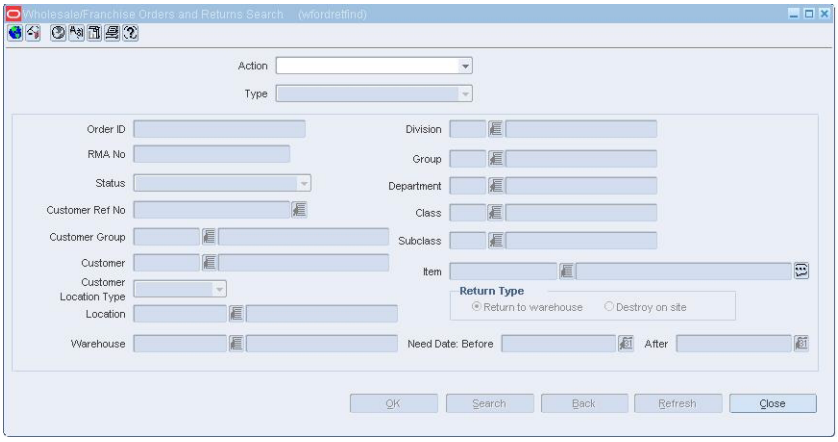
- Substitute an Item on a Wholesale/Franchise Order

Substitute an Item on a Wholesale/Franchise Order

Use this procedure to substitute an item on a wholesale order.

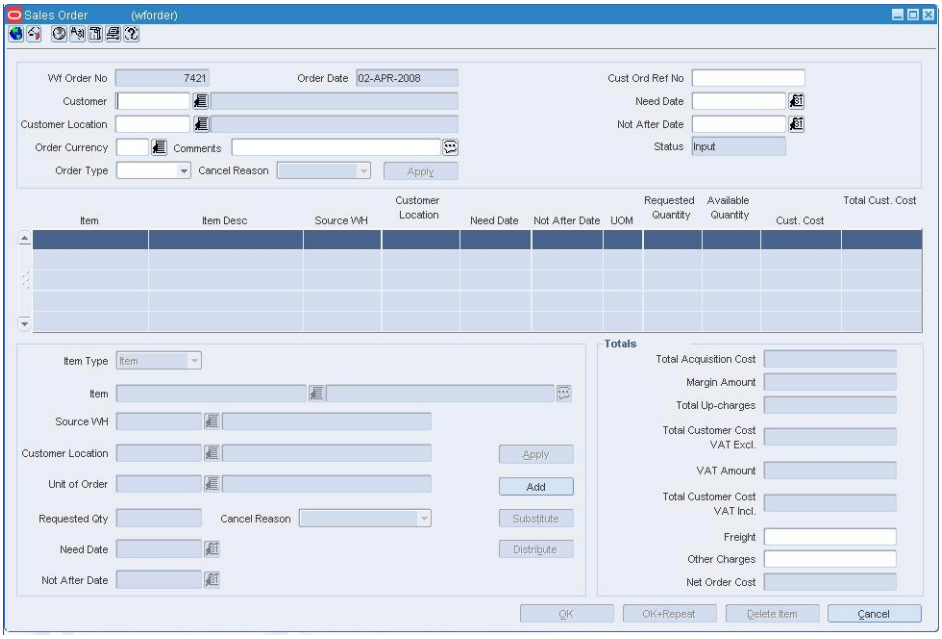
Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Search for and retrieve a wholesale/franchise order in Edit mode. Restrict the search to orders in Input status.

Figure 6–70 Wholesale Franchise Orders and Returns Window



1. Select a wholesale/franchise order and click **OK**. The WF Ordering window opens.

Figure 6–71 Sales Order Window



2. In the Item field, enter the item number of the item to be substituted, or click the LOV button and select the item.
3. Enter appropriate information in the item area.
4. Click **Substitute**. The Substitute Items window opens.

Figure 6–72 Substitute Item Window

5. Select the item to substitute.
6. Click **Apply**. The Substitute Item window closes.
7. Click **OK** to save your changes and close the window.

Edit a Substitute Item for an Item on Replenishment

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click the Substitute Items option. The Substitute Items window opens.

Figure 6–73 Substitute Items Window

1. In the Location Table, select the location to be edited.
2. In the Substitute Item Table, select the item to be edited.

> **Note:** To view items the main item is a substitute item for, from the Options menu, select Main Item View. The Main Item View window opens.

3. In the Apply Block area, edit the enabled fields as necessary. Click **Update All**.
   - To update the location information only, click **Update Location**.
   - To update the substitute item information only, click **Update Sub. Item**.
4. To view the details for the substitute item, click **Sub. Item Detail**.

Delete a Substitute Item

1. Select a substitute item on the table.

2. Click **Delete Sub. Item**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Substitute Item/Location

1. Select a substitute item on the table.
2. Click **Delete Sub. Item**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Add a Substitute Item for an Item on Replenishment

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

From the Options list, select Substitute Items. The Substitute Items window opens.

Figure 6–74 Substitute Items Window

1. Click Add Locations. The fields in the apply block are enabled.
2. In the Group Type field, select the type of grouping mechanism or location for the item substitution.
3. In the Group Value field, enter the ID of the grouping mechanism or location for the item substitution, or click the LOV button and select a grouping mechanism or location.
4. In the Fill Priority area, select the appropriate indicator to determine the basis of the item substitution.
5. Select the check box next to the replenishment calculation indicator.
   - Use Stock Ind: When selected, indicates that the substitute item is included in to determine the net inventory of the main item.
   - Use Sales Ind: When selected, indicates that the sales history for the substitute item is included in determining the maximum stock level.
   - Use Forecast Sales Ind: When selected, indicates that sales forecasts for the substitute items is used in calculation location demand for the main item.
6. In the Substitute Item field, enter the ID of the substitution item, or click the LOV button and select the substitution item.

Note: To view items the main item is a substitute item for, from the options menu, select Main Item View. The Main Item View window opens.

7. In the Substitute Primary Replenishment Pack field, enter the ID of the substitute primary replenishment pack, or click the LOV button and select the substitute primary replenishment pack.
8. In the Pick Priority field, enter the priority level of the substitute item.
9. Click Apply.
10. To add a substitute item/location to a main item, click Add Location. Applicable fields in the Apply Block area are cleared.
11. To add a multiple substitute items to a main item, click Add Sub. Item. Applicable fields in the Apply Block area are cleared.
12. Click OK to save your changes and close the window.

Substitute Items Maintenance Window [substitm]

The Substitute Items Maintenance window is used to replace or phase out a main item with a substitute item and to maintain the substitute item information. Substitute Items are associated at the Item/Location level.

You can indicate whether the main item or the substitute item is primarily used to fill the recommended order quantities. In the warehouse, you can also select multiple substitute items for the main item and enter the order in which they are picked as substitute for the main item.

- Add a Substitute Item for an Item on Replenishment
- Edit a Substitute Item for an Item on Replenishment

Pack Item Overview

A pack item is used to buy, sell, and track multiple items under one item number. The types of pack items are:

Simple Packs

A simple pack is always orderable. You can make the pack sellable. A simple pack is an orderable vendor pack with multiples of one the same component item.

Complex Packs

A complex pack can be both orderable and sellable, but they can also be orderable or sellable.

Orderable

A **buyer** pack is a grouping mechanism used by the retailer in order to order multiple items as a single line item on a purchase order. Buyer packs can be ordered and received as component items or as a pack.

A **vendor** pack is a grouping mechanism used by the vendor in order to sell multiple component items as packs to the retailer. Vendor packs can only be ordered and received as a pack.

Sellable
A **sellable** pack is a grouping mechanism used to sell multiples of different items as one item.

- Create a Simple Pack
- Create a Complex Pack
- Edit a Pack Item
- Break Packs into Component Items
- Delete a Pack Item
- Search for Pack Items by Component Item
- View a Pack Item
- View Simple Pack Details for a Component Item
- View the Components of a Sellable Pack

Simple Pack Setup Window [spacksetup]

The Simple Pack Setup window allows you to create and view simple packs that contain the selected component item. A simple pack is a sellable and/or orderable vendor pack with multiples of only one item number as the component item.

When creating a simple pack for a component item, you must provide the following information:

- Type of number, pack number, and pack description
- Number of units of the component item that make up the pack
- Primary supplier and origin country for the pack
- Unit cost of the pack
- Number of packs in a case, cases on a tier, and tiers on a pallet
- Base retail price of the pack if it is sellable as a pack

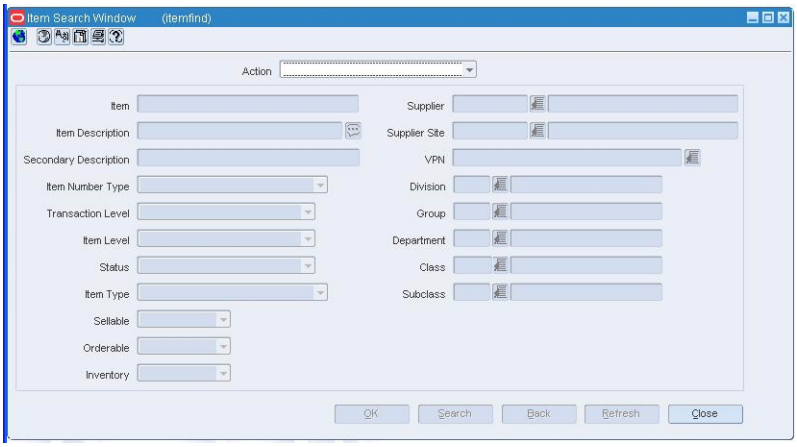
In addition, you can define the dimensions, weights, and volumes of cases and pallets. After defining the attributes of the pack, you can choose to copy other details from the component item. The details may include suppliers, stores, warehouses, seasons, user defined attributes, ticketing, required documents, sales taxes, HTS numbers, and expenses.

- Create a Simple Pack
- View Simple Pack Details for a Component Item

Create a Simple Pack

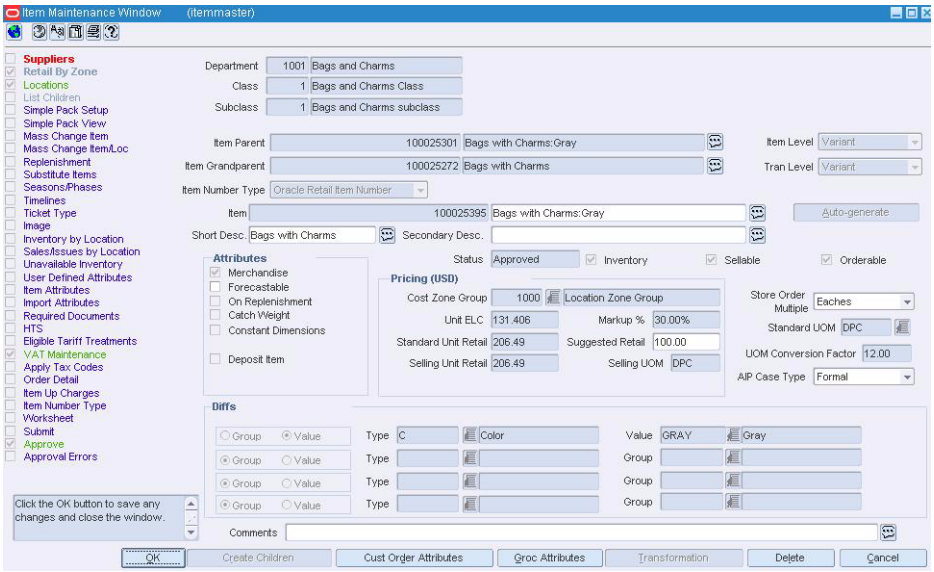
Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–75 Item Search Window



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

Figure 6–76 Item Maintenance Window



Add Pack Item Details

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

   Note: If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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

Create the Pack

1. On the Item Maintenance window, click **Pack Details**. The Pack Item Detail Maintenance window opens.
2. In the Item field, enter the ID of the item you want to add, or click LOV button and select the item you want to add.
3. In the Quantity field, enter the number of component items in the pack.
4. Click **Apply**. The information is added to the table.

Complete the Pack Item

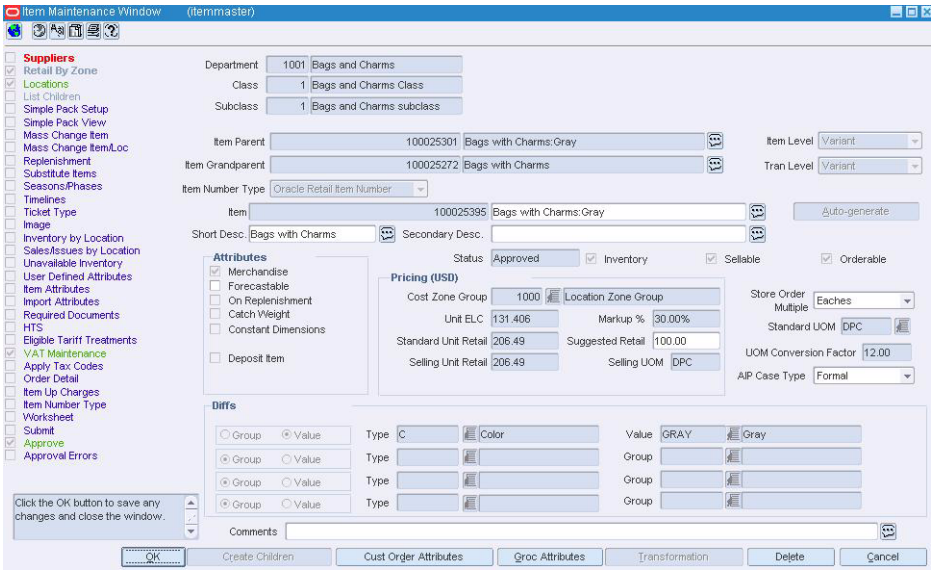
1. Edit the retail price of an item.
2. Click **OK** to save any changes and close the window.

Create a Simple Pack from an Existing Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

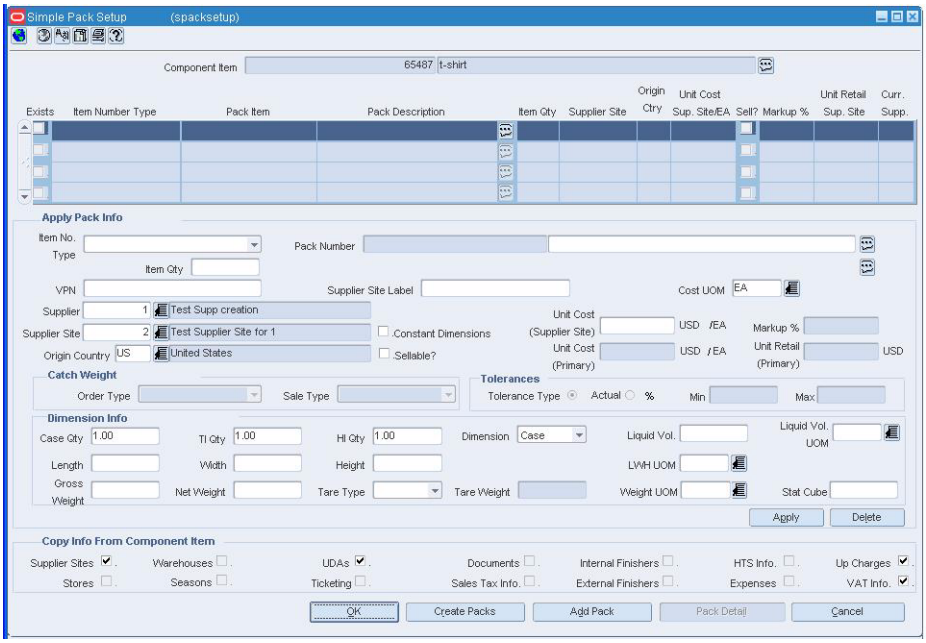
Search for the item that will be the component of the simple pack. Retrieve the item in Edit mode. The Item Maintenance window opens.

Figure 6–77 Item Maintenance Window



1. On the Options list, click on the Simple Pack Setup option. The Simple Pack Setup window opens.

Figure 6–78 Simple Pack Setup Window



2. In the Apply Pack Information area:

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

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

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

c. Enter additional information as necessary.

Note: The Catch Weight and Tolerance areas are enabled only if you selected Catch Weight in the Attributes area of the Item Maintenance window. Catch Weight average weight is only maintained for simple packs.

3. In the Dimension Information area, enter the necessary information about the simple pack.
4. In the Copy Info from Component Item area, select which details you want to copy from the component item to the simple pack.
5. Click **Apply**. The simple pack is added to the table.
6. Click **Create Packs**. The Exists check box is automatically selected and the selected component details are copied to the simple pack.

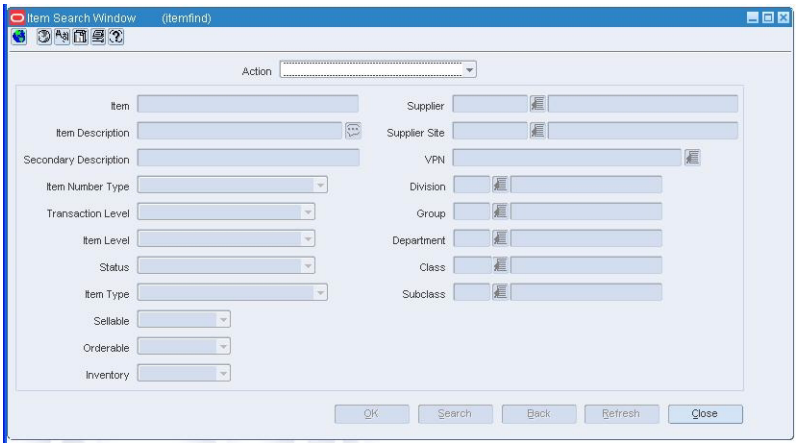
Note: When you click **Create Packs**, component details are copied to the new simple packs. If simple packs already exist, their details are not updated.

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

Create a Complex Pack

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–79 Item Search Window

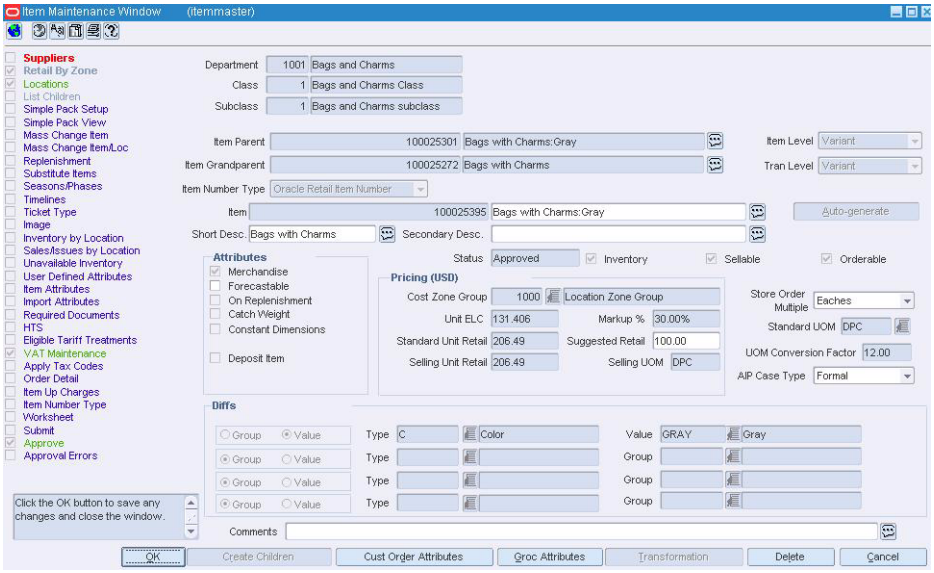


1. In the Action field, select New Item.
2. In the Item Type field, select Complex Pack.
3. Select the item type indicators:

- Sellable: When Yes is selected, an item can be sold and is sent to the POS.
- Orderable: When Yes is selected, an item can be ordered, set up on replenishment, and can have HTS and expenses set up.
- Inventory: This field defaults to Yes. Complex packs always have inventory tracked and held in RMS.

4. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
5. Click **OK**. The Item Maintenance window opens.

Figure 6–80 Item Maintenance Window



Add Pack Item Details

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

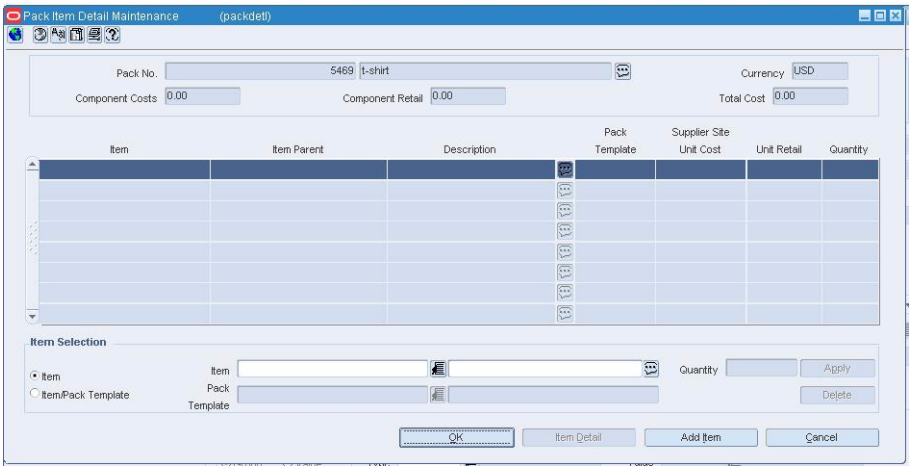
> **Note:** If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. When Manual is chosen from the Item Number Type field, the description field accepts alphabetic text and does not validate digit, length, or characters.

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

Create the Pack

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

Figure 6–81 Pack Item Detail Maintenance Window



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

Complete the Pack Item

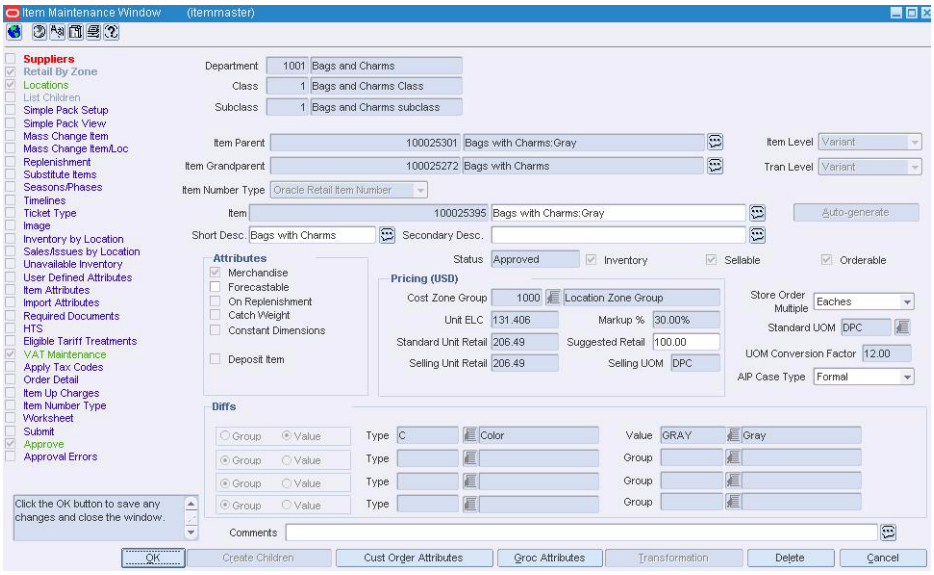
1. Edit the retail price of an item.
2. Click **OK** to save any changes and close the window.

Edit a Pack Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

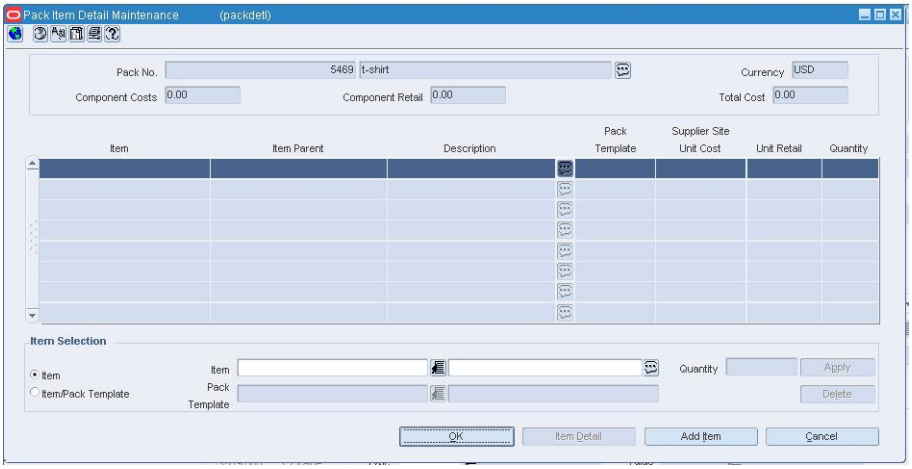
Search for and retrieve a pack item in Edit mode. To restrict the search to pack items, select the Pack Item check box The Item Maintenance window opens.

Figure 6–82 Item Maintenance Window



1. You may choose to edit any enabled fields.
2. Click **Pack Details** to edit the component items. The Pack Item Detail Maintenance window opens.

Figure 6–83 Pack Item Detail Maintenance Window



3. Select a component item.
4. In the Quantity field, edit the number of units that belong in the pack.
5. Click **Apply**.
6. Click **OK** to save your changes and close the window.

Add a Component Item

1. On the Pack Item Detail Maintenance window, click **Add Item**. The fields in the Item Selection area are cleared.
2. In the Item field, enter the item number of the component item, or click the LOV button and select the item.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

> **Note:** You cannot add a component item to a simple pack, because a simple pack is multiples of one component item.

Delete a Component Item

1. Select a component item.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

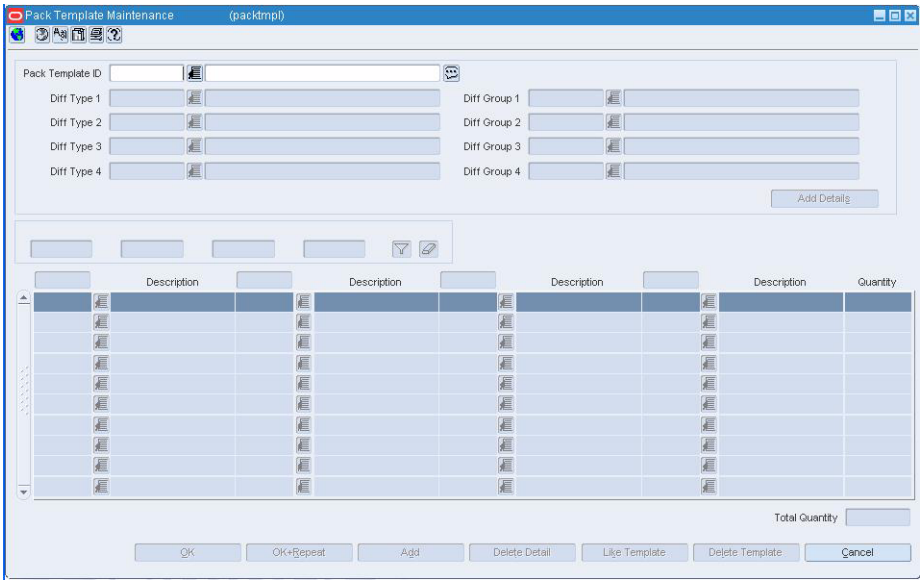
Edit Additional Details for the Pack Item

1. Select an option on the Options list of the Item Maintenance window.
2. Edit information.
3. Click **OK** to save your changes and close the window.

Maintain Pack Templates

Navigate: From the main menu, select Items > Diffs > Pack Templates > Edit. The Pack Template Maintenance window opens.

Figure 6–84 Pack Template Maintenance Window



Edit a Pack Template

1. In the Pack Template ID field, enter the ID of the pack template, or click the LOV button and select the template.
2. Edit the template description and quantities as necessary.
3. Click **OK** to save your changes and close the window.

Add an Assortment of Diffs

1. Click **Add**.
2. Add diffs in the enabled fields.
3. Repeat steps 1 and 2 to add more diffs to this template.
4. Click **OK** to save your changes and close the window.

Delete a Diff Combination from the Assortment

1. Select a record.
2. Click **Delete Line**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Pack Template

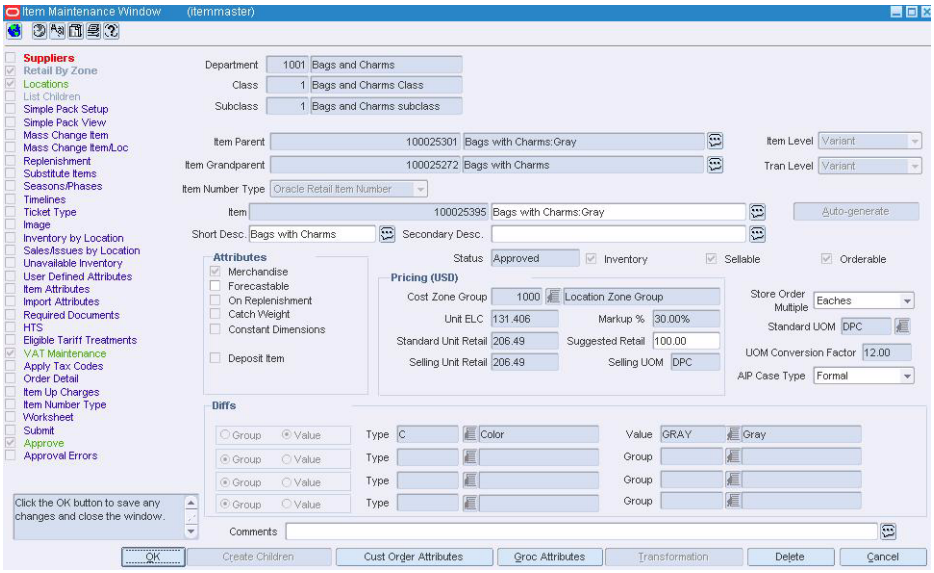
1. In the Pack Template ID field, enter the ID of the pack template, or click the LOV button and select the template.
2. Click **Delete Template**. You are prompted to delete the record.
3. Click **Yes**. The diff template is deleted and the window is closed.

Delete a Pack Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve a pack item in Edit mode. To restrict the search to pack items, select the Pack Item check box. The Item Maintenance window opens.

Figure 6–85 Item Maintenance Window



1. Click **Delete**. You are prompted to delete the record.
2. Click **Yes**.

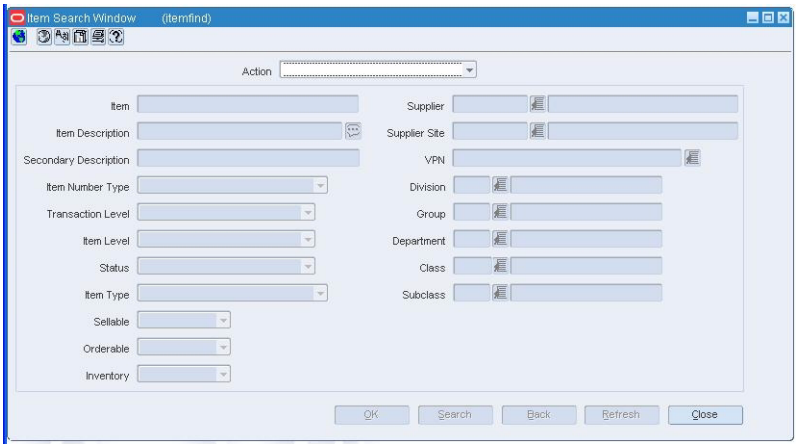
> **Note:** The record will be deleted in the next scheduled batch process.

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

Search for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Figure 6–86 Item Search Window



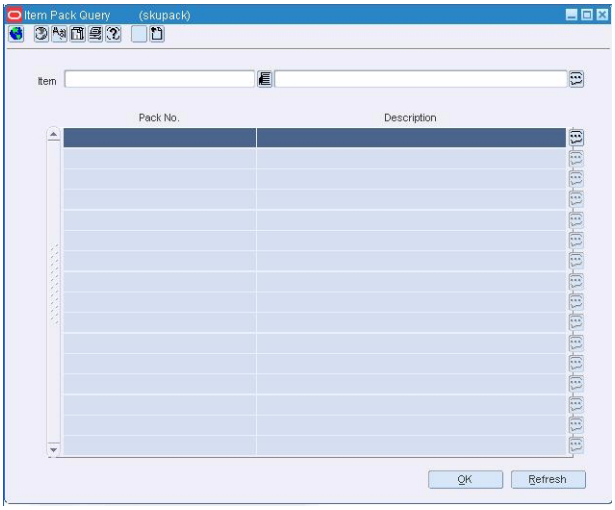
1. In the Action field, select Edit Item, View Item, New From Existing, or New Cost Change.
2. Enter additional criteria as desired to make the search more restrictive.

3. Click **Search**. The Item Search window displays the items that match the search criteria.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the item information, select a record and click **OK**. Based on what appears in the Action field, the Item Maintenance window, Create Like Item window, or Cost Change by Supplier window opens.
5. Click **Close** to exit.

Search for Pack Items by Component Item

Navigate: From the main menu, select Items > Item Pack Query. The Item Pack Query window opens.

Figure 6–87 Item Pack Query Window



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

Item Pack Query Window [skupack]

The Item Pack Query window allows you to search for and view all the pack items that contain a specified component item.

- Search for Pack Items by Component Item

Pack Item Detail Maintenance Window [packdetl]

The Pack Item Detail Maintenance window allows you to add, edit, and view the component items of a pack item. A complex pack may be composed of multiple units of multiple items. A simple pack may be composed of multiple units of one item.

There are some restrictions depending on the how you define the purpose of the pack:

- Orderable pack: You cannot add, delete, or edit the component items if the pack is already on order or stocked at any location.
- Sellable pack: You cannot add, delete, or edit the component items after the pack item is priced.

More information can be found in these related topics:

- Create a Complex Pack
- Create a Simple Pack
- Edit a Pack Item
- View a Pack Item

Main Item View Window [substitm]

The Main Item View window allows you to view all items and location combinations that the main item is replacing as a substitute item.

- Add a Substitute Item for an Item on Replenishment
- Edit a Substitute Item for an Item on Replenishment

Sellable Pack Build Window [packbld]

The Sellable Pack Build window allows you to view how many sellable packs can be built from the component items at a specific store.

- View the Components of a Sellable Pack

Item Packing Window [tsfpack]

The Item Packing Window allows you to send instructions to the finisher to tell them how items and packs should be shipped to the final location.

The Results area will display all the packs that can be created and any items component items that are unpacked. The following packaging combinations may occur:

Pack to Components

Pack 1	becomes	Item 1
		Item 2
		Item 3

Pack to Pack

Pack 1 made up of:	2 of Item 1	becomes	Pack 2 made up of:	2 of Item 1
	3 of Item 2			2 of Item 2
	3 of Item 3			2 of Item 3

Remaining bulk items on transfer: 1 of item 2, and 1 of item 3.

Components to Pack

Item 1	becomes	Pack 1
Item 2		
Item 3		

- Pack an Item on a Transfer
- View Finishing Details on a Transfer

Pack an Item on a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

1. Create a transfer.
2. Add a transfer work order activity.
3. On the Transfer Detail window, click **Packing**. The Item Packing window opens.

Break a pack into its components

1. In the Item field, select a pack item that is on the transfer.
2. Click **Explode Pack**. The component items appear in the Results area.

Change the pack

1. In the Item field, select a pack item that is on the transfer.

> **Note:** You may need to transform the items on a transfer before they can be packed.

2. In the Pack No. field, enter the ID of the new pack.
3. Click **Build Pack.** The new pack is created and displayed in the Results area.
4. In the Item field, select bulk items on that are on the transfer.

Create a pack based on component items

1. In the Pack No. field, enter the ID of the new pack.
2. Click **Build Pack.** The new pack is created and displayed in the Results area.

Review and complete packing

1. To view the details of the pack item, click **Pack Detail** in either the From Pack area or the To Pack area.
2. To view the results of packing the items at the finishers, click**Results**. The Packing Results window opens.
3. Click **OK** to save any changes and close the windows.

Break Pack Build Window [packbrk]

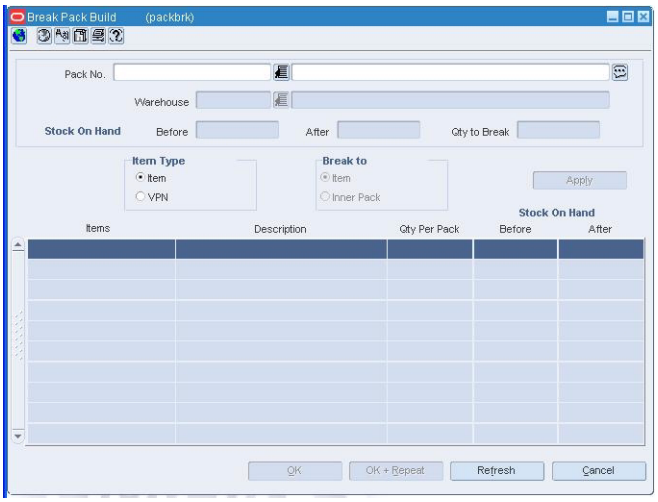
The Break Pack Build window allows you to break orderable packs down to their component items or inner pack levels. The inventory of packs and component items is adjusted accordingly. The number of packs is decremented and the number of inner packs or items is incremented. Pack items are inventoried at the warehouse level.

- Break Packs into Component Items

Break Packs into Component Items

Navigate: From the main menu, select Inventory > Pack Items > Break Pack. The Break Pack Build window opens.

Figure 6–88 Break Pack Build Window



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

Pack Template Maintenance Window [packtmpl]

The Pack Template Maintenance window allows you to create, edit, and view a pack template. You can use the a pack template to order diffs that are frequently ordered as a 'set', rather than ordering individual items. When creating a pack item, you must specify a quantity for each combination.

- Create a Pack Template
- Maintain Pack Templates
- View a Pack Template

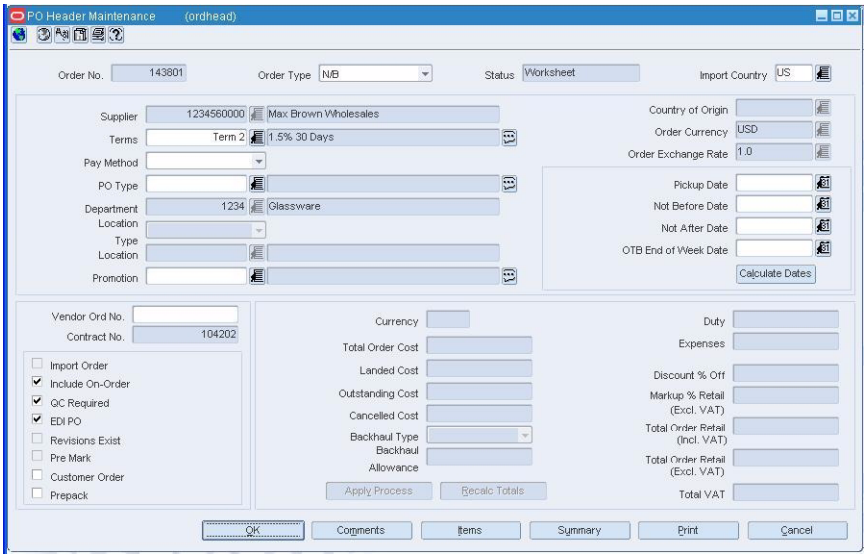
Add a Pack Template to a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

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

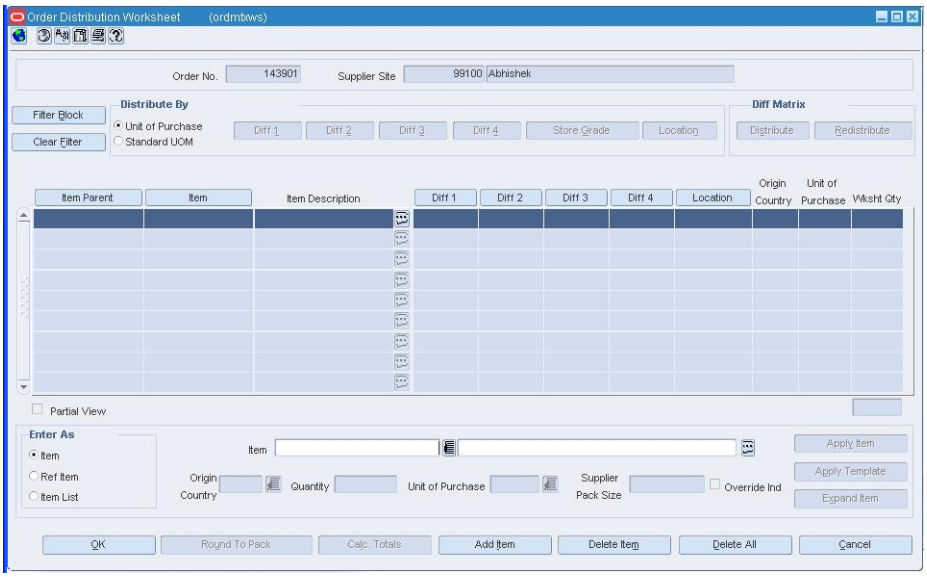
Click **Items**. The PO Header Maintenance window opens.

Figure 6–89 PO Header Maintenance Window



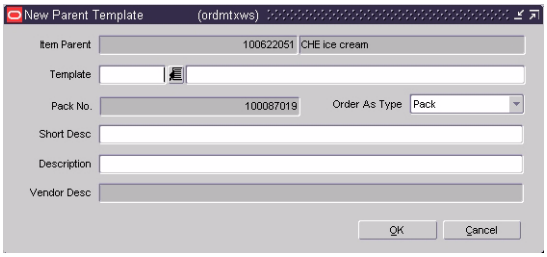
Click **Add to Order**. The Order Distribution Worksheet window opens.

Figure 6–90 Order Distribution Worksheet Window



1. Click **Add Item**. The Apply area is enabled.
2. In the Item field, enter the item parent ID, or click the LOV button and select the number.
3. Click **Apply Template**. The New Parent Template window opens.

Figure 6–91 New Parent Template Window

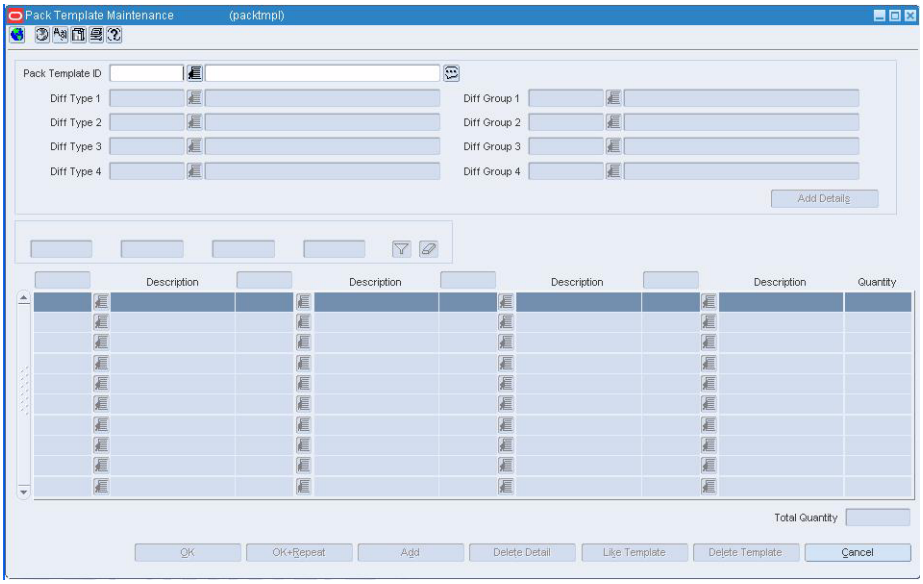


4. In the Template field, enter the ID of the item parent template, or click the LOV button and select the template.
5. In the Order As Type field, select either Pack or Eaches.
6. In the Short Description field, enter the short description for the pack.
7. In the Description field, you can edit the long description of the pack.
8. Click **OK** to exit the New Parent Template window.
9. Click **Apply Item** to add the item parent or Expand Item to add the components of the item parent to the table.
10. Filter and distribute the items as necessary.
11. Click **OK** to save your changes and close the window.

Copy a Pack Template

Navigate: From the main menu, select Items > Diffs > Pack Templates > New. The Pack Template Maintenance window opens.

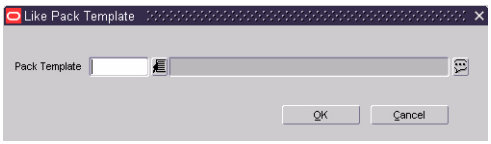
Figure 6–92 Pack Template Maintenance Window



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

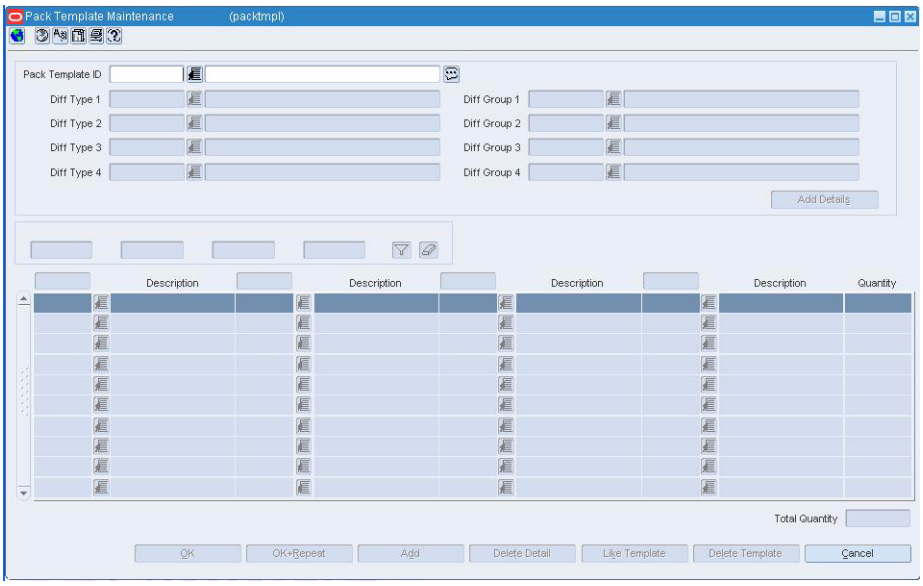
1. In the Pack Template ID field, enter a description for the template.
2. Click **Like Template**. The Like Pack Template window opens.

Figure 6–93 Like Pack Template Window



3. In the Pack Template ID field, enter the ID of the template to copy, or click the LOV button and select the template.
4. Click **OK** to exit the Like Pack Template window. The assortment of diffs are copied to the Pack Template Maintenance window.

Figure 6–94 Pack Template Maintenance Window



5. Edit the values in the Quantity field, where necessary.
6. Click **OK** to save your changes and close the window.

Like Pack Template Window [packtmpl]

The Like Pack Template window allows you to create a diff pack template with the same assortment of diffs as another template.

- Copy a Pack Template

Diff Combinations Window [itemdiffappl]

The Diff Combinations window allows you to view the item children that are created after you select the desired diffs in the Item Diff Apply window. You can enter the item number (if it was not generated automatically) and description for each item child and delete any undesired item children. When you click **OK** to exit this window, the Item Children window opens. From there, you can edit the attributes of each item child.

- Create a Two Level Item with Diffs

Item Children Window [itemchildren]

The Item Children window allows you to create a subset of items from an item that is already entered into RMS. In RMS, all of the item levels for a given item are called an item group. The term child or children refers to the second or third levels of any 2-level or 3-level item group. In this window, you can:

- Edit level 2 or level 3 items that were created without diffs
- Edit the description of items at level 2 or level 3 of an item group.
- Use the Options list to edit details for a selected level 2 or level 3 item.

More information can be found in these related topics:

- Create a Two Level Item without Diffs

- Create a Three Level Item

Item Diff Apply Window [itemdiffappl]

Use the Item Diff Apply window to create items with diffs. You can apply diffs individually, by diff range, or by diff group. When two types of diff values are combined, a level 2 or level 3 item is created for each possible combination of the two types. The new items appear in the Diff Combinations window. If you create duplicate items, you can view the details of the duplicate item in the Duplicate Diff Combinations window.

- Create a Two Level Item with Diffs

View Duplicate Diff Combinations

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

1. Enter information in the diff fields.
2. Click **Create Children**. The Item Diff Apply window opens.
3. Enter data in the required fields.
4. Click **OK** to create the possible combinations of item children. The Diff Combinations window opens.
5. Edit the item number and description of an item child.
6. Click OK to create the item children.
7. If duplicate item children exist, the Duplicate Diff Combination window opens.
8. Click **OK** to close the window.

Item Children Diff Window [itemchildrendiff]

The Item Children Diff window allows you to create a subset of items from an item that is already entered into RMS. In RMS, all of the item levels for a given item are called an item group. The term child or children refers to the second or third levels of any 2-level or 3-level item group. In this window, you can:

- Edit level 2 or level 3 items that were created with diffs
- Edit the description of items at level 2 or level 3 of an item group.
- Use the Options list to edit details for a selected level 2 or level 3 item.

More information can be found in these related topics:

- Create a Two Level Item with Diffs
- Create a Three Level Item

Duplicate Diff Combinations Window [itemdiffappl]

The Duplicate Diff Combinations window allows you to view which diffs are duplicated for an item parent. You are prompted to view the duplicate item children at the time you create them.

- View Duplicate Diff Combinations

Item Maintenance Window [itemmaster]

The Item Maintenance window allows you to manage multiple types of items and their attributes. Items can be tracked at 3 levels. The naming conventions for the three item levels may vary by organization. You must indicate at which item level you want to track transactions. After creating a level 1 item, you can create level 2 item. On some RMS windows, the level 2 item is referred to as a 'child' item. You can also select a level 2 item and create level 3 items, referred to as grandchildren.

Look at the Options list to verify that all necessary information has been added for the current item. The options are color-coded to indicate whether they are required by the system, required by your organization, or made available/unavailable.

- **Red, bold:** The option is required by the system. The Suppliers and Retail by Zone options are required by the system.
- **Green, bold:** The option required by the system has been edited.
- **Red:** The option is required by the department, class, or subclass.
- **Green:** The option, required or not, has been edited.
- **Blue:** The option is not required but can be edited if the user so chooses.
- **Black:** The option is not available to the user.

The check box next to each option provides another visual cue. A selected check box indicates that the option has been edited. You can click on the required or available options in order to perform a task related to the current item. The appropriate message or window opens.

- Create a Deposit Item
- Create a One Level Item
- Create a Transformable Item
- Create a Two Level Item with Diffs
- Create a Two Level Item without Diffs
- Maintain an Item
- View an Item

Electronic Data Interchange Overview

Electronic data interchange (EDI) provides a standardized method for retailers and suppliers to transmit business documents electronically. EDI translation programs convert outgoing and incoming files to the appropriate flat file or EDI format.

The following EDI transaction sets can be processed by RMS:

- **832 - Price/sales catalogue:** New and updated item/cost information received from the supplier.
- **838 - Trading partner profile:** Store and warehouse addresses are sent to the supplier. Addresses are received from the supplier.
- **846 - Inventory Inquiry/Advice:** Supplier availability details are received from the supplier.
- **850 - Purchase order:** Purchase orders and contracts are sent to the supplier.

- **852 - Product activity data:** Store sales and inventory information is sent to the supplier.
- **855 - Purchase order acknowledgement:** Purchase order acknowledgements and changes are received from the supplier.
- **856 - Ship notice/manifest:** Advance shipping notices (ASN) are received from the supplier.
- **860 - Purchase order change request - buyer initiated:** Modified purchase orders are sent to the supplier.
- **879 - Price information:** Cost changes pertaining to items are received from the supplier.
- **888 - Item maintenance:** New and updated item details are received from the supplier.

Business Process

To begin using EDI functionality, some preliminary setup is required. You must indicate which EDI transactions are supported by a supplier. If the supplier requests product activity data, you can indicate whether the data should be transmitted on a daily or a weekly basis.

You should also indicate the variance allowed for cost changes by monetary amount and by percentage. Cost changes received from the supplier that are within the tolerated range are automatically approved by the system after you accept the changes. In vendor managed inventory (VMI) situations, you can indicate whether orders received from the supplier are automatically approved or remain in Worksheet status.

As you create and revise purchase orders and contracts, you can indicate whether to transmit approved transactions. If you have access to Oracle Retail Invoice Matching, you can also indicate whether to transmit approved debit memos, credit memos, and credit note requests.

When item details and cost changes are received from suppliers, you must review and accept them before the item catalog can be updated and a cost change event can be created. Rejected items and cost changes are held in the system for a predefined number of days.

Reports

There are no standard reports pertaining to EDI.

System Administration

The system administrator may set the following system variables for EDI transactions:

- Request an EDI-compliant catalog of store and warehouse addresses be transmitted to suppliers.
- Indicate whether supplier-provided costs may be overridden by the application of deals, brackets, and allowances to unit costs on purchase orders.
- Set the retention period, in days, for 1) revisions/versions of completed and cancelled purchase orders, 2) rejected items, and 3) rejected cost changes. When the records exceed the retention periods, they are automatically purged by regularly scheduled batch programs.

- Set the number of days that product activity data must be held on a temporary table before the report is transmitted to suppliers.

New Item Window [editem]

The New Item window allows you to enter additional details before a new item or case can be added to the system. Cases are processed as simple packs. The preliminary information is received from the supplier via an electronic data interchange (EDI) transmission.

Several fields are filled in automatically if you select an item at a higher item level than the new item. You can also choose to copy additional details from an existing item to the new item.

- Accept New Items Received Via EDI

Item Detail Window [editem]

The Item Detail window allows you to view measurement, unit cost, lead time, and minimum/maximum order details for an item that is received via an electronic data interchange (EDI) transmission.

- Accept New Items Received Via EDI

EDI New Items Window [editem]

The EDI New Items window allows you to accept or reject new items or changes made to existing items. The information is received from a supplier via electronic data interchange (EDI) transmissions.

From this window, you can access the:

- **Item Detail window:** View dimensions, volume, and weight at the each, case, and pallet level. Also, view unit of measure (UOM) conversion details, unit cost, lead time, and minimum and maximum order quantities.
- **New Item window:** Edit the details of a new item, or copy details from an existing item to the new item (Like Items window).

After you change the status of the item to Accepted, you can edit the seasons/phases and user defined attributes for the item. Select the appropriate option from the Options > Items menu.

To view additional details in the EDI New Items window, select the appropriate option from the View menu.

The default view for the EDI Items window opens when you open the window for the first time. You can also view the table with the Parent view or you can create a custom view. Additional fields can be viewed when you create a custom view.

- Accept New Items Received Via EDI

Mass Update Failures Window [editem]

The Mass Update Failures window allows you to view the reason for and status of items that failed to update through Electronic Data Interchange (EDI).

- View Status of EDI Update Failures

Like Item Window [editem]

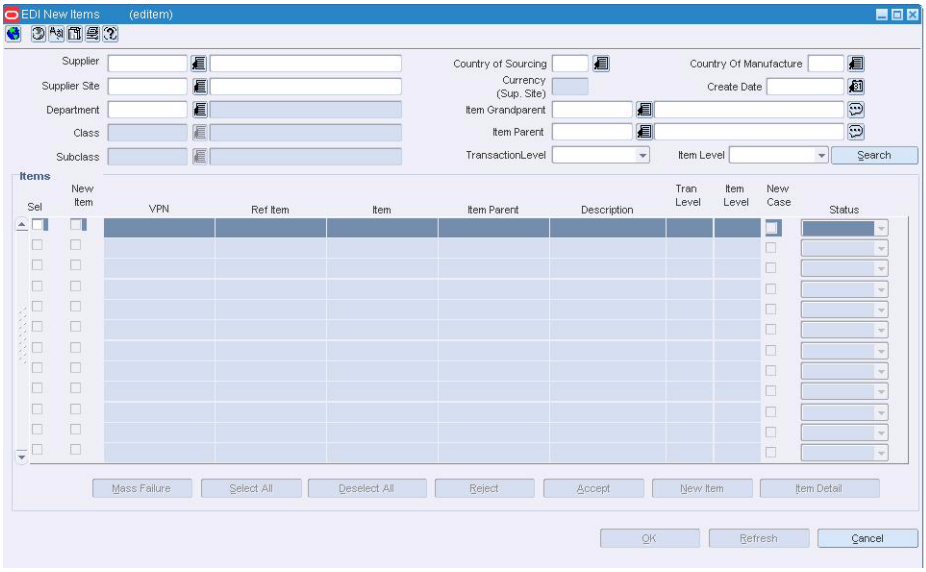
The Like Item window allows you to copy the details from an existing item to a new item. If the existing item that you choose is a level 1 item, a new item hierarchy is created for the new item. If the existing item is a level 2 or level 3 item, the new item is associated with the same item group as the existing item.

- Accept New Items Received Via EDI

Accept New Items Received Via EDI

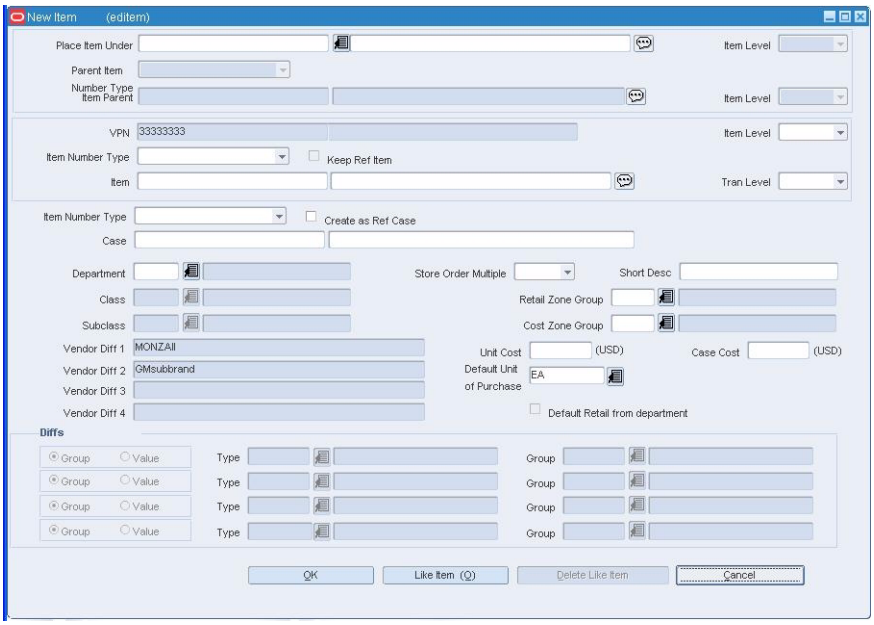
Navigate: From the main menu, select Items > EDI New Items. The EDI New Items window opens.

Figure 6–95 EDI New Items Window



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

Figure 6–96 New Item Window



Identify Item Parent Information

1. In the Place Item Under field, enter the item number of the item parent or item grandparent under which you want to place the new item, or click the LOV button and select the item.
2. In the Item Level field, select the level at which the item parent or item grandparent resides in the item hierarchy.
3. In the Parent Item Number Type field, select the item number type for the new level two item.

   Note: If a level 3 item is placed under a level 1 item and the transaction level is at level 2, you must identify the level 2 item above the new item. If the level 1 item has no existing subordinate (level 2) items, you must select the appropriate type of item number for the level 2 item.

4. In the Item Parent type field, enter or edit the item number of the item parent under which you want to place the new item, or click the LOV button and select the item.

   Note: For Level 3 items only.

Identify the EDI Item Information

1. In the Item Number Type field, select the item number for the new item.
2. Select the Keep Ref Item to indicate that reference number received from the supplier should be saved.
3. In the Item field, enter or edit the item number and item description.
4. In the Item Level field, select the level of the item in the item group.

5. In the Tran Level field, select the transaction level for the item.

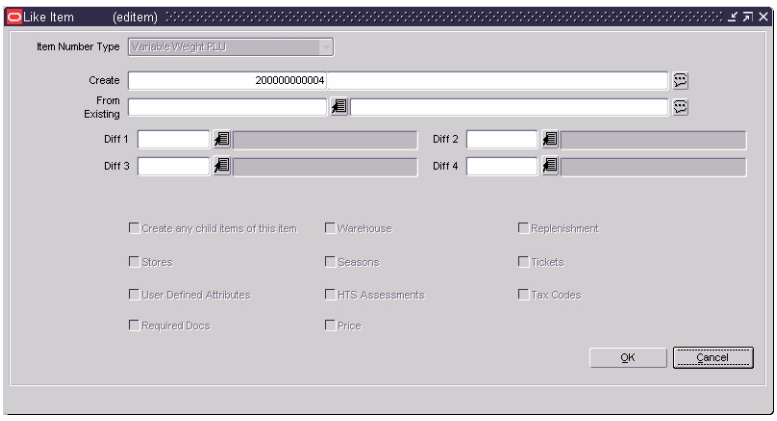
   Note: If you select an item with subordinate items, the transaction level is automatically filled in.

6. To create a simple case pack for the item for the EDI item:
   a. Select the Item Number Type for the pack item.
   b. Enter or edit the item ID and description.
   c. Select Create as Ref Case to indicate that the case is a reference item for the case.
7. In the Department field, enter the ID of the department for the new item, or click the LOV button and select the department.
8. In the Class field, enter the ID of the class for the new item, or click the LOV button and select the class. You must select a department before you can select a class.
9. In the Subclass field, enter the ID of the subclass for the new item, or click the LOV button and select the subclass. You must select a department and class before you can select a subclass.
10. In the Cost Zone Group field, enter the ID of the cost zone group the item belongs to or click the LOV button and select the cost zone group.
11. In the Unit Cost field, enter the cost of one unit of the item.
12. In the Default Unit of Purchase field, enter the measure that is used when ordering the item, or click the LOV button and select a default unit of purchase.
13. In the Short Desc field, enter a short description of the item.
14. In the Store Order Multiple field, select how the store orders the item from the warehouse.
15. Add diff information for the item as necessary.

Copy Details from an Existing Item

1. On the New Item window, click **Like Item**. The Like Item window opens.

Figure 6–97 Like Item Window



2. In the From Existing field, enter the item number of the item to be copied, or click the LOV button and select the item.
3. To copy details from the selected item to the new item, select the enabled check boxes as necessary.
4. Click **OK** to save your changes and close the window.
5. Click **OK** to save your changes and close the window.

EDI Cost by Location Window [edicostloc]

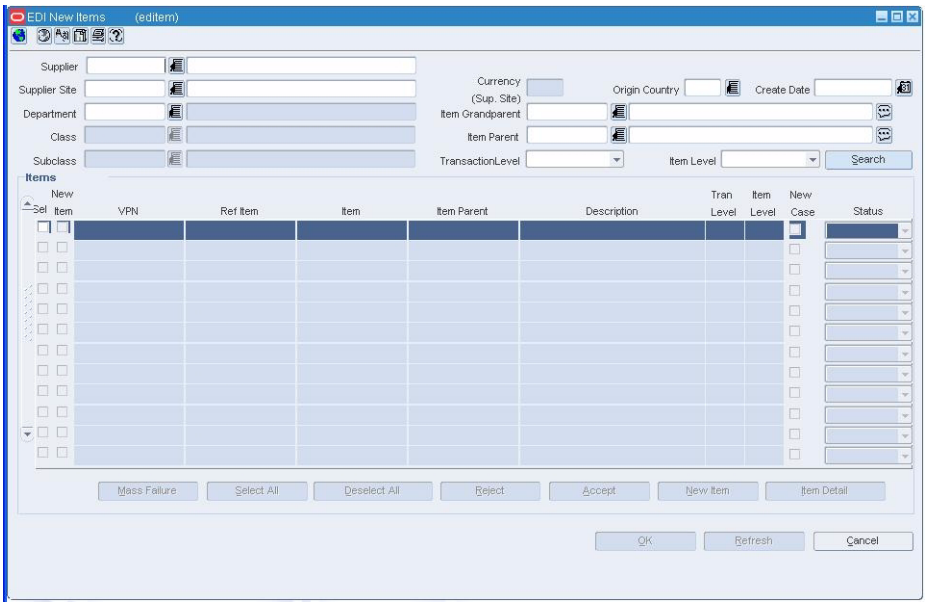
The EDI Cost by Location window allows you to review unit costs and bracket cost details received via EDI at the item/supplier/origin country/location level.

- Accept Item Changes Received via EDI
- Accept New Items Received Via EDI

View Status of EDI Update Failures

Navigate: From the main menu, select Items > EDI New Items. The EDI New Items window opens.

Figure 6–98 EDI New Items Window



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

> **Note:** Supplier is a required field.

2. Click **Search**. The items that match the specified criteria appear.
3. Click **Mass Failures**. The Mass Update Failures window opens.
4. Click **OK** to close the window.

Record EDI Capability for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site. The Supplier Maintenance window opens.

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

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

Figure 6–99 Supplier EDI Information Window

2. In the EDI Transactions fields, select the activities that the supplier can process via EDI.
3. In the Sales field, select how often product activity data must be generated for the supplier.
4. In the Amount and Percent fields, enter a currency amount and a percentage to indicate by how much a cost change can vary from the current cost and still be automatically approved.
5. Click **OK** to save your changes and close the window.

New EDI Cost Changes Window [edicost]

The New EDI Cost Changes window allows you to accept or reject cost changes that are received from a supplier via electronic data interchange (EDI). Cost changes that are within the variance set for the supplier are automatically approved after you accept them.

You can access the EDI Cost by Location window in order to review unit costs and bracket cost details at the item/supplier/origin country/location level for a selected item.

You can access the Item Maintenance window in order to view additional details about a selected item.

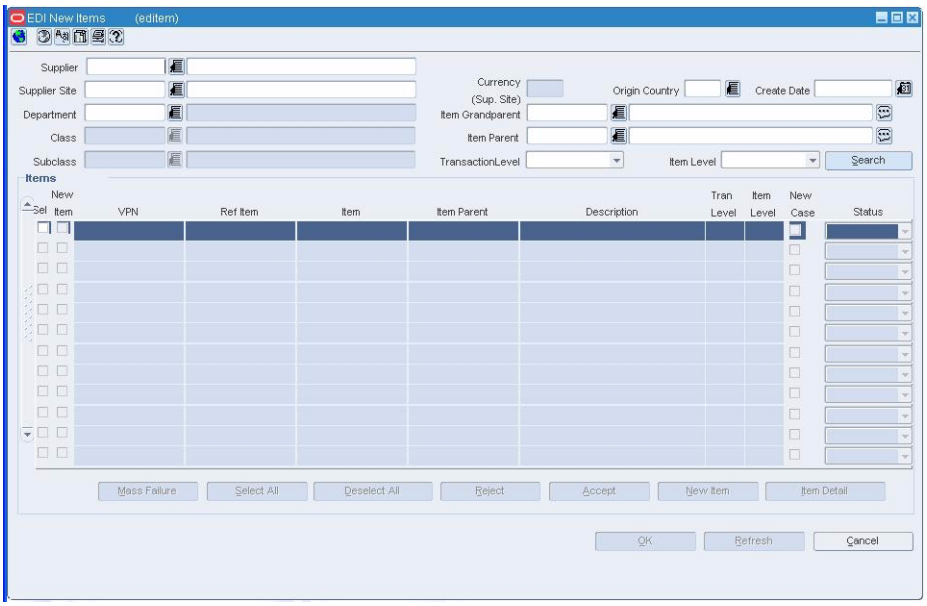
To view the monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Options > Currency menu.

- Accept Item Changes Received via EDI

Accept Item Changes Received via EDI

Navigate: From the main menu, select Items > EDI New Items. The EDI New Items window opens.

Figure 6–100 EDI New Items Window



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

   Note: Supplier is a required field.

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

Update the Status of an EDI item

In the Status field next to each item, select the appropriate status.

- **Accepted:** The item change was reviewed and accepted.
- **Rejected:** The item change was reviewed and rejected. Rejected item changes are purged from the system after a predefined number of days.
- **Not Reviewed:** The item change has not yet been reviewed. The change cannot take effect and it cannot be purged from the system.
- **Failed:** The item was not received.

Change the Status Multiple Items

1. Click **Select All**. All the items in the table are selected.

2. In the Sel column, you can select or clear the items you want to include.
3. Click **Accept** or **Reject**. The status is changed.

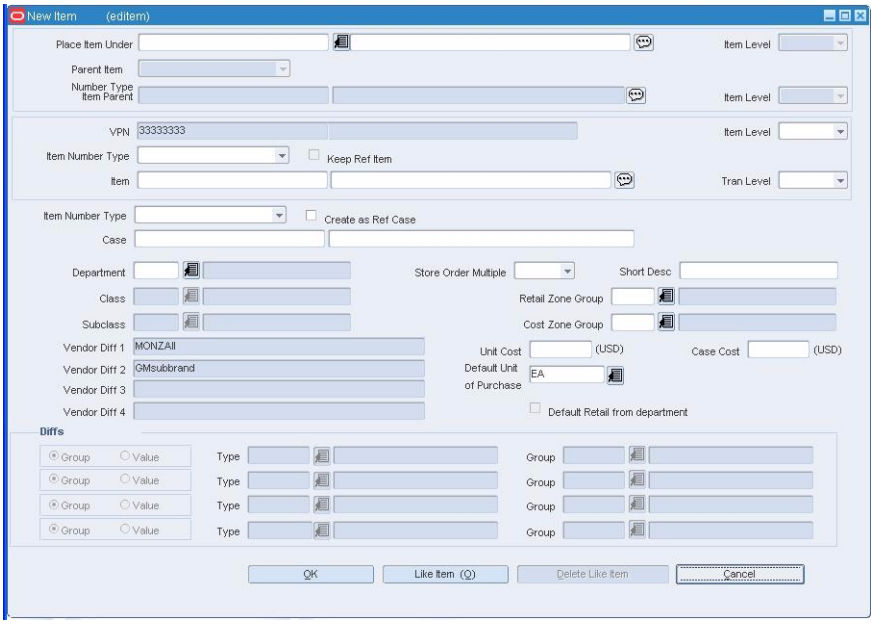
Edit Seasons/Phases, or User Defined Attributes for an Accepted Item

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

Process a New Item

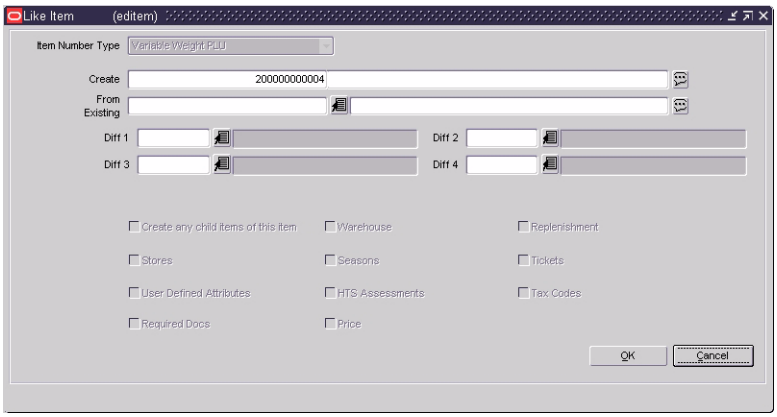
1. Select an item with New Item column selected
2. Click **New Item**. The New Item window opens.

Figure 6–101 New Item Window



3. Enter details in any enabled fields.
4. To copy details from an existing item:
   a. On the New Item window, click **Like Item**. The Like Item window opens.

Figure 6–102 Like Item Window



b. In the From Existing field, enter the item number of the item to be copied, or click the LOV button and select the item.

c. To copy details from the selected item to the new item, select the enabled check boxes as necessary.

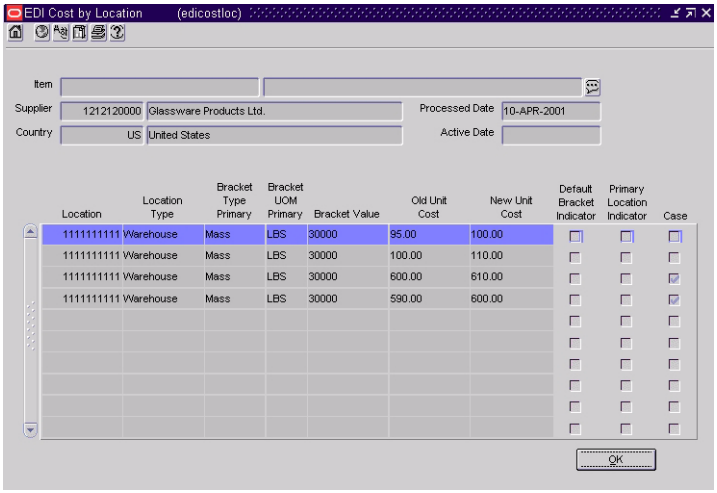
d. Click **OK** to save your changes and close the window.

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

Review the Details of any Cost Changes that are Associated with an Item

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

Figure 6–103 EDI Cost by Location Window



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

Seasons/Phases

The following section describes the seasons and phases.

View Seasons and Phases

Navigate: From the main menu, select Items > Seasons/Phases > View. The Season and Phase Maintenance window opens.

1. Select the season for which you want to view the phases. The phases for the selected season appear in the Phases area.
2. Click **OK** to exit.

View a Season and Phase for an Item

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve a item in Edit mode. The Item Maintenance window opens.

1. Click on the Seasons/Phases option. The Item/Season Matrix window opens.
2. Click **OK** to close the window.

Item/Season Matrix Window [itemseas]

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

You can use the seasons and phases of an item to track the sales of the item through reports. You can add or overwrite season/phase records for items in a group if the passed item is above the item's group transaction level.

- Add a Season and Phase to an Item
- Edit a Season and Phase for an Item

Season and Phase Maintenance Window [seasons]

The Season and Phase Maintenance Window allows you to create and maintain seasons and phases. A season is a specific selling period during the year, and a phase is a smaller time period within a season. A season requires at least one phase. If you do not add at least one phase to a season, a phase with the same name and dates as the season is automatically created for the season.

Seasons and phases have two functions:

- Reporting and tracking
- Replenishment

Reporting and Tracking

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

Replenishment

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

with the item for reporting and tracking purposes have no impact on the seasons and phases used in replenishing the item.

Functional Area Security

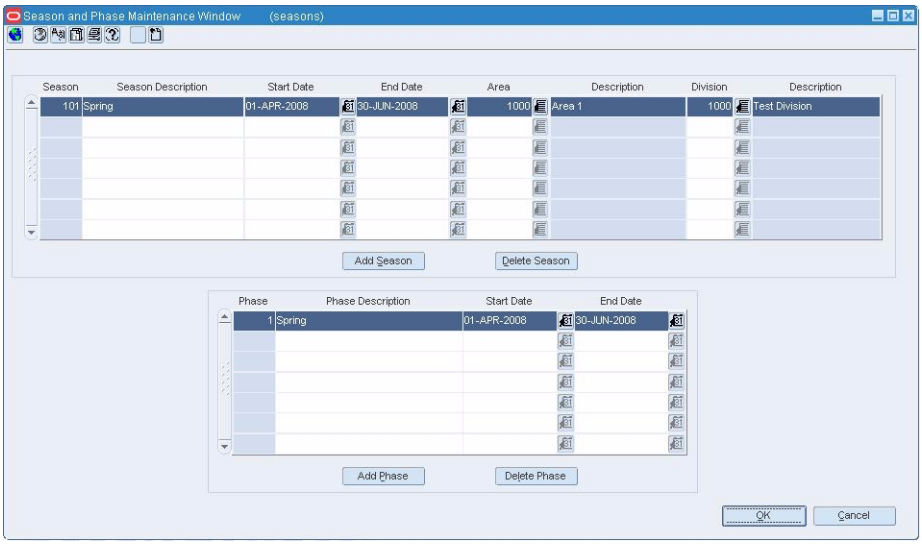
When you create a season and phase, you can assign the season to levels of the merchandise or organization hierarchy. You can only assign the levels of merchandise and organization hierarchy that your user group is associated to. All levels below the hierarchy level assigned are also enabled for the user groups. Users whose security settings allow them access to the same hierarchy levels can use this season throughout RMS. If you do not assign a merchandise or organization level all users are able to use this season throughout the system.

- Add a Season and Phase to an Item
- Add a Season and Phase to an Item List
- Create a Season/Phase
- Edit a Season and Phase
- Edit a Season and Phase for an Item
- Edit a Season and Phase on an Item List
- View Seasons and Phases

Create a Season/Phase

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

Figure 6–104 Season and Phase Maintenance Window



Add a Season

1. Click **Add Season**.
2. In the Season field, enter a description of the season. A season ID is filled in automatically.

3. In the Start Date field, enter the date on which the season begins, or click the calendar button and select the date.
4. In the End Date field, enter the date on which the season ends, or click the calendar button and select the date.
5. In the merchandise hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.
6. Click **OK** to save your changes and close the window.

Add a Phase

1. Click **Add Phase**.
2. In the Phase field, enter a description of the phase. A phase ID is filled in automatically.
3. In the Start Date field, enter the date on which the phase begins, or click the calendar button and select the date.
4. In the End Date field, enter the date on which the phase ends, or click the calendar button and select the date.
5. Click **OK** to save your changes and close the window.

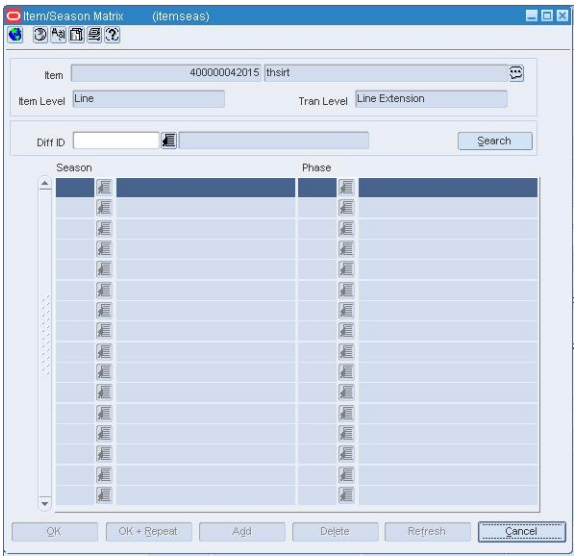
Add a Season and Phase to an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

1. From the Options list, select Seasons/Phases. The Item/Season Matrix window opens.

Figure 6–105 Item/Season Matrix Window



2. Click **Add**.
3. On the next available line, enter the ID of a season in the Season field, or click the LOV button and select a season.

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

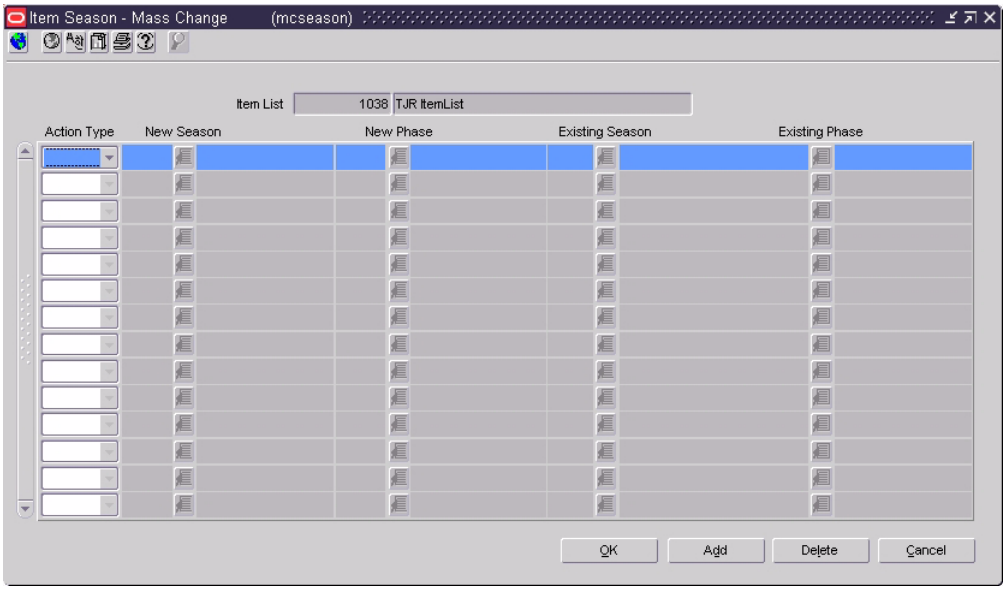
Add a Season and Phase to an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

1. From the Options menu, select Create Mass Item Change > Seasons/Phases. The Item Season - Mass Change window opens.

Figure 6–106 Item Season - Mass Change Window

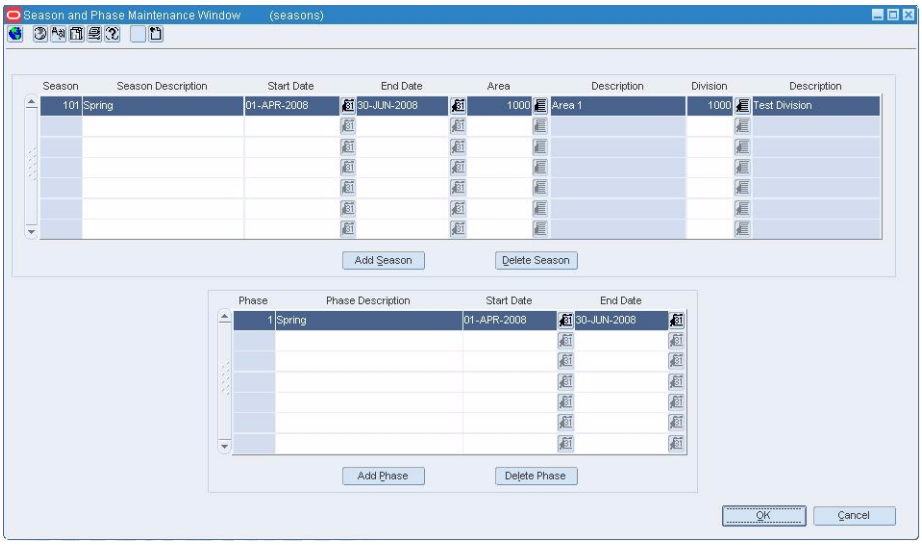


2. Click **Add**.
3. To add a season and phase to an item:
   a. In the Action Type field, select Add.
   b. In the New Season field, enter the ID of the season, or click the LOV button and select the season.
   c. In the New Phase field, enter the ID of the phase, or click the LOV button and select the phase.
4. Click **OK** to save your changes and close the window.

Edit a Season and Phase

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

Figure 6–107 Season and Phase Maintenance Window



1. Select a season.
2. Edit the Season, Start Date, and End Date fields as necessary.
3. To edit a phase, select the season related to the phase. Related phases appear in the Phase table.
4. Edit the Phase, Start Date, and End Date fields as necessary.
5. Click **OK** to save your changes and close the window.

Delete a Season

1. Select the season that you want to delete.
2. Click **Delete Season**.
3. When prompted to delete the season, click **Yes**. The season and the phases associated with the season are deleted.
4. Click **OK** to save your changes and close the window.

Delete a Phase

1. Select the season related to the phase you want to delete. Related phases appear in the Phase table.
2. Select the phase that you want to delete.
3. Click **Delete Phase**.
4. When prompted to delete the phase, click **Yes**.

> **Note:** A season requires one phase. You cannot delete a phase if it is the only phase for a season.

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

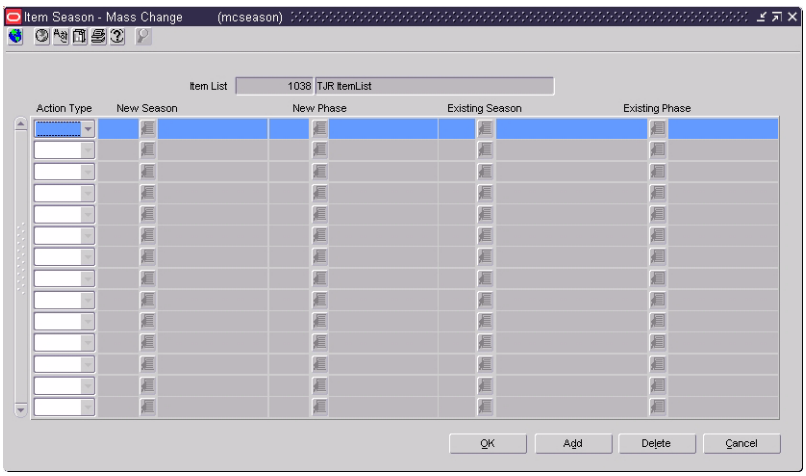
Edit a Season and Phase on an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

From the Options menu, select Create Mass Item Change > Seasons/Phases. The Item Season - Mass Change window opens.

Figure 6–108 Item Season - Mass Change Window



Replace an Existing Season and Phase with a New Season and Phase

1. In the Action Type field, select Change.
2. In the New Season field, enter the ID of the season, or click the LOV button and select the season.
3. In the New Phase field, enter the ID of the phase, or click the LOV button and select the phase.
4. In the Existing Season field, enter the ID of the season that you want to replace, or click the LOV button and select the season.
5. In the Existing Phase field, enter the ID of the phase that you want to replace, or click the LOV button and select the phase.
6. Click **OK** to save your changes and close the window.

Delete a Season and Phase from an Item

1. In the Action Type field, select Delete.
2. In the Existing Season field, enter the ID of the season, or click the LOV button and select a season.
3. In the Existing Field, enter the ID of the phase, or click the LOV button and select the phase.
4. Click **OK** to save your changes and close the window.

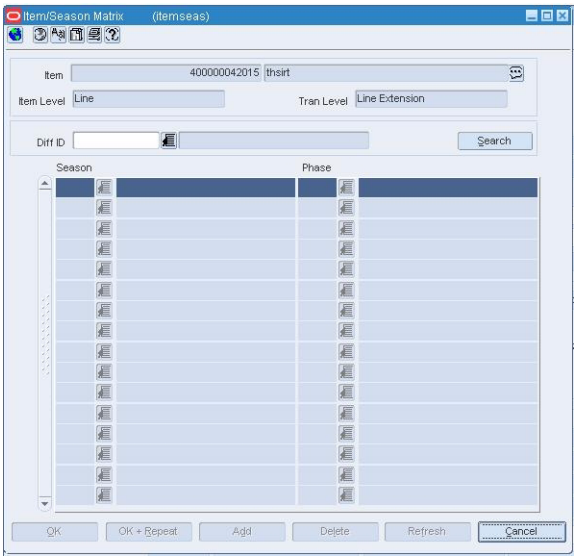
Edit a Season and Phase for an Item

Navigate: From the main menu, select Items > Item. The Item Search window opens.

Search for and retrieve a item in Edit mode. The Item Maintenance window opens.

1. Click on the Seasons/Phases option. The Item/Season Matrix window opens.

Figure 6–109 Item/Season Matrix Window



2. Select the season and phase you want to edit.
3. Edit the fields as appropriate.
4. To delete a phase:
   a. On the table, select the season and phase you want to delete.
   b. Click **Delete**.
5. When prompted to delete the season and phase, click **Yes**.
6. Click **OK** to close the window.

Item Season - Mass Change Window [mcseason]

The Item Season - Mass Change window allows you to change the seasons and phases for all of the items on an item list. You can add seasons and phases, delete seasons and phases, and replace existing seasons and phases with new seasons and phases.

- Add a Season and Phase to an Item List
- Edit a Season and Phase on an Item List

Item Ticket Detail Window [skutickt]

The Item Ticket Detail window allows you to associate ticket types with a single item or multiple items. You can choose under what circumstances tickets should be printed automatically. For example, tickets should be printed automatically when a purchase order is approved, when an item is received at a location, or when a permanent price

change takes effect. If you need more than the default number of tickets, you can enter the percentage of extra tickets to be printed.

When you add ticket types to items on an item list, any existing ticket types for those items are deleted and replaced with the new ticket types.

- Edit Ticket Types
- Edit Ticket Types for Multiple Items
- View Ticket Types for an Item

View Requests for Tickets and Labels

Navigate: From the main menu, select Items > Request Tickets. The Request Manual Ticketing window opens.

View requests for one item

1. In the Item field at the top of the window, enter the item number of the item.
2. Click the filter button.
3. Click **OK** to close the window.

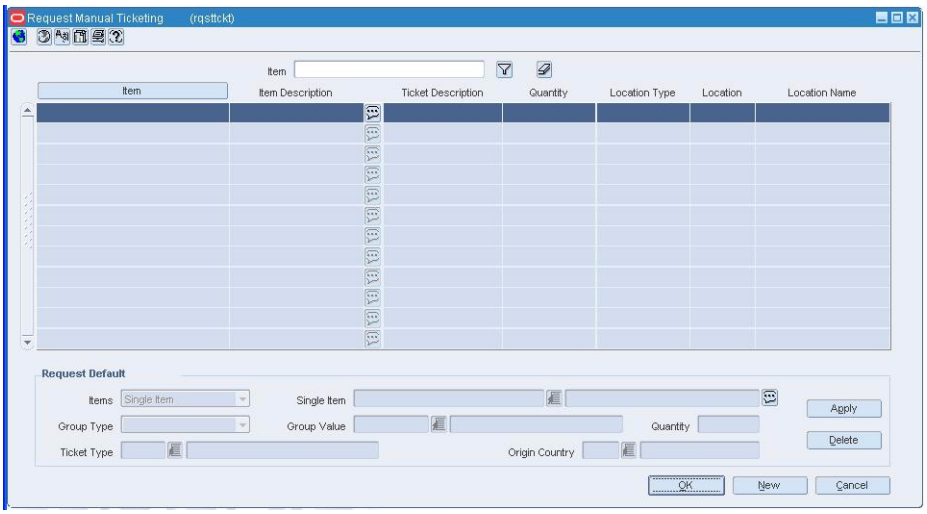
Clear the filter

1. Click the clear filter button.
2. Click the filter button in order to display all the ticket requests.
3. Click **OK** to close the window.

Edit Requests for Tickets or Labels

Navigate: From the main menu, select Items > Request Tickets. The Request Manual Ticketing window opens.

Figure 6–110 Ruest Manual Ticketing Window



Select a record and edit the quantity or origin country as necessary.

Note: You can edit the quantity in the table or in the Apply area. You can edit the origin country in the Apply area only.

Add a Request

1. Click **New**. The Apply area is enabled.
2. Enter the details in the Apply area.
3. Click **Apply**. The ticket requests are added to the table.
4. Click **OK** to save your changes and close the window.

Delete a Request

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

View Ticket Types

Navigate: From the main menu, select Items > Ticket Type > View. The Ticket Types window opens.

1. To view the attributes of a ticket type:
   a. Select the ticket type and click **Detail**. The attributes appear in the Ticket Items window.
   b. Click **OK** to exit the Ticket Items window.
2. Click **OK** to close the window.

View Ticket Types for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

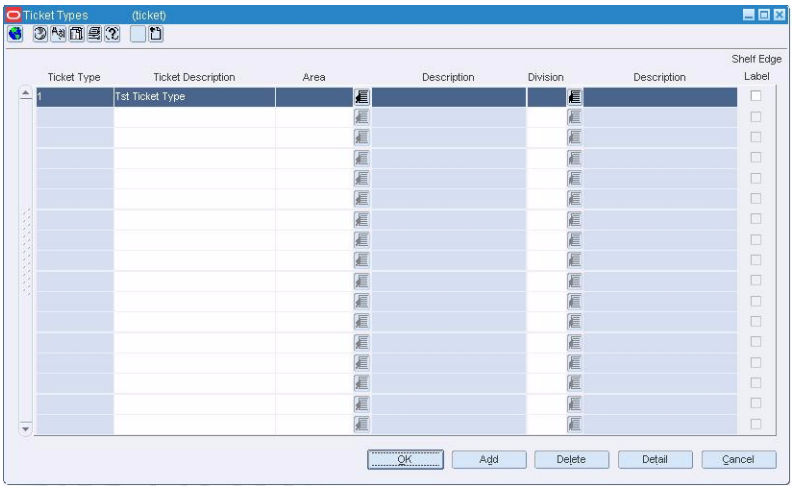
Click on the Ticket Type option on the Options list. The Item Ticket Detail window opens.

1. To view ticket types for a subordinate item:
   a. Click on the List Children option on the Options list. The Item Children window opens.
   b. Select an item.
   c. Click on the Ticket Type option on the Options list.
2. Click **OK** to close the window.

Edit Ticket Types

Navigate: From the main menu, select Items > Ticket Type > Edit. The Ticket Types window opens.

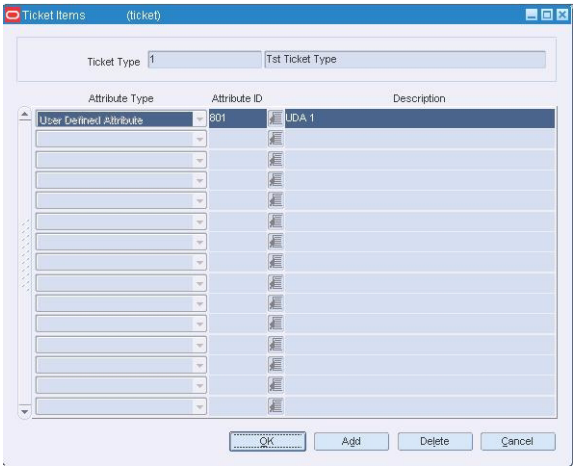
Figure 6–111 Ticket Types Window



Delete an Attribute from a Ticket Type

1. Select the ticket type and click **Detail**. The attributes appear in the Ticket Items window.

Figure 6–112 Ticket Items Window



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

Delete a Ticket Type

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

UDA Window [uda]

The UDA window allows you to add, edit, or view the user defined attributes (UDA) that can be associated with items. The types of UDAs are date, free form text, and list of values. You can associate the UDAs with items or assign the UDAs as the default for items in a specific department, class, or subclass.

Functional Area Security

When you create a user defined attribute, you can assign the UDA to levels of the merchandise or organization hierarchy. You can only assign the levels of merchandise and organization hierarchy that your user group is associated to. All levels below the hierarchy level assigned are also enabled for the user groups. Users whose security settings allow them access to the same hierarchy levels can use this UDA throughout RMS. If you do not assign a merchandise or organization level all users are able to use this UDA throughout the system.

- Add a User Defined Attribute
- Edit a User Defined Attribute
- View User Defined Attributes

Edit a User Defined Attribute

Navigate: FFrom the main menu, select Items > User Defined Attributes > Edit. The UDA window opens.

1. Edit the UDA Description and UDA Values fields as necessary.

Delete a UDA value

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

Delete a UDA

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

Item UDA List Window [itemuda]

The Item UDA List window allows you to add, edit, and view the user defined attributes (UDA) that are associated with an item.

- Add a User Defined Attribute
- Edit User Defined Attributes by Item
- View User Defined Attributes

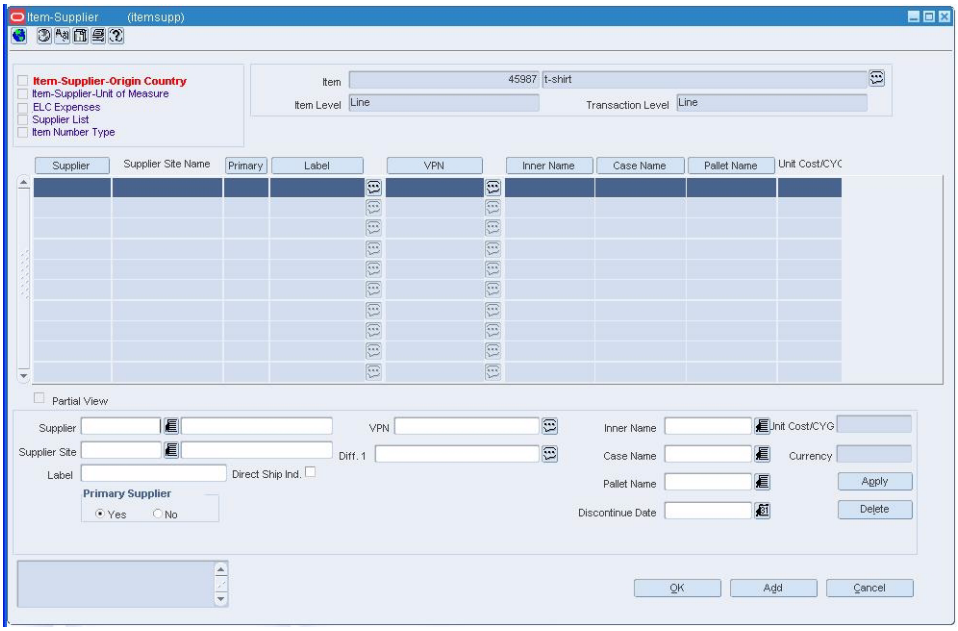
Add a Unit of Measure for the Supplier of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

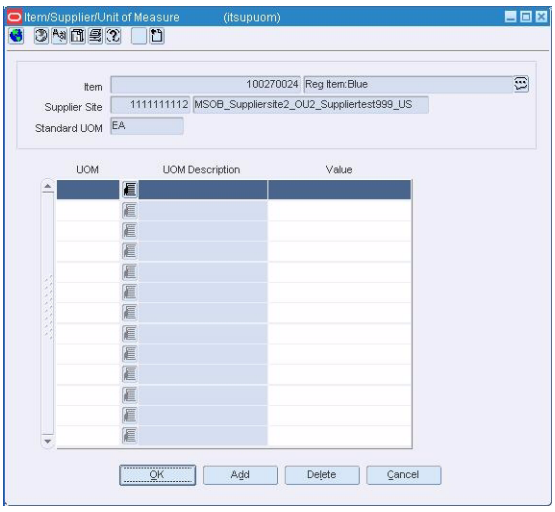
Click on the Suppliers option on the Options list. The Item Supplier window opens.

Figure 6–113 Item Supplier Window



1. Select a supplier.
2. Click on the Item Supplier Unit of Measure option on the Item-Supplier window's Options list. The Item Supplier Unit of Measure window opens.

Figure 6–114 Item Supplier Unit of Measure Window



3. Click **Add**. The next available line becomes enabled.

> **Note:** If this is the first Unit of Measure being added for the item, enter the following information in the table without clicking **Add**.

4. In the UOM field, enter the abbreviation for the unit of measure (UOM), or click the LOV button and select the UOM.
5. In the Value field, enter the number of units that would make the current UOM equivalent to the standard UOM.
6. Click **OK** to save your changes and close the window.
7. If you prompted to overwrite the UOM details for the 'children' (subordinate level items), click **Yes** to apply edits to items below the current item level or click **No** to apply edits to the current item level only.
8. Click **OK** when prompted that the UOM has been applied.
9. Click **OK** when prompted that the applied records have been saved.

UDA - Free Form Default Window [itemuda]

The UDA - Free Form Default window allows you to edit the default text for a free form text type of user defined attribute (UDA). If you create an item that has default UDAs defined at the department, class, or subclass level, you are prompted to open this window.

- Edit Default User Defined Attributes for an Item

User Defined Attribute/Item Default List Window [udaidlst]

The User Defined Attribute/Item Default List allows you to add, delete and view the user defined attributes that are associated with a department, class, or subclass. You can indicate that the UDA is required for all items that are created for the selected department, class, or subclass. For a list of values type of UDA, you can select which value is the default value.

- Add a User Defined Attribute to a Merchandise Level
- Delete a User Defined Attribute from a Merchandise Level
- Delete a User Defined Attribute from a Merchandise Level

View User Defined Attributes by Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

View a user defined attribute by department

1. Select Department on the tree structure. The departments appear on the table.
2. Select a department and click **View**. The Department Maintenance window opens.
3. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
4. Click **OK** to close the window.

View a user defined attribute by class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.

3. Click **Navigate**. The Class Maintenance window opens.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
6. Click **OK** to close the window.

View a user defined attribute by subclass

1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **View**. The Subclass Maintenance window opens.
5. Select a subclass.
6. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
7. Click **OK** to close the window.

Delete a User Defined Attribute from a Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Delete a user defined attribute from a department

1. Select Department on the tree structure. The departments appear on the table.
2. Select a department and click **Edit**. The Department Maintenance window opens.
3. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
4. Select a UDA and click **Delete**.
5. When prompted to delete the record, click **Yes**.
6. Click **OK** to exit the User Defined Attribute/Item List window.

Delete a user defined attribute from a class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Edit**. The Class Maintenance window opens.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
6. Select a UDA and click **Delete**.
7. When prompted to delete the record, click **Yes**.

8. Click **OK** to exit the User Defined Attribute/Item List window.

Delete a user defined attribute from a subclass

1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **Edit**. The Subclass Maintenance window opens.
5. Select a subclass.
6. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
7. Select a UDA and click **Delete**.
8. When prompted to delete the record, click **Yes**.
9. Click **OK** to save your changes and close the window.

Add a User Defined Attribute to a Merchandise Level

Navigate: From the main menu, select Action> Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

Add a user defined attribute to a department

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

Add a user defined attribute to a class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Edit**. The Class Maintenance window opens.
4. Select a class.

5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window opens.
6. Click **Add UDA.** The fields in the Apply area are cleared.
7. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.
8. If the UDA is a list of values, enter the ID of the default value, or click the LOV button and select the default value. This step is optional.
9. To indicate that the UDA is required for all items in the class, select the UDA Required? check box.
10. Click **Apply**. The UDA is added to the table.
11. Click **OK** to save your changes and close the window.

Add a user defined attribute to a subclass

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

UDA Default Matrix Window [udaidefm]

The UDA Default Matrix window allows you to add, delete, and view the departments, classes, or subclasses that are associated with a user defined attribute (UDA). You can indicate that a UDA is required for all items that are created for the selected departments, classes, or subclasses. For a list of values type of UDA, you can select which value is the default value.

- Add a User Defined Attribute to a Merchandise Level
- Delete a User Defined Attribute from a Merchandise Level
- View User Defined Attributes by Merchandise Level

UDA - List of Values Default Window [itemuda]

The UDA - List of Values Default window allows you to edit the default value of a list of values type of user defined attribute (UDA). If you create an item that has default UDAs defined at the department, class, or subclass level, you are prompted to open this window.

- Edit Default User Defined Attributes for an Item

Item UDA Matrix Window [itemudam]

The Item UDA Matrix window allows you to add, edit, and view the items that are associated with a user defined attribute (UDA). You can edit the default date, text, or value of the user defined attribute for each item.

- Add an Item to a User Defined Attribute
- Delete an Item from a User Defined Attribute
- Edit an Item by User Defined Attribute
- View Items by User Defined Attribute

UDA - Date Default Window [itemuda]

The UDA - Date Default window allows you to edit the default date for a date type of user defined attribute (UDA). If you create an item that has default UDAs defined at the department, class, or subclass level, you are prompted to open this window.

- Edit Default User Defined Attributes for an Item

Item UDA - Mass Change Window [mcuda]

The Item UDA - Mass Change window allows you to edit the user defined attributes that are associated with the items on an item list.

You can run a Mass Item Change Rejection report in order to view the results of a mass change. The items that could not be edited and the reasons for rejection are listed on the report.

- Edit User Defined Attributes by Item

Edit Default User Defined Attributes for an Item

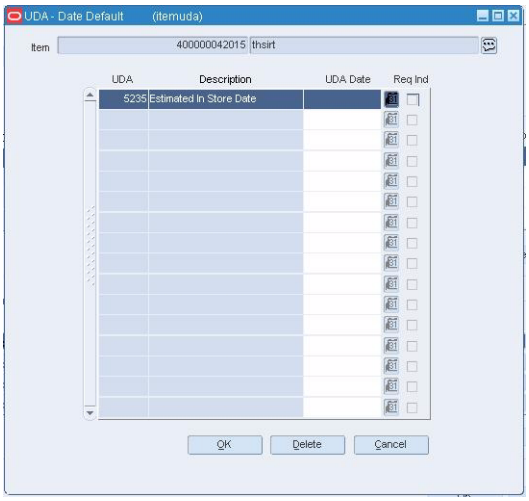
Navigate: From the main menu, select Items > Items. The Item Search window opens.

Create a new item in a department, class or subclass that defines UDAs at the merchandise hierarchy level.

1. Click on the User Defined Attributes option. The UDA - List of Values Default, UDA - Date Default, or UDA - Free Form Default window opens, depending on the type of UDA defined in the merchandise hierarchy level.
   - In the UDA - List of Values Default window, enter the ID of the value in the UDA Value field, or click the LOV button and select the value.
   - In the UDA - Date Default window, enter the date in the UDA Date field, or click the calendar button and select the date.
   - In the UDA - Free Form Default window, enter the text in the UDA text field, or click the comments button and enter the text.

2. Click **OK** to exit each window. After any or all of the windows appear, the Item UDA List window opens.

Figure 6–115 Item UDA List Window

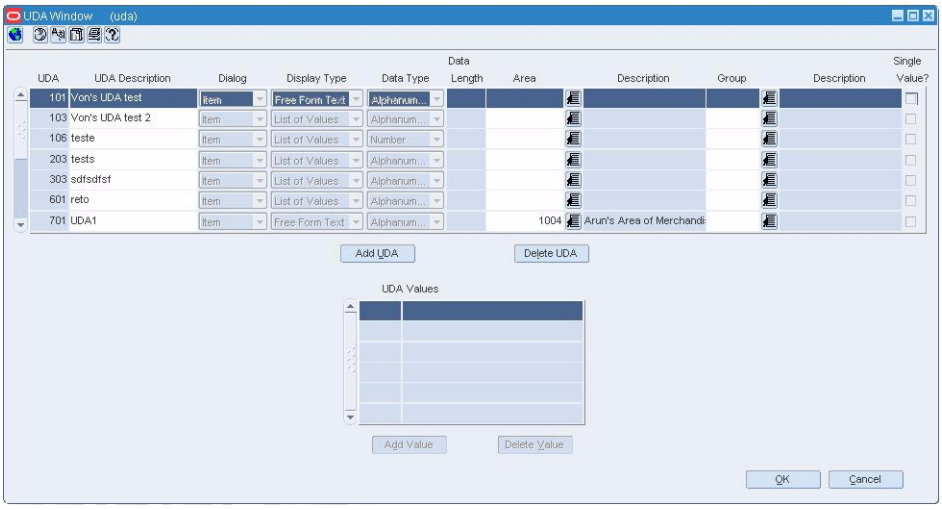


3. Click **OK** to save your changes and close the window.

Edit an Item by User Defined Attribute

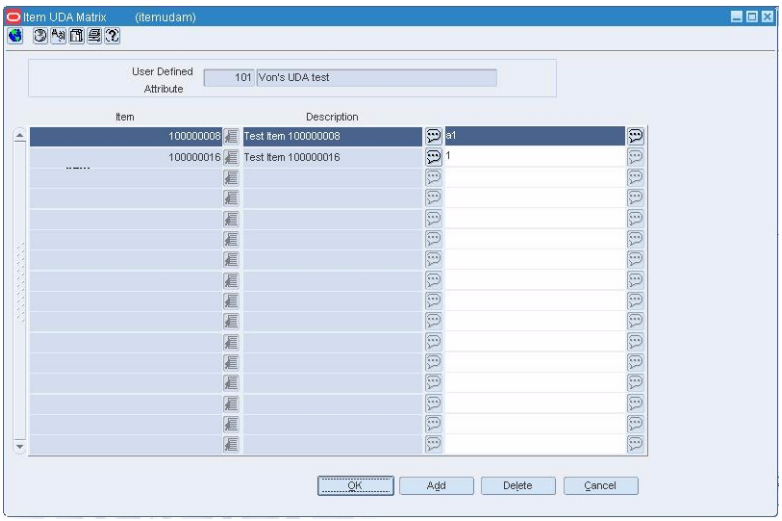
Navigate: From the main menu, select Items > User Defined Attributes > Edit. The UDA window opens.

Figure 6–116 UDA Window



1. Select a user defined attribute.
2. From the Options menu, select Item. The Item UDA Matrix window opens.

Figure 6–117 Item UDA Matrix Window



3. Edit the Date, Comments, or UDA Value fields as necessary.

> **Note:** The field that opens depends on the type of user defined attribute.

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

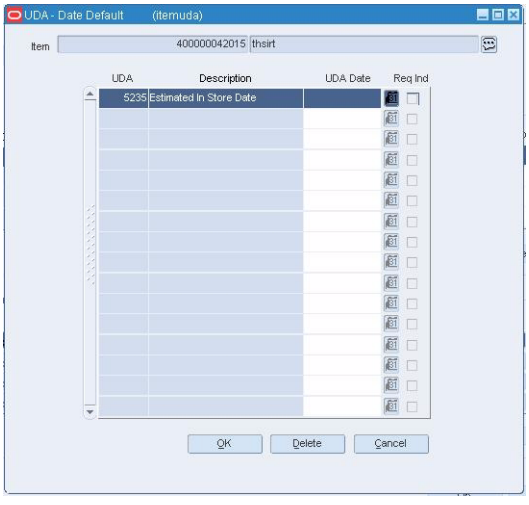
Edit User Defined Attributes by Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

1. Click on the User Defined Attributes option. The Item UDA List window opens.

Figure 6–118 Item UDA List Window



2. Edit the UDA Value, UDA Date, and UDA Text fields as necessary.
3. Click **OK** to save your changes and close the window.

Brackets

The following section contains information about brackets.

Edit Bracket Costs for Worksheet Items

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

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

On the Item Maintenance window, click on the Suppliers option. The Item-Supplier window opens.

Click on the Item Supplier Country of Sourcing option. The Item Supplier Country of Sourcing window opens.

Enter the Origin Country. Click on the Bracket Costing option, if it is available. Otherwise, click on the Item-Supplier-Country-Loc option. The Item Supplier Country Location window opens.

Click **Brackets**. The Item Supplier Country Location Bracket window opens.

1. In the Unit Cost field, enter the new unit cost. The Case Cost is automatically calculated.

   OR

   In the Case Cost field, enter the new case cost. The Unit Cost is automatically calculated.

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

Item Approval Process

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

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

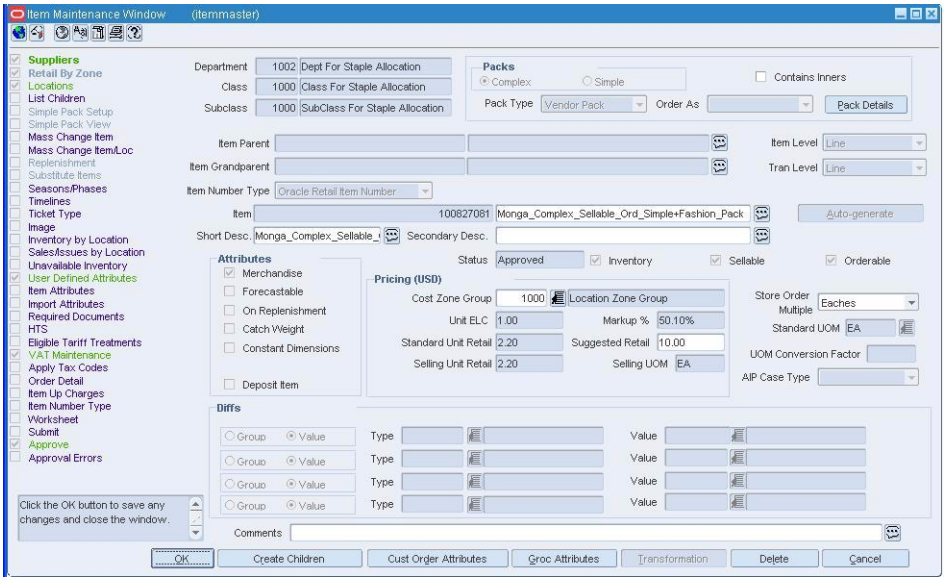
- Submit an Item for Approval
- Submit a Child Item for Approval
- Approve an Item
- Approve List Children
- Maintain an Item

Submit an Item for Approval

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Figure 6–119 Item Maintenance Window

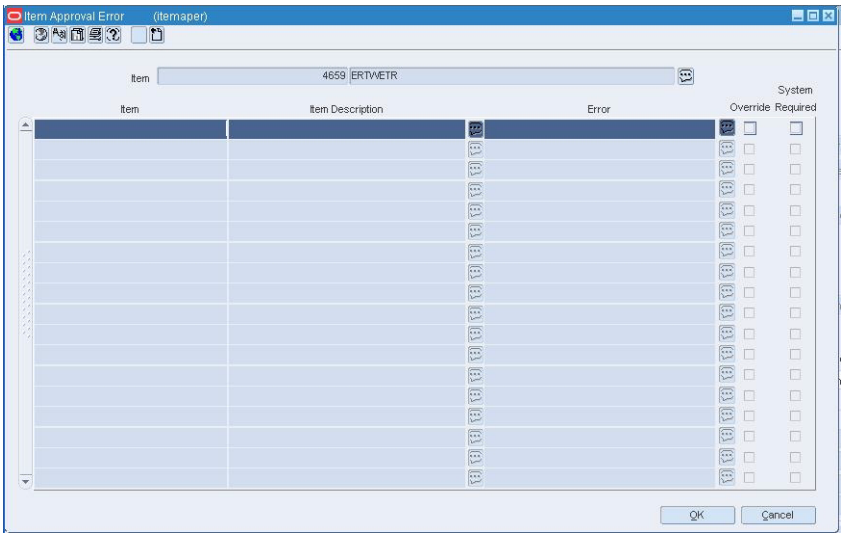


1. Click on the Submit option on the Options list.
2. If necessary, respond to the following messages:
   - If you are prompted approve item children, click **Yes** or **No** to indicate approval of subordinate level items.
   - If any errors are detected by the system, a prompt opens. Click **Yes**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

Respond to Errors

1. Click on the Approval Errors option on the Options list of the Item Maintenance window. The errors appear in the Item Approval Error window.

Figure 6–120 Item Approval Error Window



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

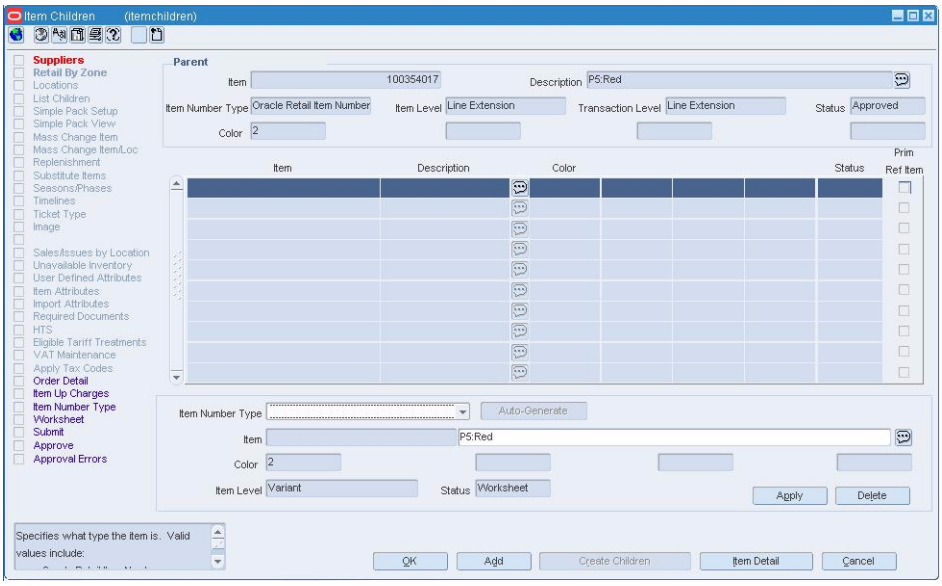
Submit a Child Item for Approval

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

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

Figure 6–121 Item Children Window



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

Figure 6–122 Update Record Status Window

3. Select one of the following options:

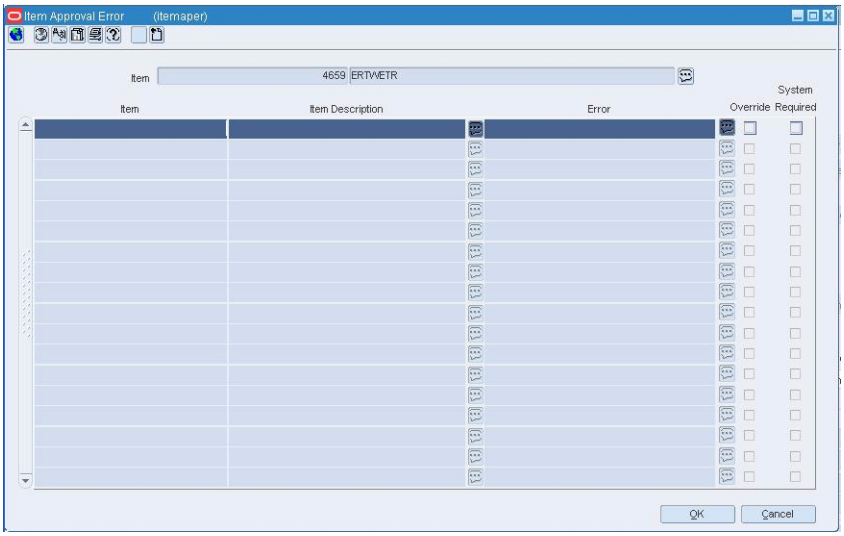
> **Note:** Not all options may be available.

   - Submit the child item at the line item level only.
   - Submit the line item and all children of that item.
   - Submit all items.
   - Submit all items and all their children.

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

b. Click **Approval Errors** on the Options list. The Item Approval Error window opens. The reason for the error appears in the error field.

Figure 6–123 Item Approval Error Window



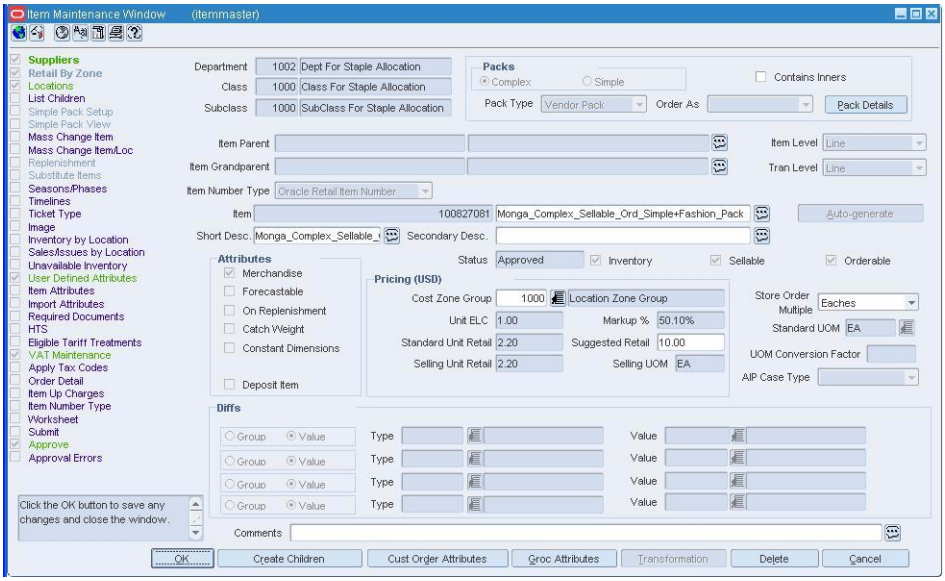
c. If allowed, you may select the Override option for each error. Or, click **OK** and correct the error before attempting to resubmit the child item.

Approve an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Figure 6–124 Item Maintenance Window

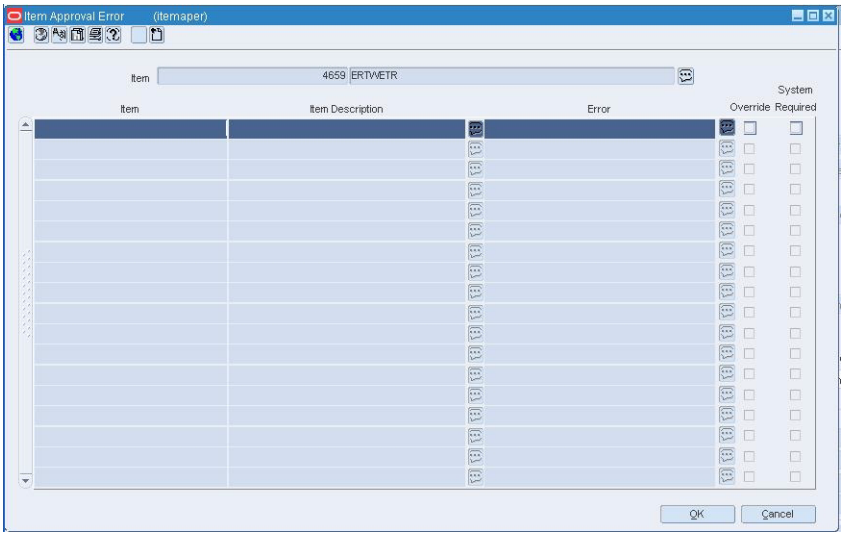


1. Click on the Approve option on the Options list.

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

2. Click **Yes** to acknowledge the message.
3. Click on the Approval Errors option on the Options list of the Item Maintenance window. The errors appear in the Item Approval Error window.

Figure 6–125 Item Approval Error Window



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

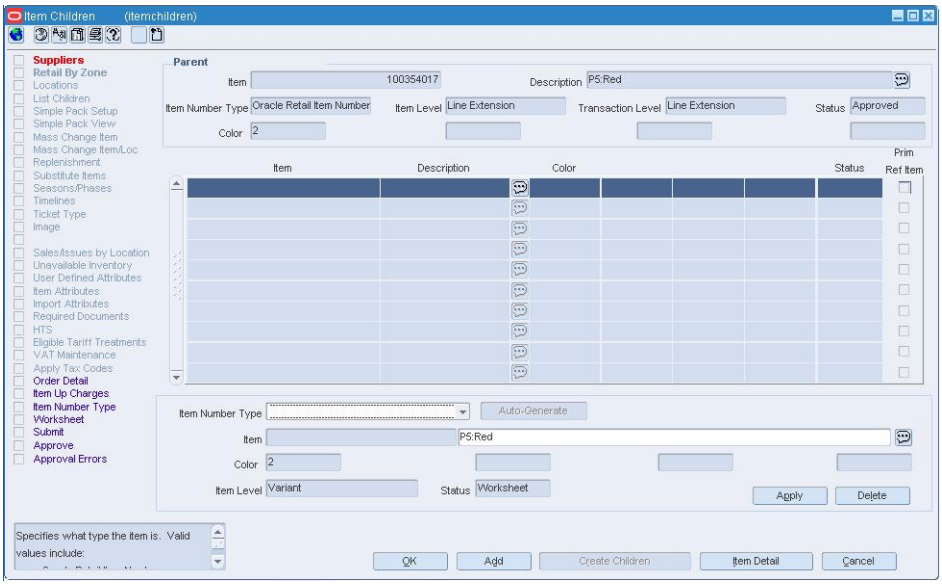
Approve List Children

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

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

Figure 6–126 Item Children Window



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

Figure 6–127 Update Record Status Window

3. Select one of the following options:

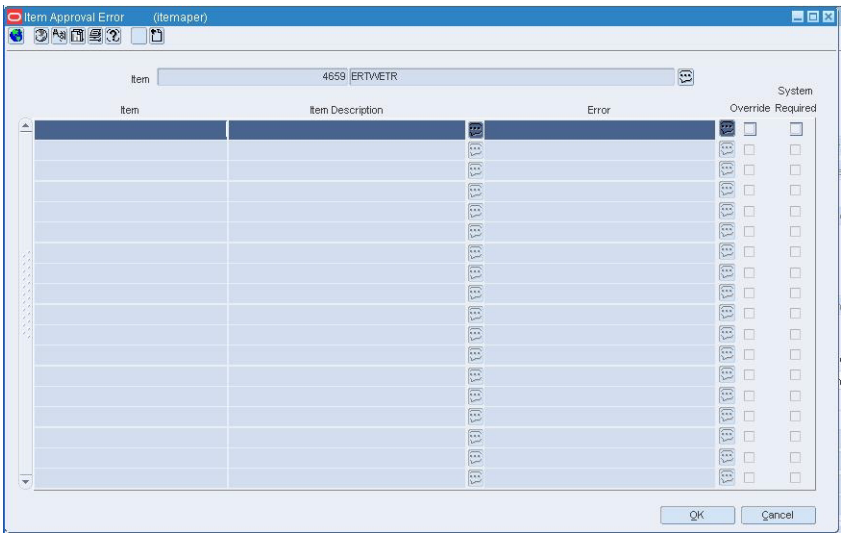
> **Note:** Not all options may be available.

   - Approve the child item at the line item level only.
   - Approve the line item and all children of that item.
   - Approve all items.
   - Approve all items and all their children.
4. Click **OK** to save your changes and close the window.
5. If the item or items could not be approved, a message will prompt you to view the approval errors screen.

a. Click **OK**.

b. Click on the Approval Errors option on the Options list. The Item Approval Error window opens. The reason for each error will be displayed in the error field.

Figure 6–128 Item Approval Error Window



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

Reclassify Items

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

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

The Effects of Reclassifying Items

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

- **Sales history:** A reclassification event does not rebuild sales history automatically. A reclassification does not affect previously recorded sales history. RMS maintains three levels of rolled up sales history: department, class, and subclass. Optional batch programs are available that can be used to rebuild the rolled up sales history.
- **Stock ledger:** Stock ledger transactions are written to move the inventory amount associated with an item from the old department, class, and subclass to the new. Existing stock ledger transactions are not updated to reflect the hierarchy change.
- **Open to buy:** Open to buy (OTB) records are updated for all orders that are approved, but have not yet been received.
- **Forecasts:** If the reclassified item is forecastable and the new hierarchy values move the item to a new forecast domain, then an indicator is reset for the item at the item/store level. This change indicates to the program responsible for

extracting sales history that the next time sales history is extracted from RMS for that item and store combination, all sales history should be extracted. Normally, only the sales history that occurred since the last data export is extracted.

Reclassification Edit Checks

Online Edit Checks

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

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

Batch Processing Edit Checks

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

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

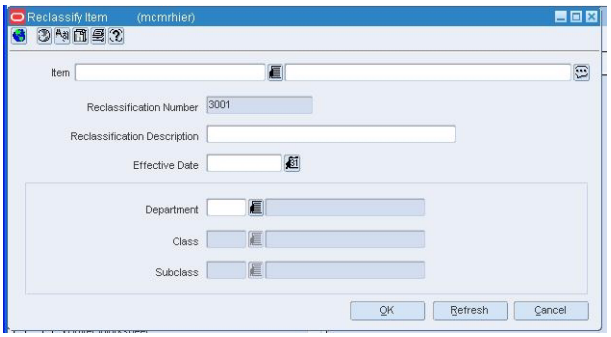
More information can be found in these related topics:

- Create a Reclassification Event for an Item
- Create a Reclassification Event for an Item List
- Delete a Reclassification Event
- Delete an Item from a Reclassification Event
- View Items Affected by a Reclassification Event
- View Reclassification Events

Create a Reclassification Event for an Item

Navigate: From the main menu, select Items > Reclassification > Reclassify One Item. The Reclassify Item window opens.

Figure 6–129 Reclassify Item Window



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

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

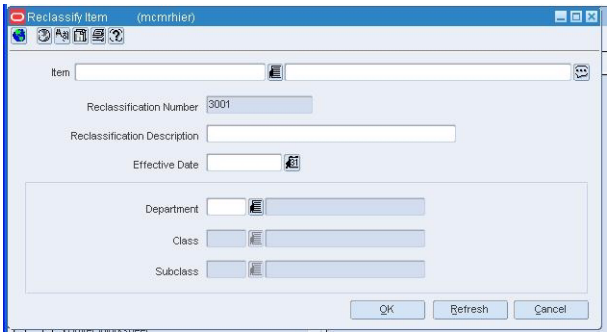
Create a Reclassification Event for an Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

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

Figure 6–130 Reclassify Item Window



1. In the Reclassification Description field, enter a description of the reclassification event.

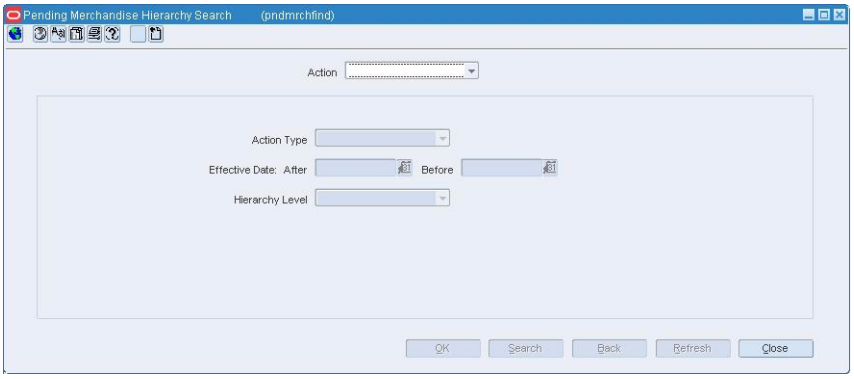
2. In the Effective Date field, enter the date on which the reclassification must occur, or click the calendar button and select the date.
3. In the Department, Class, and Subclass fields, enter the IDs of the Department, Class, and Subclass under which you want the items to be classified, or click the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

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

Search for a Pending Merchandise Hierarchy Change

Navigate: From the main menu select Action > Pending Merchandise Hierarchy. The Pending Merchandise Hierarchy Search window opens.

Figure 6–131 Pending Merchandise Hierarchy Search Window



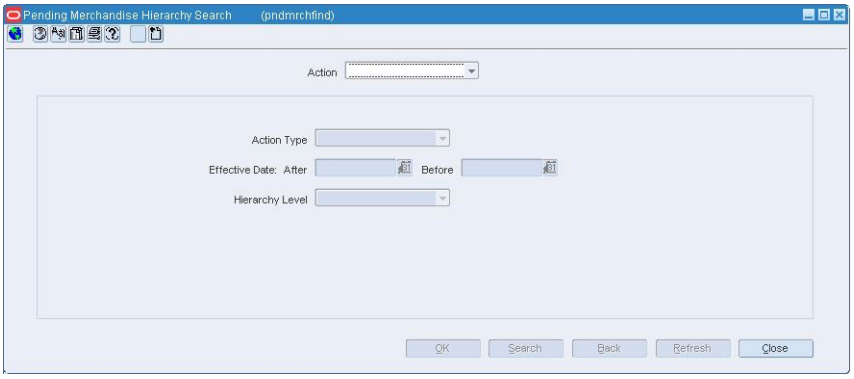
1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the supplier information, select a record and click **OK**. The Pending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

Edit the Pending Merchandise Hierarchy

Navigate: From the main menu select Action > Pending Merchandise Hierarchy. The Pending Merchandise Hierarchy Search window opens.

Search for and retrieve a merchandise change in Edit mode.

Figure 6–132 Pending Merchandise Hierarchy Search Window



1. Edit the enabled fields as necessary.

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

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

Reclassify Item Window [mcmrhier]

The Reclassify Item window allows you to create a reclassification event. You also identify the item or list of items to be reclassified. Items are not reclassified online. A regularly scheduled batch program processes reclassification events on the evening before their effective date.

- Create a Reclassification Event for an Item
- Create a Reclassification Event for an Item List

View Items Affected by a Reclassification Event

Navigate: From the main menu, select Items > Reclassification > View/Maintain. The Reclassification View window opens.

1. Select a reclassification event.
2. Click **Detail**. The Reclassification View/Maintain - Detail window opens. The affected items appear.
3. Click **OK** to save your changes and close the window.

View Reclassification Events

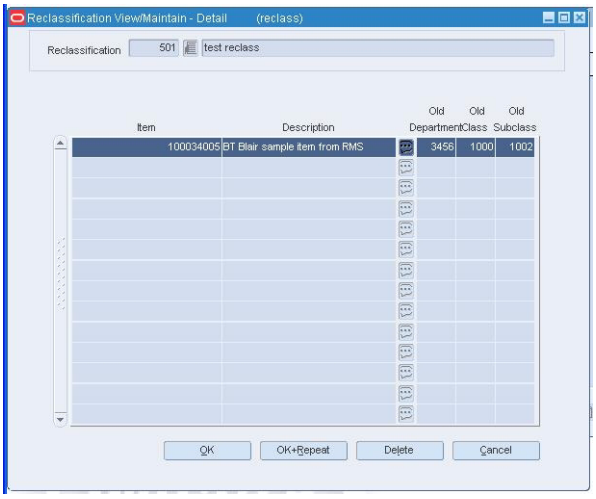
Navigate: From the main menu, select Items > Reclassification > View/Maintain. The Reclassification View window opens.

1. Select a reclassification event to view the items affected.
2. Click **Detail**. The Reclassification View/Maintain - Detail window opens with the affected items.
3. Click **OK** to close the windows.

Delete a Reclassification Event

Navigate: From the main menu, select Items > Reclassification > View/Maintain. The Reclassification View window opens.

Figure 6–133 Reclassification View Window

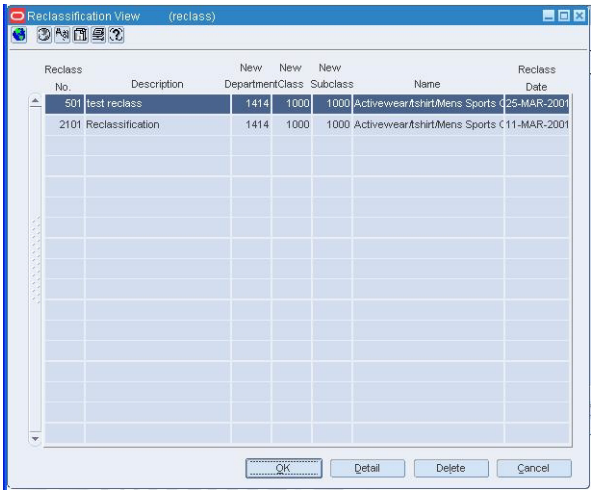


1. Select the reclassification event that you want to delete.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete an Item from a Reclassification Event

Navigate: From the main menu, select Items > Reclassification > View/Maintain. The Reclassification View window opens.

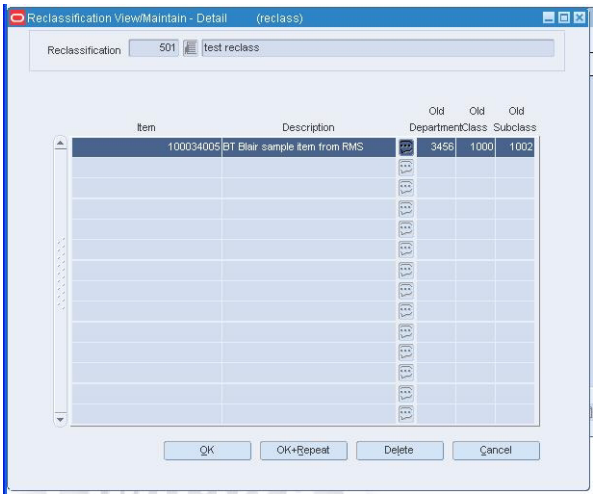
Figure 6–134 Reclassification View Window



1. Select the reclassification event that contains the item you want to delete.

2. Click **Detail**. The Reclassification View/Maintain - Detail window opens with the items that are to be reclassified.

Figure 6–135 Reclassification View/Maintain - Detail Window



3. Select the item that you want to delete.
4. Click **Delete**. You are prompted to delete the record.
5. Click **Yes**.
6. Click **OK** to save your changes and close the window.

Item-Supplier-Country of Manufacture [itsupmanuctry]

The Item-Supplier-Country of Manufacture allows the user to indicate the primary and secondary countries for suppliers of certain items.

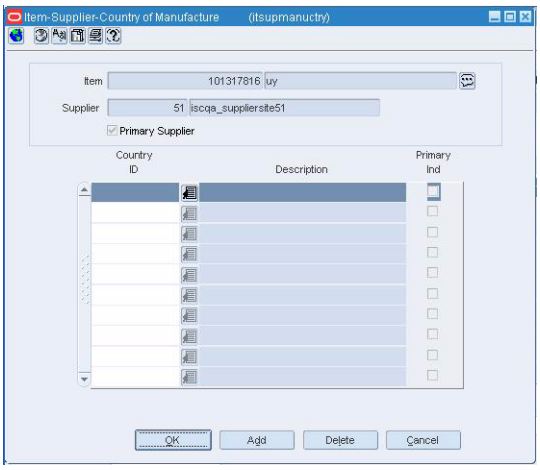
- Add the Item-Supplier-Country of Manufacture
- Edit the Item-Supplier-Country of Manufacture

Add the Item-Supplier-Country of Manufacture

Navigate: From the main menu, select Items > Items. The Item Search window opens.

1. Enter a New Item.
2. Click **OK**. The Item Maintenance window opens.
3. Enter appropriate information.
4. Select Suppliers. The Item Supplier window opens.
5. Enter the appropriate information.
6. Select Item-Supplier_Country of Manufacture. The Item-Supplier-Country of Manufacture window opens.

Figure 6–136 Item-Supplier-Country of Manufacture window



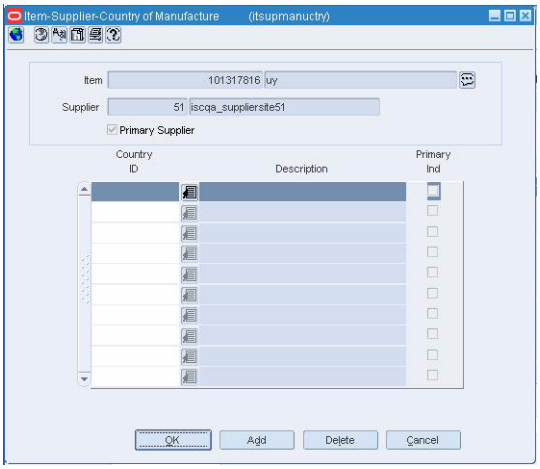
7. In the Country ID field select the ID, or select the LOV button and select the ID.
8. Select the Primary Ind checkbox if this is the primary country of manufacture.
9. Click **Add**.
10. Click **OK** to save your changes and close the window.

Edit the Item-Supplier-Country of Manufacture

Navigate: From the main menu, select Items > Items. The Item Search window opens.

1. Select View.
2. Enter criteria for an item.
3. Click **OK**. The Item Maintenance window opens.
4. Select Suppliers. The Item Supplier window opens.
5. Select Item-Supplier_Country of Manufacture. The Item-Supplier-Country of Manufacture window opens.

Figure 6–137 Item-Supplier-Country of Manufacture window



6. Enter appropriate changes in the fields.

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

Delete the Item-Supplier-Country of Manufacture

1. Select the Country ID.
2. Click **Delete**.

7

Purchasing

Purchasing Orders

- Maintain Open to Buy Amounts
- Set Up Buyers
- Auto Generate Purchase Orders
- Manually Create a Purchase Order
- Add Items to a Purchase Order Overview
- Distribute a Purchase Order
- Submit a Purchase Order for Approval

Set Up Buyers

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

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

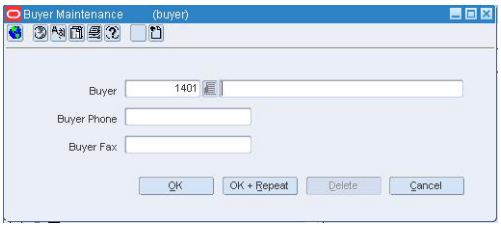
Because there can be many buyers and merchandisers at the division or group level, you may prefer to record the GMM (general merchandise manager) or DMM (division merchandise manager) at these levels.

- Create a Buyer
- Maintain a Buyer

Create a Buyer

Navigate: From the main menu, select Control > Buyer > New. The Buyer Maintenance window opens.

Figure 7–1 Buyer Maintenance Window



1. In the Buyer field, the ID is filled in automatically. Enter the buyer's name in the field to the right of the ID.
2. In the Buyer Phone field, enter the buyer's telephone number.
3. In the Buyer Fax field, enter the buyer's fax number.
4. Click **OK** to save your changes and close the window.

View a Buyer

Navigate: From the main menu, select Control > Buyer > View. The Buyer Maintenance window opens.

1. In the Buyer field, enter the buyer's ID, or click the LOV button and select the buyer.
2. Click **OK** close the window.

View the Buyer for a Purchase Order

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

From the options menu, select Buyer. The Order Buyer Information window opens.

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

View the Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer worksheet > View. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

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

Maintain Open to Buy Amounts

Open to buy (OTB) budgets are usually maintained by an external planning system. OTB, purchase order, and stock ledger data are extracted from RMS. In return, the planning system provides up-to-date budget and forward limit data. OTB functionality operates on the retail (4-5-4) calendar.

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

- Order of non-basic goods (N/B)
- Buyer replenishment of basic goods (BRB)
- Automatic replenishment of basic goods (ARB)

Within each category, monetary amounts are segregated by status. The statuses are Approved, Received, and Budgeted. Cancelled amounts are maintained outside of any category. Whether the amounts reflect cost value or retail value depends on the type of OTB calculation selected for each department.

As you create and edit departments in RMS, you must indicate whether direct cost or retail inventory amounts are used to calculate OTB.

When you create a purchase order, the OTB module monitors the available OTB. You, as the buyer, are warned if an order that you want to approve exceeds the amount budgeted for the OTB end-of-week date entered on the order. If you have sufficient authority, you may force the system to approve the order despite the warning.

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

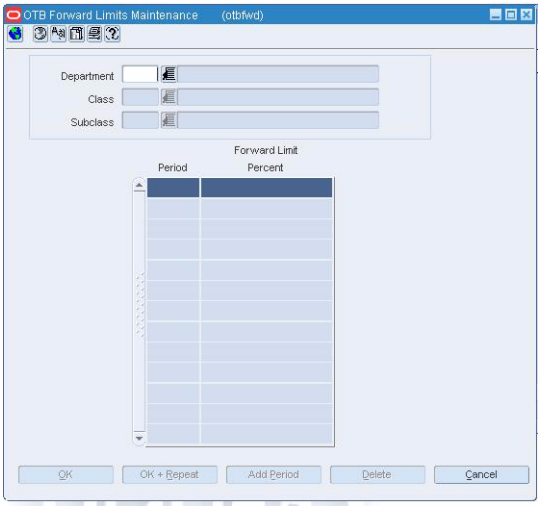
Forward limits may also be maintained online. A manager may limit how much of the OTB budget for a particular subclass and week may be used by the buyer. The manager may prevent buyers from committing too much of the available funds too early in the season, leaving no flexibility should conditions change or profitable opportunities arise unexpectedly.

- Edit Forward Limits for OTB Budgets
- Edit Open to Buy Budgets

Edit Forward Limits for OTB Budgets

Navigate: From the main menu, select Finance > OTB > Forward Limits. The OTB Forward Limits Maintenance window opens.

Figure 7–2 OTB Forward Limits Maintenance Window



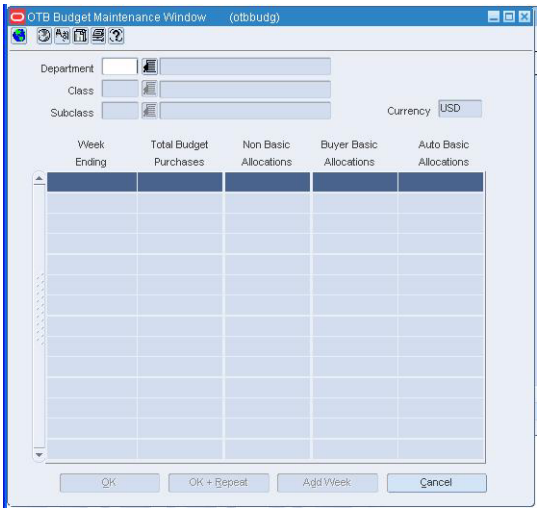
1. In the Department, Class, and Subclass fields, enter the ID of each, or click the **LOV** button and select the department, class, and subclass. Any existing forward limits appear.

2. Edit the percentages as necessary.
3. To add a forward limit:
   a. Click **Add Period**. The next available line is enabled.
   b. In the Period field, enter the number of weeks ahead of the current week for which you want to set a limit.
   c. In the Forward Limit Percent field, enter the percentage of the OTB that the buyer may use from the period.
4. To delete a forward limit, select a forward limit and click **Delete**. The selected record is deleted.
5. Click **OK** to save your changes and close the window

Edit Open to Buy Budgets

Navigate: From the main menu, select Finance > OTB > Budgets. The OTB Budget Maintenance window opens.

Figure 7–3 OTB Budget Maintenance Window



1. In the Department, Class, and Subclass fields, enter the ID of each, or click the LOV button and select the department, class, and subclass. Any existing weekly budget records appear.
2. To add the next weekly period, click **Add Week**. Repeat as necessary.
3. In the Non Basic Allocations, Buyer Basic Allocations, and Auto Basic Allocations fields next to each weekly period, enter or edit the monetary amount to be budgeted for each type of purchase.
4. Click **OK** to save your changes and close the window.

Auto Generate Purchase Orders

Purchase orders may be automatically generated through several ways:

- **Replenishment**: When inventory levels reach a point determined by the replenishment method assigned to an item, a purchase order can be created in Worksheet or Approved status.

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

More information can be found in these related topics:

- Accept a Revision or Version of a Purchase Order
- Delete Pre-Issued Order Number Requests
- Generate Pre-Issued Order Numbers (Manual)
- Generate Pre-Issued Order Numbers (Batch)

Generate an Order Revision Report

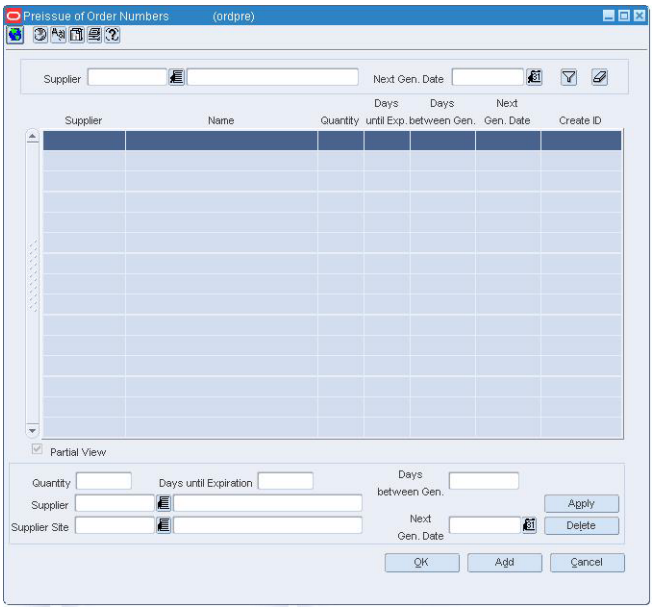
Navigate: From the main menu, select Action > View Reports. The Oracle Retail Printing window opens.

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

Generate Pre-Issued Order Numbers (Manual)

Navigate: From the main menu, select Ordering > Pre-Issue Order Numbers > Edit. The Pre-Issue of Order Numbers window opens.

Figure 7–4 Pre-Issue of Order Numbers Window



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

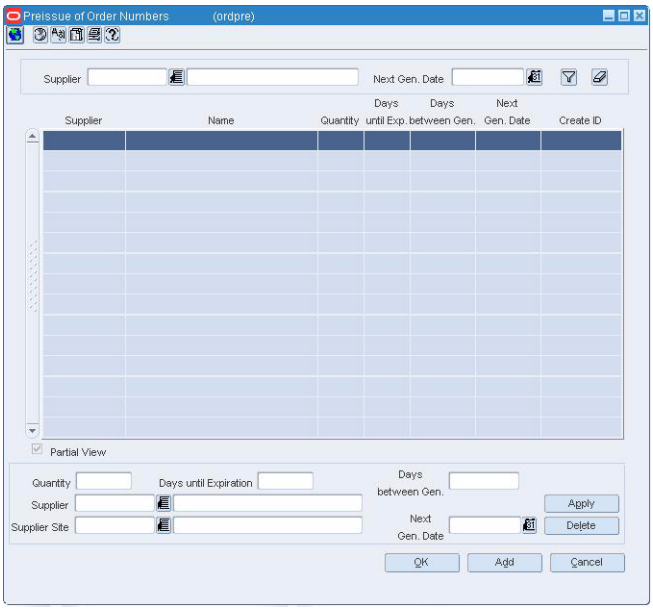
   Note: Do not enter a value in the **Days Between Gen.** field as this is only used when recurring reports (batch) are needed.

4. Enter the ID of the supplier that will receive the PO numbers, or click the LOV button and select a supplier.
5. In the Next Gen Date field, enter the next date that this group of POs should be created, or click the calendar button to select a specific date.
6. Click **Apply**. The new pre-issue order of numbers record is added to the table.
7. The Pre-Issued Order Number Report page opens.
8. In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
9. Click **Submit Query**. The report is generated and sent to the destination that you selected.

Generate Pre-Issued Order Numbers (Batch)

Navigate: From the main menu, select Ordering > Pre-Issue Order Numbers > Edit. The Pre-Issue of Order Numbers window opens.

Figure 7–5 Pre-Issue of Order Numbers Window



1. In the filter area, enter a supplier ID in the Supplier field, or enter a partial description and click the LOV button to select a supplier.
2. Click the filter button. The results appear on the table.
3. If there are order request for this supplier, you may edit information in the apply block.
4. If there are no order requests for this supplier, click **Add**.
   a. In the Quantity field, enter the quantity of orders to be created.
   b. In the Days Until Expiration field, enter the number of days between order number creation date the numbers will expire.

   Note: Do not enter a value in the Days Between Gen. field as this is only used when recurring reports (batch) are needed.

   c. In the Supplier field, enter the supplier who will use the order numbers.
   d. Enter the Next Gen Date. It defaults to today's date. This field can be modified.
   e. Click **Apply** to add the record to the table.
5. Order numbers will be created for supplier records with a Next Generation Date equal to today.
6. After the first report is created, the supplier records that were processed will have the Next Gen Day incremented by the number displayed in the Days Between Generation field.

View a Purchase Order

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

1. To view the items on the purchase order:
   a. Click **Items**. The PO Item Maintenance window opens.
   b. Click **OK** to exit the PO Item Maintenance window.
2. Click **OK** to close the window.

View a Revision or Version of a Purchase Order

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

Search for and retrieve a purchase order in View mode. Restrict the search to purchase orders in Approved or Closed status. The PO Header Maintenance window opens.

From the options menu, select Order Revisions. The PO Revisions window opens.

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

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

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

View Importing and Exporting Expenses for a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Click **Items** and select an item. The PO Item Maintenance window opens.

Click **Locations**. The PO/Item Location window opens.

1. In the Order Details table, select an item.
2. From the options menu, select Expenses.
3. Click **OK** to close the window.

View a Summary of a Purchase Order by Item

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Summary**. The PO Summary By Items window opens.

1. To view the locations for an item, select the item. The locations appear in the Location table.
2. To view a summary of the purchase order by location:
   a. Click **View Location**. The PO Summary By Locations window opens.
   b. Click **View Items** to return to the PO Summary By Items window.
3. Click **OK** to close the window.

View a Summary of a Purchase Order by Item Parent/Diff

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Items**. The PO Item Maintenance window opens.

Note: Only item parents can be summarized by diff.

1. Click **Item Parent/Diff Sum**. The Order Item Parent/Diff Summary window opens.
2. To include the component items of packs in the summary, select the Include Pack Components check box as necessary.
3. Click **OK** to close the window.

View a Summary of a Purchase Order by Location

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Summary**. The PO Summary By Items window opens.

1. Click **View Location**. The PO Summary By Locations window opens.
2. To view the items that are allocated to a location, select the location. The items appear in the Items table.
3. Click **View Items** to return to the PO Summary By Items window.
4. Click **OK** to close the window.

View Customer Information for a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Search for and retrieve a transfer in View mode. Restrict the search to a Customer Order type. The Transfer Maintenance window opens.

1. Click **Customer**. The PO Customer Maintenance window opens.
2. Click **OK** to close the window.

View Customer Information for a Purchase Order

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

Search for and retrieve a purchase order in View mode. If the Customer Order check box is not selected on the PO Header Maintenance window, the order is not a customer order.

From the options menu, select Customer. The PO Customer Maintenance window opens.

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

View Appointment/Location Details

Navigate:The Appointments window can be accessed any of the following ways:

From the main menu select Ordering > Appointments.

From the main menu select Inventory > Appointments.

From Options > Appointments on the PO Header Maintenance window, the PO Item Maintenance window, the Transfer Maintenance window, the Transfer Detail window.

From the main menu select Inventory > Shipment. Click **Appointments** on the Shipment window.

1. In the Search fields, enter or select search criteria.

   Note: If there are no appointments associated with the purchase order, transfer, or shipment displayed on the previous screen, fields on the Appointment window are disabled.

2. Click **Search**. The appointments matching your search criteria appear.
3. To view appointment details, select a record in the Appointment table. The details for that appointment appear in the Appointment Details table.
4. Click **Refresh** to clear existing search results and conduct a new search.
5. Click **OK** to close the window.

View the Items on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Item**. The PO Item Maintenance window opens.

View the details of an item

1. Select the item and click **Item Detail**. The Item Maintenance window opens.
2. Click **OK** to close the window.

View the details of a prepack

1. Select the pack item and click **Prepack**. The Prepack Creation window opens.
2. Click **OK** to close the windows.

View Dates for a Purchase Order

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

From the options menu. select Order Dates. The Order Dates window opens.

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

View Order Details for Item and Location Combinations on a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

1. Click **Items**. The PO Item Maintenance window opens.
2. Select an item.
3. Click **Locations**. The PO/Item Location window opens.
4. Enter search criteria in the Order Details filter fields.
5. Click **Filter**. Information matching your criteria opens in the Order Details table.

> **Note:** Allocation details will be displayed for the highlighted row in the Order Details table.

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

View Outstanding Orders for an Item

Navigate: From the Main Menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

> **Note:** To view the order details for a level 2 item, from the Options menu, select List Children. The Item Children window opens.

1. From the Options menu, select Order Detail. The Item Orders window opens.
2. To view the details of a purchase order:
   a. Select a purchase order and click **Order Detail**. The PO Header Maintenance window opens.
   b. Click **OK** to close the PO Header Maintenance window.

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

View Outstanding Shipments for a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

1. From the Options menu, select Shipments. The outstanding shipments appear in the Shipments for PO window.
2. To view the details of a shipment:
   a. Select a shipment and click **Detail**. The Shipment Header Maintenance window opens.
   b. Click **OK** to exit the Shipment Header Maintenance window.
3. Click **OK** to close the window.

View the Rejection Reason for a Purchase Order

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

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

From the options menu, select Reject Reason. The Reject Reason window opens.

Note: The Reject Reason option is available only if the purchase order was generated automatically by the replenishment system and was in fact rejected.

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

View the Order Address of a Supplier

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

From the options menu, select Supplier Details. The Order Supplier Address window opens.

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

Accept a Revision or Version of a Purchase Order

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

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

From the **Options** menu, select **Order Revisions**. The PO Revisions window opens.

Figure 7–6 PO Revisions Window

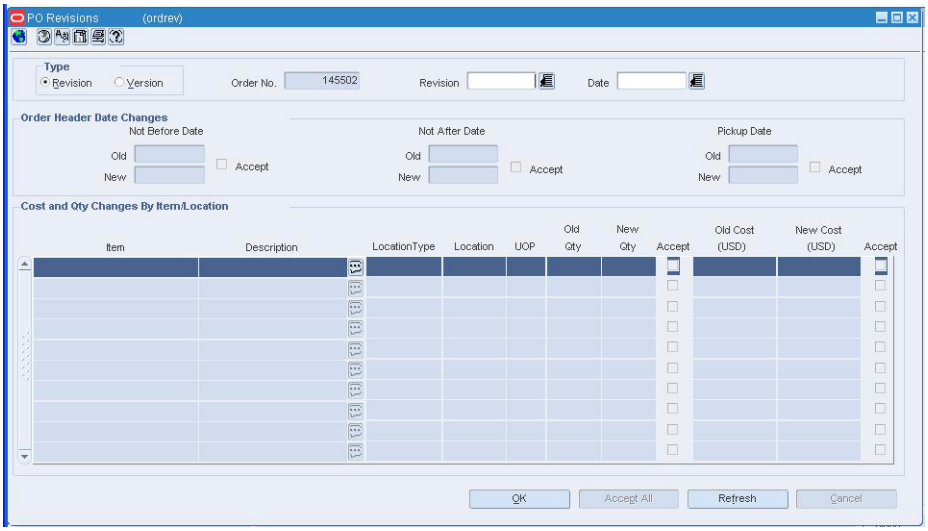
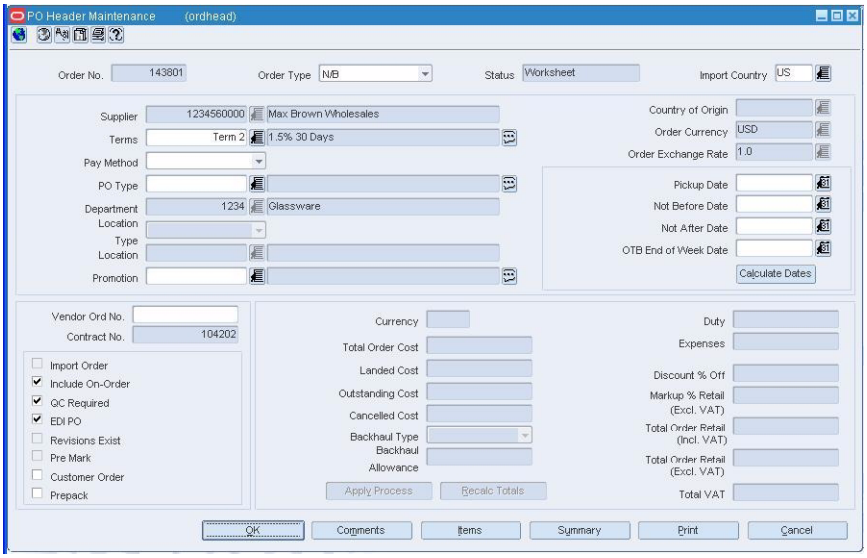


Figure 7–7 PO Header Maintenance Window



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

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

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

Work Order Window [workord]

The Work Order window allows you to create, edit, or view one or more work orders for the items on a purchase order. You can edit the default quantity to be worked on for each item and location. Next you assign work in progress codes (WIP) and indicate in which sequence the tasks must be completed.

- Create a Work Order
- Delete a Work Order
- Edit a Work Order

View a Work Order

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

Search for and retrieve a purchase order in Edit or View mode. The PO Header Maintenance window opens.

From the Options menu, select Work Orders > View. The items and locations appear on the Work Order window.

1. To view the tasks assigned to an item and location, select an item and location record. The tasks are displayed in the WIP table.
2. To view another work order for the same purchase order, click either **Prev** or **Next**.
3. Click **OK** to close the window.

View a Work Order Template

Navigate: From the main menu, select Inventory > Work Order Template > View. The Work Order Template window opens.

1. In the Work Order Template field, enter the template ID, or click the LOV button and select the template.
2. Click **OK** to close the window.

Create a Work Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

From the Options menu, select Work Orders > New. The Order Distribution Worksheet window opens.

Click **Work Order**. The Work Order window opens.

Figure 7–8 Work Order Window

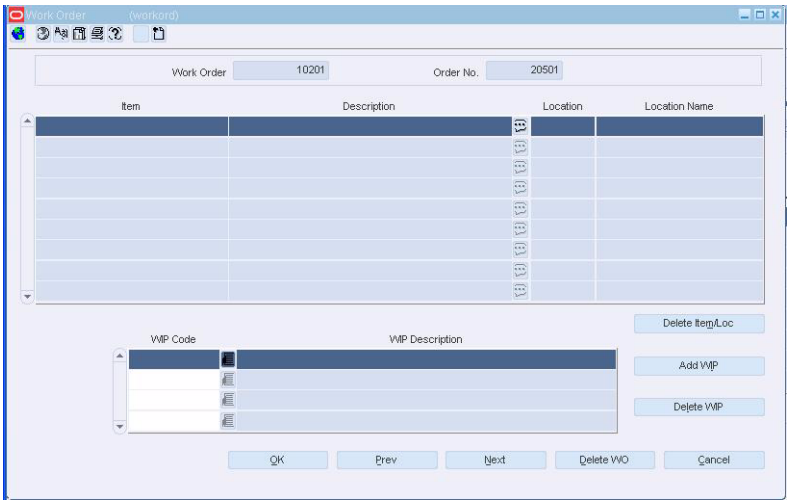
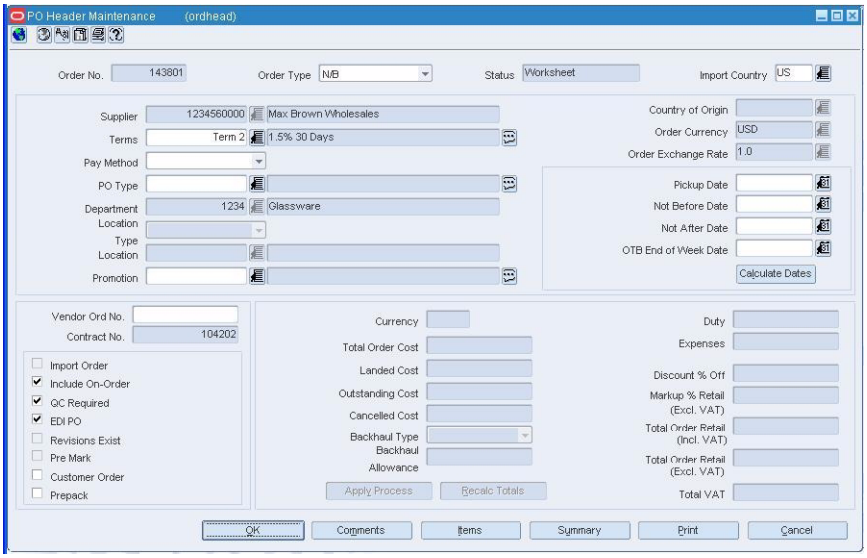


Figure 7–9 PO Header Maintenance Window



Assign a Task for a Selected Item and Location Combination

1. Click **Add WIP**. The next available line in the WIP table is enabled.
2. In the WIP code field, enter the WIP code for the task to be performed, or click the LOV button and select the WIP code.
3. In the WIP Seq No field, enter the sequence in which the task must be performed.

Delete an Unnecessary Item and Location Combination from the Work Order

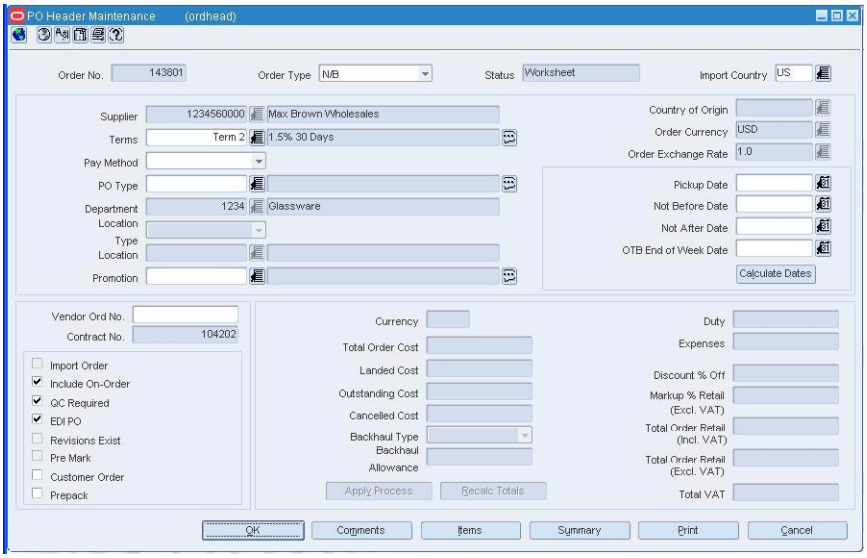
1. Select an item and location combination and click **Delete Item/Loc**.
2. When prompted to delete the record, click **Yes**.
3. In the Quantity field next to each item and location combination, edit the number of units affected by the work order as necessary.
4. Click **OK** to save your changes and close the window.

Edit a Work Order

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

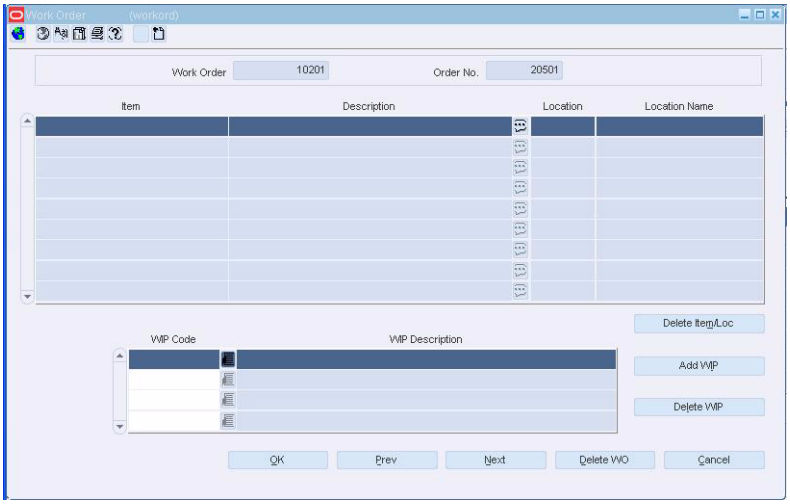
Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–10 PO Header Maintenance Window



From the Options menu, select Work Orders > Edit. The Work Order window opens.

Figure 7–11 Work Order Window



Note: If there is more than one work order, you may need to click **Next** in order to access the desired work order.

In the Quantity field next to each item and location record, edit the number of units as necessary.

Delete an Item and Location

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

Add a Task

1. Select an item and location record. The tasks appear in the WIP table.
2. Click **Add WIP**. The next available line in the WIP table is enabled.
3. In the WIP code field, enter the WIP code for the task, or click the LOV button and select the WIP code.
4. In the WIP Seq No field, enter the sequence in which the task must be performed.

Delete a Task

1. Select an item and location record. The tasks appear in the WIP table.
2. Select a task and click **Delete**. The task is deleted for the selected item and location.

Complete the Work Order

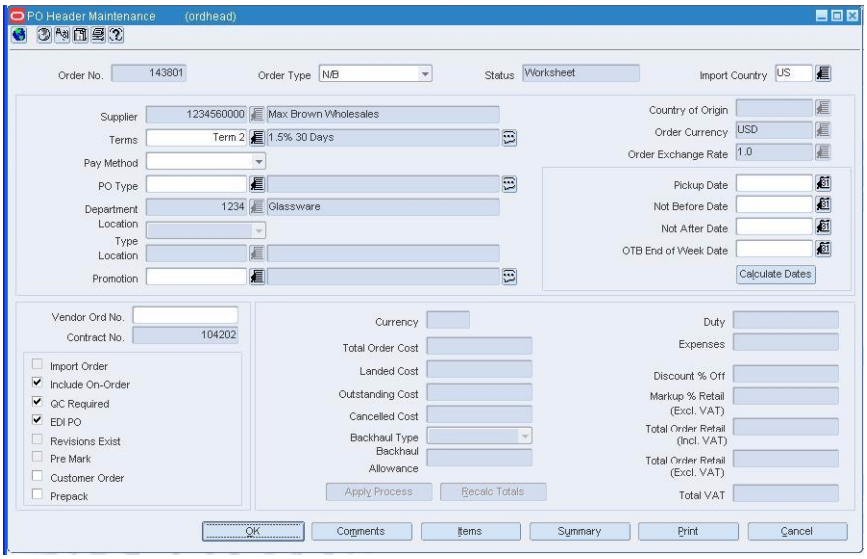
1. To reorder the sequence of tasks, edit the numbers in the WIP Seq No field next to each WIP code.
2. To edit another work order for the same purchase order, click either **Prev** or **Next**.
3. Click **OK** to exit.

Delete a Work Order

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

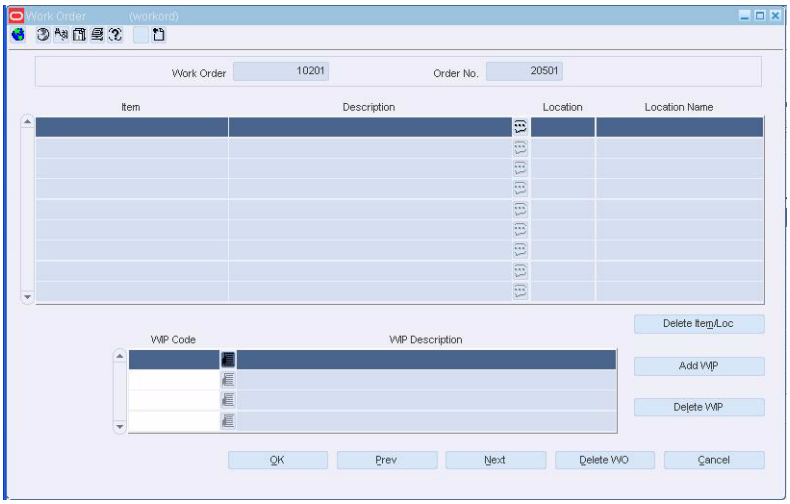
Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–12 PO Header Maintenance Window



From the Options menu, select Work Orders > Edit. The Work Order window opens.

Figure 7–13 Work Order Window



Note: If there is more than one work order, click **Next** in order to access the desired work order.

1. Click **Delete WO**.
2. When prompted to delete the record, click **Yes**. If there are no more work orders, you are returned to the PO Header Maintenance window.
3. Click **OK** to save your changes and close the window.

Work Order Template Window [wotemplt]

The Work Order Template window allows to group common activities together on a template. Once you have created the template, you can apply it to a work order when creating a transfer.

- Add a Work Order Template
- Edit a Work Order Template

Add a Work Order Template

Navigate: From the main menu, select **Inventory > Work Order Templates > New**. The Work Order Template window opens.

1. In the Work Order Template field, enter a description of the template
2. In the Apply area, enter an Activity ID, or click the LOV button and select an activity.
3. If necessary, in the Activity Cost field, edit the amount it costs to complete the activity.

> **Note:** The activity cost and cost type default from the information defined during activity set up.

4. In the Comments field, enter comments as necessary.
5. Click **Apply**. The activity is added to the template.
6. Click **OK** to save any changes and close the window.

Edit a Work Order Template

Navigate: From the main menu, select Inventory > Work Order Template > Edit. The Work Order Template window opens.

1. In the Work Order Template field, enter the template ID, or click the LOV button and select the template.
2. Select the activity you want to edit.
3. In the Activity Cost field, edit the amount it costs to complete the activity.
4. In the Comments field, enter comments as necessary.
5. Click **Apply**. The activity is added to the template.

Add an Activity

1. Click **Add**. The next line on the table is enabled.
2. Enter an Activity ID, or click the LOV button and select an activity.
3. If necessary, in the Activity Cost field, edit the amount it costs to complete the activity.

> **Note:** The activity cost and cost type default from the information defined during activity set up.

4. In the Comments field, enter comments as necessary.

Delete an Activity

1. Select the activity you want to delete.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **OK**. The activity is deleted from the template.

Delete a Template

1. Click **Delete Template**. You are prompted to confirm the deletion.
2. Click **Yes**. The template is removed from the system.
3. Click **OK** to save any changes and close the window.

Prepack Creation Window [fashpack]

The Prepack Creation window allows you to create a pack for a purchase order. A prepack is a pack item that contains an assortment of diffs. You can add a diff, diff range, or diff template. You also enter a sequence number (for buyer packs) and the quantity that is to be distributed among the diff combinations. The sequence number is a grouping mechanism. All diff records with the same sequence number are grouped under the same diff pack template. This allows you to create multiple packs for the current purchase order.

You can create buyer packs or vendor packs. If you select buyer pack, you must indicate whether the pack is ordered and received as a pack or as eaches. If you select vendor pack, you must enter a unit cost for the pack. The unit cost for buyer packs is derived from the component items of the pack. The pack templates that you create here cannot be re-used for another purchase order.

To display the monetary amount in the primary currency of the company, the local currency of the supplier, or the currency of the order, select the appropriate option from the Options > Currency menu.

- Create a Purchase Order for a Pack Item
- Edit the Pack on a Purchase Order
- View the Pack on a Purchase Order

View the Pack on a Purchase Order

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

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Item**. The PO Item Maintenance window opens.

Click **Prepack**. The Prepack Creation window opens.

Note: If the Prepack check box is not selected on the PO Header Maintenance window, there is no pack assortment.

---

1. To filter the assortment:
   a. Click **Filter Block**. The Prepack Filter window opens.
   b. Enter or select the criteria by which you want to filter.
   c. Click **Apply Criteria**. The filter criteria are added to the Filter Criteria table.
   d. Click **OK** to close the Prepack Filter window. You are returned to the Prepack Creation window where you can view the results of the filter.
2. To clear the filter, click **Clear Filter**. All the records appear.
3. Click **OK** to close the window.

View Simple Pack Details for a Component Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. Search for the component item of the simple packs. The Item Maintenance window opens.

1. Click on the Simple Pack View option. The Simple Pack Setup window opens.
2. Select a simple pack.
3. Click **Pack Detail**. The Item Maintenance window opens with the details of the simple pack.
4. To view additional details for the selected simple pack, click on the appropriate option in the Options list.
5. Click **OK** to close the window.

View a Pack Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve a pack item in View mode. To restrict the search to pack items, select the Pack Item check box. The Item Maintenance window opens.

1. To view the component items:
   a. Click **Pack Details**. The Pack Item Detail Maintenance window opens with the items that make up the pack item.
   b. Click **OK** to close the Pack Item Detail Maintenance window.
2. To view the details for the pack item, click on the appropriate options on the Options list of the Item Maintenance window.
3. Click **OK** to close the window.

View a Pack Template

Navigate: From the main menu, select Items > Diffs > Pack Templates> View. The Pack Template Maintenance window opens.

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

View a subset of the assortment of diffs

1. Enter criteria in the Diff filter criteria fields.

2. Click the filter button.
3. Click **OK** to close the window.

View all diff combinations

1. Click the clear filter button. The filter criteria fields are cleared.
2. Click the filter button.
3. Click **OK** to close the window.

View the Components of a Pack on a PO

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Click **Items** and select an item. The PO Item Maintenance window opens.

Click **Locations**. The PO/Item Location window opens.

Click **Pack Components**. The PO Item Pack Component window opens.

1. Click **Item Detail** to view additional information about the individual items in the pack. The Item Maintenance window opens.
2. Click **OK** to close all windows.

View the Components of a Sellable Pack

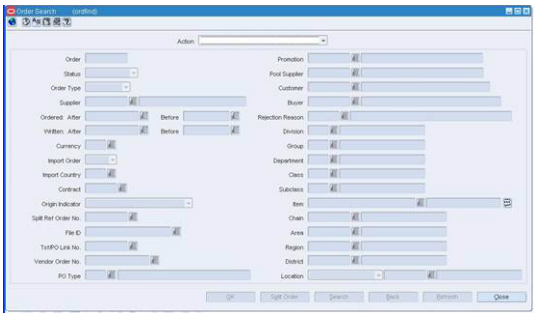
Navigate: From the main menu, select Inventory > Pack Items > Build Sellable Pack. The Sellable Pack Build window opens.

1. In the Pack No field, enter a pack number, or enter a partial description and click the LOV button to select a sellable pack.
2. In the Location Type field, select Store or Warehouse.
3. Enter a valid store or warehouse number, or enter a partial description and click the LOV button to select a store or warehouse.
4. Select to view the Item Type by Item or VPN.
5. Click **Refresh** to clear the displayed information and enter new search criteria.
6. Click **OK** to close the window.

Create a Purchase Order for a Pack Item

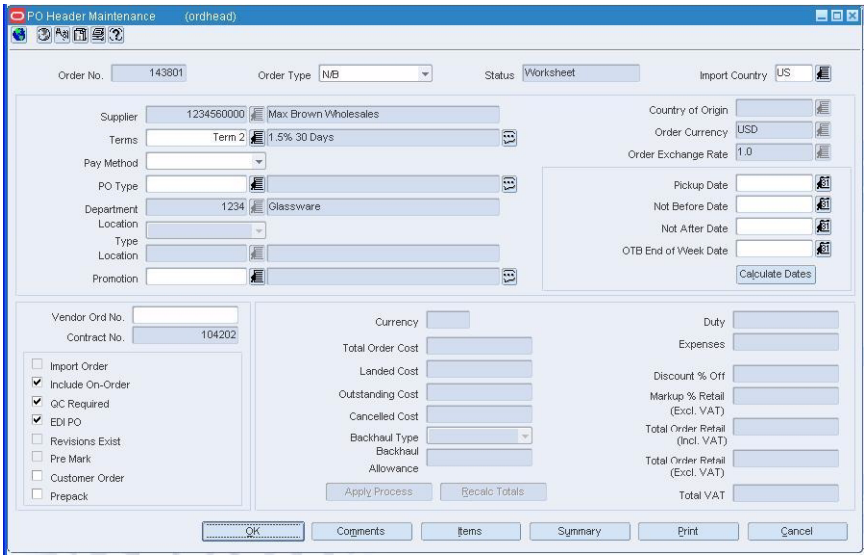
Navigate: From the main menu. select Ordering > Orders. The Order Search window opens.

Figure 7–14 Order Search Window



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

Figure 7–15 PO Header Maintenance Window



2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.

> **Note:** When creating an import order, make sure that the import country and the import location are the same.

4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.

> **Note:** When creating an import order, make sure that the import country and the import location are the same.

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

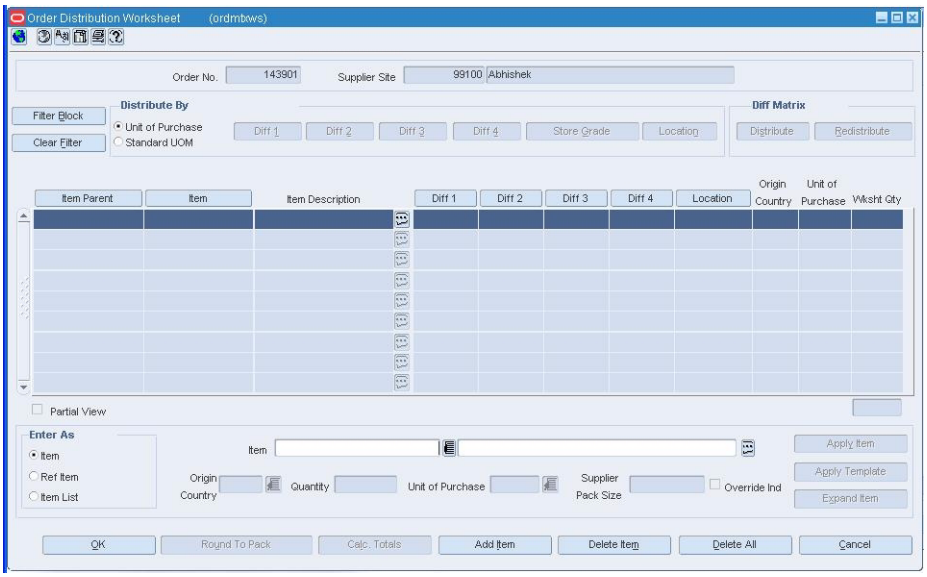
Note: The department may be required depending on how the system was set up.

6. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
7. Select the Prepack check box.
8. Enter or edit the enabled fields, as necessary.

Add the Prepack to the Purchase Order

1. Click **Items**. The Order Distribution Worksheet window opens.

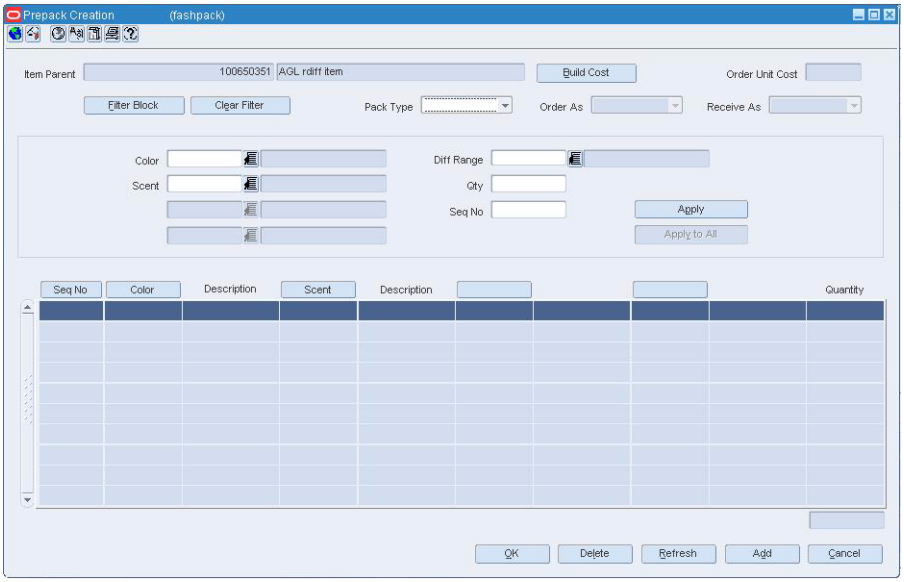
Figure 7–16 Order Distribution Worksheet Window



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

2. Click **Add Item**.
3. In the Enter As field, select Item, Ref Item, or Item List.
4. Enter the information for the item, ref item, or item list in the apply block.
5. Click **Apply Template**. The Prepack Creation window opens.

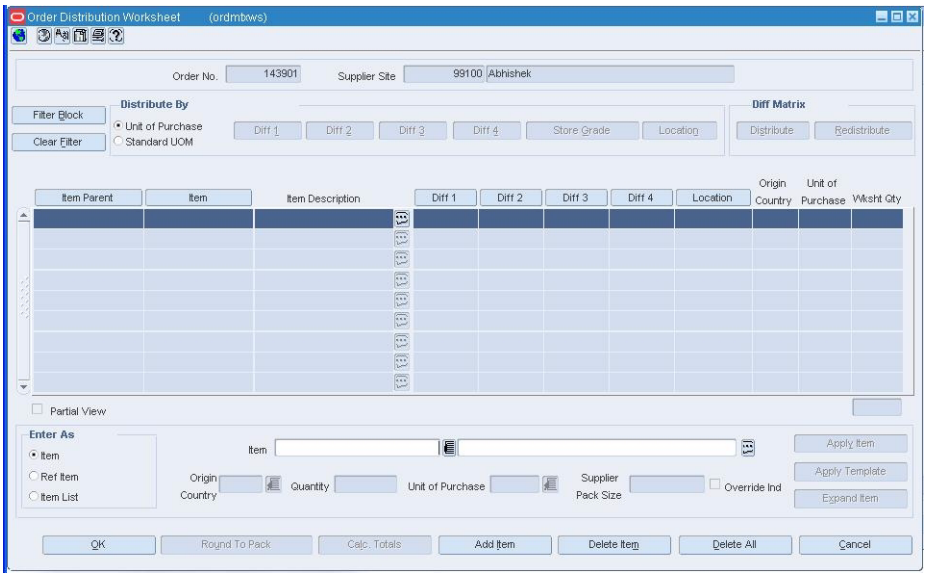
Figure 7–17 Prepack Creation Window



Create the Prepack Template

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

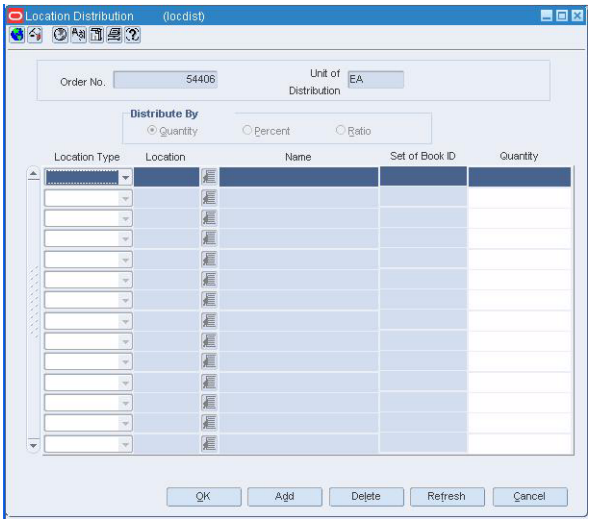
Figure 7–18 Order Distribution Worksheet Window



Distribute the Prepack(s)

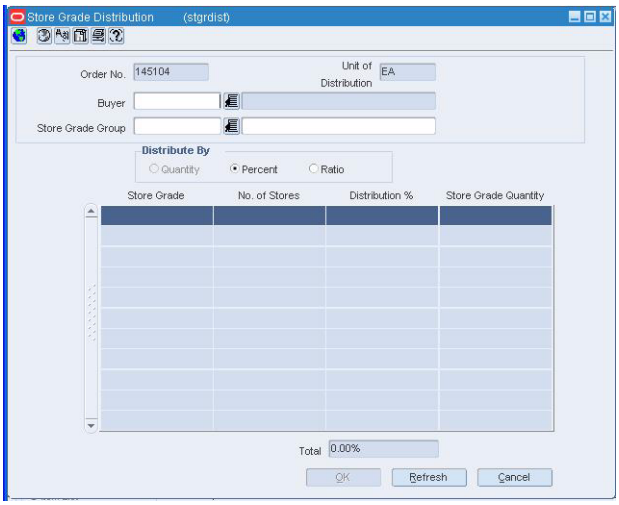
1. You may filter the items to apply a method of distribution to a specific set of items.
2. Select a distribution method and enter the appropriate information in the window that opens:
   - To distribute the items by location, click **Location**. The Location Distribution window opens.

Figure 7–19 Location Distribution Window



   - To distribute the items by store grade, click **Store Grade**. The Store Grade Distribution window opens.

Figure 7–20 Store Grade Distribution Window



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

Review and Complete the Purchase Order

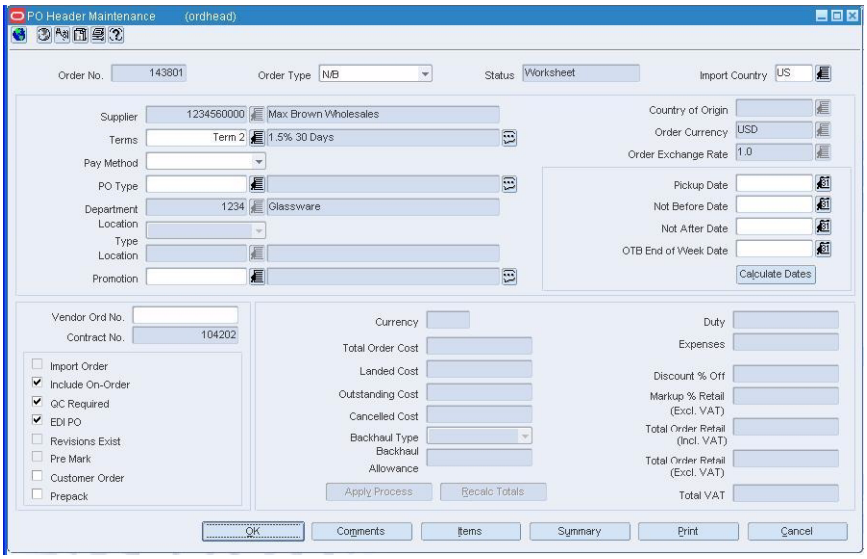
1. Click **Recalculate** to calculate the costs and retail value.
2. Click **Apply Deals** to include any deals that pertain to the items.
3. When prompted to include the deals, click **OK**.
4. Click **OK** to exit.

Edit the Pack on a Purchase Order

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

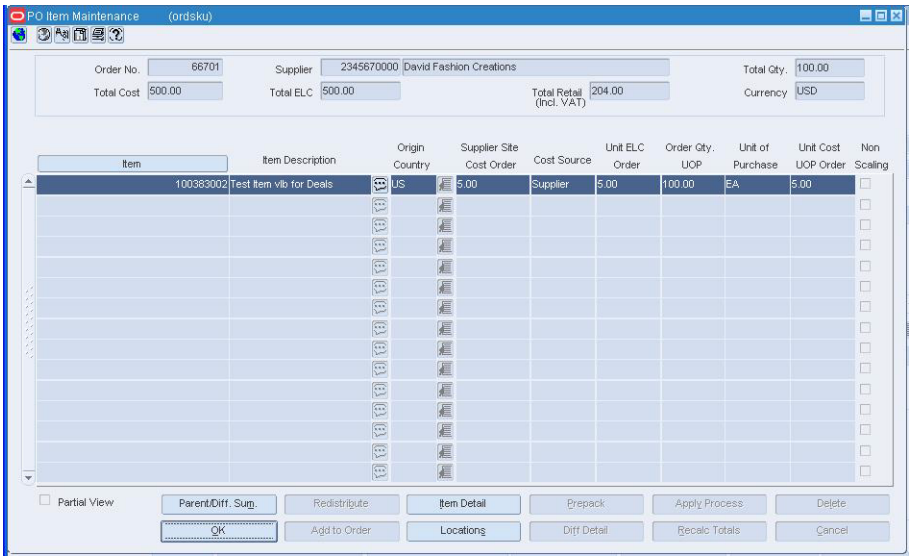
Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window opens.

Figure 7–21 PO Header Maintenance Window



Click **Item**. The PO Item Maintenance window opens.

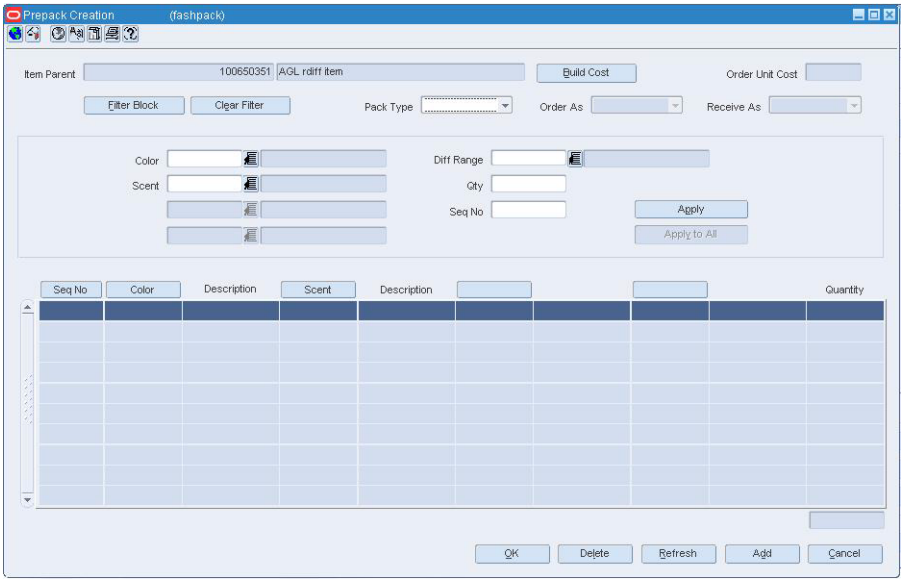
Figure 7–22 PO Item Maintenance Window



Note: If the Prepack check box is not selected on the PO Header Maintenance window, there is no pack assortment.

1. Click **Prepack**. The Prepack Creation window opens.

Figure 7–23 Prepack Creation Window



2. To add diff values to the assortment:
   a. Click **Add Diff**.
   b. In the Diff area, select the Diff or Diff Range option.
   c. In the next field, enter the ID of the diff or diff range, or click the LOV button and select the diff or diff range.
   d. Click **Apply**. The diff or diffs are added to the table.
3. Filter the assortment to display only the new diffs before you add the sizes and quantities. Use the Blank Size and Blank Quantity criteria.
4. To add sizes and quantities to the assortment:
   a. In the Size area, select the Size, Size Range, or Size Template option.
   b. In the next field, enter the ID of the size, size range, or size template, or click the LOV button and select the size, size range, or size template.
   c. In the Quantity field, enter the quantity that you want to distribute among the assortment.
   d. Click **Apply**. The color or colors are added to the table.
5. Click **Clear Filter** to display all the records.
6. Click **OK** to save your changes and close the window.

Prepack Filter Window [fashpack]

The Prepack Filter window allows you to filter the assortment that opens on the Prepack window. You can then view or edit the resulting subset of the assortment.

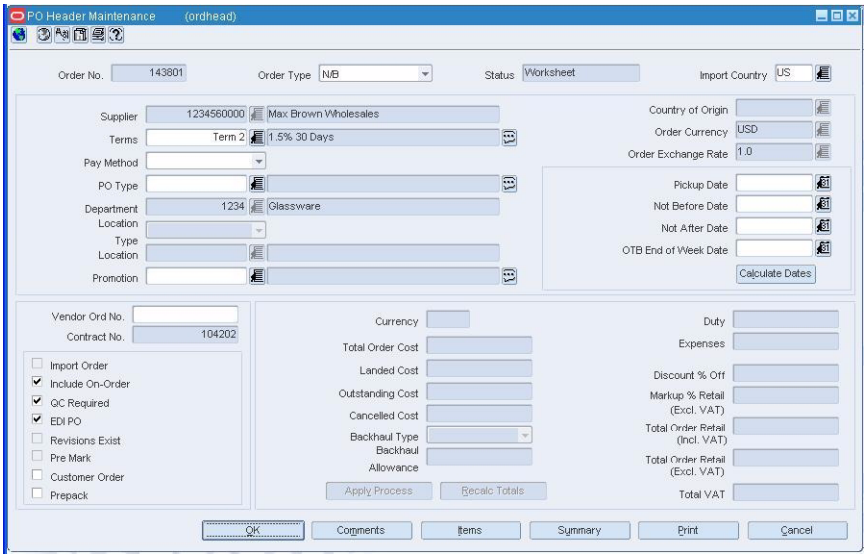
- Filter the Pack on a Purchase Order

Filter the Pack on a Purchase Order

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

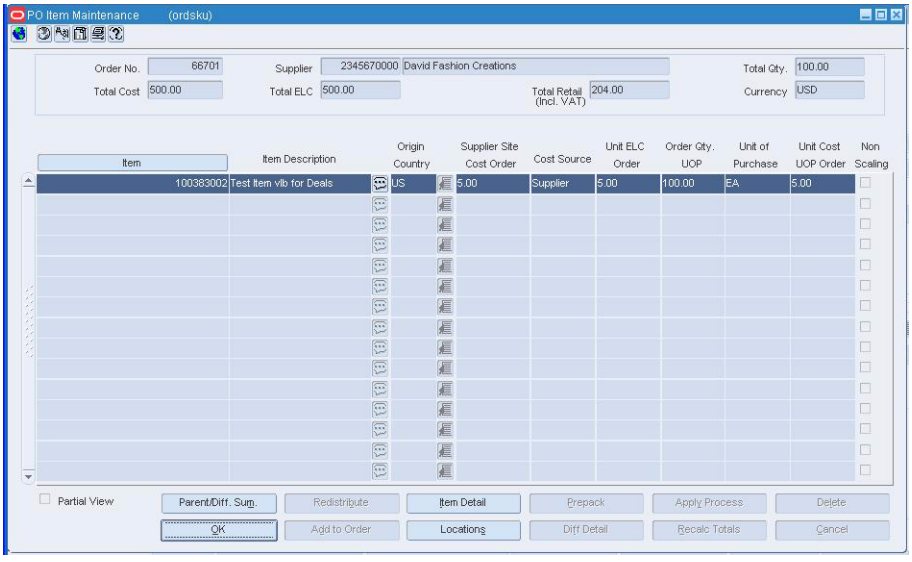
Search for and retrieve a purchase order in Edit or View mode. The PO Header Maintenance window opens.

Figure 7–24 PO Header Maintenance Window



Click **Item**. The PO Item Maintenance window opens.

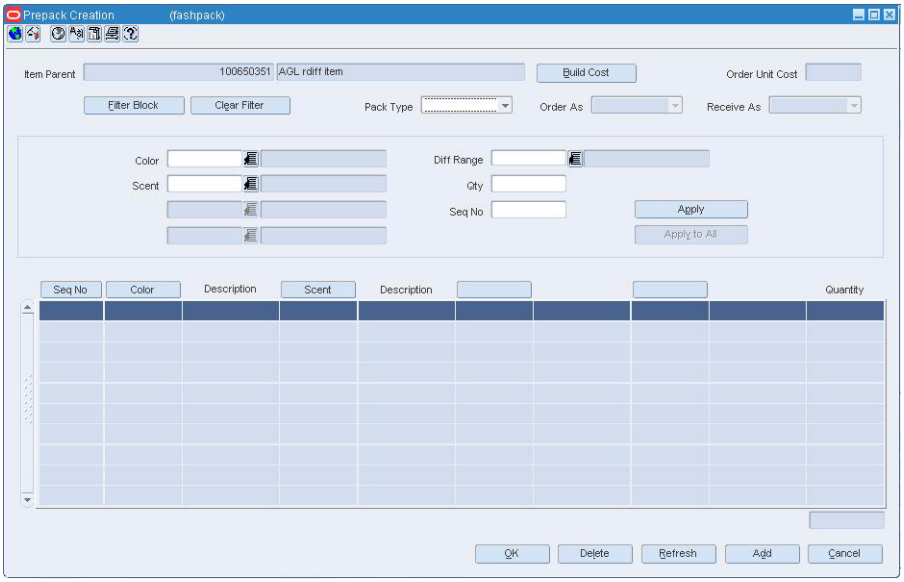
Figure 7–25 PO Item Maintenance window



Note: If the Prepack check box is not selected on the PO Header Maintenance window, there is no pack assortment.

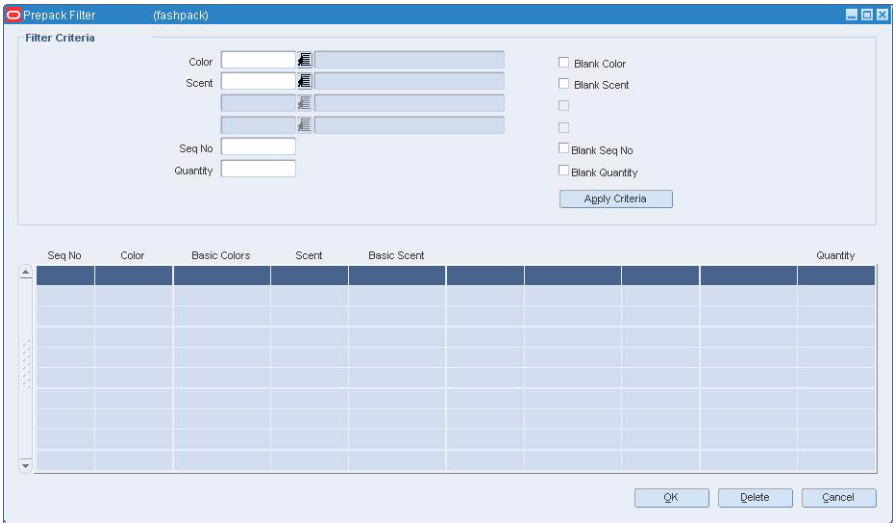
1. Click **Prepack**. The Prepack Creation window opens.

Figure 7–26 Prepack Creation Window



2. Click **Filter Block**. The Prepack Filter window opens.

Figure 7–27 Prepack Filter Window



3. Enter or select the criteria by which you want to filter.
4. Click **Apply Criteria**. The filter criteria are added to the Filter Criteria table.
5. To delete a criterion from the Filter Criteria table:
   a. Select the record and click **Delete**. You are prompted to delete the record.
   b. Click **Yes**.
6. Click **OK** to close the Prepack Filter window. You are returned to the Prepack window where you can view or edit the results of the filter.
7. To clear the filter, click the **Clear Filter** button. All the records appear.

PO Item Pack Component Window [ordskucomp]

The PO Item Pack Component window allows you to view the component items for a pack item on a purchase order. This window only allows you to view the components of the pack, no changes can be made on this window.

The default view for the window opens when you open the window for the first time. You can also view the table with the ELC view or you can create a custom view.

- View the Components of a Pack on a PO

Manually Create a Purchase Order

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

- Create the Purchase Order
- Create a Purchase Order for a Customer
- Create a Purchase Order for a Pack Item
- Create a Purchase Order from Contracted Items
- Copy a Purchase Order

PO Header Maintenance Window [ordhead]

The PO Header Maintenance window allows you to create, edit, and view purchase orders. You can select special characteristics for a purchase order. Depending on which characteristics you select, you may be prompted to enter additional information.

Some of the special characteristics may be:

- If you create an import order and pay by letter of credit, you must provide additional information for the letter of credit.
- If you create an order for a prepack, you must provide the details for the prepack.
- If you for a customer, you must provide customer details.

To display monetary amounts in the primary currency of the company or the currency of the order, select the appropriate option from Options > Currency.

- Create the Purchase Order
- Copy a Purchase Order
- Edit a Purchase Order
- Print a Purchase Order
- Enter Shipping Information for an Order
- View a Purchase Order

PO Customer Maintenance Window [ordcust]

The PO Customer Maintenance window allows you to add and maintain customer contact information. Customer information can be maintained from within a purchase

order or a transfer. By default, the delivery address is filled in automatically from the most recent order for the selected customer.

- Create a Purchase Order for a Customer
- Edit Customer Information for a Purchase Order
- Edit Customer Information for a Transfer
- View Customer Information for a Purchase Order
- View Customer Information for a Transfer

PO Item Level Deals Window [orddscnt]

The PO Item Level Deals window allows you to view deal components that apply to an item on a purchase order.

- View Deals for an Item on a Purchase Order

Order Child Items Window [ordfash]

The Order Child Items window allows you to view the details of all the item parents on a purchase order, including item parents that are components of pack items. You can view the diffs, locations, quantities ordered, quantities received, costs, and retail values.

- View the Diff Details on a Purchase Order

View the Diff Details on a Purchase Order

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

Search for and retrieve a purchase order with diffs in View mode. The PO Header Maintenance window opens.

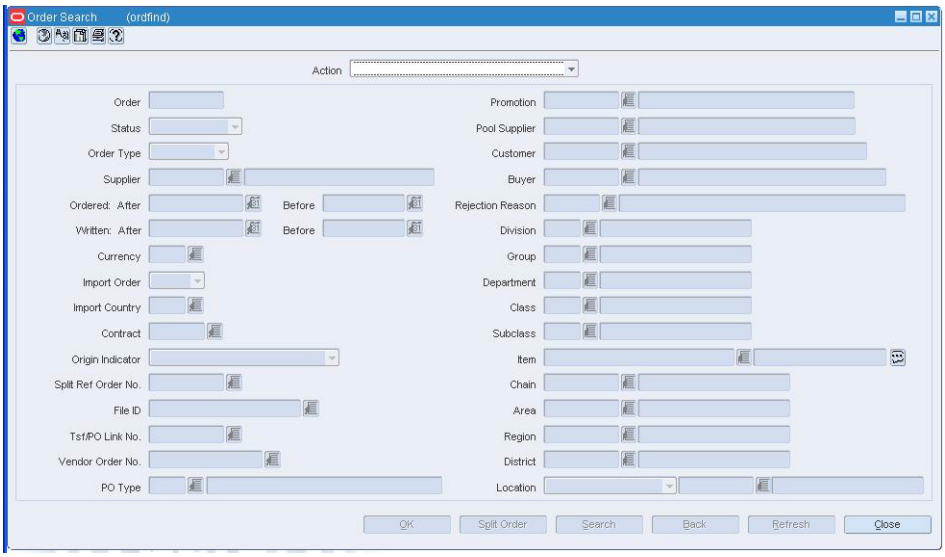
Click **Items**. The PO Item Maintenance window opens.

1. Click **Diff Detail.** The Order Child Items window opens.
2. To filter the data in the table, enter values in the Item Parent, Diff, and Location fields, as necessary.
3. Click **OK** to close the window.

Create the Purchase Order

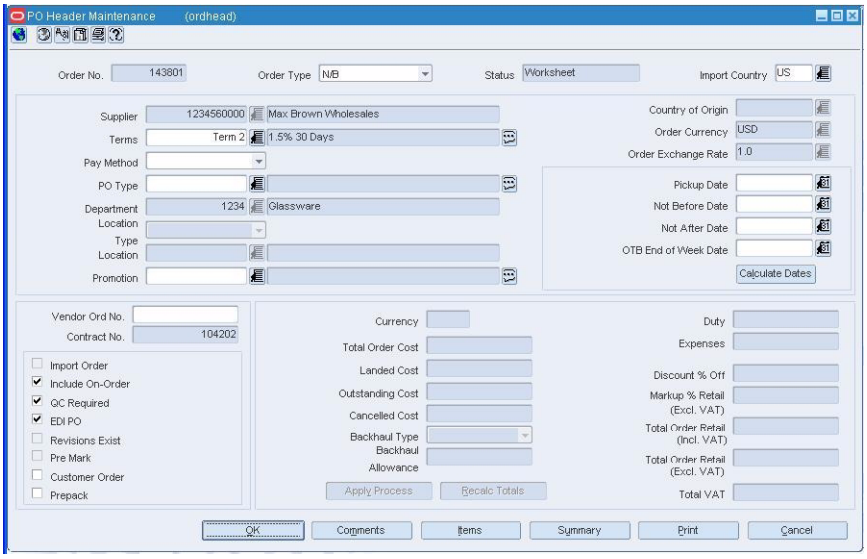
Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Figure 7–28 Order Search Window



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

Figure 7–29 PO Header Maintenance Window



2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.

> **Note:** When creating an import order, make sure that the import country and the import location are the same.

4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.

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

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

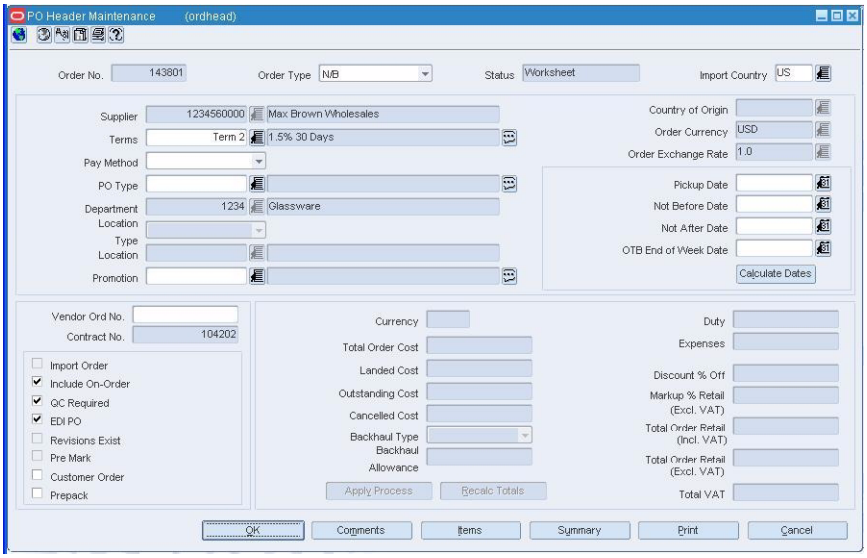
6. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
7. Enter or edit the enabled fields as necessary.
8. Add items to the purchase order.
9. Distribute the items on a purchase order by diff, location, or store grade.
10. Click **OK** to save your changes and close the window.

Edit a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–30 PO Header Maintenance Window



1. Edit the enabled fields as necessary.
2. To change the status of the purchase order, select the appropriate status from the Options menu.
3. Click **Recalc Totals** to update the monetary amounts.
4. Click **OK** to save your changes and close the window.

Recalculation Options Window [ordcalc]

The Recalculation Options window allows you to change components of the current order that affect its price. These components include: the base cost of the items, scaling, replenishment, bracket costs, deals, and landed cost. The Recalculation Options window allows you to recalculate the total order cost. You can decide which component to choose when calculating the total cost of the order.

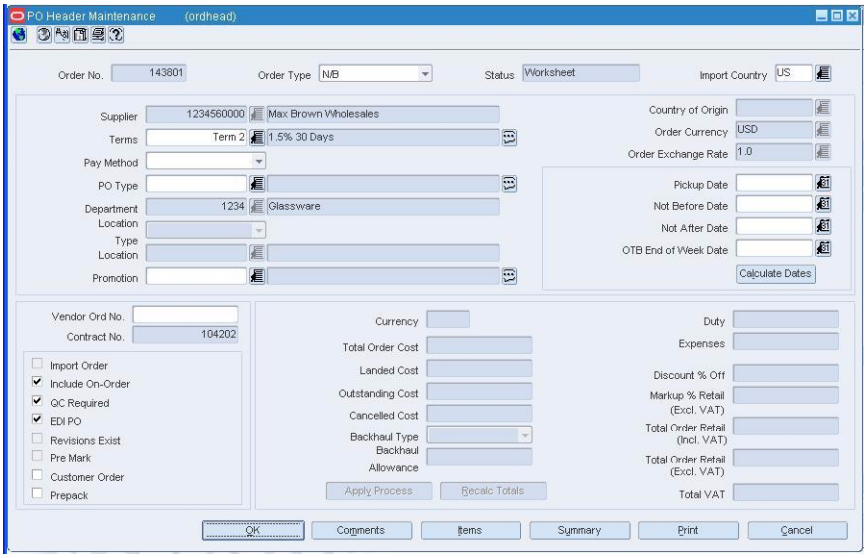
- Recalculate a Purchase Order

Recalculate a Purchase Order

Navigate: From the main menu, select Ordering > Orders.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

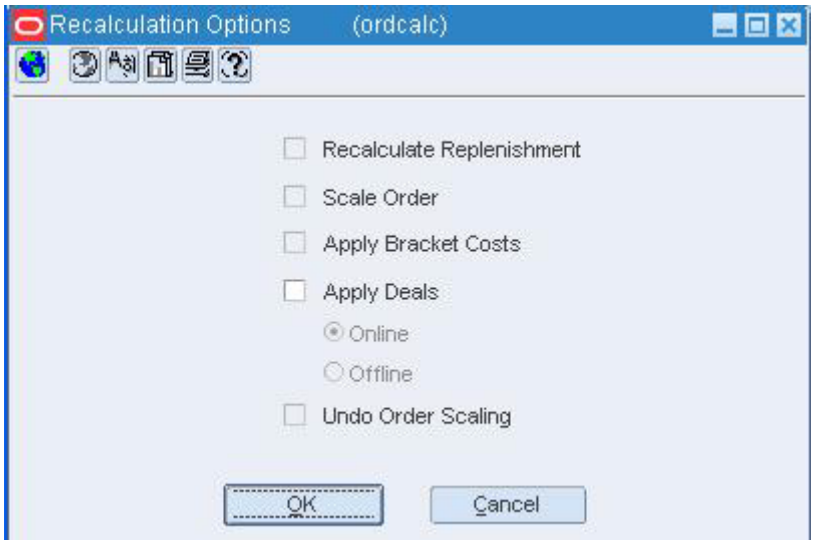
Figure 7–31 PO Header Maintenance Window



Click **Items**. The PO Item Maintenance window opens.

Click **Apply Process**. The Recalculation Options window opens.

Figure 7–32 Recalculation Options Window



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

Order Search Window [ordfind]

The Order Search window allows you to enter criteria in order to search for purchase orders and view the results of the search.

After performing a search, you can view information regarding due orders and replenishment results. To view replenishment results for a selected order, select Options > Replenishment results. This option is enabled after you perform a search.

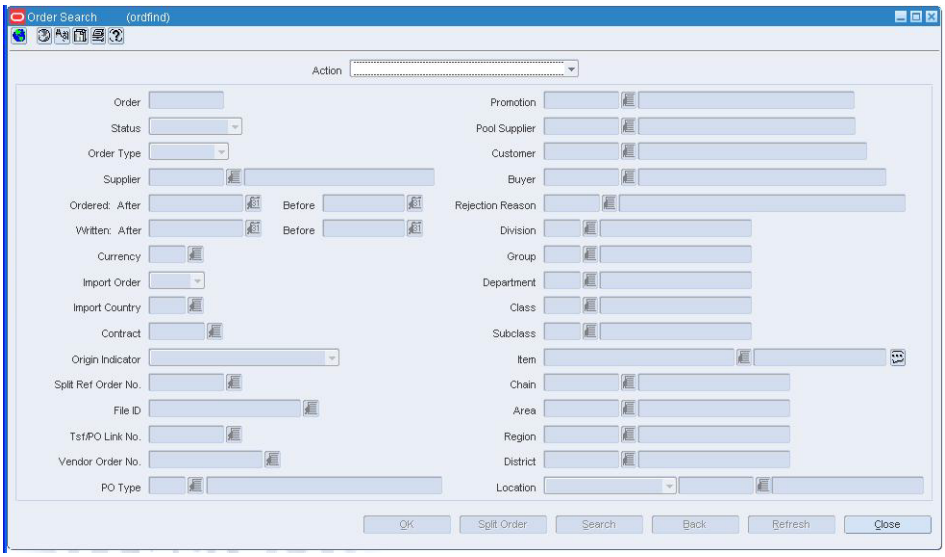
The default view for the Order Search window opens when you open the window for the first time. From the View menu, you can choose to view the Due Orders layout or you can create a custom view.

- Search for a Purchase Order

Search for a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Figure 7–33 Order Search Window



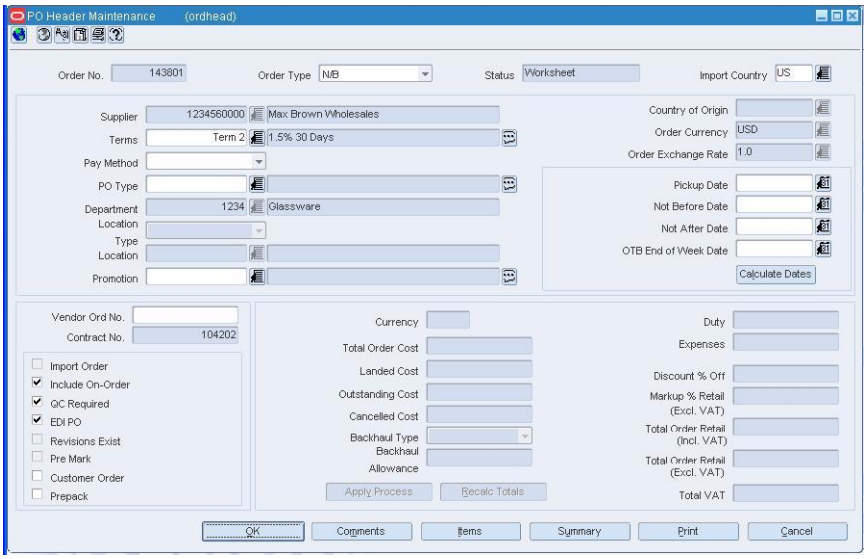
1. In the Action field, select either Edit Order or View Order.
2. If you are searching for due orders, in the Buyer field, enter the ID of the buyer, or click the LOV button and select the buyer.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Order Selection window displays the purchase orders that match the search criteria.
5. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of the purchase order, select a record and click **OK**. The PO Header Maintenance window opens.
6. Click **Close** to exit.

Print a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–34 PO Header Maintenance Window



Click **Print**. The Report Parameters Web page opens.

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

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

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

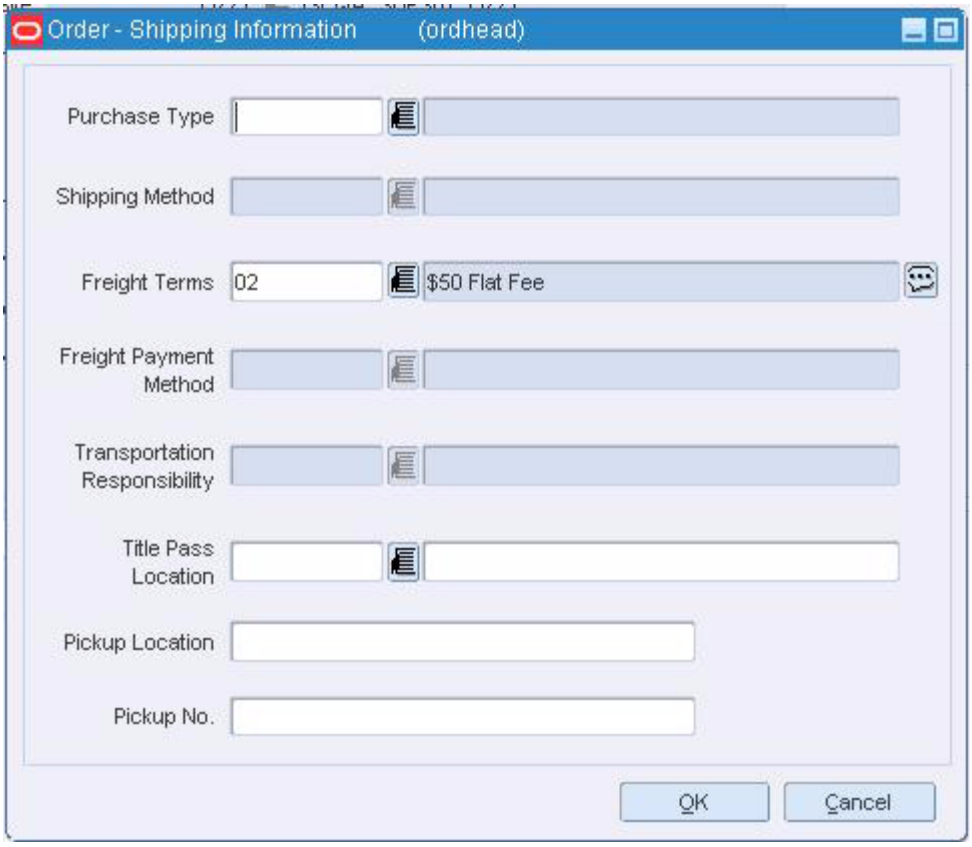
Enter Shipping Information for an Order

First, Create an Item Using Quick Item Entry.

Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed. Create a New Order. Enter the necessary information.

1. Select Shipping from the Options menu. The Order - Shipping Information window opens.

Figure 7–35 PO Header Maintenance Window



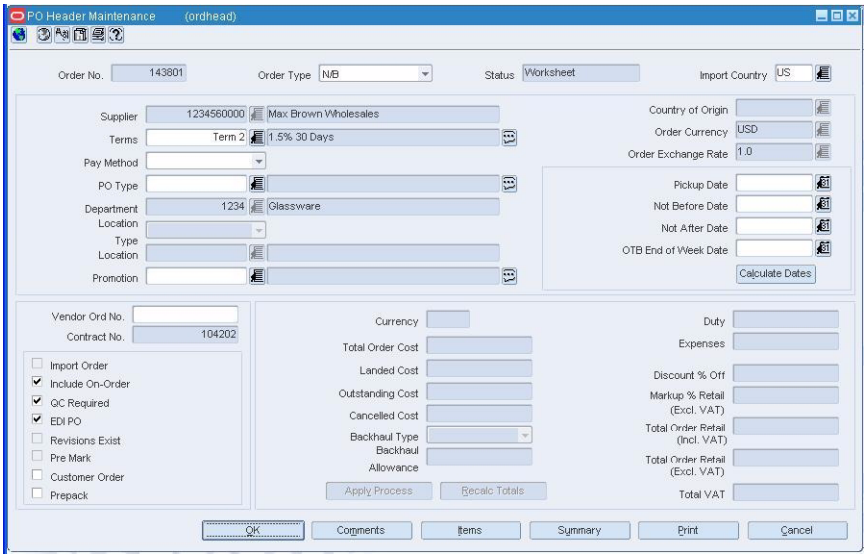
2. In the Purchase Type field enter the type, or select the LOV button and select the type.
3. In the Shipping Method field select the method, or select the LOV button and select the mthod.
4. In the Frieght Terms field select the terms, or select the LOV button and select the terms.
5. In the Freight Payment Method field select the method, or select the LOV button and select the method.
6. In the Transportation Responsibility field select the transportation responsibility, or select the LOV button and select the transportation reponsibility.
7. In the Title Pass Location select the location, or select the LOV button and select the location.
8. In the Pickup Location field enter the location descritpion.
9. In the Pickup No. field enter the field description.
10. Click **OK** to save your changes and close the window. The PO Header Maintenance window opens.

Copy a Purchase Order

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

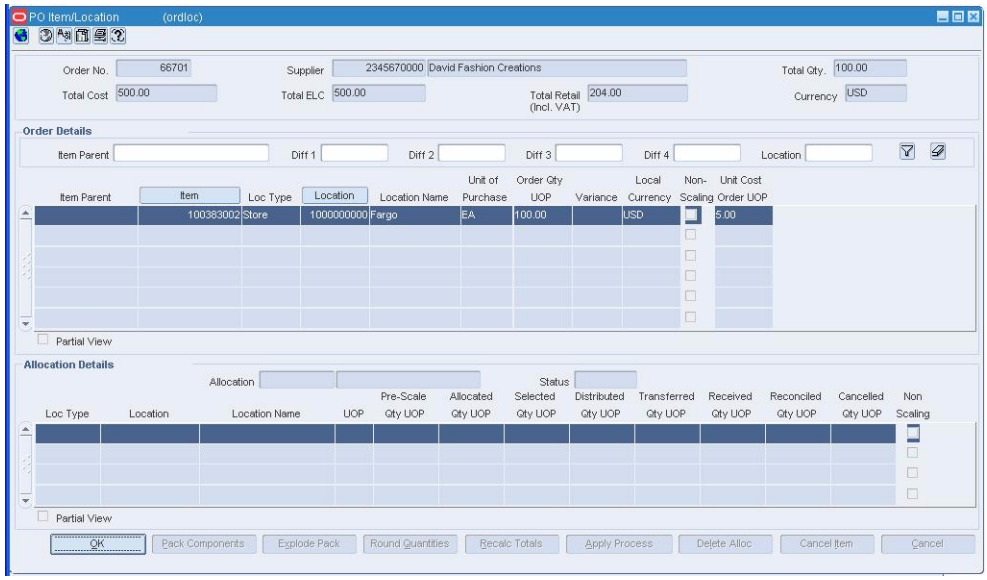
Search for and retrieve a purchase order in Create Order from Existing mode. The PO Header Maintenance window opens.

Figure 7–36 PO Header Maintenance Window



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

Figure 7–37 PO Item/Location Window



   d. Edit as necessary.
   e. Click **OK** to exit each window. The PO Header Maintenance window opens.

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

Direct Store Delivery Window [dsdorder]

The Direct Store Delivery window allows you to create, edit and view direct store deliveries.

Some of the special characteristics may be:

- If you create an import order and pay by letter of credit, you must provide additional information for the letter of credit.
- If you create an order for a prepack, you must provide the details for the prepack.
- If you create a purchase order for a customer, you must provide customer details.

To display Ordering > Orders:

1. The Order Search window opens.
2. Select DSD Order Entry from the Action drop down list.
3. Click **OK**.
4. The DSD Order Entry window opens.

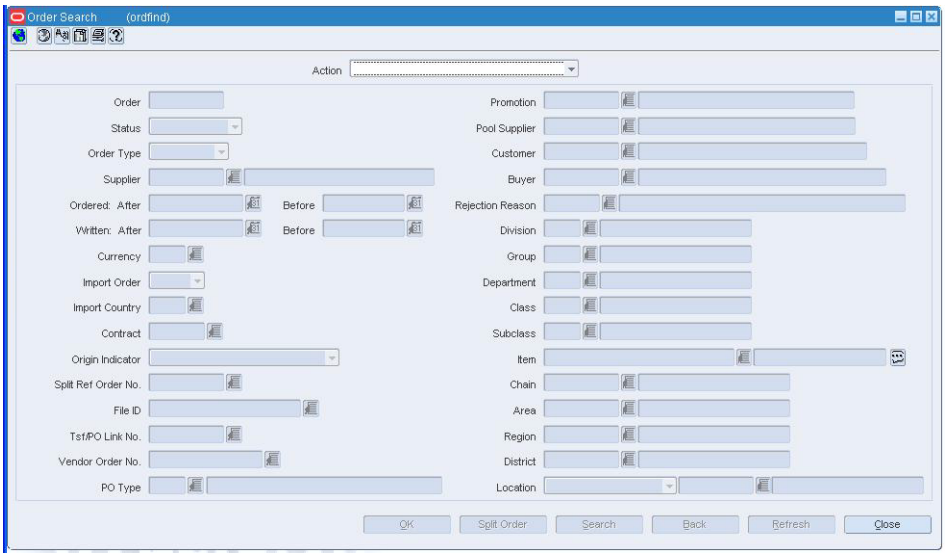
More information can be found in these related topics:

- Create a Direct Store Delivery Order

Create a Direct Store Delivery Order

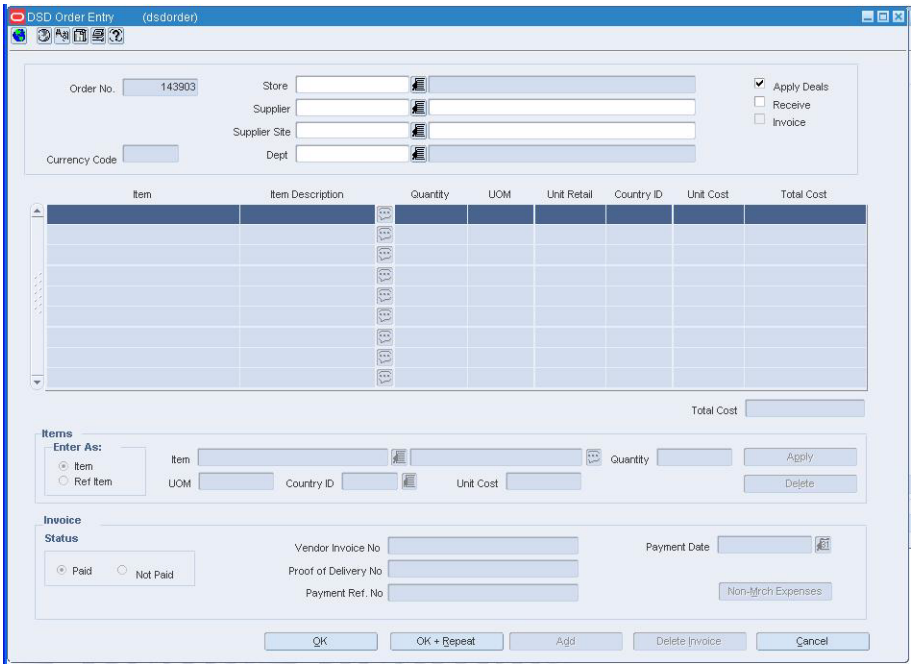
Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Figure 7–38 Order Search Window



1. In the Action field, select DSD Order Entry and click **OK**. The Direct Store Delivery window opens.

Figure 7–39 Direct Store Delivery Window



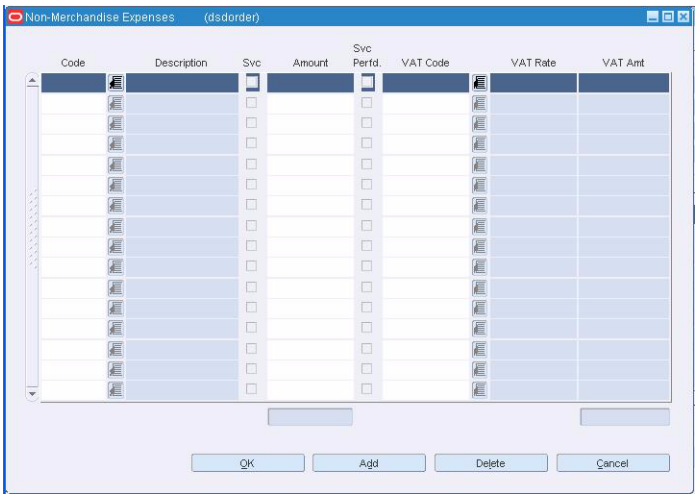
2. In the Store field, enter the store code, or click the LOV button and select the store.
3. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
4. In the Supplier Site field, enter the supplier site, or click the LOV button and select the supplier site. The supplier site defaults for other fields are filled in automatically.

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

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

6. Select the Apply Deals, Receive, and/or Invoice checkboxes, as appropriate.
7. In the Item area, enter an item in the Item field, or click the LOV button and select an item.
8. In the Quantity field, enter the quantity.
9. Click **Apply**.
10. In the Invoice area, enter a number in the Vendor Invoice No field.
11. In the Proof of Delivery No field, enter a number.
12. In the Payment Ref. No field, enter a number.
13. In the Payment Date field, enter a date, or click the calendar button and select a date.
14. Click **Non-Mrch. Expenses**. The Non-Merchandise Expenses window opens.

Figure 7–40 Non-Merchandise Expenses Window



15. In the Code field, enter a code, or click the LOV button and select a code.
16. In the Amount field, enter an amount.
17. In the VAT Code field, enter a code, or click the LOV button and select a code.
18. Click **OK**. The information is saved and the Non-Merchandise Expenses window closes.
19. Click **OK** to save your changes and close the window.

Order Location Expense Maintenance Window [ordexp]

The Order Location Expense Maintenance window allows you to view the importing and exporting expenses associated with a purchase order.

This window may also be used to create and edit expense components for each order/item/location combination. Changes that are made at one location can be defaulted to all other locations within the same zone.

The default view for the Order Location Expense Maintenance window opens when you open the window for the first time. From the View menu, you can create a custom view.

- Create Expense Components for an Order/Item/Location Combination
- Edit Expense Components for Each Order/Item/Location Combination
- View Importing and Exporting Expenses for a Purchase Order

Build Orders From Contracts Window [orddtl]

The Build Orders From Contracts window allows you to generate purchase orders from an item list that contains contracted items.

- Create a Purchase Order from Contracted Items

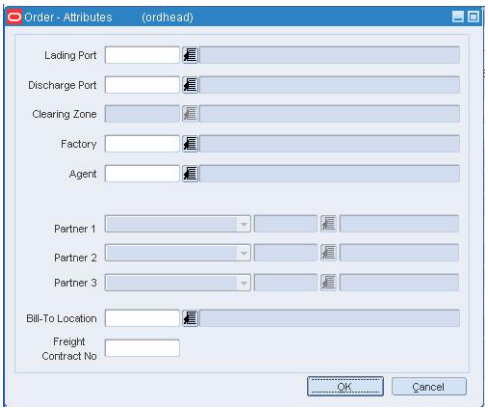
Record Attributes for a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Retrieve purchase orders in Worksheet status only. The PO Header Maintenance window opens.

1. From the Options menu, select Attributes. The Order - Attributes window opens.

Figure 7–41 Order Attributes window



2. Enter or select the import attributes that apply to the current purchase order.

> **Note:** When you are using Oracle Retail Trade Management (RTM) with RMS, the Bill-To Location field is required.

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

Appointments Window [apptview]

Appointments define the quantity of goods that are expected to ship from one location to another. The appointments are created in the warehouse management system and sent to RMS. When a shipment is received, the warehouse management system sends a message to RMS Receiving and completes the following actions:

- The appointment status changes to Closed
- Qty Received and Receipt No fields are updated
- RMS attempts to close the document associated with the appointment (a purchase order, transfer, or allocation).

A purchase order, transfer, or allocation cannot be closed if an associated appointment does not have a status of **Closed**. Also, the line item order quantity (canceled quantity) cannot fall below the total expected quantity for all of the shipments and appointments that are attached to the order for that line item.

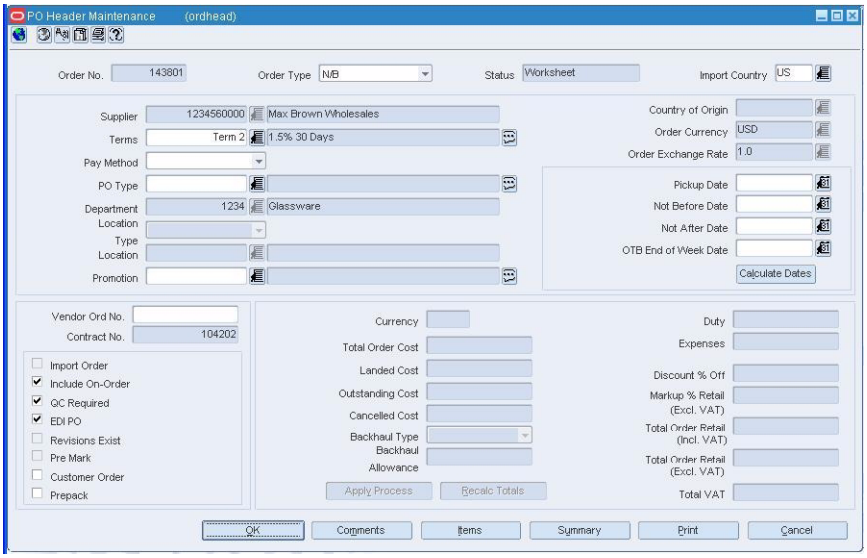
- View Appointment/Location Details

Create Expense Components for an Order/Item/Location Combination

Navigate: From the Main menu, select Ordering > Orders. The Order Search window opens.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–42 PO Header Maintenance Window

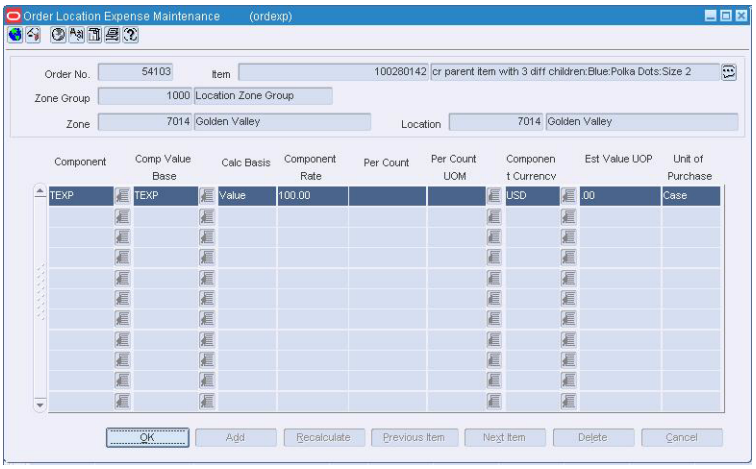


Click **Items** and select an item. The PO Item Maintenance window opens.

Click **Locations**. The PO/Item Location window opens.

In the Order Details table, select an item. Select Options > Expenses. The Order Location Expense Maintenance window opens.

Figure 7–43 Order Location Expense Maintenance Window



1. Click **Add**. The next available line in the table will be highlighted.
2. In the component field, click the LOV button and select the type of expense component for this order/item/location combination.
3. In the Comp Value Base (CVB) field, click the LOV button and select a CVB.
4. Click **OK** to save your changes and close the window. You will be asked to overwrite the cost components of all locations within the same zone for this order/item combination.
5. Click **Yes**.

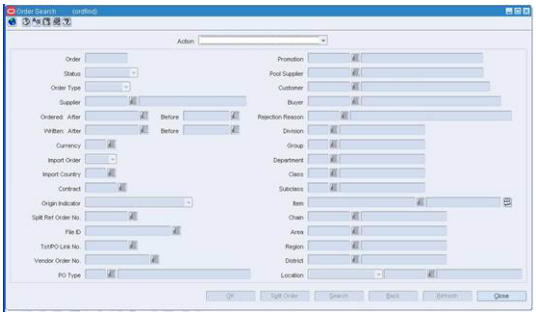
> **Note:** Click **No** if you only want to apply this expense component to the selected location.

The window closes and the PO/Item Location window opens.

Create a Purchase Order from Contracted Items

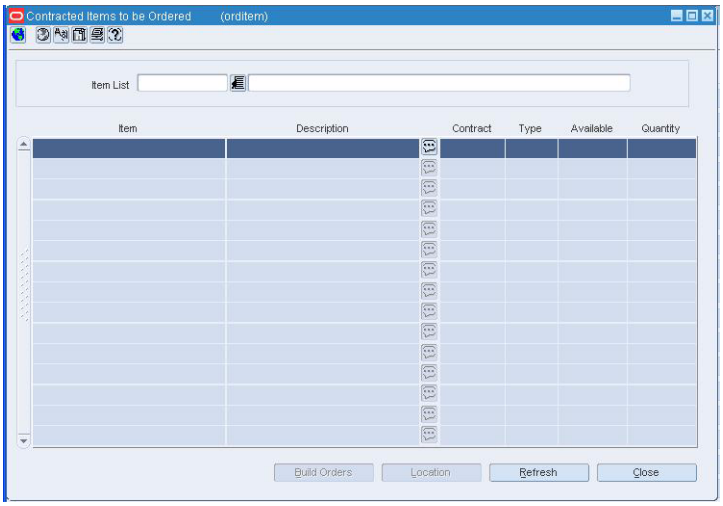
Navigate: From the main menu, select **Ordering > Orders**. The Order Search window opens.

Figure 7–44 Order Search Window



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

Figure 7–45 Contracted Items to be Ordered Window

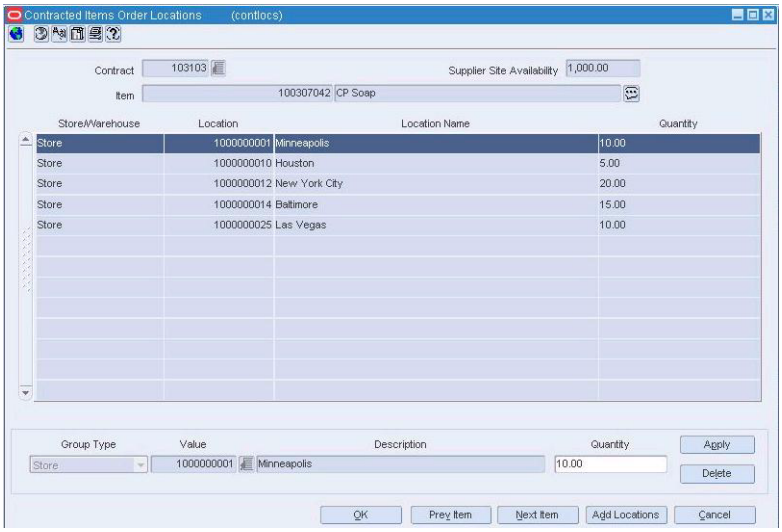


2. In the Item List field, enter the ID of an item list, or click the LOV button and select the item list. The items on the item list appear.

Select the Contracts and Distribute the Items

1. Click **Location**. The Contracted Items Order Locations window opens.

Figure 7–46 Contracted Items Order Locations Window



2. In the Contract field, enter the ID of the contract, or click the LOV button and select the contract.
3. In the Group Type field, select the grouping mechanism for the destination locations.
4. In the Value field, enter the ID of the group, or click the LOV button and select the group.
5. In the Quantity field, enter the number of units to distribute to each location.
6. Click **Apply**. The locations and quantities are added to the table.

7. Click **Next Item** to select a contract for and distribute the next item on the item list.
8. After all the items are distributed, click **OK** to exit the Contracted Items Order Locations window.

Build the Purchase Orders

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

Complete the Purchase Order

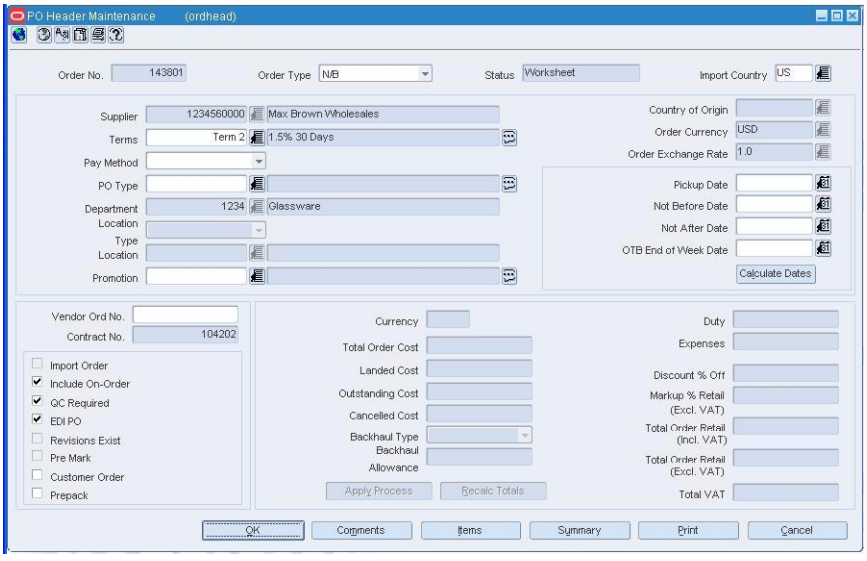
Click **OK** to save your changes and close the window.

Create a Purchase Order for a Customer

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

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

Figure 7–47 PO Header Maintenance Window



2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.

Note: When creating an import order, make sure that the import country and the import location are the same.

4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the department, or click the LOV button and select the department.

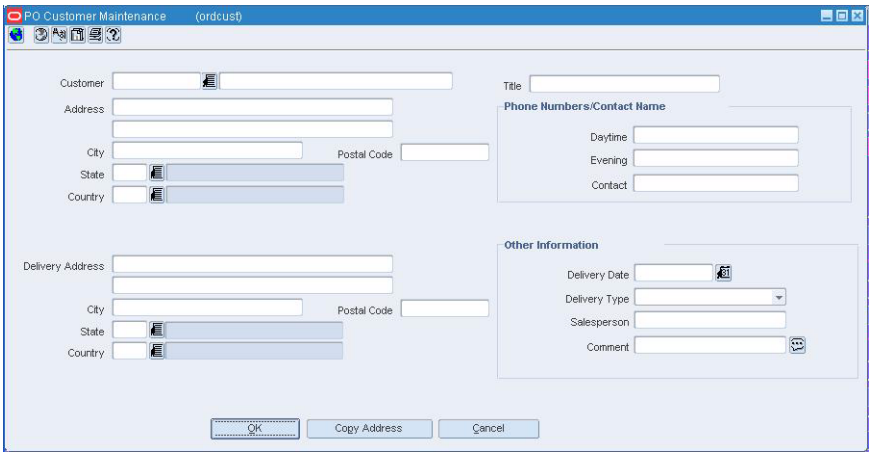
Note: The department may be required depending on how the system was set up.

6. In the Pickup Date field, enter a date, or click the calendar button and select a date.
7. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
8. Select the **Customer Order** check box.
9. Enter or edit the enabled fields as necessary.

Add the Customer Information

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

Figure 7–48 PO Customer Maintenance Window



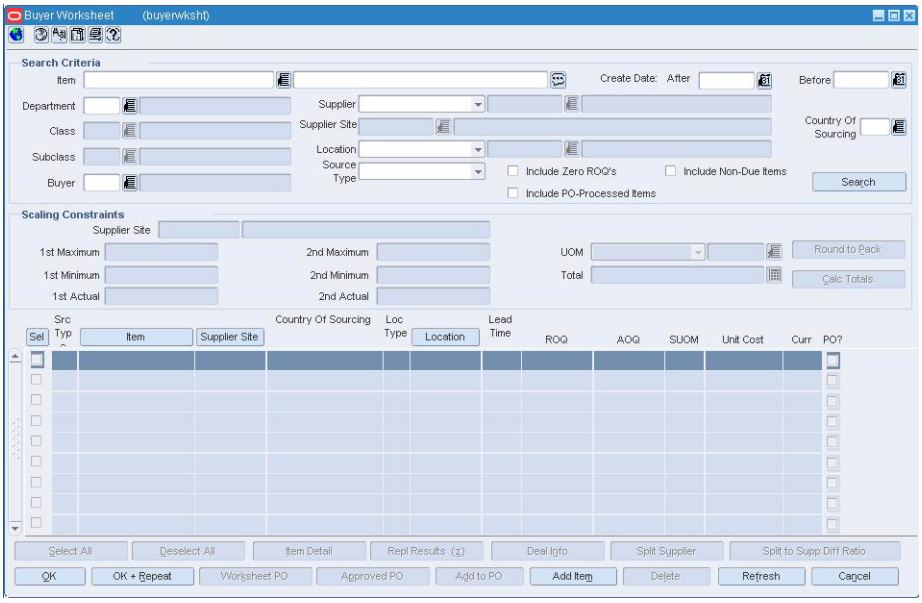
2. In the Customer field, enter the ID of the customer, or click the LOV button and select the customer. For a new customer, enter the name of the customer in the second field.
3. Enter the address, the delivery address and any additional information as necessary.
4. Click **OK** to exit the PO Header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

Delete an Item from a Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

Figure 7–49 Buyer Worksheet

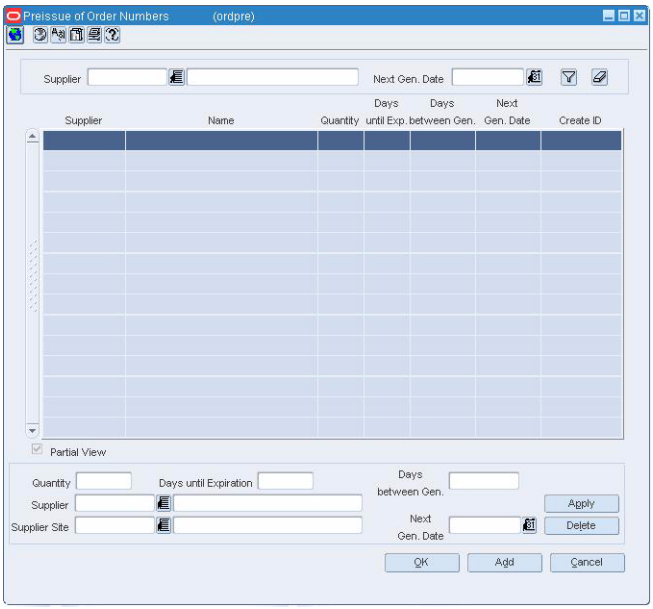


1. Select the check box to the left of the item you wish to delete.
2. Click **Delete**. You are prompted to delete the item.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete Pre-Issued Order Number Requests

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

Figure 7–50 Pre-Issue of Order Numbers Window



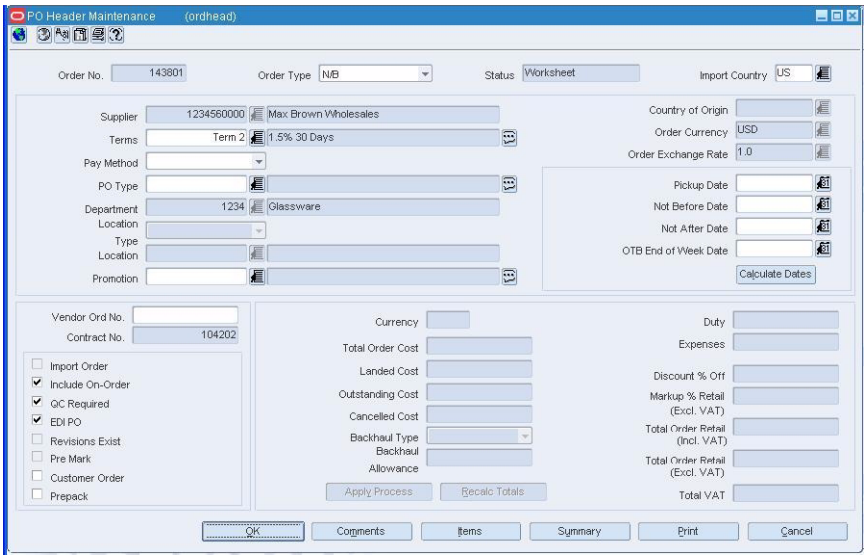
1. Select a record in the pre-issue table.
2. Click **Delete**. You are prompted to confirm the deletion of the preissue order request record.
3. Click **Yes**.
4. Click **OK** to close the window and save your changes.

Edit Customer Information for a Purchase Order

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

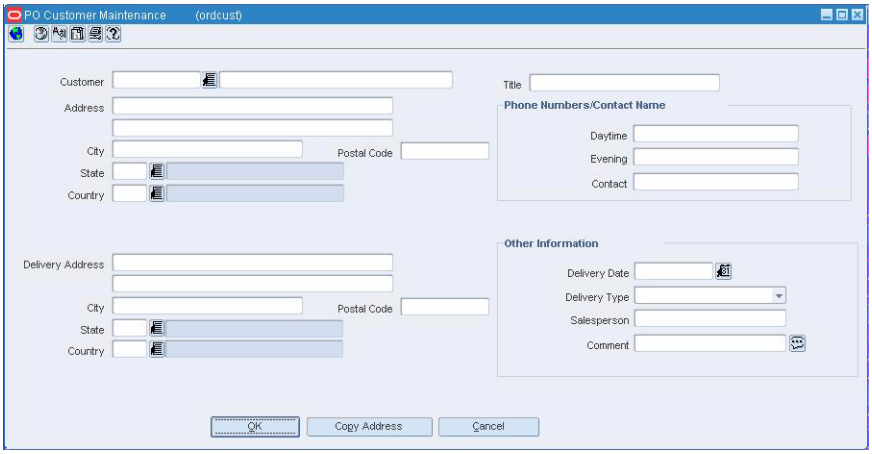
Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–51 PO Header Maintenance Window



From the Options menu, select Customer. The PO Customer Maintenance window opens.

Figure 7–52 PO Customer Maintenance Window



Note: If the Customer Order check box is not selected on the PO Header Maintenance window, the order is not a customer order.

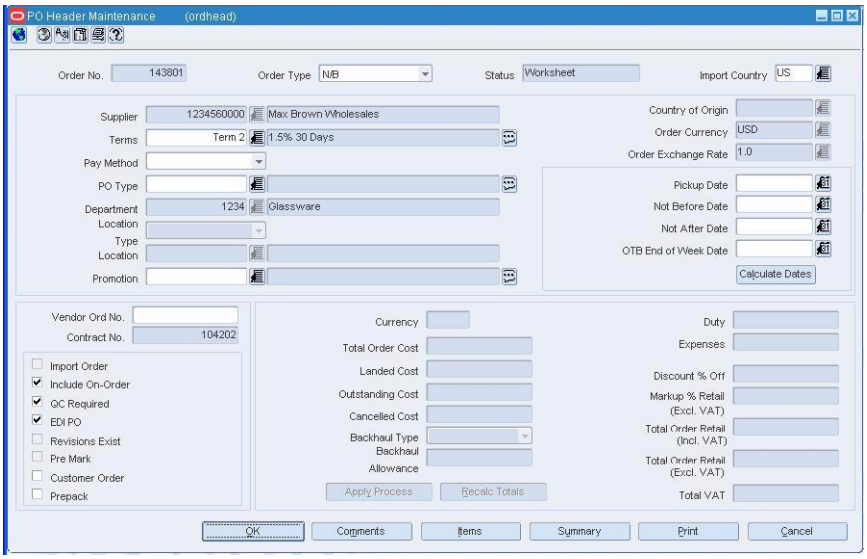
1. Edit the enabled fields as necessary.
2. Click **OK** to save your changes and close the window.

Edit Expense Components for Each Order/Item/Location Combination

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Figure 7–53 PO Header Maintenance Window

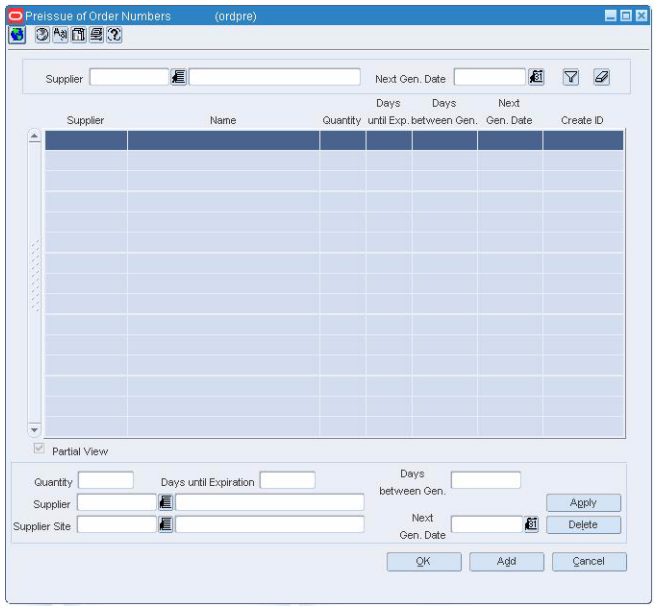


Click **Items** and select an item. The PO Item Maintenance window opens.

Click **Locations**. The PO/Item Location window opens.

In the Order Details table, select an item. From the options menu, select Expenses. The Order Location Expense Maintenance window opens.

Figure 7–54 Order Location Expense Maintenance Window



1. To delete an expense component, click on the component and click **Delete**. Click **Yes**, when prompted to confirm the deletion.
2. To update an expense component, make changes to any editable field.
3. Click **Recalculate** to recalculate the expense information.

4. Click **OK** to save your changes and close the window. If you made changes to a component, you will be asked to overwrite the cost components of all locations within the same zone for this order/item combination.
5. Click **Yes**.

> **Note:** Click **No** if you only want to apply the changes to the selected location.

The window closes and the PO/Item Location window opens.

Edit Inventory Management Information for a PO at the Order, Item, or Location Level

Navigate: From the main menu, select Ordering > Orders. Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window opens. To apply inventory management details to the entire purchase order, from the Options menu, select Inventory Mgmt./Totals. The Order Inventory Maintenance Window opens.

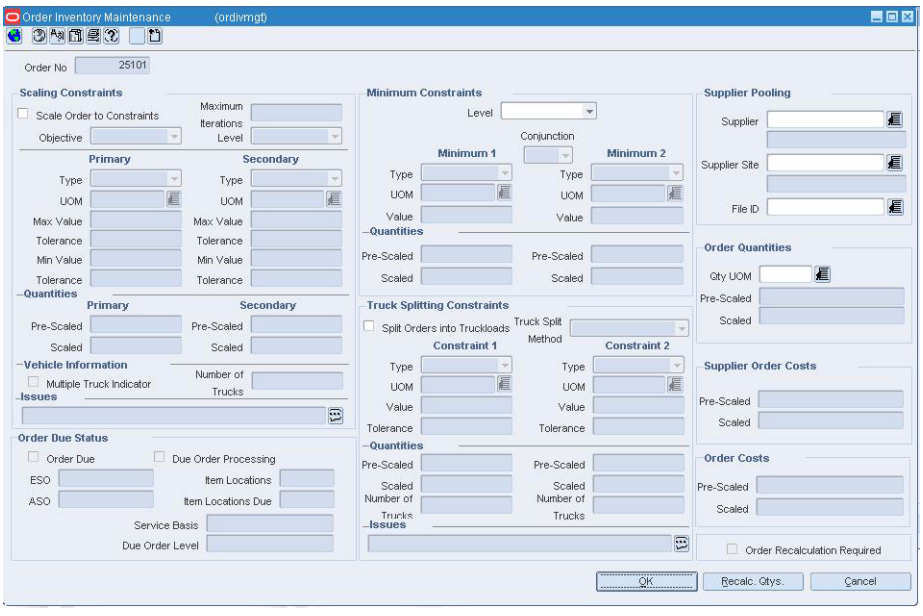
OR

To apply inventory management details to an item on the purchase order, click **Items** on the PO Header Maintenance window. The PO Item Maintenance window opens. Select an item on the table. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance Window opens.

OR

To apply inventory management details to an item and location on the purchase order, click **Locations** on the PO Item Maintenance window. The PO Item/Location window opens. Select a location on the Order Detail table. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window opens.

Figure 7–55 Order Inventory Maintenance Window



Edit Scaling Constraints

1. In the Scaling Constraints area, select the Scale to Order check box. The Scaling Constraints area is enabled.
2. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
3. In the Scaling Level field, select the level at which the scaling is performed.
4. In the Maximum Iterations field, edit the maximum number of times that the scaling process is performed for the purchase order.
5. In the Scaling Constraints Primary column, edit the following fields:
   - **Type**: Select the primary type of constraint to use when scaling orders.
   - **UOM/Currency**: If you selected Mass or Volume as the primary type, edit the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, edit the currency code, or click the LOV button and select the currency code.
   - **Max Value**: Edit the maximum value of the constraint.
   - **Max Value Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
   - **Min Value**: Edit the minimum value of the constraint.
   - **Min Value Tolerance**: Edit the percentage tolerance for the minimum value of the constraint.
6. In the Scaling Constraints Secondary column, edit following fields:
   - **Type**: Select the secondary type of constraint to use when scaling orders.

     Note: The Secondary Type cannot be the same as the Primary Type.

   - **UOM/Currency**: if you selected Mass or Volume as the secondary type, edit the UOM code, or click the LOV button and select the UOM. If you selected Amount as the secondary type, edit the currency code, or click the LOV button and select the currency code.
   - **Max Value**: Edit the maximum value of the constraint.
   - **Max Value**: Edit the maximum value of the constraint.
   - **Max Value Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
   - **Min Value**: Edit the minimum value of the constraint.
   - **Min Value Tolerance**: Edit the percentage tolerance for the minimum value of the constraint.

Edit Minimum Constraints

1. In the Level field, select the level at which the minimum order requirements of the supplier must be met.
2. In the Minimum 1 column, complete the following fields:
   - **Type**: Select how the first minimum order requirement is expressed.

- **UOM/Currency**: If you selected Mass or Volume as the primary type, edit the UOM code, or click the LOV button and select the UOM. If you selected **Amount** as the primary type, edit the currency code, or click the LOV button and select the currency code.
- **Value**: Edit the value of the first minimum order requirement of the supplier.

3. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
4. In the Minimum 2 column, complete the following fields:
   - **Type**: Select how the second minimum order requirement is expressed.

     Note: The Minimum 2 Type cannot be the same as the Minimum 1 Type.

   - **UOM/Currency**: If you selected Mass or Volume as the secondary type, edit the UOM code, or click the LOV button and select the UOM code. If you selected Amount as the secondary type, edit the currency code, or click the LOV button and select the currency code.
   - **Value**: Edit the value of the first minimum order requirement of the supplier.

Edit Truck Splitting Constraints

1. In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
2. In the Constraint 1 column, complete the following fields:
   - **Type**: Select the primary type of constraint to use when splitting orders into truckloads.
   - **UOM/Currency**: If you selected Mass or Volume as the primary type, edit the UOM code, or click the LOV button and select the UOM code. If you selected Amount as the primary type, edit the currency code, or click the LOV button and select the currency code.
   - **Value**: Edit the value of the constraint.
   - **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
3. In the Constraint 2 column, complete the following fields:
   - **Type**: select the primary type of constraint to use when splitting orders into truckloads.

     Note: The Constraint 2 Type cannot be the same as the Constraint 1 Type.

   - **UOM/Currency**: If you selected Mass or Volume as the secondary type, edit the UOM code, or click the LOV button and select the UOM code. If you selected Amount as the secondary type, edit the currency code, or click the LOV button and select the currency code.
   - **Value**: Edit the value of the constraint.

- **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.

Edit Pooled Suppliers

1. In the Supplier field, edit the supplier ID, or click the LOV button and select the supplier.
2. In the File ID field, edit the file ID, or click the LOV button and select the file ID.

Edit Order Quantities

In the UOM field select the code to display the scaled and pre-scaled quantities.

Recalculate

1. Click **Recalc. Qtys**. The Pre Scaled and Scaled information opens in the appropriate fields.
2. Click **OK** to save your changes and close the window.

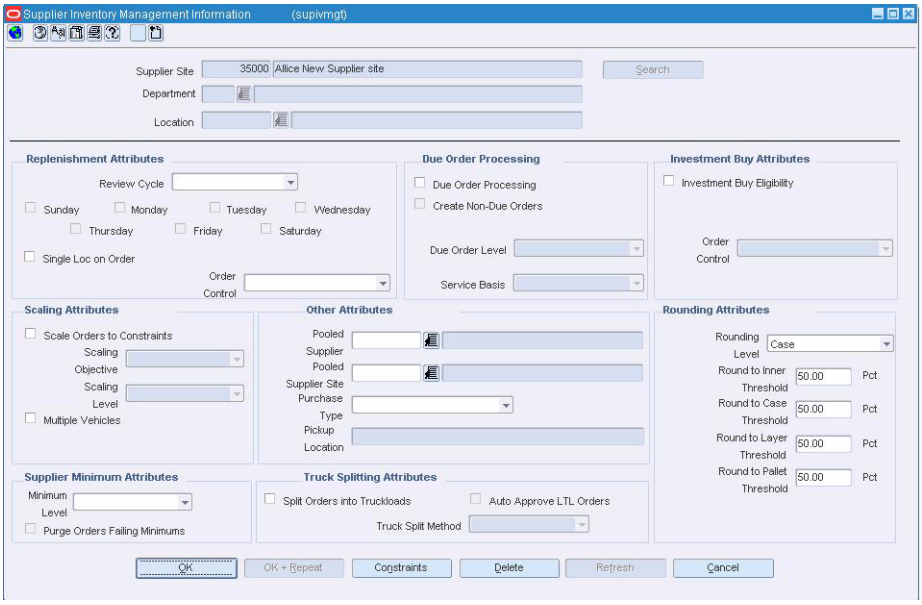
Edit Inventory Management Constraints for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site. The Supplier Maintenance window opens.

From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

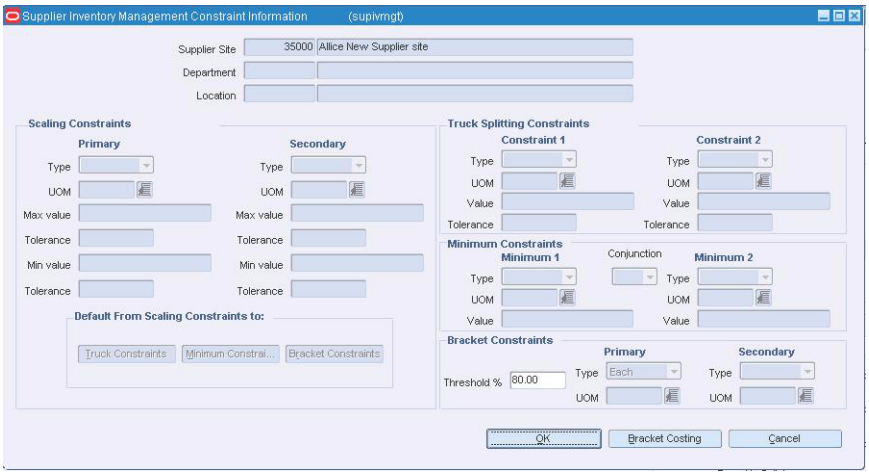
Figure 7–56 Supplier Inventory Management Information Window



1. To edit the inventory management level, enter the ID of the correct department, location, or department/location combination, or click the LOV button and select the appropriate information.
2. Click **Search**. The inventory management fields are automatically filled in.

3. Click **Constraints**. The Supplier Inventory Management Constraint Information window opens.

Figure 7–57 Supplier Inventory Management Constraint Information Window



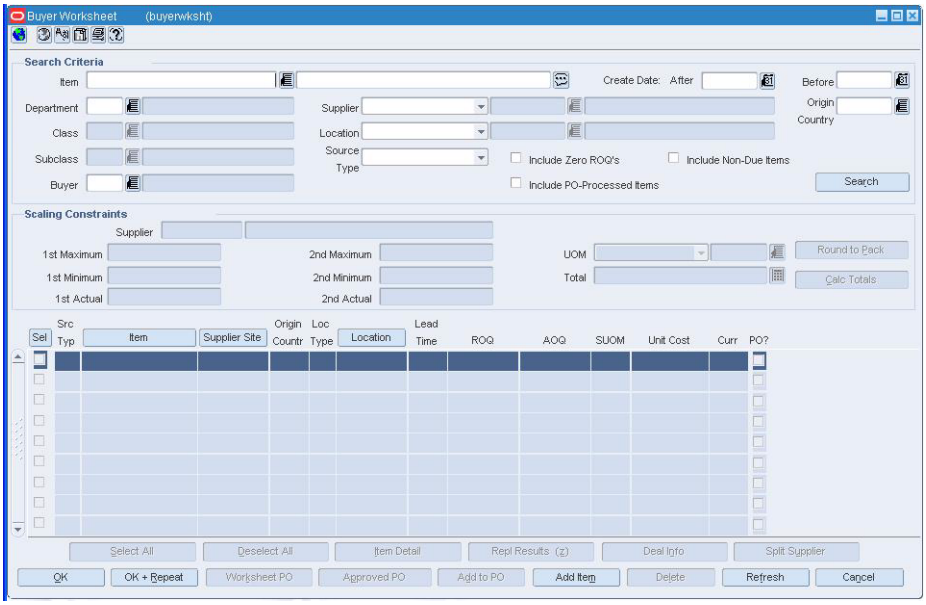
4. Edit the enabled fields as necessary.
5. Click **OK** to save your changes and close the window.

Review Scaling Constraints for an Item

Navigate: From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items on the Buyer Worksheet.

Figure 7–58 Buyer Worksheet



1. In the Sel field, select the check box to the left of the items you wish to review. To review the supplier constraints for multiple items, the items should have the same inventory management level.

2. Click **Calc Totals**. The supplier constraints for the line item or item are displayed.

> **Note:** If the selected line items do not fulfill the criteria at a lower inventory management level, the next highest inventory management level information will be displayed.

3. To round items to the required order quantity, click **Round to Pack**. The quantities are rounded based on the item's ordering restrictions from the supplier.
4. Once selected items meet the constraints, you may create a purchase order for the items.
5. Click **OK** to save your changes and close the window.

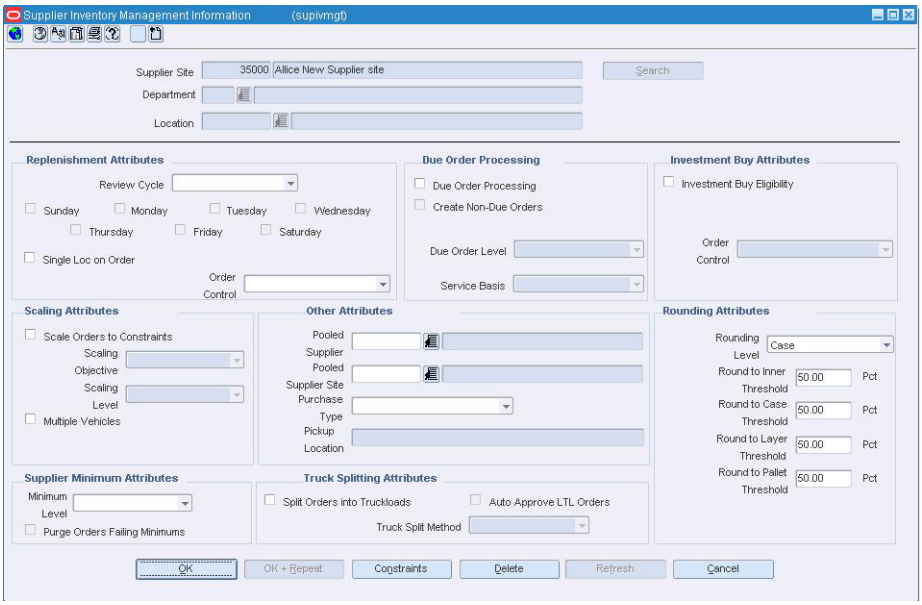
Edit Inventory Management Information for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens.

From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

Figure 7–59 Supplier Inventory Management Information Window



1. To edit the inventory management level, enter the ID of the correct department, location, or department/location combination, or click the LOV button and select the appropriate information.
2. Click **Search**.
3. Edit the enabled fields as necessary.
4. To delete the inventory management information:
   a. Click **Delete**.

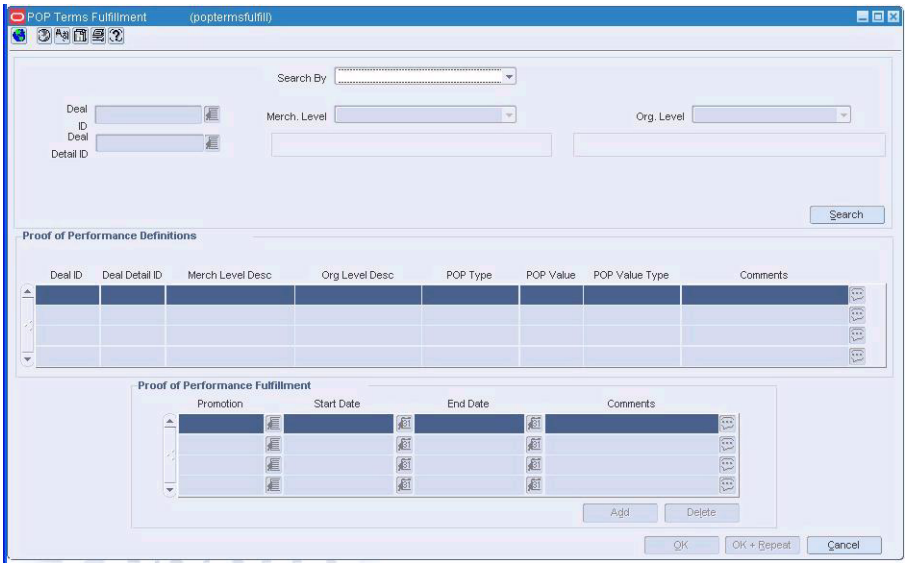
b. When prompted to delete the inventory management information, click **Yes**.

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

Edit Proof of Performance Fulfillment Information

Navigate: From the main menu, select Ordering > Proof of Performance Fulfillment> Edit. The POP Terms Fulfillment window opens.

Figure 7–60 POP Terms Fulfillment Window



1. In the Search By field, select the level at which you want to search for proof of performance definitions.
2. Enter or select the additional search criteria in the highlighted fields.
3. Click **Search**. Deals that match your search criteria appear in the Proof of Performance Definitions area.
4. In the Proof of Performance Fulfillment area, edit the enabled fields as necessary.
5. Click **OK** to save your changes and close the window.

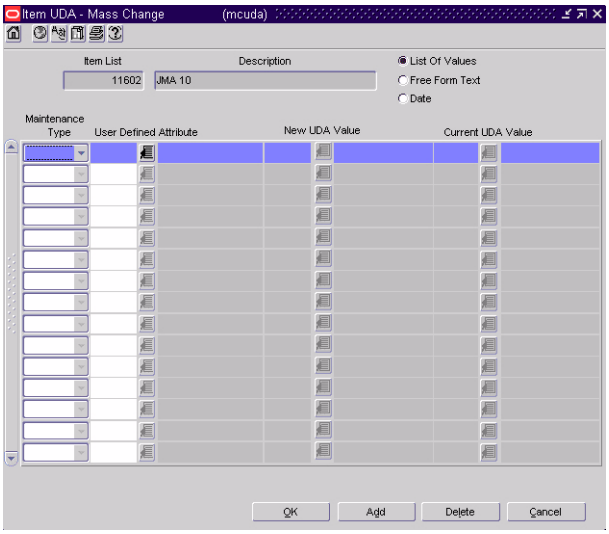
Edit User Defined Attributes by Item List

Navigate: From the main menu, select Items > Item Lists. The Item List Search window opens.

Search for and retrieve an item list in Use mode. The Item List Header window opens.

1. From the Options menu, select Create Mass Item Change > User Defined Attributes. The Item UDA - Mass Change window opens.

Figure 7–61 Item UDA - Mass Change Window



2. Click **Add**.
3. In the Maintenance Type field, select the type of action.
4. In the User Defined Attribute field, enter the ID of the UDA, or click the LOV button and select the UDA.
5. If the Maintenance Type is Add, Change, or Create, enter the ID of the new value in the New UDA Value field, or click the LOV button, the calendar button, or the comments button and select the value.

   Note: The type of button that opens depends on whether the UDA is a list of values, date, or free form text.

6. If the Maintenance Type is Change or Delete, enter the ID of the current value in the Existing UDA Value field, or click the LOV button and select the value.
7. To delete a maintenance record:
   a. Select the record and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
8. Click **OK** to save your changes and close the window.

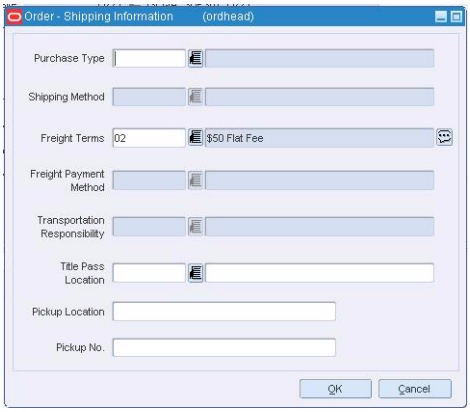
Edit Shipping Information for a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

From the Options menu, select Shipping. The Order Shipping Information window opens.

Figure 7–62 Order Shipping Information Window



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

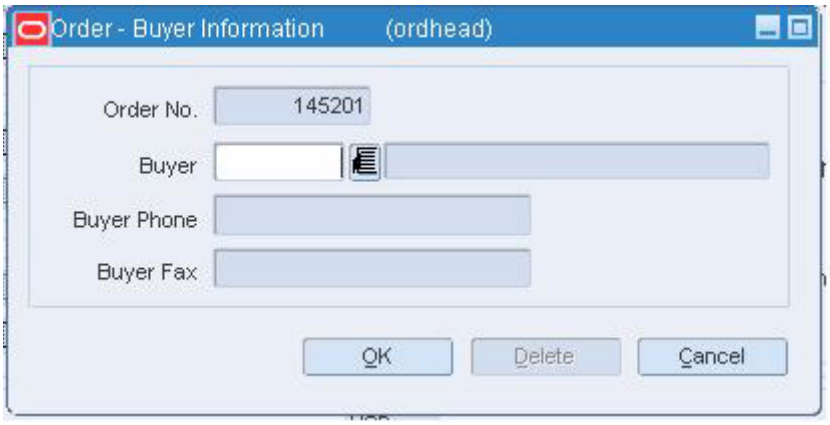
Edit the Buyer for a Purchase Order

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

From the Options menu, select Buyer. The Order Buyer Information window opens.

Figure 7–63 Order Buyer Information Window



1. To add a buyer, enter the ID of the buyer in the Buyer field, or click the LOV button and select the buyer.
2. To delete the buyer:
   a. Click **Remove**.
   b. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit the Order Address of a Supplier

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

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

From the options menu, select Supplier Details. The Order Supplier Address window opens.

Figure 7–64 Order Supplier Address Window

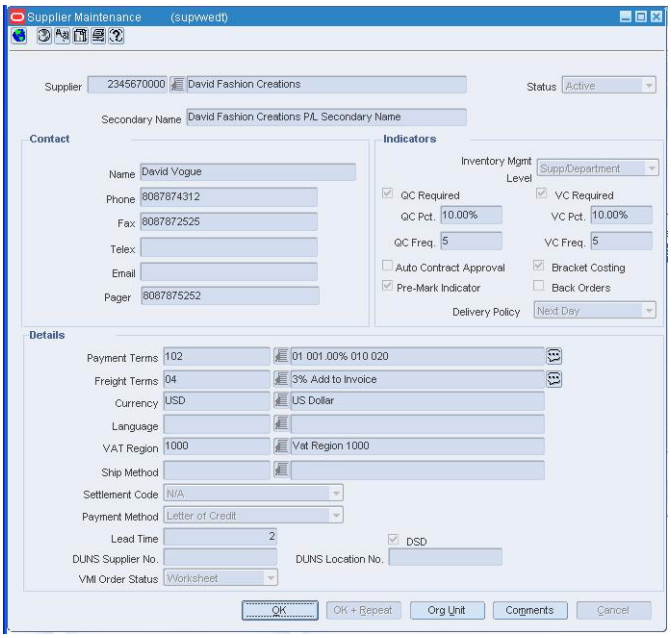
1. Click **Search**.
2. Select an order address from the list of values and click **OK** to exit.
3. Click **OK** to save your changes and close the window.

Edit the Partner Organization Unit Information

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site. The Supplier Maintenance window opens.

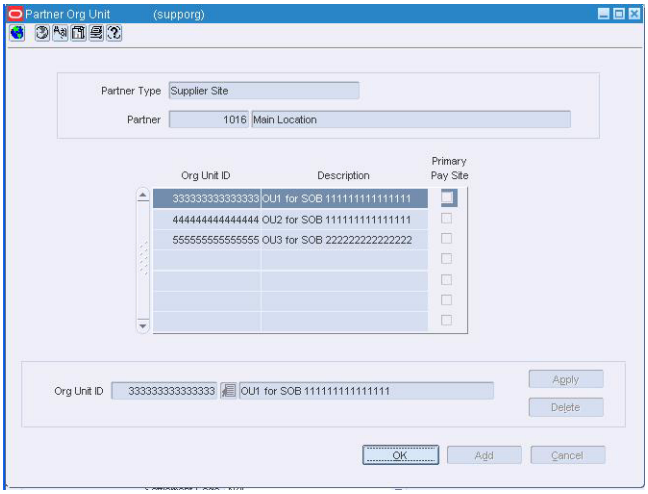
Figure 7–65 Supplier Maintenance Window



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

1. Click **Org Unit**. The Partner Org Unit window opens.

Figure 7–66 Partner Org Unit Window



2. Make edits.
3. Select the checkbox next to the organizational unit that is the primary pay site.
4. Click **Apply**.
5. Click **OK**. The window closes.

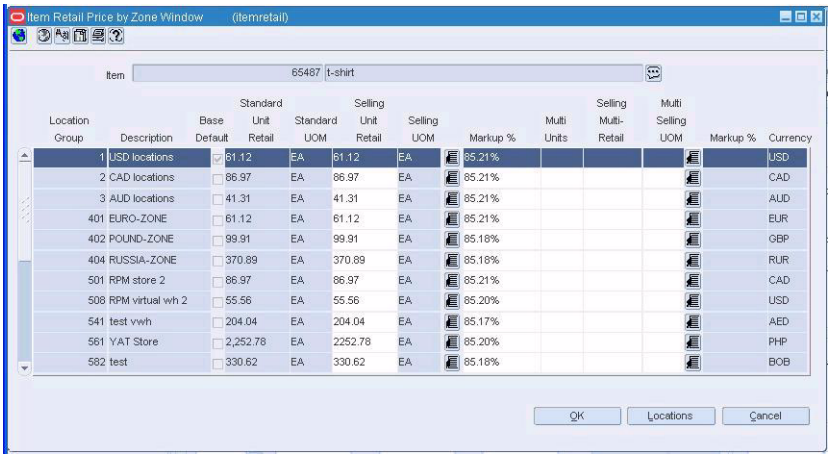
Edit the Retail Price of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

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

Click on the Retail by Zone option on the Options list. The Item Retail Price by Zone window opens.

Figure 7–67 Item Retail Price by Zone Window



Note: You can edit the retail price for an sellable item.

1. Edit the enabled fields on the table as necessary.
   a. Enter the new retail price in the Selling Unit Retail field.
   b. Enter the Selling UOM as necessary.
   c. In the Markup % field, enter the percentage the price is marked up, based on the supplier's cost.
   d. Update the appropriate multi-units field as necessary.
   e. Click **Apply**.
2. Select the Overwrite All Lower Level Item Records check box if you want to apply the edits to the lower level items down to the transaction level.
3. Click **OK** to save your changes and close the window.

HTS Details Window [ordhts]

The HTS Details window allows you to view the details of an HTS classification that is associated with an item on a purchase order.

- View HTS Classifications for an Item on a Purchase Order

View HTS Classifications for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

1. Search for and retrieve a purchase order in View mode. The purchase order must by an import type purchase order. The PO Header Maintenance window opens.
2. Click **Items**. The PO Header Maintenance window opens. Select an item.
3. From the Options menu, select HTS. The Order Item HTS Maintenance window opens.
4. To view the details of an HTS classification:
   - Select an HTS classification and click the HTS Details button. The HTS Details window opens.
   - Click **Close** to close the window.
5. Click **OK** to close the window.

Order Item HTS Maintenance Window [ordhts]

The Order Item HTS Maintenance window allows you to maintain the HTS classifications and assessments that are associated with an item on a purchase order.

The cost components track the pertinent assessments for an item by HTS classification. They may be included in duty, expense, and actual landed cost calculations. Assessments differ from expenses in that they are defined by a government agency. To display the status of the cost components for each calculation, select Nomination Flag from the View menu.

If you are using Trade Management to import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of items that are being imported do vary by location, Trade Management will convert the cost values to an identical weighted average cost.

- Approve an HTS Classification for an Item on a Purchase Order
- Edit an Assessment for an Item on a Purchase Order
- Edit an HTS Classification for an Item on a Purchase Order
- View Assessments for an Item on a Purchase Order
- View HTS Classifications for an Item on a Purchase Order

View Assessments for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification. The assessments appear in the Assessment Details table.

Click **OK** to close the window.

New Parent Template Window [ordmtxws]

The New Parent Template window allows you to apply an Item Parent pack template to an Item Parent on a purchase order.

- Add a Pack Template to a Purchase Order

Order - Attributes Window [ordhead]

The Order - Attributes window allows you to record import information about a purchase order. Attributes can only be recorded for purchase orders in Worksheet status. In RMS, you can record the bill-to location and the freight contract number for the purchase order.

If Oracle Retail Trade Management is installed with RMS, you can also record the following information about the purchase order:

- Lading port
- Discharge port
- Factory
- Agent
- Additional partner information

Because lading port, discharge port, agent, and factory affect HTS assessments and expenses, changing these attributes results in the recalculation of these assessments and expenses for the purchase order.

When you add a supplier to a purchase order, the partner and factory information defined for the supplier import attributes will default to the order attributes. Any documents association with the factory or partner will also be defaulted to the purchase order.

- Record Attributes for a Purchase Order

Order - Buyer Information Window [ordhead]

The Order - Buyer Information window allows edit and view the information about the buyer who is responsible for the purchase order.

- Edit the Buyer for a Purchase Order
- View the Buyer for a Purchase Order

Order - Mass Item Cancel Window [ordhead]

The Order - Mass Item Cancel window allows to indicate the reason why you are canceling all the items on a purchase order. The status of the purchase order is changed to Closed. You can reverse the effect of canceling all the items on the purchase order by reinstating all the items. The status of the purchase order is changed to Worksheet.

- Cancel a Purchase Order

Order - Dates Window [ordhead]

The Order - Dates window allows you to edit and view the earliest and latest ship dates for an order. You can also view the dates on which the order was written, approved, and closed.

- Edit Dates for a Purchase Order
- View Dates for a Purchase Order

Edit Dates for a Purchase Order

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

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

From the options menu, select Order Dates. The Order Dates window opens.

Figure 7–68 Order Dates Window

1. Enter the date in the enabled fields, or click the calendar button and select a date.
2. Click **OK** to save your changes and close the window.
3. If you edited the Estimated In Stock Date, you are prompted to apply the date to all items. Click **Yes**.

Order - Supplier Address Window [ordhead]

The Order - Supplier Address window allows you to edit and view the supplier's address, contact information, and currency. If the supplier has multiple order addresses, you can select one other than the default.

- Edit the Order Address of a Supplier
- View the Order Address of a Supplier

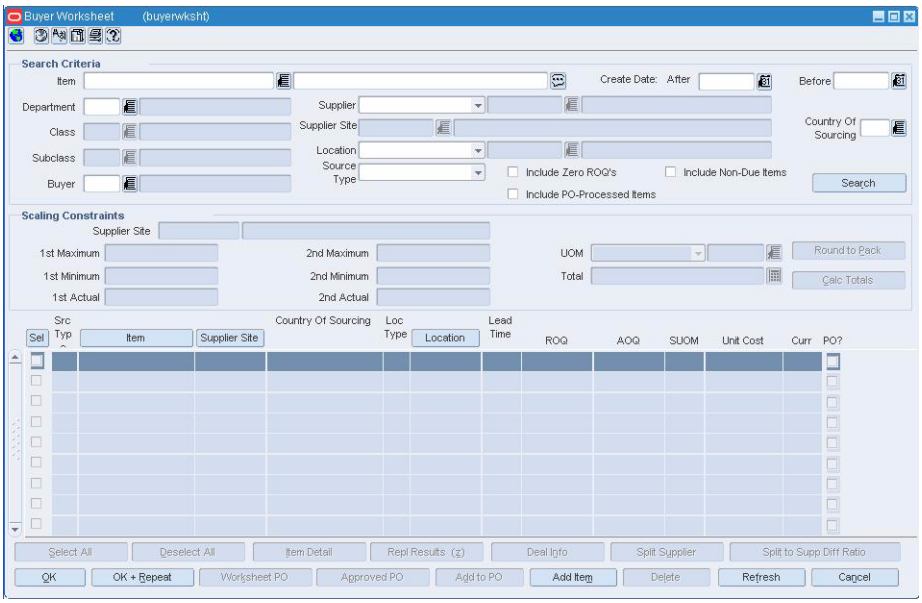
Split Order Quantities for an Item Across Suppliers

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

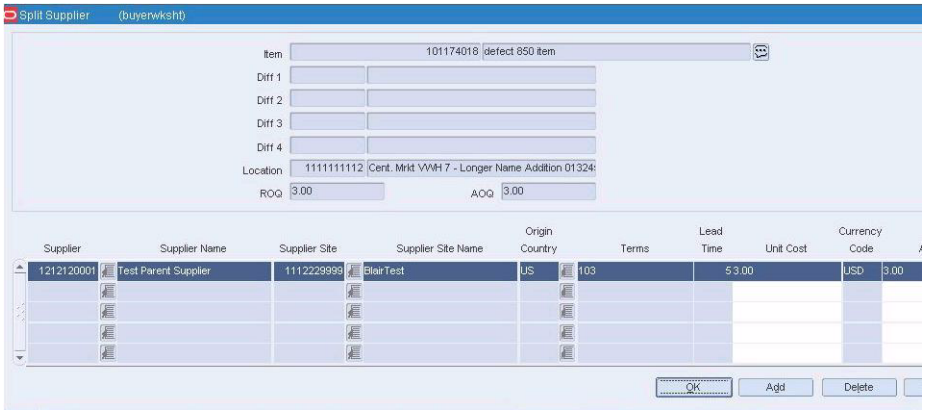
Select the item you want to split in the details frame. The line item must be a replenishment or manual line item. It cannot be generated from investment buy.

Figure 7–69 Buyer Worksheet



1. Click **Split Supplier**. The Split Supplier window opens. The primary supplier for the item opens in the detail area.

Figure 7–70 Split Supplier Window



2. To add an additional supplier, click **Add**. The next row on the table is enabled.
3. To remove the supplier, click **Delete** to remove the primary supplier from the table.
4. In the Supplier field, enter the supplier ID or click the LOV button and select the supplier you wish to add to the item. The AOQ field is enabled.
5. In the Origin Country field, enter the origin country ID or click the LOV button and select an origin country.
6. Enter the AOQ amount for this line item. The AOQ field in the header area is updated as each additional item/supplier quantity is entered.
7. Click **OK** to save your changes and close the window.

Note: If the ROQ does not equal the AOQ, a warning message appears. Click **Yes** to continue, or **No** to return to the Split Supplier window and correct the order quantity.

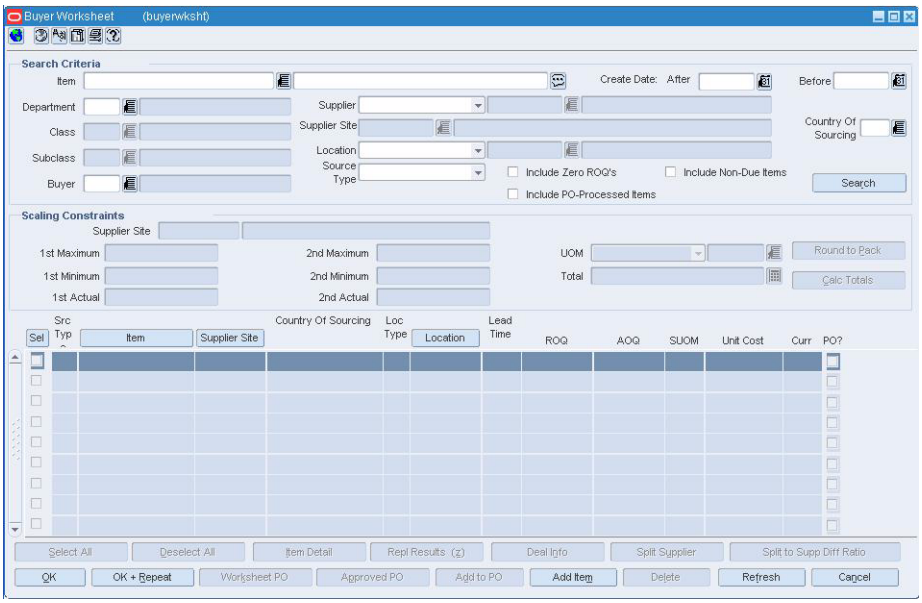
Split to Supplier Diff Ratio

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

Select the item you want to split in the details frame. The line item must be a replenishment or manual line item. It cannot be generated from investment buy.

Figure 7–71 Buyer Worksheet



1. Click **Split to Supp Diff Ratio**. The ROQ for the item/location will be split according to the contents of the table. The button will only be enabled if the source type is Replenishment and the supplier split ratio is defined for the item/location.
2. Click **OK** to save your changes and close the window.

Order - Shipping Information Window [ordhead]

The Order - Shipping Information window allows you to edit and view the shipping information for the items on a purchase order.

- Edit Shipping Information for a Purchase Order
- View Shipping Information for a Purchase Order

Shipments for PO Window [ordship]

The Shipments for PO window allows you to view a list of the outstanding shipments for a purchase order. From the Shipments for PO window, you can access the details of a selected shipment.

- View Outstanding Shipments for a Purchase Order

Order Inventory Maintenance Window [ordivmgt]

The Order Inventory Maintenance window allows you to maintain and view inventory management information for purchase orders, for items on a purchase order, and for locations on a purchase order.

You can view the following inventory management information:

- Purchase order quantities before and after scaling
- Gross cost of the purchase order before and after scaling
- Net cost of the purchase order before and after scaling
- Due order processing parameters for replenishment orders

You can edit the following inventory management information:

- Purchase order scaling
- Minimum constraints
- Truck splitting
- Supplier Pooling
- Order Quantities

Order - Letter of Credit Window [ordlc]

The Order - Letter of Credit window allows you to maintain letter of credit information for a purchase order. You must enter letter of credit information when you select Letter of Credit as the method of payment on a purchase order.

- Assign a Purchase Order to a Letter of Credit by Purchase Order

Order - Mass Item Cancel Window [ordlist]

The Order - Mass Item Cancel window allows you to indicate the reason why you are canceling all the items on the selected purchase order. The status of the purchase order is changed to Closed. You can reverse the effect of canceling all the items on the purchase order by reinstating all the items. The status of the reinstated purchase order is changed to Worksheet.

- Edit the Status of a Purchase Order Raised Against a Contract

Order Parent/Diff Summary Window [ordscsum]

The Order Parent/Diff Summary window allows you to view the details of an item parent on a purchase order by diffs. You can view the total cost, quantity ordered, quantity received, and quantity cancelled by diff.

- View a Summary of a Purchase Order by Item Parent/Diff

Order Transaction-Level Discounts Window [ordtxnds]

The Order Transaction-Level Discounts window allows you to view deals with transaction level discounts that apply to a purchase order. You can view the amount of transaction level discount and the total of all transaction level discounts.

- View Transaction Level Discounts for a Purchase Order

PO Diff Matrix Window [podiffmx]

You can use the PO Diff Matrix Window to design a purchase order distribution based on three different diff group values.

- Distribute Items with the Diff Matrix
- Apply a Diff Ratio to a Diff Distribution

PO Item Maintenance Window [ordsku]

The PO Item Maintenance window allows you to view and edit all the items on a purchase order.

Not all fields defined below appear on this window's default view. To view additional fields, select View > Custom and click the [+] on the custom toolbar. To display information specific to estimated landed cost, select View > ELC menu.

- Edit the Items on a Purchase Order
- View the items on a purchase order

PO Item/Location Window [ordloc]

The PO Item/Location window allows you to edit and view all the item and location combinations on a purchase order.

To display information specific to replenishment allocations, pricing, quantities, order discounts, or estimated landed cost, select the appropriate option from the View menu. To search for a deal, select Options > Dealfind.

- The order quantity/cancelled quantity cannot be changed to below the sum of the shipped or appointed quantity expected for all shipments/appointments attached to the order.
- For cross-docked PO's, you cannot change the allocation quantity when the allocation is selected or distributed for shipping.
- Only allocations created through replenishment may be modified.
- If the replenishment allocation has not been received or is not being modified, the allocation detail can be deleted.

To view more information on the listed topics, see also:

- View Order Details for Item and Location Combinations on a Purchase Order

PO Revisions Window [ordrev]

The PO Revisions window allows you to indicate which changes to an approved purchase order you want to accept. Changes can be made by the buyer (version) or by the supplier (revision). The first version is the original purchase order. Changes are transmitted to and from the supplier via electronic data interchange (EDI). Revisions can occur when a buyer unapproves a purchase order, edits it, and re-approves it.

To view the monetary amounts in the primary currency of the company or the currency of the order, select the appropriate option from Options > Currency.

- Accept a Revision or Version of a Purchase Order

- View a Revision or Version of a Purchase Order

PO Summary by Items Window [ordskus]

The PO Summary by items window allows you to view the locations on a purchase order by item. You can select an item in order to view the details of the locations to which the item is to be delivered.

To display information specific to estimated landed cost, select View > ELC.

- View a Summary of a Purchase Order by Item

PO Summary By Locations Window [ordlocs]

The PO Summary By Locations window allows you to view a summary of the items on a purchase order by location. You can select a location in order to view the details of the items to be sent to the location.

- View a Summary of a Purchase Order by Location

Pre Issue of Order Numbers Window [ordpre]

The Pre Issue of Order Numbers window allows you to create purchase order numbers either manually or via a batch process. Pre-issued order numbers are used to provide a supplier with a valid order number, against which product may be delivered to a warehouse or store.

Order numbers are generated into a report. The report has space for the buyer to write notes regarding the date used, the supplier, the order value, and miscellaneous details. The buyer can make a commitment to a supplier on the supplier's premises or at a product fair, and enter the order upon returning to the office.

The automated process is designed to support the Vendor Managed Inventory (VMI) process, whereby the supplier is making the purchasing decisions, and needs a constant stream of orders numbers through which orders may be created.

- Generate Pre-Issued Order Numbers (Manual)
- Generate Pre-Issued Order Numbers (Batch)
- Delete Pre-Issued Order Number Requests

Filter the Items on a Purchase Order

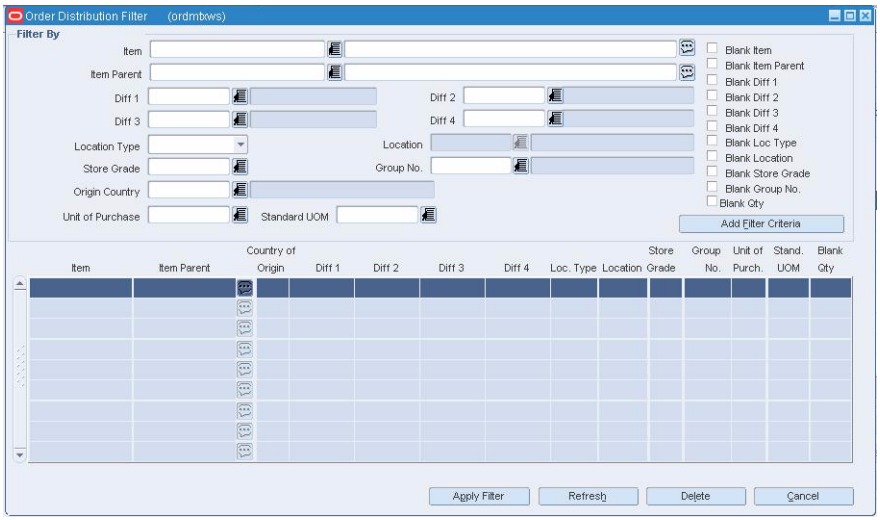
Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed.

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

Click **Items**. The PO Item Maintenance window opens.

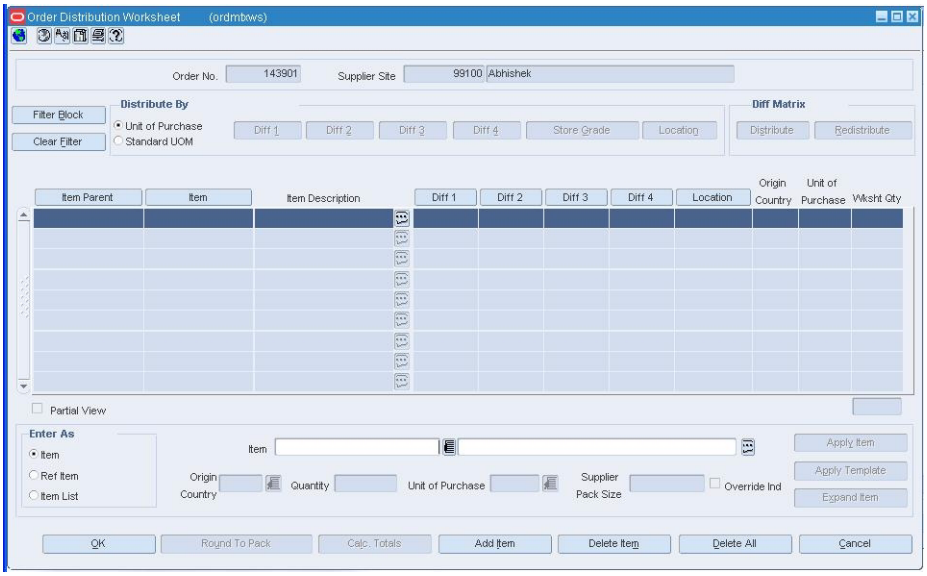
Click **Filter Block**. The Order Distribution Filter window opens.

Figure 7–72 Order Distribution Filter Window



1. Enter or select the criteria by which you want to filter in the Filter By area.
2. Click **Add Filter Criteria**. The filter criteria are added to the Filter Criteria table.
3. To delete a criterion from the Filter Criteria table:
   - Select the record and click **Delete**. You are prompted to delete the record.
   - Click **Yes**.
4. Click **Apply Filter**. The Order Distribution Worksheet window opens with the results of the filter.

Figure 7–73 Order Distribution Worksheet Window



5. Edit filter results as needed.
6. To clear the filter, click **Clear Filter**. All the items appear.
7. Click **OK** to save your changes and close the window.

View the Purchase Orders Raised Against a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in View mode. The Contract Header window opens.

Click **Orders**. The List of POs by Contract window opens.

View the items on a purchase order

1. Select a purchase order and click **Items**. The PO Item Maintenance window opens.
2. Click **OK** to close the windows.

View the distribution of items on a purchase order

1. Select a purchase order and click **Locations**. The PO Item/Location window opens.
2. Click **OK** to close the windows.

View a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in View mode. The Contract Header window opens

1. Edit the enabled fields as necessary.
2. To view the unit costs for all types of contracts:
   a. Click **Cost**. The Contract Cost Maintenance window opens.
   b. Click **OK** to exit the Contract Cost Maintenance window.
3. To view the quantities for Type A and Type B contracts, click **Detail**. The Contract Details Maintenance window opens.
4. To view monetary amounts in the currency of the contract or the primary currency of the company, select the appropriate option from the Options > Currency menu.
5. To view the audit trail for the contract, select Dates from the Options menu.
6. To view the purchase orders that are raised against the contract, click **Orders**. The List of POs by Contract window opens.
7. Click **OK** to close the window.

View the Items on a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in View mode. The Contract Header window opens.

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

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

View a Summary of a Contract by Parent/Diff

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in View mode. The Contract Header window opens.

Click **Detail**. The Contract Details Maintenance window opens.

> **Note:** Only item parents can be summarized by diff. You can view summaries by item parent/diff for Type A and Type B contracts.

1. Click **Item Parent/Diff Sum**. The Contract Item Parent/Diff Summary window opens.
2. Click **OK** to close the window.

View the Cost History of Items by Contract

Navigate: From the main menu, select Ordering > Contract Cost History. The Contract Cost History window opens.

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

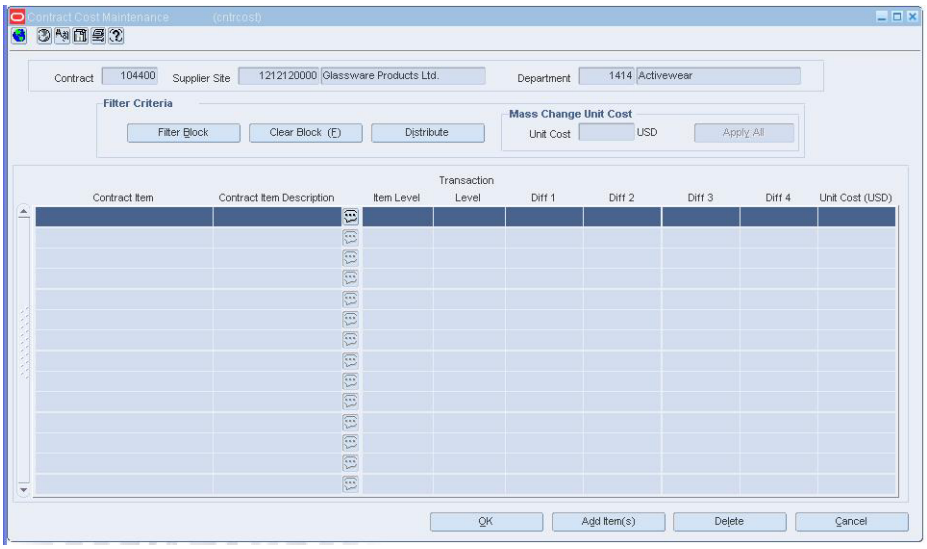
Filter Cost Records on a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in **Edit** or **View** mode. The Contract Header window opens.

Click **Cost**. The Contract Cost Maintenance window opens.

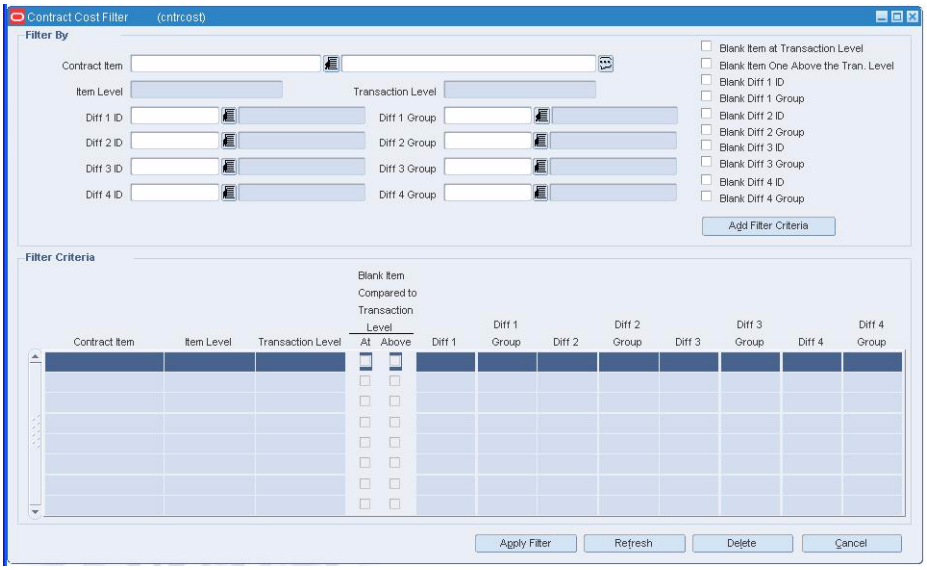
Figure 7–74 Contract Cost Maintenance Window



Note: Use this procedure to filter cost records at the item level on a contract. You can then view or edit the subset of the items on the contract.

1. Click the **Filter** button. The Contract Cost Filter window opens.

Figure 7–75 Contract Cost Filter Window



2. Enter or select the criteria by which you want to filter in the Filter By area.
3. Click **Add Filter Criteria**. The filter criteria are added to the Filter Criteria table.
4. To delete a criterion from the Filter Criteria table, select the record and click **Delete**.
5. Click **Apply Filter**. The Contract Cost Maintenance window opens with the filtered data.

6. To clear the filter, click **Refresh**. All the item cost records are again displayed.
7. Click **OK** to close the window.

Reject Reason Window [ordhead]

The Reject Reason window allows you to view the reason why a purchase order that was generated automatically by the replenishment program was rejected. The reason for the rejection will be cleared after the order is reviewed and approved.

- View the Rejection Reason for a Purchase Order

Add Items to a Purchase Order Overview

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

- Add an Item to a Purchase Order
- Edit the Items on a Purchase Order
- View the items on a purchase order

Add an Item to a Purchase Order

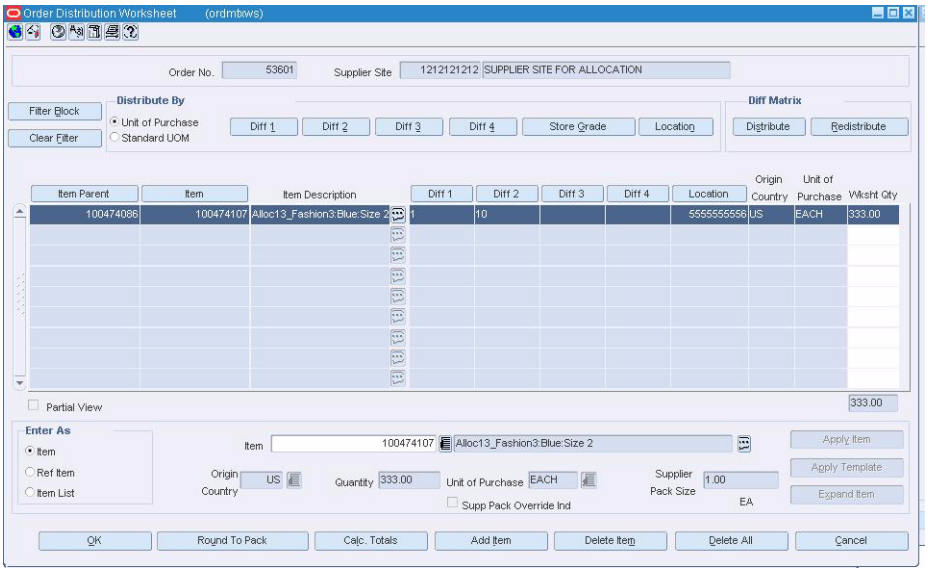
Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed.

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

Click **Items**. The PO Item Maintenance window opens.

Click **Add to Order**. The Order Distribution Worksheet window opens.

Figure 7–76 Order Distribution Worksheet Window



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

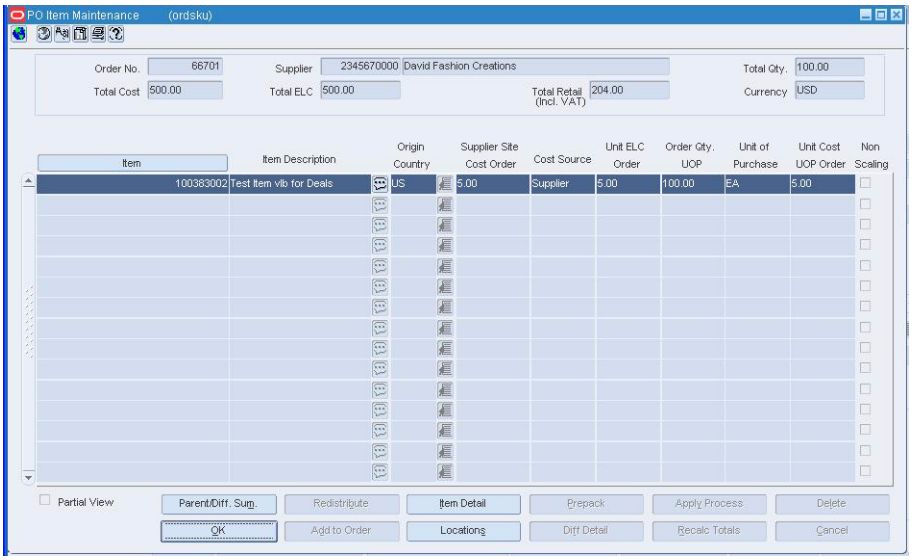
Edit the Items on a Purchase Order

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

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

Click **Item**. The PO Item Maintenance window opens.

Figure 7–77 PO Item Maintenance Window



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

Redistribute Items on a Purchase Order

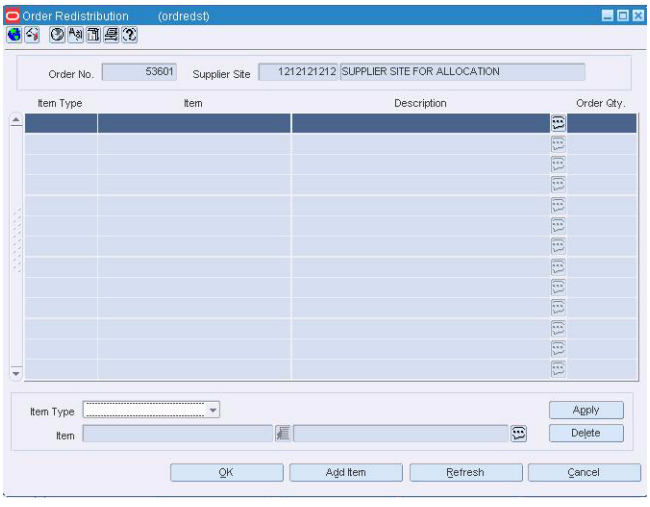
Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Click **Items**. The PO Item Maintenance window opens.

Click **Redistribute**. The Order Redistribution window opens.

Figure 7–78 Order Redistribution Window



1. Click **Add Item**.
2. In the Item Type field, select the type of item.

3. Enter the item number of the item in the Item field, or click the LOV button and select the item.
4. Click **Apply**. The item or items are added to the redistribution list. You are prompted to continue.
5. Click **Yes**. The Order Distribution Worksheet window opens.
6. From the Options > Redistribute menu, select the method by which you want to redistribute the items.
7. Distribute the items by store grade or location as necessary.
8. Click **OK** to save your changes and close the window.

Distribute a Purchase Order

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

- Distribution by diff: Distribute items by any diff value associated with the purchase order.
- Distribution by store grade: Select the final destinations by store grade group and store grade. Enter the distribution amounts by percentage or ratio.
- Distribution by location: Select the final destinations one-by-one or by a list of values. Enter the distribution amounts by percentage or ratio.

More information can be found in these related topics:

- Apply a Diff Ratio to a Diff Distribution
- Redistribute Items on a Purchase Order
- Distribute Items on a Purchase Order by Location
- Distribute Items on a Purchase Order by Store Grade

Order Distribution Worksheet Window [ordmtxws]

The Order Distribution Worksheet window allows you to add items to a purchase order. You can add items by item number, ref item number, or item list. You can choose to apply a template to an item parent or you can expand a buyer pack and item parent to their component items.

To display information specific to ref items or standard units of measure, select the appropriate option from the View menu.

Before exiting this window, you may distribute the items, or a subset of the items, by diff values, store grade, and location.

- Add an Item to a Purchase Order

Order Distribution Filter Window [ordmtxws]

The Order Distribution Filter window allows you to filter the items that appear on the Order Distribution Worksheet window. You can then edit or distribute the resulting subset of items.

- Filter the Items on a Purchase Order

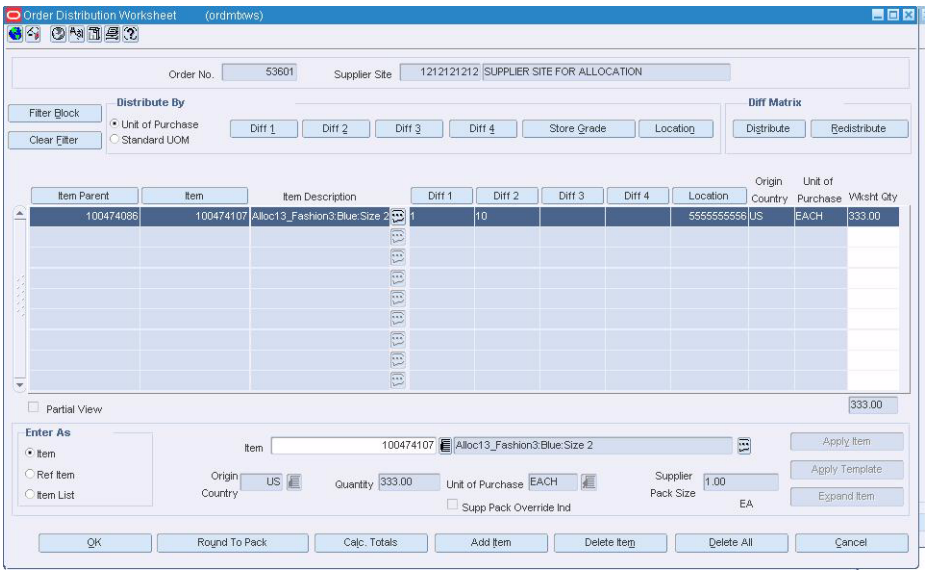
Distribute Items by Individual Diff

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

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

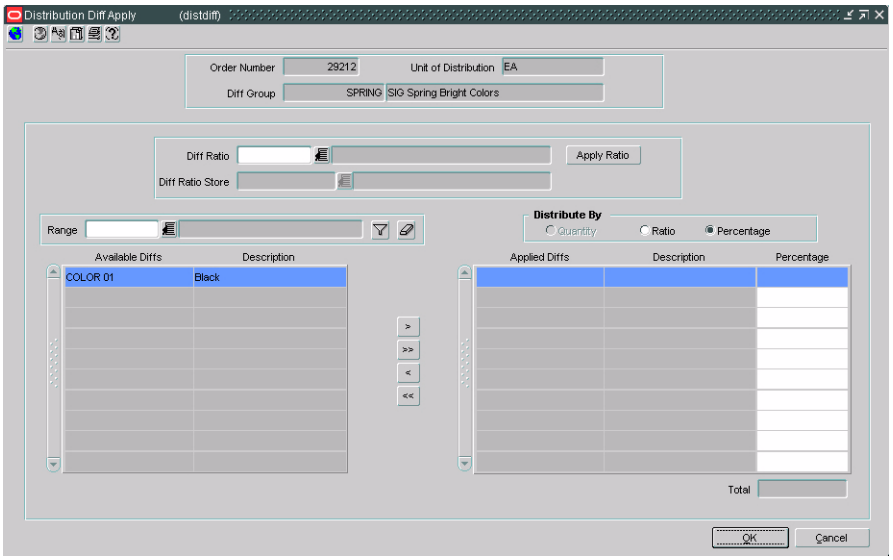
Click **Items**. The Order Distribution Worksheet window opens.

Figure 7–79 Order Distribution Worksheet Window



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

Figure 7–80 Distribution Diff Apply Window



2. To limit the available diffs, in the range field, enter a diff range ID, or click the LOV button and select a diff range.

3. In the Available Diff area:
   a. Select a diff and click the right arrow button. The diff is moved to the applied diff area.
   b. Click the move all right arrow button. All diff are moved to the applied diff area.
4. If you selected the following distribution method:
   - **Quantity**: enter the number of items you want of each diff.

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

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

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

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

Apply a Diff Ratio to a Diff Distribution

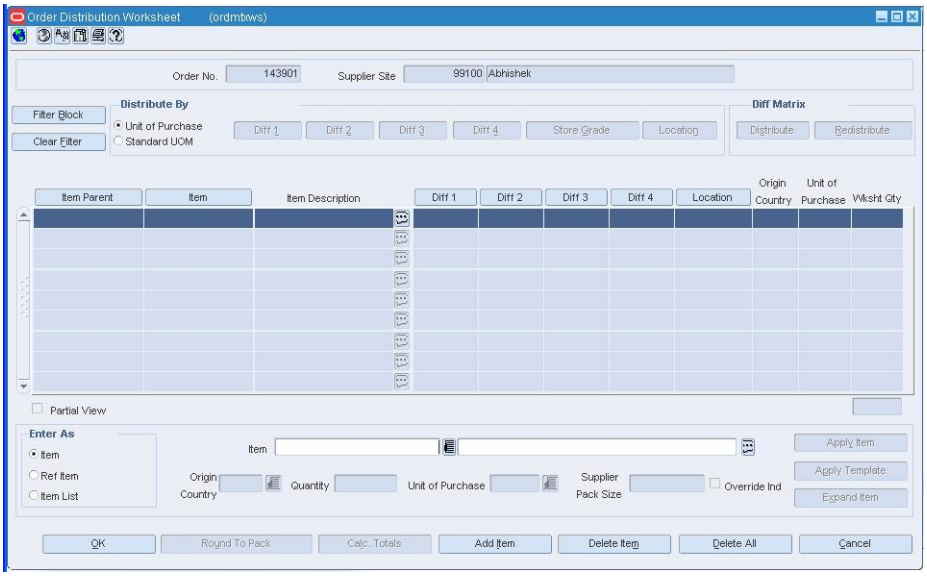
Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed.

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

Click **Items**. The PO Header Maintenance window opens.

Click **Add to Order**. The Order Distribution Worksheet window opens.

Figure 7–81 Order Distribution Worksheet Window



Distribute items on the purchase order.

Diff ratios can be applied to:

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

The following rules apply:

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

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

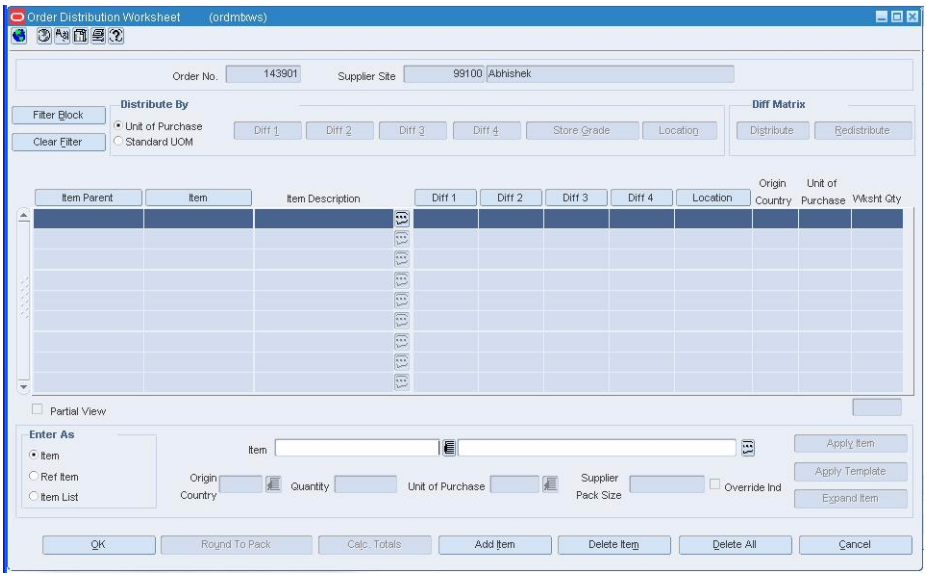
Distribute Items on a Purchase Order by Location

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

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

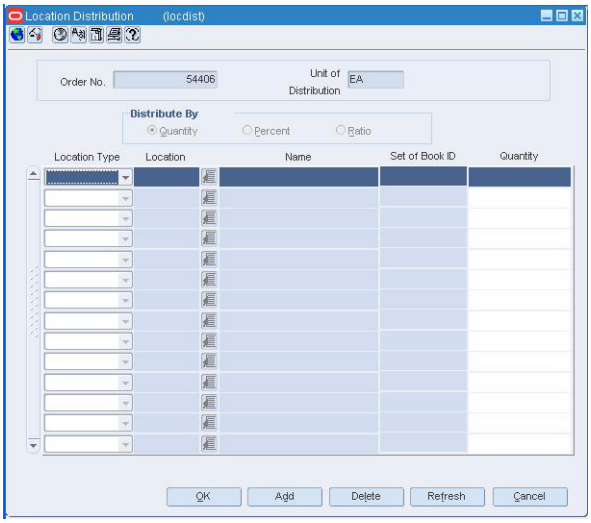
Click **Items**. The ordered items appear in the Order Distribution Worksheet window.

Figure 7–82



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

Figure 7–83 Location Distribution Window



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

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

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

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

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

Edit the Distribution of Items on a Contract

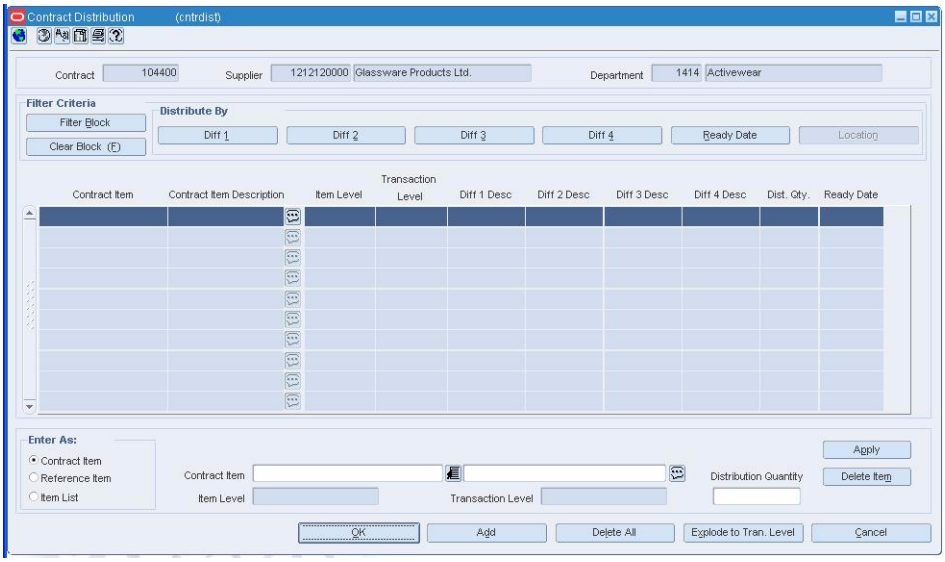
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Click **Cost** or **Detail**. The Contract Cost Maintenance window or the Contract Details Maintenance window opens.

Click **Distribute**. The Contract Distribution window opens.

Figure 7–84 Contract Distribution Window



1. In the Dist Qty field, edit the quantity as necessary.
2. Click **Diff 1**, **Diff 2**, **Diff 3**, **Diff 4 Ready Date**, or **Location**.
3. Enter distribution information in the Distribution window that opens.
4. Click **OK** to save your changes and close the window.

Order Redistribution Window [ordredst]

The Order Redistribution window allows you to select which items on a purchase order are candidates for redistribution.

Items on a purchase order are eligible for redistribution under the following conditions:

- The purchase order has a status of Worksheet or Approved.
- None of the items on the purchase order have been received.
- The purchase order is not associated with a contract.
- An advance shipping notice (ASN) has not been received.
- Any item with an associated appointment or allocation cannot be redistributed.

If you are running Estimated Landed Cost (ELC), when you redistribute items, the default expenses and deals are reapplied. Any expenses that were added manually before the items are redistributed are lost. You also lose the ability to undo any previous scaling that was based on supplier constraints.

To determine which purchase orders should be redistributed, you may want to run the Order Redistribution report. The report displays all purchase orders in approved status that are currently distributed to a redistribution warehouse.

- Redistribute Items on a Purchase Order

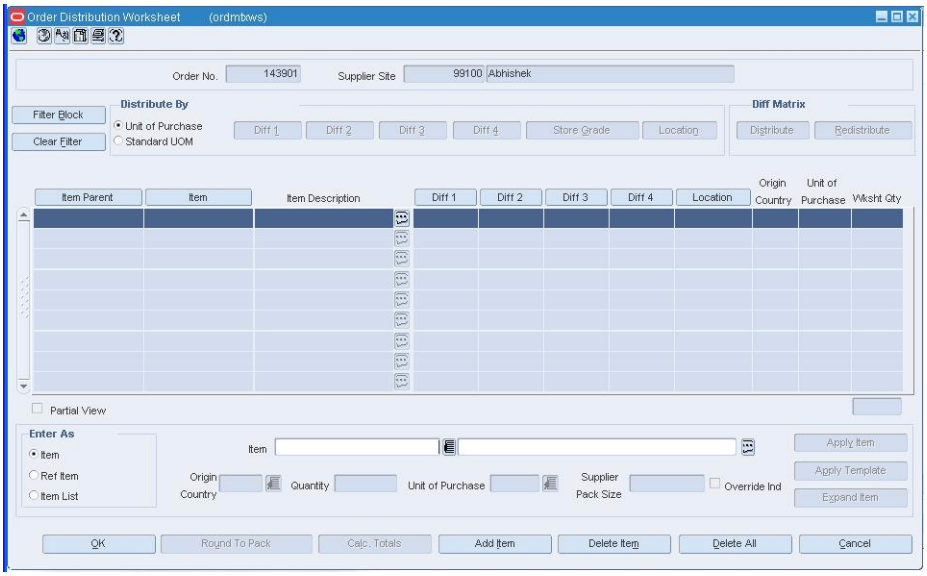
Distribute Items on a Purchase Order by Store Grade

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

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

Click **Items**. The Order Distribution Worksheet window opens.

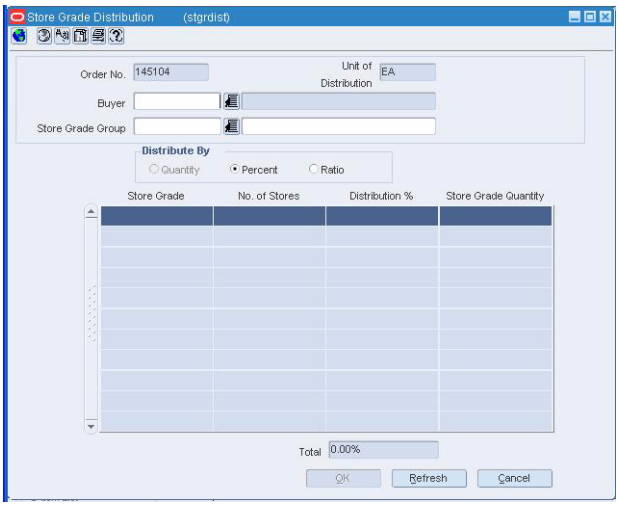
Figure 7–85 Order Distribution Worksheet Window



1. Filter the items as necessary.

2. Click **Store Grade**. The Store Grade Distribution window opens.

Figure 7–86 Store Grade Distribution Window



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

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

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

Distribute Items with the Diff Matrix

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

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

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

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

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

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

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

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

X Y Distribution

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

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

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

Ratio

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

1. In the diff ration area, enter a diff ratio ID in the Diff Ratio field, or click the LOV button and select a ratio.
2. After a ratio is selected, you can view data for this item at a specific store. Enter a store ID, or click the LOV button and select an ID.
3. Click **Apply Ratio**.

4. Click **OK+Repeat** to save your changes and copy values from another diff group, or click **OK** to save your changes and close the window.

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

Z Axis

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

Purchase Order Approval Process

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

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

- Submit a Purchase Order for Approval
- Approve a Purchase Order
- Delete a Purchase Order

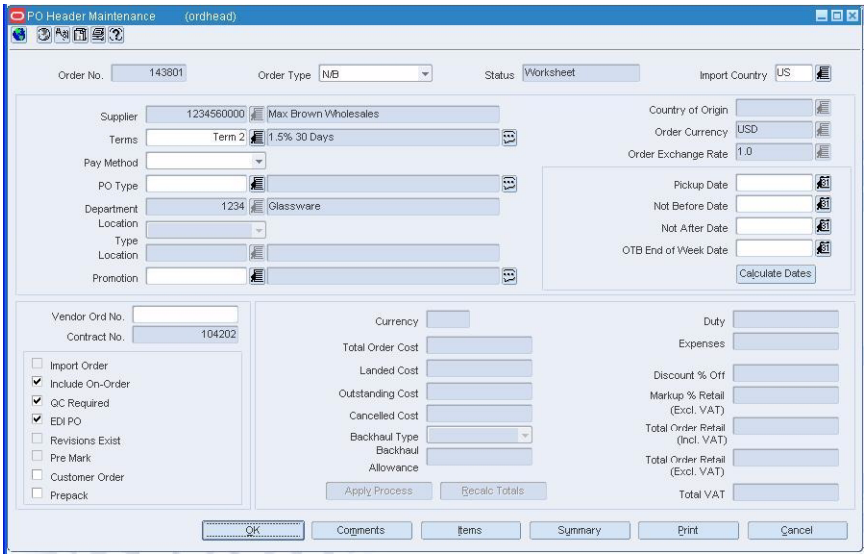
- Cancel a Purchase Order
- Reinstate a Cancelled Purchase Order

Submit a Purchase Order for Approval

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

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

Figure 7–87 PO Header Maintenance Window



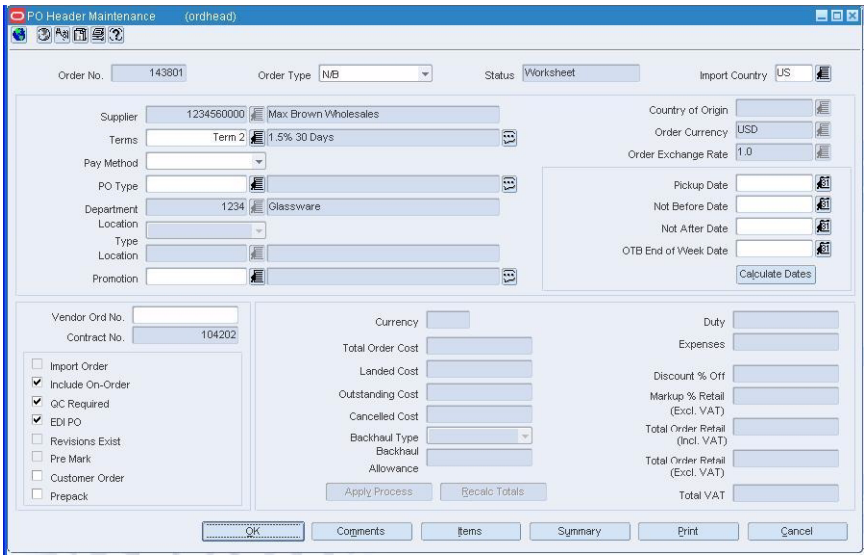
1. From the Options menu, select Submit. You are prompted to submit the purchase order.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

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

Figure 7–88 PO Header Maintenance Window



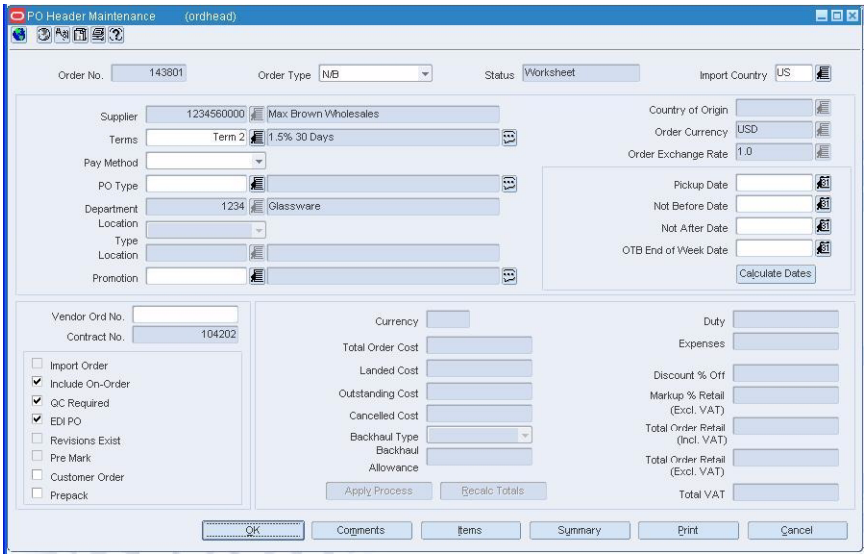
1. From the Options menu, select Approve. You are prompted to approve the purchase order.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Cancel a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window opens.

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

Figure 7–89 PO Header Maintenance Window



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

Figure 7–90 Order Mass Item Cancel Window

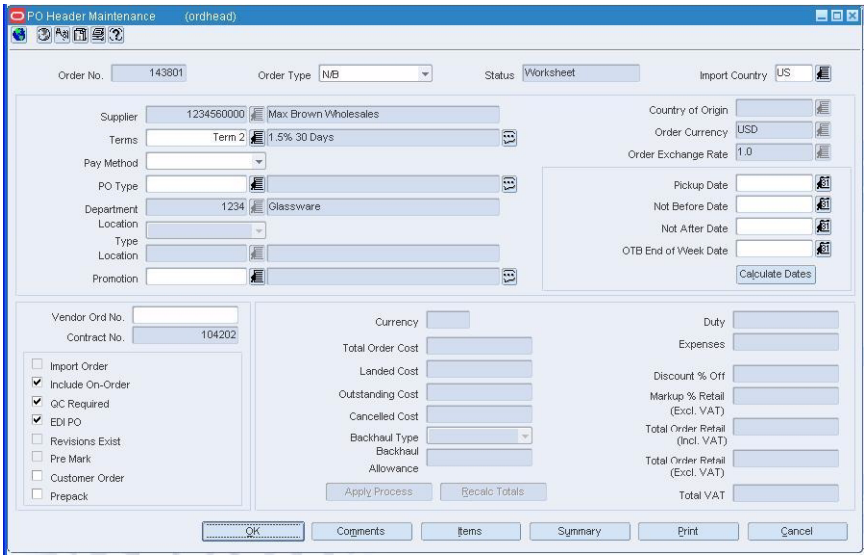
3. In the Cancel Reason field, select the reason for canceling the items on the purchase order.
4. Click **OK**. The status of the purchase order is changed to Closed.
5. Click **OK** to save your changes and close the window.

Reinstate a Cancelled Purchase Order

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

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

Figure 7–91 PO Header Maintenance Window



1. From the Options menu, select Reinstate All Items. You are prompted to reinstate all the items on the purchase order

2. Click **Yes**. The status of the purchase order is changed to Worksheet.
3. Click **OK** to save your changes and close the window. You are prompted to approve the purchase order.
4. Click **Yes** or **No**.

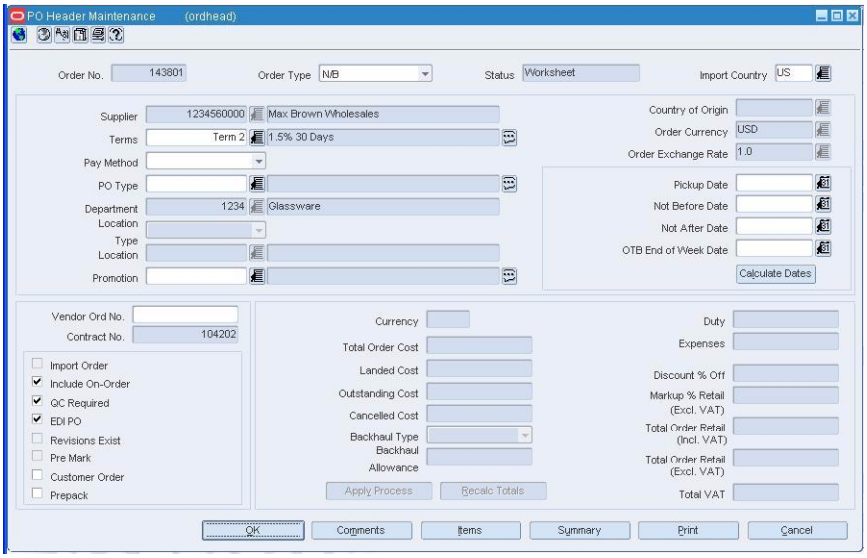
> **Note:** If you select No, the purchase order remains in Worksheet status.

Delete a Purchase Order

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

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

Figure 7–92 PO Header Maintenance Window



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

8

Contracts

Create Contracts

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

The following types of contracts can be created and maintained:

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

More information can be found in these related topics:

- Create a Type A Contract
- Create a Type B Contract
- Create a Type C Contract
- Create a Type D Contract
- Search for a Contract

- Add an Item to a Contract
- Delete an Item from a Contract
- Edit a Contract
- Edit Supplier Availability for Items
- Edit the Quantity Records on a Contract
- Edit the Unit Cost of Items on a Contract
- Filter Cost Records on a Contract
- View a Contract
- View a Summary of a Contract by Parent/Diff
- View Supplier Availability for Items
- View the Audit Trail for a Contract
- View the Cost History of Items by Contract
- View the Items on a Contract

Contract Header Window [cntrhead]

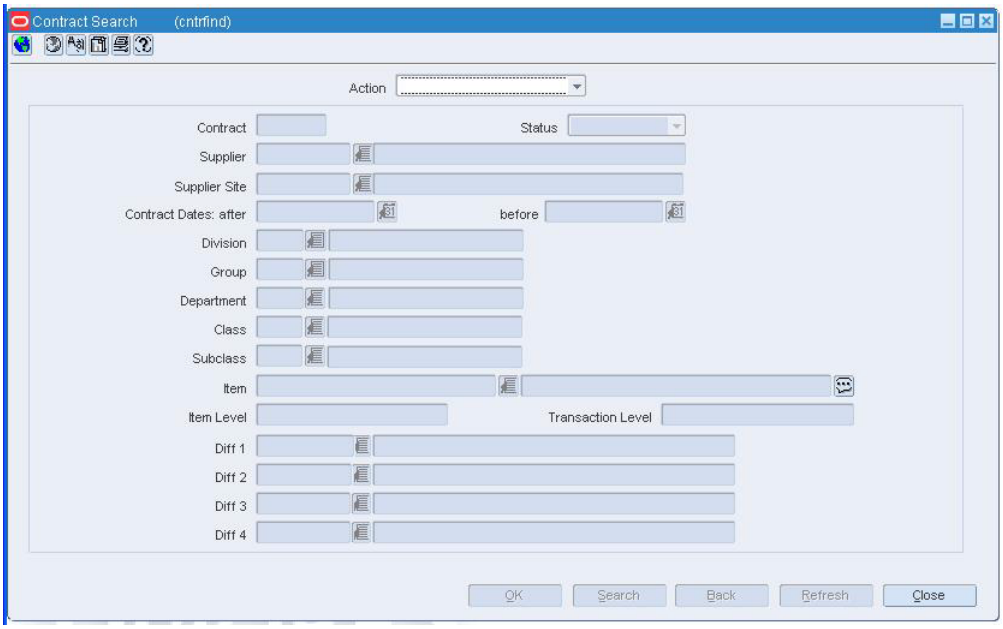
The Contract Header window allows you to create, copy, edit, or view a contract.

- Approve a Contract
- Cancel a Contract
- Complete a Contract
- Copy a Contract
- Create a Type A Contract
- Create a Type B Contract
- Create a Type C Contract
- Create a Type D Contract
- Edit a Contract
- Print a Contract
- Reinstate a Cancelled Contract
- Submit a Contract for Approval
- Unapprove a Contract
- View a Contract

Create a Type A Contract

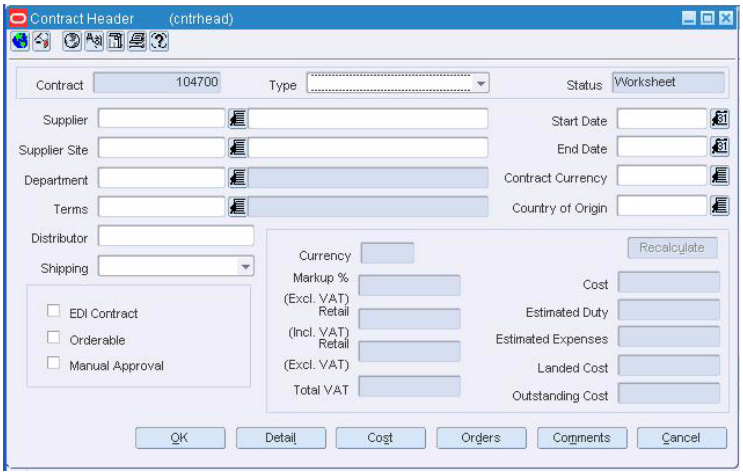
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Figure 8–1 Contract Search Window



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

Figure 8–2 Contract Header Window



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

7. In the Country of Origin field, enter the code for the country, or click the LOV button and select the country.
8. Enter or edit the enabled fields as necessary.

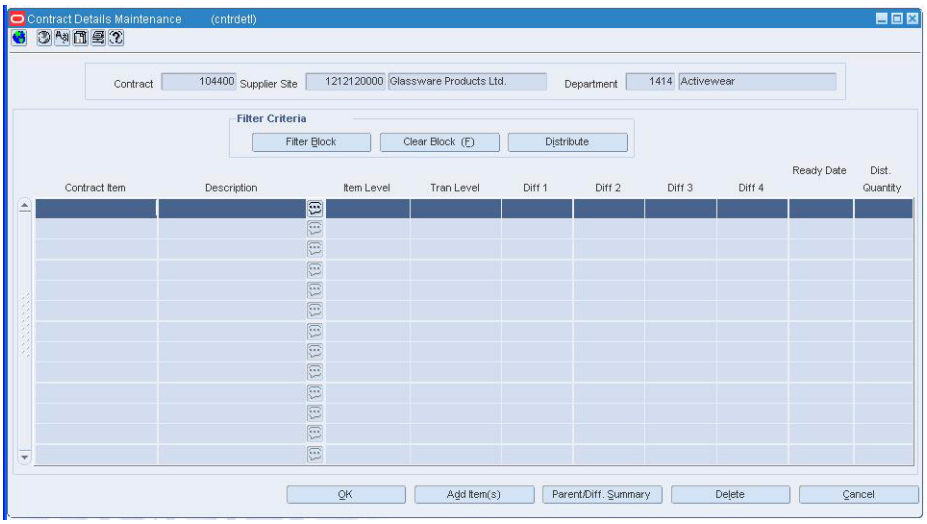
Note: Select the Orderable Check box to indicate that orders can be placed against this contract.

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

Add items to the contract

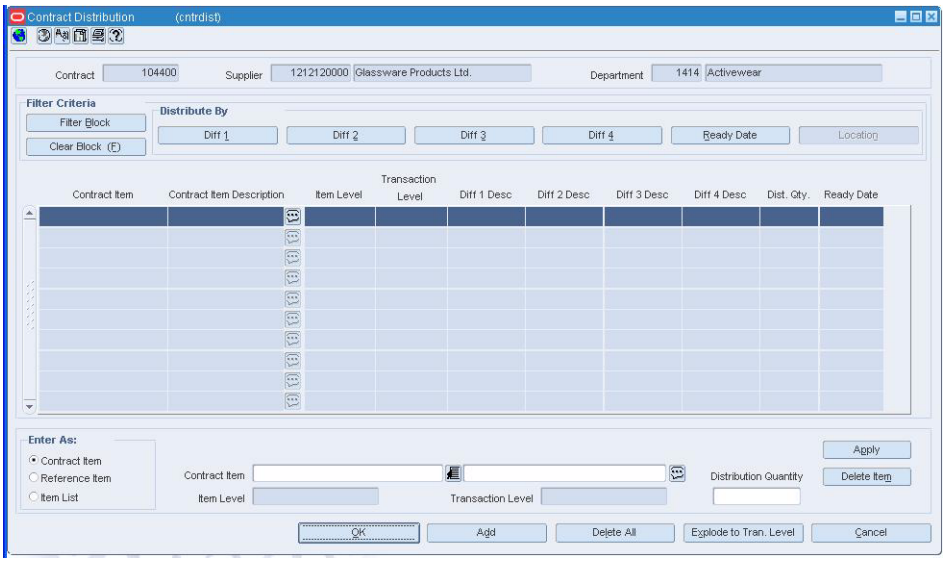
1. From the Contract Header window, click Detail. The Contract Details Maintenance window opens.

Figure 8–3 Contract Details Maintenance Window



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

Figure 8–4 Contract Distribution Window



3. In the Enter As field, select an item type.
4. Enter a specific item in the available field, or enter a partial description and click the LOV button to select a value.
5. In the Dist Qty field, enter the number of units to be distributed.

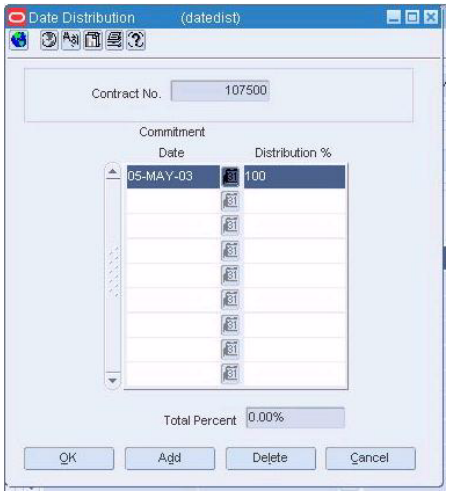
> **Note:** When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

6. **Click Apply**.

Distribute the items by commitment date

1. Click **Distribute**.
2. Click **Date**. The Date Distribution window opens.

Figure 8–5 Date Distribution Window

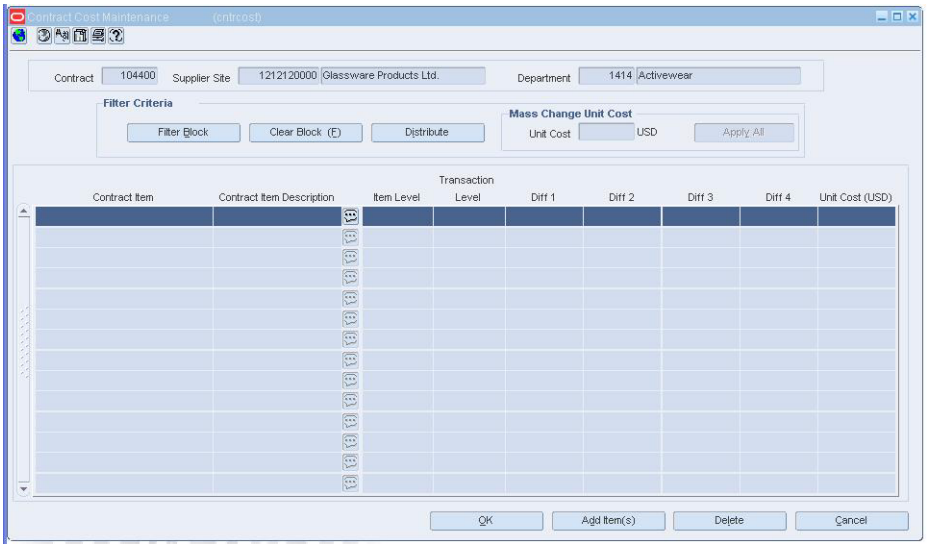


3. Click **Add**.
4. In the Commitment Date field, enter the date.
5. In the Distribution field, enter the percentage of the goods that are due by the commitment date.
6. Click **OK** to save your changes and close the windows until you are returned to the Contract Header window.

Verify or edit the cost of the items

1. Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–6 Contract Cost Maintenance Window



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

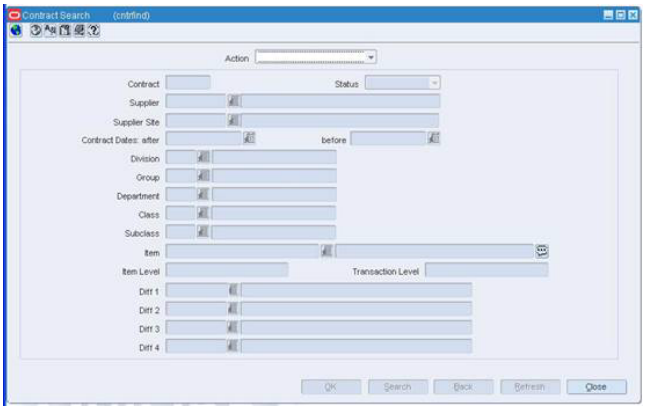
Review and complete the contract

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

Create a Type B Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

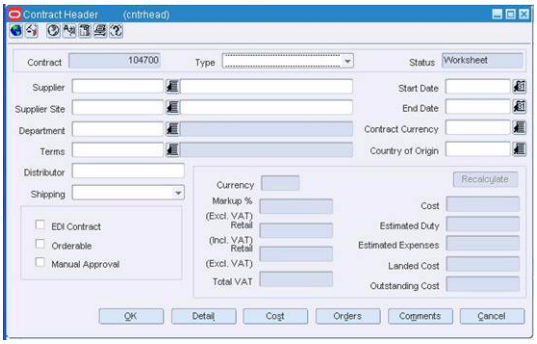
Figure 8–7 Contract Search Window



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

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

Figure 8–8 Contract Header Window



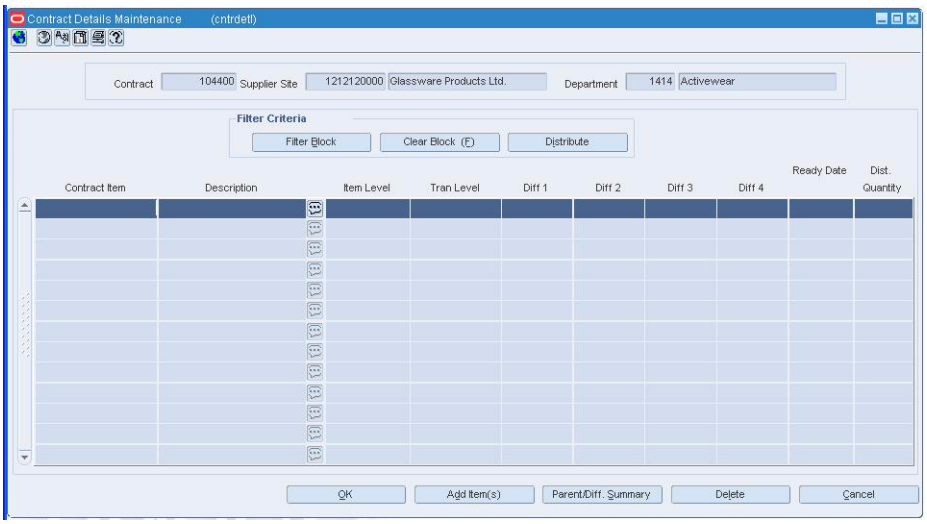
3. In the Type field, select Plan/No Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.

5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
6. In the Start Date and End Date fields, enter the dates, or click the calendar button and select the dates.
7. In the Country of Origin field, enter the code for the country, or click the LOV button and select the country.
8. Enter or edit the enabled fields as necessary.

Add items to the contract

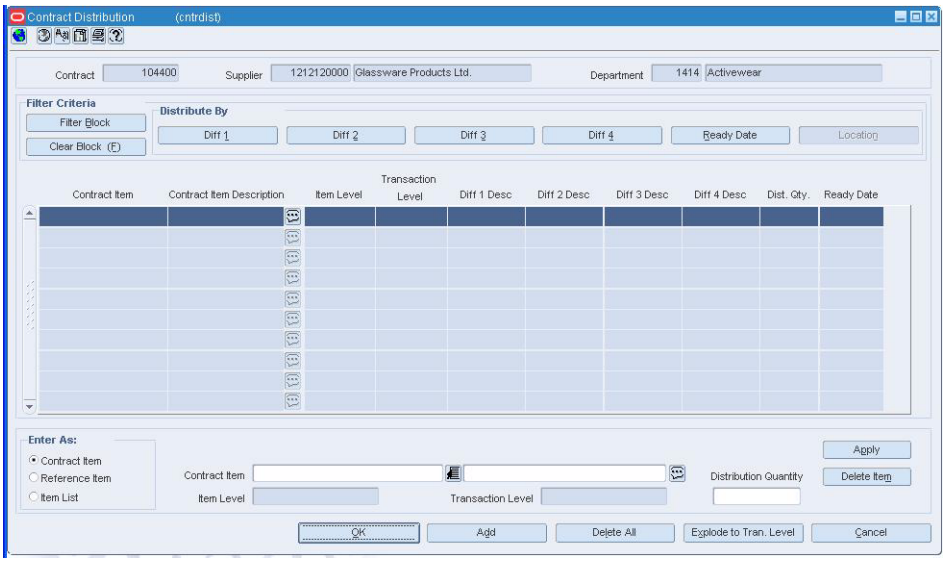
1. Click Detail. The Contract Details Maintenance window opens.

Figure 8–9 Contract Details Maintenance Window



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

Figure 8–10 Contract Distribution Window



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

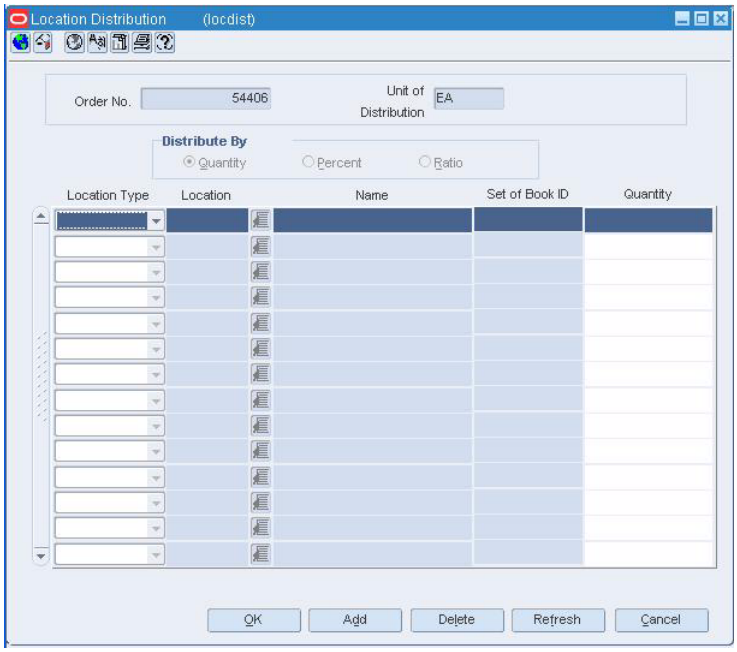
> **Note:** When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

Distribute the items by location

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

1. Click **Location**. The Location Distribution window opens.

Figure 8–11 Location Distribution Window

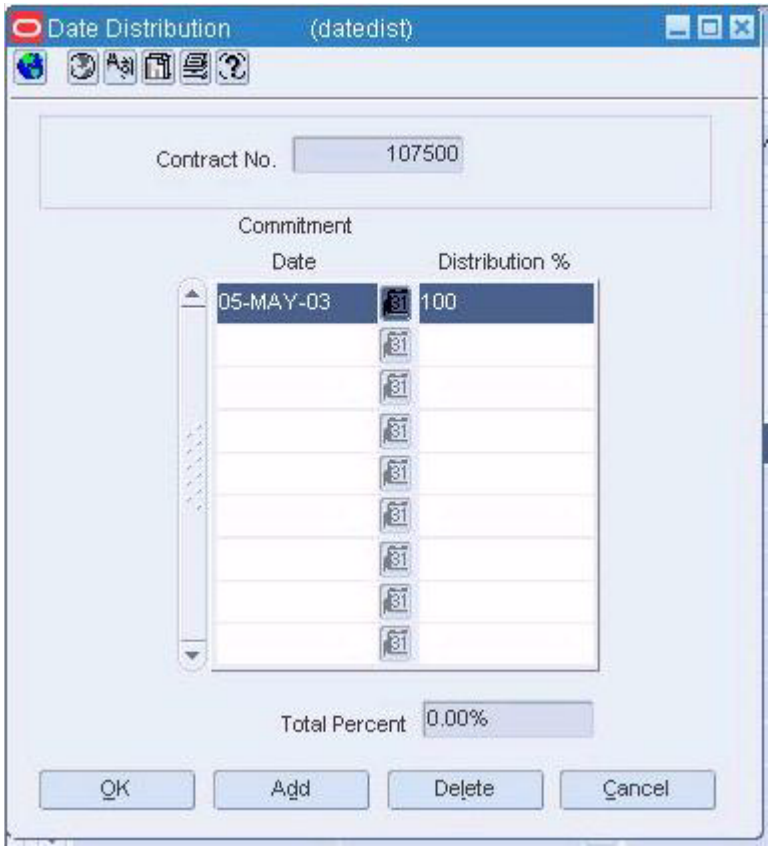


2. To distribute the items by location:
   a. Select the method of distribution.
   b. Click **Add.**
3. In the Location Type field, select the type of location.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location.
5. In the next field, enter the quantity,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

Distribute the items by commitment date

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

Figure 8–12 Date Distribution Window



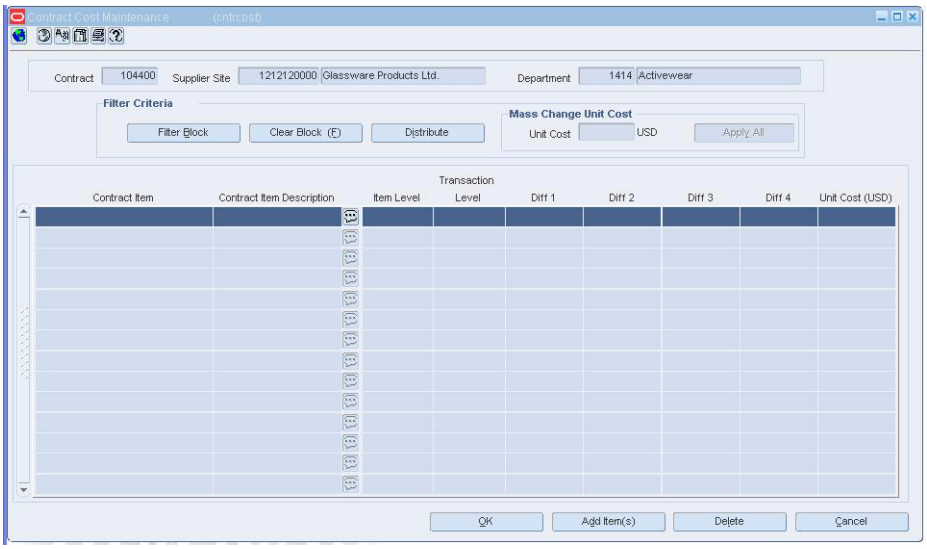
2. Click **Add.**
3. In the Commitment Date field, enter the date on which the supplier must provide the goods.
4. In the Distribution field, enter the percentage of the goods that are due by the commitment date.
5. Click **OK** to exit until you are returned to the Contract Header window.

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

Verify or edit the cost of the items

1. Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–13 Contract Cost Maintenance Window



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

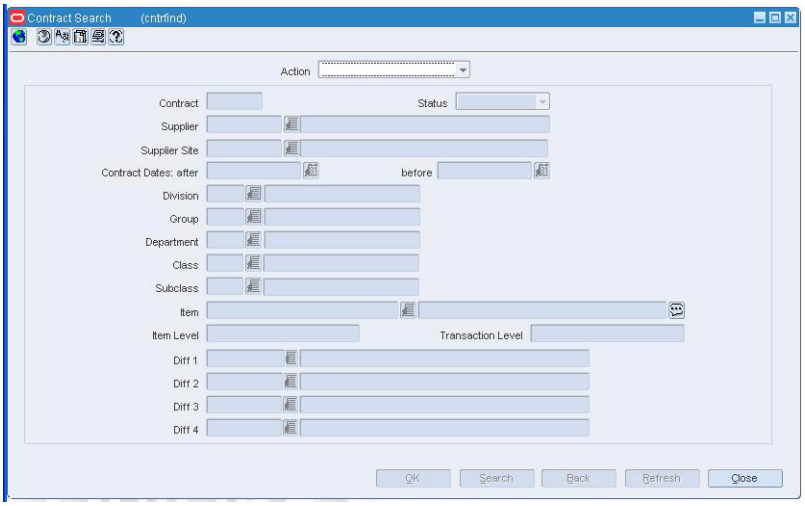
Review and complete the contract

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

Create a Type C Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

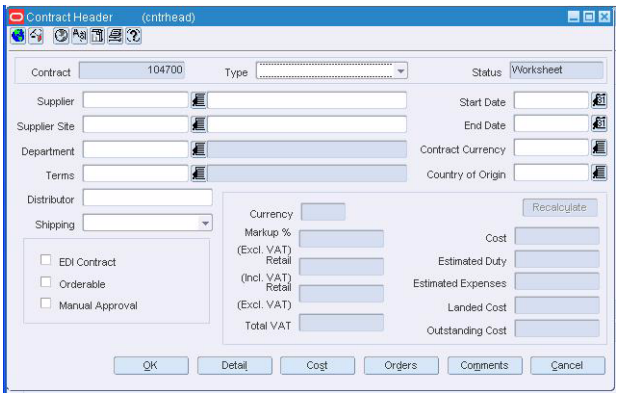
Figure 8–14 Contract Search Window



1. In the Action field, select New.

2. Click **OK**. The Contract Header window opens.

Figure 8–15 Contract Header Window



3. In the Type field, select No Plan/No Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.

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

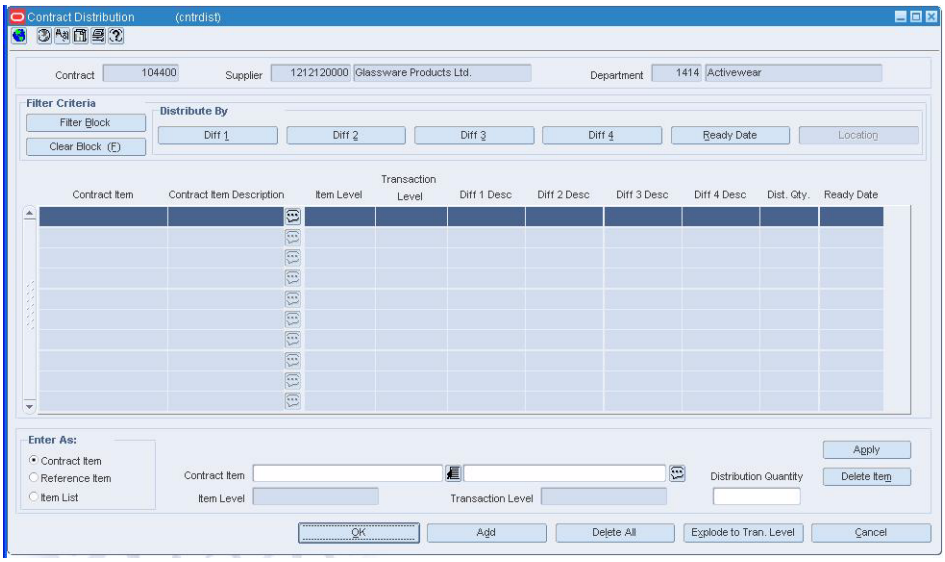
5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
6. In the Start Date and End Date fields, enter the dates, or click the calendar button and select the dates.
7. In the Country of Origin field, enter the code for the country, or click the LOV button and select the country.
8. In the Cost field, enter the monetary commitment.
9. Enter or edit the enabled fields as necessary.

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

Add items to the contract

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

Figure 8–16 Contract Distribution Window



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

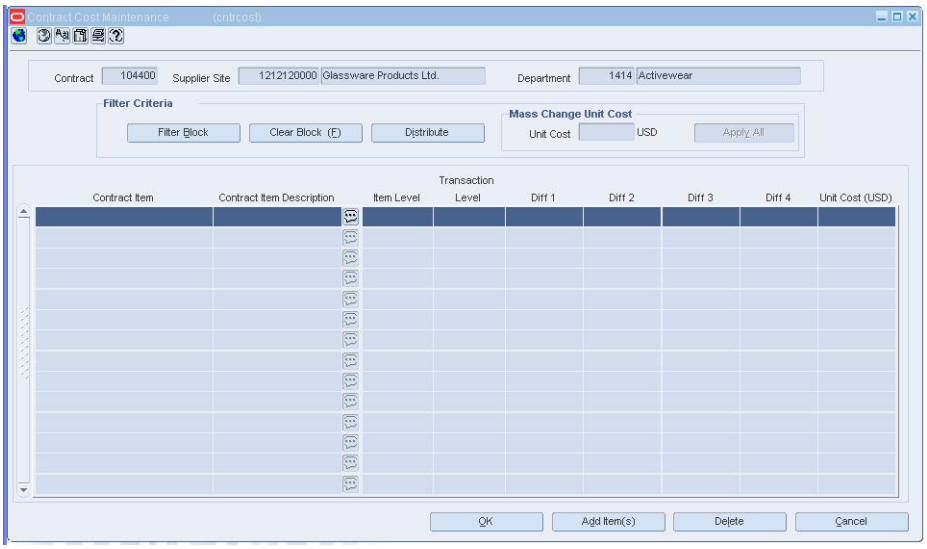
> **Note:** When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

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

Verify or edit the cost of the items

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

Figure 8–17 Contract Cost Maintenance Window

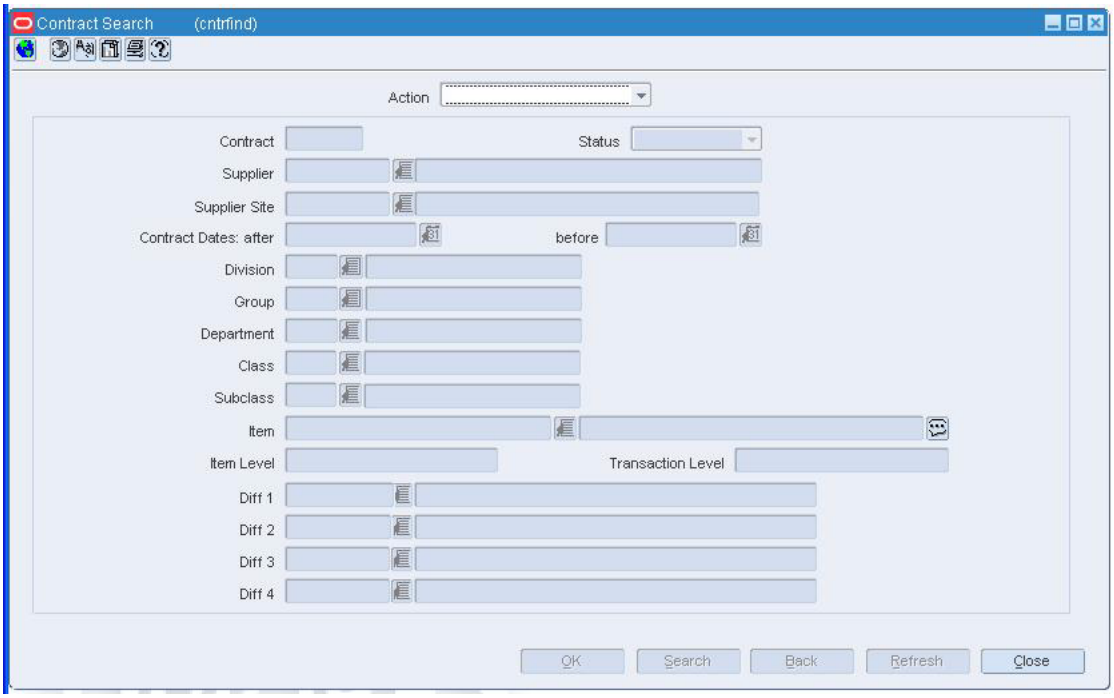


2. Click **OK** to save your changes and close the windows.

Create a Type D Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

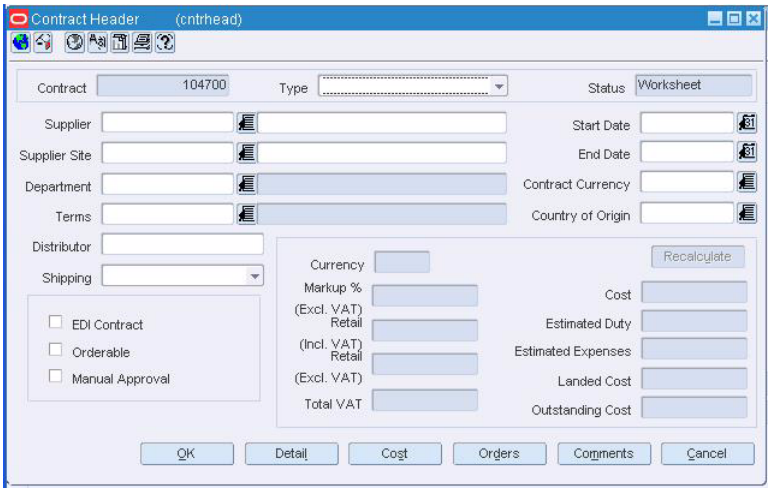
Figure 8–18 Contract Search Window



1. In the Action field, select New.

2. Click OK. The Contract Header window opens.

Figure 8–19 Contract Header Window

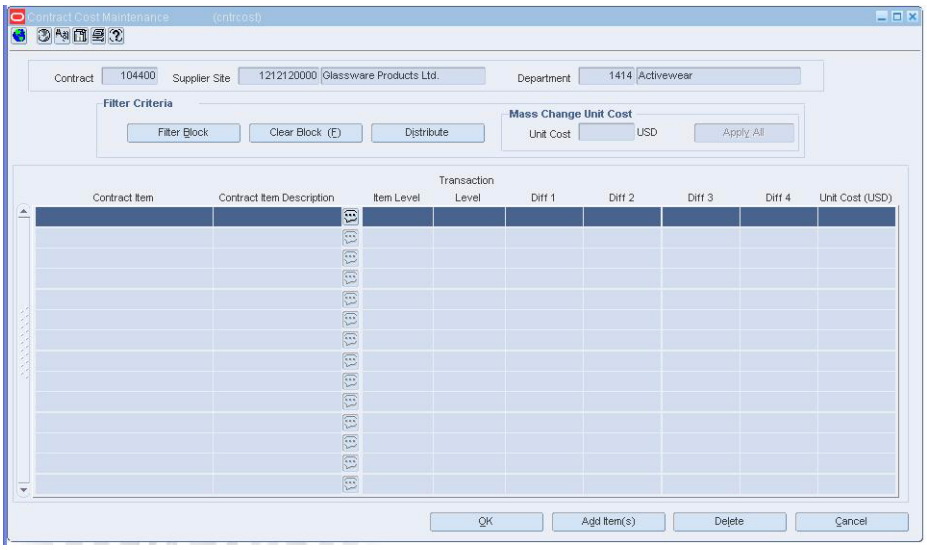


3. In the Type field, select No Plan/Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
6. In the Start Date and End Date fields, enter the dates, or click the calendar button and select the dates.
7. In the Country of Origin field, enter the code for the country, or click the LOV button and select the country.
8. In the Cost field, enter the monetary commitment.
9. Enter or edit the enabled fields as necessary.

Add items to the contract

1. Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–20 Contract Cost Maintenance Window



2. Click **Add Item** to add an item or **Add Item Parent** to add a item parent.

   The Contract Distribution window opens.

3. To add an item or item parent, click **Add Item**. Enter the information on the next available line.

4. If you added a item parent and want to list all the component Items, click **Explode Items**.

5. To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.

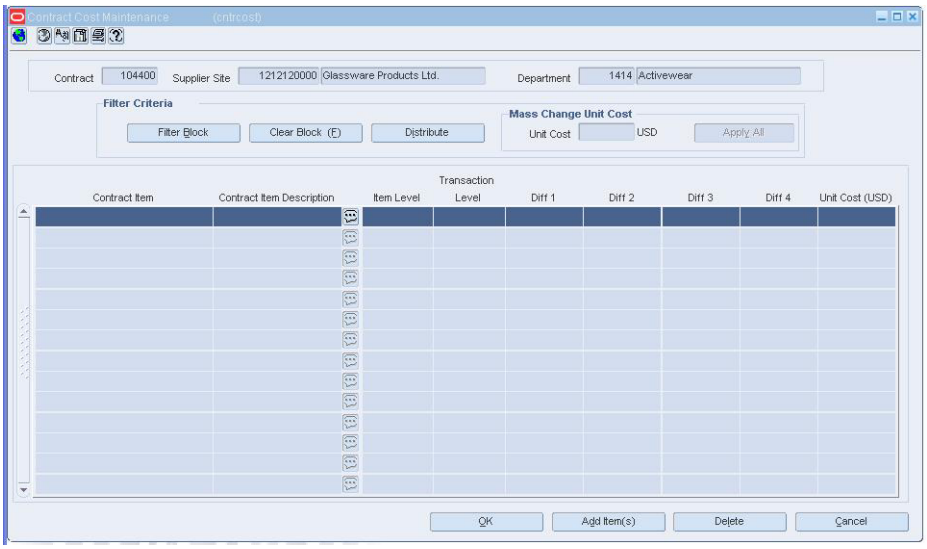
   Note: When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

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

Verify or edit the cost of the items

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

Figure 8–21 Contract Cost Maintenance Window



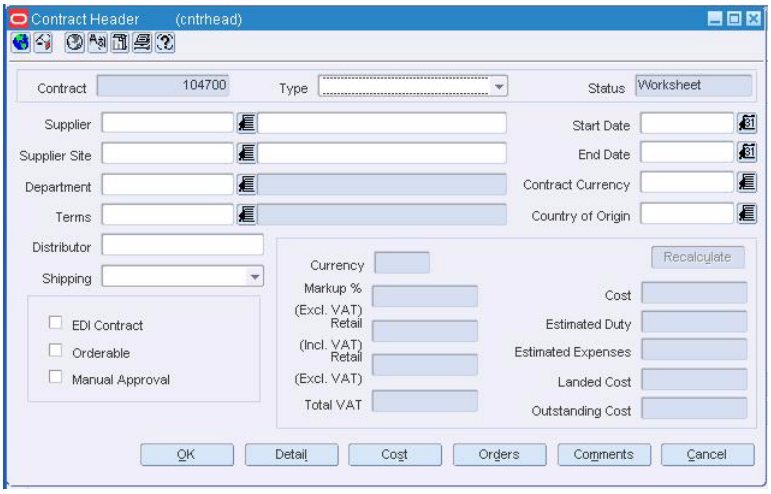
2. Click **OK** to save your changes and close the window.

Edit a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in Edit mode. The Contract Header window opens.

Figure 8–22 Contract Header Window

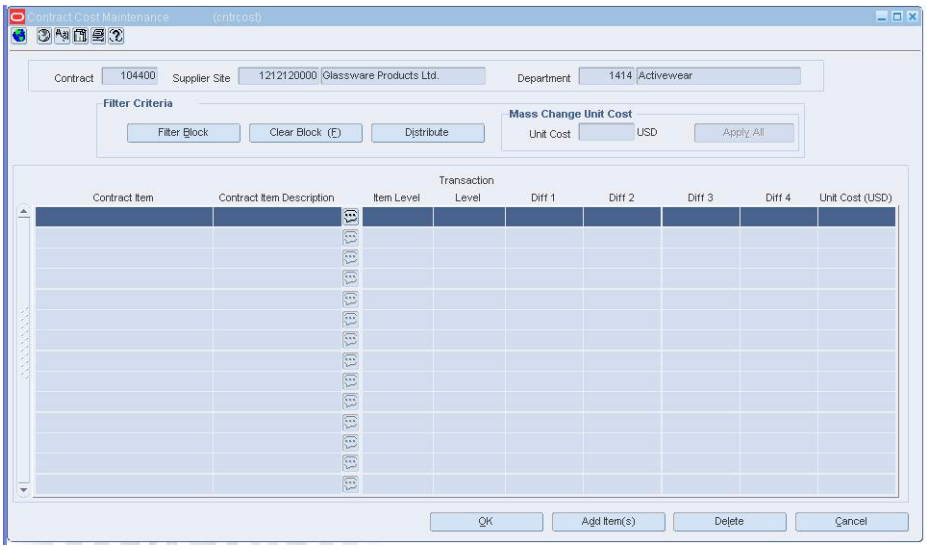


- Edit the enabled fields as necessary.

Edit the unit costs for all types of contracts

1. Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–23 Contract Cost Maintenance Window

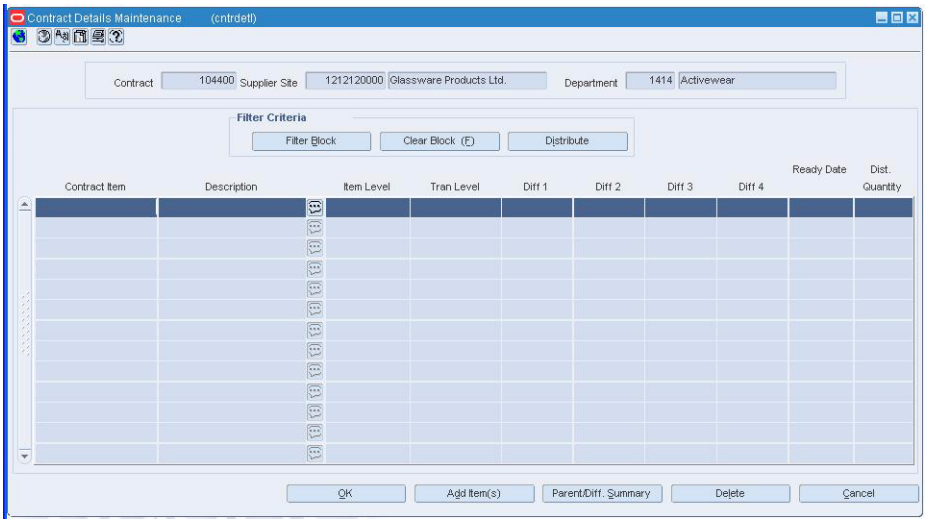


2. To edit the unit cost of all the items:
   a. Enter the amount in the Unit Cost field next to **Apply All**.
   b. Click **Apply All**.
   c. To edit the unit cost of one item, edit the amount in the Unit Cost field in the table.
3. Click **OK** to save your changes and close the window.

Edit the quantities for Type A and Type B contracts

1. On the Contract Header window, click Detail. The Contract Details Maintenance window opens.

Figure 8–24 Contract Details Maintenance Window



2. Edit the quantities as necessary.
3. Click **OK** to save your changes and close the windows.

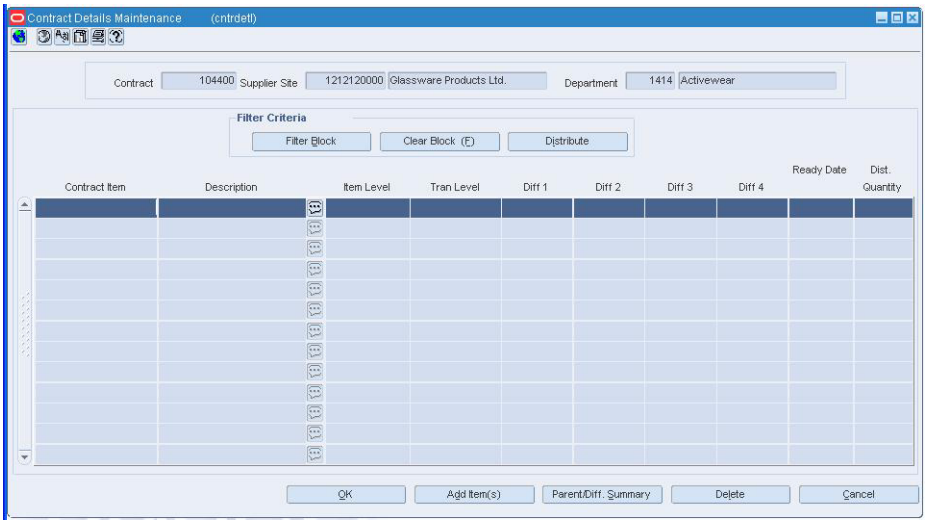
Add an Item to a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

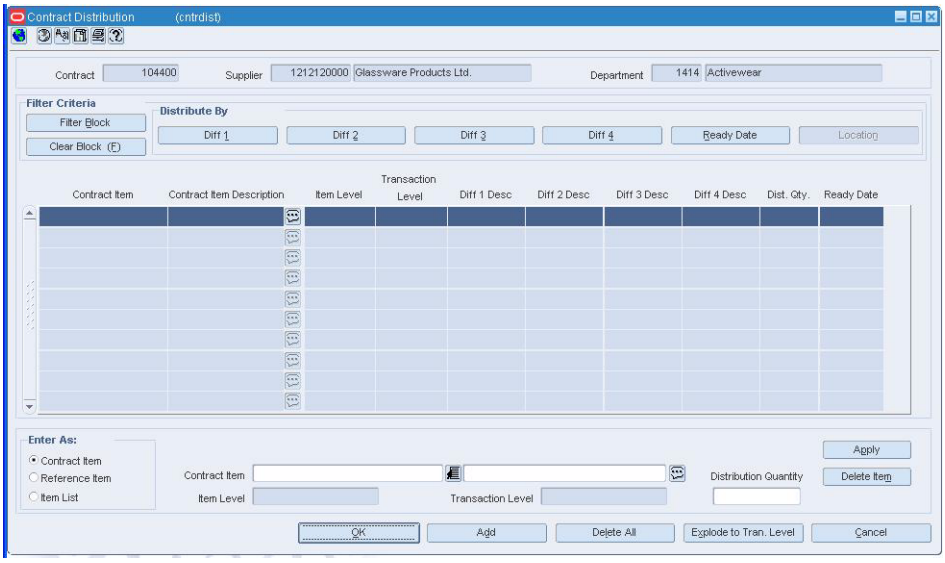
Click **Cost** or **Detail**. Either the Contract Cost Maintenance window or the Contract Details Maintenance window opens.

Figure 8–25 Contract Details Maintenance Window



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

Figure 8–26 Contract Distribution Window



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

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

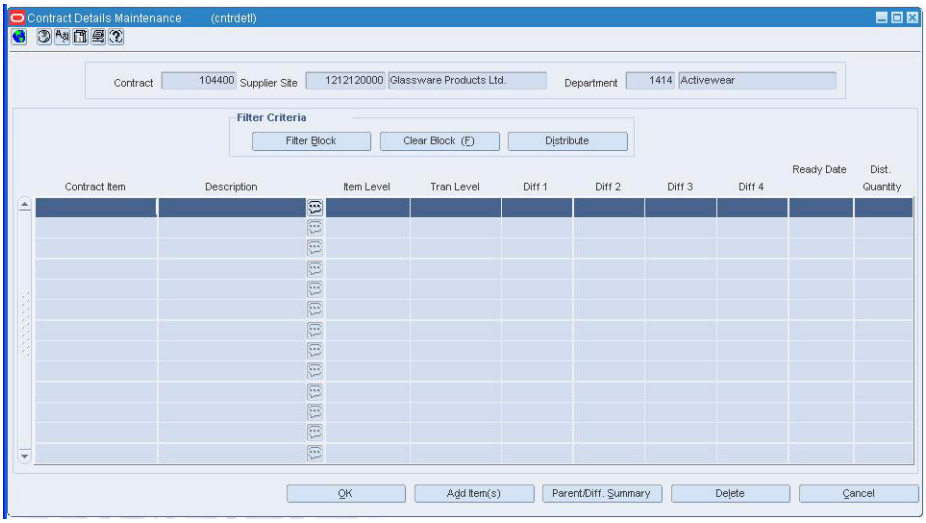
Delete an Item from a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

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

Figure 8–27 Contract Cost Maintenance Window

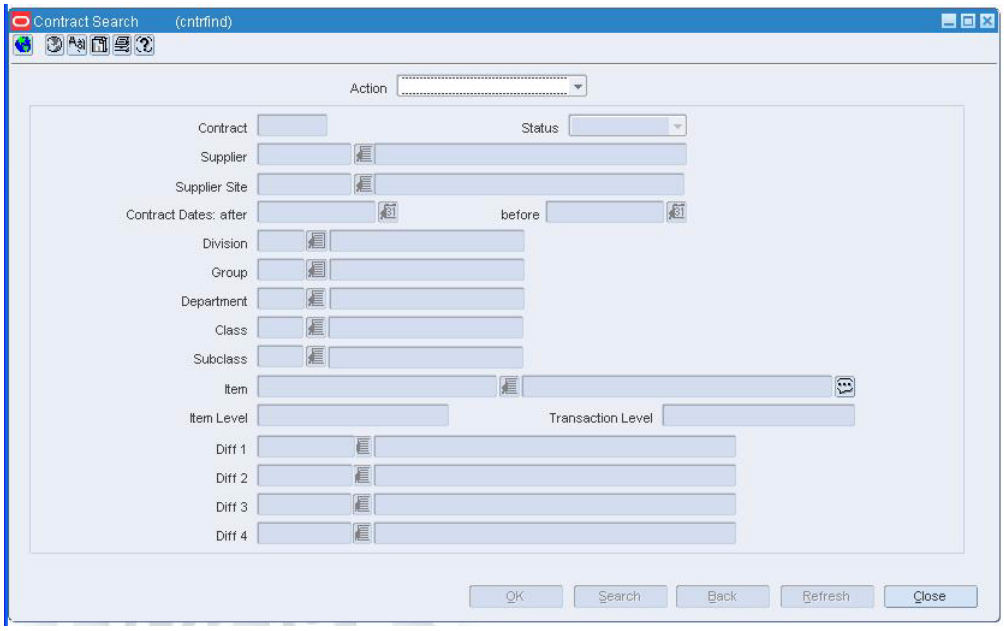


1. Select an item and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Search for a Contract

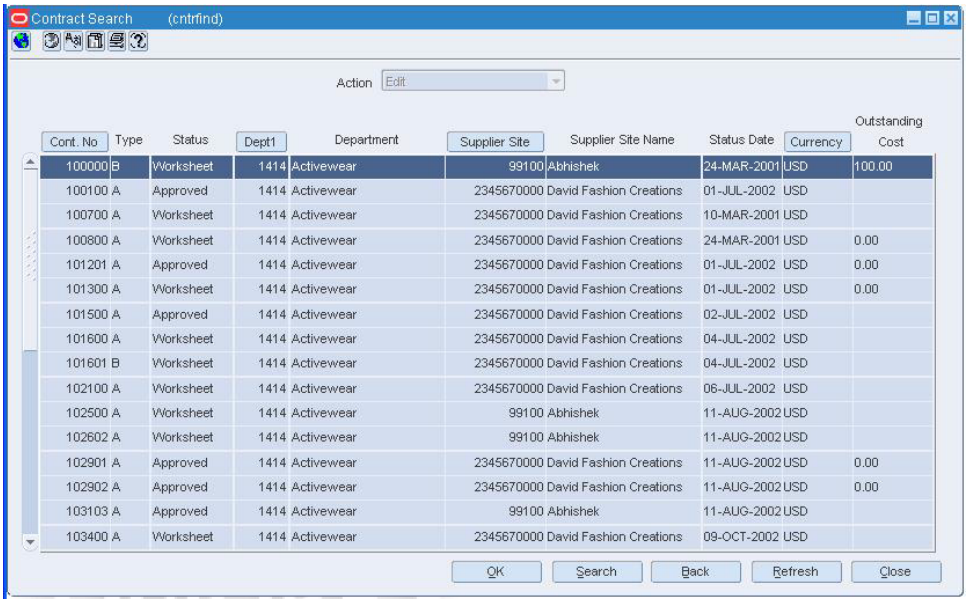
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Figure 8–28 Contract Search Window



1. In the Action field, select either Create from Existing, Edit, or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Contract Search window displays the contracts that match the search criteria.

Figure 8–29 Contract Search Window

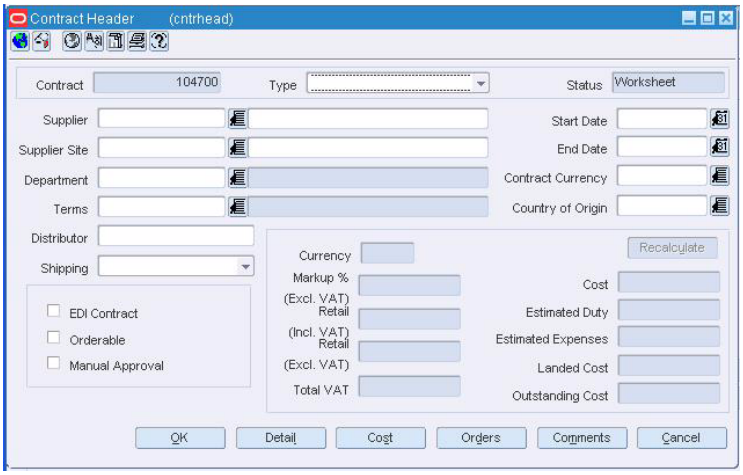


4. Select a task:

   a. To perform another search, click **Refresh.**

   b. To display the details of a contract, select a record and click **OK**. The Contract Header window opens.

Figure 8–30 Contract Header Window



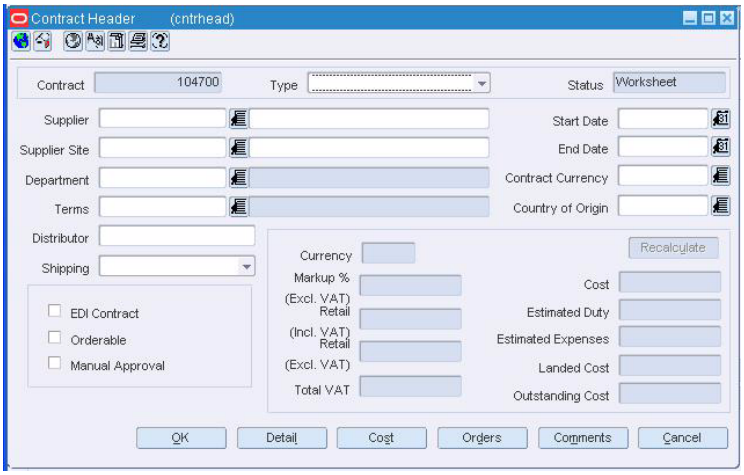
5. Click **Close** to exit.

Copy a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in Create from Existing mode. The Contract Header window opens.

Figure 8–31 Contract Header Window

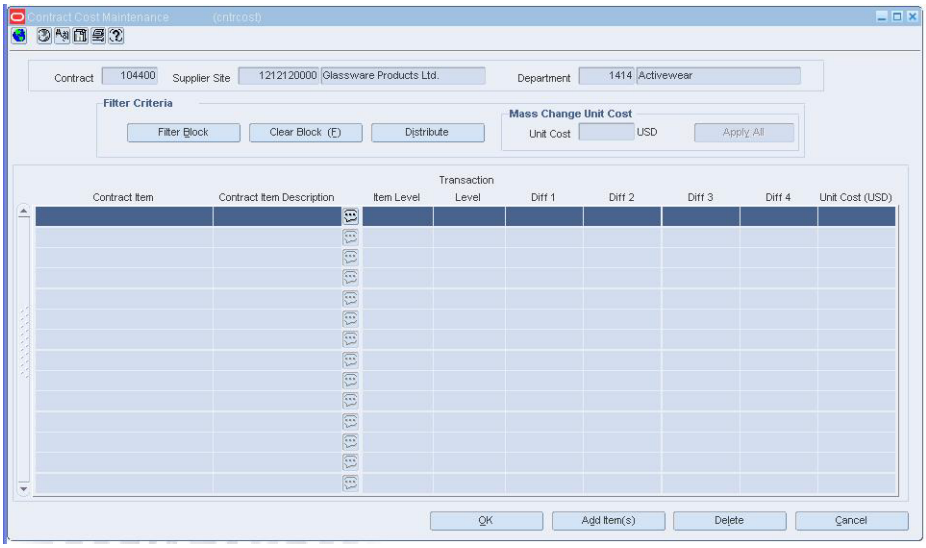


Edit the enabled fields as necessary.

Edit the Unit Costs for All Types of Contracts

1. Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–32 Contract Cost Maintenance Window

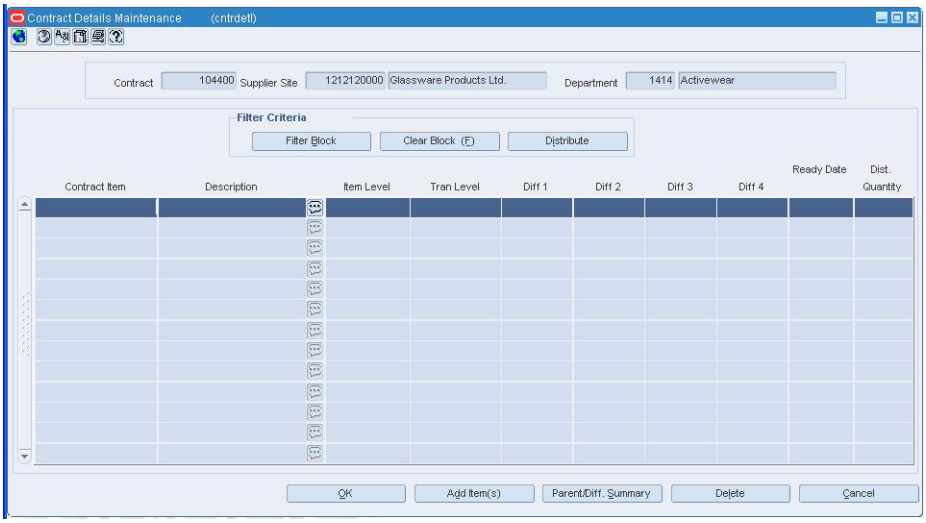


2. To edit the unit cost of all the items, enter the amount in the Unit Cost field next to **Apply All**, and click **Apply All**.
3. To edit the unit cost of one item, edit the amount in the Unit Cost field in the table.
4. Click **OK** to save your changes and close the window.

Edit the Quantities for Type A and Type B Contracts

1. Click **Detail**. The Contract Details Maintenance window opens.

Figure 8–33 Contract Details Maintenance Window



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

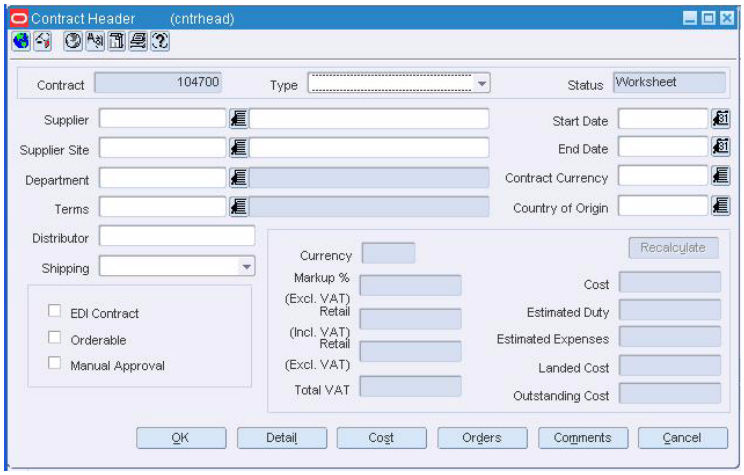
Print a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in Edit mode. The Contract Header window opens.

Click **Print**. The Report Parameters Web page opens.

Figure 8–34 Contract Header Window



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

Contract Cost Maintenance Window [cntrcost]

The Contract Cost Maintenance window allows you to view and edit the cost per unit of the items on a contract. You can also view the remaining contract balance on orders for a contract.

To display information specific to items or item parents, select the appropriate option from the View menu.

To display monetary amounts in the primary currency of the company or the currency of the contract, select the appropriate option from the Options > Currency menu.

- Delete an Item from a Contract
- Edit the Unit Cost of Items on a Contract
- Delete an Item from a Contract
- Edit the Unit Cost of Items on a Contract
- View the Items on a Contract

Contract Cost Filter Window [cntrcost]

The Contract Cost Filter window allows you to filter the items that appear on the Contract Cost Maintenance window. You can then view, edit, or copy the resulting subset of items.

- Filter Cost Records on a Contract

Contract Cost History Window [costhist]

The Contract Cost History window allows you to enter search criteria in order to search for and view the cost of items by contract.

- View the Cost History of Items by Contract

List of POs by Contract Window [ordlist]

The List of POs by Contract window allows you to view the details of the purchase orders that have been raised against a contract. You can change the status of each purchase order as necessary.

- Edit the Status of a Purchase Order Raised Against a Contract
- View the Purchase Orders Raised Against a Contract

Contracted Items to be Ordered Window [orditem]

The Contracted Items to be Ordered window allows you to select an item list containing contracted items. After selecting the item list, you can select the appropriate contract and destinations for each item on the item list. Next you can build one or more purchase orders from the information that you enter.

- Create a Purchase Order from Contracted Items

Contracted Items Order Locations Window [contlocs]

The Contracted Items Order Locations window allows you to select a contract and distribute an item to multiple locations. You use this window to distribute contracted items from an item list. After the items are distributed, you can build purchase orders for the items.

- Create a Purchase Order from Contracted Items

Contract Search Window [cntrfind]

The Contract Search window allows you to enter criteria in order to search for contracts and view the results of the search.

The default view for the Contract Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Contract

Contract Header - Dates Window [cntrhead]

The Contract Header Dates window allows you to view the audit trail of a contract. The dates on which the status of the contract was changed appear. Also, the user IDs of the persons who changed the status of the contract appear.

- Approve a Contract
- Cancel a Contract
- Complete a Contract
- Copy a Contract
- Create a Type A Contract

- Create a Type B Contract
- Create a Type C Contract
- Create a Type D Contract
- Edit a Contract
- Print a Contract
- Reinstate a Cancelled Contract
- Submit a Contract for Approval
- Unapprove a Contract
- View a Contract

Contract Parent/Diff Summary Window [ctrscsum]

The Contract Parent/Diff Summary Window allows you to view the details of the diffs for an item parent on a contract. You can view the quantity contracted, quantity ordered, quantity received, and the ready date by diff value.

- View a Summary of a Contract by Parent/Diff

Date Distribution Window [datedist]

The Date Distribution window allows you to distribute items on a Type A (Plan/Availability) or Type B (Plan/No Availability) contract by commitment date.

- Distribute Items on a Contract by Commitment Date

Distribute Items on a Contract by Commitment Date

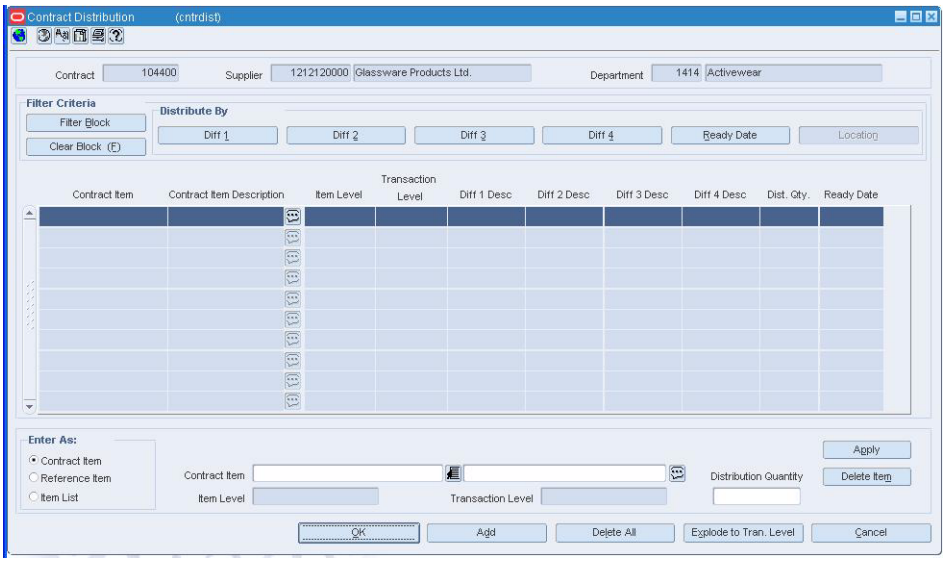
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Click **Detail**. The Contract Details Maintenance window opens.

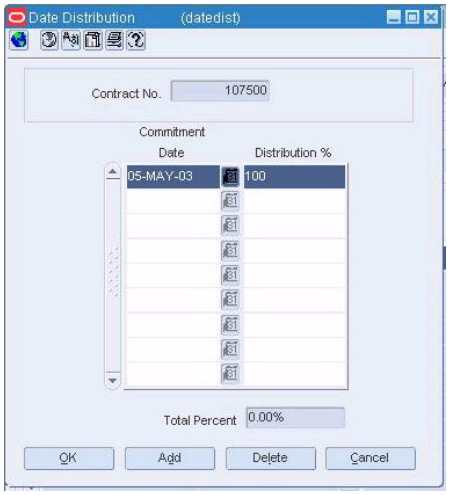
Click **Distribute**. The Contract Distribution window opens.

Figure 8–35 Contract Details Maintenance Window



1. Filter the items as necessary.
2. Click **Date**. The Date Distribution window opens.

Figure 8–36 Contract Details Maintenance Window



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

Distribute Items on a Contract by Location

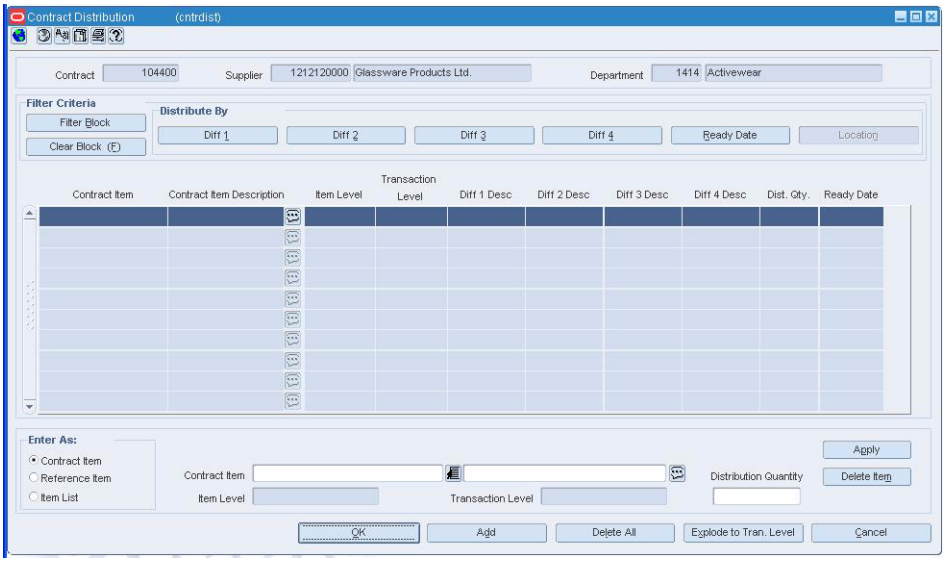
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

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

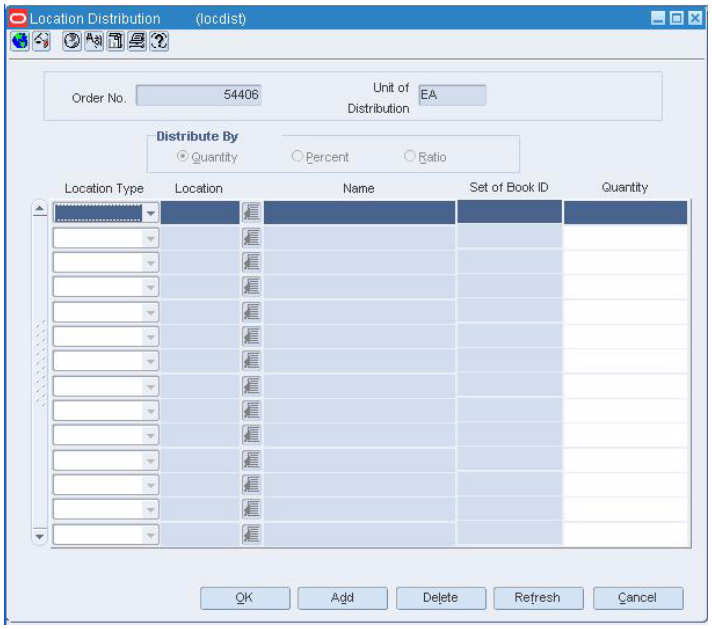
Click **Distribute**. The Contract Distribution window opens.

Figure 8–37 Contract Distribution Window



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

Figure 8–38 Location Distribution Window



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

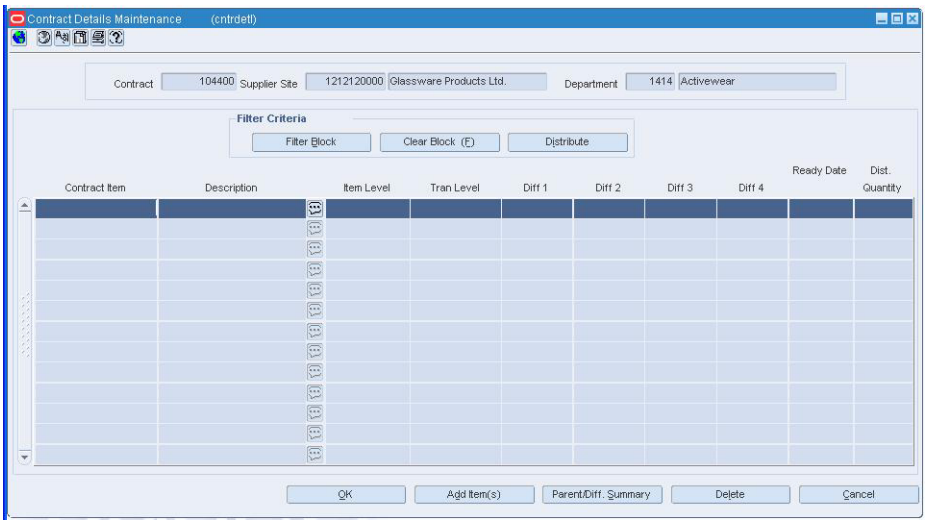
Edit the Quantity Records on a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Click **Detail**. The Contract Details Maintenance window opens.

Figure 8–39 Contract Details Maintenance Window



1. In the Dist Quantity field, edit the quantities as necessary.
2. Click **OK** to save your changes and close the window.

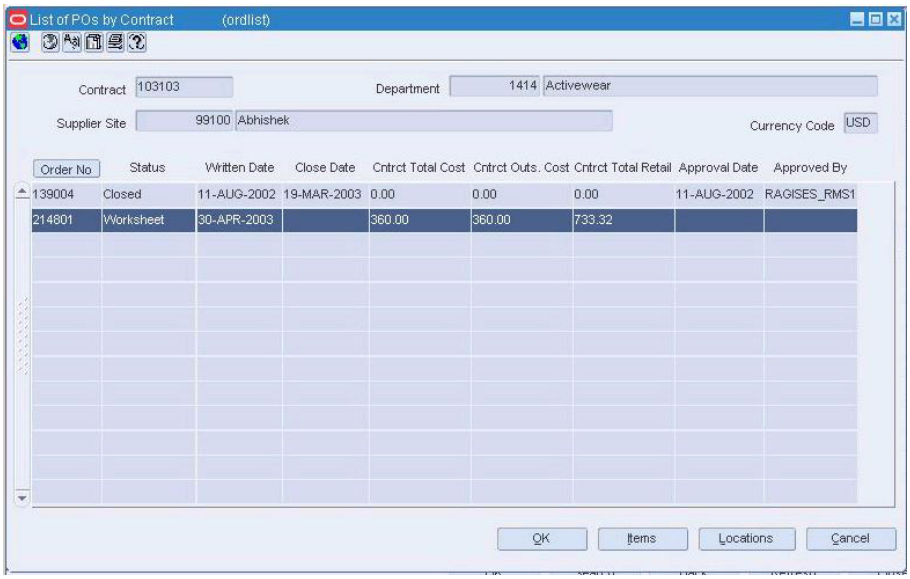
Edit the Status of a Purchase Order Raised Against a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in Edit mode. The Contract Header window opens.

Click **Orders**. The List of POs by Contract window opens.

Figure 8–40 List of POs by Contract Window



1. Select a purchase order.
2. From the Options menu, select the appropriate status.
3. When prompted to change the status, click **Yes**.
4. To cancel an approved purchase order:
   a. Select Cancel from the Options menu.
   b. When prompted to cancel the items on the purchase order, click **Yes**. The Order Mass Item Cancel window opens.

Figure 8–41 Order Mass Item Cancel Window

   c. In the Cancel Reason field, select the reason for canceling the items.
   d. Click **OK** to save your changes and close the window.
5. Click **OK** to save your changes and close the window.

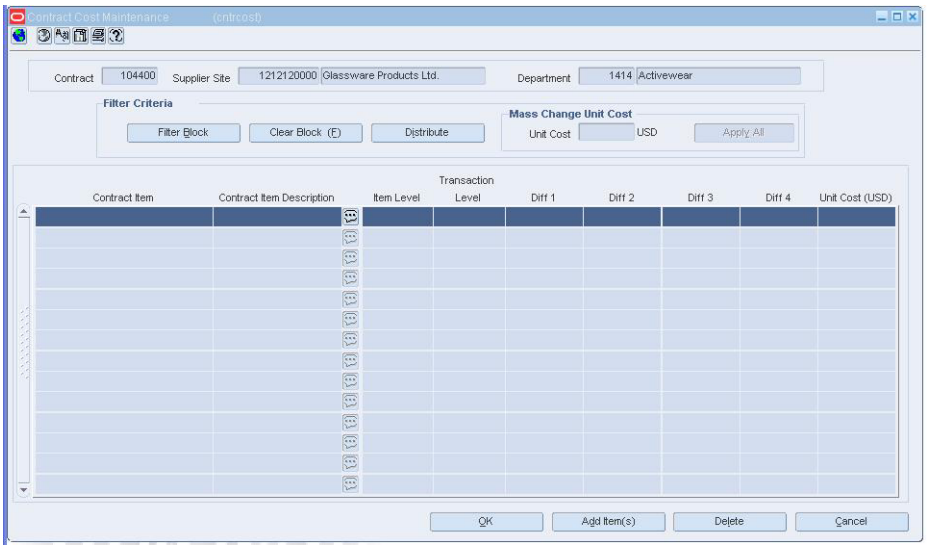
Edit the Unit Cost of Items on a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Click **Cost**. The Contract Cost Maintenance window opens.

Figure 8–42 Contract Cost Maintenance Window



1. To edit the unit cost of all the items:
   a. Enter an amount in the Unit Cost field.
   b. Click **Apply All**.
2. You may edit the unit cost of a single item by changing the amount in the Unit Cost field of the table.
3. Click **OK** to save your changes and close the window.

Contract Distribution Window [cntrdist]

The Contract Distribution window allows you to add or delete items on a contract and distribute those items at the item, item parent, or option level. Items can be distributed by item parent or diffs.

- Add an Item to a Contract
- Edit the Distribution of Items on a Contract

Contract Distribution Filter Window [cntrdist]

The Contract Distribution Filter window allows you to filter the items that appear on the Contract Distribution window. You can then view, edit, or copy the resulting subset of items.

- Filter Item Distribution Records on a Contract

Contract Detail Filter Window [cntrdetl]

The Contract Detail Filter window allows you to filter the items that appear on the Contract Details Maintenance window. You can then view, edit, or copy the resulting subset of items.

- Filter Quantity Records on a Contract

Contract Details Maintenance Window [cntrdetl]

The Contract Details Maintenance window allows you to view and edit the quantities of the items for Type A and Type B contracts.

- Delete an Item from a Contract
- Edit the Quantity Records on a Contract
- View the Items on a Contract

Filter Item Distribution Records on a Contract

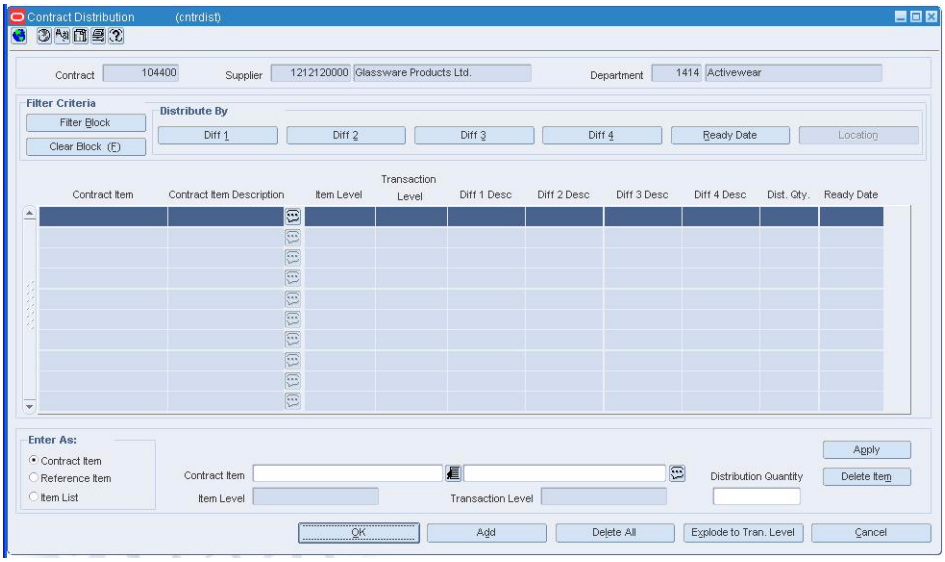
Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

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

Click **Distribute**. The Contract Distribution window opens.

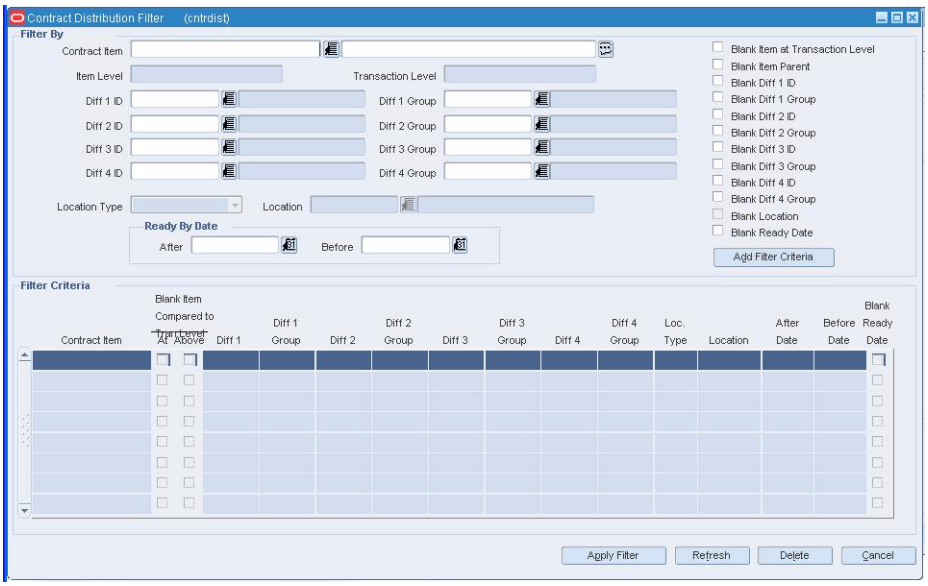
Figure 8–43 Contract Distribution Window



Note: Use this procedure to filter item distribution records on a contract. You can then view or edit the subset of the items on the contract.

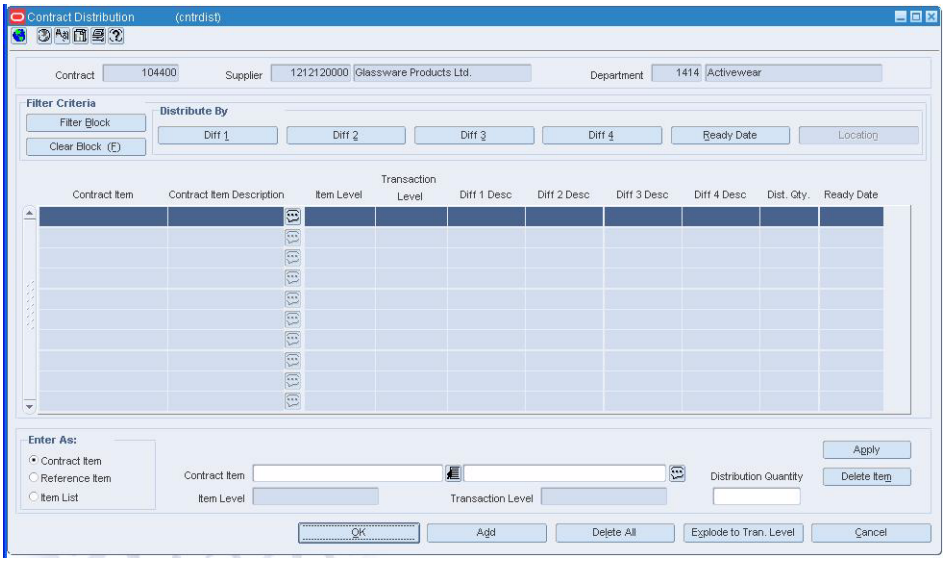
1. Click **Filter Block**. The Contract Distribution Filter window opens.

Figure 8–44 Contract Distribution Filter Window



2. Enter or select the criteria by which you want to filter in the Filter By area.
3. Click **Add Filter Criteria**. The filter criteria are added to the Filter Criteria table.
4. To delete a criterion from the Filter Criteria table:
   a. Select the record.
   b. Click **Delete.**
5. Click **Apply Filter**. The Contract Distribution window opens with the filter results.

Figure 8–45 Contract Distribution Window



6. Edit the items as necessary.
7. To clear the filter, click **Clear Filter**. All the items appear.

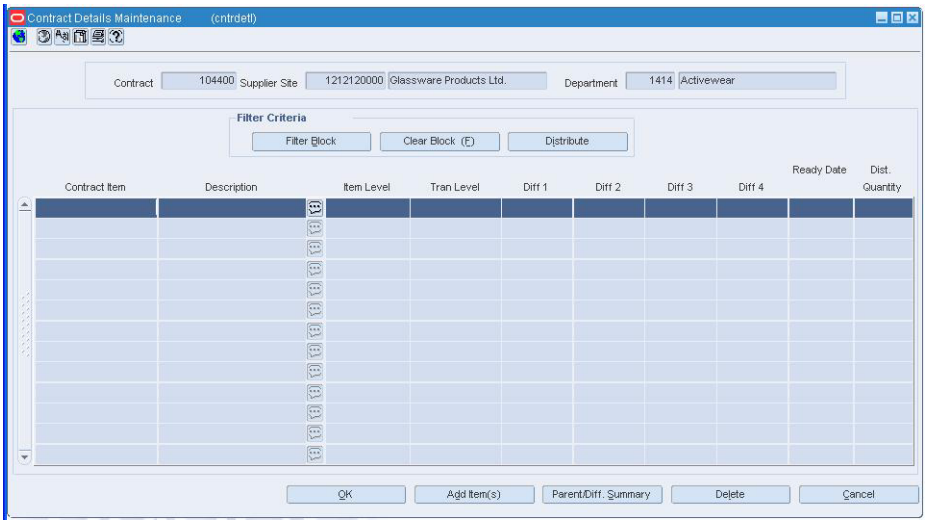
Filter Quantity Records on a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

Search for and retrieve a contract in Edit or View mode. Restrict the search to Type A or Type B contracts in Worksheet status. The Contract Header window opens.

Click **Detail**. The Contract Details Maintenance window opens.

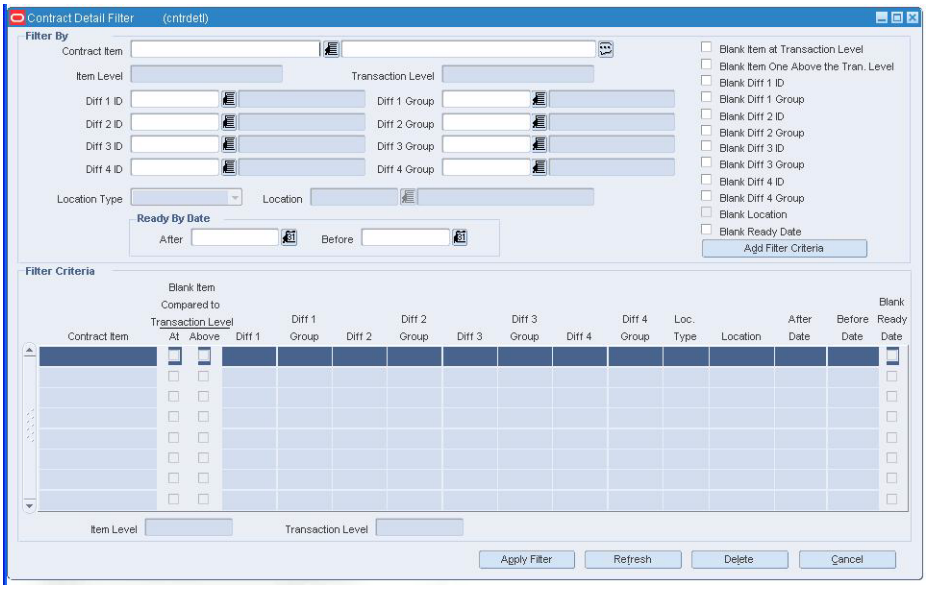
Figure 8–46 Contract Details Maintenance Window



Note: Use this procedure to filter quantity records on a contract. You can then view or edit the subset of the items.

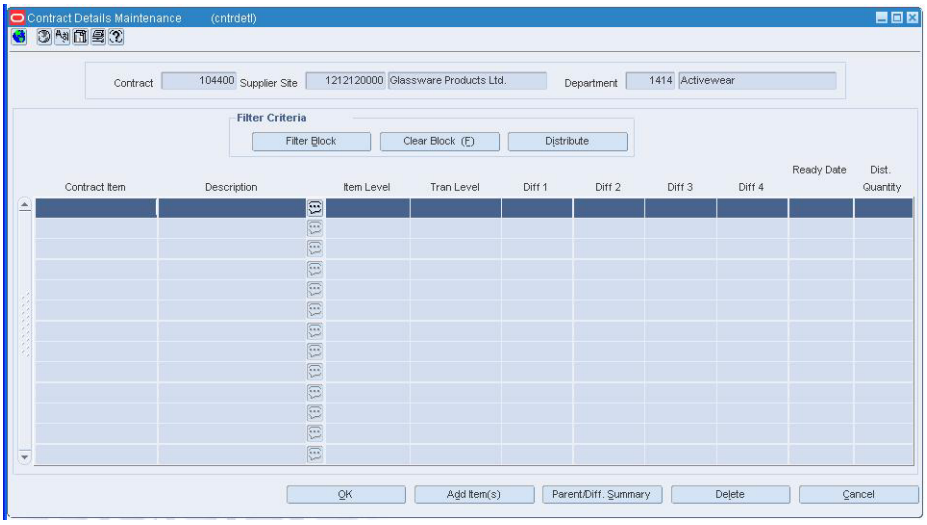
1. Click the Filter button. The Contract Detail Filter window opens.

Figure 8–47 Contract Detail Filter Window



2. Enter or select the criteria by which you want to filter in the Filter By area.
3. Click **Add Filter Criteria**. The filter criteria are added to the Filter Criteria table.
4. To delete a criterion from the Filter Criteria table, select the record and click **Delete**.
5. Click **Apply Filter**. You are returned to the Contract Details Maintenance window where you can view or edit the results of the filter.

Figure 8–48 Contract Details Maintenance Window



6. To clear the filter, click **Refresh**. All the quantity records are again displayed.
7. Click **OK** to close the window.

Contract Approval Process

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

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

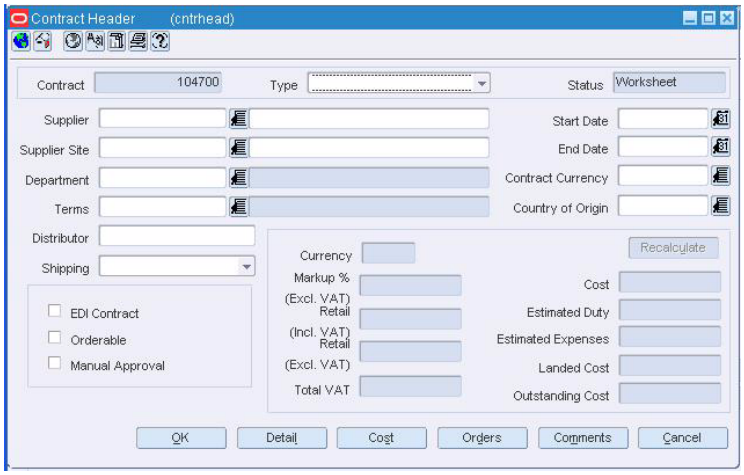
- Submit a Contract for Approval
- Approve a Contract
- Complete a Contract
- Cancel a Contract
- Reinstate a Cancelled Contract
- Unapprove a Contract

Submit a Contract for Approval

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–49 Contract Header Window



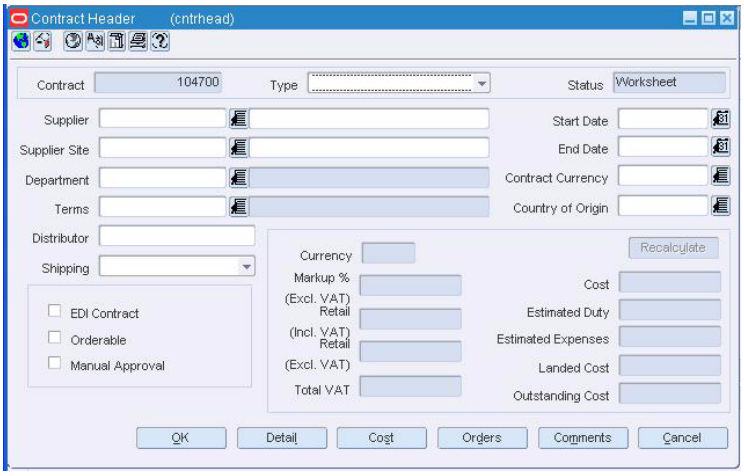
1. From the Options menu, select Submit.
2. When prompted to submit the contract, click **Yes**. The status of the contract is changed to Submitted.
3. Click **OK** to save your changes and close the window.

Approve a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–50 Contract Header Window



1. From the Options menu, select Approve.

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

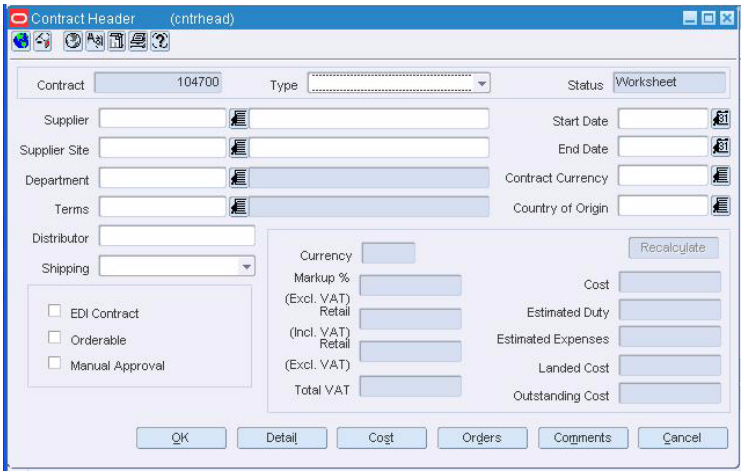
2. When prompted to approve the contract, click **Yes**. The status of the contract is changed to Approved.
3. Click **OK** to save your changes and close the window.

Complete a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–51 Contract Header Window



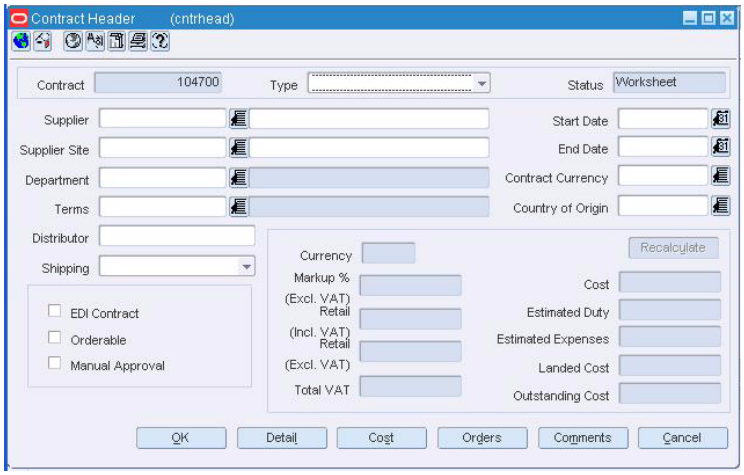
1. From the Options menu, select Complete.
2. When prompted to complete the contract, click **Yes**. The status of the contract is changed to Complete.
3. Click **OK** to save your changes and close the window.

Cancel a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–52 Contract Header Window



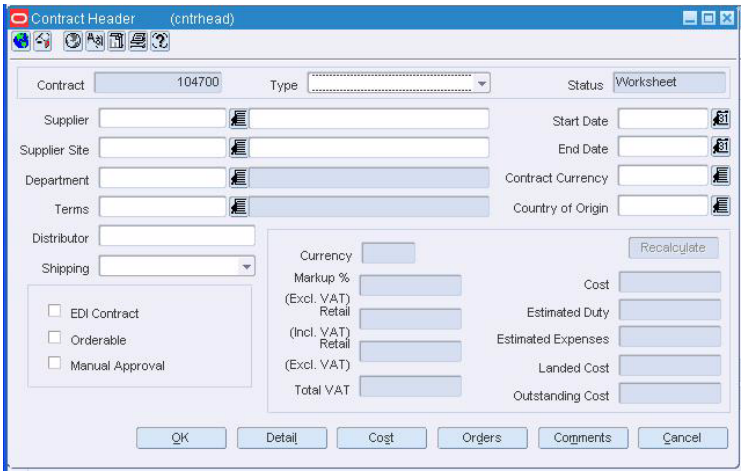
1. From the Options menu, select Cancel.
2. When prompted to cancel the contract, click **Yes**. The status of the contract is changed to Cancelled.
3. Click **OK** to save your changes and close the window.

Reinstate a Cancelled Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–53 Contract Header Window



1. From the Options menu, select Reinstate.
2. When prompted to reinstate the contract, click **Yes**. The status of the contract is changed to Worksheet.

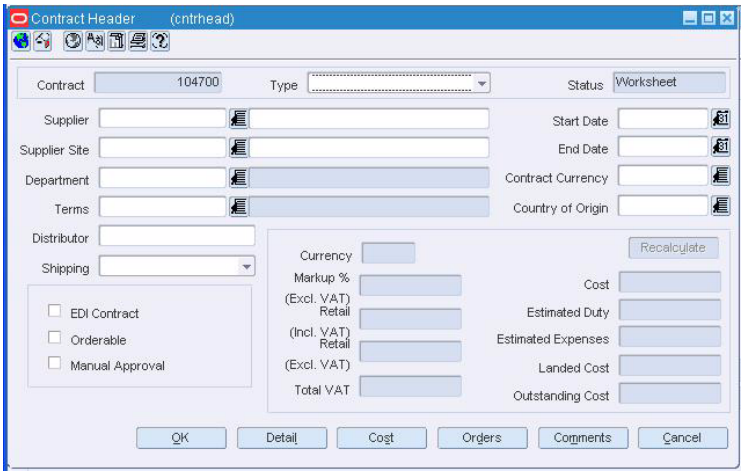
3. Click **OK** to save your changes and close the window.

Unapprove a Contract

Navigate: From the main menu, select Ordering > Contracts. The Contract Search window opens.

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

Figure 8–54 Contract Header Window



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

9

Complex Deals

Create Deals

Deals management allows you to create and maintain deals with partners or suppliers. Deal partners can be suppliers, wholesalers, distributors, and manufactures. Within a deal, you create deal components, specify the items for each deal component, and define thresholds.

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

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

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

Types of Deals

Off-Invoice Deals

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

Bill Back Deals

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

Types of special bill backs:

- **Rebates**: Deals are created when your organization receives money back from the supplier after you achieve a certain performance. Rebate deals can be based on:
  - Sales
  - Purchase Order (at receipt or PO approval time)

- **Vendor Funded Promotions**: Deals are calculated on promotions through RPM and allow you to invoice your supplier or partner a certain percentage they contributed. Vendor Funded Promotion income is based on a vendor supplied contribution percentage. This percentage is added in RPM and indicates how much the vendor will contribute towards the promotion. Vendor Funded Promotions do not allow the user to enter budgeted for forecasted values.
- **Vendor Funded Markdowns**: Deals are calculated on the retail markdown taken multiplied by the SOH.

Fixed Deals

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

Bracket Deals

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

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

Approval Logic

When the deal is set up, it can then be approved in RMS. This is not required to attach it to a promotion in RPM, but without approving the deal, then no income will be generated for the deal.

Once the deal is created, RPM will allow the user to pull in the financial deal information and supplier, as well as attach the deal and deal component to a promotion and promotion component. The user in RPM will attach a contribution percentage to the supplier.

The items and locations the user can add to the promotion will be limited by those added to the deal.

After the user has added the item, locations, and discount to the promotion and defined the contribution percentage, then the promotion can be submitted and approved.

Income Calculation

Income is calculated on the promotional markdown taken, multiplied by the vendor's contribution percentage. Each promotional record is processed individually when sales are processed by RMS and added into the deals income tables.

Income will be assigned to the period where it is realized, except if that period is closed. Income will be displayed in the deals income screen after the week, month, or quarter has been closed.

- Create a Deal

- Create a Fixed Deal
- Create a PO-Specific Deal
- Add Primary and Secondary Bracket Values
- Delete a Deal
- Delete Primary and Secondary Bracket Values
- Maintain a Fixed Deal
- Edit Bracket Costs for Worksheet Items
- Edit Proof of Performance Definition
- Edit Proof of Performance Fulfillment Information
- Edit a Deal Component
- Edit an Item/Location
- Maintain the Thresholds of a Deal
- View a Deal
- View a Fixed Deal
- View Deals for an Item on a Purchase Order
- View Proof of Performance Definitions
- View Proof of Performance Fulfillment Information
- View Transaction Level Discounts for a Purchase Order

Add Deal Item/Location Window [dealmain]

The Add Deal Item/Location window allows you to select the items to which the deal components apply. You can also specify specific locations for the items. Items and items at specific locations can also be excluded from deal component.

- Create a Deal
- Maintain the Item/Locations of a Deal

Deal Maintenance Window [dealmain]

The Deal Maintenance window allows you to create, edit, and view deals with deal partners for items or items at specific locations. You can also create deals for items on a specific purchase order.

Items in a deal can exist at the department, class, or subclass level. Each item can also use up to four diffs to differentiate that item from a related higher level item. Deals can be created for any item that is at, or above, the transaction level.

The EDI Deal Upload process can be used to create off invoice deals via a batch upload. Deals that are entered into RMS via the EDI batch upload must be manually approved before they can be used. Bill back deals must be manually entered.

Off invoice deals are applied when purchase orders with the items on a deal are approved. If a manual cost is entered for the item on the purchase order, deals are not applied to the item unless you request an override of manual costs. Deals that cause the unit cost of an item to be below zero are not applied.

All purchases-based bill back deals will generate income on the net cost of the purchase order, after the off invoice deals have been applied.

Multi-Channel

In a multi-channel environment, you can set up a deal at the physical warehouse level. The application of the deals is done at the virtual warehouse level, since that is the level where purchase orders are created.

Proof of Performance

The Proof of Performance window can be accessed from Options > Proof of Performance Terms > Deal, Deal Component, or Deal Component/Item Loc. Each of the three screens displays similar information regarding the proof of performance terms for the selected Deal ID. The Component/Item Loc menu option displays the additional fields: Merchandise Level, Department, Class, Subclass, and Org. Level, and District.

Deal Maintenance Window Layout

This window is divided into several tabs and sections where you enter or view information about each deal.

Deal Foundation Area

Deal Head Tab On the Deal Head tab, you enter the foundation information for the deal. You select the deal partner and the type of deal. You also enter when the deal starts and ends. For PO-specific deals, this information is filled in automatically.

The status of a deal changes as it passes through an approval process. Depending on your user role, you can change the status of a deal. The status can be Worksheet, Submitted, Approved, Rejected, or Closed. A deal is not effective until it is approved.

Bill Back Tab On the Bill Back tab, you enter the bill back information for the deal. You select how often to bill the supplier, and how the amount you receive is calculated.

Financials Tab On the Financials tab, you review and update the financial information for the deal. You can also indicate if deal income should be included in the stock ledger and if VAT should be included in the deal calculations.

The component type description can be added for deal component information as well as a defaulting contribution percentage. This contribution percentage will only be used as the default when the deal is attached to RPM and never be updated by RPM. This allows the user to add all relevant Vendor Funded Promotion information to the deal and yet allows for the flexibility to define it at a promotion component level.

Note: RMS is the custodian of the invoicing logic and will drive the invoicing functionality.

Audit Tab The Audit tab automatically tracks who creates, approves, rejects, and closes the deal. It also tracks the dates when these actions are completed.

Comments Tab On the Comments tab, you can enter comments relating to the deal.

Deal Component Area

Deal Components Tab On the Deal Components tab, you enter deal component information. Deal components are discounts or rebates included in the deal. When you enter deal component information, you determine the billing type, the collection dates, how the deal component is calculated, and the value of the discount or rebate from the deal partner. You can create multiple deal components in a single deal. You can also specify that a deal component is a transaction level discount that applies to entire purchase orders rather than individual items.

Deal Detail Area

Item/Location Tab On the Item/Location tab, you select the items to which the deal components are applied. You can also specify specific locations for the items. Items and items at specific locations can also be excluded from deal component.

The item/location information is set up per component. This information is shared with RPM and the promotion setup is restricted in RPM based on the information that is pulled in from the component detail if a Vendor Funded Promotional deal is attached to a promotion.

Thresholds Tab On the Thresholds tab, you specify how much must be purchased or sold in order to receive a discount or rebate. You also indicate the value of the discount or rebate.

Revisions Tab The Revisions tab tracks changes to the threshold limits, why the changes were made and when the changes are active for the deal.

- Create a Deal
- Add Bill Back Information to a Deal
- Add Financial Information to a Deal
- Add Deal Components
- Add Item/Locations to the Deal
- Create a PO-Specific Deal
- Maintain the Components of a Deal
- Maintain the Item/Locations of a Deal
- Maintain the Thresholds of a Deal
- Delete a Deal
- Submit a Deal
- Approve a Deal
- Reject a Deal
- Close a Deal
- View a Deal

View a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal in View mode. The Deal Maintenance window opens.

1. Select any of the enabled tabs to view additional information about a deal.
2. Click **Close** to close the window.

View Deal Information for an Item

Navigate: From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

1. Highlight the line you wish to view deal information for.
2. Click **Deal Info**. The Deal Find window opens.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Deal Find window displays the deals that match the search criteria.
5. Click **OK** to close the window.

View Expected Deal Income

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a promotional deal in View mode. The Deal Maintenance window opens.

1. Click **Deal Income**. The Deal Performance window opens.
2. To view the deal income by component, select the Component tab.
3. To view the deal income for the aggregate of the components, select the Summary tab.
4. To view the a summary of the deal information, select the Deal Info tab.
5. Click **Close** to close the window.

View a Deal Pass Through window

Navigate: From the main menu, select Ordering > Deal Pass Through > View. The Deal Pass Through window opens.

1. Enter a department, or click the LOV button and select the department.
2. Enter a supplier, or click the LOV button and select the supplier.
3. Enter a warehouse, or click the LOV button and select the warehouse.
4. Select an Organization Level.
5. Enter an appropriate item in the field, or click the LOV button and select the appropriate item.
6. Click **Search**. The items matching your criteria will populate the table.
7. Select an item from the table.
8. Click **OK**.

View Proof of Performance Definitions

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal. The Deal Maintenance window opens.

OR

From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window opens.

In the Supplier field, enter the ID of the supplier for which you want to edit a deal, or click the LOV button and select the supplier.

To further restrict your search for a supplier, enter search criteria in the Promotion No or Collect Dates field.

Click **Search**.

1. From the Options menu, select Proof of Performance Terms.
2. From the Proof of Performance Terms menu, select Deal, Deal Component, or Deal Component/Item Loc. The Proof of Performance Terms Definition window opens.

> **Note:** If proof of performance information was created, but is not displayed at the deal level selected, you may have created the definition at a different deal level.

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

View Proof of Performance Fulfillment Information

Navigate: From the Main menu, select Ordering > Proof of Performance Fulfillment> View. The POP Terms Fulfillment window opens.

1. Select the level at which you want to search for proof of performance definitions. Options are: Deal, Deal Detail/Component, Deal Item/Location, Item, or Location.
2. Enter additional search criteria in the enabled fields.
3. Click **Search** to display deals with proof of performance definitions that match your criteria.
4. Select the definition that you would like to view.
5. If there is existing fulfillment information for that definition, it will be displayed in the Proof of Performance Fulfillment table.
6. Click **OK** to close the window.

View a Fixed Deal

Navigate: From the main menu, select Ordering > Fixed Deals > View. The Fixed Deals window opens.

1. Enter the ID of the supplier, or click the LOV button and select the supplier.
2. To further restrict your search for a supplier, enter search criteria in the Collect Dates fields.
3. Click **Search**.

4. Click **VAT** to view associated VAT information for the deal. The Value Added Tax window opens.
5. Click **Merchandise** to view associated item/location information for the deal. The Fixed Merchandise window opens.
6. Click **Promotions** to view associated promotion information for the deal. The Deal Promotions window opens.
7. Click **OK** to close the windows.

View Fixed Deal Transaction Data

Note: If the Financials installed, your view may differ than what is shown in the procedure.

Navigate: From the main menu, select Ordering > Fixed Deals > Fixed Deal Transaction Data View. The Fixed Deal Transaction Data window opens.

Type your drop-down text here

To view information about a deal:

1. Enter search criteria to narrow the list of deals.
2. Click **Search**. The list box populates with the data that matches the search criteria.
3. Select a deal.
4. Choose one of the following:
   - Click **Drill to Finance** to open a window in the financial system.
   - Click **Detail** to open the Fixed Deal Transaction Detail window.
5. Click **Refresh** to start another search process.
6. Click Close to exit the Fixed Deal Transaction Data window.

View Deals for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

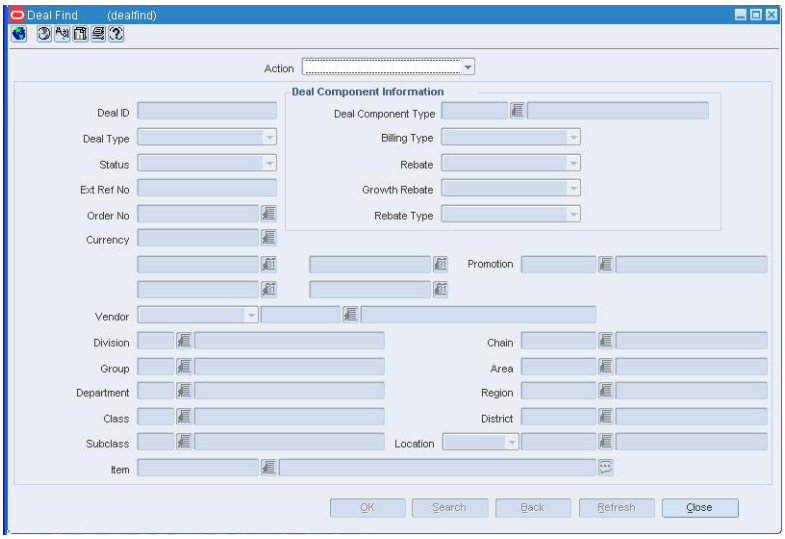
Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

1. Click Items. The PO Item Maintenance window opens.
2. Click **Locations**.
3. From the Options menu, select Discount Detail. The PO Item Level Deals window opens.
4. Click **OK** to close the window.

Create a Deal

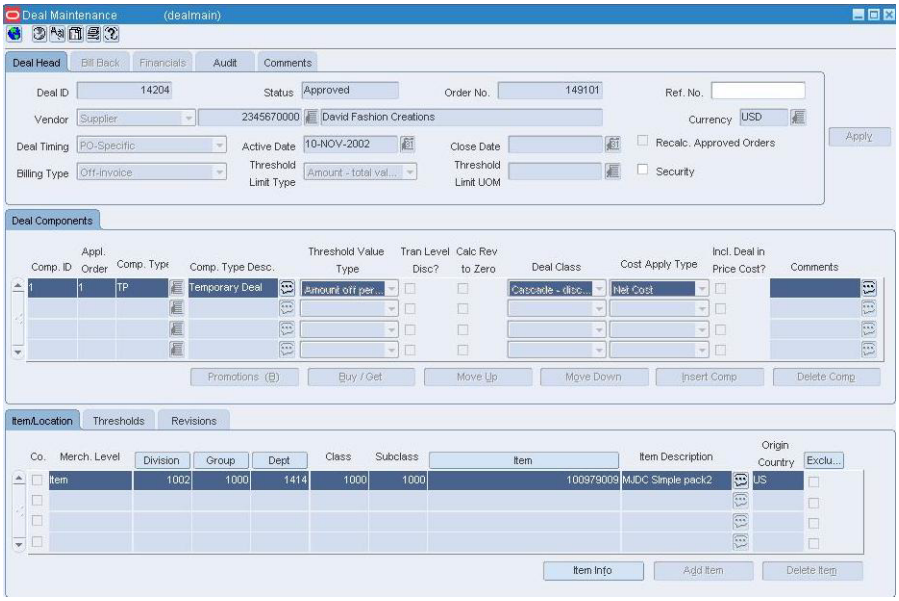
Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Figure 9–1 Deal Find Window



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

Figure 9–2 Deal Maintenance Window



3. In the Vendor field, select the type of deal vendor.
4. Enter the ID of the deal vendor, or click the LOV button and select the deal vendor.
5. In the Deal Timing field, select the type of deal:
   - Annual: A yearlong deal you have with a deal partner. Only one annual deal can be applied to an item at a time. You close the deal manually when it expires, or the deal is closed automatically when you create another annual deal with the deal partner. Only an Off Invoice deal can be annual.
   - Promotional: A deal that is generally shorter than an annual deal. Multiple promotional deals can be applied to an item at the same time. The deal closes

automatically on the specified end date. Bill Back, Vendor Funded Promotion, Vendor Funded Markdown and off invoice can all be promotional deals.

6. In the Active Date field, enter the date on which the deal becomes active, or click the calendar button and select the date.
7. In the Close Date field, enter the date on which the deal ends, or click the calendar button and select the date.

   Note: This field is not required for annual deals.

8. In the Billing Type field, select how monies from the deal are received:

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

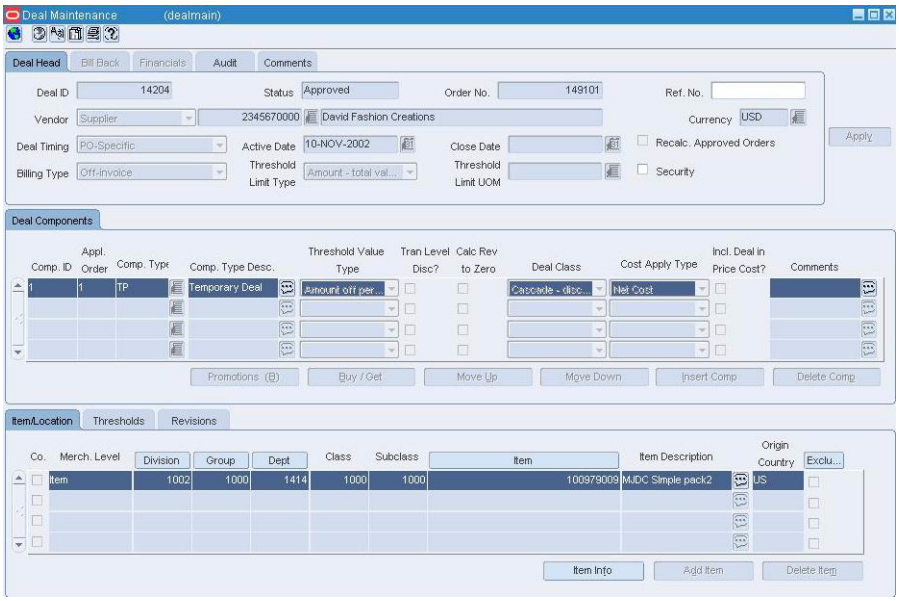
   - Off-Invoice: The deal is reflected as an amount decremented from the cost on the invoice.
   - Bill Back: The deal income amount is invoiced to the supplier after the goods are purchased. A special type of a bill back is a rebate, which can be calculated on sales, purchase orders or receipts.
   - Vendor Funded Promotion: A promotion sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded promotional deals can be applied to an item at the same time.
   - Vendor Funded Markdown: A markdown sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded markdown deals can be applied to an item at the same time.
9. In the Threshold Limit Type field, select how the threshold is defined.
10. Enter optional information as necessary.
11. If the deal has a Billing Type of Bill Back, Vendor Funded Promotion, or Vendor Funded Markdown, add the bill back information to the deal.
12. Click **Apply**.
13. Add deal components.
14. Add item/locations to a deal.
15. Add proof of performance definitions as necessary.

Delete a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–3 Deal Maintenance Window

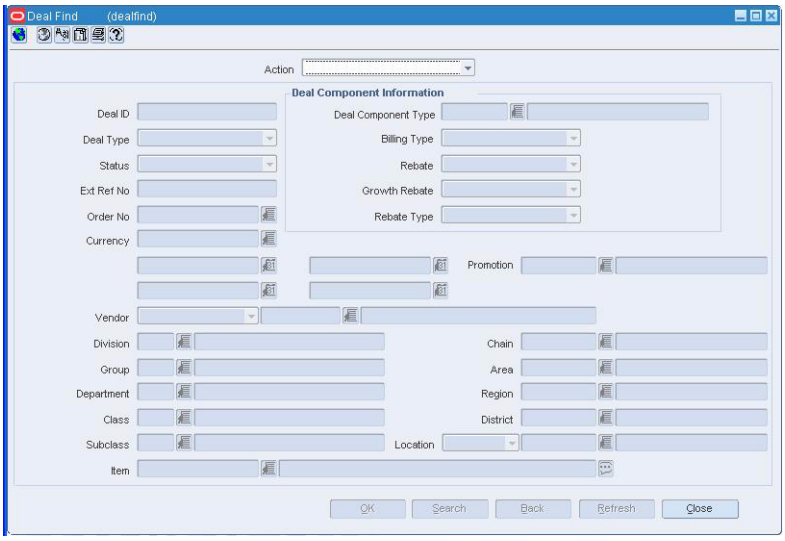


1. Click **Delete Deal**.
2. When prompted to delete the record, click **Yes**.

Search for a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

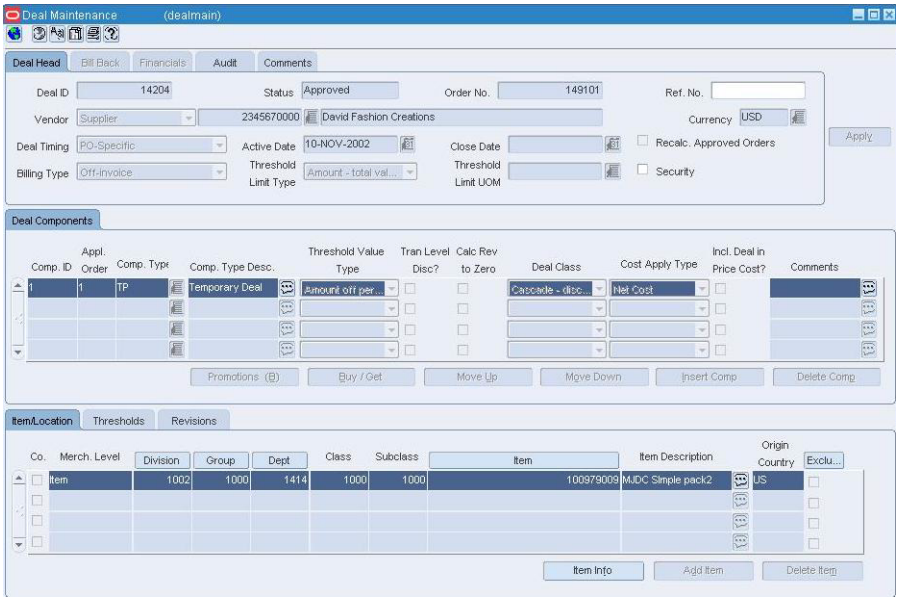
Figure 9–4 Deal Find Window



1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Deal Find window displays the deals that match the search criteria.

4. Select a task:
   - To perform another search, click Refresh or Back.
   - To display the deal information, select a record and click OK. The Deal Maintenance window opens.

Figure 9–5 Deal Maintenance Window



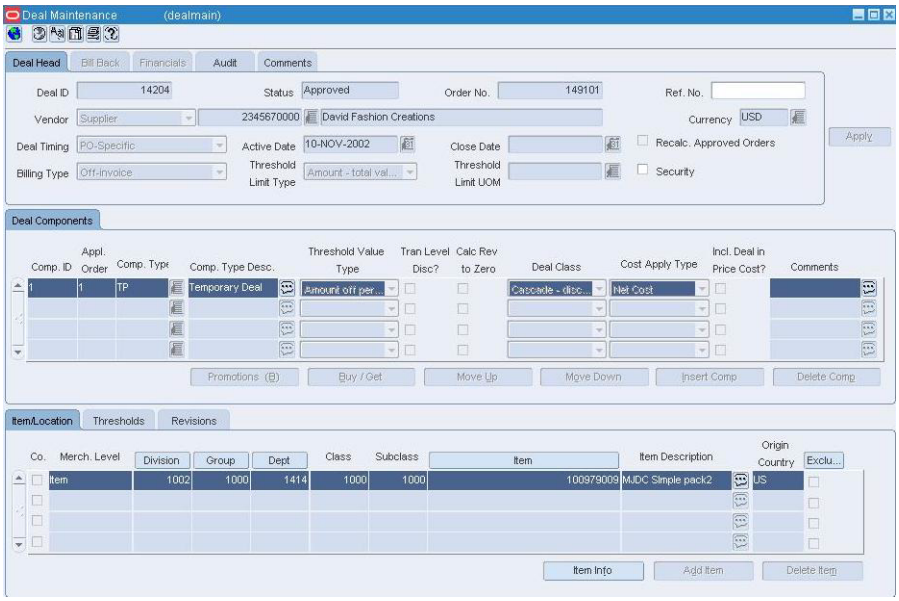
5. Click **Close** to close the window.

Add Deal Components

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–6 Deal Maintenance Window



1. On the Deal Components Tab, click **Insert Comp**. The table is enabled.
2. In the Comp. field, enter the ID of the deal component, or click the LOV button and select the deal component.
3. In the Cost Apply Type field, select how the deal component is used to calculate future costs:

   Note: The value in this field is defaulted based on the type of deal you selected, but can be changed.

   - Net cost: Base cost of the item less off-invoice discounts.
   - Net net cost: Net cost of the item less bill-back amounts.
   - Dead net cost: Net net cost of the item less rebate amounts.
4. For an off-invoice deal, in the Deal Class field, select how the components are calculated in relation to each other.

   Note: For a Bill Back, Vendor Funded Promotion, and Vendor Funded Markdown this field will default to Cascade and cannot be changed.

   - Cumulative: The values of the deal components are added together and then applied to the total purchase amount to determine the discount or rebate.
   - Cascade: Each value of the deal components is applied to the total purchase amount minus the value of the previous deal component.
   - Exclusive: Exclusive deal components supercede any other deal components, and only one exclusive deal component can be applied to an item at any time. Exclusive deals at the highest level in the item hierarchy are applied instead.

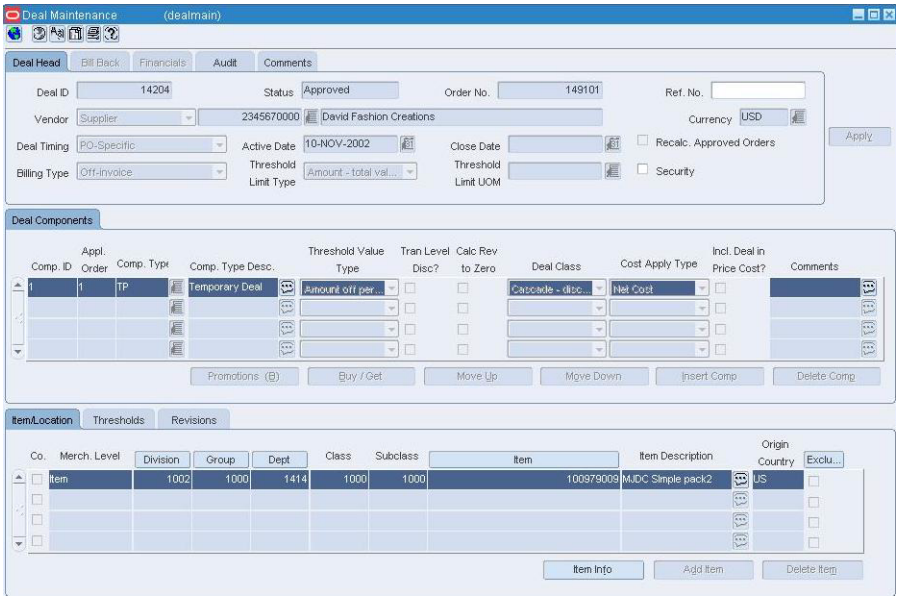
5. In the Threshold Value field, select the what you get when the threshold is reached. If you selected Buy/Get Free or Disc Items, the Buy/Get Item/Location Threshold Information window opens.
   a. Enter the appropriate information in each of the fields as appropriate.
   b. After you complete both windows, click **Finish**.
6. On the Thresholds tab, click **Add Thresh**.
   a. Enter the limits and value of the threshold.
   b. Select the Target Lvl Ind of the threshold that your organization plans to meet.
7. Add item/locations to a deal.

Maintain the Components of a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–7 Deal Maintenance Window



Note: You can edit the Ref No, Comp Type, Comments, and Close Date fields when the status is Worksheet, Submitted, or Approved because these fields do not affect the calculation of the deal.

Note: The existence of a promotion on the Deal Maintenance window is not enough to guarantee that income will be generated. It could be that the promotion in RPM is not in an approved status. This window will only give an indication of all promotions and contribution percentages that the buyer thought would be assigned to the deal when the buyer approved the promotion.

Edit a Deal Component

Edit the enabled fields as necessary.

Change the Application Order of a Deal Component

1. Select the deal component.
2. Click **Move Up** or **Move Down** to reorder the components.
3. Click **Close** to close the window. You are prompted to save your changes.
4. Click **Yes**.

> **Note:** The application order of a Bill Back deal does not generate different income. Each component will individually be compared against the respective turnover the deal has been set up for.

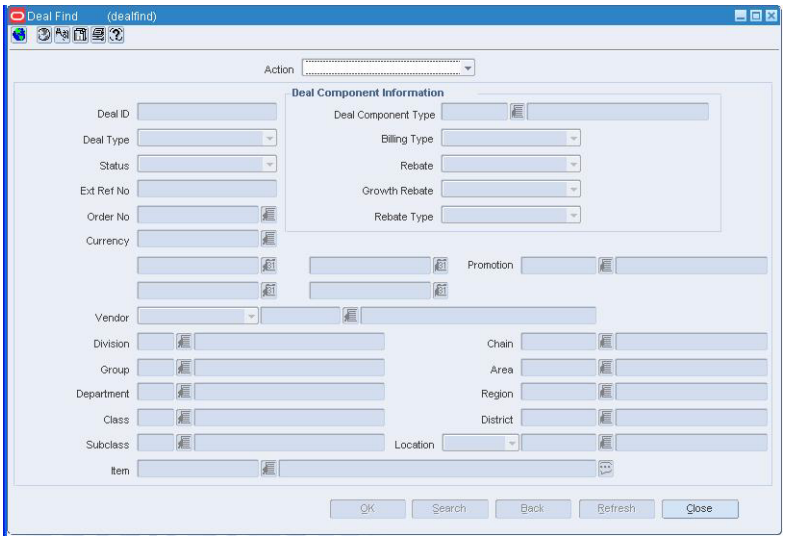
Delete a Deal Component

1. Select a deal component.
2. Click **Delete Comp**. You are prompted to delete the deal component.
3. Click **Yes**.
4. Click **Close** to close the window. You are prompted to save your changes.
5. Click **Yes**.

Add Bill Back Information to a Deal

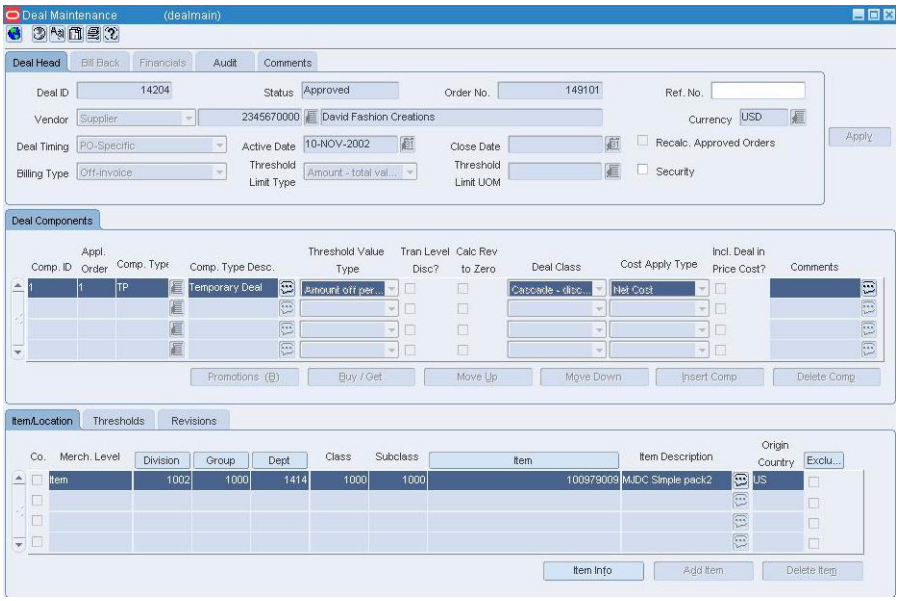
Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Figure 9–8 Deal Find Window



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

Figure 9–9 Deal Maintenance Window



3. In the Vendor field, select the type of deal vendor.
4. Enter the ID of the deal vendor, or click the LOV button and select the deal vendor.
5. In the Deal Timing field, select Promotional.
   - Promotional: A deal that is generally shorter than an annual deal. Multiple promotional deals can be applied to an item at the same time. The deal closes automatically on the specified end date. Bill Back, Vendor Funded Promotion, Vendor Funded Markdown and off invoice can all be promotional deals.
6. In the Active Date field, enter the date on which the deal becomes active, or click the calendar button and select the date.
7. In the Close Date field, enter the date on which the deal ends, or click the calendar button and select the date.
8. In the Billing Type field, select how the bill back monies from the deal are received.
   - Bill Back: The deal income amount is invoiced to the supplier after the goods are purchased.
   - Bill Back Rebate: A special type of a bill back is a rebate, which can be calculated on sales, purchase orders or receipts.
9. In the Threshold Limit Type field, select how the threshold is defined.
10. Enter optional information as necessary.
11. Click **Apply**.
12. Click the **Bill Back** tab.
13. Select the Deal Reporting Level.
14. Enter the Rebates information as necessary.
15. Click **Apply**.
16. Add deal components.
17. Add item/locations to a deal.

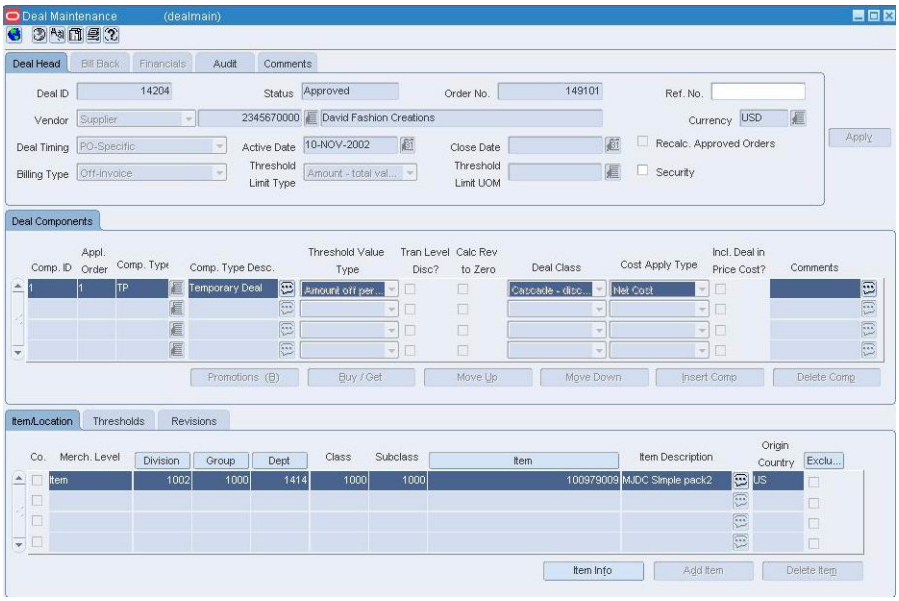
18. Add proof of performance definitions as necessary.

Maintain the Item/Locations of a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal in Edit mode. Restrict the search to deals with any status but Closed. The Deal Maintenance window opens.

Figure 9–10 Deal Maintenance Window



If the deal is not in worksheet status, from the Options menu, select Worksheet. The Status field changes to Worksheet.

> **Note:** You can edit the Ref No, Comp Type, Comments, and Close Date fields when the status is Worksheet, Submitted, or Approved because these fields do not affect the calculation of the deal.

Edit an Item/Location

> **Note:** Only items at the transaction level or above can be added to deals.

1. Select the deal component to which you want to add the item/location.
2. Click **Add**. The Add Deal Item/Location window opens.
3. Select or enter the merchandise and organizational level parameters.
4. Click **OK** to save your changes and close the window.
5. Click **Close** to exit. You are prompted to save the changes.
6. Click **Yes**.

Delete an Item/Location

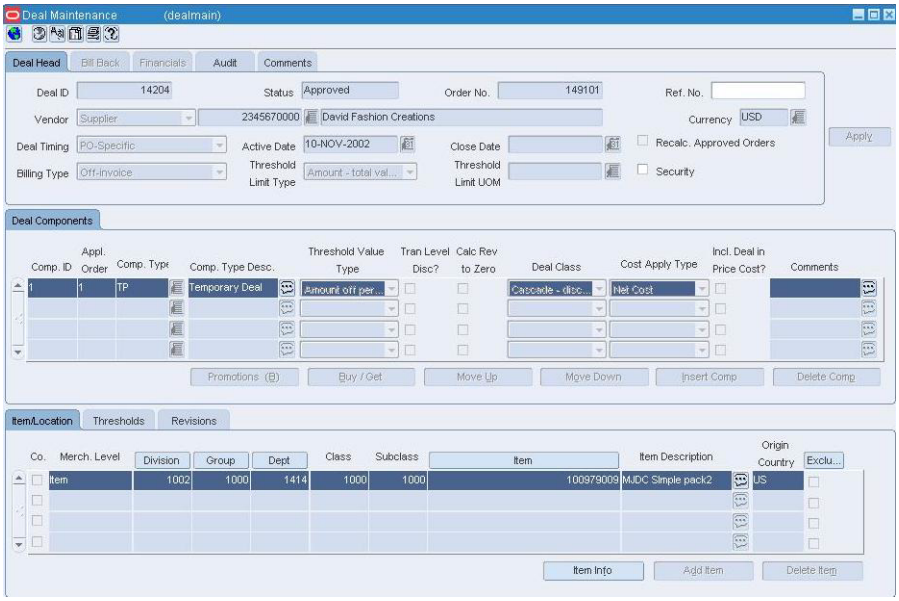
1. Select the deal component from which you want to delete the item/location.
2. On the Item/Location tab, select the item/location record.
3. Click **Delete Item/Loc**. You are prompted to delete the item/location record.
4. Click **Yes**.
5. Click **Close** to exit. You are prompted to save the changes.
6. Click **Yes**.

Maintain the Thresholds of a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal in Edit mode. Restrict the search to deals with any status but Closed. The Deal Maintenance window opens.

Figure 9–11 Deal Maintenance Window



1. For an inactive, off invoice deal, if the deal is not in Worksheet status, select Worksheet from the Option menu. The Status field changes to Worksheet.
2. Edit the enabled fields as necessary. If the deal is a bill back deal, an audit trail is created.

Note: Because they do not affect the calculation of the deal, you may edit the Ref No, Comp Type, Comments, and Close Date fields when the status is Worksheet, Submitted, or Approved. For Bill Back deals changing the close date will affect the forecasted and budgeted income values if the deal is pro-rated. Additional periods will be created for 0 turnover.

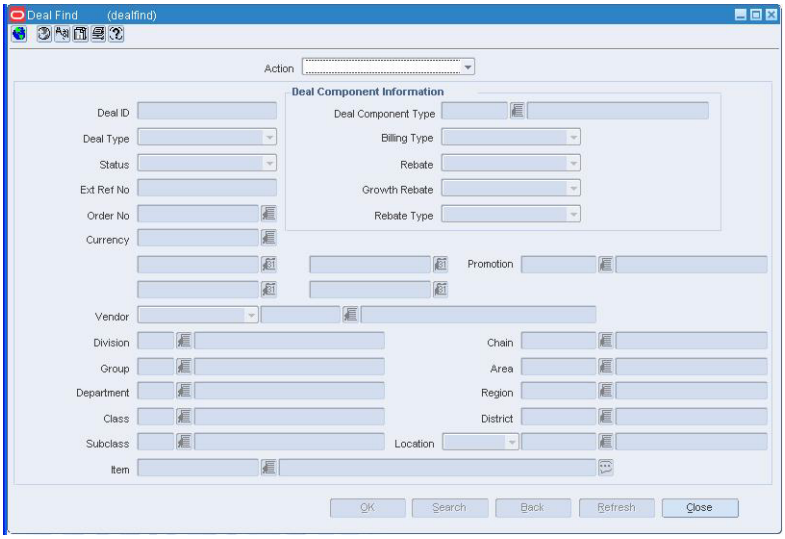
Delete a Threshold From a Deal Component with a Threshold Value Type of Amt, Pct, or Fixed Amt

1. Select the deal component from which you want to delete a threshold.
2. Click on the **Thresholds** tab.
3. Click **Delete Thresh**. You are prompted to delete the threshold.
4. Click **Yes**.

Add Financial Information to a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Figure 9–12 Deal Find Window



1. Create a promotional deal.
2. Select the **Financials** tab.
3. Values in the fields are based on the data you have entered on the Deal Head and Bill Back tabs. Update the enabled fields as necessary.
   - **Billing Vendor:** The vendor who is charged for the bill back. If the Bill Back Vendor is different than the deal supplier, select the vendor type. In the next field, enter the vendor ID, or click the LOV button and select a vendor.
   - **Bill Back Period:** The frequency that the vendor is charged for the bill back. Select when to charge the vendor.
   - **Est Next Invoice Date:** The estimated date the next invoice is going to be sent to the vendor. Enter the correct date or click the calendar button and select the correct date. The effective date of raising the invoice will depend on when the financial month is closed.
   - **Last Invoice Date:** The date of the period the last invoice was raised for.
   - **Bill Back Method:** The type of invoice that is created for the supplier. Select the appropriate option.

- **Deal Income Calculation:** The basis for calculating the amount earned from the deal. Actual will only generate income on real turnover. Pro-rated calculates income based on forecasts and actual turnover and distributing this income over all open periods.
- **Invoice Processing Logic:** The method used to create invoices. Invoices are created automatically, manually, or not at all depending on the option selected.
- **Include Deal Income in Stock Ledger:** Select the check box to indicate that deal income accrual should be written to the stock ledger.
- **Include VAT in Deal:** Select the check box to indicate that VAT should be included in the invoice information.

4. Click **Save** to save any changes.

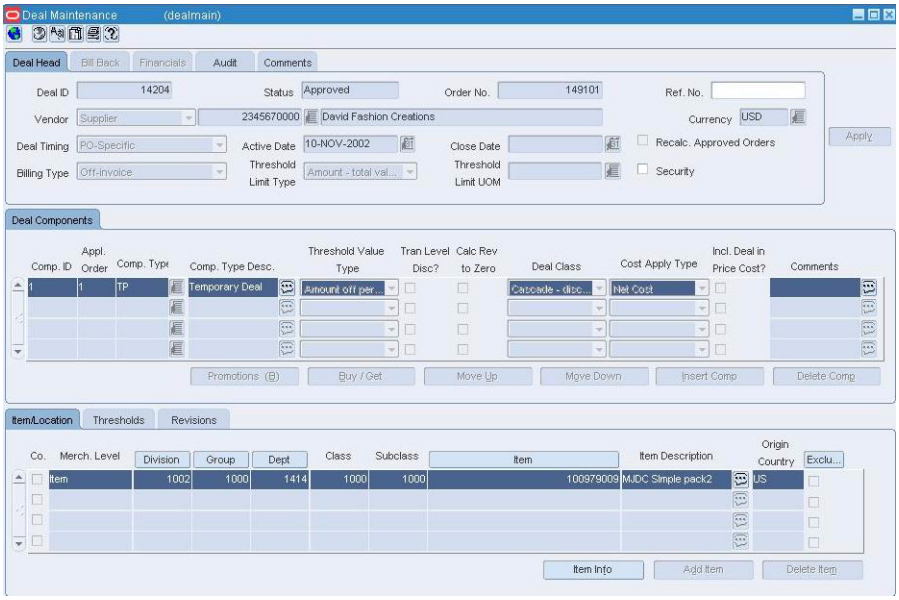
Add Item/Locations to the Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal in Edit mode. Restrict the search to deals with any status but Closed. The Deal Maintenance window opens.

On the Item/Location tab, click **Add**. The Add Deal Item/Location window opens.

Figure 9–13 Add Deal Item/Location Window



1. In the Item area:
   a. In the Merch. Level field, select the merchandise level that the deal applies to.
   b. In the appropriate fields, enter the IDs or click the LOV to choose an ID.
2. In the Location area:
   a. In the Org. Level field, select the organization level that the deal applies to.
   b. In the appropriate fields, enter the IDs or click the LOV to choose an ID.

3. In the Country of Sourcing field, select the country the goods originate from for this deal.
4. Select the Exclude item/loc from deal? check box to indicate that the item/locations identified are excluded from the deal.

> **Note:** You can only exclude item/locations after item/locations have been added

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

> **Note:** For transaction level discounts, you do not specify any merchandise or organizational level.

Add Proof of Performance Definitions

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal. The Deal Maintenance window opens.

From the Options menu, select Proof of Performance Terms.

From the Proof of Performance Terms menu, select Deal, Deal Component, or Deal Component/Item Loc. The Proof of Performance Terms Definition window opens.

OR

From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window opens.

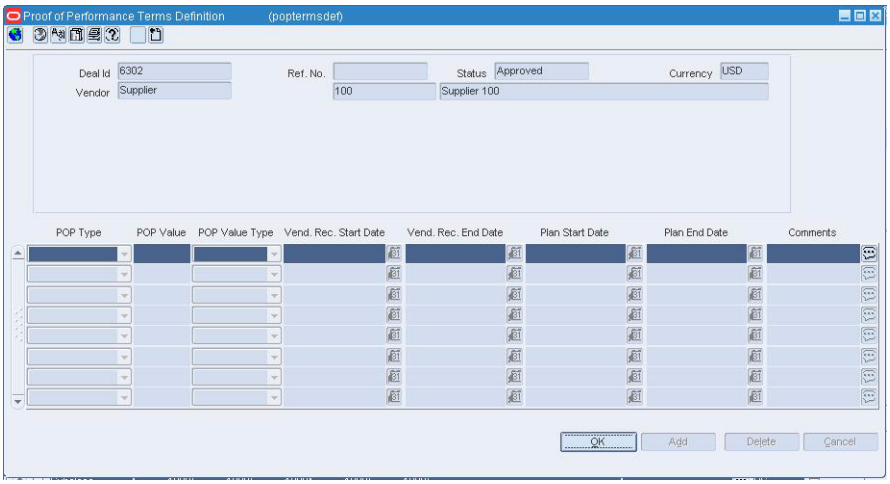
In the Supplier field, enter the ID of the supplier for which you want to edit a deal, or click the LOV button and select the supplier.

To further restrict your search for a supplier, enter search criteria in the Promotion No or Collect Dates field.

Click **Search**.

From the Options menu, select Proof of Performance Terms. The Proof of Performance Terms Definition window opens.

Figure 9–14 Proof of Performance Terms Definition Window

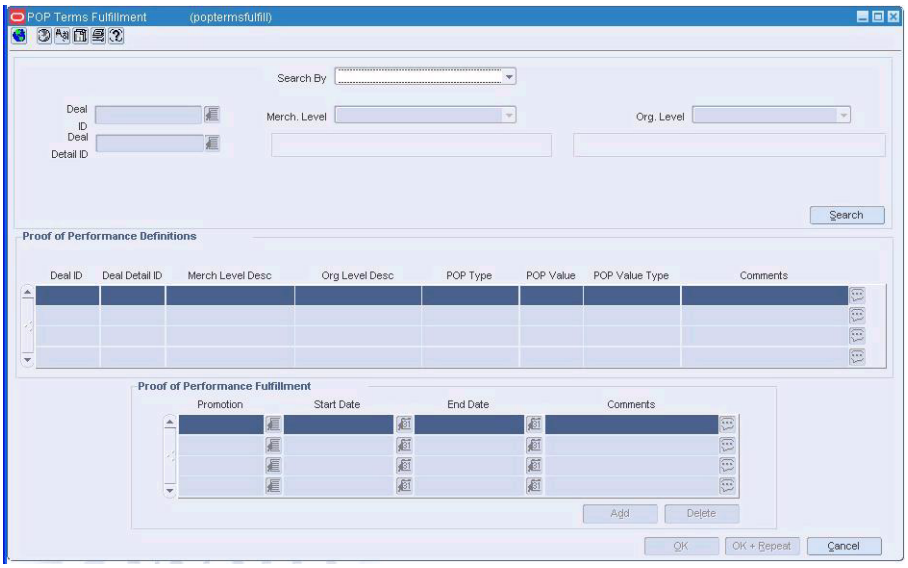


1. In the POP Type field, select what must be done to comply with the terms of the deal.
2. In the POP Value field, enter the monetary amount you receive by complying with the terms of the deal.
3. In the POP Value Type field, select the period of time that you have to comply to the terms of the deal.
4. In the Vend Rec Start Date field, enter the vendor's recommended start date, or click the LOV button and select a date.
5. In the Vend Rec End Date field, enter the vendor's recommended end date, or click the LOV button and select a date.
6. In the Plan Start Date field, enter the date you intend to start complying, or click the LOV button and select a date.
7. In the Plan End Date field, enter the date you intend to finish complying, or click the LOV button and select a date.
8. In the Comments field, enter any additional comments as necessary.
9. Click **OK** to save your changes and close the window.

Add Proof of Performance Fulfillment Information

Navigate: From the main menu, select Ordering > Proof of Performance Fulfillment> Edit. The POP Terms Fulfillment window opens.

Figure 9–15 POP Terms Fulfillment Window



1. In the Search By field, select the level at which you want to search for proof of performance definitions.
2. Enter or select the additional search criteria in the enabled fields.
3. Click **Search**. Deals that match your search criteria appear in the Proof of Performance Definitions area.
4. In the Proof of Performance Fulfillment area:
   a. In the Promotion field, enter the ID of the promotion, or click the LOV button and select a promotion.
   b. In the Start Date field, enter the start date of the promotion, or click the calendar button and select a date..
   c. In the End Date field, enter the end date of the promotion, or click the calendar button and select a date.
5. Click **OK** to save your changes and close the window.

Create a PO-Specific Deal

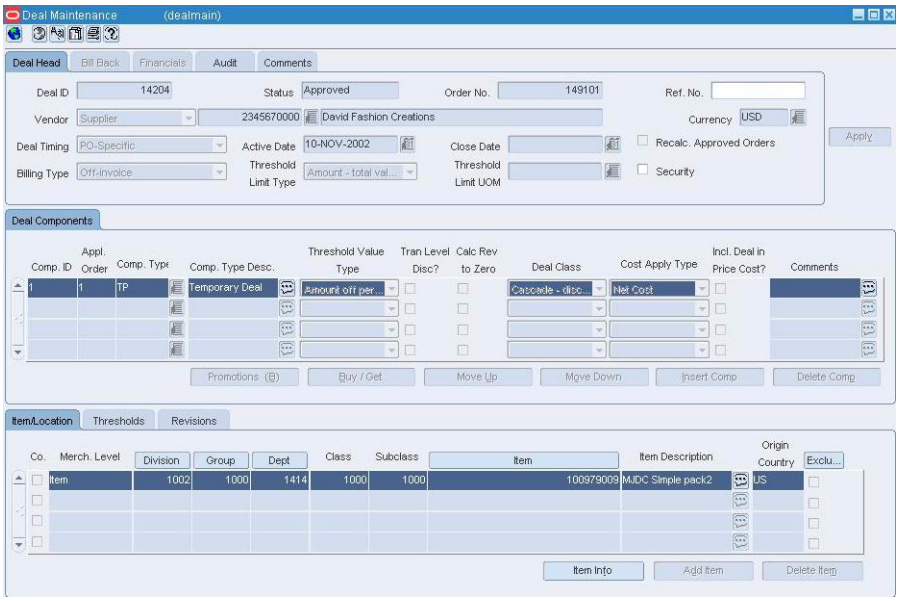
Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens.

Click **Items**. The PO Item Maintenance window opens.

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

Figure 9–16 Deal Maintenance Window



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

Deal Promotions Window [dealprom]

The Deal Promotions window allows you to associate a fixed deal with a promotions. You can attach multiple promotions to a fixed deal. The promotion is set up in the pricing system and can then be attached to the fixed deal.

- Add a Promotion to a Fixed Deal
- Maintain Promotions for a Fixed Deal
- View a Fixed Deal

Value Added Tax [fixdeal]

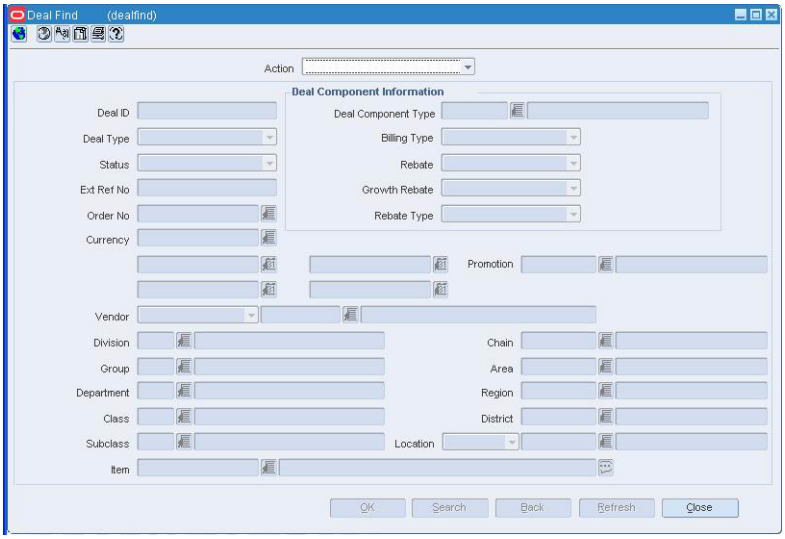
The Value Added Tax window allows you to define the VAT rates for non-merchandise items on a fixed deal.

- Create a Fixed Deal
- Maintain a Fixed Deal
- View a Fixed Deal

Define Expected Deal Income

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Figure 9–17 Deal Find Window

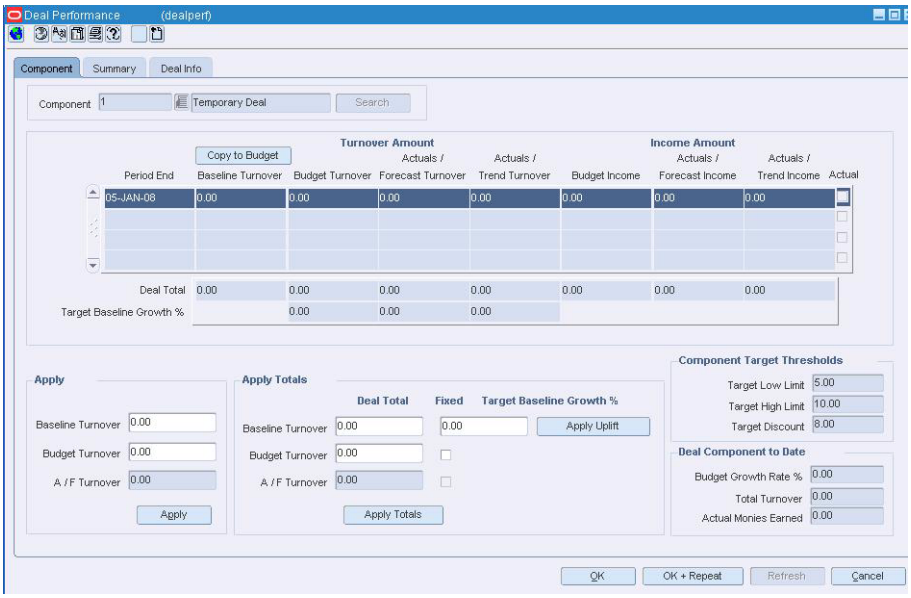


1. Create a deal.

> **Note:** You can define deal income only for bill back and rebate deals.

2. Click **Deal Income**. The Deal Performance window opens.

Figure 9–18 Deal Performance Window



Apply Total Turnover Amount to All Periods on a Deal

1. In the Apply Totals area, in the Baseline Turnover field, enter the previous year's turnover.
2. In the Apply Totals area, in the Budget Turnover field, enter the expected amount of turnover.
3. Click **Apply Totals**.

> **Note:** You can click Copy Budget at any time to apply the baseline turnover totals to the Budget Turnover field.

4. In the Target Baseline Growth % field, enter the percentage you expect the baseline to grow.
5. Click **Apply Uplift**. The Budget Turnover field is updated with the new totals.
6. When the budget turnovers are set, select the Fixed check box to the right of the Budget Turnover field.
7. Click **OK** to save any changes and close the window.

Apply Turnover Amount to Individual Periods

1. Select the period you want to update.
2. In the Apply area, in the Baseline Turnover field, enter the previous year's turnover.
3. In the Apply area, in the Budget Turnover field, enter the expected amount of turnover.
4. Click **Apply**.
5. Click **OK** to save any changes and close the window.

Deal Find Window [dealfind]

The Deal Find window allows you to enter criteria in order to search for deals and view the results of the search.

The default view for the Deal Find window opens when you open the window for the first time. You can also create a custom view.

- Search for a Deal

Deal Pass Through Window [dlpsthr]

This Deal Pass through window allows the user to set a pass-through percent value for each combination of department/supplier/warehouse/location. These values can be available to use to calculate a wholesale/franchise store's acquisition cost.

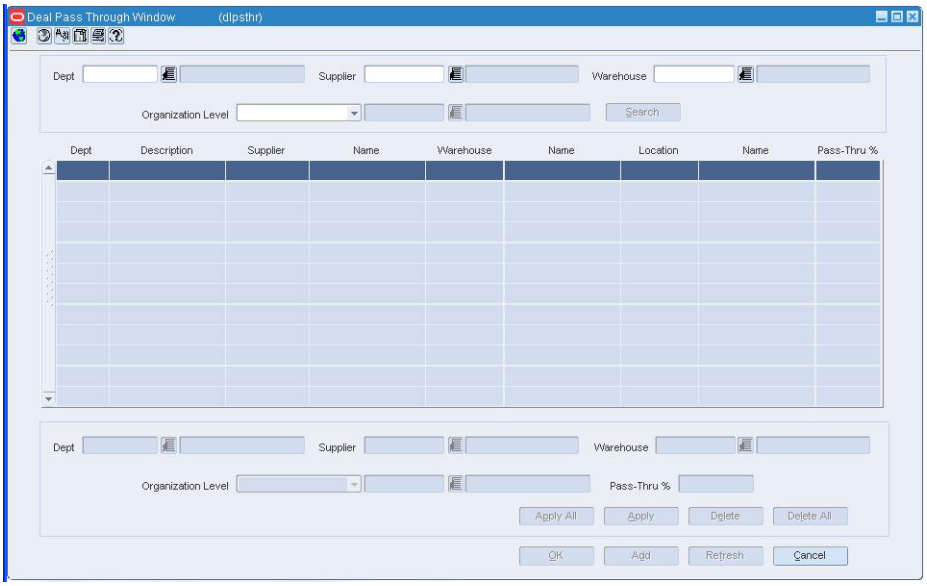
Deal passthroughs allow RMS to pass on a percentage of deal savings from one location to another. For example, if a client has a source warehouse (1000) and a WF store (2000) serviced by it, they could setup a deal passthrough of 50%. In this case if warehouse 1000 realized a deal value of $10 for an item the WF store would have $5 (.50 * $10) of the deal “passed on” to it. The system takes the base cost for the source warehouse and subtracts the savings resulting from a deal passthrough.

- Edit a Deal Pass Through
- View a Deal Pass Through window

Edit a Deal Pass Through

Navigate: From the main menu, select Ordering > Deal Pass Through > Edit. The Deal Pass Through window opens.

Figure 9–19 Deal Pass Through Window



1. Enter a department, or click the LOV button and select the department.
2. Enter a supplier, or click the LOV button and select the supplier.
3. Enter a warehouse, or click the LOV button and select the warehouse.
4. Select an Organization Level.
5. Enter an appropriate item in the field, or click the LOV button and select the appropriate item.
6. Click **Search**. The items matching your criteria will populate the table.
7. Select an item from the table.
8. Enter a department, or click the LOV button and select the department.
9. Enter a supplier, or click the LOV button and select the supplier.
10. Enter a warehouse, or click the LOV button and select the warehouse.
11. Select an Organization Level.
12. Enter the Pass-Through Percentage to pass along to the customer location.
13. Click **Apply**.
14. Click **OK**.

Deal Performance Window [dealperf]

The Deal Performance window allows you to enter forecasts for a deal, view period by period performance, and compare the actual deal performance against the actual results. The Deal Performance window is composed of three tabs:

- **Component tab:** The Component tab allows you to enter the budgeted turnover expected for the deal component. The budgeted turnover is compared against the baseline turnover. The baseline turnover is the previous year's turnover. The baseline turnover can be entered manually if no information exists for a deal component.

  As actuals are accrued, you can view the actual performance of the deal, at the component level, against the forecasted performance of the deal.

- **Summary tab:** The Summary tab allows you to view the deal performance for the deal for all components on the deal. The periods displayed on the tab depends on the bill back periods that were selected during deal set up.

- **Deal Info tab:** The Deal Info tab displays deal information, including a summary of deal performance to date.

More information can be found in these related topics:

- Define Expected Deal Income
- View Expected Deal Income

Proof of Performance Terms Definition Window [poptermsdef]

This form is used to define proof of performance terms for a given deal, deal/deal component or deal/deal component/deal item-loc combination. These terms are defined by the deal partner that offers the deal. Access this window from the Options menu on the Deal Maintenance window.

- Maintain Proof of Performance Definitions
- View Proof of Performance Definitions

Maintain Proof of Performance Definitions

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

Search for and retrieve a deal. The Deal Maintenance window opens.

OR

From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window opens.

In the Supplier field, enter the ID of the supplier for which you want to edit a deal, or click the LOV button and select the supplier.

To further restrict your search for a supplier, enter search criteria in the Promotion No or Collect Dates field.

Click **Search**.

Figure 9–20 Fixed Deals Window

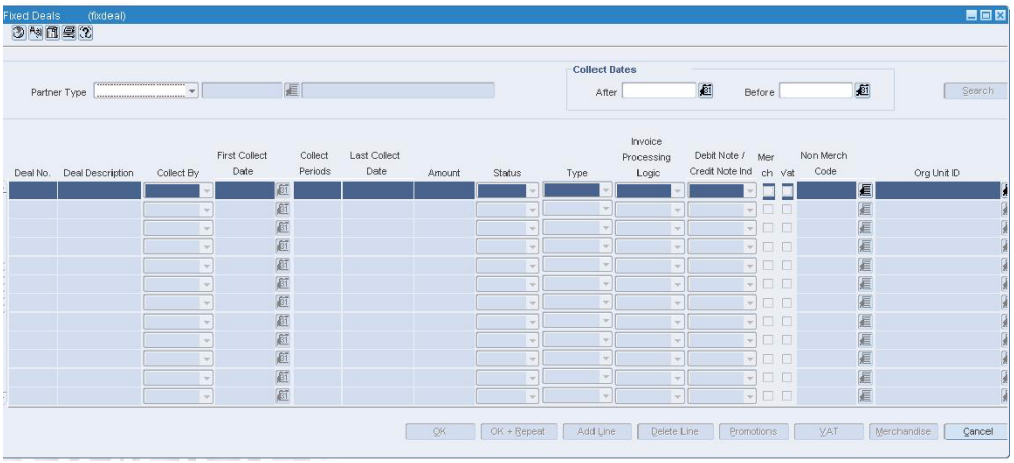
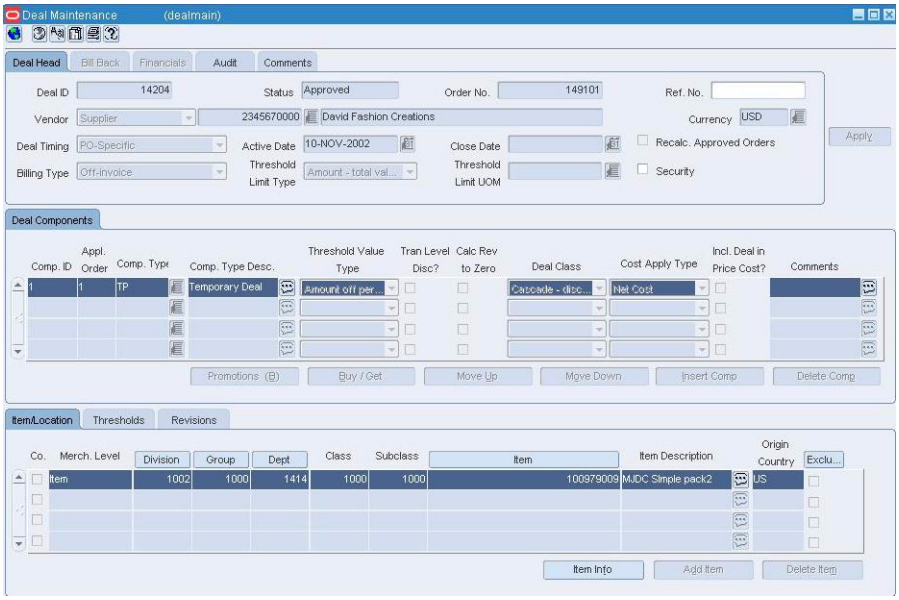
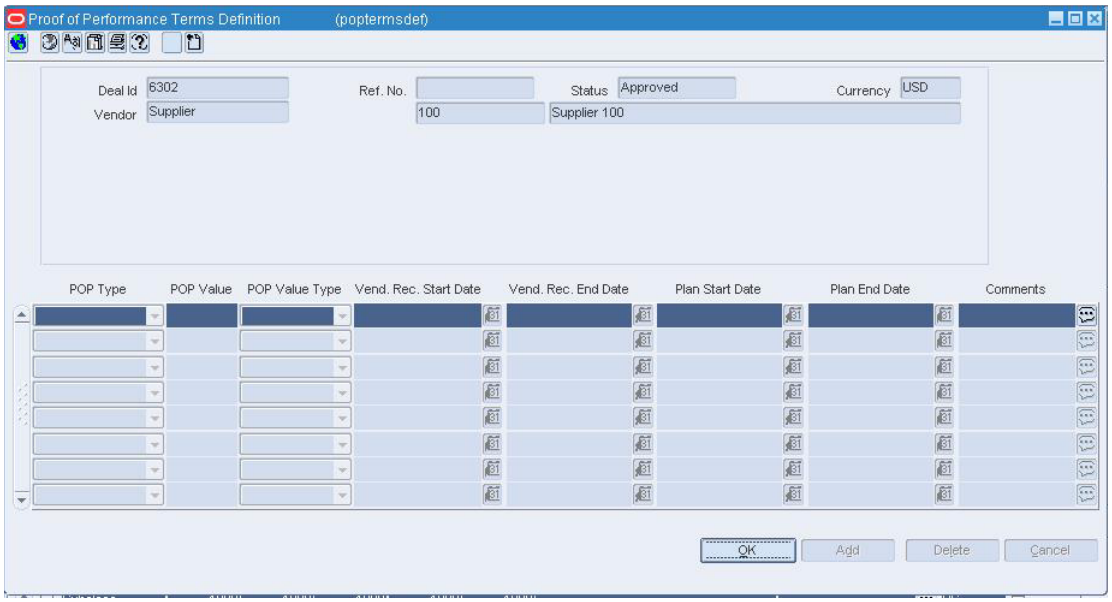


Figure 9–21 Deal Maintenance Window



1. From the Options menu, select Proof of Performance Terms.
2. From the Proof of Performance Terms menu, select Deal, Deal Component, or Deal Component/Item Loc. The Proof of Performance Terms Definition window opens.

Figure 9–22 Proof of Performance Terms Definition Window



Edit Proof of Performance Definition

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

Delete Proof of Performance Definition

1. Select the proof of performance definition you want to delete.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**.
4. Click **OK** to save any changes and close the window.

POP Terms Fulfillment Window [poptermsfulfill]

Use this form to record or view proof of performance term fulfillment for a deal at the following levels:

- Deal
- Deal/deal component
- Deal Item/Location
- Item
- Location

Recording the fulfillment of these terms is a manual process and no fulfillment is calculated from other merchandising transactions.

An example: A supplier may define a proof of performance stating: "In order to qualify for the deal, the retailer needs to promote the item by displaying it on an end cap for 28 days." You may want to enter the start and end dates of the display period and/or promotion as a proof of performance fulfillment requirement.

- View Proof of Performance Fulfillment Information
- Edit Proof of Performance Fulfillment Information

Fixed Deals Window [fixdeal]

The Fixed Deals window allows you to create, edit, or view fixed deals. With fixed deals, your organization receives payments from suppliers in return for mentioning their products in promotions or for displaying their products on prime shelf space. Fixed deal payments can be claimed from the supplier either periodically or all at once.

You can create fixed deals and set up a collection schedule, from which you can make claims against the supplier and receive payments.

To create a fixed deal, you must first specify a supplier and then search for all fixed deals for that supplier. Then you can edit existing fixed deals or add a new fixed deal.

Fixed deals are typically created in Active status; however, you can create a fixed deal in Inactive status. Inactive status holds the claim in merchandising.

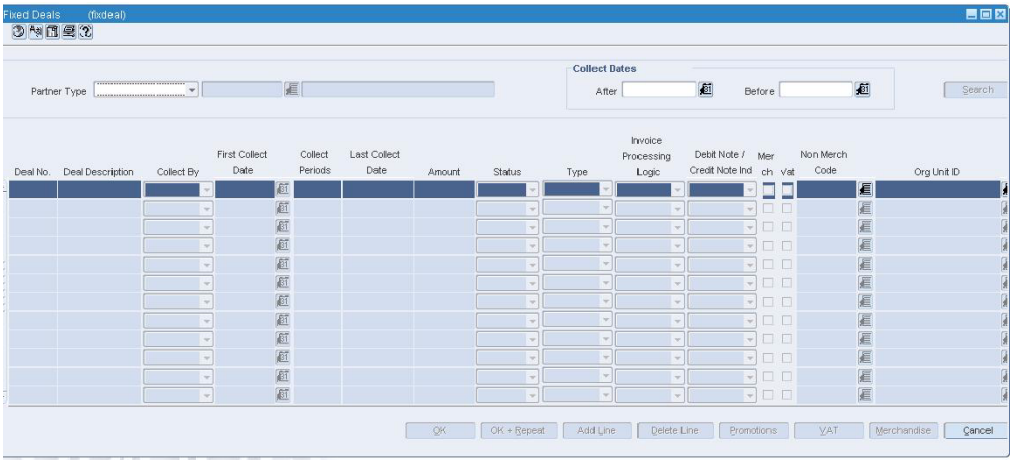
The Fixed Deal Report provides you with information about active claims. Claim information for inactive fixed deals is not included in the report.

- Create a Fixed Deal
- Edit a Fixed Deal
- View a Fixed Deal

Create a Fixed Deal

Navigate: From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window opens.

Figure 9–23 Fixed Deals Window



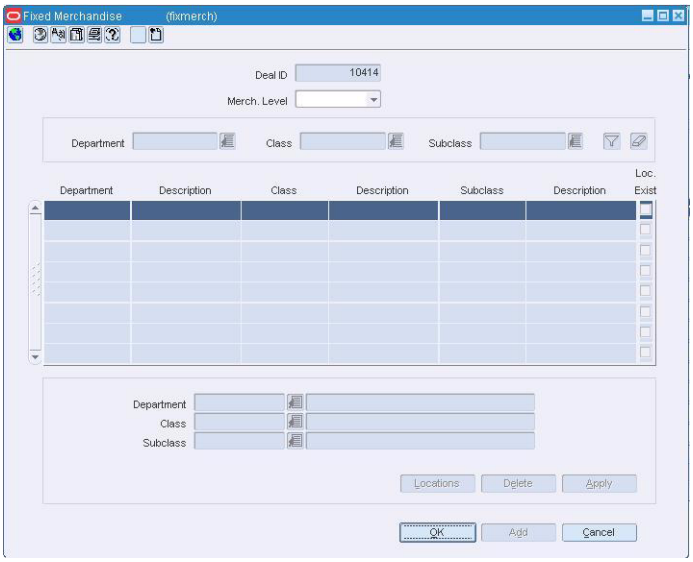
1. In the Partner Type field, select the type of vendor for which you are creating the fixed deal. Enter the ID of the supplier for which you want to create a deal, or click the LOV button and select the vendor.
2. Click **Search**. The Deal No field is filled in automatically with a unique ID for the fixed deal.

3. In the Deal Description field, enter a description of the deal.
4. In the Collect By field, select how often payment for the fixed deal is collected from the supplier.
5. In the First Collect field, enter the date, or click the calendar button and select the date.
6. In the Collect Period field, enter the number of collection periods.

> **Note:** If you select Date in the Collect By field, the number of collection periods is always one.

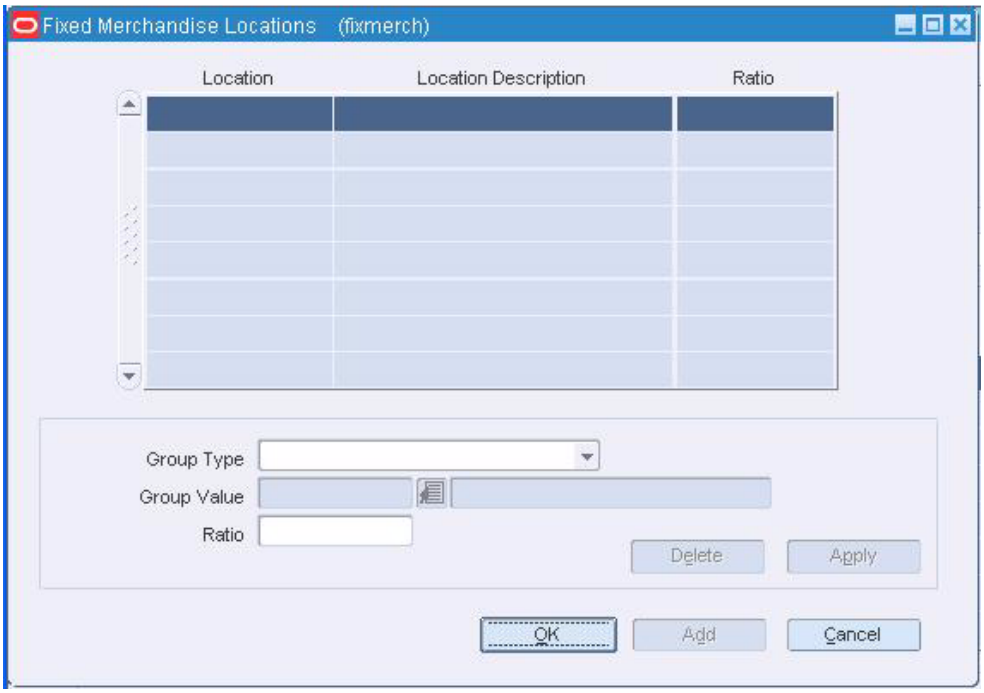
7. In the Amount field, enter the payment amount from the supplier.
8. In the Status field, select the status of the deal.
9. In the Invoice Processing Logic field, select how invoices are created for the fixed deal.
10. If the deal is associated to the merchandise hierarchy, select the Merch check box. The Fixed Merchandise window opens.

Figure 9–24 Fixed Merchandise Window



a. In the Merch Level field, select the merchandise level that the deal information is held at.
b. In the Apply area, enter the ID of the department, class and subclass in the appropriate fields, or click the LOV button and select the department, class, and subclass.
c. Click **Apply**. The merchandise level is added to the table.
d. Click **Locations**. The Fixed Merchandise Locations window opens.

Figure 9–25 Fixed Merchandise Locations Window



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

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

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

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

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

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

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

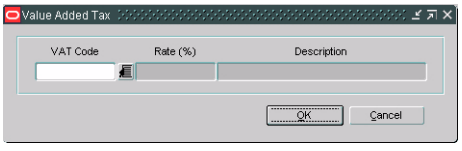
12. In the Non Merch Code field, select the appropriate code.

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

13. If VAT is included in the deal, select the VAT check box.

- Click **VAT**. The Value Added Tax window opens.

Figure 9–26 Value Added Tax Window



- In the VAT Code field, enter the VAT code to apply to the fixed deal, or click the LOV button and select a VAT code.

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

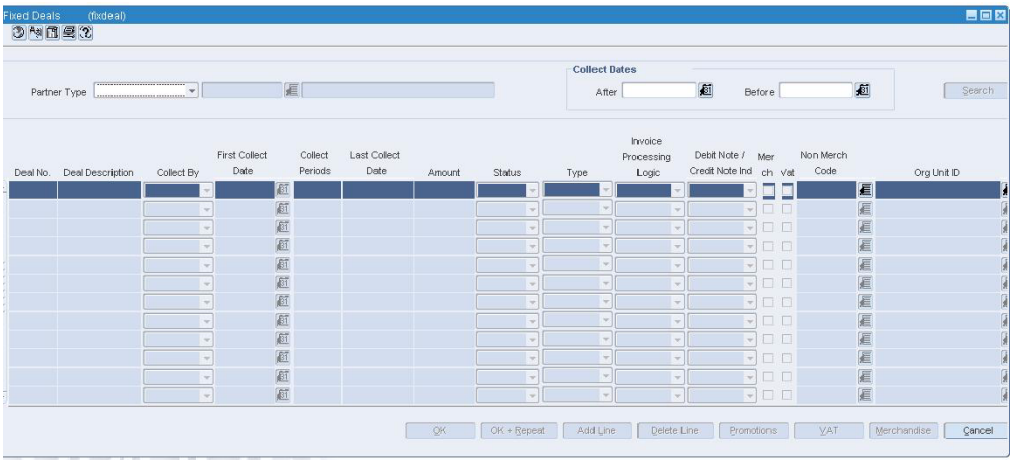
14. In the Type field, select the type of allowance you receive for completing the deal.
15. Add proof of performance definitions as necessary.
16. Click **OK** to save your changes and close the window.

Maintain a Fixed Deal

Navigate: From the main menu, select Ordering > Fixed Deals > Edit.

The Fixed Deals window opens.

Figure 9–27 Fixed Deals Window

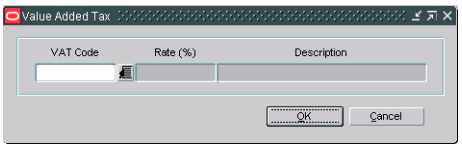


1. In the Supplier field, enter the ID of the supplier for which you want to edit a deal, or click the LOV button and select the supplier.
2. To further restrict your search for a supplier, enter search criteria in the Promotion No or Collect Dates field.
3. Click **Search**.

Edit a Fixed Deal

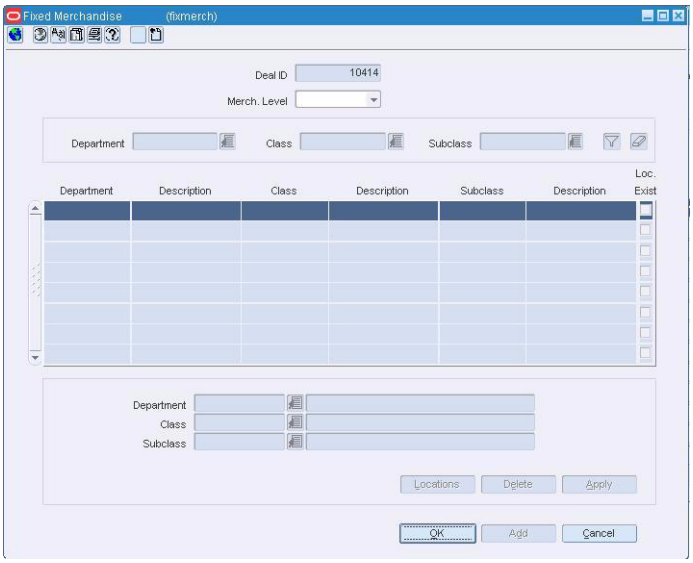
1. Edit the fields in the table as necessary.
2. Click **VAT** to update Value Added Tax information for the deal. The Value Added Tax window opens.

Figure 9–28 Value Added Tax Window



3. Click **Merchandise** to update the item/location information for the deal. The Fixed Merchandise window opens.

Figure 9–29 Fixed Merchandise Window



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

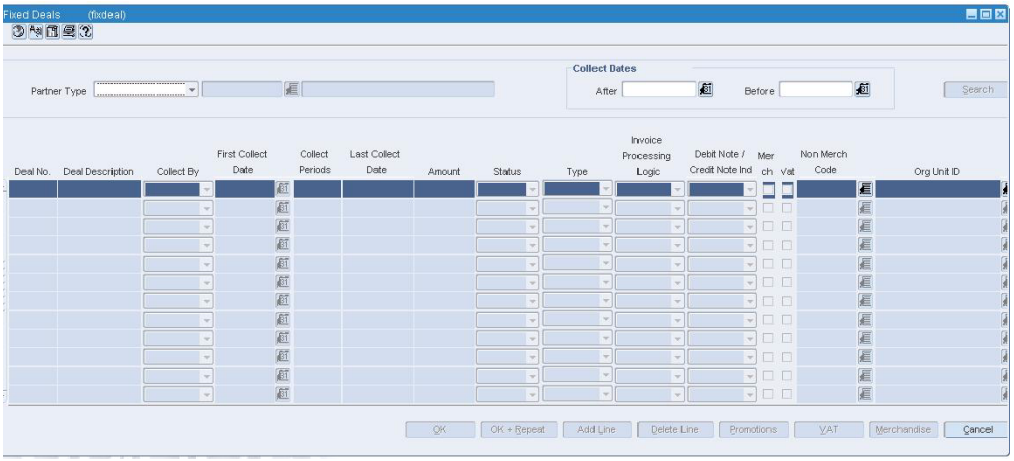
Delete a Fixed Deal

1. Select the fixed deal.
2. Click **Delete Line**. You are prompted to confirm the deletion.
3. Click **OK**.
4. Click **OK** to save your changes and close the window.

Add a Promotion to a Fixed Deal

Navigate: From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window open.

Figure 9–30 Fixed Deals Window



1. In the Partner Type field, select the type of vendor for which you are creating the fixed deal. Enter the ID of the supplier for which you want to create a deal, or click the LOV button and select the partner.
2. Click **Search**. The Deal No field is filled in automatically with a unique ID for the fixed deal.
3. Create a fixed deal, or select an existing deal.
4. Click **Promotions**. The Deal Promotions window opens.

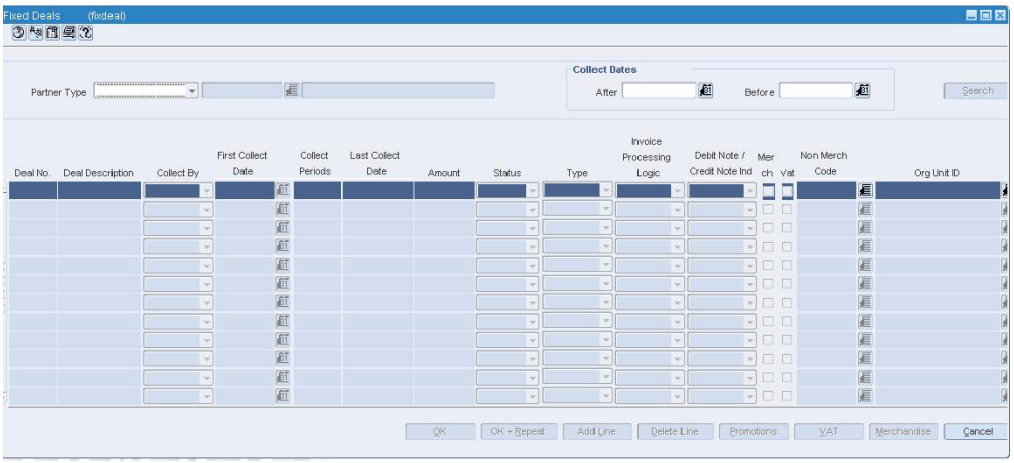
Figure 9–31 Deal Promotions Window

5. In the Promotion field, enter the promotion ID, or click the LOV button and select a promotion.
6. Click **OK** to save any changes and close the window.

Maintain Promotions for a Fixed Deal

Navigate: From the main menu, select Ordering > Fixed Deals > Edit. The Fixed Deals window opens.

Figure 9–32 Fixed Deals Window



1. In the Partner Type field, select the type of vendor for which you are creating the fixed deal. Enter the ID of the supplier for which you want to create a deal, or click the LOV button and select the vendor.
2. Click **Search**. The Deal No field is filled in automatically with a unique ID for the fixed deal.
3. Select an existing deal.
4. Click **Promotions**. The Deal Promotions window opens.

Figure 9–33 Deal Promotions Window

5. Click **Add**. The next line is enabled.

6. In the Promotion field, enter the promotion ID, or click the LOV button and select a promotion.
7. Click **OK** to save any changes and close the window.

Delete a Promotion from a Fixed Deal

1. On the Deal Promotions window, select a promotion.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**.
4. Click **OK** to save any changes and close the window.

Fixed Merchandise Window [fixmerch]

The Fixed Merchandise window allows you to define which items are associated to the a fixed by merchandise hierarchy.

- Create a Fixed Deal
- Maintain a Fixed Deal
- View a Fixed Deal

Fixed Merchandise Locations Window [fixmerch]

The Fixed Merchandise Locations window allows you to indicate at which locations the deal is effective.

- Create a Fixed Deal
- Maintain a Fixed Deal
- View a Fixed Deal

Fixed Deal Transaction Data Window [fdltrandata]

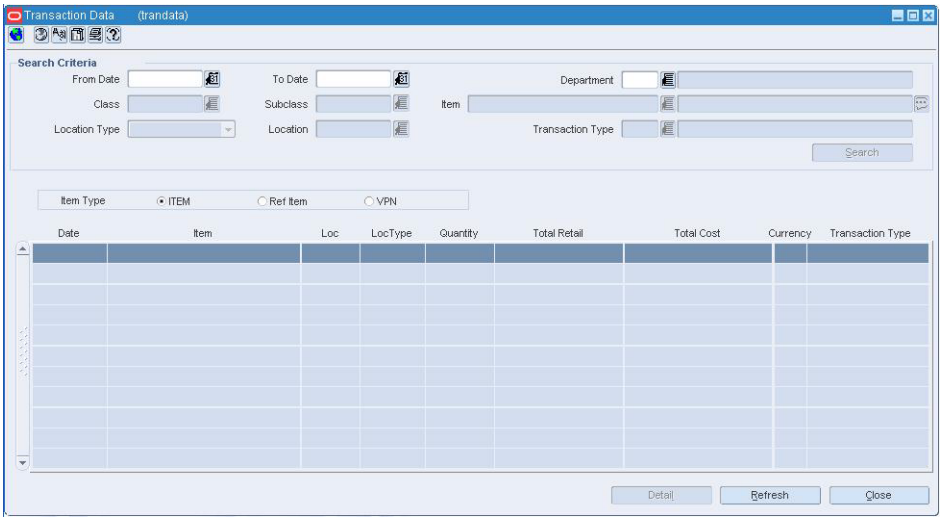
The Fixed Deal Transaction Data Window allows you to search for transactions and view data about the current transaction.

- View Fixed Deal Transaction Data

View Transactions

Navigate: From the main menu, select Finance > Transaction Data View. The Transaction Data window opens.

Figure 9–34 Transaction Data Window

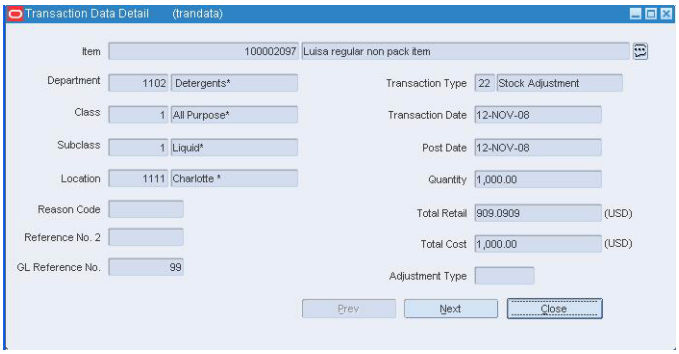


Note: If the Financials installed, your view may differ than what is shown in the procedure.

Note: You can also access this window from the Average Cost Adjustment window and Receiver Cost Adjustment window. Some search criteria are automatically filled in depending on how you access the Transaction Data window.

1. In the From Date and To Date fields, enter the range of dates for which you want to view transactions, or click the calendar buttons and select the dates.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. Enter additional search criteria as desired to further restrict the range of transactions that you want to view.
4. Click **Search**. The results appear in the table.
5. To view additional details for a specific transaction:
   a. Select the transaction and click **Detail**. The details appear in the Transaction Data Detail window.

Figure 9–35 Transaction Data Detail Window



b. Click **Prev** or **Next** to view the details of the previous or next transaction on the list.

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

Deals Approval Process

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

Table 9–1 **Deals Approval Process Status**

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

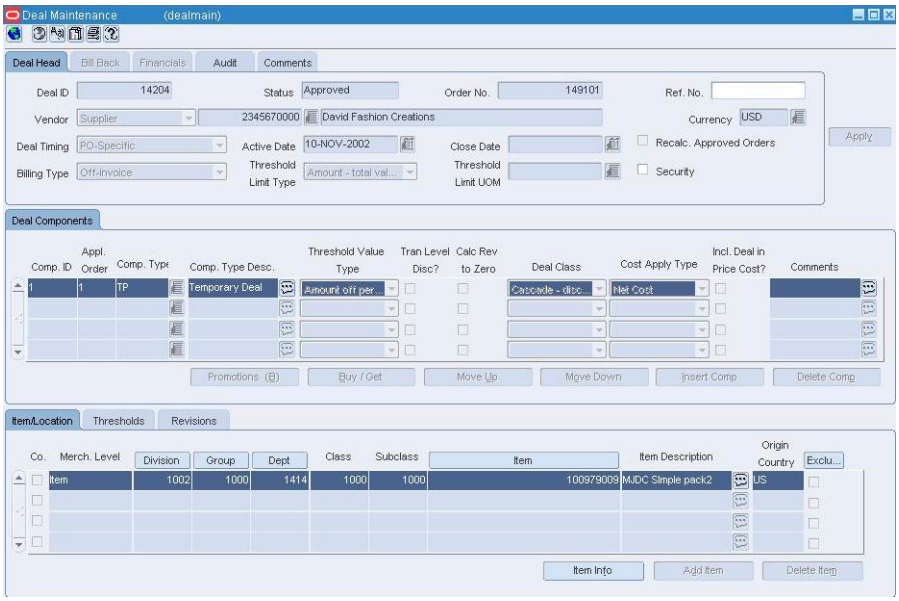
- Submit a Deal
- Approve a Deal
- Reject a Deal
- Close a Deal

Submit a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–36 Deal Maintenance Window



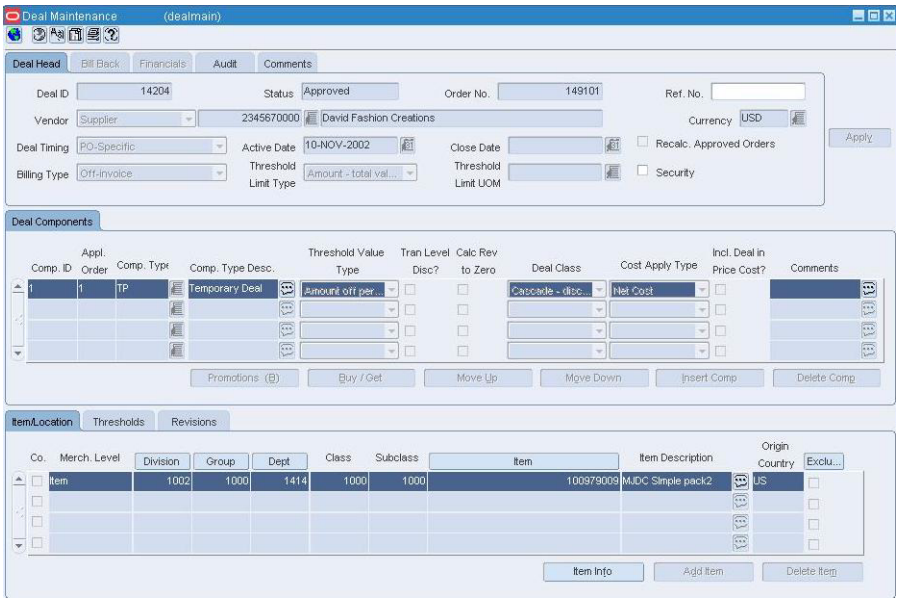
1. From the Options menu, select Submit. The Status field changes to Submitted.
2. Click **Close** to exit. You are prompted to save the changes.
3. Click **Yes**.

Approve a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–37 Deal Maintenance Window



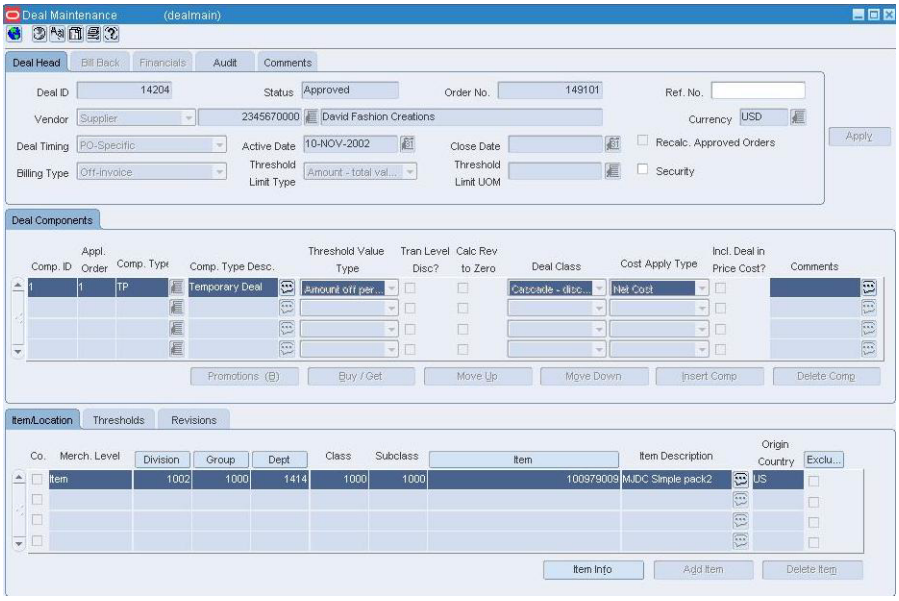
1. From the Option menu, select Approve. The Status field changes to Approved.
2. Click **Close** to exit.
3. When prompted to save the changes, click **Yes**.

Close a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–38 Deal Maintenance Window



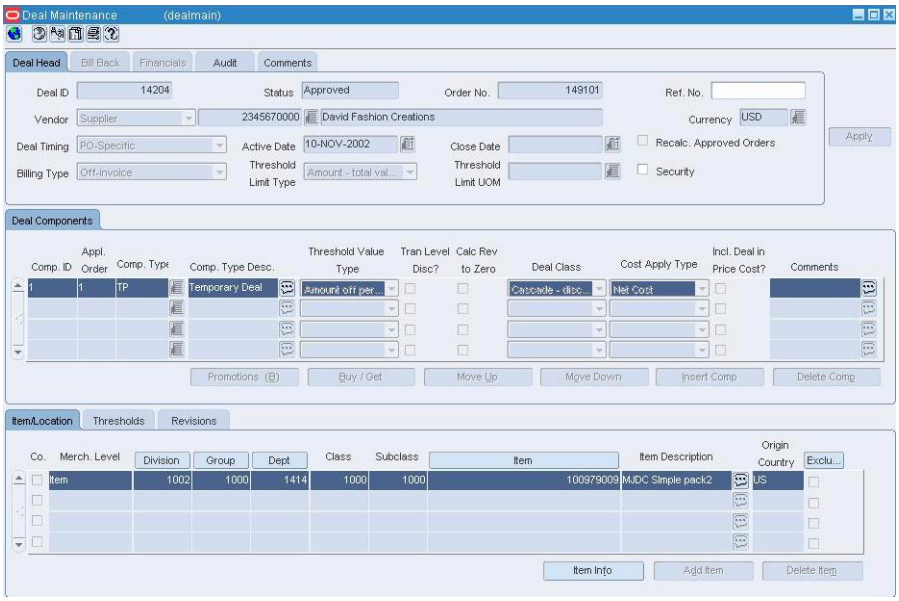
1. From the Option menu, select Close. The Status field changes to Closed.
2. Click **Close** to exit.
3. When prompted to save the changes, click **Yes**.

Reject a Deal

Navigate: From the main menu, select Ordering > Deals Management. The Deal Find window opens.

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

Figure 9–39 Deal Maintenance Window



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

10

Cost Management

The Cost management chapter includes the following areas:

- Set up Cost Changes
- Set Up Expenses
- Set Up Outside Locations
- Set Up Up Charges
- Create a Cost Change
- Submit a Cost Change for Approval

Set up Cost Changes

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

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

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

- **Zone level:** The cost for the item is the same across all locations in a price zone. The landed cost for an item and supplier relationship is the same across a zone.
- **Location level**: Each location can have a unique retail price for an item. The landed cost for an item and supplier relationship can also be different at each location.

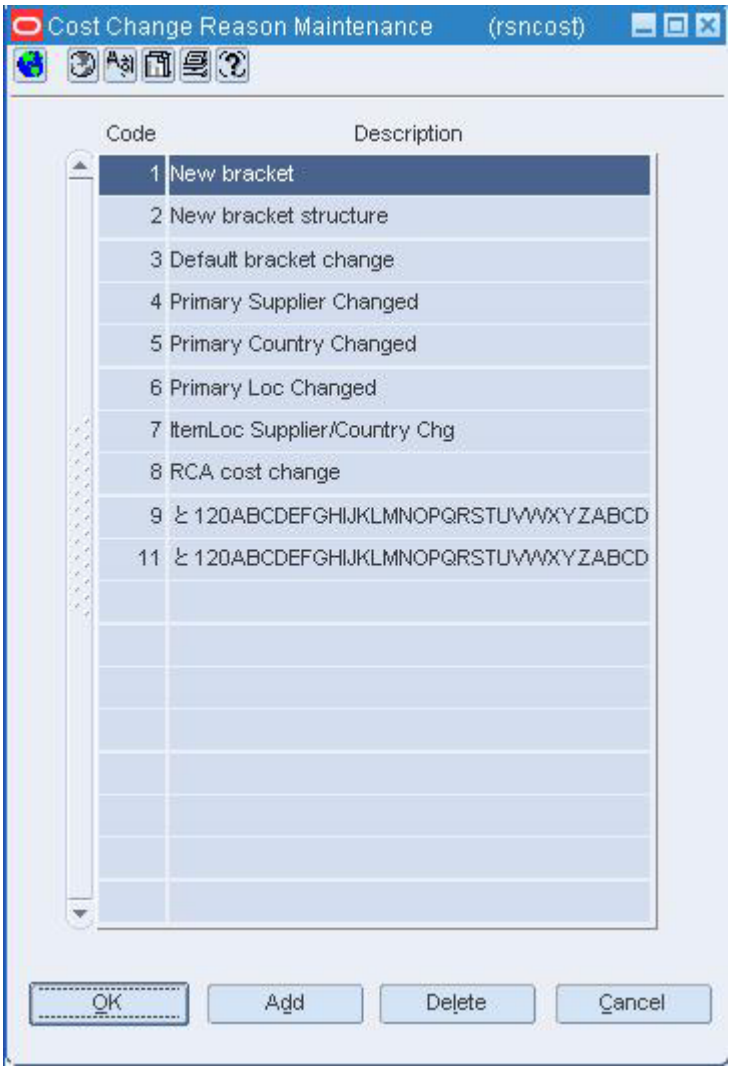
To view more information on these topics, see also:

- Add a Cost Zone Group
- Edit a Cost Change Reason
- Edit Cost Zone Groups
- View Cost Change Reasons
- View Cost Zone Groups
- Add a Cost Change Reason

Add a Cost Change Reason

Navigate: From the main menu, select Control > Setup > Cost Change Reason > Edit. The Cost Change Reason Maintenance window opens.

Figure 10–1 Cost Change Reason Maintenance Window



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

View Cost Zone Groups

Navigate: From the main menu, select Control > Setup > Cost Zone Group > View.

The Cost Zone Groups window opens.

View the cost zones associated with a cost zone group

1. Select a cost zone group.
2. Click **Zones**. The Cost Zones window opens.
3. Click **OK** to save your changes and close the window.

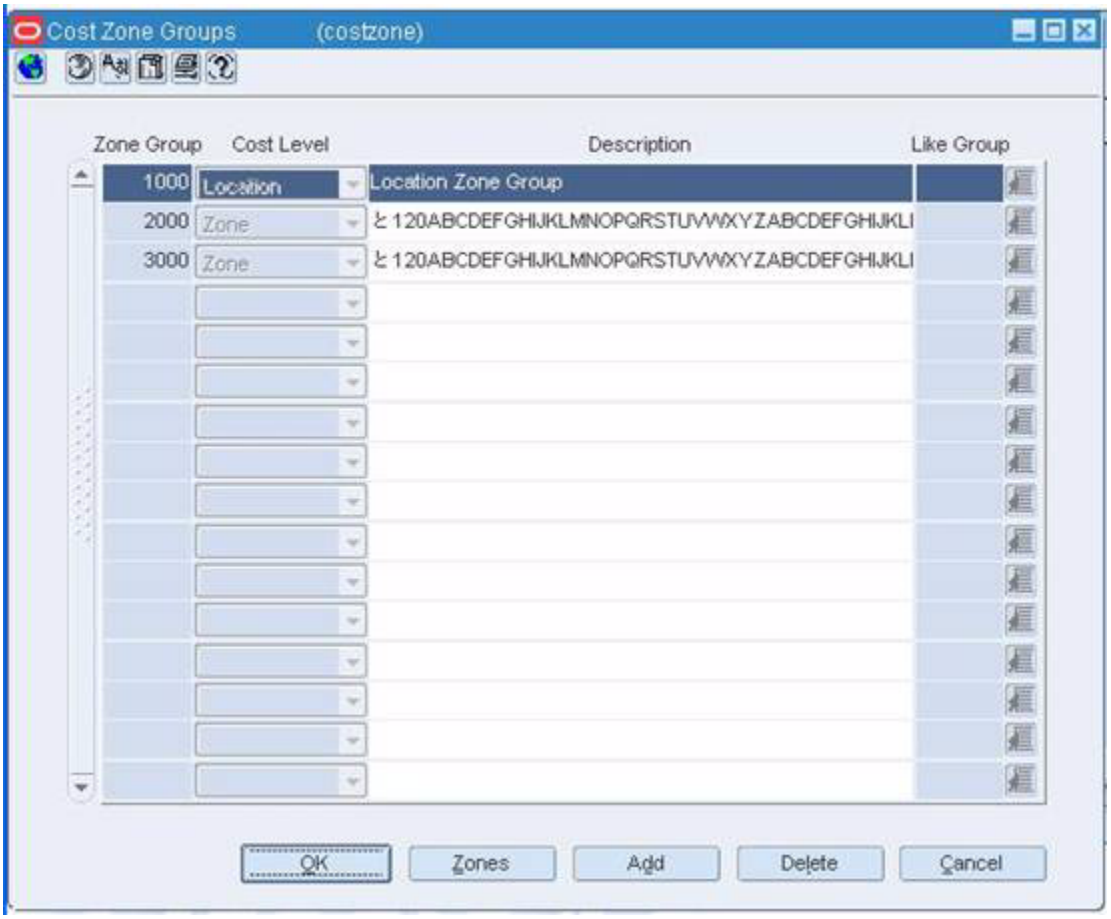
View the locations associated with a cost zone

1. Select a cost zone.
2. Click **Locations**. The Cost Zone Locations window opens.
3. Click **OK** to save your changes and close the window.

Add a Cost Zone Group

Navigate: From the main menu, select Control > Setup > Cost Zone Group > Edit. The Cost Zone Groups window opens.

Figure 10–2 Cost Zone Groups Window



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

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

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

Maintain Competitive Pricing Information

Competitive Pricing allows you to track pricing at competitors' stores. These windows allow you to define competitors and competitor stores, and to store competitor pricing information at the item/competitor/competitor store/day level.

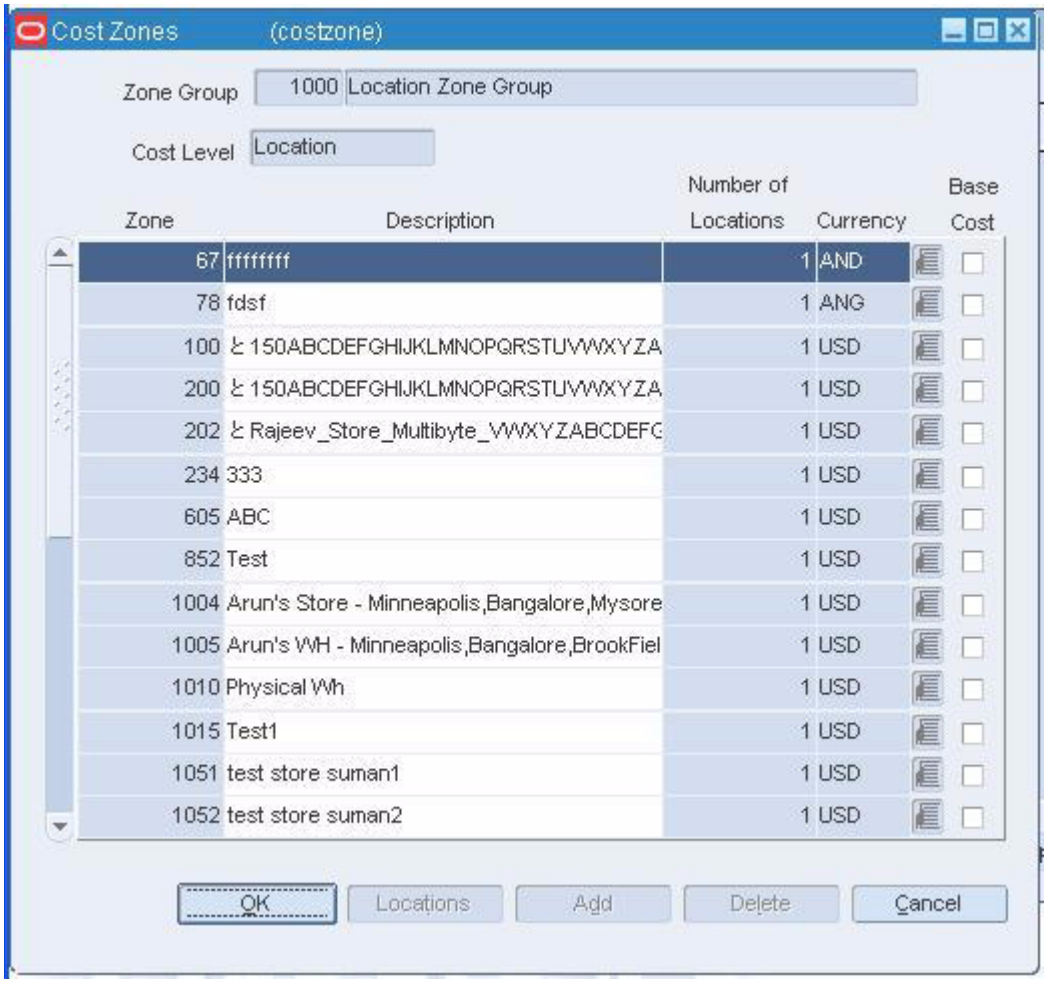
The Competitive Pricing windows also allow you to create competitive shopping lists and historic records of competitors' prices. Each competitor's store must be associated with a specific competitor organization and can also be associated as a competitor of one or more of your company's merchandising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

- Create a Competitor
- Create a Competitor's Store
- Create an Association Between Your Store and a Competitor's Store
- Create a Competitive Shopper
- Create a Shopping List
- Record Competitor Prices
- View a Competitor's Price History

Add cost zones to a cost zone group

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

Figure 10–3 Cost Zones Window

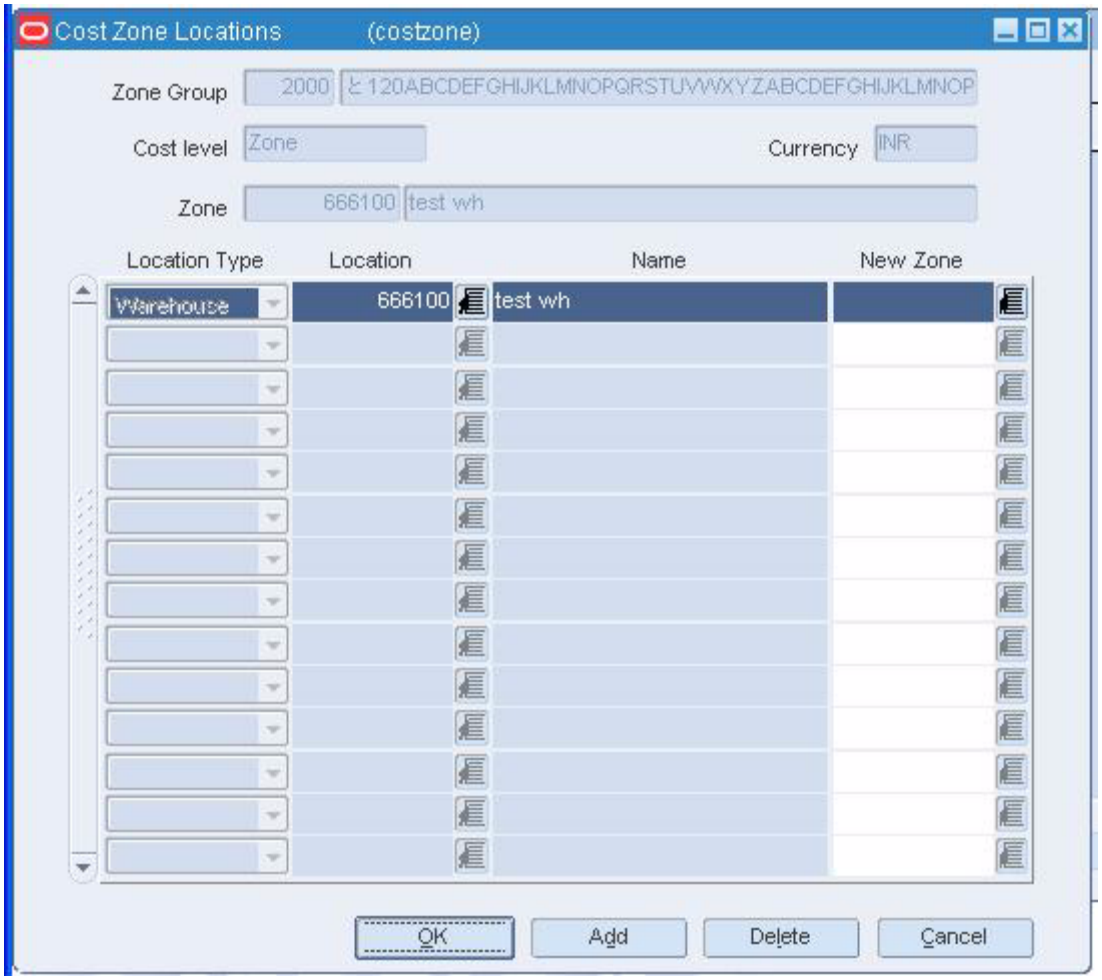


2. Click **Add**. The next line on the table is enabled.
3. In the Zone field, enter a unique zone ID.
4. In the Description field, enter a cost zone description.
5. In the Currency field, enter the code for the currency to be used in the cost zone or click the LOV button and select the currency.

Add locations to a cost zone

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

Figure 10–4 Cost Zone Locations Window



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

Exit the cost zone windows

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

View a Competitive Shopper

Navigate: From the main menu, select Control > Competitive Shopper > View. The Competitive Shopper Maintenance window opens.

1. In the Shopper field, enter the ID of the competitive shopper, or click the LOV button and select the shopper.
2. Click **OK** to close the window.

View a Competitor

Navigate: From the main menu, select Control > Competitor > View. The Competitor window opens.

1. In the Competitor field, enter a competitor number, or click the LOV button and select a competitor.
2. Click **OK** to close the window.

View a Competitor's Store

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter the ID of the competitor, or click the LOV button and select the competitor.
2. From the Options menu, select Competitor Stores > View. The Competitor Store Maintenance window is displayed.
3. In the Competitor Store field, enter the ID of the competitor's store, or click the LOV button and select the store.
4. Click **OK** to close the window.

View the Association Between Your Store and a Competitor's Store

Navigate: From the main menu, select Action > Organizational Hierarchy > Store. The Organizational Hierarchy Main Form window opens.

Select a store. Click **View**. The Store Maintenance window opens.

From the Options menu, select Assign Competitors. The Competitor Store Association window opens.

1. Select a store.
2. Click **OK** to close the window.

View a Competitor's Price History

Navigate: From the main menu, select Control > Competitive Pricing > Competitive Price History > View.

1. In the From Date and To Date fields, select dates to create a range for your search.
2. In the other Search Criteria fields, enter any other information to restrict your search.
3. Click **Search**. RMS displays all pricing records that match your search criteria.

4. To search for another pricing record, click **Refresh**.
5. Enter different search criteria.
6. Click **Cancel** to close the window.

Set Up Expenses

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

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

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

- Define an Assessment
- Define an Expense
- Define a Computation Value Base
- Add an Expense Profile for a Country
- Add an Expense Profile for a Supplier

View Computation Value Bases

Navigate: From the main menu, select Control > Landed Cost > CVB Maintenance > View. The computation value bases appear in the CVB Maintenance window.

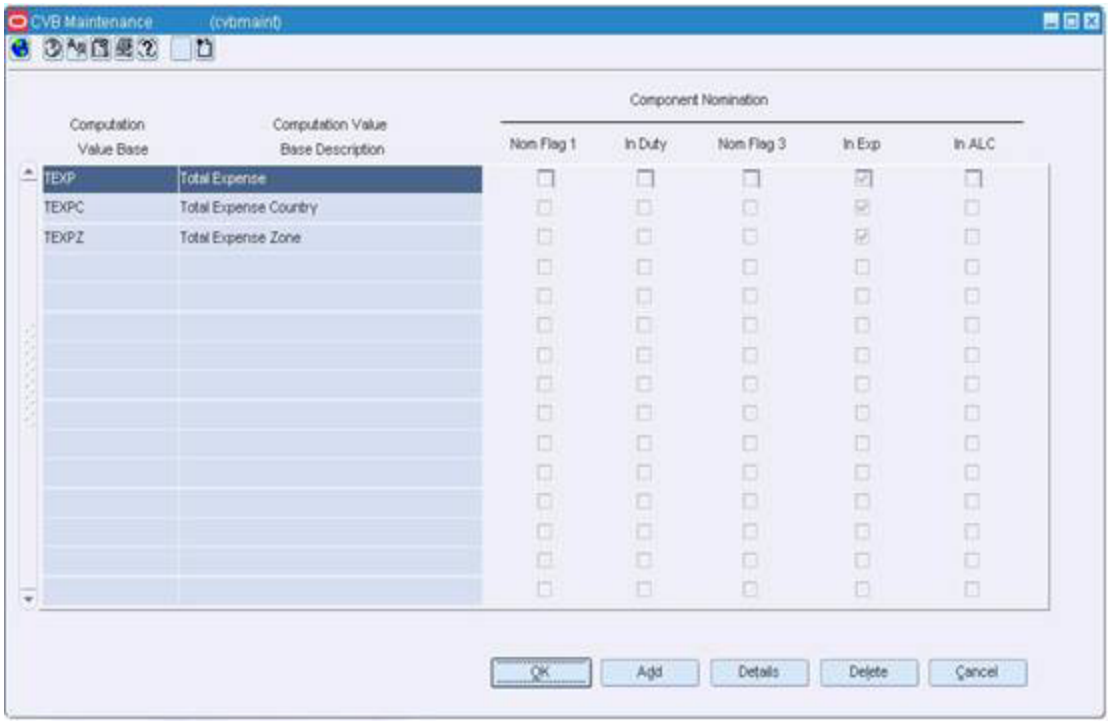
1. Select the computation value base (CVB).
2. Click **Details** to view the cost components of a CVB. The cost components appear in the CVB Details window.
3. Click **OK** to close the windows.

Define a Computation Value Base

Navigate: From the main menu, select Control > Landed Cost > CVB Maintenance > New.

The CVB Maintenance window opens.

Figure 10–5 CVB Maintenance Window

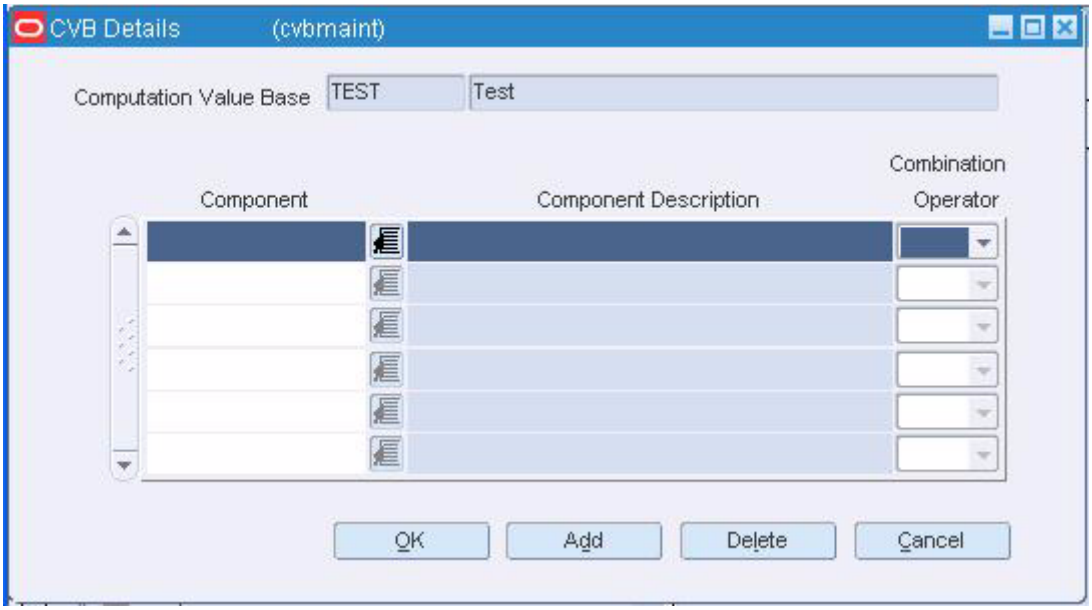


1. Click **Add**. The next available line is enabled.
2. Enter an ID and description for the Computation Value Base (CVB).
3. Select the types of calculations that will use the CVB.
4. Click **OK** to exit, or continue to select CVB components.

Select CVB components

1. Click **Details**. The CVB Details window opens.

Figure 10–6 CVB Details Window

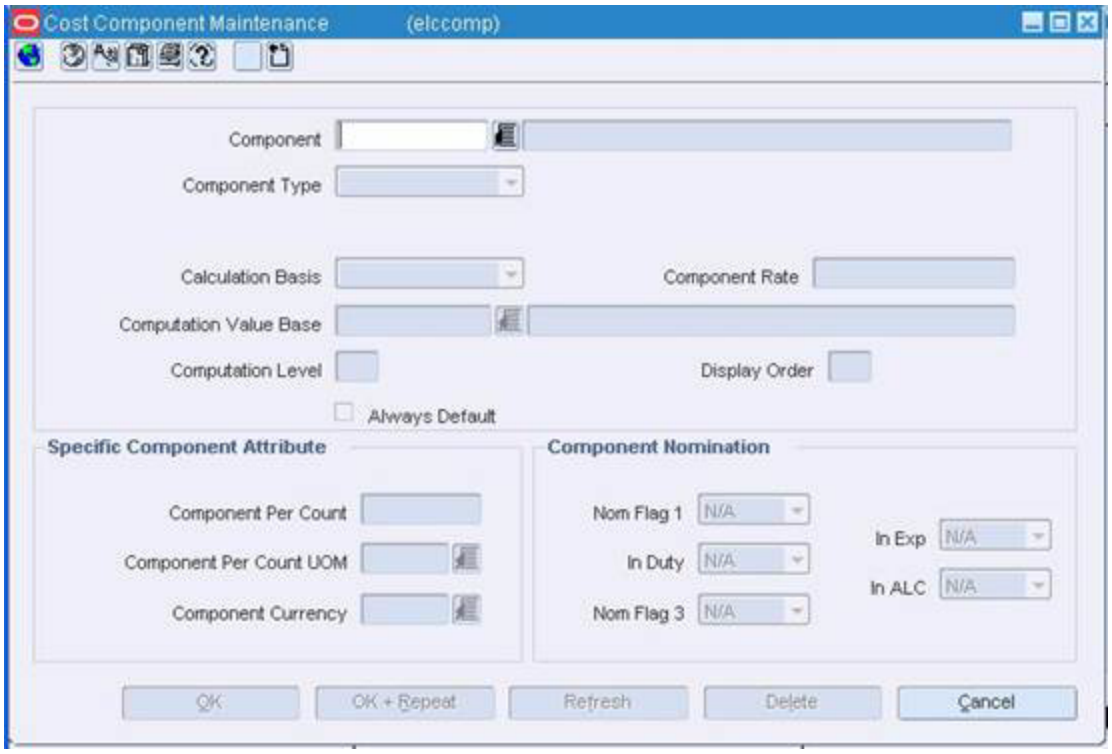


2. Click **Add**.
3. In the Component field, enter the ID of the component, or click the LOV button and select the component.
4. In the Combination Operator field, select:
   - + (plus sign) to add the component.
   - - (minus sign) to subtract the component in the CVB.
5. Click **OK** to save your changes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

Define an Assessment

Navigate: From the main menu, select Control > Landed Cost > Cost Component Maintenance > New. The Cost Component Maintenance window opens.

Figure 10–7 Cost Component Maintenance Window



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

> **Note:** When creating an import order, make sure that the import country and the import location are the same.

Define assessments based on the quantity or dimensions of the goods

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

Define assessments based on a percentage of the goods' value

1. In the Calculation Basis field, select Value.

2. In the Component Rate field, enter the percentage per unit.
3. In the Computation Value Base, enter the ID of the CVB to which you want to attach the assessment, or click the LOV button and select the CVB. This field is optional.
4. In the Computation Level field, enter a number to indicate the sequence in which this component should be computed in regards to other components. For example, if it should be computed first, enter 1.
5. In the Component Currency field, enter the code for the currency in which the assessment is denominated, or click the LOV button and select the currency.
6. In the Component Nomination fields, select the status of the assessment in relation to the other components in a CVB.
7. Select N/A if the assessment is not included in the calculation.
8. Select + (plus sign) to add the assessment.
9. Select - (minus sign) to subtract the assessment.
10. Click **OK** to save your changes and close the window.

Component Rate Update Window [comprtupd]

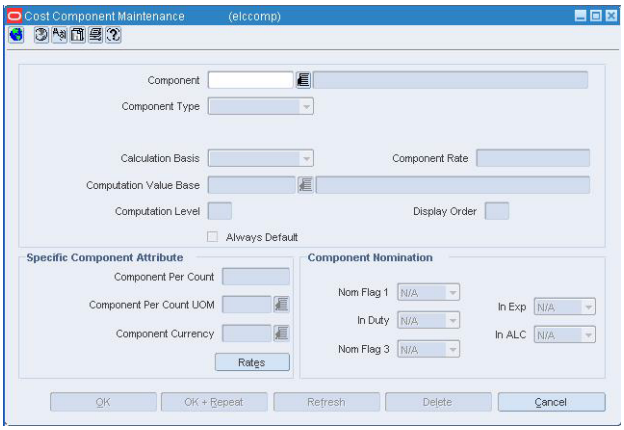
The Component Rate Update window allows the user to change the component rate information, as well as add or delete a component.

- Edit the Component Rate
- Add the Component Rate

Edit the Component Rate

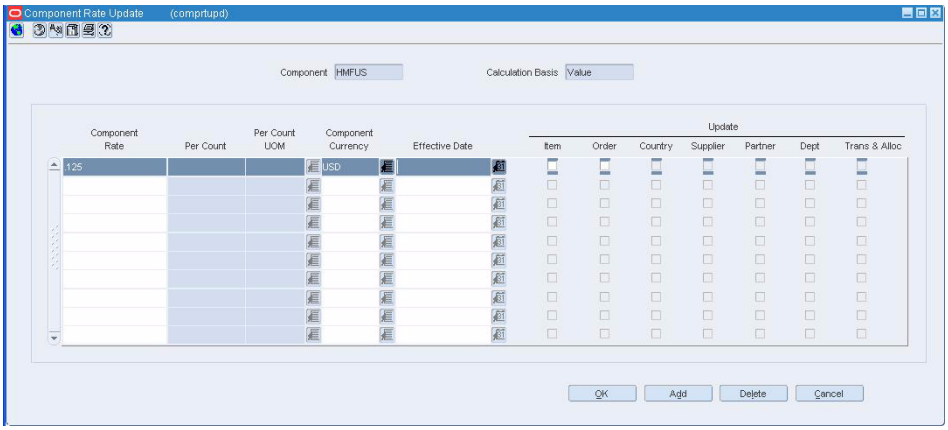
Navigate: From the main menu, select Control > Landed Cost > Cost Component Maintenance > Edit. The Cost Component Maintenance window opens.

Figure 10–8 Cost Component Maintenance Window



1. In the Component field select a component, or select the LOV button and select a component.
2. Click Rates. The Component Rate Update window opens.

Figure 10–9 Component Rate Update Window



3. Update any pertinent information.
4. In the Effective Date field, enter the date or select the calendar button and select a date.
5. Click **OK** to save your changes and close the window.

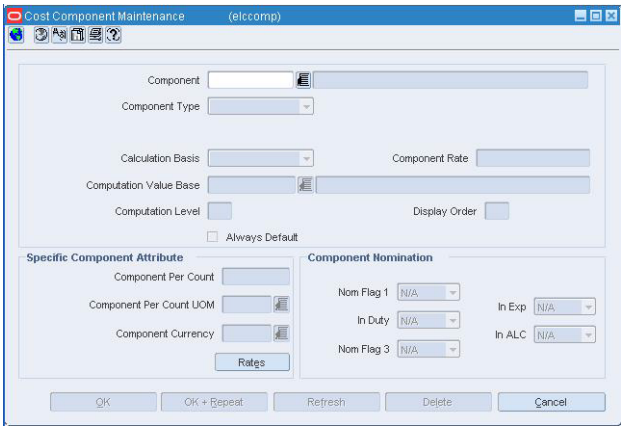
Delete the Component Rate

1. Select a compoenent rate.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Add the Component Rate

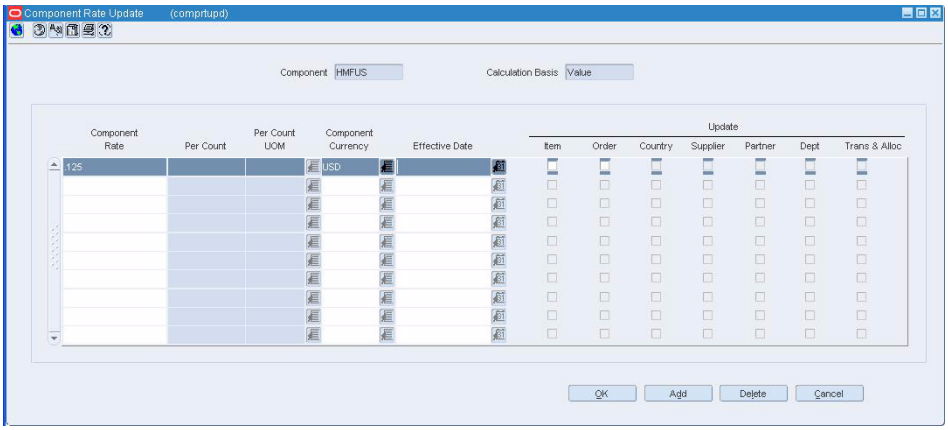
Navigate: From the main menu, select Control > Landed Cost > Cost Component Maintenance > Edit. The Cost Component Maintenance window opens.

Figure 10–10 Cost Component Maintenance Window



1. In the Component field select a component, or select the LOV button and select a component.
2. Click **Rates**. The Component Rate Update window opens.

Figure 10–11 Component Rate Update Window

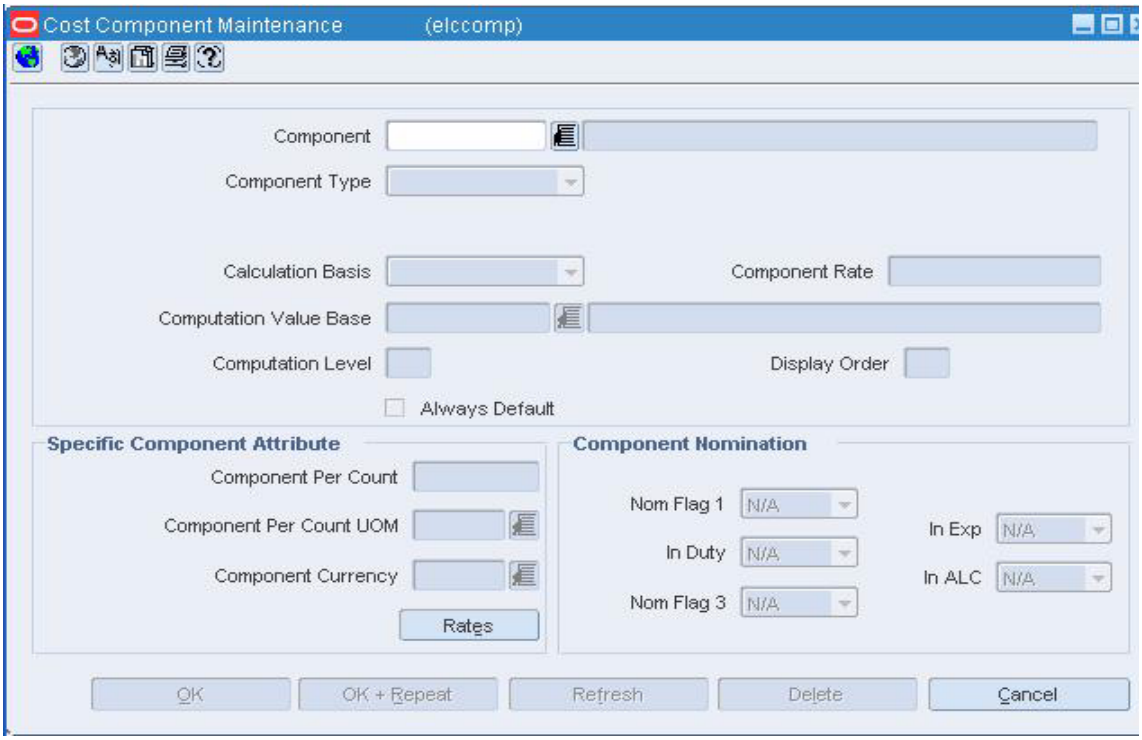


3. Click **Add**.
4. In the Component Rate field enter the rate.
5. In the Per Count field, enter the count.
6. In the Per Count UOM field, enter the per count, or select the LOV button and select the per count.
7. In the Component Currency field enter the currency, or select the LOV button and select the currency.
8. In the Effective Date field, enter the date or select the calendar button and select a date.
9. Select any of the appropriate check boxes.
10. Click **OK** to save your changes and close the window.

Define an Expense

Navigate: From the main menu, select Control > Landed Cost > Cost Component Maintenance > New. The Cost Component Maintenance window opens.

Figure 10–12 Cost Component Maintenance Window



1. In the Component fields, enter an ID and description of the component.
2. In the Component Type field, select Expense.
3. In the Expense Type field, select either Zone or Country.
4. For expenses based on the quantity or dimensions of the goods:
   a. In the Calculation Basis field, select Specific.
   b. In the Component Rate field, enter the monetary amount per unit.
   c. In the Component Per Count field, enter the number of units to which the rate applies.
   d. In the Component Per Count UOM, enter the code for the unit of measure to which the rate applies, or click the LOV button and select the unit of measure.
5. For expenses based on a percentage of the value of the goods:
   a. In the Calculation Basis field, select Value.
   b. In the Order Cost Basis field, select the base for calculating the Expense.
   c. In the Component Rate field, enter the percentage per unit.
   d. In the Computation Value Base, enter the ID of the CVB to which you want to attach the expense, or click the LOV button and select the CVB.
6. In the Component Currency field, enter the ID of the currency in which the expense is denominated, or click the LOV button and select the currency.
7. In the Component Nomination fields, select the status of the expense in relation to the other components in a CVB:
8. Select N/A if the expense is not included in a calculation.

9. Select + (plus sign) to add the expense.
10. Select - (minus sign) to subtract the expense.
11. Click **OK** to save your changes and close the window.

Set Up Outside Locations

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

- Create an Outside Location
- Maintain an Outside Location
- View an Outside Location

View an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > View. The Outside Locations window opens.

1. In the Location Type field, select the type of outside location that you want to view.
2. In the Location field, enter the ID of the outside location, or click the LOV button and select the outside location.
3. Click **OK** to close the window.

Create an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > New. The Outside Locations window opens.

Figure 10–13 Outside Locations Window

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

Maintain an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > Edit. The Outside Locations window opens.

Figure 10–14 Outside Locations Window

1. In the Location Type field, select the type of location that you want to edit.
2. In the Location field, select a location to edit.
3. Make changes as necessary to the locaiton.
4. Click **OK** to save your changes and close the window.

Delete an Outside Location

1. In the Location Type field, select the type of location that you want to delete.
2. In the Location field, select a location to delete.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

View an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > View. The Outside Locations window opens.

Figure 10–15 Outside Locations Window

1. In the Location Type field, select the type of location that you want to view.
2. In the Location field, select the location that you want to view.
3. Click **OK** to save your changes and close the window.

Set Up Up Charges

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

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

The following up charge types can be applied:

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

- **Location up charges:** Tracked when both average costing (as opposed to standard costing) and estimated landed cost (ELC) is used.
- **Transfer up charges:** Associated with a specific Transfer/Item/From Location/To Location combination.
- **Up charge groups:** A combination of up charge components.
- **Up charge components:** Charges that are incurred when transferring from a RMS store or warehouse to another RMS store or warehouse.

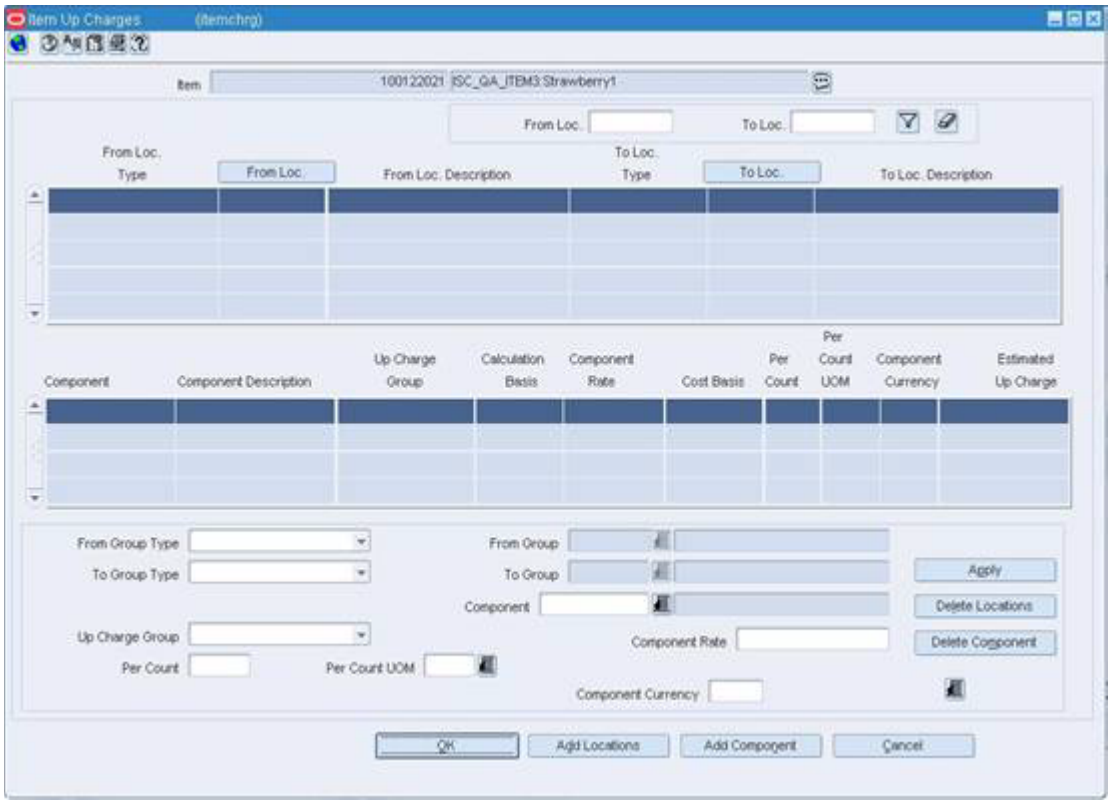
To view more information on these topics, see also:

- Add an Up Charge to an Item
- Add an Up Charge to Items on an Item List

Add an Up Charge to an Item

Navigate: From the Main menu, select Items> Items. The Item Search window opens. Search for and retrieve an item in edit mode. The Item Maintenance window opens. From the Options list, select Item Up Charges. The Item Up Charges window opens.

Figure 10–16 Item Up Charges Window



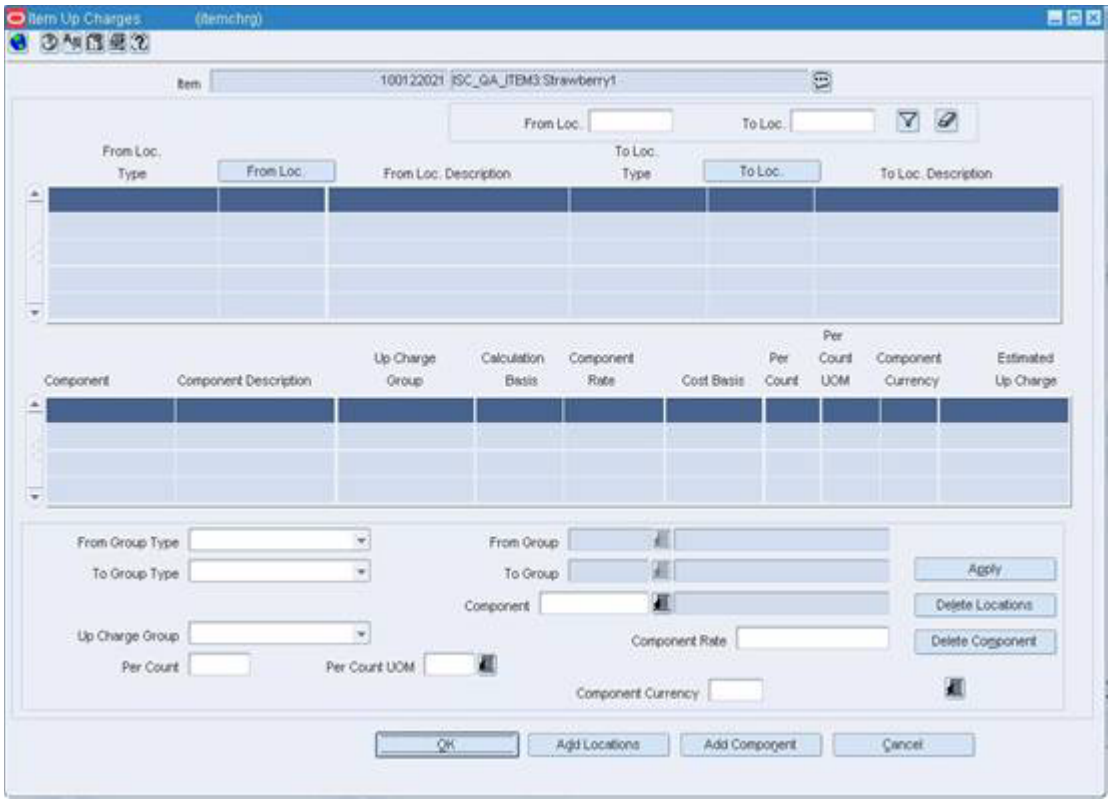
1. In the From Group Type field of the Apply block, select the locations from which the items originate.
2. If available, enter a From Group value, or click the LOV button and select a value.
3. Select a value in the To Group Type field.

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

Add an Up Charge to Items on an Item List

Navigate: From the Main menu, select Items> Item List. The Item List Search window opens. Search for and retrieve an item list in use mode. The Item List Header window opens. From the Options list, select Create Mass Item Charge > Up Charges. The Item Up Charges window opens..

Figure 10–17 Item Up Charges Window



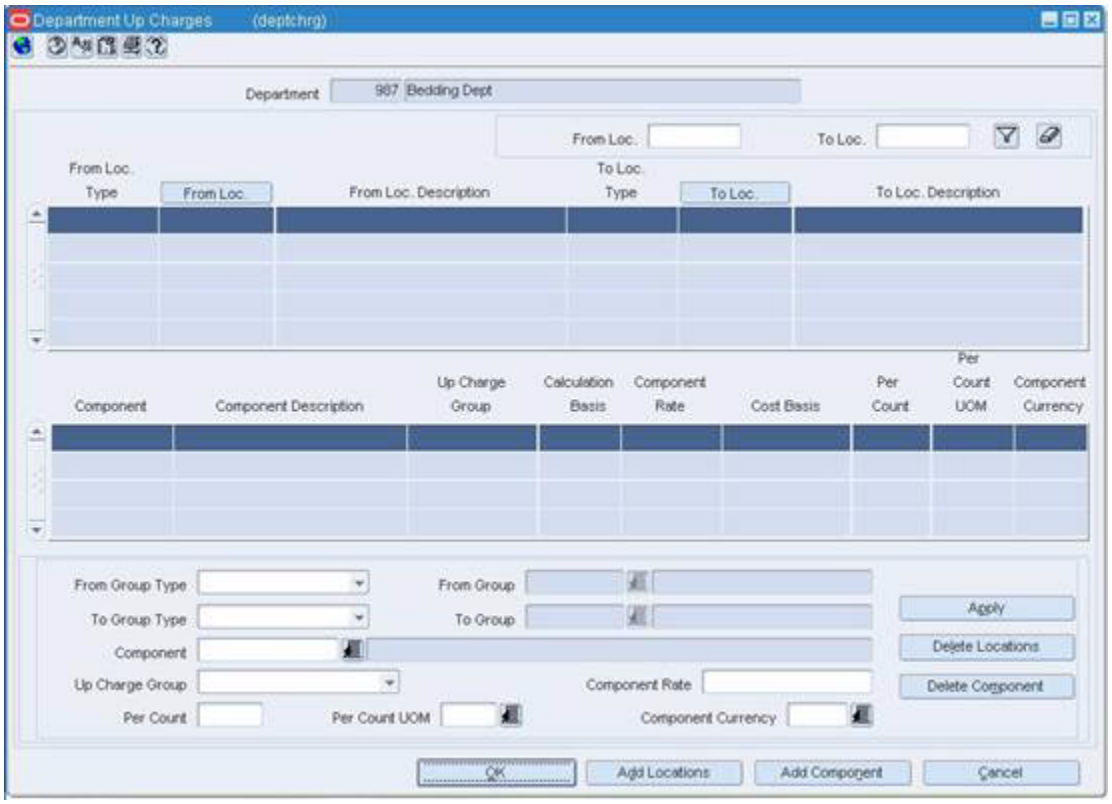
1. In the From Group Type field of the Apply block, select the locations from which the items originate.
2. If available, enter a From Group value, or click the LOV button and select a value.
3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.
5. In the Component field, enter an up charge component ID or click the LOV button and select an up charge component.
6. Update the following fields as necessary:
   - **Up Charge Group:** Used to group up charges together on the Transfer Up Charge window. All up charge components with the same up charge group are summed together.
   - **Component Rate:** The rate to be charged against the weighted average cost of the Item/To Location combinations within the department. The value in this field is a percentage if the calculation basis is Value, and a monetary amount if the calculation basis is Specific.
   - **Per Count:** The amount of the Per Count Unit of Measure to which the rate applies. For example, when creating an up charge that is defined as $.20 for every 10 kilograms of an item, the Per Count would be 10. This field is enabled if the calculation basis is Specific.
   - **Per Count UOM:** Displays the unit of measure in which the Per Count is specified. This field is enabled if the calculation basis is Specific

7. Click **Apply**. The Component table is updated.
8. Click **OK** to save your changes and close the window.

Add Up Charges to Items in a Department

Navigate: From the Main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens. Search for and retrieve a department in edit mode. The Department Maintenance window opens. From the Options menu, select Up Charges. The Department Up Charges window opens.

Figure 10–18 Department Up Charges Window



1. In the From Group Type field of the Apply block, select the locations from which the items originate.
2. If available, enter a From Group value, or click the LOV button and select a value.
3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.
5. In the Component field, enter an up charge component ID or click the LOV button and select an up charge component.
6. Update the following fields as necessary:
   - **Up Charge Group:** Used to group up charges together on the Transfer Up Charge window. All up charge components with the same up charge group are summed together.

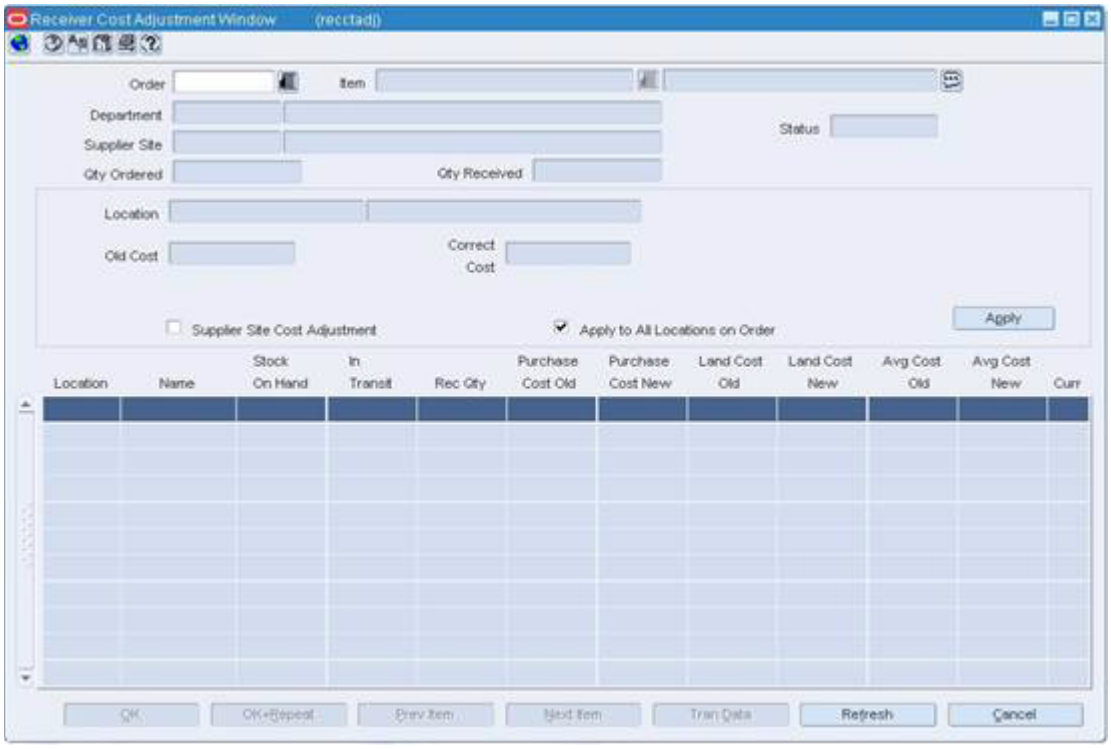
- **Component Rate:** The rate to be charged against the weighted average cost of the Item/To Location combinations within the department. The value in this field is a percentage if the calculation basis is Value, and a monetary amount if the calculation basis is Specific.
- **Per Count:** The amount of the Per Count Unit of Measure to which the rate applies. For example, when creating an up charge that is defined as $.20 for every 10 kilograms of an item, the Per Count would be 10. This field is enabled if the calculation basis is Specific.
- **Per Count UOM:** Displays the unit of measure in which the Per Count is specified. This field is enabled if the calculation basis is Specific

7. Click **Apply**. The Component table is updated.
8. Click **OK** to save your changes and close the window.

Adjust the Unit Costs of an Item Received by Order

Navigate: From the main menu, select Finance > Receiver Cost Adjustment. The Receiver Cost Adjustment window opens.

Figure 10–19 Receiver Cost Adjustment Window



1. In the Order field, enter the number of the purchase order, or click the LOV button and select the purchase order.
2. In the Item field, enter the item number, or click the LOV button and select the item. The cost details for the purchase order/item appear by location.
3. Select a location. The details appear in the Apply area.
4. In the Correct Cost field, enter the new cost per unit.

5. Select the Supplier Cost Adjustment check box to apply the cost change for the item at the location/supplier level.
6. Select the Apply To All Locations On Order check box to apply the cost change to the items at the order level.
7. Click **Apply**.
8. You may be prompted to enter a new average cost. Enter the average cost in the Avg Cost New field.
9. Click **Apply**. The unit costs are updated for the selected location.
10. Click **Next Item** or **Prev Item** to edit unit costs for another item on the current purchase order.
11. Click **OK** to save your changes and close the window.

Confirm Performance of Service

Navigate: From the main menu, select Finance > Service Confirmation by Store. The Service Confirmation by Store window opens.

1. In the Store field, enter the ID of the store at which the service was performed, or click the LOV button and select the store.
2. To further limit the services that appear:
   a. In the Invoice Date field, enter the date of the invoice document, or click the calendar button and select the date.
   b. Select the type of vendor, either Partner or Supplier.
   c. When the vendor is a partner, select the type of partner in the Partner field. In the next field, enter the ID of the partner or click the LOV button and select a partner.
   d. When the vendor is a supplier, enter the ID of the supplier in the Supplier field, or click the LOV button and select the supplier.
3. Click **Search**.
4. Select the Service Performed check box for the service that has been performed.
5. Click **OK** to save your changes and close the window.

Create a Cost Change

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

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

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

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

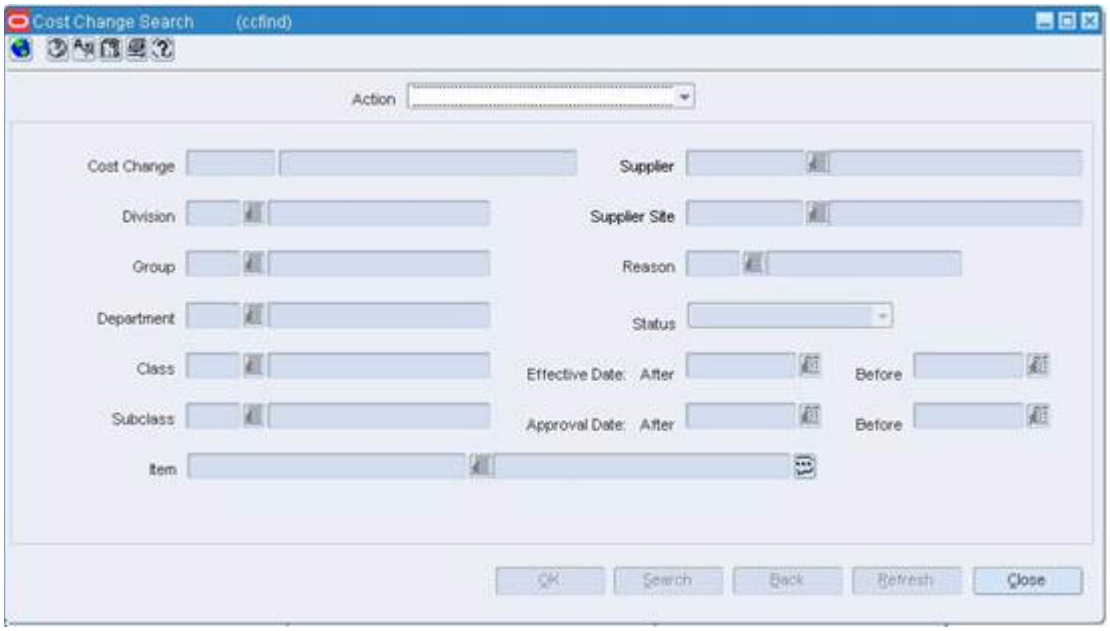
After you approve the cost change, the Item/Supplier cost record is updated and any outstanding purchase orders that have not been received are recalculated.

- Accept Cost Changes Received Via EDI
- Create a Cost Change
- Edit a Cost Change
- View a Cost Change

Create a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens.

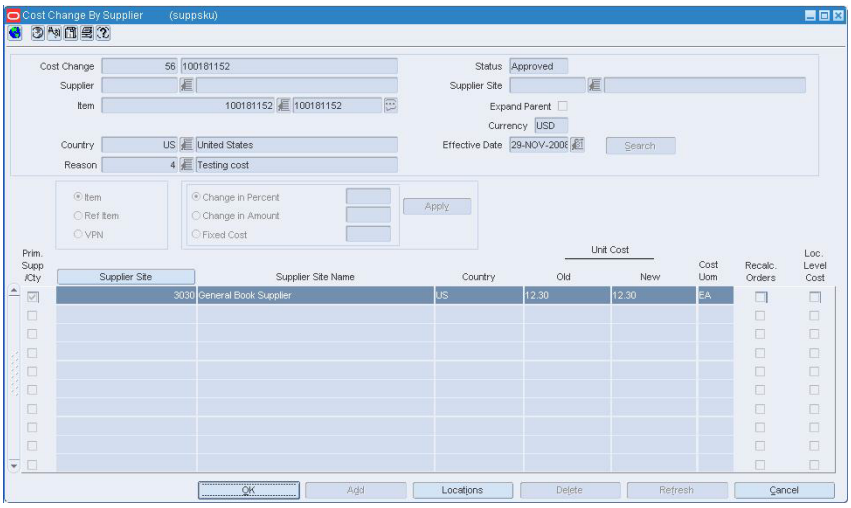
Figure 10–20 Cost Change Search Window



Note: There are two additional ways in which to access the Cost Change by Supplier window: - From the main menu, select Items > Items. In the Item Search window, select New Cost Change in the Action field and search for the item to be edited; - From the main menu, select Items > Item List. In the Item List Search window, select Use in the Action field and search for an item list to be edited. Select Create Cost Change from the Options menu.

1. In the Action field, select New.
2. Click **OK**. The Cost Change by Supplier window opens.

Figure 10–21 Cost Change by Supplier Window



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

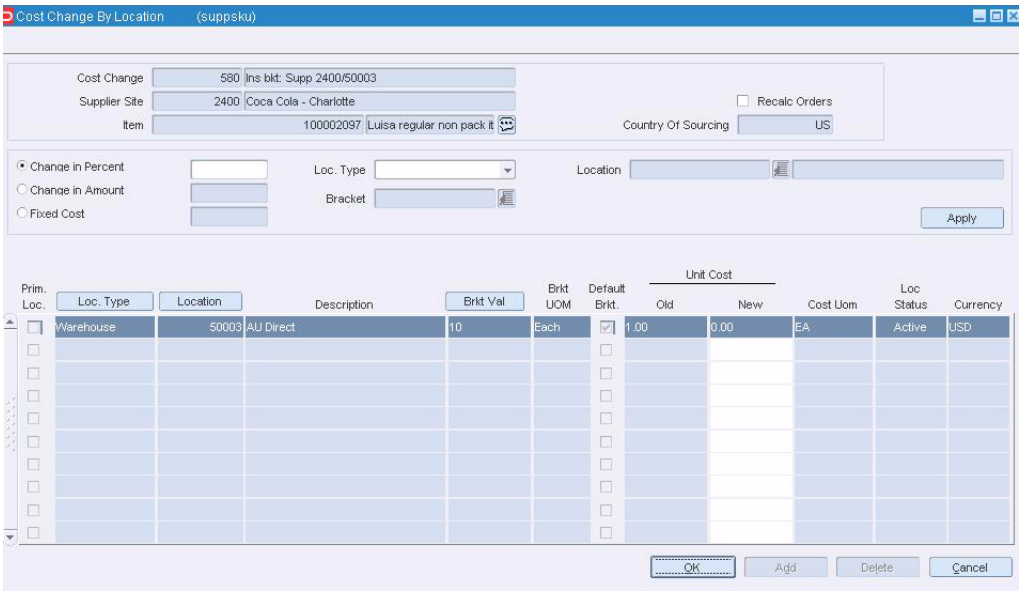
Change cost at the item/supplier/origin country level

1. In the box on the left, select the type of item number you want to view.
   - **Item:** Displays the item ID.
   - **Ref Item:** Displays the ID of the child item.
   - **VPN:** Displays the vendor product number for the item.
2. Select the type of adjustment in the Apply block.
3. Enter the change in the box next to the selected option.
   - **Change in Percent:** Enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   - **Change in Amount:** Enter the amount by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by amount.
   - **Fixed Cost:** Enter the new cost of the item. The amount entered becomes the cost of all items selected for cost change.
4. Click **Apply**. The new costs per unit are calculated.
5. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
6. Select the Recalc Orders check box next to each item or supplier if you want to update the costs on approved or unapproved purchase orders.

Change costs at the item/supplier/origin country/location level

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

Figure 10–22 Cost Change by Location Window



2. Select the type of adjustment in the Apply block.
3. Enter the change in the box next to the selected option.
   - **Change in Percent:** Enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   - **Change in Amount:** Enter the amount by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by amount.
   - **Fixed Cost:** Enter the new cost of the item. The amount entered becomes the cost of all items selected for cost change.
4. In the Loc Type field, select a grouping mechanism.
5. In the Location field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
6. In the Bracket field, enter the bracket, or click the LOV button and select the bracket.

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

7. Click **Apply**. The new costs per unit are calculated.
8. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
9. Select the Recalc Orders check box if you want to update the costs on approved or unapproved purchase orders.

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

Future Cost Event Log window [costeventlog]

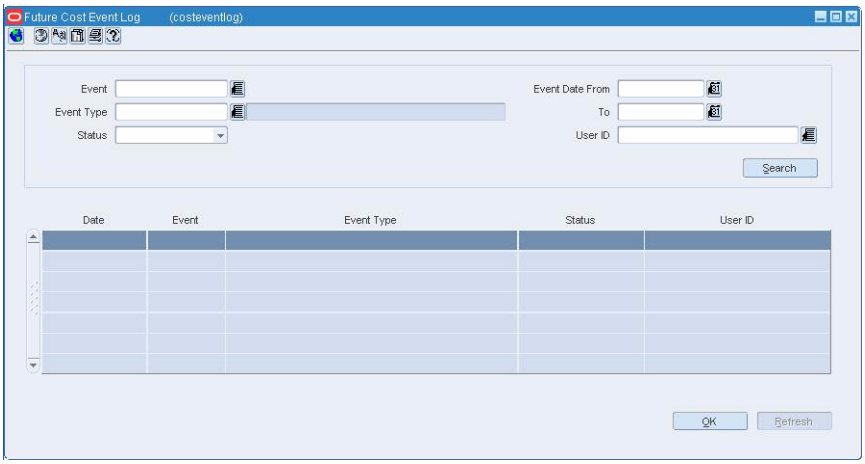
This form will display the status of all events being processed or alredy processed by the future cost engine. The form will allow users to view any issues that occurred during the process.

- View Future Cost Event Log

View Future Cost Event Log

Navigate: From the main menu, select Costing > Future Cost Event Log. The Future Cost Event Log window opens.

Figure 10–23 Future Cost Event Log Window



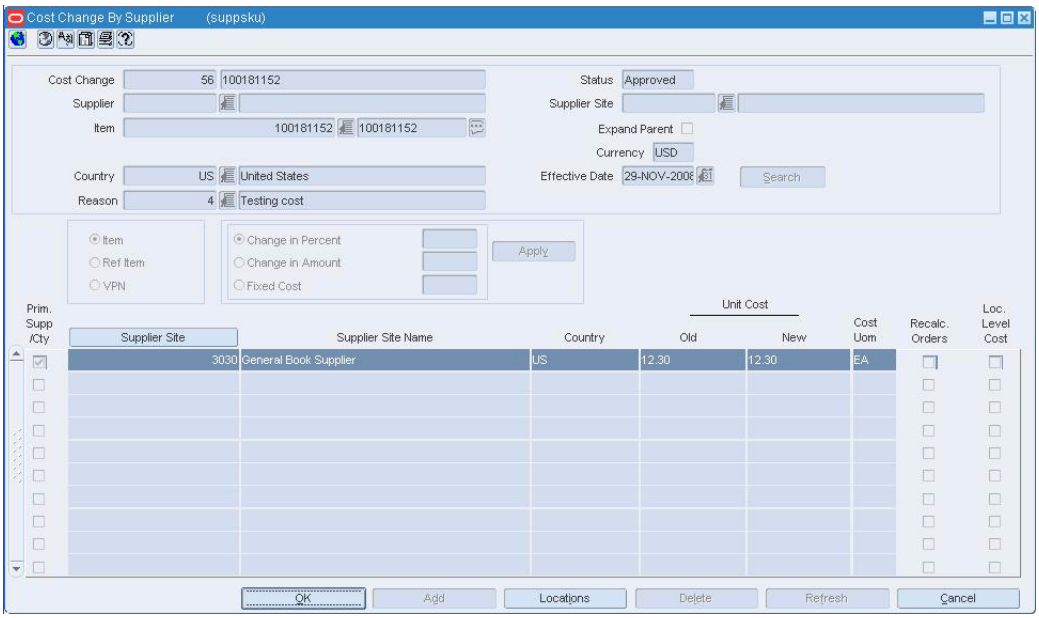
1. In the Event field, enter an event or click the LOV button to select an event.
2. In the Event Type field, enter an event type or click the LOV button to select an event type.
3. In the Status field, select a status from the drop down option.
4. In the Event Date From field, enter a date or click the calendar button and select a date.
5. In the To field, enter a date or click the calendar button and select a date.
6. In the User ID field, enter an ID or click the LOV button and select an ID.
7. Click **Search**. The results are listed in the table.
8. Select the event type in the table.
9. From the View menu, select Detail. The Cost Change Detail window opens.
10. Click **OK** to close the window.
11. From the View menu, select Audit. The Audit window opens.
12. Click **OK** to close the window.
13. From the View menu, select Threads for cost event. The Future Cost Event Thread window opens.

14. In the Status field, select a status from the drop down option.
15. In the Thread field, select a thread or click the LOV button to select a thread.
16. Click **Search**. The results are listed in the table.
17. Select the Process checkbox of the item you want to process.
18. Click **Process**. The item is processed.
19. Click **OK** to close the window and save your changes.

Edit a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in worksheet or submitted status. The Cost Change by Supplier window opens.

Figure 10–24 Cost Change by Supplier Window



In the Cost Change field, edit the description of the cost change as necessary.

Edit costs at the item/supplier/origin country level

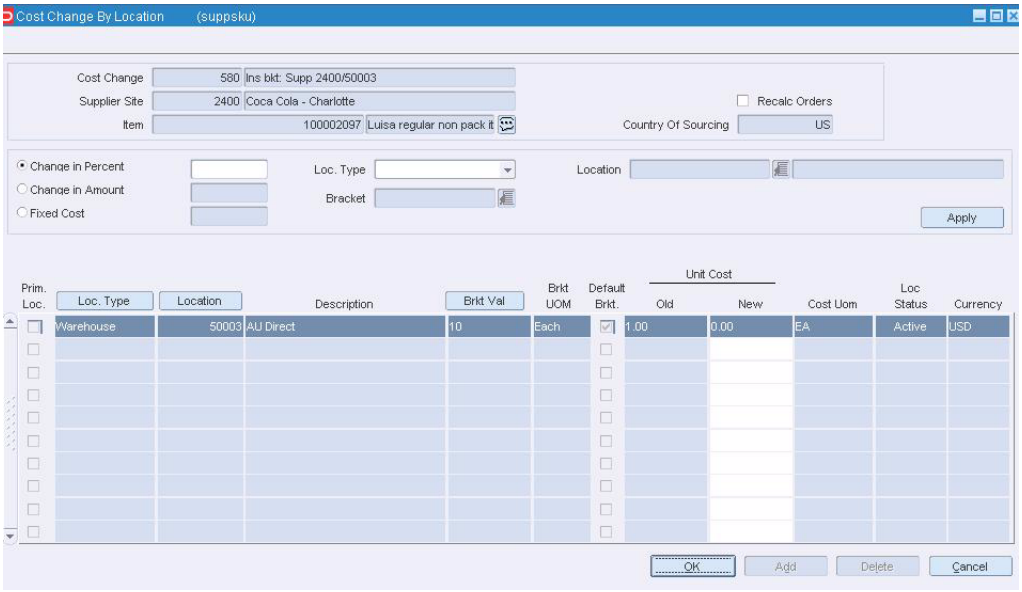
1. To add a supplier or item:
   a. Click **Add**.
   b. Select a supplier or item from the list of values that opens.
2. To delete a supplier or item:
   a. Select a record and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
3. Select the type of adjustment in the Apply block. Then enter the monetary amount or percentage in the box next to the selected option.
4. Click **Apply**. The new retail values and costs per unit are calculated.

5. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
6. Select the Recalc Orders check box next to each item or supplier if you want to update the costs on approved or unapproved purchase orders.

Edit costs at the item/supplier/origin country/location level

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

Figure 10–25 Cost Change by Location Window



2. To add a location:
   a. Click **Add**.
   b. Select a location from the list of values that opens.
3. To delete a location:
   a. Select a location and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Select the type of adjustment in the Apply block. Then enter the monetary amount or percentage in the box next to the selected option.
5. In the Loc Type field, select a grouping mechanism.
6. In the Location field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
7. In the Bracket field, enter the bracket, or click the LOV button and select the bracket.

> **Note:** The Bracket field is enabled when you select a warehouse in the Location field.

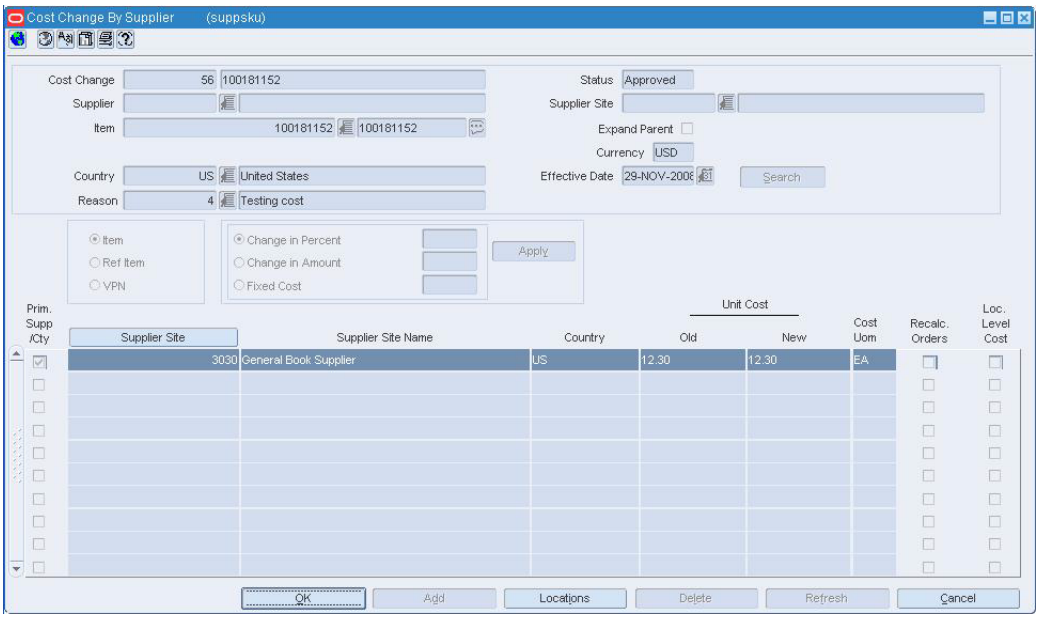
8. Click **Apply**. The new retail values and costs per unit are calculated.

9. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
10. Select the Recalc Orders check box if you want to update the costs on approved or unapproved purchase orders.
11. Click **OK** to save your changes and close the window.

Delete a Cost Change

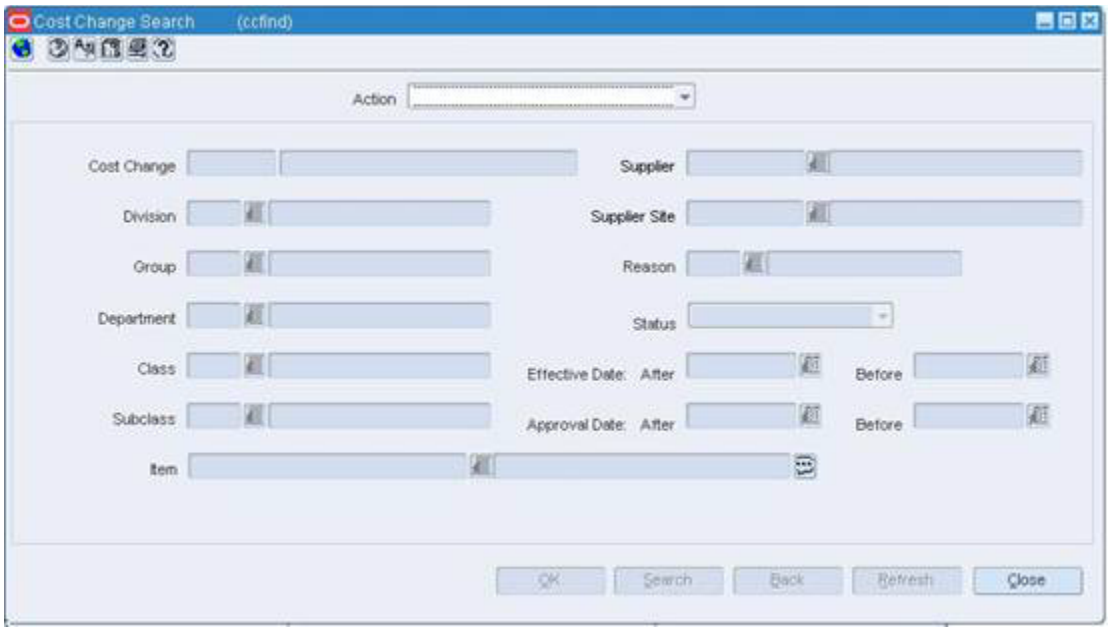
Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in Worksheet, Submitted, or Rejected status. The Cost Change by Supplier window opens.

Figure 10–26 Cost Change by Supplier Window



1. From the Options menu, select Delete. You are prompted to delete the cost change.
2. Click **Yes**. The cost change is deleted. The Cost Change Search window opens.

Figure 10–27 Cost Change Search Window

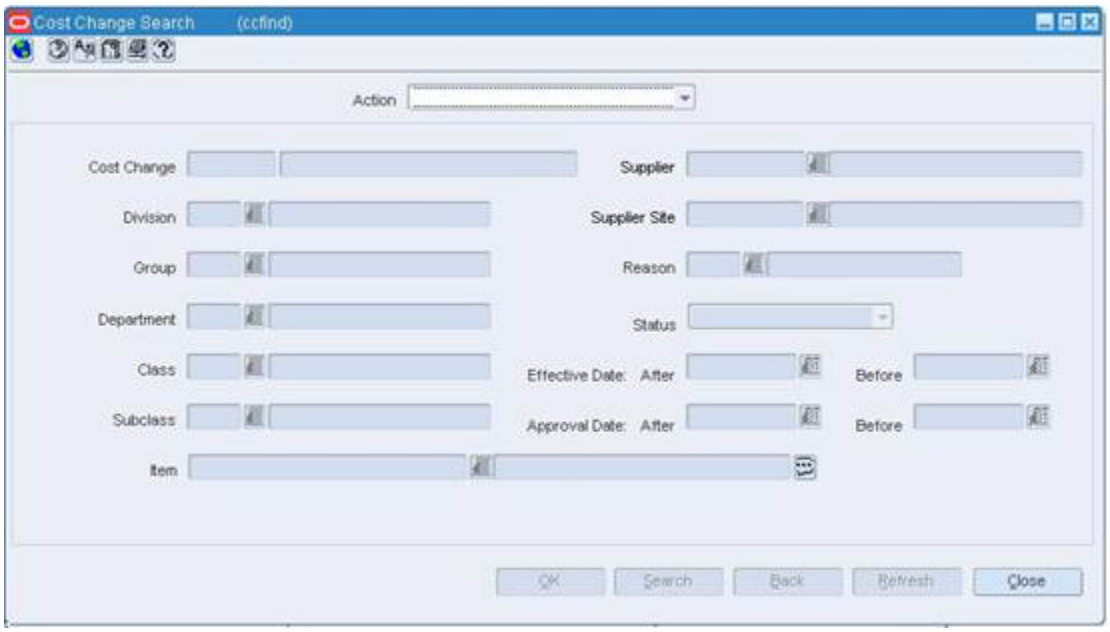


3. Click **Close** to save your changes and close the window.

Search for a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens.

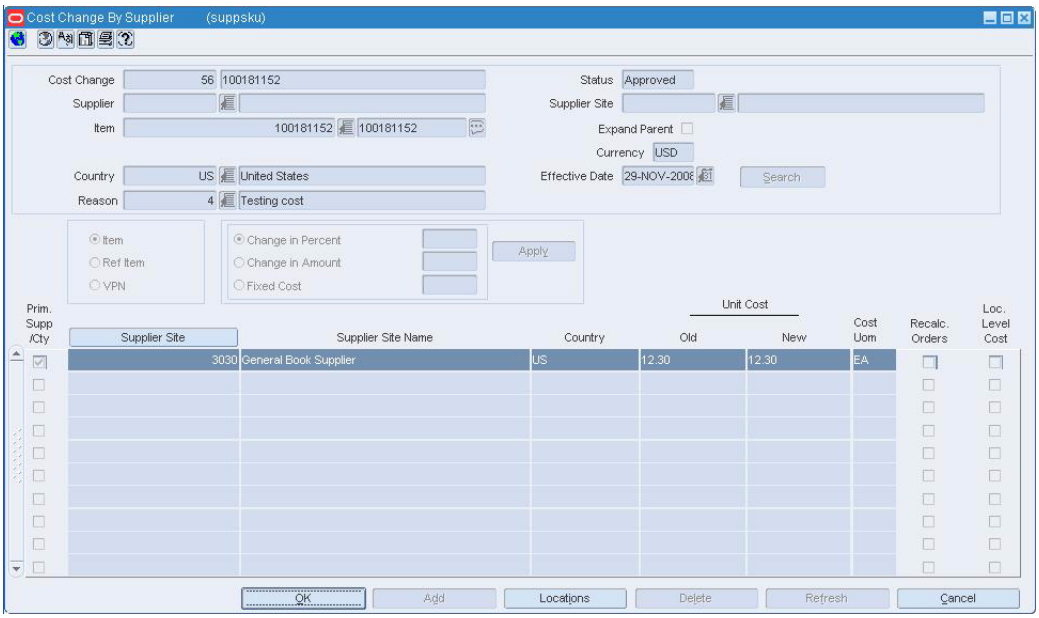
Figure 10–28 Cost Change Search Window



1. In the Action field, select either Edit or View.

2. In the Origin field, select Cost.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Price Change Search window displays the cost changes that match the search criteria.
5. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the details of a cost change, select a record and click **OK**. The details appear in the Cost Change by Supplier window.

Figure 10–29 Cost Change by Supplier Window

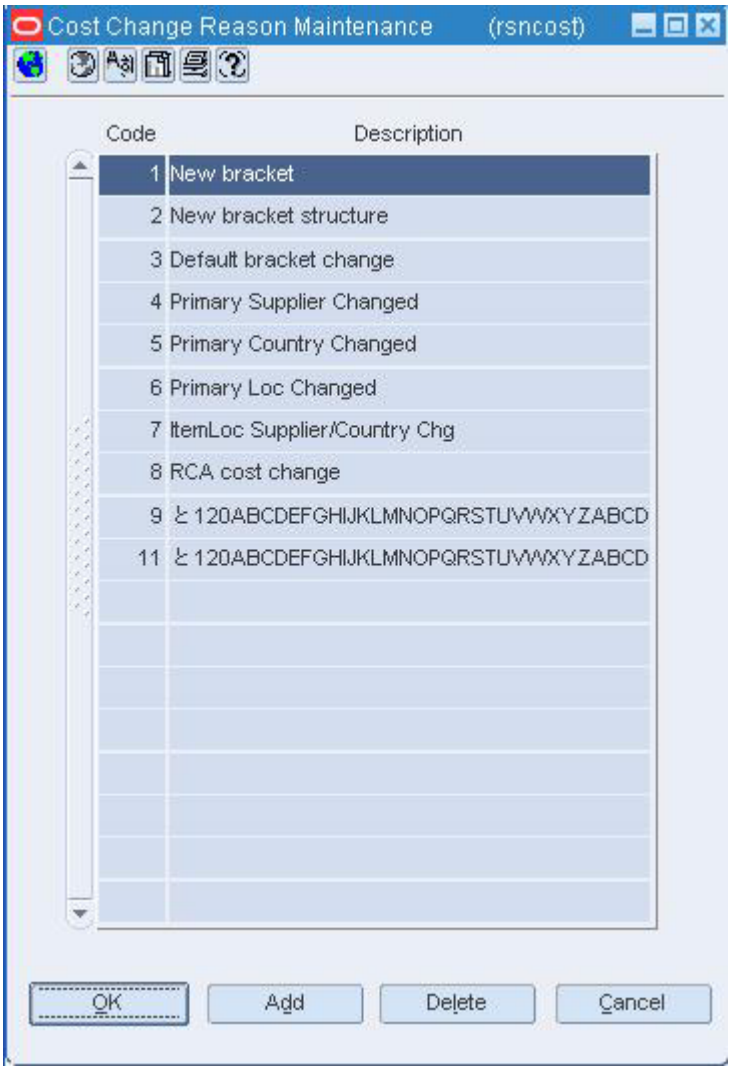


6. Click **Close** to close the window

Edit a Cost Change Reason

Navigate: From the main menu, select Control > Setup > Cost Change Reason > Edit. The Cost Change Reason Maintenance window opens.

Figure 10–30 Cost Change Reason Maintenance Window

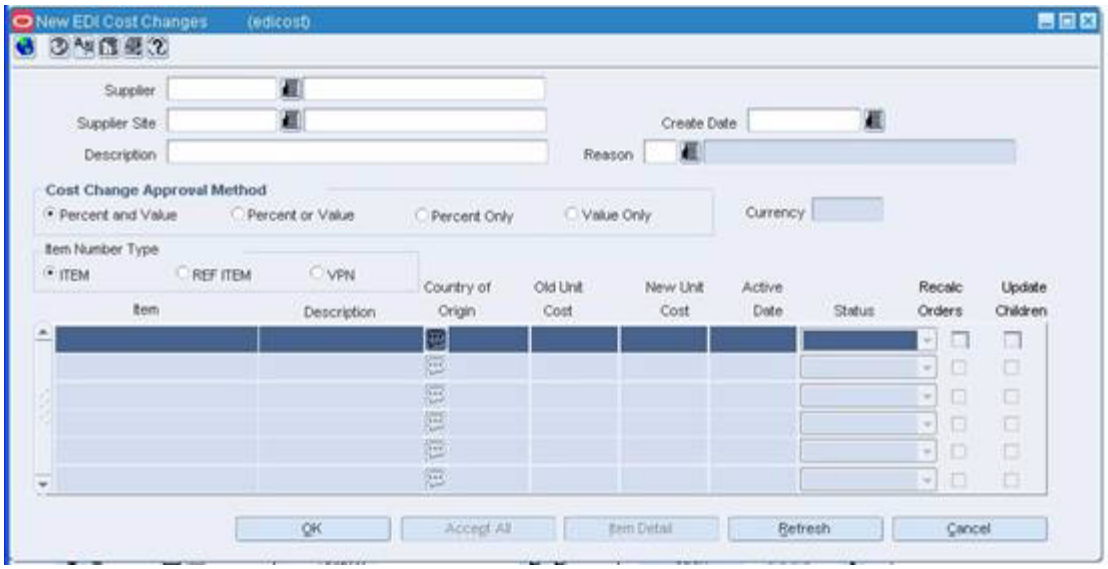


1. Edit the description as necessary.
2. To delete a cost change reason:
   - Select a reason.
   - Click **Delete**. You are prompted to delete the record.
   - Click **Yes**.
3. Click **OK** to save your changes and close the window.

Accept Cost Changes Received Via EDI

Navigate: From the main menu, select Items > EDI Cost Changes. The New EDI Cost Changes window opens.

Figure 10–31 New EDI Cost Changes window



1. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
2. In the Create Date field, enter the date on which the cost changes were received, or click the LOV button and select the date. The items that match the criteria appear.
3. In the Description field, enter a description for the cost change event.
4. In the Reason field, enter the ID of the reason for the cost change, or click the LOV button and select the reason.
5. In the Cost Change Approval Method area, select an approval method.
6. In the Status fields, select either Accepted or Rejected for each cost change.

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

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

View additional details about the item

1. Select an item.
2. Click **Item Detail**. The details appear in the Item Maintenance window.
3. Click **OK** to close the windows.

Delete a Cost Component from a Non-Merchandise Code

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > Edit. The Non-Merchandise Codes Maintenance window opens.

Figure 10–32 Non-Merchandise Codes Maintenance Window

Note: This window is only available when you are using Oracle Retail Trade Management (RTM) with RMS. If simplified RTM is used, the functionality may differ.

1. Select a non-merchandise code in the table.
2. Click **Cost Comp**. The Non-Merchandise Cost Components window opens.
3. Select a cost component in the table.
4. Click **Delete**. You are prompted to delete the component.
5. Click **Yes**.
6. Click **OK** to close the window and save your changes.

Add a Cost Component for a Non-Merchandise Code

Note: This window is only available when you are using Oracle Retail Trade Management (RTM) with RMS. If simplified RTM is used, the functionality may differ.

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > Edit. The Non-Merchandise Codes Maintenance window opens.

1. Select a non-merchandise code in the table.
2. Click **Cost Comp**. The Non-Merchandise Cost Components window opens.
3. Click **Add**.
4. On the next available line, enter the ID of the cost component in the Component ID field, or click the LOV button and select a cost component.
5. Click **OK** to save your changes and close the window.

Cost Change Approval Process

For a cost change to take affect, it needs to be in approved status. Depending on your user role, you may be able to move the cost change to the next status. A cost change may be in any of the following statuses:

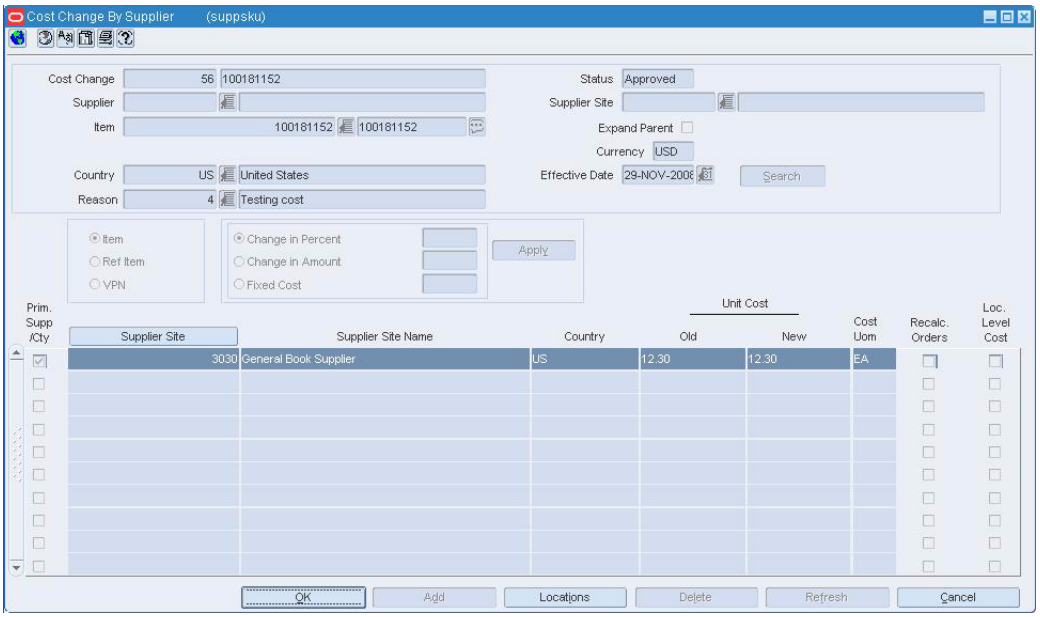
Table 10–1 Cost Change Statuses

Status	Status definition
Worksheet	The cost change event is incomplete. You can edit, submit, or delete the cost change event.
Submitted	The cost change event is complete and submitted for approval. You can approve, reject, or delete the cost change event.
Approved	The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event.
Rejected	The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event.
Extracted	The details of the cost change event were extracted to the locations affected by the cost change event. Only cost change events in Approved status are extracted.
Canceled	The details of the cost change event were extracted to the locations affected by the cost change event. Only cost change events in Approved status are extracted.

Submit a Cost Change for Approval

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in Worksheet status. The Cost Change by Supplier window opens.

Figure 10–33 Cost Change by Supplier Window



1. From the Options menu, select **Submit**.
2. When prompted to submit the cost change, click **Yes**. The status of the cost change changes to Submitted.
3. Click **OK** to save your changes and close the window.

Approve a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in Submitted status. The Cost Change by Supplier window opens.

1. From the Options menu, select Approve.
2. When prompted to approve the cost change, click **Yes**. The status of the cost change changes to Approved.
3. Click **OK** to save your changes and close the window.

Reject a Submitted Cost Change

Navigate From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change event in Edit mode. Restrict the search to cost changes in Submitted status. The Cost Change by Supplier window opens.

1. From the Options menu, select Reject. You are prompted to reject the cost change.
2. Click **Yes**. The status of the cost change changes to Rejected.
3. Click **OK** to save your changes and close the window.

Cancel an Approved Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens. Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in Approved status. The Cost Change by Supplier window opens.

1. From the Options menu, select Cancel. You are prompted to cancel the cost change.
2. Click **Yes**. The status of the cost change changes to Cancelled.
3. Click **OK** to save your changes and close the window.

11

Harmonized Tariff Schedules

Maintain Harmonized Tariff Schedule

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.

You can associate the HTS classifications and assessments with items or items on purchase orders.

- Add a Quota Category
- Add a Tariff Treatment at the Item Level
- Delete a Quota Category
- Delete a Tariff Treatment at the Item Level
- Edit a Restraint for an HTS Heading
- Edit a Tariff Treatment at the Country Level
- Edit an Assessment for an Item
- Edit an Assessment for an Item on a Purchase Order
- Edit an HTS Heading

HTS Details Window [itemhts]

The HTS Details window allows you to view the details of an HTS classification that is associated with an item.

HTS Heading Maintenance Window [htshead]

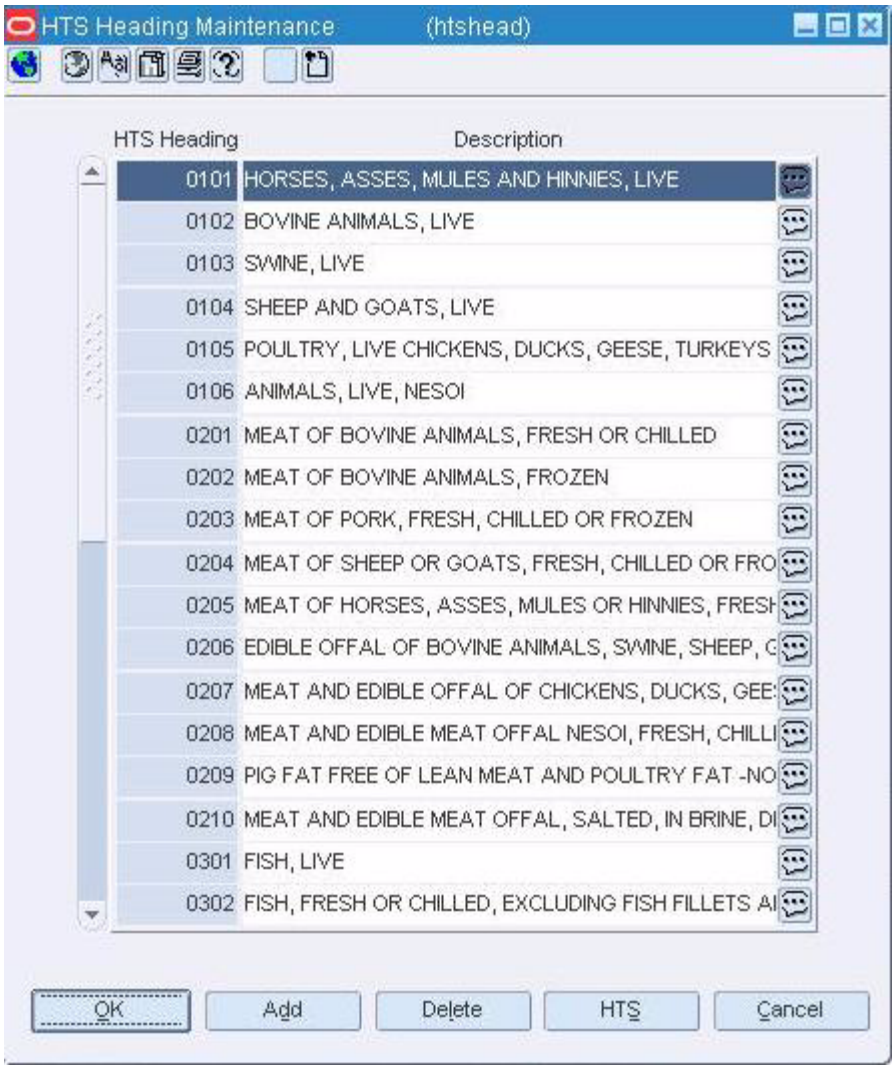
The HTS Heading Maintenance window allows you to edit and view the headings of a harmonized tariff schedule.

- Edit an HTS Heading.

Edit an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Figure 11–1 HTS Heading Maintenance Window



1. Edit the description as necessary.
2. To add an HTS heading:
   a. Click **Add**. The next available line is enabled.
   b. In the HTS Heading field, enter the number of the HTS heading.
   c. In the Description field, enter the description of the HTS heading.

d. To enter additional comments, click the comments button.

3. To delete an HTS heading:
   a. Select an HTS heading and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Harmonized Tariff Schedule Window [hts]

The Harmonized Tariff Schedule window allows you to create, edit, and view an HTS classification.

- Create an HTS Classification
- Delete an HTS Classification
- Edit an HTS Classification

Delete an HTS Classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The details appear in the Harmonized Tariff Schedule window.

1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit a Restraint for an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Select an HTS heading. From the Options menu, select HTS Heading Restraints. The HTS Heading Restraints window opens.

Figure 11–2 HTS Heading Restraints Window

1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country. The current restraints for the selected country appear.
2. Select a restraint.
3. In the Apply area, edit the enabled fields as necessary.
4. Click **Apply** to complete the edit.

5. To add a restraint:
   a. Click **Add**. The fields in the Apply area are cleared.
   b. Enter the details in the Apply area.
   c. Click **Apply**. The restraint is added to the table.
6. To delete a restraint:
   a. Select a restraint and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
7. Click **OK** to save your changes and close the window.

HTS Anti-Dumping Duties Window [htsad]

The HTS Anti-Dumping Duties window allows you to add and maintain the anti-dumping duties that are associated with an HTS classification.

- Edit an HTS Classification

HTS Heading Restraints Window [htscres]

The HTS Heading Restraints window allows you to edit and view the restraints applied at the heading level of the harmonized tariff schedule. The most common restraints are quota levels.

- Edit a Restraint for an HTS Heading

View HTS Classifications for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the HTS option. The Item HTS Maintenance window opens.

1. To view the cost components for an HTS classification:
   a. Select an HTS classification and click **Assessments**. The cost components appear in the Item HTS Assessment Maintenance window.
   b. Click **OK** to close window.
2. To view the details of an HTS classification:
   a. Select an HTS classification and click **HTS Details**. The details appear in the HTS Details window.
   b. Click **OK** to close the window.
3. Click **OK** to close the window.

View an HTS Classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in View mode. The Harmonized Tariff Schedule window opens.

Click **OK** to close the window.

View an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Click **OK** to close the window.

View HTS Classifications for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in View mode. The purchase order must by an import type purchase order. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

1. To view the details of an HTS classification:
   a. Select an HTS classification and click the **HTS Details** button. The HTS Details window opens.
   b. Click **Close** to close the window.
2. Click **OK** to close the window.

HTS Countervailing Duties Window [htscvd]

The HTS Countervailing Duties window allows you to add and maintain the countervailing duties that are associated with an HTS classification.

- Edit an HTS Classification

HTS Fee Window [htsfee]

The HTS Fee window allows you to add and maintain the fees that are associated with an HTS classification.

- Edit an HTS Classification

HTS Selection Window [htsfind]

The HTS Selection window allows you to enter criteria in order to search for harmonized tariff schedule (HTS) classifications and view the results of the search. It is also the starting point for creating, editing, or viewing an HTS classification.

The default view for the HTS Selection window opens when you open the window for the first time. You can also create a custom view.

- Search for an HTS Classification

HTS Other Government Agencies Window [htsoga]

The HTS Other Government Agencies window allows you to add and maintain the requirements from other government agencies that have jurisdiction over an HTS classification.

- Edit an HTS Classification
- View an HTS Classification

HTS Reference Window [htsref]

The HTS Reference window allows you to add and maintain user-defined references that are associated with an HTS classification.

- Edit an HTS Classification
- View an HTS Classification

HTS Fee Zone Rates Window [htsfeezone]

The HTS Fee Zone Rates window allows the user to set up multiple duty rates by clearing zone for the HTS code.

- Add HTS Fee Zone Rates
- Edit HTS Fee Zone Rates
- Delete HTS Fee Zone Rates

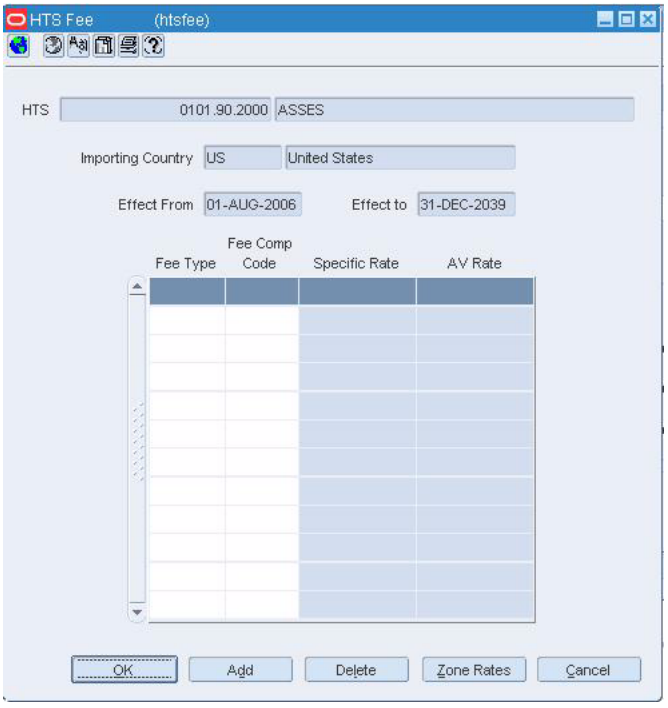
Add HTS Fee Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

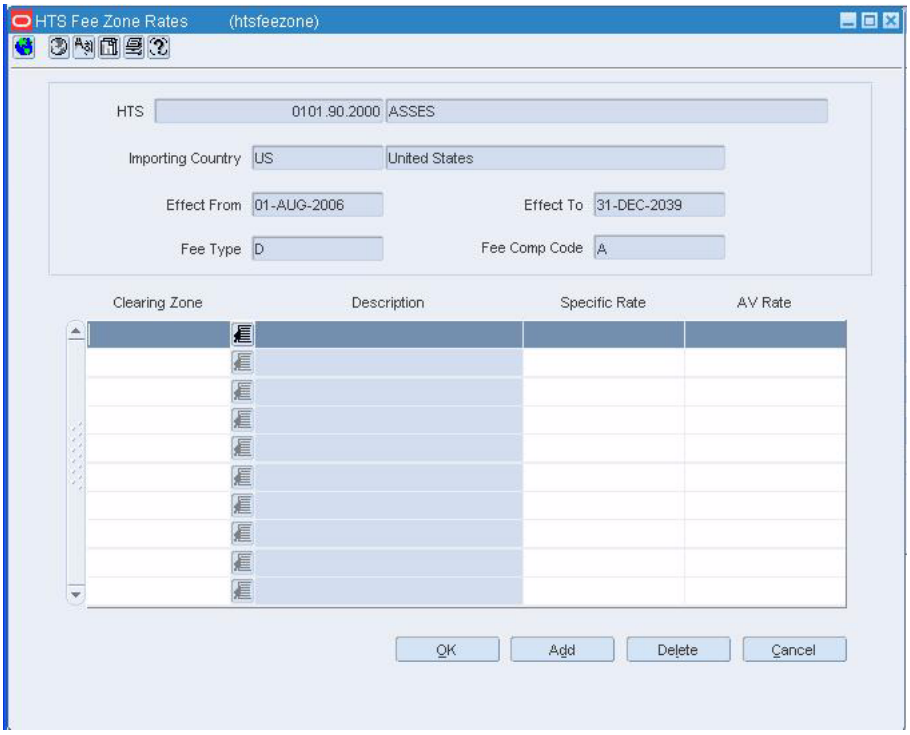
1. From the Option menu, select Fees. The HTS Fee window opens.

Figure 11–3 HTS Fee Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Fee Zone Rates window opens.

Figure 11–4 HTS Fee Zones Window



4. In the Clearning Zone column, enter a zone or click the LOV button to select a zone.
5. In the Specific Rate field, enter a rate.
6. In the AV Rate field, enter a rate.
7. Click **Add**. The zone rate is added.
8. Click **OK** to save your changes and close the window.

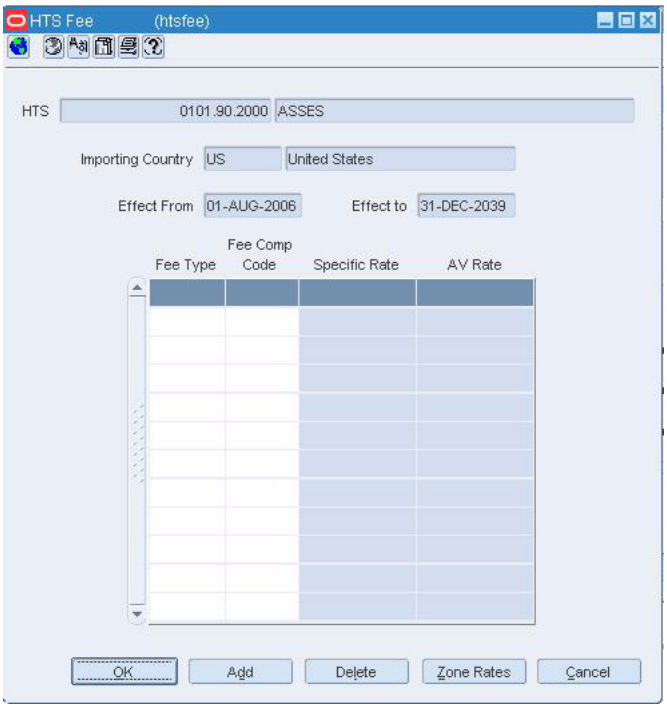
Edit HTS Fee Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

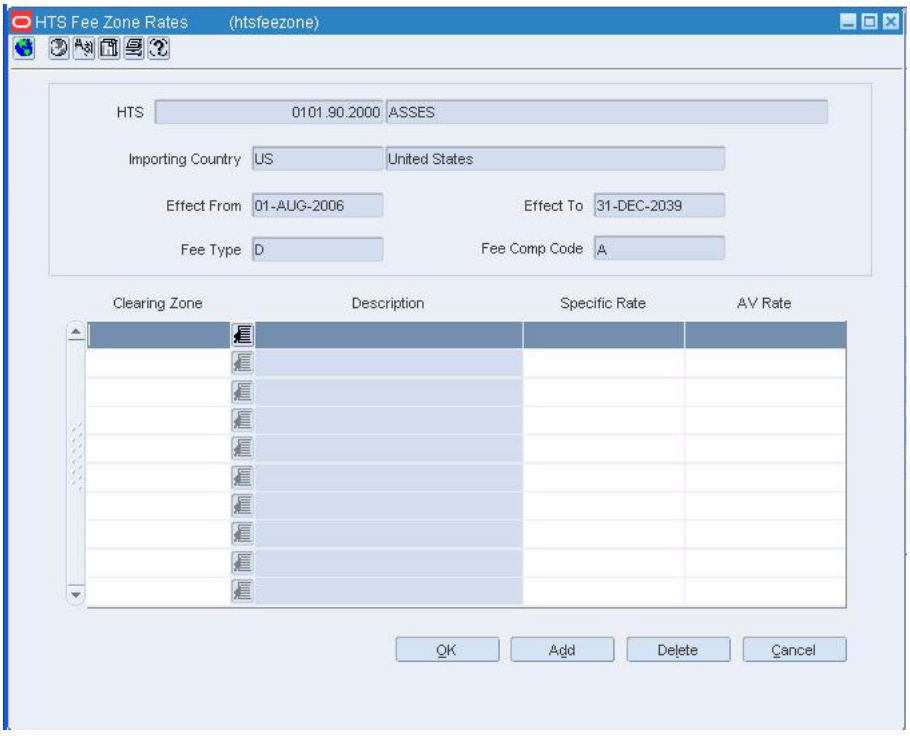
1. From the Option menu, select Fees. The HTS Fee window opens.

Figure 11–5 HTS Fee Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Fee Zone Rates window opens.

Figure 11–6 HTS Fee Zones Window



4. In the Clearning Zone column, enter a zone or click the LOV button to select a zone.
5. In the Specific Rate field, enter a rate.
6. In the AV Rate field, enter a rate.
7. Click **OK** to save your changes and close the window.

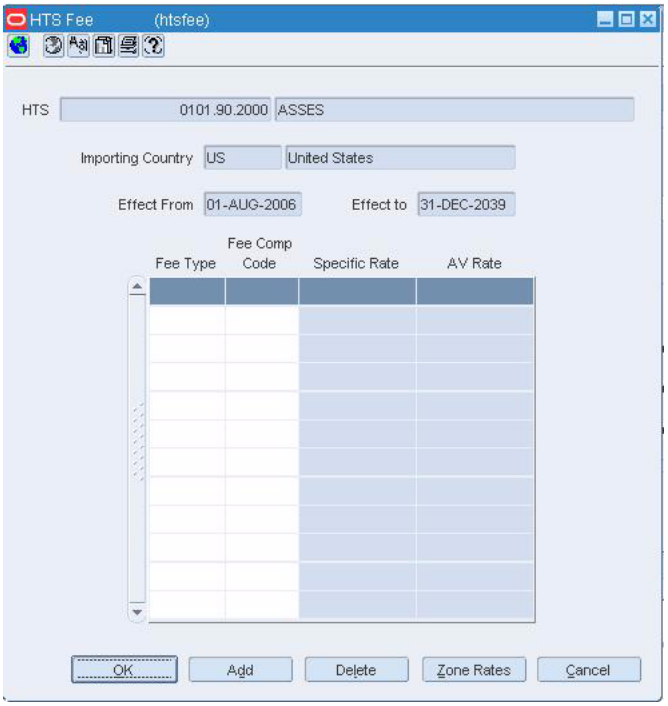
Delete HTS Fee Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

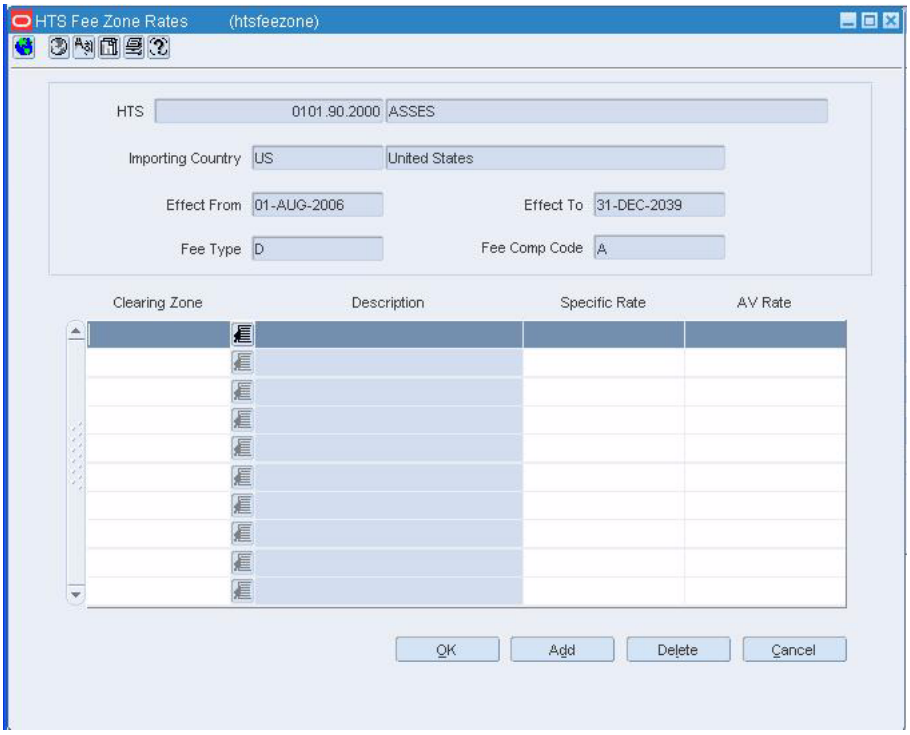
1. From the Option menu, select Fees. The HTS Fee window opens.

Figure 11–7 HTS Fee Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Fee Zone Rates window opens.

Figure 11–8 HTS Fee Zones Window



4. Select the Clearning Zone that you want to delete
5. Click **Delete**.
6. Click **OK** to save your changes and close the window.

HTS Tax Zone Rates Window [htstaxzone]

The HTS Fee Zone Rates window allows the user to set up multiple duty rates by clearing zone for the HTS code.

- Add HTS Tax Zone Rates
- Edit HTS Tax Zone Rates
- Delete HTS Tax Zone Rates

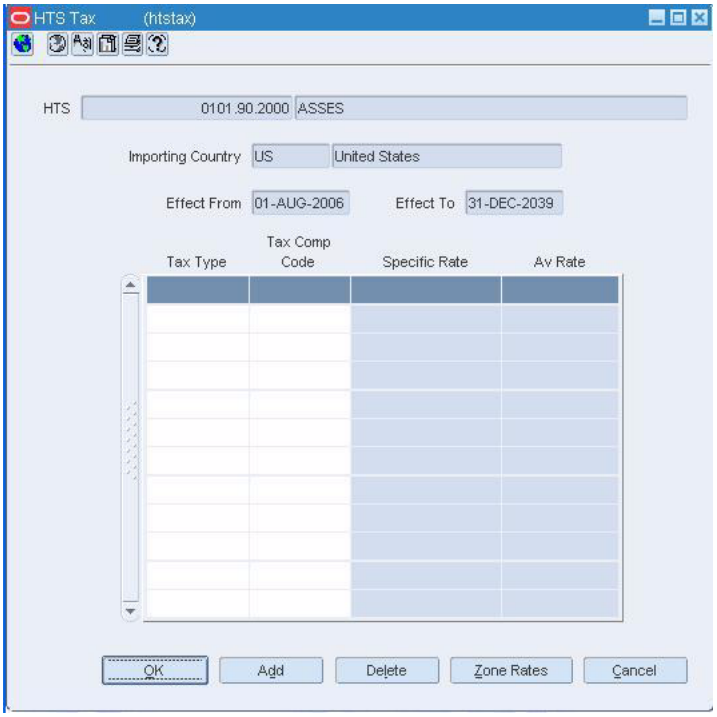
Add HTS Tax Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

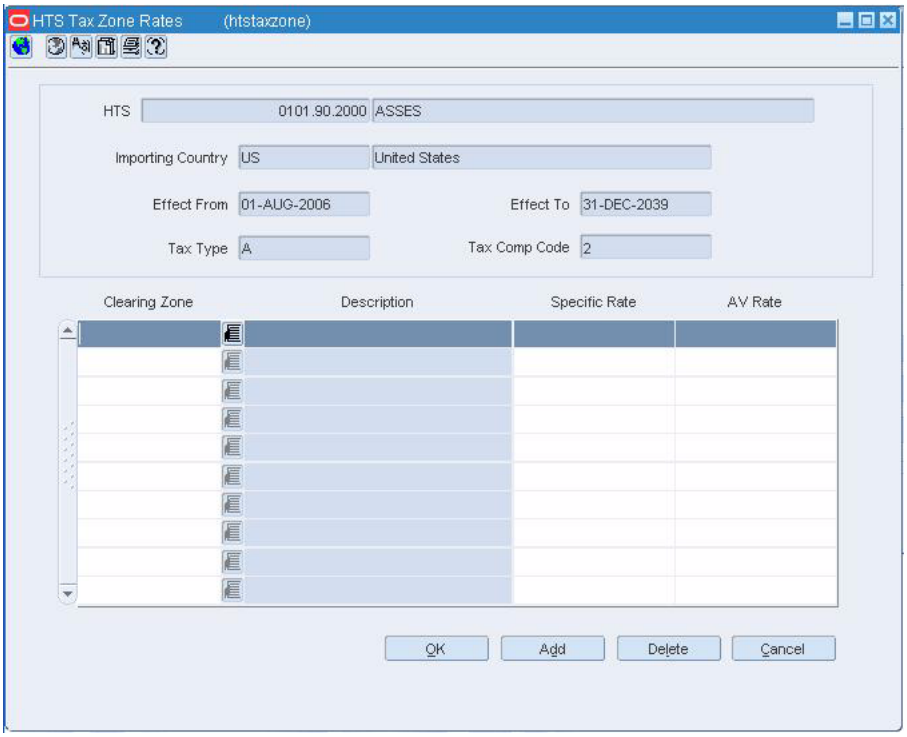
1. From the Option menu, select Taxes. The HTS Taxes window opens.

Figure 11–9 HTS Taxes Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Taxes Zone Rates window opens.

Figure 11–10 HTS Taxes Zones Window



4. In the Clearning Zone column, enter a zone or click the LOV button to select a zone.
5. In the Specific Rate field, enter a rate.
6. In the AV Rate field, enter a rate.
7. Click **Add**. The zone rate is added.
8. Click **OK** to save your changes and close the window.

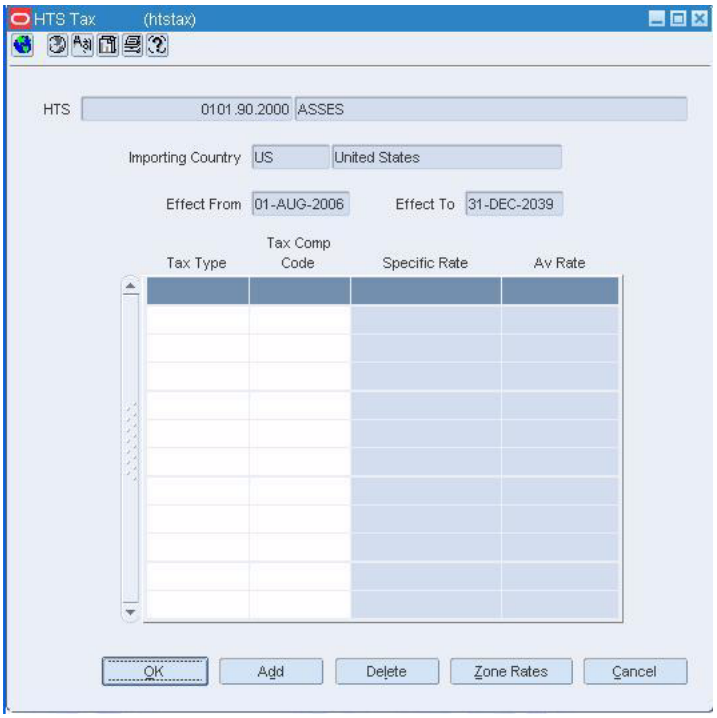
Edit HTS Tax Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

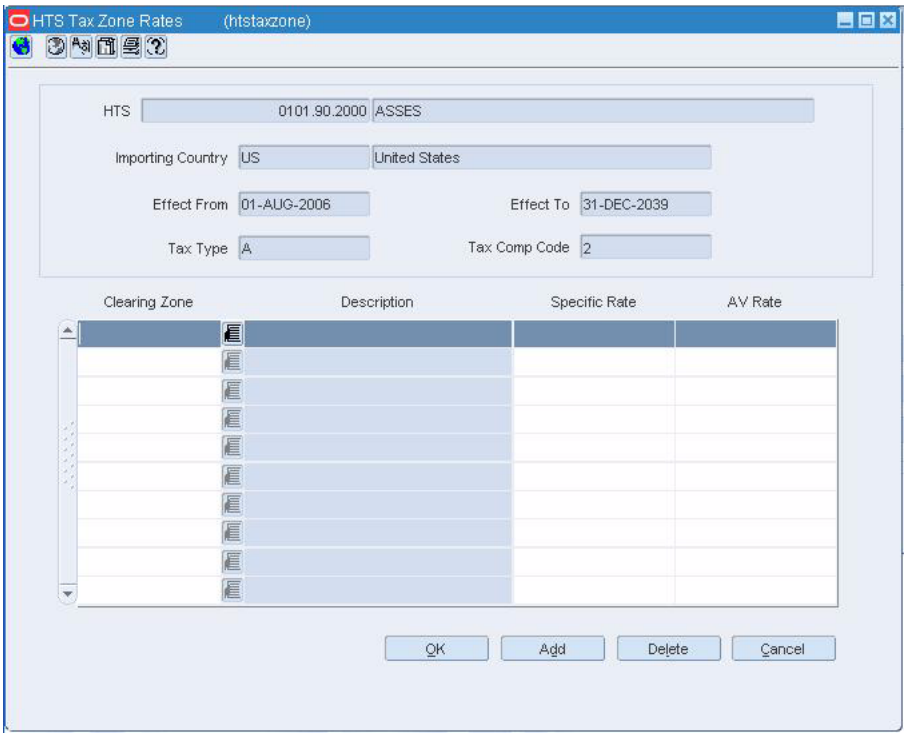
1. From the Option menu, select Taxes. The HTS Taxes window opens.

Figure 11–11 HTS Taxes Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Taxes Zone Rates window opens.

Figure 11–12 HTS Taxes Zones Window



4. In the Clearning Zone column, enter a zone or click the LOV button to select a zone.
5. In the Specific Rate field, enter a rate.
6. In the AV Rate field, enter a rate.
7. Click **OK** to save your changes and close the window.

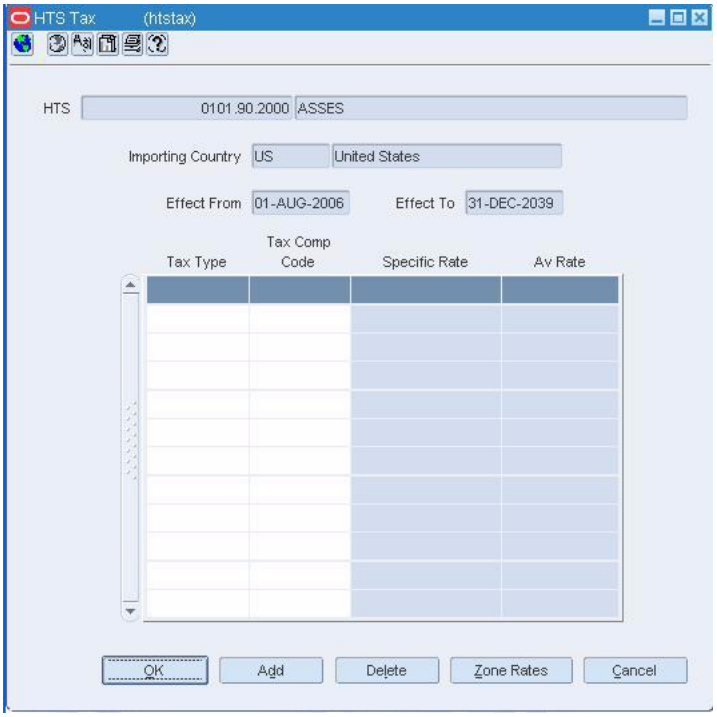
Delete HTS Tax Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

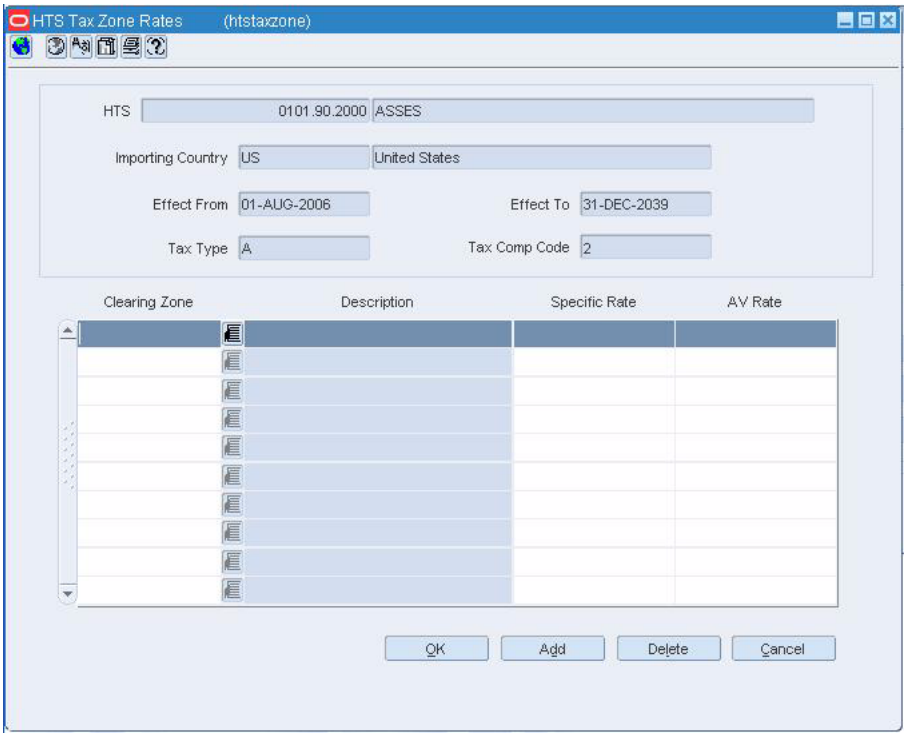
1. From the Option menu, select Taxes. The HTS Taxes window opens.

Figure 11–13 HTS Taxes Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Taxes Zone Rates window opens.

Figure 11–14 HTS Taxes Zones Window



4. Select the Clearning Zone to be deleted.

5. Click **Delete**. The zone rate is added.
6. Click **OK** to save your changes and close the window.

HTS Tariff Treatment Zone Rates Window [htstarzone]

The HTS Fee Zone Rates window allows the user to set up multiple duty rates by clearing zone for the HTS code.

- Add HTS Tariff Treatment Zone Rates
- Edit HTS Tariff Treatment Zone Rates
- Delete HTS Tariff Treatment Zone Rates

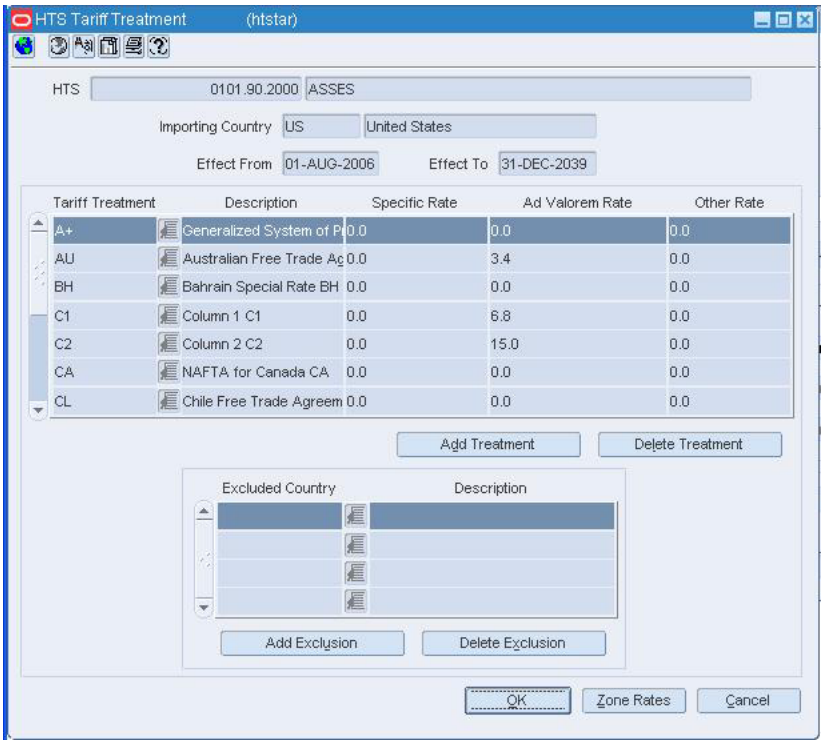
Add HTS Tariff Treatment Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

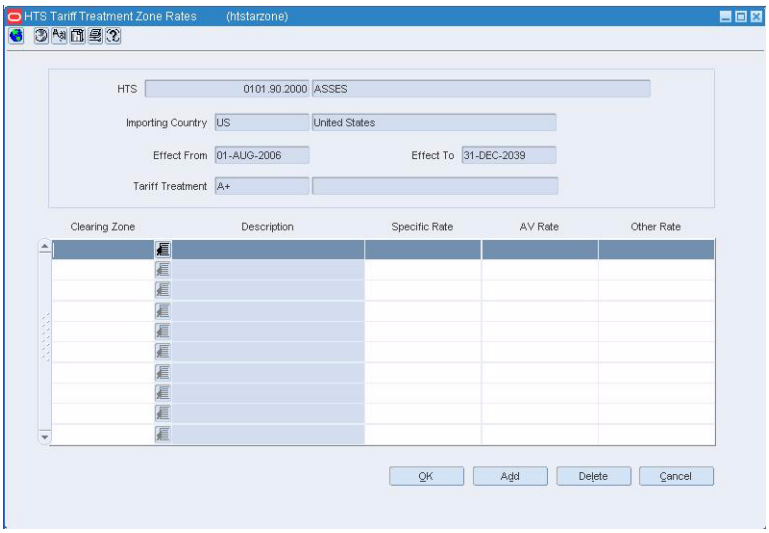
1. From the Option menu, select Tariff Treatments. The HTS Tariff Treatment window opens.

Figure 11–15 HTS Tariff Treatment Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Tariff Treatment Zone Rates window opens.

Figure 11–16 HTS Tariff Treatment Zones Window



4. In the Clearning Zone column, enter a zone or click the LOV button to select a zone.
5. In the Specific Rate field, enter a rate.
6. In the AV Rate field, enter a rate.
7. In the Other Rate field, enter another rate.
8. Click **Add**. The zone rate is added.
9. Click **OK** to save your changes and close the window.

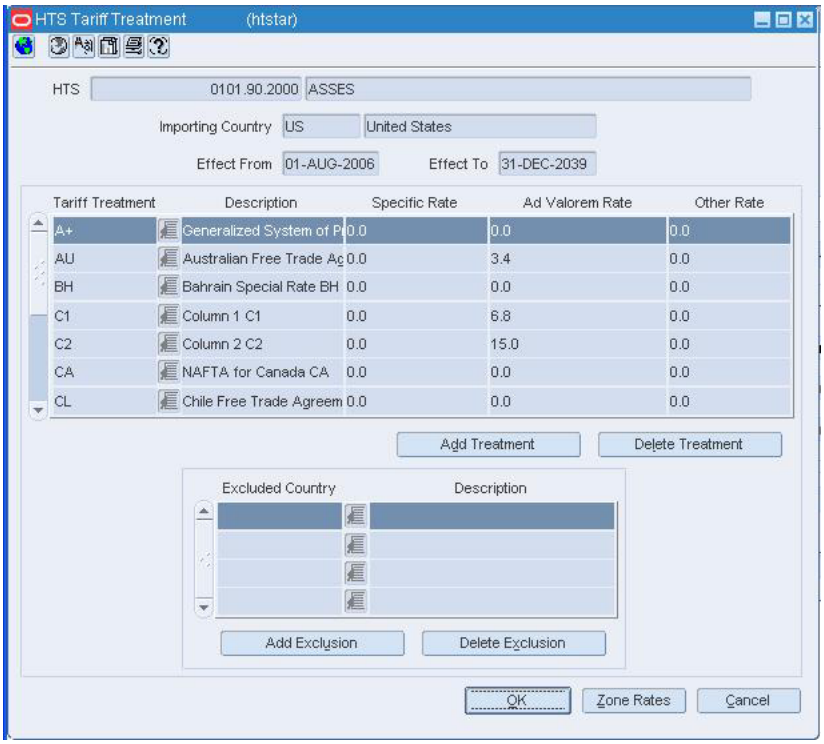
Edit HTS Tariff Treatment Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

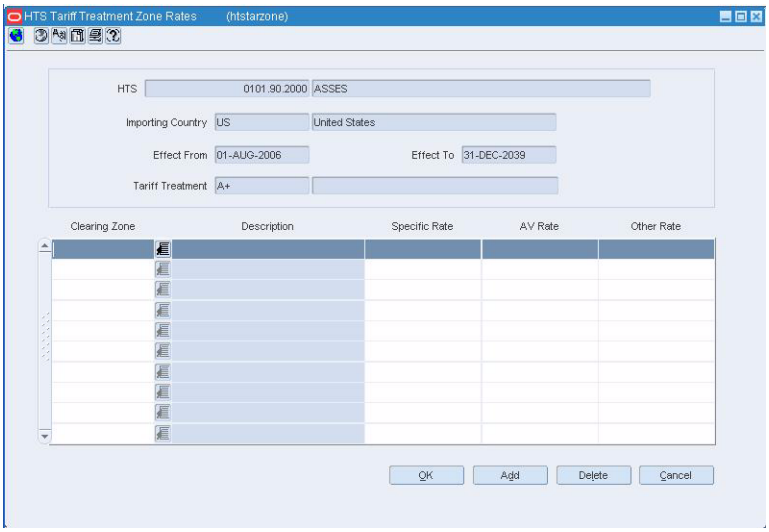
1. From the Option menu, select Tariff Treatments. The HTS Tariff Treatment window opens.

Figure 11–17 HTS Tariff Treatment Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Tariff Treatment Zone Rates window opens.

Figure 11–18 HTS Tariff Treatment Zones Window



4. In the Clearning Zone column, select a zone to edit.
5. Make changes to the rate as necessary.
6. Click **OK** to save your changes and close the window.

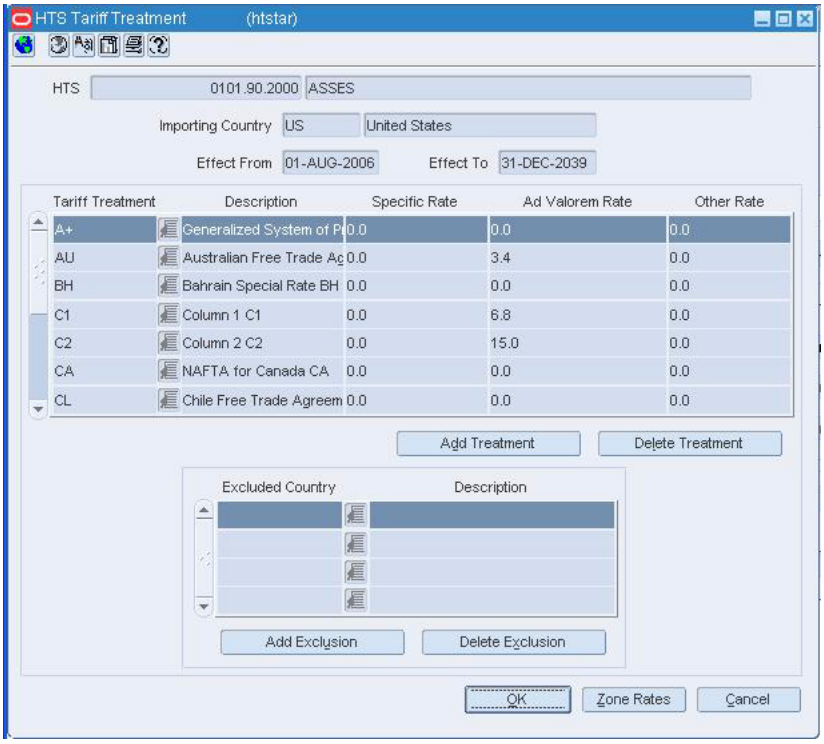
Delete HTS Tariff Treatment Zone Rates

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

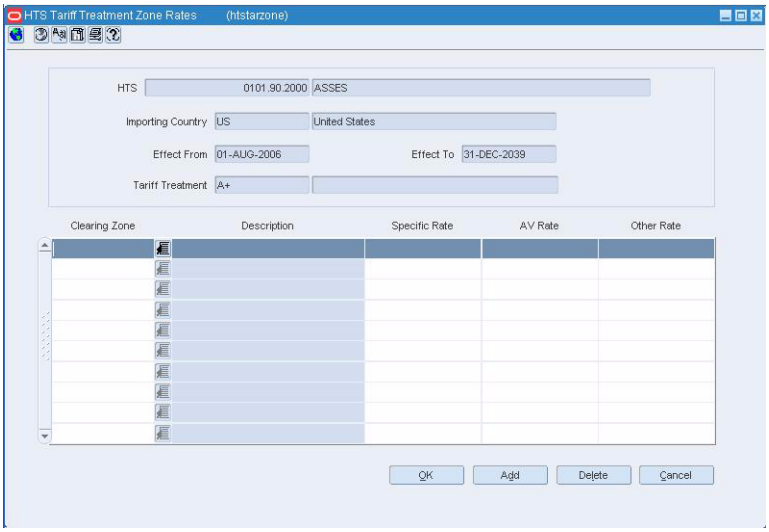
1. From the Option menu, select Tariff Treatments. The HTS Tariff Treatment window opens.

Figure 11–19 HTS Tariff Treatment Window



2. Select an item from the table.
3. Click **Zone Rates**. The HTS Tariff Treatment Zone Rates window opens.

Figure 11–20 HTS Tariff Treatment Zones Window



4. In the Clearning Zone column, select a zone to be deleted.
5. Click **Delete**. The zone rate is added.
6. Click **OK** to save your changes and close the window.

HTS Selection Window [htsfind]

The HTS Selection window allows you to enter criteria in order to search for harmonized tariff schedule (HTS) classifications and view the results of the search. It is also the starting point for creating, editing, or viewing an HTS classification.

- Search for an HTS Classification

The default view for the HTS Selection window opens when you open the window for the first time. You can also create a custom view.

HTS Other Government Agencies Window [htsoga]

The HTS Other Government Agencies window allows you to add and maintain the requirements from other government agencies that have jurisdiction over an HTS classification.

- Edit an HTS Classification

HTS Reference Window [htsref]

The HTS Reference window allows you to add and maintain user-defined references that are associated with an HTS classification.

- Edit an HTS Classification

HTS Tariff Treatment Window [htstar]

The HTS Tariff Treatment window allows you to add and maintain the tariff treatments that are associated with an HTS classification. In addition to maintaining the tariff treatment, you can indicate which origin countries are excluded from the tariff treatment.

- Edit an HTS Classification

View Tariff Treatments at the Country Level

Navigate: From the main menu, select Control > Setup > Country > View. The Country Maintenance window opens. Select a country.

From the Options menu, select Tariff Treatments. The Country Tariff Treatment window opens.

- Click **OK** to close the window.

View Tariff Treatments at the Item Level

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the Eligible Tariff Treatments option. The Item Eligible Tariff Treatment window opens.

- Click **OK** to close the window.

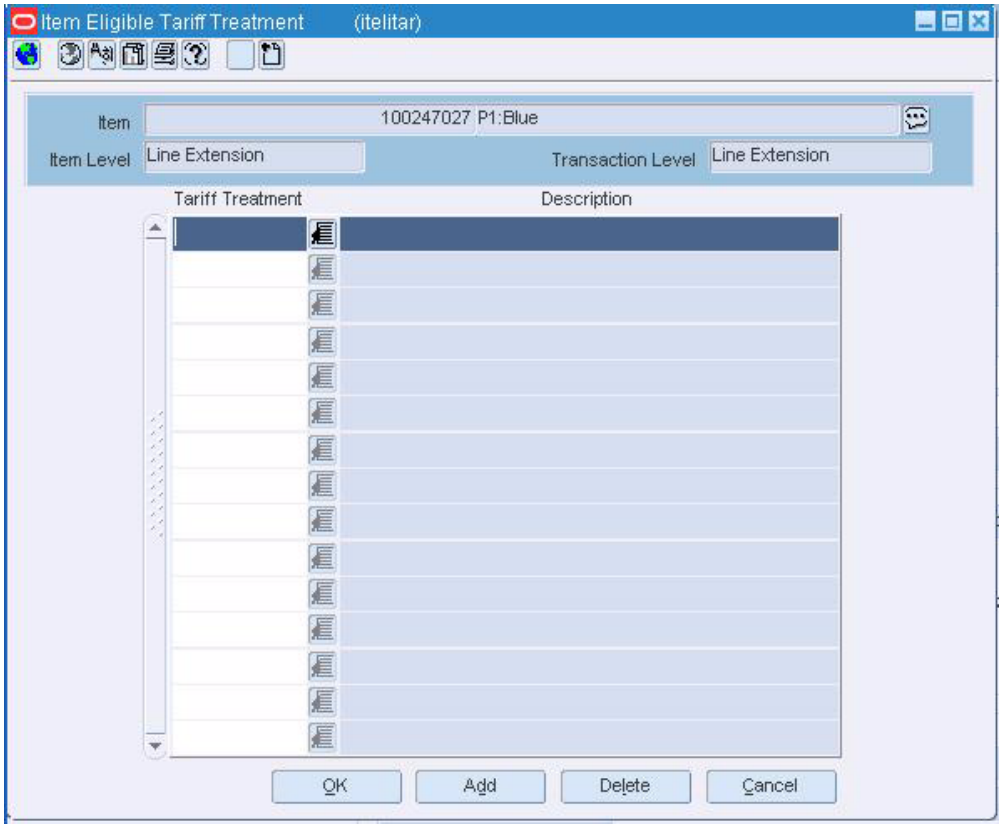
Add a Tariff Treatment at the Item Level

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Select the Eligible Tariff Treatments option. The current tariff treatments appear in the Item Eligible Tariff Treatment window.

Figure 11–21 Item Eligible Tariff Treatment Window



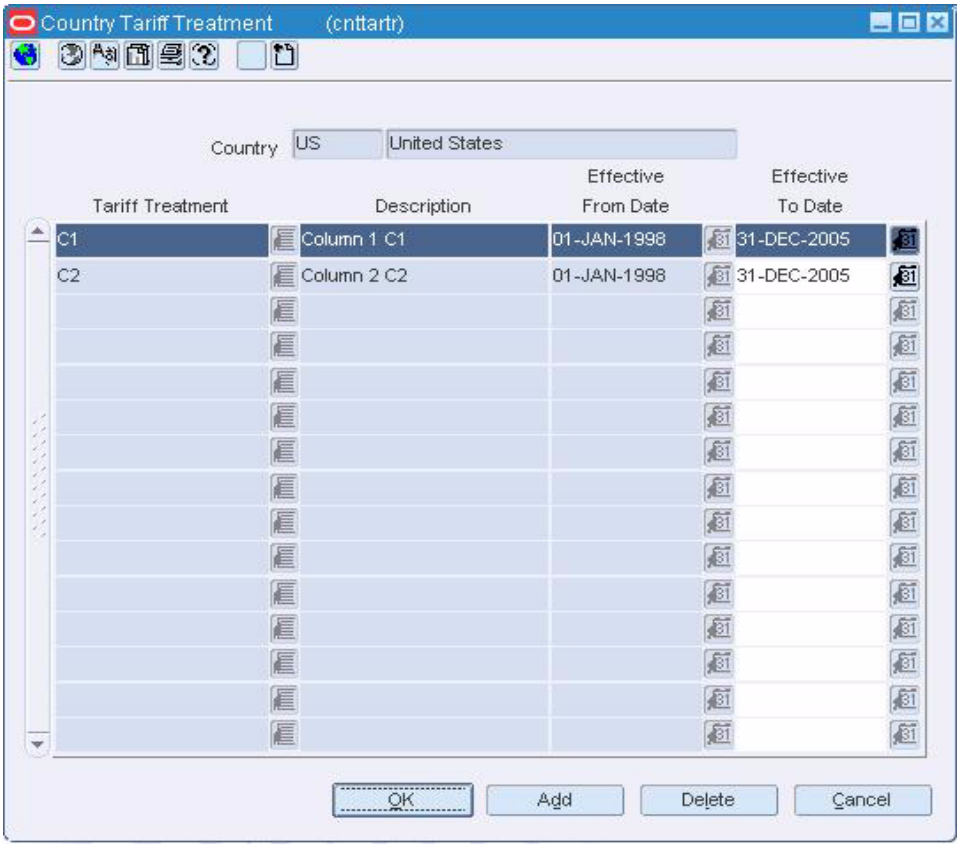
1. Click **Add**. The next available line is enabled.
2. In the Tariff Treatment field, click the LOV button and select the appropriate tariff treatment.
3. Click **OK** to save your changes and close the window.

Edit a Tariff Treatment at the Country Level

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens. Select a country.

From the Options menu, select Tariff Treatments. The Country Tariff Treatment window opens.

Figure 11–22 Country Tariff Treatment Window



1. Edit the Effective To Date field as necessary.
2. To add a tariff treatment:
   a. Click **Add**. The next available line is enabled.
   b. In the Tariff Treatment field, enter the code the tariff treatment, or click the LOV button and select the tariff.
   c. In the Effective From Date field, enter the date on which the tariff treatment becomes effective, or click the calendar button and select the date.
   d. In the Effective To Date field, enter the date on which the tariff treatment is no longer effective, or click the calendar button and select the date.

3. To delete a tariff treatment:
   a. Select a tariff treatment and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

View Quota Categories

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > Quota Category > View. The Quota Categories window opens.

1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
2. Click **OK** to close the window.

View Restraints for an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Select an HTS heading. From the Options menu, select HTS Heading Restraints. The HTS Heading Restraints window opens.

1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country. The current restraints for the selected country appear.
2. Click **OK** to close the window.

HTS Tax Window [htstax]

The HTS Tax window allows you to add and maintain the taxes that are associated with an HTS classification.

- Edit an HTS Classification

Item HTS Assessment Maintenance Window [itassess]

The Item HTS Assessment Maintenance window allows you to maintain the assessments that are associated with an item. The assessments are calculated at the item, origin country, import country level.

The cost components track the pertinent assessments for an item by HTS classification. They may be included in duty, expense, and actual landed cost calculations. Assessments differ from expenses in that they are defined by a government agency. To display the status of the cost components for each calculation, select Nomination Flags from the View menu.

- Edit an Assessment for an Item

Edit an Assessment for an Item

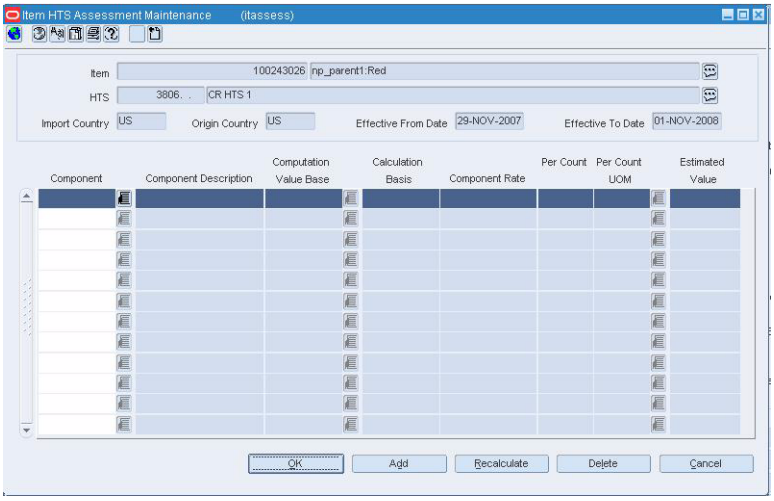
Navigate: From the main menu, select Items> Items. The Item Search window opens.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click the HTS option. The Item HTS Maintenance window opens.

Select an HTS classification and click **Assessments**. The Item HTS Assessment Maintenance window opens.

Figure 11–23 Item HTS Assessment Maintenance Window



1. Edit the assessment details as necessary.
2. To add an assessment:
   a. Click **Add**. The next available line is enabled.
   b. In the Component field, enter the code for the cost component, or click the LOV button and select the cost component.
   c. Enter additional information in the enabled fields.
   d. From the View menu, select Nomination Flags. The Nomination Flags appear in the table.
   e. In the Nomination Flag fields, select the status of the assessment in relation to the other components:
   f. Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
   g. Select **+** (plus sign) to add the assessment to the total.
   h. Select **-** (minus sign) to subtract the assessment from the total.
   i. Click **Recalculate** to update the estimated values.
3. To delete an assessment:
   a. Select an assessment and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
   c. Click **OK** to save your changes and close the window.

Edit an Assessment for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification in the HTS Information table. The Assessment Details table opens.

1. Edit the assessments as necessary.
2. To add an assessment:
   a. Select an HTS classification. The current assessments appear in the Assessment Details table.
   b. Click **Add Comp Details**. The next available line is enabled.
   c. In the Component field, enter the code for the cost component, or click the LOV button and select the cost component.
   d. Enter additional information in the enabled fields.
   e. From the View menu, select Nomination Flag. The Nomination Flag fields appear in the Assessment Details table.
   f. In the Nomination Flag fields, select the status of the expense in relation to the other components.
   g. Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
   h. Select **+** (plus sign) to add the assessment to the total.
   i. Select **-** (minus sign) to subtract the assessment from the total.
   j. Click **Recalculate** in order to update the values.
3. To delete an assessment:
   a. Select an HTS classification. The current assessments appear in the Assessment Details table.
   b. Select an assessment and click **Delete Comp Details**.
   c. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

View Assessments for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the HTS option. The Item HTS Maintenance window opens.

Select an HTS classification and click **Assessments**. The Item HTS Assessment Maintenance window opens.

- Click **OK** to close the window.

View Assessments for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification. The assessments appear in the Assessment Details table.

- Click **OK** to close the window.

Quota Categories Window [quotacat]

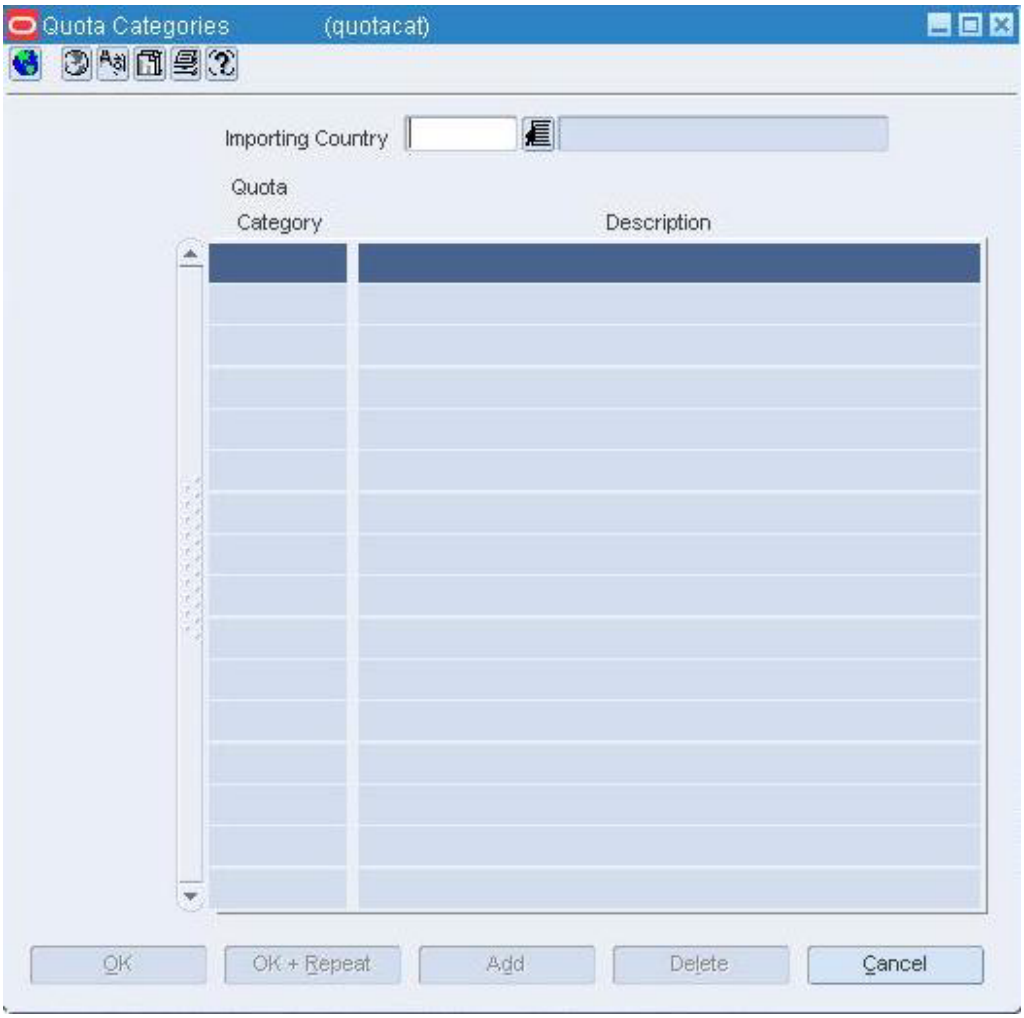
The Quota Categories window allows you to edit and view quota categories by import country. Customs agencies group items with related characteristics into quota categories. Restrictions can then be placed on the category rather than on individual items.

- Add a Quota Category
- Delete a Quota Category

Add a Quota Category

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > Quota Category > Edit. The Quota Categories window opens.

Figure 11–24 Quota Categories Window

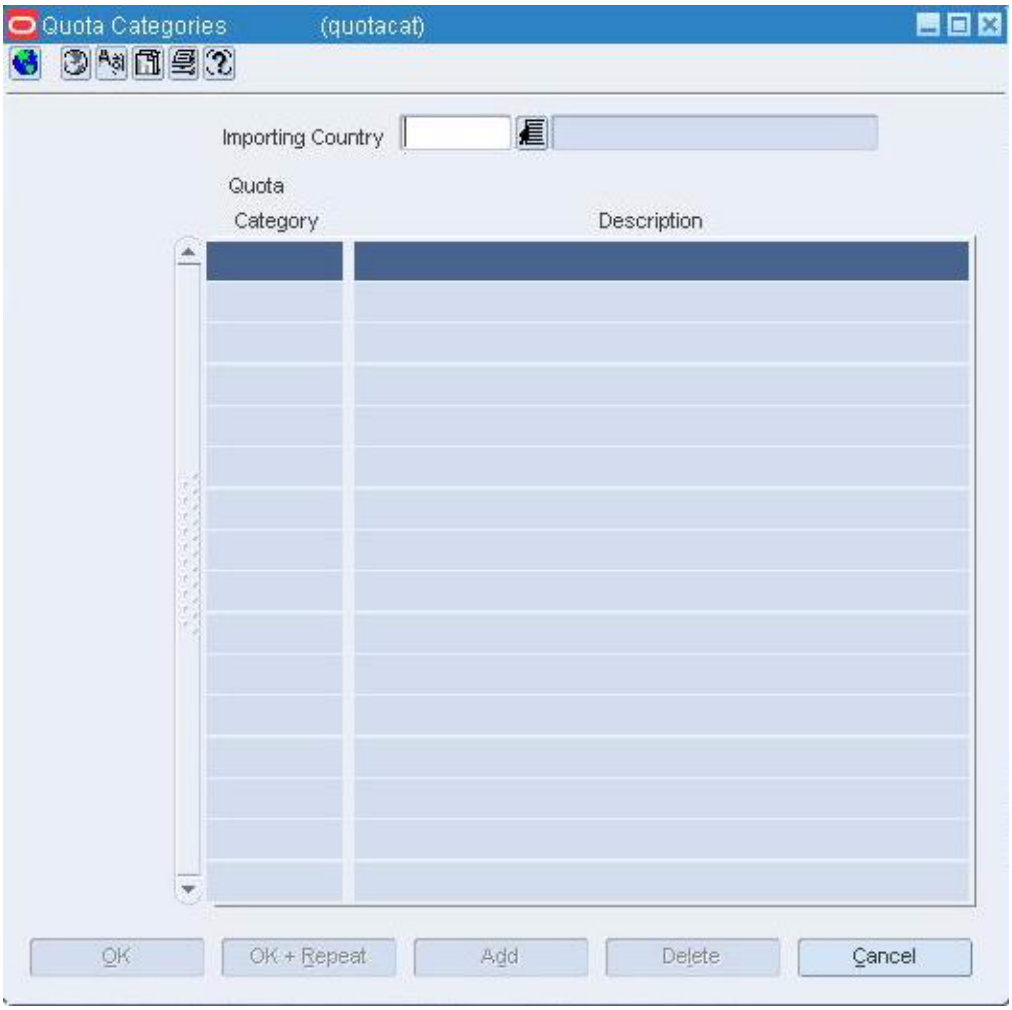


1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
2. Click **Add**. The next available line becomes enabled.
3. In the Quota Category field, enter the ID of the quota category.
4. In the Description field, enter the description of the quota category.
5. Click **OK** to save your changes and close the window.

Delete a Quota Category

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > Quota Category > Edit. The Quota Categories window opens.

Figure 11–25 Quota Categories Window



1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
2. Select a quota category and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

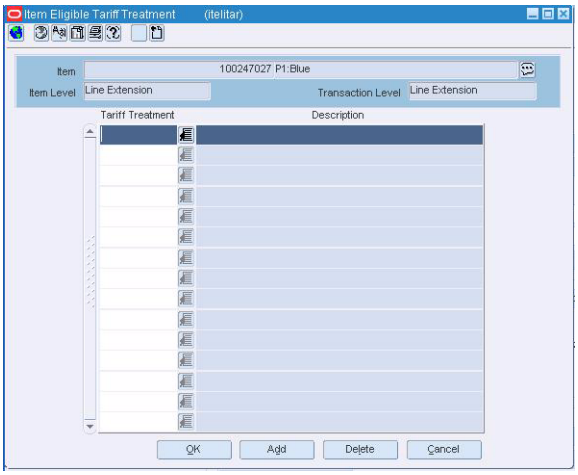
Delete a Tariff Treatment at the Item Level

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the Eligible Tariff Treatments option. The current tariff treatments appear in the Item Eligible Tariff Treatment window.

Figure 11–26 Item Eligible Tariff Treatment Window



1. Select a tariff treatment and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

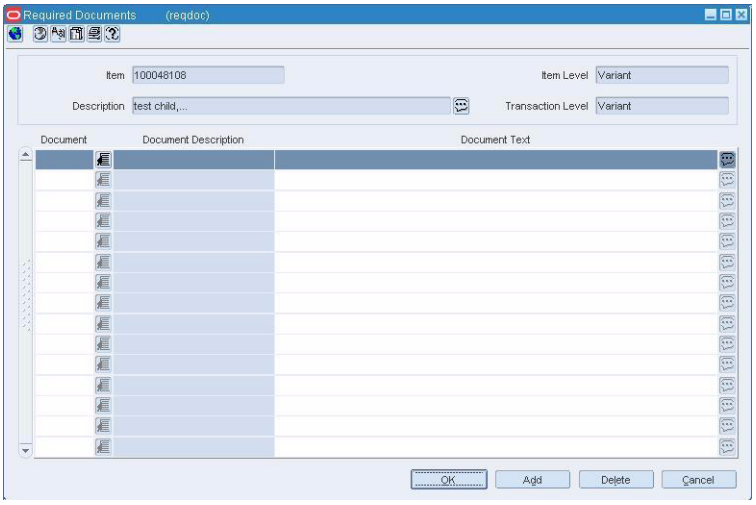
Delete a Required Document from an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Select an HTS heading.

From the Options menu, select HTS Heading Documents. The Required Documents window opens.

Figure 11–27 Required Documents Window



1. Select a document and click **Delete**.
2. When prompted to delete the document, click **Yes**.
3. Click **OK** to save your changes and close the window.

View Non-Merchandise Codes

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > View. The Non-Merchandise Codes Maintenance window opens.

1. View codes.
2. Click **OK** to close the window.

Create Harmonized Tariff Schedule Classifications

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.

- Create an HTS Classification
- Approve an HTS Classification for an Item
- Approve an HTS Classification for an Item on a Purchase Order
- Delete an HTS Classification
- Edit an HTS Classification
- Edit an HTS Classification for an Item
- Edit an HTS Classification for an Item on a Purchase Order
- Edit Details for an HTS Classification
- Search for an HTS Classification

Create an HTS Classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

1. In the Action field, select **New**.
2. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
3. Click **OK**. The Harmonized Tariff Schedule window opens.
4. In the HTS field, enter the number of the classification.
5. In the HTS Description field, enter the description of the HTS classification. For extensive descriptions, click the comments button and enter the description.
6. In the Effect From and Effect To fields, enter the effective dates, or click the calendar buttons and select the dates.

7. In the Duty Comp Code field, enter the code for the duty calculation, or click the LOV button and select the duty calculation.
8. In the Units field, enter the number of units of measure that you want to define for the HTS classification.
9. In the Unit 1 UOM, Unit 2 UOM, and Unit 3 UOM fields, enter the codes for the applicable units of measure, or click the LOV buttons and select the units of measure.
10. Enter any additional information as necessary.
11. Click **OK** to save your changes and close the window.

Edit an HTS Classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

1. Edit the enabled fields as necessary.
2. To edit additional information for a classification, select the appropriate option from the Options menu.
3. Edit the enabled fields as necessary.
4. Click **OK** to save your changes and close the window.

Edit Details for an HTS Classification

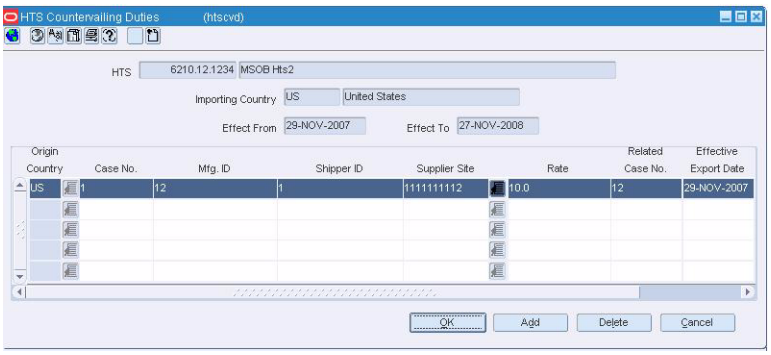
Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.

Edit Countervailing Duty Details

1. From the Options menu, select Countervailing Duties. The current countervailing duties appear in the HTS Countervailing Duties window.

Figure 11–28 HTS Countervailing Duties Window



2. Edit the enabled fields as necessary.
3. To add a countervailing duty:

a. Click **Add**.

b. Enter the details on the next available line.

4. To delete a countervailing duty:

a. Select a countervailing duty and click **Delete**.

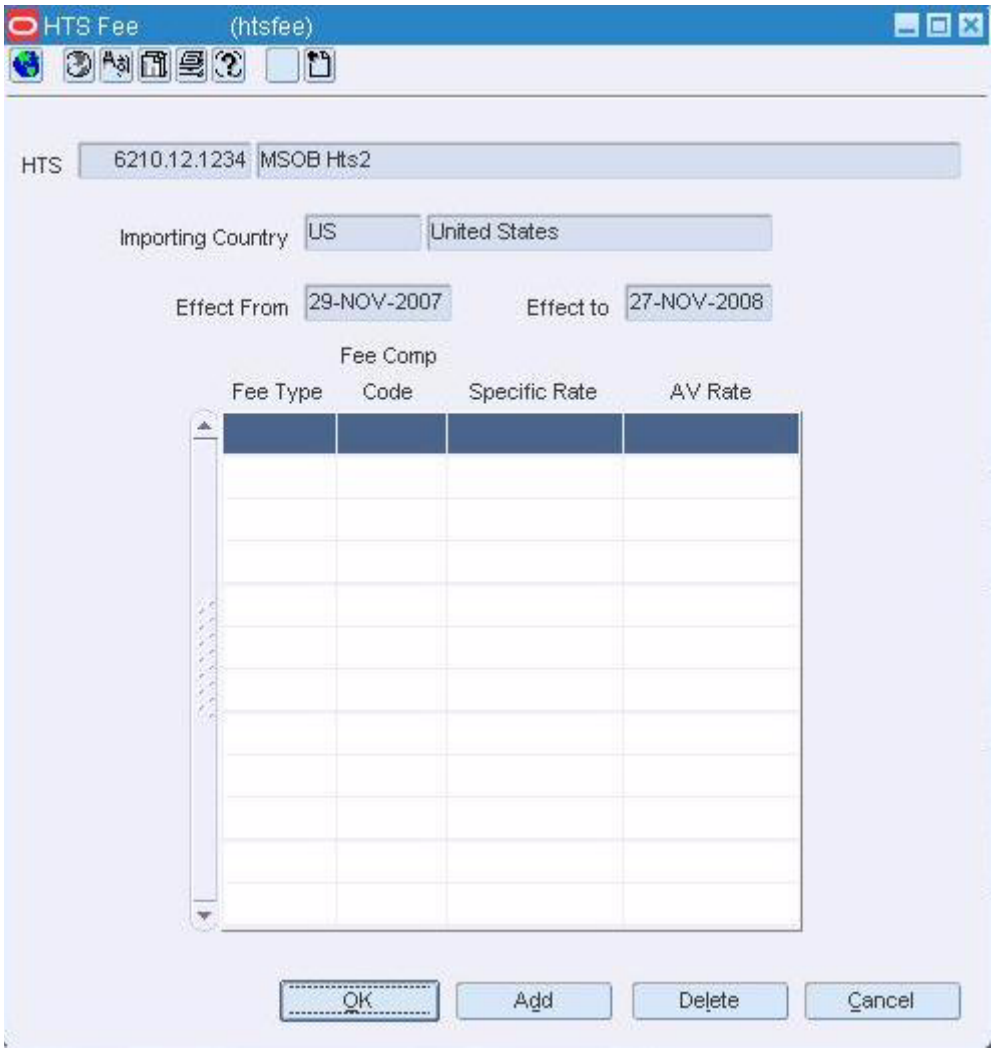
b. When prompted to delete the record, click **Yes**.

5. Click **OK** to exit the HTS Countervailing Duties window.

Edit The Current Fee Details

1. From the Options menu, select Fees. The current fees appear in the HTS Fee window.

Figure 11–29 HTS Fee Window



2. Edit the enabled fields as necessary.

3. To add a fee:

a. Click **Add**.

b. Enter the details on the next available line.

4. To delete a fee:

   a. Select a fee and click **Delete**.

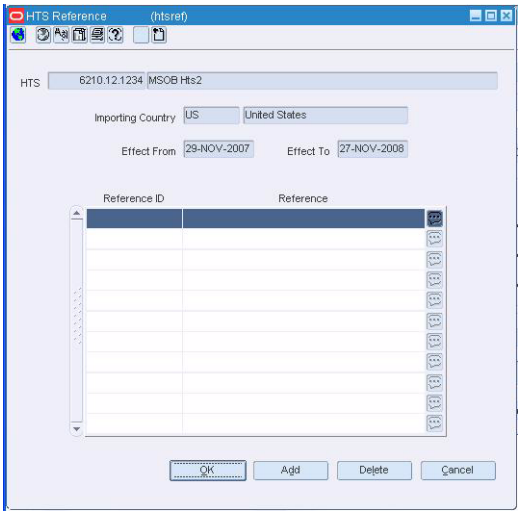
   b. When prompted to delete the record, click **Yes**.

5. Click **OK** to exit the HTS Fee window.

Edit The Reference Details

1. From the Options menu, select References. The current references appear in the HTS Reference window.

Figure 11–30 HTS Reference Window



2. Edit the Reference field as necessary.

3. To add a reference:

   a. Click **Add**.

   b. Enter the information on the next available line.

4. To delete a reference:

   a. Select a reference and click **Delete**.

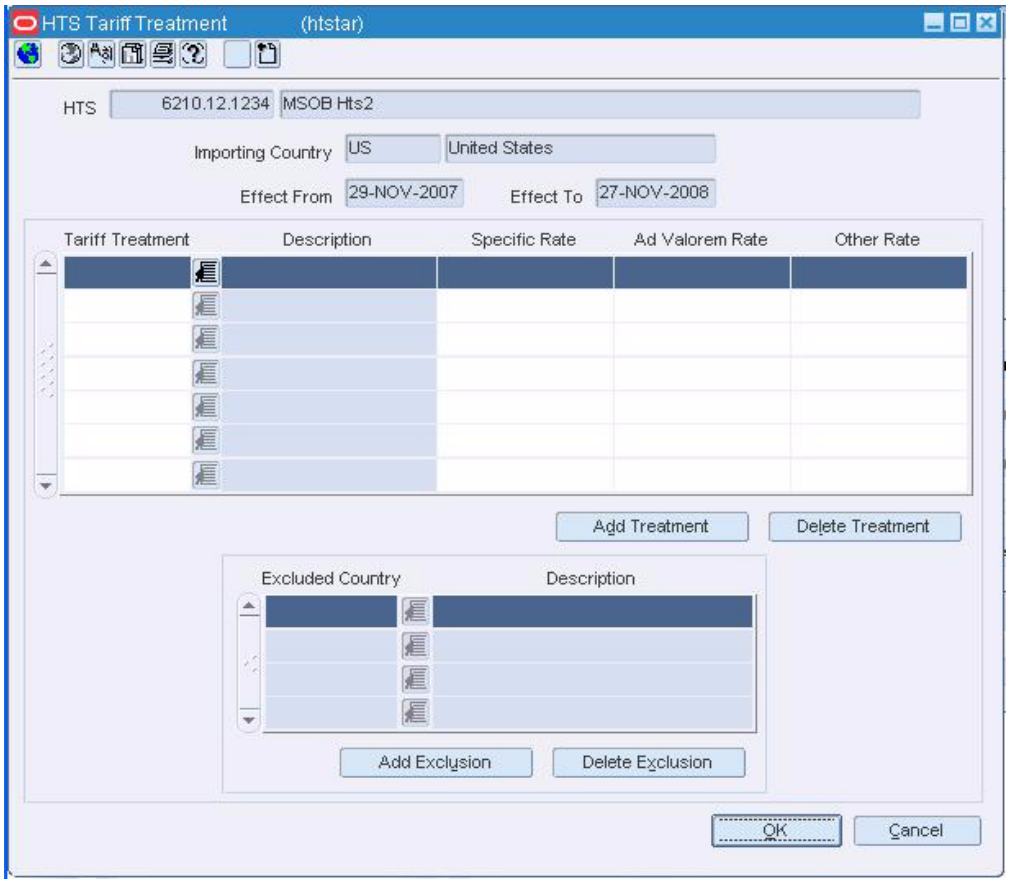
   b. When prompted to delete the record, click **Yes**.

5. Click **OK** to exit the HTS Reference window.

Edit The Tariff Treatment Details

1. From the Options menu, select Tariff Treatments. The current tariff treatments appear in the HTS Tariff Treatment window.

Figure 11–31 HTS Tariff Treatment Window

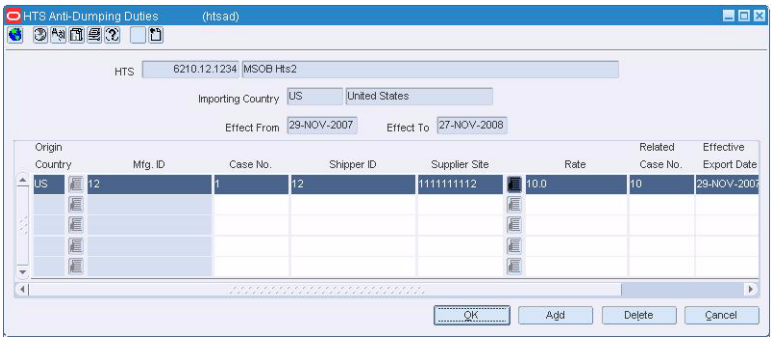


2. Edit the enabled fields as necessary.
3. To add a tariff treatment:
   a. Click **Add Treatment**.
   b. Enter the details on the next available line.
4. To exclude an origin country from the tariff treatment:
   a. Select a tariff treatment.
   b. Click **Add Exclusion**.
5. In the Excluded Country field, enter the code for the country, or click the LOV button and select the country.
6. To delete an excluded country from the tariff treatment:
   a. Select a tariff treatment.
   b. Select an excluded country and click **Delete Exclusion**.
   c. When prompted to delete the record, click **Yes**.
7. To delete a tariff treatment:
   a. Select a tariff treatment and click **Delete Treatment**.
   b. When prompted to delete the record, click **Yes**.
8. Click **OK** to save your changes and close the window.

Edit the Anti-Dumping Duty Details

1. From the Options menu, select Anti-Dumping Duties. The current anti-dumping duties appear in the HTS Anti-Dumping Duties window.

Figure 11–32 HTS Anti-Dumping Duties Window

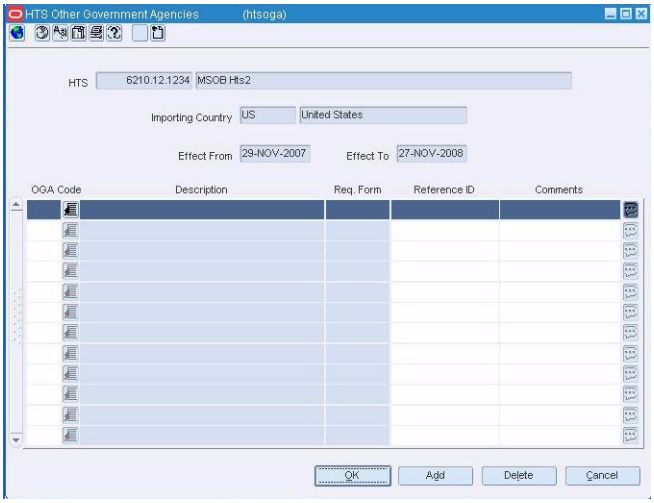


2. Edit the enabled fields as necessary.
3. To add an anti-dumping duty:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete an anti-dumping duty:
   a. Select an anti-dumping duty and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit the Other Government Agencies Details

1. From the Options menu, select Other Government Agencies. The current requirements appear in the HTS Other Government Agencies window.

Figure 11–33 HTS Other Government Agencies Window



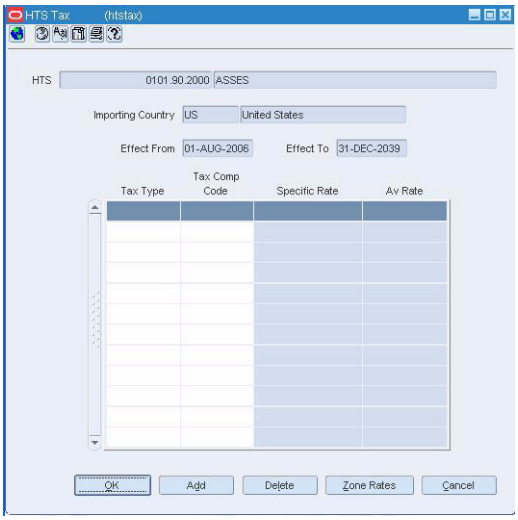
2. Edit the enabled fields as necessary.

3. To add a requirement:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete a requirement:
   a. Select a requirement and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit the Taxes Details

1. From the Options menu, select Taxes. The current taxes appear in the HTS Tax window.

Figure 11–34 HTS Tax Window



2. Edit the enabled fields as necessary.
3. To add a tax:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete a tax:
   a. Select a tax and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

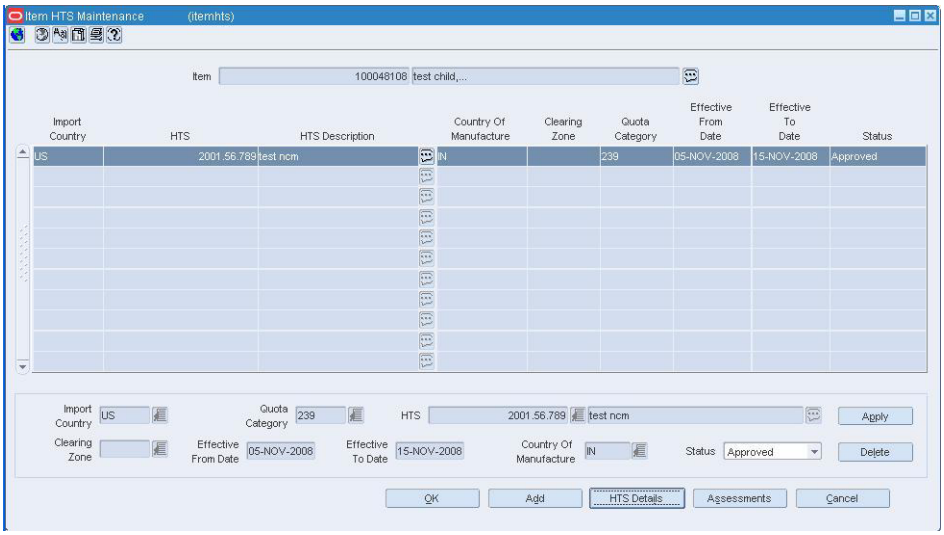
Edit an HTS Classification for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Select the HTS option. The Item HTS Maintenance window opens.

Figure 11–35 Item HTS Maintenance Window



1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:
   a. Click **Add**.
   b. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
   c. In the Quota Category field, enter the ID of a quota category or click the LOV button and select the category. The quota category is optional.
   d. In the HTS field, enter the HTS classification, or click the LOV button and select the HTS classification.
   e. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
   f. In the Status field, select Approved, if applicable.
   g. Click **Apply**. The HTS classification is added to the HTS table.
3. To delete an HTS classification:
   a. Select an HTS classification and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an HTS Classification for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:

a. Click **Add HTS**. The fields in the Apply HTS area are cleared.

b. In the Quota Category field, enter the ID of a quota category or click the LOV button and select the quota category. The quota category is optional.

c. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.

d. In the Status field, select Approved if applicable.

e. Click **Apply HTS**. The HTS classification is added to the HTS Information table.

3. To delete an HTS classification:

a. Select an HTS classification and click **Delete HTS**.

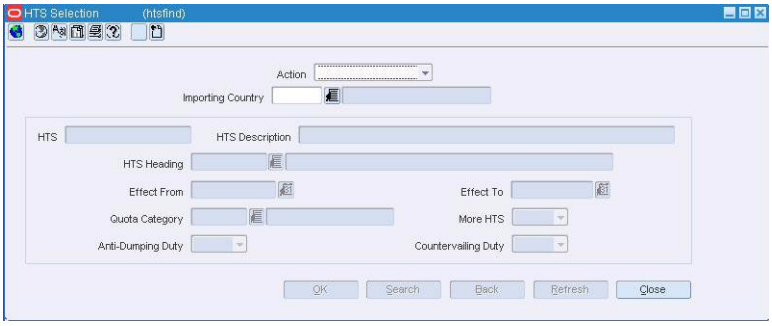
b. When prompted to delete the record, click **Yes**.

4. Click **OK** to save your changes and close the window.

Search for an HTS Classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Figure 11–36 HTS Selection Window



1. In the Action field, select either View or Edit.

2. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.

3. Enter additional criteria as desired to make the search more restrictive.

4. Click **Search**. The HTS Selection window displays the HTS classifications that match the search criteria.

5. Select a task:

a. To perform another search, click **Refresh**.

b. To display the details of an HTS classification, select a record and click **OK**. The Harmonized Tariff Schedule window opens.

c. Click **Close** to close the window.

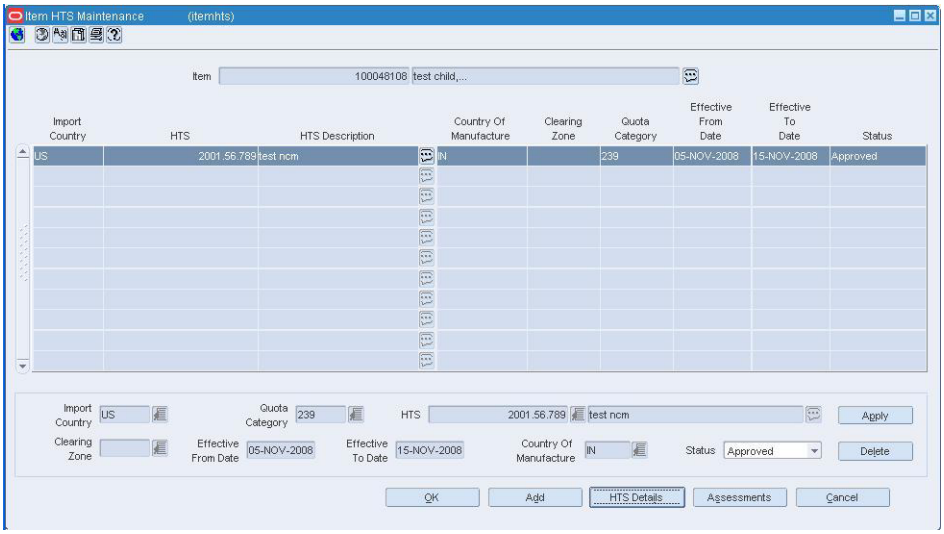
Approve an HTS Classification for an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Select the HTS option. The Item HTS Maintenance window opens.

Figure 11–37 Item HTS Maintenance Window



1. Select an HTS classification.
2. In the Status field of the Apply area, select Approved.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Approve an HTS Classification for an Item on a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Item Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification in the HTS Information table. The Assessment Details table opens.

1. Select an HTS classification. The details appear in the Apply HTS area.
2. In the Status field, select Approved.
3. Click **Apply HTS**.
4. Click **OK** to save your changes and close the window.

12

Inventory Control

Maintain Shipment Schedules

You can view and maintain shipments by shipment number. You can also view outstanding shipments for a purchase order.

Shipments originate from a variety of sources:

- **ASN shipments:** Shipments are created automatically from advance shipping notices (ASN) that are received from suppliers via electronic data interface (EDI).
- **System:** Shipments are transmitted by an external system, such as a warehouse management system.
- **System ASN:** Shipments are created automatically when a shipment is received before the ASN is received via EDI or from an external system. Items may be received online against shipments that are created by system ASN.
- **System UCC-128:** Shipments for cartons are transmitted by an external system. Cartons and their associated items may be received online against shipments created by UCC-128.
- **ASN UCC-128:** Shipments are created automatically from carton-level ASNs that are received from suppliers via EDI.

In a multi-channel environment, suppliers and external systems are aware of warehouses at the physical warehouse level. Within RMS, shipments to warehouses are maintained at the virtual warehouse level. When quantities are unspecified at the virtual warehouse level, the quantities are distributed among the virtual warehouses based on the default distribution rule.

- Edit a shipping schedule for a warehouse
- Edit a shipping schedule for a warehouse by ship date
- Edit a Shipping Schedule for a Warehouse by Store
- View appointment/location details
- View a shipment
- View a shipping schedule for a warehouse by ship date
- View a shipping schedule for a warehouse by store
- View outstanding shipments for a purchase order

Calendar Overview

Two types of calendars are supported by the system:

- **Normal (Julian) calendar:** Results in uneven yearly, quarterly, and monthly comparisons since calendar dates generally fall on different days from one year to the next. The number of weekdays differs from one year to the next. For example: There may be four Saturdays in a month one year, but five Saturdays the next year. A month may have between 28 and 31 days. Once every four years, an extra day is added to compensate for leap year.
- **Retail (4-5-4) calendar:** Each quarter contains 13 full weeks divided into a 4-5-4 format. That is, the first month of the quarter has four weeks, the second month has five weeks, and the third month has four weeks. The number of days in the retail year, except leap year, equals only 364 days. To compensate for the missing day in non-leap years, an extra week is added to the calendar once every seven years. The retail calendar provides consistent inclusion of weekends for yearly comparisons by month and a consistent day for month-end processing.

Sales history is always based on the retail calendar. The calendar begins at least 18 months prior to the earliest stock ledger and sales history data. The calendar also contains dates at least three years into the future.

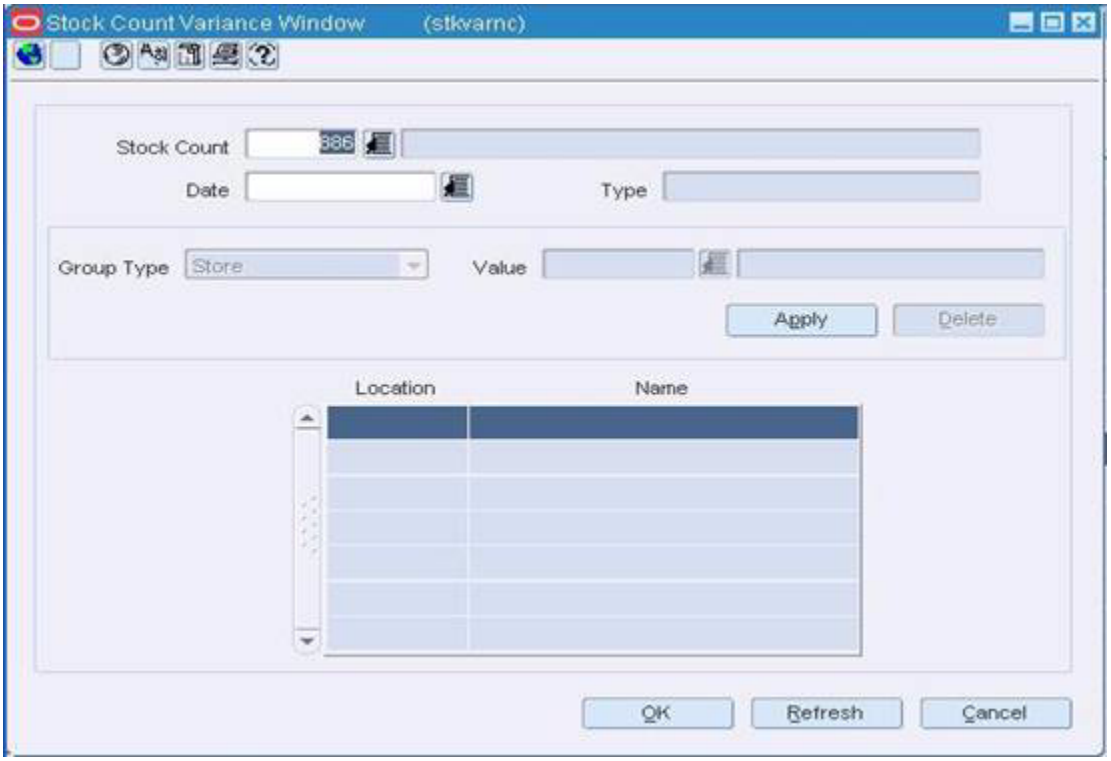
The calendar is set up by the system administrator. You can identify the half-year periods used in the system. Half-year periods are entered in the format YYYYn, where YYYY is the four-digit year and n is the period. The period may be 1 or 2. For example: The first half of 2002 is entered as 20021.

- Edit halves
- View halves

Create a Trial Variance Report

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window opens.

Figure 12–1 Stock Count Variance Window



1. In the Group Type field, select the type of location or locations.
2. In the Value field, enter the ID of the location, or click the LOV button and select the location.

> **Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.

3. Click **Apply**. The location or locations are added to the table.
4. From the Options menu, select Create Trial Variance Report.
5. When prompted to wait for the report, click **Yes**.
6. Print the report.
7. Click **OK** to save your changes and close the window.

Find Worksheet for Bill of Lading [bolshipfind]

The Worksheet BOL Shipment window allows multiple distributions (transfers and allocations) to be included in a single BOL shipment. This form allows the user to search for a BOL shipment.

- Create a Bill of Lading Worksheet

Worksheet for Bill of Lading [bolshipment]

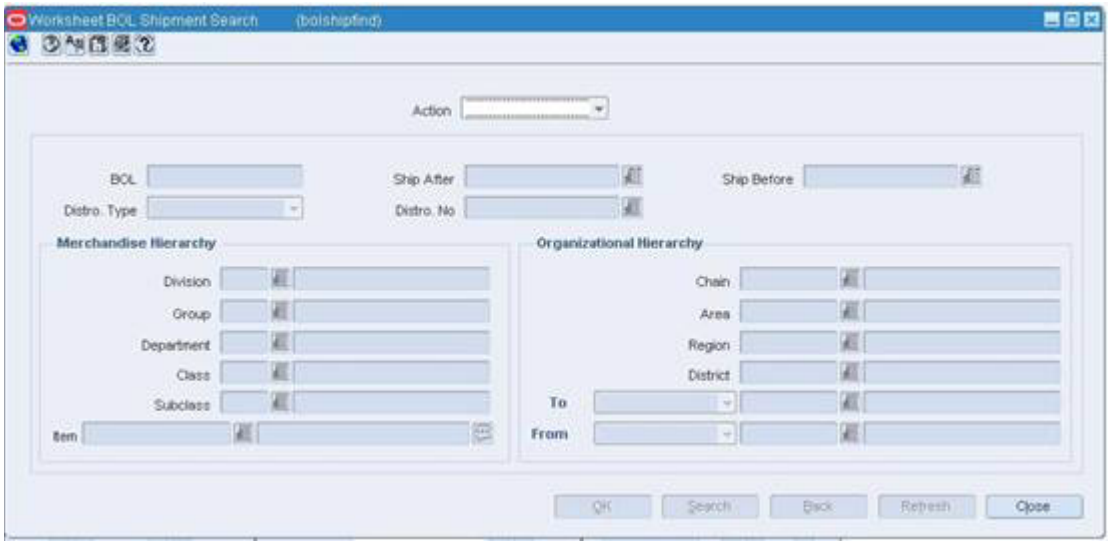
The Worksheet BOL Shipment window allows multiple distributions (transfers and allocations) to be included in a single BOL shipment. This form allows the user to build a BOL shipment over time and ship it once complete.

- Create a Bill of Lading Worksheet

Create a Bill of Lading Worksheet

Navigate: Main menu > Inventory > Shipping > Worksheet BOL Shipment. The Worksheet BOL Shipment Search window opens.

Figure 12–2 Worksheet BOL Shipment Search window



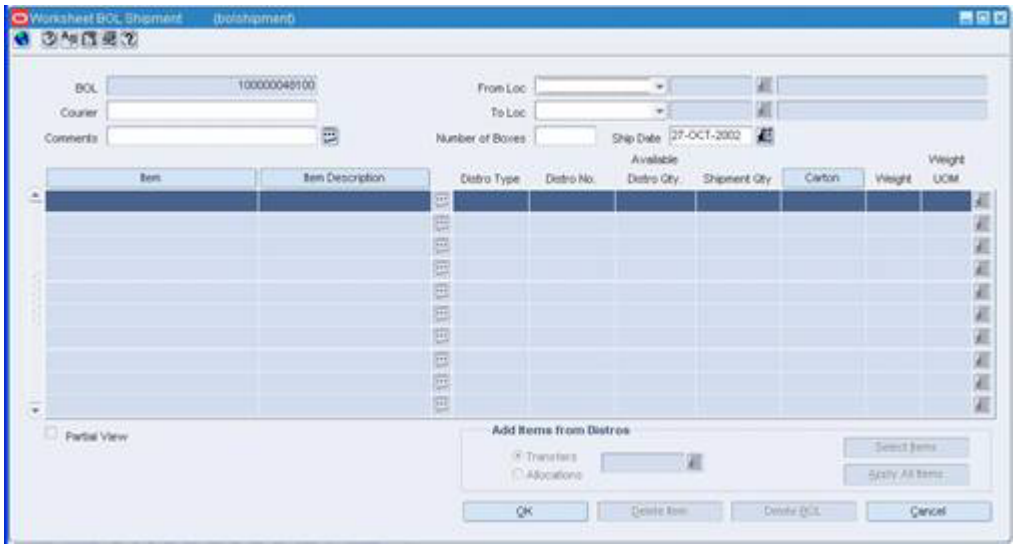
To create a worksheet:

1. In the Action field, select New from the LOV.
2. Click **OK**. The Worksheet BOL Shipment window opens.

   Worksheet BOL Shipment window
3. In the From Loc field, select the store or warehouse from the list.
4. Enter the store or warehouse , or select it from the LOV.
5. In the To Loc field, select the store or warehouse from the list.
6. Enter the store or warehouse , or select it from the LOV.
7. In the Courier field, enter the courier, if applicable.
8. In the Comments field, enter comments, if applicable.
9. In the Number of Boxes field, enter the number of boxes that are in the shipment.
10. In the Ship Date field, select the date from the list.
11. In the Add Items from Distro area , select the Transfer or Allocations radio button.
12. Enter the transfer or allocation , or select it from the LOV.
13. Click **Select Items**. The Add Items from Distro window opens.

14. Select the items.
15. Click **OK**. The Worksheet BOL Shipment window opens.

Figure 12–3 Worksheet BOL Shipment window



16. Click **Apply All Items**.
17. Click **OK** to save the data and to close the window.

Stop Shipment Window [stopship]

A stop shipment list is used to designate a date range when stores can receive allocated shipments. Stop shipment date ranges may be for individual stores or for entire location lists of stores.

- Create a Stop Shipment List
- Delete stop shipment records

Create a Stop Shipment List

Navigate: From the main menu, select Control > Setup >Stop Shipment Lists > Edit. The Stop Shipment window opens.

Create a new stop shipment record

1. Click Add.
2. Select a location type of Store or Location List.
3. Enter a store/location list ID, or click the LOV button and select a store/location list.

Note: If you select a location list that contains a warehouse, a message will be displayed stating that the location list cannot be used to create a stop shipment list.

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4. Enter a department ID, or click the LOV button and select a department.
5. Enter a class ID, or click the LOV button and select a class.
6. Enter a subclass ID, or click the LOV button and select a subclass.
7. Enter an item ID, or click the LOV button and select an item.
8. Enter a start date, or click the calendar button and select the start date.
9. Enter a end date, or click the calendar utton and select the end date.
10. Click Apply to add the new record.

Note: If any required fields in the apply block are empty, an error.

Delete stop shipment records

Navigate: From the main menu, select Control > Setup >top Shipment Lists > Edit. The Stop Shipment window opens.

Delete a specific stop shipment record

1. Filter the records displayed in the stop shipment table, as needed.
2. Select a record and click Delete. You are prompted to confirm the deletion.
3. Click Yes.
4. Click OK to save your changes and close the window.

Delete multiple stop shipment records

1. Filter the records displayed in the stop shipment table to display only the records you want to delete.
2. Click Delete All. You are prompted to confirm the deletion of all records currently displayed.
3. Click Yes.
4. Click OK to save your changes and close the window.

Scheduled Item Maintenance Window [sitlink]

The Scheduled Item Maintenance window is used to view or edit lists of item list/location list links. After linking an item list with a location list, you may specify a date to use the item/location list as part of a scheduled item maintenance update.

You may link an item list to multiple location lists. If the location lists contain identical locations, a message opens which states that you are creating duplicate links. You may click Yes to create the link, or No to cancel the link.

- Add an item list/location list link
- Edit an item list/location list link
- Delete an item list/location list link
- View an item list/location list link

Store Sales / Warehouse Issues Window [stslwhis]

The Store Sales/Warehouse Issues window allows you to view weekly sales history or warehouse issues for an item at one or multiple stockholding locations. The monetary amounts appear in the primary currency of the company. The quantities appear in the standard unit of measure. All details appear at the transaction level. If you search for an item that is above the transaction level, the details are summarized at the transaction level.

- View Sales History or Warehouse Issues by Item and Location

View Sales History or Warehouse Issues by Item and Location

Navigate: From the main menu, select Inventory > Item Sales/Issues by Location. The Store Sales/Warehouse Issues window opens.

> **Note:** You can also access this window from the Item Master window, Item Children window, Item Location window, and Item Location Inventory window. Some search criteria are automatically filled in depending on how you access the Store Sales/Warehouse Issues window.

1. In the Item field, enter the item number of the item, or click the LOV button and select the item.
2. In the Group Type field, select a grouping mechanism.
3. In the Group Value field, enter the ID of the specific location or group, or click the LOV button and select the group.
4. In the Sales Type area, select the type of sales to be included in the results.

> **Note:** The Sales Type area is enabled if you select a group type that pertains to stores.

5. In the Date Range area, enter the range of dates to be included in the results, or click the calendar buttons and select the dates.
6. Click **Search**. The sales history or warehouse issues appear depending on what you selected in the Group Type field.
7. To filter the results by location:
8. In the Location field of the Filter area, enter the ID of the location, or click the LOV button and select the location.
9. Click the filter button. The sales history or warehouse issues for the selected location appear.
10. Click the clear filter button to redisplay the previous sales history or warehouse issues.
11. To view details for additional weeks, drag the horizontal scroll bar to the right.
12. Click **OK** to save your changes and close the window.
13. Click **Refresh** to view sales history or warehouse issues for another item, or click **OK** to exit.

Reclassification View/Maintain - Detail Window [reclass]

The Reclassification View/Maintain window allows you to view and delete the items that are to be affected by the current reclassification event.

- Delete an item from a reclassification event
- View items affected by a reclassification event

Reclassification View Window [reclass]

The Reclassification View window allows you to edit, view, or delete the reclassification events that have not been processed yet.

- Delete a reclassification event
- View reclassification events

Region Maintenance Window [region]

The Region Maintenance window allows you to create, edit, view, and delete a region in the organizational hierarchy. A region is below the area and above the district in the organizational hierarchy. Typically, the region is used to define a geographical grouping within the organization. A region can belong to only one area within the organizational hierarchy.

You can associate location traits with a region. Location traits that are applied to a region are applied automatically to the districts and stores within the region.

- Maintain a region
- View regions

Regionality Maintenance Window [regionality]

After entering user and group information, you may use RMS to create, maintain, and view Regionality relationships. The Regionality form is used to associate corporate users or groups of users with any of the following:

- Locations
- Groups of locations
- Suppliers
- Departments

Regionality uses the relationships that are created using the Regionality window to create combinations of Groups, Locations, Supplier and Departments at a detailed level.

Groups and Locations

The groups used for Regionality maintenance can be the same existing groups that were set up for RMS security. Different groups can be set up and used by Security or Regionality; however, since Regionality is designed to provide a list of people responsible for an area, the two should be closely related. Once groups are set up, users must be assigned to the groups.

A business role can be associated with a specific group, or the Business Role field can be left blank. A group can have only 1 business role, but a business role can be associated with an unlimited number of groups.

Once groups and user/group relationships exist, you can create regionality relationships. The first and most fundamental relationship is the relationship between groups and locations. A group must be set-up to have access to different locations by using the levels of the organizational hierarchy. These different levels include: company, chain, area, region, district, store and warehouse. If there are any changes made to the organizational hierarchy (e.g. moving a district to a new region), or if new stores or warehouses are added to the system, these changes will automatically affect regionality.

Once group/location relationships are established, there are a number of other relationships that can be set-up for these groups and locations. These relationships are:

- **Suppliers:** A group or location is responsible for a supplier (without regard to departments).
- **Supplier/departments:** A group/location is responsible for a particular supplier and department combination.
- **Departments:** A group/location is responsible for an entire department (without regard to suppliers).

The three relationships can overlap. For example, you could set up a supplier relationship for supplier A and then set-up a supplier/department relationship for supplier A/department 1000.

The top portion of the screen is used to enter search criteria. You can search based on a group or a business role, locations (any level of the organizational hierarchy as well as warehouse), a supplier number, and/or a department.

Functionality

The following paragraphs offer a general overview of functionality for the Regionality Maintenance form. For more detailed information, click one of the links below:

- **Group vs. Business Role** When searching on a business role, all groups that have that particular role will be displayed in the results. You can search based on a group or a business role, but not both. Once one field is entered with information, the other will be disabled. You may delete the information in either field to enable the other.
- **Entering Data** To start entering data, you must first enter group/organizational hierarchy relationships. Once at least one group/organizational hierarchy has been entered, the additional relationships (supplier, supplier/department, department) may be entered as well
- **Searching** When a search is executed, all of the different blocks of data will be queried (i.e. group/locations, supplier, supplier/departments, and departments). Each time you choose a different group/location relationship, the supplier, supplier/department, and department blocks will be updated to display data for that group and location.
- Editing Within each block of data (group/organizational hierarchy, supplier, supplier/department, and department), you may add and delete records by using the Add and Delete
- Add a regionality relationship
- Edit a regionality relationship

- View a regionality relationship

View a Regionality Relationship

Navigate: From the Main Menu, select Control > System > Regionality > Regionality Matrix > View. The Regionality Maintenance window opens.

1. Enter the appropriate search criteria. Click **Query** to view the group/location records that match your criteria.

   Note: You can query by either Group ID or Business Role. Selecting one disables the other.

2. Click **OK** to close the window.

Missing Documents Window [missdocs]

The Missing Documents window allows you to edit and view the documents that are required by the Customs agency for each order and item combination. These documents are accumulated along the supply chain. You can track missing documents in both the Transportation module and the Customs Entry module.

- Add a missing document to a customs entry
- Add a missing document to a transportation record
- Maintain missing documents for a customs entry
- Maintain missing documents for a transportation record
- View missing documents for a customs entry
- View missing documents for a transportation record

Create a Purchase Order Shipment

Navigate: Main menu > Inventory > Shipping > Order Shipment. The Purchase Order Shipment window opens.

To create a purchase order shipment:

1. In the Order field, enter an order or select an order from the list.
2. In the Ship Date field, enter a date.
3. In the ASN field, enter an ASN number.
4. In the Location Type field, select a location type.

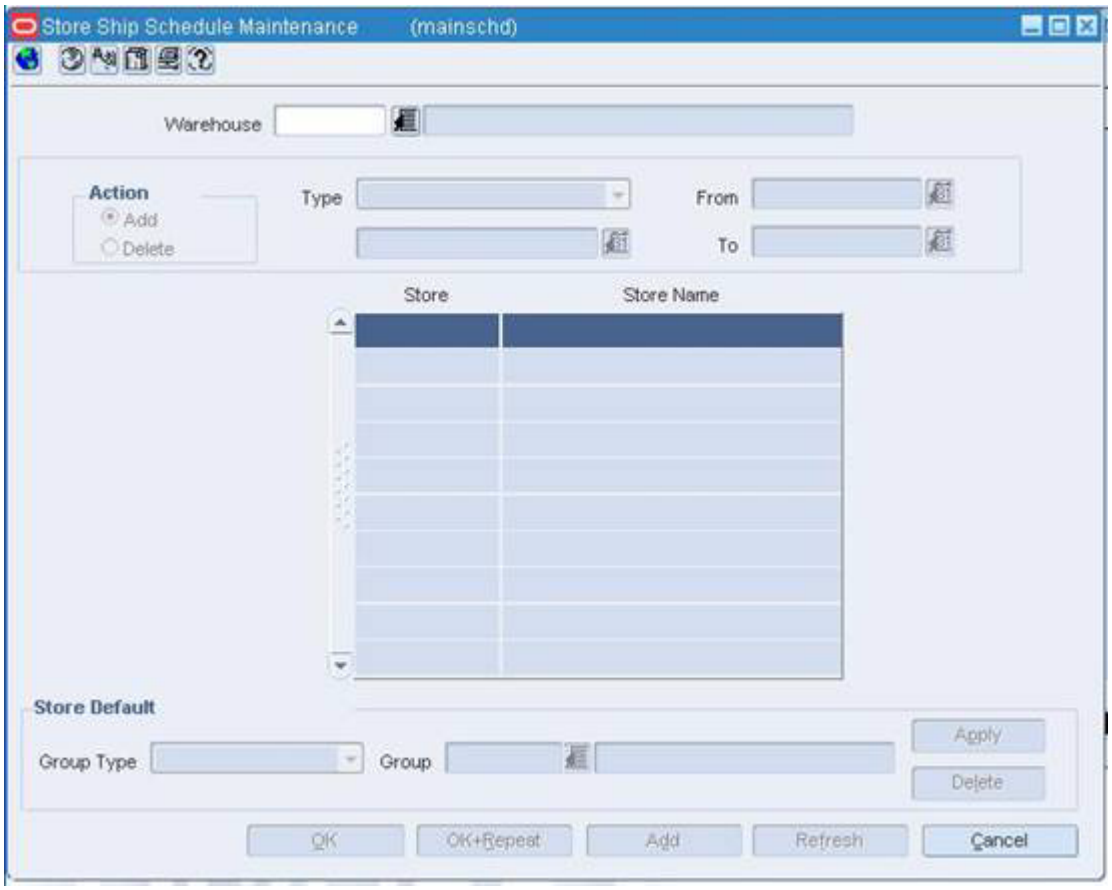
   Note: When creating an import order, make sure that the import country and the import location are the same.

5. In the Location field, enter a location or select a location from the list.
6. In the Number of Boxes filed, enter the number of boxes.
7. Click **Select Items to Ship**. A list of items appear in the item list.
8. Click **OK** to save the item and close the window.

Edit a Shipping Schedule for a Warehouse

Navigate: From the main menu, select Control > Setup > Store Ship Schedule > Store Ship Schedule. The Store Ship Schedule Maintenance window opens.

Figure 12–4 Store Ship Schedule Maintenance Window



1. In the Warehouse field, enter the ID of a physical warehouse, or click the LOV button and select the warehouse.
2. In the Action area, select a task:
   - To add stores to the schedule, select the Add option.
   - To delete stores from the schedule, select the Delete option.
3. Select the ship dates:
   - To schedule shipments for a specific date, select Specific Date in the Type field. Then enter the date in the Value field, or click the calendar button and select the date.
   - To schedule shipments for a specific day at regular intervals, select Every, Every Second, Every Third, or Every Fourth in the Type field. In the Value field, select the day. Then enter the start and end dates in the From and To fields, or click the calendar buttons and select the dates.

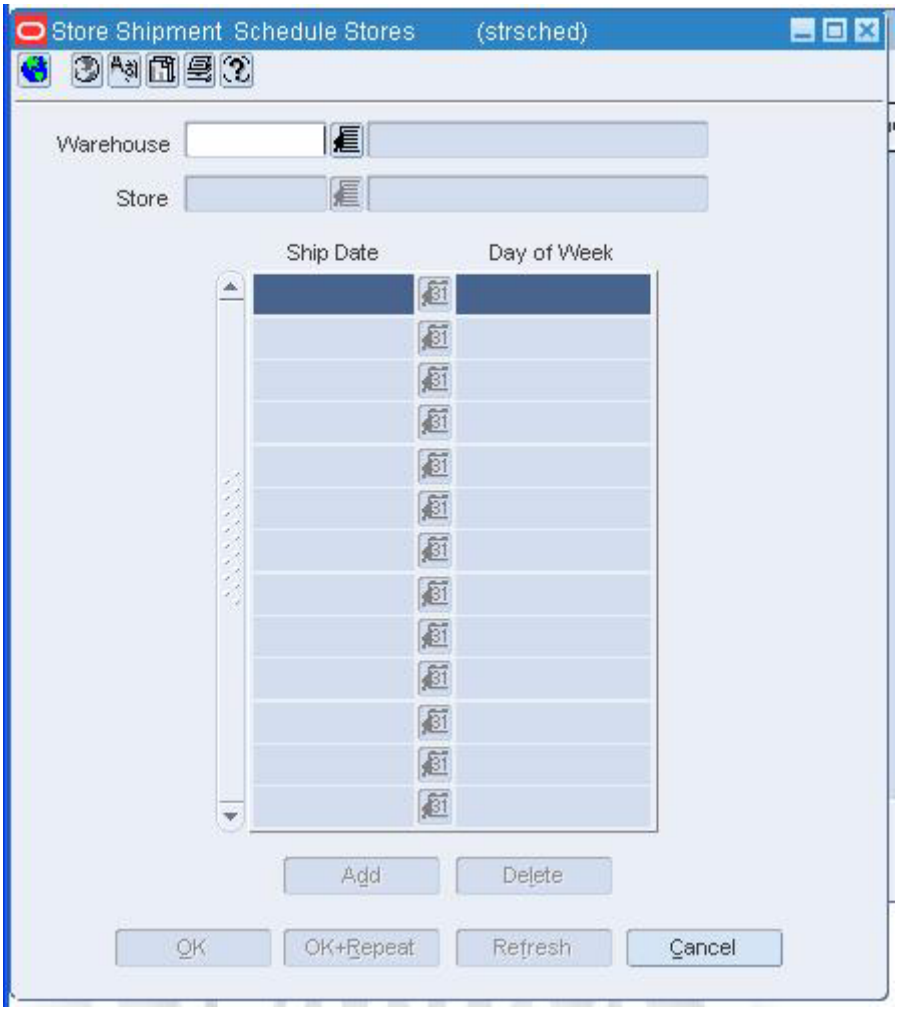
- To schedule daily shipments for a range of dates, select All Dates in Range in the Type field. Then enter the start and end dates in the From and To fields, or click the calendar buttons and select the dates.

4. Select the stores:
   a. Click **Add.** The Apply area becomes enabled.
   b. In the Group Type field, select the grouping mechanism.
   c. In the Value field, enter the ID of the store or group, or click the LOV button and select the location or group.
   d. Click **Apply**. The stores are added to the table.
   e. Click **OK** to save your changes and close the window.

Edit a Shipping Schedule for a Warehouse by Store

Navigate: From the main menu, select Control > Setup > Store Ship Schedule > Ship Schedule by Store > Edit. The Store Shipment Schedule Stores window opens.

Figure 12–5 Store Shipment Schedule Stores Window



1. In the Warehouse field, enter the ID of the physical warehouse, or click the LOV button and select the warehouse.
2. In the Store field, enter the ID of the stockholding store, or click the LOV button and select the store. The ship dates on the schedule appear.
3. To add a ship date to the schedule:
   a. Click **Add**. The next available line is enabled.
   b. In the Ship Date field, enter the date, or click the calendar button and select the date.
4. To delete a ship date from the schedule:
   a. Select a ship date and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

View a Shipping Schedule for a Warehouse by Ship Date

Navigate: From the main menu, select Control > Setup > Store Ship Schedule > Ship Schedule by Ship Date > View. The Store Shipment Schedule Dates window opens.

1. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
2. In the Ship Date field, enter the date, or click the calendar button and select the date. The stores on the schedule appear.
3. Click **OK** to close the window.

View a Shipping Schedule for a Warehouse by Store

Navigate: From the main menu, select Control > Setup > Store Ship Schedule > Ship Schedule by Store > View. The Store Shipment Schedule Stores window opens.

1. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
2. In the Store field, enter the ID of the store, or click the LOV button and select the store. The ship dates on the schedule appear.
3. Click **OK** to close the window.

View Shipping Information for a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window opens.

From the options menu, select Shipping. The Order Shipping Information window opens.

- Click **OK** to close the window.

View a Delivery Schedule at the Store or Warehouse Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Search for and retrieve a store in View mode. The Store Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

OR

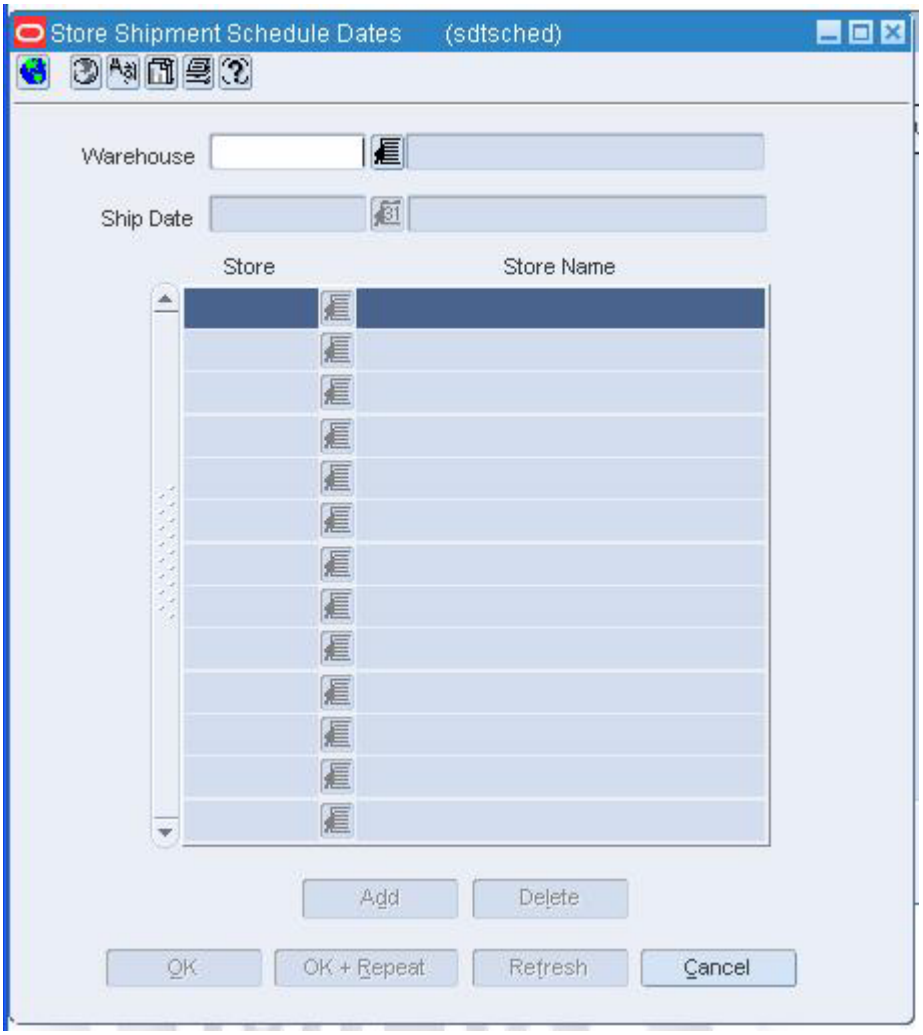
From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Search for and retrieve a Warehouse in View mode. The Warehouse Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

1. In the Source Type field, select the type of source for the delivery schedule.
2. In the Source field, enter the ID of the supplier or warehouse, or click the LOV button and select the supplier or warehouse.
3. To view exceptions for a delivery schedule, click **Exceptions**. The Exceptions window opens.
4. Click **OK** to close the window.

Edit a Shipping Schedule for a Warehouse by Ship Date

Navigate: From the main menu, select Control > Setup > Store Ship Schedule > Ship Schedule by Ship Date > Edit. The Store Shipment Schedule Dates window opens.

Figure 12–6 Store Shipment Schedule Dates Window



1. In the Warehouse field, enter the ID of the physical warehouse, or click the LOV button and select the warehouse.
2. In the Ship Date field, enter the date, or click the calendar button and select the date. The stores on the schedule appear.
3. To add a stockholding store to the schedule:
   a. Click **Add**. The next available line is enabled.
   b. In the Store field, enter the ID of the store, or click the LOV button and select the store.
4. To delete a store from the schedule:
   a. Select a store and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Shipment Window [shipment]

The Shipment window allows you to view the details of a shipment. You can access additional windows in order to view details regarding a selected item and details regarding the purchase order, appointment, receipt details, or transfer associated with shipment.

- View a shipment

View a Shipment

Navigate: From the main menu, select Inventory > Shipments. The Shipment Search window opens.

Search for and retrieve a shipment in View mode. The shipment opens in the Shipment window.

1. To view additional details about the shipment, select from the following options:
   - Click **Appointments** to view appointment information. The details appear in the Appointments window.
   - Click **Receipt Detail** to view updates that have occurred for the receipt. The details appear in the Receipt Detail window.
   - Click **Item Detail** to view item information. The details appear in the Item Maintenance window.
   - Click **View Transfer** to view transfer information. The details appear in the Transfer Maintenance window.
   - Click **View Order** to view purchase order information. The details appear in the PO Header Maintenance window.
2. Click **OK** to close the window.

Purchase Order Shipment Window [ordshipment]

The Purchase Order Shipment window allows the creation of shipment records for purchase orders.

- Create a Purchase Order Shipment

Store Shipment Schedule Dates Window [sdtsched]

The Store Shipment Schedule Dates window allows you to view and maintain the destination stores on a shipping schedule for a warehouse. The stockholding stores are maintained by ship date.

In a multi-channel environment, you can maintain shipping schedules at the physical warehouse level. The changes are automatically applied to all virtual warehouses within the physical warehouse.

- Edit a shipping schedule for a warehouse by ship date
- View a shipping schedule for a warehouse by ship date

Store Shipment Schedule Stores Window [strsched]

The Store Shipment Schedule Stores window allows you to view and maintain the ship dates on a shipping schedule for a warehouse. The ship dates are maintained by stockholding store.

In a multi-channel environment, you maintain shipping schedules at the physical warehouse level. The changes are automatically applied to all virtual warehouses within the physical warehouse.

- Edit a Shipping Schedule for a Warehouse by Store
- View a shipping schedule for a warehouse by store

Store Ship Schedule Maintenance Window [mainschd]

The Store Ship Schedule Maintenance window allows you maintain a shipping schedule for a warehouse. The shipping schedule can refer to one or more stockholding stores for one date or a range of dates.

In a multi-channel environment, you maintain shipping schedules at the physical warehouse level. Any changes are automatically applied to all virtual warehouses within the physical warehouse.

- Edit a shipping schedule for a warehouse

Shipment Search Window [shipfind]

The Shipment Search window allows you to enter criteria in order to search for shipments and view the results of the search.

The default view for the Shipment Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a shipment

Search for a Shipment

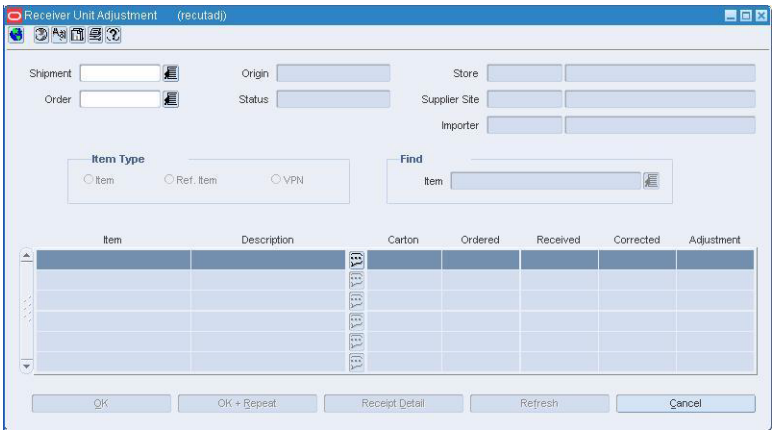
Navigate: From the main menu, select Inventory > Shipments. The Shipment Search window opens.

1. Enter search criteria as desired and click **Search**, or click **All Shipments** to view all shipments. The Shipment Search window displays the shipments that match the search criteria.
2. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of a shipment, select a record and click **OK**. The details appear in the Shipment window.
3. Click **Close** to close the window.

Adjust Units Received by Shipment/Order

Navigate: From the main menu, select Inventory > Receiving > Receiving Unit Adjustment. The Receiver Unit Adjustment window opens.

Figure 12–7 Receiver Unit Adjustment Window



1. To search for a shipment, enter a number in the Shipment, or Order fields. The items associated with the shipment/order appear.

   Note: The Physical Shipment field is enabled in a multi-channel environment. If you first enter a purchase order number in the Order field, you can restrict the number of shipments from which to choose.

2. To search for a specific item on the shipment/order:
   a. In the Item Type area, select the type of item number you want to search by.
   b. In the Find area, enter the item number in the Item field, or click the LOV button and select the item. The appropriate item is highlighted.
3. In the Corrected field next to each item, enter the revised number of units received.
4. To view the total updates to the quantity received
   a. Click **Receipt Detail**. The Receipt Detail window opens.

      Receipt Detail Window

   b. Click **OK** to close the window.
5. Click **OK** to save any changes and close the window.

Item Receiving Window [recitem]

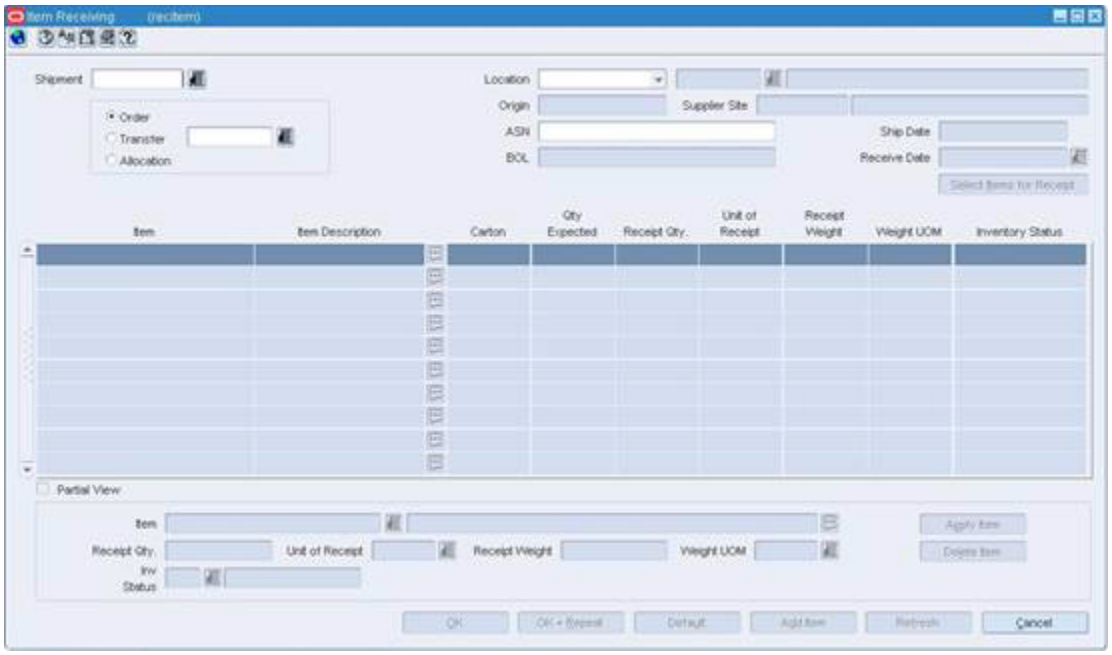
This window is used to receive items within a given shipment.

- Receiving an Item

Receiving an Item

Navigate: Main menu > Inventory > Receiving > Item Receiving. The Item Receiving window opens.

Figure 12–8 Item Receiving window



To receive an item:

1. In the Shipment field, enter a shipment number, or click the LOV button and select the shipment.
2. In the Receive Date field, enter a date, or click the calendar button and select the date.
3. Click **Select Items for Receipt**. The list box populates with items that match the criteria.
4. In the Receipt Qty field, enter the quantity.
5. In the Unit of Receipt field, select the units, or click the LOV button and select the units.
6. Click **Apply Item**. The changes are saved to the shipment.
7. Click **OK** to save the information and close the window.

Carton Receiving Window [reccarton]

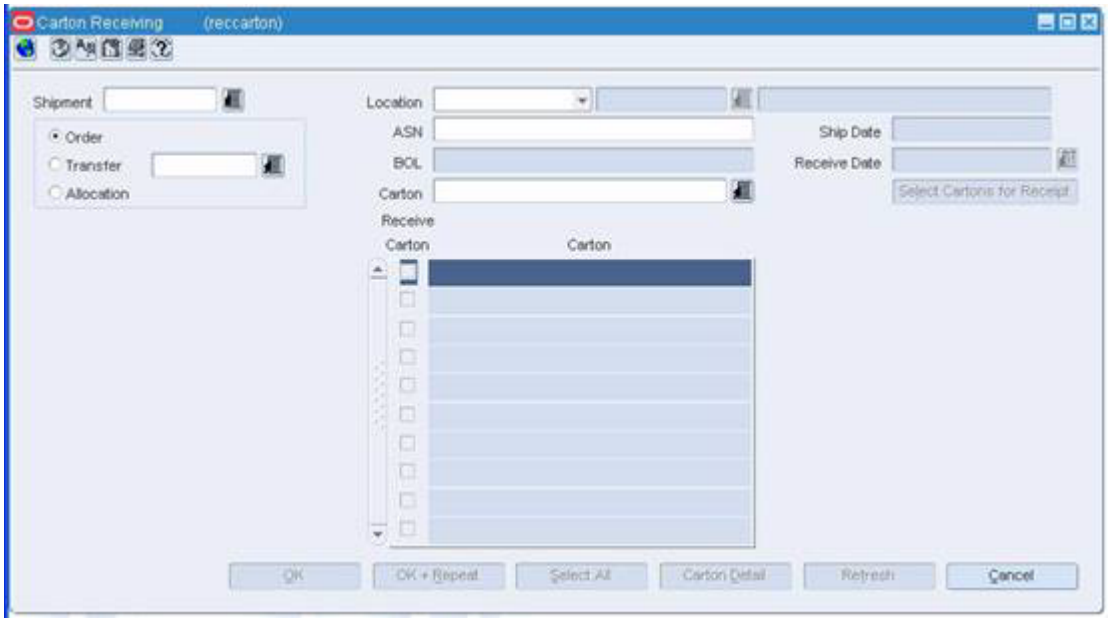
This window is used to receive shipments on carton-by-carton basis within a given shipment.

- Receiving a Carton Shipment

Receiving a Carton

Navigate: Main menu > Inventory > Receiving > Carton Receiving. The Carton Receiving window opens.

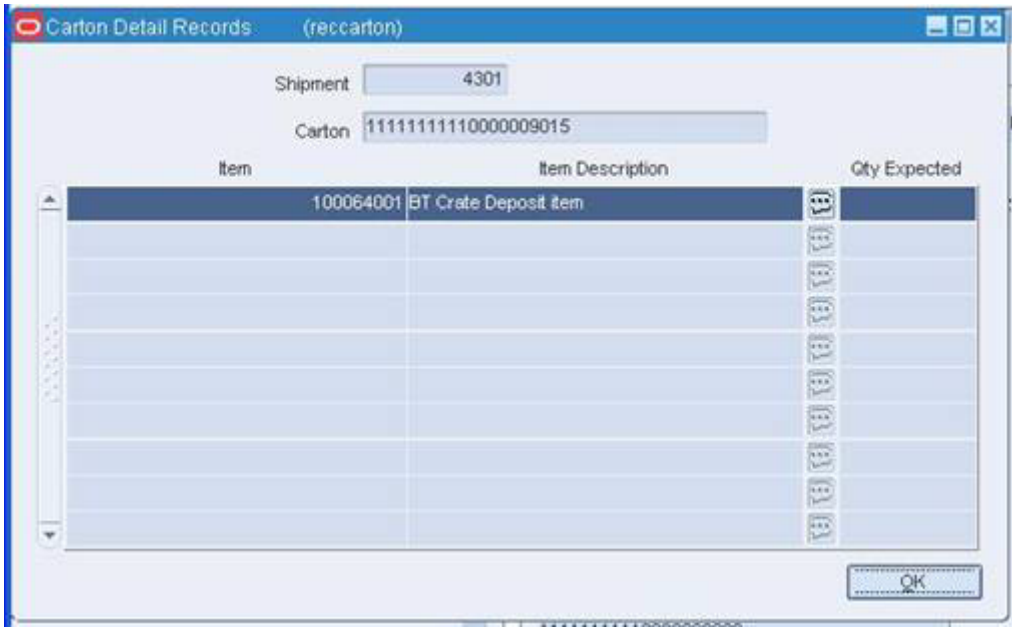
Figure 12–9 Carton Receiving window



To receive a carton:

1. In the Shipment field, enter the shipment number, or click the LOV button and select the number from the list.
2. In the Receive Date field, enter the date, or click the Calendar button and select a date.
3. Click **Select Cartons for Receipt**.
4. In the Receive Carton area, select the carton(s) to receive.
5. Click **Carton Detail**. The Carton Detail Records window opens.

Figure 12–10 Carton Detail Records window



6. Click **OK**. The Carton Detail Records window closes.
7. Click **OK** to save your data and close the window.

Receipt Detail Window [recadjdet]

The Receipt Detail window allows you to view the updates made to the receipts for a shipment. The updates made to a receipt may occur before or after a receipt has been matched. There are two receipt types:

- **Receipt:** The original document received at the warehouse indicating what merchandise has been received. Any changes made to the quantity before matching has occurred is changed on the receipt.
- **Adjustment:** The addendum document created for any changes that occur after the receipt has been matched.
- Adjust units received by shipment/order
- View a shipment

Receiver Cost Adjustment Window [recctadj]

The Receiver Cost Adjustment window allows you to adjust the unit cost of an item by purchase order and location after it has been received. In a multi-channel environment, a cost change made for a virtual warehouse is automatically applied to all virtual warehouses within the same physical warehouse. You may be prompted to enter a new average cost for an item that does not have an old average cost.

You may want to adjust the average cost if any stock ledger transactions have occurred since the initial receipt of items on the current purchase order. To verify whether such transactions occurred, you can access the Transaction Data window. To adjust the average cost, you can access the Average Cost Adjustment window. The average cost for a pack item is calculated at the component item level.

Supplier-level history, the stock ledger, and open to buy receipts are adjusted automatically as a result of the cost change. If you are using Trade Management to import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of items that are being imported DO vary by location, Trade Management will convert the cost values to an identical weighted average cost.

- Adjust the unit costs of items received by order

Receiver Unit Adjustment Window [recutadj]

The Receiver Unit Adjustment window allows you to adjust the number of units already received by shipment/order. The stock ledger, supplier history, open-to-buy amounts, and average costs are automatically adjusted.

- Adjust units received by shipment/order

Maintain Activity Schedules

Activity schedules allow you to add, edit, and view dates on which a location is closed. You indicate that a group of locations or a single location is closed on a particular date. You can also specify what operations the locations can perform on that date. For example, you can specify that a store cannot perform sales on that date; that is, the store is closed for sales that day, but it can receive and ship shipments. When you view close dates for a group of locations, the locations are listed by date, and only the locations in the group with close dates are displayed. Non-stockholding stores can remain open or closed for sales only. By their nature, they cannot ship or receive items. In a multi-channel environment, changes made to a physical warehouse are applied to the virtual warehouses within the physical warehouse.

When the Use Location Activity Schedule system parameter is selected, the replenishment feature uses the location close schedule to dynamically calculate lead times for the items at the location. When a purchase order cannot be delivered to a location because it is closed, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day for the location.

- Edit an activity schedule for a store
- Edit an activity schedule for a warehouse
- Edit an activity schedule for multiple locations
- Edit an activity schedule for the company
- View an activity schedule for a store
- View an activity schedule for a warehouse
- View an activity schedule for multiple locations
- View an activity schedule for the company

View an Activity Schedule for a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Store on the tree structure. The stores appear on the table.

Select a store and click **View**. The Store Maintenance window opens.

From the Options menu, select Activity Schedule. The Location Close window opens.

- Click **OK** to close the window.

View an Activity Schedule for a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Warehouse on the tree structure. The warehouses appear on the table.

Select a warehouse and click **View**. The Warehouse Maintenance window opens.

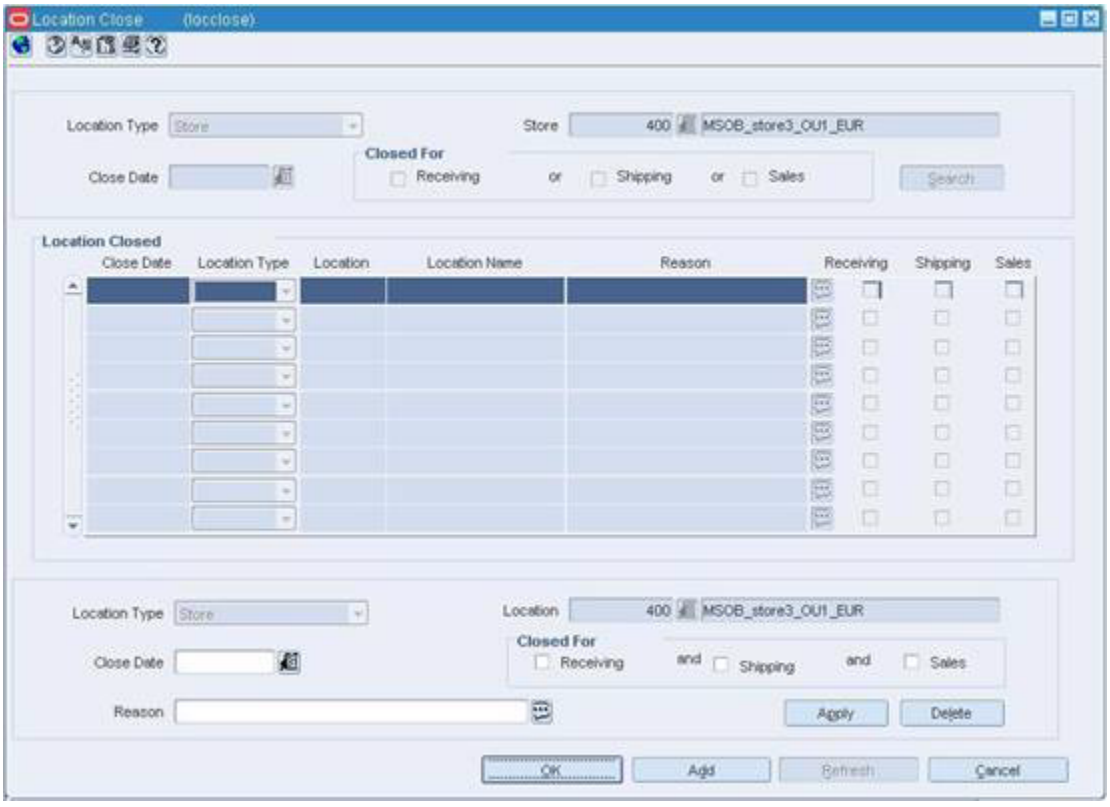
From the Options menu, select Activity Schedule. The Location Close window opens.

- Click **OK** to close the window.

Edit an Activity Schedule for a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Store on the tree structure. The stores appear on the table. Select a store and click **Edit**. The Store Maintenance window opens. From the Options menu, select Activity Schedule. The Location Close window opens.

Figure 12–11 Location Close Window



Edit the activity schedule

1. Select a record. The details appear in the Apply area.

2. Edit the activities and reason as necessary.
3. Click the **Apply**. The details are updated in the table.
4. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Close Date field, enter the date, or click the calendar button and select the date.
3. In the Closed For area, select the check box next to each activity for which the locations are closed.
4. In the Reason field, enter the reason why the location is closed.
5. Click **Apply**. The closing date is added to the table.
6. Click **OK** to save your changes and close the window.

Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

View an Activity Schedule for Multiple Locations

Navigate: From the main menu, select Control > Setup > Location Activity Schedule > Location Closings > View. The Location Close window opens.

1. To view activity schedules for a subset of locations, enter filter criteria in the Search area.

   Note: To display activity schedules for all locations, do not enter any search criteria.

2. Click **Search**. The locations that match the criteria appear.
3. Click **OK** to close the window.

View an Activity Schedule for the Company

Navigate: From the main menu, select Control > Setup > Location Activity Schedule > Company Closings > View. The Company Close window opens.

1. To view which locations are open when the company is closed, select a date and click **Exceptions**. The exceptions appear in the Location Exceptions window.
2. To view a subset of the exceptions:
   a. Click **Refresh**. The fields in the Search area are enabled.
   b. Enter the filter criteria in the enabled fields as necessary.
   c. Click **Search**.
3. Click **OK** to close the windows.

View a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click **View**. The Warehouse Maintenance window opens.
3. To view the address:
   a. Click **Address**. The Address window opens.
   b. Click **OK** to close the Address window.
4. Click **OK** to close the window.

View Investment Buy Attributes for a Warehouse

Navigate: From the main menu, select Actions > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

Select Warehouse on the tree structure. The warehouses appear in the table.

Select a warehouse and click Edit. The Warehouse Maintenance window opens.

From the Options menu, select Virtual Warehouse. The Virtual Warehouse Maintenance window opens.

From the Options menu, select Warehouse Department Parameters > View. The Warehouse Department Parameters window opens.

- Click **OK** to close the window.

View Virtual Warehouses for a Physical Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens.

1. Select Warehouse on the tree structure. The warehouses appear in the table.
2. Select a warehouse and click View. The Warehouse Maintenance window opens.
3. From the Options menu, select Virtual Warehouses. The Virtual Warehouse Maintenance window opens.
4. Click **OK** to close the window.

View All Warehouse Assignments

Navigate: From the main menu, select Control > Setup > Warehouse/Store Assignment > Create Assignments > View. The current assignments appear in the Warehouse Store Assignment window.

1. To view a subset of the assignments:
   a. In the Warehouse field in the Filter area, enter the ID of a warehouse as necessary.
   b. In the Assignment Date field, enter a date, or click the calendar button and select the date as necessary. Select an operator in the field just before the date field.
   c. Click the filter button. The assignments that match the criteria appear.

2. To display all the assignments, click the clear button, then click the filter button.
3. Click **OK** to close the window.

Edit an Activity Schedule for a Warehouse

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Warehouse on the tree structure. The warehouses appear on the table. Select a warehouse and click **Edit**. The Warehouse Maintenance window opens. From the Options menu, select Activity Schedule. The Location Close window opens.

Edit the activity schedule

1. Select a record. The details appear in the Apply area.
2. Edit the activities and reason as necessary.
3. Click **Apply**. The details are updated in the table.
4. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. Click Add. The fields in the Apply area are cleared.
3. In the Location Type field of the Apply area, select a grouping mechanism.
4. In the Location field, enter the ID of the group or location, or click the LOV button and select the group.
5. In the Close Date field, enter the date, or click the calendar button and select the date.
6. In the Closed For area, select the check box next to each activity for which the locations are closed.
7. In the Reason field, enter the reason why the location is closed.
8. Click **Apply**. The closing date is added to the table.
9. Click **OK** to save your changes and close the window.

Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit an Activity Schedule for Multiple Locations

Navigate: From the main menu, select Control > Setup > Location Activity Schedule > Location Closings > Edit. The Location Close window opens.

Edit an activity schedule

1. In the Search area, enter location, date, or activity criteria to restrict the search.

2. Click **Search**. The locations that match the criteria appear.
3. Select a record. The details appear in the Apply area.
4. Edit the activities and reason as necessary.
5. Click **Apply**. The details are updated on the table.
6. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Location Type field, select a grouping mechanism.
3. In the Location field, enter the ID of the specific group or location, or click the LOV button and select the group or location.
4. In the Close Date field, enter the date, or click the calendar button and select the date.
5. In the Closed For area, select the check box next to each activity for which the locations are closed.
6. In the Reason field, enter the reason why the locations are closed.
7. Click **Apply**. The selected locations are added to the table.
8. Click **OK** to save your changes and close the window.

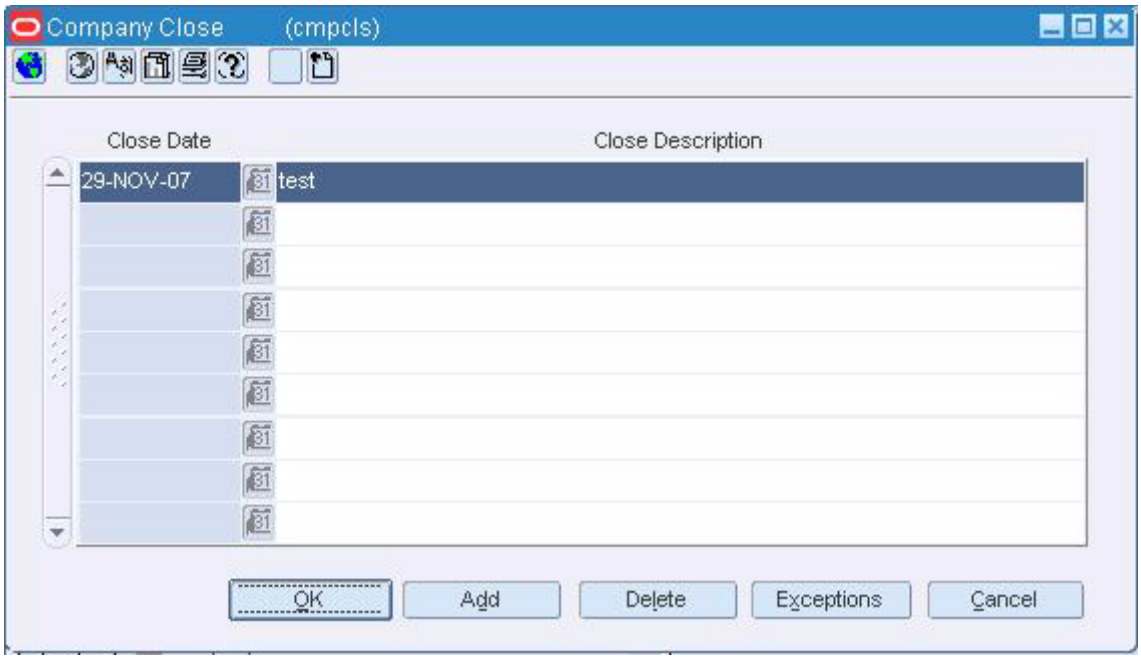
Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit an Activity Schedule for the Company

Navigate: From the main menu, select Control > Setup > Location Activity Schedule > Company Closings > Edit. The Company Close window opens.

Figure 12–12 Company Close Window



Add a date on which the company is closed

1. Click **Add**. The next available line is enabled.
2. In the Close Date field, enter the date, or click the calendar button and select the date.
3. In the Close Description field, enter the reason why the company is closed.

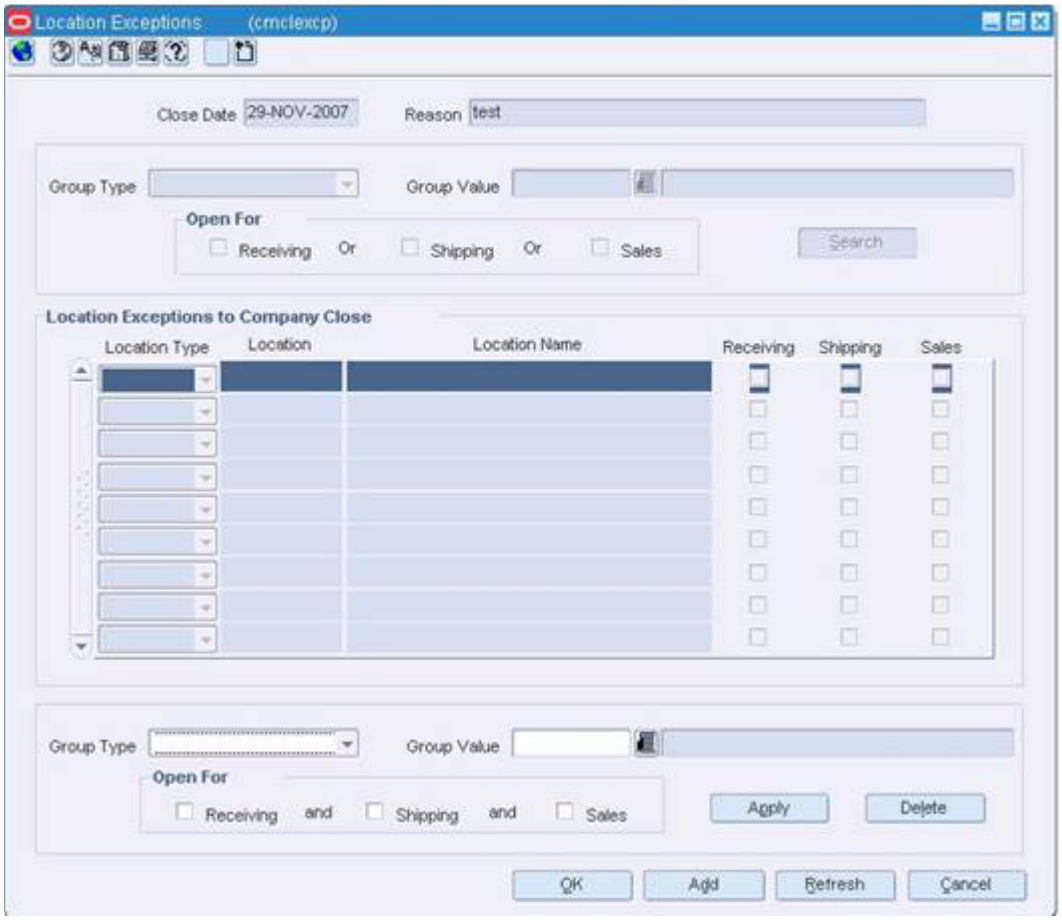
Delete a date on which the company is closed

1. Select a date and click **Delete**.
2. When prompted to delete the record, click **Yes**.

Add locations to the exception list

1. To indicate which locations remain open when the company is closed, select a date and click **Exceptions**. The Location Exceptions window opens.

Figure 12–13 Location Exceptions Window



2. Click **Add**. The fields in the Apply area are enabled.
3. In the Group Type field of the Apply area, select a grouping mechanism.
4. In the Group Value field, enter the ID of the group or location, or click the LOV button and select the group.
5. In the Open For area, select the check box next to each activity for which the locations are open.
6. Click **Apply**. The locations are added to the table.
7. Click **OK** to save your changes and close the window.

Delete a location from the exception list

1. On the Location Exceptions window, select a location and click **Delete**.
2. When prompted to delete the location, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit the details for a location

1. On the Location Exceptions window, select the location. The details appear in the Apply area.

2. Edit the enabled fields as necessary.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

View a Request for a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

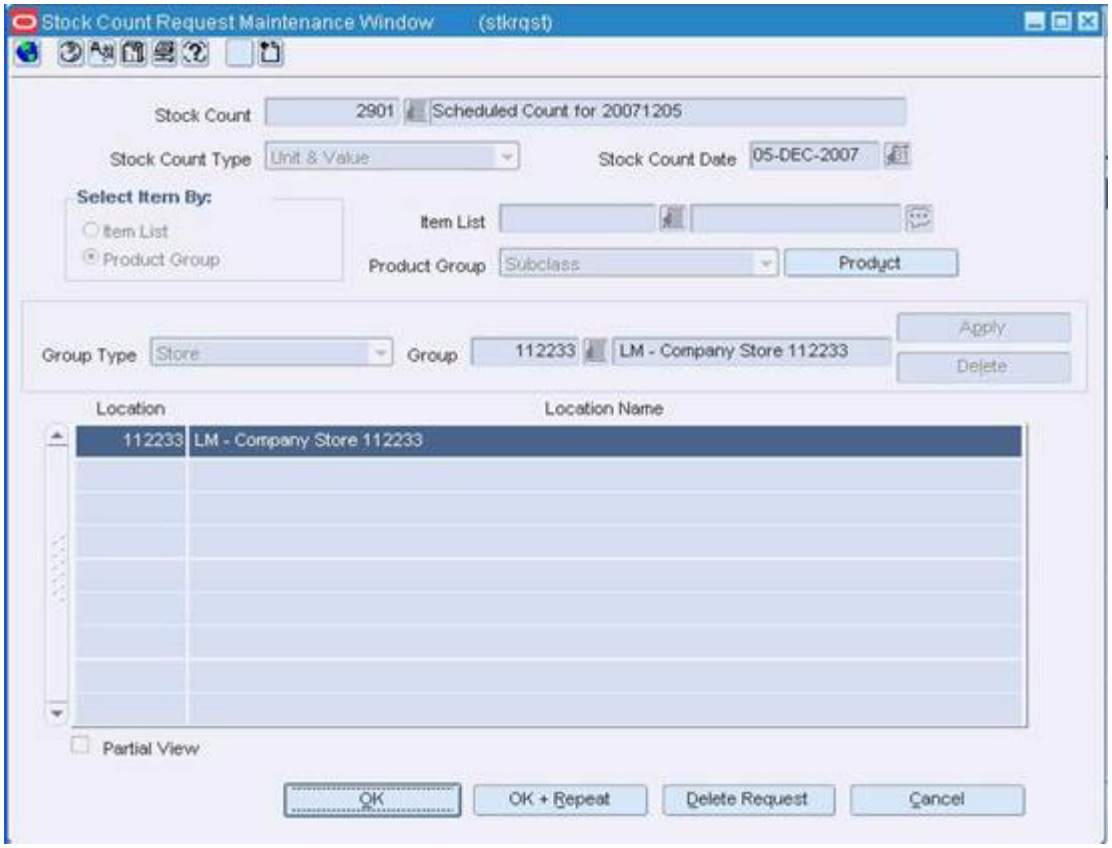
Search for and retrieve a stock count in View mode and with an Action Type of Request. The Stock Count Request Maintenance window opens.

1. To view the merchandise levels in a Unit and Dollar type of request:
   a. Click **Product**. The details appear in the Select Product Level window.
   b. Click **OK** to exit the Select Product Level window.
2. Click **OK** to close the window.

Edit a Request for a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count in Edit mode and with an Action Type of Request. The Stock Count Request Maintenance window opens.

Figure 12–14 Stock Count Request Maintenance Window

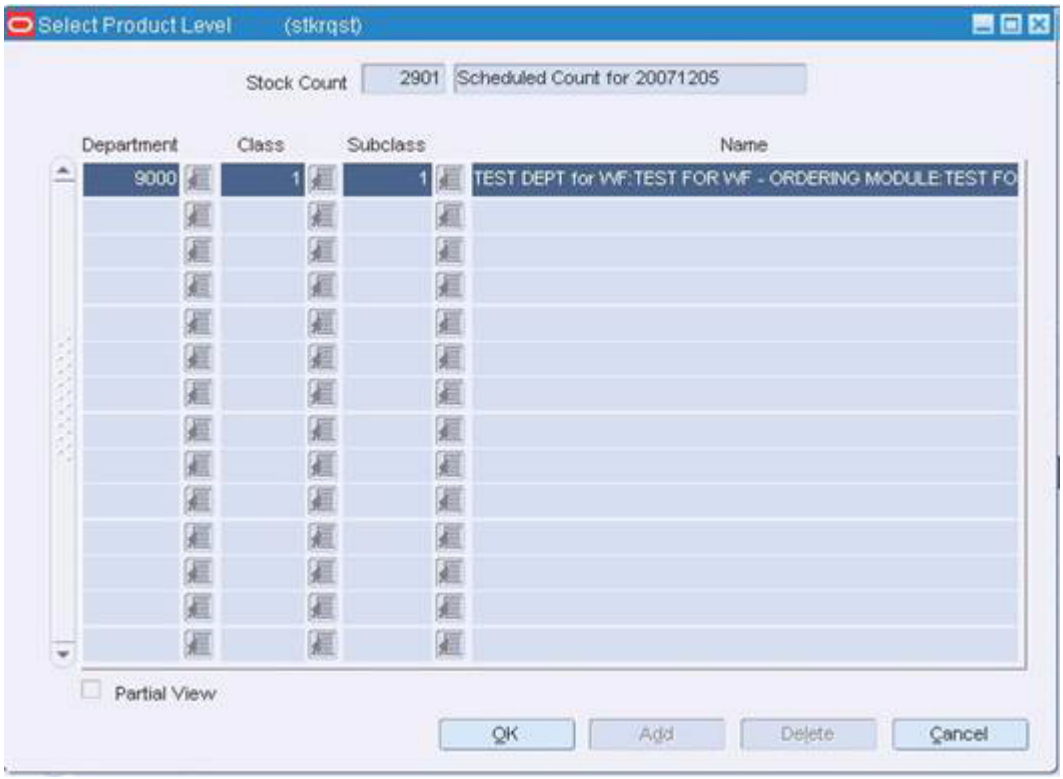


In the Stock Count Date field, edit the scheduled date for the stock count as necessary.

Edit the merchandise levels in a Unit and Dollar type of request

1. Select a product.
2. Select product level.
3. Click **OK.** The Select Product Level window opens.

Figure 12–15 Select Product Level Window



4. To add a merchandise level, click **Add** and enter the details on the next available line.
5. To delete a merchandise level, select a record and click **Delete**. When prompted to delete the record, click **Yes**.
6. Click **OK** to save your changes and close the window.

Add locations to the request

1. In the Group Type field, select a grouping mechanism.
2. In the Group field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
3. Click **Apply**. The locations are added to the table.
4. Click **OK** to save your changes and close the window.

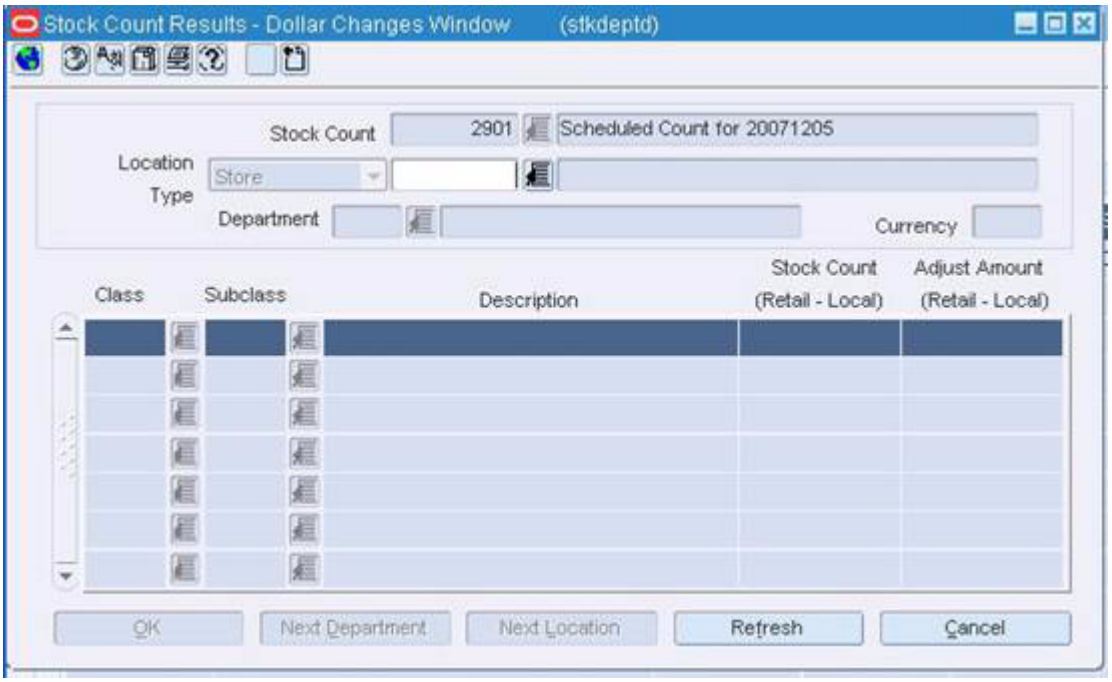
Delete a location from the table

1. Select a location and click **Delete**.
2. When prompted to delete the record, click the **Yes**.
3. Click **OK** to save your changes and close the window.

Adjust the Stock Ledger After a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count by selecting Dollars Change/Ledger Adjust in the Action field. The Stock Count Results Dollar Changes window opens.

Figure 12–16 Stock Count Results - Dollar Changes Window



1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Department field, enter the ID of the department, or click the LOV button and select the department.
4. To force the system to update the stock ledger, select Create Adjustments from the Options menu.

Note: The stock ledger is updated by a regularly scheduled batch program.

Adjust the monetary values for the current department

1. In the Class field, enter the ID of the class, or click the LOV button and select the class.
2. In the Subclass field, enter the ID of the subclass, or click the LOV button and select the subclass.
3. In the Adjust Amount field, enter a positive number to increase the value, or a negative amount to decrease the value.

   Note: Depending on system options, the monetary value may be either retail or cost.

4. Click **OK** to save your changes and close the window.

Enter the details for another department at the same location

1. Click the **Next Depart**.
2. Enter the details in the enabled fields.
3. Click **OK** to save your changes and close the window.

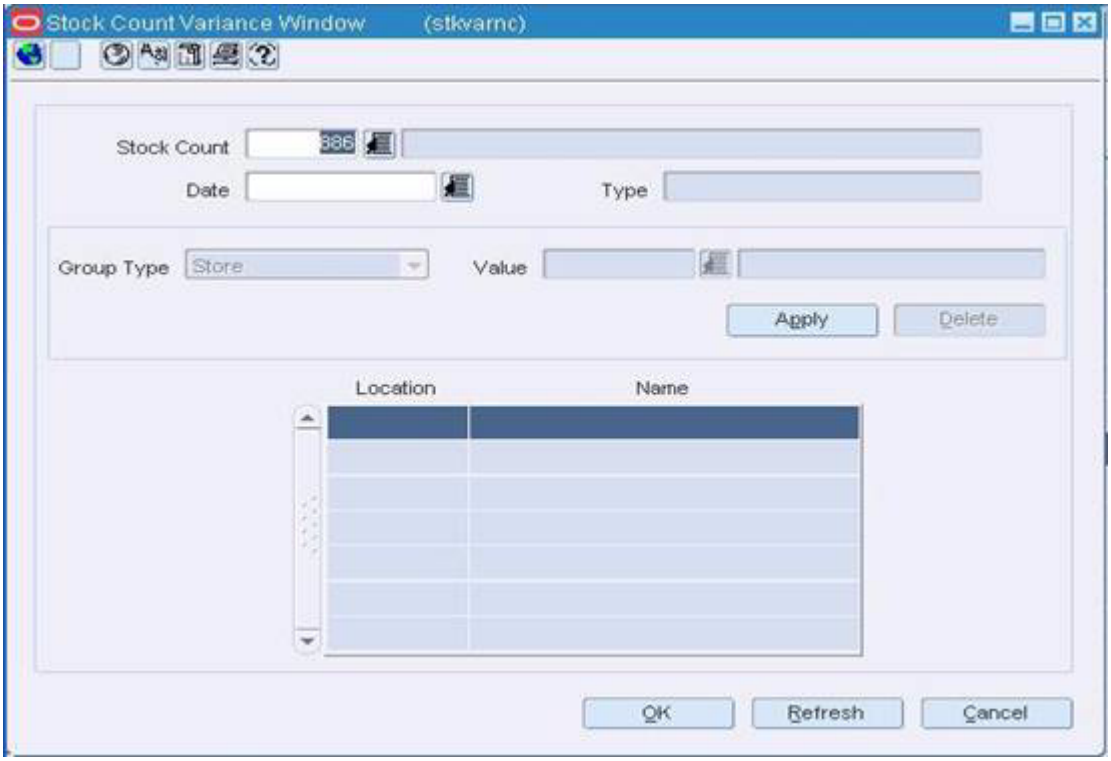
Enter the details for another location

1. Click **Next Location**.
2. Enter the details in the enabled fields.
3. Click **OK** to save your changes and close the window.

Adjust the Stock on Hand After a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window opens.

Figure 12–17 Stock Count Variance Window



1. In the Group Type field, select the type of location or locations.
2. In the Value field, enter the ID of the location, or click the LOV button and select the location.

> **Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.

3. Click **Apply**. The location or locations are added to the table.
4. From the Options menu, select Create Stock Adjustments.
5. When prompted to continue, click **Yes**.

> **Note:** The adjustments are made by a regularly scheduled batch program.

6. Click **OK** to save your changes and close the window.

View Stock Count Schedules

Navigate: From the main menu, select Inventory > Stock Count Schedule > View. The Stock Count Schedule opens.

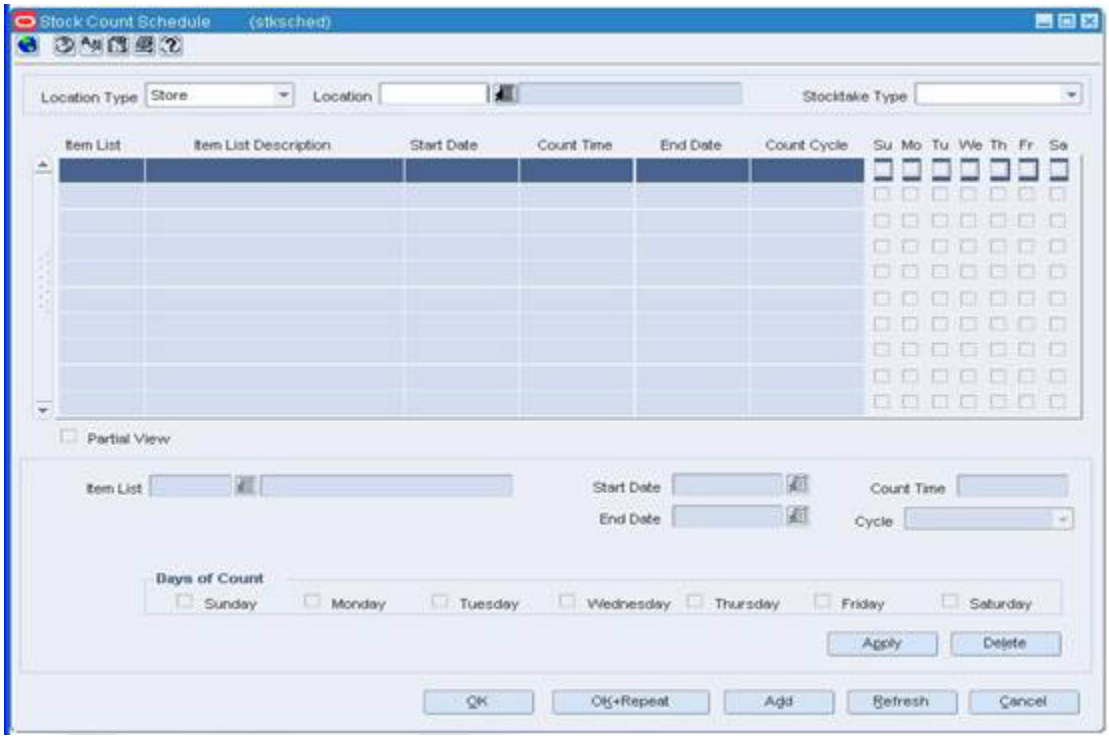
1. In the Location Type field, select the type of location.

2. In the Location field, enter the ID of the location or the location list, or click the LOV button and select a location or location list.
3. In the Stocktake Type field, select how the stock count is counted. The stock counts that match the criteria appear.
4. Click **OK** to save your changes and close the window.

Edit Stock Count Schedules

Navigate: From the main menu, Inventory > Stock Count Schedule > Edit. The Stock Count Schedule opens.

Figure 12–18 Stock Count Schedule



1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location or the location list, or click the LOV button and select a location or location list.
3. In the Stocktake field, select how the stock count is counted. The schedules for the current location appear.
4. Select a stock count schedule. The details appear in the Apply area.
5. In the Apply area, edit the enabled fields.
6. Click **Apply**.
7. Click **OK** to save your changes and close the window.

View the Results of a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

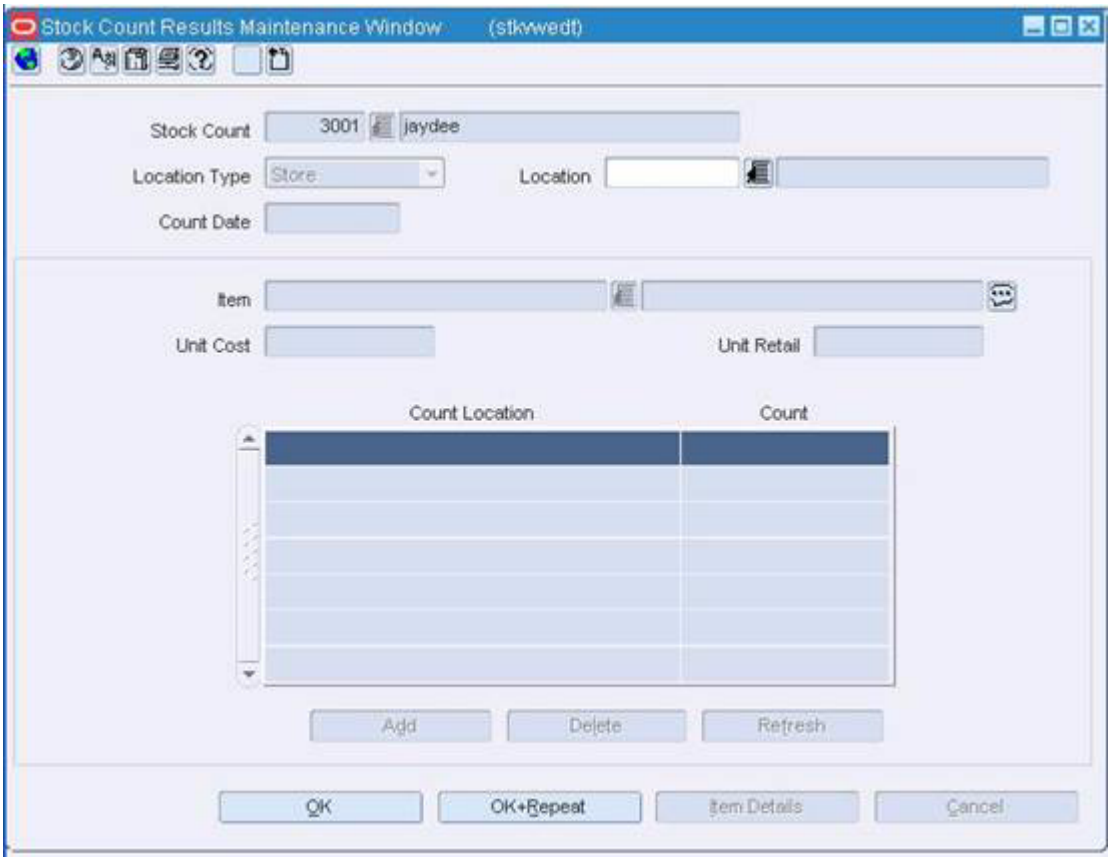
Search for and retrieve a stock count in View mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window opens.

1. In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV button and select the stock count.
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the specific location, or click the LOV button and select the location.
4. In the Item field, enter the item number of the item, or click the LOV button and select the item. The details of the stock count appear.
5. Click OK to save your changes and close the window.

Edit the Results of a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count in Edit mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window opens.

Figure 12–19 Stock Count Results Maintenance Window



1. In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV button and select the stock count.
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the specific location, or click the LOV button and select the location.
4. In the Item field, enter the item number of the item, or click the LOV button and select the item. The details of the stock count appear.
5. Edit the quantities in the Count field as necessary.
6. To delete a result from the stock count, select a record, and click **Delete**.
7. Click **OK** to save your changes and close the window.

Enter the Results of a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count in New mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window opens.

1. In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV button and select the stock count.
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the specific location, or click the LOV button and select the location.
4. In the Item field, enter the item number of the item, or click the LOV button and select the item. The Count Location and Count fields are enabled.
5. In the Count Location field, enter the name of the storage area.
6. In the Count field, enter the number of units found in the storage area.
7. To add another storage area and quantity, click **Add**. Enter the details on the next available line is enabled.
8. Click **OK** to save your changes and close the window.

Stock Order Exceptions Reconciliation Window [soerbol]

The Stock Order Exceptions Reconciliation window allows you to edit and view receipts where the item quantity does not match the actual quantity received. All open stock orders where the shipped quantity could not be reconciled to the received quantity appear in the results. Once you have searched for receipts you can create adjustments to account for the differences.

- Reconcile stock order exceptions

Carton Level Disposition Window [soerbol]

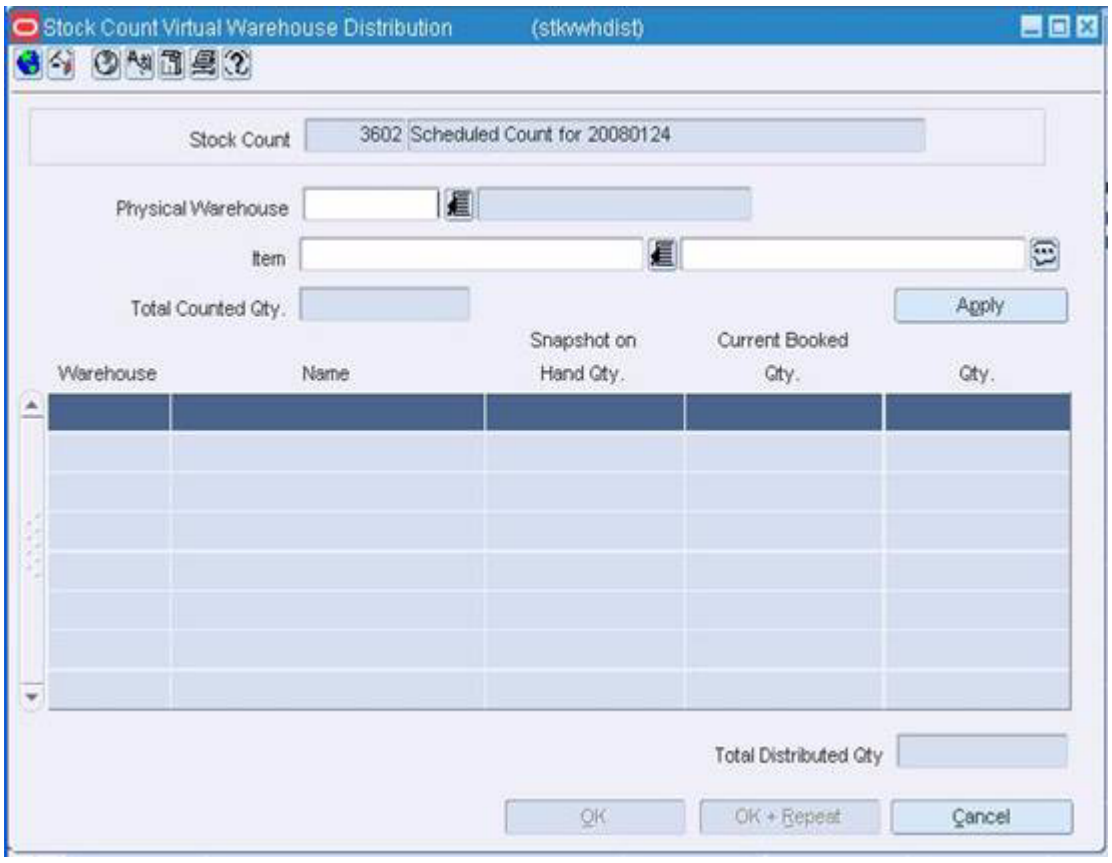
The Stock Order Exceptions Reconciliation by Carton window allows you to view carton level details for a stock order

- Reconcile stock order exceptions

Redistribute Stock Within a Physical Warehouse

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count by selecting Virtual Warehouse Distribution in the Action field. The Stock Count Virtual Warehouse Distribution window opens. Select Stock Count VWH Distribution from the Options menu. The Stock Count Virtual Warehouse Distribution window opens.

Figure 12–20 Stock Count Virtual Warehouse Distribution Window



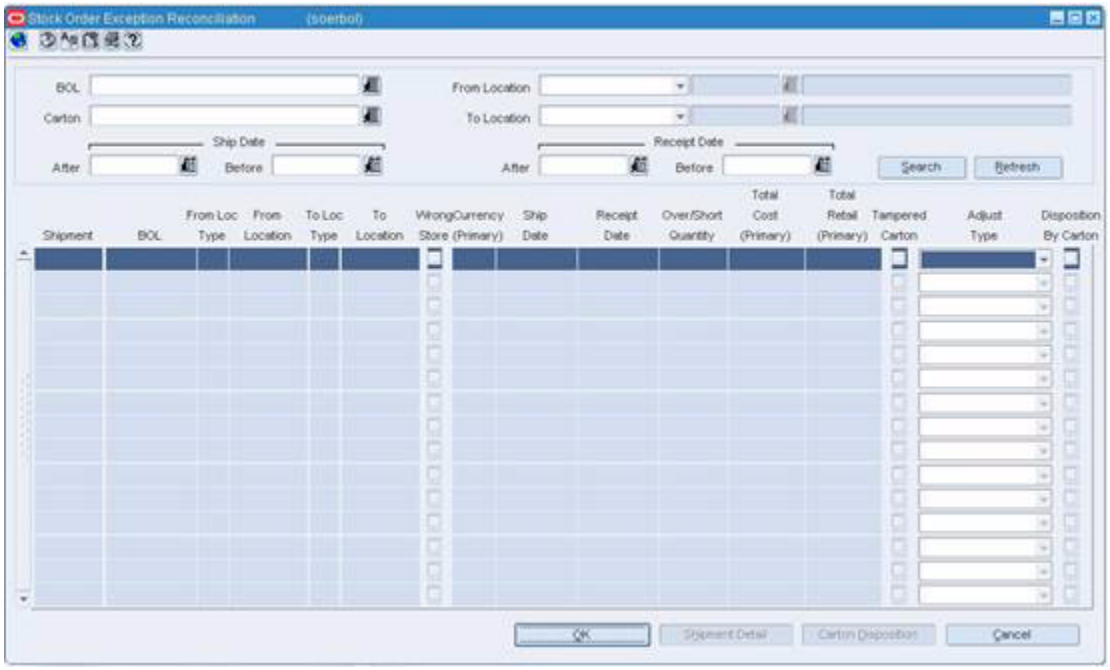
Note: You can also access the Stock Count Virtual Warehouse Distribution window from the Stock Count Results Maintenance window.

1. In the Physical Warehouse field, enter the ID of the physical warehouse, or click the LOV button and select the physical warehouse.
2. In the Item field, enter the ID of the item, or click the LOV button and select the item.
3. Click **Apply**. The virtual warehouses associated with the current physical warehouse appear.
4. Edit the quantities for the virtual warehouses as necessary.
5. Click **OK** to save your changes and close the window.

Reconcile Stock Order Exceptions

Navigate: From the main menu, select Inventory > Stock Order Exception Reconciliation. The Stock Order Exception Reconciliation window opens.

Figure 12–21 Stock Order Exception Reconciliation Window



1. In the filter area, enter the search criteria as necessary, or click the LOV button or calendar button and select the appropriate information.
2. Click the filter button. The items that match the criteria appear in the details frame.
3. In the Adjust Type field, select the method you want to use to reconcile the difference between the stock order and the receipt.

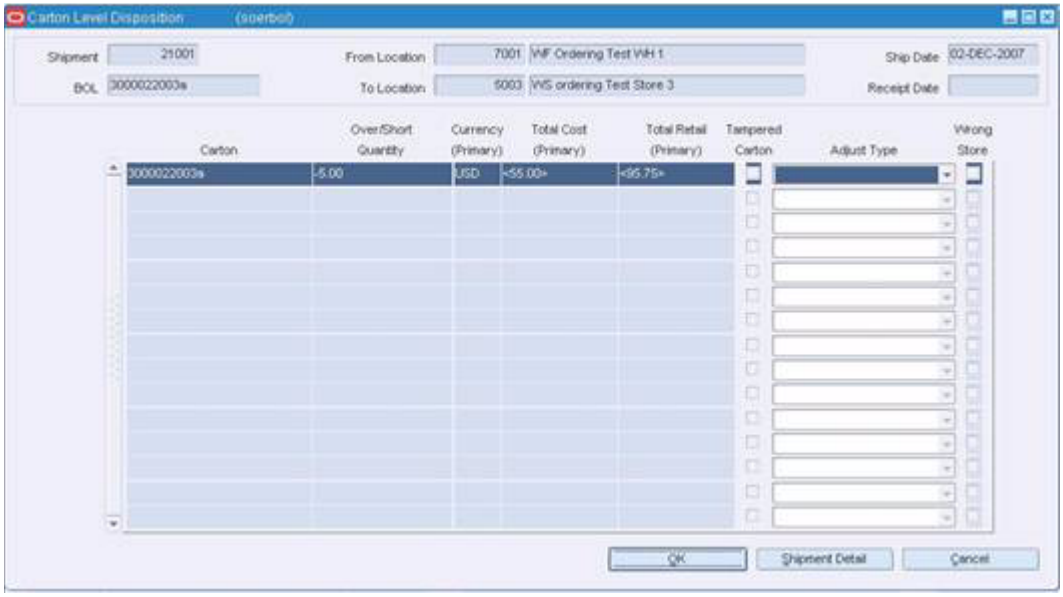
   Note: To view details of a shipment, click Shipment Detail. The Shipment window opens.

4. Click **OK** to save any changes and close the window.

Reconcile stock order exceptions at the carton level

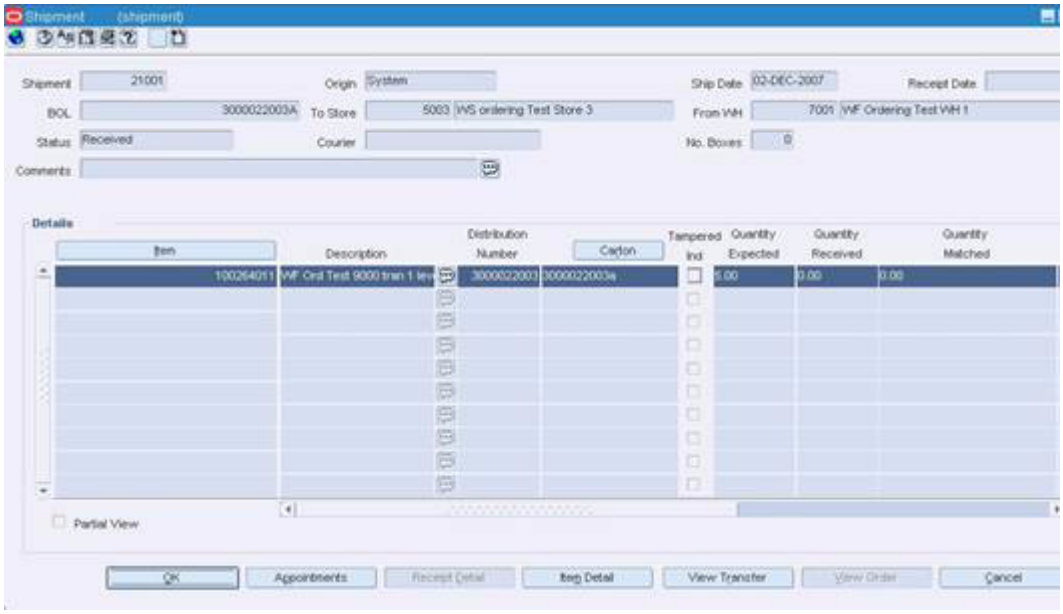
1. Select a record that has cartons.
2. Click **Carton Disposition**. The Carton Level Disposition window opens.

Figure 12–22 Carton Level Disposition Window



3. In the Adjust Type field, select the method you want to use to reconcile the difference between the carton and the receipt.
4. To view the details of a shipment, click **Shipment Detail**. The Shipment window opens.

Figure 12–23 Shipment Window



5. Click **OK** to close the window.
6. Click **OK** to save any changes and close the window.

Item Supplier Window [itemsupp]

The Item Supplier window allows you to add, edit, and view the suppliers for the current item. By default, the first supplier is marked as the primary supplier for the item. After you add additional suppliers, you can redefine the primary supplier.

To view the monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Currency menu.

To view additional information in the table, select the Custom option from the View menu. The Customize toolbar opens. Select or clear the check boxes next to the fields that you want to show or hide.

- Add a Supplier for an Item
- Maintain Supplier Information for an Item
- View Suppliers for an Item

Item Supplier Country Location Window [itemsuppctryloc]

The Item Supplier Country Location window allows you to maintain the supplier hierarchy and the unit and case costs at the item/supplier/origin country/location level. This window can be accessed only after one or multiple locations have been associated with the current item.

To view monetary amounts in the primary currency of the company, the local currency of the supplier, or the local currency of the location, select the appropriate option on the Currency menu.

In a multi-channel environment, items are associated with warehouses at the virtual warehouse level. Unit costs, manufacturers, distributors, and wholesalers are the same for all virtual warehouses within a physical warehouse.

- Edit Locations at the Item, Supplier, Origin Country Level

Item Supplier Country Bracket Window [itemsuppctrybrk]

The Item Supplier Country Bracket window allows you to maintain the brackets for this item-supplier-country-location combination. You can edit unit and case bracket costs for Worksheet items.

When you modify a country-level bracket, costs default down to all location brackets. When you modify items that are above the transaction level, you can default costs down to children for all brackets.

If a default bracket cost is changed, the cost is modified at the item-supplier-country-location level.

In a multi-channel environment, any bracket costs modified for virtual warehouses will update all other virtuals attached to the item.

- Edit Bracket Costs for Worksheet Items

Item Supplier Country of Sourcing Window [itemsuppctry]

The Item Supplier Country of Sourcing window allows you add, edit, and view the origin countries that are associated with an item and supplier combination. You can maintain location default, ordering, case, and packaging information.

To view monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option on the Currency menu.

- Edit a Supplier Country of Origin for an Item
- Maintain Supplier Country of Sourcing for an Item

Item/Supplier/Origin Country List Window [itsuplst]

The Item/Supplier/Origin Country List window allows you to view the supplier and origin country relationships for an item. You can restrict the list to display only primary origin countries or all origin countries for each supplier.

- Add an Origin Country for a Supplier of an Item

View Suppliers and Origin Countries for an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the Suppliers option on the Options list. The Item Supplier window opens.

Click on the Supplier List option on the Options list. The Item Supplier Origin Country List window opens.

1. To view only the primary origin country for each supplier, select the Primary Countries option.
2. Click **Close** to close the window.

View an Origin Country for a Supplier of an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in View mode. The Item Maintenance window opens.

Click on the Suppliers option on the Options list. The Item Supplier window opens.

Select a supplier.

Click on the Item Supplier Origin Country option on the Options list. The Item Supplier Country of Origin window opens.

1. In the Country of Sourcing field, enter the code for the country, or click the LOV button and select the country.
2. Click **View**. The details of the origin country appear.
3. To view any other details for the origin country, click on the appropriate option on the Options list.
4. Click **OK** to close the window.

Item/Supplier/Unit of Measure Window [itsupuom]

The Item Supplier Unit of Measure window allows you to add, delete, and view miscellaneous units of measure (UOM) for an item and supplier combination. You must enter a factor that can be used to convert the unit of measure to the standard unit of measure. You have the option of overwriting the unit of measure for all subordinate level items that are supplied by the supplier of the selected item.

- Add a Unit of Measure for the Supplier of an Item
- Delete a Unit of Measure for the Supplier of an Item
- View Units of Measure for the Supplier of an Item

Customs Entry Header Window [cehead]

The Customs Entry Header window allows you to create, edit, and view a customs entry. From this window, you can access forms, protests, timelines, and shipments.

Generally, the initial information is pulled in from finalized transportation records. After the customs entries are created, you can maintain them as the information changes. The customs entry information is shared with trading partners, typically customs brokers, by means of a regularly scheduled batch program.

Customs Entry Items Window [ceordit]

The Customs Entry Items window allows you to edit and view the items on a customs entry by shipment.

Customs Entry Item/BL/Container Window [ceordit]

The Customs Entry Items/BL/Container window allows you to view bills of lading, or air waybills, and container information for an item that has multiple bills of lading or air waybills.

Customs Entry Search Window [cefind]

The Customs Entry Search window allows you to enter criteria in order to search for customs entries and view the results of the search.

The default view for the Customs Entry Search window opens when you open the window for the first time. You can also create a custom view.

Customs Entry Forms Window [ceforms]

The Customs Entry Forms window allows you to edit and view the requests by other government agencies for additional information about the entry.

Customs Entry Shipment Window [ceship]

The Customs Entry Shipment window allows you to edit and view the shipments that are included on a customs entry.

Customs Entry Charges Window [cecharge]

The Customs Entry Charges window allows you to edit and view the charges for an item on a customs entry. The charges may include duty components, total duty, taxes, fees, harbor maintenance fees, merchandise processing fees, and the components that make up the value for duty (VFD). An HTS classification is required for all assessments.

To display monetary amounts in the primary currency of the company or the local currency of the Customs agency, select the appropriate option from Options > Currency.

Transportation License/Visa Window [tranlvis]

The Transportation License/Visa window allows you to edit and view the licenses and visas that are associated with a transportation record.

Customs Entry License/Visa Window [celvisa]

The Customs Entry License/Visa window allows you to edit and view the licenses and visas for an item on a customs entry.

Customs Entry Protest Window [ceprotst]

The Customs Entry Protest window allows you to edit and view the protests that are filed with a Customs agency against a customs entry.

Transportation Window [transprt]

The Transportation window allows you create, edit, and view a transportation record. Transportation records are unique by shipment, purchase order, and item. Unique shipments are designated by vessel, voyage or flight number, and estimated departure date.

Transportation Item Window [transku]

The Transportation Item window allows you to edit and view the component items for an item parent.

Transportation Claims Window [tranclm]

The Transportation Claims window allows you to edit and view the claims against a partner. Claims can be made for damaged merchandise and inadequate quantities. A single claim can span multiple cartons.

PO-Level Transportation Window [tranpo]

The PO-Level Transportation window allows you to enter items and related shipments for a specific purchase order.

Transportation Packing Window [tranpack]

The Transportation Packing window allows you to edit and view packing information at the container level.

To display the shipped quantities and received quantities for the packing records, select the appropriate option from the View menu.

Transportation Delivery Window [trandelv]

The Transportation Delivery window allows you to edit and view delivery information at the final destination level. You can indicate how many units and cartons of an item were delivered and to which locations.

Transportation Selection Window [tranfind]

The Transportation Selection window allows you to enter criteria in order to search for transportation records and view the results of the search.

The default view for the Transportation Selection window opens when you open the window for the first time. You can also create a custom view.

Commercial Invoice Window [transprt]

The Commercial Invoice window allows you to edit and view basic information from the commercial invoice.

Transportation Dates Window [transprt]

The Transportation Dates window allows you to edit and view the estimated and actual departure dates, the estimated and actual arrival dates, and the actual delivery date of an item.

Freight Window [transprt]

The Freight window allows you to edit and view freight information, including inland movement for the shipment. Inland shipments move goods from the discharge port to the final destination such as the distribution center.

Transportation Totals Window [transprt]

The Transportation Totals window allows you to view the total units, weight, dimension, and value of an order and item combination at several levels. You can convert a measurement by changing the unit of measure for a field. Conversions are not saved when you close the window.

Transportation Finalize Window [transfin]

The Transportation Finalize window allows you to create customs entries from completed transportation records. Before transportation records can be finalized, you must first mark them as candidates for finalization. To do this, search for and retrieve a transportation record. On the Transportation window, select the Candidate Ind check box.

The Transportation Finalize window lets you enter the entry number, import country, broker, and currency code to apply to the finalized transportation records. When entering information on this window, information is added to all records that match the vessel, voyage, and estimated departure date criteria.

If you do not enter any search criteria, all transportation records that are marked as candidates are finalized and you do not have the opportunity to apply an entry number, import country, broker, or currency information.

Item Transformation Window [tsfxform]

The Item Transformation window allows you to convert one item to another item at a finishers. You may change one item to a second item or you may consolidate multiple items into one item. Items are transformed at a finishing location.

There are certain conditions that must be met before you complete and item transformation. When you transform the first item into a second item, the second item must exist in approved status in the merchandising system before you can complete the transformation. The entire quantity of item on a transfer must be transformed to the same item.

There are two types of item transformation that can occur:

Table 12–1 Item Transformation

Item	becomes	item
One to one		
Item A	becomes	Item X
Item B	becomes	Item Y
Item C	becomes	Item Z
Many to one		
Item A	becomes	Item X
Item B	becomes	Item X
Item C	becomes	Item X

- Transform an Item
- View Finishing Details on a Transfer

Item Transformation Matrix Window [tsfxformresult]

The Item Transformation Matrix window allows you to view a summary of the items that have been transformed. You can filter the items on the transfer in order to view a subset of the transformed items by item or diff.

- Transform an Item
- View Finishing Details on a Transfer

Product Transformation Window [prodtsfm]

The Product Transformation window allows you to manually adjust the inventory of a transformed item and the items derived from the transformed item.

For example, a grocer might buy and place into inventory a side of beef. The butcher may prepare steaks and ground beef from the side of beef. In this example, the grocer reduces inventory by one side of beef and increases inventory by the number of steaks and packages of ground beef. In addition to adjusting the quantities, you can adjust the cost of the items derived from the transformed item. The overall cost of the transaction, however, must remain the same.

Both the quantities and values of the stock on hand are adjusted in the stock ledger.

Inventory adjustments may also be initiated by an external system, such as a warehouse management system.

- Adjust Inventory of Transformed Items

Transformation Maintenance Window [itemxform]

The Transformation Maintenance window allows you to indicate how an orderable item is divided into sellable pieces. A transformable item can be either sellable or orderable.

- **Transformed Orderable:** The item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.
- **Transformed Sellable:** The item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.

When setting up the transformable items, first create the sellable items. Next, create the orderable item and associate the sellable items to the orderable item.

- Create a Transformable Item
- Maintain an Item
- View an Item

Transformation Yield Maintenance Window [itxformyld]

The Transformation Yield Maintenance window allows you to distribute the sellable item across multiple orderable items. In order to access this window, a transform sellable item must be associated to more than one transform orderable items.

- Define Yield Details for a Sellable Item

Set Up Transfers

Transfers zones are grouping of locations within an area. Transfer zones are set up to restrict the transfer of items to locations within the transfer zone. You can assign a store to a transfer zone when you create or edit the store.

Transfer entities define which locations in an organization are grouped together due to legal requirements. Transfer entities can be defined by brand, geography, country or other grouping defined by your company. Moving items between transfer entities is treated as a sale from the origin location and purchase by the receiving location. Items that have been transferred between entities and may require a change in cost and retail pricing as well as ownership.

Finally, you may set up the additional information required to complete a transfer that has finishing. You need to create activities that are used on the work orders. If there are certain activities that you regularly assign, you can create a work order template that will allow you to apply the set of activities to a work order on a transfer.

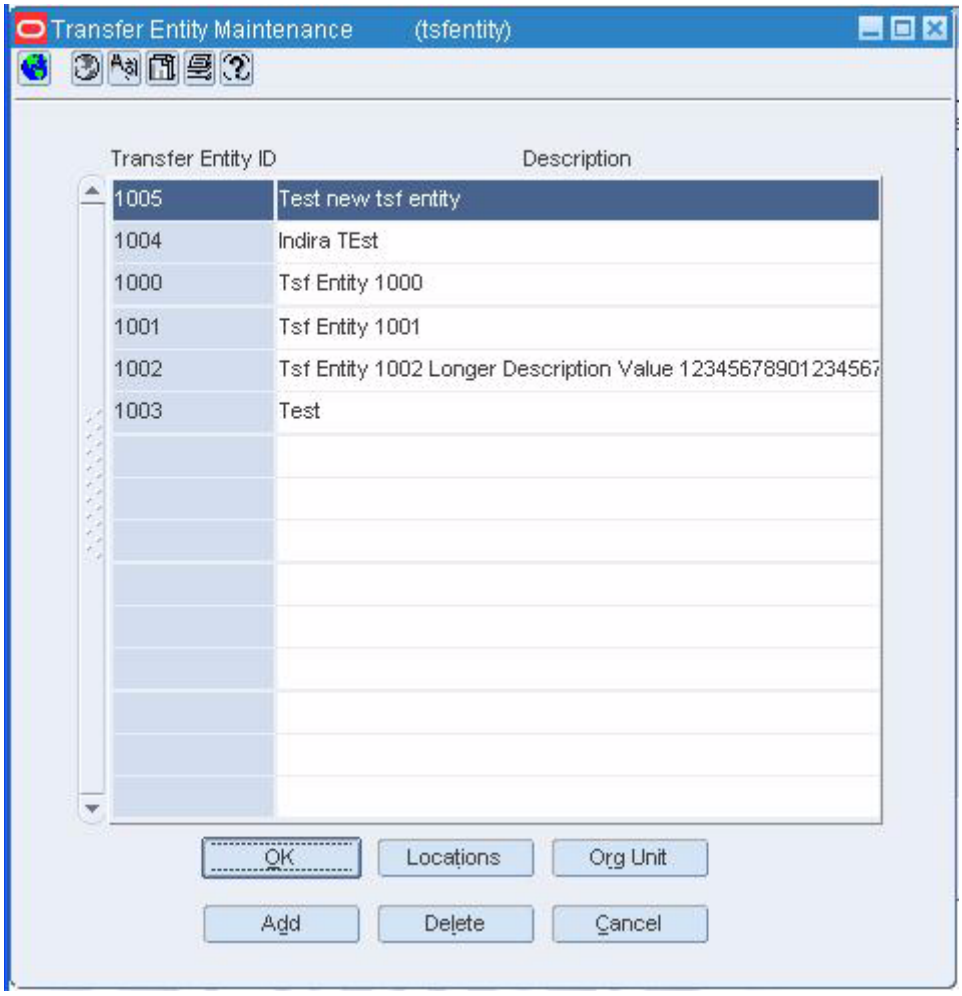
- Add a Transfer Work Order Activity
- Add a Work Order Template
- Create a Transfer Entity
- Edit Transfer Zones
- Edit a Transfer Work Order Activity
- Edit a Work Order Template
- Edit a Transfer Entity

- View a Transfer Entity
- View Transfer Zones
- View a Transfer Work Order Activity
- View a Work Order Template

Create a Transfer Entity

Navigate: From the main menu, select Control > Setup > Transfer Entities > Edit. Transfer Entity Maintenance window opens.

Figure 12–24 Transfer Entity Maintenance Window



1. Click **Add**. The next line on the table is enabled.
2. In the Transfer Entity ID field, enter a unique ID.
3. In the Description field, enter a description of the transfer entity.
4. Click **OK** to save any changes and close the window.

View Transfer Zones

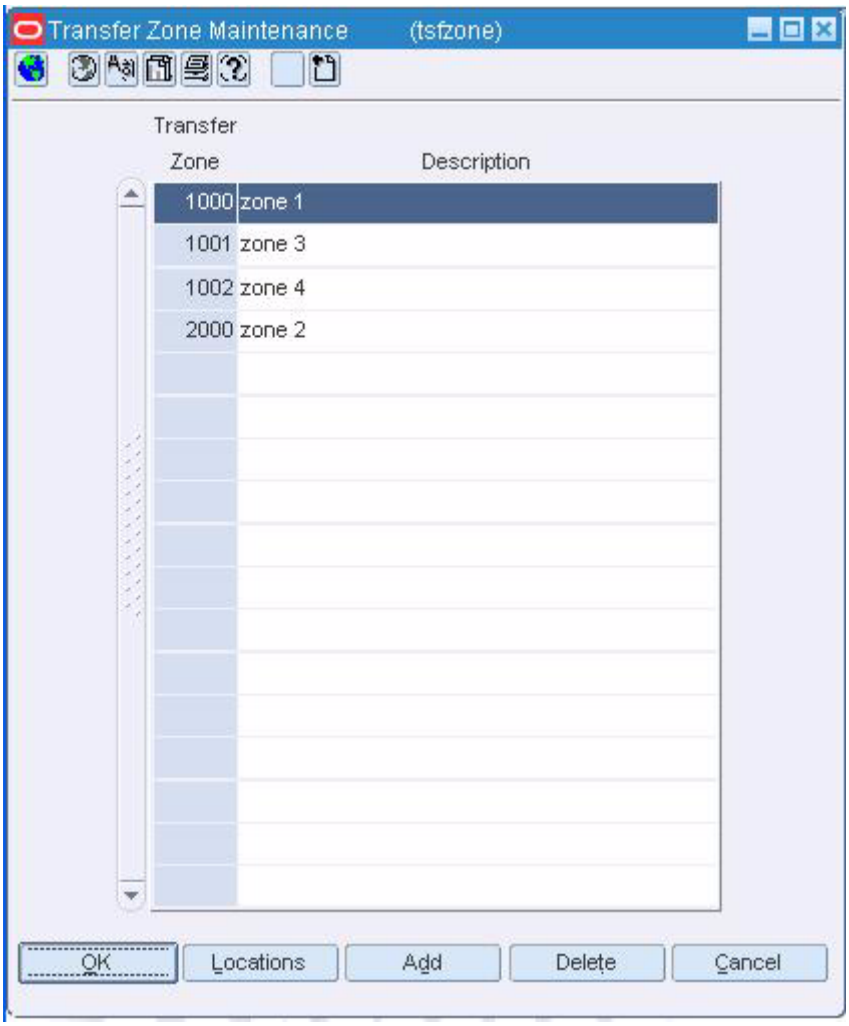
Navigate: From the main menu, select Control > Setup > Transfer Zone > View. The Transfer Zone Maintenance window opens.

1. To view the locations that are associated with a transfer zone:
   a. Select a transfer zone and click **Locations**. The locations appear in the Locations Within Transfer Zone Maintenance window.
   b. Click **OK** to close the window.
2. Click **OK** to close the window.

Edit Transfer Zones

Navigate: From the main menu, select Control > Setup > Transfer Zone > Edit. The Transfer Zone Maintenance window opens.

Figure 12–25 Transfer Zone Maintenance Window



Edit the descriptions as necessary.

Add a transfer zone

1. Click **Add**. The next available line is enabled.
2. In the Transfer Zone field, enter a unique ID for the transfer zone.
3. In the Description field, enter the description of the transfer zone.
4. Click **OK** to save your changes and close the window.

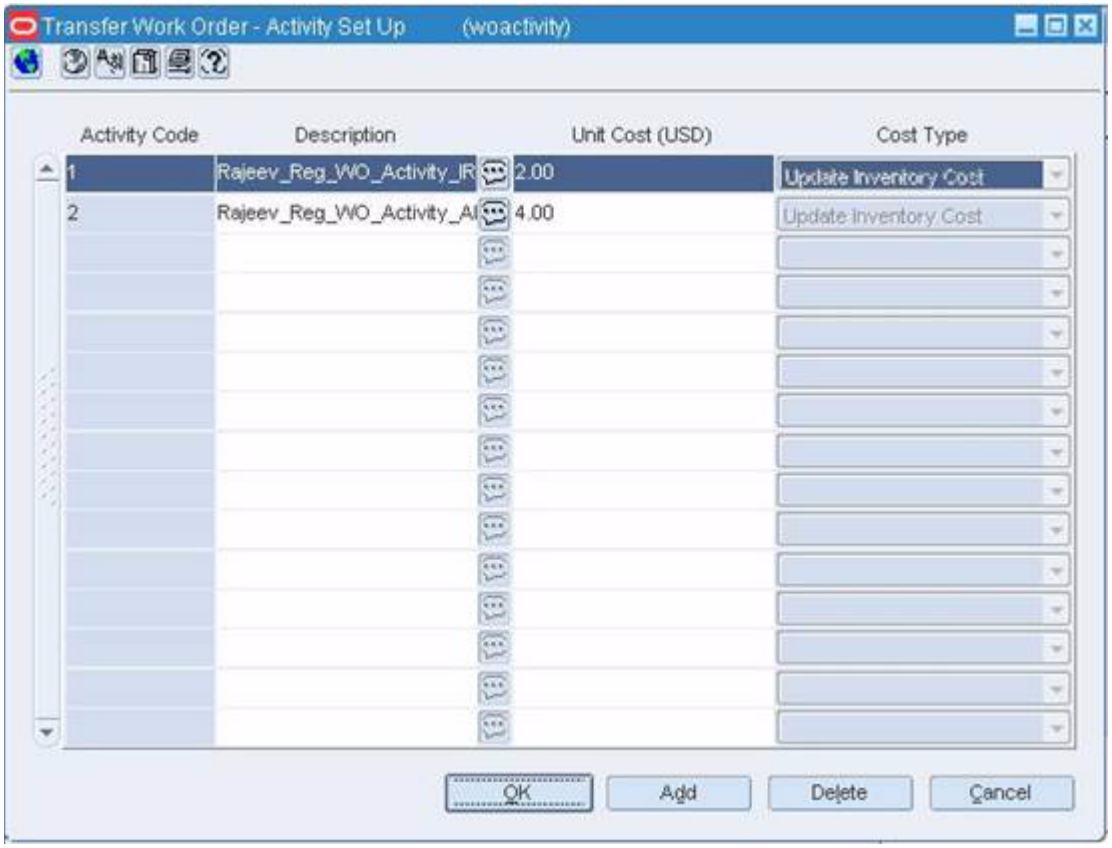
Delete a transfer zone

1. Select a transfer zone and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Add a Transfer Work Order Activity

Navigate: From the main menu, select Control > Setup > Transfer Work Order Activity > Edit. The Transfer Work Order - Activity Set Up window opens.

Figure 12–26 Transfer Work Order - Activity Set Up Window



1. Click **Add**. The next line on the table is enabled.
2. In the Activity ID field, enter the ID of the activity.
3. In the Activity Description field, enter a description of the activity.

4. In the Unit Cost field, enter the amount per unit that it will cost to add finishing to the transfer.
5. In the Cost Type field, select the method used to distribute the cost of finishing.
6. Click **OK** to save any changes and close the window.

Transfer Entity Window [tsfentity]

The Transfer Entity Window allows you to create and maintain the transfer entities. Transfer entities define which locations in an organization are grouped together due to legal requirements. Transfer entities can be defined by brand, geography, country or other grouping defined by your company. Moving items between transfer entities is treated as a sale from the origin location and purchase by the receiving location. Items that have been transferred between entities and may require a change in cost and retail pricing as well as ownership.

After a transfer entity is created, you associate a store or warehouse with a transfer entity during the set up of a location.

- Create a Transfer Entity
- Delete a Transfer Entity
- Edit a Transfer Entity

View a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Search for and retrieve a transfer in View mode. The Transfer Maintenance window opens.

Click **Items**. The details are displayed in the Transfer Detail window.

View monetary amounts in other currencies

- Select the appropriate option from the Options > Currency menu.

View up charges associated with an item

1. On the Transfer Detail window, select the item. From the Options menu, select Transfer Up Charges. The details appear in the Transfer Up Charges window.
2. Click **OK** to close the window.

View transfer totals

1. Click **Transfer Totals**. The quantity totals appear in the Transfer Totals window.
2. Click **OK** to close the windows.

View diff items

1. Click **Parent/Diff Sum**. The details appear in the Transfer Parent/Diff Summary window.
2. Click **OK** to close the window.

View a Transfer Entity

Navigate: From the main menu, select Control > Setup > Transfer Entities > View. The Transfer Entity Maintenance window opens.

1. To view the locations associated with the Transfer Entity, click Locations. The Transfer Entity Locations window opens.
2. Click **OK** to close the windows.

View a Transfer Work Order Activity

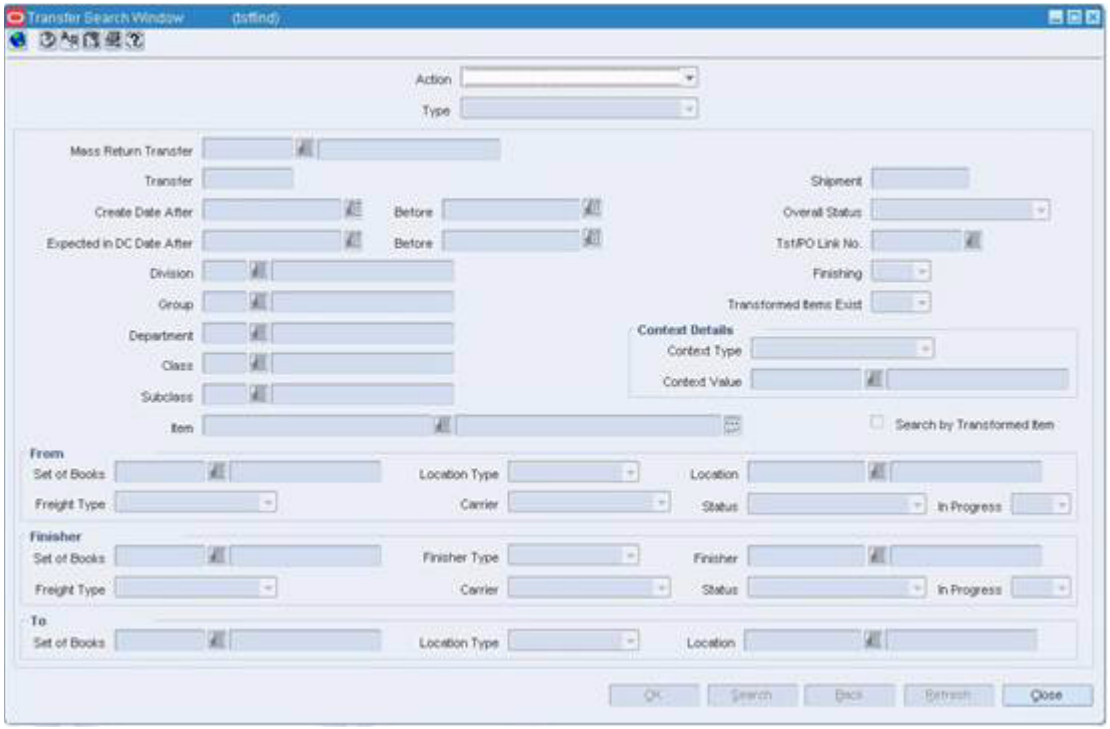
Navigate: From the main menu, select Control > Setup > Transfer Work Order Activity > View. The Transfer Work Order - Activity Set Up window opens.

- Click OK to save any changes and close the window.

Create a Transfer

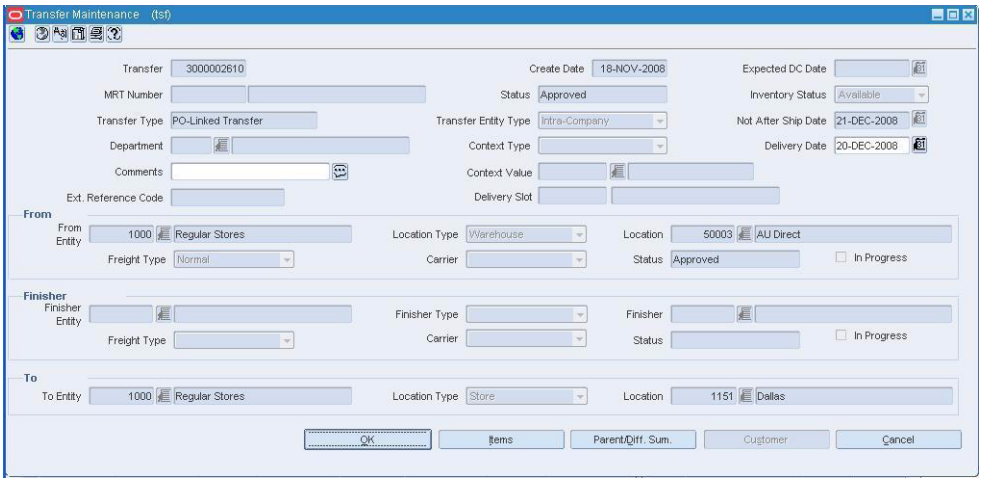
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Figure 12–27 Transfer Search Window



1. In the Action field, select New.
2. In the Type field select the type of transfer that you want to create.
3. Click **OK**. The Transfer Maintenance window opens.

Figure 12–28 Transfer Maintenance Window



4. In the Delivery Date field, enter the last date the transfer can be received, or click the calendar button and select a date.
5. If you are creating an reallocation or return to vendor transfer, in the Transfer Entity Type field, select intercompany or intracompany to indicate which type of transfer is created.
6. Enter information in the enabled fields as necessary.
7. In the From area:
   a. In the From Entity field, enter the ID of the origin entity, or click the LOV button and select a location.
   b. In the Location Type field, select the type of location the transfer originates from.
   c. In the Location field, enter the location ID or click the LOV button and select a location.
   d. Select the appropriate freight type and carrier.
8. In the Finisher area:

   Note: Finishers are required for transfer that will have work orders, transformations, or packing instructions.

   a. In the Location Type field, select the type of finisher the item is going to.
   b. In the Location field, enter the location ID or click the LOV button and select a finisher.
   c. Select the appropriate freight type and carrier.
9. In the To area:
   a. In the To Entity field, enter the ID of the destination entity, or click the LOV button and select a location.

Note: If you selected Intercompany Transfer as the Transfer Type, the To Entity must be different than the From Entity that you entered in the From area.

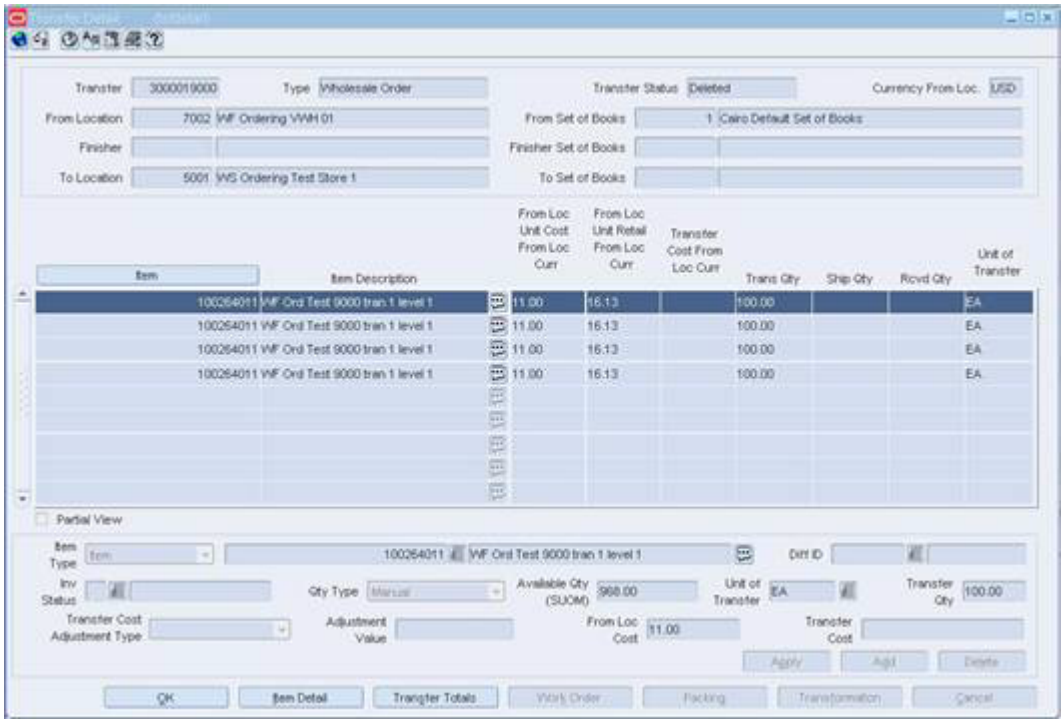
b. In the Location Type field, select the type of location the transfer is going to.

c. In the Location field, enter the location ID or click the LOV button and select a location.

Add items to the transfer

1. On the Transfer Maintenance window click **Items**. The Transfer Detail window opens.

Figure 12–29 Transfer Detail Window



2. In the Apply area, select a grouping mechanism in the Item Type field.

3. In the next field, enter the ID of the item or item list, or click the LOV button and select the item or item list.

4. If you are adding items by diff, in the Diff ID field, enter the ID of the diff, or click the LOV button and select the diff.

5. In the Inv Status field, enter the inventory status type, or click the LOV button and select the inventory status type.

Note: You can only enter a value in the Inv Status field if you selected Unavailable in the Inventory Status field on Transfer Maintenance.

6. In the Qty Type field, select how you want to determine the quantity on the transfer
   - **Total stock on hand:** All stock on hand at the origin location is added to the transfer.
   - **Manual:** The Trans Qty field is enabled so that you can enter the quantity to be added to the transfer.
7. If you selected Manual, in the Transfer Qty field enter the number of items to transfer.
8. In the Trans Qty field enter the number that will be transferred.

   Note: If you select Total Stock on Hand in the Qty Type field, all stock at the location will be transferred. You cannot enter a transfer quantity.

9. If this is an intercompany transfer, set the transfer price:
   a. In the Transfer Price Adjustment Type field, indicate how you want to adjust the price.
   b. In the Adjustment Value field, enter the price or percent that you are adjusting by.
   c. Click **Apply**. The details are added to the table.

Review and complete the transfer

- Click **OK** to save your changes and close the window.

Transfer Maintenance Window [tsf]

The Transfer Maintenance window allows you to create and maintain a transfer. Store requisition, cross-dock PO, PO-linked, combined, and MRT-based return to vendor transfers are created automatically. You can create any other type of transfer, such as customer order, return to vendor, confirmation, non-salable merchandise, administrative, and manual requisition. In a multi-channel environment, you can create book transfers and non-salable book transfers.

From the Transfer Maintenance window, you can access details about the items to be transferred, the customer for a customer order, and a summary by diff for an item parent. In addition, you can receive a shipped transfer.

- Approve a Transfer
- Close a Transfer
- Create a Transfer
- Copy a Transfer
- Delete a Transfer
- Edit a Transfer
- Print a Transfer
- View a Transfer

Transfer Detail Window [tsfdetail]

The Transfer Detail window allows you view and maintain the list of items on a transfer. You can edit the number of units transferred and the number of units shipped. To view additional details about the transfer, select the appropriate option from the View menu.

To view monetary amounts in the primary currency of the company or in the local currency of either the origin location or destination location, select the currency from the Options > Currency menu.

- Create a Transfer
- Copy a Transfer
- Edit a Transfer
- View a Transfer

View Finishing Details on a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Search for and retrieve a transfer in View mode. The Transfer Maintenance window opens.

- Click **Items**. The Transfer Detail window opens.

View work orders associated with a transfer

1. Click **Work Order**. The Transfer Work Order Maintenance window opens.
2. Filter for item / activities.
3. Click **OK** to close the window.

View items transformations for a transfer

1. Click **Transformation**. The Item Transformation window opens.
2. Click **Results**. The Item Transformation Matrix window opens.
3. Click **OK** to close the window.

View the packing instructions for a transfer

1. Click **Packing**. The Item Packing window opens.
2. Click **Results**. The Packing Results window opens.
3. Click **OK** to close the window.

Edit a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input or Approved status. The Transfer Maintenance window opens.

- Edit the enabled fields as necessary.

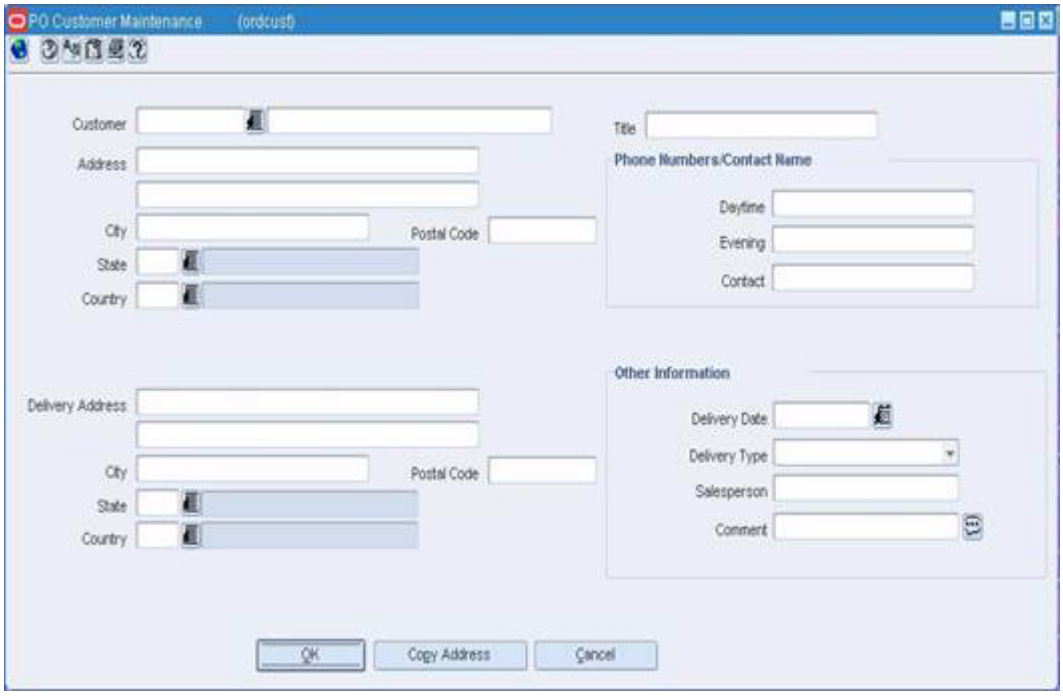
Edit the items on the transfer

1. Click **Items**. The details appear in the Transfer Detail window.
2. Select the item to be edited. The details appear in the Apply area.
3. Edit the enabled fields as necessary.
4. Click **Apply**. The updated details are added to the table.
5. Click **OK** to save your changes and close the windows.

Edit customer details for a customer order transfer

1. Click **Customer**. The PO Customer Maintenance window opens.

Figure 12–30 PO Customer Maintenance Window



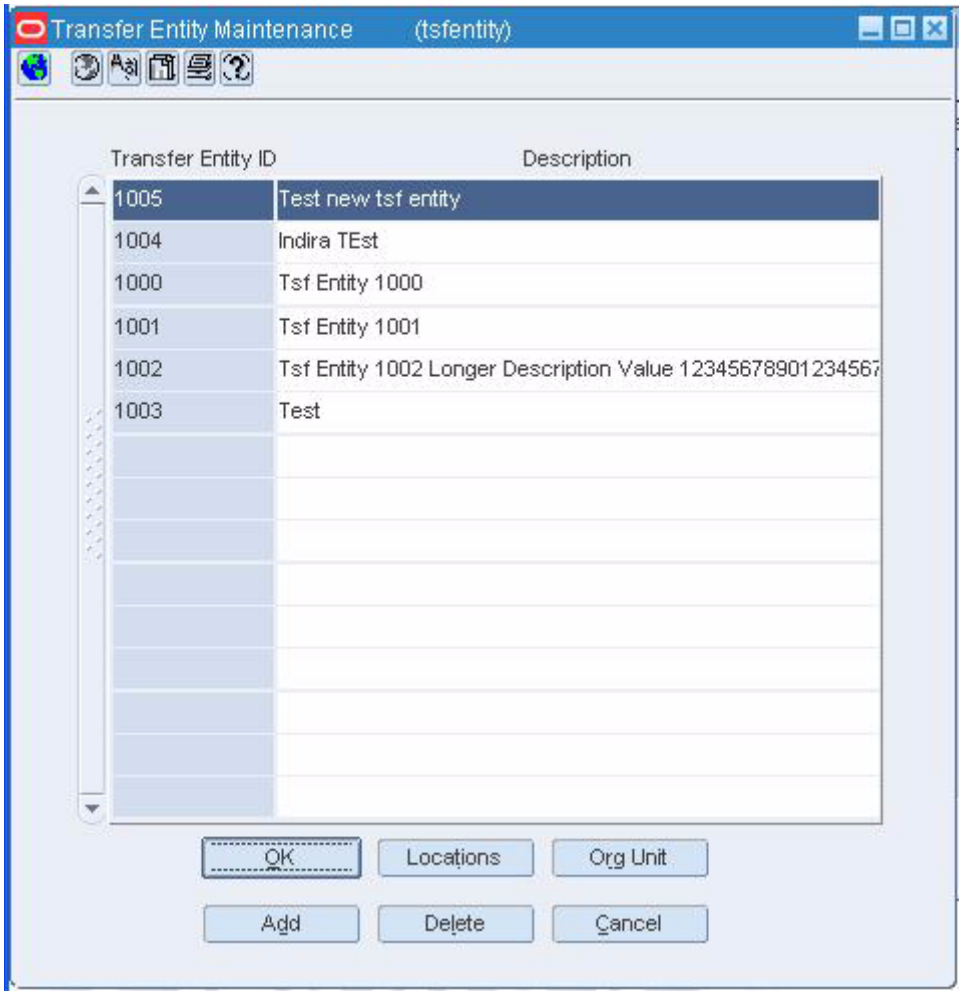
Note: This button is enabled only when the transfer type is Customer Order.

2. Edit the enabled fields as necessary.
3. Click **OK** to save your changes and close the windows.

Edit a Transfer Entity

Navigate: From the main menu, select Control > Setup > Transfer Entities > Edit. The Transfer Entity Maintenance window opens.

Figure 12–31 Transfer Entity Maintenance Window



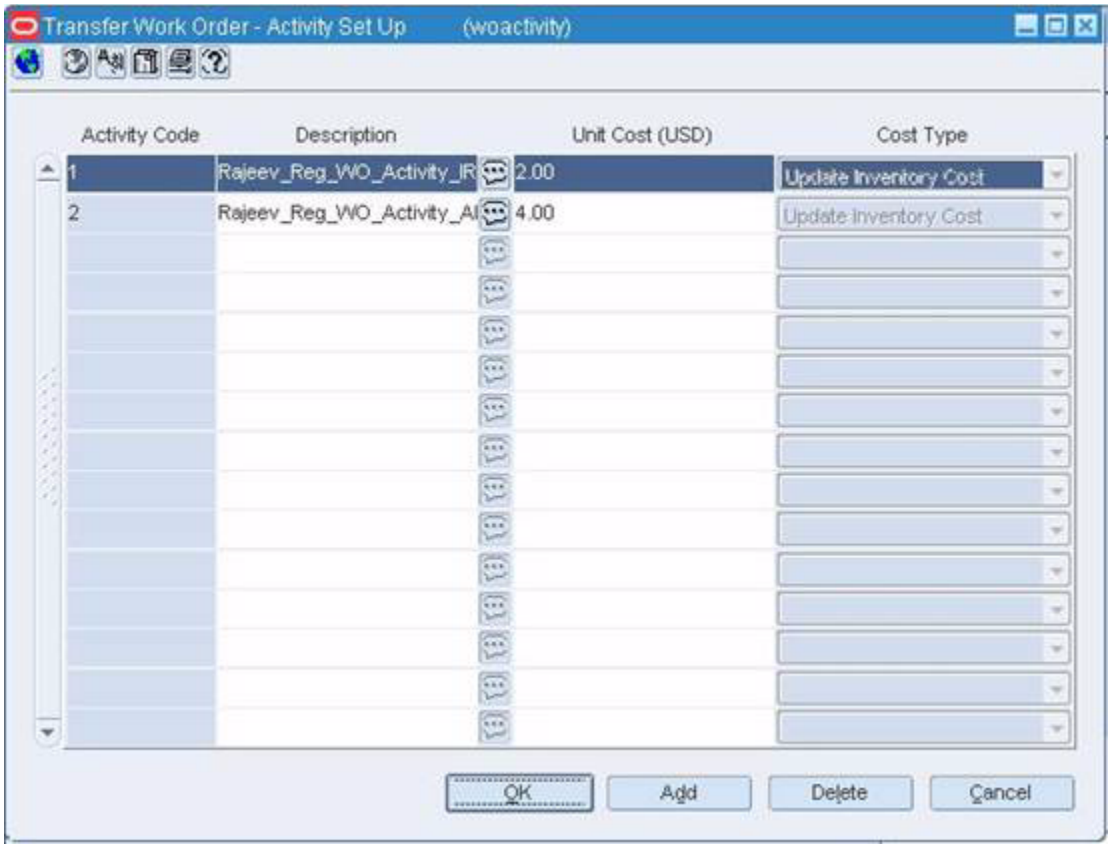
1. Select a transfer entity.
2. In the Description field, edit the description of the transfer entity.
3. Click **OK** to save any changes and close the window.

Edit a Transfer Work Order Activity

Navigate: From the main menu, select Control > Setup > Transfer Work Order Activity > Edit.

The Transfer Work Order - Activity Set Up window opens.

Figure 12–32 Transfer Work Order - Activity Set Up Window



1. Edit the enabled fields as necessary.

> **Note:** If you need to change the cost type of an activity, you must delete the activity and add a new activity.

2. Click **OK** to save any changes and close the window.

Delete a transfer work order activity

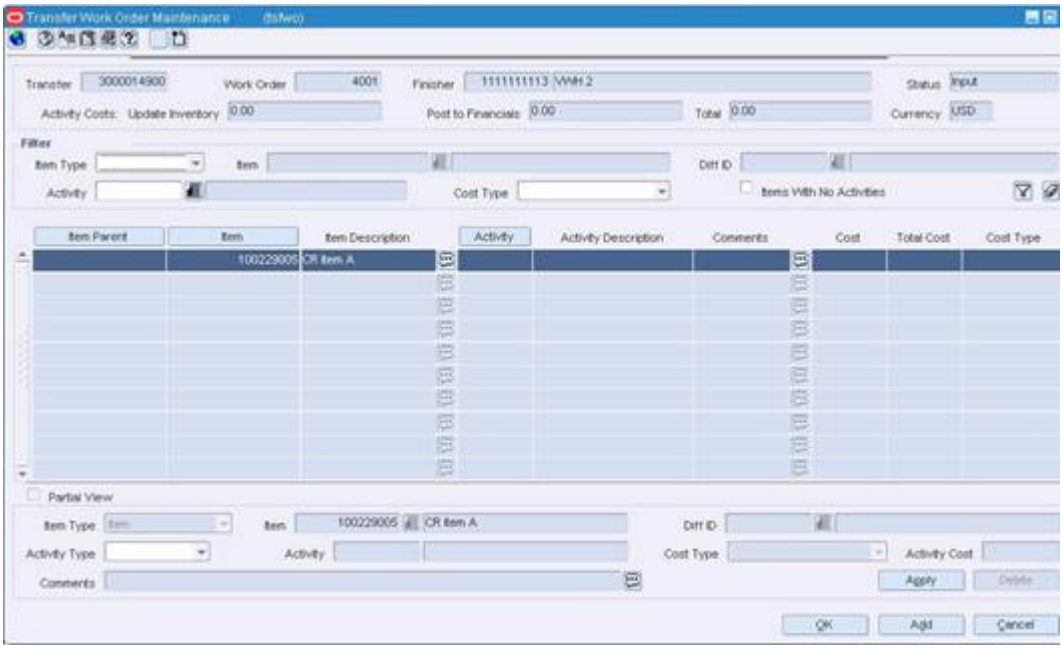
1. Select an activity
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**. The activity is removed from the table.
4. Click **OK** to save any changes and close the window.

Edit Transfers with Finishing

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input or Approved status. The Transfer Maintenance window opens. Click **Items**. The Transfer Detail window opens.

1. Click **Work Order**. The Transfer Work Order Maintenance window opens.

Figure 12–33 Transfer Work Order Maintenance Window

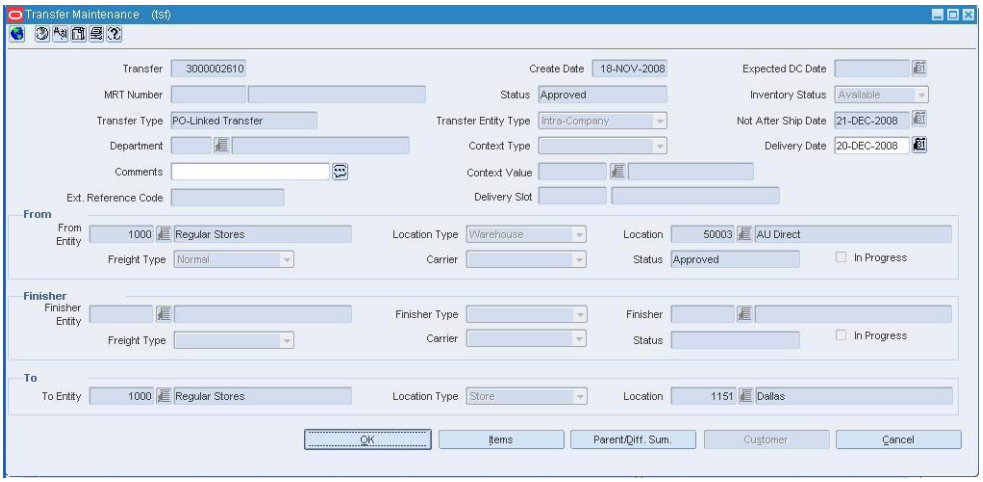


2. Select an item / activity on the table.
3. Edit the Activity cost as necessary.
4. Edit or add comments as necessary.
5. Click **Apply**. The item / activity is added to the table.
6. To delete an activity from an item:
   a. Select an item / activity on the table.
   b. Click **Delete**. You are prompted to confirm the deletion.
   c. Click **OK**. The activity is deleted from the item.
7. Click **OK** to save any changes and close the window.

Edit Customer Information for a Transfer

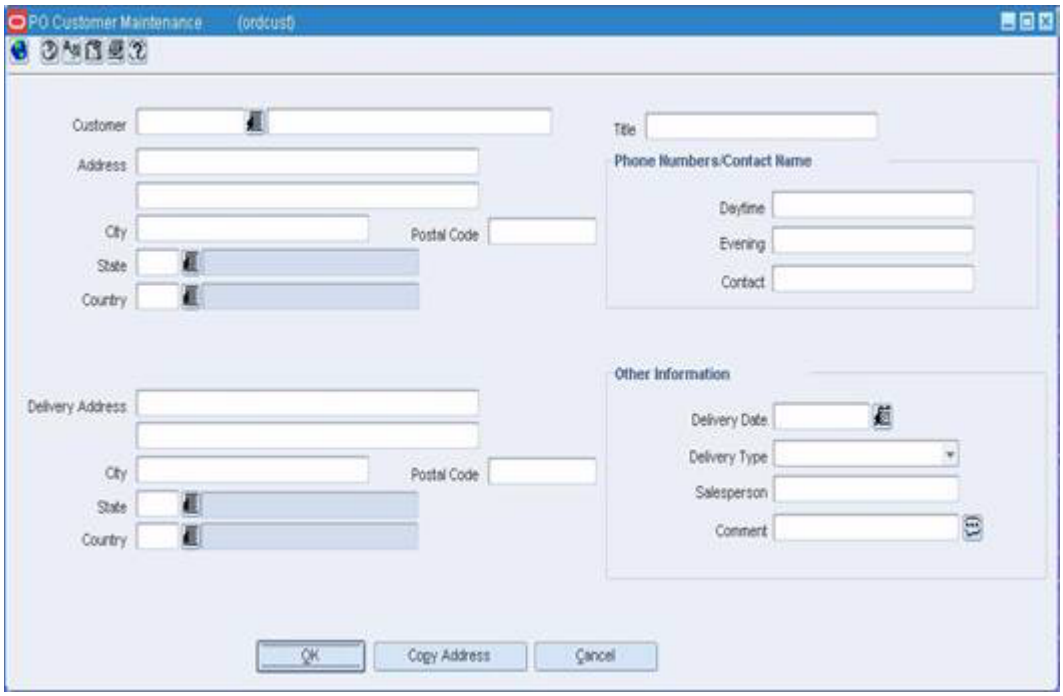
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to a Customer Order type. The Transfer Maintenance window opens.

Figure 12–34 Transfer Maintenance Window



1. Click **Customer**. The PO Customer Maintenance window opens.

Figure 12–35 PO Customer Maintenance Window



2. Edit the enabled fields as necessary.
3. Click **OK** to save your changes and close the window

Transfer Search Window [tsffind]

The Transfer Search window allows you to enter criteria in order to search for transfers and view the results of the search.

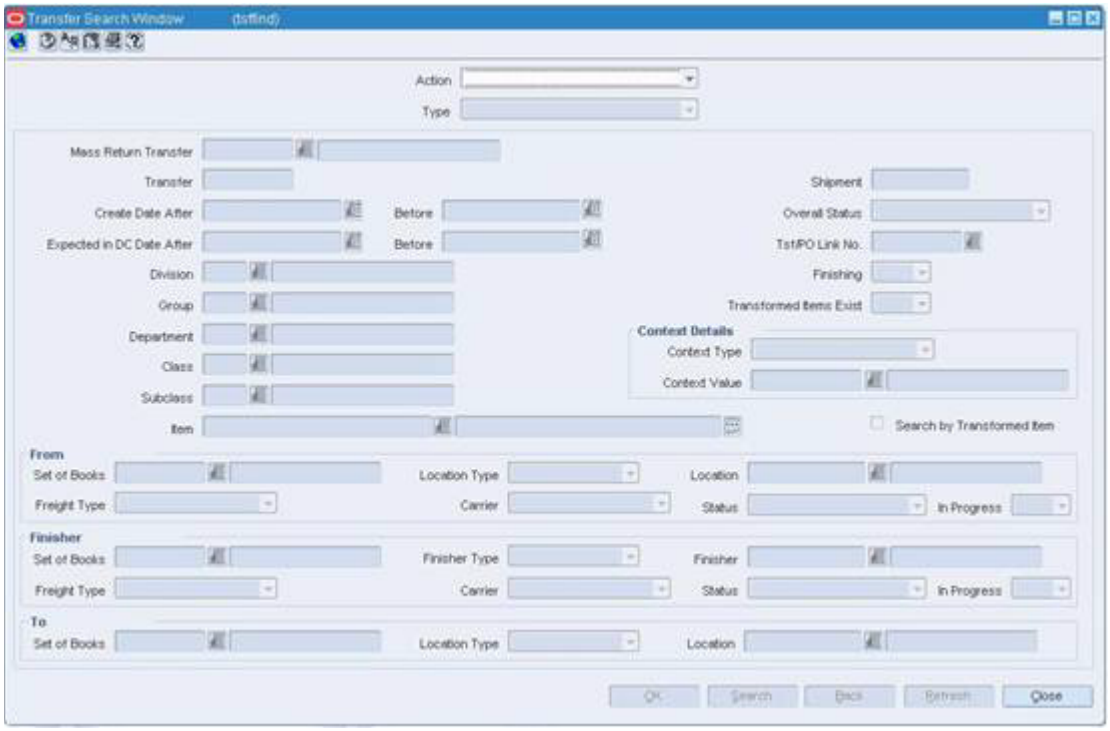
The default view for the Transfer Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Transfer

Search for a Transfer

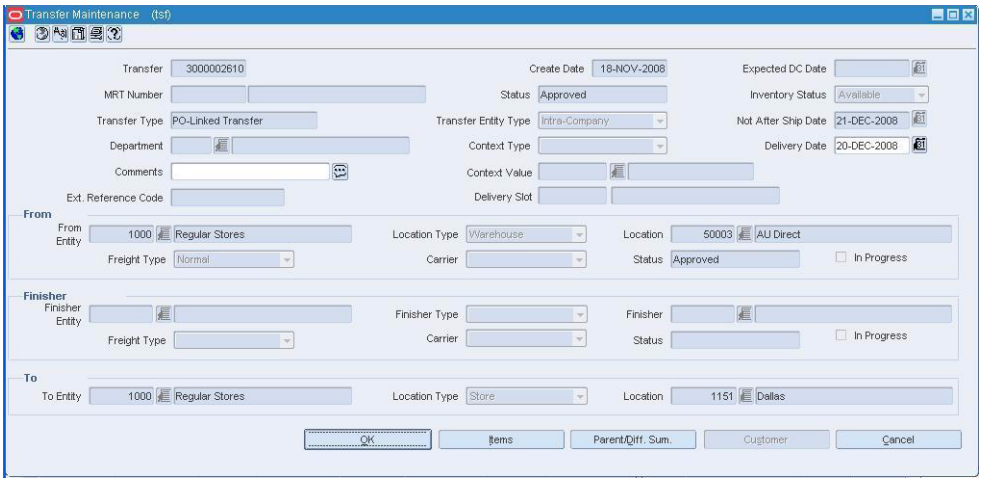
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Figure 12–36 Transfer Search window



1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Transfer Search window displays the transfers that match the search criteria.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the details of a transfer, select a record and click **OK**. The details appear in the Transfer Maintenance window.

Figure 12–37 Transfer Maintenance Window

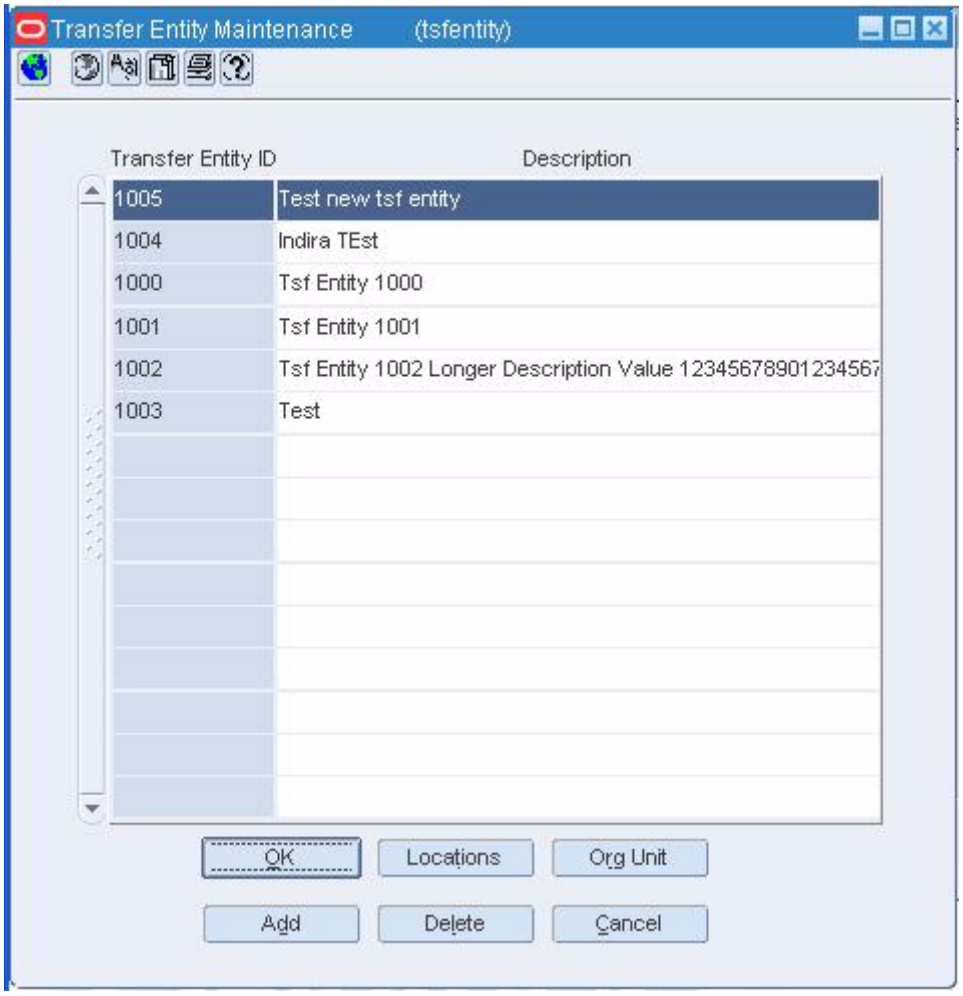


5. Click **Close** to exit.

Delete a Transfer Entity

Navigate: From the main menu, select Control > Setup > Transfer Entities > Edit. The Transfer Entity Maintenance window opens.

Figure 12–38 Transfer Entity Maintenance Window



1. Select a transfer entity.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**. The transfer entity is deleted.

> **Note:** You cannot delete a transfer entity that is associated with a location. Associate the locations with other entities and then delete the original location.

4. Click **OK** to save any changes and close the window.

Copy a Transfer

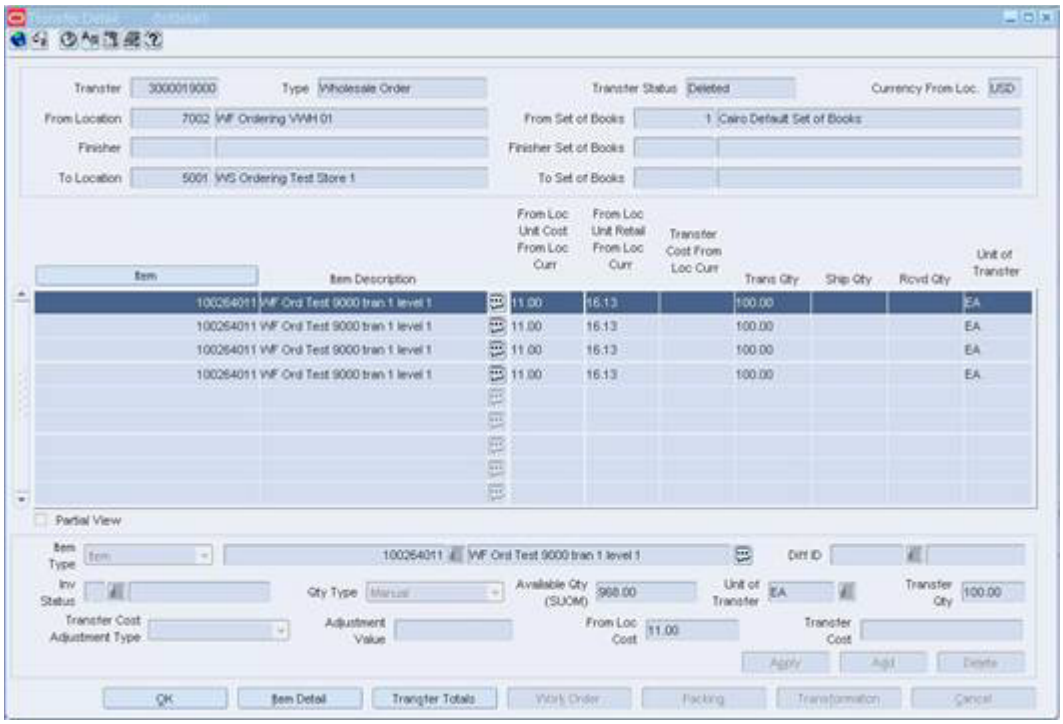
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in New from Existing mode. The Transfer Maintenance window opens.

- Edit the enabled fields as necessary.

Add items to the transfer

1. Click **Items**. The Transfer Detail window opens.

Figure 12–39 Transfer Detail Window

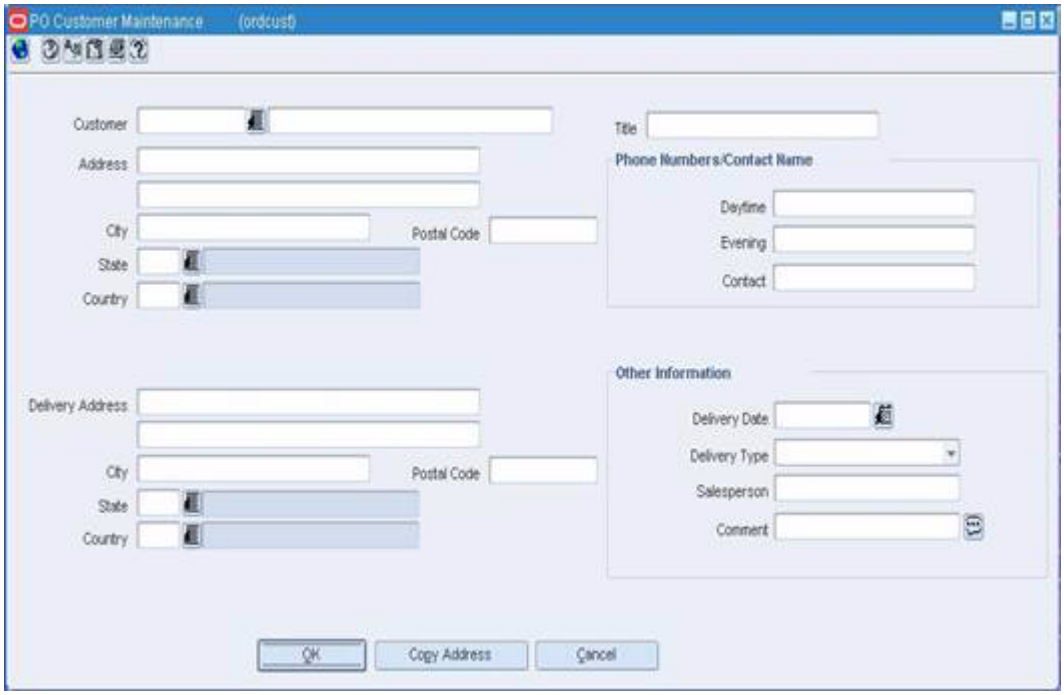


2. In the Apply area, select a grouping mechanism in the Item Type field.
3. In the Item field, enter the ID of the item or item list, or click the LOV button and select the item or item list.
4. Enter any additional details in the enabled fields.
5. Click **Apply**. The details are added to the table.
6. Click **OK** to save your changes and close the window.

Copy a customer order transfer

1. On the Transfer Maintenance window, click **Customer**. The PO Customer Maintenance window opens.

Figure 12–40 PO Customer Maintenance Window



2. Enter or edit any additional details in the enabled fields.
3. Click **OK** to save your changes and close the window.

Packing Results Window [tsfpackresult]

The Packing Results window allows you to view the packaging instructions that are being sent for this transfer. From this window you can delete a set of instructions.

- Pack an Item on a Transfer
- View Finishing Details on a Transfer

Transfer Entity Locations Window [tsfentitylocs]

The Transfer Entity Locations Window allows you to view all locations that have been associated to a transfer entity.

- View a Transfer Entity

Transfer Up Charges Window [tsfchrg]

Use The Transfer Up Charges window to view the up charge groups that are associated with a specific transfer/item/from location/to location combination. Up charge groups are a combination of up charge components. Up charge components are charges that are incurred when transferring from a store or warehouse to another store or warehouse.

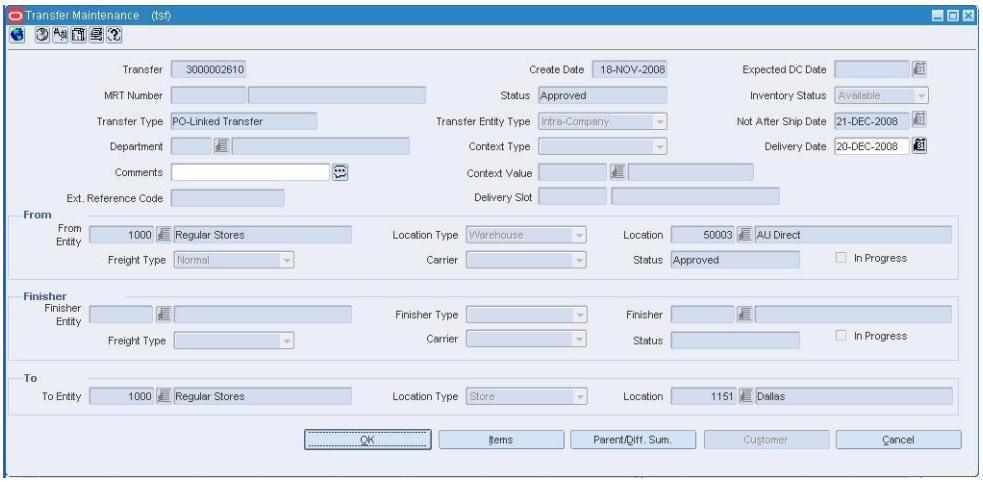
To view the monetary amounts in the currency of the source location (From Loc), the destination location (To Loc), or the primary currency of the company (Primary), select the appropriate option from the Options > Currency menu.

- View an Up Charge Group

Delete Up Charges Associated with a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search Window opens. Search for and retrieve a transfer in edit mode. The Transfer Maintenance window opens. From the Options menu, select Delete Up charge.

Figure 12–41 Transfer Maintenance Window



1. You will be prompted to permanently delete all up charges associated with the transfer.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Transfer Parent/Diff Summary Window [tsfscsum]

The Transfer Parent/Diff Summary window allows you to view the number of units transferred, shipped, and received by item parent/diff. You can view the item parent with any diff value that is assigned to that item.

- View a Transfer

Print a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. The Transfer Maintenance window opens.

1. From the Options menu, select Print. The Report Parameters page opens.
2. In the Destination field, select the destination for the report.
3. In the Destination Printer field, the default printer name is filled in automatically.

Note: Default printers are assigned by user name. If the field is empty, enter the ID of a printer.

---

4. In the Transfer Number field, the current transfer number is filled in automatically. To print a different transfer, edit the transfer number.
5. Click **Submit Query**. The report is sent to the destination selected in the Destination field.

Transfer Work Order Maintenance Window [tsfwo]

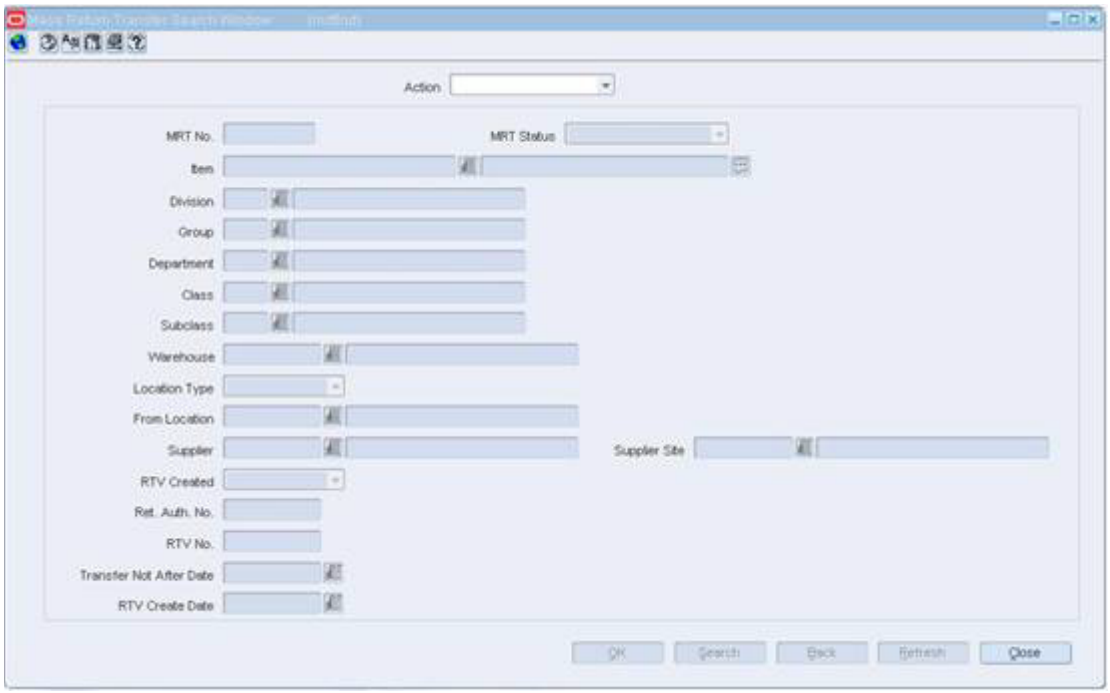
The Transfer Work Order Maintenance Window allows you to define activities that are complete by the finisher before the transfer is completed. You must select a finisher when creating the transfer in order to access the window.

- Create Transfers with Finishing
- Edit Transfers with Finishing
- View work orders associated with a transfer

Create a Mass Return Transfer with a Return to Vendor

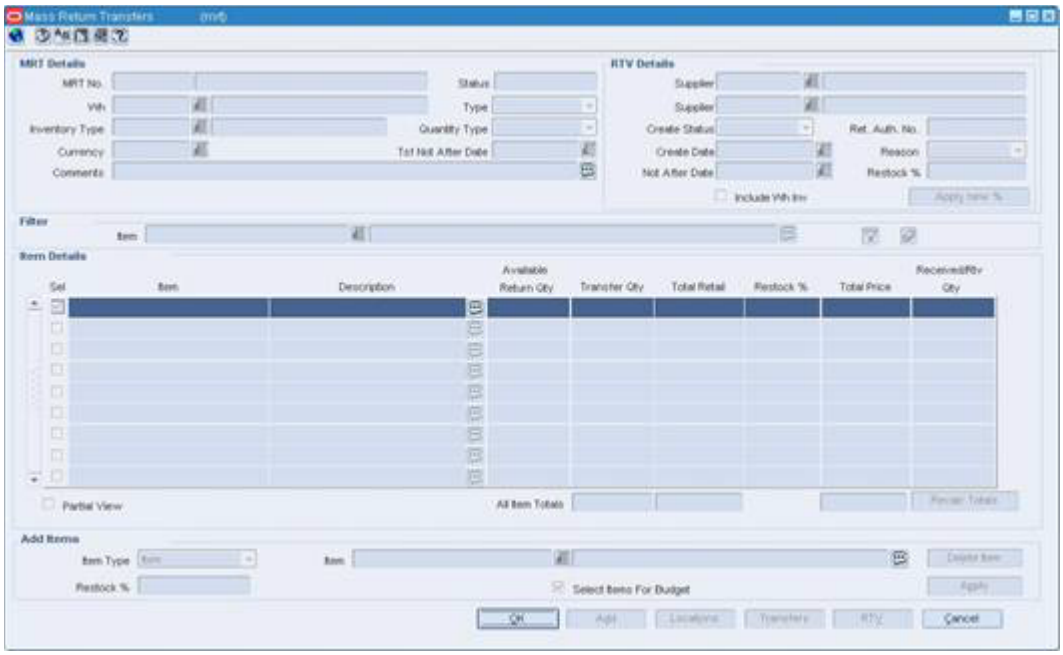
Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens.

Figure 12–42 Mass Return Transfer Search Window



1. In the Action field, select New.
2. Click **OK**. The Mass Return Transfers window opens.

Figure 12–43 Mass Return Transfers Window



3. In the MRT Details area:

   a. In the MRT No. field, enter the MRT description.

   b. In the Wh field, enter the ID of the warehouse that the items are being returned to, or click the LOV and select a warehouse.

   Note: You cannot select a finisher or, in a multi-channel environment, a physical warehouse.

   c. In the Type field, select the type of MRT you are creating:

   Inter-company: The transfer can occur between locations in different transfer entities.

   Intra-company: The transfer can occur between locations in the same transfer entity.

   Note: If your system settings do not allow inter-company transfers, this field will default to intra-company.

   d. In the Inventory Type field, enter the ID of the type of merchandise you want to transfer, or click the LOV button and select a merchandise type.

   e. In the Quantity Type field, select the how you will determine the number of items to transfer.

   Manual: After selecting the item, you must enter the number of items to transfer. The quantity will default to the stock on hand (SOH), but if the SOH falls below the defined transfer quantity, the transfer will be created in input status.

All Inventory: Transfers are created for all stock on hand and the user can not specify how much to transfer,

f. In the Tsf Not After Date field, enter the last date the transfer can occur, or click the calendar button and select a date.

4. In the RTV Details area:
   a. In the Supplier field, enter the ID of the supplier you are returning the merchandise to, or click the LOV button and select the supplier.
   b. In the Create Status field, select the status the RTV will be created in.
   c. In the Ret. Aut. No. enter the return authorization number for the supplier.
   d. In the Create Date field, enter the date the RTV is created.

   Note: If you do not enter a date, you must create the RTV manually.

   e. In the Reason field, select the reason you are creating the RTV.
   f. In the Not After Date field, enter the last date the RTV can occur, or click the calendar button and select a date.
   g. In the Restock % field, enter the percentage that is applied for restocking fees.
   h. Select the Include Wh Inv check box, to indicate warehouse inventory is included in the creation of the RTVs.
5. Add items to a mass return transfer.
6. Add locations to a mass return transfer.
7. If you do not enter a date, you must create the RTV manually.
   a. On the Mass Returns Transfer window, click RTV. The RTV window opens.
   b. Create an RTV order.
   c. Approve the RTV order.
   d. Click **OK** to save any changes and close the window.
8. Click **OK** to save any changes and close the window. If you created the MRT to automatically create the RTV, the RTV will be created on the date entered in the create date field.

Transfer Zone Maintenance Window [tsfzone]

The Transfer Zone Maintenance window allows you to maintain a list of transfer zones. You can assign a transfer zone to a store when you create or edit the store. Transfer zones are used to restrict transfers to stores within the same transfer zone.

- Edit Transfer Zones
- View Transfer Zones

Locations within Transfer Zone Maintenance Window [tsfzloc]

The Locations within Transfer Zone Maintenance window allows you to view a list of the stores that are members of the selected transfer zone. While you cannot assign a store to a transfer zone in this window, you can do so when you create or edit a store.

- View Transfer Zones

Create Transfers with Finishing

Transfers with finishing require that the items on the transfer are worked on before they arrive to a final location. Work on items are complete at a finishers. Finishers can be internal or external. Internal finishers are part of the company, and are typically located in an area of the warehouse. External finishers are set up as a partner to the company, and may be located off site.

You can set up the activities that are required for an item before the transfer is complete. The following are the activities that require finisher be identified for a transfer.

- **Work order:** Work orders are a request that work be done to an item before it arrives at the final location. You assign specific activities that need to be completed by the finisher.
- **Transformation:** Transformation is a request that one item is converted to a second item before it arrives to the final location.
- **Packing:** Packing request are completed at the finishers when the request accompanies a transfer the items are packaged in certain groupings before the transfer is sent to the final location.

Add a Transfer Work Order Activity

Edit a Transfer Work Order Activity

View a Transfer Work Order Activity

Create Transfers with Finishing

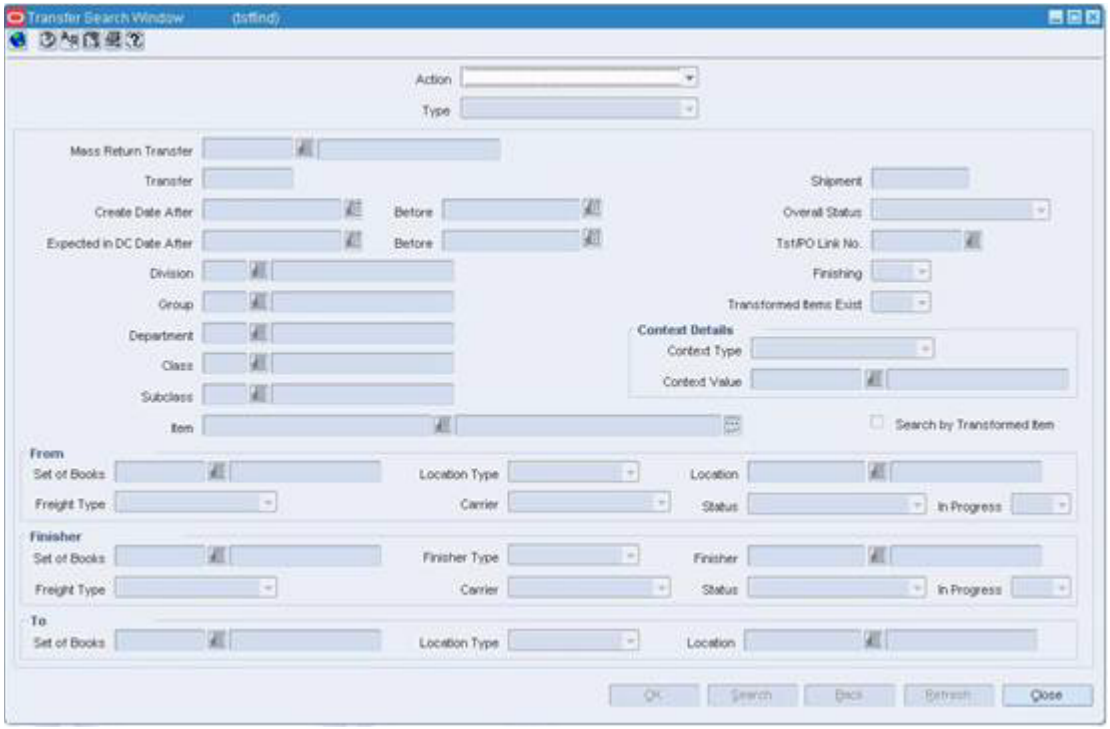
Edit Transfers with Finishing

View work orders associated with a transfer

Add a Work Order to a Transfer

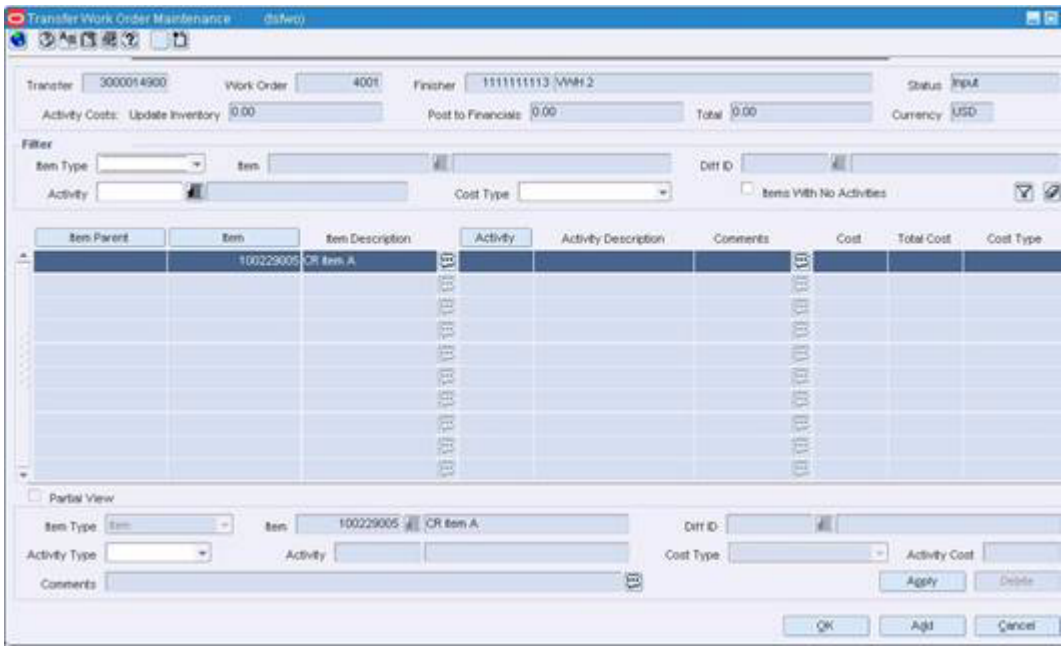
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Figure 12–44 Transfer Search Window



1. Create a transfer with finishing.
2. On the Transfer Detail window, click **Work Order**. The Transfer Work Order Maintenance window opens.

Figure 12–45 Transfer Work Order Maintenance Window



3. Select the item you want to add an activity to.
4. To add a single activity to an item:
   a. In the Activity Type field, select Activity.
   b. In the Activity field, enter the ID of the activity you want to use, or click the LOV button and select an activity.
   c. Edit the Activity Cost as necessary. The activity cost is defaulted from the activity cost entered when the activity was set up.
   d. Add additional comments as necessary.
   e. Click **Apply**. The details appear on the table.
5. To add multiple activities to an item.
   a. In the Activity Type field, select Template to add multiple activities as indicated on the template.
   b. In the Template field, enter the ID of the template you want to use, or click the LOV button and select an template.
   c. Click **Apply**. The details appear on the table.
6. Click **OK** to save any changes and close the window.

Review and complete the transfer

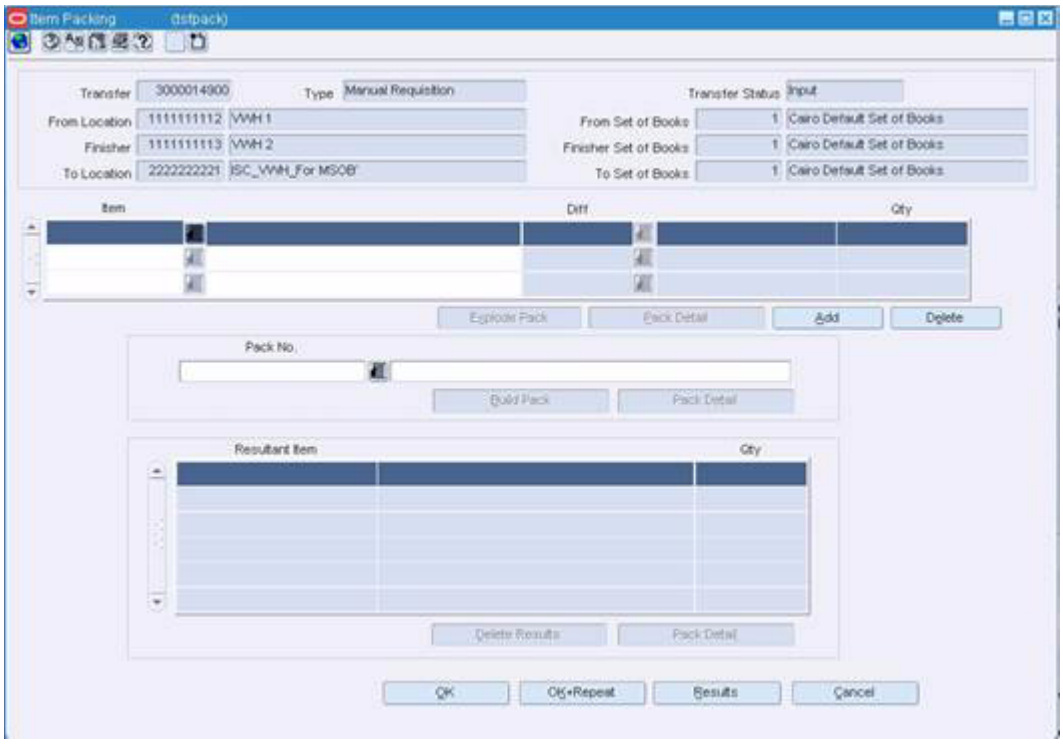
- Click **OK** to save any changes and close the window.

Pack an Item on a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

1. Create a transfer.
2. Add a transfer work order activity
3. On the Transfer Detail window, click **Packing**. The Item Packing window opens.

Figure 12–46 Item Packing Window



Break a pack into its components

1. In the Item field, select a pack item that is on the transfer.
2. Click **Explode Pack**. The component items appear in the Results area.

Change the pack

1. In the Item field, select a pack item that is on the transfer.

   Note: You may need to transform the items on a transfer before they can be packed.

2. In the Pack No. field, enter the ID of the new pack.
3. Click **Build Pack**. The new pack is created and displayed in the Results area.

Create a pack based on component items

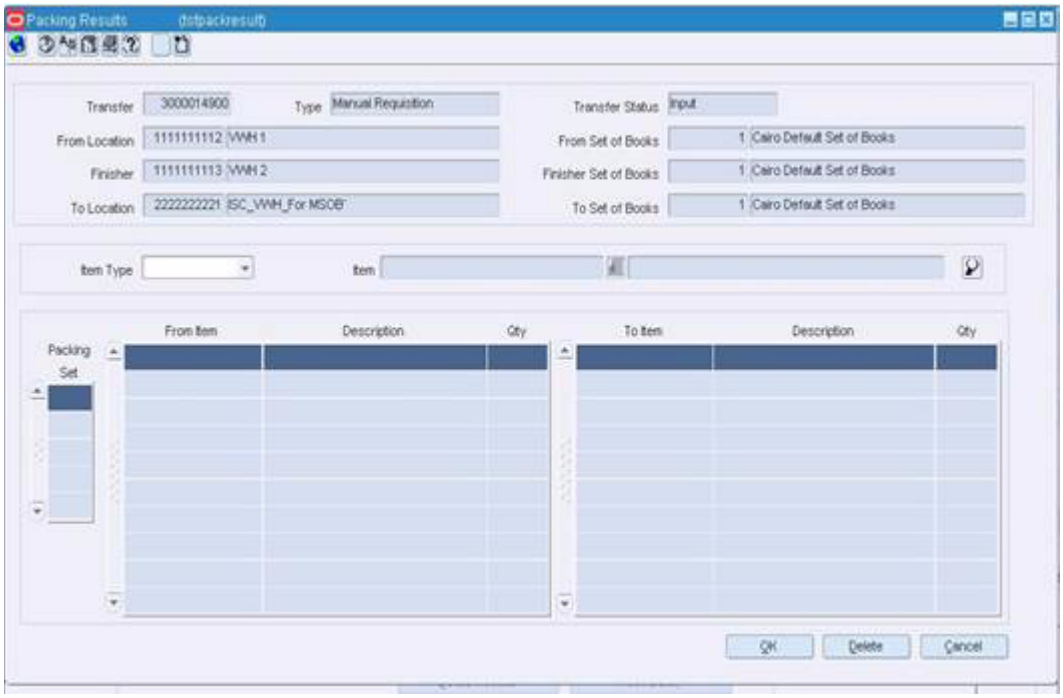
1. In the Item field, select bulk items on that are on the transfer.
2. In the Pack No. field, enter the ID of the new pack.
3. Click **Build Pack**. The new pack is created and displayed in the Results area.

Review and complete packing

1. To view the details of the pack item, click **Pack Detail** in either the From Pack area or the To Pack area.

2. To view the results of packing the items at the finishers, click Results. The Packing Results window opens.

Figure 12–47 Packing Results Window

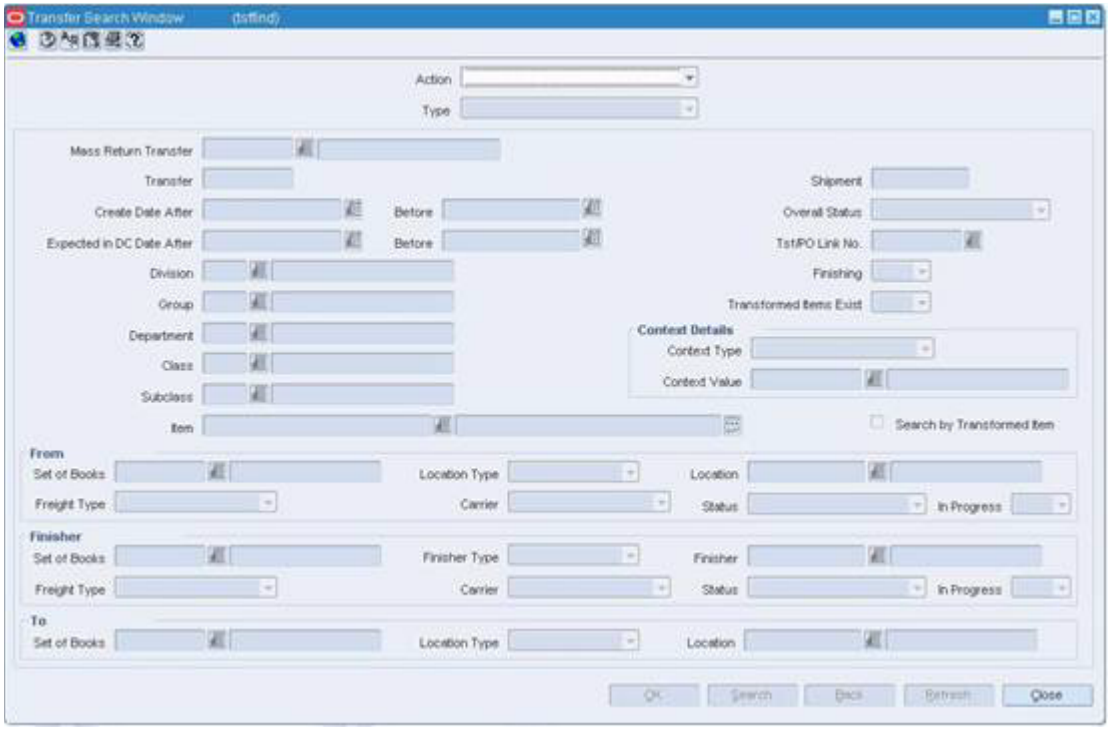


3. Click **OK** to save any changes and close the windows.

Transform an Item

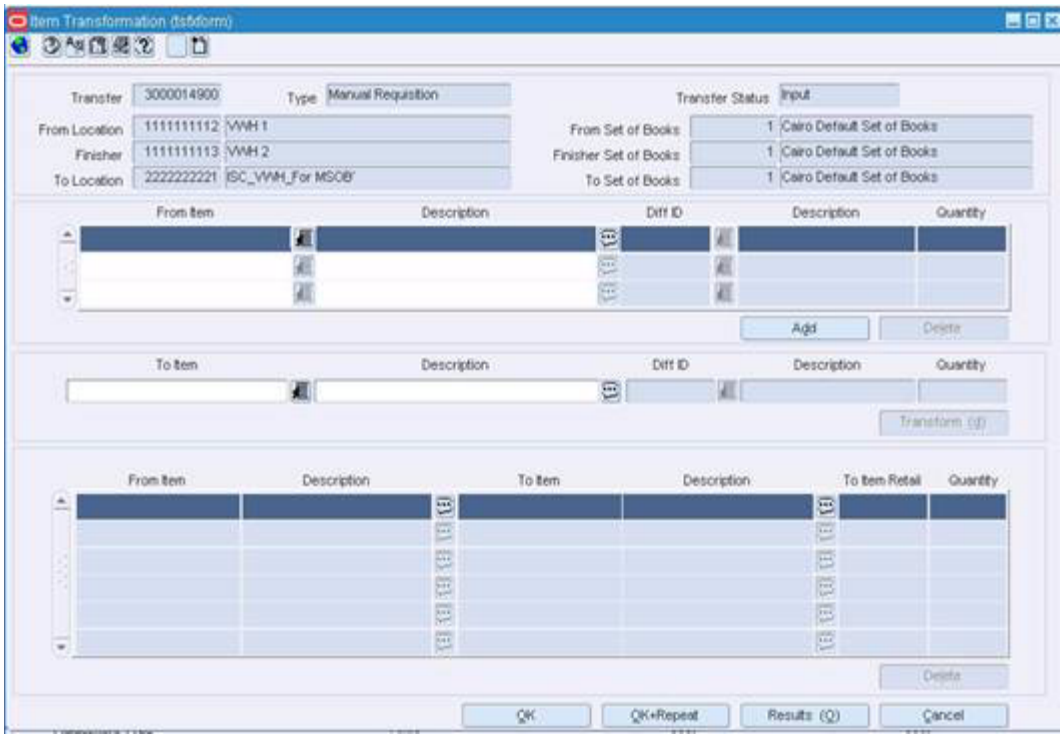
Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens.

Figure 12–48 Transfer Search Window



1. Create a transfer.
2. Add a transfer work order activity
3. On the Transfer Detail window, click **Transformation**. The Item Transformation window opens.

Figure 12–49 Item Transformation Window

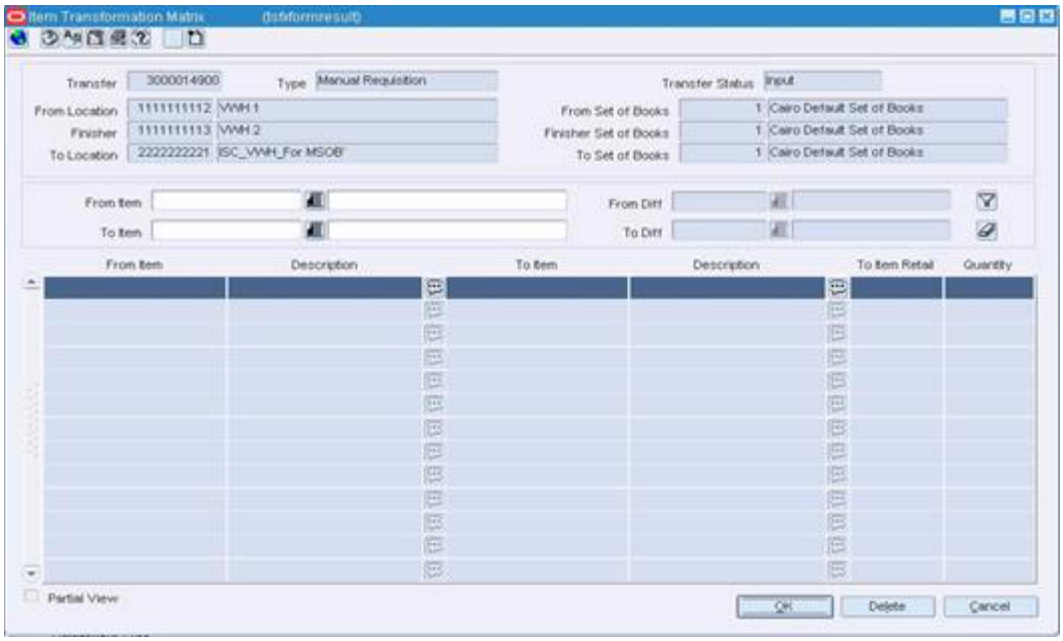


4. In the From Item area:
   a. In the From Item field, enter the item ID of the item or parent item you want to convert, or click the LOV button and select an item.
   b. If the parent item has diffs, in the Diff ID field, enter the diff ID of the item that you want to convert, or click the LOV button and select a diff.
5. In the To Item area:
   a. In the To Item field, enter the ID of the item or parent item that you want the From Item to become, or click the LOV button and select an item.

      Note: The To Item you select must be an approved item in the merchandising system.

   b. If the item selected in the To Item field is a parent item, In the Diff ID field, enter the diff ID of the item that you want the From item to become, or click the LOV button and select a diff. If you want the diffs of the From Items to become one item with no diffs, leave the Diff ID field blank.
   c. Click **Transform**. The transformed items are displayed in the Transformation area.
6. To view the results of all the items that have been transformed for the transfer, click **Results**. The Item Transformation Matrix window opens.

Figure 12–50 Item Transformation Matrix Window



a. In the Filter area, enter the search criteria as necessary, or click the LOV button and select the appropriate information.

b. Click the filter button. The items that match the criteria appear in the results area.

c. To clear search criteria, click the clear filter button. Data in all fields is cleared.

d. Click **Delete** to remove a transformed item from the results area. You are prompted to confirm the deletion.

e. Click **OK**.

7. Click **OK** to save any changes and close the windows.

Transfer Approval Process

When a transfer is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the transfer to the next status. A transfer may be in any of the following statuses:

Table 12–2 Transfer Statuses

Status	Definition
Input	The transfer has been started, but not completed.
Submitted	The transfer has been completed and is pending review.
Approved	The transfer has been reviewed and has been approved.
Picked	Items on the transfer have been selected for shipping to the next receiver.
In Progress	The transfer has been shipped to the next receiver in the transfer.
Deleted	The transfer is marked for deletion. It will be deleted by a regularly scheduled batch program.

Table 12–2 (Cont.) Transfer Statuses

Status	Definition
Closed	The transfer has been received at the final location and is complete.

- Submit a Transfer for Approval
- Approve a Transfer
- Delete a Transfer
- Close a Transfer

Submit a Transfer for Approval

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Transfer Maintenance window opens.

1. From the Options menu, select Submit. The status of the transfer changes to Submitted.
2. Click **OK** to save your changes and close the window.

Approve a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Transfer Maintenance window opens.

1. From the Options menu, select Approve. The status of the transfer changes to Approved.
2. Click **OK** to save your changes and close the window.

Delete a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input or Approved status. The Transfer Maintenance window opens.

1. From the Options menu, select Delete. When prompted to delete the record, click **Yes**. You are returned to the Transfer Search window.
2. Click **Close** to exit.

Close a Transfer

Navigate: From the main menu, select Inventory > Transfer. The Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Shipped status. The Transfer Maintenance window opens.

1. From the Options menu, select Close. The status of the transfer is changed to Closed.

Note: If there are any open appointments assigned to this transfer, that message displays stating that the transfer cannot be closed.

2. Click **OK** to save your changes and close the window.

Create Mass Return Transfers

Mass return transfers (MRTs) allow you to create transfers from multiple locations to a single warehouse. There are two types of MRTs that you can create.

- **Mass returns:** Items are transferred from multiple locations to a consolidation location in order to redistribute them to other stores. A transfer is created with a transfer type of reallocation
- **Return To Vendors (RTV):** Items are transferred from multiple location to a consolidation location and then returned to the vendor. If you set up the RTV to create automatically, the RTV is created on the date you enter. Alternatively, you can manually create the RTV.

When you create the MRT, you select a warehouse that is the receiving locations for the transfers. This warehouse will also be the sending location for the RTV. If the MRT will result in an RTV, you must also identify which supplier will receive the items and whether or not to include the warehouse stock in the RTV.

Next you must identify which items are included on the MRT. You can indicate the amount that will be charged to restock the item as well as select the item for the budget.

Finally you must indicate which locations are consolidating to the warehouse. You can indicate the number of items you want to transfer as well as the cost of the item for that item/location.

- Create Mass Return Transfers
- Edit a Mass Return Transfer
- Filter a Mass Return Transfer
- Search for a Mass Return Transfer
- View a Mass Return Transfer

Mass Return Transfers Window [mrt]

The Mass Return Transfer window allows you to create a transfer from stores to warehouses. You can combine multiple item/locations on one mass return transfer and send the merchandise to a consolidation location, such as a warehouse. Once the Mass Return Transfer is created, you can transfer the items to new locations or you can return the items to the vendor.

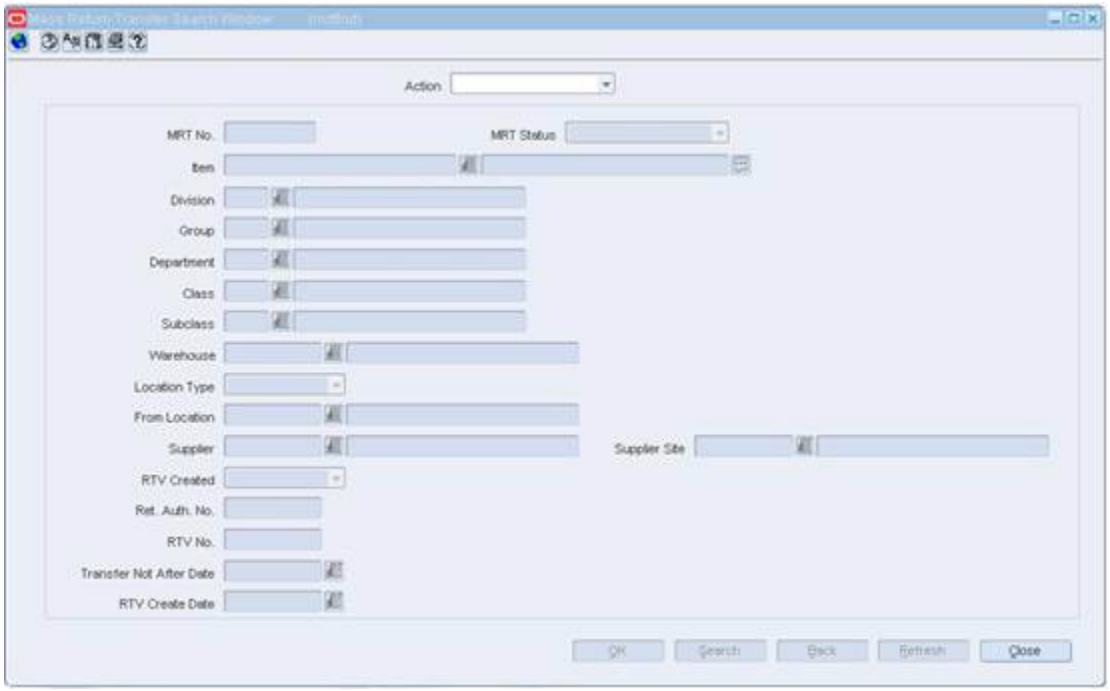
The default view for the Mass Return Transfers window opens when you open the window for the first time. You can also create a custom view.

- Create Mass Return Transfers
- Edit a Mass Return Transfer
- Filter a Mass Return Transfer
- Search for a Mass Return Transfer
- View a Mass Return Transfer

Create a Mass Return Transfer for Reallocation

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens.

Figure 12–51 Mass Return Transfer Search window



1. In the Action field, select New.
2. Click **OK**. The Mass Return Transfers window opens.
3. In the MRT Details area:
   a. In the MRT No. field, enter the MRT description.
   b. In the Wh field, enter the ID of the warehouse that the items are being returned to, or click the LOV and select a warehouse.

      Note: You cannot select a finisher or, in a multi-channel environment, a physical warehouse.

   c. In the Type field, select the type of MRT you are creating.

      Inter-company: The transfer can occur between locations in different transfer entities.

      Intra-company: The transfer can occur between locations in the same transfer entity.

      Note: If your system settings do not allow inter-company transfers, this field will default to intra-company.

d. In the Inventory Type field, enter the ID of the type of merchandise you want to transfer, or click the LOV button and select a merchandise type.

e. In the Quantity Type field, select how you will determine the number of items to transfer.

Manual: After selecting the item, you must enter the number of items to transfer. The quantity will default to the stock on hand (SOH), but if the SOH falls below the defined transfer quantity, the transfer will be created in input status.

All Inventory: Transfers are created for all stock on hand and the user can not specify how much to transfer,

f. In the Tsf Not After Date field, enter the last date the transfer can occur, or click the calendar button and select a date.

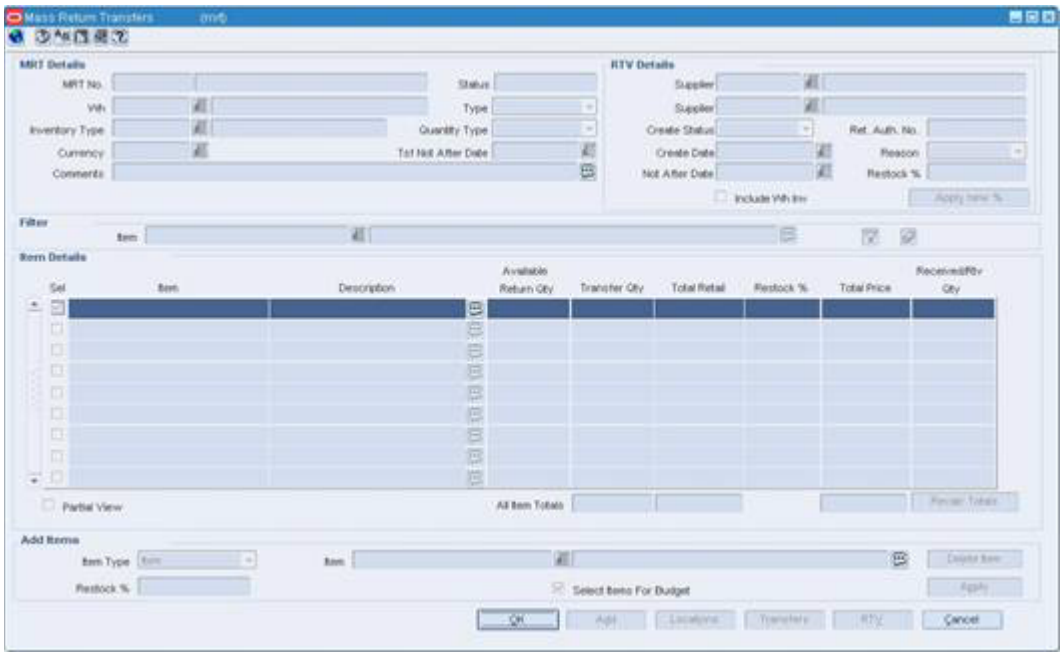
4. Add items to a mass return transfer.

5. Add locations to a mass return transfer

Edit a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Mass Return Transfers window opens.

Figure 12–52 Mass Return Transfers Window



- In the MRT Details area, update the enabled fields as necessary.

Maintain items on the mass return transfer

1. Filter the mass return transfer as necessary.

2. Edit the enabled fields.
3. Click **Apply**.

Add items to the mass return transfer

1. Click **Add**. The Add Items area is enabled.
2. In the Item Type field, select the type of item you want to add to the transfer.
3. In the Item field, enter the item ID or click the LOV button and select an item.
4. In the Restock % field, enter the percentage that is applied as a restocking fee to the item.

> **Note:** This field is available only for RTV MRTs.

5. Click **Apply**. The Items are added to the table.

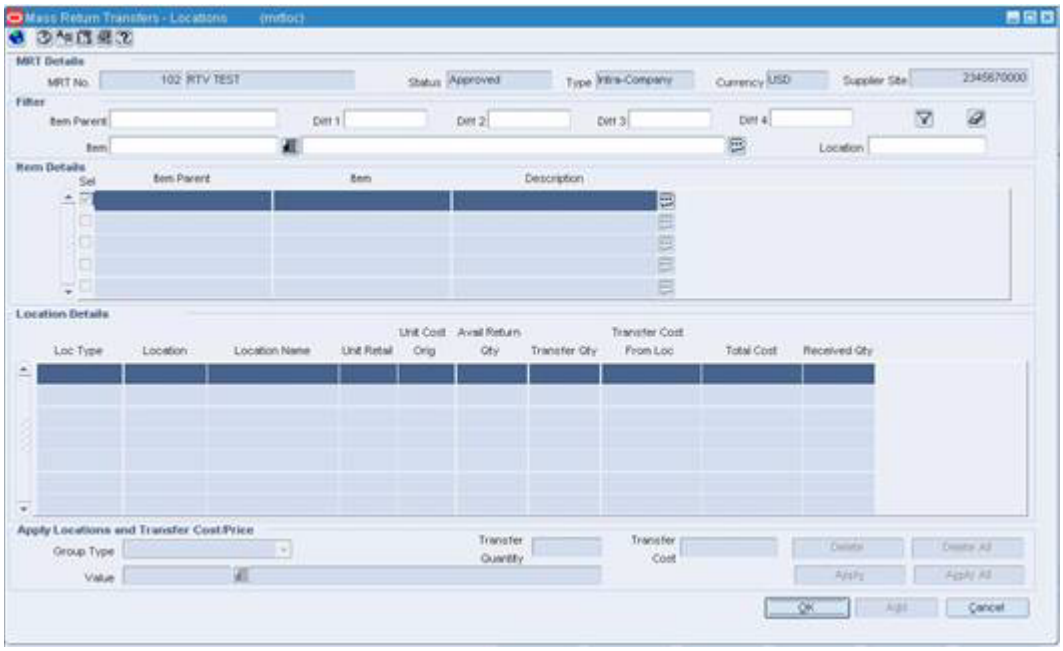
Delete an item from the mass return transfer

1. Select an item in the Item Details area.
2. Click **Delete Item**. You are prompted to confirm the deletion.
3. Click **Yes**.

Maintain locations on the mass return transfer

1. Click **Locations**. The Mass Return Transfers - Location window opens.

Figure 12–53 Mass Return Transfers - Location Window



2. Filter the mass return transfer as necessary.
3. Edit the enabled fields.

4. Click **Apply**.

Add locations to the mass return transfer

1. In the Group Type field, select the type of locations you want to add.
2. In the Value field, enter the ID of the location or the location group or click the LOV button and select a location.
3. In the Transfer Quantity field, enter the number of items you want to transfer.

   Note: If you selected All Inventory in the Quantity Type field, on the Mass Return Transfers window, this field is disabled.

4. In the Transfer Price field, enter the total amount of the item, including the cost of the item.
5. Apply the locations and costs to the transfer.
6. Click **Apply** to associate the costs and locations to the selected item on the transfer.
7. Click **Apply All** to associate the locations and items on the transfer.
   a. Select the option that identifies how you want the location and items associated.
   b. Click **OK** to save any changes and close the window.
8. Click **OK** to save any changes and close the window.

Delete locations from the mass return transfer

1. Select an item in the Locations Details area.
2. Delete the location and cost from the transfer.
3. Click **Apply** to associate the costs and locations to the selected item on the transfer
4. Click **Apply All** to associate the locations and items on the transfer.
   a. Select the option that identifies how you want the location and items associated.
   b. Click **OK** to save any changes and close the window.
5. Click **OK** to save any changes and close the window.

Filter a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window opens.

1. In the Filter area, enter an item ID, or click the LOV button and select an item.
2. Click the filter button. Matching results appear in the Item Details area.
3. Click the clear filter button to display all item on the mass return transfer.

Filter by item/location

1. On the Mass Returns Transfer window, click **Locations**. The Mass Return Transfers - Locations window opens.
2. In the Filter area, enter the ID of the criteria you want to limit your search by in the appropriate field.
3. Click the filter button. Matching results appear in the Item Details area.
4. Click the clear filter button to display all item on the mass return transfer.

Search for a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfers Search window opens.

1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Mass Return Transfer Search window displays the transfers that match the search criteria.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of a transfer, select a record and click **OK**. The details appear in the Mass Return Transfers window.
5. Click **Close** to exit.

Add Items to a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window opens.

1. In the Add Items area, click **Add**.
2. In the Item Type field, select the type of item you want to add to the transfer.
3. In the Item field, enter the item ID or click the LOV button and select an item.
4. In the Restock % field, enter the percentage that is applied as a restocking fee to the item.

   Note: This field is available only for RTV MRTs.

5. Click **Apply**. The Items are added to the table.

Mass Return Transfer Search Window [mrtfind]

The Mass Return Transfer Search window allows you to enter criteria in order to search for mass return transfers and view the results of the search.

The default view for the Mass Return Transfer Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Mass Return Transfer

Mass Return Transfers - Locations Window [mrtloc]

The Mass Return Transfers - Locations window allows you to identify which locations are sending the merchandise to the consolidation location and the quantities the location will send.

The default view for the Mass Return Transfers Location window opens when you open the window for the first time. You can also create a custom view.

- Add Locations to a Mass Return Transfer
- Edit a Mass Return Transfer
- View a Mass Return Transfer

Maintain Return to Vendor (RTV) Shipments

A return to vendor (RTV) order is used to send merchandise back to the supplier. RTV orders may be received from an external system, such as a warehouse management system. The items on these RTV orders are already shipped, so their status in RMS is Shipped.

One or more items may be included on the RTV order, but only one supplier and location can be entered.

If the RTV was created as the result of an mass return transfer (MRT), the MRT number will be displayed on the RTV. You can view the details of the MRT by searching for the MRT.

- Create an RTV Order
- Search for an RTV Order
- Edit an RTV Order
- Approve an RTV Order
- Cancel an RTV Order
- View an RTV Order

View an RTV Order

Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens.

Search for and retrieve an RTV order in View mode. The RTV Maintenance window opens.

1. To view the supplier's return address and courier information:
   a. Click **Ship Info**. The details appear in the Shipment Info window.
   b. Click **OK** to close the Shipment Info window.
2. Click **OK** to close the window.

View a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens.

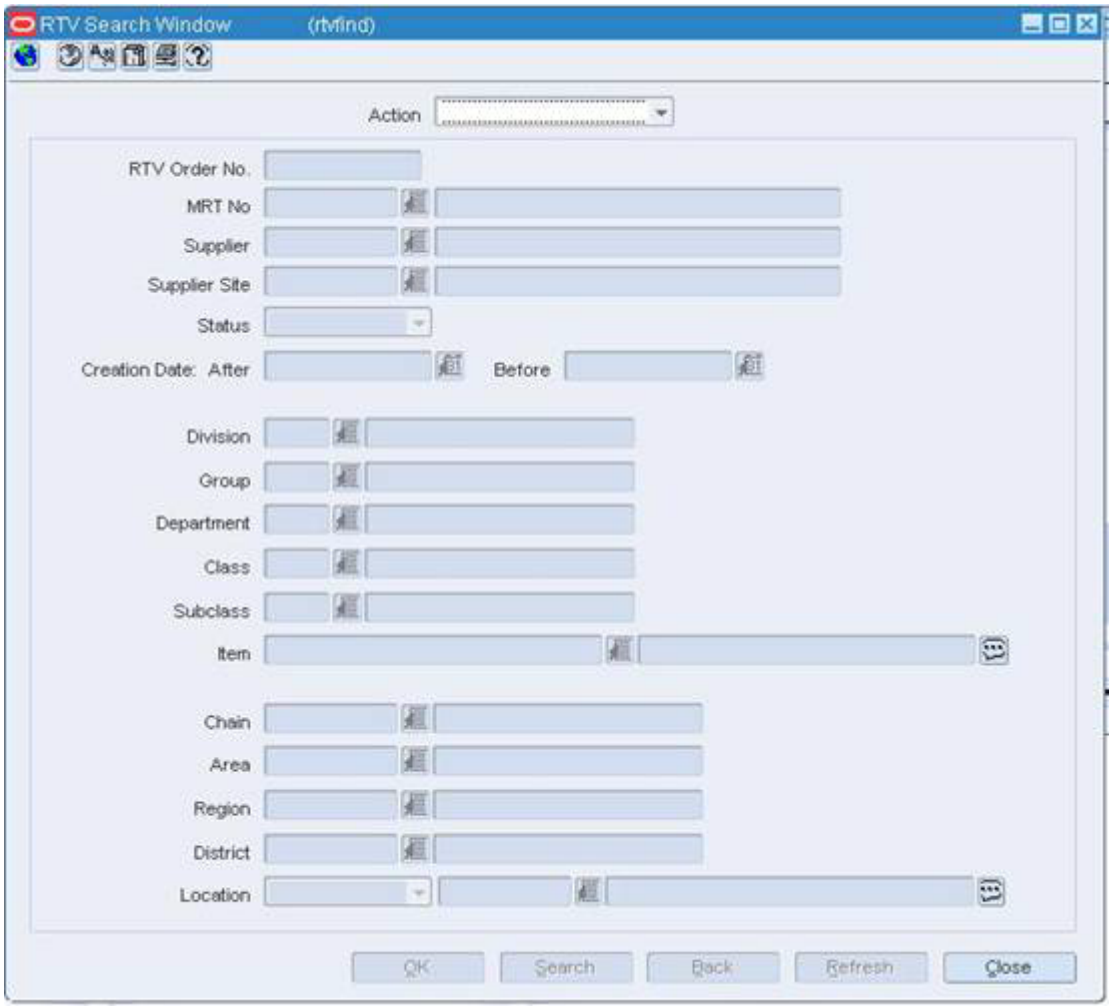
Search for and retrieve a transfer in View mode. The Mass Return Transfers window opens.

1. Click **Locations** to view locations associated with the items. The Mass Return Transfer - Locations window opens.
2. Click **Transfers** to search for and view transfers associated with the MRT. The Transfer Find window opens.
3. Click **RTV** to search for and view RTVs associated with the MRT. The RTV find window opens.
4. Click **OK** to close the windows.

Create an RTV Order

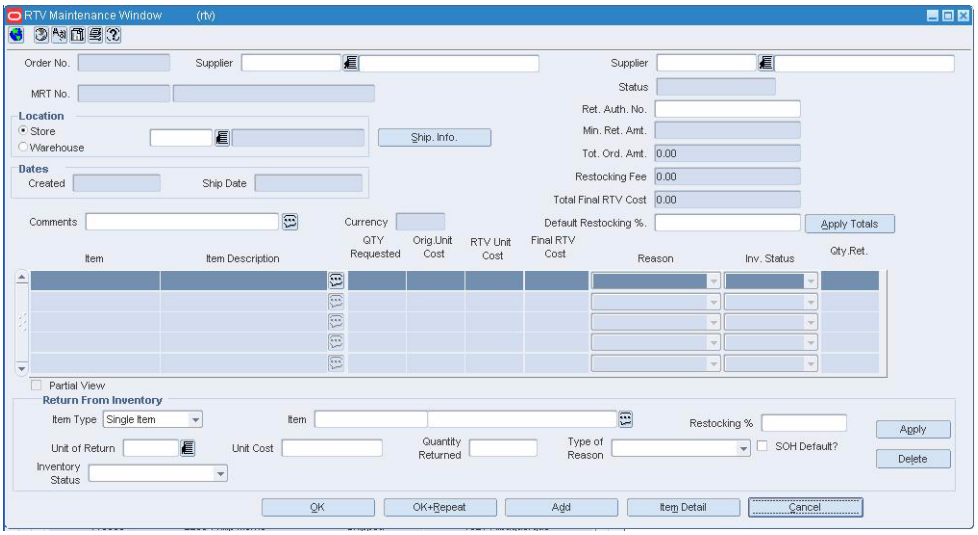
Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens.

Figure 12–54 RTV Search Window



1. In the Action field, select New. Click **OK**. The RTV Maintenance window opens.

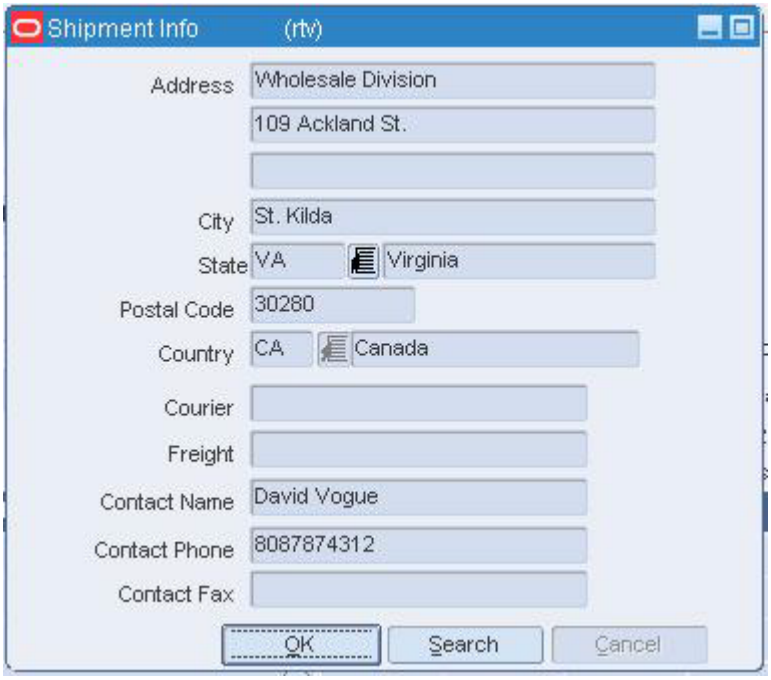
Figure 12–55 RTV Maintenance Window



Note: You can also access the RTV Maintenance window directly from the Quality Control window.

2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
3. In the Location area
   a. Select the type of location.
   b. Enter the ID of the location that is returning the item, or click the LOV button and select the location.
4. In the Ret Auth No field, enter the supplier's return authorization number as necessary.
5. In the Comments field, enter any comments as necessary.
6. In the Default Restocking % field, enter what percentage, if any, the supplier charges for returns.
7. Make adjustments to the Unit of Return or Unit Cost, if necessary.
8. To edit the supplier's return address and courier information:
   a. Click **Ship Info**. The Shipment Info window opens.

Figure 12–56 Shipment Info Window



   b. Click **Search** and select an alternative return address as necessary. Otherwise, enter or edit the default information.
   c. Click **OK** to save any changes and close the window.

Add items to the RTV order

1. Click Add. The fields in the Apply area are cleared.
2. In the Item Type field, select how you want to add items to the RTV order.
3. In the Item field, enter the item ID or click the LOV button and select the item.
4. Select the quantity you want to return:
5. To return all items at the location, select the SOH Default check box.
6. To return a set quantity, in the Quantity Returned field, enter the appropriate number.
7. In the Unit Cost field, adjust the amount of the cost of the item as necessary.

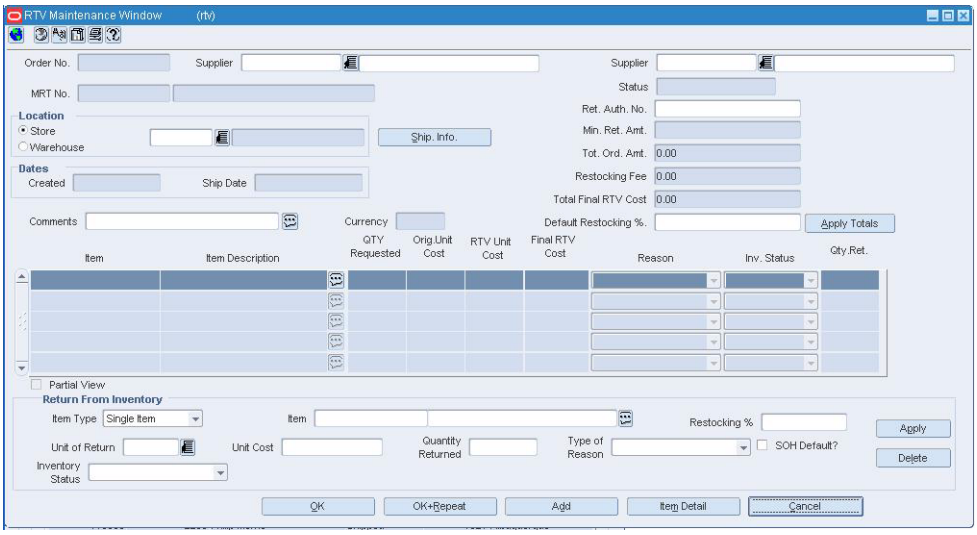
> **Note:** The unit cost defaults to the last receipt cost at the origin location for the supplier, if the receipt still exists in RMS.

8. In the Type of Reason field, select the appropriate option.
9. The Restocking % field is defaulted from the Default Restocking % field in the header area. Update the Restocking % field as necessary for the item.
10. Click **Apply**. The item or items are added to the RTV order.
11. Click **OK** to save any changes and close the window.

Approve an RTV Order

Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens. Search for and retrieve an RTV order in Edit mode. Restrict the search to RTV orders in Input status. The RTV Maintenance window opens.

Figure 12–57 RTV Maintenance Window



1. From the Options menu, select Approve.
2. When prompted to approve the RTV order, click **Yes**. The status of the RTV order is changed to Approved.

3. Click **OK** to save your changes and close the window.

RTV Maintenance Window [rtv]

The RTV Maintenance window allows you to maintain return to vendor (RTV) orders. You specify the supplier to which the items are returned and the stockholding location from which the items are returned. You can return items from inventory or items that failed quality control.

When you return items from inventory, you can select an item or use an item list. In addition to entering the number of units to return, you must select the reason for the return. If the reason is unavailable inventory, you also select the status of the inventory.

When you return items that failed quality control, you must identify the shipment, the item, and the number of units to return.

The status of the RTV order changes as it passes through the approval process and is shipped. Depending on your user role, you can manually change the status of the RTV order.

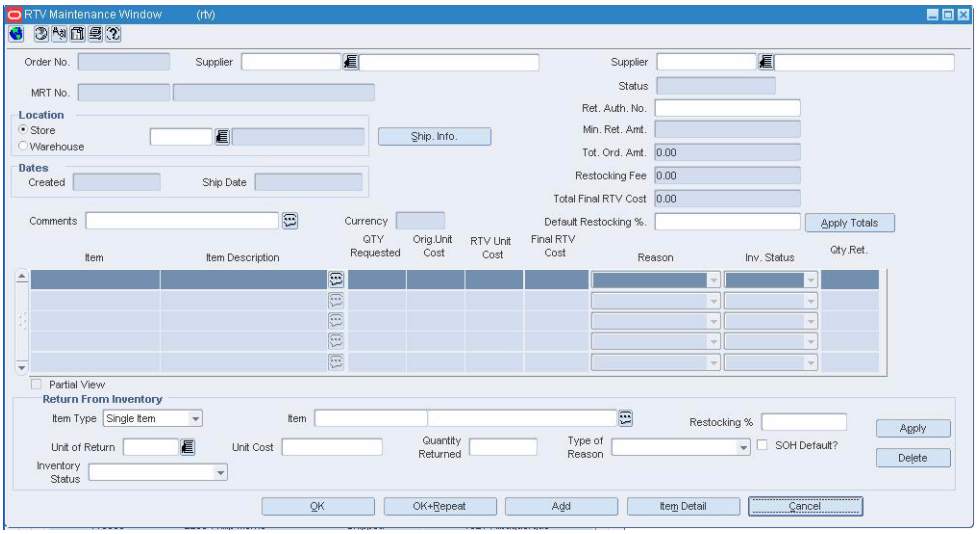
If you use an item list on the RTV order, you may want to rebuild the list. To rebuild an item list, select Options > Rebuild Item List.

- Create an RTV Order
- Edit an RTV Order
- View an RTV Order
- Approve an RTV Order
- Cancel an RTV Order

Edit an RTV Order

Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens. Search for and retrieve an RTV order in Edit mode. Restrict the search to RTV orders in Input status. The details of the RTV order appear in the RTV Maintenance window.

Figure 12–58 RTV Maintenance Window

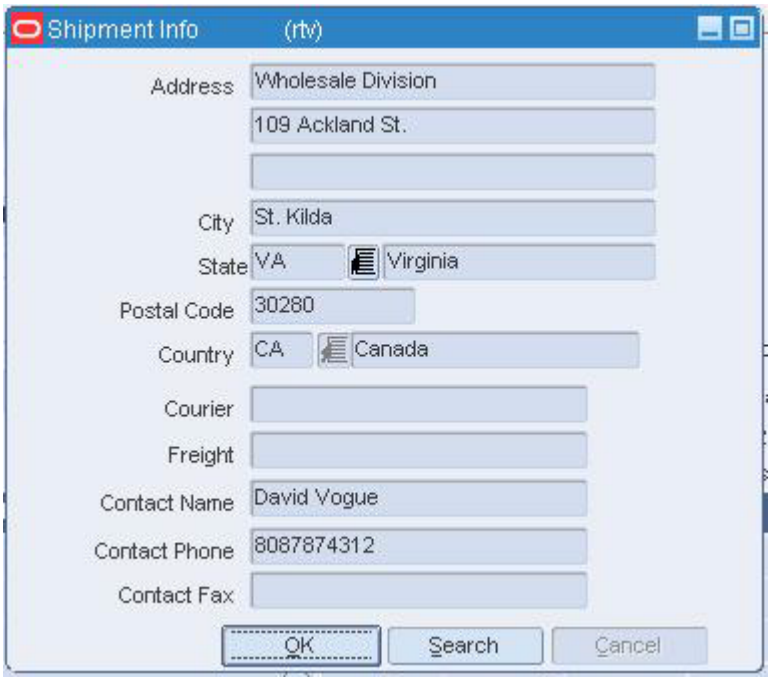


- Edit the Ret Auth No, Handling Pct, and Comments fields as necessary.

Edit the supplier's return address and courier information

1. Click **Ship Info**. The Shipment Info window opens.

Figure 12–59 Shipment Info Window



2. Click **Search** and select an alternative return address as necessary. Otherwise, enter or edit the default information.
3. Click **OK** to save your changes and close the window.

Edit the items on the RTV order

1. Select an item on the table.
2. Enter or edit any additional details as necessary.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

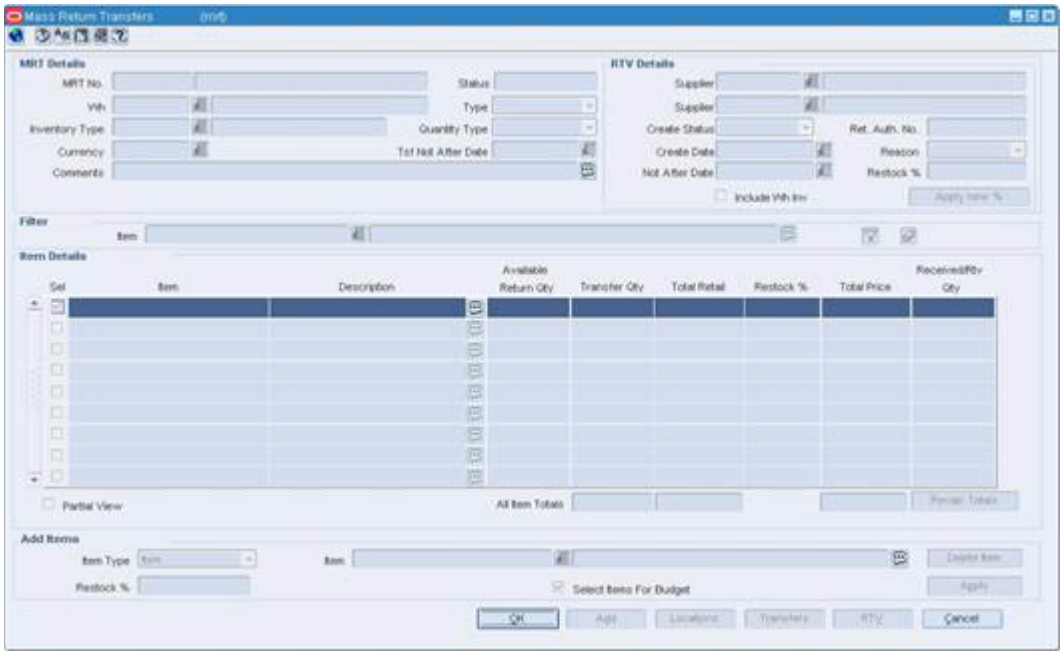
Delete an item from the RTV order

1. Select an item and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Add Locations to a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window opens.

Figure 12–60 Mass Return Transfers Window



1. Click **Locations**. The Mass Return Transfers - Location window opens.
2. In the Group Type field, select the type of locations you want to add.
3. In the Value field, enter the ID of the location or the location group or click the LOV button and select a location.
4. In the Transfer Quantity field, enter the number of items you want to transfer.

Note: If you selected All Inventory in the Quantity Type field, on the Mass Return Transfers window, this field is disabled. If you selected Manual in the Quantity Type field, on the Mass Return Transfers window, leave the field blank to include all stock on hand at the location.

5. In the Transfer Price field, the transfer price of the items:
6. For intercompany transfers, enter the sales price of the item.
7. For intracompany enter the transfer cost.
8. Apply the locations to the transfer:
9. Click **Apply** to associate the locations to the selected item on the transfer.
10. Click **Apply All** to associate the locations and items on the transfer.
    a. Select the option that identifies how you want the location and items associated.
    b. Click **OK** to save any changes and close the window.
11. Click **OK** to save any changes and close the window.

RTV Search Window [rtvfind]

The RTV Search window allows you to enter criteria in order to search for return to vendor (RTV) orders and view the results of the search.

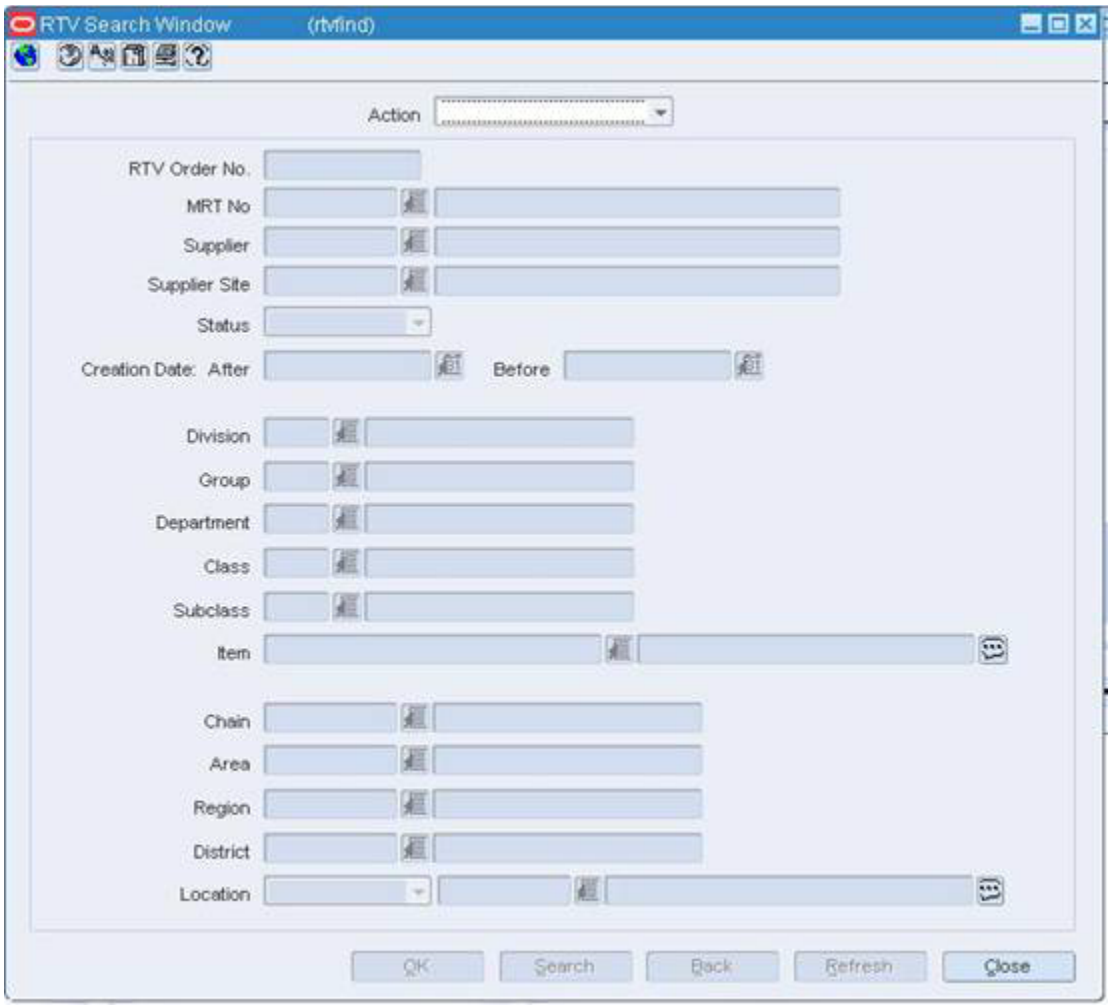
The default view for the RTV Search window opens when you open the window for the first time. You can also create a custom view.

- Search for an RTV Order

Search for an RTV Order

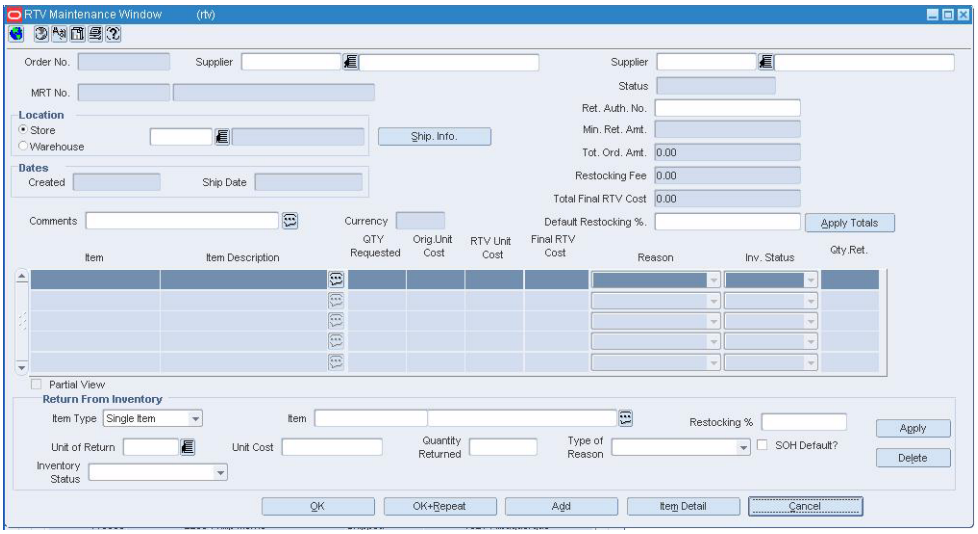
Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens.

Figure 12–61 RTV Search Window



1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The RTV Search window displays the RTV orders that match the search criteria.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the details of an RTV order, select a record and click **OK**. The details appear in the RTV Maintenance window.

Figure 12–62 RTV Maintenance Window



5. Click **Close** to exit.

Cancel an RTV Order

Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens. Search for and retrieve an RTV order in Edit mode. Restrict the search to RTV orders in Input status. The RTV Maintenance window opens.

1. From the Options menu, select Cancel.
2. When prompted to cancel the RTV order, click **Yes**. The status of the RTV order is changed to Cancelled.
3. Click **OK** to save your changes and close the window.

Shipment Info Window [rtv]

The Shipment Info window allows you to edit the supplier's return address and courier information for the current RTV order. The default address is filled in automatically. You can edit the current address, or search for and select a different address.

- Create an RTV Order
- Edit an RTV Order
- View an RTV Order

Unapprove an RTV Order

Navigate: From the main menu, select Inventory > Return to Vendor. The RTV Search window opens. Search for and retrieve an RTV order in Edit mode. Restrict the search to RTV orders in Approved status. The RTV Maintenance window opens.

1. From the Options menu, select Unapprove.
2. When prompted to unapprove the RTV order, click **Yes**. The status of the RTV order is changed to Input.
3. Click **OK** to save your changes and close the window.

Mass Return Transfer Approval Process

When a mass return transfer is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the mass return transfer to the next status. A mass return transfer may be in any of the following statuses:

Table 12–3 Mass Return Transfer Statuses

Status	Definition
Input	The mass return transfer has been started, but not completed.
Submitted	The mass return transfer has been completed and is pending review.
Approved	The mass return transfer has been reviewed and has been approved.
Rejected	The mass return transfer has been submitted, reviewed, and has been rejected.
Closed	The mass return transfer is complete.
Canceled, Cancel	The mass return transfer has been manually closed and is no longer valid.
RTV Created	The mass return transfer has an associated RTV order for the MRT has been created

- Submit a Mass Return Transfer
- Approve a Mass Return Transfer
- Close a Mass Return Transfer
- Reject a Mass Return Transfer

Submit a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Mass Return Transfers window opens.

1. From the Options menu, select Submit. The status of the transfer changes to Submitted.
2. Click **OK** to save any changes and close the window.

Approve a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Submitted status. The Mass Return Transfers window opens.

1. From the Options menu, select Approve. The status of the transfer changes to Approved.
2. Click **OK** to save any changes and close the window.

Reject a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window opens.

1. From the Options menu, select Reject. The status of the transfer changes to Rejected.
2. Click **OK** to save any changes and close the window.

Close a Mass Return Transfer

Navigate: From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window opens. Search for and retrieve a transfer in Edit mode. The Mass Return Transfers window opens.

1. From the Options menu, select Close . The status of the transfer changes to Closed.
2. Click **OK** to save any changes and close the window.

Set Up Inventory Adjustments

Inventory adjustments can be made online or they can be received from an external system, such as a warehouse management system. There are two types of adjustments that can be made to inventory:

- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

Prior to using the inventory adjustment functionality, status types and reasons for adjustments must be set up in the system. The Total Stock on Hand status type is reserved for adjustments made to salable goods. Any additional status types are user-defined and are reserved for adjustments made to non-salable goods. The user-defined status types indicate why the goods are non-salable. When adjusting total stock on hand, you must select a reason for the adjustment. The reason indicates why the total stock on hand must be adjusted.

- Add an Inventory Adjustment Reason
- Add an Inventory Status Type
- Delete an inventory adjustment reason
- Edit an inventory status type
- View Inventory Adjustment Reasons
- View Inventory Status Types

View Inventory Status Types

Navigate: From the main menu, select Control > Setup > Inventory Status Types > View. Theopens.

- Click **OK** to close the window.

View Inventory Adjustment Reasons

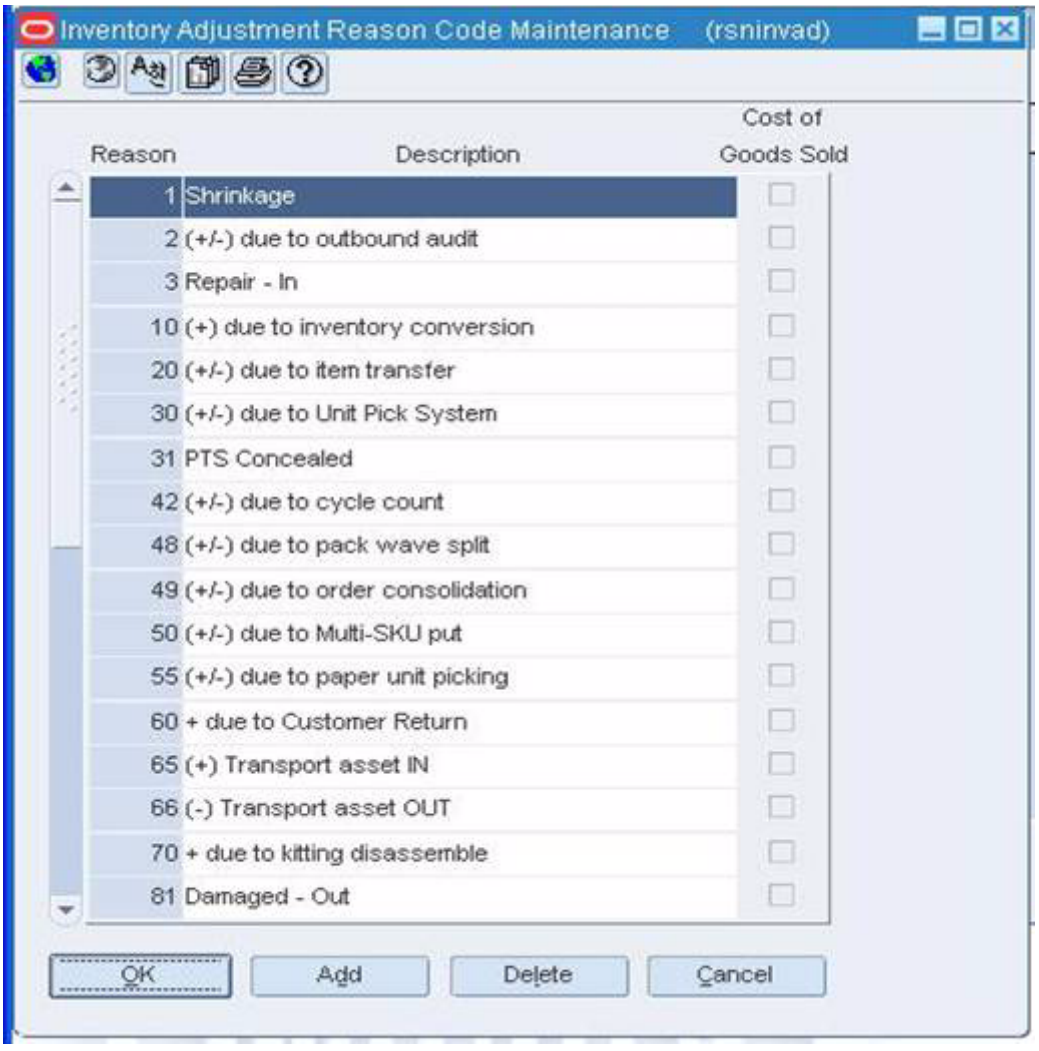
Navigate: From the main menu, select Control > Setup > Inventory Adjustment Reason > View. The Inventory Adjustment Reason Code Maintenance window opens.

- Click **OK** to close the window.

Add an Inventory Adjustment Reason

Navigate: From the main menu, select Control > Setup > Inventory Adjustment Reason > Edit. TheInventory Adjustment Reason Code Maintenance window opens.

Figure 12–63 Inventory Adjustment Reason Code Maintenance Window



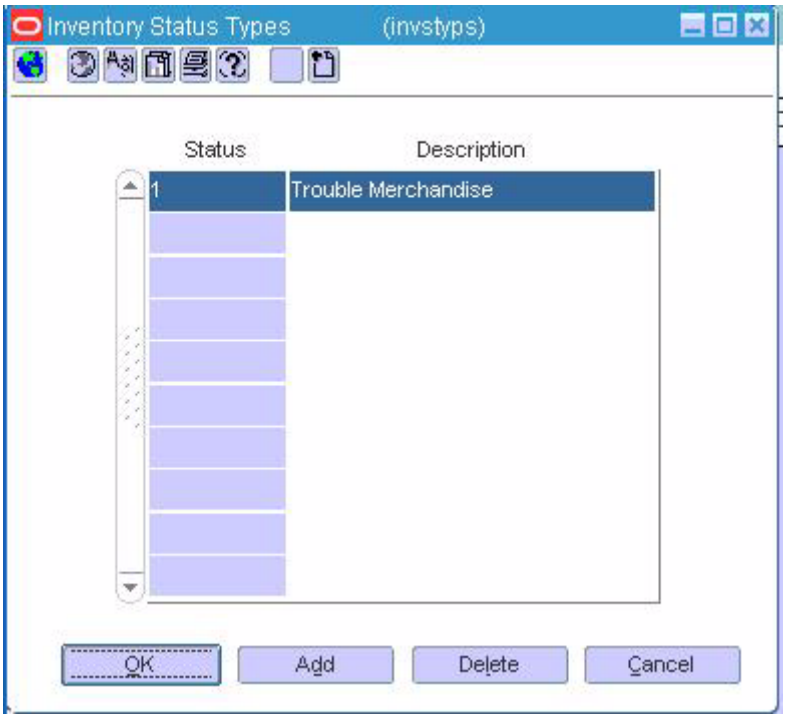
1. Click **Add**. The next available line is enabled.
2. In the Reason field, enter a unique ID for the reason.
3. In the Description field, enter the description of the reason.

4. In the Cost of Good Sold field, select the check box to indicate that associating this reason with an inventory adjustment will affect the cost of goods sold.
5. Click **OK** to save your changes and close the window.

Add an Inventory Status Type

Navigate: From the main menu, select Control > Setup > Inventory Status Types > Edit. The Inventory Status Types window opens.

Figure 12–64 Inventory Status Types Window



1. Click **Add**. The next available line is enabled.
2. In the Status field, enter a unique ID for the status type.
3. In the Description field, enter the description of the status type.
4. Click **OK** to save your changes and close the window.

Adjust Inventory

Inventory adjustments can be made online or they can be received from an external system, such as a warehouse management system. There are two types of adjustments that can be made to inventory:

- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

You can choose to adjust the inventory of one item at multiple locations, multiple items at one location, or a transformed item at one location. An example of a transformed item might be a watermelon that is sliced into smaller chunks for sale. You reduce the stock on hand for whole watermelons and increase the stock on hand for sliced pieces of watermelon.

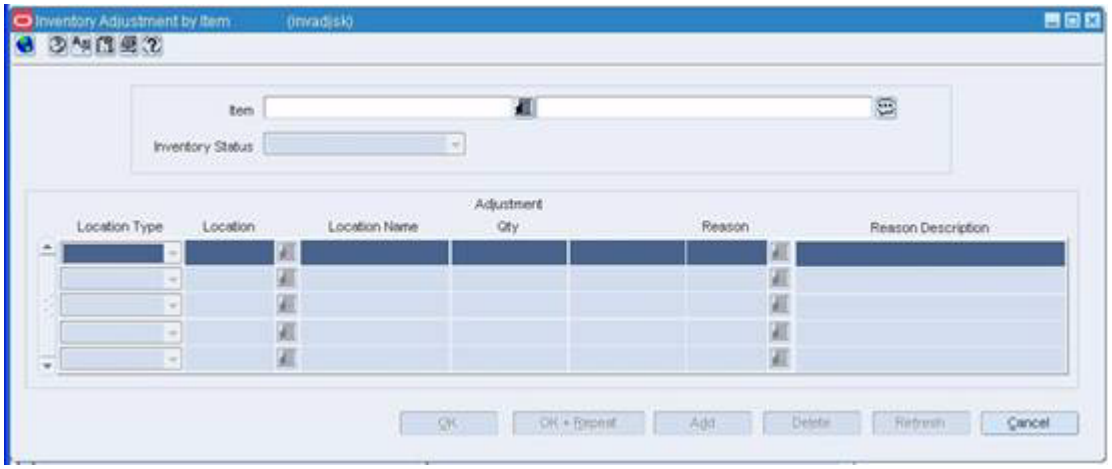
When you edit or view an item, you can choose to view the quantity of unavailable, or non-salable, stock on hand. You can restrict the view to one or all inventory status types at one or all locations.

- Adjust Inventory by Item
- Adjust Inventory By Location
- Adjust Inventory of Transformed Items
- View Unavailable Inventory

Adjust Inventory by Item

Navigate: From the main menu, select Inventory > Inventory Adjustments > By Item. The Inventory Adjustment by Item window opens.

Figure 12–65 Inventory Adjustment by Item Window



1. In the Item field, enter the item number of the item, or click the LOV button and select the item.
2. In the Inventory Status field, select the status that you want to apply to the item.
3. In the Reason field, enter the ID of the reason for the adjustment, or click the LOV button and select the reason.

> **Note:** A reason is required if you select Total Stock on Hand in the Inventory Status field.

4. In the Location Type field, select the type of location where the adjustment is needed.

Note: Pack items can be adjusted only at warehouses.

5. In the Location field enter the ID of the location, or click the LOV button and select the location.
6. In the Adjustment Qty field enter the number of units that you want to add or subtract. Use a negative number to subtract from the total.
7. Click **OK** to save your changes and close the window.

Inventory Adjustment by Location Window [invadjst]

The Inventory Adjustment by Location window allows you to manually adjust the inventory of one or more items at a location. Adjustments for pack items can be made only at a warehouse.

You can choose from two types of adjustments:

- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

Inventory adjustments may also be initiated by an external system, such as a warehouse management system.

- Adjust Inventory By Location

Adjust Inventory By Location

Navigate: From the main menu, select Inventory > Inventory Adjustments > By Store/Warehouse. The Inventory Adjustment by Location window opens.

1. In the Location Type field, select the type of location where the adjustment must be made.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Inventory Status field, select the status that you want to apply to the items at the selected location.
4. In the Reason field, enter the ID of the reason for the adjustment, or click the LOV button and select the reason.

Note: A reason is required if you select Total Stock on Hand in the Inventory Status field.

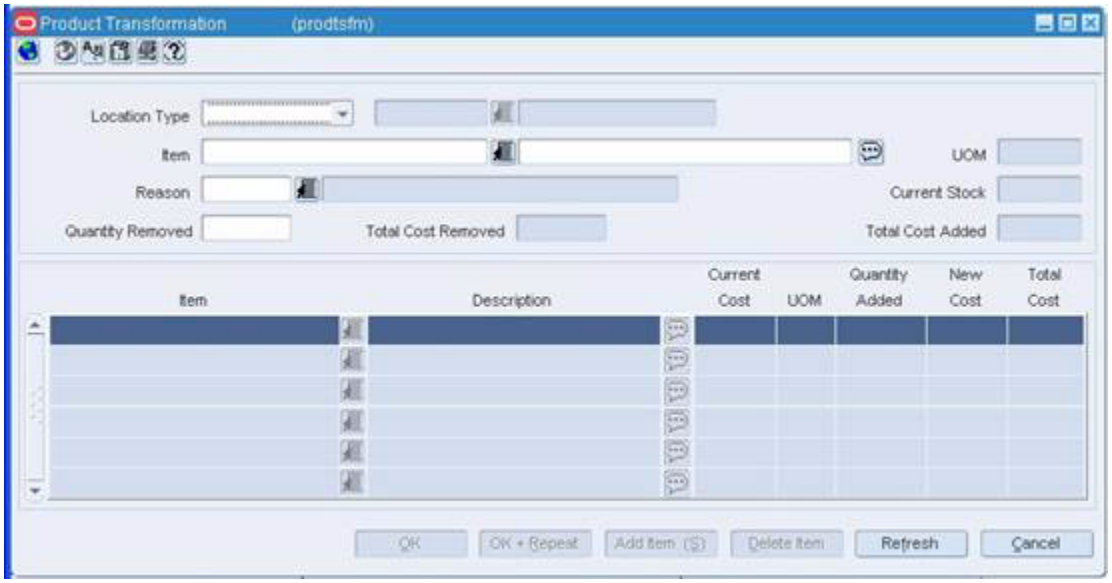
5. In the Item field, enter the item number of the item, or click the LOV button and select the item.
6. In the Adjustment Qty field enter the number of units that you want to add or subtract. Use a negative number to subtract from the total.

7. Click **OK** to save your changes and close the window.

Adjust Inventory of Transformed Items

Navigate: From the main menu, select Inventory > Inventory Adjustments > Product Transformation. The Product Transformation window opens.

Figure 12–66 Product Transformation Window



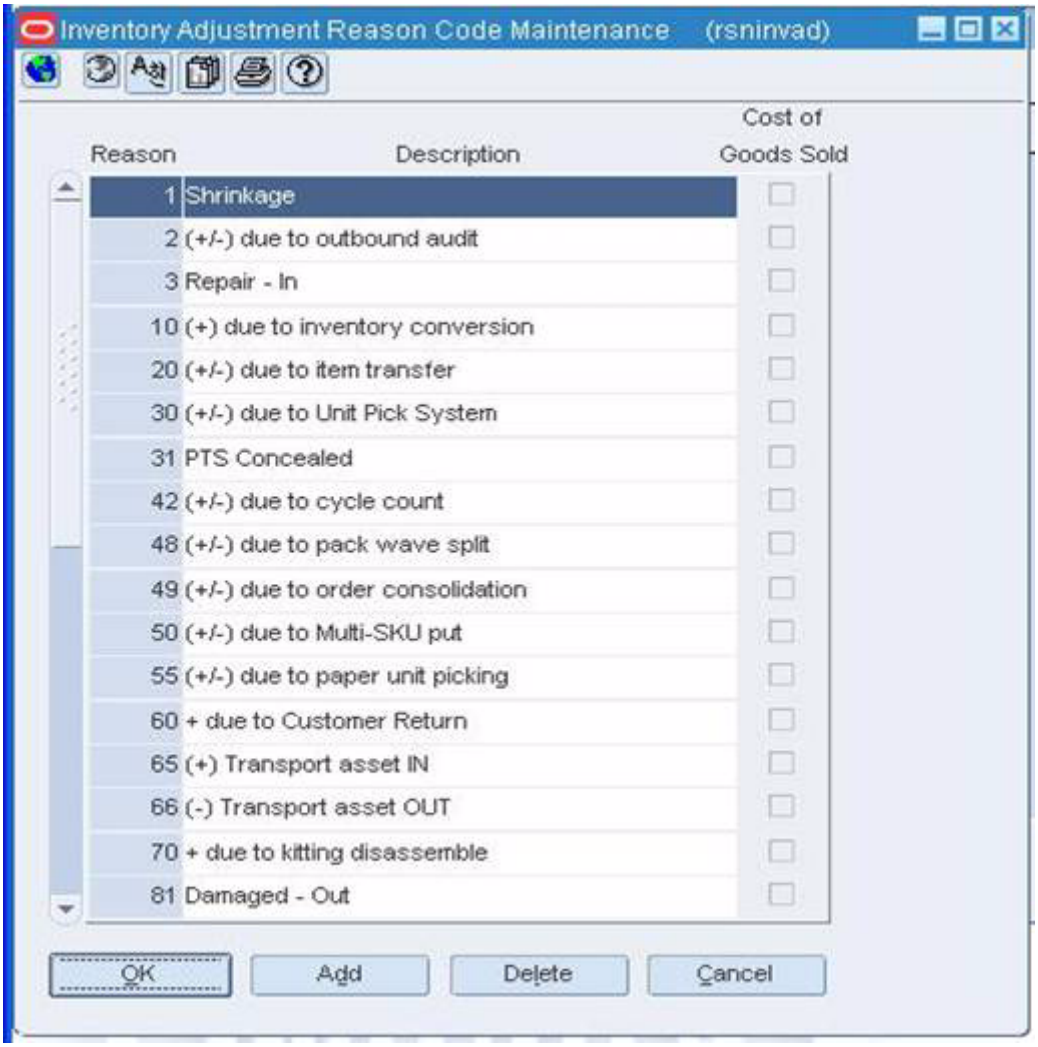
1. In the Location Type field, select the type of location where the adjustment must be made.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Item field, enter the item number of the item to be transformed, or click the LOV button and select the item.
4. In the Reason field, enter the ID of the reason for the adjustment, or click the LOV button and select the reason.
5. In the Quantity Removed field, enter the number of units subtracted from stock on hand.
6. In the Item field, enter the item number of the item derived from the transformed item, or click the LOV button and select the item.
7. In the Quantity Added field, enter the number of units added to the stock on hand.
8. In the New Cost field, edit the default cost per unit as necessary.
9. Add any additional items that are derived from the transformed item.
10. Click **OK** to save your changes and close the window.

Maintain Inventory Adjustment Reasons

Navigate: From the main menu, select Control > Setup > Inventory Adjustment Reason > Edit.

The Inventory Adjustment Reason Code Maintenance window opens.

Figure 12–67 Inventory Adjustment Reason Code Maintenance Window



Edit an inventory adjustment reason

1. In the Description field, edit the description as necessary.
2. If there are no inventory adjustments associate with the reason, you can select or clear the Cost of Goods Sold Check box.
3. Click **OK** to save any changes and close the window

Delete an inventory adjustment reason

1. Select a reason and click **Delete**.
2. When prompted to delete the record, click **OK**.

Note: You cannot delete a reason if it is referenced by an inventory adjustment.

3. Click **OK** to save your changes and close the window.

Inventory Adjustment by Item Window [invadjsk]

The Inventory Adjustment by Item window allows you to manually adjust the inventory of an item at one or more locations. Adjustments for pack items can be made only at warehouses.

You can choose from two types of adjustments:

- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

Inventory adjustments may also be initiated by an external system, such as a warehouse management system.

- Adjust Inventory by Item

Inventory Status Types Window [invstyps]

The Inventory Status Types window allows you to maintain a list of status types. You use a status type to indicate why one or more units of stock on hand are made unavailable for sale. For example, the item may be damaged or under repair.

- Add an Inventory Status Type
- View Inventory Status Types

Wholesale and Franchise Orders Window [wforder]

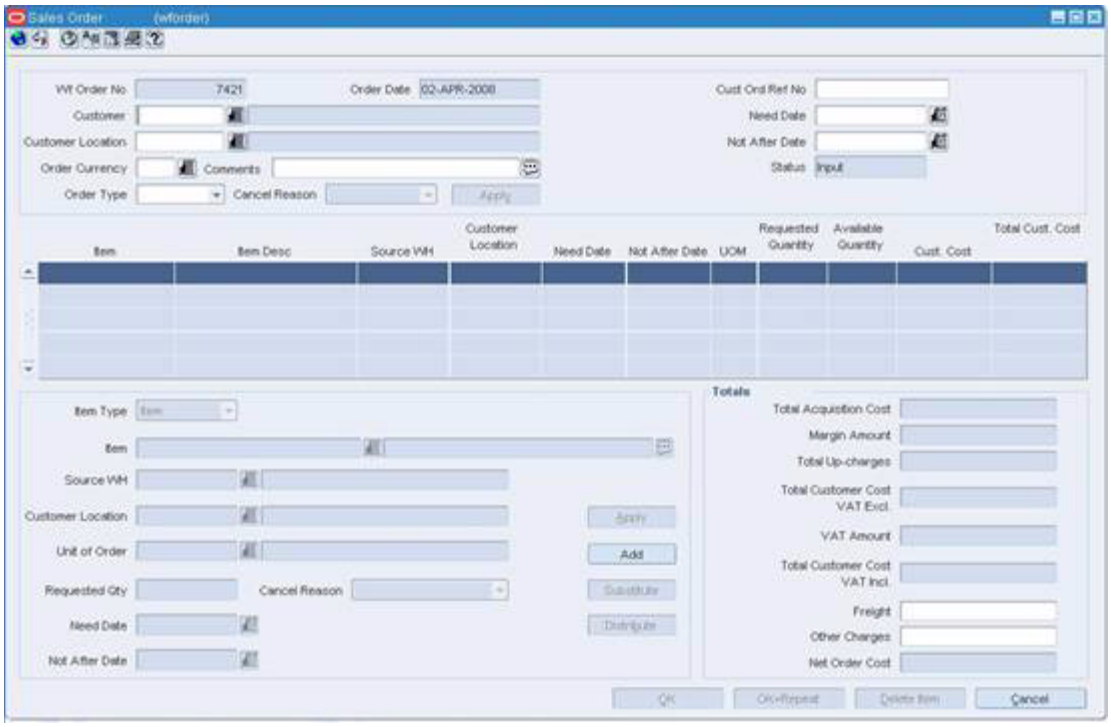
This window allows users to take orders from wholesale and franchise customers and fulfill those orders from the warehouse inventory.

- Create Wholesale Franchise Order
- Edit Wholesale Franchise Orders

Create Wholesale Franchise Order

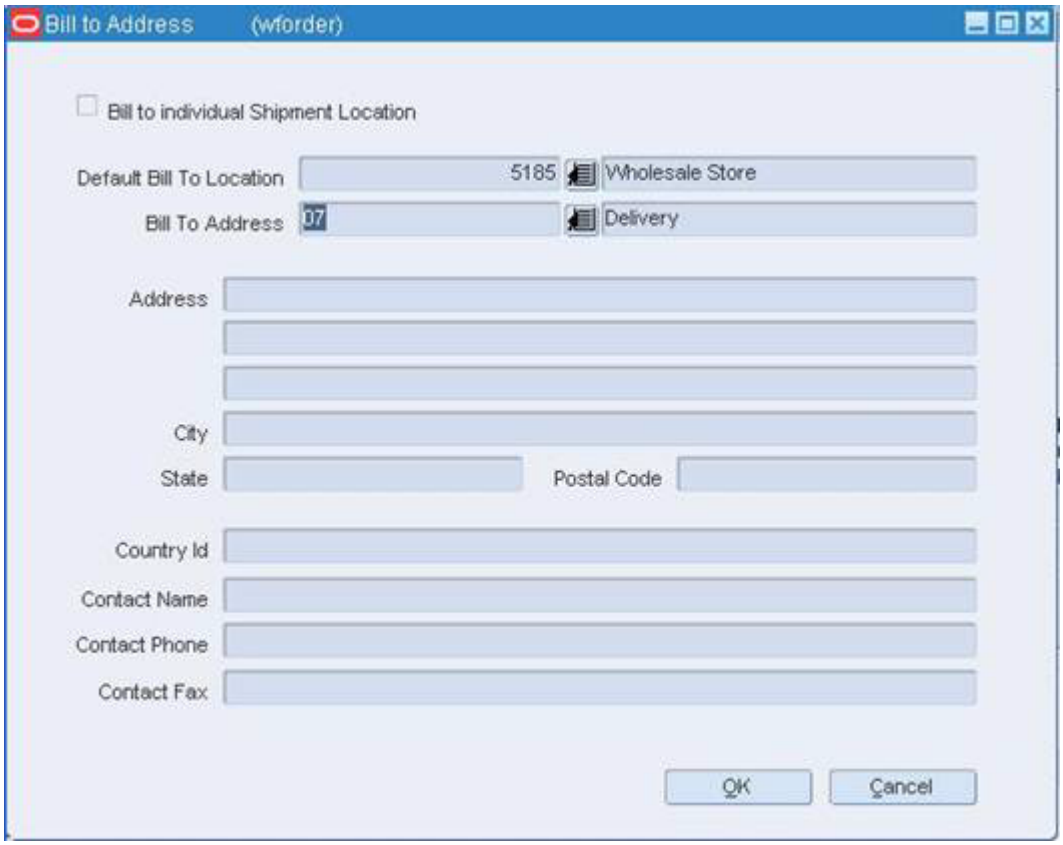
Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Select a wholesale/franchise order in New mode. The WF Ordering window opens.

Figure 12–68 Sales Order window



1. Enter the Customer Location. The Customer number populates with applicable information.
2. Select the Order Type.
3. Click **Add**.
4. Enter the Item or click the LOV button.
5. Enter other appropriate information.
6. Click **Apply**.
7. Enter applicable information in the Totals area.
8. From the Options menu, select Bill to Address. The Bill to Address window opens.

Figure 12–69 Bill to Address window



9. Enter the appropriate information.
10. Click **Apply**. The table populates with the applicable information.
11. Click **OK**.

Distribute Items in a Wholesale/Franchise Order Window [wforder]

The Distribute Items in a Wholesale/Franchise Order window allows the user to distribute all of the items in an order.

Bill to Address Window [wforder]

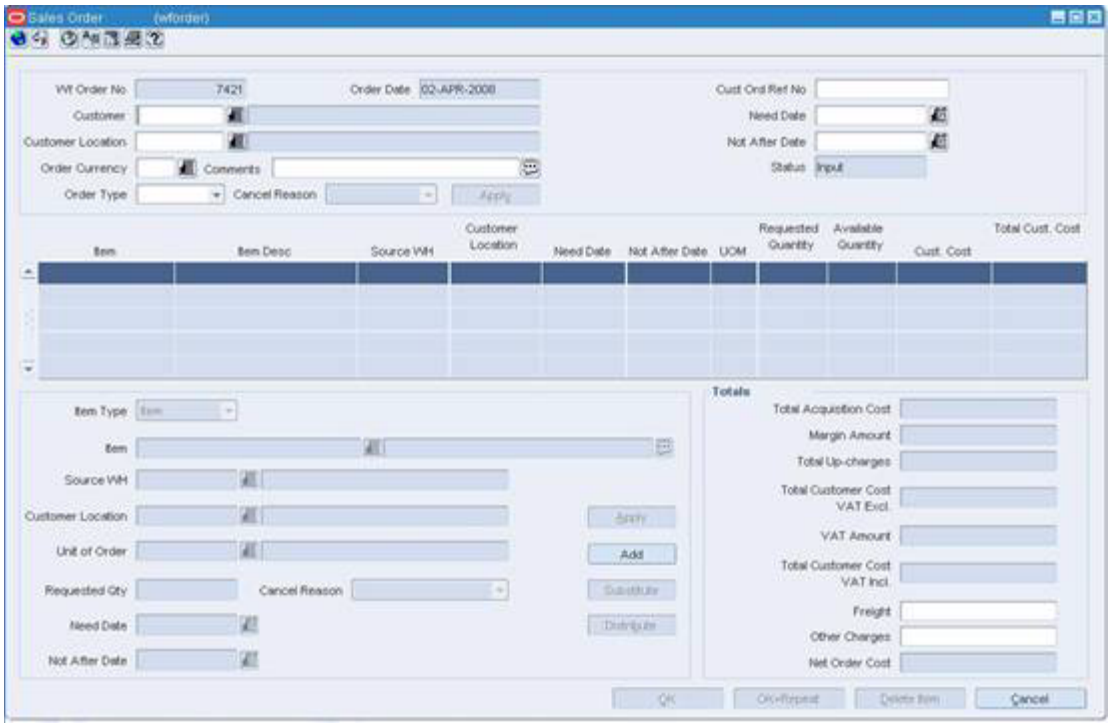
This window provides the user the ability to specify a Bill to Address for the wholesale or franchise order.

- Set Bill to Address

Set Bill to Address

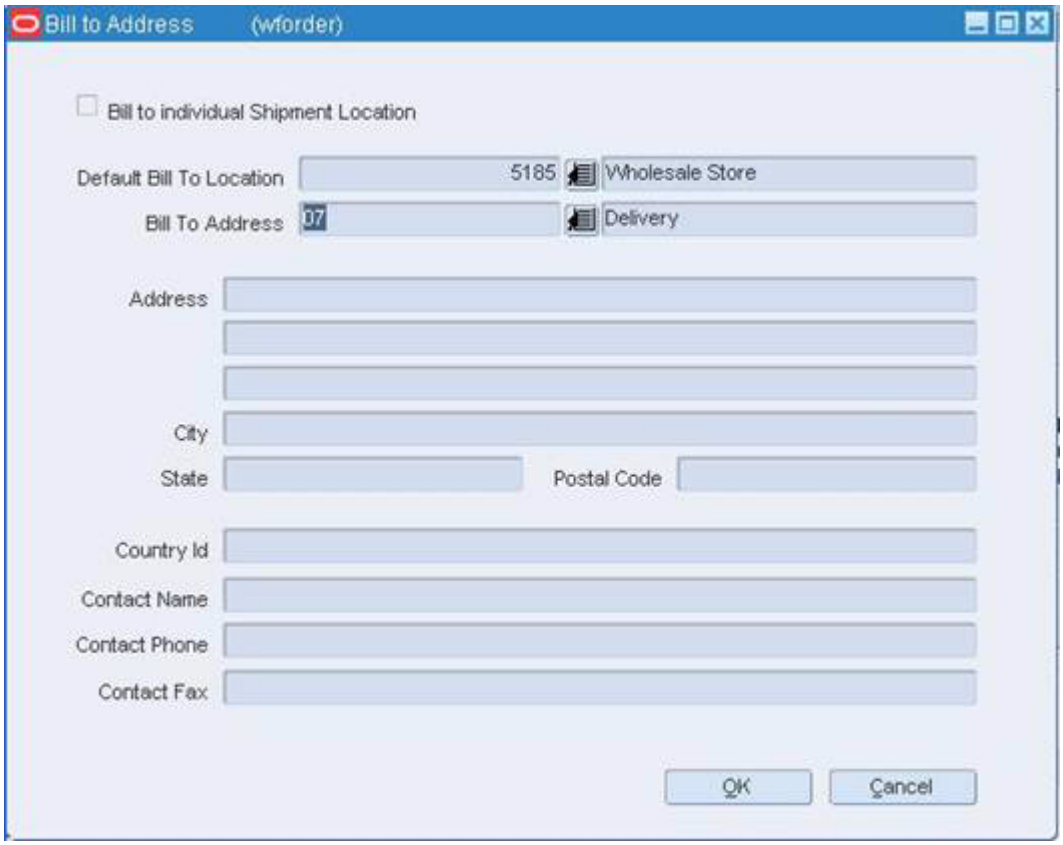
Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Select a wholesale/franchise order in New mode. The WF Ordering window opens.

Figure 12–70 Sales Order window



1. Enter the Customer Location. The Customer number populates with applicable information.
2. Select the Order Type.
3. Enter all information for the first item of the order. Anytime after the first item is entered the Bill to Address window is enabled.
4. From the Options menu, select Bill to Address. The Bill to Address window opens.

Figure 12–71 Bill to Address window



5. Enter the appropriate information.
6. Click **Apply**. The table populates with the applicable information.

Edit Wholesale Franchise Orders

Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Select a wholesale/franchise order in Edit mode. The WF Ordering window opens.

Note: Adding lines to an order is only available for order in Input status. Substitution and distribution of items are only allowed in edit mode when a user adds an new item to an order, but the option is not available for existing items on an order.

Edit wholesale/franchise orders

Note: For existing items on an order, the only thing that a user can change is the quantity.

---

1. Enter the information to be changed.

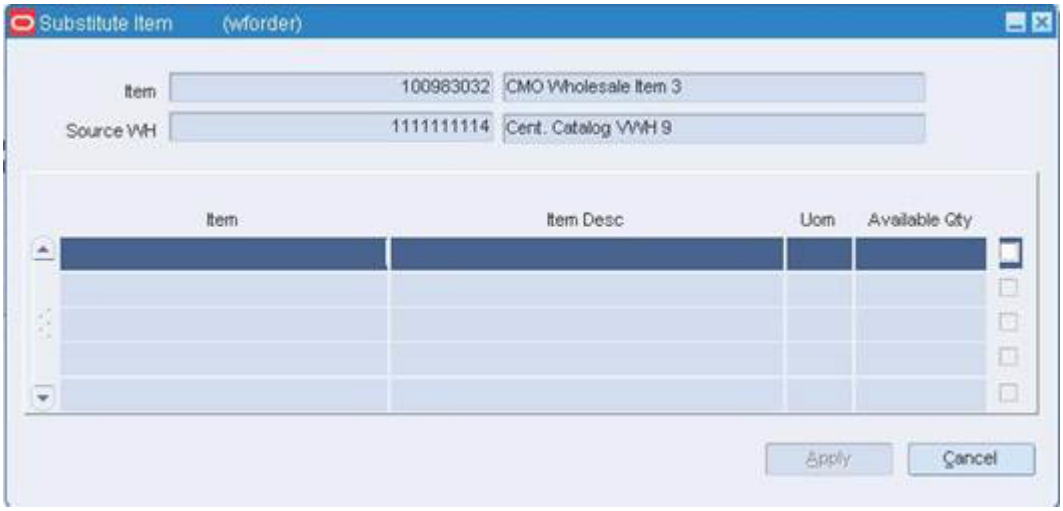
2. Click **Apply**. The order is changed in the table.
3. Click **OK** to save your changes and close the window.

Substitute an item on a wholesale/franchise order

Use this procedure to substitute an item on a wholesale order:

1. In the Item field, enter the item number of the item to be substituted, or click the LOV button and select the item.
2. Enter appropriate information in the item area.
3. Click **Substitute**. The Substitute Item window opens.

Figure 12–72 Substitute Item window



4. Select the item to substitute.
5. Click **Apply**. The Substitute Item window closes.
6. Click **OK** to save your changes and close the window.

Distribute wholesale/franchise orders

1. Enter the information to be changed.
2. Click **Distribute**. The Distribute Item window opens.
3. Select the item to distribute.
4. Click **Apply**. The Distribute Item window closes.
5. Click **OK** to save your changes and close the window.

Delete wholesale/franchise item from orders

1. Select an order in Input status and click **Delete Item**. This button is only enabled for orders in Input status.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Wholesale and Franchise Returns window [wfreturns]

The Wholesale Franchise Returns window allows you to create and modify wholesale and franchise return orders.

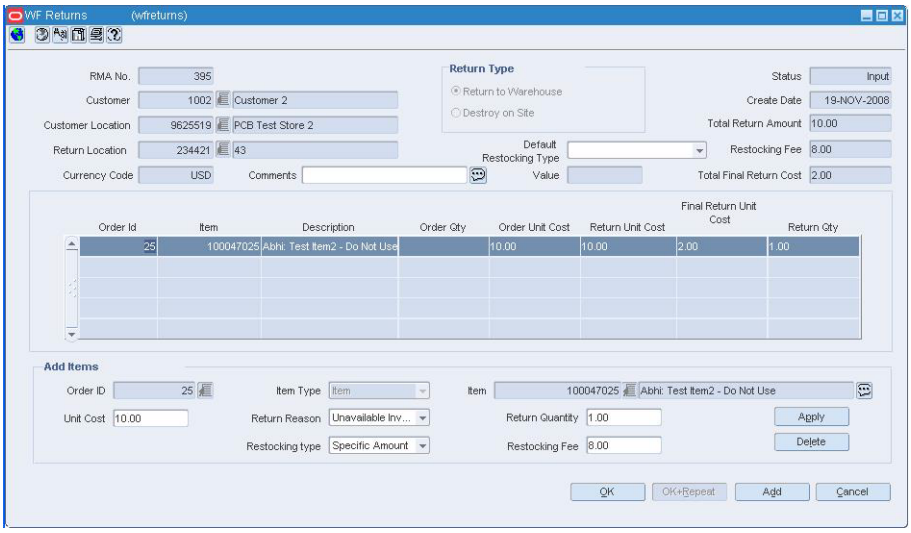
- Create a Wholesale Franchise Returns window
- Edit a Wholesale Franchise Returns window

Create Wholesale Franchise Returns

This window allows users to return items from wholesale and franchise customers and fulfill those returns from the warehouse inventory.

Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Select a wholesale/franchise return in New mode. The WF Returns window opens.

Figure 12–73 Wholesale Franchise Returns window



1. Enter the Customer or click the LOV button to select a customer.
2. Enter the Customer Location or click the LOV button to select a customer location.
3. Enter a Return Location or click the LOV button to select a return location.
4. Select the Default Restocking Type.
5. Enter the Value.
6. Click **Add**.
7. Enter the Order ID or click the LOV button to select the order ID.
8. Select the Item Type.
9. Select the Return Reason.
10. Enter the Item ID or click the LOV button to select an item ID.
11. Enter the Return Quantity.
12. Click **Apply**.
13. Click **OK**.

Edit Wholesale and Franchise Returns

Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Returns Search window opens. Select Edit Mode and Wholesale Return. Click **Search**. **Only returns in Input status can be modified.** The WF Returns window opens.

Edit wholesale/franchise returns

1. Enter the information to be changed.
2. Click **Apply**. The return changed in the table.
3. Click **OK** to save your changes and close the window.

Delete wholesale/franchise item from returns

1. Enter the information to be changed.
2. Select an order and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Wholesale Franchise Orders and Returns Search window [wfordretfind]

The Wholesale Franchise Orders and Returns Search window allows you to search for a wholesale and franchise order or return item.

The default view for the search window opens when you open the window for the first time. From the View menu, you can choose to view the Due Orders layout or you can create a custom view.

- Search for a Wholesale Franchise Order/Return
- Create Wholesale Franchise Order
- Edit Wholesale Franchise Orders
- Create Wholesale Franchise Returns
- Edit Wholesale and Franchise Returns

Wholesale Franchise Customer Group Maintenance Window [wfcustomergroup]

This window allows users to maintain wholesale and franchise customer groups.

- Edit Wholesale Franchise Customer Groups
- View Wholesale Franchise Customer Groups

Wholesale Franchise Customer Maintenance Window [wfcustomer]

This window allows users to maintain wholesale and franchise customer groups.

- Edit Wholesale Franchise Customer Groups
- View Wholesale Franchise Customer Groups

View Wholesale Franchise Customer Groups

Navigate: From the main menu, select Control > Customer Group > View. The Wholesale/Franchise Customer Group Maintenance window opens.

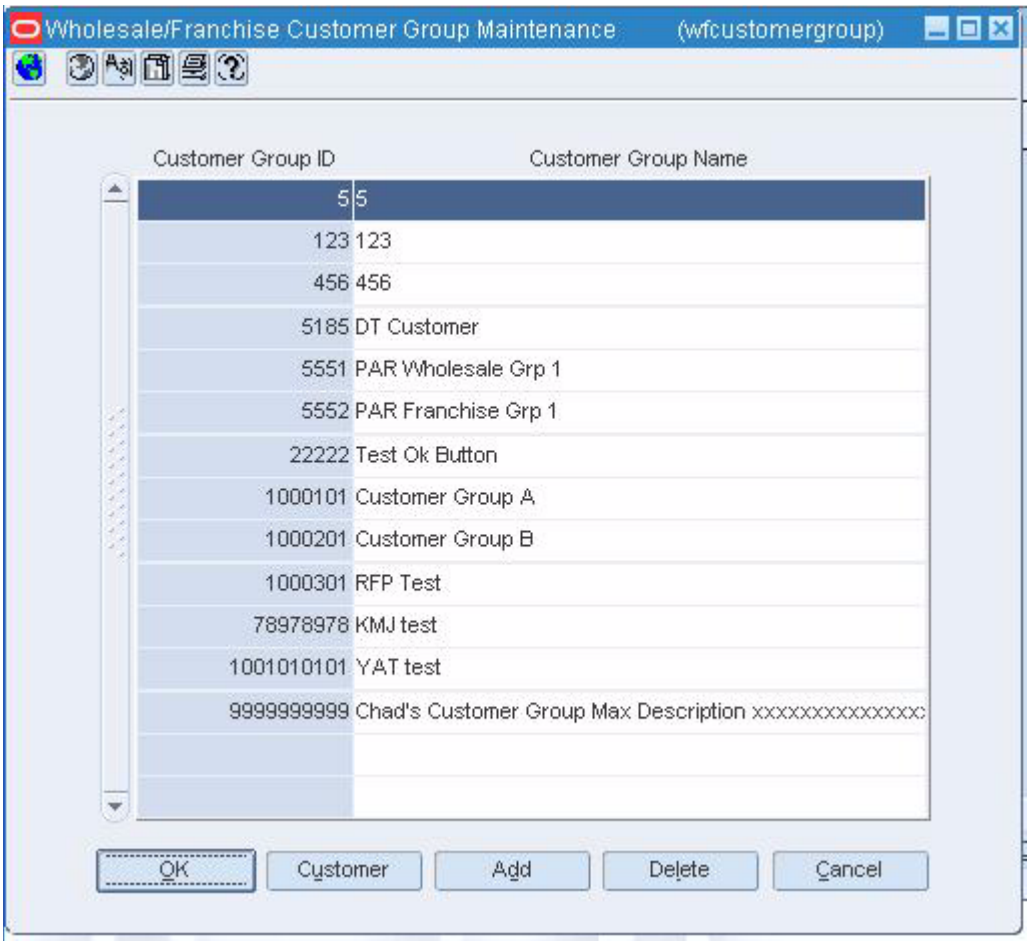
View wholesale/franchise customer groups

1. Select a Customer Group Name.
2. Click **Customer**. The next Wholesale/Franchise Customer Group Maintenance window opens.
3. Select a Customer Name.
4. Click **Stores**. The Wholesale/Franchise Customer Store window opens.
5. Click **OK** to close the window.

Edit Wholesale Franchise Customer Groups

Navigate: From the main menu, select Control > Customer Group > Edit. The Wholesale/Franchise Customer Group Maintenance window opens.

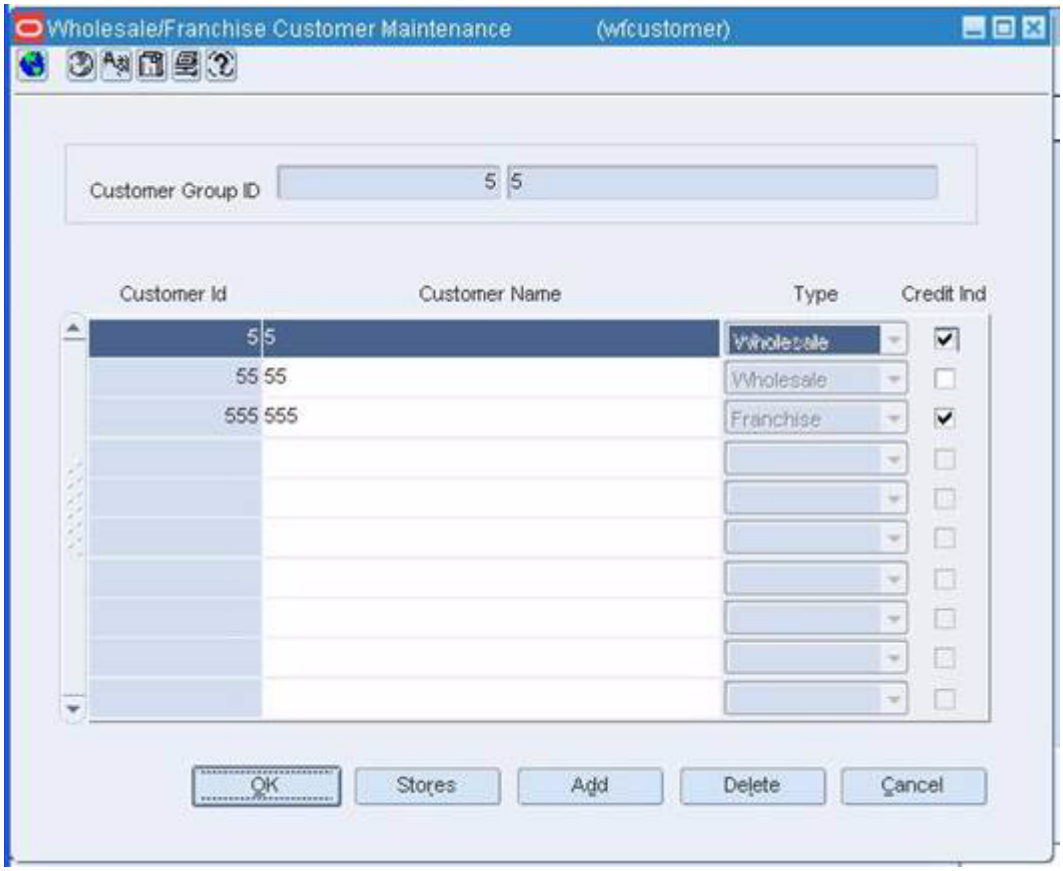
Figure 12–74 Wholesale/Franchise Customer Group Maintenance window



Edit wholesale/franchise customers

1. Select a Customer Group Name.
2. Click **Customer**. The next Wholesale/Franchise Customer Maintenance window opens.

Figure 12–75 Wholesale/Franchise Customer Maintenance window



3. Enter the customer group information.
4. Click **Add**.
5. Click **OK** to save your changes and close the window.

Delete wholesale/franchise customers

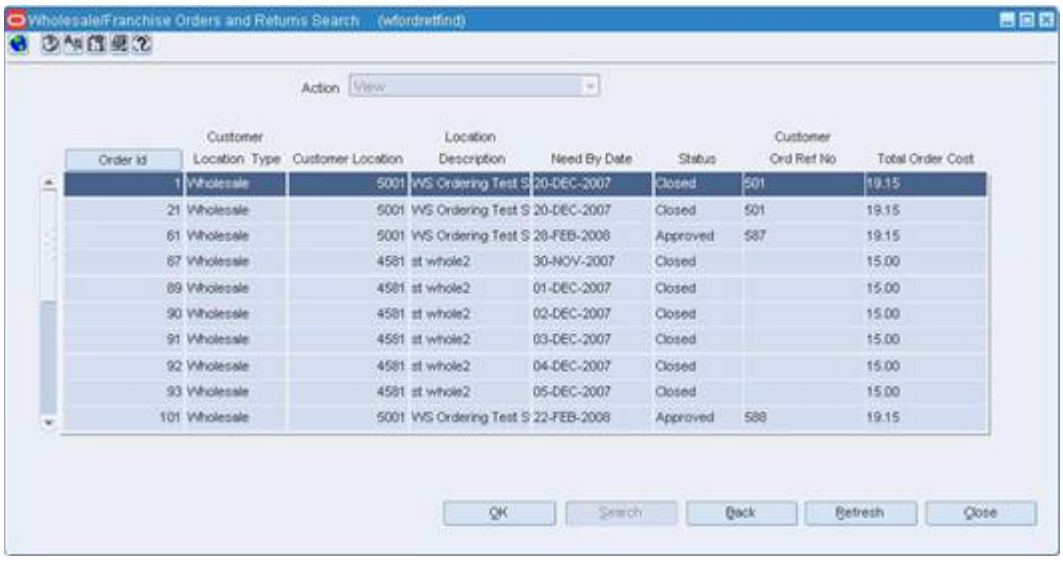
1. Select a Customer Group Name.
2. Click **Delete**. Only customer groups without associated customers can be deleted.
3. Click **OK** to save your changes and close the window.

Search for a Wholesale Franchise Order/Return

Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. The Wholesale/Franchise Orders and Returns Search window opens. Select a wholesale/franchise order or returns in View mode.

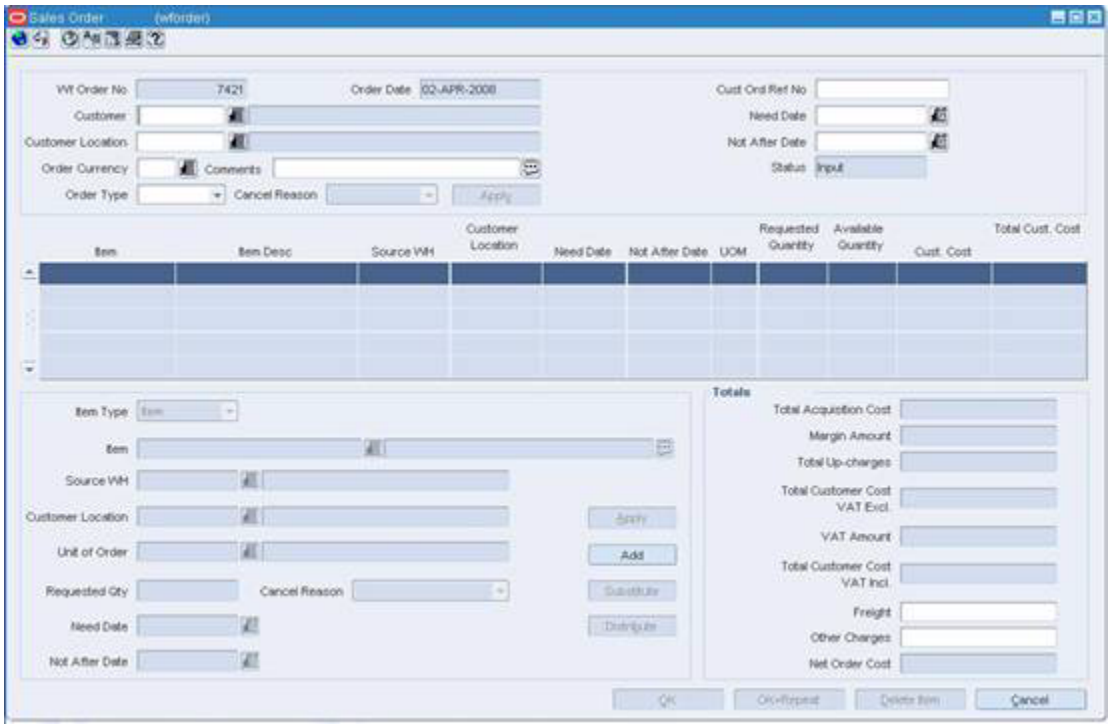
1. Enter the applicable information to narrow your search.
2. Click **Search**. The WF Search Results window opens.

Figure 12–76 Wholesale/Franchise Orders and Returns Search Results window



3. Select the order.
4. Click **OK**. Either the WF Ordering window opens or the WF Returns window opens, depending upon the search criteria.

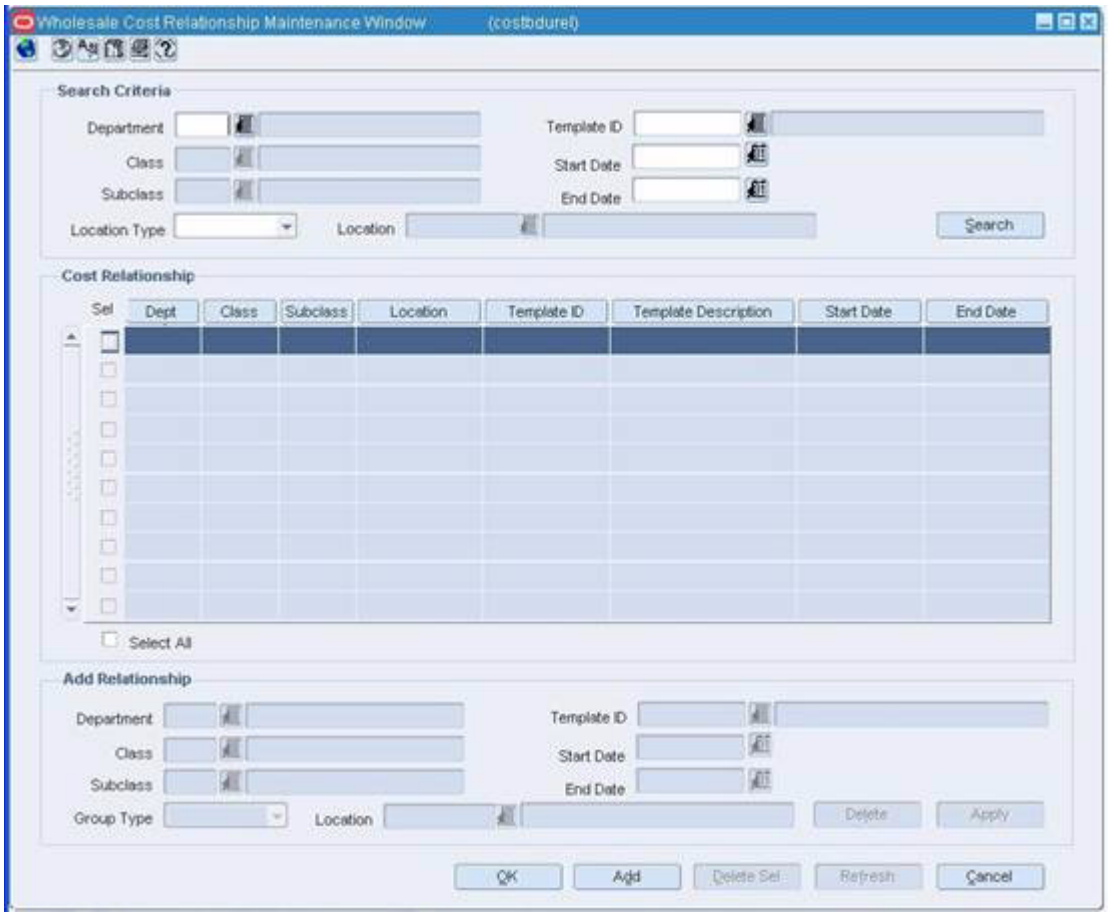
Figure 12–77 Sales Order window



Edit the Wholesale Cost Relationship Maintenance window

Navigate: From the main menu, select Wholesale Cost Relationship Maintenance > Edit. The Wholesale Cost Relationship Maintenance window opens.

Figure 12–78 Wholesale Cost Relationship Maintenance window



Search for the cost relationship

1. In the Department field, enter the ID of the department, or click the LOV button and select a department.
2. Enter other appropriate information.
3. Click **Search**. Information matching your search criteria populates the Cost Relationship area.

Edit the cost relationship

1. Select the cost relationship in the table.
2. Enter the appropriate relationship information in the Add Relationship area.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Delete the cost relationship

1. Select the cost relationship in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Wholesale Franchise Customer Store Window [wfstore]

This window allows users to view wholesale and franchise stores associated to a wholesale/franchise customer.

- View Wholesale Franchise Customer Groups

Wholesale Cost Relationship Maintenance Window [costdburel]

The Wholesale Cost Relationship Maintenance window allows you to view the wholesale cost relationships between departments. Enter the search criteria in order to search for and view the cost relationship by item.

To display the relationship, select the appropriate option from the Wholesale Cost Relationship Maintenance menu.

- Edit the Wholesale Cost Relationship Maintenance window

Item Cost Details Window [wforder]

This window allows users to view the cost buildup information for an item on the wholesale/franchise order and enter a fixed cost, if needed.

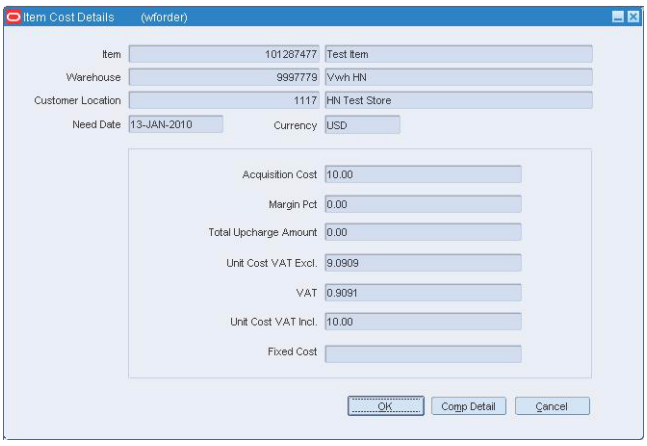
- Enter Item Cost Details

Enter Item Cost Details

Navigate: From the main menu, select Inventory > Wholesale/Franchise Orders and Returns. Create Wholesale Franchise Order.

1. Choose Item Cost Details from the Options menu. The Item Cost Details windo w opens.

Figure 12–79 Item Cost Details window



2. In the Fixed Cost field enter the fixed cost.
3. Click **OK** to save the changes and close the window or click Comp Detail. The Cost Buildup Template Header window opens.

Figure 12–80 Cost Buildup Template Header window

4. Click **OK** to close the winodw.

13

Replenishment

Set Up Investment Buy Parameters

Investment buy is the process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal or to leverage inventory against a cost increase.

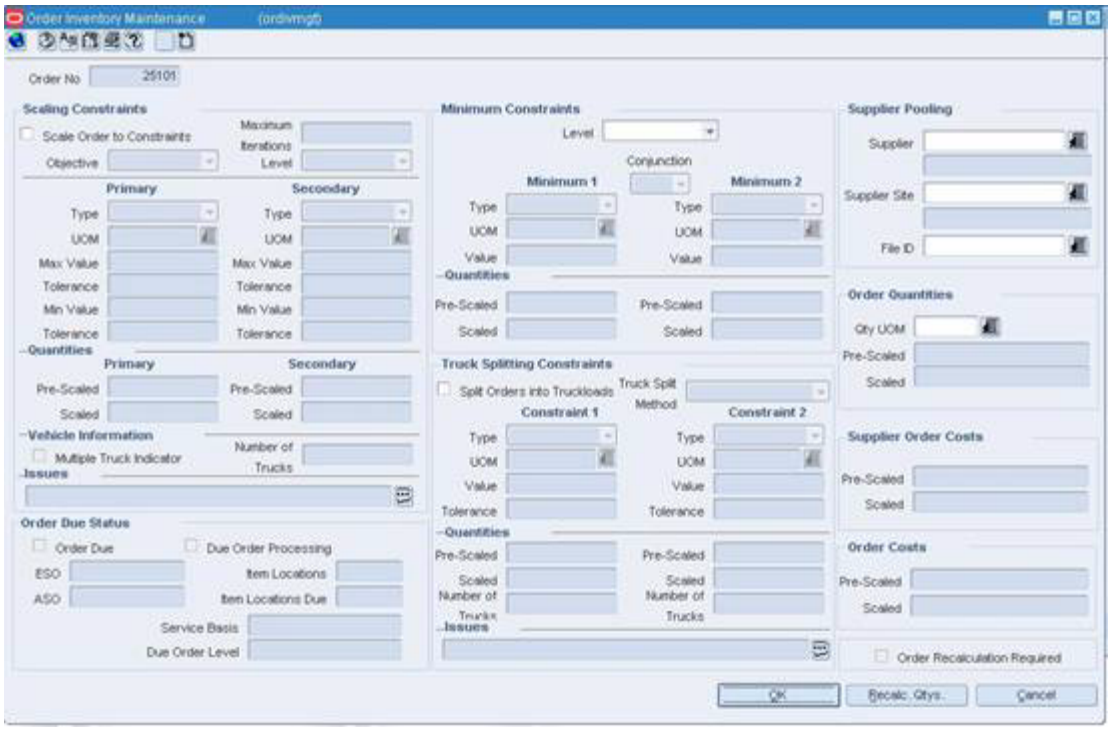
To utilize the investment buy process:

1. Set up suppliers, indicating the level of inventory management.
2. Indicate that the suppliers are investment buy eligible.
3. Identify investment buy warehouses, indicate limiting parameters for the warehouse in a single channel or multi-channel environment.
4. Recommended order quantities appear on a buyer worksheet or are automatically added to purchase order, as defined in setup.
5. If you choose to utilize the buyer worksheet, verify replenishment recommended order quantities, determine the actual order quantities, and add items as necessary.
6. Select items on the buyer worksheet and create a purchase order.

Add Inventory Management Constraints to a PO at Different Levels

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens. Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window opens. (Optional): Click **Items**. The PO Item Maintenance window opens. Select an item on the table. (Optional): Click **Locations**. The PO Item/Location window opens. Select a location on the Order Detail table. From the Options menu, select Inventory Mgmt./Totals. The Order Inventory Maintenance window opens.

Figure 13–1 Order Inventory Maintenance Window



Define scaling constraints

1. In the Scaling Constraints area, select the Scale to Order check box. The Scaling Constraints area is enabled.
2. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
3. In the Scaling Level field, select the level at which the scaling is performed.
4. In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.
5. In the Scaling Constraints Primary column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when scaling orders.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
   - **Min Value:** Enter the minimum value of the constraint.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.
6. In the Scaling Constraints Secondary column, complete the following fields:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

Note: The Secondary Type cannot be the same as the Primary Type.

- **UOM/Currency:** if you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the secondary type, enter the currency code, or click the LOV button and select the currency code.
- **Max Value:** Enter the maximum value of the constraint.
- **Max Value:** Enter the maximum value of the constraint.
- **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
- **Min Value:** Enter the minimum value of the constraint.
- **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

Define minimum constraints

1. In the Level field, select the level at which the minimum order requirements of the supplier must be met
2. In the Minimum 1 column, complete the following fields:
   - **Type:** Select how the first minimum order requirement is expressed.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.
3. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
4. In the Minimum 2 column, complete the following fields:
   - **Type:** Select how the second minimum order requirement is expressed.

     Note: The Minimum 2 Type cannot be the same as the Minimum 1 Type.

   - **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.

Define truck splitting constraints

1. In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
2. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.

- **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or select it from the LOV. If you selected Amount as the primary type, enter the currency code, or select it from the LOV.
- **Value:** Enter the value of the constraint.
- **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

3. In the Constraint 2 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.

     Note: The Constraint 2 Type cannot be the same as the Constraint 1 Type.

   - **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

Add a pooled supplier

1. In the Supplier field, enter the supplier ID or click the LOV button and select the supplier.
2. In the File ID field, enter the file ID or click the LOV button and select the file ID.

Define order quantity scaling

In the UOM field select the code to display the scaled and prescaled quantities.

Recalculate the purchase order

1. Click **Recalc. Qtys**. The Pre-Scaled and Scaled information opens in the appropriate fields.
2. Click **OK** to save your changes and close the window.

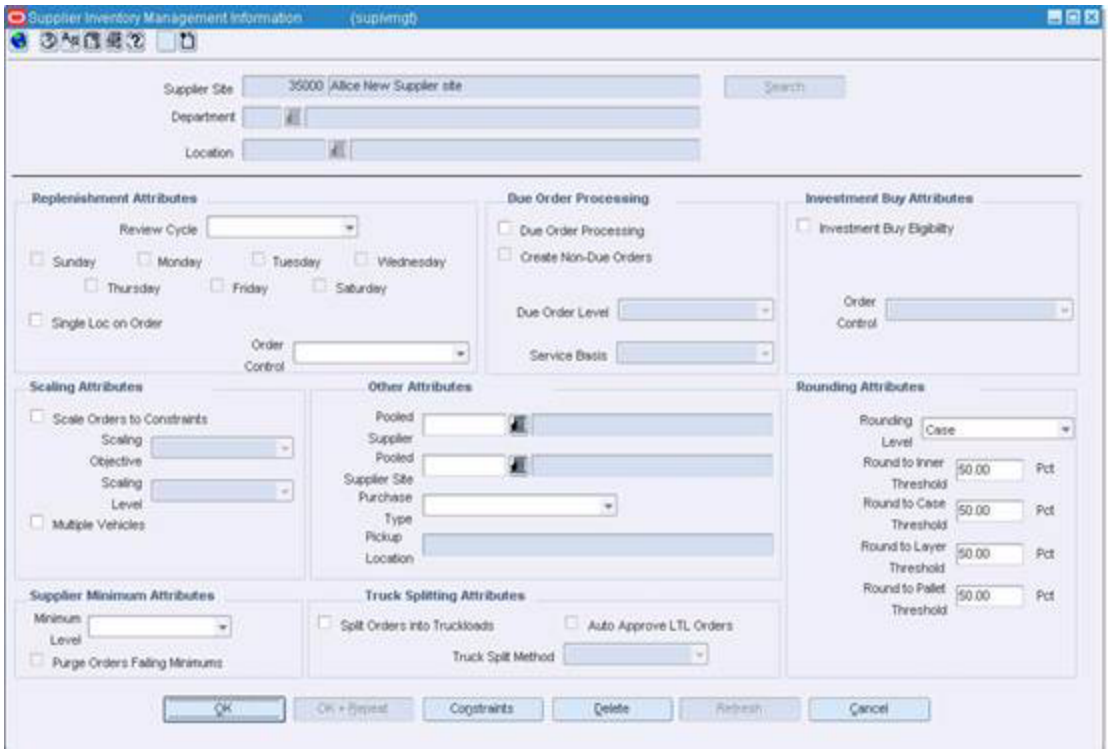
Add Inventory Management Information for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens.

OR

If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens.

Figure 13–2 Supplier Inventory Management Information Window



In the Supplier, Department, and Location fields, enter the ID of the supplier, department, and location as appropriate, or click the LOV button and select supplier, department, and location as appropriate.

Define replenishment review attributes

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. To select the day on which the item is reviewed:
   - If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   - If the review cycle is every week, select the days of the week. You may select more than one day.
   - If the frequency is every two or more weeks, select the day of the week.
3. In the Order Control field, select how POs are processed for the supplier.
4. Select the Single Loc on Order check box if only one location can be on an order.

Define due order processing parameters

1. Select the Due Order Processing check box to have due order processing performed for replenishment items from the supplier.
2. Select the Create Non-Due orders check box to have purchase orders created in Worksheet status for items that are not due to be ordered.

3. In the Due Order Level field, select the level at which the due order processing is based.

4. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

Define supplier minimum attributes

1. In the Minimum Level field, select the minimum order quantity at which the supplier accepts orders.
2. Select the Purge Orders Failing Minimums check box to create POs that meet the supplier minimum.

Specify scaling attributes

1. Select the Scale Order to Constraints check box to have items on purchase orders for the supplier scaled to meet the scaling constraints.
2. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
3. In the Scaling Level field, indicate if the PO should be scaled to the location need or to the entire order.
4. Select the Multiple Vehicles check box to indicate that multiple vehicles may be used when delivering the order.

Define other attributes

1. In the Pooled Supplier field enter the ID of the supplier, or click the LOV button and select a supplier.
2. In the Purchase Type field, select the purchase type method.
3. In the Pick Up field, enter the location of the pick up. This field is enabled if Free on Board or Backhaul has been selected in the Purchase Type field.

Define truck splitting attributes

1. Select the Split Orders into Truckloads checkbox to indicate that orders that exceed a truckload should be split.
2. To allow Less than Truckload (LTL) orders, select the Auto Approve LTL Orders check box.
3. In the Truck Split Method field, select the method of truck splitting used with this supplier.

Define investment buy attributes

1. Select the Investment Buy Eligibility check box to enable investment buy attributes.
2. In the Order Control field, select how POs are processed for the investment buy orders.

Define rounding attributes

1. In the Rounding Level field, select the level to which quantities should be rounded.
2. In the Round to Inner Threshold field, enter the percent of the inner needed to round to an additional inner.
3. In the Round to Case Threshold field, enter the percent of the case needed to round to an additional case.
4. In the Round to Layer Threshold field, enter the percent of the layer needed to round to an additional level.
5. In the Round to Pallet Threshold field, enter the percent of the pallet needed to round to an additional pallet.

Set Up Replenishment Parameters

The replenishment feature allows you to automate the ordering process for items by constantly monitoring inventory conditions, and creating orders to fulfill consumer demand according to predefined replenishment parameters.

- Add Inventory Management Information for a Supplier
- Add Inventory Management Constraints to a Supplier
- Add Inventory Management Constraints to a PO at Different Levels
- Add a Delivery Schedule at the Store or Warehouse Level
- Add a Delivery Schedule for a Supplier
- Edit a Delivery Schedule at the Store or Warehouse Level
- Edit a Delivery Schedule for a Supplier
- View Inventory Management Constraints for a Supplier
- View Inventory Management Information for a PO at the Order, Item, or Location Level
- View Inventory Management Constraints for a Supplier

Add a Delivery Schedule at the Store or Warehouse Level

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Store on the tree structure. The stores appear on the table. Select a store and click Edit. The Store Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

OR

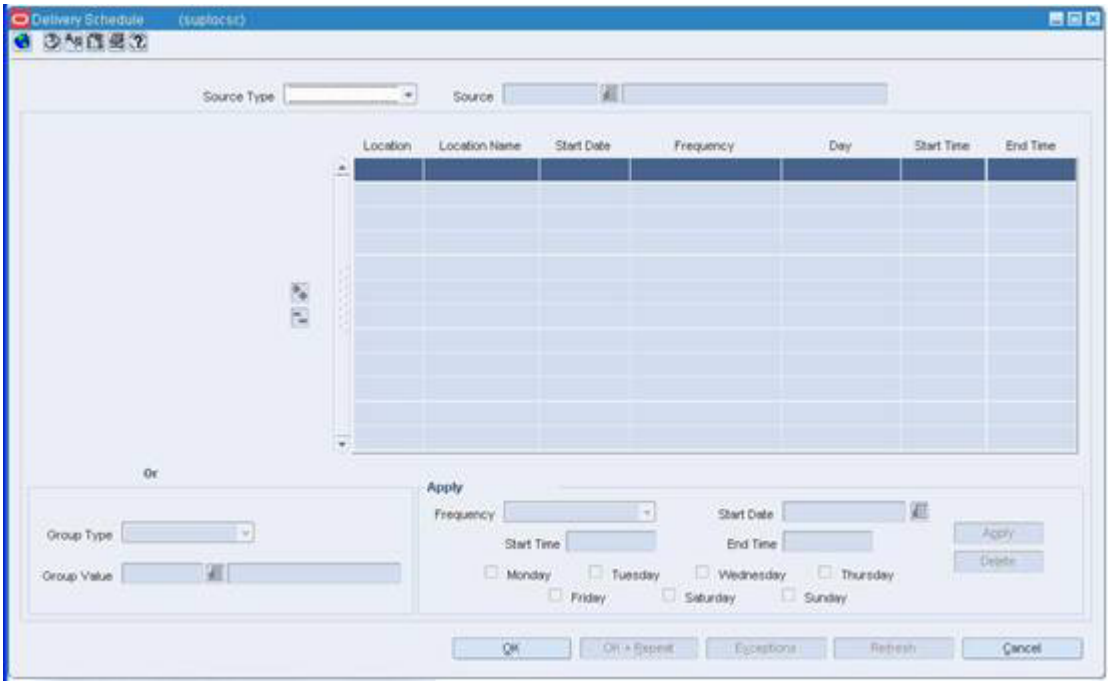
Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Warehouse on the tree structure. The warehouses appear on the table. Select a warehouse and click Edit. The Warehouse Maintenance window is displayed. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

OR

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier

Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

Figure 13–3 Delivery Schedule Window



In the Source Type field, select the type of source for the delivery schedule.

1. In the Source field, enter the ID of the supplier or source warehouse, or click the LOV button and select the supplier or warehouse.
2. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
3. In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV button and select a grouping mechanism or location.

> **Note:** You can also use the Organizational Hierarchy Tree to navigate to the grouping mechanism or location to which you are adding a delivery schedule. The Group Type and Group Value fields are filled in automatically.

4. In the Frequency field, select how often you want the supplier to deliver to the locations.
5. In the Start Date field, enter the date on which the delivery schedule is effective.
6. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
7. In the End Time field, enter the time that the delivery is scheduled to end at the location.
8. To select the delivery day for a delivery schedule:

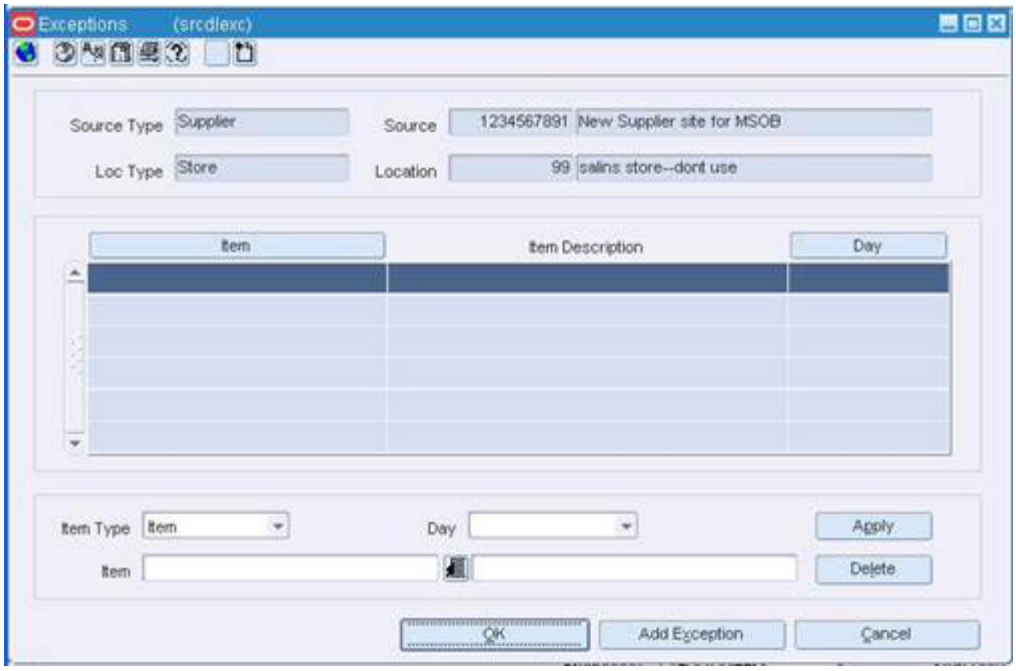
- If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
- If the frequency is every week, select the day of the week.

Note: You can select more than one delivery day if the frequency is every week.

- If the frequency is every two or more weeks, select the day of the week.
- Click **Apply**.

9. To add an exception to a delivery:
   a. Click **Exceptions**. The Exceptions window opens.

Figure 13–4 Exceptions Window



   b. Click **Add Exceptions** to enable the next available line.
   c. In the Item Type field, select Item or Item List.
   d. In the Day field, select the day on which you do not want the item or item list delivered.
   e. In the Item field, enter the item number or the ID of the item list, or enter a partial description and click the LOV button to select the item or item list.
   f. Click **Apply**.
   g. Click **OK** to exit the Exceptions window.
10. Click **OK** to save your changes and close the window.

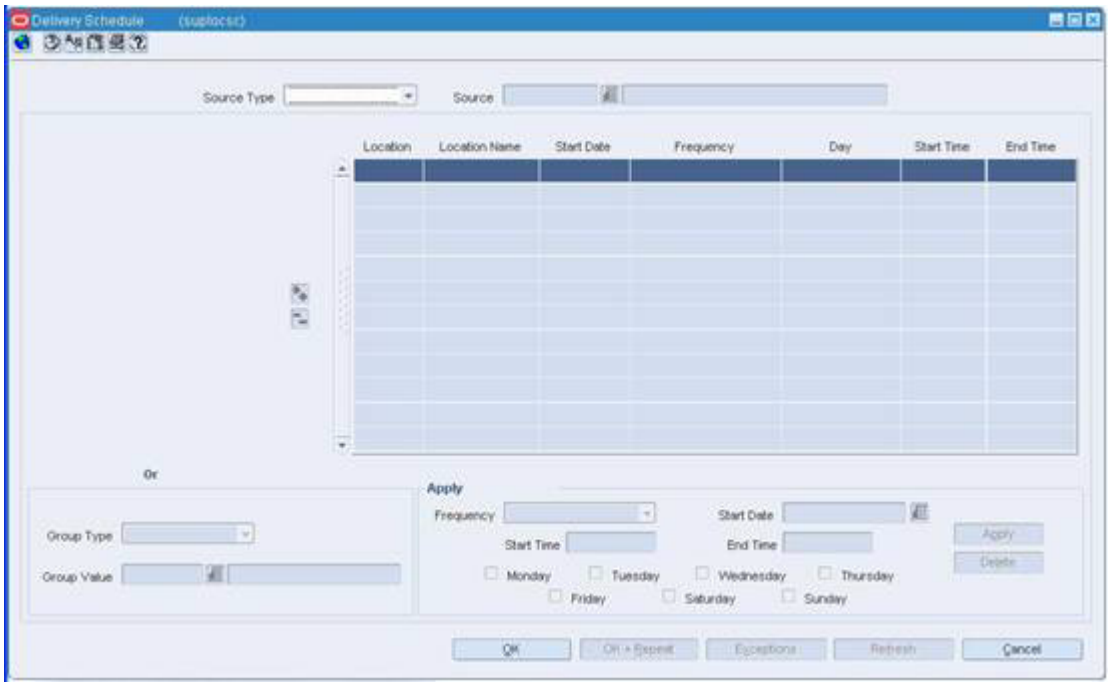
Add a Delivery Schedule for a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens.

OR

If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance from the main menu. Search for and retrieve a supplier site in Edit mode. The Supplier Maintenance window opens. From the Options menu, select Delivery Schedule. The Delivery Schedule window opens.

Figure 13–5 Delivery Schedule Window



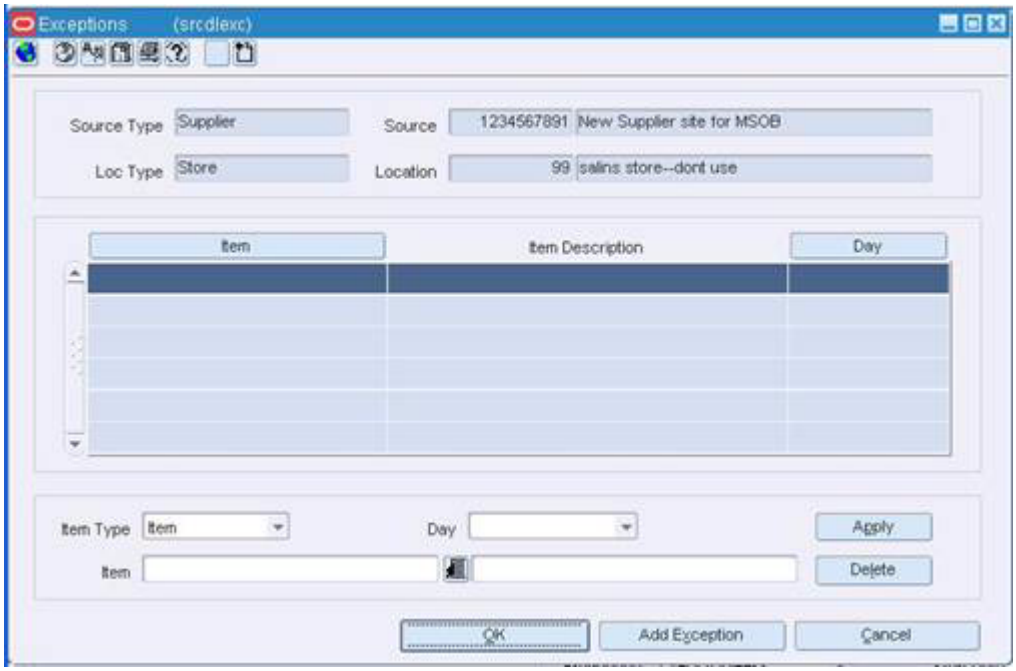
1. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
2. In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV button and select a grouping mechanism or location.

> **Note:** You can also use the Organizational Hierarchy Tree to navigate to the grouping mechanism or location to which you are adding a delivery schedule. The Group Type and Group Value fields are filled in automatically.

3. In the Frequency field, select how often you want the supplier to deliver to the locations.
4. In the Start Date field, enter the date on which the delivery schedule is effective.

5. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
6. In the End Time field, enter the time that the delivery is scheduled to end at the location.
7. To select the delivery day for a delivery schedule:
   a. If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
   b. If the frequency is every week, select the day of the week. You can select more than one delivery day.
   c. If the frequency is every two or more weeks, select the day of the week.
   d. Click **Apply**.
8. To add an exception to a delivery:
   a. Click **Exceptions**. The Exceptions window opens.

Figure 13–6 Exceptions Window



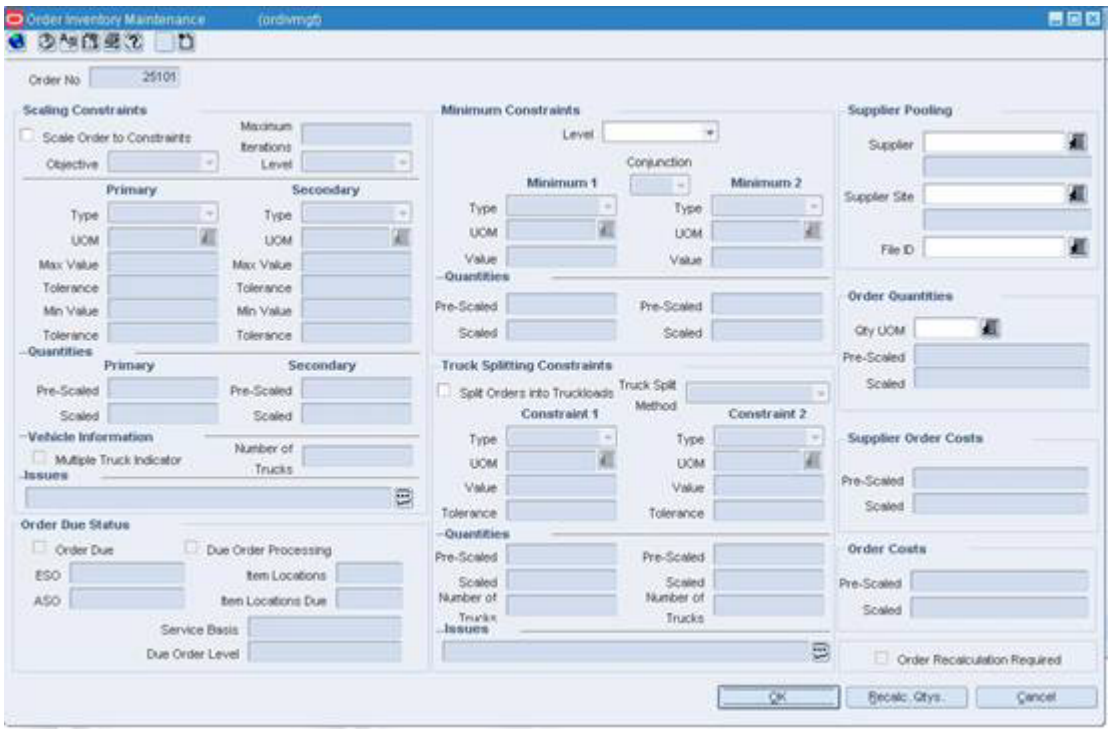
   b. Click Add Exceptions to enable the next available line.
   c. In the Item Type field, select Item or Item List.
   d. In the Day field, select the day on which you do not want the item or item list delivered.
   e. In the Item field, enter the item number or the ID of the item list, or enter a partial description and click the LOV button to select the item or item list.
   f. Click **Apply**.
   g. Click **OK** to exit the Exceptions window.
9. Click **OK** to save your changes and close the window.

Add Inventory Management Constraints to a PO at Different Levels

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens. Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window opens.

(Optional): Click **Items**. The PO Item Maintenance window opens. Select an item on the table. (Optional): Click **Locations**. The PO Item/Location window opens. Select a location on the Order Detail table. From the Options menu, select Inventory Mgmt./Totals. The Order Inventory Maintenance window opens.

Figure 13–7 Order Inventory Maintenance Window



Define scaling constraints

1. In the Scaling Constraints area, select the Scale to Order check box. The Scaling Constraints area is enabled.
2. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
3. In the Scaling Level field, select the level at which the scaling is performed.
4. In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.
5. In the Scaling Constraints Primary column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when scaling orders.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected

Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.

- **Max Value:** Enter the maximum value of the constraint.
- **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
- **Min Value:** Enter the minimum value of the constraint.
- **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

6. In the Scaling Constraints Secondary column, complete the following fields:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

     Note: The Secondary Type cannot be the same as the Primary Type.

   - **UOM/Currency:** if you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the secondary type, enter the currency code, or click the LOV button and select the currency code.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
   - **Min Value:** Enter the minimum value of the constraint.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

Define minimum constraints

1. In the Level field, select the level at which the minimum order requirements of the supplier must be met
2. In the Minimum 1 column, complete the following fields:
   - **Type:** Select how the first minimum order requirement is expressed.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.
3. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
4. In the Minimum 2 column, complete the following fields:
   - **Type:** Select how the second minimum order requirement is expressed.

     Note: The Minimum 2 Type cannot be the same as the Minimum 1 Type.

- **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
- **Value:** Enter the value of the first minimum order requirement of the supplier.

Define truck splitting constraints

1. In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
2. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or select it from the LOV. If you selected Amount as the primary type, enter the currency code, or select it from the LOV.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
3. In the Constraint 2 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.

     Note: The Constraint 2 Type cannot be the same as the Constraint 1 Type.

   - **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

Add a pooled supplier

1. In the Supplier field, enter the supplier ID or click the LOV button and select the supplier.
2. In the File ID field, enter the file ID or click the LOV button and select the file ID.

Define order quantity scaling

In the UOM field select the code to display the scaled and prescaled quantities.

Recalculate the purchase order

1. Click **Recalc. Qtys**. The Pre-Scaled and Scaled information opens in the appropriate fields.
2. Click **OK** to save your changes and close the window.

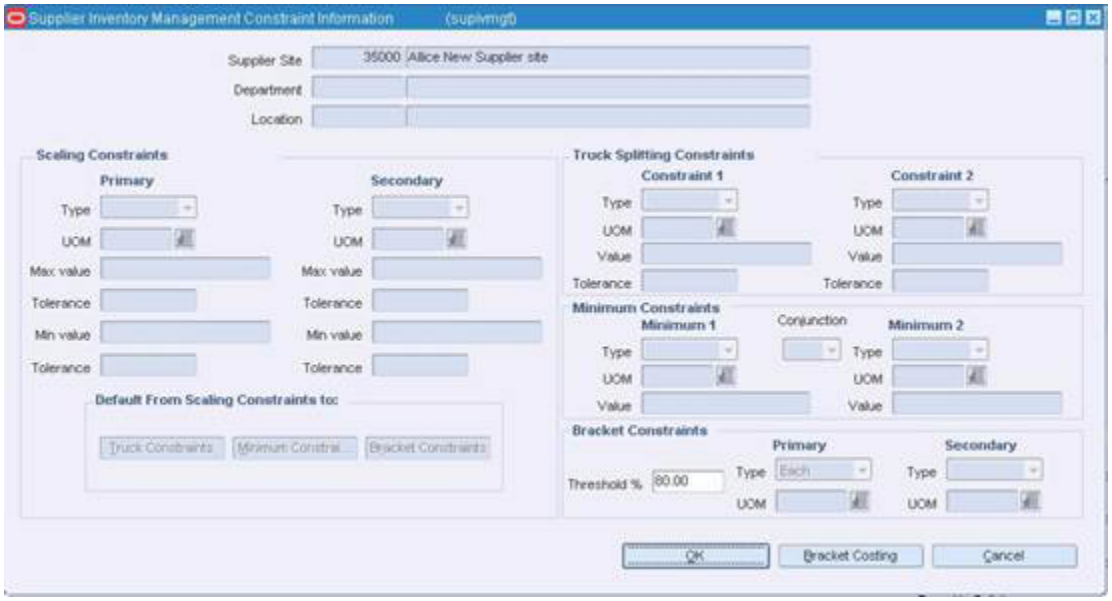
Add Inventory Management Constraints to a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

OR

If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Inventory Management. The Supplier Inventory Management Information window opens. On the Supplier Inventory Management Information window, click **Constraints**. The Supplier Inventory Management Constraint Information window opens.

Figure 13–8 Supplier Inventory Management Constraint Information Window



Define scaling constraints

> **Note:** To define scaling constraints, you must have selected the Scale Orders to Constraints check box on the Supplier Inventory Management Information window.

1. In the Scaling Constraints Primary column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when scaling orders.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.
   - **Max Value:** Enter the maximum value of the constraint.

- **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
- **Min Value:** Enter the minimum value of the constraint.
- **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

2. In the Scaling Constraints Secondary column, complete the following fields:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

     Note: The Secondary Type cannot be the same as the Primary Type.

   - **UOM/Currency:** if you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the secondary type, enter the currency code, or click the LOV button and select the currency code.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Max Value Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
   - **Min Value:** Enter the minimum value of the constraint.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.
3. To default the scaling constraints to other areas:
   - Click **Truck Constraints** to apply the scaling constraints to the Truck Splitting Constraints area.
   - Click **Minimum Constraints** to apply the scaling constraints to the Minimum Constraints area.
   - Click **Bracket Constraints** to apply the scaling constraints to the Bracket Costing Constraints area.

Define truck splitting constraints

Note: To define truck splitting constraints, you must have selected the Split Orders Into Truckloads check box and the Truck Split method on the Supplier Inventory Management Information window.

1. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or select it from the LOV. If you selected Amount as the primary type, enter the currency code, or select it from the LOV.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Value:** Enter the value of the constraint.

- **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

2. In the Constraint 2 column, complete the following fields:
   - **Type:** select the primary type of constraint to use when splitting orders into truckloads.

     Note: The Constraint 2 Type cannot be the same as the Constraint 1 Type.

   - **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

Define minimum constraints

Note: To define minimum constraints, you must have selected an option in the Minimum Level field on the Supplier Inventory Management Information window.

1. In the Minimum 1 column, complete the following fields:
   - **Type:** Select how the first minimum order requirement is expressed.
   - **UOM/Currency:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV button and select the currency code.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.
2. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
3. In the Minimum 2 column, complete the following fields:
   - **Type:** Select how the second minimum order requirement is expressed.

     Note: The Minimum 2 Type cannot be the same as the Minimum 1 Type.

   - **UOM/Currency:** If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
   - **Max Value:** Enter the maximum value of the constraint.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.

Define bracket costing constraints

1. In the Threshold % field, enter the percentage of the bracket value that the order must meet in order to be rounded up to that bracket.
2. In the Primary column, complete the following fields:
   - **Type:** Select how the first bracket costing constraint is expressed.
   - **UOM:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM.
3. In the Secondary column, complete the following fields:
   - **Type:** Select how the second bracket costing constraint is expressed.

     Note: The Secondary Type cannot be the same as the Primary Type.

   - **UOM:** If you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV button and select the UOM.
4. Click **OK** to save your changes and exit.

Apply Replenishment to an Item

The replenishment feature allows you to automate the ordering process for items by constantly monitoring inventory conditions, and creating orders to fulfill consumer demand according to predefined replenishment parameters.

To utilize replenishment, you can select one of the following replenishment methods for an item:

- **Constant:** A stock-oriented replenishment method used without a forecasting application. Enter a maximum stock level at which you want the stock level maintained. As soon as the stock level drops below the maximum stock, a request is generated for the difference.
- **Min/Max:** A stock-oriented replenishment method used without a forecasting application. Enter a maximum stock and minimum stock level. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock.
- **Floating Point:** A stock-oriented replenishment method used without a forecasting application. The system compares the sales trend of the upcoming 12 weeks to the same period one year ago, and then calculates a maximum stock amount. Once stock levels fall below the calculated maximum stock amount, a request is generated to raise the stock level to the maximum stock. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs.
- **Time Supply:** A stock-oriented replenishment method used with a forecasting application. You control stock levels through days of supply in the store rather than specifying an exact amount. Based on forecasted sales data from the Oracle Retail Demand Forecasting System, the minimum time supply number of days is used to determine the minimum stock level, while the maximum time supply number of days determines the maximum stock level. These min/max levels change based on the current forecasted sales data. The time supply horizon number of days is an optional field used to calculate an average daily sales rate that is multiplied against the minimum time supply days and maximum time supply days to determine a min/max. This field is useful if the time supply days

extends past the number of days with forecasted data. A replenishment order is made when the net available inventory reaches the minimum days of supply and the order quantity placed is based on the rate of sale from forecasted sales over the specified period (time supply horizon) and the maximum days of supply value.

- **Time Supply - Seasonal:** A stock-oriented replenishment method used with a forecasting application. Time Supply - Seasonal combines the basic Time supply algorithm with the end of season terminal stock goal. The additional fields for this algorithm include Season ID, Phase ID, and terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal.
- **Time Supply - Issues:** A stock-oriented replenishment method used with a forecasting application used exclusively for warehouses. Replenishment calculations function just as they do for stores except that the warehouse issues forecasts are used. All other calculations are consistent with store Time Supply replenishment.
- **Dynamic:** A service-oriented replenishment method used with a forecasting application. The goal is to have only enough stock on hand in a given location to capture all sales between replenishment cycles. The time frame used to determine stock levels depends on the review time and lead time before stock levels in the location can be affected by an incoming shipment. The service level percentage is used to calculate the necessary amount of safety stock.
- **Dynamic - Seasonal:** A service-oriented replenishment method used with a forecasting application. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. The additional fields for this algorithm include a Season ID, Phase ID, and Terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal
- **Dynamic - Issues:** A service-oriented replenishment method used with a forecasting application used exclusively for warehouses. Replenishment calculations function just they do for stores, except that the warehouses issues forecasts are used. All other calculations are consistent with store dynamic replenishment.
- **Store Orders** - A store driven replenishment method which allows stores to place orders based on need. Orders are incorporated into RMS via an overnight batch. Recommended order quantities are based on the store request and the ability to deliver the product with in lead time.

The dynamic replenishment methods are the most complex and powerful replenishment methods. Each location that stocks the item can use a different replenishment method.

- Add Replenishment Attributes to an Item or Item List
- Add a Substitute Item for an Item on Replenishment
- Edit Replenishment Attributes for an Item or Item List
- Review Items on Replenishment
- View Replenishment Attributes for an Item
- View Replenishment Attributes for Multiple Items

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet
- View Replenishment Results List

Master Replenishment Attributes Window [replattr]

The Master Replenishment Attributes window maintains a record of the replenishment attributes that you identify for an item/location. When you create the replenishment parameters for an items, the Master Replenishment Attributes window automatically updates with the replenishment information. When you update the replenishment attributes for an item, you can choose to update the Master Replenishment Attributes at the same time, or not.

- Add Replenishment Attributes to an Item or Item List
- Edit Replenishment Attributes for an Item or Item List
- View Replenishment Attributes for an Item

Replenishment Attribute View Window [rplattrv]

The Replenishment Attribute View window allows you to search for replenishment information for items by various criteria. You can view results of your search by criteria of each replenishment method, delivery schedules, packs on replenishment, or you can create your own custom view.

- View Replenishment Attributes for Multiple Items

Replenishment Attribute History Window [replattrhist]

The Replenishment Attribute History window allows you to view the history of replenishment activity for items.

- View Replenishment Attribute History

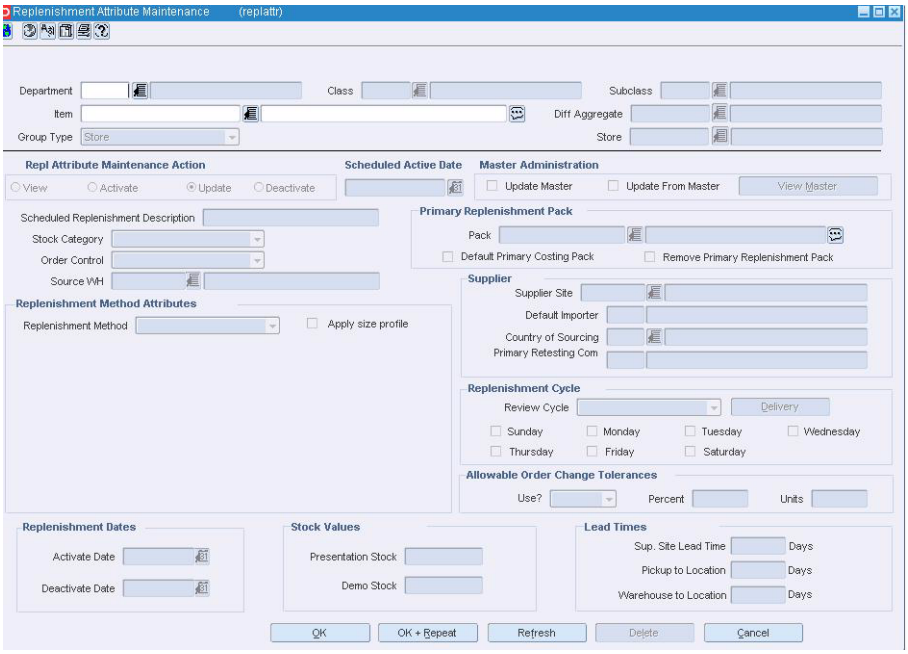
Add Replenishment Attributes to an Item or Item List

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. On the Options list, select the Replenishment option. The Replenishment Attribute Maintenance window opens.

OR

Search for and retrieve an item list in Use mode. The Item List Header window opens. From the Options menu, select Create Mass Item Change > Replenishment. The Replenishment Attribute Maintenance window opens opens.

Figure 13–9 Replenishment Attribute Maintenance Window



1. In the Group Type field, select the group type.
2. In the Group Type Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
3. In the Replenishment Attribute Maintenance Action area, select Activate.
4. In the Scheduled Active Date field, select the date the new replenishment attributes become active.

   Note: For a single item, leave the field blank to make the replenishment attributes effective immediately.

5. In the Master Administration area, select:
   - **Update Master** to update the master replenishment attributes with the replenishment attributes you are adding.
   - **Update From Master** to update the replenishment attributes with the attributes recorded on item master.
6. In the Stock Category field, select the method by which the item is sourced and delivered to the stores.
7. In the Order Control field, select how purchase orders are created for the item.
8. In the Source WH field, enter the ID of the warehouse from which the item is sent, or click the LOV button and select a warehouse.

Select a replenishment method

1. In the Replenishment Method field, select the replenishment method for the item.
2. Enter the replenishment parameters in the associated replenishment fields.

Specify the replenishment dates

1. In the Activate Date field, enter the date on which the replenishment attributes are effective for the item, or click the calendar button and select the date.
2. In the Deactivate Date field, enter the date on which the replenishment attributes are no longer effective for the item, or click the calendar button and select the date.

Define the primary replenishment pack

1. Enter the pack ID number that identifies the pack, or click the LOV button and select the replenishment pack.
2. Select the Default Primary Costing Pack to indicate the pack is the costing pack for replenishment.
3. Select Remove Primary Replenishment Pack to indicate the primary replenishment pack is removed.

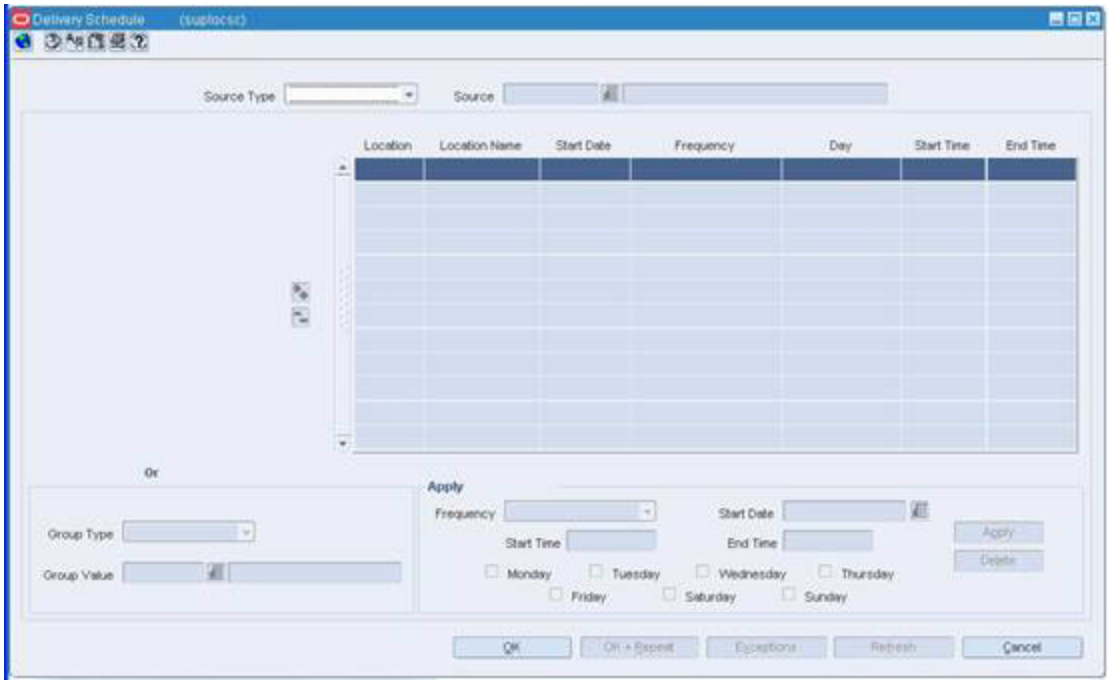
Specify the supplier for the replenishment of the item

1. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
2. In the Country of Sourcing field, enter the code of the country of origin, or click the LOV button and select a country.

Define the replenishment cycle

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. To select the day on which the item is reviewed:
   - If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   - If the review cycle is every week, select the days of the week. You may select more than one day.
   - If the frequency is every two or more weeks, select the day of the week.
3. To view the Delivery Schedule for the item, click **Delivery**. The Delivery Schedule window opens.

Figure 13–10 Delivery Schedule Window



Define allowable order change tolerances

Note: Order change tolerances do not apply to replenishment transfers.

1. In the Use? field, select whether replenishment order quantities can be changed.
2. To define the amount of change allowed:
   - In the Percent field, enter the percentage by which you can change the order quantity.
   - In the Units field, enter the amount by which you can change the order quantity.

Define stock values

1. In the Presentation Stock field, enter the quantity of presentation stock for the item.
2. In the Demo Stock field, enter the quantity of the demonstration stock for the item.

Note: This field is not required when you are adding replenishment attributes for an item at a warehouse.

Specify the lead times for the item

1. In the Supplier Lead Time field, enter the number of lead days the supplier needs.

2. In the Pickup to Location field, enter the number of days it takes for the item to reach the store or warehouse.

   Note: This field is required for direct to store and cross-docked items.

3. In the Warehouse to Locn field, enter the number of days it takes for the item to reach the store.

   Note: This field is required for cross-docked and warehouse stocked items.

4. Click **OK** to save your changes and close the window.

Replenishment Attribute Maintenance Window [replattr]

The Replenishment Attribute Maintenance window allows you to add, edit, and view the replenishment parameters for an item/item list and location or for an item/item list and location group. In addition to setting replenishment parameters, you can also:

- Select the stock category.
- Indicate the type of order control used for the item at the location selected.
- Select the supplier for the item.
- Determine the replenishment review cycle.

To view more information on these topics, see also:

- Add Replenishment Attributes to an Item or Item List
- Edit Replenishment Attributes for an Item or Item List
- View Replenishment Attributes for an Item

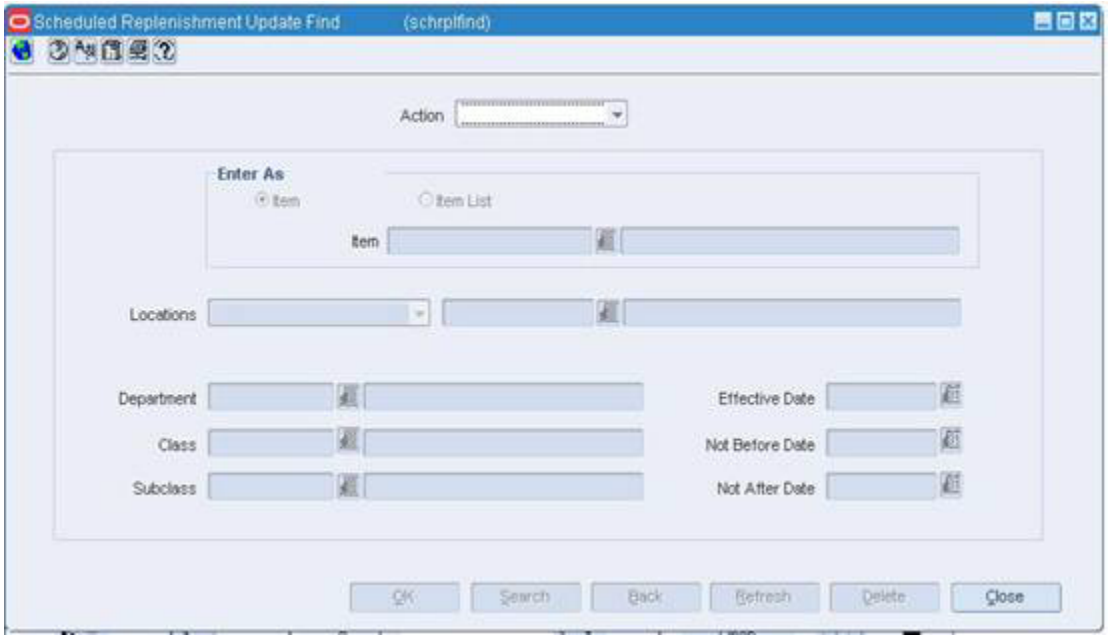
Search for Scheduled Replenishment Attributes

Navigate: From the main menu, select Items > Replenishment Scheduled Update. The Scheduled Replenishment Update Find window opens.

OR

From the main menu, select Items > Items. The Item Search window is displayed. Search for and retrieve an item in Edit or View mode. The Item Maintenance window opens. From the options list, select Replenishment. The Replenishment Attribute Maintenance window opens.

Figure 13–11 Scheduled Replenishment Update Find Window

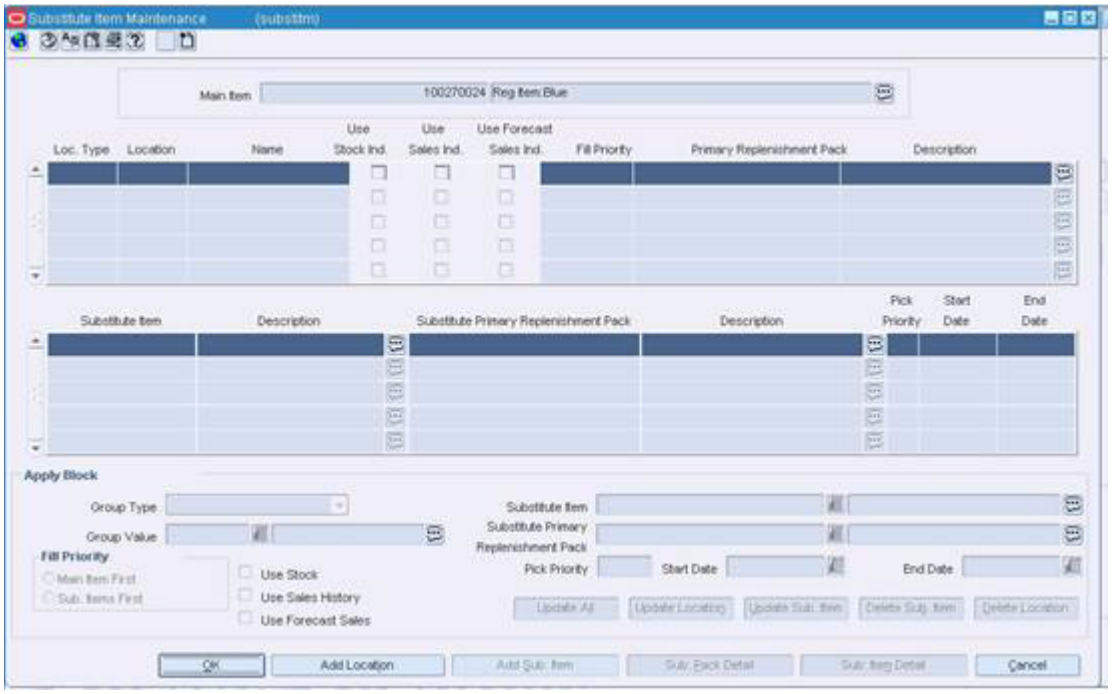


1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Scheduled Replenishment Update Find window displays the items that match the search criteria.
4. Select a task:
   - To perform another search, click **Refresh** or **Back**.
   - To display the deal information, select a record and click **OK**. The Replenishment Attribute Maintenance window is displayed.
5. Click **Close** to close the window.

Add a Substitute Item for an Item on Replenishment

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item on replenishment in Edit mode. The Item Maintenance window is displayed. From the Options list, select Substitute Items. The Substitute Items window opens.

Figure 13–12 Substitute Items Window



1. Click **Add Locations**. The fields in the apply block are enabled.
2. In the Group Type field, select the type of grouping mechanism or location for the item substitution.
3. In the Group Value field, enter the ID of the grouping mechanism or location for the item substitution, or click the LOV button and select a grouping mechanism or location.
4. In the Fill Priority area, select the appropriate indicator to determine the basis of the item substitution.
5. Select the check box next to the replenishment calculation indicator.
   - **Use Stock Ind:** When selected, indicates that the substitute item is included in to determine the net inventory of the main item.
   - **Use Sales Ind:** When selected, indicates that the sales history for the substitute item is included in determining the maximum stock level.
   - **Use Forecast Sales Ind:** When selected, indicates that sales forecasts for the substitute items is used in calculation location demand for the main item.
6. In the Substitute Item field, enter the ID of the substitution item, or click the LOV button and select the substitution item.

   Note: To view items the main item is a substitute item for, from the options menu, select Main Item View. The Main Item View window opens.

7. In the Substitute Primary Replenishment Pack field, enter the ID of the substitute primary replenishment pack, or click the LOV button and select the substitute primary replenishment pack.

8. In the Pick Priority field, enter the priority level of the substitute Item
9. Click **Apply**.
10. To add a substitute item/location to a main item, click **Add Location**. Applicable fields in the Apply Block area are cleared.
11. To add a multiple substitute items to a main item, click **Add Sub. Item**. Applicable fields in the Apply Block area are cleared.
12. Click **OK** to save your changes and close the window.

Scheduled Replenishment Update Find Window [schrplfind]

The Scheduled Replenishment Update Find window allows you to enter criteria in order to search for schedule replenishment changes and view the results of the search.

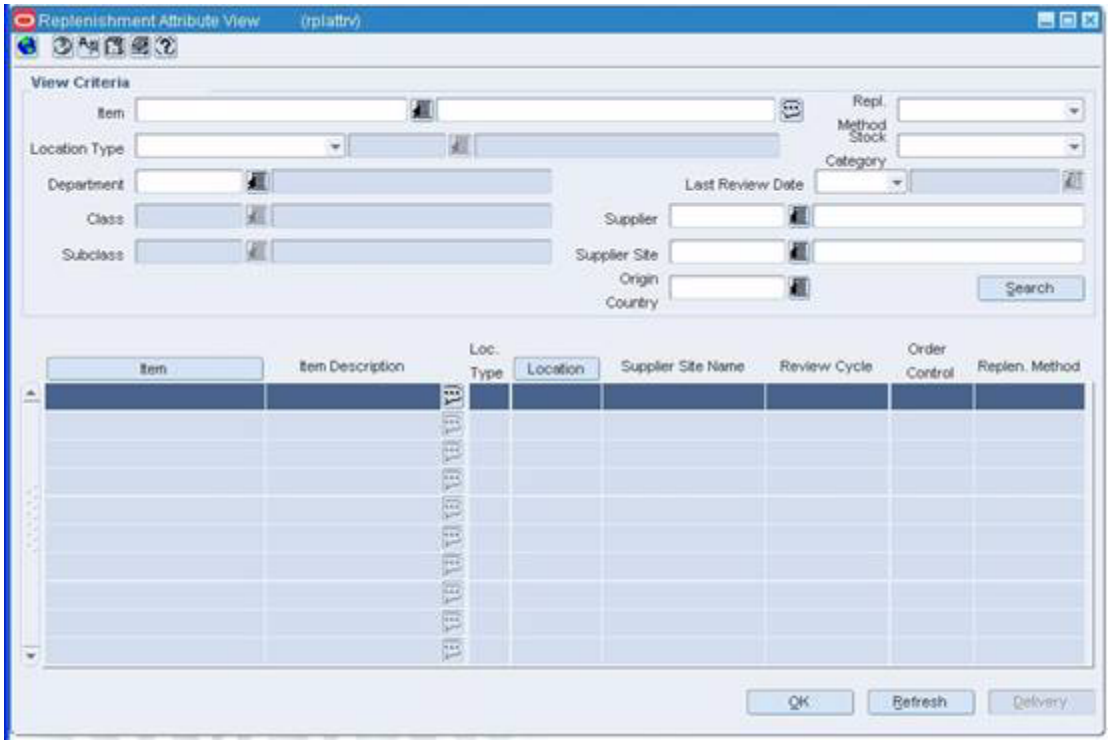
The default view for the Scheduled Replenishment Update Find window opens when you open the window for the first time. You can also create a custom view.

- Search for Scheduled Replenishment Attributes

Review Items on Replenishment

Navigate: From the main menu, select Items > Replenishment. The Replenishment Attribute View window opens.

Figure 13–13 Replenishment Attribute View Window



1. Enter as much information as necessary to limit the search.
2. Click **Search**. Results appear on the table.

3. To perform a new search, click **Refresh**.
4. To display alternate information pertinent to replenishment, from the view menu, select an applicable view.

Add a delivery schedule

1. Click **Delivery**. The Delivery Schedule window opens.
2. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
3. In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV button and select a grouping mechanism or location.

> **Note:** You can also use the Organizational Hierarchy Tree to navigate to the grouping mechanism or location to which you are adding a delivery schedule. The Group Type and Group Value fields are filled in automatically.

4. In the Frequency field, select how often you want the supplier to deliver to the locations.
5. In the Start Date field, enter the date on which the delivery schedule is effective.
6. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
7. In the End Time field, enter the time that the delivery is scheduled to end at the location.
8. To select the delivery day for a delivery schedule:
9. If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
10. If the frequency is every week, select the day of the week.

> **Note:** You can select more than one delivery day if the frequency is every week.

11. If the frequency is every two or more weeks, select the day of the week.
12. Click **Apply**.
13. To add an exception to a delivery:
    a. Click **Exceptions**. The Exceptions window is displayed.
    b. Click **Add Exceptions** to enable the next available line.
    c. In the Item Type field, select Item or Item List.
    d. In the Day field, select the day on which you do not want the item or item list delivered.
    e. In the Item field, enter the item number or the ID of the item list, or enter a partial description and click the LOV button to select the item or item list.
    f. Click **Apply**.

g. Click **OK** to save your changes and close the window.

14. Click **OK** to save your changes and close the window.

Replenishment Results Detail - Costs Window [rplrsltd]

The Replenishment Results Detail - Costs window allows you to view the unit costs and extended costs of the item on the purchase order. This window is read only.

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet

Replenishment Results Detail - Forecast Window [rplrsltd]

The Replenishment Results Detail - Forecast window allows you to view forecasted quantities for replenishment items.

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet

Replenishment Results Detail - Inventory Window [rplrsltd]

The Replenishment Results Detail - Inventory window allows you to inventory quantities for an item at a location.

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet

Replenishment Results Detail - Dates Window [rplrsltd]

The Replenishment Results Detail - Dates window allows you to view the replenishment dates for the item on the purchase order. This window is read only.

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet

Replenishment Results Detail Window [rplrsltd]

The Replenishment Results Detail window allows you to view and edit replenishment parameters and quantities for an item on a purchase order. You can change the replenishment method of an item on the purchase order and then recalculate the order quantities of the item based on the change. You can also override existing quantities and manually enter an order quantity for the item.

- View Replenishment Results Detail for a PO
- View Replenishment Results Detail for an Item on the Buyer Worksheet

Replenishment Results List Window [rplrsltl]

The Replenishment Results List window allows you to view a variety of statistics for each item and the location combination that is found on a replenishment order.

- View Replenishment Results List

View Replenishment Results Detail for a PO

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for a purchase order. Select a purchase order.

From the Options menu, select Replenishment Results List window. The Replenishment Results window opens.

Select an item from the table. Click **Repl Detail** Then Replenishment Results Detail window opens.

1. To view additional information:
   - To view Replenishment Results for inventory click **Inventory**. The Replenishment Results Detail - Inventory window opens.
   - To view Replenishment Results for forecasts click **Forecasts**. The Replenishment Results Detail - Forecast window opens.
   - To view Replenishment Results for dates click **Dates.** The Replenishment Results Detail - Date window opens.
   - To view Replenishment Results for costs click **Costs.** The Replenishment Results Detail - Costs window opens.
2. Click **OK** to close the window.

View Replenishment Results Detail for an Item on the Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens.

Search for and retrieve items in the Buyer Worksheet.

1. Select an item in the detail area.
2. Click **Repl Results**. The Replenishment Results Detail window opens.
3. To view additional information:
4. To view Replenishment Results for inventory click **Inventory**. The Replenishment Results Detail - Inventory window opens.
5. To view Replenishment Results for forecasts click **Forecasts**. The Replenishment Results Detail - Forecast window opens.
6. To view Replenishment Results for dates click **Dates**. The Replenishment Results Detail - Date window opens.
7. To view Replenishment Results for costs click **Costs**. The Replenishment Results Detail - Costs window opens.
8. Click **OK** to close the window.

View Replenishment Results List

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for a purchase order. Select a purchase order.

From the Options menu, select Replenishment Results List window. The Replenishment Results window opens.

1. To filter the table, enter information in the Item, Location Type and Location field as appropriate. Click the filter button.
2. To view the purchase order, click **Order Detail.**
3. To view the replenishment details for a particular item, click **Repl Details**.
4. To change the table view, from the View menu, select a view to change the table column headers.
5. Click **Close** to close the window.

Review Recommended Order Quantities

Items that are on investment buy and replenishment are can be set up for review by a buyer. When the inventory levels indicate that a purchase order should be created a recommended order quantity (ROQ) for a purchase order is sent to the buyer worksheet. The buyer can accept or reject the ROQ and create purchase orders.

- Filter the Buyer Worksheet
- Create the PO in Worksheet status
- Add an Item to an Existing PO from the Buyer Worksheet
- Add an Item to the Buyer Worksheet
- Delete an Item from a Buyer Worksheet
- View the Buyer Worksheet

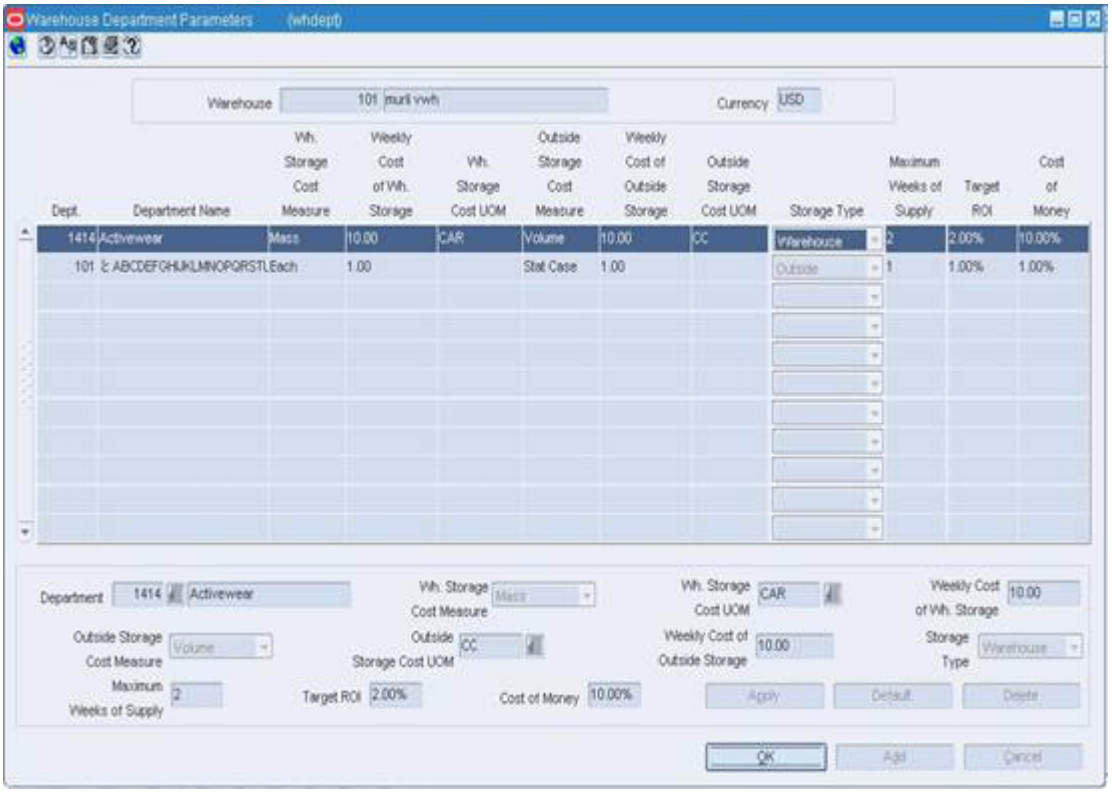
Add Investment Buy Attributes to a Warehouse

Navigate: From the main menu, select Actions > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Warehouse on the tree structure. The warehouses appear in the table. Select a warehouse and click Edit. The Warehouse Maintenance window is displayed.

In a multi-channel environment: From the Options menu, select Virtual Warehouse. The Virtual Warehouse Maintenance window opens. From the Options menu, select Warehouse Department Parameters > Edit. The Warehouse Department Parameters window opens.

In a single channel environment: From the Options menu, select Warehouse Department Parameters>Edit. The Warehouse Department Parameters window opens.

Figure 13–14 Warehouse Department Parameters Window



1. In the Apply area, enter the department ID, or click the LOV button and select a department.
2. In the Wh. Storage Cost Measure, select the warehouse storage cost measure.

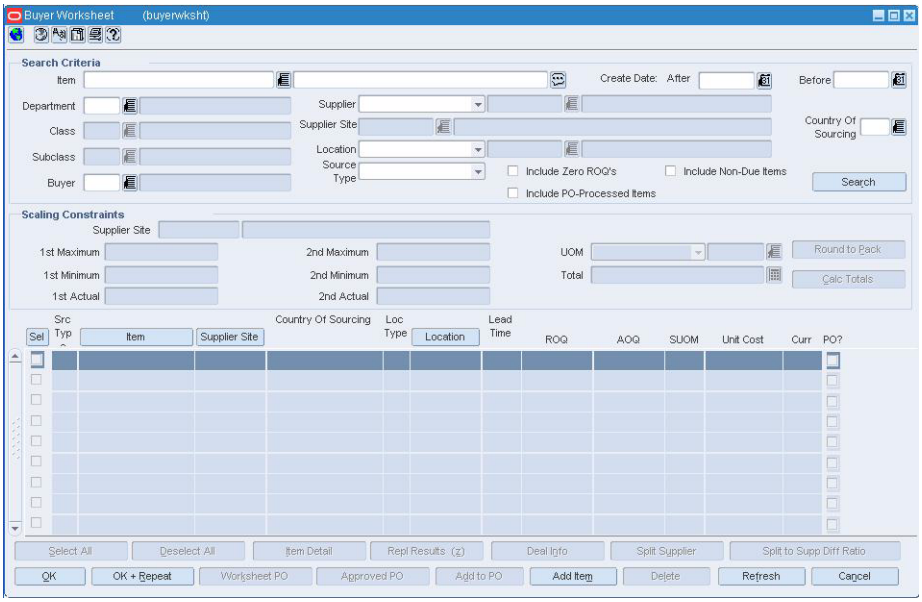
   Note: To enter the system control information for investment buy, click Default. The Wh. Storage Cost UOM, the Weekly Cost of Warehouse Storage, the Outside Storage Cost UOM, the Weekly Cost of Outside Storage, the Storage Type, the Maximum Weeks of Supply, the Target ROI, and the Cost of Money are filled in.

3. In the Wh. Storage Cost UOM, select the unit of measure if appropriate.
4. In the Weekly Cost of Warehouse Storage field, enter the weekly cost of warehouse storage.
5. In the Outside Storage Cost Measure, select the outside storage cost measure.
6. In the Outside Storage Cost UOM, select the unit of measure if appropriate.
7. In the Weekly Cost of Outside Storage field, enter the weekly cost of outside storage.
8. Enter the Maximum Weeks of Supply, Target ROI, and Cost of Money.
9. Click **Apply** to enter the information into the table. This information will be used in investment buy calculations.
10. Click **OK** to save your changes and close the window.

Create a PO from a Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet opens. Search for and retrieve items in the Buyer Worksheet.

Figure 13–15 Buyer Worksheet



Select the items to be included on the PO by selecting the check box for each item.

Note: If you wish to scale or split a PO, create the PO in Worksheet status. Submitted/Approved purchase orders cannot be scaled or split.

Create the PO in Approved status

1. Click **Submitted/Approved PO**.

Note: This button is labeled either Submitted or Approved, depending on your user privileges.

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2. When prompted to continue, click **Yes**. The system groups the line items together by the inventory management level and creates a Submitted or Approved PO. The Order Selection window opens.
3. Search for and retrieve the orders in Edit mode, by searching the Written Date Field, using today's date as the creation date, to search for your PO. The PO Header Maintenance window opens.
4. Edit the PO as necessary.
5. Click **OK** to save your changes and close the window.

Create the PO in Worksheet status

1. Click **Worksheet PO**.

2. When prompted to continue, click **Yes**. The system groups the line items together by the inventory management level and creates a Submitted or Approved PO. The Order Selection window opens.
3. Search and retrieve the order in Edit mode, by searching the Written Date Field, using the creation date as today to search for your PO. The PO Header Maintenance window opens.
4. Edit the PO as necessary.
5. Click **OK** to save your changes and close the window.

Add an Item to the Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens.

1. Click **Add Item**. The Add Item window opens.

Figure 13–16 Add Item Window

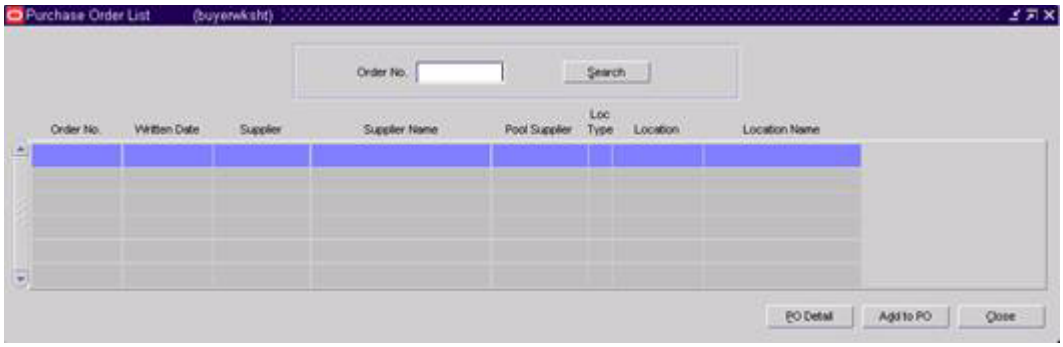
2. Enter the ID of the item, or click the LOV button and select the item.
3. Enter the ID of the supplier, or click the LOV button and select the supplier.
4. Enter the ID of the origin country, or click the LOV button and select the origin country.
5. In the location field, select the location type. Enter the ID of the location, or click the LOV button and select the location.
6. In the AOQ field, enter the adjusted order quantity.
7. Modify the unit cost in the unit cost field, if required.
8. Click **OK** to add the item to the buyer worksheet, or click **OK+Repeat** to add the item to the buyer worksheet and add a new item.
9. When prompted to requery, click **Yes**.
10. Click **OK** to save your changes and close the window.

Add an Item to an Existing PO from the Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet opens. Filter the Buyer Worksheet to retrieve items

1. In the Details area, select the check box next to the items you want to add to the PO.
2. Click **Add to PO**. The Purchase Order List window opens.

Figure 13–17 Purchase Order List Window



3. Enter the PO number that you would like to add the item to, or leave the field blank to display a list of valid PO's. Click **Search.**
4. Select the PO to which you wish to add the item.
5. Click **Add to PO**.

   Note: Once an item is added to a PO, it can no longer be edited from the Buyer Worksheet module.
6. Click **Yes** to add the item to the PO.
7. Click **OK** to save your changes and close the window.

Filter the Buyer Worksheet

Navigate: From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet opens.

1. In the Filter Criteria area, enter the search criteria as necessary, or click the LOV button and select the appropriate information.
2. In the Source Type field, select the origin of the requirement (replenishment, investment buy, or manual) to filter by a specific method. To select all requirements, select the blank field.
3. Click the filter button. The items that match the criteria appear in the details frame.
4. To clear search criteria, click the clear filter button. Data in all fields is cleared.
   - To select all items in the detail area, click **Select All.**
   - To clear all item in the detail area, click **Clear All.**
   - To view item details, highlight an item and click **Item Detail.**
   - To view replenishment results for an item, click **Repl Results.**
   - To view deal information for an item, click **Deal Info.**
5. To perform another search, click **Refresh**.
6. Click **OK** to save changes, or click **Cancel** to exit without saving changes.

Split an Order by Truckload

Truck splitting is the process that allows you split a purchase order when a truckload is exceeded. Truck splitting is required in some industries, where protocol dictates that

each truck load must have one purchase order. You can indicated truck splitting at the supplier, supplier/department, supplier/location, or supplier/department/location level.

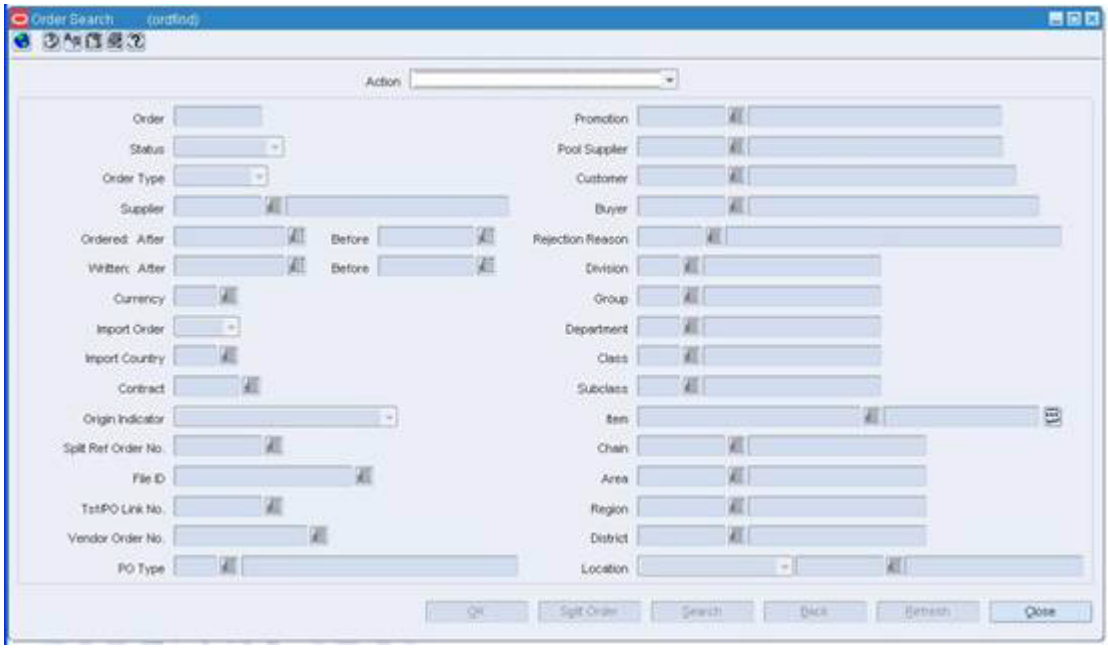
Trucks can be split by one of two methods:

- **Item sequence:** All quantity of one item is loaded onto a different truck. Any partial groups of an item go into a final truck.
- **Balanced assortment:** Equal quantities of each item is loaded on to the truck.

Create a Truck Split at the Order Level

Navigate: From the main menu, select Ordering > Orders. The Order Search window is displayed. Search for an order in Worksheet status you would like to split. The Order Search window opens.

Figure 13–18 Order Search Window



Note: To split an order, the order must: - originate from a supplier who uses truck splitting and truck splitting constraints. - exceed the constraints.

1. Select the order you want to split from the table. Click **Split Order**.
2. To view the newly created orders, click **Yes**. To continue, click **No**. The new orders appear in the table area.
3. Open each new order and submit it for approval.

Note: Orders created by this method are linked by a split reference order number. This link number can be used to search for all orders associated with the link.

14

Financial Management

Maintain Budgets

Budgets are maintained at the half level and month level. By entering various percentages at the half level and monetary amounts at the month level, you set the goals against which performance can be tracked.

At the half level, you can maintain planned percentages for markup (cumulative markon), markdown (as a percentage of sales), shrinkage (as a percentage of sales), and gross profit (as a percentage of sales) by department/half/location. A system option may be set that disallows use of the budgeted shrinkage percentage in budget and stock ledger calculations.

At the month level, you can maintain monetary amounts for many of the same budget types that are found in the stock ledger. These include opening inventory, closing inventory, net sales, purchases, and so on. They are also maintained by department/half/location/month.

In addition to viewing and maintaining budgets at the half level and month level, you can view budgets at the budget type level by month.

- Edit a Budget by the Half
- Edit a Budget by the Month
- View a Budget by Budget Type
- View a Budget by the Half
- View Monthly Budget Window [deptbudv]

Monthly Budget Window [deptbud]

The Monthly Budget window allows you to maintain budget details at the monthly level for a specific department, half, and location.

To view the monetary values in the primary currency of the company or the currency of the location, select the appropriate option from the Options > Currency menu. Monetary amounts can only be edited in the primary currency of the company.

- Edit a Budget by the Month
- View a Budget by the Half

View a Budget by Budget Type

Navigate: From the main menu, select Finance > Monthly Budget by Budget Type. The View Monthly Budget window opens.

1. In the Department field, enter the ID of the department, or click the LOV button and select the department.
2. In the Half field, enter the ID of the half, or click the LOV button and select the half.
3. In the Budget Type field, select the type of budget that you want to view. The budget details appear by location.
4. In the Location Type field, select the type of location.

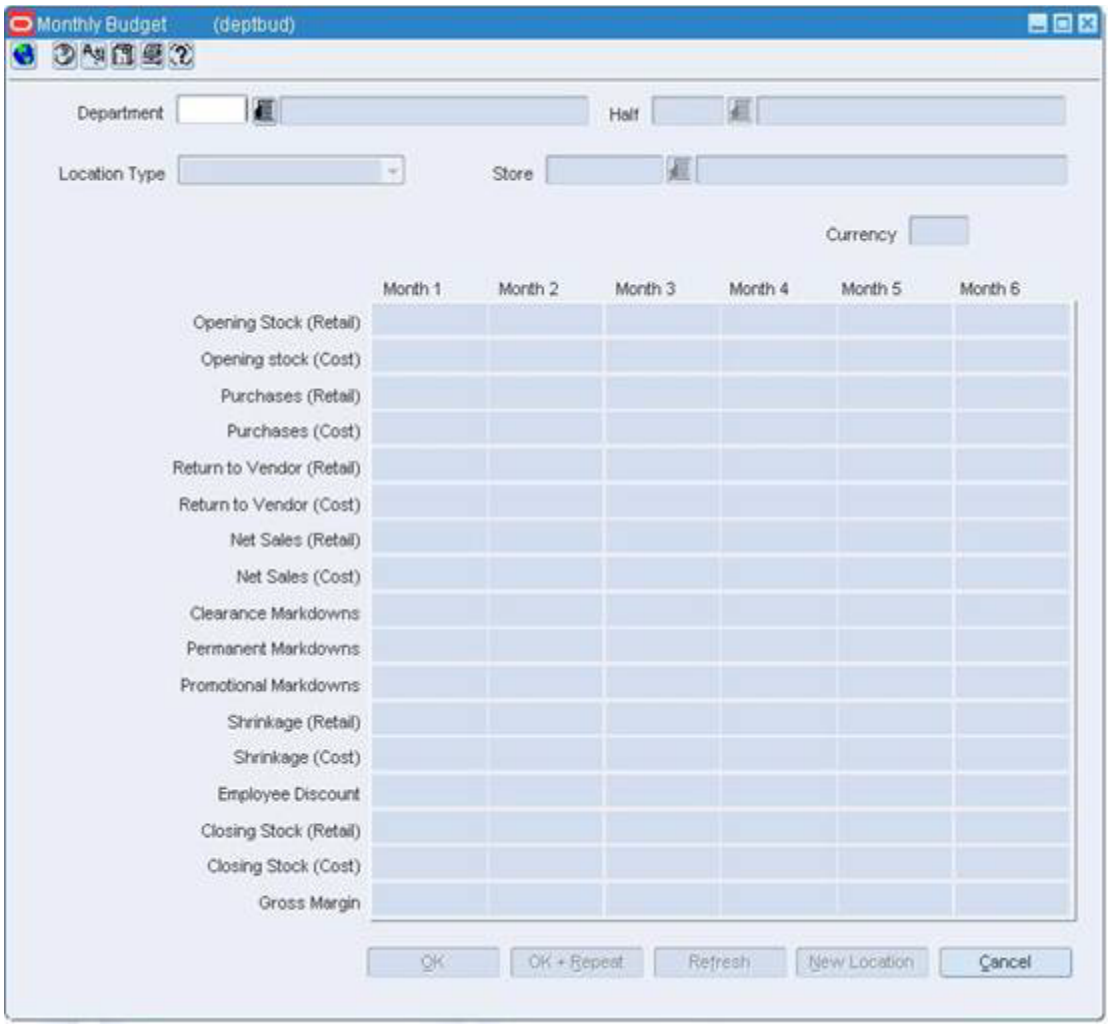
   Note: The selection you make in this field affects the results displayed on the table. The field label on the first column in the table will display your selection from the Location Type field. Values in the Description column are limited to valid values for the selection you made in the Location Type field.

5. Click **OK** to save your changes and close the window.

Edit a Budget by the Month

Navigate: From the main menu, select Finance > Monthly Budget Information > Edit. The Monthly Budget window opens.

Figure 14–1 Monthly Budget Window



1. In the Department field, enter the ID of the department, or click the LOV button and select the department.
2. In the Half field, enter the ID of the fiscal half, or click the LOV button and select the fiscal half.
3. In the Location Type field, select the type of location.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location. The budget details appear by the month.

> **Note:** This is a dynamic field. The field label will display your selection from the Location Type field. Values in the List of Values are limited to valid values for the selection you made in the Location Type field.

5. Edit the monetary amounts under each month as necessary.
6. Click **OK** to save your changes and close the window.

View Monthly Budget Window [deptbudv]

The View Monthly Budget window allows you to view monthly budget details for a specific department, half, and budget type. You can view the details for either all stores or all warehouses.

- View a Budget by Budget Type

View a Budget by the Half

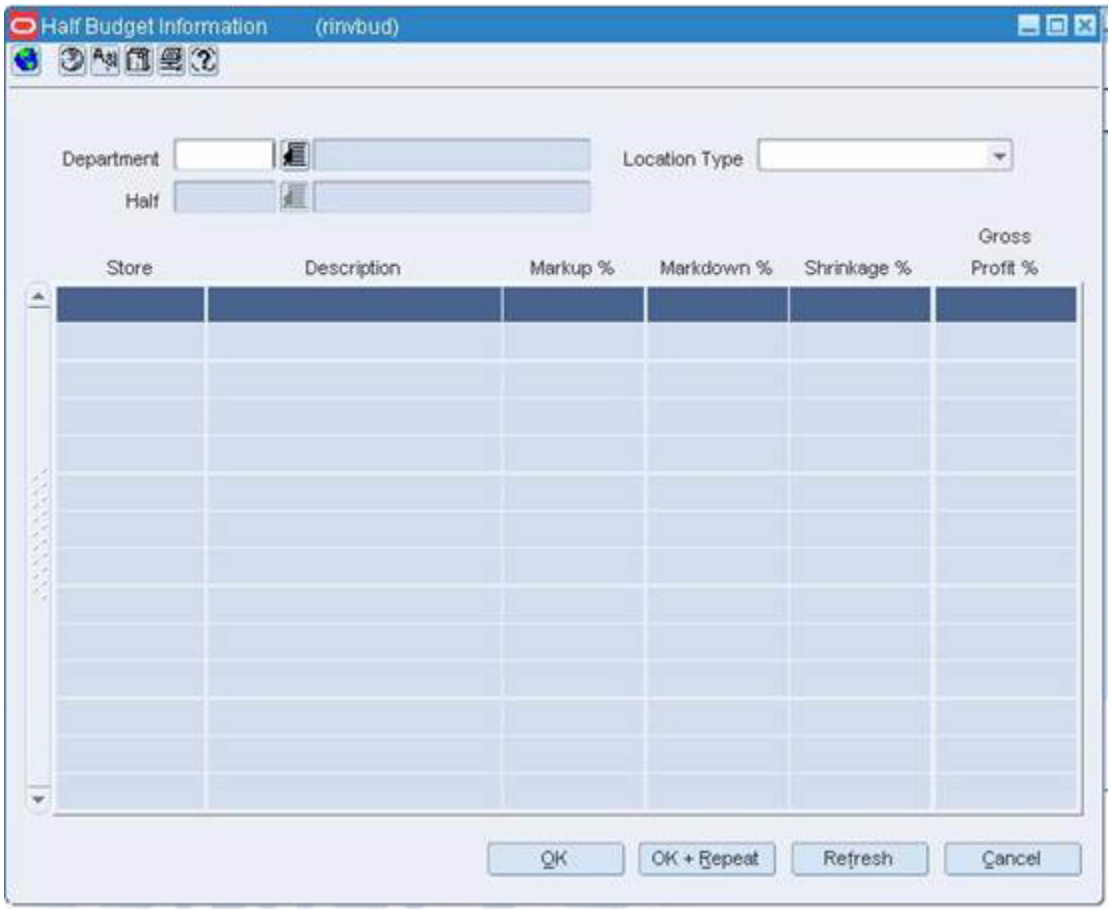
Navigate: From the main menu, select Finance > Half Budget Information > View. The Half Budget Information window opens.

1. In the Department field, enter the ID of the department, or click the LOV button and select the department.
2. In the Half field, enter the ID of the half, or click the LOV button and select the half. The budget details appear by location.
3. In the Location Type area, select the appropriate type of location.
4. Click **OK** to save your changes and close the window.

Edit a Budget by the Half

Navigate: From the main menu, select Finance > Half Budget Information > Edit. The Half Budget Information window opens.

Figure 14–2 Half Budget Information Window



1. In the Department field, enter the ID of the department, or click the LOV button and select the department.
2. In the Half field, enter the ID of the half, or click the LOV button and select the half. The budget details appear by location.
3. In the Location Type field, select the type of location.

> **Note:** The selection you make in this field affects the results displayed on the table. The field label on the first column in the table will display your selection from the Location Type field. Values in the Description column are limited to valid values for the selection you made in the Location Type field.

4. Edit the markup, markdown, and shrinkage percentages as necessary. The gross profit percentage is adjusted based on the changes that you make.
5. Click **OK** to save your changes and close the window.

Actual Landed Cost Header Window [alchead]

The Actual Landed Cost Header window allows you to view actual landed cost (ALC) details for a purchase order and item. The costs are limited to expenses and assessments that are considered non-merchandise charges.

You can view actual and estimated landed details for each unique combination of:

- Purchase order, item, pack item, and shipment
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, shipment, and obligation or customs entry

Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date.

If you are using Trade Management to track import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of items that are being imported DO vary by location, Trade Management converts the cost values to an identical weighted average cost.

- View Actual Lanaded Costs at the Purchase Order/Item Level

View Actual Landed Cost Components

Navigate: From the main menu, select Finance > ALC Maintenance. The ALC Selection window opens.

Search for and retrieve an actual landed cost record at the purchase order/item level.

1. The Actual Landed Cost Header window opens. Select a shipment, obligation, or customs entry and click **Component List**. The ALC Component Information window opens.
2. Click **OK** to close the window.

View Actual Landed Cost Components by Location

Navigate: From the main menu, select Finance > ALC Maintenance. The ALC Selection window opens.

Search for and retrieve an actual landed cost record at the purchase order/item level. The details appear in the Actual Landed Cost Header window.

Select a shipment, obligation, or customs entry and click **Component List**. The ALC Component Information window opens.

Select a component and click Locations. The ALC Component Location Information window opens.

- Click **OK** to close the window.

View Processing Errors for Actual Landed Costs

Navigate: From the main menu, select Finance > ALC Maintenance. The ALC Selection window opens.

Search for and retrieve an actual landed cost record at the purchase order/item level.

Note: To limit the search to records with errors, select Yes in the Errors field.

1. From the Options menu, select Errors. The errors appear in the Error Information window.
2. Click OK to close the window.

ALC Component Information Window [alccomp]

The ALC Component Information window allows you to view the cost components of an actual landed cost record. The cost components are limited to the expenses and assessments that are not considered merchandise charges. The comparison is shown between the estimated landed cost components and the actual landed cost components. The amounts are denominated in the primary currency of the company.

You can view cost components for each unique combination of:

- Purchase order, item, pack item, and shipment
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, shipment, and obligation or customs entry

Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date.

- View Actual Landed Cost Components

View Actual Lanaded Costs at the Purchase Order/Item Level

Navigate: From the main menu, select Finance > ALC Maintenance. The ALC Selection window opens.

Search for and retrieve an actual landed cost record at the purchase order/item level.

1. The Actual Landed Cost Header window opens.
2. To view ALC details by shipment, shipment/obligation, and shipment/customs entry, select the Shipment option from the Options menu.
3. To view ALC details by obligation, select the Obligation option from the Options menu.

View the details of a customs entry

1. Select a customs entry and click **Entry Detail**. The details are displayed in the Customs Entry Header window.
2. Click **OK** to close the window.

View the details of an obligation

1. Select an obligation and click Obligation Detail. The details appear in the Obligation Maintenance window.
2. Click **OK** to close the window.

View the details of a shipment

1. Select a shipment and click Shipment Detail. The details appear in the Shipment Detail window.
2. Click **OK** to close the window.

View the details for the purchase order

1. From the Options menu, select Order Information. The details appear in the Order Item Information window.
2. Click **OK** to close the window.

ALC Component Location Information Window [alccomp]

The ALC Component Location Information window allows you to view an actual landed cost component by destination location.

- View Actual Landed Cost Components by Location

ALC Order Find Window [alcofind]

The ALC Order Find window allows you to enter criteria in order to search for actual landed costs by purchase order and view the results of the search. The results appear in the ALC Order Finalize window.

The default view for the ALC Order Find window opens when you open the window for the first time. You can also create a custom view.

- Search for Actual Landed Costs by Purchase Order

ALC Order Finalize Window [alcordfn]

The ALC Order Finalize window allows you to finalize or view actual landed costs by purchase order. In addition to updating the stock ledger and open to buy based on actual landed costs, you can choose to update weighted average costs.

- Finalize Actual Landed Costs by Purchase Order
- View Actual Landed Costs at the Purchase Order/Item Level

ALC Selection Window [alcfind]

The ALC Selection window allows you to enter criteria in order to search for actual landed costs by purchase order and item and view the results of the search. The only task you can perform is View.

The default view for the ALC Selection window opens when you open the window for the first time. You can also create a custom view.

- View Actual Landed Costs by Purchase Order

Average Cost Adjustment Window [avcstadj]

The Average Cost Adjustment window allows you to enter a new average cost for an item at a selected location. If you are using Trade Management to track import costs, it is assumed that all locations have the same cost value for an item. However, if the cost

of items that are being imported DO vary by location, Trade Management converts the cost values to an identical weighted average cost.

- Adjust the Average Cost of an Item at a Specified Location

CVB Details Window [cvbmaint]

The CVB Details window allows you to add or view the specific cost components of a selected computational value base (CVB). Cost components can be included in a CVB as a group. That is, they share the same nomination flag. The alternative is to include specific cost components. You can use the CVB Details window to include specific cost components.

- Define a Computation Value Base
- View Computation Value Bases

CVB Maintenance Window [cvbmaint]

The CVB Maintenance window allows you to add and maintain a computation value base (CVB). CVBs are used in calculations of total costs, total expenses, total duties, estimated and actual landed costs, and user-defined purposes.

There are two ways for you to include cost components in a CVB:

- Include all cost components with a certain nomination flag set. To do this, you select the appropriate component nominations.
- Include specific cost components. To add specific cost components, you click **Details** to open the CVB Detail window.

You cannot modify CVB records once they are saved to the database; but you can delete them if they are not referenced in other modules.

- Define a Computation Value Base
- View Computation Value Bases

Transaction Data Detail Window [trandata]

The Transaction Data Detail window allows you to view additional details about a transaction that is selected in the Transaction Data window.

- View Transactions

Transaction Data Window [trandata]

The Transaction Data window allows you to search for and view transactions on a specific date or range of dates for a specific department. You can refine the search by class, subclass, item, location, or type of transaction.

- View Transactions

Error Information Window [iferrors]

The Error Information window allows you to view the details of any errors that occurred during the processing of obligations and customs entries for actual landed costs.

- View Processing Errors for Actual Landed Costs

Half Budget Information Window [rinvbud]

The Half Budget Information window allows you to maintain budget information at the department and half level for either all stores or all warehouses. You can edit the following percentages as a percentage of sales:

- Markup percentage (cumulative markon)
- Markdown percentage
- Shrinkage percentage

The gross profit percentage is automatically calculated from the markup, markdown, and shrinkage percentages that you enter.

- Edit a Budget by the Half
- View a Budget by the Half

Locations Maintenance Window [oblmain]

The Locations Maintenance window allows you to view and edit the locations to which expenses and assessments are allocated. These expenses and assessments are incurred from partners and suppliers for the transportation of goods. Costs can be allocated to locations if the obligation is entered at the purchase order header or purchase order item level.

In a multi-channel environment, the expenses and assessments accrued to a warehouse are allocated at the virtual warehouse level.

- Create an Obligation
- Edit an Obligation
- View an Obligation

View an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in View mode. The Obligation Maintenance window opens.

1. To view the allocation of a cost component to a location:

   Note: Allocations to locations can be viewed for obligations at the purchase order header or purchase order/item level.

   a. Select a cost component and click Locations. The locations appear in the Locations Maintenance window.

   b. Click **OK** to close the window.

2. Click **OK** to close the window.

Create an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

1. In the Action field, select New.
2. In the Obligation Level field, select the appropriate level.
3. Click **OK**. The Obligation Maintenance window opens.
4. In the variable fields, enter the appropriate ID, or click the LOV button and select the variable.

> **Note:** Depending on the obligation level, the following fields are enabled: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

Enter vendor information

1. Select either the Partner or Supplier option.
2. If you select Partner, select the type of partner in the Partner Type field.
3. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. To enter basic invoice information, enter the invoice number, invoice date, method of payment, amount paid, payment date, check authorization number, currency code, exchange rate, and comments in the appropriate fields.

Enter the cost components

1. Click **Add Details**.
2. In the Component field, enter the code for the component, or click the LOV button and select the component.
3. In the Allocation Type field, select the appropriate option. If you select Amount in the Allocation Type field, enter the quantity, unit of measure, and amount in the appropriate fields.
4. If you select Unit of Measure in the Allocation Type field, enter the allocation basis, rate, per count, unit of measure, quantity, and amount in the appropriate fields.
5. Select the In ALC check box next to each cost component that you want to include in actual landed cost calculations.

Allocate a cost component to a location

> **Note:** Costs can be allocated to locations if the obligation is entered at the purchase order header or purchase order/item level.

1. Select a cost component and click Locations. The Locations Maintenance window opens.
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the location, or click the LOV button and select the location.
4. In the Quantity field, enter the number of units that were received at the location.

5. In the Amount field, enter the cost allocated to the location.
6. Click **OK** to save your changes and close the window.

Review and complete the obligation

- Click **OK** to save your changes and close the window.

Edit an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in Edit mode. The Obligation Maintenance window opens.

1. Edit the enabled fields as necessary.
2. To edit the allocation of a cost component to a location:

   Note: Allocations to locations can be edited for obligations at the purchase order header or purchase order/item level.

   a. Select a cost component and click Locations. The Locations Maintenance window opens.
   b. To add a location, click **Add**. Next enter the details on the next available line.
   c. To delete a location, select the location and click **Delete**.
   d. When prompted to delete the location, click **Yes**.
   e. Click **OK** to close the window.
3. To reallocate the edited costs, click **Reallocate**.
4. Click **OK** to save your changes and close the window.

Search for an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

1. In the Action field, select either Edit or View.
2. In the Obligation Level field, select the appropriate level.

   Note: Depending on the obligation level, the following fields are available: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Obligation Search window displays the obligations that match the search criteria.
5. Select a task:
   - To perform another search, click **Refresh**.

- To display the details of an obligation, select a record and click **OK**. The Obligation Maintenance window opens.

6. Click **Close** to close the window.

Obligation Search Window [oblfind]

The Obligation Search window allows you to enter criteria in order to search for obligations and view the results.

The default view for the Obligation Search window opens when you open the window for the first time. You can also create a custom view.

- Search for an Obligation

Obligation Maintenance Window [oblmain]

The Obligation Maintenance window allows you to create, edit, and view obligations. An obligation can be received from a partner or supplier. It contains the expenses typically incurred for the movement and handling of goods. It does not include the cost of the goods.

You can choose which expenses should be included in actual landed cost calculation. For obligations entered at the purchase order header or purchase order/item level, you can allocate each cost component to one or more locations. After you enter the details of the obligation, you can change the status to Approved.

If you are using Trade Management to import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of items that are being imported DO vary by location, Trade Management will convert the cost values to an identical weighted average cost.

If you have access to Oracle Retail Invoice Matching, a non-merchandise invoice will be written in approved status and the costs will be posted to financials. After the obligation is approved, you can only reallocate the cost components.

- Approve an Obligation
- Create an Obligation
- Delete an Obligation
- Edit an Obligation
- View an Obligation

Delete an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in Edit mode. The details appear in the Obligation Maintenance window.

1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in Edit mode. The details appear in the Obligation Maintenance window.

1. In the Obligation Status field, select Approved. The costs are allocated to the actual landed cost module.

   Note: If you have access to Oracle Retail Invoice Matching, an invoice is written in approved status after you approve an obligation. Subsequently, the approved costs are posted to financials.

2. Click **OK** to close the window.

OTB Budget Maintenance Window [otbbudg]

The OTB Budget Maintenance window allows you to maintain open to buy (OTB) budgets at the subclass/week level. The monetary amounts are allotted by purchasing category: order of non-basic goods, buyer replenishment of basic goods, and automatic replenishment of basic goods.

- Edit Open To Buy Budgets

Edit Open To Buy Budgets

Navigate: From the main menu, select Finance > OTB > Budgets. The OTB Budget Maintenance window opens.

1. In the Department, Class, and Subclass fields, enter the ID of each, or click the LOV button and select the department, class, and subclass. Any existing weekly budget records appear.
2. To add the next weekly period, click Add Week. Repeat as necessary.
3. In the Non Basic Allocations, Buyer Basic Allocations, and Auto Basic Allocations fields next to each weekly period, enter or edit the monetary amount to be budgeted for each type of purchase.
4. Click **OK** to save your changes and close the window.

OTB Forward Limits Maintenance Window [otbfwd]

The OTB Forward Limits Maintenance window allows you to maintain forward limits by subclass/week. Managers may use forward limits in order to restrict how much of the OTB budget a buyer may use from any given period.

- Edit Forward Limits for OTB Budgets

Edit Forward Limits for OTB Budgets

Navigate: From the main menu, select Finance > OTB > Forward Limits. The OTB Forward Limits Maintenance window opens.

1. In the Department, Class, and Subclass fields, enter the ID of each, or click the LOV button and select the department, class, and subclass. Any existing forward limits appear.
2. Edit the percentages as necessary.
3. To add a forward limit:
   a. Click **Add Period.** The next available line is enabled.
   b. In the Period field, enter the number of weeks ahead of the current week for which you want to set a limit.
   c. In the Forward Limit Percent field, enter the percentage of the OTB that the buyer may use from the period.
4. To delete a forward limit, select a forward limit and click **Delete**. The selected record is deleted.
5. Click **OK** to save your changes and close the window.

Service Confirmation by Store Window [svcconf]

The Service Confirmation by Store window allows store employees to verify that a service for which your organization is being billed has been performed. Depending on the invoicing attributes of a supplier, an invoice for a service cannot be paid until the store confirms the service has been performed.

- Confirm Performance of Service

Confirm Performance of Service

Navigate: From the main menu, select Finance > Service Confirmation by Store. The Service Confirmation by Store window opens.

1. In the Store field, enter the ID of the store at which the service was performed, or click the LOV button and select the store. To further limit the services that appear:
   a. In the Invoice Date field, enter the date of the invoice document, or click the calendar button and select the date.
   b. Select the type of vendor, either Partner or Supplier.
   c. When the vendor is a partner, select the type of partner in the Partner field. In the next field, enter the ID of the partner or click the LOV button and select a partner.
   d. When the vendor is a supplier, enter the ID of the supplier in the Supplier field, or click the LOV button and select the supplier.
2. Click **Search**.
3. Select the Service Performed check box for the service that has been performed.
4. Click **OK** to save your changes and close the window.

Cost Change Search Window [ccfind]

The Cost Change Search window allows you to enter criteria in order to search for cost change events and view the results of the search.

The default view for the Cost Change Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Cost Change

Search for a Cost Change

Navigate: From the main menu, select Costing > Cost Change. The Cost Change Search window opens.

1. In the Action field, select either Edit or View.
2. In the Origin field, select Cost.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Price Change Search window displays the cost changes that match the search criteria.
5. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the details of a cost change, select a record and click **OK**. The details appear in the Cost Change by Supplier window.
6. Click **Close** to close the window.

Shipment Detail Window [alchead]

The Shipment Detail window allows you to view the details of a shipment by bill of lading or air waybill.

- View Actual Lanaded Costs at the Purchase Order/Item Level

Stock Counts Overview

Stock counts can be requested and processed in one of two ways:

- **By unit and dollar:** Requests are made at product level. The results of a physical stock count are used to adjust the quantity of the stock on hand and the monetary value of the stock in the stock ledger.
- **By unit:** Requests are made for multiple items using an item list. The results of the physical stock count are used to adjust the quantity of the stock on hand. The stock ledger is not adjusted.

You can request a stock count as needed or create a schedule of stock counts. If you have access to Oracle Retail Data Warehouse, you can create item lists based on ABC classifications. The item lists can be used in requests for stock counts by unit.

Immediately prior to the scheduled date of the physical stock count, a snapshot is taken of the stock on hand, stock in transit, retail value, and weighted average cost. If the stock on hand has not yet been adjusted as a result of the physical count, the snapshot continues to be adjusted automatically as late transactions are received from the point of sale and the warehouse management system.

The results of a physical stock count may be received from an external system or entered manually. You can print a variance report which allows you to review any variances between the book count and physical count. After reviewing the report, you can edit the quantities for stock counts by unit or by unit and dollar as necessary. For stock counts by unit and dollar, you can also edit the monetary value of the stock as necessary. After editing quantities and monetary values, you can force the system to adjust the stock on hand and post the updated monetary values to the stock ledger.

In a multi-channel environment, you may request a stock count at a physical warehouse. The system automatically distributes the results among the virtual, or stockholding, warehouses based on the default distribution method. You can edit the results at the virtual warehouse level.

- Adjust the Stock Ledger After a Stock Count
- Adjust the Stock on Hand After a Stock Count
- Create a Trial Variance Report
- Delete a Request for a Stock Count
- Delete Stock Count Schedules
- Edit a Request for a Stock Count
- Edit Stock Count Schedules
- Edit the Results of a Stock Count
- Redistribute Stock Within a Physical Warehouse
- Request a Stock Count
- Search for a Stock Count
- Schedule Stock Counts
- View a Request for a Stock Count
- View Monetary Values After a Stock Count
- View Stock Count Schedules
- View the Results of a Stock Count

Redistribute Stock Within a Physical Warehouse

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count by selecting Virtual Warehouse Distribution in the Action field. The Stock Count Virtual Warehouse Distribution window opens.

Select Stock Count VWH Distribution from the Options menu. The Stock Count Virtual Warehouse Distribution window opens.

Note: You can also access the Stock Count Virtual Warehouse Distribution window from the Stock Count Results Maintenance window.

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1. In the Physical Warehouse field, enter the ID of the physical warehouse, or click the LOV button and select the physical warehouse.
2. In the Item field, enter the ID of the item, or click the LOV button and select the item.
3. Click **Apply**. The virtual warehouses associated with the current physical warehouse appear.
4. Edit the quantities for the virtual warehouses as necessary.
5. Click **OK** to save your changes and close the window.

Edit the Results of a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count in Edit mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window opens.

1. In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV button and select the stock count.
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the specific location, or click the LOV button and select the location.
4. In the Item field, enter the item number of the item, or click the LOV button and select the item. The details of the stock count appear.
5. Edit the quantities in the Count field as necessary.
6. To delete a result from the stock count, select a record, and click **Delete**.
7. Click **OK** to save your changes and close the window.

Edit Stock Count Schedules

Navigate: From the main menu, Inventory > Stock Count Schedule > Edit. The Stock Count Schedule opens.

1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location or the location list, or click the LOV button and select a location or location list.
3. In the Stocktake field, select how the stock count is counted. The schedules for the current location appear.
4. Select a stock count schedule. The details appear in the Apply area.
5. In the Apply area, edit the enabled fields.
6. Click **Apply**.
7. Click **OK** to save your changes and close the window.

Create a Trial Variance Report

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window opens.

1. In the Group Type field, select the type of location or locations.
2. In the Value field, enter the ID of the location, or click the LOV button and select the location.

> **Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.

3. Click **Apply**. The location or locations are added to the table.

4. From the Options menu, select Create Trial Variance Report.
5. When prompted to wait for the report, click **Yes**.
6. Print the report.
7. Click **OK** to save your changes and close the window.

Adjust the Stock on Hand After a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window opens.

1. In the Group Type field, select the type of location or locations.
2. In the Value field, enter the ID of the location, or click the LOV button and select the location.

> **Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.

3. Click **Apply**. The location or locations are added to the table.
4. From the Options menu, select Create Stock Adjustments.
5. When prompted to continue, click **Yes**.

> **Note:** The adjustments are made by a regularly scheduled batch program.

6. Click **OK** to save your changes and close the window.

Adjust the Stock Ledger After a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count by selecting Dollars Change/Ledger Adjust in the Action field. The Stock Count Results Dollar Changes window opens.

1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Department field, enter the ID of the department, or click the LOV button and select the department.
4. To force the system to update the stock ledger, select Create Adjustments from the Options menu.

> **Note:** The stock ledger is updated by a regularly scheduled batch program.

Adjust the monetary values for the current department

1. In the Class field, enter the ID of the class, or click the LOV button and select the class.
2. In the Subclass field, enter the ID of the subclass, or click the LOV button and select the subclass.
3. In the Adjust Amount field, enter a positive number to increase the value, or a negative amount to decrease the value.

   Note: Depending on system options, the monetary value may be either retail or cost.

4. Click **OK** to save your changes and close the window.

Enter the details for another department at the same location

1. Click **Next Depart**.
2. Enter the details in the enabled fields.
3. Click **OK** to save your changes and close the window.

Enter the details for another location

1. Click **Next Location.**
2. Enter the details in the enabled fields.
3. Click **OK** to save your changes and close the window.

Stock Count Schedule Window [stksched]

The Stock Count Schedule window allows you to maintain schedules for stock counts. You can schedule stock counts for a stockholding store, a warehouse, or all locations on a location list. The stock can be counted in units or in units and monetary value. Depending on system options, the monetary value may be either retail or cost. You can schedule stock counts for every day, every week, or every two or more weeks. You can also designate the dates on which a schedule becomes effective and expires.

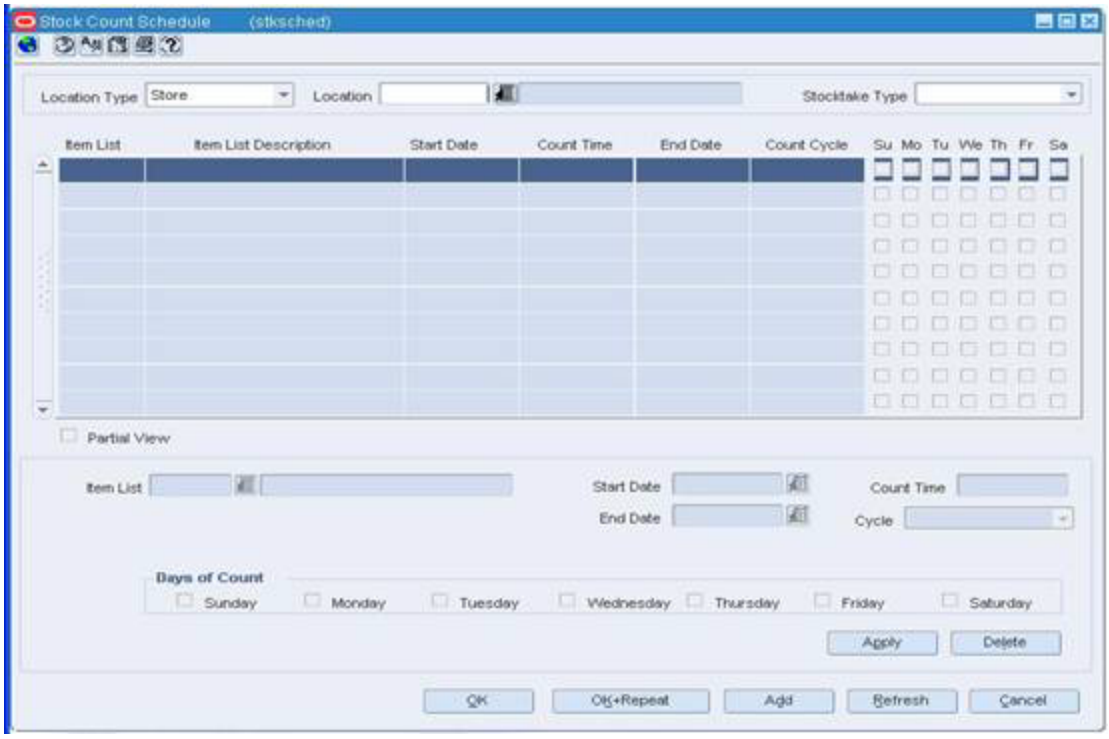
In a multi-channel environment, stock counts for warehouses are scheduled at the physical warehouse level.

- Schedule Stock Counts
- Edit Stock Count Schedules
- Delete Stock Count Schedules
- View Stock Count Schedules

Schedule Stock Counts

Navigate: From the main menu, select Inventory > Stock Count Schedule > Edit. The Stock Count Schedule opens.

Figure 14–3 Stock Count Schedule



1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location or the location list, or click the LOV button and select the location or location list.
3. In the Stocktake Type field, select type of count. If a stock count schedule already exists for the selected location, it opens in the table.
4. Click **Add**. The fields in the Apply area are cleared.
5. Depending on the type of stock count, enter either of the following details:
   - **Units:** In the Item List field, enter the ID of the item list, or click the LOV button and select the item list.
   - **Units & Dollars:** In the Department field, enter the ID of the department, or click the LOV button and select the department. Enter the class and subclass in their respective fields as necessary.
6. In the Start Date and End Date fields, enter the dates on which the schedule becomes effective and expires.
7. In the Count Time field, enter the time of day at which the stock count begins. Use international standard time (24-hour clock).
8. In the Cycle field, select the frequency of the stock counts.
9. In the Days of Count field, select the day of the week for the stock count.

Note: If the cycle is every day, all of the days are automatically selected. If the frequency is every week, you can select more than one day.

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10. Click **Apply**. The schedule is added to the table.
11. Click **OK** to save your changes and close the window.

Delete Stock Count Schedules

Navigate: From the main menu, Inventory > Stock Count Schedule > Edit. The Stock Count Schedule opens.

1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location or the location list, or click the LOV button and select a location or location list.
3. In the Stocktake field, select how the stock count is counted. The schedules for the current location appear.
4. Select a schedule and click **Delete**.
5. Click **OK** to save your changes and close the window.

Stock Count Search Window [stkfind]

The Stock Count Search window allows you to enter criteria in order to search for stock counts and view the results of the search. You can perform the following tasks:

- Enter a request for a stock count by unit or by unit and dollar.
- Enter the results of a stock count manually. Generally, the results are transmitted to RMS from an outside source.
- Review and adjust variances between the book stock and the physical count. The stock on hand and stock ledger are updated by a regularly scheduled batch program.
- Review the results of a unit and dollar stock count at the subclass level.
- Review and adjust the retail value and cost value of the stock on hand. The stock ledger is updated by a regularly scheduled batch program.
- In a multi-channel environment, redistribute losses and gains that result from a stock count in a physical warehouse among its virtual warehouses. The stock on hand and stock ledger are updated by a regularly scheduled batch program.

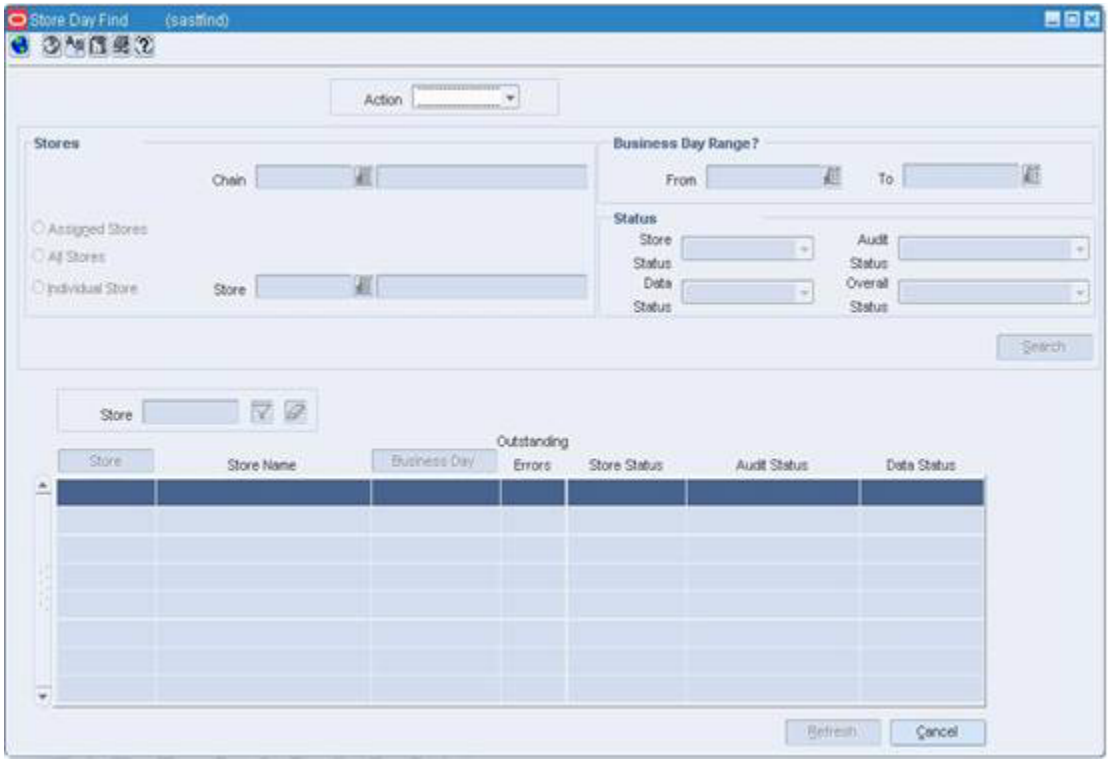
The default view for the Stock Count Search window opens when you open the window for the first time. You can also create a custom view.

- Search for a Stock Count

Search for a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Store Day Find window opens.

Figure 14–4 Store Day Find Window



1. In the Action field, select any action except New.
2. If you select Edit or View in the Action field, select either Request or Count Quantity in the Action Type field.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Stock Count Search window displays the stock counts or requests that match the search criteria.
5. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of a stock count, select a record and click **OK**. The details appear in the appropriate maintenance window.
6. Click **Close** to exit.

Stock Count Request Maintenance Window [stkrqst]

The Stock Count Request Maintenance window allows you to request a stock count. You can also edit a request until the lockout period. The lockout period is a system parameter. It may be set for one or more days before the scheduled date of the stock count. You can delete a request at any time if the stock count has not yet been processed for any location entered on the request.

If you use either an item list or a location list in building a request, you may want to force the system to rebuild the lists so they are current.

- **Location list:** Select Rebuild Location List from the Options menu.

- **Item list:** Select Rebuild Item List from the Options menu.

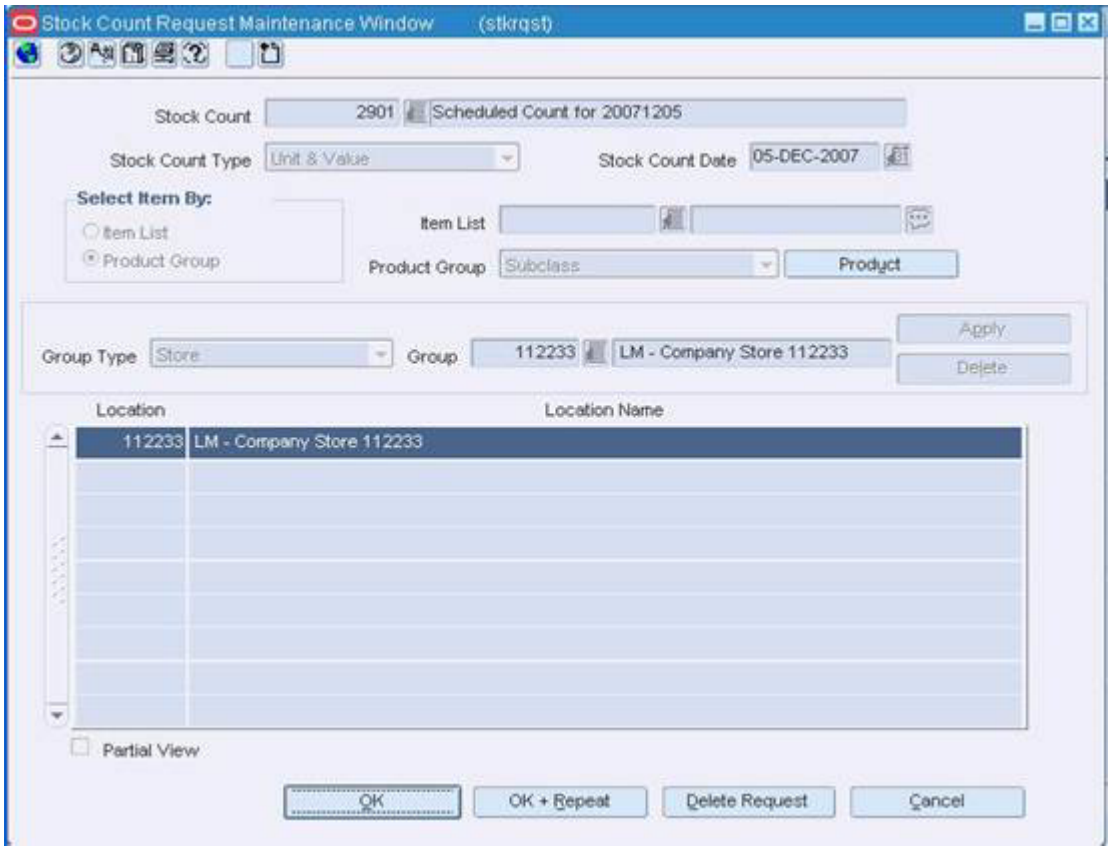
To view more information on these topics, see also:

- Request a Stock Count
- Delete a Request for a Stock Count
- Edit a Request for a Stock Count
- View a Request for a Stock Count

Request a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count in New mode and with an Action Type of Request. The Stock Count Request Maintenance window opens.

Figure 14–5 Stock Count Request Maintenance Window



1. In the Stock Count field, enter a description for the stock count.
2. In the Stock Count Type field, select the type of count.
3. In the Stock Count Date field, enter the scheduled date for the stock count, or click the calendar button and select the date.
4. Depending on which option you selected in the Stock Count Type field, enter one of the following details:
   - **Unit:** In the Select Items By area, select Item List or Product Group.

- If you select Item List, in the Item List field, enter the ID of the item list, or click the LOV button and select the item list.
- If you select Product Group, in the Product Group field, select the merchandise level. Next, click **Product**. On the Select Product Level window, select the departments, classes, and subclasses that you want to include in the request. Click **OK** to exit the Select Product Level window.
- **Unit & Value:** In the Product Group field, select the merchandise level. Next, click **Product**. On the Select Product Level window, select the departments, classes, and subclasses that you want to include in the request. Click **OK** to exit the Select Product Level window.

5. In the Group Type field, select a grouping mechanism.
6. In the Group field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
7. Click **Apply**. The locations are added to the table.
8. To delete a location from the table:
   - Select a location and click **Delete**.
   - When prompted to delete the record, click **Yes**.
9. Click **OK** to save your changes and close the window.

Delete a Request for a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens. Search for and retrieve a stock count in Edit mode and with an Action Type of Request. The Stock Count Request Maintenance window opens.

1. Click **Delete Request**.
2. When prompted to delete the request, click **Yes**. You are returned to the Stock Count Search window. The request is deleted by a regularly scheduled batch program.

Stock Count Results - Dollar Changes Window [stkdeptd]

The Stock Count Results - Dollar Changes window allows you to review and edit the monetary value of the stock on hand at a location. This step is necessary after a unit and dollar type of stock count has been performed at a location.

To display monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.

To force the system to adjust amounts in the stock ledger, select Create Adjustments from the Options menu. The stock ledger is adjusted by a regularly scheduled batch program. At this point, the unit and dollar type of stock count is considered complete.

- Adjust the Stock Ledger After a Stock Count

Stock Count Variance Window [stkvarnc]

The Stock Count Variance window allows you to create a trial variance report and adjust stock counts for one or multiple locations.

Variances between book stock and the physical count can be corrected in the Stock Count Results Maintenance window. However, to force the system to actually adjust the quantities, you must return to the Stock Count Variance window and select Create Stock Adjustments from the Options menu. The stock on hand is adjusted by a regularly scheduled batch program. At this point, the unit type of stock count is considered complete.

- Create a Trial Variance Report
- Adjust the Stock on Hand After a Stock Count

Stock Count Results Maintenance Window [stkvwedt]

The Stock Count Results Maintenance window allows you to manually enter the results of a stock count. You can also view and edit unprocessed stock counts at a location.

Variances between book stock and the physical count can be corrected in the Stock Count Results Maintenance window. However, to force the system to actually adjust the quantities, you must go to the Stock Count Variance window and select Create Stock Adjustments from the Options menu. The stock on hand is adjusted by a regularly scheduled batch program. At that point, the unit type of stock count is considered complete.

In a multi-channel environment, you can access the Stock Count Virtual Warehouse Distribution window in order to redistribute stock among the virtual warehouses that are associated with a physical warehouse.

- Edit the Results of a Stock Count
- View the Results of a Stock Count

Stock Count Virtual Warehouse Distribution Window [stkvwhdist]

In a multi-channel environment, the Stock Count Virtual Warehouse Distribution window allows you to review the stock count at a physical warehouse. You can then redistribute any shrinkage or gain among the virtual warehouses within the physical warehouse.

- Redistribute Stock Within a Physical Warehouse

Stock Count Results Dollar View Window [stkvwdlr]

The Stock Count Results Dollar View window allows you to view the monetary value of stock on hand after a stock count is performed at a location. The amounts are calculated at the department/class/subclass level.

To display monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.

- View Monetary Values After a Stock Count

Select Product Level Window [stkrqst]

The Select Product Level window allows you to view and maintain the departments, classes, and subclasses that are included in a request for a stock count. This task is necessary when you request a unit and dollar type of stock count.

- Request a Stock Count
- Delete a Request for a Stock Count
- Edit a Request for a Stock Count
- View a Request for a Stock Count

View Monetary Values After a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count by selecting Dollars View in the Action field. The Stock Count Results Dollar View window opens.

1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location. The details of the stock count appear.
3. To view the monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.
4. Click **OK** to close the window.

Edit a Request for a Stock Count

Navigate: From the main menu, select Inventory > Stock Count. The Stock Count Search window opens.

Search for and retrieve a stock count in Edit mode and with an Action Type of Request. The Stock Count Request Maintenance window opens.

- In the Stock Count Date field, edit the scheduled date for the stock count as necessary.

Edit the merchandise levels in a unit and dollar type of request

1. Select a product.
2. Select product level.
3. Click **OK**. The Select Product Level window opens.
4. To add a merchandise level, click **Add** and enter the details on the next available line.
5. To delete a merchandise level, select a record and click **Delete**.
6. When prompted to delete the record, click **Yes**.
7. Click **OK** to save your changes and close the window.

Add locations to the request

1. In the Group Type field, select a grouping mechanism.
2. In the Group field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
3. Click **Apply**. The locations are added to the table.

4. Click **OK** to save your changes and close the window.

Delete a location from the table

1. Select a location and click **Delete**.
2. When prompted to delete the record, click the **Yes**.
3. Click **OK** to save your changes and close the window.

Maintain the Stock Ledger

The stock ledger provides access to financial records based on a variety of transaction types. Some of the details are captured within RMS; other details are received from external systems. The remaining fields are calculated.

The stock ledger supports both the retail and cost methods of accounting. The cost method may use standard cost or average cost depending on how the system is set up. The stock ledger supports both the retail (4-5-4) and the normal (Julian) calendar. If the retail calendar is used, data can be maintained by the month and the week. If the normal calendar is used, data can be maintained only by the month.

- Edit the Stock Ledger
- Search for Inventory by Item and Location
- View Sales History or Warehouse Issues by Item and Location
- View the Stock Ledger
- View the Stock Ledger Maintenance
- View Transactions

Stock Ledger Maintenance Window [stkldgmn]

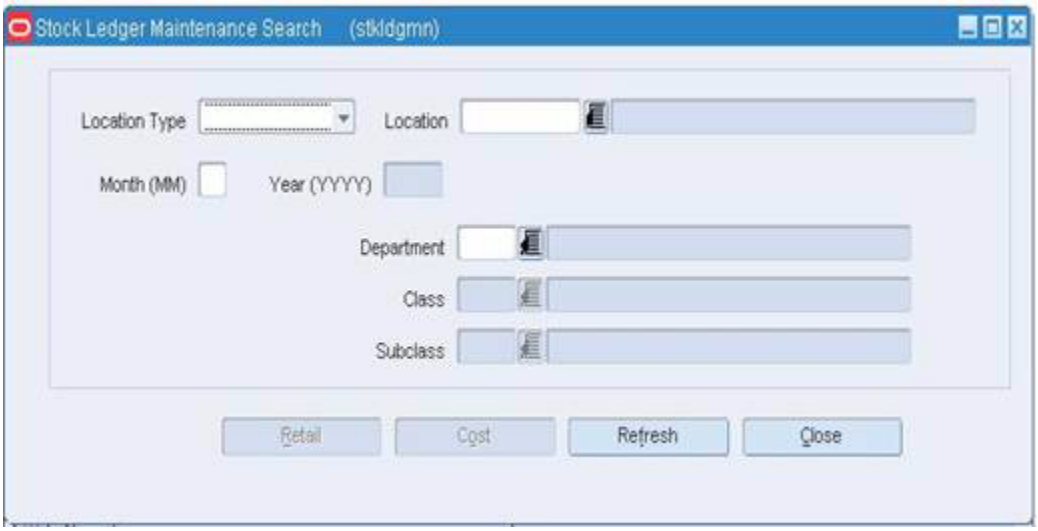
The Stock Ledger Maintenance Window allows you to view stock ledger details by subclass/location/month. Details vary based on the setup for each department.

- Edit the Stock Ledger
- View the Stock Ledger Maintenance

Edit the Stock Ledger

Navigate: From the main menu, select Finance > Stock Ledger Maintenance > Edit. The Stock Ledger Maintenance Search window opens.

Figure 14–6 Stock Ledger Maintenance Search Window



1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of a specific location, or click the LOV button and select the location.
3. In the Month and Year fields, enter the month and year for which you want to edit the stock ledger records.
4. In the Department, Class, and Subclass fields, enter the ID of a specific member at each product level, or click the LOV buttons and select the members.
5. Click either **Retail** or **Cost**. The details appear in the Stock Ledger Maintenance window.
6. Edit the details as necessary.

   Note: If you are editing the retail information, click **Next** to view and edit additional fields.

7. Click **OK** to save your changes and close the window.

Stock Ledger View Window [stkldgrv]

The Stock Ledger View window allows you to view the results of a search for stock ledger records. The results depend on the type of location, time period, and product level that are selected as search parameters.

Several predefined views are accessible from the View menu depending on the method of accounting.

For departments that use the retail method of accounting, you can choose from:

- **Retail Summary:** Summarizes the value of opening stock, cost and retail additions, and reductions by month or week for the current year. Cumulative markon and gross profit margin percentages appear.
- **Merchandise Handled:** Summarizes the value of purchases, RTVs, net transfers, and net markup by month, week, or day for the current year.

- **Retail Reductions:** Summarizes the value of net sales, markdowns, and employee discounts by month, week, or day for the current year. The shrinkage percentage opens.
- **Retail TY/LY:** Summarizes the value of opening stock, net sales, and markdowns by month or week for the current year and previous year. The gross profit margin percentages appear.
- **Inventory Report:** Displays percentages for cumulative markon, markdown, shrinkage, and gross profit margin by month or week for the current year and previous year.
- **Markdown Report:** Summarizes the value of markups, cancelled markups, various types of markdowns, cancelled markdowns, and net sales by month or week for the current year.
- **Intercompany Transfer:** Summarizes the value of intercompany transfers by month or week for the current year and previous year.

For departments that use the wholesale/franchise method of accounting, you can choose from:

- **Wholesale:** Summarizes sales made at the warehouse to wholesale stores.
- **Franchise:** Summarizes sales made at the warehouse to franchise stores.

For departments that use the cost method of accounting, you can choose from:

- **Cost Summary:** Summarizes the value of opening stock, purchases, RTVs, and net transfers by month, week, or day for the current year. Shrinkage and gross profit margin percentages appear.
- **Cost TY/LY:** Summarizes the value of opening stock, purchases, and net sales by month or week for the current year and previous year. The gross profit margin percentages appear.

You can also create a custom view. Additional fields can be viewed when you create a custom view.

- View the Stock Ledger

Stock Ledger Search Window [stkldgrv]

The Stock Ledger Search window allows you to enter criteria in order to search for stock ledger records. The results appear in the Stock Ledger View window.

- View the Stock Ledger

View the Stock Ledger

Navigate: From the main menu, select Finance > Stock Ledger View. The Stock Ledger Search window opens.

1. In the Location Type field, select the type of location.

   Note: Leave the location field blank to select all locations.

2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Currency area, select the type of currency.

4. To round amounts to the nearest thousand, select the In Thousands check box.
5. In the View field, select the type of time period.
6. In the next field, enter the ID or date of the specific time period, or click the LOV button and select the time period.
7. In the Department field, enter the ID of the department, or click the LOV button and select the department.
8. Enter any additional criteria as desired to make the search more restrictive.
9. Click **Search**. The stock ledger records appear in the Stock Ledger View window.
10. Click **OK** to close the window.

View the Stock Ledger Maintenance

Navigate: From the main menu, select Finance > Stock Ledger Maintenance > View. The Stock Ledger Maintenance Search window opens.

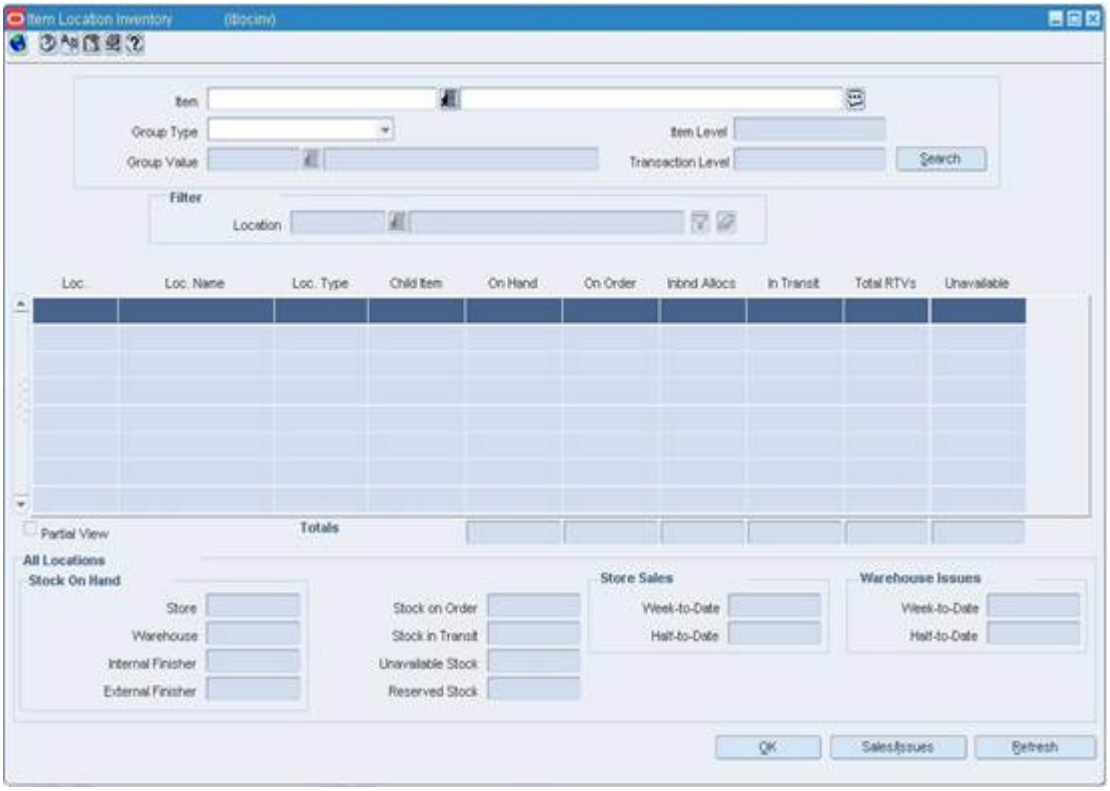
1. In the Location Type field, select the type of location.
2. In the Location field, enter the ID of a specific location, or click the LOV button and select the location.
3. In the Month and Year fields, enter the month and year for which you want to edit the stock ledger records.
4. In the Department, Class, and Subclass fields, enter the ID of a specific member at each product level, or click the LOV buttons and select the members.
5. Click either **Retail** or **Cost**. The details appear in the Stock Ledger Maintenance window.
6. Click **OK** to save your changes and close the window.

Search for Inventory by Item and Location

Navigate: From the main menu, select Inventory > Item Inventory by Location.

The Item Location Inventory window opens.

Figure 14–7 Item Location Inventory Window



Note: You can also access this window from the Item Master window, Item Children window, Item Location window, and Store Sales/Warehouse Issues window. Some search criteria are automatically filled in depending on how you access the Item Location Inventory window.

1. In the Item field, enter the item number of the item, or click the LOV button and select the item.
2. In the Group Type field, select a grouping mechanism.
3. In the Group Value field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
4. Click **Search**. The inventory details appear in the table. Corporate totals are displayed in the All Locations area.
5. To filter the results by location:
   a. In the Location field of the Filter area, enter the ID of the location, or click the LOV button and select the location.
   b. Click the filter button. The inventory details for the selected location appear.

      Note: The corporate totals in the All Locations area do not change.

   c. Click the clear filter button to redisplay the previous inventory details.

6. To view the results in a partial view, select the Partial View checkbox.
7. To view the monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.
8. To view additional inventory details, select the appropriate option from the View menu.
9. Click **OK** to save your changes and close the window.

Stock Ledger Maintenance Search Window [stkldgmn]

The Stock Ledger Maintenance Search window allows you to enter criteria in order to search for and retrieve stock ledger data at the subclass/location/month level. The results appear in the Stock Ledger Maintenance window.

- Edit the Stock Ledger
- View the Stock Ledger Maintenance

Maintain the General Ledger Cross Reference

The general ledger cross reference allows you to cross-reference the merchandise hierarchy levels and transaction codes from RMS with the appropriate general ledger accounts within your financial system.

- Create a General Ledger Cross Reference
- Edit a General Ledger Cross Reference
- Search for a General Ledger Cross Reference
- View the General Ledger Cross Reference

GL Cross Reference Window [glcrossr]

The GL Cross Reference window allows you to cross-reference the merchandise hierarchy levels and transaction codes from RMS with the appropriate general ledger accounts within your financial system.

- Create a General Ledger Cross Reference
- Edit a General Ledger Cross Reference
- View the General Ledger Cross Reference

View the General Ledger Cross Reference

Navigate: From the main menu, select Finance > General Ledger. The General Ledger Search window opens.

Search for and retrieve a cross reference in View mode. The GL Cross Reference window opens.

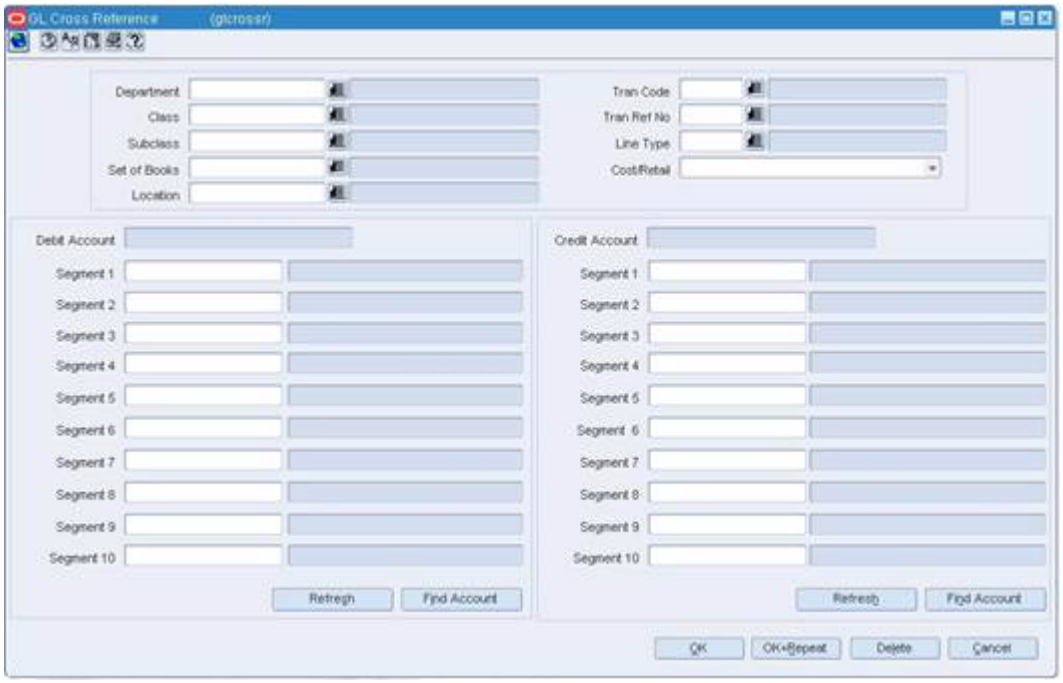
- Click **OK** to close the window.

Create a General Ledger Cross Reference

Navigate: From the main menu, select Finance > GL Cross Reference. The General Ledger Search window opens.

1. In the Action field, select New.
2. Click **OK**. The GL Cross Reference window opens.

Figure 14–8 GL Cross Reference Window



3. Enter the merchandise hierarchy information as necessary, or click the LOV button and select the merchandise hierarchy information.
4. In the Tran Code field, select the transaction type. The Line Type field is filled.
5. In the Tran Ref No. field, select the reference information associated with the transaction code.

> **Note:** This field is enabled only for certain transactions. It is a dynamic field and will be labeled depending on the transaction code selected. If the field is enabled, you are required to enter a value.

6. In the Cost/Retail field, select the accounting method.
7. In the Debit Account area, enter the segments that make up the account.
8. Click **Find Account**. The Debit Account field is displays the account number.
9. In the Credit Account area, enter the segments that make up the account.
10. Click **Find Account**. The Credit Account field is displays the account number.
11. Click **OK** to save your changes and close the window.

Edit a General Ledger Cross Reference

> **Note:** If the Financials module is installed, your view may differ than what is shown in the procedure.

Navigate: From the main menu, select Finance > GL Cross Reference. The General Ledger Search window opens. Search for and retrieve a cross reference in edit mode. The GL Cross Reference window opens.

1. Enter the enabled fields as necessary.
2. Click **Find Account**. The system validates the entered data.

Delete a cross reference

1. Enter the enabled fields as necessary.
2. Click **Delete**.
3. You are prompted to confirm the deletion. Click **Yes**.
4. Click **OK** to save your changes and close the window.

General Ledger Search Window [glfind]

The General Ledger Search window allows you to enter criteria in order to search for General Ledger Cross References and view the results of the search.

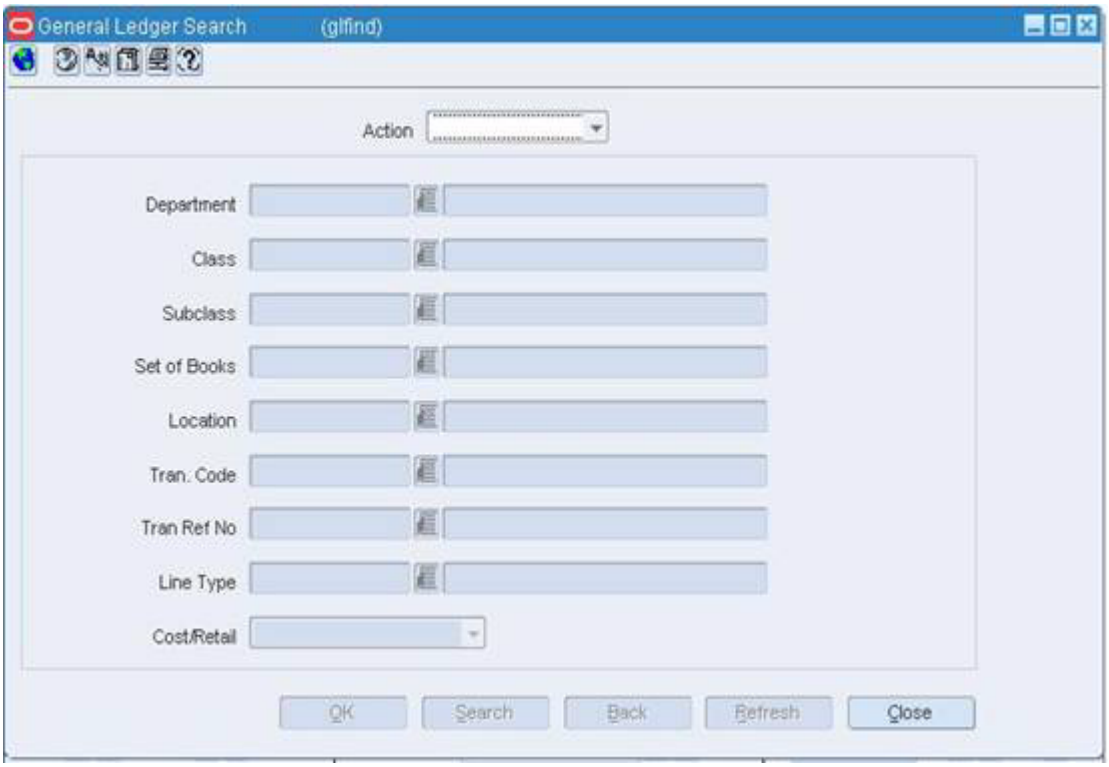
The default view for the General Ledger Search window opens when you open the window for the first time. You can also create a custom view.

- Create a General Ledger Cross Reference
- Edit a General Ledger Cross Reference
- View the General Ledger Cross Reference

Search for a General Ledger Cross Reference

Navigate: From the main menu, select Finance > GL Cross Reference. The General Ledger Search window opens.

Figure 14–9 General Ledger Search Window



1. In the Action field, select either Edit or View.
2. If necessary, enter additional criteria to make the search more restrictive.
3. Click **Search**. The General Ledger Search window displays the cross references that match the search criteria.
4. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the cross reference information, select a record and click **OK**. The GL Cross Reference window opens.
5. Click **Close** to close the window.

Transfer Entity Window - Set of Books [tsfsobs]

Large retailers usually operate in multiple countries, have multiple formats, multiple products lines or have multiple brands. The Transfer Entity Set of Books window allows you to associate a set of books and organizational unit to a transfer entity.

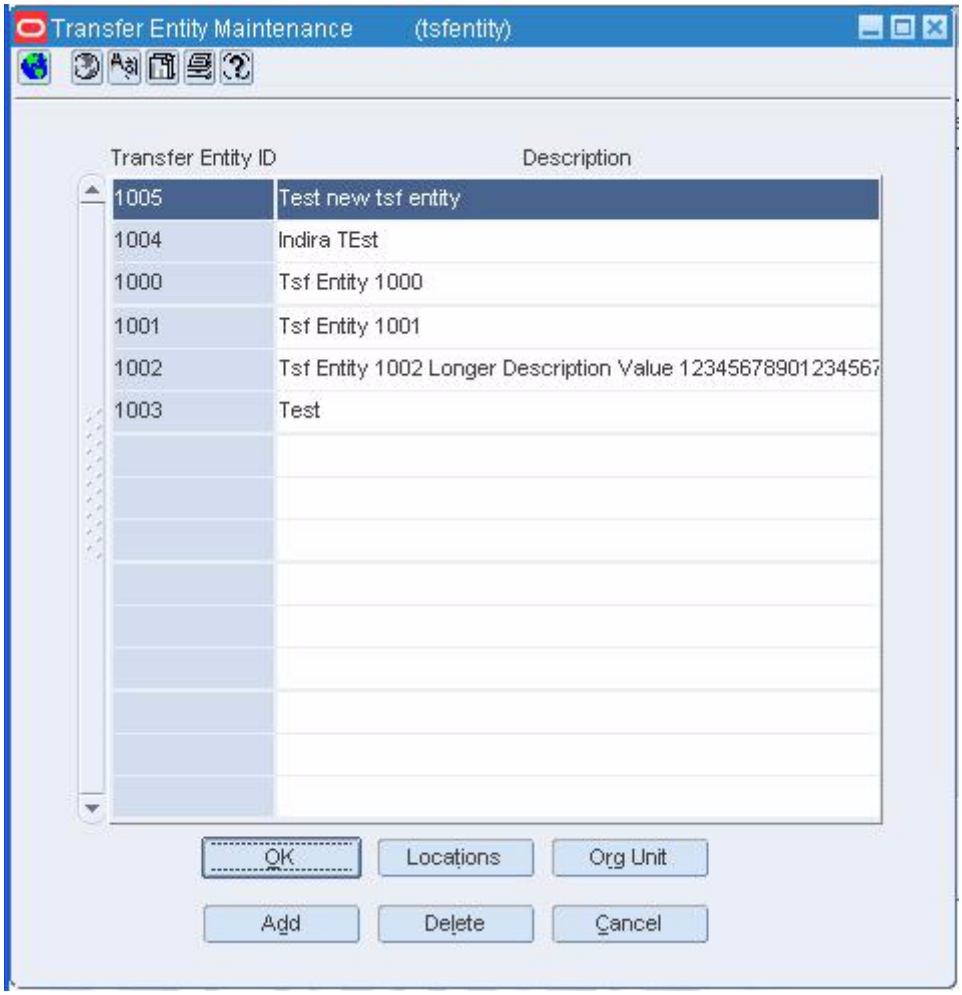
Between set of books ID and the organizational unit ID there would be one-to-many relationships. One set of books ID can be mapped to multiple organizational units, but one organizational unit will be mapped to only one set of books ID.

- Associate a Set of Books with a Transfer Entity

Associate a Set of Books with a Transfer Entity

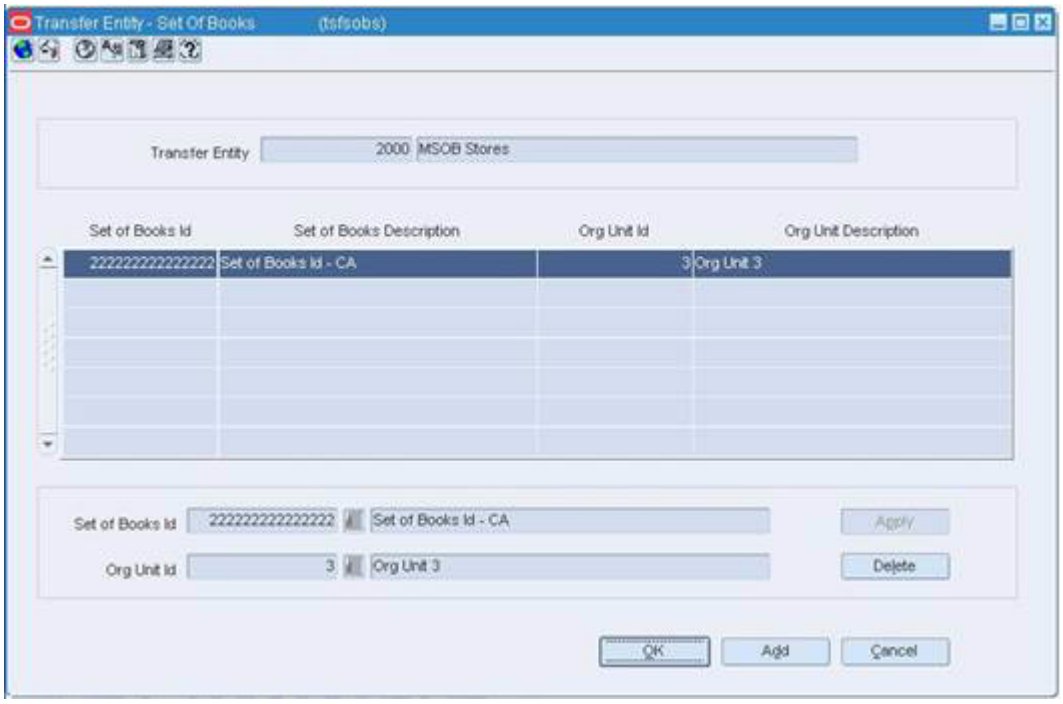
Navigate: From the main menu, select Control > Setup > Transfer Entities > Edit. The Transfer Entity Maintenance window opens.

Figure 14–10 Transfer Entity Maintenance window



1. Select a transfer entity with a multiple set of books.
2. Click **Org Unit**. The Transfer Entity - Set of Books window opens.

Figure 14–11 Transfer Entity - Set of Books



3. Click **Add**.
4. In the Set of Books ID field, select an ID.
5. In the Org Unit ID field, select an ID.
6. Click **Apply**. The association is applied to the transfer entity.
7. Click **OK** to save any changes and close the window.

Set Up Sales Taxes

When you define sales tax information, you must first add geocodes to RMS. A geocode is a geographical region, such as a state or county, with its own tax codes. You can add geocodes for the following:

- Countries
- States
- Counties
- Cities
- Districts

You then create the tax codes. A tax code consists of a tax jurisdiction and a tax type with associated tax rates. The tax code determines the tax rate that is applied to an item at the store. You can then associate tax codes and stores with a geocode and associate tax codes with items.

- Add a Geocode
- Create a Tax Code
- Create a Tax Jurisdiction

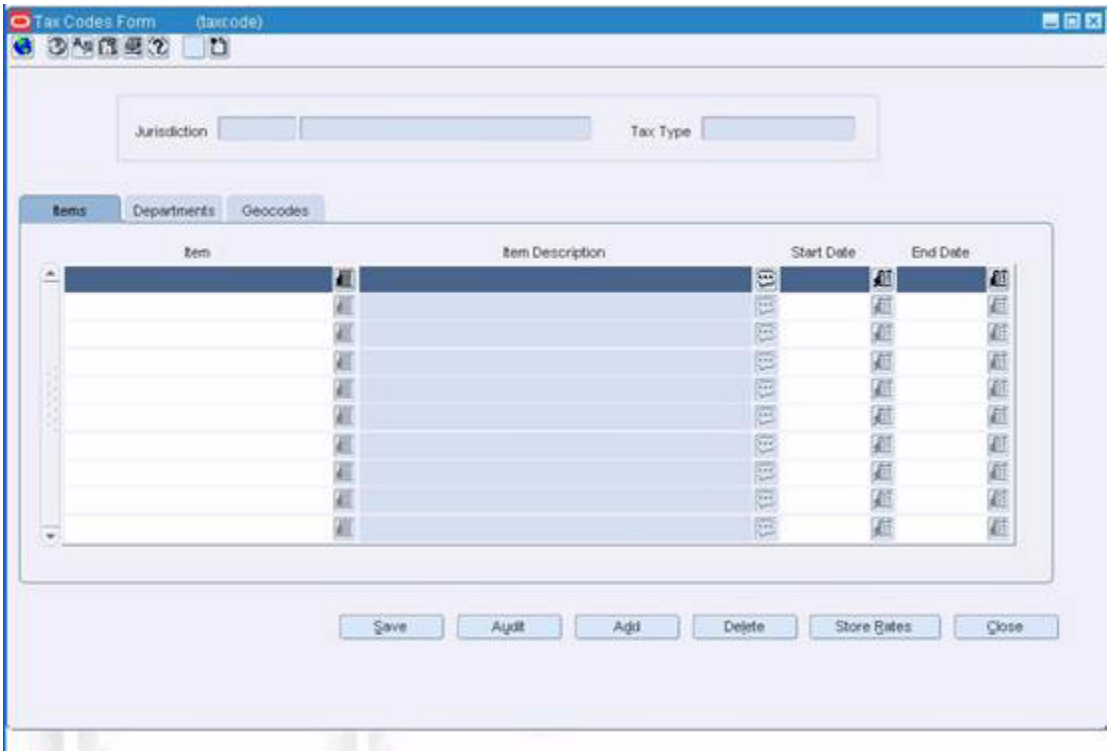
- Search for a Geocode
- Search for a Tax Code
- Edit a Geocode
- Edit a Tax Code
- View a Geocode
- View a Tax Code

Delete an Item from a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode**. The Tax Codes Form window opens.

Figure 14–12 Tax Codes Form Window



5. Select an item in the table on the Items tab.
6. Click **Delete**.
7. When prompted to delete the item, click **Yes**.
8. Click **Close** to close the window.
9. When prompted to save the changes, click **Yes.**

Delete a Department from a Tax Code

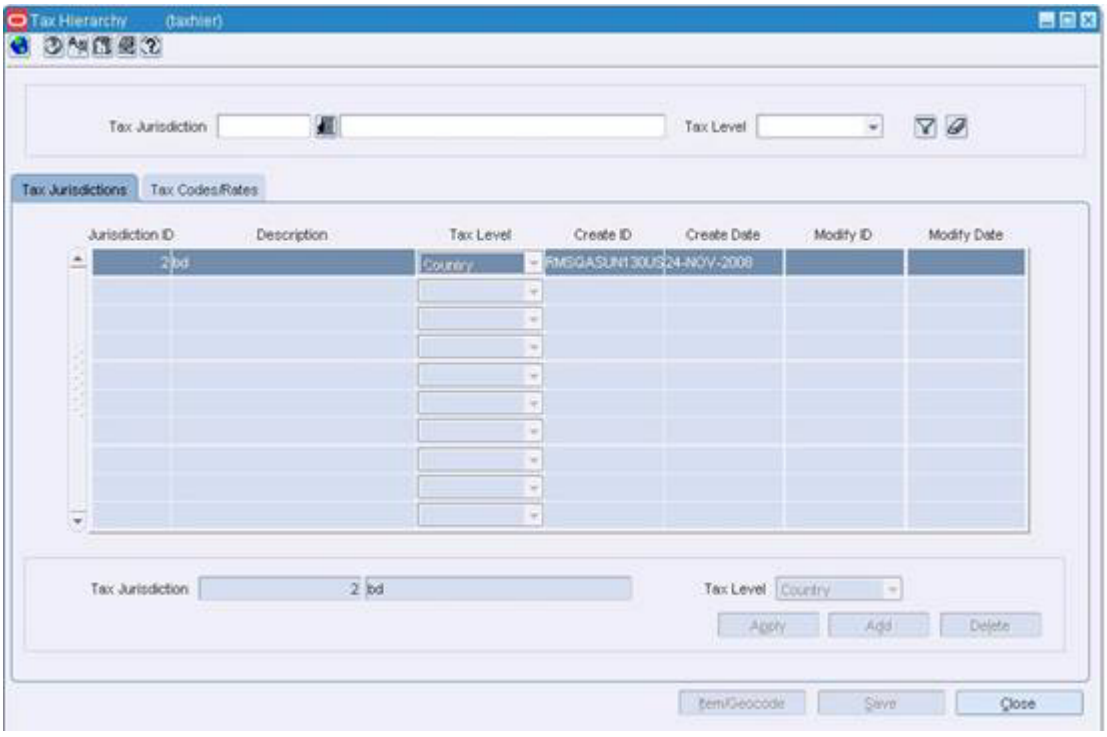
Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode**. The Tax Codes Form window opens.
5. Click on the **Department** tab.
6. Select a department in the table.
7. Click **Delete**.
8. When prompted to delete the department, click **Yes**.
9. Click **Close** to close the window.
10. When prompted to save the changes, click the **Yes**.

Create a Tax Jurisdiction

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

Figure 14–13 Tax Hierarchy Window



1. Click **Add**. The fields in the Apply area are cleared.
2. In the Tax Jurisdiction field, enter a unique ID for the tax jurisdiction in the first field and a description in the second field.

3. In the Tax Level field, select the tax level of the tax jurisdiction.
4. Click **Apply**. The tax jurisdiction is added to the table.
5. Click **Close** to close the window. When prompted to save the changes, click **Yes**.

Delete a Tax Jurisdiction

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

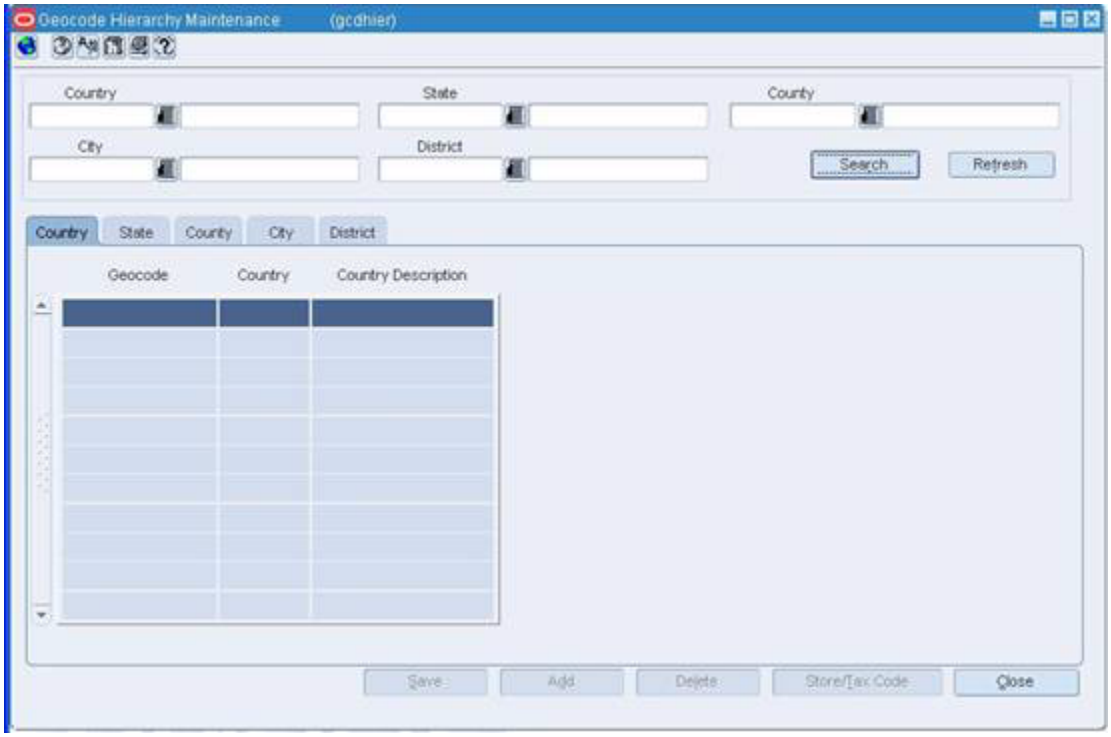
> **Note:** You cannot delete a tax jurisdiction that is part of an active tax code.

1. Select a tax jurisdiction on the Tax Jurisdictions tab.
2. Click **Delete**.
3. When prompted to delete the jurisdiction, click **Yes**.
4. Click **Close** to close the window.
5. When prompted to save the changes, click **Yes.**

Add a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window opens.

Figure 14–14 Geocode Hierarchy Maintenance Window



- Click **Search**. The geocode tables and buttons are enabled.

Add a geocode at the country level

1. Click **Add**.
2. In the Country field, enter the geocode for the country.
3. In the Country Description field, enter the description of the country.

Add a geocode at the state level

1. Click on the **State** tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode for the state.
5. In the State Description field, enter the description of the state.

Add a geocode at the county level

1. Click on the **County** tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode for the county.
6. In the County Description field, enter the description of the county.

Add a geocode at the city level

1. Click on the **City** tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode for the city.
7. In the City Description field, enter the description for the city.

Add a geocode at the district level

1. Click on the **District** tab.
2. Click **Add**.

3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode of the city, or click the LOV button and select the city.
7. In the District field, enter the geocode for the district.
8. In the District Description field, enter a description for the district.

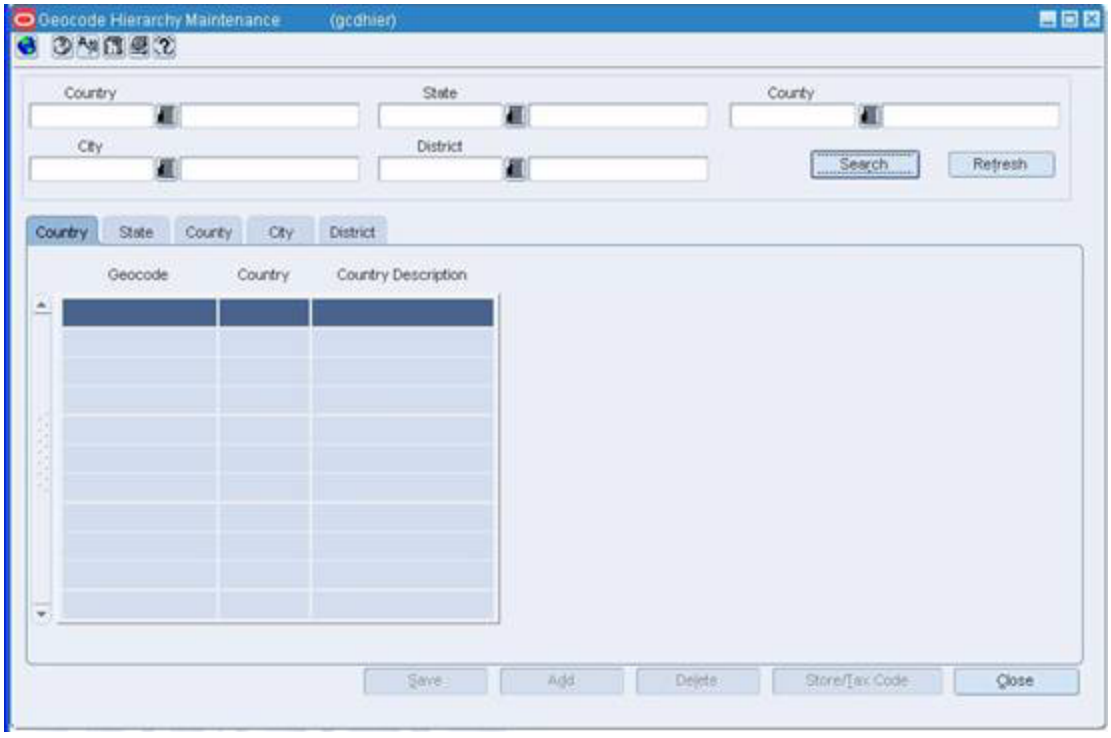
Review and complete the geocode

1. Click **Close** to close the window.
2. When prompted to save the changes, click the **Yes**.

Edit a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window opens. Search and retrieve a geocode to edit.

Figure 14–15 Geocode Hierarchy Maintenance Window



Delete a geocode

1. Click **Delete**.

2. When prompted to delete the record, click **Yes**.

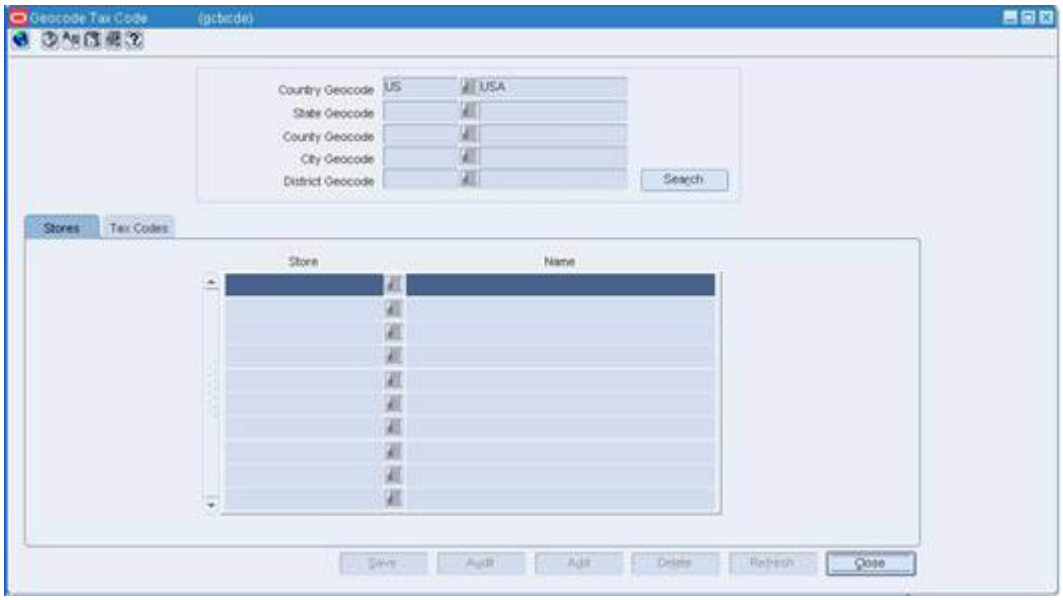
> **Note:** You cannot delete a geocode with an active tax code.

3. Click **Close** to close the window.
4. When prompted to save the changes, click **Yes**.

Delete a store from a geocode

1. Click **Store/Tax Code**. The Geocode Tax Code window opens.

Figure 14–16 Geocode Tax Code Window



2. On the Stores tab, select the store.
3. Click **Delete**.
4. When prompted to delete the store, click **Yes**.
5. Click **Close** to close the window.
6. When prompted to save the changes, click **Yes**.

Associate a store with a geocode

1. Click **Store/Tax Code**. The Geocode Tax Code window opens.
2. Click **Add**.
3. In the Store field, enter the ID of the store, or click the LOV button and select a store.
4. Click **Close** to close the window.
5. When prompted to save the changes, click **Yes**.

Delete a tax code from a geocode

1. Click **Store/Tax Code**. The Geocode Tax Code window opens.
2. Click on the Tax Codes tab.
3. Select the tax code.
4. Click **Delete**.
5. When prompted to delete the store, click **Yes**.
6. Click **Close** to close the window.
7. When prompted to save the changes, click **Yes**.

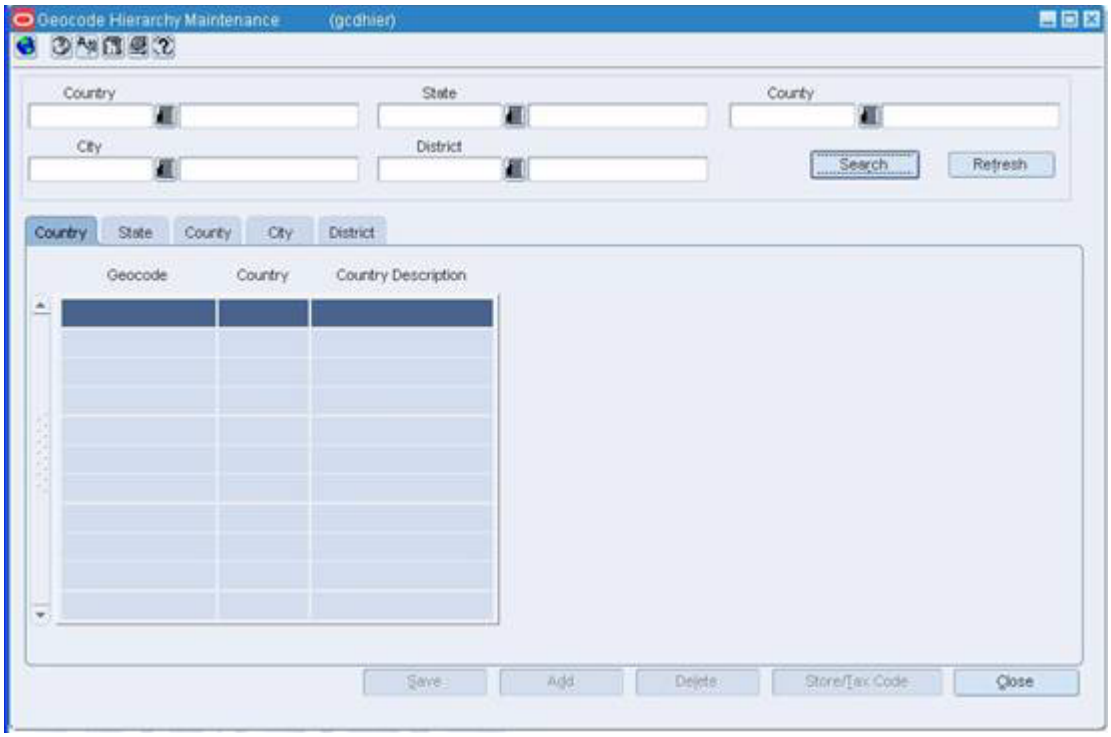
Associate a tax code with a geocode

1. Click **Store/Tax Code**. The Geocode Tax Code window opens.
2. Click the Tax Codes tab.
3. Click **Add**.
4. In the Tax Jurisdiction field, click the LOV button and select a tax code.
5. in the Start Date field, enter the date on which the tax code is valid for the geocode, or click the calendar button and select a date.
6. Click **Close** to close the window.
7. When prompted to save the changes, click **Yes**.

Search for a Geocode

Navigate: From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit or View. The Geocode Hierarchy Maintenance window opens.

Figure 14–17 Geocode Hierarchy Maintenance Window



1. Enter search criteria as desired to make the search more restrictive.
2. Click **Search**. The geocodes that match the search criteria appear on the results table.
3. Click on the appropriate tab in order to display a geocode level
4. Select the geocode with which you want to work.
5. Click **Close** to close the window.
6. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

Associate Geocodes with a Store or Tax Code

The sales tax feature allows you to specify the tax codes that apply to an item at a specific store. To ensure that stores have accurate sales tax information, the tax codes are sent through the nightly batch process two days in advance of when they are effective at the stores.

The association of the tax codes and stores with a geocode determines which tax codes are effective at a specific store. You associate stores with a geocode. You then associate the tax codes with a geocode. As a result, all of the tax codes associated with a geocode are effective at all of the stores associated with a geocode. When an item is sold at a specific store, the tax rates of the applicable tax codes are applied to the item.

- Associate a Geocode with a Store
- Delete a Geocode from a Tax Code
- Edit a Geocode

- Search for a Geocode
- View a Geocode
- View Geocodes Associated with a Tax Code
- View the Audit Trail for a Geocode Associated with a Tax Code

Associate a Geocode with a Store

Navigate: From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window opens. Select Store on the tree structure. The stores appear in the table. Select a store and click **Edit**. The Store Maintenance window opens. From the Options menu, select Geocodes. The Geocodes window opens.

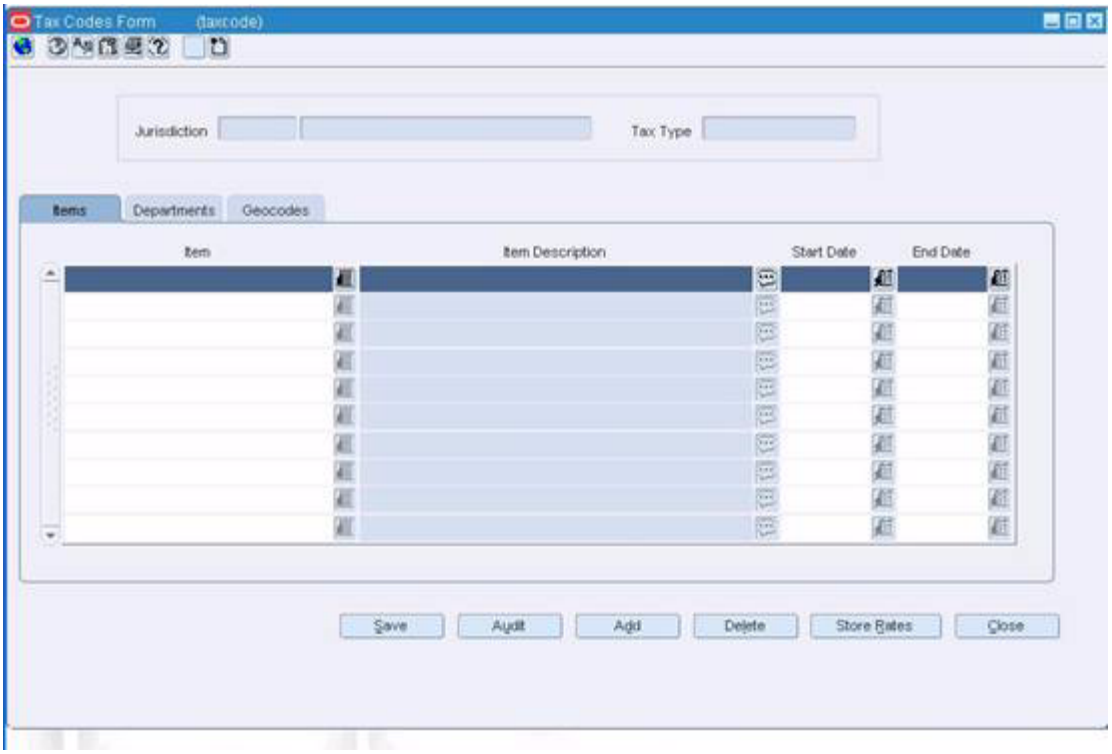
1. To associate a country geocode with a store, in the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
2. To associate a state geocode with a store:
   a. Associate geocodes as described in step 1.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
3. To associate a county geocode with a store:
   a. Associate geocodes as described in step 1 - 2.
   b. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
4. To associate a city geocode with a store:
   a. Associate geocodes as described in step 1 - 3.
   b. In the City field, enter the geocode of the city, or click the LOV button and select a city.
5. To associate a district geocode with a store:
   a. Associate geocodes as described in step 1 - 4.
   b. In the District field, enter the geocode of the district, or click the LOV button and select a district.
6. Click **OK** to save your changes and close the window.

Delete a Geocode from a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

1. On the **Tax Jurisdictions** tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Select a tax type in the tax type table.
4. Click **Item/Geocode**. The Tax Codes Form window opens.

Figure 14–18 Tax Codes Form Window



5. Click on the **Geocodes** tab.
6. Select the geocode you want to delete.
7. Click **Delete**.
8. When prompted to delete the geocode, click **Yes**.
9. Click **Close** to close the window.
10. When prompted to save the changes, click **Yes**.

Associate Tax Codes with a Merchandise Hierarchy

The sales tax feature allows you to specify the tax codes that apply to an item at a specific store. To ensure that stores have accurate sales tax information, the tax codes are sent through the nightly batch process two days in advance of when they are effective at the stores.

You apply a tax code to items, departments, and item lists. You can create tax product group item lists that include items that share the same tax codes. The tax codes that are ultimately applied to an item at a store are determined by the tax codes that the item shares with the store. The tax codes of a store are determined by the tax codes that are associated with the geocode to which the store belongs.

You can view the tax rates that apply to the item at a specific store, or you can view all of the tax codes associated with an item, department, or item list. You can only view item lists that are tax product groups.

- Create a Tax Code
- Create a Tax Jurisdiction

- Copy Tax Codes to a Department
- Copy Tax Codes to a Tax Product Group Item List
- Copy Tax Codes to an Item
- Delete a Department from a Tax Code
- Delete a Geocode from a Tax Code
- Delete a Tax Jurisdiction
- Delete an Item from a Tax Code
- Edit a Tax Code
- Edit a Tax Code/Department Relationship
- Edit a Tax Code/Item Relationship
- Edit a Tax Code/Tax Product Group Item List
- Search for a Tax Code
- View a Tax Code
- View Departments Associated with a Tax Code
- View Items Associated with a Tax Code
- View Tax Codes Associated with a Geocode
- View Tax Codes by Merchandise Level
- View the Audit Trail for a Geocode Associated with a Tax Code
- View the Audit Trail for a Tax Code Associated with a Department
- View the Audit Trail for a Tax Code Associated with a Geocode
- View the Audit Trail for a Tax Code Associated with a Tax Product Group Item List
- View the Audit Trail for a Tax Code Associated with an Item
- View the Audit Trail for a Geocode Associated with a Tax Code
- View the Tax Codes for a Department
- View the Tax Codes for a Tax Product Group Item List
- View the Tax Codes for an Item
- View the Tax Rates for a Sellable Pack at a Store
- View the Tax Rates for an Item at a Store

Audit Window [taxcode]

The Audit window allows you to view the user ID of the person who associated the item, department, or geocode with the tax code. The date on which the item, department, or geocode was associated with the tax code opens as well. You also can view the user ID of the last person who modified the associated information and the date on which it was modified.

- View the Audit Trail for a Tax Code Associated with an Item
- View the Audit Trail for a Tax Code Associated with a Department
- View the Audit Trail for a Geocode Associated with a Tax Code

Tax Codes Form Window [taxcode]

The Tax Codes Form window allows you to associate items, departments, and geocodes with a tax code. When you associate a tax code with a department, the tax code is applied to an item when it is sold at the department level. You can associate an item, department, or geocode with multiple tax codes. The tax codes that are ultimately applied to an item at a store are determined by the tax codes that the item shares with the store. The tax codes of a store are determined by the tax codes that are associated with the geocode to which the store belongs.

If you do not specify an end date for the relationship between a geocode, department, or item and a tax code, the association remains active as long as the tax code is active.

Geocodes can be uploaded into RMS using a standard batch program.

- Create a Tax Code
- Delete a Geocode from a Tax Code
- View Geocodes Associated with a Tax Code
- Delete an Item from a Tax Code
- View Items Associated with a Tax Code
- Delete a Department from a Tax Code
- View Departments Associated with a Tax Code

Tax Rate View Window [taxratev]

The Tax Rate View window allows you to view the tax codes and associated rates that apply to either an item, a department, or the items on an item list at a specific store.

When you access the Tax Rate View window through an item maintenance window for an item or sellable pack, you can view the tax rates that apply to the item at a specific store. You can also view the total tax rate that is applied to the item at a store. When you access the Tax Rate View window from the main menu, you can view all of the tax codes associated with an item, department, or item list. You can only view tax product group item lists.

- View the Tax Rates for an Item at a Store
- View the Tax Rates for a Sellable Pack at a Store
- View Tax Codes by Merchandise Level

Tax Hierarchy Window [taxhier]

The Tax Hierarchy window allows you to create, edit, and view tax codes. A tax code consists of a tax jurisdiction and a tax type with associated tax rates. Tax codes are applied to items, departments, and item lists. The tax code determines the tax rate that is applied to an item at the store.

To create a tax code, you must first create a tax jurisdiction. When you create a tax jurisdiction, you select the tax level and the effective date for the tax jurisdiction. The tax level can be country, state, county, city, or district.

You create a tax code by associating a tax type with a tax jurisdiction. You then enter the tax rate for the tax type and the date on which the tax rate is effective. You can have multiple rates associated with a tax type; however, the effective dates of the rates may not overlap. Only one tax rate can be effective at a time for each tax type.

You can then associate tax codes with items, departments, geocodes, and item lists. At the store level, an item derives its tax rates from the tax codes that it shares with the store.

You cannot delete active tax codes. A tax code is active after it has been sent to the point of sale system through a batch process. The tax code information is sent to the point of sale system two days before the tax code is effective at a store.

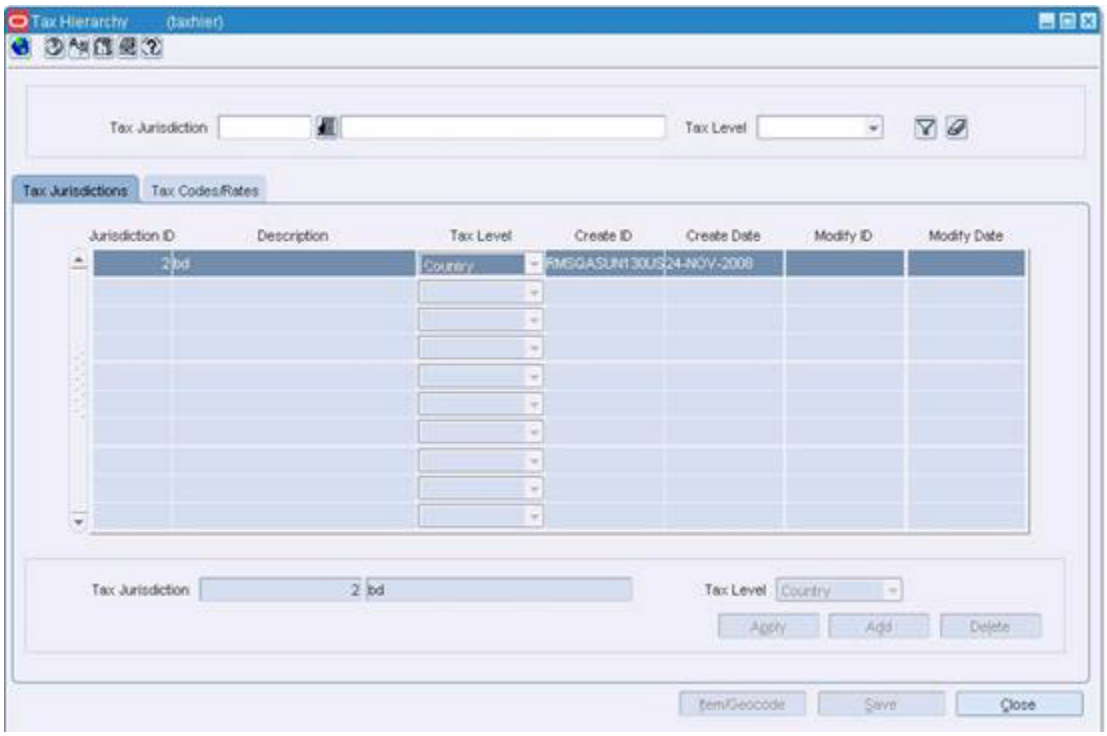
- Create a Tax Jurisdiction
- Delete a Tax Jurisdiction
- Create a Tax Code
- Edit a Tax Code
- View a Tax Code

Create a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit.

The Tax Hierarchy window opens.

Figure 14–19 Tax Hierarchy Window



1. On the **Tax Jurisdictions** tab, select a tax jurisdiction.
2. Click on the **Tax Codes & Rates** tab.
3. Click **Add Code**.
4. In the Tax Type field, select the type of tax.

5. Click **Add Rate**.
6. In the Tax Rate field, enter the tax rate.
7. In the Start Date field, enter the date on which the tax rate is effective, or click the calendar button and select the date.
8. When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar button and select the date.

   Note: Tax rates for the same tax type cannot have overlapping start and end dates.

9. Click **Close** to close the window.
10. When prompted to save the changes, click **Yes**.

Associate a department with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window opens.
2. Click on the Department tab.
3. Click the **Add**.
4. In the Department field, enter the ID of the department, or click the LOV button and select a department.
5. In the Start Date field, enter the date on which the tax code is effective for the department, or click the calendar button and select a date.
6. When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
7. Click **Close** to exit. When prompted to save the changes, click **Yes**.

   Note: Tax codes for a department are applied when an item is sold at the department level.

Associate a geocode with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window opens.
2. Click on the **Geocodes** tab.
3. Click **Add**.
4. To associate a country geocode with a tax code:
5. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
6. To associate a state geocode with a tax code:
   a. Associate geocode as described in step 4.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
7. To associate a county geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 5.

   b. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.

8. To associate a city geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 6.
   b. In the City field, enter the geocode of the city, or click the LOV button and select a city.
9. To associate a district geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 7.
   b. In the District field, enter the geocode of the district, or click the LOV button and select a district.
10. In the Start Date field, enter the date on which the tax code is effective for the department, or click the calendar button and select a date.
11. When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
12. Click **Close** to close the window.
13. When prompted to save the changes, click **Yes**.

Associate an item with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window opens.
2. Click **Add**.
3. In the Item field, enter the item number, or enter a partial description of the item and click the LOV button to select an item.
4. In the Start Date field, enter the date on which the tax code is effective for the item, or click the calendar button and select a date.
5. When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
6. Click **Close** to close the window.
7. When prompted to save the changes, click **Yes**.

Edit a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

On the Tax Jurisdictions tab, select a tax jurisdiction.

Add a tax type

1. Click **Add Code**.
2. In the Tax Type field, select the type of tax.
3. Click **Close** to close the window.
4. When prompted to save the changes, click **Yes**.

Delete a tax type

1. Select a tax type.
2. Click **Delete Code**.
3. When prompted to delete the code, click **Yes**.

> **Note:** You cannot delete a tax type that is part of a tax code with active tax rates.

4. Click **Close** to close the window.
5. When prompted to save the changes, click **Yes**.

Add a tax rate

1. Click **Add Rate**.
2. In the Tax Rate field, enter the tax rate.
3. In the Start Date field, enter the date on which the tax rate is effective, or click the calendar button and select the date.
4. When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar button and select the date.
5. Click **Close** to close the window.
6. When prompted to save the changes, click **Yes**.

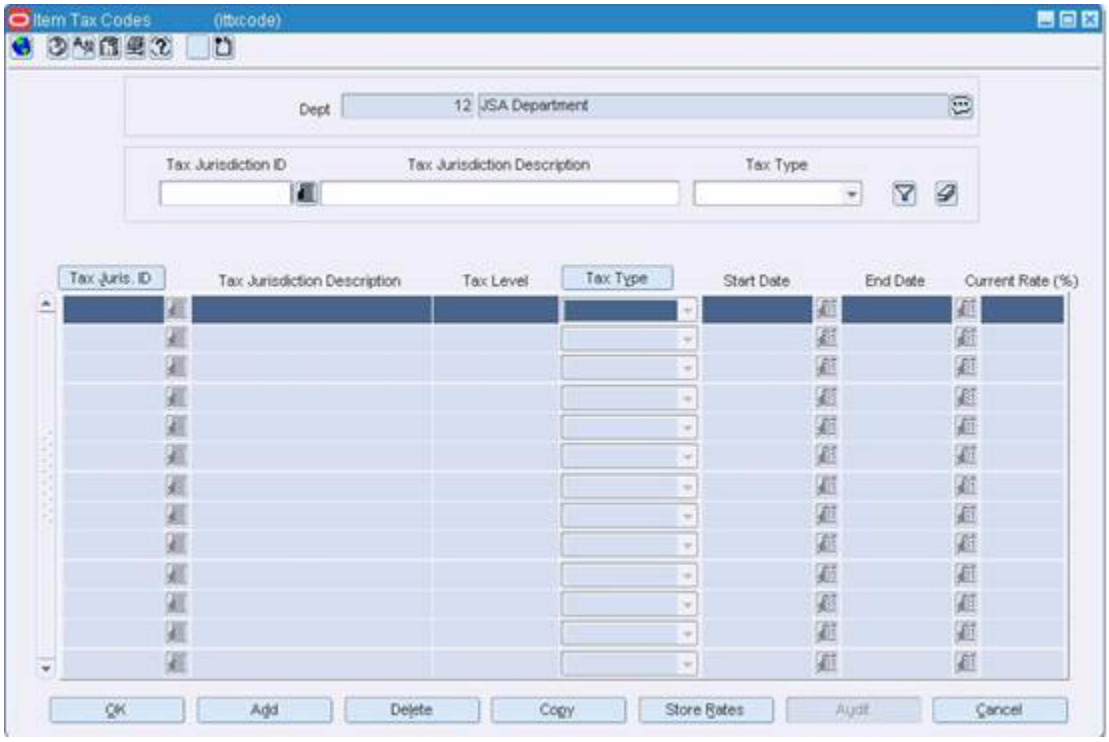
Delete a tax rate

1. Select a tax rate.
2. Click **Delete Rate**.
3. When prompted to delete the rate, click **Yes**.
4. Click **Close** to close the window.
5. When prompted to save the changes, click **Yes**.

Edit a Tax Code/Department Relationship

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens. Select Department on the tree structure. The departments appear in the table. Select a department and click **Edit**. The Department Maintenance window opens. From the Options menu, select Apply Tax Codes. The Item Tax Codes window opens.

Figure 14–20 Item Tax Codes Window



Delete a tax code from a department

Note: You cannot delete an active tax code.

1. Select a tax code.
2. Click **Delete**.
3. When prompted to delete the tax code, click **Yes**.
4. Click **OK** to save your changes and close the window.

Add a tax code to a department

1. Click **Add**.
2. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
3. In the Tax Type field, select the type of tax.
4. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
5. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
6. Click **OK** to save your changes and close the window.

Edit a Tax Code/Item Relationship

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. Select the Apply Tax Codes option. The Item Tax Codes window opens.

Delete a tax code from an item

Note: You cannot delete a tax code that is active.

1. Select a tax code.
2. Click **Delete**.
3. When prompted to delete the tax code, click **Yes**.
4. Click **OK** to save your changes and close the window.

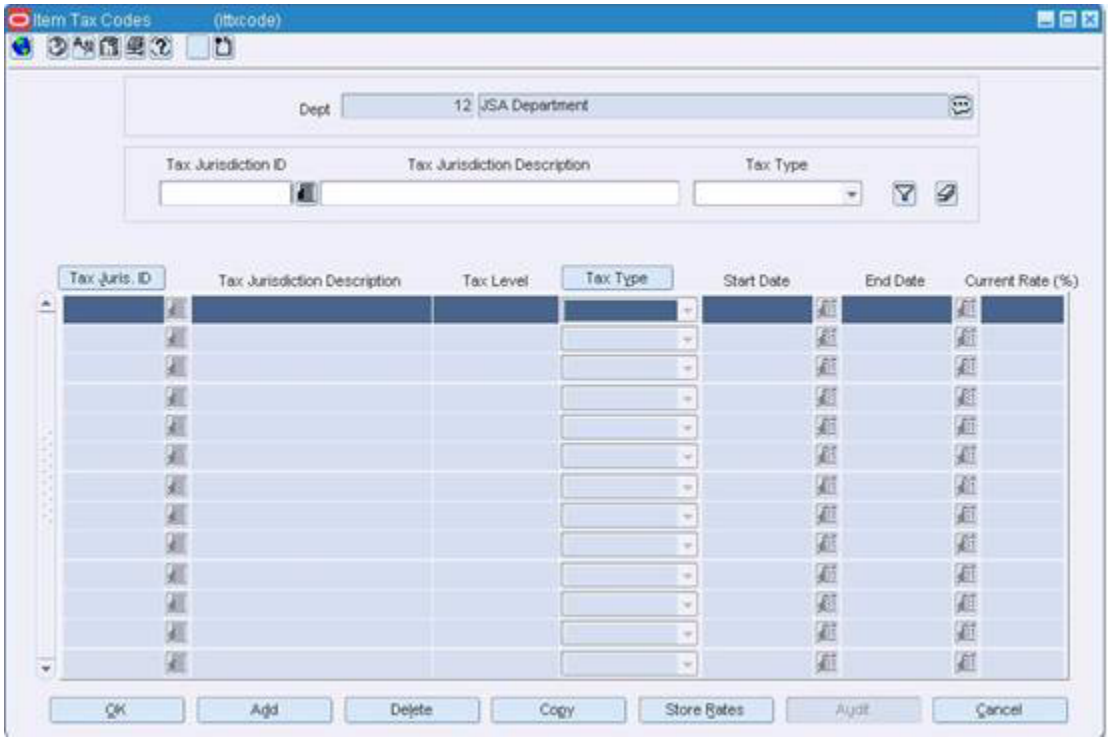
Add a tax code to an item

1. Click **Add**.
2. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
3. In the Tax Type field, select the type of tax.
4. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
5. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
6. Click **OK** to save your changes and close the window.

Edit a Tax Code/Tax Product Group Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens. From the Options menu, select Create Tax Code Change. The Item Tax Codes window opens.

Figure 14–21 Item Tax Codes Window



Delete a tax code from a tax product group item list

Note: You cannot delete an active tax code.

1. Select a tax code.
2. Click **Delete**.
3. When prompted to delete the tax code, click **Yes**.
4. Click **OK** to save your changes and close the window.

Add a tax code to a tax product group item list

1. Click **Add**.
2. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
3. In the Tax Type field, select the type of tax.
4. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
5. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
6. Click **OK** to save your changes and close the window.

Copy Tax Codes to a Department

Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens Select Department on the tree structure. The departments appear in the table. Select a department and click **Edit**. The Department Maintenance window opens. From the Options menu, select Apply Tax Codes. The Item Tax Codes window opens.

1. Click **Copy**. The Copy window opens.

Figure 14–22 Copy Window

2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.
3. Click **Copy** to copy the tax codes from the selected item to the department and close the window. The copied tax codes appear in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window

Copy Tax Codes to a Tax Product Group Item List

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens. From the Options menu, select Create Tax Code Change. The Item Tax Codes window opens.

1. Click **Copy**. The Copy window opens.
2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.
3. Click **Copy** to copy the tax codes from the selected item to the current items and close the window. The copied tax codes appear in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window.

Copy Tax Codes to an Item

Navigate: From the main menu, select Items > Items. The Item Search window opens. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. Select the Apply Tax Codes option. The Item Tax Codes window opens.

1. Click **Copy**. The Copy window opens.
2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.

3. Click **Copy** to copy the tax codes from the selected item to the current items and close the window. The copied tax codes appear in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window.

Search for a Tax Code

Navigate: From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window opens.

1. Enter search criteria as desired to make the search more restrictive.
2. Click **Search**. The tax jurisdictions that match the search criteria appear on the results table.
3. Select a tax jurisdiction. Click the Tax Code Rates tab in order to display the tax code level with which you want to work.
4. Click **Close** to close the window.
5. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

Audit Window [gctxcde]

The Audit window allows you to view the user ID of the person who associated the tax code with the geocode. The date on which the tax code was associated with the geocode opens as well. You also can view the user ID of the last person who modified the tax code information and the date on which it was modified.

- View the Audit Trail for a Tax Code Associated with a Geocode

Geocode Tax Code Window [gctxcde]

The Geocode Tax Code window allows you to associate stores and tax codes with a geocode. You also can delete stores and tax codes from geocodes.

The association of the tax codes and stores with a geocode determines which tax codes are effective at a specific store. You associate stores with a geocode. You then associate the tax codes with a geocode. As a result, all of the tax codes associated with a geocode are effective at all of the stores associated with a geocode.

You cannot delete active tax codes from a geocode. A tax code is active after it has been sent to the point of sale system through a batch process. The tax code information is sent to the point of sale system two days before the tax code is effective at a store.

If you do not specify an end date for the relationship between a geocode and a tax code, the association remains active as long as the tax code is active.

- View Stores Associated with a Geocode
- View Tax Codes Associated with a Geocode

Geocode Hierarchy Maintenance Window [gcdhier]

The Geocode Hierarchy Maintenance window allows you to add, delete, and view geocodes at several levels. A geocode is a geographical region, such as a state or county, with its own tax codes. You can add geocodes for the following:

- Countries
- States
- Counties
- Cities
- Districts

Once you have added geocodes to RMS, you can then associate stores and tax codes with the geocode. A store can be associated with only one geocode. Multiple tax codes can be associated with multiple geocodes. The tax codes of a geocode are active at the stores of the geocode. At the store, an item derives its tax rates from the tax codes that it shares with the store.

Geocodes can be uploaded into RMS using a standard batch program.

- Add a Geocode
- View a Geocode
- Search for a Geocode

Item Tax Codes Window [ittxcode]

The Item Tax Codes window allows you to add tax codes to and delete tax codes from individual items, departments, or items in an item list.

You cannot delete active tax codes from an item or department. A tax code is active after it has been sent to the point of sale system through a batch process. The tax code information is sent to the point of sale system two days before the tax code is effective at a store. At the store level, an item derives its tax rates from the tax codes that it shares with the store.

If you do not specify an end date for the relationship between an item and a tax code, the association remains active as long as the tax code is active.

- Edit a Tax Code/Item Relationship
- View the Tax Codes for an Item
- Edit a Tax Code/Tax Product Group Item List
- View the Tax Codes for a Tax Product Group Item List
- Edit a Tax Code/Department Relationship
- View the Tax Codes for a Department

Audit Window [ittxcode]

The Audit window allows you to view the user ID of the person who associated the tax code with the item, department, or item list. The date on which the tax code was associated with the item, department, or item list opens as well. You also can view the user ID of the last person who modified the tax code information and the date on which it was modified.

- View the Audit Trail for a Tax Code Associated with an Item
- View the Audit Trail for a Tax Code Associated with a Department
- View the Audit Trail for a Tax Code Associated with a Tax Product Group Item List

Copy Window [ittxcode]

The Copy window allows you to copy the tax codes from an existing item to an item, item list, or department.

- Copy Tax Codes to an Item
- Copy Tax Codes to a Tax Product Group Item List
- Copy Tax Codes to a Department

15

Letter of Credit

Create Letters of Credit

Letters of credit are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors with a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activity against the letter of credit can also be tracked.

The following types of letters of credit can be created:

- **Normal:** The letter of credit is applied to one purchase order.
- **Master:** The letter of credit is applied to multiple purchase orders.
- **Revolving:** Multiple purchase orders may be added to the letter of credit until the letter of credit is closed.
- **Open:** A letter of credit is created with no purchase orders. The purchase orders can be added at a later date.

You can choose from two letter of credit formats. The long form includes details at the purchase order and item level. The short form includes details at the purchase order level.

Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

- Add a Fixed-Format Amendment to a Letter of Credit
- Add an Activity to a Letter of Credit
- Assign a Purchase Order to a Letter of Credit by Letter of Credit
- Assign a Purchase Order to a Letter of Credit by Purchase Order
- Create an Open Letter of Credit
- Delete a Purchase Order from a Letter of Credit
- Delete an Activity from a Letter of Credit
- Delete an Amendment from a Letter of Credit
- Edit a Letter of Credit
- Edit the Terms of a Letter of Credit
- Generate an Amendment to a Letter of Credit

- Print a Letter of Credit
- Print Amendments to a Letter of Credit
- Search for a Letter of Credit
- Send Letter of Credit Amendments
- Send Letter of Credit Applications

Letter of Credit Order Apply Window [lcordapp]

The Letter of Credit Order Apply window allows you to select one or more approved purchase orders and attach them to letters of credit. You can attach a purchase order to an existing letter of credit or you can create a letter of credit. If the purchase orders share the same applicant, issuing bank, beneficiary, purchase type, and title pass location, you can apply more than one to the same letter of credit.

To display information specific to errors or letters of credit, or to create a customized view, select the appropriate option from the View menu.

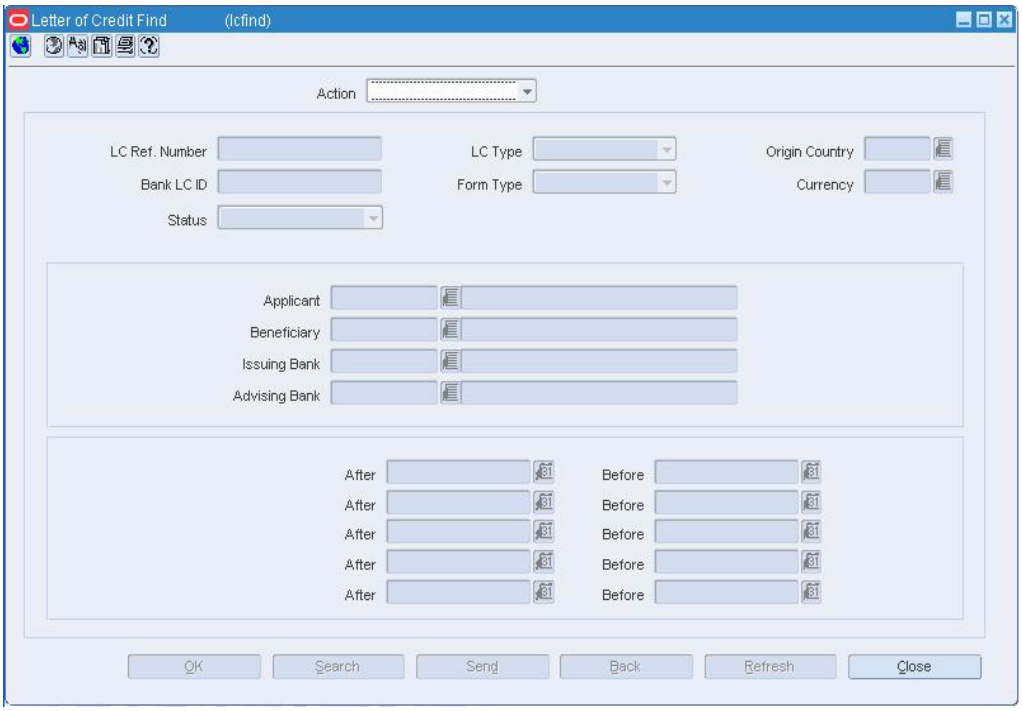
To display monetary amounts in the primary currency of the company or the local currency of the issuing bank, select the appropriate option from the Options > Currency menu.

- Assign a Purchase Order to a Letter of Credit by Letter of Credit

Create an Open Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

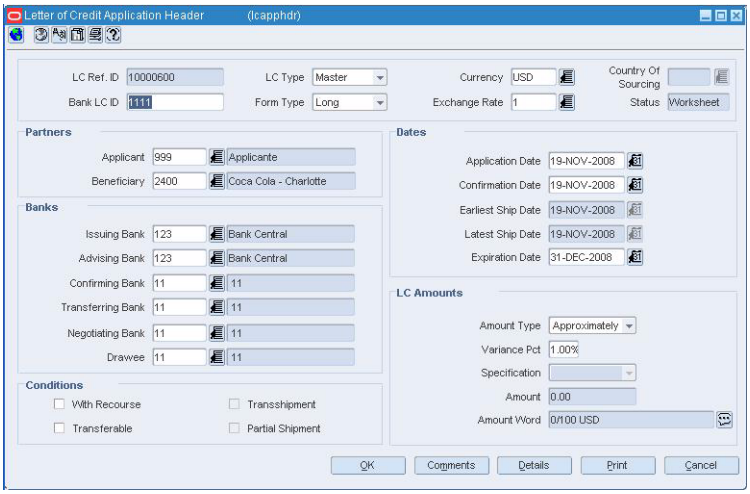
Figure 15–1 Letter of Credit Find Window



Note: An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount. You can amend the open letter of credit when it is applied to a purchase order.

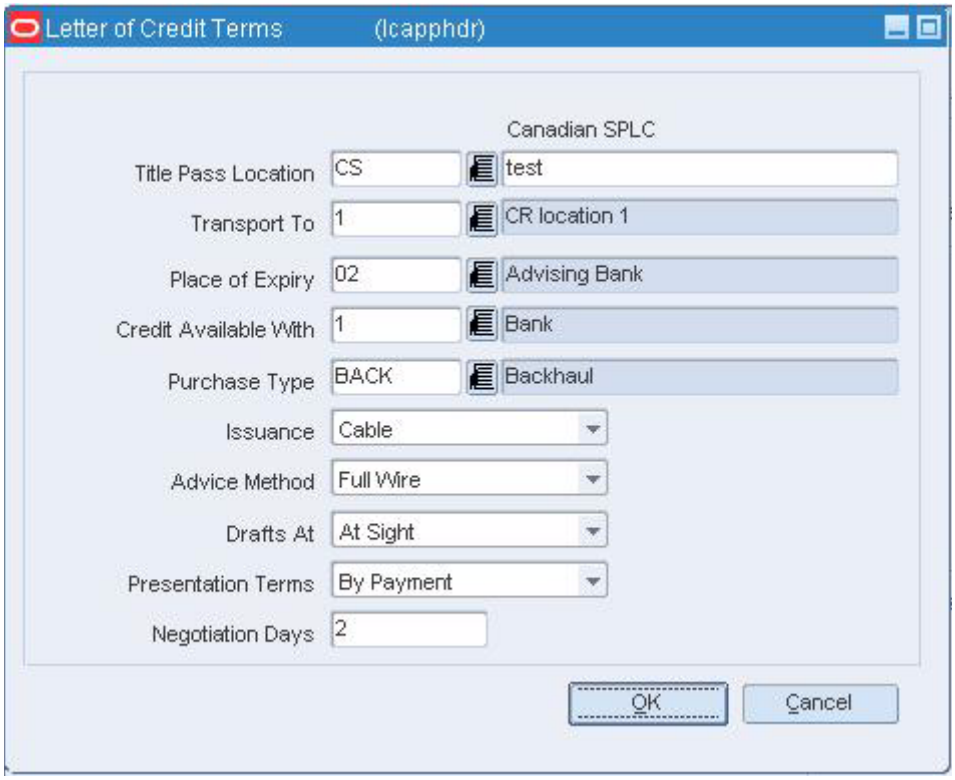
1. In the Action field, select New.
2. Click **OK**. The Letter of Credit Application Header window opens. The LC Ref ID is filled in automatically.

Figure 15–2 Letter of Credit Application Header Window



3. In the LC Type field, select Open.
4. In the Form Type field, select the type of form.
5. In the Currency field, enter the code for the currency of the letter of credit, or click the LOV button and select the currency.
6. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
7. In the Partners area, select the applicant and beneficiary.
8. In the Banks area, select the banks that are involved with the letter of credit transaction.
9. In the Conditions area, select the conditions that apply to the letter of credit.
10. In the Dates area, enter the various dates if known.
11. In the Amount Type field, select the type of amount.
12. Enter any additional information as necessary.
13. To enter the terms of the letter of credit:
    a. From the Options menu, select Terms. The Letter of Credit Terms window opens.

Figure 15–3 Letter of Credit Terms Window



b. In the Title Pass Location field, enter the abbreviation for the type of location, or click the LOV button and select the type. Enter the description of the location in the next field.

c. In the Purchase Type field, enter the code for the terms of sale, or click the LOV button and select the terms.

d. Enter any additional information as necessary.

e. Click **OK** to save your changes and close the window.

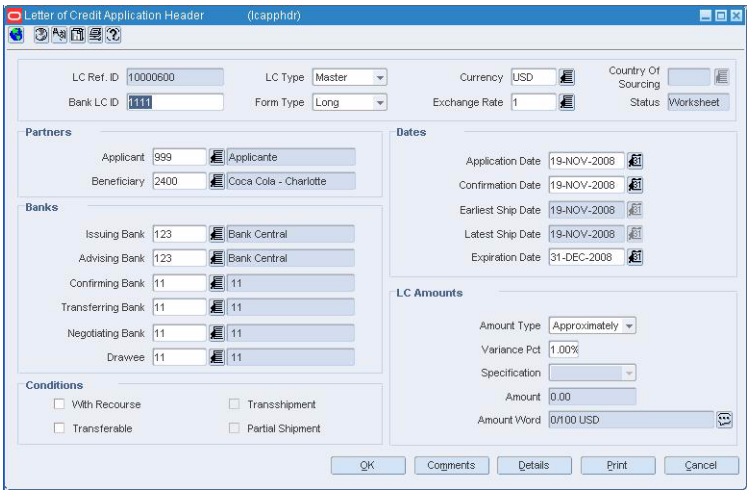
14. Click **OK** to save your changes and close the window.

Edit a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Worksheet status. The Letter of Credit Application Header window opens.

Figure 15–4 Letter of Credit Application Header Window

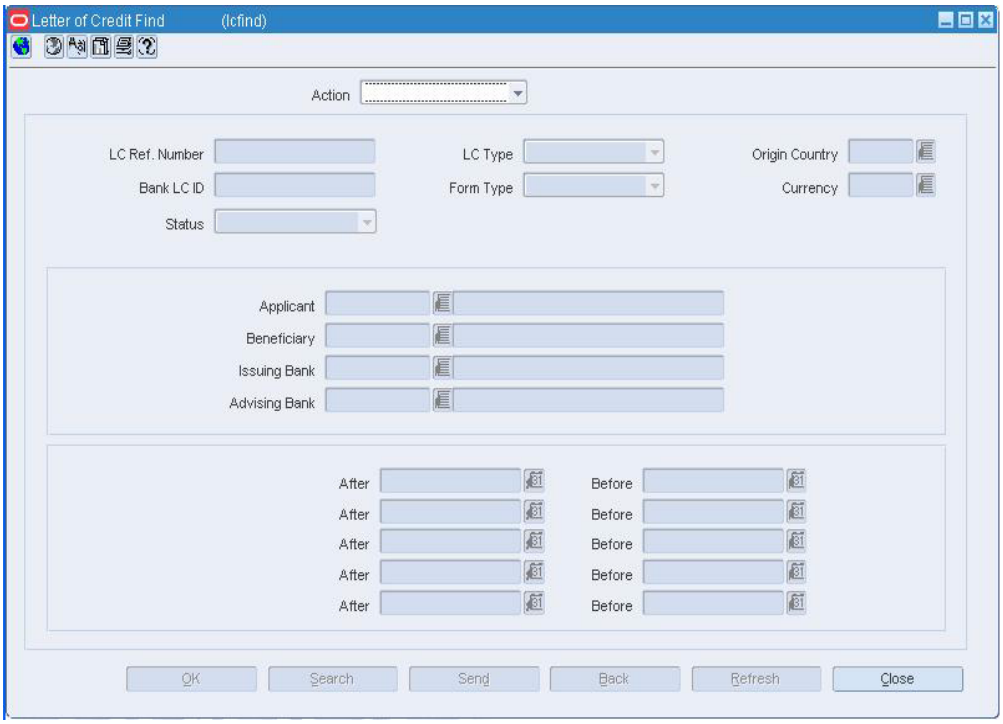


1. Edit the enabled fields as necessary.
2. To change the status of the letter of credit, select the appropriate status from the Options menu.
3. Click **OK** to save your changes and close the window.

Search for a Letter of Credit

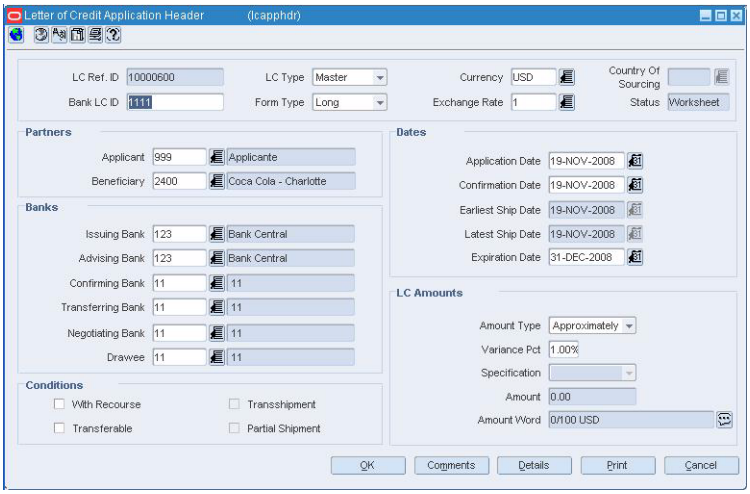
Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Figure 15–5 Letter of Credit Find Window



1. In the Action field, select either View or Edit.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The letters of credit that match the search criteria appear.
4. Select a task.
   a. To perform another search, click **Refresh**.
   b. To display the letter of credit information, select a record and click **OK**. The Letter of Credit Application Header window opens.

Figure 15–6 Letter of Credit Application Header Window



5. Click **Close** to close the window.

View a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. The Letter of Credit Application Header window opens.

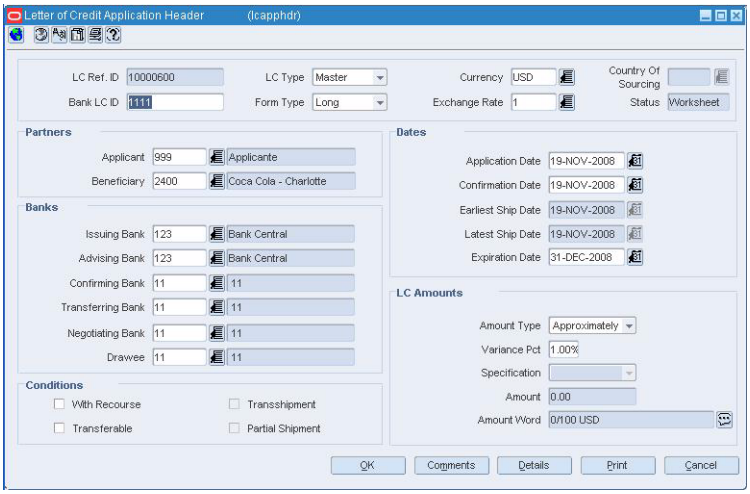
1. To view the terms, activities, amendments, and required documents that are associated with the letter of credit:
   a. From the Options menu, select the desired option. The details appear in the appropriate window.
   b. Click **OK** to exit the window.
2. To view the purchase orders that are associated with the letter of credit:
   a. Click **Details**. The details appear in the Letter of Credit Application Details window.
   b. Click **OK** to close the window.
3. To view the monetary amounts in the currency of the letter of credit or the primary currency of the company, select the appropriate option from the Options > Currency menu.
4. Click **OK** to close the window.

Print a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Approved, Confirmed, or Closed status. The Letter of Credit Application Header window opens.

Figure 15–7 Letter of Credit Application Header Window



1. Click **Print**.
2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Add a Fixed-Format Amendment to a Letter of Credit

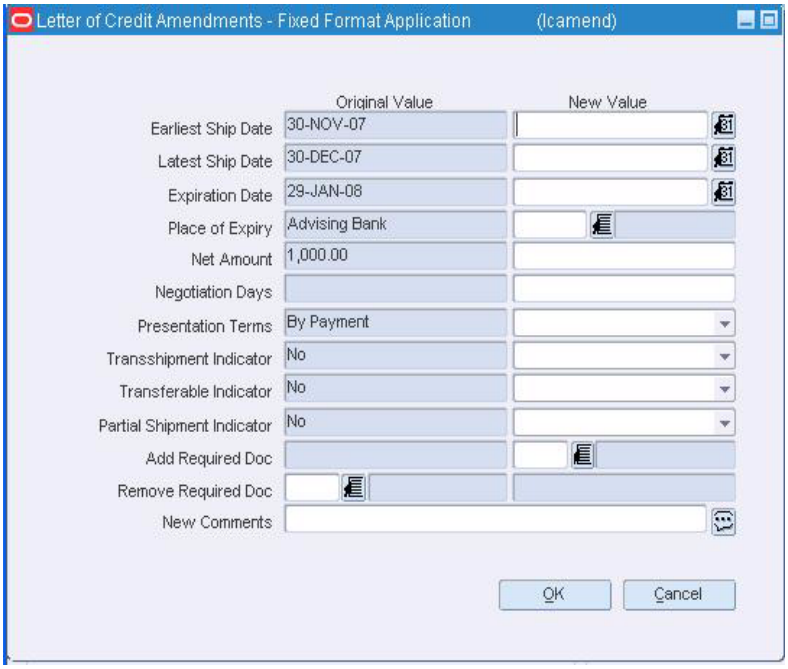
Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Click **Add Amend**. The Letter of Credit Amendments Fixed Format Application window opens.

Figure 15–8 Letter of Credit Amendments Fixed Format Application Window



1. In the New Value fields, enter the changes as necessary.
2. To remove a required document, enter the ID of the document in the Remove Required Doc field, or click the LOV button and select the document.

   Note: Unlike the other changes, the required document information is entered in the Original Value column instead of the New Value column.

3. In the New Comments field, enter information regarding the reason for the amendment.
4. Click **OK** to save your changes and close the window.

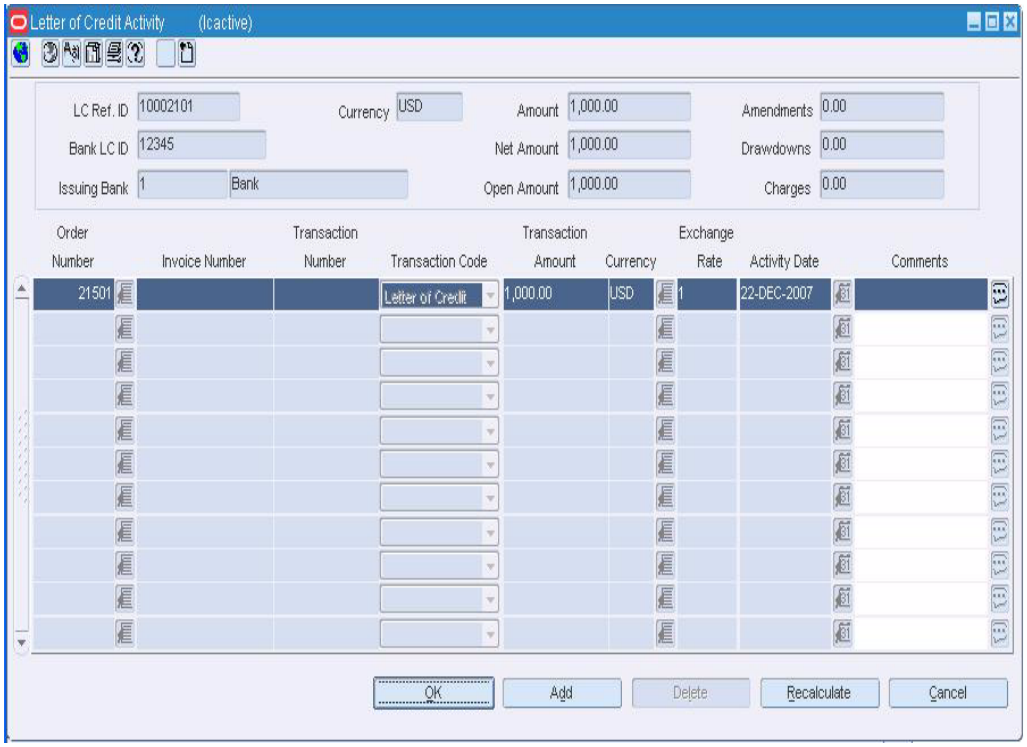
Add an Activity to a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Activity. The Letter of Credit Activity window opens.

Figure 15–9 Letter of Credit Activity Window



1. Click **Add**.
2. In the Order Number field, enter the number of the purchase order, or click the button and select the purchase order as necessary.
3. In the Invoice Number field, enter an invoice number as necessary.
4. In the Transaction Number field, enter a transaction number as necessary.
5. In the Transaction Code field, select either Bank Charge or Drawdown.
6. In the Transaction Amount field, enter the monetary amount of the activity.
7. In the Currency field, enter the code for the currency in which the activity is denominated. The exchange rate is filled in automatically.
8. In the Activity Date field, enter the date of the activity, or click the calendar button and select the date.
9. In the Comments field, enter any comments about the activity, or click the comments button and enter the comments as necessary.
10. To adjust the letter of credit amounts, click **Recalculate**.
11. Click **OK** to save your changes and close the window.

Assign a Purchase Order to a Letter of Credit by Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit Selection. The Letter of Credit Order Apply window opens.

1. In the Applicant field, enter the ID of the applicant, or click the LOV button and select the applicant.

2. In the Issuing Bank field, enter the ID of the bank, or click the LOV button and select the bank.
3. Click **Query Orders**. All approved purchase orders that match the criteria are displayed.
4. To assign a purchase order to an existing letter of credit:
   a. Select the purchase order.
   b. In the LC Ref ID field, enter the reference number of the letter of credit, or click the LOV button and select the letter of credit.
5. To assign a purchase order to a new letter of credit:
   a. From the View menu, select LC Information. Fields specific to letters of credit appear in the table.
   b. Select the purchase order and click **Create New LC**. The reference number of the letter of credit is filled in automatically.
   c. In the Form Type field, select the type of form.
   d. In the Letter of Credit Type field, select the type of letter of credit.
   e. Click **Apply Orders**. The purchase orders are attached to the letters of credit.
6. Click **Close** to save your changes and close the window.

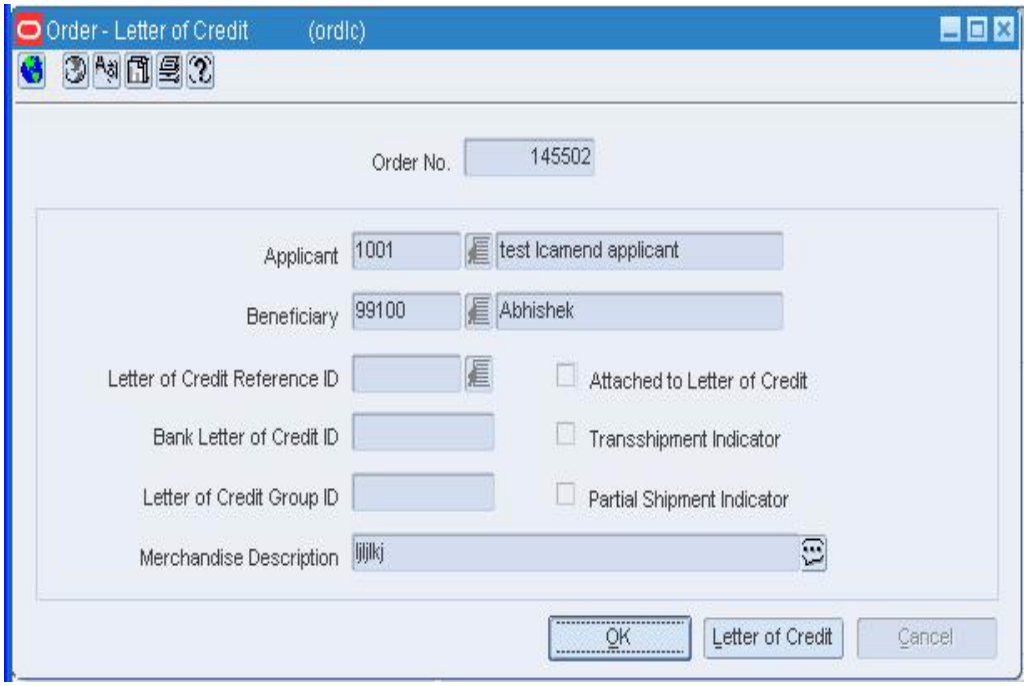
Assign a Purchase Order to a Letter of Credit by Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

From the Options menu, select Letter of Credit. The Order Letter of Credit window opens.

Figure 15–10 Order Letter of Credit Window



1. Edit the applicant and beneficiary as necessary.
2. In the Letter of Credit Reference ID field, enter the reference number of the letter of credit, or click the LOV button and select the letter of credit.

> **Note:** A purchase order is not considered to be attached to a letter of credit until the letter of credit is approved.

3. In the Merchandise Description field, enter a description of the goods being purchased.
4. Enter or edit the remaining fields as necessary.
5. Click **OK** to save your changes and close the window.

View Purchase Orders for a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. The Letter of Credit Application Header window opens.

Click **Details**. The Letter of Credit Application Details window opens.

1. To view the monetary amounts in the currency of the letter of credit or the primary currency of the company, select the appropriate option from the Options > Currency menu.
2. To view the details of a purchase order:
   a. Select a purchase order and click **PO Detail**. The PO Header Maintenance window opens.
   b. Click **OK** to close the window.

3. Click **OK** to close the window.

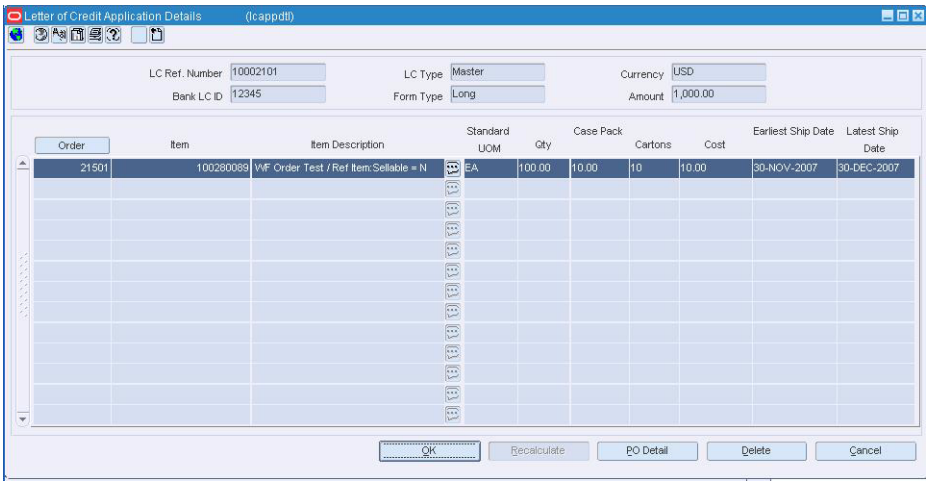
Delete a Purchase Order from a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window opens.

Click **Details**. The Letter of Credit Application Details window opens.

Figure 15–11 Letter of Credit Application Details Window



1. Select a purchase order and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete a Required Document from a Letter of Credit

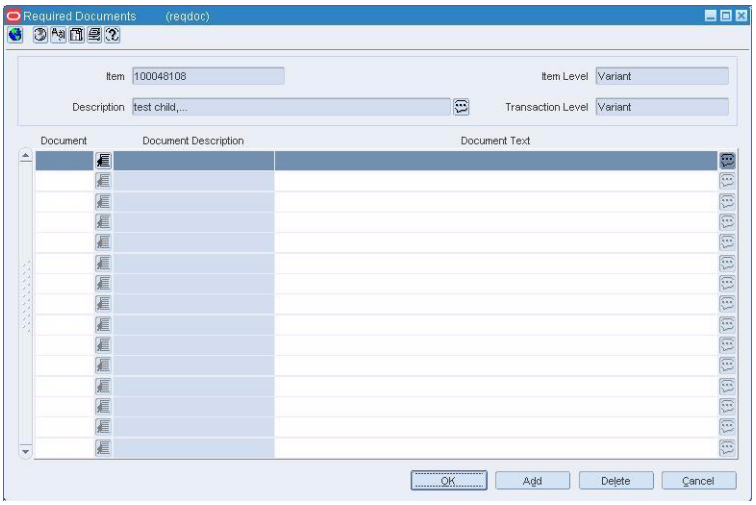
Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in the Edit mode. Restrict the search to letters of credit in either Worksheet status or Confirmed status. The Letter of Credit Application Header window opens.

If the status is Confirmed, select Amendments from the Options menu. The Letter of Credit Amendments window opens.

From the Options menu, select Required Documents. The Required Documents window opens.

Figure 15–12 Required Documents Window



1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the document record, click **Yes**.
4. Click **OK** to save your changes and close the window.

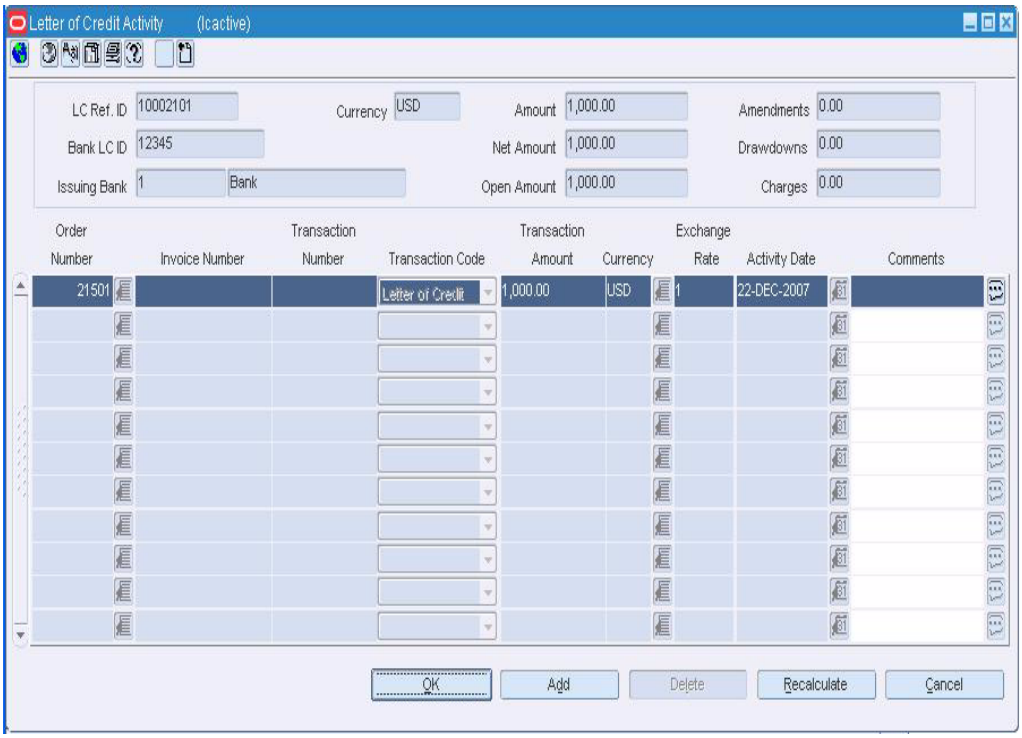
Delete an Activity from a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window opens.

From the Options menu, select Activity. The Letter of Credit Activity window opens.

Figure 15–13 Letter of Credit Activity Window



1. Select an activity and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

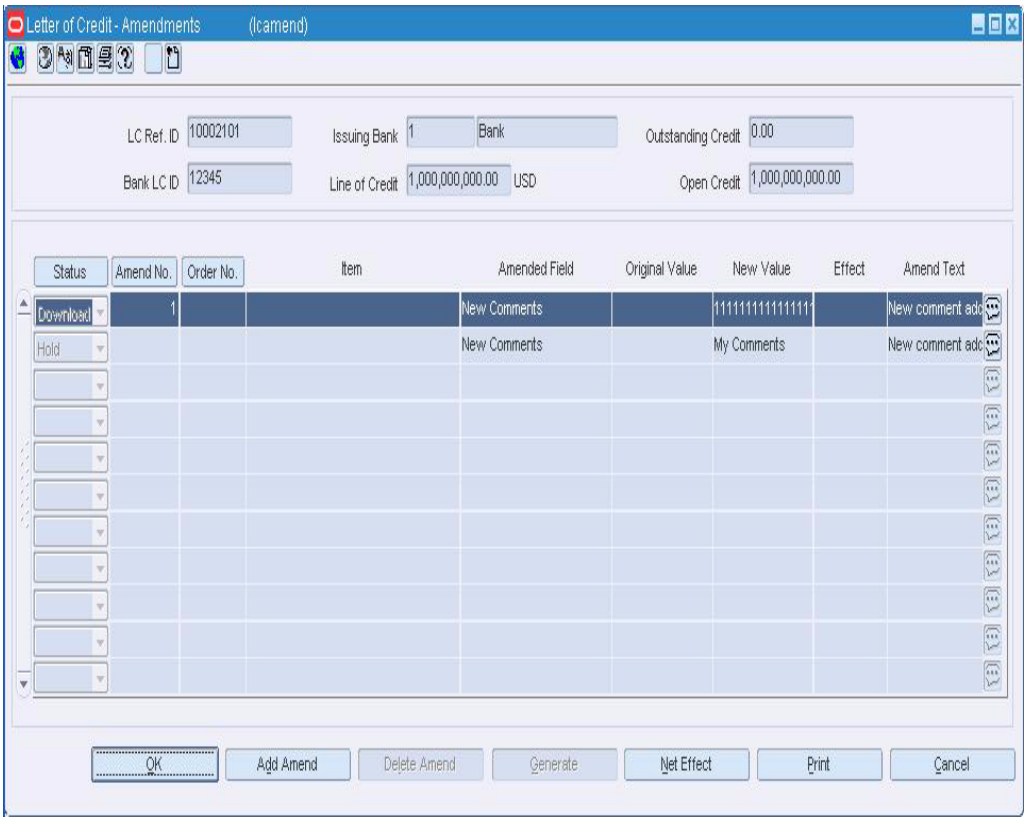
Delete an Amendment from a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window opens.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Figure 15–14 Letter of Credit Amendments Window



1. Select an amendment and click **Delete**.

> **Note:** You can delete an amendment in New and Hold status. You can also delete an amendment in Accept status if it has no amendment number.

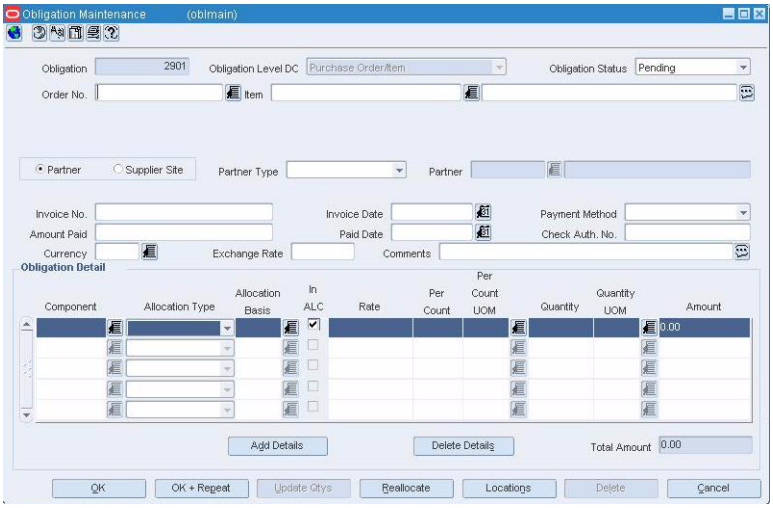
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete an Obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in Edit mode. The Obligation Maintenance window opens.

Figure 15–15 Obligation Maintenance Window



1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

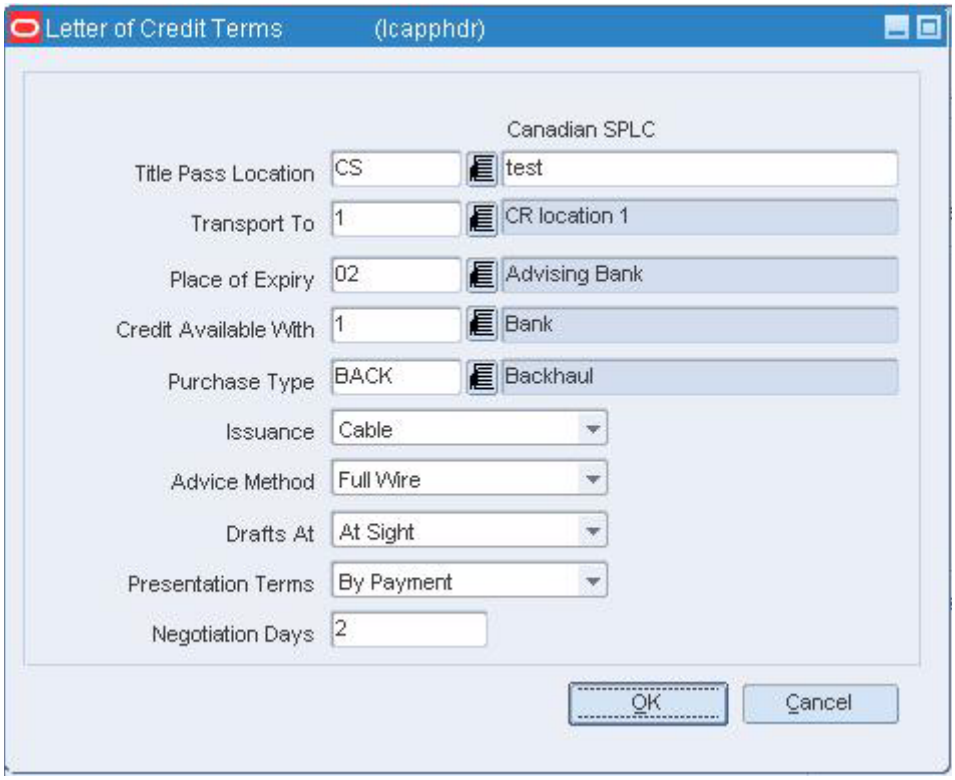
Edit the Terms of a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Worksheet status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Terms. The Letter of Credit Terms window opens.

Figure 15–16 Letter of Credit Terms Window



1. Enter and select the terms as necessary.
2. Click **OK** to save your changes and close the window.

View the Terms of a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. The Letter of Credit Application Header window opens.

From the Options menu, select Terms. The Letter of Credit Terms window opens.

- Click **OK** to close the window

View Activities Against a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. Restrict the search to letters of credit in Confirmed or Closed status. The Letter of Credit Application Header window opens.

From the Options menu, select Activity. The Letter of Credit Activity window opens.

1. To view monetary amounts in the currency of the letter of credit, the primary currency of the company, or the currency of the activity, select the appropriate option from the Options > Currency menu.
2. Click **OK** to close the window

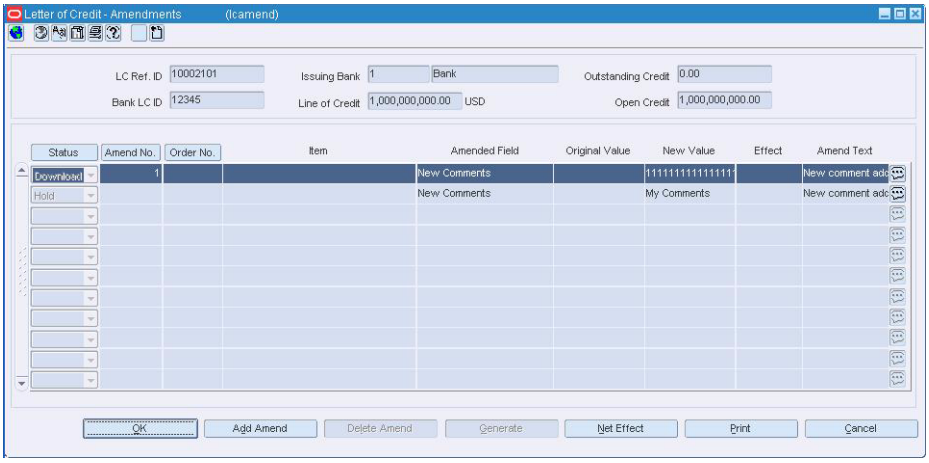
Generate an Amendment to a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Figure 15–17 Letter of Credit Amendments Window



1. Click **Add Amend**. The Letter of Credit Amendments - Fixed Format Application window opens.
2. Add a fixed-format amendment to a letter of credit.
3. Click **OK** to save any changes and close the window.

Change the Status of a Letter of Credit

1. Select the amendment that you want to approve.
2. In the Status field, select the appropriate status.
3. Click **Generate**. An amendment number is filled in automatically in the Amend No field for each newly-accepted amendment.
4. Click **OK** to save your changes and close the window.

View Amendments to a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. Restrict the search to letters of credit in Confirmed or Closed status. The Letter of Credit Application Header window opens.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

1. To view the net effect of an amendment:

a. Select an amendment and click **Net Effect**. The Letter of Credit Amendments Net Effect window opens.

b. Click **OK** to close the window.

2. Click **OK** to close the window.

View the Net Effect of an Amendment

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in View mode. Restrict the search to letters of credit in confirmed or closed status. The Letter of Credit Application Header window opens.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Select an amendment and click **Net Effect**. The Letter of Credit Amendments Net Effect window opens.

- Click **OK** to close the window.

Letter of Credit Activity Window [lcactive]

The Letter of Credit Activity window allows you to edit and view activities against a letter of credit. You can add the bank charges and drawdowns. A letter of credit activity is added automatically when the issuing bank confirms the letter of credit. An amendment activity is added automatically when a monetary amendment is approved for the letter of credit.

You can edit or view activities for confirmed letters of credit. You can view activities for closed letters of credit.

To display the monetary amounts of an activity in the primary currency of the company, the currency of the letter of credit, or the currency of the activity, select the appropriate option from the Options > Currency menu. You can add or delete an activity only when the currency option is Activity.

- Add an Activity to a Letter of Credit
- Delete an Activity from a Letter of Credit

Letter of Credit Amendments - Fixed Format Application Window [lcamend]

The Letter of Credit Amendments - Fixed Format Application window allows you change the current values for various parts of a confirmed letter of credit application. These are for amendments that are initiated by the letter of credit group.

- Add a Fixed-Format Amendment to a Letter of Credit

Letter of Credit Amendments Window [lcamend]

The Letter of Credit Amendments window allows you to modify a confirmed letter of credit by adding amendments to the letter of credit.

Amendments are created automatically when certain values are changed on a purchase order. Amendments to the purchase order can be written once the letter of credit for that purchase order is in Submit status.

If you are using Trade Management to import costs, it is assumed that all locations must have the same cost value for an item. However, if the cost of items that are being imported DO vary by location, Trade Management will convert the cost values to an identical weighted average cost. If a cost is changed on an order at only one location, an amendment is written with the average cost for all locations.

You can also create amendments to the letter of credit itself. For all new amendments, you can choose which amendments to accept for the letter of credit. After an amendment is changed to Accepted status, it can be transmitted to the bank.

The following changes to a purchase order automatically generate an amendment to the letter of credit:

- Earliest and latest ship dates
- Purchase order cancelled
- Transshipment or partial shipment options
- Unit cost and order quantity
- Required documents (You cannot change the content of the document, only whether it is included.)

Changes to the face of the letter of credit can be made on the Letter of Credit Amendment Fixed Format window. To access the window, click Add Amend.

To display monetary amounts in the primary currency of the company or the currency of the letter of credit, select the appropriate option from the Options > Currency menu.

- Generate an Amendment to a Letter of Credit
- Delete an Amendment from a Letter of Credit
- Print Amendments to a Letter of Credit

Letter of Credit Amendments - Net Effect Window [lcamend]

The Letter of Credit Amendments - Net Effect window allows you to view the net effect that a selected amendment, or all amendments that share the same amendment number, has on the letter of credit.

Letter of Credit Application Details Window [lcappdtl]

The Letter of Credit Application Details window allows you to view which purchase orders (short form) or PO/items (long form) are attached to a letter of credit.

To display monetary amounts in the primary currency of the company or the currency of the letter of credit, select the appropriate option from the Options > Currency menu.

- Delete a Purchase Order from a Letter of Credit

Letter of Credit Application Header Window [lcapphdr]

The Letter of Credit Application Header window allows you to create, edit, and view letters of credit.

- Approve a Letter of Credit
- Create an Open Letter of Credit
- Edit a Letter of Credit
- Print a Letter of Credit

- Submit a Letter of Credit for Approval

Letter of Credit Terms Window [lcapphdr]

The Letter of Credit Terms window allows you to edit and view the terms of a letter of credit.

- Edit the Terms of a Letter of Credit

Letter of Credit Find Window [lcfind]

The Letter of Credit Find window allows you to enter search criteria in order to search for letters of credit and view the results.

The default view for the Letter of Credit Find window opens when you open the window for the first time. You can also create a custom view.

- Search for a Letter of Credit
- Send Letter of Credit Amendments
- Send Letter of Credit Applications

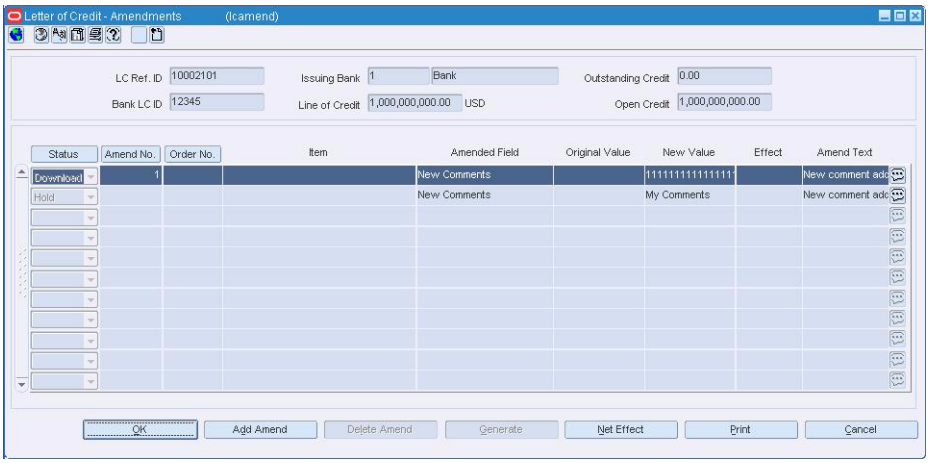
Print Amendments to a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed or Closed status. The Letter of Credit Application Header window opens.

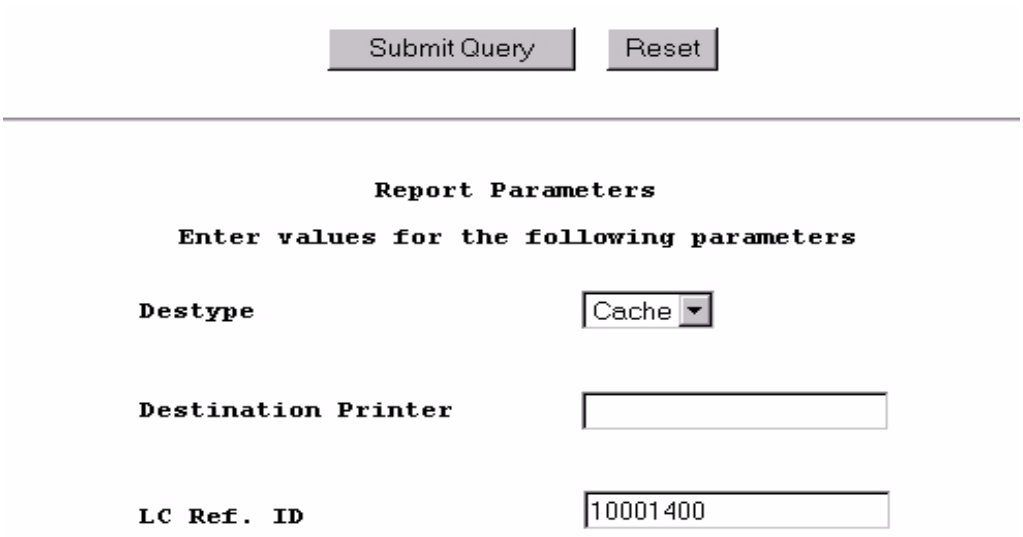
From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Figure 15–18 Letter of Credit Amendments Window



1. Click **Print**. The Runtime Parameter Form opens.

Figure 15–19 Runtime Parameter Form

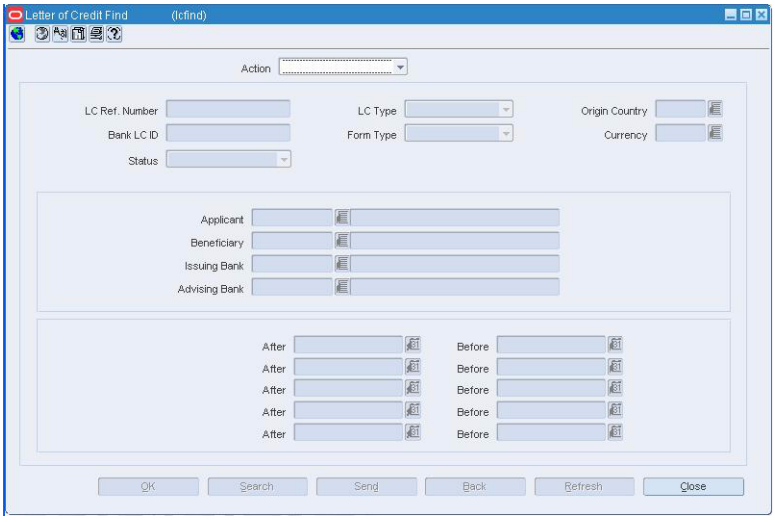


2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Send Letter of Credit Amendments

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Figure 15–20 Letter of Credit Find Window



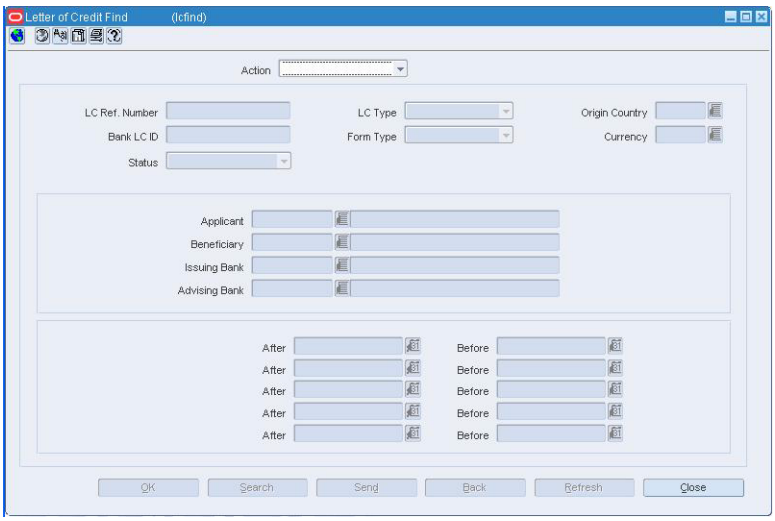
1. In the Action field, select Download Amendment.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The confirmed letters of credit that match the search criteria appear.

4. Click **Send**.
5. When prompted to transmit the letter of credit amendments, click **Yes**. The amendments will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Send Letter of Credit Applications

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Figure 15–21 Letter of Credit Find Window



1. In the Action field, select Download Application.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The approved letters of credit that match the search criteria appear.
4. Click **Send**.
5. When prompted to transmit the letter of credit applications, click **Yes**. The applications will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Letters of Credit Approval Process

When a letter of credit is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the letter of credit to the next status. A letter of credit may be in any of the following statuses:

Table 15–1

Status	Definition
Worksheet	The letter of credit has been started, but not completed.
Submitted	The letter of credit has been completed and is pending review.
Approved	The letter of credit has been reviewed and has been approved.

Table 15–1 (Cont.)

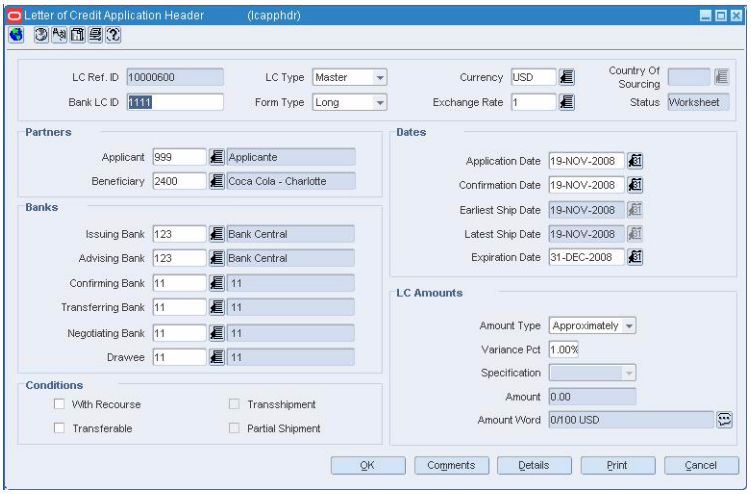
Status	Definition
Extracted	The details of the letter of credit were sent to the external entity affected by the letter of credit.
Confirmed	The letter of credit has been confirmed by the bank and a reference number has been assigned to the letter of credit.
Closed	The letter of credit is complete.

Submit a Letter of Credit for Approval

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Worksheet status. The Letter of Credit Application Header window opens.

Figure 15–22 Letter of Credit Application Header Window



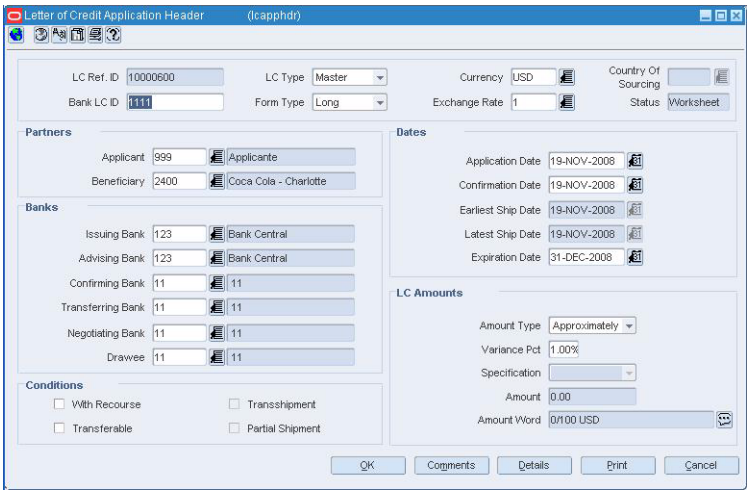
1. From the Options menu, select **Submit**.
2. When prompted to submit the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Submitted status. The Letter of Credit Application Header window opens.

Figure 15–23 Letter of Credit Application Header Window



1. From the Options menu, select Approve.
2. When prompted to approve the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

16

User Tools

Define a Timeline

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision.

- Define a Timeline
- Maintain Timelines
- View a Timeline

View Timeline Steps

Navigate: From the main menu, select Control > Setup > Timeline Step Components > View. The Timeline Step Components window opens.

1. In the Timeline Type field, select the activity for which you want to view the timeline steps. The steps appear in the Step No. and Step Description fields.
2. Click **OK** to close the window.

View a Timeline

Navigate: From the main menu, select Control > Setup > Timeline > View. The Timeline Steps window opens.

1. In the Timeline Number field, enter the ID of the timeline that you want to view, or click the LOV button and select the timeline. The timeline information and steps are filled in automatically.
2. Click **OK** to close the window.

View a Timeline Associated with a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in View mode. Restrict the search to purchase orders in Approved status. The PO Header Maintenance window opens.

From the Options menu, select Timelines > View. The Timeline window opens.

1. In the Action field, select View Order.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Order Selection window displays the purchase orders that match the search criteria.

To view fields related to due orders:

1. From the View menu, select Due Order. The fields that pertain to due orders appear.
2. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of the purchase order, select a record and click **OK**. The PO Header Maintenance window opens.
3. Click **Close** to exit.

Note: You may also access the Timelines window from the PO Item Maintenance window. To access the window, click **Items**. The PO Item Maintenance window opens.

From the Options menu, select Timelines > View. The Timeline window opens.

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4. In the Timeline Number field, enter the timeline ID, or click the LOV button and select a timeline. The timeline information defaults into the table.
5. Click OK to close the window.

View a Timeline for a Customs Entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in View mode. The Customs Entry Header window opens.

From the Options menu, select Timelines > View. The Timeline window opens.

1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline you want to view. The timeline and its steps appear.
2. Click **OK** to close the window.

View a Timeline for an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item. The Item Maintenance window opens.

Select the Timelines option. The Timeline window opens.

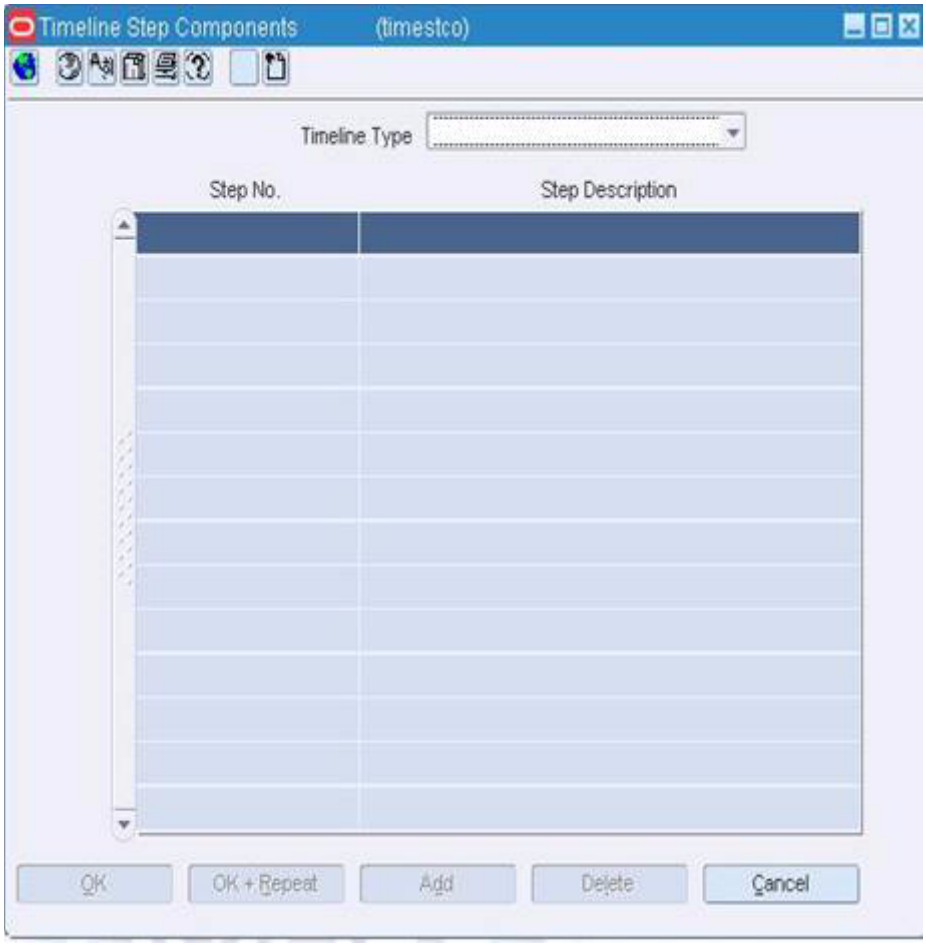
1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline you want to view. The timeline and its steps appear.
2. Click **OK** to close the window.

Define a Timeline Step

The steps used to create timelines allows you to create and maintain the timelines that are used to track an activity. The type of timeline you create determines what activities you can attach a timeline to. After you create the steps, you can define a series of steps to be used in a timeline. You can use a timeline to track the completion of an activity. When creating a timeline, you can pick which steps to include and the order of the steps. You can include any number of steps in a timeline.

Navigate: From the main menu, select Control > Setup > Timeline Step Components > Edit. The Timeline Step Components window opens.

Figure 16–1 Timeline Step Components Window



1. In the Timeline Type field, select the activity for which you want to define a timeline step.
2. Click **Add**. The step number is filled in automatically in the Step No. field.
3. In the Step Description field, enter a description of the step.
4. Click **OK** to save your changes and close the window.

Timeline Window [timeline]

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision. Timelines can be attached to activities in the following modules:

- Items
- Purchase orders: Timelines may be attached to purchase orders and PO/items.

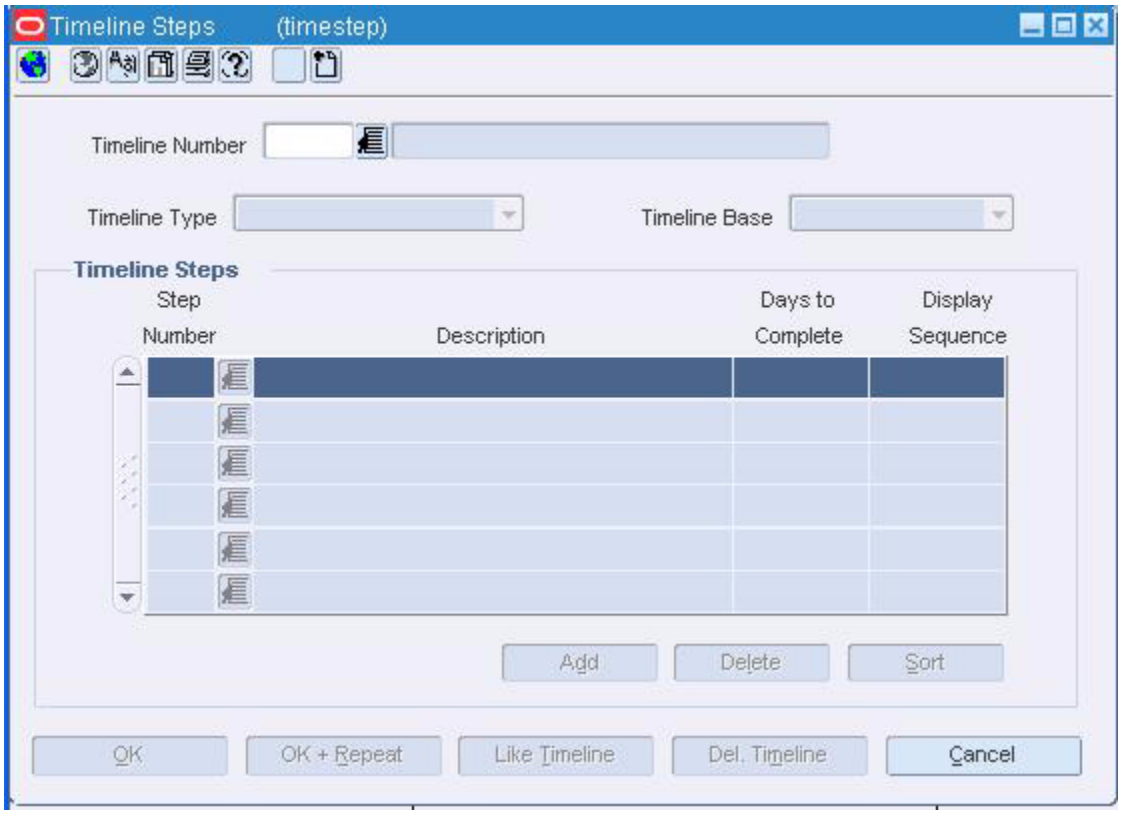
> **Note:** Timelines can be associated with items on a purchase order through the purchase order module in RMS; however, if you are using Oracle Retail Trade Management (RTM), you may want to use the transportation module to associate a timeline to items on a purchase order.

- Customs entries
- Transportation: Timelines may be attached to transportation records, bills of lading, commercial invoices, containers, and PO/items.

Defining a Timeline

Navigate: From the main menu, select Control > Setup > Timeline > New. The Timeline Steps window opens.

Figure 16–2 Timeline Steps Window

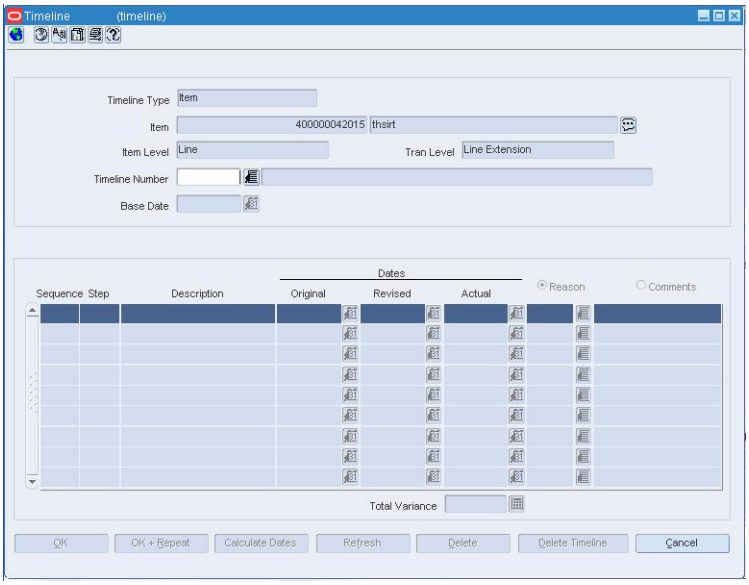


1. Enter a description of the timeline in the box to the right of the Timeline Number field.
2. In the Timeline Type field, select the activity for which you want to define a timeline.
3. If the Timeline Type is Purchase Order or Order/Item, select a base in the Timeline Base field. This field is optional.
4. Select the steps that you want to include in the timeline:
   a. Enter the step number in the Step Number field, or click the LOV button and select the step.
   b. In the Days to Complete field, enter the number of days that you want to allot for completion of the step.
   c. In the Display Sequence field, enter the order in which you want to display the step. You may need to edit the sequence number for other steps in the timeline.
   d. Repeat steps a through c for each additional step.
5. Click **OK** to save your changes and close the window.

Maintain Timelines Associated with a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens. Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Approved status. The PO Header Maintenance window opens. From the Options menu, select Timelines > Edit. The Timeline window opens.

Figure 16–3 Timeline Window



1. In the Action field, select Edit Order.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Order Selection window displays the purchase orders that match the search criteria.

4. To view fields related to due orders:
   - From the View menu, select Due Order. The fields that pertain to due orders appear.
5. Select a task:
   a. To perform another search, click **Refresh**.
   b. To display the details of the purchase order, select a record and click **OK**. The PO Header Maintenance window opens.
6. Click **Close** to exit.

> **Note:** You may also access the Timelines window from the PO Item Maintenance window. To access the window, click Items. The PO Item Maintenance window opens. From the Options menu, select Timelines > Edit. The Timeline window opens.

7. In the Timeline Number field, enter the timeline ID, or click the LOV button and select a timeline. The timeline information defaults into the table.
8. In the Revised and Actual fields, enter the appropriate dates, or click the calendar button and select the date.
9. To enter a reason for any timeline changes, select the Reason radio button and enter the reason code, or click the LOV button and select a reason.
10. To enter a comment for any timeline changes, select the Comments radio button and enter the comments.

Delete a timeline step

1. On the table, select the step you want to delete.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **Yes**. The step is removed from the table.
4. Click **OK** to save your changes and close the window.

Delete the time line associated with a purchase order

1. Click **Delete Timeline**. You are prompted to confirm the deletion.
2. Click **Yes**. The timeline is removed from the purchase order.
3. Click **OK** to save your changes and close the window.

Maintain Timelines

Navigate: From the main menu, select Control > Setup > Timeline > Edit. The Timeline Steps window opens.

Edit a timeline

1. In the Timeline Number field, enter the ID of the timeline that you want to edit, or click the LOV button and select the timeline.
2. Edit the description, timeline base, days to complete, or display sequence as needed.

Delete a timeline

1. In the Timeline Number field, enter the ID of the timeline that you want to delete, or click the LOV button and select the timeline.
2. Click **Del Timeline**.
3. When prompted to delete the timeline, click **Yes**.

> **Note:** A timeline cannot be deleted if it is being referenced by an activity.

4. Click **OK** to save your changes and close the window.

Maintain Timelines for a Customs Entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens. Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens. From the Options menu, select Timelines > Edit. The Timeline window opens.

1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
2. To revise a date for a step, enter the date in the Revised Date field, or click the calendar button and select the date.
3. To record the actual completion date for a step, enter the date in the Actual Date field, or click the calendar button and select the date.
4. To record a reason for the revised date, select the Revised option. In the Revised field, enter the ID of the reason, or click the LOV button and select the reason.
5. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.

Recalculate revised dates for all steps based on the revised or actual date for a specified step

1. Click **Calculate Dates**. The Calculate Dates window opens.
2. In the Step field, enter the number of the step on which to base the calculation.
3. Select either Revised Date or Actual Date, depending on which date for the step should be used in the calculation.
4. Click **OK** to save your changes and close the window.

Delete a step from the timeline

1. Select the step.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete the timeline from the custom's entry record

1. Click **Delete Timeline**.
2. When prompted to delete the timeline, click **Yes**. You are returned to the Transportation window.
3. Click **OK** to save your changes and close the window.

View a Timeline for a Transportation Element

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in View mode. The Transportation window opens.

OR

From the main menu, select Inventory > Transportation > PO-Level Maintenance > Edit. The PO-Level Transportation window opens.

1. To view a timeline for the following levels:
   - **Bill of lading**: From the Options menu, select Timelines > BL/AWB > View. The Timeline window opens.
   - **Commercial invoice**: From the Options menu, select Timelines > Commercial Invoice > View. The Timeline window opens.
   - **Container**: From the Options menu, select Timelines > container > View. The Timeline window opens.
   - **PO/Item**: From the Options menu, select Timelines > PO/Item > View. The Timeline window opens.
   - **Transportation record**: From the Options menu, select Timelines > Transportation Record > View. The Timeline window opens.
   - **PO-specific bill of lading**: From the Options menu, select Timelines > PO/BL AWB > View. The Timeline window opens.

     Note: This level of timeline is only available from the PO-Level Transportation window.
2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline you want to view. The timeline and its steps appear.
3. Click **OK** to close the window.

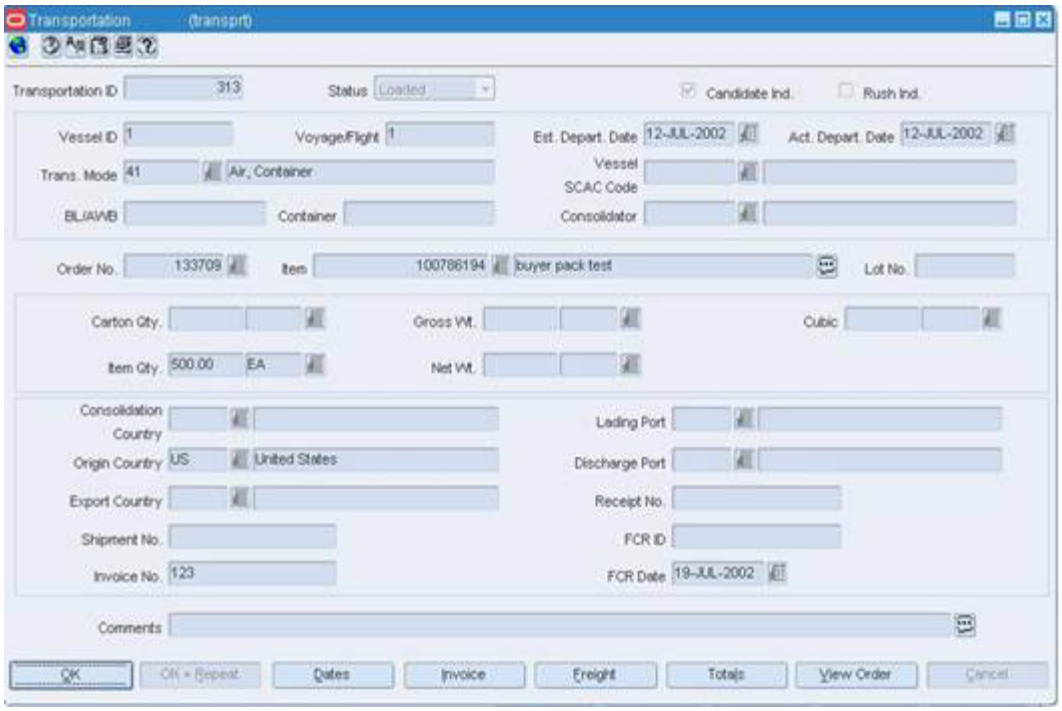
Maintain Timelines for a Transportation Element

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens. Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

OR

From the main menu, select Inventory > Transportation > PO-Level Maintenance > Edit. The PO-Level Transportation window opens.

Figure 16–4 Transportation Window



1. To edit a timeline for a:
   - **Bill of lading:** From the Options menu, select Timelines > BL/AWB > Edit. The Timeline window opens.
   - **Commercial invoice:** From the Options menu, select Timelines > Commercial Invoice > Edit. The Timeline window opens.
   - **Container:** From the Options menu, select Timelines > container > Edit. The Timeline window opens.
   - **PO/Item:** From the Options menu, select Timelines > PO/Item > Edit. The Timeline window opens.
   - **Transportation record:** From the Options menu, select Timelines > Transportation Record > Edit. The Timeline window opens.
   - **PO-specific bill of lading:** From the Options menu, select Timelines > PO/BL AWB > Edit. The Timeline window opens.
2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. To revise a date for a step, enter the date in the Revised Date field, or click the calendar button and select the date.
4. To record the actual completion date for a step, enter the date in the Actual Date field, or click the calendar button and select the date.
5. To record a reason for the revised date, select the Revised option. In the Revised field, enter the ID of the reason, or click the LOV button and select the reason.
6. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.

Recalculate revised dates for all steps based on the revised or actual date for a specified step

1. Click **Calculate Dates**. The Calculate Dates window opens.
2. In the Step field, enter the number of the step on which to base the calculation.
3. Select either Revised Date or Actual Date, depending on which date for the step should be used in the calculation.
4. Click **OK** to save your changes and close the window.

Delete a step from the timeline

1. Select the step.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete the timeline from the transportation record

1. Click **Delete Timeline**.
2. When prompted to delete the timeline, click **Yes**. You are returned to the Transportation window.
3. Click **OK** to save your changes and close the window.

Maintain Timelines for an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. Select the Timelines option. The Timeline window opens.

1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
2. To revise a date for a step, enter the date in the Revised Date field, or click the calendar button and select the date.
3. To record the actual completion date for a step, enter the date in the Actual Date field, or click the calendar button and select the date.
4. To record a reason for revised date, select the Revised option. In the Revised field, enter the ID of the reason, or click the LOV button and select the reason.
5. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.

Recalculate revised dates for all steps based on the revised or actual date for a specified step

1. Click **Calculate Dates**. The Calculate Dates window opens.
2. In the Step field, enter the number of the step on which to base the calculation.
3. Select either Revised Date or Actual Date, depending on which date for the step should be used in the calculation.
4. Click **OK** to save your changes and close the window.

Delete a step from the timeline

1. Select the step.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

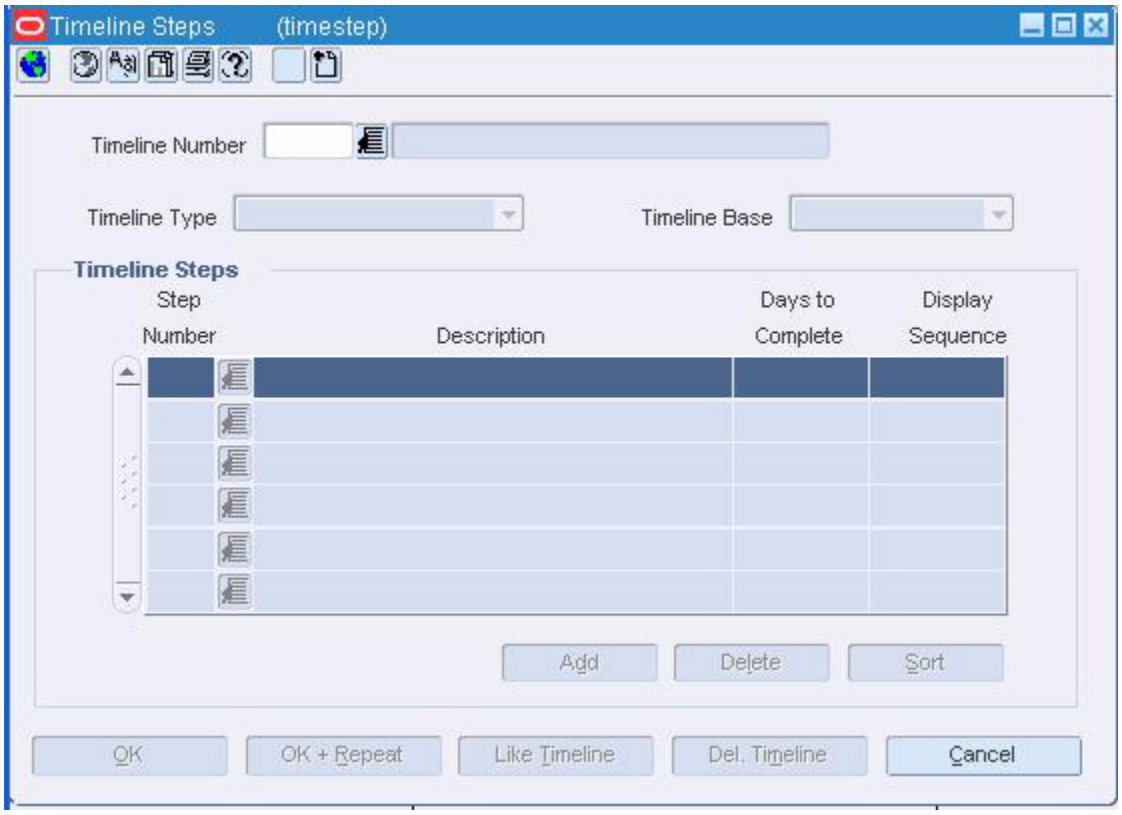
Delete the timeline from the item

1. Click **Delete Timeline**.
2. When prompted to delete the timeline, click **Yes**. You are returned to the Item Maintenance window.
3. Click **OK** to save your changes and close the window.

Copy a Timeline

Navigate: From the main menu, select Control > Setup > Timeline > New. The Timeline Steps window opens.

Figure 16–5 Timeline Steps Window



1. Enter a description of the timeline in the box to the right of the Timeline Number field.
2. In the Timeline Type field, select the activity for which you want to copy a timeline.

3. If the Timeline Type is Purchase Order or Order/Item, select a base in the Timeline Base field. This field is optional.
4. Click **Like Timeline**. The Copy Like Timeline Step window opens.
   a. Enter the ID of the timeline that you want to copy, or click the LOV button and select the timeline.
   b. Click **OK** to exit the Copy Like Timeline Step window. The description and steps of the selected timeline are copied to the Timeline Steps window.
5. Edit the Days to Complete and Display Sequence fields as needed.
6. Add, delete, or sort the steps as needed.
7. Click **OK** to save your changes and close the window.

Timeline Steps Window [timestep]

The Timeline Steps window allows you to create and maintain the timelines that are used to track an activity. The steps used to create timelines are defined in the Timeline Step Components window. The type of timeline you create determines what activities you can attach a timeline to.

- Define a Timeline
- Maintain Timelines
- View a Timeline

Timeline Step Components Window [timestco]

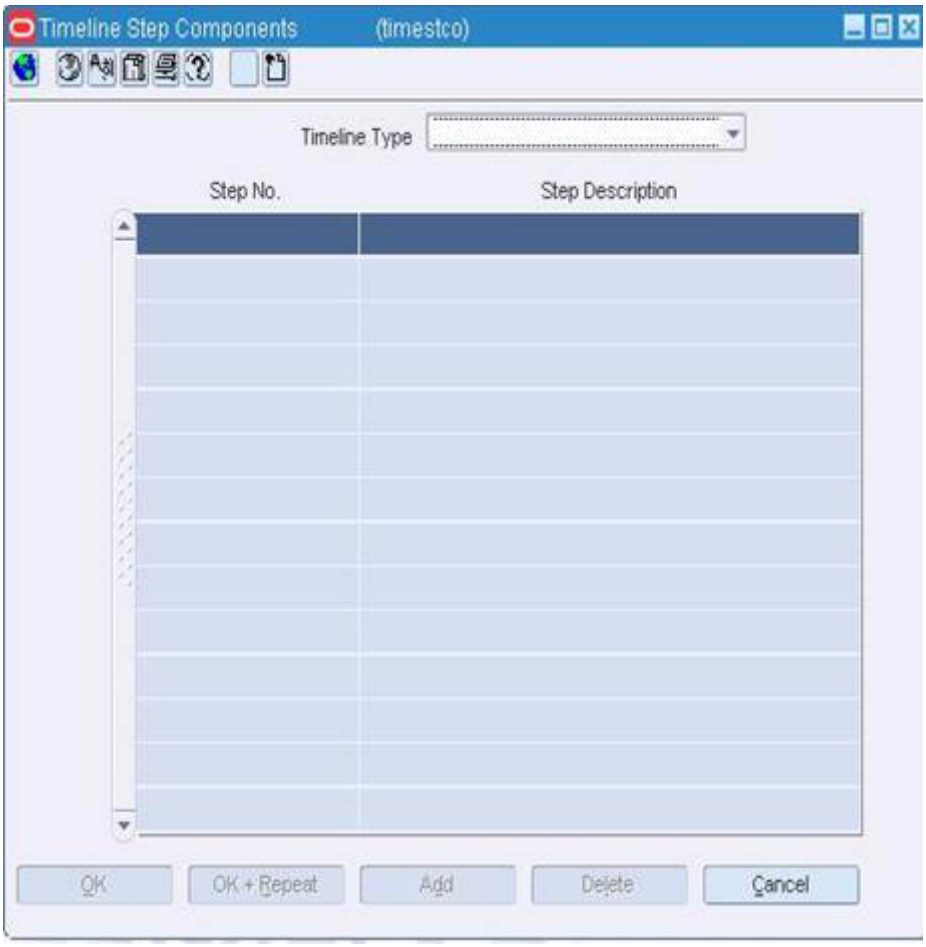
The Timeline Step Components Window allows you define a series of steps to be used in a timeline. You can use a timeline to track the completion of an activity. When creating a timeline, you can pick which steps to include and the order of the steps. You can include any number of steps in a timeline.

- Maintain Timelines for a Customs Entry
- Maintain Timelines for an Item
- Maintain Timelines for a Transportation Element

Maintain Timeline Steps

Navigate: From the main menu, select Control > Setup > Timeline Step Components > Edit. The Timeline Step Components window opens.

Figure 16–6 Timeline Step Components Window



Edit a timeline step

1. In the Timeline Type field, select the activity for which you want to edit a timeline step. The steps are displayed in the Step No. and Step Description fields.
2. In the Step Description field, edit the description.
3. Click **OK** to save your changes and close the window.

Delete a timeline step

1. In the Timeline Type field, select the activity for which you want to delete a timeline step. The steps are displayed in the Step No. and Step Description fields.
2. Select a timeline step.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Copy Like Timeline Step Window [timestep]

The Copy Like Timeline Step window allows you to select a timeline to copy to the timeline being created. After you copy a timeline, you can edit the timeline as needed.

- Copy a Timeline

Maintain Transit Times

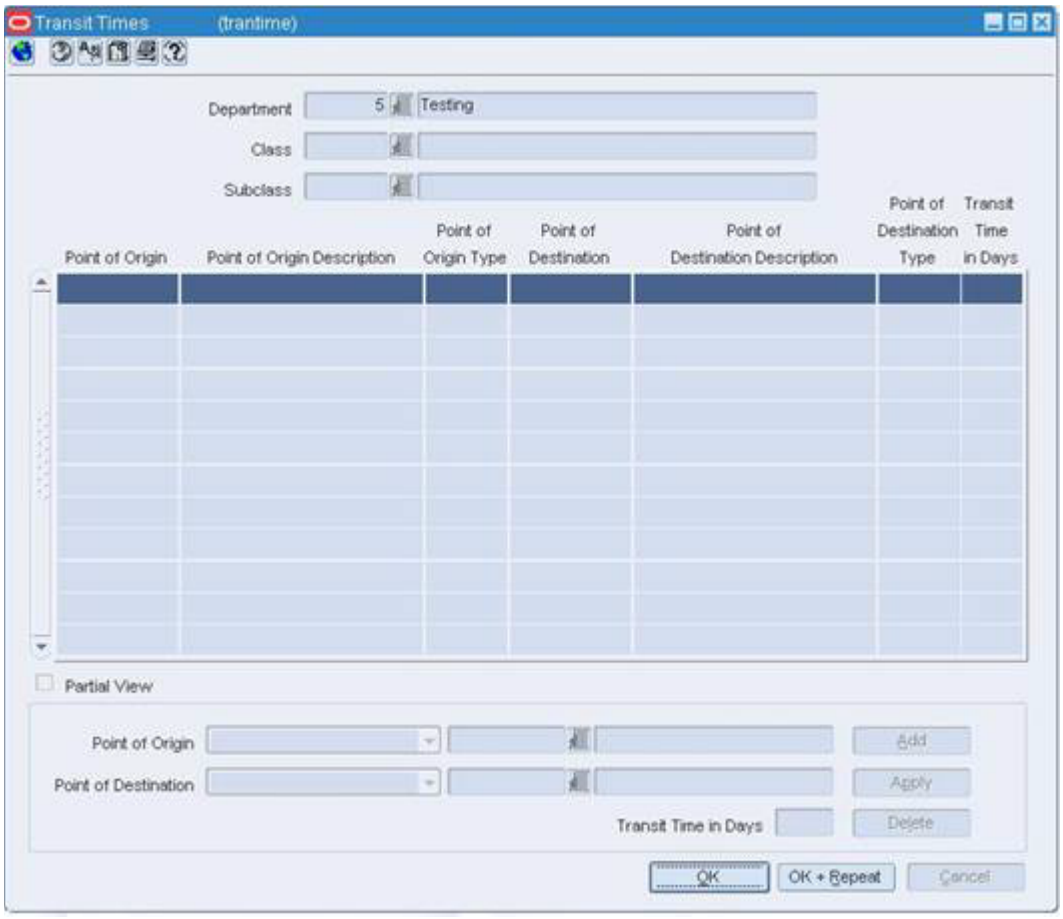
Navigate: From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window opens.

1. Select the hierarchy level you want to add the transit time to.

- Department
  a. Select Department on the tree structure. The departments appear in the table.
  b. Select a department and click **Edit**. The Department Maintenance window opens.
- Class
  a. Select Class on the tree structure. The Department field opens.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department. The classes appear in the table.
  c. Click **Edit**. The Class Maintenance window opens.
  d. Select a class.
- Subclass
  a. Select Subclass on the tree structure. The Department and Class fields appear.
  b. In the Department field, enter the ID of a department, or click the LOV button and select the department.
  c. In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses appear in the table.
  d. Click **Edit**. The Subclass Maintenance window opens.
  e. Select a subclass.

2. Select Options > Transit Times. The Transit Times window opens.

Figure 16–7 Transit Times Window



Edit transit times

1. Select a transit time entry.
2. Edit origin, destination, or transit time as necessary.
3. Click **Apply**. The edits are added to the table.
4. Click **OK** to save your changes and close the window.

Delete transit times

1. Select a transit time entry.
2. When prompted to delete the record, click **Delete**.
3. Click **OK** to save your changes and close the window.

Calculate Dates Window [timeline]

The Calculate Dates window allows you to choose which date for a specified step should be used in order to recalculate revised dates for the remaining steps in a timeline.

- Maintain Timelines for a Customs Entry

- Maintain Timelines for an Item
- Maintain Timelines for a Transportation Element

Associate a Timelines with an Activity

Within RMS, timelines can be attached to an item, a purchase order, and a line item within a purchase order.

You can associate timelines with a variety of activities in Oracle Retail Trade Management (RTM). One or multiple timelines can be attached to activities in the following modules:

- Customs entry records
- Transportation records
- Items on a purchase order
- Containers
- Bills of lading or air waybills
- Commercial invoices

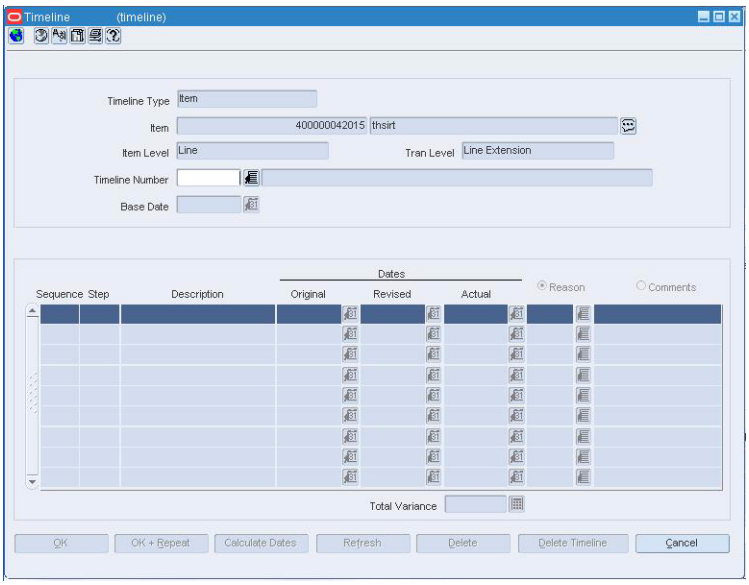
For more information regarding these topics, see also:

- Associate a Timelines with an Activity
- Associate a Timeline with a Purchase Order
- Associate a Timeline with a Transportation Element
- Associate a Timeline with an Item
- Associate a Timeline with a Purchase Order
- Maintain Timelines for a Customs Entry
- Maintain Timelines for a Transportation Element
- Maintain Timelines for an Item
- View a Timeline Associated with a Purchase Order
- View a Timeline for a Customs Entry
- View a Timeline
- View a Timeline for an Item

Associate a Timeline with an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed. Search for and retrieve an item in Edit mode. The Item Maintenance window opens. Select the Timelines option. The Timeline window opens.

Figure 16–8 Timeline Window



1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
2. Choose one of the following methods to enter the original dates:
3. In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
4. In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
5. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
6. Click **OK** to save your changes and close the window.

Associate a Timeline with a Customs Entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens. Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens. From the Options menu, select Timelines > New. The Timeline window opens.

1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
2. Choose one of the following methods to enter the original dates:
3. In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
4. In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
5. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
6. Click **OK** to save your changes and close the window.

Associate a Timeline with a Purchase Order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens. Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window opens. From the Options menu, select Timelines > New. The Timeline window opens.

> **Note:** You may also access the Timelines window from the PO Item Maintenance window. To access the window, click Items. The PO Item Maintenance window opens. From the Options menu, select Timelines > New. The Timeline window is displayed.

1. In the Timeline Number field, enter the timeline ID, or click the LOV button and select a timeline. The timeline information opens in the table.
2. If necessary, click the calendar button to change the date the date.
3. If necessary, click **Delete** to remove a step from the timeline.
4. To enter a reason for any timeline changes, select the Reason radio button and enter the reason code, or click the LOV button and select a reason.
5. To enter a comment for any timeline changes, select the Comments radio button and enter the comments.
6. Click **OK** to save your changes and close the window.

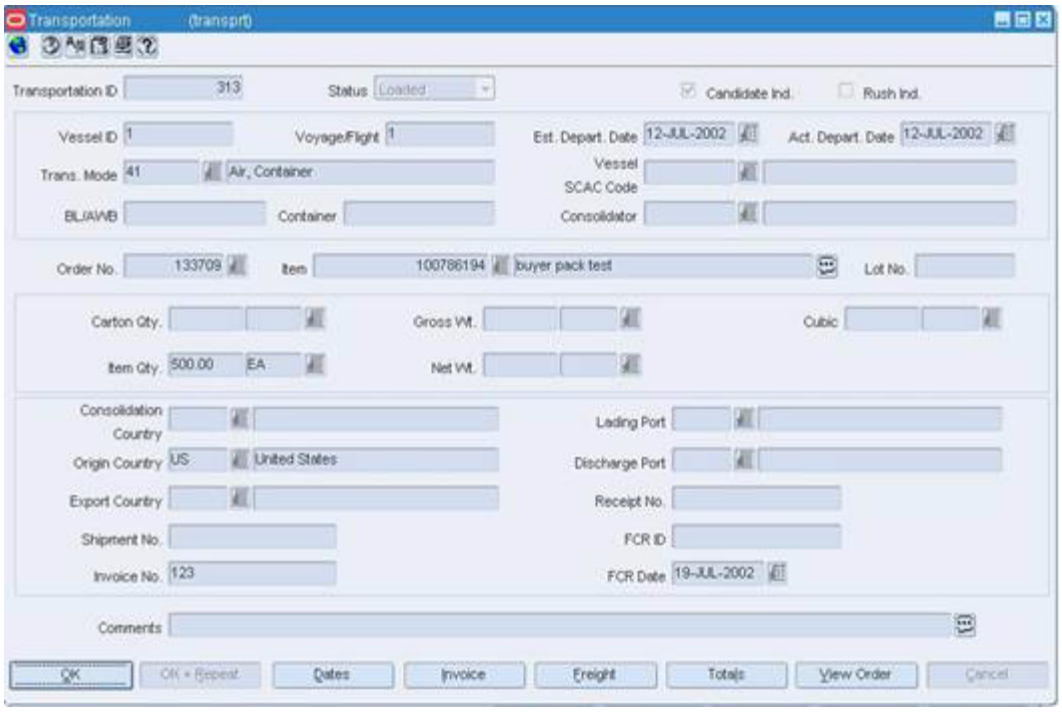
Associate a Timeline with a Transportation Element

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens. Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

OR

From the main menu, select Inventory > Transportation > PO-Level Maintenance > Edit. The PO-Level Transportation window opens.

Figure 16–9 Transportation Window



1. To associate a timeline with transportation records at the following levels:
   - **Bill of lading:** From the Options menu, select Timelines > BL/AWB > New. The Timeline window opens.
   - **Commercial invoice:** From the Options menu, select Timelines > Commercial Invoice > New. The Timeline window opens.
   - **Container:** From the Options menu, select Timelines > container > New. The Timeline window opens.
   - **PO/Item:** From the Options menu, select Timelines > PO/Item > New. The Timeline window opens.
   - **Transportation record:** From the Options menu, select Timelines > Transportation Record > New. The Timeline window opens.
   - **PO-specific bill of lading:** From the Options menu, select Timelines > PO/BL AWB > New. The Timeline window opens.

   Note: This level of timeline is only available from the PO-Level Transportation window.

2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
4. In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.

5. In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
6. To add a comment to a step, select the Comments option. Enter the comment in the Comments field, or click the comments button and enter the comment.
7. Click **OK** to save your changes and close the window.

Maintain Documents

The Document Maintenance feature allows you to create, edit, and view documents required for letter of credit processing. Documents can also be designated as not required for the Letter of Credit and can be used for other purposes within the organization.

- Add a Document
- Delete a Document
- Edit a Document
- View Documents

Document Maintenance Window [docmain]

The Document Maintenance window allows you to create, edit, and view documents. These documents can be associated with suppliers, partners, countries, HTS chapters, letters of credit, items, and purchase orders.

- Add a Document
- Delete a Document
- Edit a Document
- View Documents

View Documents

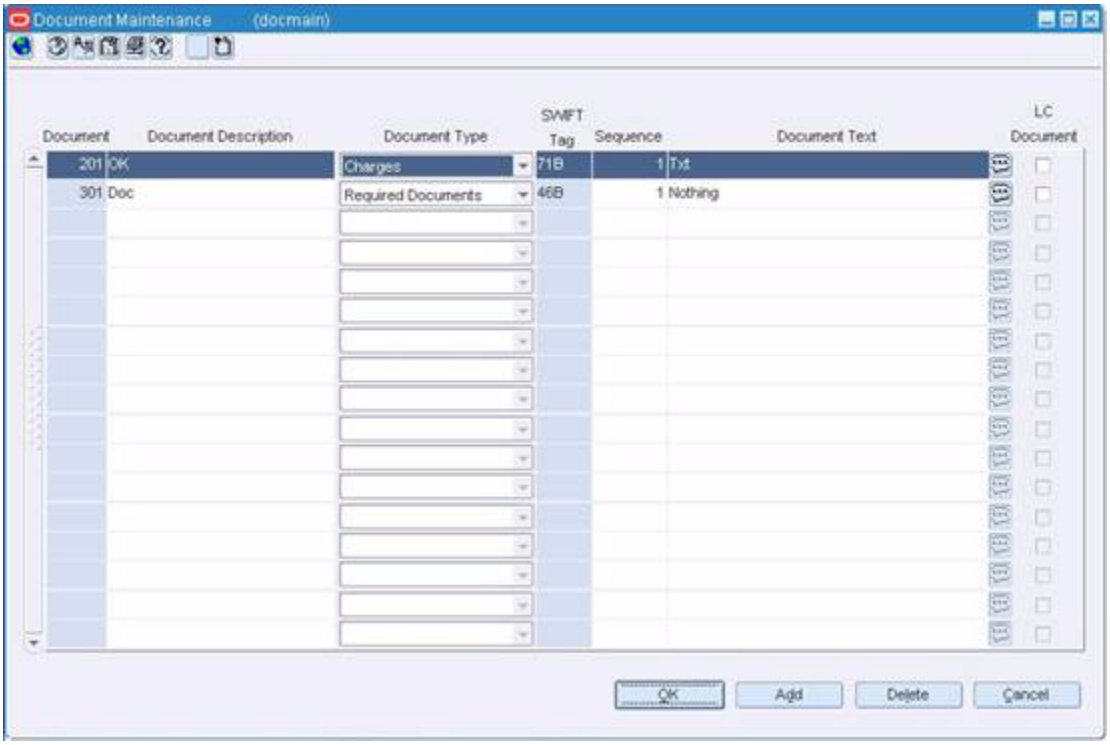
Navigate: From the main menu, select Control > Document Maintenance > View. The Document Maintenance window opens.

- Click **OK** to close the window.

Add a Document

Navigate: From the main menu, select Control > Document Maintenance > Edit. The Document Maintenance window opens.

Figure 16–10 Document Maintenance Window



1. Click **Add**. The Document field is filled in automatically with a unique ID number for the document.
2. In the Document Description field, enter a description for the document.
3. In the Document Type field, select the document type. The Swift Tag field is filled in automatically.
4. In the Sequence field, enter the sequence number, if required.
5. In the Document Text field, enter document text.
6. If this document has a letter of credit, select the LC Document check box.
7. Click **OK** to save your changes and close the window.

Edit a Document

Navigate: From the main menu, select Control > Document Maintenance > Edit. The Document Maintenance window opens.

1. You may edit the following fields:
   - Document Description
   - Document Type
   - Sequence
   - Document Text
   - LC Document
2. Click **OK** to save your changes and close the window.

Delete a Document

Navigate: From the main menu, select Control > Document Maintenance > Edit. The Document Maintenance window opens.

1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the document record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Required Documents Window [reqdoc]

The Required Documents window allows you to add or delete required documents associated with the following entities:

- Suppliers
- Partners
- Countries
- HTS headings
- Letters of credit
- Items
- Purchase orders

For more information about these topics, see also:

- Add a Required Document to a Country
- Add a Required Document to a Country
- Add a Required Document to an Item
- Delete a Required Document from an Item
- Add a Required Document to an HTS Heading
- Delete a Required Document from an HTS Heading
- Add a Required Document to a Letter of Credit
- Delete a Required Document from a Letter of Credit
- Add a Required Document to a Partner
- Delete a Required Document from a Partner
- Add a Required Document to a Supplier
- Delete a Required Document from a Supplier

Delete a Required Document from a Country

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens.

1. Select the country.
2. From the Options menu, select Documents. The Required Documents window opens.

3. Select the document you want to delete.
4. Click **Delete**.
5. When prompted to delete the document record, click **Yes**.
6. Click **OK** to save your changes and close the window.

Delete a Required Document from a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in the Edit mode. Restrict the search to letters of credit in either Worksheet status or Confirmed status. The Letter of Credit Application Header window opens.

If the status is Confirmed, select Amendments from the Options menu. The Letter of Credit Amendments window opens.

1. From the Options menu, select Required Documents. The Required Documents window opens.
2. Select the document you want to delete.
3. Click **Delete**.
4. When prompted to delete the document record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Delete a Required Document from a Partner

Navigate: From the main menu, select Control > Partner. The Partner Find window opens.

Search for and retrieve a partner in the Edit mode. The Partner Maintenance window opens.

From the Options menu, select Documents. The Required Documents window opens.

1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Required Document from a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens.

Search for and select a supplier site. The Supplier Maintenance window opens.

OR

If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens.

Search for and retrieve a supplier site. The Supplier Maintenance window opens.

From the Options menu, select Documents. The Required Documents window opens.

1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the document record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a Required Document from an HTS Heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Select an HTS heading.

From the Options menu, select HTS Heading Documents. The Required Documents window opens.

1. Select a document and click **Delete**.
2. When prompted to delete the document, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete a Required Document from an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve a item in the Edit Item mode. The Item Maintenance window opens.

1. Select the Required Documents option. The Required Documents window opens.
2. Select the document you want to delete.
3. Click **Delete**.
4. When prompted to delete the document record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Associate a Document with a RMS Element

Any documents associated with the following elements default to a purchase order when the purchase order is created. When you associate a purchase order with a letter of credit, the required documents are then applied to the letter of credit. Required documents applied to the letter of credit are transmitted to the bank through an electronic exchange. You can add or delete required documents associated with:

- Suppliers
- Partners
- Countries
- Items
- Purchase orders

Using Oracle Retail Trade Management (RTM), you can add required documents to the letters of credit or HTS chapters. The remaining entities are accessible in the Oracle Retail Merchandising System program.

- Add a Required Document to a Country

- Add a Required Document to a Country
- Add a Required Document to an Item
- Delete a Required Document from an Item
- Add a Required Document to an HTS Heading
- Delete a Required Document from an HTS Heading
- Add a Required Document to a Letter of Credit
- Delete a Required Document from a Letter of Credit
- Add a Required Document to a Partner
- Delete a Required Document from a Partner
- Add a Required Document to a Supplier
- Delete a Required Document from a Supplier

Add a Required Document to an HTS Heading

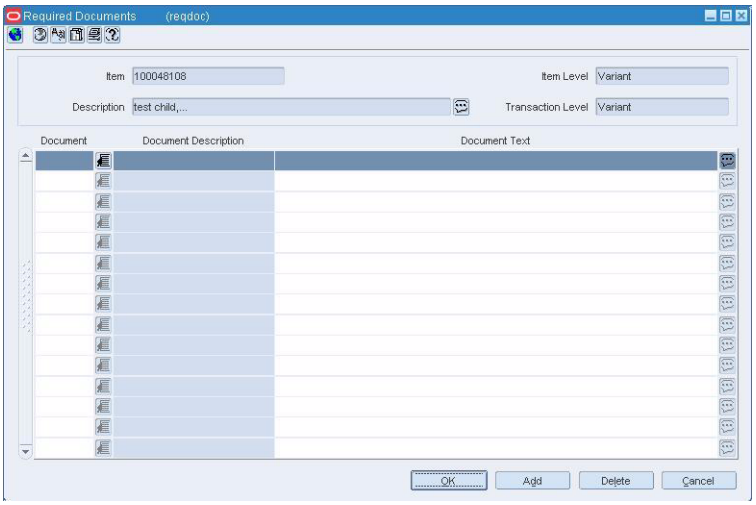
Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The current HTS headings appear in the HTS Heading Maintenance window.

1. Select an HTS heading.
2. From the Options menu, select HTS Heading Documents. The Required Documents window opens.
3. Click **Add**.
4. In the Document field, enter the document number, or click the LOV button to select the document.
5. Click **OK** to save your changes and close the window.

Add a Required Document to an Item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed. Search for and retrieve a item in the Edit Item mode. The Item Maintenance window opens. Select the Required Documents option. The Required Documents window opens.

Figure 16–11 Required Documents Window

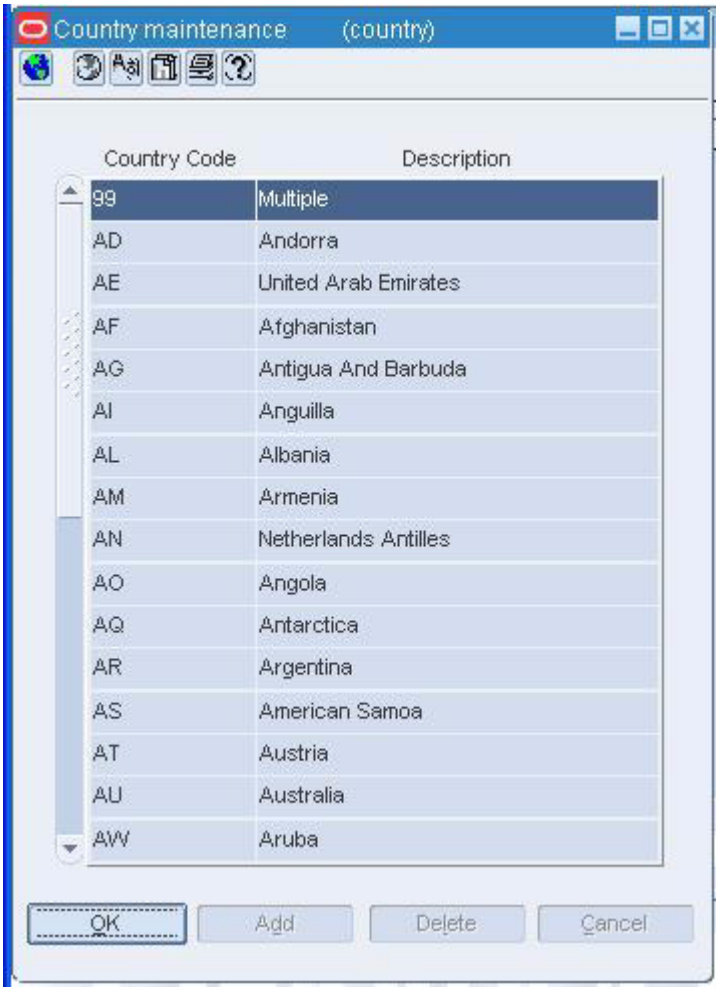


1. Click **Add**.
2. In the Document field, enter a document number, or click the LOV button to select a document.
3. Click **OK** to save your changes and close the window.

Add a Required Document to a Country

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens.

Figure 16–12 Country Maintenance Window



1. Select the country.
2. From the Options menu, select Documents. The Required Documents window opens.
3. Click **Add**.
4. In the Document field, enter a document number, or click the LOV button to select a document.
5. Click **OK** to save your changes and close the window.

Add a Required Document to a Letter of Credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens. Search for and retrieve a letter of credit in the Edit mode. Restrict the search to letters of credit in either Worksheet status or Confirmed status. The Letter of Credit Application Header window opens. If the status is Confirmed, select Amendments from the Options menu. The Letter of Credit Amendments window opens. From the Options menu, select Required Documents. The Required Documents window opens.

1. Click **Add**.

2. In the Document field, enter a document number, or click the LOV button to select a document.
3. Click **OK** to save your changes and close the window.

Add a Required Document to a Partner

Navigate: From the main menu, select Control > Partner. The Partner Find window opens. Search for and retrieve a partner in the Edit mode. You can add required documents only to importers, brokers, factories, consolidators, applicants, and consignees. The Partner Maintenance window opens. From the Options menu, select Documents. The Required Documents window opens.

1. Click **Add**.
2. In the Document field, enter the Document ID, or click the LOV button to select the document.
3. Click **OK** to save your changes and close the window.

Add a Required Document to a Supplier

Navigate: From the main menu, select Control > Supplier. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens.

OR

If the Financials module is installed, from the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Documents. The Required Documents window opens.

1. Click **Add**.
2. In the Document field, enter the Document ID, or click the LOV button to select the document.
3. Click **OK** to save your changes and close the window.

Maintain Tickets and Labels

Items generally have tickets or labels affixed to them in the store. While shoppers may note the price and size, sales clerks may glean quite a bit of additional information from the tickets and labels. An item may have multiple tickets and labels.

You can choose what information is printed on tickets and labels and under what circumstances they should be automatically printed. When necessary, you can choose to print tickets on demand. Ticket requests are transmitted to an external ticketing system for printing.

Before you can use tickets and labels, you must add the types of tickets to the system. After entering a unique ID and description for a ticket type, you choose which attributes of an item are to be printed on the ticket type. You also indicate whether the ticket type is a shelf edge label. If the ticket type is a shelf edge label, only one label per request is printed.

After the ticket types are defined, you can associate one or more ticket types with an item. You can associate ticket types with multiple items by using an item list.

At this point, you indicate the circumstances under which tickets are automatically printed. The circumstances are:

- When a purchase order is approved
- When a an order is received
- When a permanent price change takes effect.

If you use an item list, the ticket types that you add to the item list supersede existing ticket types associated with the items on the item list. A message appears requesting if the same ticket types to any subordinate level items.

Should the need arise, you can request tickets on demand. The request may be for a single item, items on an item list, or items on a purchase order. Requests may be edited until the tickets are printed.

- Add Ticket Types
- Edit Requests for Tickets or Labels
- Edit Ticket Types
- Edit Ticket Types for an Item
- Edit Ticket Types for Multiple Items
- Request Tickets or Labels
- View Requests for Tickets and Labels
- View Ticket Types
- View Ticket Types for an Item

Edit Requests for Tickets or Labels

Navigate: From the main menu, select Items > Request Tickets. The Request Manual Ticketing window opens.

Select a record and edit the quantity or origin country as necessary.

> **Note:** You can edit the quantity in the table or in the Apply area. You can edit the origin country in the Apply area only.

Add a request

1. Click **New**. The Apply area is enabled.
2. Enter the details in the Apply area.
3. Click **Apply**. The ticket requests are added to the table.
4. Click **OK** to save your changes and close the window.

Delete a request

1. Select a request and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit Ticket Types

Navigate: From the main menu, select Items > Ticket Type > Edit. The Ticket Types window opens.

Delete an attribute from a ticket type

1. Select the ticket type and click **Detail**. The attributes appear in the Ticket Items window.
2. Select an attribute and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a ticket type

1. Select a ticket type and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click OK to save your changes and close the window.

Ticket Items Window [ticket]

The Ticket Items window allows you to enter what type of information must be printed on the ticket. You can choose from two types of information:

- **Attributes:** System-defined characteristics of an item. For example, you can specify that the department, class, subclass, and retail price be printed on tickets.
- **User Defined Attributes:** User-defined characteristics of an item. For example, you can indicate that a user-defined date, free-form text, or value be printed on tickets.

Add Ticket Types

Navigate: From the main menu, select Items > Ticket Type > Edit. The Ticket Types window opens.

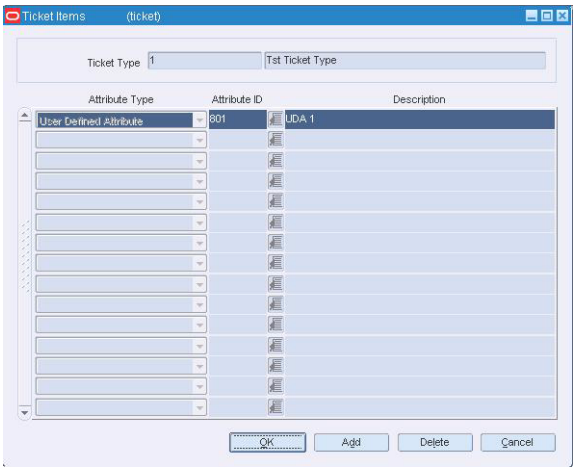
Add a ticket type

1. Click **Add**. The next available line is enabled.
2. In the Ticket Type field enter a unique ID for the ticket type.
3. In the Ticket Description field, enter the description of the ticket type.
4. In the merchandise hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.
5. If the ticket is used as shelf edge label, select the **Shelf Edge Label** check box.

Add an attribute to a ticket type

1. Select the ticket type and click **Detail**. The Ticket Items window opens.

Figure 16–13 Ticket Items Window



2. Click **Add**. The next available line is enabled.
3. In the Attribute field, select the type of attribute.
4. In the Attribute ID field, enter the ID of the attribute, or click the LOV button and select the attribute.
5. Click **OK** to save your changes and close the window.

Request Manual Ticketing Window [rqsttckt]

The Request Manual Ticketing window allows you to enter requests to print tickets and labels on demand. You can request tickets for a transaction-level item in Approved status, items on an item list, or items on a purchase order.

You can edit the quantity and origin country on a request until the tickets are actually printed. Requests are processed by a regularly scheduled batch program.

Edit requests for tickets or labels

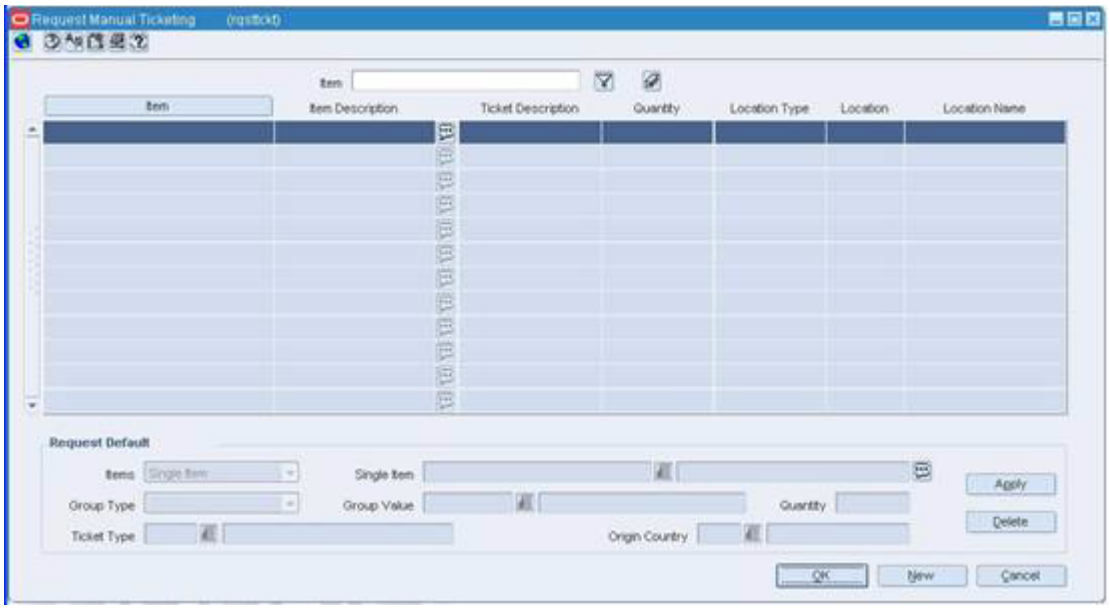
- Request Tickets or Labels

View requests for tickets or labels

Request Tickets or Labels

Navigate: From the main menu, select Items > Request Tickets. The Request Manual Ticketing window opens.

Figure 16–14 Request Manual Ticketing Window



1. Click **New**. The Apply area is enabled.
2. In the Items field, select the grouping mechanism for the items to be ticketed.
3. In the next field, enter the ID of the specific item, item list, or purchase order, or click the LOV button and select the group.
4. In the Location Type field, select the type of location. This field is not required for purchase orders.
5. In the Location field, enter the ID of the specific location, or click the LOV button and select the location. This field is not required for purchase orders.
6. In the Quantity field, enter the number of tickets to be printed. This field is not required for purchase orders.
7. In the Ticket Type field, enter the ID of the ticket type, or click the LOV button and select the ticket type.
8. In the Country of Sourcing field, enter the code for the origin country, or click the LOV button and select the origin country. The origin country is optional.
9. Click **Apply**. The ticket requests are added to the table.
10. Click **OK** to save your changes and close the window.

Ticket Types Window [ticket]

The Ticket Types window allows you to maintain a list of ticket types. You can indicate whether the ticket type is a shelf edge label.

From this window, you can access the Ticket Items window. In the Ticket Items window, you define what information is to be printed on the tickets or labels.

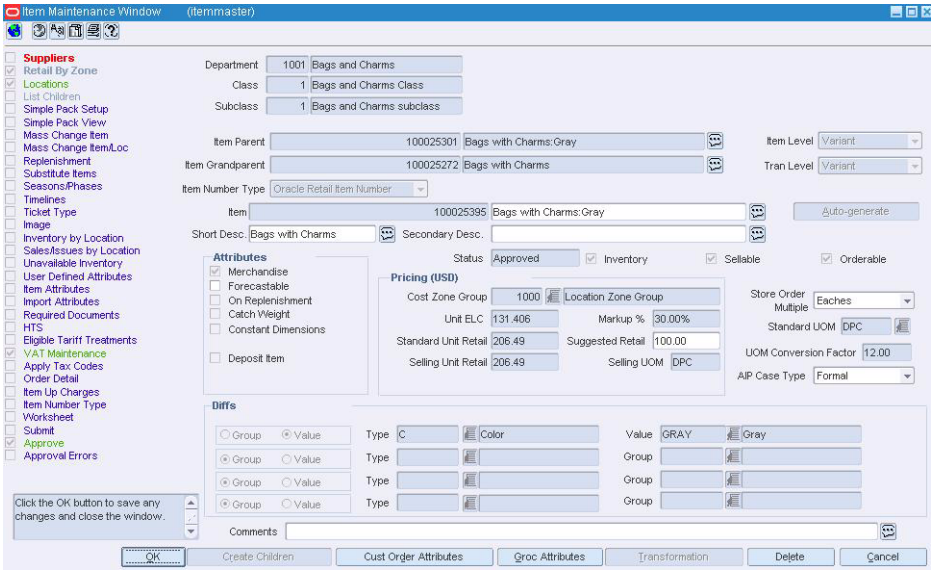
Functional area security

When you create a ticket, you can assign the it to levels of the merchandise or organization hierarchy. You can only assign the levels of merchandise and organization hierarchy that your user group is associated to. All levels below the hierarchy level assigned are also enabled for the user groups. Users whose security settings allow them access to the same hierarchy levels can use this ticket throughout RMS. If you do not assign a merchandise or organization level all users are able to use this ticket throughout the system.

Edit Ticket Types for an Item

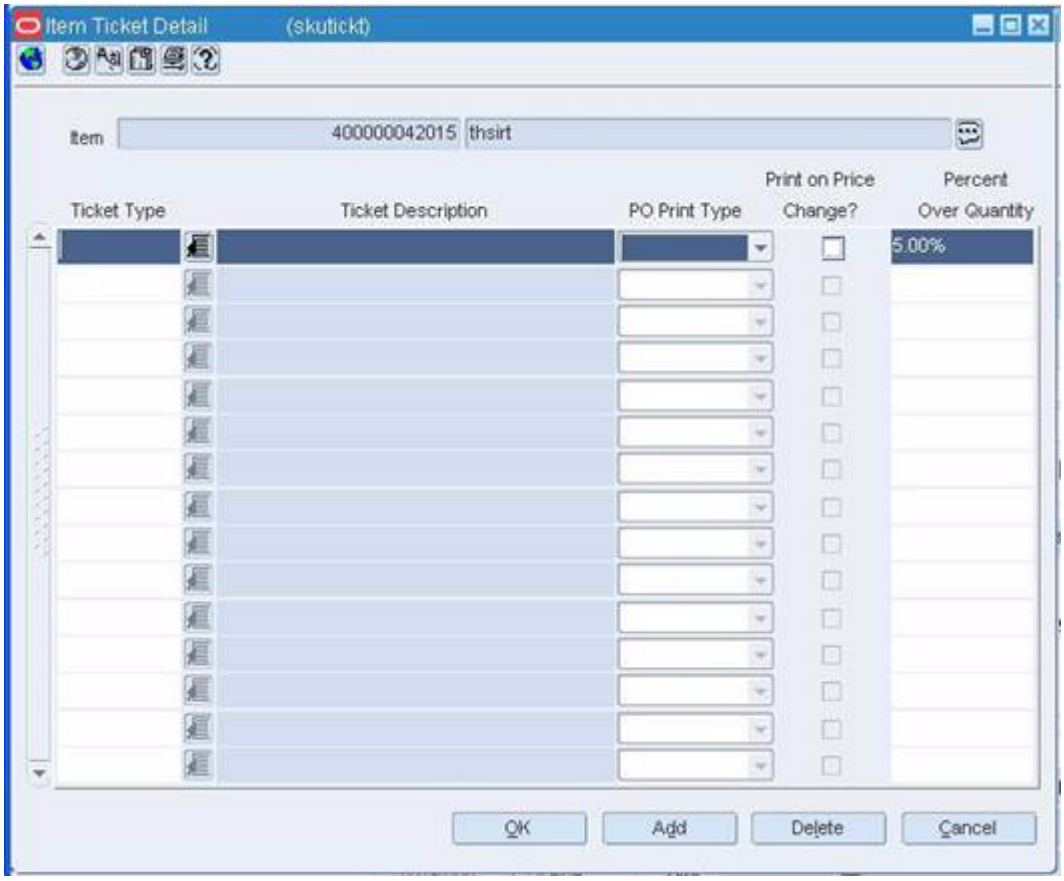
Navigate: From the main menu, select Items > Items. The Item Search window is displayed. Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Figure 16–15 Item Maintenance Window



1. Click on the Ticket Type option on the Options list. The ticket types appear on the Item Ticket Detail window.

Figure 16–16 Item Ticket Detail Window



Note: To edit a ticket type for a subordinate item, click on the List Children option on the Options list. The Item Children window opens. Next, select an item; then click on the Ticket Type option on the Options list.

2. Edit the PO Print Type, Print on Price Change, and Percent Over Quantity fields as necessary.

Add a ticket type

1. Click **Add**. The next available line is enabled.
2. In the Ticket Type field, enter the code for the ticket type, or click the LOV button and select the ticket type.
3. In the PO Print Type field, select when the tickets should be printed.
4. To indicate that the ticket type should be printed when a permanent price change becomes effective, select the Print on Price Change checkbox.
5. In the Percent Over Quantity field, enter or edit the percentage of extra tickets to be printed as necessary.

Delete a ticket type

1. Select a ticket type and click **Delete**.
2. When prompted to delete the record, click **Yes**.

Review and complete the ticket type

1. Click **OK** to save your changes and close the window.
2. If prompted to overwrite the ticket types for children (subordinate level items) of the current item, click either **Yes** or **No** as necessary.

Edit Ticket Types for Multiple Items

Navigate: From the main menu, select Items > Item List. The Item List Search window opens. Search for and retrieve an item list in Use mode. The Item List Header window opens. From the Options menu, select Create Mass Item Change > Ticket Type. The Item Ticket Detail window opens.

1. In the Ticket Type field, enter the ID of the ticket type, or click the LOV button and select the ticket type.
2. In the PO Print Type field, select when the tickets are printed.
3. If you want tickets printed automatically when a permanent price change becomes effective, select the Print on Price Change check box.
4. In the Percent Over Quantity field, enter or edit the percentage of extra tickets to be printed.
5. To add another ticket type, click **Add**.
6. Enter the details on the next available line.
7. Click **OK** to save your changes and close the window.
8. When warned about overwriting existing ticket types, click **OK**.
9. When prompted to overwrite the ticket types for children (subordinate level items) of the items on the item list, click either **Yes** or **No** as necessary.

17

System Administration

Maintain System Parameters

The following areas can be maintained in order to optimize system performance.

Maintain audit trails

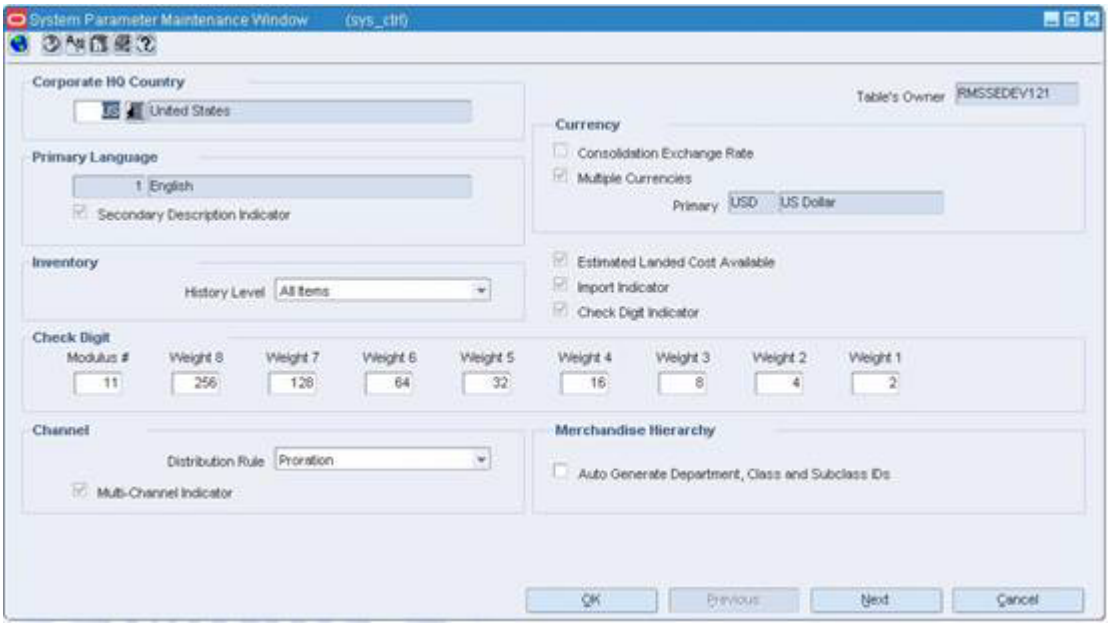
Audit trails can be set up to track who makes changes to a selected table and when such changes are made. Whenever a record is added, changed, or deleted on the selected table, a record is added to the audit table. The record includes the primary key, date/time stamp, and user ID. If fields are audited, the before and after values, as well as the standard audit information, are tracked. It is recommended that you do not audit the primary key field.

Dynamic hierarchies

Default names are used for the elements in the merchandise, organizational, supplier, and item hierarchies. You replace the default names with customized names. For example, you may chose to replace the term Department with Category. The user-supplied term is substituted for the Oracle Retail term throughout the system.

The default names for the merchandise, organizational, and supplier hierarchies are maintained in the Dynamic Hierarchy window. The default names for the item hierarchy are maintained in the System Parameter Maintenance window.

Figure 17–1 System Parameter Maintenance Window



Error message and multi-view maintenance

Implementation personnel have access to an error message tool and a multi-view tool. The error message tool is used to maintain the RTK_ERRORS table. By placing error messages in a table, the messages are more easily maintained and internationalized. The RTK_ERRORS table is usually populated during system installation.

The multi-view tool is used to maintain the MULTIVIEW_DEFAULT_45 and MULTIVIEW_SAVED_45 tables. Multi-views allow the user to view predefined subsets of columns on a form when the number of available columns exceeds the available space. The MULTIVIEW tables are usually populated during system installation. However, a user may also choose to customize and save the content of a multi-view from within a form that contains a multi-view.

Code maintenance

Code types provide the values that appear in drop-down lists throughout the system. The values entered on the code windows become useful when 1) windows in the system are coded to display fields containing the values and 2) the values are coded to cause some action to occur when a user selects the value.

Batch maintenance

The batch module allows you to monitor the batch programs used by the system. You can view the history of a batch program in order to verify when it was run or how long it ran. You can maintain the number of threads used by a batch program or the number of saves performed during the run.

System variables

Users gain the most value from software when the system is optimized to meet their needs. The system variables module provides a means of maintaining the relatively static information about a retailer's business.

Many of the system variables must be set during installation and cannot be changed without major implications. Most system variables are specific to functional areas such as ordering, pricing, transfers, stock ledger and history. While some indicators dictate the level at which these functions perform, others indicate the length of time that the data is maintained for these areas.

In addition to the functional variables, other variables span all functional areas and determine how the system must perform as a whole. Some of these variables include the multiple currency indicator, primary language, and system dates.

Printers

One or more printers may be set up for or by end users. Whichever printer is marked as Active becomes the default printer when the user chooses to print a report.

Main menu

The main menu is very flexible. You can add and delete folders and elements on the tree structure. Some examples of elements are forms, internal items, Oracle reports, user applications, and web pages. You can secure any type of element so that only selected user roles have access to the element. Users inherit the permissions that are associated with their user role.

Users also can customize the main menu for their own use. As a user, you can add folders and elements in order to personalize your workspace.

Calendar overview

Two types of calendars are supported by the system:

- **Normal (Julian) calendar:** Results in uneven yearly, quarterly, and monthly comparisons since calendar dates generally fall on different days from one year to the next. The number of weekdays differs from one year to the next. For example: There may be four Saturdays in a month one year, but five Saturdays the next year. A month may have between 28 and 31 days. Once every four years, an extra day is added to compensate for leap year.
- **Retail (4-5-4) calendar:** Each quarter contains 13 full weeks divided into a 4-5-4 format. That is, the first month of the quarter has four weeks, the second month has five weeks, and the third month has four weeks. The number of days in the retail year, except leap year, equals only 364 days. To compensate for the missing day in non-leap years, an extra week is added to the calendar once every seven years. The retail calendar provides consistent inclusion of weekends for yearly comparisons by month and a consistent day for month-end processing.

Sales history is always based on the retail calendar. The calendar begins at least 18 months prior to the earliest stock ledger and sales history data. The calendar also contains dates at least three years into the future.

The calendar is set up by the system administrator. You can identify the half-year periods used in the system. Half-year periods are entered in the format YYYYn, where YYYY is the four-digit year and n is the period. The period may be 1 or 2. For example: The first half of 2002 is entered as 20021.

- Add a System Element to the Main Menu
- Add a System Folder to the Main Menu
- Add a User Element to the Main Menu
- Add a User Folder to the Main Menu
- Create an Audit Trail
- Edit the Navigator Toolbar
- Edit the System Main Menu
- Maintain audit trails
- Edit System Error Messages
- Edit Dynamic Hierarchies
- Edit System Code Types
- Edit Batch Controls
- Edit System Variables
- Edit System Printers
- View Halves
- Search for a Column on a Multi-View
- Search for a Folder or Element on the Main Menu
- Secure an Element on the System Main Menu
- View Halves
- View System Printers
- View the Status of Batch Programs
- View System Code Types
- View Dynamic Hierarchies
- View Audit Trails

Batch Control Window [batchcnt]

The Batch Control window allows you to monitor and control batch programs. You can view the history of a selected batch program to see when it was run last and how long it took to complete. You can also maintain the number of threads used by a batch program and the number of records that are to be processed before the commit command is invoked.

- Edit Batch Controls

Batch Bookmark Window [batchrst]

The Batch Bookmark window allows you to view additional details about an incomplete batch program.

- View the Status of Batch Programs

View the Status of Batch Programs

Navigate: From the main menu, select Control > System > Batch Maintenance > Batch Restart. The Batch Restart window opens.

1. To view details about completed batch programs, select Completed from the View menu.
2. To view details about incomplete batch programs, select Not Completed from the View menu.
3. To view additional information about an incomplete batch program:
   a. Select a batch program and click **Bookmark**. The details appear in the Batch Bookmark window.
   b. Click **OK** to exit the Batch Bookmark window.
4. Click **OK** to close the window.

Batch Restart Window [batchrst]

The Batch Restart window allows you to view the status of batch programs. Depending on which command you select from the View menu, you can view the status of completed or uncompleted batch programs or customized information. You can access the Batch Bookmark window in order to view at what point an incomplete batch program stopped running.

- View the Status of Batch Programs

Batch Control History Window [batchcnt]

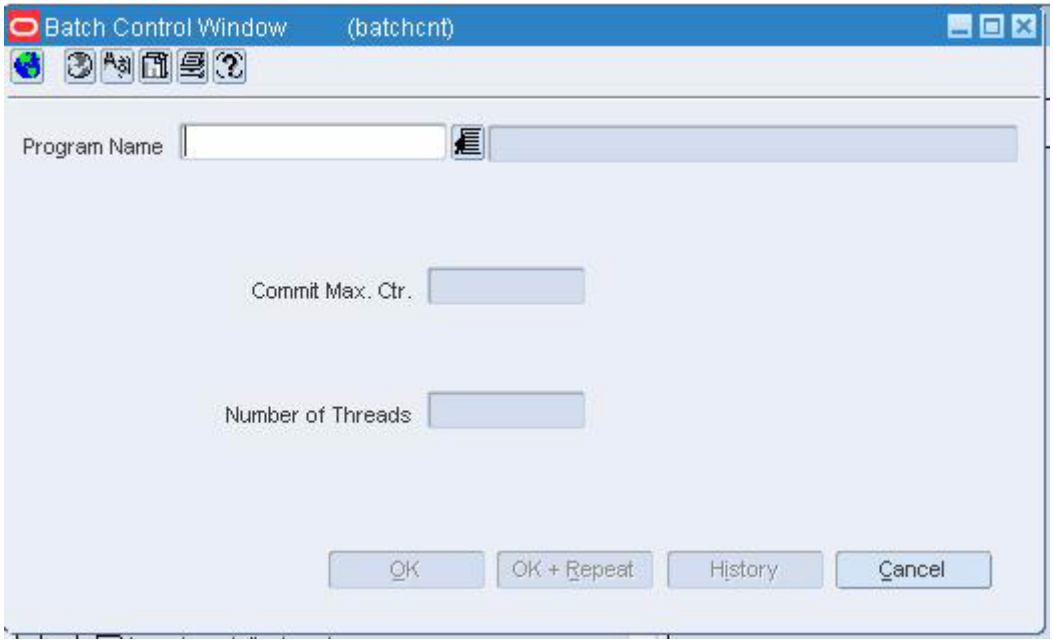
The Batch Control History window allows you to view the history of a selected batch program. You can view the dates on which the batch program was run and the length of time it took to complete.

- Edit Batch Controls

Edit Batch Controls

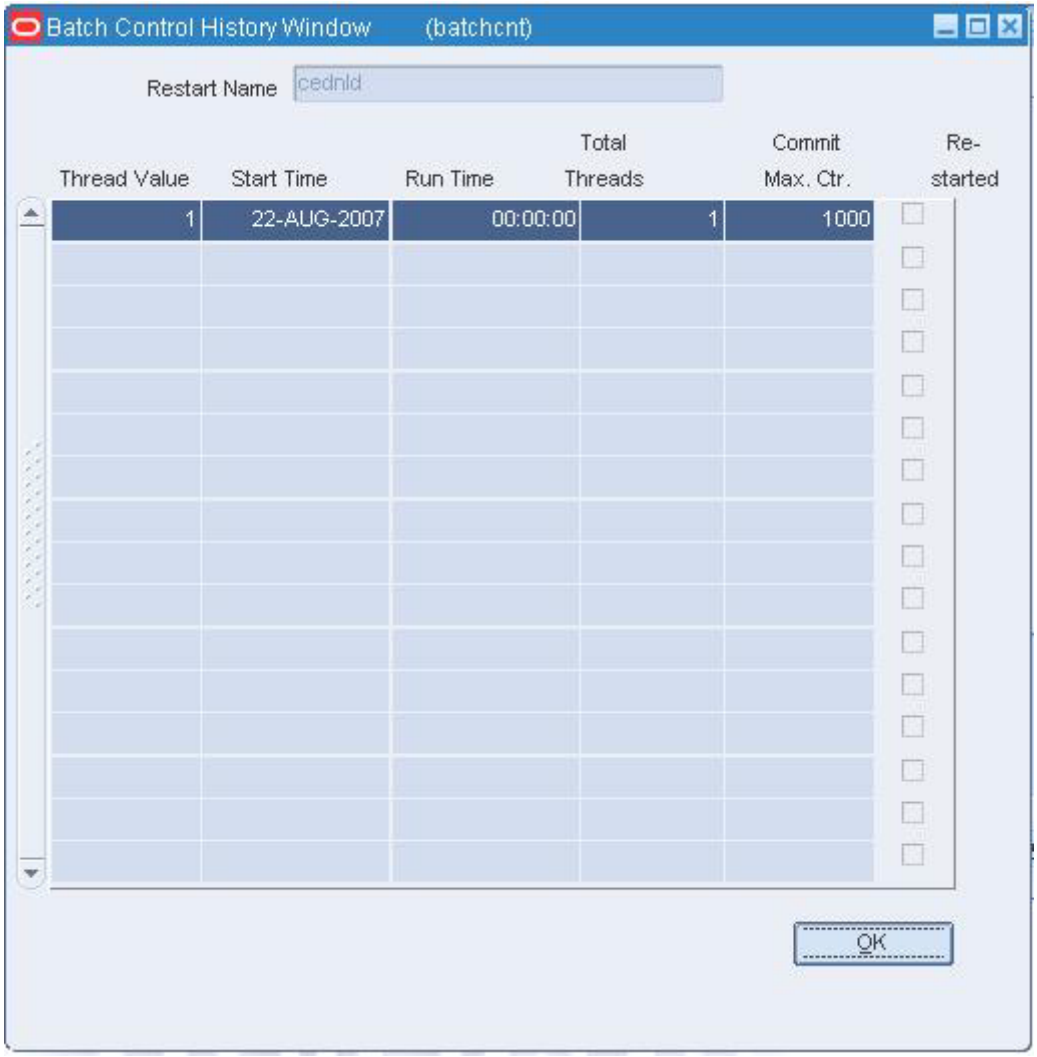
Navigate: From the main menu, select Control > System > Batch Maintenance > Batch Control. The Batch Control window opens.

Figure 17–2 Batch Control Window



1. In the Program Name field, enter the name of a batch program, or click the LOV button and select the batch program.
2. In the Commit Max Ctr field, enter or edit the maximum value for the commit counter as necessary.
3. In the Number of Threads field, enter or edit the number of threads.
4. To view details about previous executions of the batch program:
   a. Click **History**. The Batch Control History window opens.

Figure 17–3 Batch Control History Window



b. Click **OK** to exit the Batch Control History window.

5. Click **OK** to save your changes and close the window.

Buyers

The following section contains information about buyers.

Buyer Worksheet Window [buyerwksht]

The Buyer Worksheet allows you to add, edit, and view information that is generated from the Replenishment and Investment Buy processes. You can:

- Modify the line items' suggested order quantities and costs.
- For Replenishment quantities, change the supplier that will source the item, and/or split the order quantity amongst multiple suppliers.
- Manually scale order quantities as well as round to pack.

- Add a line item to an existing purchase order or create purchase orders in Worksheet, Submitted, or Approved status.

The Item Requirements default view for the Buyer Worksheet window opens when you open the window for the first time. You can also create a custom view.

- Filter the Buyer Worksheet
- Review Scaling Constraints for an Item
- Add an Item to the Buyer Worksheet
- Create a PO from a Buyer Worksheet
- Add an Item to an Existing PO from the Buyer Worksheet
- Split Order Quantities for an Item Across Suppliers
- Split to Supplier Diff Ratio
- Delete an Item from a Buyer Worksheet

Buyer Maintenance Window [buyer]

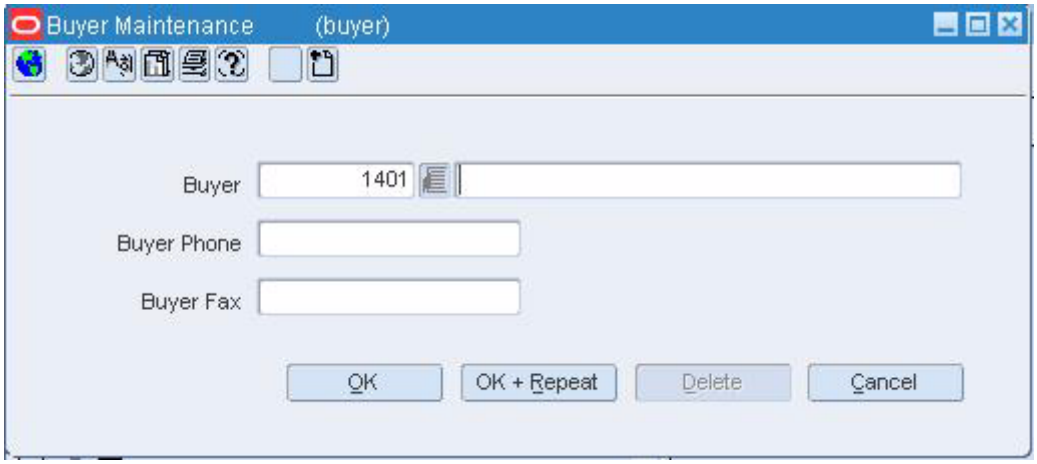
The Buyer Maintenance Window allows you to create, edit, view, and delete a buyer. In addition to a name and ID, you can enter the buyer's telephone and fax numbers. After a buyer is entered, you can assign the buyer to a division, group, or department. Store grade groups and purchase orders can be created for or by a buyer.

- Create a Buyer
- Maintain a Buyer
- View a Buyer

Maintain a Buyer

Navigate: From the main menu, select Control > Buyer > Edit. The Buyer Maintenance window opens.

Figure 17–4 Buyer Maintenance Window



Edit a buyer

1. In the Buyer field, enter the buyer's ID, or click the LOV button and select the buyer.
2. Edit the buyer's name, phone, and fax number as necessary.
3. Click **OK** to save your changes and close the window.

Delete a buyer

1. In the Buyer field, enter the buyer's ID, or click the LOV button and select the buyer.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Create a Competitor

Navigate: From the main menu, select Control > Competitor > New. The Competitor window opens.

1. Enter the following information about the competitor:
   - Required
   - Name
   - Optional
   - Address
   - City
   - State
   - Postal Code
   - Country
   - Phone number
   - Fax number
   - Web site
2. Click **OK** to save your changes and close the window.

Edit a Competitor

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter a competitor number, or click the LOV button and select a competitor.
2. Enter or edit the enabled fields as necessary.
3. Click **OK** to save your changes and close the window.

Delete a Competitor

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter a competitor number, or click the LOV button and select a competitor.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Create a Competitor's Store

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter the ID of the competitor, or click the LOV button and select the competitor.
2. From the Options menu, select Competitor Stores > New. The Competitor Store Maintenance window is displayed.

   Note: The Competitor Store ID is filled in automatically.

3. Enter the description of the competitor's store.
4. In the following fields, enter the competitor's store information:
   - Address
   - City
   - Postal code
   - State
   - Country
   - Phone
   - Fax
   - Store format
   - Currency
   - Total area (in square feet)
   - Selling area (in square feet)
   - Estimated yearly sales volume
   - Date the store opened for business
   - Date the store closed (if applicable)
5. Click **OK** to save your changes and close the window.

Edit a Competitor's Store

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter the ID of the competitor, or click the LOV button and select the competitor.
2. From the Options menu, select Competitor Stores > Edit. The Competitor Store Maintenance window is displayed.
3. In the Competitor Store field, enter the ID of the competitor's store, or click the LOV button and select the store.
4. Enter or edit the appropriate information about the competitor's store.
5. Click **OK** to save your changes and close the window.

Delete a Competitor's Store

Navigate: From the main menu, select Control > Competitor > Edit. The Competitor window opens.

1. In the Competitor field, enter the ID of the competitor, or click the LOV button and select the competitor.
2. From the Options menu, select Competitor Stores > Edit. The Competitor Store Maintenance window is displayed.
3. In the Competitor Store field, enter the ID of the competitor's store, or click the LOV button and select the store.
4. Click **Delete**. You are prompted to delete the record.
5. Click **Yes**.
6. Click **OK** to save your changes and close the window.

Create a Competitive Shopper

Navigate: From the main menu, select Control > Competitive Shopper > New. The Competitive Shopper Maintenance window opens.

1. In the Name field, enter the name of the shopper.
2. In the Shopper Phone field, enter the shopper's phone number.
3. In the Shopper Fax field, enter the shopper's fax number, if applicable.
4. Click **OK** to save your changes and close the window.

Edit a Competitive Shopper

Navigate: From the main menu, select Control > Competitive Shopper > Edit. The Competitive Shopper Maintenance window opens.

1. In the Shopper field, enter the ID of the competitive shopper, or click the LOV button and select the shopper.
2. Enter or edit the appropriate information about the shopper.
3. Click **OK** to save your changes and close the window.

Delete a Competitive Shopper

Navigate: From the main menu, select Control > Competitive Shopper > Edit. The Competitive Shopper Maintenance window opens.

1. In the Shopper field, enter the ID of the competitive shopper, or click the LOV button and select the shopper.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Record Competitor Prices

Navigate: From the main menu, select Control > Competitive Pricing > Competitive Price Entry. The Competitor Price Entry window opens.

Note: This procedure explains how to enter competitor prices manually. If your company uses personal digital devices (PDA) to record competitor prices, this window may be unavailable.

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1. Enter search criteria in the appropriate search fields. The Shop Date and Competitor search fields are required.
2. Click **Search**. The competitor price records that match the search criteria appear.
3. Select the record that you want to edit.

Note: You can edit pricing information either directly on the table or in the Apply area.

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4. In the Date field, enter the date on which the competitor price was recorded, or click the calendar button and select the date.
5. For a single unit item, enter the retail price in the Competitor Retail (table) or Retail New Value (Apply area) field. Enter the amount in the local currency of the competitor store.
6. For a multi-unit item, enter the number of units that make up a multi-unit in the Multi Units (table) or Multi Units New Value (Apply area) field.
7. For a multi-unit item, enter the retail price in the Multi-Unit Retail (table) or Multi-Unit Retail New Value (Apply area) field.
8. In the Price Type field, indicate whether the price is a regular, promotional, or clearance price.
9. For a regular or promotional price, select the appropriate offer type in the Offer Type field.
10. For a promotional price, enter the start and end dates of the promotion in the appropriate fields.
11. If the details were entered in the Apply area, click **Apply** to add the updated information to the table.
12. Click **OK** to save your changes and close the window.

Edit a Competitor's Price History

Navigate: From the main menu, select Control > Competitive Pricing > Competitive Price History > Edit.

1. In the From Date and To Date fields, select dates to create a range for your search.
2. In the other Search Criteria fields, enter any other information to restrict your search.
3. Click **Search**. RMS displays all pricing records that match your search criteria.
4. Review the price history information displayed.
5. To change the type of information displayed for a record, select View > Default, Promotion, Ref Item, Custom, or Saved.
6. Edit any price history information (Competitor Retail, Price Type, Start Date, or End Date).
7. Click **OK** to save your changes and close the window.

Cost Component Maintenance Window [elccomp]

The Cost Component Maintenance window allows you to add and maintain expenses, up charges, and assessments. Expenses are components that make up the cost of an item. Assessments are components that make up the total duty charges for an item. Up charges are incurred when transferring goods between warehouses and stores.

If you are using Trade Management to track import costs, all locations must have the same cost value. If the cost of items that are being imported DO vary by location, Trade Management will convert the cost values to an identical weighted average cost.

- Define an Assessment
- Define an Expense

Non-Merchandise Cost Components Window [nonmerch]

The Non-Merchandise Cost Components window allows you to associate non-merchandise cost codes with the non-merchandise codes. The cost codes are used to track costs related to the movement of the merchandise. You can access this window only when you are using Oracle Retail Trade Management with RMS.

- Add a Cost Component for a Non-Merchandise Code
- Delete a Cost Component from a Non-Merchandise Code
- View Cost Components for a Non-Merchandise Code

Cost Change Reason Maintenance Window [rsncost]

The Cost Change Reason Maintenance window allows you to add, delete, edit, and view the reasons for cost changes.

- Add a Cost Change Reason
- Edit a Cost Change Reason
- View Cost Change Reasons

Cost Buildup Template Search Window [costtmfnd]

The Cost Buildup Template Search window allows you to search for, create, edit, and view the cost buildup template.

- Navigate: From the main menu, select Control > Cost Buildup Template > Cost Buildup Template. The Cost Buildup Template Search window opens.

Cost Buildup Template Window [costbdutpl]

The Cost Buildup Template Search window allows you to enter search criteria in order to search for the cost buildup template, as well as crate and edit cost buildup templates.

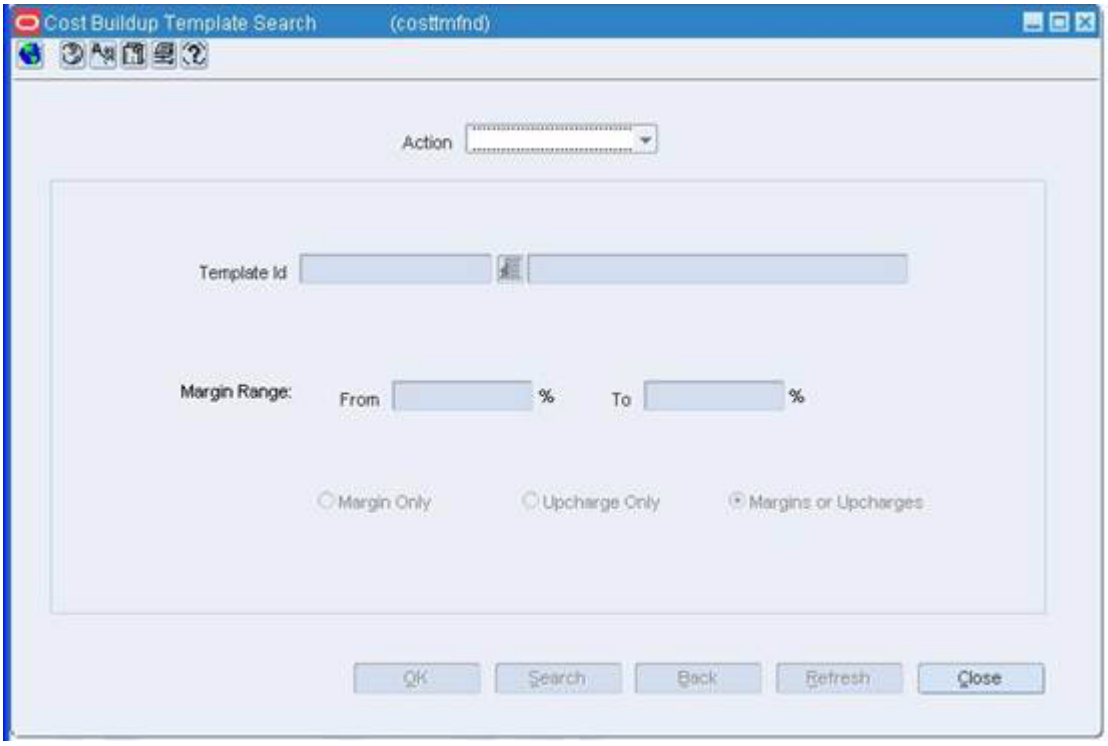
To display the cost buildup template search window, navigate to Control > Cost buildup Template > Cost Buildup Template.

- Navigate: From the main menu, select Control > Cost Buildup Template > Cost Buildup Template. The Cost Buildup Template Search window opens.

Search for a Cost Buildup Template

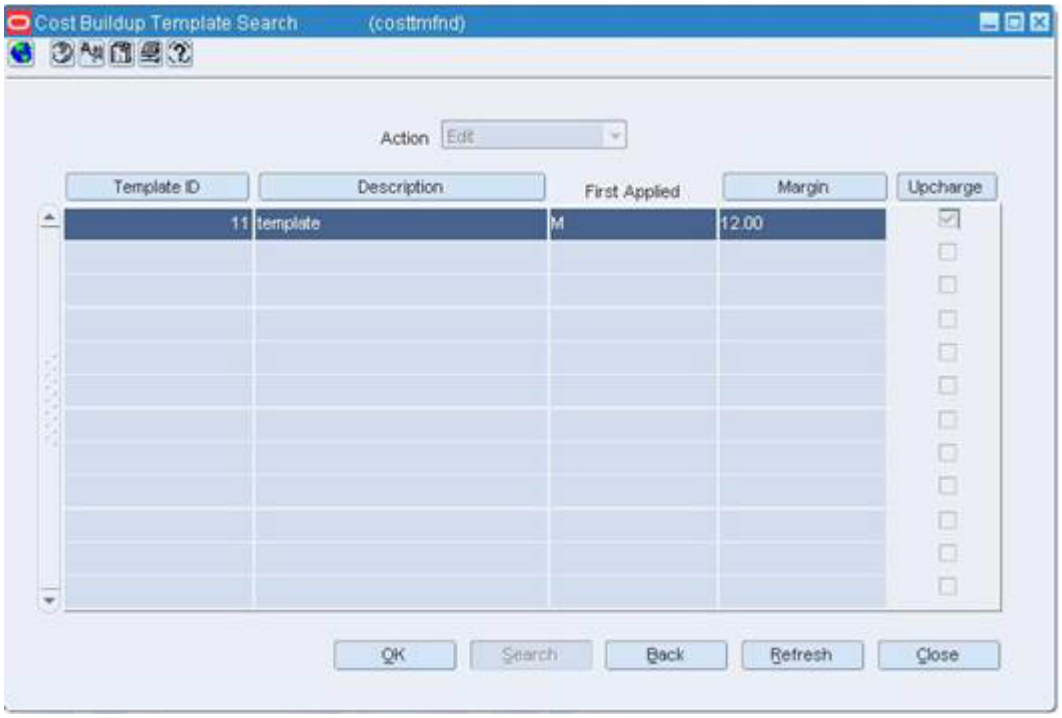
Navigate: From the main menu, select Control > Cost Buildup Template > Cost Buildup Template. The Cost Buildup Template Search window opens.

Figure 17–5 Cost Buildup Template Search window



1. In the Action field, select either New, Edit, or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Cost Buildup Template Search results window displays the templates that match the search criteria.

Figure 17–6 Cost Buildup Template Search Results window



4. Select a template:
   a. To perform another search, click **Refresh**.
   b. To display the details of a template, select a record and click **OK**. The Cost Buildup Template window opens.
5. Click **Cancel** to exit.

Cost Zones Window [costzone]

The Cost Zones window allows you to create, maintain, and view the cost zones for a selected cost zone group.

In Edit mode, you may edit the zone description and change the location that determines the base cost for an item. For each cost zone group, you must select one cost zone as the base cost zone. The base cost zone indicates that the price for the item is based on the price of the item in the zone

If a cost zone exists without any locations, the cost zone is deleted when you click **OK**.

- Add a Cost Zone Group
- Edit Cost Zone Groups
- View Cost Zone Groups

Cost Zone Locations Window [costzone]

The Cost Zone Locations window allows you to edit or view the locations in the cost zone. In Edit mode, you may add locations to a cost zone or move locations to a different cost zone.

Locations cannot be edited for any cost zone group at the location level because locations is a cost zone group.

- Add a Cost Zone Group
- Edit Cost Zone Groups
- View Cost Zone Groups

Cost Zone Groups Window [costzone]

The Cost Zone Groups window allows you to enter, edit, or view cost zone groups. A cost zone group is a grouping mechanism that allows you to categorize stores into zones based on a costing strategy. This grouping mechanism is available only when you are tracking Estimate Landed Costs (ELC).

When you enter a new cost zone group, all locations must be added to the group. The locations can exist individually with in a group, or you can group the locations into cost zones.

To copy cost zone groups, their zones, and their locations, select a like group when creating a cost zone group at the zone level.

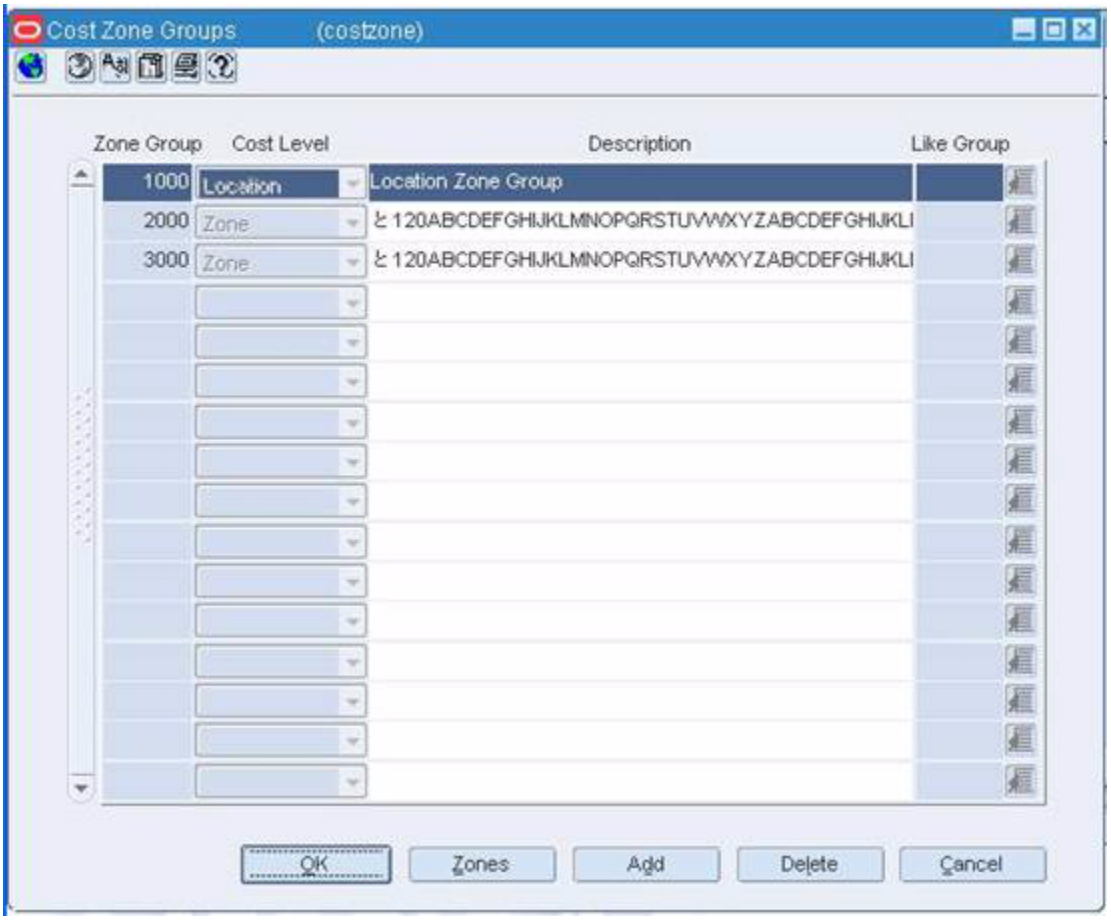
For zone level cost zone groups, you can create cost zones and corresponding locations by clicking **Zones**.

- Add a Cost Zone Group
- Edit Cost Zone Groups
- View Cost Zone Groups

Edit Cost Zone Groups

Navigate: From the main menu, select Control > Setup > Cost Zone Group > Edit. The Cost Zone Groups window opens.

Figure 17–7 Cost Zone Groups Window



Edit a cost zone group

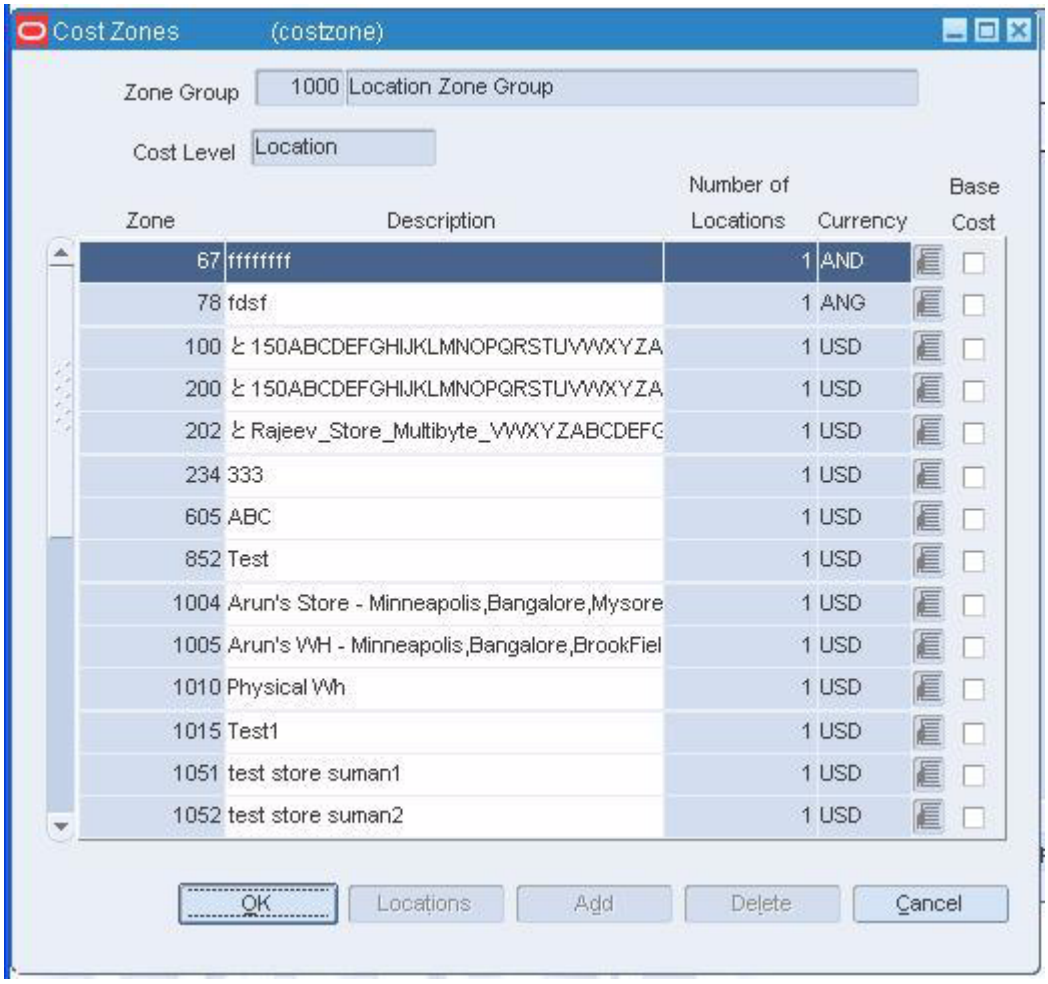
1. Edit the description for the cost zone group.
2. To delete a cost zone group, select the zone and click **Delete**.
3. When prompted to delete the record, click **Yes**.

> **Note:** The cost zone group will be deleted by a batch program.

Edit a cost zone associated with a cost zone group

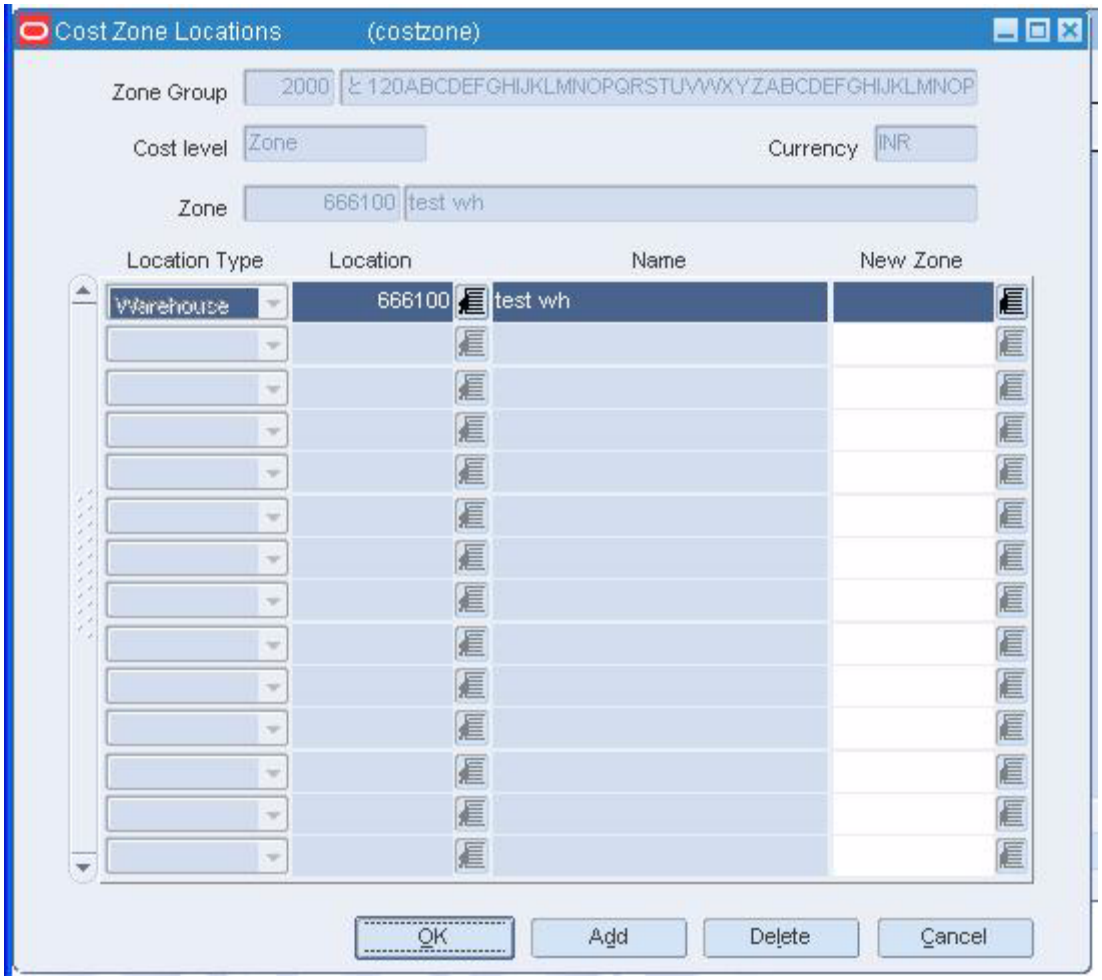
1. On the Cost Zone Groups window, select a cost zone group.
2. Click **Zones**. The Cost Zones window opens.

Figure 17–8 Cost Zones Window



3. Edit the cost zone information as necessary.
4. To delete a cost zone from a cost zone group:
   a. Select a cost zone and click **Locations**. The Cost Zone Locations window opens.

Figure 17–9 Cost Zone Locations Window



b. Reassign locations in the cost zone to a different cost zone.

- In the New Zone field, enter the ID of the new zone, or click the LOV button and select a different cost zone.
- Click **OK** to return to the Cost Zones window.

c. Click **Delete** to remove the cost zone from the cost zone group.

d. When prompted to confirm deletion, click **OK**.

5. Click **OK** to save your changes and close the window.

Edit locations assigned to a cost zone

1. To edit location information, click **Locations**. The Cost Zone Locations window opens.
2. To add locations, click **Add**. Select the location type.
3. In the Location field, enter the location ID or click the LOV button and select the location.
4. To remove a location from a zone, select a location.

5. In the New Zone field, enter the ID of the new zone, or click the LOV button and select the new zone.

Exit the cost zone windows

- Click **OK** to save your changes and close each of the cost zone windows.

Oracle Retail Start Tree Administration Window [treeadmn]

The Oracle Retail Start Tree Administration window allows you to edit and view the structure and security settings on the main menu. The settings become the system defaults for all users.

- Edit the System Main Menu
- Navigate the Tree Administration Folders

New Item Window [treeadmn]

The New Item window allows you to add a folder or an element to the main menu. You can choose from the following elements: forms, internal items, Oracle reports, user applications, and web pages. When you add an element to the menu, this window becomes a wizard. On the first screen of the wizard, you select the type of element. Subsequent screens prompt you for the information that is specific to the type of element.

Users are not able to access any new elements until you set up security for the elements. All settings take effect after you exit the system.

- Add a System Folder to the Main Menu
- Add a System Element to the Main Menu

Add a System Folder to the Main Menu

Navigate: From the main menu, select Control > System > Tree Administration. The Oracle Retail Start Tree Administration window opens. Navigate to the folder to the folder that you want to edit. Click **Add Folder**. The New Item window opens.

Figure 17–10 New Item Window

1. In the Folder Name field, enter the name as you want it to appear on the main menu.
2. Click **OK** to save your changes and close the window.

Add a System Element to the Main Menu

Navigate: From the main menu, select Control > System > Tree Administration. The Oracle Retail Start Tree Administration window opens. Navigate to the folder to the folder that you want to edit. Click **Add Element**. The New Item window opens.

1. In the Element Name field, enter the name as you want it to appear on the main menu.
2. In the Type field, select the type of element.
3. Click **Next**. The next screen opens. The fields that you must enter next depend on the type of element that you selected in the Type field.

Enter details for type of element

1. If you selected Form:
   a. In the Element field, enter the name of the form, or click the LOV button and select the form.

      Note: To add a new form to the system, click New Element and respond to the prompts.

   b. Click **Next**.
   c. In the Mode field, enter the mode that you want to display on the main menu.
   d. Click **OK** to save your changes and close the window.
2. If you selected Internal Item:
   a. In the Special Code field, enter the code that calls the internal item.
   b. Click **OK** to save your changes and close the window.
3. If you selected Oracle Report:
   a. In the Oracle Report Filename field, enter the filename of the report.
   b. Click **OK** to save your changes and close the window.
4. If you selected User Application:
   a. In the Path to User's Application field, enter the path and filename of the application.
   b. Click **OK** to save your changes and close the window.
5. If you selected Web Page:
   a. In the URL field, enter the Internet address of the web page.
   b. In the Component field, select the component that you want to associate the URL with.

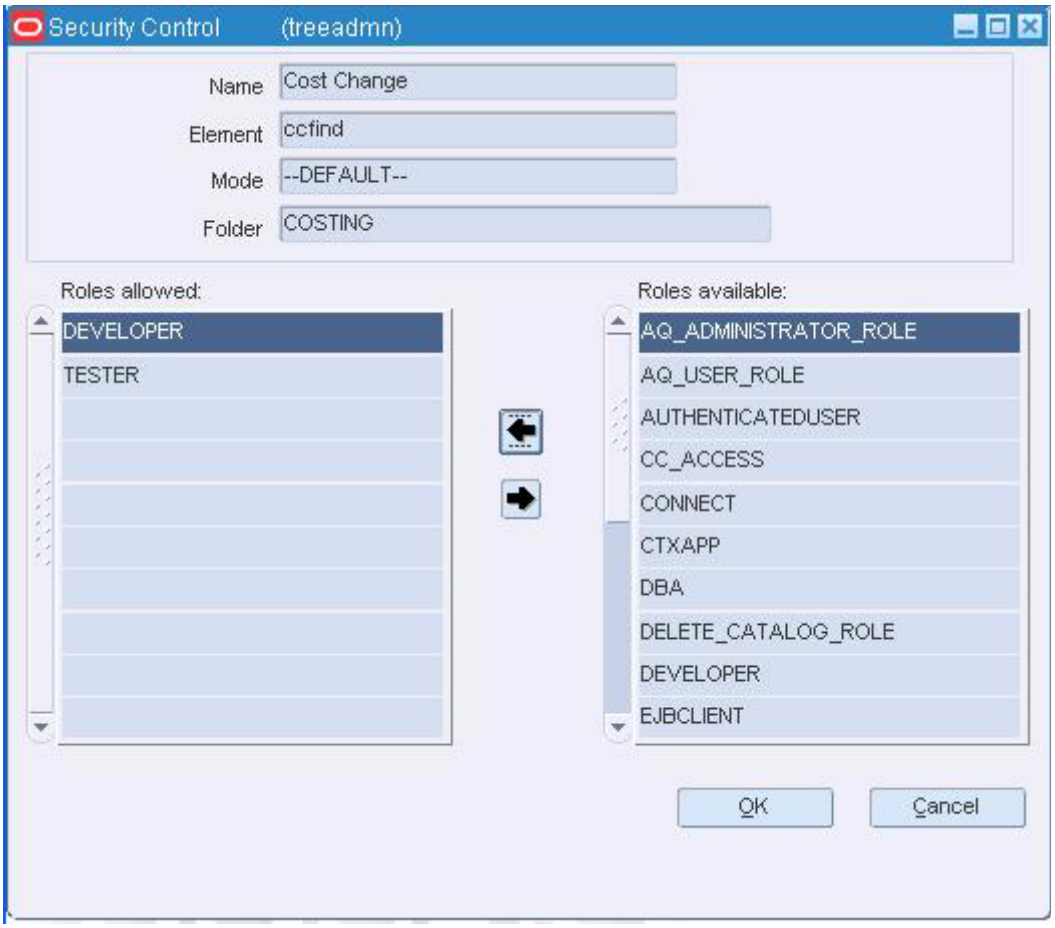
      Note: To add a new component to the system, click New Component and respond to the prompts.

6. Click **OK** to save your changes and close the window.

Secure the element

1. Select an element and click **Security**. The Security Control window opens.

Figure 17–11 Security Control Window

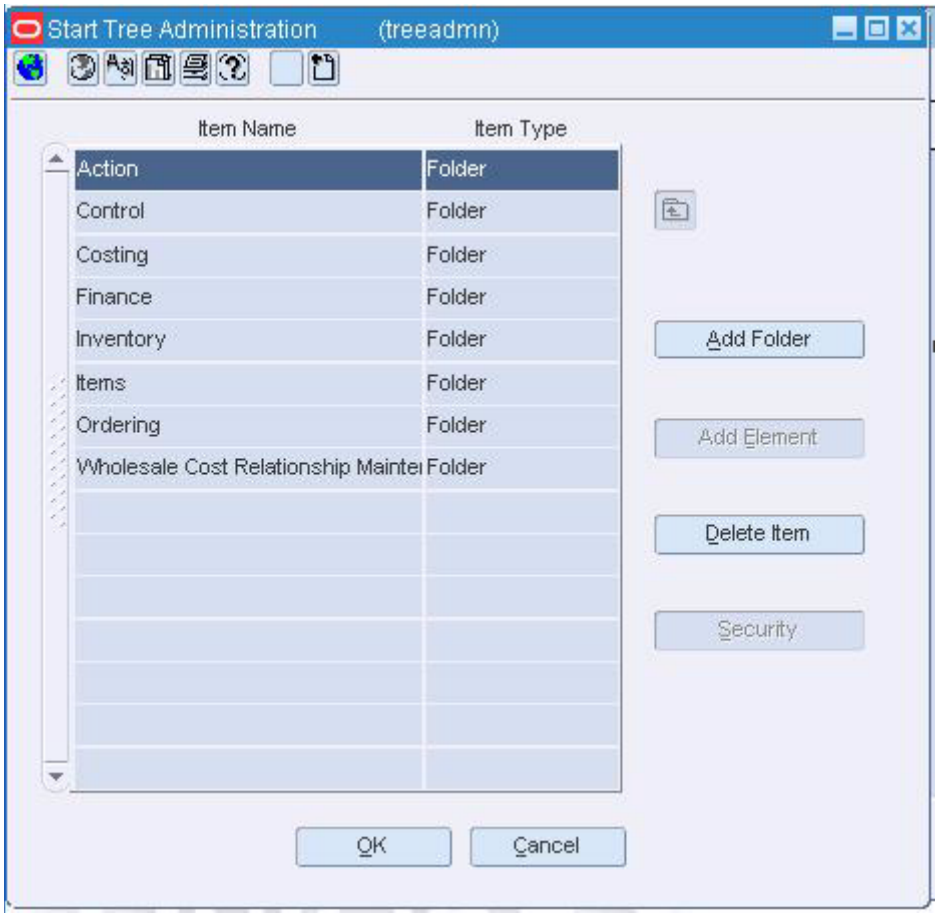


2. Select one or more user roles on the Roles Available table.
3. Click the move left button.
4. Click **OK** to save your changes and close the window.

Edit the System Main Menu

Navigate: From the main menu, select Control > System > Tree Administration. The Oracle Retail Start Tree Administration window opens. Navigate to the folder that you want to edit.

Figure 17–12 Oracle Retail Start Tree Administration Window



Add a folder

1. Click **Add Folder**. The New Item window opens.

Figure 17–13 New Item Window

2. In the Folder Name field, enter the name of the folder.
3. Click **OK** to save your changes and close the window.

Add an element

1. Double-click the folder in which the element belongs.
2. Click **Add Element**. The New Item window opens.
3. In the Element Name field, enter the name of the element.
4. In the Type field, select the type of element.
5. Click **Next**. Enter the details on the next window or windows.

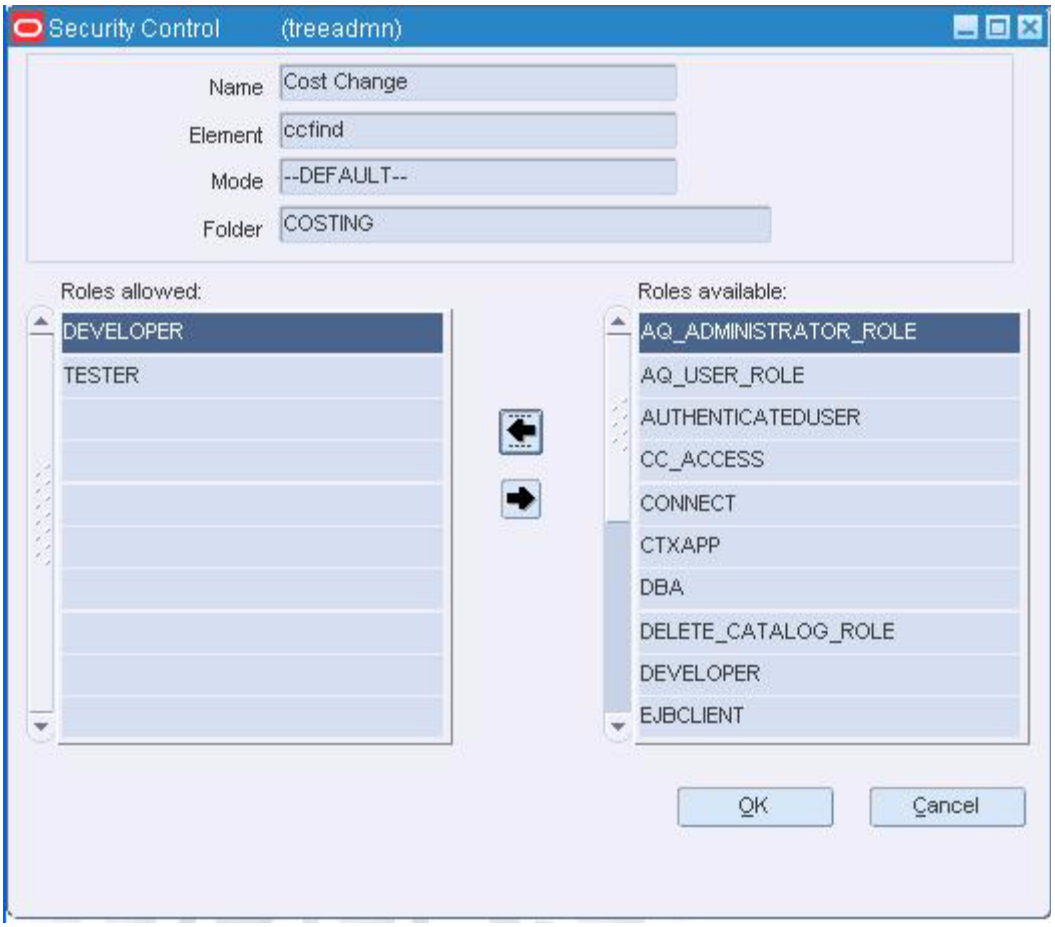
> **Note:** The windows and fields that appear next depend on the type of element that you select.

6. Click **OK** to save your changes and close the window.

Edit security for an element

1. Select an element and click **Security**. The Security Control window opens.

Figure 17–14 Security Control Window



2. To allow access to the current element, select one or more user roles on the Roles Available table. Then click the move left button.

3. To deny access to the current element, select one or more user roles on the Roles Allowed table. Then click the move right button.
4. Click **OK** to save your changes and close the window.

Delete a folder or element

1. Select the folder or element and click the **Delete** button.
2. When prompted to delete the record, click the **Yes** button.
3. Click **OK** to save your changes and close the window.

Navigate the Tree Administration Folders

Navigate: From the main menu, select Control > System > Tree Administration. The Oracle Retail Start Tree Administration window opens.

1. To open a folder, double-click the folder. The elements within the folder appear.
2. To select an element, click the element.
3. To close a folder, click the move up one level button.
4. Click **OK** to save your changes and close the window.

Add User Element Window [rtkstrt]

The Add User Element window allows you to customize the main menu for yourself by adding an element.

- Search for a Folder or Element on the Main Menu

Add a User Element to the Main Menu

Navigate: On the Oracle Retail Enterprise Start window, navigate to the folder that you want to edit. Click the add user element button. The Add User Element window opens.

1. If the element is a web page, enter the URL in the URL field.
2. In the New Item Name field, enter the name of the element as you want it to appear on the main menu.
3. Click **OK** to save your changes and close the window.

Add User Folder Window [rtkstrt]

The Add User Folder allows you to customize the main menu for yourself by adding a folder.

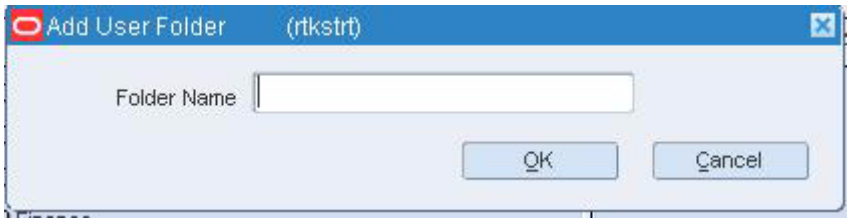
- Add a User Folder to the Main Menu

Add a User Folder to the Main Menu

Navigate: On the Oracle Retail Enterprise Start window, navigate to the folder that you want to edit.

1. Click the add user folder button. The Add User Folder window opens.

Figure 17–15 Add User Folder Window

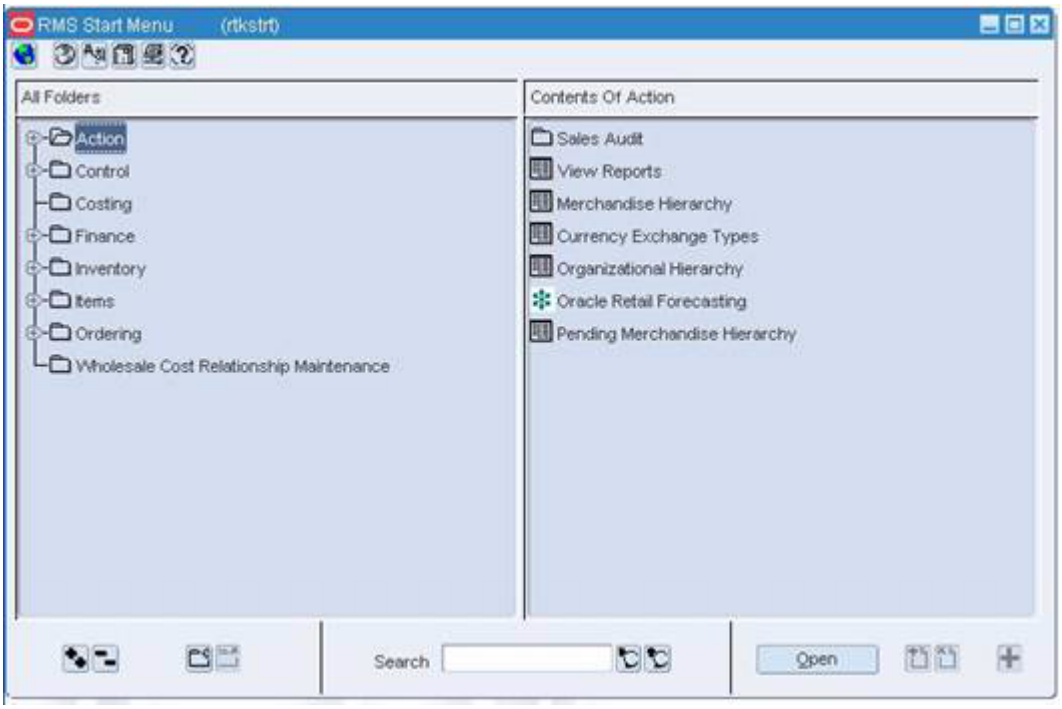


2. In the Folder Name field, enter the name of the folder as you want it to appear on the main menu.
3. Click **OK** to save your changes and close the window.

Search for a Folder or Element on the Main Menu

1. On the Oracle Retail Enterprise Start window, enter a partial description of the folder or element in the Search field.

Figure 17–16 Oracle Retail Enterprise Start Window



2. Click the search forward button or the search backward button.
3. When prompted that the folder or element has been found, click **OK**.
4. If the folder or element is not the one you want, click the search forward button or the search backward button to continue the search.
5. When the desired folder or element is found, you can:
6. Select the folder to display its contents.
7. Select the element and click **Open**.

Navigator User Options Window [rtkstrt]

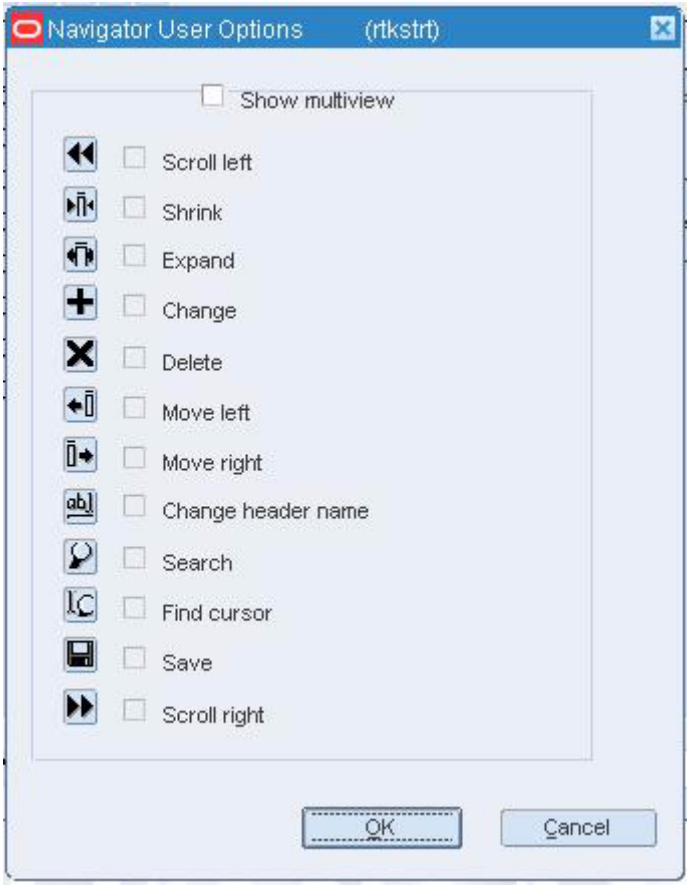
The Navigator User Options window allows you to display a Navigator toolbar on each window. You can select which buttons appear on the toolbar. The buttons provide functionality that is useful when viewing a table (also referred to as a multi-view) on a window.

- Edit the Navigator Toolbar

Edit the Navigator Toolbar

Navigate: Close all windows except the Oracle Retail Enterprise Start window. From the Options menu, select Start Options. The Navigator User Options window opens.

Figure 17–17 Navigator User Options Window

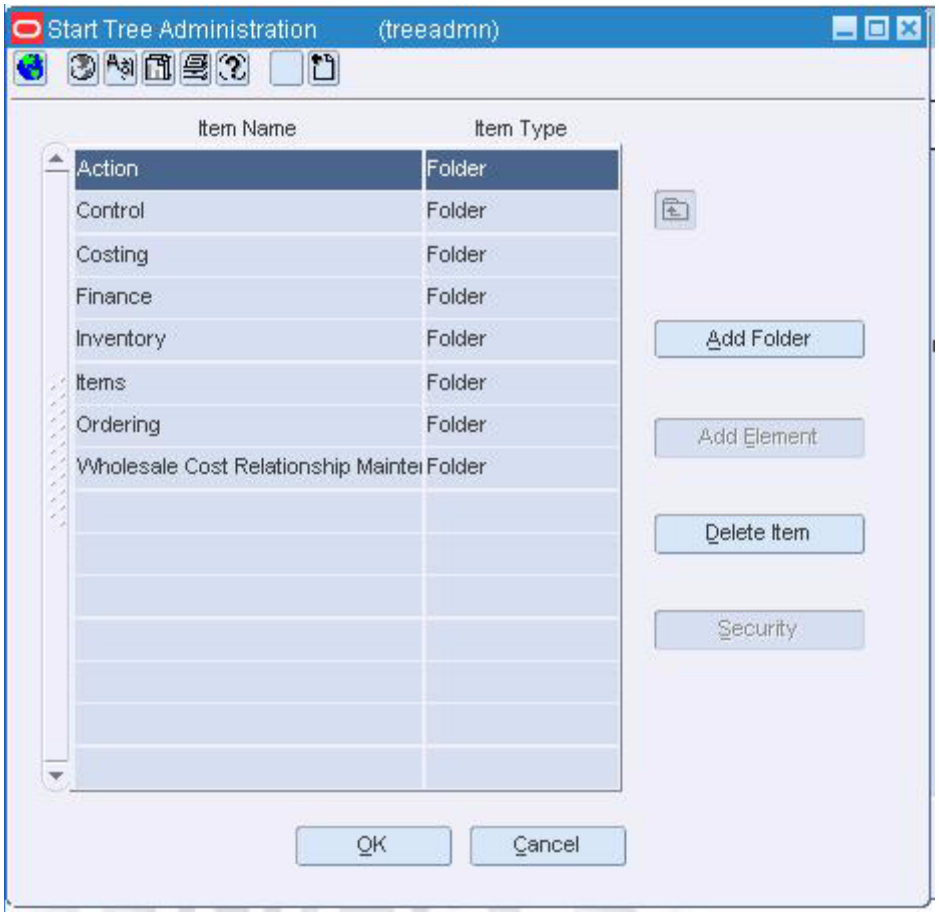


1. To display and add buttons to the toolbar:
   a. Select the Show Multiview check box. The check boxes are enabled.
   b. Select the check box next to each toolbar button that you want to include on the toolbar.
2. To delete a button from the toolbar, clear the check box next to the button.
3. To delete the toolbar, clear the Show Multiview check box.
4. Click **OK** to save your changes and close the window.

Secure an Element on the System Main Menu

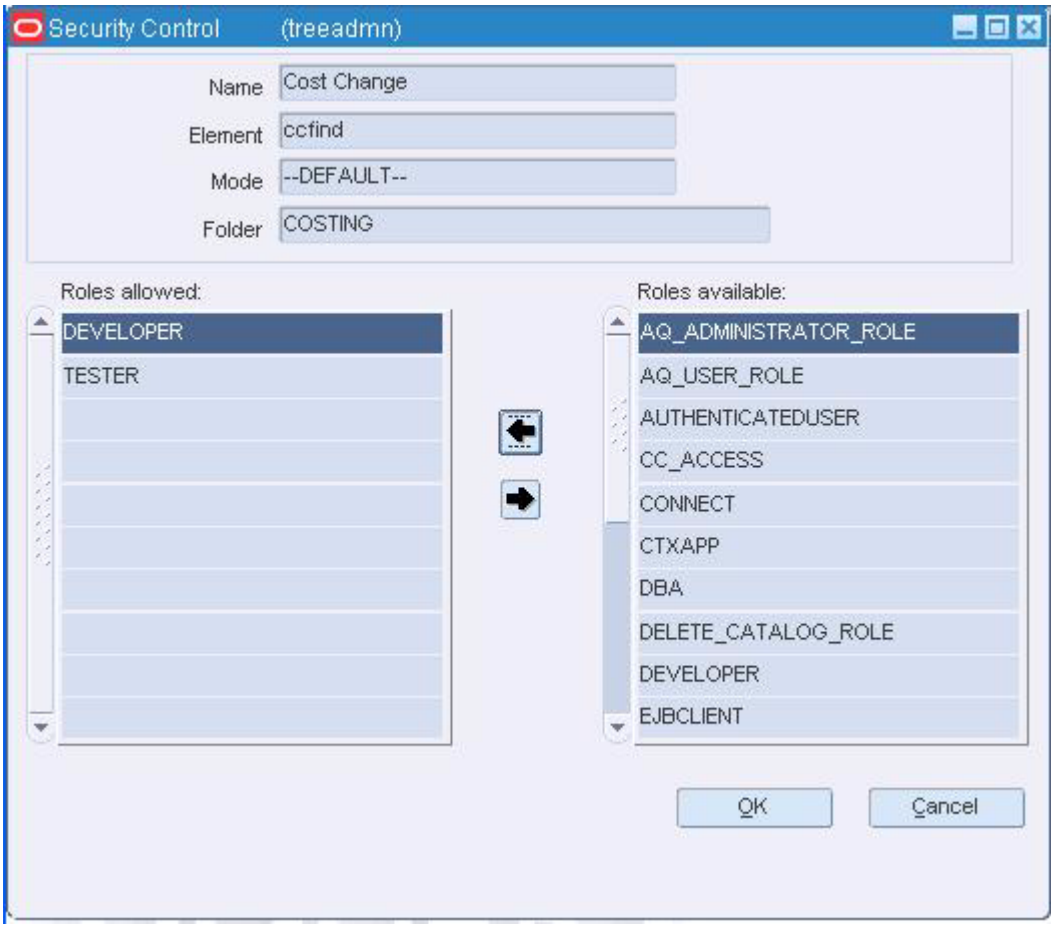
Navigate: From the main menu, select Control > System > Tree Administration. The Oracle Retail Start Tree Administration window opens. Navigate to the element that you want to secure.

Figure 17–18 Oracle Retail Start Tree Administration Window



1. Click **Security**. The Security Control window opens.

Figure 17–19 Security Control Window



2. To allow access to the current element:
   a. Select one or more user roles in the Roles Available table.
   b. Click the move left button.
3. To deny access to the current element:
   a. Select one or more user roles in the Roles Allowed table.
   b. Click the move right button.
4. Click **OK** to save your changes and close the window.

Create a Custom View

Navigate: From the View menu, select Custom. The Customize window opens.

Figure 17–20 Customize Item List Search window

1. Click **Add** to view the list of available fields.
2. Select or clear the fields for the view.
3. Click **OK**.
4. Change the column order as necessary:
   a. To move a column left, click the column. Click the Move Left button.
   b. To move a column right, click the column. Click the Move Right button.
5. Change the column width as necessary:
   a. To make a column wider, click the column. Click the Expand button.
   b. To make a column narrower, click the column. Click the Shrink button.
6. Click **Save** . The Saved view is set as the view for the next time you open the window.

Note: You can return to the default view by selecting View > Default.

Security Control Window [treeadmn]

The Security Control window allows you to select which user roles have access to an element on the system main menu. Users inherit the permissions that are associated with their user roles.

- Secure an Element on the System Main Menu

Oracle Retail Printing Window [printfrm]

The Oracle Retail Printing window allows you to select and generate a report. You can choose to preview the results on the screen (cache) or send the report to a printer (printer).

Note: The ability to e-mail a report to a destination (mail) or save the report to a file (file) are not currently supported.

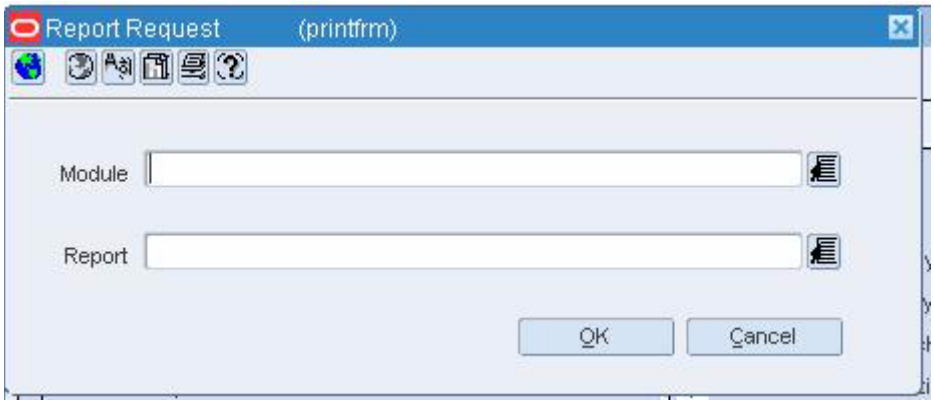
You can look up reports in alphabetical order or by module.

- Generate a Report
- Report Descriptions

Generate a Report

Navigate: From the main menu, select Action > View Reports. The Report Request window opens.

Figure 17–21 Oracle Retail Printing Window



1. In the Module field, click the LOV button and select the module from which you want to generate a report.
2. In the Report field, click the LOV button and select the report.

> **Note:** If you selected a module, only reports associated with the module are listed in the List of Reports. Otherwise, all reports are listed when you click the Report LOV button.

3. Click **Print**. The Report Parameters web page opens.
4. In the Destination Type field, select where you want the finished report to be sent. Select **Cache** to view the report online.
5. If you are prompted for parameters to further define the report, enter the data in the appropriate fields.
6. Click **Submit Query**. The report is generated and sent to the destination that you selected.

Report Descriptions

Refer to the Oracle Retail Merchandising System Reports User Guide for report descriptions.

System Parameter Maintenance Window [sys_ctrl]

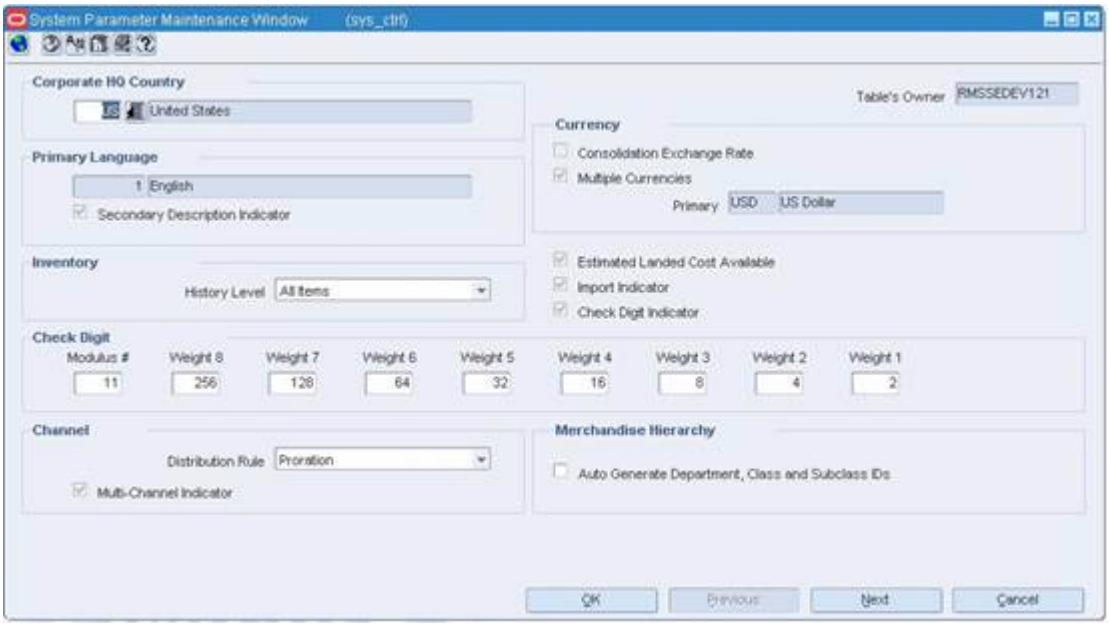
The System Parameter Maintenance window allows you to customize various parameters, defaults, and constants that are used throughout the system. Normally, these elements are set when RMS is installed by the system or database administrator. They tend to remain fixed unless a business practice is changed which necessitates a change in RMS.

- Edit System Variables

Edit System Variables

Navigate: From the main menu, select Control > System > System Variables. The System Parameter Maintenance window opens.

Figure 17–22 System Parameter Maintenance Window



1. Edit options and enter values as needed.
2. There are several screens associated with this window.
   - To view and edit the next screen, click **Next**.
   - To view and edit the previous screen, click **Previous**.
3. Click **OK** to save your changes and close the window.

View System Code Types

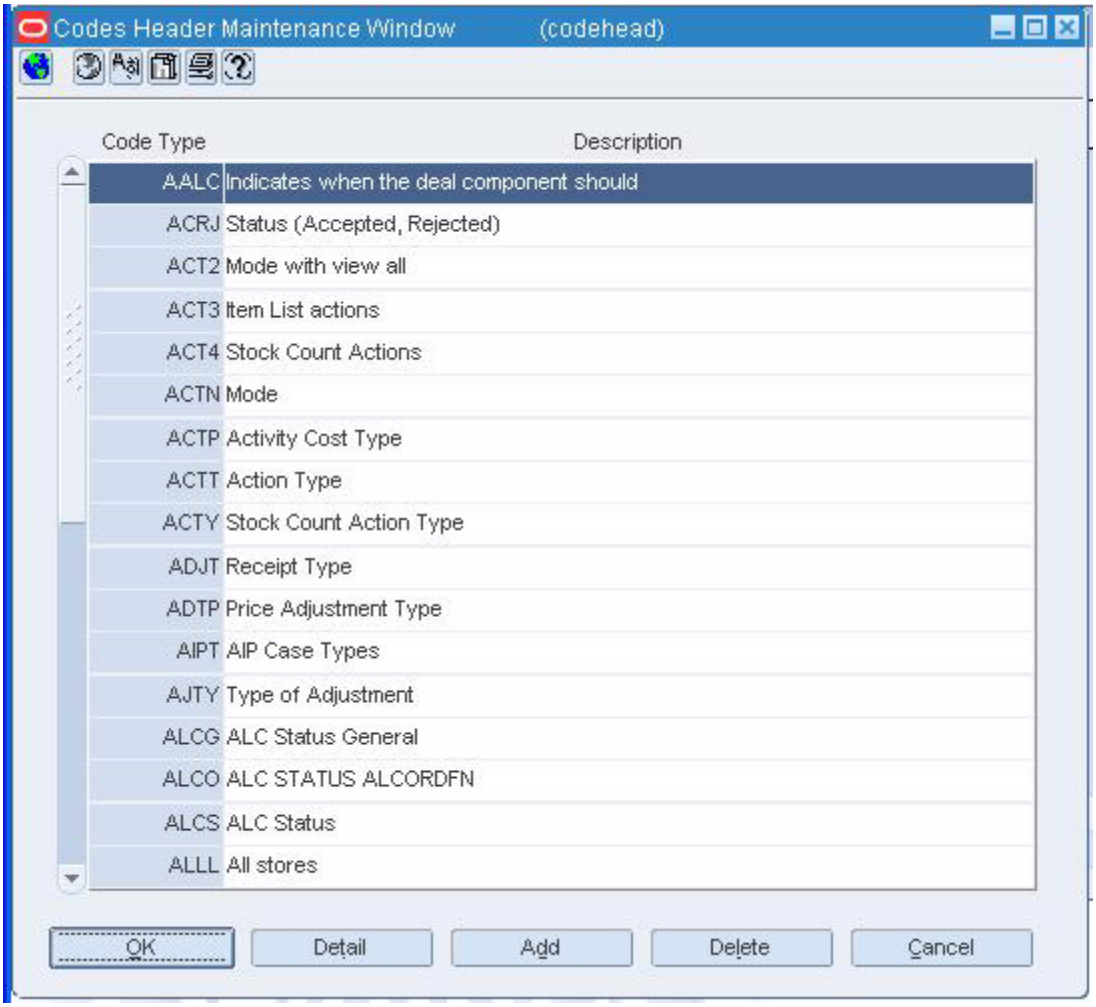
Navigate: From the main menu, select Control > System > Codes Maintenance > View. The code types appear in the Codes Header Maintenance window.

1. To view the values associated with a code type:
   a. Select a code type and click **Detail**. The values appear in the Code Detail Maintenance window.
   b. Click **OK** to exit the Code Detail Maintenance window.
2. Click OK to close the window.

Edit System Code Types

Navigate: From the main menu, select Control > System > Codes Maintenance > Edit. The code types appear in the Codes Header Maintenance window.

Figure 17–23 Codes Header Maintenance Window



- Edit the descriptions as necessary.

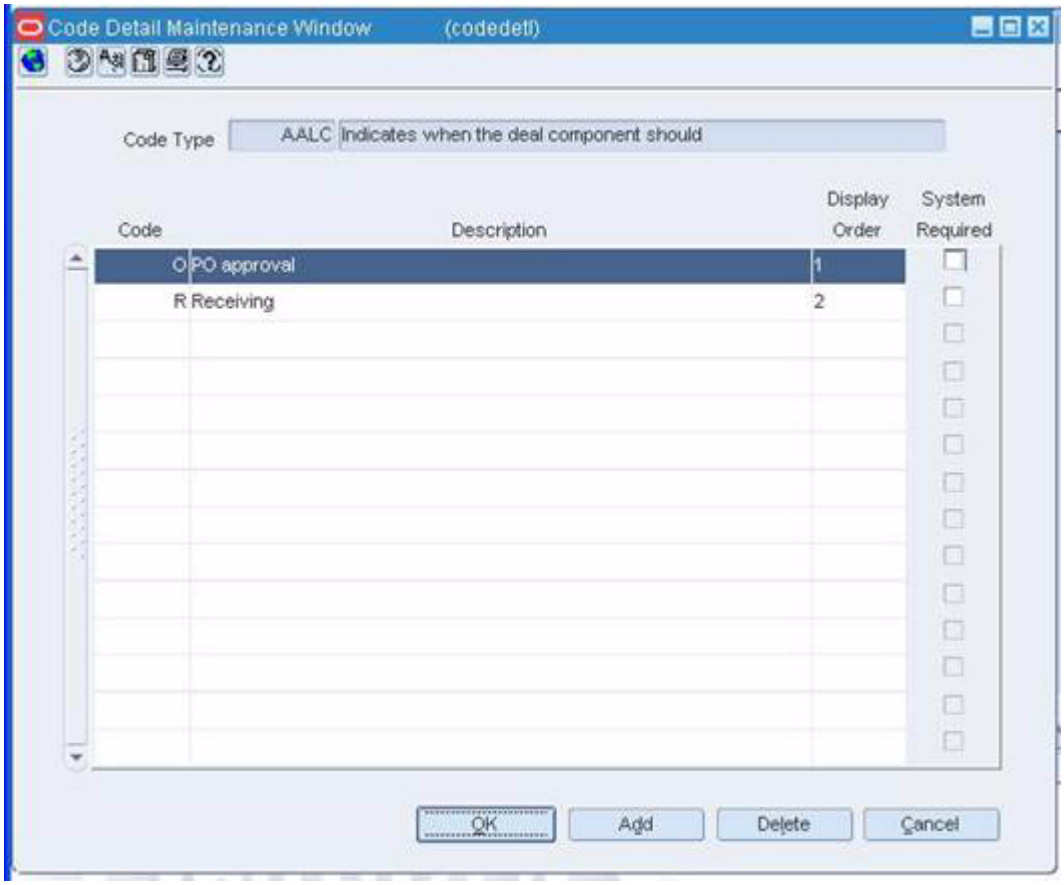
Add a code type

1. Click **Add**. The next available line is enabled.
2. In the Code Type field, enter a code for the code type.
3. In the Description field, enter a description of the code type.
4. Click **OK** to save your changes and close the window.

Add values to a code type

1. Select the code type and click **Detail**. The Code Detail Maintenance window opens.

Figure 17–24 Code Detail Maintenance Window



2. Click **Add**. The next available line is enabled.
3. In the Code field, enter an code for the value.
4. In the Description field, enter the value as you want it to appear to users.
5. In the Display Order field, enter the sequence number to indicate the order in which the value should appear in drop-down lists.
6. Select the System Required check box as necessary.
7. Click **OK** to save your changes and close the window.

Delete values from a code type

1. Select the code type and click **Detail**. The values appear in the Code Detail Maintenance window.
2. Select a value and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a code type

1. Select a code type and click **Delete**.

2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Code Detail Maintenance Window [codedetl]

The Code Detail Maintenance window allows you to maintain a list of values for a code type. The values appear in drop-down lists that exist throughout the system.

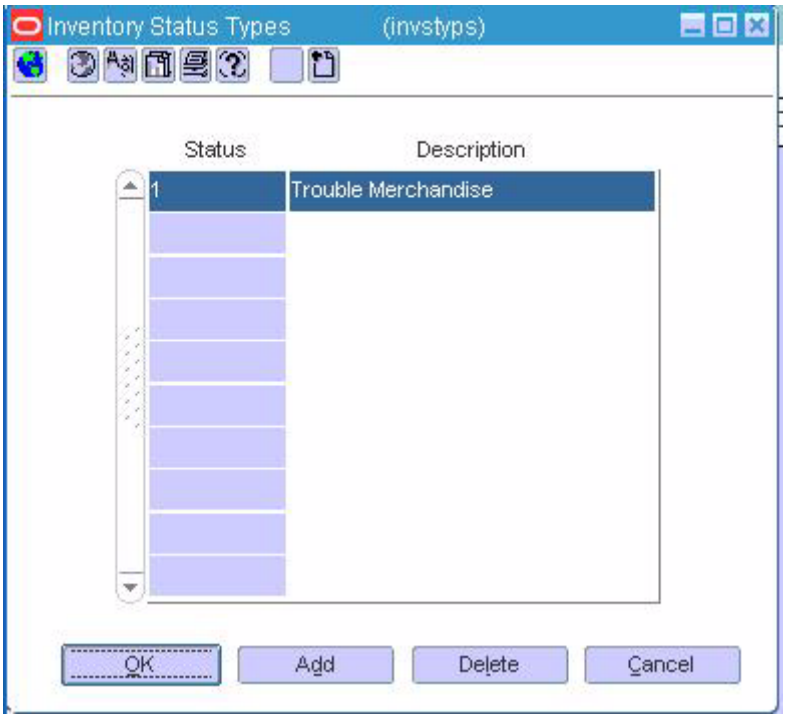
Note: If a code type is required by the system and used to perform certain functions, changing the code values could produce undesired consequences.

- View System Code Types

Maintain Inventory Status Types

Navigate: From the main menu, select Control > Setup > Inventory Status Types > Edit. The Inventory Status Types window opens.

Figure 17–25 Inventory Status Types Window



Edit an inventory status type

1. Edit the Description field as necessary.
2. Click **OK** to save your changes and close the window.

Delete an inventory status type

1. Select a status type and click **Delete**.
2. When prompted to delete the record, click **OK**.

> **Note:** You cannot delete a status type that is referenced by an inventory adjustment.

3. Click **OK** to save your changes and close the window.

Edit a Regionality Relationship

Navigate: From the Main Menu, select Control > System > Regionality > Regionality Matrix > Edit. The Regionality Maintenance window opens.

1. Enter the appropriate search criteria. Click **Query** to view the group/location records that match your criteria.

> **Note:** You can query by either Group ID or Business Role. Selecting one disables the other.

2. Edit the enabled fields as necessary.

Delete a group/location combination

1. Select a group/location record.
2. Click **Delete Group/Loc**. You are prompted to confirm the deletion.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete elements from a group/location combination

1. Select a group/location record.
2. Select an element from the Supplier, Supplier/Department, or Department table.
3. Click **Delete Elements**. You are prompted to confirm the deletion.
4. Click **Yes**.
5. Click **OK** to save your changes and close the window.

Codes Header Maintenance Window [codehead]

The Codes Header Maintenance window allows you to maintain a list of code types and their values. You can access the Code Detail Maintenance window in order to edit the values for a code type.

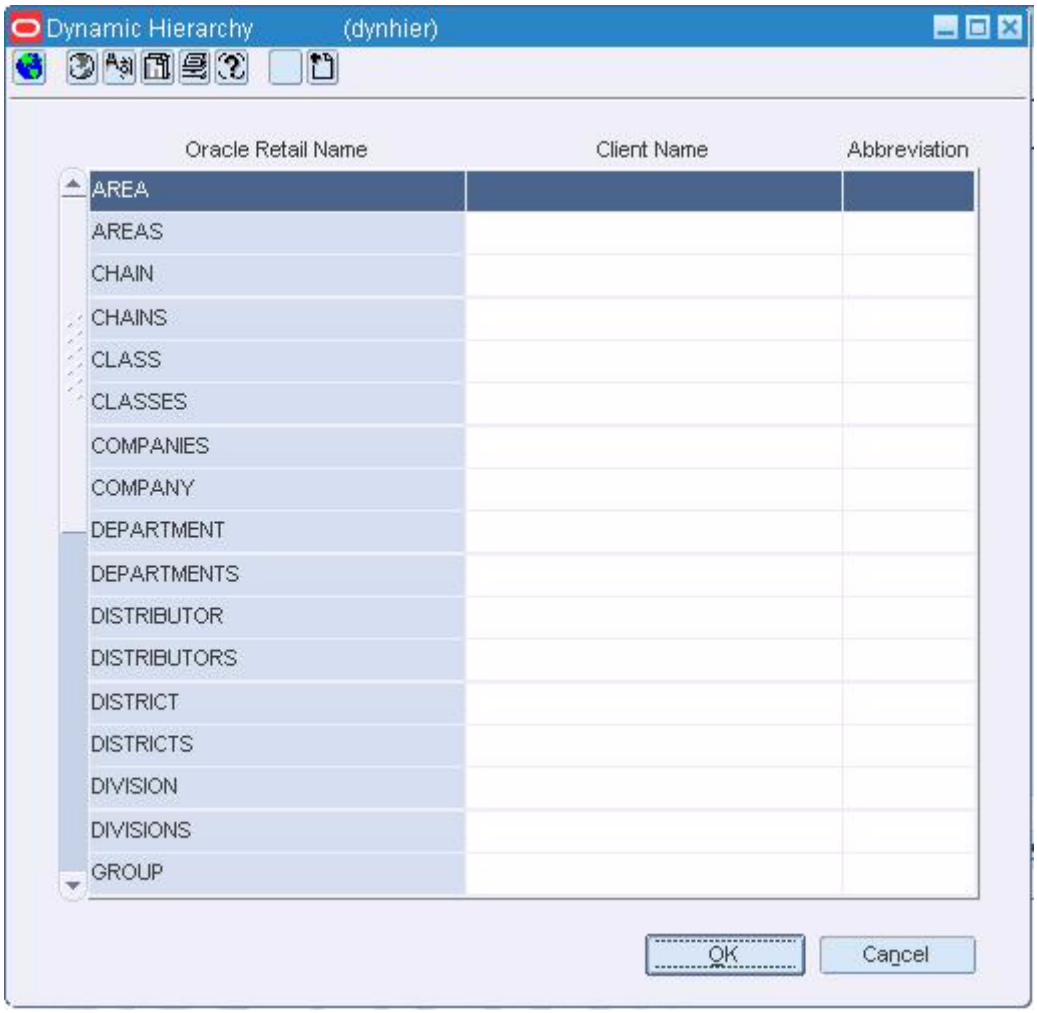
> **Note:** If a code type is required by the system and used to perform certain functions, changing the code type could produce undesired consequences.

- Edit System Code Types
- View System Code Types

Edit Dynamic Hierarchies

Navigate: From the main menu, select Control > System > Dynamic Hierarchies > Edit. The Dynamic Hierarchy window opens.

Figure 17–26 Dynamic Hierarchy Window



1. In the Client Name field, enter or edit the customized name for an element named in the Oracle Retail Name field.

Note: The client names in the dynamic hierarchy code will not change the link names. The link names are controlled through a table in Oracle Retail Merchandising System which can be changed as desired.

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2. In the Abbreviation field, enter or edit the abbreviation for a customized name in the Client Name field.

   Note: It is recommended that you do not exceed 15 characters as anything over 15 characters may not be displayed on most forms.

3. Click **OK** to save your changes and close the window

View Halves

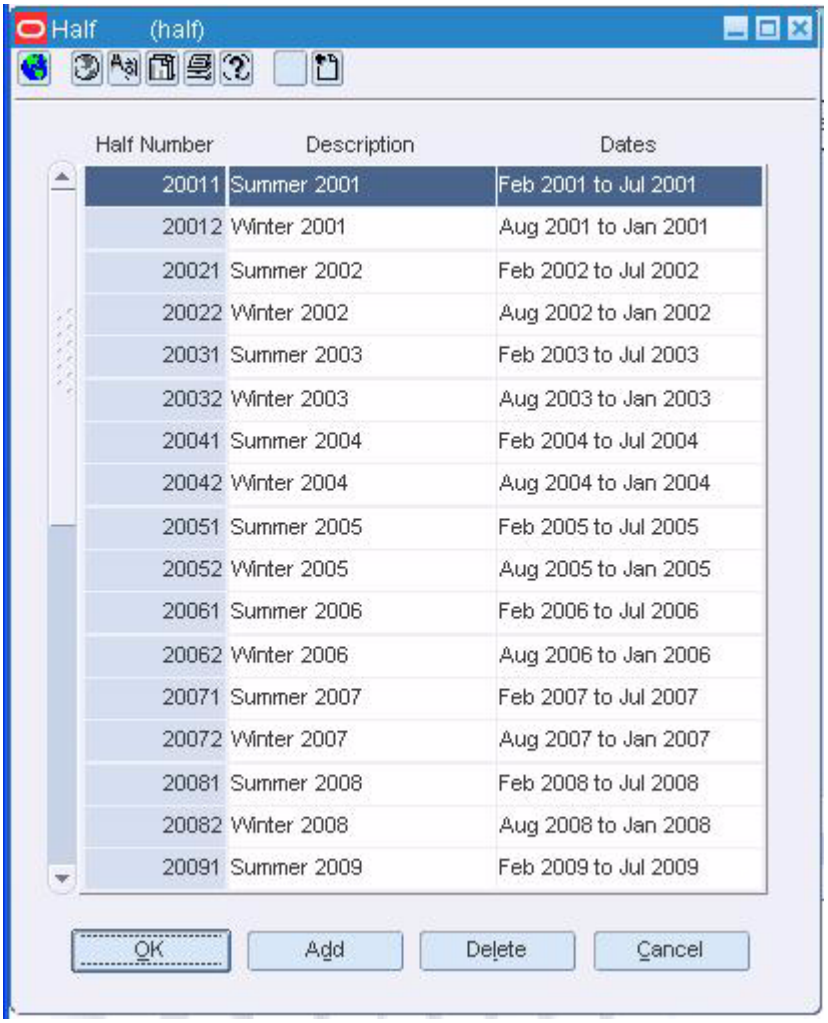
Navigate: From the main menu, select Control > Setup > Half > View. The current halves appear in the Half window.

- Click **OK** to close the window.

Edit Halves

Navigate: From the main menu, select Control > Setup > Half > Edit. The current halves appear in the Half window.

Figure 17–27 Half Window



1. Edit the descriptions or dates as necessary.
2. Click **OK** to save your changes and close the window.

Add a half

1. Click **Add**. The next available line is enabled.
2. In the Half Number field, enter an ID for the half. Use the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2).
3. In the Description field, enter a description for the half.
4. In the Dates field, enter the date range for the half.
5. Click **OK** to save your changes and close the window.

Delete a half

1. Select a half and click **Delete**.
2. When prompted to delete the record, click **OK**.
3. Click **OK** to save your changes and close the window.

Printer Maintenance Window [printmnt]

The Printer Maintenance window allows you to maintain the available printers within the system.

- View System Printers
- Edit System Printers

View System Printers

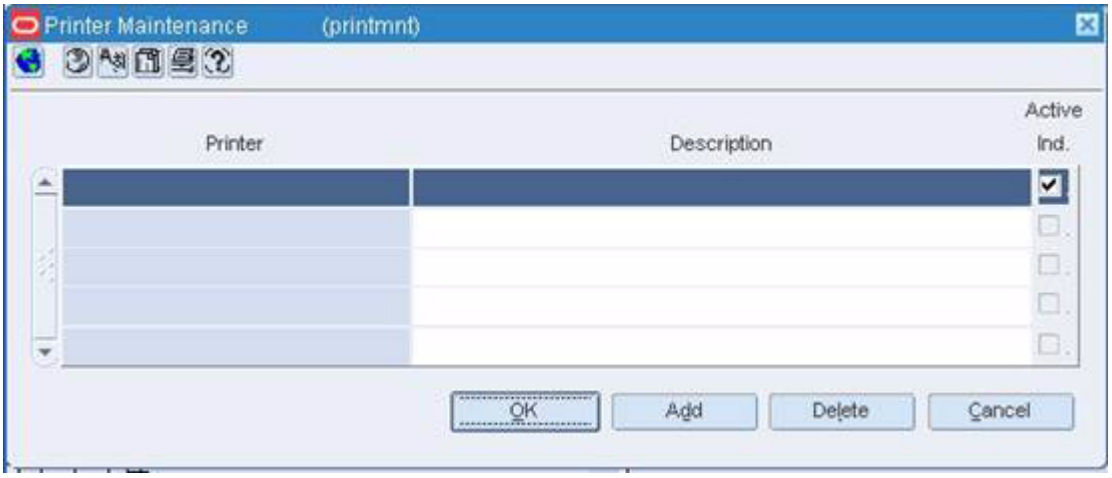
Navigate: From the main menu, select Control > Setup > Printer Maintenance > View. The Printer Maintenance window opens.

- Click **OK** to close the window.

Edit System Printers

Navigate: From the main menu, select Control > Setup > Printer Maintenance > Edit. The Printer Maintenance window opens.

Figure 17–28 Printer Maintenance Window



1. In the Description field, edit the brief description of the printer.
2. To designate that the printer is active, select the Active Ind check box. To designate that the printer is not active, clear the Active Ind check box.

Add a printer

1. Click **Add**. The next available row is enabled.
2. In the Printer field, enter the system-defined printer name.
3. In the Description field, enter a brief description of the printer.
4. If the printer is not active, clear the Active Ind. check box.
5. Click **OK** to save your changes and close the window.

Delete a printer

1. Click **Delete** to delete the printer.
2. When prompted to delete the printer, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit Multi-View Columns

Navigate: From the main menu, select Control > System > Multiview Search Tool. The Multisearch Editor window opens. Search for and retrieve a multi-view column. The results appear in the table.

Edit a multi-view column

1. Select the form and column and click **Edit**. The details appear in the Multiview Editor window.
2. Enter or edit the details as necessary.
3. Click **OK** to save your changes and close the windows.

Delete a multi-view column

1. Select the form and column and click **Edit**. The details appear in the Multiview Edit window.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the windows.

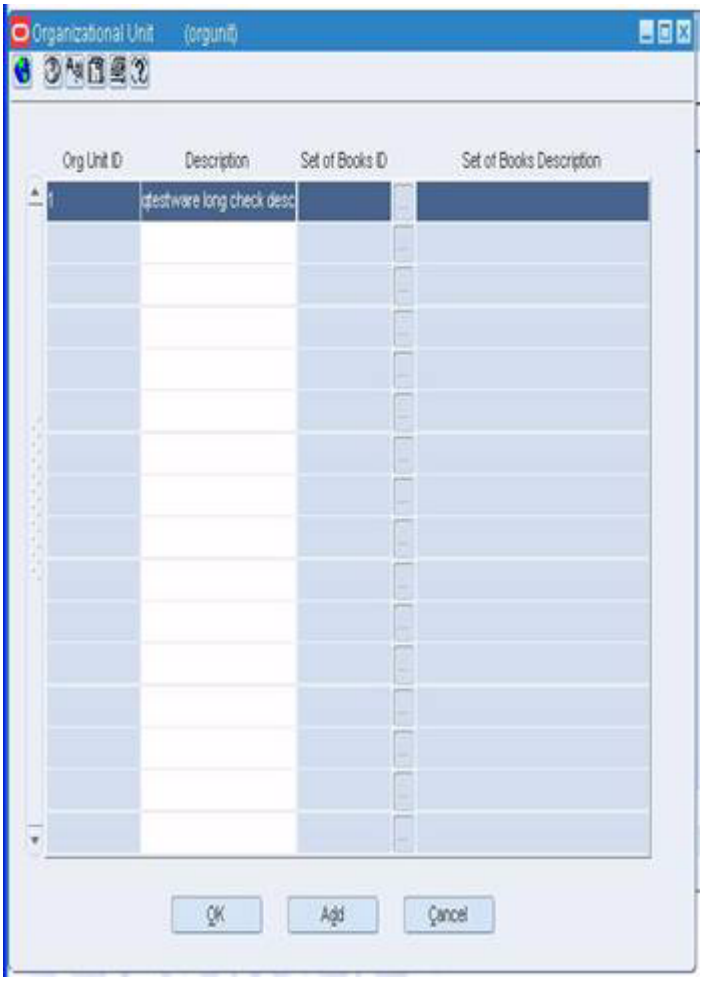
Add a multi-view column

1. Click **Add**. The Multiview Edit window opens.
2. Enter the form and column information in the appropriate fields.
3. Click **OK** to save your changes and close the windows.

Edit an Organizational Unit

Navigate: From the main menu, select Control > Setup > Org Unit > Edit. The Organizational Unit window opens.

Figure 17–29 Organizational Unit Window



1. Select the field you want to update.
2. Edit the enabled fields as necessary.
3. Click **OK** to save any changes and close the window.

Preview Parameter Window [msgsear]

The Preview Parameter window allows you to display the error message as it will appear to users of a radio frequency (RF) device. If the message contains any variables, enter parameters in the Parameters 1 to 3 fields. The parameters appear in the message.

- Edit System Error Messages

Preview Parameter Window [msgedit]

The Preview Parameter window allows you to display the error message as it will appear to users of RMS or of a radio frequency (RF) device. If the message contains any variables, enter parameters in the Parameters 1 to 3 fields. The parameters appear in the message.

- Edit System Error Messages

Error Message Search Window [msgsear]

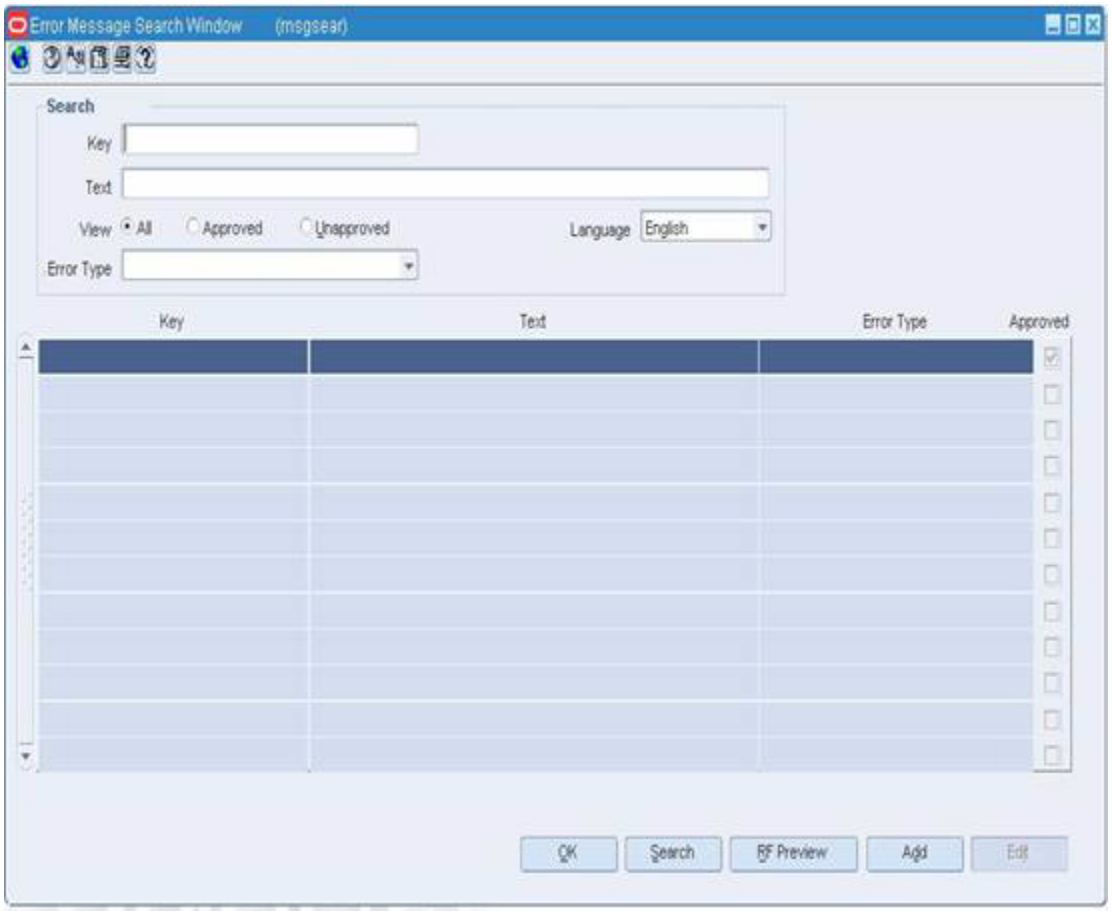
The Error Message Search window allows you to search for and maintain the error messages that are used in system. This window is used primarily by software implementation personnel.

- Edit System Error Messages

Edit System Error Messages

Navigate: From the main menu, select Control > System > Message Search Tool. The Error Message Search window opens.

Figure 17–30 Error Message Search Window



1. Enter search criteria in the Key, Text, View, and Language fields as necessary.
2. Click **Search**. The error messages that match the search criteria appear.

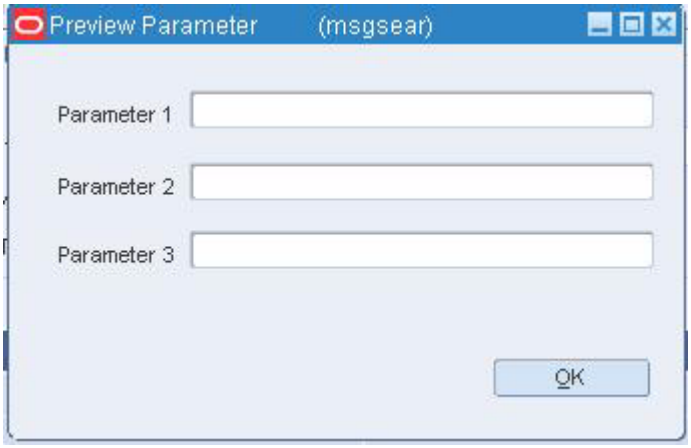
Edit an error message

1. Select an error message and click **Edit**. The Error Message Maintenance window opens.
2. Edit the details as necessary.
3. Click **OK** to save your changes and close the window.

Add an error message

1. Click **Add**. The Error Message Maintenance window opens.
2. Enter the details of the message.
3. To see how the message will be displayed, click **Preview**. On the Preview Parameter window, enter one to three parameters as necessary and click **OK**. The message opens.

Figure 17–31 Preview Parameter Window



4. To see how the message will be displayed on an RF device, click **RF Preview**. On the Preview Parameter window, enter one to three parameters as necessary and click **OK**. The message opens.
5. Click **OK** to save your changes and close the window.

Delete an error message

1. Select a message and click **Edit**. The message opens on the Error Message Maintenance window.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes.**
4. Click **OK** to save your changes and close the window.

Error Message Maintenance Window [msgedit]

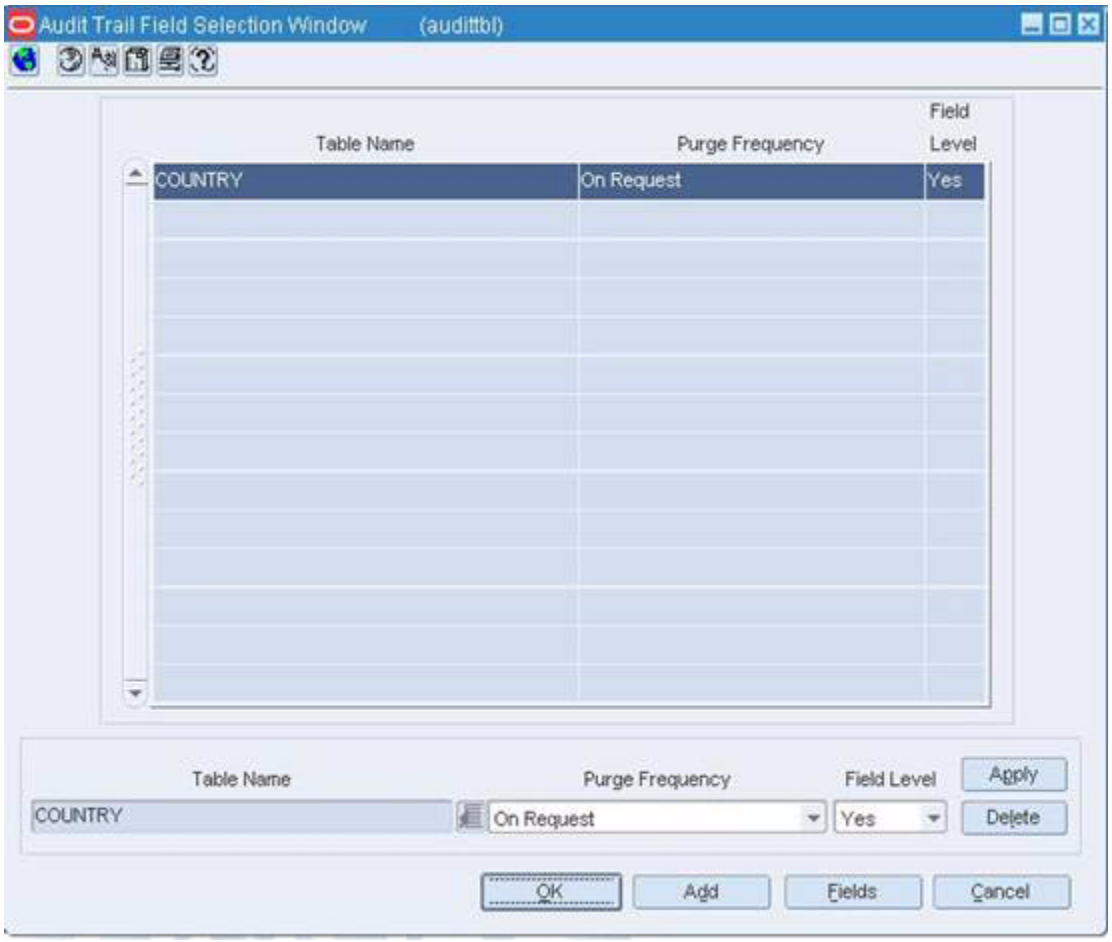
The Error Message Maintenance window allows you to maintain the error messages that are used in the system.

- Edit System Error Messages

Edit Audit Trails

Navigate: From the main menu, select Control > System > Audit Trail > Edit. The list of audited tables appear in the Audit Trail Field Selection window.

Figure 17–32 Audit Trail Field Selection Window

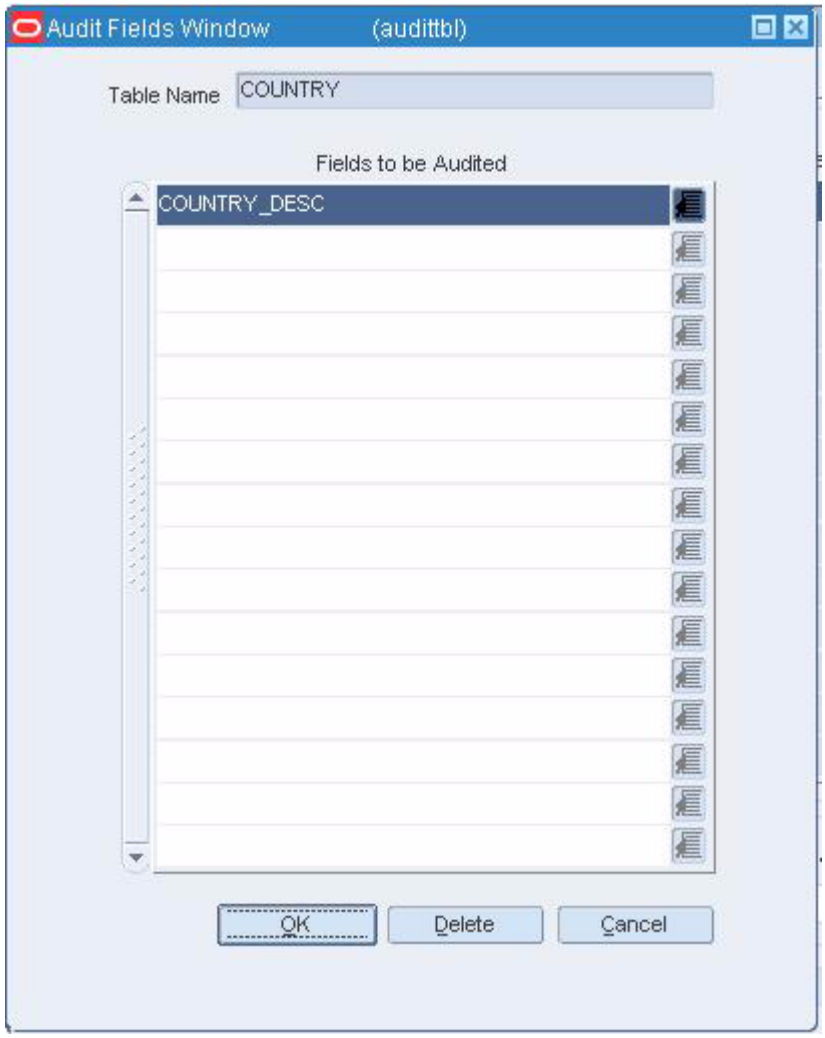


1. Select a table.
2. Edit the Purge Frequency and the Field Level fields as necessary.

Edit the fields to be audited

1. Select a table and click **Fields**. The Audit Fields window opens.

Figure 17–33 Audit Fields Window



2. In the Fields to be Audited field, enter the name of the field, or click the LOV button and select the field.
3. To delete a field, select the field and click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete a table from the list of audited tables

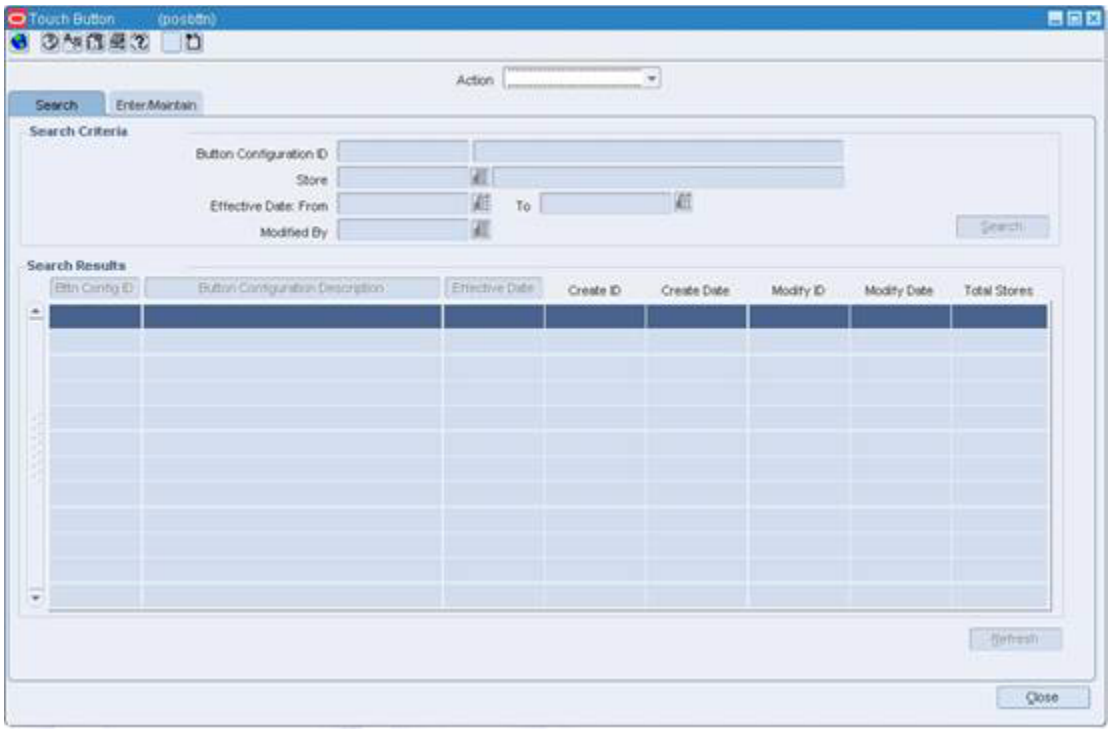
1. Select a table and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Create a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button.

The Touch Button window opens.

Figure 17–34 Touch Button Window

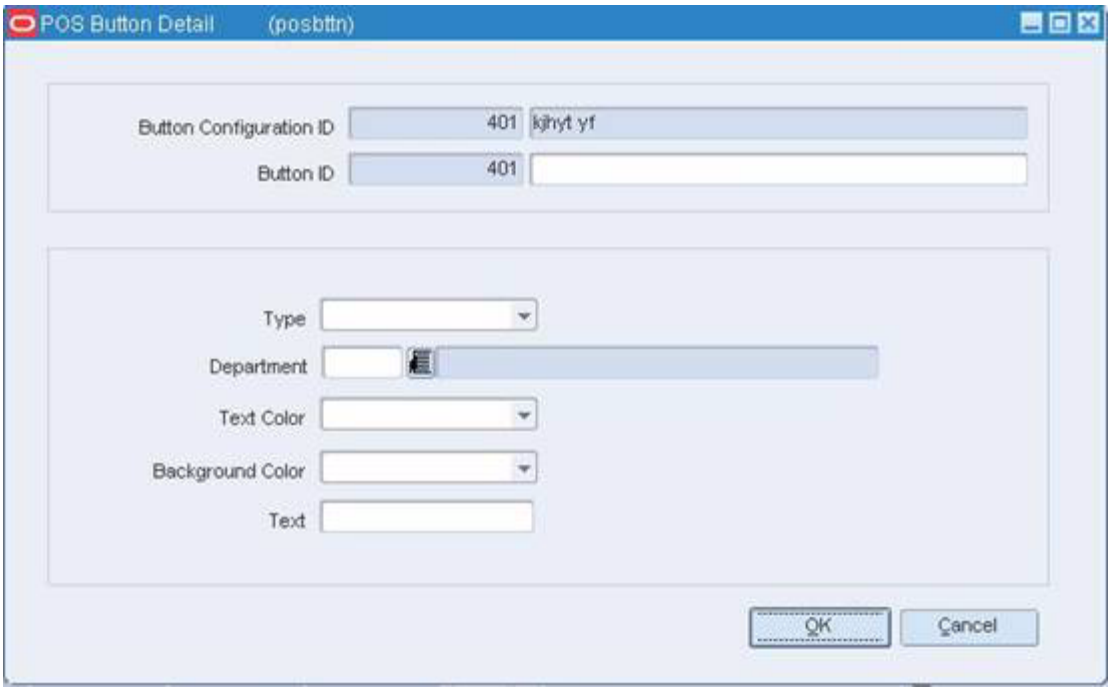


1. In the Action field, select New. The Enter/Maintain tab opens.
2. In the Button Configuration ID field, enter a description for the touch button configuration.
3. In the Effective Date field, enter the date on which the configuration is active at the stores, or click the calendar button and select a date.

Add a primary touch button to the First Layer palette

1. Select a block and click **Detail**. The POS Button Detail window opens.

Figure 17–35 POS Button Detail window



2. In the Button ID field, enter the description of the touch button.
3. In the Type field, select the type of touch button.
4. In the Text Color field, select the color of the text on the touch button.
5. In the Background Color field, select the color of the touch button.
6. In the Text field, enter the text that opens on the touch button.
7. Click **OK** to save your changes and close the window.

Add a secondary touch button to the Second Layer palette

1. Select a touch button on the First Layer palette.
2. Click the move down button.
3. Select a block and click the Detail button. The POS Button Detail window opens.
4. In the Button ID field, enter the description of the touch button.
5. In the Type field, select the type of touch button.
6. In the Text Color field, select the color of the text on the touch button.
7. In the Background Color field, select the color of the touch button.
8. In the Text field, enter the text that opens on the touch button.
9. Click **OK** to save your changes and close the window.

Associate items with a touch button

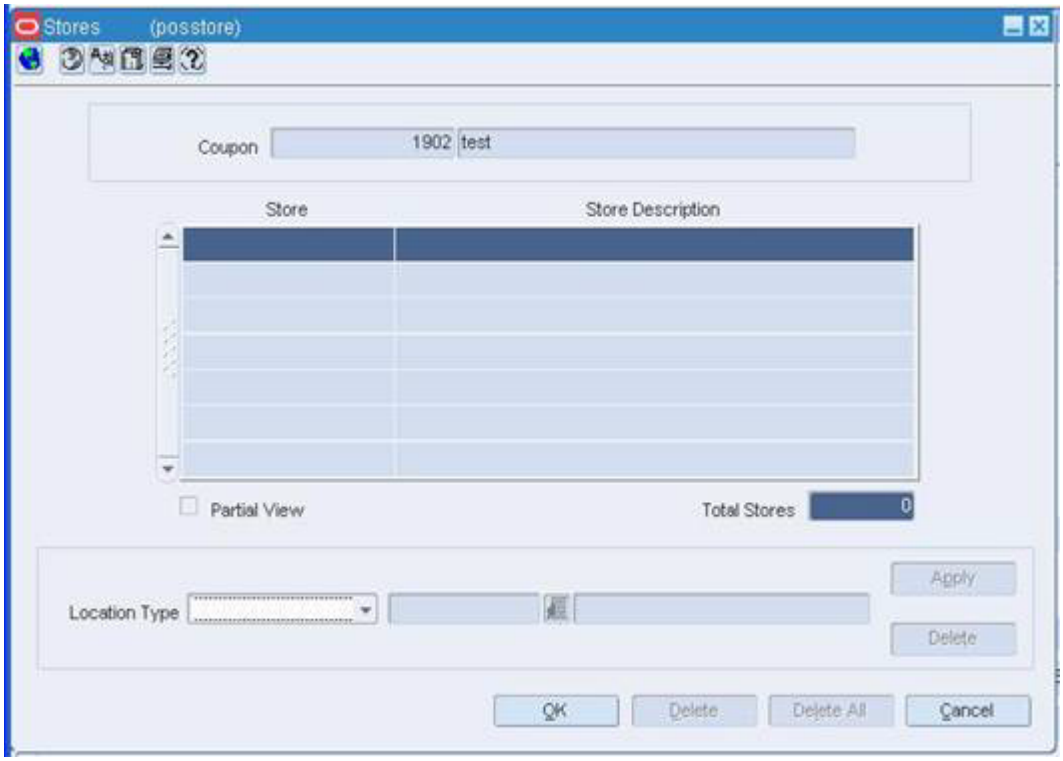
Note: You can associate items with a primary button when it has no secondary buttons.

1. Select a touch button on the First or Second Layer palette.
2. Click the appropriate move right button.
3. Click **Add Item**.
4. In the Item field, enter the item number. You can also enter a partial description of the item in the Description field, and click the LOV button to select an item.
5. Click **OK** to save your changes and close the window.

Associate stores with the configuration

1. Click **Stores**. The Stores window opens.

Figure 17–36 Stores Window



2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

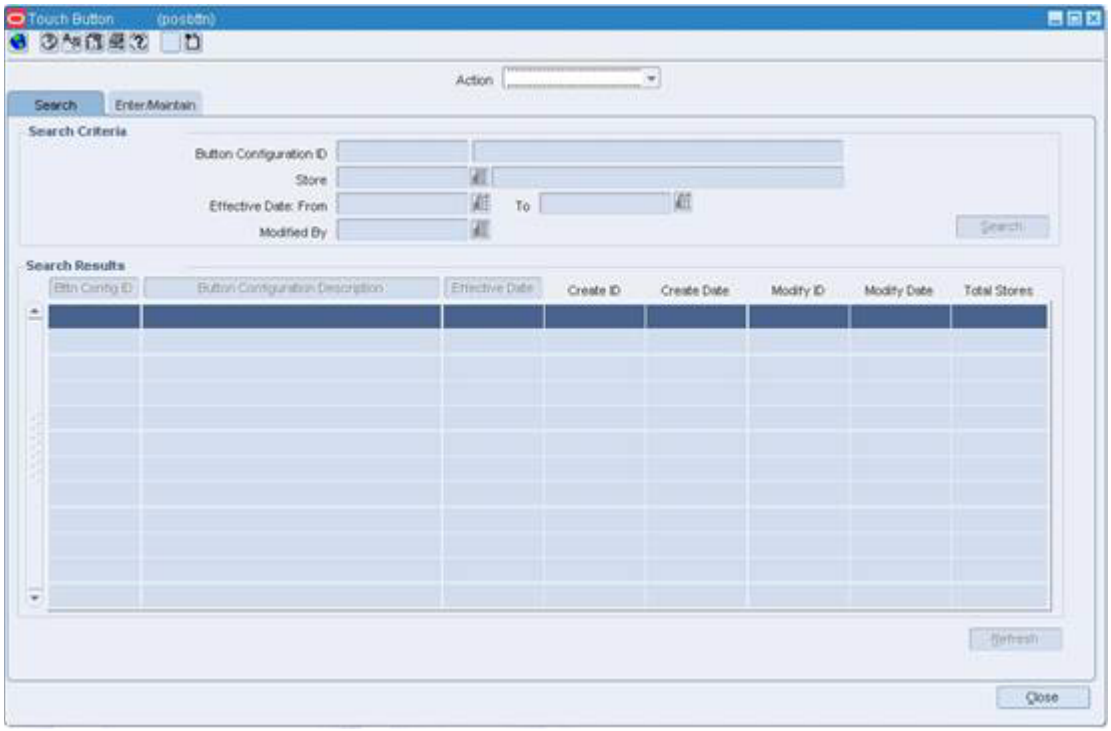
Review and complete the configuration

- Click **Save** to save your changes and close the window.

Add Touch Buttons to a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

Figure 17–37 Touch Button Window

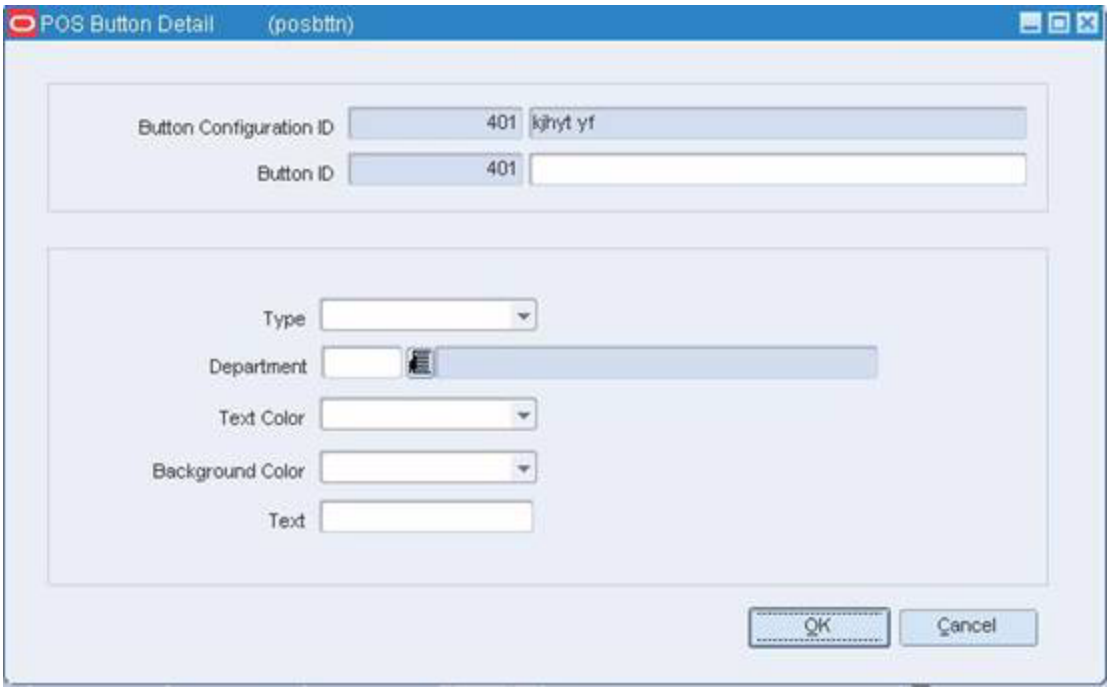


1. Select the Enter/Maintain tab.
2. Edit the Button Configuration ID field and the Effective Date field as necessary.

Add a primary touch button to the First Layer palette

1. Select a block and click **Detail**. The POS Button Detail window opens.

Figure 17–38 POS Button Detail Window



2. In the Button ID field, enter the description of the touch button.
3. In the Type field, select the type of touch button.
4. In the Text Color field, select the color of the text on the touch button.
5. In the Background Color field, select the color of the touch button.
6. In the Text field, enter the text that opens on the touch button.
7. Click **OK** to save your changes and close the window.

Add secondary touch buttons to the Second Layer palette

1. Select a touch button on the First Layer palette.
2. Click the move down button.
3. Select a block in the Second Layer palette and click **Detail**. The POS Button Detail window opens.
4. In the Button ID field, enter the description of the touch button.
5. In the Type field, select the type of touch button.
6. In the Text Color field, select the color of the text on the touch button.
7. In the Background Color field, select the color of the touch button.
8. In the Text field, enter the text that opens on the touch button.
9. Click **OK** to save your changes and close the window.

Review and complete the palettes

- Click **Save** to save your changes and close the window.

Search for a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. Touch Button. The Touch Button window opens.

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the criteria appear in the search results table.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click **Close** to exit.

Delete Touch Buttons from a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

1. Edit the Button Configuration ID field and the Effective Date field as necessary.
2. To delete a primary touch button on the First Layer palette:
   a. Select a touch button.
   b. Click **Delete Button**.
   c. When prompted to delete the record, click **Yes**.
3. To delete a secondary touch button on the Second Layer palette:
   a. Select a touch button on the First Layer palette.
   b. Click the move down button.
   c. Select a touch button in the Second Layer palette.
   d. Click **Delete Button**.
   e. When prompted to delete the record, click **Yes**.
4. Click **Save** to save your changes and close the window.

Copy a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Create from Existing mode.

1. In the Button Configuration ID field, enter a description for the configuration.
2. Edit the touch buttons and associated items as necessary.
3. To associate stores with the configuration:
   a. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
   b. Click **Apply**.

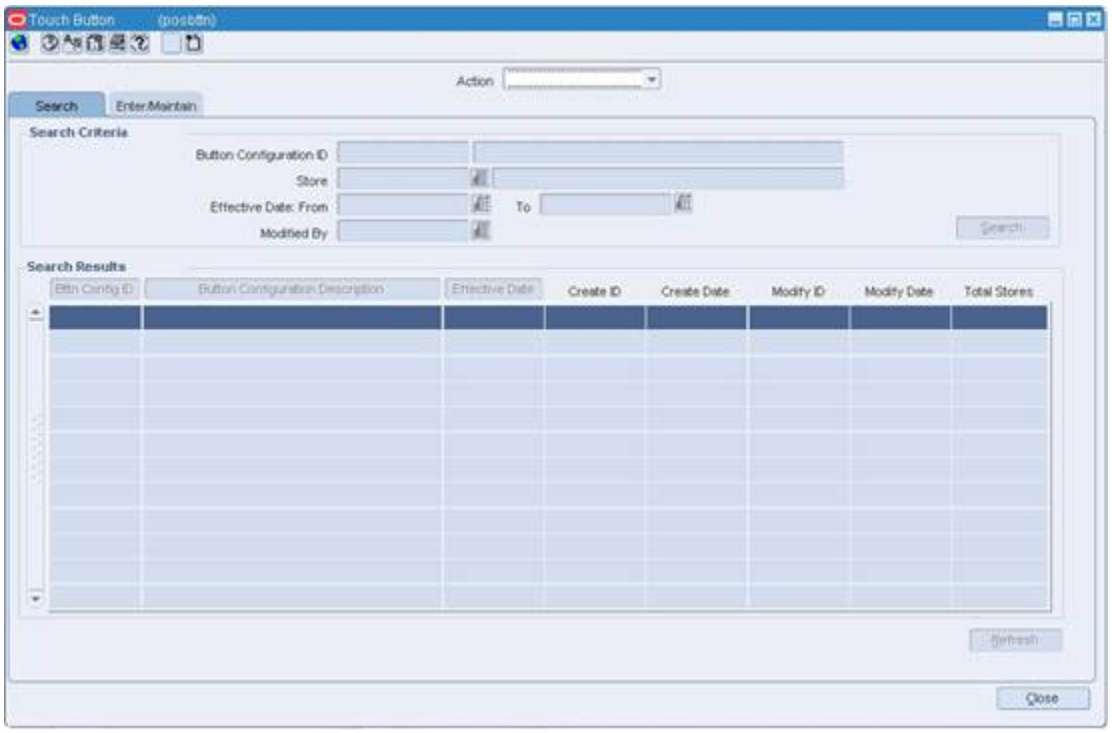
c. Click **OK** to save your changes and close the window.

4. Click **Save** to save your changes and close the window.

Edit the Properties of Touch Buttons in a Touch Button Configuration

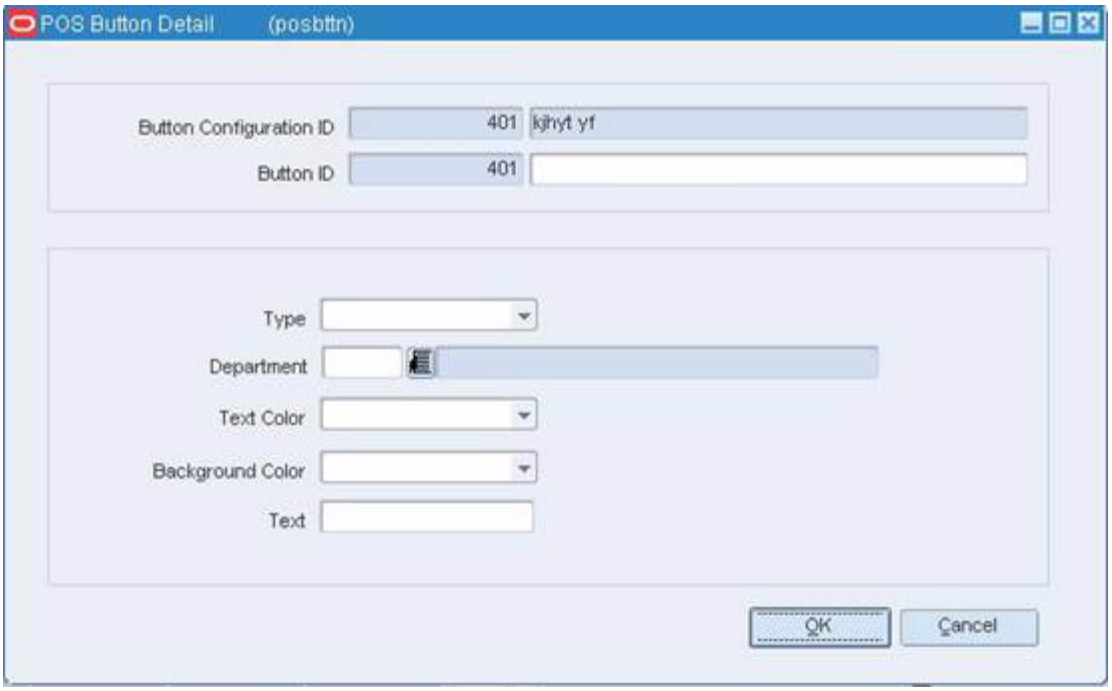
Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

Figure 17–39 Touch Button Window



1. Edit the Button Configuration ID field and the Effective Date field as necessary.
2. To edit the properties of a primary touch button on the First Layer palette:
   a. Select a touch button on the First Layer palette.
   b. Click **Detail**. The POS Button Detail window opens.

Figure 17–40 POS Button Detail Window



c. Edit the enabled fields as necessary.

d. Click **OK** to save your changes and close the window.

3. To edit the properties of a secondary touch button on the Second Layer palette:

a. Select a touch button on the First Layer palette.

b. Click the move down button.

c. Select a touch button on the Second Layer palette.

d. Click **Detail**. The POS Button Detail window opens.

e. Edit the enabled fields as necessary.

f. Click **OK** to save your changes and close the window.

4. Click **Save** to close the window and save your changes.

Edit the Stores for a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Stores**. The Stores window opens.

Associate stores with the configuration

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Apply**.

3. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Select the store in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete multiple stores from the configuration by location type

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete all of the stores from the configuration

1. Click **Delete All**.
2. When prompted to delete the records, click **Yes**.
3. Click **OK** to save your changes and close the window.

Review and complete the configuration

- Click **Save** to save your changes and close the window.

Delete a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **Close** to close the window.

VAT

The following section contains information about VAT.

VAT Item Maintenance Window [vatitem]

The VAT Item Maintenance window allows you to view and maintain the value added tax (VAT) codes that are associated with an item at or above the transaction level.

An audit record is kept of who added the VAT code to the item and when the VAT code was added.

- Edit VAT Codes for an Item
- View VAT Codes for an Item

VAT Code Maintenance Window [vatcode]

The VAT Code Maintenance window allows you to view and maintain a list of value added tax (VAT) codes. You can access the Rates Maintenance window in order to view and maintain tax rates for a selected VAT code.

- Edit VAT Codes for an Item
- View VAT Codes for an Item

VAT Region Maintenance Window [vatreg]

The VAT Region Maintenance window allows you to view and maintain a list of VAT regions.

- Edit VAT Codes for an Item
- View VAT Codes for an Item

VAT Department Maintenance Window [vatdeps]

The VAT Department Maintenance window allows you to view and maintain value added tax (VAT) regions and VAT codes that are associated with a department. The VAT regions and VAT codes that are entered at the department level become the default VAT regions and VAT codes for items within the department.

- Edit VAT Codes for an Item
- View VAT Codes for an Item

Rates Maintenance Window [vatcode]

The Rates Maintenance window allows you to view and maintain tax rates for a selected VAT code. An audit record is kept of who entered the tax rate and when the tax rate was entered.

- Edit VAT Codes for an Item
- View VAT Codes for an Item

Channel Maintenance Window [channel]

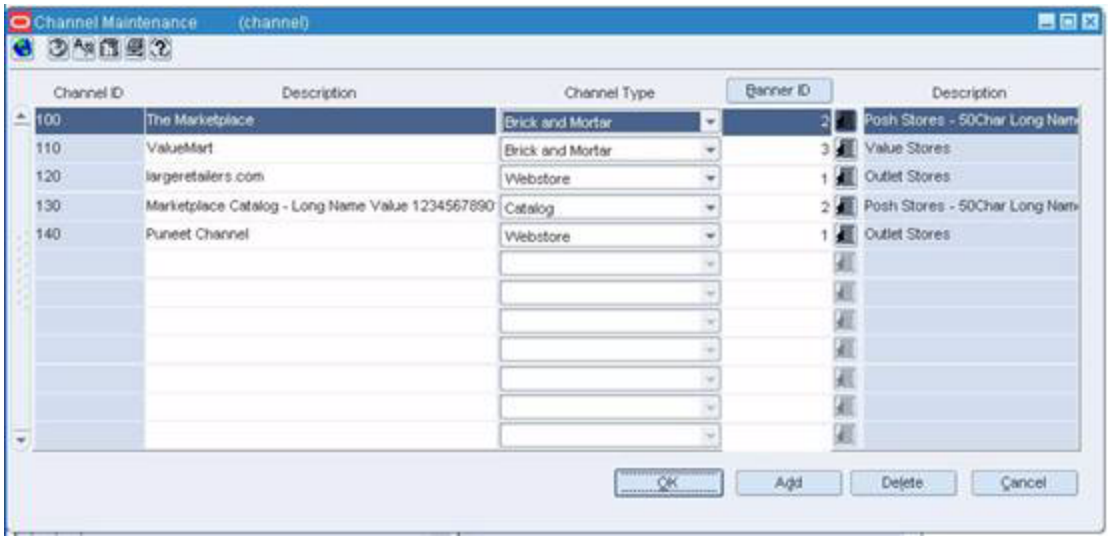
The Channel Maintenance window allows you to maintain a list of channels in a multi-channel environment. You can associate a channel with a location when you create or edit a store or virtual warehouse.

- Add a Channel
- Maintain a Channel
- View Channels

Add a Channel

Navigate: From the main menu, select Control > Setup > Channels > Edit. The current channels appear in the Channel Maintenance window.

Figure 17–41 Channel Maintenance Window

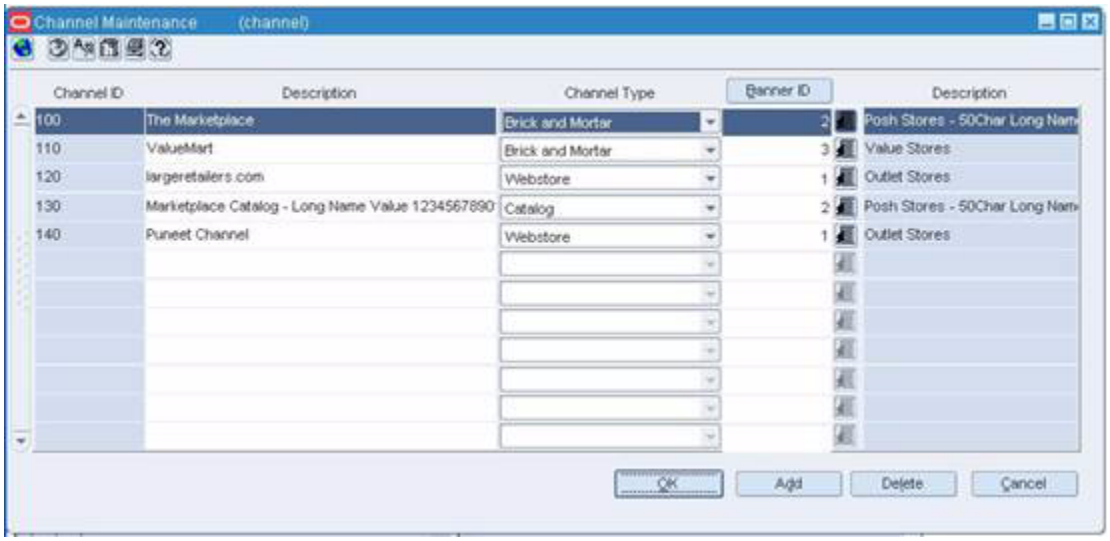


1. Click **Add**.
2. In the Channel ID field, enter the ID.
3. In the Description field, enter the description.
4. From the Channel Type drop down list, select a type.
5. In the Banner ID field, select an ID , or select the LOV button to select an ID.
6. Click **OK** to save your changes and close the window.

Maintain a Channel

Navigate: From the main menu, select Control > Setup > Channels > Edit. The current channels appear in the Channel Maintenance window.

Figure 17–42 Channel Maintenance Window



Edit a channel

1. Edit the description and type as necessary.
2. Click **OK** to save your changes and close the window.

Delete a channel

1. Select a channel and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

View Channels

Navigate: From the main menu, select Control > Setup > Channels > View. The current channels appear in the Channel Maintenance window.

- Click **OK** to close the window.

Banner Maintenance Window [banner]

The Banner Maintenance window is used to create banners that can be used to distinguish one area of your business or corporation from another. Banner categories do not impact the organizational hierarchy structure.

- Add a Banner
- Maintain a Banner
- View a Banner

Add a Banner

Navigate: From the main menu, select Control > Setup > Banner> Edit. The Banner Maintenance window opens.

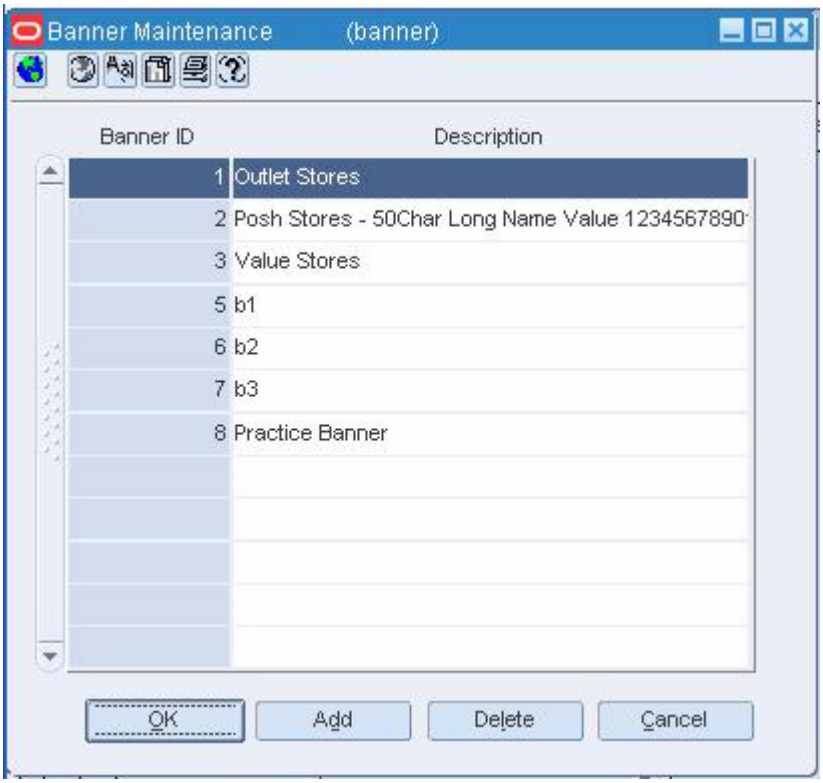
1. Click **Add**. The next available line is enabled.
2. Enter a unique ID for the new banner.
3. Enter a description for the Banner ID.
4. Click **OK** to save your changes and close the window.

Maintain a Banner

Navigate: From the main menu, select Control > Setup > Banner> Edit.

The current banners appear in the Banner Maintenance window .

Figure 17–43 Banner Maintenance Window



Edit a banner

1. Click in any field to change the content of an existing Banner ID or description.
2. Click **OK** to save your changes and close the window.

Delete a banner

1. Click on the line of the banner you want to delete. The line is highlighted.
2. Click **Delete**. You are prompted to confirm the deletion of the banner.
3. Click **Yes**.
4. To delete another banner, repeat the steps above.
5. Click **OK** to save your changes and close the window.

View a Banner

Navigate: From the main menu, select Control > Setup > Banner > View. The Banner Maintenance window opens.

- Click **OK** to close the window.

Add Item Window [buyerwksht]

The Add Item window allows you to manually add items to the buyer worksheet.

Added items are saved with a recommended order quantity of zero and a Manual source type. They appear in the Buyer Worksheet details area.

- Add an Item to the Buyer Worksheet

Unit of Measure Window [uom]

The Unit of Measure window allows you to view the units of measure that can be used throughout the system.

- View Units of Measure

Country Maintenance Window [country]

The Country Maintenance window allows you to view and maintain the list of countries and country codes that are used in the system.

You can accomplish the following tasks by accessing additional windows from the Options menu:

- Select the documents that are required at the country level.
- Select the tariff treatments to be applied to items at the country level.
- Set up an expense profile at the country level.

View Countries

Navigate: From the main menu, select Control > Setup > Country > View. The Country Maintenance window opens.

1. To view additional details that are set up at the country level, select a country.
2. From the Options menu, select one of the following options:
   - To view required documents, select Documents. The Required Documents window is displayed.
   - To view tariffs, select Tariff Treatments. The Country Tariff Treatments window opens.
   - To view an expense profile, select Expenses. The Expense Profile Maintenance window opens.
3. Click **OK** to close the window.

Country Tariff Treatment Window [cnttartr]

The Country Tariff Treatment window allows you to maintain tariff treatments and their activation dates by country.

- Edit a Tariff Treatment at the Country Level
- View Tariff Treatments at the Country Level

View an Expense Profile for a Country

Navigate: From the main menu, select Control > Setup > Country > View. The Country Maintenance window opens.

Select a country.

From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

1. Select an expense profile in the Expense Profile Header table. Details appear in the Expense Profile Details table.
2. Click **OK** to close the window.

Like Description Window [tl_shdw]

The Like Description window allows you to copy translations from a similar value to the current value.

- Edit a Value in Multiple Languages

Create an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > New. The Outside Locations window opens.

1. In the Location Type field, select the type of location that you want to create.
2. In the Location field, enter a unique ID and description for the outside location.
3. In the Currency field, enter the currency code for the location, or click the LOV button and select the currency.
4. In the Country field, enter the ID of the country in which the outside location is located.
5. Enter optional information in the remaining fields as necessary.
6. Click OK to save your changes and close the window.

Maintain an Outside Location

Navigate: From the main menu, select Control > Setup > Outside Locations > Edit. The Outside Locations window opens.

Figure 17–44 Outside Locations Window

Edit an outside location

1. In the Location Type field, select the type of outside location that you want to edit.
2. In the Location field, enter the ID of the outside location, or click the LOV button and select the outside location.
3. Edit the currency, VAT region, address, and contact information as necessary.
4. Click **OK** to save your changes and close the window.

Delete an outside location

1. In the Location Type field, select the type of outside location that you want to edit.
2. In the Location field, enter the ID of the outside location, or click the LOV button and select the outside location.
3. Click **Delete**.
4. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Store Format Maintenance Window [storefmt]

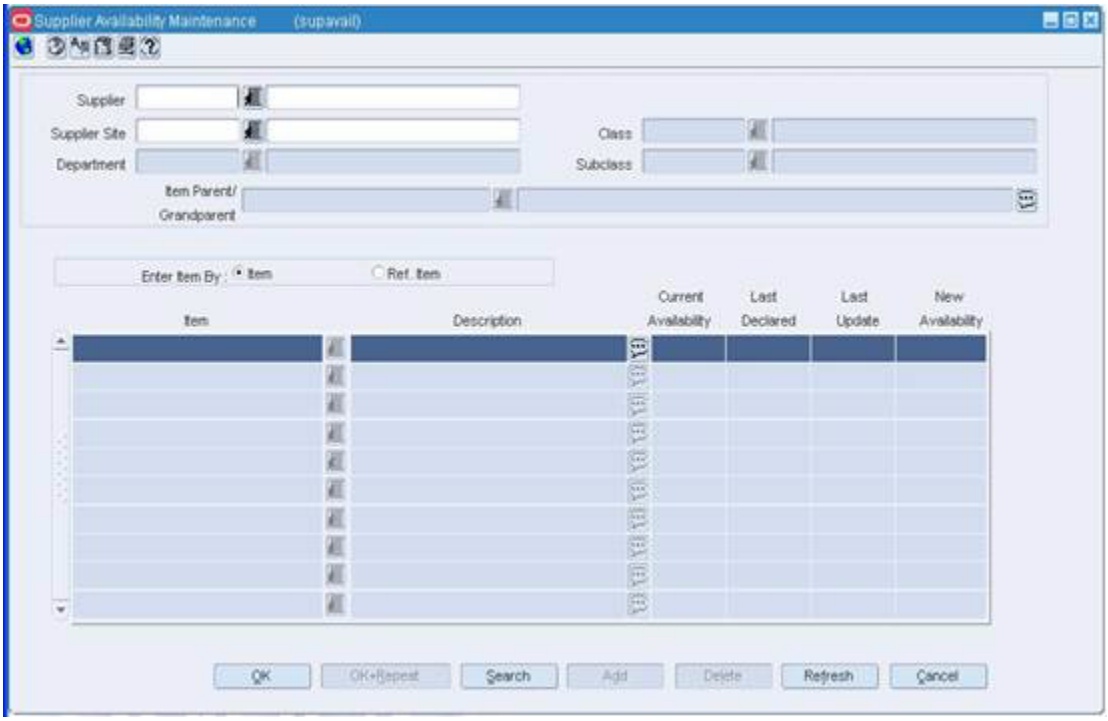
The Store Format Maintenance window allows you to define the store formats that can be applied to the stores in your organization. Some examples are mall, strip mall, and kiosk. After the formats are defined, you can associate a format with each store in your organization. This association is made at the store level in the organizational hierarchy.

- Add a Store Format
- Delete a Store Format
- Edit a Store Format
- View Store Formats

Edit Supplier Availability for Items

Navigate: From the main menu, select Control > Supplier Availability > Edit. The Supplier Availability Maintenance window opens.

Figure 17–45 Supplier Availability Maintenance Window



1. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
2. In the Merchandise field, select the type of merchandise.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The items that match the search criteria appear.
5. Edit the New Availability field as necessary.
6. Click **OK** to save your changes and close the window.

Add an item

1. Click **Add**.
2. Enter the information on the next available line.
3. Click **OK** to save your changes and close the window.

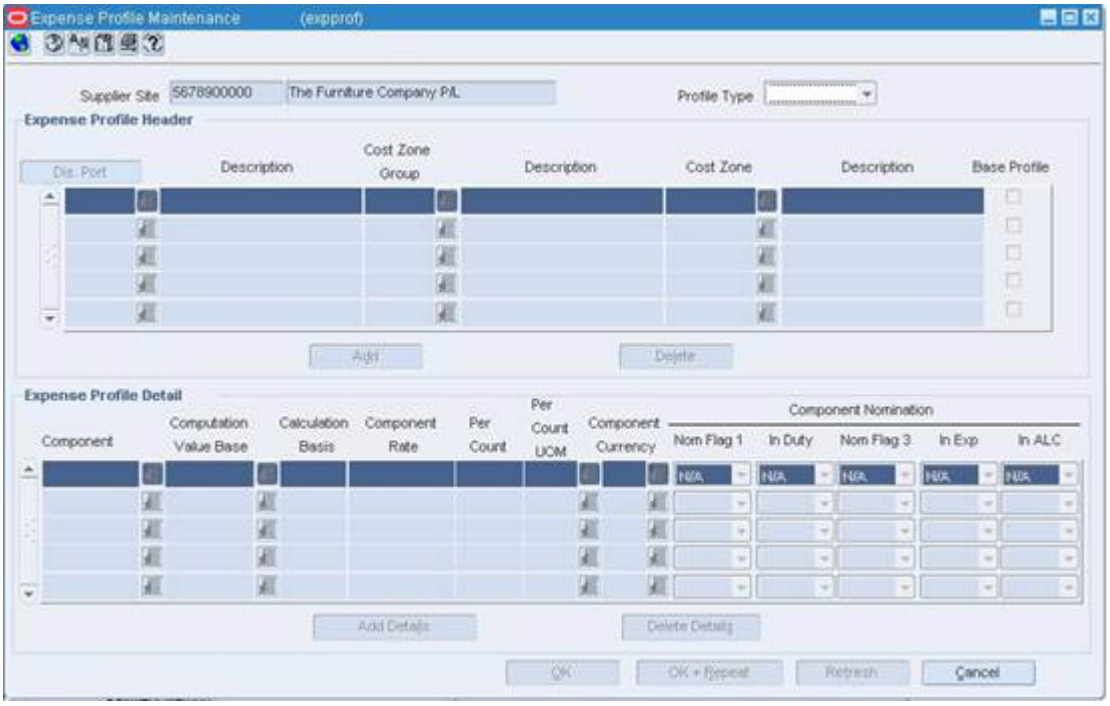
Delete an item

1. Select an item and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Maintain an Expense Profile for a Country

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens. Select a country. From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

Figure 17–46 Expense Profile Maintenance Window



Edit an expense profile

1. Select an expense profile in the Expense Profile Header table. Details appear in the Expense Profile Details table.
2. Edit any enabled fields.
3. Click **OK** to save your changes and close the window.

Delete an expense profile

1. In the Expense Profile Header area, select an expense profile.
2. Click **Delete**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an expense detail

1. Select an expense profile in the Expense Profile Header table. Details appear in the Expense Profile Details table.
2. In the enabled fields, enter or edit any default details.
3. Click **OK** to save your changes and close the window.

Delete a detail

1. In the Expense Profile Detail area, select a detail.
2. Click **Delete Details**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Maintain an Expense Profile for a Supplier

Navigate: From the main menu, select Control > Supplier > Maintenance. The Supplier Search window opens. Search for and retrieve a supplier site. The Supplier Maintenance window opens. From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

1. In the Profile Type field, select:
2. Zone to make changes to the expense profile at the supplier/cost zone level.
3. Country to make changes to the expense profile at the supplier/origin country level.
4. Select an expense profile in the Expense Profile Header table. Details appear in the Expense Profile Details table.
5. Edit any enabled fields as necessary.

Delete a profile

1. Select an expense profile in the Expense Profile Header table.
2. Click **Delete**. You are prompted to delete the record
3. Click **Yes**.
4. Click **OK** to save your changes and close the window

Add a detail

1. In the Expense Profile Detail area, click **Add Details**. The next available line becomes enabled.

2. In the Component field, enter the code for the expense component, or click the LOV button and select the expense component.
3. In the enabled fields, enter or edit the default details as necessary.
4. In the Component Nomination fields, select the status of the expense in relation to the other components:
   - Select N/A, if the expense is not included in the calculation.
   - Select + (plus sign), to add the expense.
   - Select - (minus sign), to subtract the expense.
5. Click **OK** to save your changes and close the window.

Delete a detail

1. In the Expense Profile Detail area, select a detail.
2. Click **Delete Details**. You are prompted to delete the record.
3. Click **Yes**.
4. Click **OK** to save your changes and close the window.

Freight Size Window [frtsize]

The Freight Size window allows you to edit and view the freight sizes that are most likely to be used to move imported goods. Freight sizes are informational; they are not used in processing. Freight size refers to the size of the container in which goods are shipped.

- Add a Freight Size
- Maintain a Freight Size
- View a Freight Size

Add a Freight Size

Navigate: From the main menu, select Control > Setup > Freight Size Maintenance > Edit. The Freight Size Maintenance window opens.

1. In the Freight Size field, enter the size of the freight.
2. In the Freight Size Description field, enter the description of the container.
3. Click **Add** to add the freight size to the table.
4. Click **OK** to save the changes and close the window.

Maintain a Freight Size

Navigate: From the main menu, select Control > Setup > Freight Size Maintenance > Edit. The Freight Size Maintenance window opens.

1. In the Freight Size field and description field, enter the changes.
2. Or, to delete a frieght size item, select the item from the table and click **Delete**.
3. Click **OK** to save the changes and close the window.

View a Freight Size

Navigate: From the main menu, select Control > Setup > Freight Size Maintenance > View. The Freight Size Maintenance window opens.

- Click **OK** to close the window.

Freight Type Window [frttype]

The Freight Type window allows you to edit and view the freight types that are most likely to be used to move imported goods. Freight types are informational; they are not used in processing. Freight type refers to the method by which goods are shipped. The method determines how an importer will be charged.

- Add a Freight Type
- Maintain a Freight Type
- View a Freight Type

Add a Freight Type

Navigate: From the main menu, select Control > Setup > Freight Type Maintenance > Edit. The Freight Type Maintenance window opens.

1. In the Freight Type field, enter the size of the freight.
2. In the Freight Type Description field, enter the description of the container.
3. Click **Add** to add the freight type to the table.
4. Click **OK** to save the changes and close the window.

Maintain a Freight Type

Navigate: From the main menu, select Control > Setup > Freight Type Maintenance > Edit. The Freight Type Maintenance window opens.

1. In the Freight Type field and description field, enter the changes.
2. Or, to delete a frieght type item, select the item from the table and click **Delete**.
3. Click **OK** to save the changes and close the window.

View a Freight Type

Navigate: From the main menu, select Control > Setup > Freight Type Maintenance > View. The Freight Type Maintenance window opens.

- Click **OK** to close the window.

Partner Org Unit window [supporg]

On the Partner Org Unit window, you can change the partner organization unit information.

- Edit the Partner Organization Unit Information

Half Window [half]

The Half window allows you to maintain a list of fiscal halves. Each year is split into two six-month periods. The halves are represented by the four-digit year followed by 1 or 2.

The halves are used to maintain budget details. The actual start and end dates are controlled by the calendar module, which is set up at installation time.

- Edit Halves
- View Halves

Inventory Adjustment Reason Code Maintenance Window [rsninvad]

The Inventory Adjustment Reason Code Maintenance window allows you to maintain a list of reasons for inventory adjustments. You use the reasons to indicate why the total stock on hand is increased or decreased. For example, you may need to decrease the stock on hand due to shrinkage.

- Add an Inventory Adjustment Reason
- Maintain Inventory Adjustment Reasons
- View Inventory Adjustment Reasons

Edit a Non-Merchandise Code

Navigate: From the main menu, select Control > Setup > Non-Merchandise Codes > Edit. The Non-Merchandise Codes Maintenance window opens.

Figure 17–47 Non-Merchandise Codes Maintenance Window

1. Edit the Description field, and select or clear the Service Indicator check box, as necessary.
2. Click **OK** to save your changes and close the window.

Non-Merchandise Codes Maintenance Window [nonmerch]

The Non-Merchandise Codes Maintenance window allows you to create codes that represent non-merchandise costs from a supplier or partner. The costs can be for services that a supplier or partner performs or for costs associated with the delivery of merchandise. There are also three default non-merchandise tax codes for escheatment costs, tax costs, and freight costs. You cannot delete these codes.

When you are using Oracle Retail Trade Management with RMS, you can associate non-merchandise cost codes with the non-merchandise codes. The cost codes are used to track costs related to the movement of the merchandise.

- Add a Cost Component for a Non-Merchandise Code

- Delete a Non-Merchandise Code
- Edit a Non-Merchandise Code
- View Non-Merchandise Codes

Invoicing Attributes Window [partner]

The Invoicing Attributes window allows you to specify how invoices from the partner are handled. You can indicate where an invoice is received and where an invoice is paid. You can also indicate that the stores must confirm that the service was performed before the invoice from the partner is approved. You can select invoicing attributes for a partner if the Oracle Retail Invoice Matching product is installed.

- Create a Bank/Store Relationship
- Edit a Bank/Store Relationship
- Create a Partner
- Maintain Partners
- View a Partner

Locations Window [costzone]

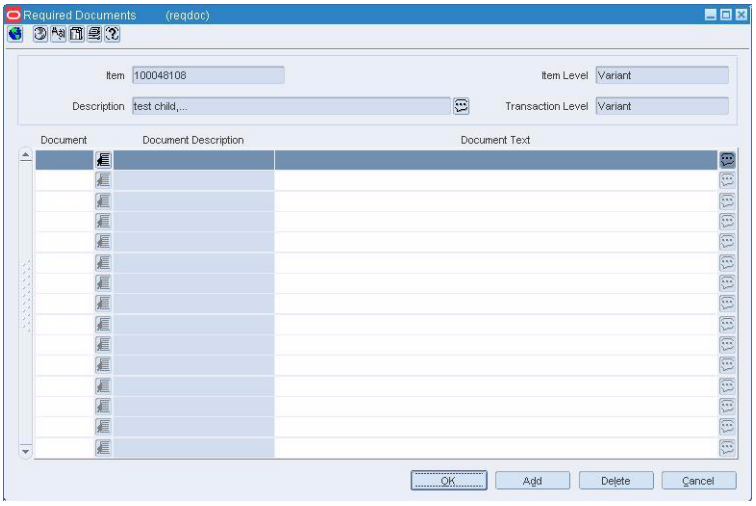
The Locations window opens when you click **OK** on the Cost Zones window and not all locations have been added to a cost zone group.

- Add a Cost Zone Group
- Edit Cost Zone Groups
- View Cost Zone Groups

Delete a Required Document from a Country

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens. Select the country. From the Options menu, select Documents. The Required Documents window opens.

Figure 17–48 Required Documents Window



1. Select the document you want to delete.
2. Click **Delete**.
3. When prompted to delete the document record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Multisearch Editor Window [mfind45]

The Multisearch Editor window allows you to search for columns on a multi-view. You can then add, edit, or delete a selected column on the multi-view.

Multi-views allow users to view predefined or user-defined blocks of columns where the number of columns is greater than the number that can be physically displayed due to limitations on screen size.

- Search for a Column on a Multi-View

Multiview Edit Window [medit45]

The Multiview Edit window allows you to add or edit a multi-view column on a selected form.

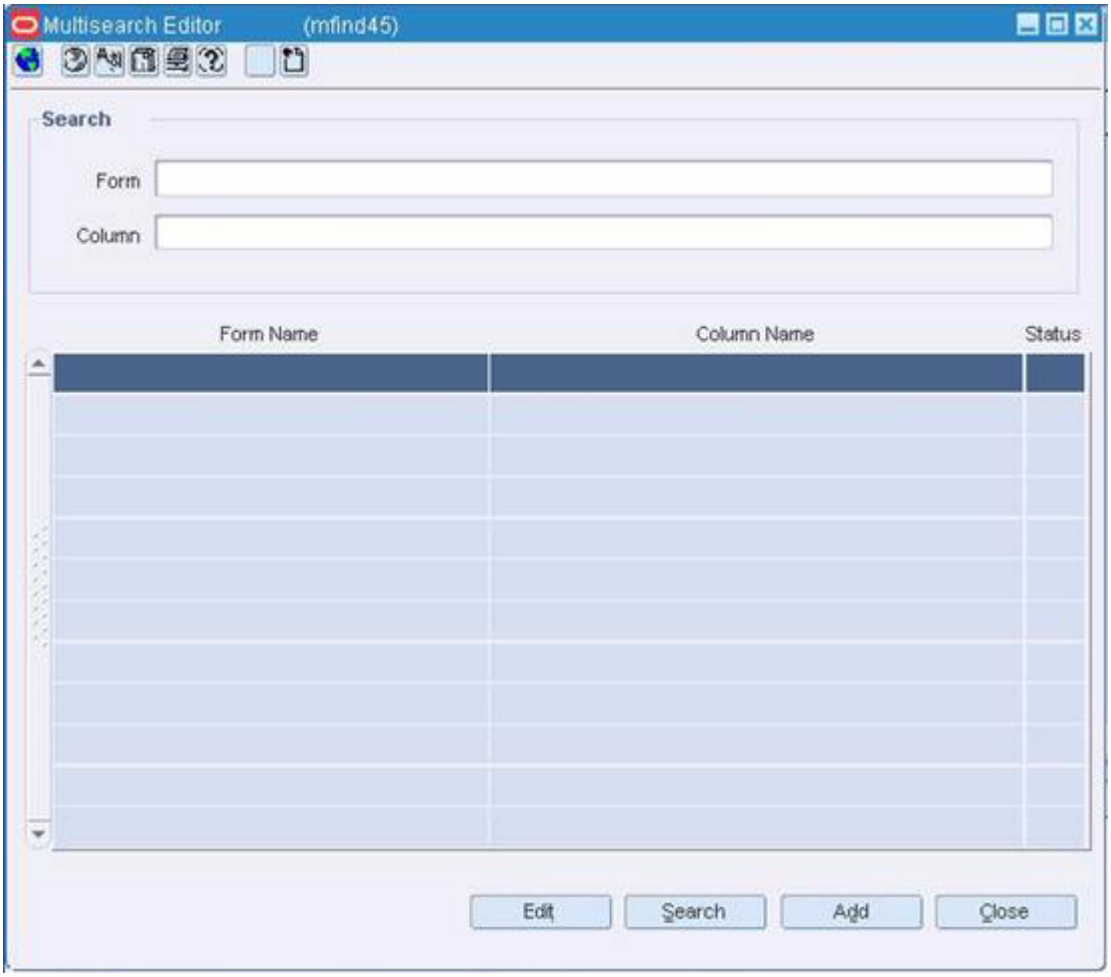
Multi-views allow users to view predefined or user-defined blocks of columns where the number of columns is greater than the number that can be physically displayed due to limitations on screen size.

- Edit a multi-view column

Search for a Column on a Multi-View

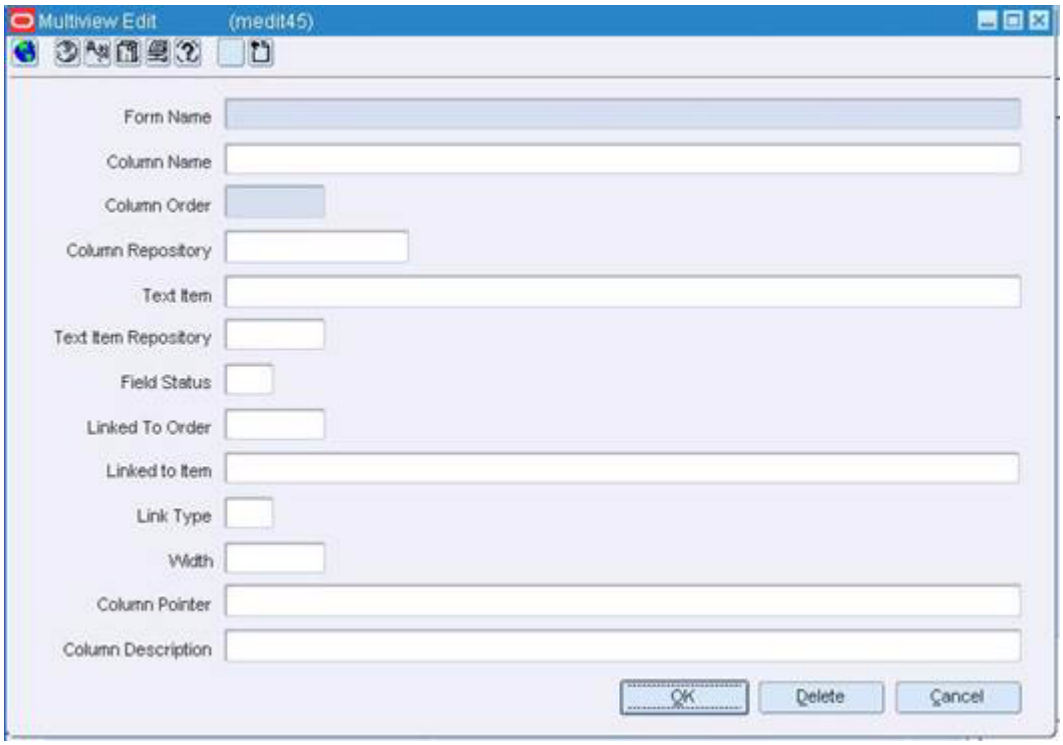
Navigate: From the main menu, select Control > System > Multiview Search Tool. The Multisearch Edit window opens.

Figure 17–49 Multisearch Edit Window



1. Enter search criteria in either or both of the Form and Column fields.
2. Click **Search**. The results appear in the table.
3. Select a task:
   a. To perform another search, enter new search criteria and click **Search**.
   b. To edit a column on a multi-view, select the form and column and click **Edit**. The Multiview Edit window opens.

Figure 17–50 Multiview Edit Window



4. To add a column to a multi-view, click **Add**. The Multiview Edit window opens.
5. Click **Close** to close the window.

Transfer Work Order - Activity Setup Window [woactivity]

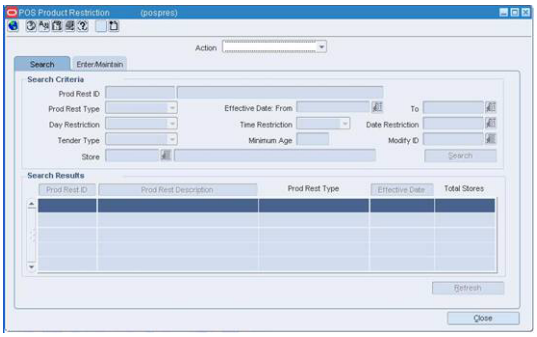
The Transfer Work Order - Activity Setup Window allows you to define the activities that can be associated with a transfer work order. Work order are created for transfers when finishing is required. Additionally, you can associate a cost and accounting resolution with each activity that you create.

- Add a Transfer Work Order Activity
- Edit a Transfer Work Order Activity
- View a Transfer Work Order Activity

Search for a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window opens.

Figure 17–51 POS Product Restriction Window

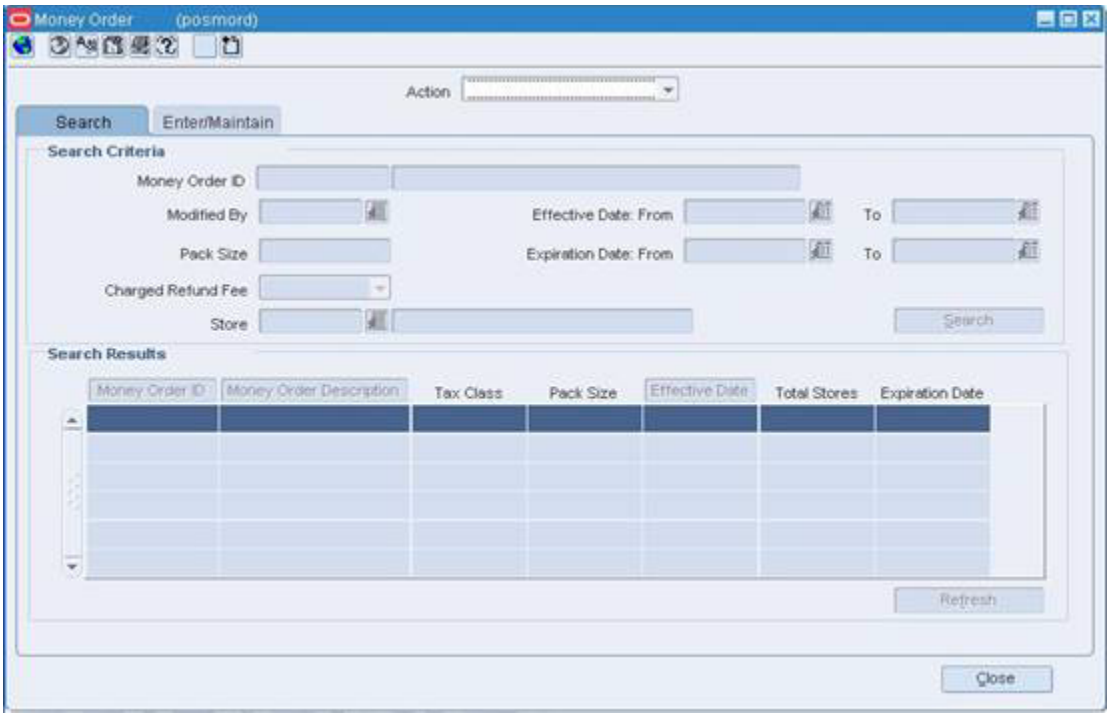


1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the criteria appear in the search results table.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click **Close** to close the window

Search for a Money Order Configuration

Navigate: From the main menu, select Control > POS Configuration > Money Order. The Money Order window opens.

Figure 17–52 Money Order Window



1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the criteria appear in the search results table.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click **Close** to close the window.

Outside Locations Window [outlocs]

The Outside Locations window allows you to create, edit, view, and delete an outside location. Outside locations are those locations that are not part of the organizational hierarchy but must be recorded. Some examples of outside locations are entry ports, discharge ports, lading ports, return centers, and bill-to locations.

- Create an Outside Location
- Edit an outside location
- View an Outside Location

Partner Find Window [partfind]

The Partner Find window allows you to enter criteria in order to search for partners and view the results of the search.

The default view for the Partner Find window opens when you open the window for the first time. You can also create a custom view.

- Search for a Partner

Partner Maintenance Window [partner]

The Partner Maintenance window allows you to create, edit, and view a partner. Partner status may be active or inactive. You can enter the currency, language, status, and primary contact information. Use this window to track the following information for specific types of partners:

- **Bank partners:** Track a line of credit.
- **Import authority partners:** Indicate whether they are the primary import authority for the principal country.
- **All partners except banks:** Track manufacturer ID, principal country, Tax ID, and terms.

At the system level, you can determine if partner IDs are unique to all partners or unique to a partner type. If IDs are unique to partner type, partners with different partner types may have the same ID.

- Create a Bank/Store Relationship
- Create a Partner
- Maintain Partners
- Edit a Bank/Store Relationship
- View a Partner

Purchase Order List Window [buyerwksht]

The Purchase Order List window allows you to match purchase orders in Worksheet status with the selected item.

You can select the purchase order to add the items to. The quantities being added are combined with the quantity of the item if it currently exists on the purchase order with the same location, cost, and so on. If the item is not yet on the purchase order, a new line item with the quantity is added.

- Add an Item to an Existing PO from the Buyer Worksheet

Spilt Supplier Window [buyerwksht]

The Split Supplier window allows you to split item requirements among suppliers or change the supplier of an item.

RMS verifies proper association of line items to suppliers and locations. After you select a supplier, the supplier field is disabled and the origin country and AOQ fields are enabled.

- Split Order Quantities for an Item Across Supplierss

Maintain System Security

RMS has several built in methods that you can use to leverage system security.

Maintain users

The Security feature allows you to give users either full or limited access to certain areas of RMS. The users must be valid system users.

Maintain security groups

The Security feature allows you to group users by access. Users with limited access can be linked to one or more groups. The users within the groups share the same permissions to view, add, edit, and delete records.

Assign regionality relationships

You can further secure RMS by assigning regions to a user. The users within the groups share the same permissions to specified functional areas, merchandise levels, organizational levels, and price zones.

Maintain secure areas

You can assign access to groups at the product level, location level, or price zone level. The security restrictions that you set up at the group level are applied to all users that are linked to the group. Any changes that you make to the security settings become effective after a scheduled or ad hoc batch program rebuilds the security records.

- Add a Regionality Relationship
- Add LOV Restrictions to a User Group
- Add a Security Group
- Add a User
- Add Location Security by Group
- Edit a Regionality Relationship
- Edit Location Security by Group
- Edit a User
- Edit a Security Group
- Edit LOV Restrictions to a User Group
- View Security Groups
- View a User
- Edit Location Security by Group
- View LOV Restrictions to a User Group
- View a Regionality Relationship
- View User and Security Group Links

View a User

Navigate: From the main menu, select Control > Setup > User Attributes > View. The User Attributes window opens.

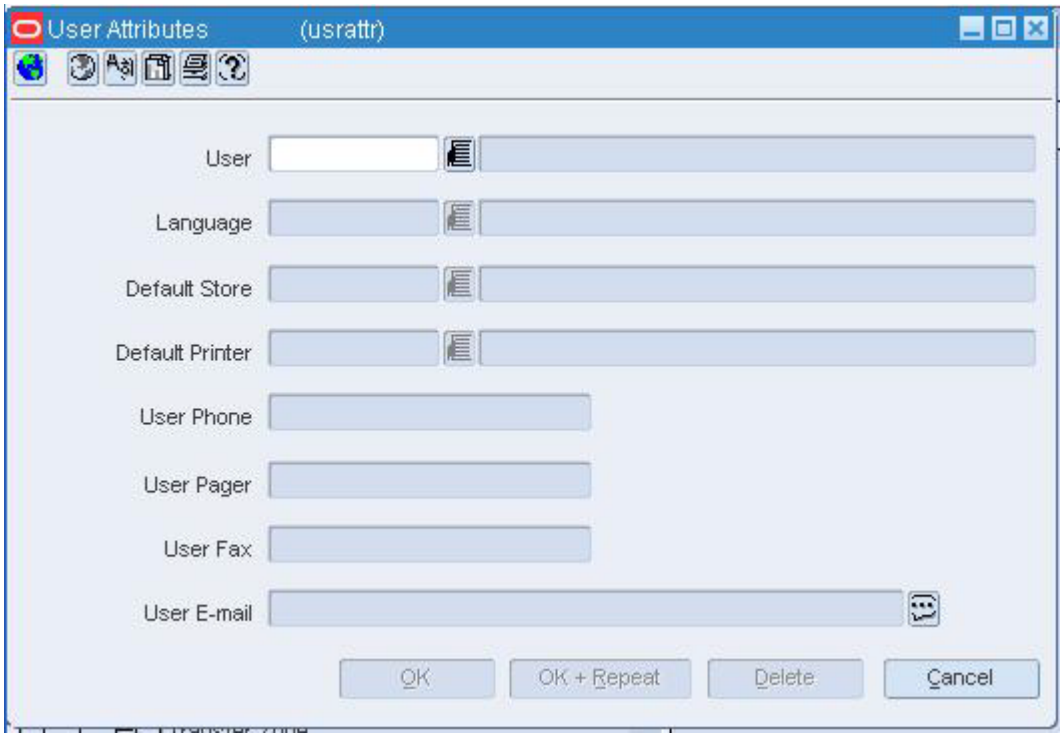
1. In the User field, enter the ID of the user, or click the LOV button and select the user.

2. To view the user's security level:
   a. From the Security menu, select Privileges. The User Privileges window opens.
   b. Click **OK** to exit.
3. Click **OK** to close the window.

Add a User

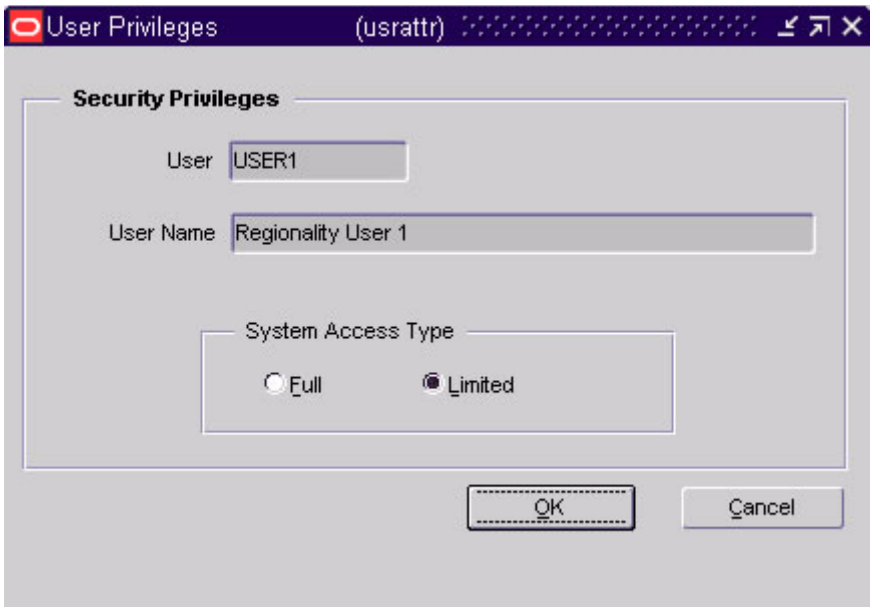
Navigate: From the main menu, select Control > Setup > User Attributes > New. The User Attributes window opens.

Figure 17–53 User Attributes Window



1. In the User fields, enter the ID and name of the user. The user must be a valid system user.
2. In the Lang field, enter the ID of the user's language, or click the LOV button and select the language.
3. Enter information in the optional fields as necessary.
4. To select the user's security level:
   a. From the Security menu, select Privileges. The User Privileges window opens.

Figure 17–54 User Privileges Window



b. Select either Full or Limited.

c. Click **OK** to save your changes and close the window.

5. Click **OK** to save any changes and close the window.

Edit a User

Navigate: From the main menu, select Control > Setup > User Attributes > New. The User Attributes window opens.

1. In the User field, enter the ID of the user, or click the LOV button and select the user.
2. Edit the language, default store, and contact information as necessary.

Delete a user

1. In the User field, enter the ID of the user, or click the LOV button and select the user.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

View User Roles

Navigate: From the main menu, select Control > Setup > User Role Privileges. The User Role Privileges window opens.

Add a User Role

Navigate: From the main menu, select Control > Setup > User Role Privileges. The User Role Privileges window opens.

1. Click **Add**. The next available line becomes enabled.
2. In the Role field, enter the description of the user role, or click the LOV button and select the user role.
3. In the Order Appr Limit field, enter the maximum amount the user role is permitted to approve on a purchase order.
4. In the Appr Xfer field, select the check box if the user role is authorized to approve transfers.
5. Click **OK** to save your changes and close the window.

Edit a User Role

Navigate: From the main menu, select Control > Setup > User Role Privileges. The User Role Privileges window opens.

1. Edit the Order Appr Limit and Appr Xfer fields as necessary.
2. To add a user role:
   a. Click **Add**.
   b. Enter the user role and privileges on the next available line.
3. To delete a user role, select a user role and click **Delete**.
4. Click **OK** to save your changes and close the window.

User Role Privileges Window [rolepriv]

The User Role Privileges window allows you to add and maintain the privileges of user roles. You can set a maximum amount that a user role is authorized to approve on a purchase order. You can also indicate whether a user roles is authorized to approve transfers. All users that are members of the secured user role inherit the characteristics of the user role.

- Add a User Role
- Delete a User Role
- Edit a User Role
- View User Roles

Delete a User Role

Navigate: From the main menu, select Control > Setup > User Role Privileges. The User Role Privileges window opens.

1. Select a user role and click **Delete**.
2. Click **OK** to save your changes and close the window.

User Attributes Window [usrattr]

The User Attributes window allows you to add, edit, and view secured users. Users can have limited or full access to secured records. You can assign users who share the same security privileges to one or more security groups. Any changes made to the privileges of the group are passed on to the users that are linked to the group. If a user is assigned to more than one group and inherits conflicting permissions, the user inherits the least restrictive permissions.

- Edit a User
- View a User

Security User/Group Link Window [susrgrp]

The Security User/Group Link window allows you to add, delete, or view the links between users and security groups. You can access this window independently or when you add or edit a user or a group. All users that are linked to a security group inherit the privileges of the group.

- Create a Supplier
- Edit a Supplier
- View a Supplier

Add LOV Restrictions to a User Group

Navigate: From the main menu, select Control > System > Location/Product Security > Group Hierarchy Link > Edit. The Filter Level Group Hierarchy Maintenance window opens.

1. In the area you want to add to:
2. In the Group/Merchandise Level area, click **Add Merch**.
3. In the Group/Organization Level area, click **Add Org**.
4. In the Group ID field, enter the ID of the group, or click the LOV button and select a group.
5. In the Merch/Org Level field, select the hierarchical level you are limiting the group to.

   Note: You can associate a group with multiple hierarchy levels.

6. In the Value field, enter the ID of the level you want to limit the group to.
7. Click **OK** to save any changes and close the window.

View Security Groups

Navigate: From the main menu, select Control > System > Location/Product Security > Group > View. The Security Group Maintenance window opens.

Note: This window can also be accessed from Control > System > Regionality > Group > Edit.

- Click **OK** to close the window.

View User and Security Group Links

Navigate: From the main menu, select Control > System > Location/Product Security > User/Group Link > View.

The Security User/Group Link window opens.

Note: You can also access the Security User/Group Link window from:

- Control > System > Regionality > User/Group Link> Edit, or

- From the Security menu, when you add or edit a user or a group.

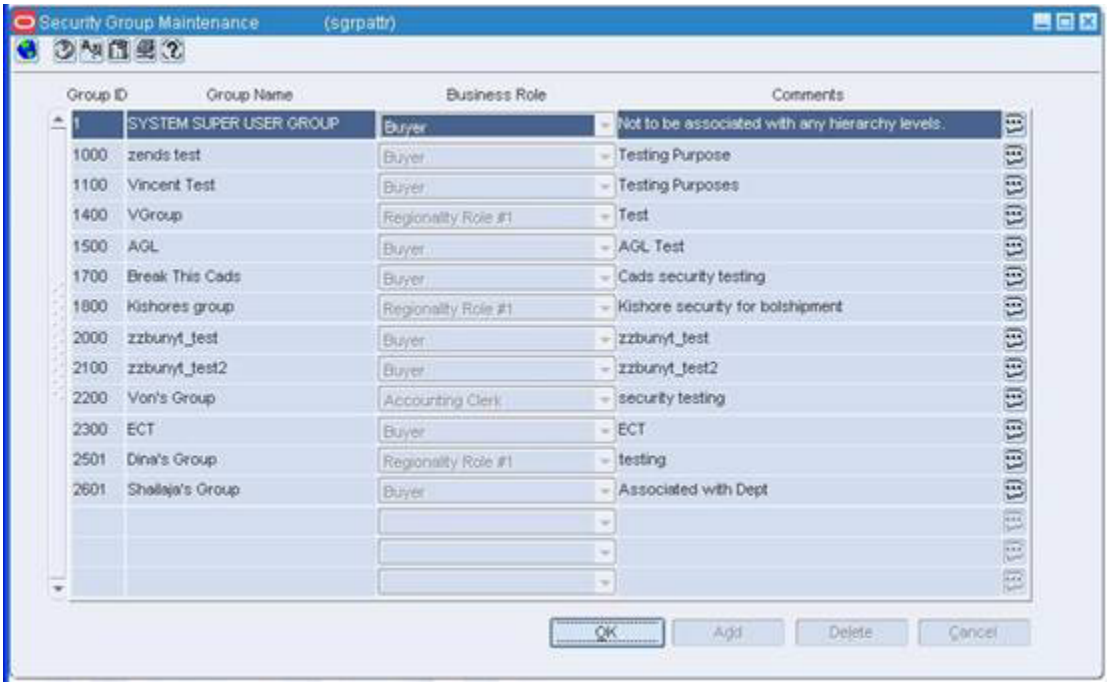
---

1. To view a subset of the user and security group links:
   a. Enter criteria in the Group ID and User ID filter criteria fields.
   b. Click the filter button. The security groups and users that match the criteria appear.
2. To view all the user and security group links:
   a. Click the clear filter button. The criteria are cleared from the Group ID and User ID fields.
   b. Click the filter button. All records appear.
3. Click **OK** to close the window.

Add a Security Group

Navigate: From the main menu, select Control > System > Location/Product Security > Group > Edit. The Security Group Maintenance window opens.

Figure 17–55 Security Group Maintenance Window

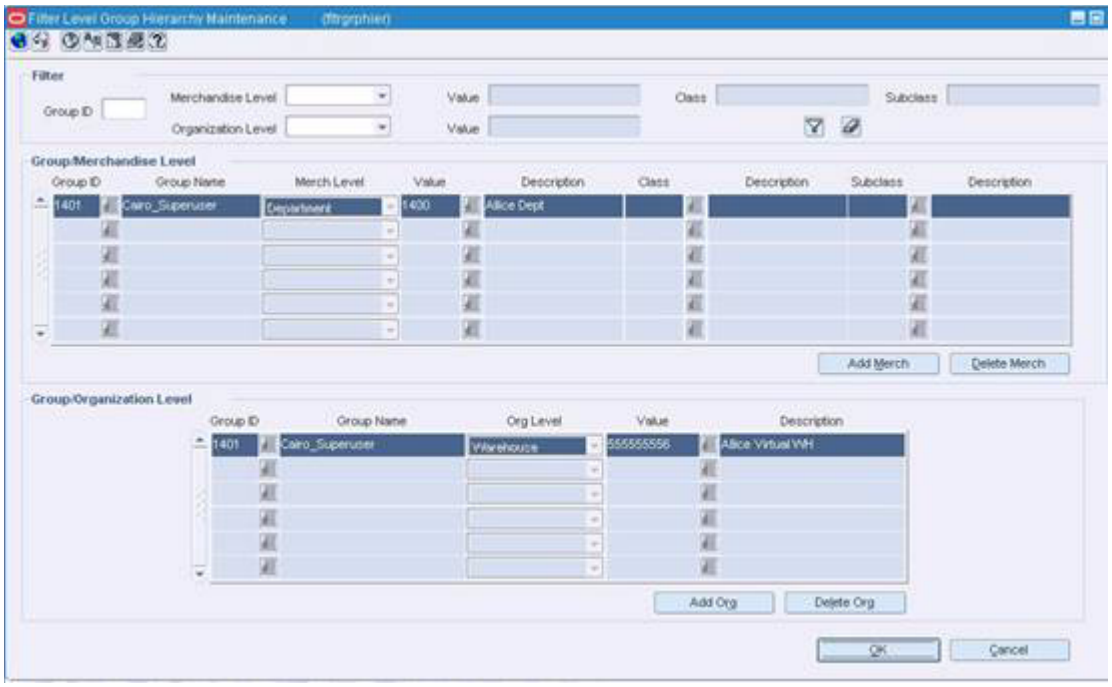


1. Click **Add**. The Group ID is filled in automatically.
2. In the Group Name field, enter a description of the security group.
3. Select a Business Role for the new security group.
4. In the Comments field, enter a comment, or click the comments button and enter the comment.
5. Click **OK** to save any changes and close the window.

Edit LOV Restrictions to a User Group

Navigate: From the main menu, select Control > System > Location/Product Security > Group Hierarchy Link > Edit. The Filter Level Group Hierarchy Maintenance window opens.

Figure 17–56 Filter Level Group Hierarchy Maintenance window



Note: If you add hierarchy levels to a group that has not previously had LOV limits, OR if you remove all hierarchy levels from a group that had LOV limits, you must first log out of the system and log back in before your changes are applied.

Filter data

1. Enter the search criteria:
   a. In the Group ID field, enter the group you want to search for.
   b. In the Merchandise Level field, enter the level you want to search for. Enter a corresponding ID in the value field as necessary.
   c. In the Organization Level field, enter the level you want to search for. Enter a corresponding ID in the value field as necessary.
2. Click the filter button to return the results that meet the criteria you entered.

Delete a group/hierarchy level

1. On the table, select a record you want to delete.
2. Click **Delete Merch** or **Delete Org**.
3. You are prompted to confirm the deletion. Click **OK**.

Note: You can not edit an existing record. You must delete the existing record, and add a new record.

4. Click **OK** to save any changes and close the window.

View Location Security by Group

Navigate: From the main menu, select Control > System > Location/Product Security > Location Security Matrix > View. The Location Security Matrix window opens.

1. To view a subset of the groups and secured entities:
   a. Enter criteria in the filter criteria fields.
   b. Click the filter button. The groups and secured entities that match the criteria appear.
2. To view all the groups and secured entities:
   a. Click the clear filter button. The criteria are cleared from the filter criteria fields.
   b. Click the filter button. All records appear.
3. Click **OK** to close the window.

Add Location Security by Group

Navigate: From the main menu, select Control > System > Location/Product Security > Location Security Matrix > Edit. The Location Security Matrix window opens.

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Group field, enter the ID of the security group, or click the LOV button and select the group.
3. In the Functional Area field, select the area to be secured.
4. Select the Select check box in order to allow the group of users to view the selected entities.
5. Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
6. In the Hierarchy Level field, select the organizational level to be secured.
7. In the value field, enter the ID of the region, district, or warehouse, or click the LOV button and select the value.

> **Note:** RMS data security does not allow location-level security to be defined at the store level.

8. Click **Apply**. The selected group and entities are added to the table.
9. Click **OK** to save your changes and close the window.

Edit Location Security by Group

Navigate: From the main menu, select Control > System > Location/Product Security > Location Security Matrix > Edit. The Location Security Matrix window opens.

1. Enter criteria in the filter criteria fields as necessary.
2. Click the filter button. The groups and secured entities that match the criteria appear.
3. Select or clear the Sel (Select) and Upd (Update) check boxes as necessary.

Delete an individual record

1. Select a record and click **Delete Line**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

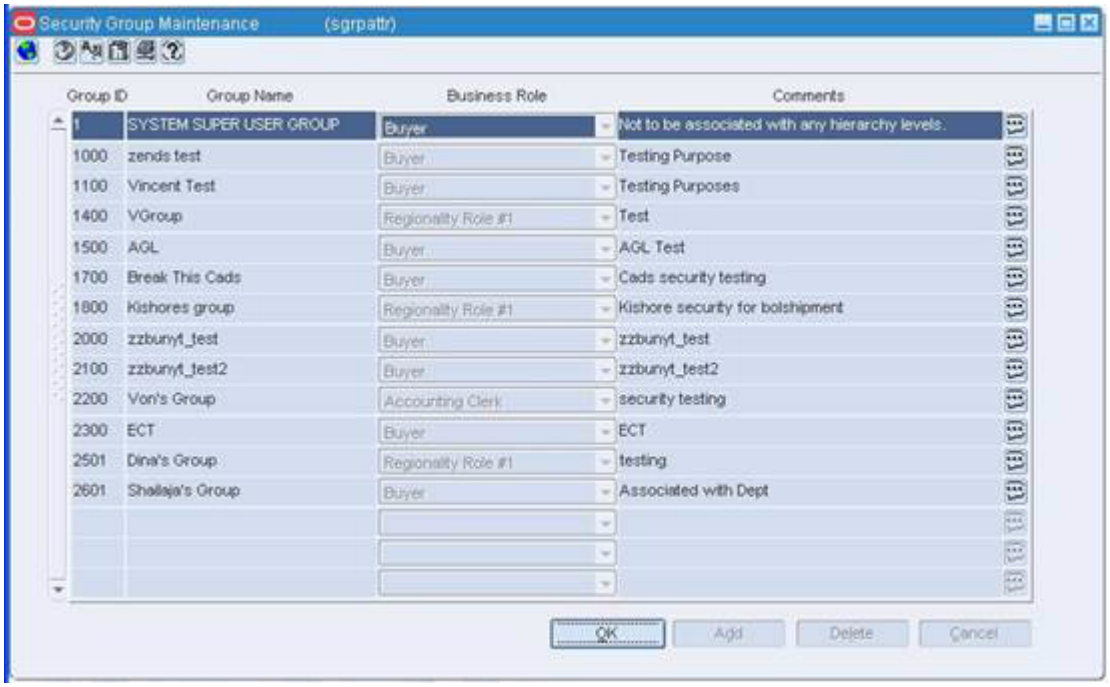
Delete multiple records

1. Enter criteria in the filter criteria fields.
2. Click the filter button. The groups and secured entities that match the criteria appear.
3. Click **Delete All**.
4. When prompted to delete the records, click **Yes**.
5. Click **OK** to exit.

Edit a Security Group

Navigate: From the main menu, select Control > System > Location/Product Security > Group > Edit. The Security Group Maintenance window opens.

Figure 17–57 Security Group Maintenance Window



Note: This window can also be accessed from Control > System > Regionality > Group > Edit.

- Edit the Group Name, Business Role, and Comments fields as necessary.

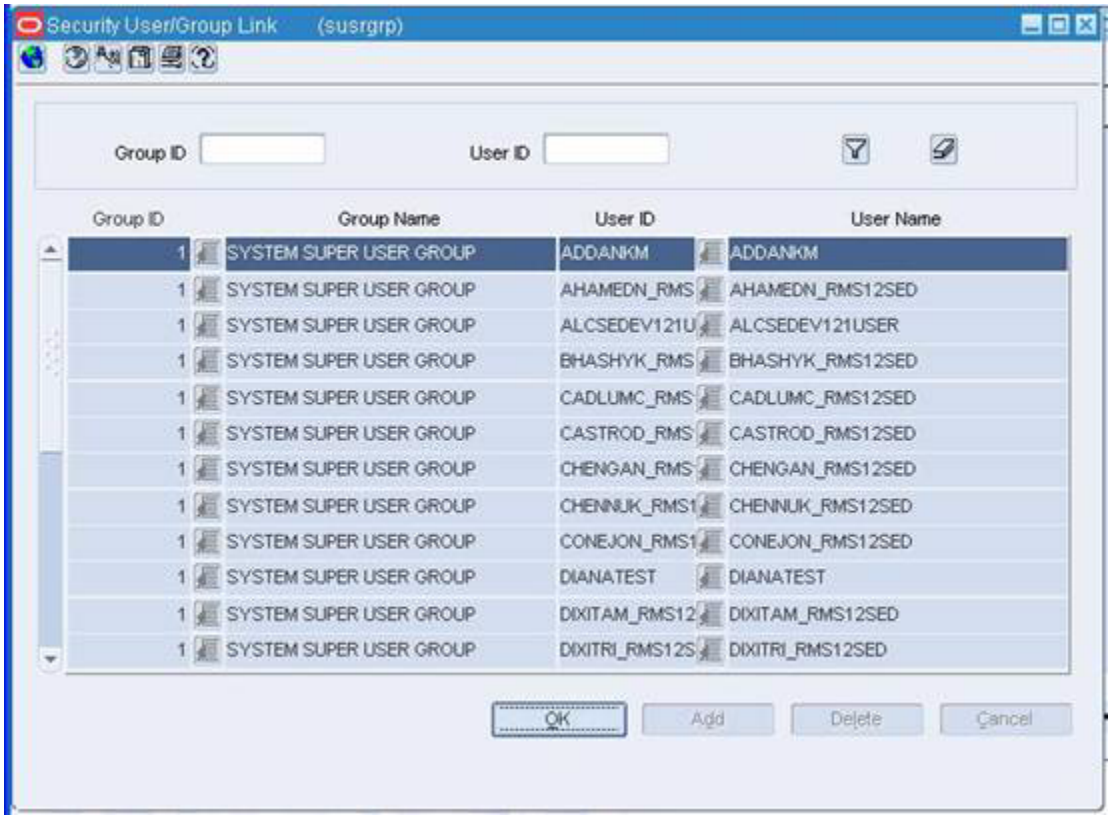
Delete a security group

1. Select a group and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Add User and Security Group Links

Navigate: From the main menu, select Control > System > Location/Product Security > User/Group Link > View. The Security User/Group Link window opens.

Figure 17–58 Security User/Group Link Window



Note: You can also access the Security User/Group Link window from: - Control > System > Regionality > User/Group Link> Edit, or - From the Security menu, when you add or edit a user or a group.

1. Click **Add**. A new line is added to the table and the cursor appears in the Group ID column.
2. In the Group ID field, enter the ID of the security group, or click the LOV button and select the group.
3. In the User ID field, enter the ID of the user, or click the LOV button and select the user.
4. Click **OK**.

Location Security Matrix Window [slocmtrx]

The Location Security Matrix window allows you to add, delete, edit, and view location security records by security group. You can filter the records by a variety of criteria and view or delete the records that match the criteria. You can also edit the permissions. Users with Select permission can view the secured entities. Users with Update permission can add, edit, and delete the secured entities.

You can secure entities within a functional area and at the organizational hierarchy level. The functional areas are Promotions, Transfers To, Transfers From, Allocations To, Allocations From, Shipments, Orders, Stock Counts, Ticket Requests, Inventory Adjustments, Returns to Vendors (RTV), and Store. If the Oracle Retail Sales Audit software is installed, the Sales Audit Store Day and Sales Audit Store ACH options are also available. The organizational hierarchy levels are Region, District, Store, and Warehouse.

When changes are made to the location security records, the records are rebuilt by a batch program.

- Edit Location Security by Group
- View Location Security by Group

Security Group Maintenance Window [sgrpattr]

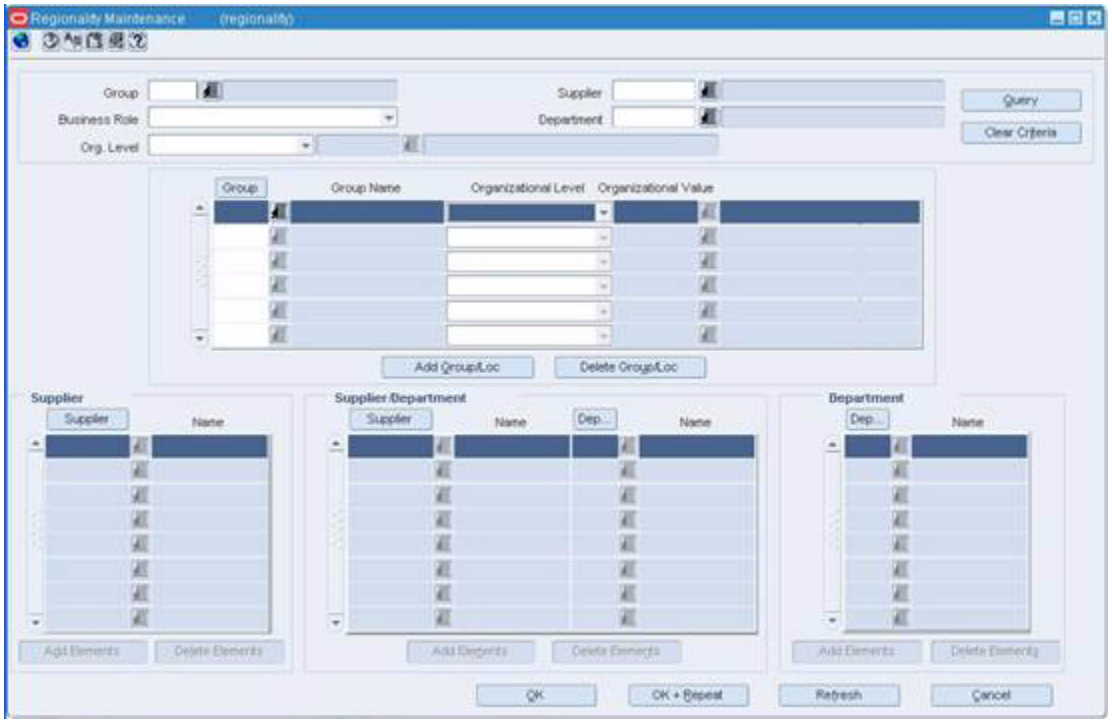
The Security Group Maintenance window allows you to add, edit, and view security groups. You can use a security group to link users who share the same security privileges. If a user is assigned to more than one group and inherits conflicting permissions, the user inherits the least restrictive permissions.

- Edit a Security Group
- View Security Groups

Add a Regionality Relationship

Navigate: From the Main Menu, select Control > System > Regionality > Regionality Matrix > Edit. The Regionality Maintenance window opens.

Figure 17–59 Regionality Maintenance Window



Add a new group/location combination

1. Click **AddGroup/Loc**.
2. Enter a group ID, or click the LOV button to select a group.
3. Select an organizational level.
4. Enter an organizational value, or click the LOV button to select a value.
5. Click **OK** to save your changes and close the window.

Add elements to a group/location combination

1. Select a group/location record.
2. Click **Add Elements** under the Supplier, Supplier/Department, or Department table.
3. Enter the supplier and/or department IDs to add to the selected group/location combination, or click the LOV button to select a supplier and/or department.
4. Click **OK** to save your changes and close the window.

Edit User and Security Group Links

Navigate: From the main menu, select Control > System > Location/Product Security > User/Group Link > View. The Security User/Group Link window opens.

Note: You can also access the Security User/Group Link window from: - Control > System > Regionality > User/Group Link> Edit, or - From the Security menu, when you add or edit a user or a group.

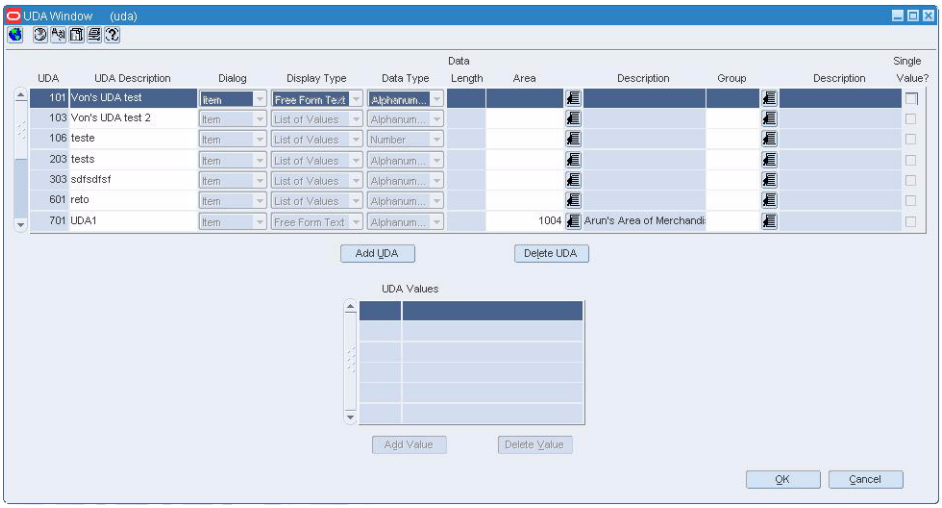
Delete a security group

1. Select a group.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit a User Defined Attribute

Navigate: From the main menu, select Items > User Defined Attributes > Edit. The UDA window opens.

Figure 17–60 UDA Window



- Edit the UDA Description and UDA Values fields as necessary.

Delete a UDA value

1. Select the value and click **Delete Value**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Delete a UDA

1. Select the UDA and click **Delete UDA**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Internationalize RMS

You may need to maintain the internationalized aspects of RMS.

Maintain countries

You can maintain a list of country codes and descriptions. Country codes are used when entering:

- Origin, import, export, and consolidating countries
- Supplier, partner, outside location, and customer addresses
- Company, store, and warehouse addresses
- Company and store addresses of competitors
- Country level geocodes and sales taxes

Maintain currencies

If the system is set up to support multiple currencies, monetary amounts may be displayed in any of the currencies that are defined in the system. In addition to identifying the currencies, the number of decimal places to display and the format for both cost and retail amounts must be entered for each currency.

One or more types of exchange rates may be entered for each currency. The types of exchange rates are: operational, consolidated, letter of credit/bank, purchase order, customs entry, and transportation. Exchange rates are used to convert a monetary amount from any currency to the primary currency of the company.

If the exchange rates are shared with an external system, you can map the types of exchange rates found in the external system to the types of exchange rates in RMS. The types of exchange rates are: operational, consolidated, letter of credit/bank, purchase order, customs entry, and transportation.

In many areas of the system, monetary values can be viewed in the primary currency of the company, the currency of the European Union, or the local currency of the location.

Maintain languages

By default, all values appear in the primary language of the company. However, you can choose to:

- Translate a value when you encounter it in a window. You have the option of translating the value into one or multiple target languages, or you can copy existing translations from a similar value.
- Translate one or multiple values of the same type, such as item or department descriptions, into one target language.

Users who are set up to view values in the target language will see the translated version, rather than the primary language version, of the values.

Maintain units of measure

You can view, but not edit, a list of the units of measure that are available in the system for defining area, dimension, volume, and weight. Units of measure are used in a variety of ways:

- **Standard unit of measure (SUOM):** The unit of measure by which stock is tracked at the corporate level. The SUOM may be measured by weight, volume, area, or dimension. The size of the standard unit of measure is set up at the item level. If a measurement, rather than the term "each", is selected as the SUOM, a conversion factor must be entered. The conversion factor indicates many units of the selected SUOM make up an each. For example: If the size of an each is 5 kilograms, then the SUOM is kilogram and the conversion factor is 5.
- **Store order multiple:** The unit of measure by which items are shipped to stores. The store order multiple may be each, inner, or case. The default store order multiple is set up at the item level. Store order multiples for specific locations are set up at the item/location level.
- **Unit of purchase (UOP):** The unit of measure by which an item is purchased. The UOP may be each, case, or pallet. The default UOP is set up at the item/supplier/origin country level. The default UOP may be superceded when adding items to a purchase order.
- **Unit of Transfer:** The unit of measure by which an item is transferred. The unit of transfer may be each, case, or pallet. The unit of transfer is entered when adding items to a transfer.
- **Unit of Receipt (UOR):** The unit of measure by which an item is received on a shipment. The UOR may be each, case, or pallet. The UOR is entered when receiving items.

The standard unit of measure is the equivalent of an each. A case (or its equivalent, such as a box, bushel, barrel, or roll) may correlate with a supplier's pack size. The unit of purchase, unit of transfer, and unit of receipt may default to either the standard unit of measure or case. If a quantity is entered by the pallet for the unit of purchase, unit of transfer, or unit of receipt, the quantity is converted to the default measurement.

The terms inner, case, and pallet are used as generic terms in RMS. You can select different terms for the same concepts at the item/supplier level.

- Edit Countries
- Edit Currencies
- Edit Currency Exchange Rates
- Edit a Value in Multiple Languages
- Edit Languages
- Edit Translations in a Target Language
- Map Currency Exchange Types
- View Currencies
- View Countries
- View Units of Measure
- View Languages
- View Translations in a Target Language

Language Maintenance Window [lang]

The Language Maintenance window allows you to view and maintain the list of languages used in the system. You can enter the standard abbreviation for the language and references to the WebHelp server, Web Report server, and Report server.

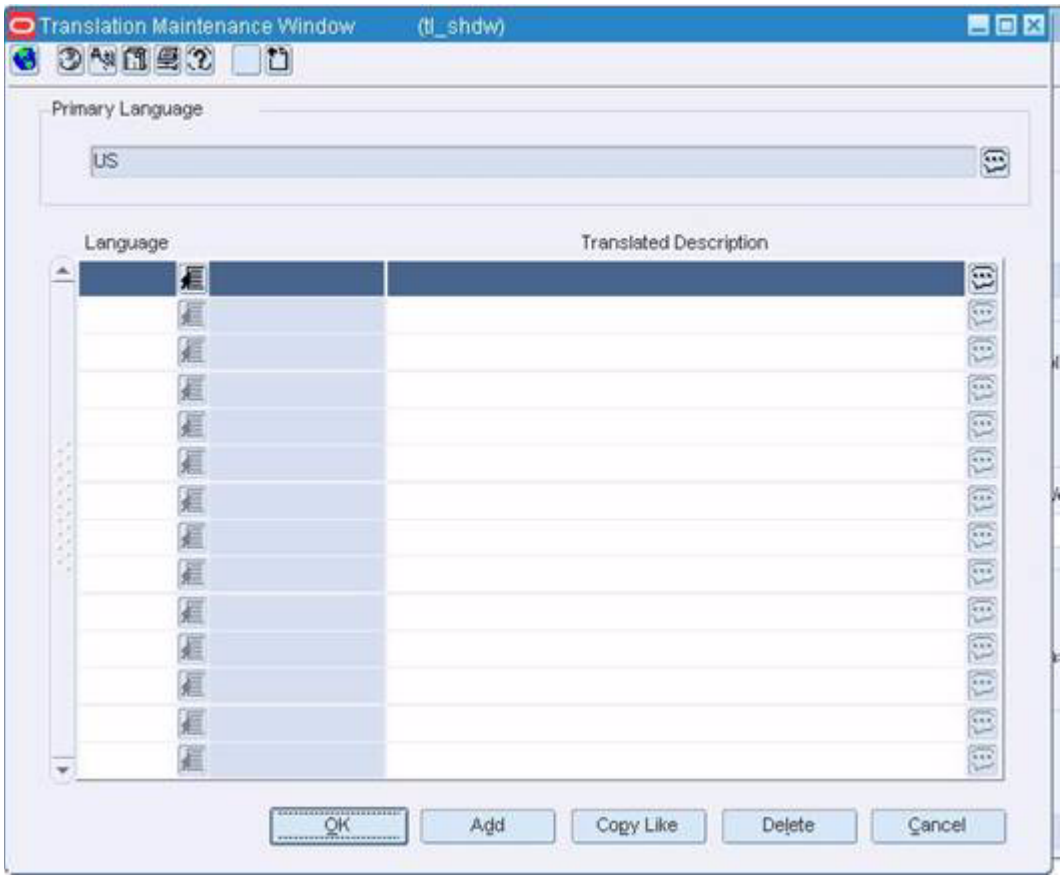
The standard two-character and three-character abbreviations approved by the International Organization for Standardization (ISO) can be found in ISO 639-1 and ISO 639-2.

- Edit Languages
- View Languages

Edit a Value in Multiple Languages

1. Place the cursor in the Description field of a window.
2. Click **Translator** located on the toolbar. The current translations of the value appear in the Translation Maintenance window.

Figure 17–61 Translation Maintenance Window



3. Edit the translations as necessary.

Add translations

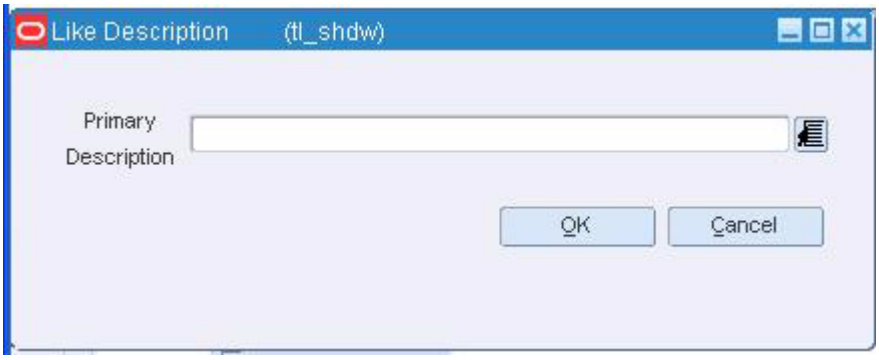
1. Click **Add**. The next available line is enabled.
2. In the Language field, enter the ID of the target language, or click the LOV button and select the target language.
3. In the Translated Description field, enter the translation of the value.

4. Click **OK** to save your changes and close the window.

Copy translations from a similar value

1. Click **Copy Like**. The Like Description window opens.

Figure 17–62 Like Description Window



2. Enter the ID of the value whose translations are to be copied, or click the LOV button and select the value.
3. Click **OK** to save your changes and close the window.

Delete a translation

1. Select a translation and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Currency Exchange Rates Window [currency]

The Currency Exchange Rates window allows you to view and maintain exchange rates for a selected currency. The exchange rates are used to convert monetary amounts to the primary currency of the company.

- Edit Currencies
- View Currencies

Currency Exchange Type Mapping Window [currxref]

The Currency Exchange Type Mapping window allows you to view and maintain relationships between currency exchange types. Exchange types may be received from external sources. You can choose which exchange types in RMS should be mapped to the external exchange types. After these relationships are mapped, exchange rates can be effectively communicated between RMS and the external source.

- Map Currency Exchange Types

Currency Maintenance Window [currency]

The Currency Maintenance window allows you to view and maintain the list of currencies used in the system. You also enter the number of decimal places used in currency conversions for cost and retail amounts. You can access the Currency Exchange Rates window to enter several types of exchange rates for a selected currency.

- Edit Currencies
- View Currencies

View Currencies

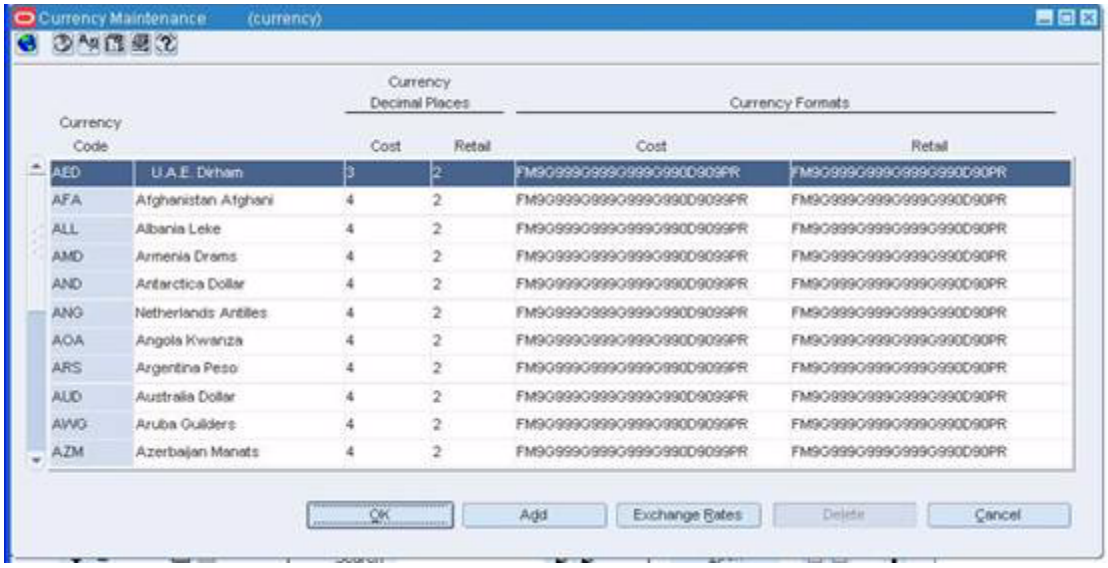
Navigate: From the main menu, select Control > Setup > Currency > View. The Currency Maintenance window opens.

1. To view the rates of exchange for a currency:
   a. Select a currency and click **Exchange Rates**. The exchange rates appear in the Currency Exchange Rates window.
   b. Click **OK** to close the window.
2. Click **OK** to close the window.

Edit Currencies

Navigate: From the main menu, select Control > Setup > Currency > Edit. The Currency Maintenance window opens.

Figure 17–63 Currency Maintenance Window



- Edit the enabled fields as necessary.

Add a currency

1. Click **Add**.

2. Enter the details on the next available line.
3. Click **OK** to save your changes and close the window.

Delete a currency that was just added to the table

1. Select the currency and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit Currency Exchange Rates

Navigate: From the main menu, select Control > Setup > Currency > Edit. The Currency Maintenance window opens.

Note: If your organization uses Oracle Financials, version 11.5.10 or later you cannot add or edit an exchange rate. This form opens in view mode.

---

1. Select a currency and click **Exchange Rates**. The rates of exchange appear in the Currency Exchange Rates window.
2. Edit the exchange rates as necessary.

Add an exchange rate

1. Click **Add**. The next available line is enabled.
2. In the Exchange Type field, select the type of exchange rate.
3. In the Exchange Rate field, enter the value of the exchange rate to be used for currency conversions.
4. In the Effective Date field, enter the date on which the exchange rate becomes effective.
5. Click **OK** to save your changes and close the window.

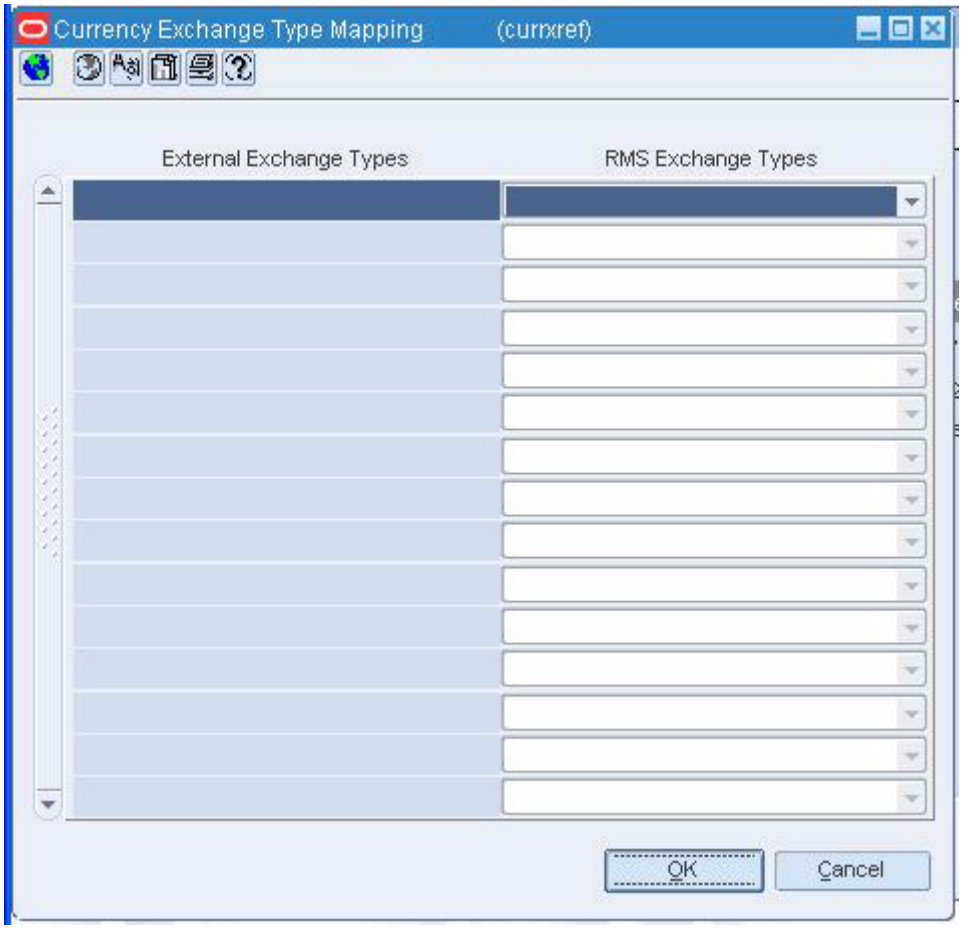
Delete an exchange rate

1. Select an exchange rate and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Map Currency Exchange Types

Navigate: From the main menu, select Action > Currency Exchange Types. The Currency Exchange Type Mapping window opens.

Figure 17–64 Currency Exchange Type Mapping Window



1. Next to each external exchange type, select the appropriate RMS exchange type.
2. Click **OK** to save your changes and close the window.

Translation Maintenance Window [tl_shdw]

The Translation Maintenance window allows you to translate a value found in a description field into one or more target languages. You can also access the Like Description window in order to copy translations from a similar value.

Users who are set up to view values in the target language will see the translated version, rather than the primary language version, of the values.

- Edit a Value in Multiple Languages

Language Translation Window [tl_lang]

The Language Translation window allows you to translate one or more values of the same type from a primary language into a target language. For example: You can choose to translate all or a subset of store names, such as those beginning with a through c.

Users who are set up to view values in the target language will see the translated version, rather than the primary language version, of the values.

- Edit Translations in a Target Language
- View Translations in a Target Language

View Translations in a Target Language

Navigate: From the main menu, select Control > System > Language Translation. The Language Translation window opens.

1. In the Action field, select View.
2. In the Language to Translate Into field, enter the ID of the target language, or click the LOV button and select the target language.
3. In the Description Type to Translate field, enter the ID of the type of values to be translated, or click the LOV button and select the type.
4. To restrict the search to a subset of values, enter partial descriptions in the From and To fields as necessary. These entries are made in the primary language.
5. Click **Search**. The values that match the search criteria appear.
6. Click **OK** to save your changes and close the window.

View Languages

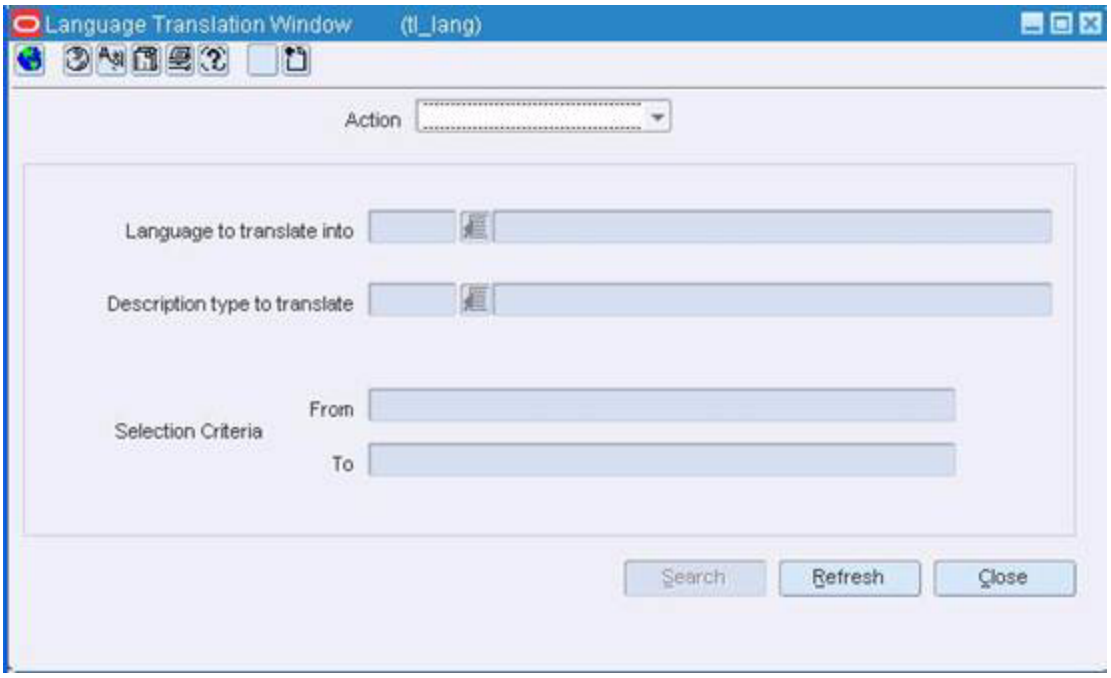
Navigate: From the main menu, select Control > Setup > Language Maintenance > Edit. The Language Maintenance window opens.

- Click **OK** to close the window.

Edit Translations in a Target Language

Navigate: From the main menu, select Control > System > Language Translation. The Language Translation window opens.

Figure 17–65 Language Translation Window

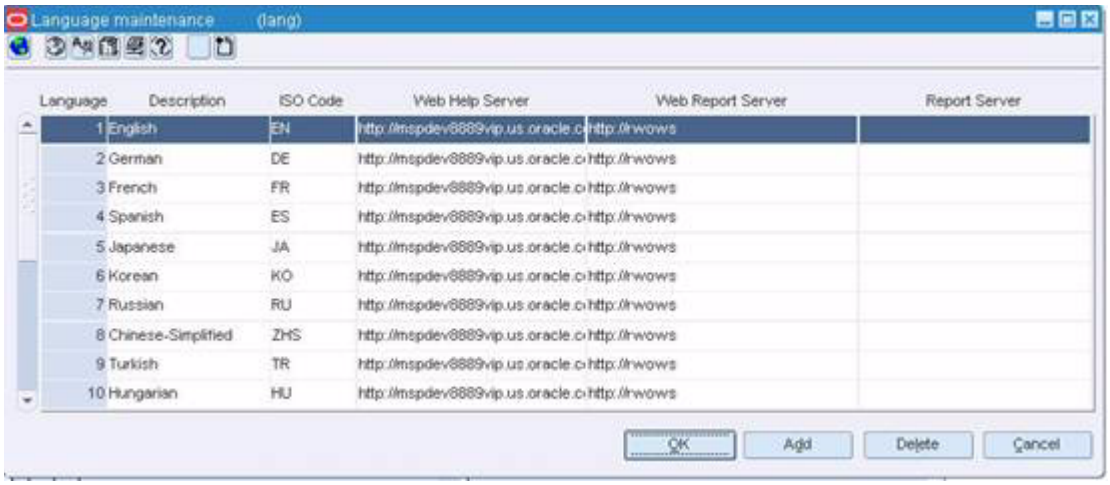


1. In the Action field, select a task:
   - To translate values of the same type that were not yet translated, select New.
   - To edit existing translations only, select Edit.
   - To enter new and edit existing translations, select Edit All.
2. In the Language to Translate Into field, enter the ID of the target language, or click the LOV button and select the target language.
3. In the Description Type to Translate field, enter the ID of the type of the type of values to be translated, or click the LOV button and select a type.
4. To restrict the search to a subset of values, enter partial descriptions in the From and To fields as necessary. These entries are made in the primary language.
5. Click **Search**. The values that match the search criteria appear.
6. In the Target Language field, enter or edit the translation for each value.
7. Click **OK** to save your changes and close the window.

Edit Languages

Navigate: From the main menu, select Control > Setup > Language Maintenance > Edit. The Language Maintenance window opens.

Figure 17–66 Language Maintenance Window



Edit the enabled fields as necessary.

Add a language

1. Click **Add**. The next available line is enabled.
2. In the Language field, enter the ID of the language.
3. In the Description field, enter the description of the language.
4. In the ISO code field, enter the code for the language.
5. In the Server fields, enter the server addresses as necessary.
6. Click **OK** to save your changes and close the window.

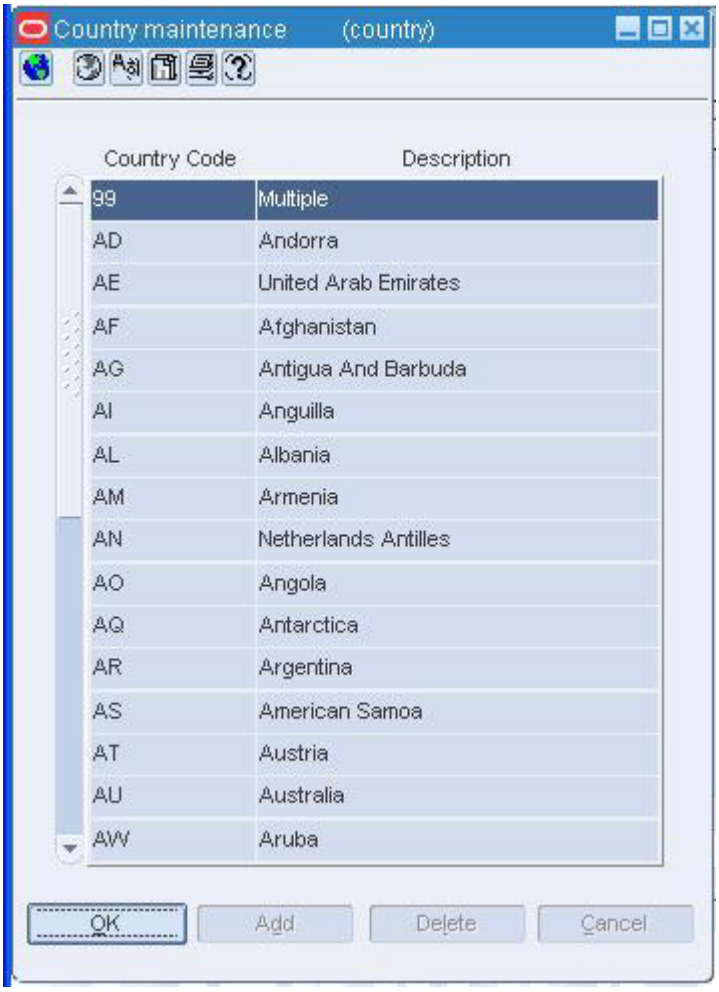
Delete a language

1. Select a language and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit Countries

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens.

Figure 17–67 Country Maintenance Window



- Edit the codes or descriptions as necessary.

Add a country

1. Click **Add**.
2. Enter the code and description in the enabled fields.
3. Click **OK** to save your changes and close the window.

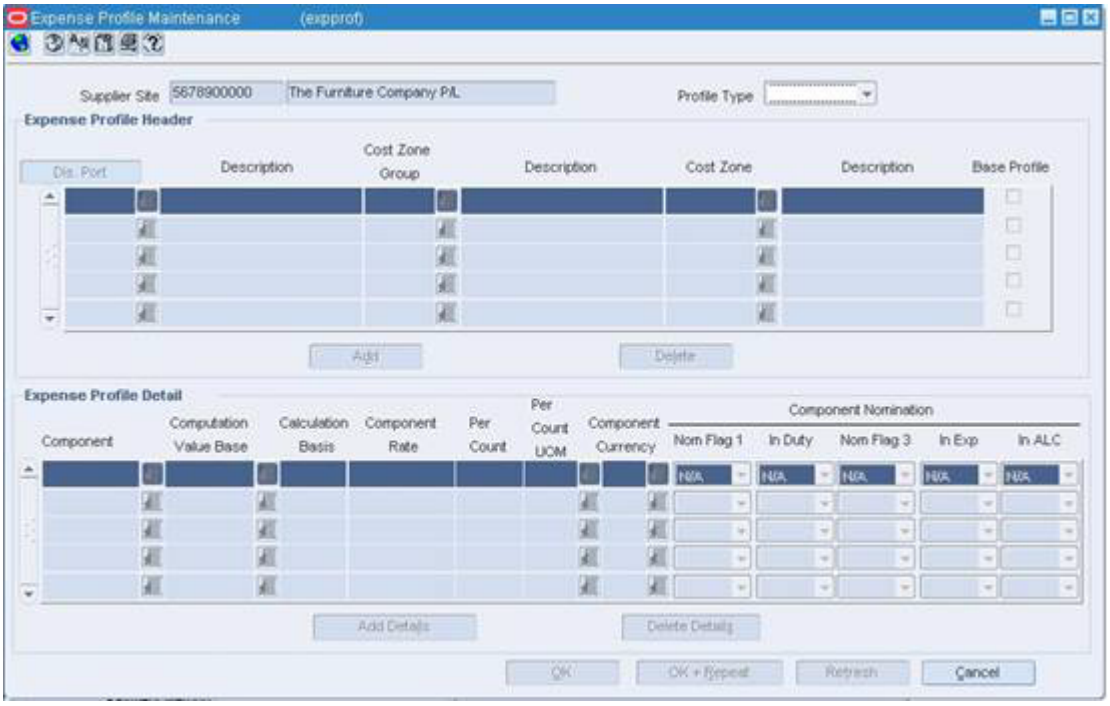
Delete a country

1. Select a country and click **Delete**.
2. When prompted to delete the record, click **OK**.
3. Click **OK** to save your changes and close the window.

Add an Expense Profile for a Country

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens. Select a country. From the Options menu, select Expenses. The Expense Profile Maintenance window opens.

Figure 17–68 Expense Profile Maintenance Window



1. Click **Add**. The next line in the Expense Profile Header table is enabled.
2. In the Lading Port and Dis Port fields, enter the codes for the locations, or click the LOV buttons and select the locations.
3. Click **Add Details**. The next available line in the Expense Profile Detail table is enabled.
4. In the Component field, enter the code for the expense component, or click the LOV button and select the expense component.
5. In the enabled fields, enter or edit the default details as necessary.
6. In the Component Nomination fields, select the status of the expense in relation to the other components:
7. Select N/A, if the expense is not included in the calculation.
8. Select + (plus sign), to add the expense.
9. Select - (minus sign), to subtract the expense.
10. Click **OK** to save your changes and close the window.

Create Point of Sale Configurations

The point of sale (POS) configurations feature allows you to create and maintain configurations that are downloaded to the POS registers at stores. You can create the following types of configurations:

- **Touch button:** You can use this configuration to determine the appearance of touch buttons on the point of sale register. You can associate items with each button.

- **Coupon:** You can create a configuration for each expense coupon that can be used at stores. You can also indicate the items for which the coupon can be used.
- **Money order:** You can use this configuration to enable stores to sell money orders on the point of sale register.
- **Product restriction:** You can restrict the sale of items for various reasons with this configuration.
- **Pay in/pay out:** You can use this configuration to enable stores to remove or add money to the register for miscellaneous services and items received or sold.
- **Supplier payment type:** You can use this configuration to specify the method of payment that may be used at each store to pay suppliers.
- **Tender type:** You can create configurations that provide information about how each type of tender is handled at the POS register.

You can also view these topics for more information:

- Create a Coupon Configuration
- Create a Money Order Configuration
- Create a Pay In/Pay Out Configuration
- Create a Tender Type Configuration
- Create a Touch Button Configuration
- Copy a Coupon Configuration
- Copy a Money Order Configuration
- Copy a Pay In/Pay Out Configuration
- Copy a Tender Type Configuration
- Copy a Touch Button Configuration
- Delete a Touch Button Configuration
- Edit a Coupon Configuration
- Edit a Money Order Configuration
- Edit a Pay In/Pay Out Configuration
- Edit a Tender Type Configuration
- Edit the Properties of Touch Buttons in a Touch Button Configuration
- Move Touch Buttons in a Touch Button Configuration
- Search for a Coupon Configuration
- Search for a Money Order Configuration
- Search for a Pay In/Pay Out Configuration
- Search for a Tender Type Configuration
- Search for a Touch Button Configuration
- View a Payment Type Configuration for a Supplier

POS Coupon Window [poscoup]

The POS Coupon window allows you to create, edit, and copy point of sale (POS) coupon configurations. You for each expense coupon that can be used at the stores. You specify the coupon type, the coupon amount, and the tax class for the coupon. You also select the dates on which the configuration is valid at the stores.

You can associate stores and items with the configuration. You indicate what items the coupon can be used for by associating items with the configuration. You can only associate stores that have the same currency as the configuration. The configuration then is downloaded to the POS registers of the associated stores in a nightly batch process. How the coupon configuration is interpreted depends on the type of POS system your organization uses.

When you copy a configuration, the basic configuration information, such as coupon type and amount, is copied into a new configuration and assigned a new ID. However, the associated stores and items are not copied, so you must add stores and items to the new configuration.

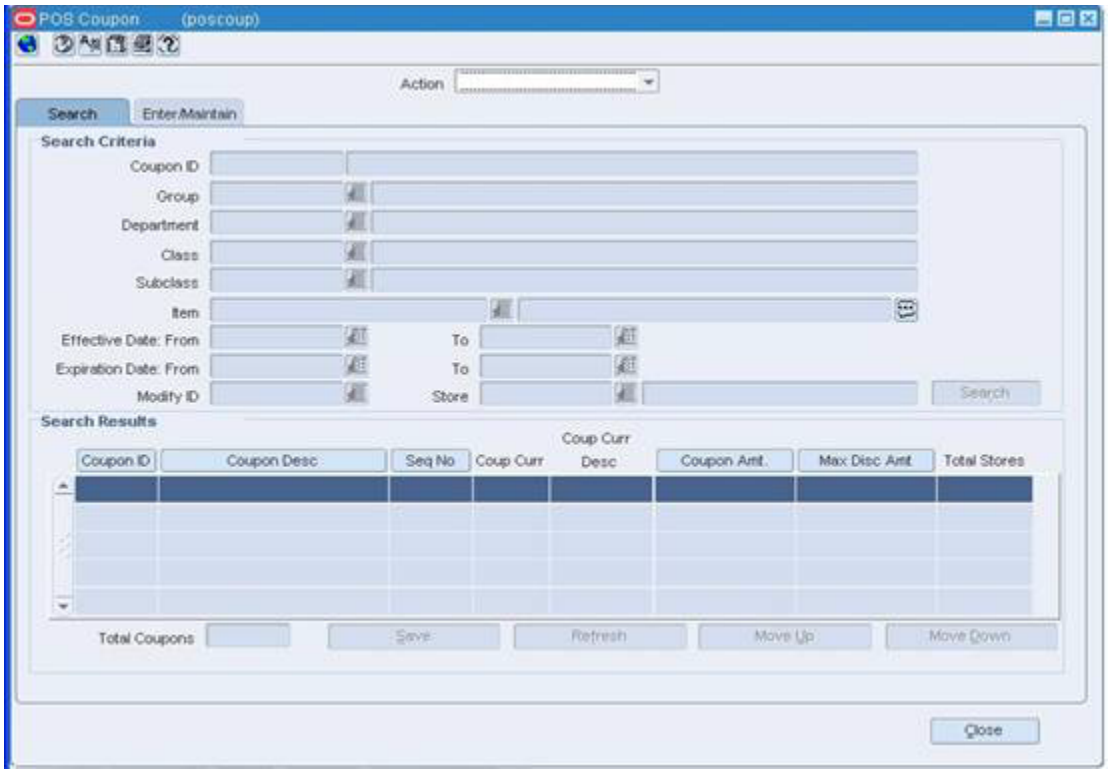
You can re-sequence the coupon configurations to change the order in which the coupons appear on the POS register. This allows you to group similar coupons together.

- Create a Coupon Configuration
- Search for a Coupon Configuration
- Maintain the Items Associated with Point of Sale Configurations
- Exclude Items from a POS Configuration
- Delete Items from a Coupon Configuration
- Edit the Stores for a Coupon Configuration
- Resequence Coupons

Create a Coupon Configuration

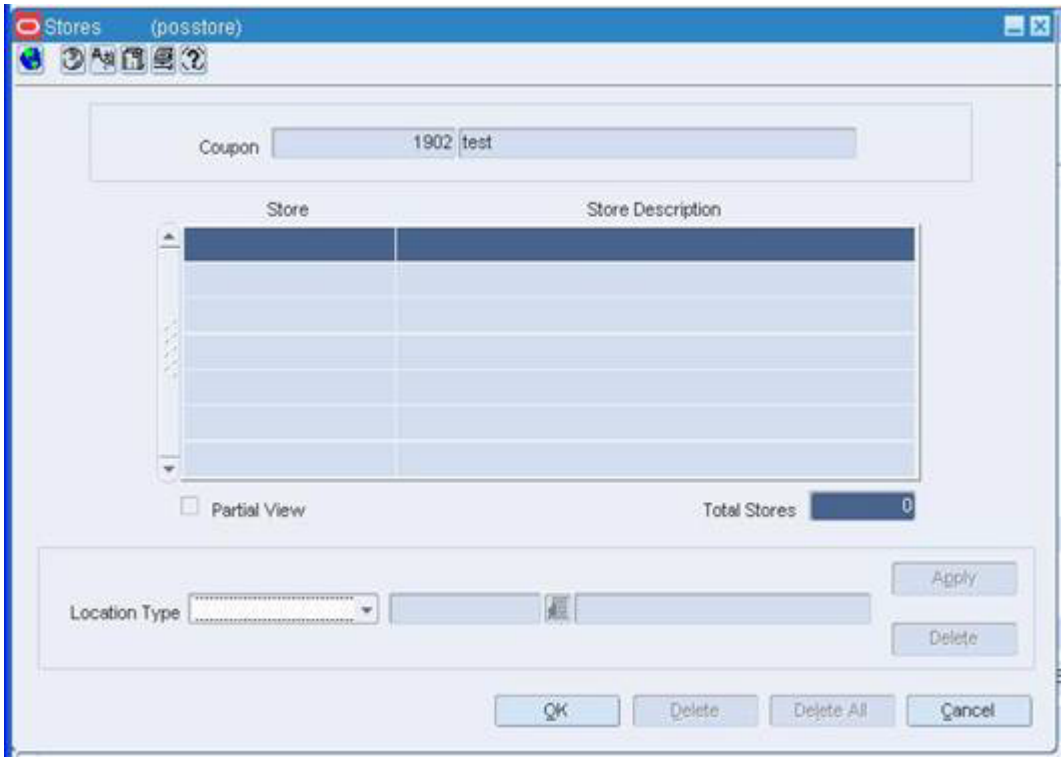
Navigate: From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window opens.

Figure 17–69 POS Coupon Window



1. In the Action field, select New. The Enter/Maintain tab opens, and a unique coupon configuration ID is filled in automatically.
2. In the Coupon ID field, enter a description for the coupon.
3. In the Currency Code field, enter the code for the currency, or click the LOV button and select a currency.
4. In the Coupon Type/Amt field, select the type of coupon. Then enter the value of the coupon.
5. In the Tax Class field, select the tax code for the coupon.
6. In the Effective Date field, enter the date on which the coupon configuration is active, or click the calendar button and select a date.
7. In the Expiration Date field, enter the date on which the coupon configuration expires, or click the calendar button and select a date.
8. Enter optional information as necessary.
9. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.

Figure 17–70 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

10. Associate items with a POS configuration.

11. Exclude items from a POS configuration.

12. Click **Save** to save your changes and close the window.

List of Classes Window [posmcrit]

The List of Classes window allows you to associate all of the items in multiple classes to a POS configuration. You must first select a department in the Department field on the POS Merchandise Criteria window to access this window. You can limit the classes that appear in the List of Classes window by entering a partial description of the classes in the Class field on the POS Merchandise Criteria window.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Maintain the Items Associated with Point of Sale Configurations

List of Departments Window [posmcrit]

The List of Departments window allows you to associate all of the items in multiple departments with a POS configuration. You can limit the departments that appear in

the List of Departments window by entering a partial description of the departments in the Department field on the POS Merchandise Criteria window. You can also select a group in the Groups field on the POS Merchandise Criteria window to limit which departments appear.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Maintain the Items Associated with Point of Sale Configurations

List of Groups Window [posmcrit]

The List of Groups window allows you to associate all of the items in multiple groups with a POS configuration. You can limit the groups that appear in the List of Groups window by entering a partial description of the groups in the Groups field on the POS Merchandise Criteria window.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Edit a Coupon Configuration
- Edit a Product Restriction Configuration

List of Items Window [posmcrit]

The List of Items window allows you to associate multiple items with a POS configuration when you access the window through the Include area on the POS Merchandise Criteria window. When you access this window through the Exclude area on the POS Merchandise Criteria window, you can use this window to exclude multiple items from a POS configuration.

You can limit the items that appear in the List of Items window by selecting a group, department, class, and subclass on the POS Merchandise Criteria window. You also can limit the items by entering a partial description of the items in the Item field on the POS Merchandise Criteria window.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Maintain the Items Associated with Point of Sale Configurations

List of Included items Window [posmcrit]

The List of Included Items window allows you to view all of the items associated with a POS configuration.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Maintain the Items Associated with Point of Sale Configurations

List of Subclasses Window [posmcrit]

The List of Subclasses window allows you to associate all of the items in multiple subclasses with a POS configuration. To access this window, you must first select a department and a class on the POS Merchandise Criteria window. You can limit the

subclasses that appear in the List of Classes window by entering a partial description of the subclasses in the Subclass field on the POS Merchandise Criteria window.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Maintain the Items Associated with Point of Sale Configurations

Money Order Window [posmord]

The Money Order window allows you to create, edit, and copy point of sale (POS) money order configurations. You create a money order configuration to enable stores to sell money orders on the point of sale register. You specify the tax class, the maximum sale amount of a money order, and the maximum amount for which a money order can be sold for the configuration. You also select the dates on which the configuration is valid at the stores.

You must associate stores with the configuration. You can only associate stores that have the same currency as the configuration. The configuration then is downloaded to the POS registers of the associated stores in a nightly batch process. How the money order configuration is interpreted depends on the type of POS system your organization uses.

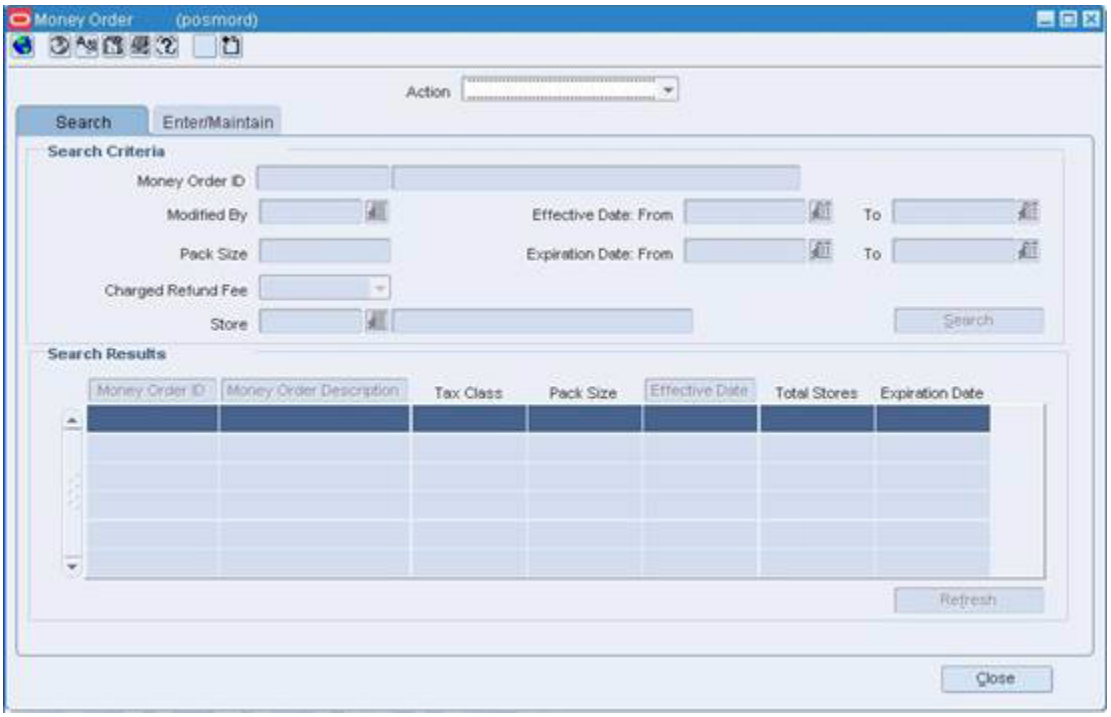
When you copy a configuration, the basic configuration information, such as currency and money order amounts, are copied into a new configuration and assigned a new ID. However, the associated stores are not copied, so you must add stores to the new configuration.

- Create a Money Order Configuration
- Search for a Money Order Configuration
- Edit a Money Order Configuration
- Copy a Money Order Configuration

Create a Money Order Configuration

Navigate: From the main menu, select Control > POS Configuration > Money Order. The Money Order window opens.

Figure 17–71 Money Order window



1. In the Action field, select New. The Enter/Maintain tab opens.
2. In the Money Order ID field, enter a description for the configuration.
3. In the Effective Date field, enter the date on which the configuration is effective, or click the calendar button and select the date.
4. In the Expiration Date field, enter the date on which the configuration expires, or click the calendar button and select the date.
5. In the Fee Amount field, enter the amount of the fee.
6. In the Max Sale Amt field, enter the maximum amount allowable per transaction.
7. In the Max Face Amt field, enter the maximum amount for which a money order can be sold.
8. In the Tax Class, select the tax class for the money order.
9. In the Pack Size field, enter the number of money orders in a pack of money orders.
10. To associate stores with the configuration:
    a. Click **Stores**. The Stores window opens.
    b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
    c. Click **Apply**.
    d. Click **OK** to save your changes and close the window.
11. Click **Save** to save your changes and close the window.

Pay In/Out Window [pospyio]

The Pay In/Out window allows you to create, edit, and copy point of sale (POS) pay in/pay out configurations. With pay in/pay out configurations, money can be removed or added to the register. You can create two types of pay in/pay out configurations:

- **Paid Out:** This type of configuration is used when money is paid out of the register for services performed for the store.
- **Paid In:** This type of configuration is used when money is received and put into the register for miscellaneous services provided by the store.

You specify the profit center, the export code, and the tax chart code for the configuration. You also select the dates on which the configuration is valid at the stores.

You can associate stores with the configuration. The configuration is then downloaded to the POS registers of the associated stores in a nightly batch process. How the pay in/pay out configuration is interpreted depends on the type of POS system your organization uses.

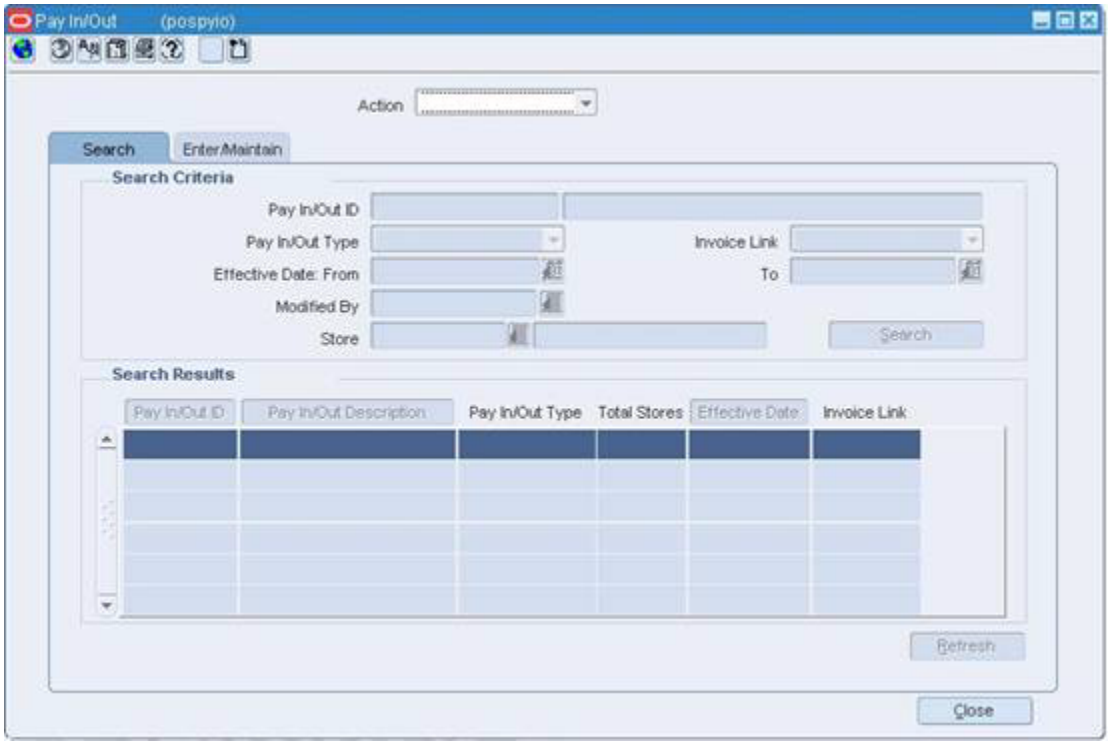
When you copy a configuration, the basic configuration information, such as pay in/pay out type and tax chart code, are copied into a new configuration and assigned a new ID. However, the associated stores are not copied, so you must add stores to the new configuration.

- Create a Pay In/Pay Out Configuration
- Search for a Pay In/Pay Out Configuration
- Edit a Pay In/Pay Out Configuration
- Copy a Pay In/Pay Out Configuration

Create a Pay In/Pay Out Configuration

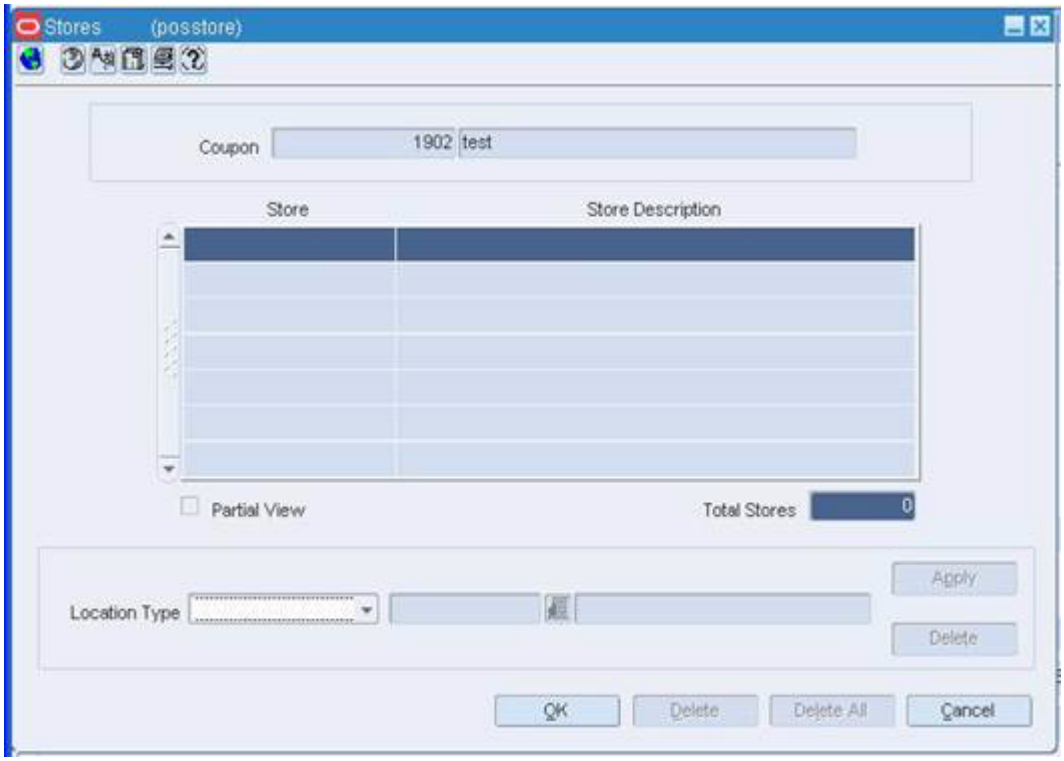
Navigate: From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window opens.

Figure 17–72 Pay In/Out Window



1. In the Action field, select New. The Enter/Maintain tab opens, and a unique pay in/pay out configuration ID is filled in automatically.
2. In the Pay In/Out ID field, enter a description for the configuration.
3. In the Pay In/Out Type field, select the type of configuration.
4. In the Effective Date field, enter the date on which the pay in/pay out configuration is active, or click the calendar button and select a date.
5. Enter optional information as necessary.
6. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.

Figure 17–73 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

7. Click **Save** to save your changes and close the window.

POS Button Configuration Window [posbttn]

The POS Button Configuration window allows you to create, edit, and copy point of sale (POS) touch button configurations. The touch button configurations determine the appearance of touch buttons on the point of sale register.

When you create touch buttons, you specify:

- The touch button color
- Text that will appear on the touch button and the color of the text
- The touch button type, which determines how the touch button functions on the POS register.
- The position of the touch button on the POS register.

You can create two layers of touch buttons and define the properties of each touch button. Touch buttons on the First Layer palette appear on primary windows in your POS system. Touch buttons on the Second Layer palette appear on secondary windows on your POS system.

When you associate stores with the configuration, the touch button configuration is downloaded to the POS registers of the associated stores in a nightly batch process. How the touch button configuration is interpreted depends on the type of POS system your organization uses.

When you copy a configuration, basic configuration information, such as the touch buttons and the associated items, are copied into a new configuration and assigned a new ID. However, the associated stores are not copied, so you must associate stores with the new configuration.

- Create a Touch Button Configuration
- Add Touch Buttons to a Touch Button Configuration
- Move Touch Buttons in a Touch Button Configuration
- Delete a Touch Button Configuration
- Edit the Items for a Touch Button Configuration
- Edit the Stores for a Touch Button Configuration
- Delete a Touch Button Configuration
- Copy a Touch Button Configuration

POS Button Detail Window [posbttn]

The POS Button Detail window allows you to enter the properties of the touch button. You can specify the text that appears on the touch button, the color of the touch button, and the color of text. You can also specify the type of touch button.

- Edit the Properties of Touch Buttons in a Touch Button Configuration

POS Button Move Window [posbttn]

The POS Button Move window allows you to position the touch buttons on the First Layer and Second Layer palettes. When you move the touch button on the palette, the position of the touch button on the POS register is changed accordingly.

- Edit the Properties of Touch Buttons in a Touch Button Configuration

POS Merchandise Criteria Window [posmcrit]

The POS Merchandise Criteria window allows you to associate items with the following point of sale (POS) configurations:

- Coupon
- Product restriction

You can associate all the items in a group, department, class, or subclass with the configuration. You can also associate an individual item or all items on an item list with the configuration.

After you associate items with a configuration, you can exclude items from the configuration. You can exclude individual items or all items on an item list.

- Create a Coupon Configuration
- Create a Product Restriction Configuration
- Associate Items with a POS Configuration

POS Day/Time/Date Window [pospres]

The POS Day/Time/Date window allows you specify times, days of the week, and dates on which the items associated with the configuration cannot be sold. You can specify the following restrictions:

- **Day:** You can select one or more days of the week on which items cannot be sold.
- **Time:** You can select a time before which the items cannot be sold. You can also select a time after which the items cannot be sold.
- **Date:** You can select a date on which the items cannot be sold.

You can also restrict the sales of the items by a combination of times, days, and dates. For example, you can specify that items cannot be sold after 4:00 PM on Sundays.

- Create a Product Restriction Configuration
- Edit the Day/Time/Date Restrictions for a Product Restriction Configuration

POS Product Restriction Window [pospres]

The POS Product Restriction window allows you to create, edit, and copy point of sale (POS) product restriction configurations. With product restriction configurations, you can restrict the sale of items for various reasons. You select the dates on which the configuration is valid at the stores.

You can associate stores and items with the configuration. You indicate what items the coupon can be used for by associating items with the configuration. You can only associate stores that have the same currency as the configuration. The configuration then is downloaded to the POS registers of the associated stores in a nightly batch process. How the coupon configuration is interpreted depends on the type of POS system your organization uses.

You create a product restriction configuration for each restriction type. You can create product restrictions for the following restriction types:

- **Food stamp:** Customers can use food stamps to purchase the associated items.
- **Minimum age:** Customer must be at least a specified age to purchase the associated items. You specify the minimum age.
- **Container deposit:** Customers must pay a deposit when purchasing the associated items. You specify the amount of the deposit.
- **Container redemption value:** Customers may receive a refund if they return the containers for the associated items. You specify the amount of the refund.
- **Day/time/date:** Customers cannot purchase the associated items before or after a specific time, on a specific day of the week, or on a specific date. You can also specify a combination of these time restrictions.
- **Tender type:** Customers cannot use a specific type of tender to purchase the associated items.
- **Non-discountable:** Customers cannot receive a discount on the associated items.
- **Returnable:** Customers cannot return the associated items.
- **Quantity Limit:** Customers are limited to a maximum quantity of the associated items that they can purchase in a single sale. You specify the quantity limit.

When you copy a configuration, the basic configuration information, such as product restriction type, are copied into a new configuration and assigned a new ID. However,

the associated stores and items are not copied, so you must add stores and items to the new configuration.

- Create a Product Restriction Configuration
- Search for a Product Restriction Configuration
- Edit the Day/Time/Date Restrictions for a Product Restriction Configuration
- Associate Items with a POS Configuration
- Exclude Items from a POS Configuration
- Delete Items from a Product Restriction Configuration
- Edit the Stores for a Product Restriction Configuration
- Delete a Product Restriction Configuration
- Copy a Product Restriction Configuration

Stores Window [posstore]

The Stores window allows you to associate stores with the following POS configurations:

- Supplier payment type
- Touch button
- Coupon
- Money order
- Product restriction
- Pay in/pay out
- Tender type

The configuration then is downloaded to the POS registers of the associated stores in a nightly batch process. You can associate individual stores to a configuration, or you can associate all the stores in your organization. You can also associate stores using the following groups:

Area

Region

District

Location list

- Add a Payment Type Configuration for a Supplier
- Create a Coupon Configuration
- Create a Pay In/Pay Out Configuration
- Create a Money Order Configuration
- Create a Product Restriction Configuration
- Create a Tender Type Configuration
- Create a Touch Button Configuration
- Edit a Pay In/Pay Out Configuration
- Edit a Payment Type Configuration for a Supplier

- Edit a Money Order Configuration
- Edit a Tender Type Configuration
- Edit the Stores for a Coupon Configuration
- Edit the Stores for a Product Restriction Configuration
- Edit the Stores for a Touch Button Configuration

Resend to Stores Window [posrsnd]

The Resend to Stores window allows you to send types of point of sale (POS) configurations to stores. All of the configurations of the selected type are sent during the next batch process. You select one or all of the following types of configurations:

- Tender type
- Product restriction
- Touch button
- Money orders
- Pay in/pay out
- Coupon
- Supplier payment type

You then select the stores to which you want to send the type of configurations. You can select all of the stores in a chain, area, region, or district. You can also select a single store.

- Resend a POS Configuration to Stores

Supplier Payment Types Window [posspay]

The Supplier Payment Types window allows you to add point of sale (POS) payment type configurations for suppliers at specific stores. Employees at the stores can use this payment type information to pay suppliers. You create a configuration for each supplier. You specify one or more payment types and the date on which the configuration is effective at the stores. The payment types are cash, money order, and invoice.

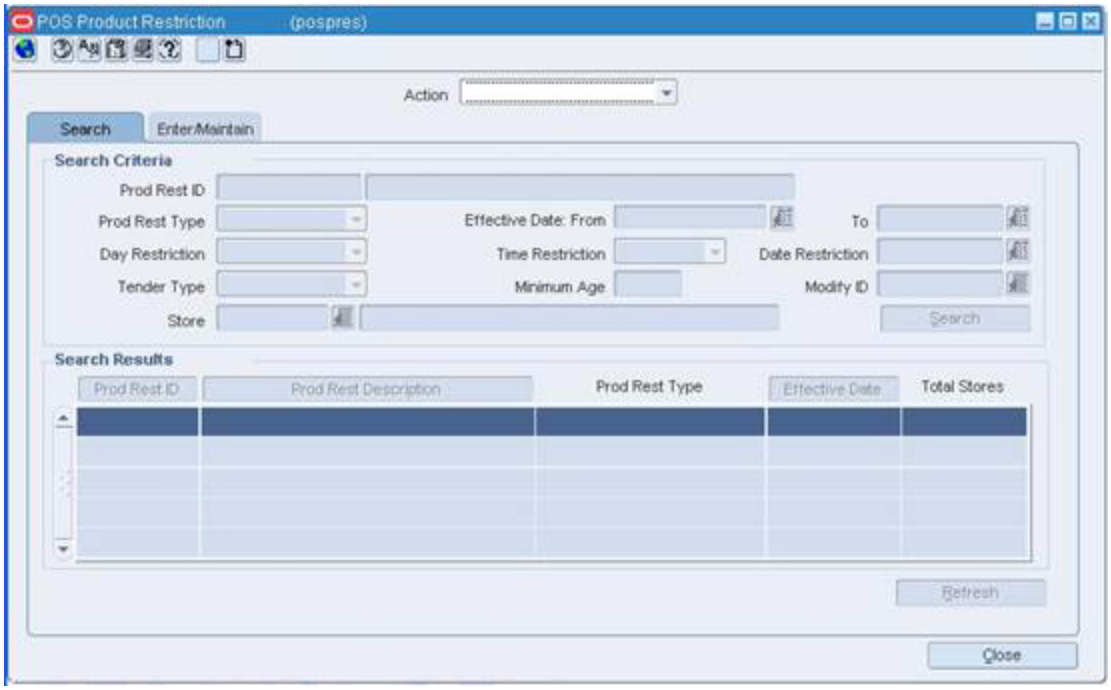
You associate stores with each payment type. The configuration then is downloaded to the POS registers of the associated stores in a nightly batch process. How the supplier payment type configuration is interpreted depends on the type of POS system your organization uses.

- Add a Payment Type Configuration for a Supplier
- Edit a Payment Type Configuration for a Supplier
- View a Payment Type Configuration for a Supplier

Create a Product Restriction Configuration

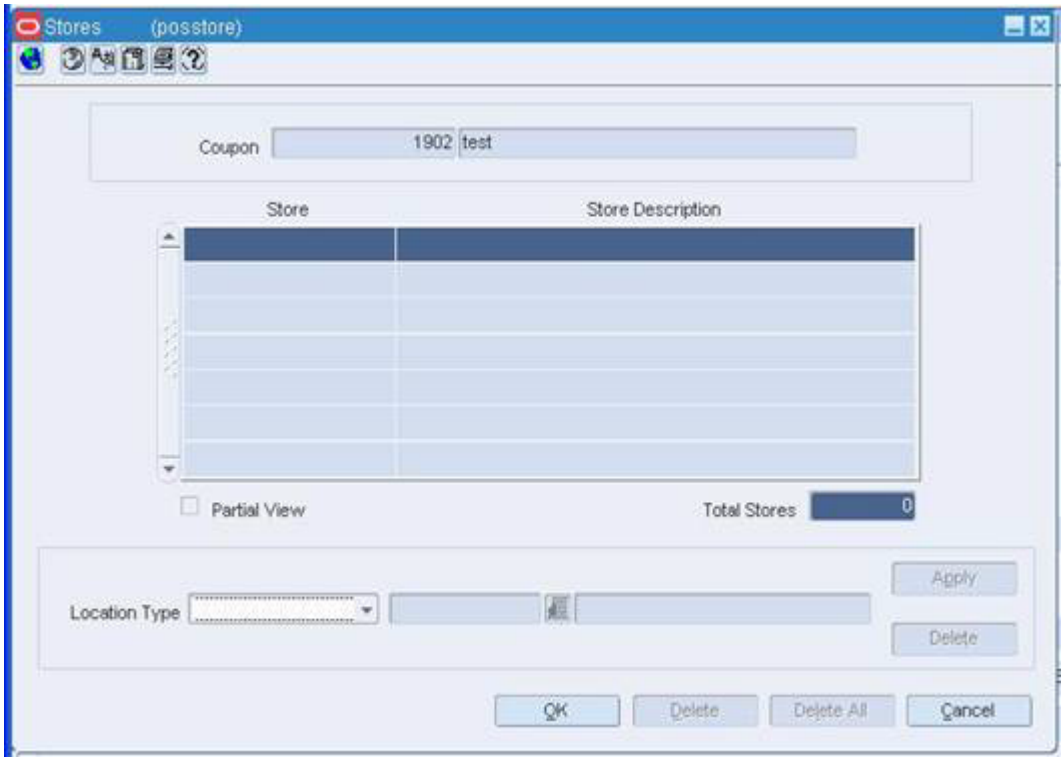
Navigate: From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window opens.

Figure 17–74 POS Product Restriction Window



1. In the Action field, select New. The Enter/Maintain tab opens, and a unique product restriction configuration ID is filled in automatically.
2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select the appropriate restriction type.
4. In the Currency field, enter the currency code of the configuration, or click the LOV button and select a currency.
5. For the following restriction types, additional information is required:
6. Container Deposit Restriction: Enter the deposit amount.
7. Container Redemption Value Restriction: Enter the amount.
8. Minimum Age Restriction: Enter the age a customer must be to purchase the product.
9. Day/Time/Date Restriction: Enter the Day/Time/Date that goods cannot be sold.
10. Tender Type Restriction: Select the tender type.
11. Quantity Limit Restriction: Enter the maximum a customer can purchase.
12. Enter optional information as necessary.
13. To associate stores with the configuration:
    a. Click **Stores**. The Stores window opens.

Figure 17–75 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

14. Associate items with a POS configuration.

15. Exclude items from the configuration.

16. Click **Save** to save your changes and close the window.

Tender Type Window [posttyp]

The Tender Type window allows you to create, edit, and copy point of sale (POS) tender type configurations. Tender type configurations provide information about how each method of payment is handled at the POS register.

You can specify the amount at which authorization is required, authorization service, and the currency. Several indicators can be selected to determine the specific attributes of the tender type at the POS register. You can also indicate that the register drawer will open automatically when this tender type is used and that a cashier at the POS register is required to ask for an invoice when this tender type is used. You can specify that payment with this tender type must be the exact amount of the purchase. You also select the dates on which the configuration is valid at the stores and the currency of the configuration.

You can associate stores with the configuration. You can only associate stores that have the same currency as the configuration. The configuration then is downloaded to the

POS registers of the associated stores in a nightly batch process. How the configuration is interpreted depends on the type of POS system your organization uses.

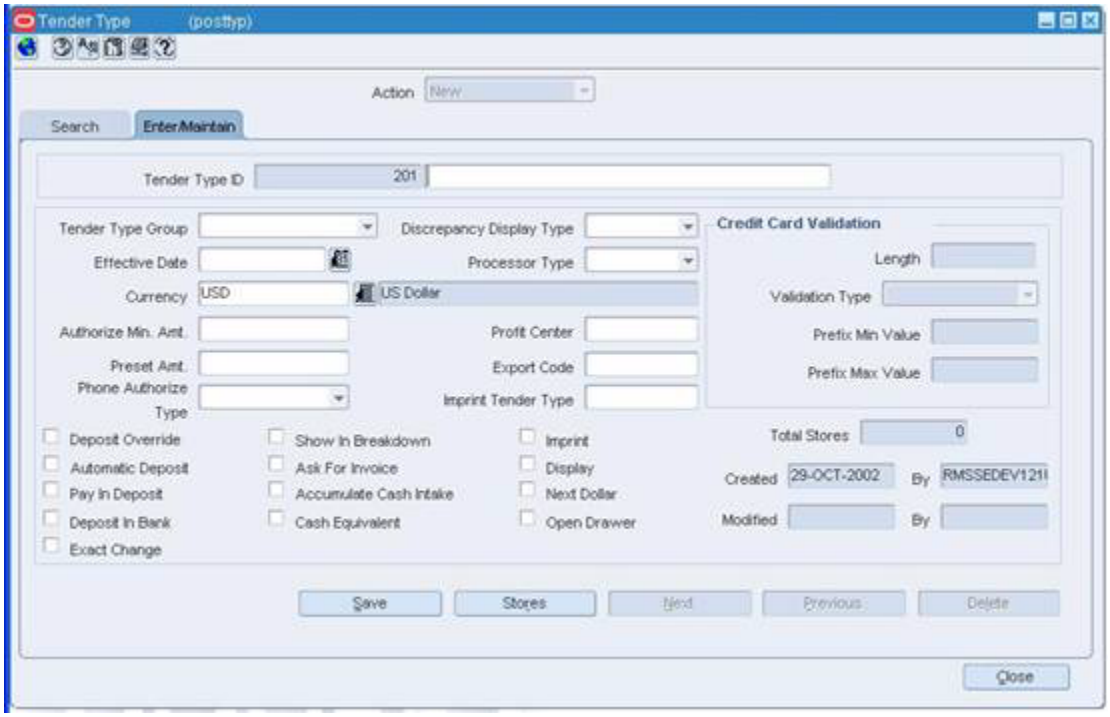
When you copy a configuration, the basic configuration information, such as tender type group and currency, are copied into a new configuration and assigned a new ID. However, the associated stores are not copied, so you must add stores to the new configuration.

- Create a Tender Type Configuration
- Search for a Tender Type Configuration
- Edit a Tender Type Configuration
- Copy a Tender Type Configuration

Create a Tender Type Configuration

Navigate: From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window opens.

Figure 17–76 Tender Type Window



1. In the Action field, select New. The Enter/Maintain tab opens, and a unique tender type configuration ID is filled in automatically.
2. In the Tender Type ID field, enter a description for the tender type.
3. In the Tender Type Group, select the type of tender group.
4. In the Effective Date field, enter the date on which the tender type configuration is active, or click the calendar button and select a date.
5. In the Currency Code field, enter the code for the currency, or click the LOV button and select a currency.

6. In the Processor Type field, select the type of credit card processor.
7. Enter or select optional information as necessary.
8. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click **Apply**.
   d. Click **OK** to save your changes and close the window.
9. Click **Save** to save your changes and close the window.

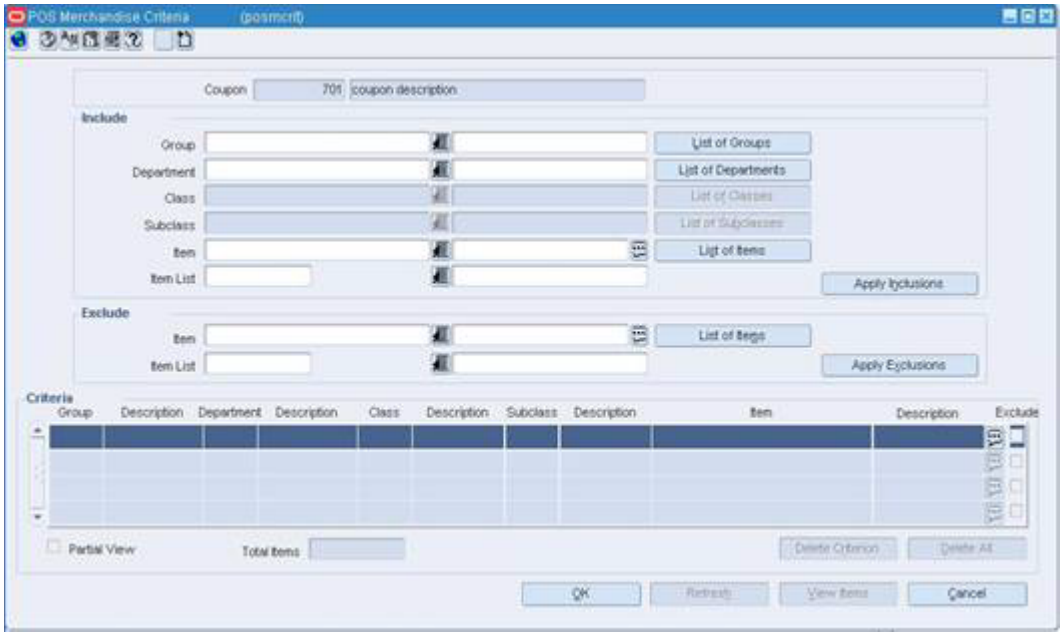
Maintain the Items Associated with Point of Sale Configurations

After you have created a configuration, you may associate items with the POS configurations.

Associate Items with a POS Configuration

1. Click **Items**. The POS Merchandise Criteria window opens.

Figure 17–77 POS Merchandise Criteria Window



2. To associate a single item with the configuration:
   a. In the Include area, enter the item number in the Item field, or enter a partial description and click the LOV button to select an item.
   b. Click **Apply Inclusions**.

Note: You can limit the items that appear when you click the LOV button by selecting the group, department, class, and subclass to which the item belongs.

3. To associate multiple items with the configuration:
   a. In the Include area, click **List of Items**. The List of Items window opens.
   b. Select the Include check box next to the items you want to associate with the configuration. To associate all of the items with the configuration, click **Include All**.
   c. Click **Apply**.

Note: You can limit the items that appear in the List of Items window by selecting a group, department, class, and subclass. You can also limit the items by entering a partial description of the item in the Item field.

4. To associate all items within a single group, department, class, or subclass with the configuration:
   a. In the Include area, enter the ID of the group, department, class, or subclass in the appropriate field, or click the LOV button and select a group, department, class, or subclass.
   b. Click **Apply Inclusions**.

Note: To associate all items in a class or subclass with the configuration, you must first specify the department.

5. To associate all items within a multiple groups, departments, classes, or subclasses with the configuration:
   a. In the Include area, click the appropriate **List of** button, depending on the hierarchy level you want to associate with the configuration.
   b. Select the Include check box next to the members of the hierarchy level you want to associate with the configuration. To associate all of the members of the hierarchy level with the configuration, click **Include All**.
   c. Click **Apply**.

Note: To associate all items within multiple classes or subclasses with the configuration, you must first specify the department.

6. To associate all items within an item list with the configuration:
   a. In the Include area, enter the ID of the item list in the item list field, or click the LOV button and select an item list.
   b. Click **Apply Inclusions**.
7. Click **Save** to save your changes and close the window.

Exclude Items from a POS Configuration

1. To exclude a single item from the configuration:
   a. In the Exclude area, enter the item number in the Item field, or enter a partial description and click the LOV button to select an item.
   b. Click **Apply Exclusions**.

   Note: You can limit the items that appear when you click the LOV button by selecting the group, department, class, and subclass to which the item belongs.

2. To exclude multiple items from the configuration:
   a. In the Exclude area, click **List of Items**. The List of Items window opens.
   b. Select the Exclude check box next to the items you want to exclude from the configuration. To exclude all of the items from the configuration, click **Exclude All**.
   c. Click **Apply**.

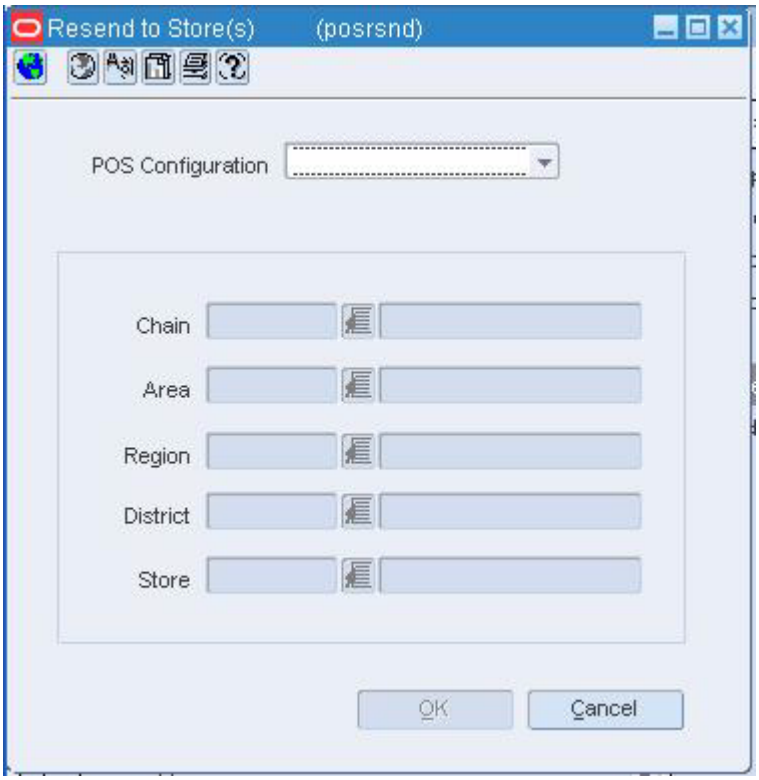
   Note: You can limit the items that appear in the List of Items window by selecting a group, department, class, and subclass. You can also limit the items by entering a partial description of the item in the Item field.

3. To exclude all items within an item list from the configuration:
   a. In the Exclude area, enter the ID of the item list in the item list field, or click the LOV button and select an item list.
   b. Click **Apply Exclusions**.
4. Click **Save** to exit.

Resend a POS Configuration to Stores

Navigate: From the main menu, select Control > POS Configuration > Resend to Stores. The Resend to Stores window opens.

Figure 17–78 Resend to Stores Window



1. In the POS Configuration field, select the type of configurations you want to send to the store.

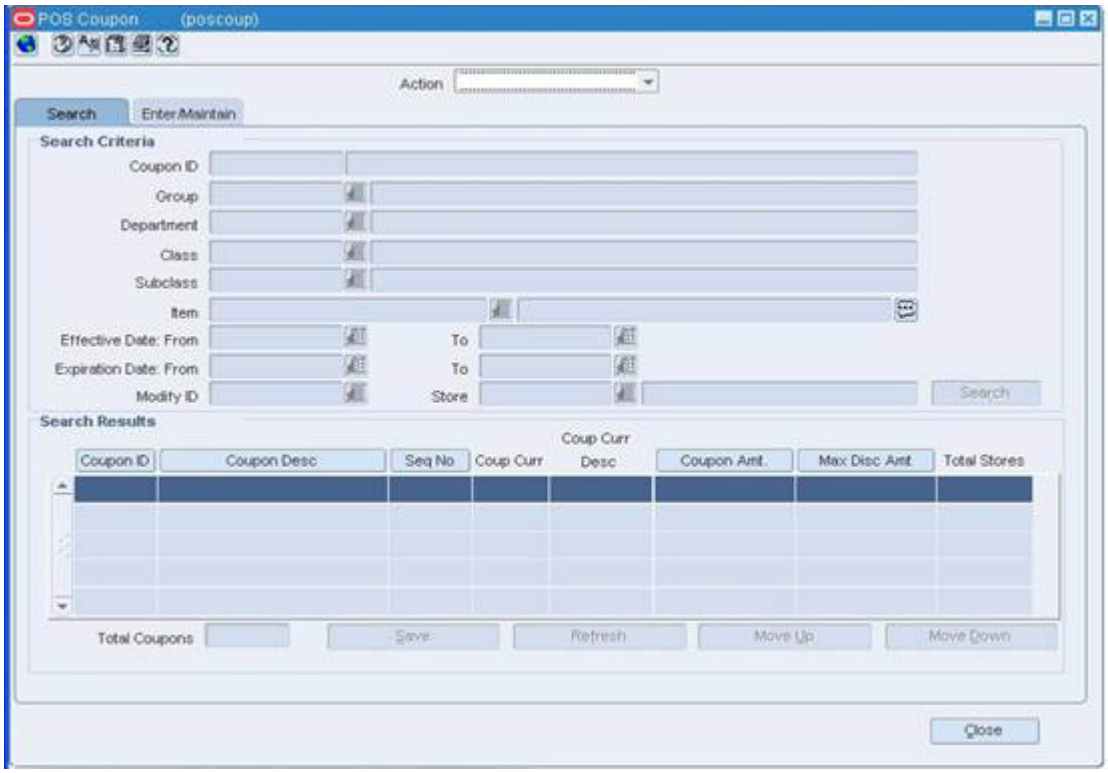
   Note: To send all of the configuration types, select All.

2. To send the configurations to all the stores in a chain, enter the ID of the chain, or click the LOV button and select a chain in the Chain field.
3. To send the configurations to all the stores in an area, enter the ID of the area, or click the LOV button and select an area in the Area field.
4. To send the configurations to all the stores in a region, enter the ID of the region, or click the LOV button and select a region in the Region field.
5. To send the configurations to all the stores in a district, enter the ID of the district, or click the LOV button and select the district.
6. To send the configuration to a single store, enter the ID of the store, or click the LOV button and select the store.
7. Click **OK** to save your changes and close the window.

Search for a Coupon Configuration

Navigate: From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window opens.

Figure 17–79 POS Coupon Window



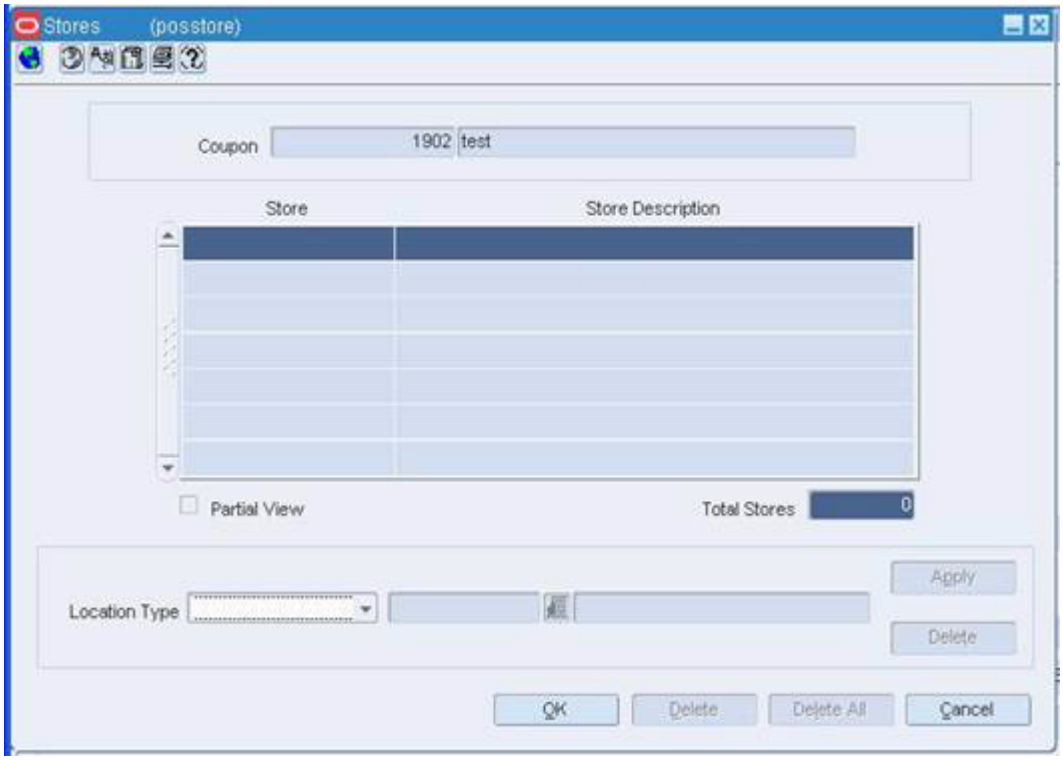
1. In the Action field, select Edit, Create From Existing, or View.
2. Enter criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the search criteria appear on the table.
4. Select a task:
   - To display the coupon information, select the coupon, and then click on the Enter/Maintain tab.
   - To perform another search, click **Refresh**.
5. Click **Close** to close the window.

Edit a Coupon Configuration

Navigate: From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window opens. Search for and retrieve a coupon configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Stores**. The Stores window opens.

Figure 17–80 Stores Window



Associate stores with the configuration

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Apply**.
3. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Select the store in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete multiple stores by location type

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete all of the stores

1. Click **Delete All**.
2. When prompted to delete the records, click **Yes**.

3. Click **OK** to save your changes and close the window.

Delete a coupon configuration

1. Click **Delete**.
2. When prompted to delete the configuration, click **Yes**.
3. Click **OK** to save your changes and close the window.

Review and complete the configuration

Click **Save** to save your changes and close the window.

Edit the Stores for a Coupon Configuration

Navigate: From the main menu, select Control > POS Configuration > Coupon. The Enter/Maintain tab on the POS Coupon window opens. Search for and retrieve a coupon configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Stores**. The Stores window opens.

Associate stores with the configuration

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Apply**.
3. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Select the store in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete multiple stores by location type

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete all of the stores

1. Click **Delete All**.
2. When prompted to delete the records, click **Yes**.
3. Click **OK** to save your changes and close the window.

Review and complete the configuration

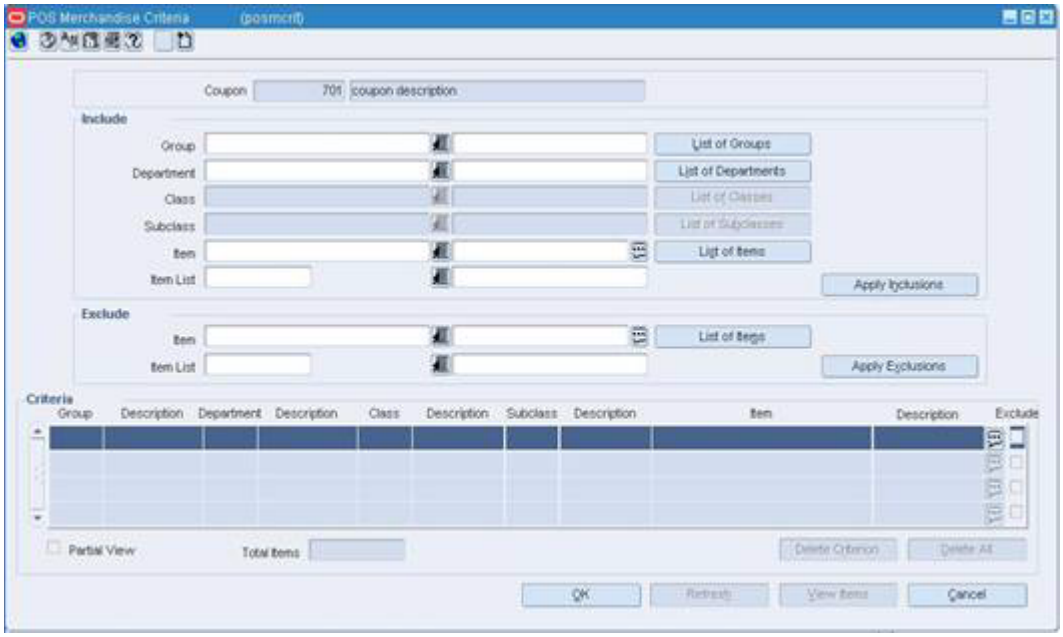
Click **Save** to save your changes and close the window.

Delete Items from a Coupon Configuration

Navigate: From the main menu, select Control > POS Configuration > Coupon. The Enter/Maintain tab on the POS Coupon window opens. Search for and retrieve a coupon configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Items**. The POS Merchandise Criteria window opens.

Figure 17–81 POS Merchandise Criteria Window



3. To delete a single item or hierarchy level member from the merchandise criteria list:
   a. Select an item or hierarchy level member in the Criteria table.
   b. Click **Delete Criterion**.
   c. When prompted to delete the record, click **Yes**.
   d. Click **OK** to exit.
4. To delete all of the items and hierarchy level members from the merchandise criteria list:
   a. Click **Delete All**.
   b. When prompted to delete the records, click **Yes**.
   c. Click **OK** to exit.
5. Click **Save** to save your changes and close the window.

Resequence Coupons

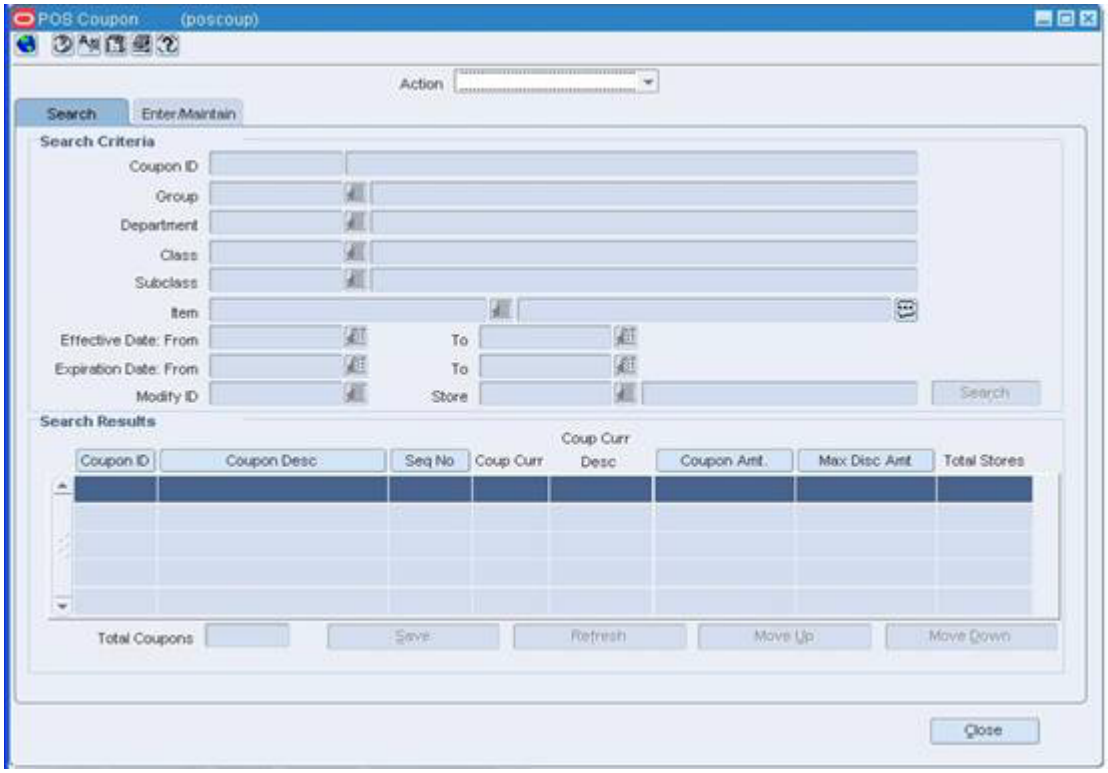
Navigate: From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window opens.

1. In the Action field, select Resequence Coupons.
2. Click **Search**. The Search Results table is filled in with all of the coupon configurations in the system.
3. Select a coupon configuration and click **Move Up** or **Move Down** to change the order in which the coupons appear on the POS register.
4. Click **Save** to save your changes and close the window.

Copy a Coupon Configuration

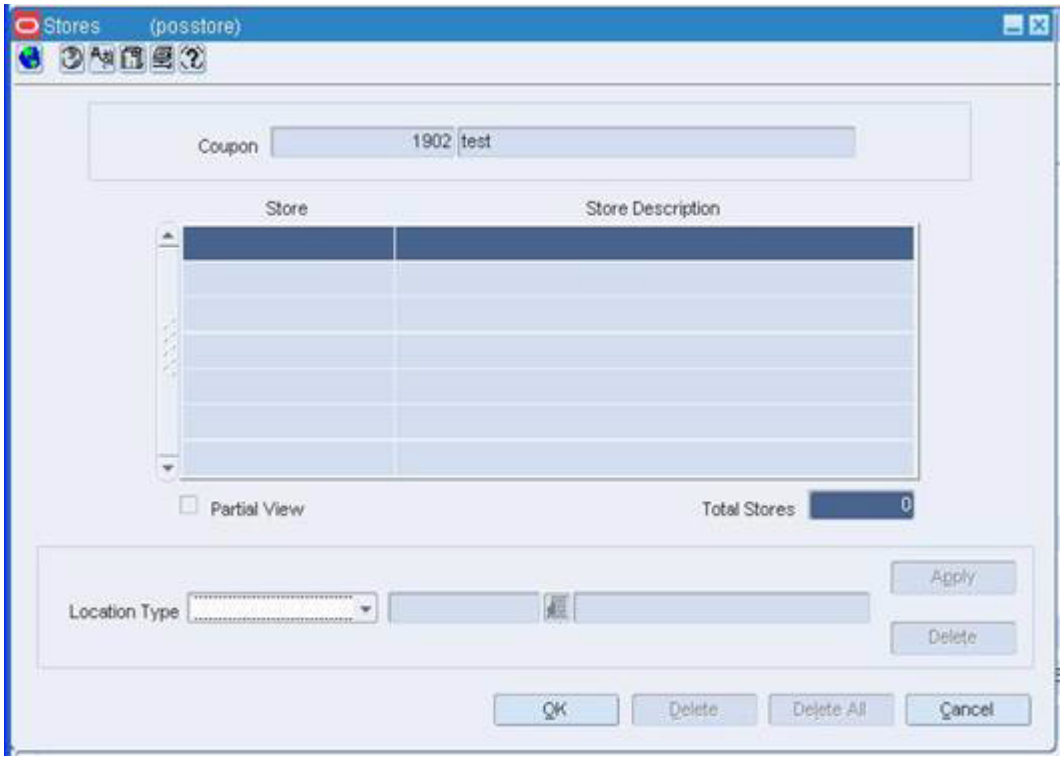
Navigate: From the main menu, select Control > POS Configuration > Coupon. The Enter/Maintain tab on the POS Coupon window opens. Search for and retrieve a coupon configuration in Create from Existing mode.

Figure 17–82 POS Coupon Window



1. Edit the enabled fields as necessary.
2. Click **Items** to edit the items for the configuration.
3. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.

Figure 17–83 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

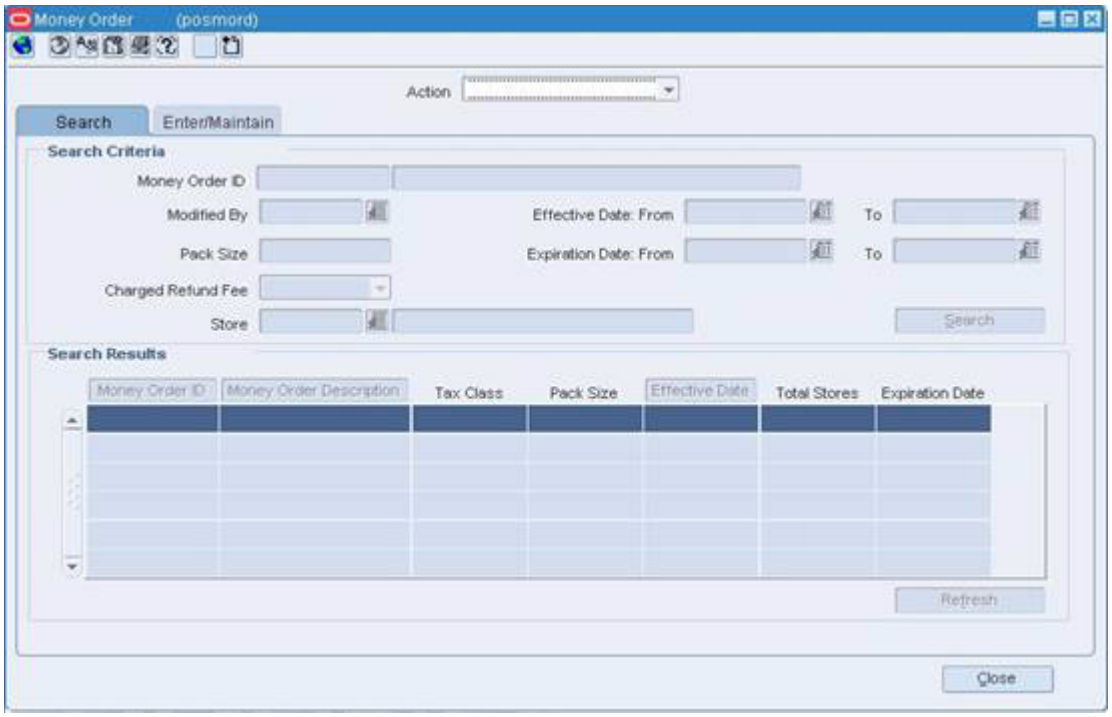
d. Click **OK** to save your changes and close the window.

4. Associate items with the coupon configuration.
5. Exclude items from the coupon configuration.
6. Click **Save** to save your changes and close the window.

Edit a Money Order Configuration

Navigate: From the main menu, select Control > POS Configuration > Money Order. The Money Order window opens. Search for and retrieve a money order configuration in Edit mode.

Figure 17–84 Money Order Window



Edit the enabled fields as necessary.

Delete a money order configuration

1. Click **Delete**.
2. When prompted to delete the configuration, click **Yes**.
3. Click **Save** to save your changes and close the window.

Associate stores with the configuration

1. Click **Stores**. The Stores window opens.
2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Click **Stores**. The Stores window opens.
2. Select the store in the table.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete multiple stores by location type

1. Click **Stores**. The Stores window opens.
2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete all of the stores

1. Click **Stores**. The Stores window opens.
2. Click **Delete All**.
3. When prompted to delete the records, click **Yes**.
4. Click **OK** to save your changes and close the window.

Review and complete the configuration

Click **Save** to save your changes and close the window.

Copy a Money Order Configuration

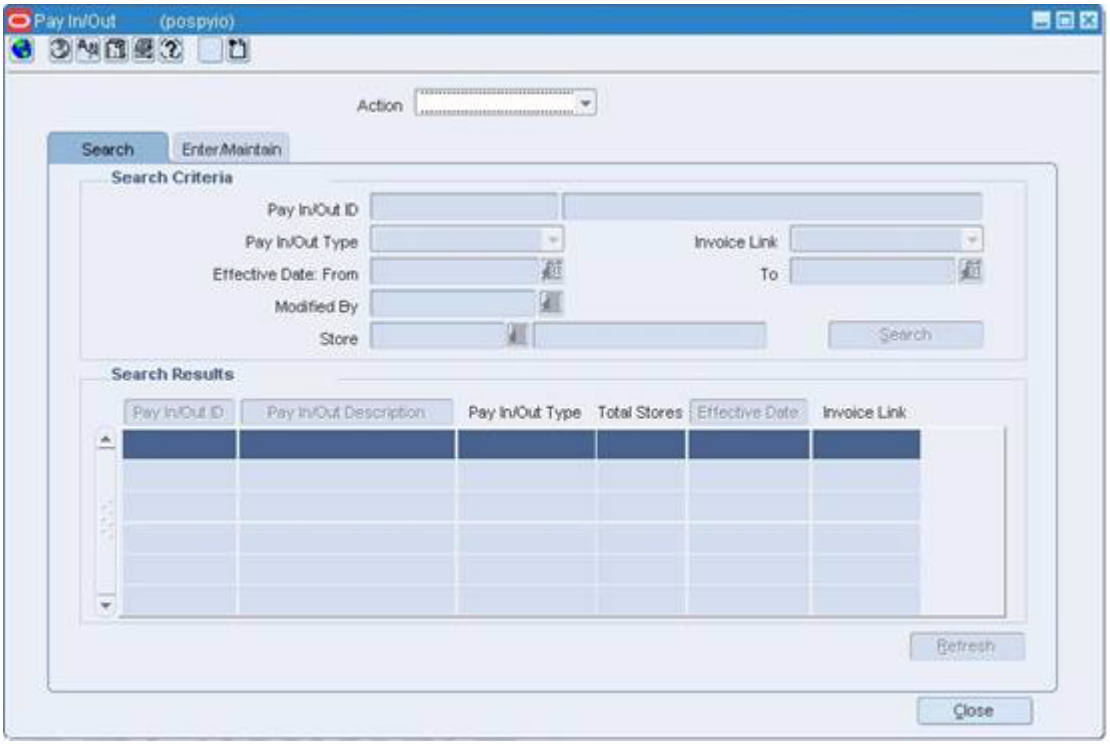
Navigate: From the main menu, select Control > POS Configuration > Money Order. The Money Order window opens. Search for and retrieve a money order configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click **Apply**.
   d. Click **OK** to save your changes and close the window.
3. Click **Save** to save your changes and exit the window.

Copy a Pay In/Pay Out Configuration

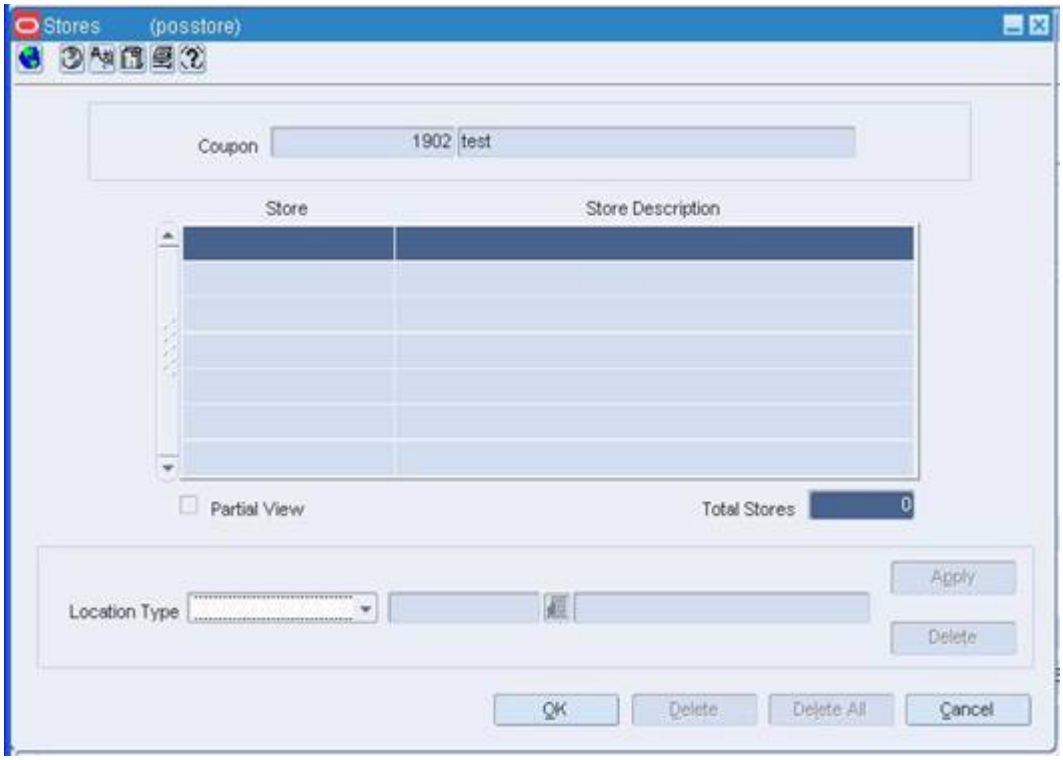
Navigate: From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window opens. Search for and retrieve a pay in/pay out configuration in Create from Existing mode.

Figure 17–85 Pay In/Out Window



1. Edit the enabled fields as necessary.
2. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.

Figure 17–86 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

3. Click **Save** to save your changes and close the window.

Edit a Pay In/Pay Out Configuration

Navigate: From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window opens. Search for and retrieve a pay in/pay out configuration in Edit mode.

Edit the enabled fields as necessary.

Delete a pay in/pay out configuration

1. Click **Delete**.
2. When prompted to delete the configuration, click **Yes**.
3. Click **Save** to save your changes and close the window.

Associate stores with the configuration

1. Click **Stores**. The Stores window opens.
2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Select the store in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete multiple stores from the configuration by location type

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete all of the stores from the configuration

1. Click **Delete All**.
2. When prompted to delete the records, click **Yes**.
3. Click **OK** to save your changes and close the window.

Review and complete the configuration

Click **Save** to save your changes and close the window.

Search for a Pay In/Pay Out Configuration

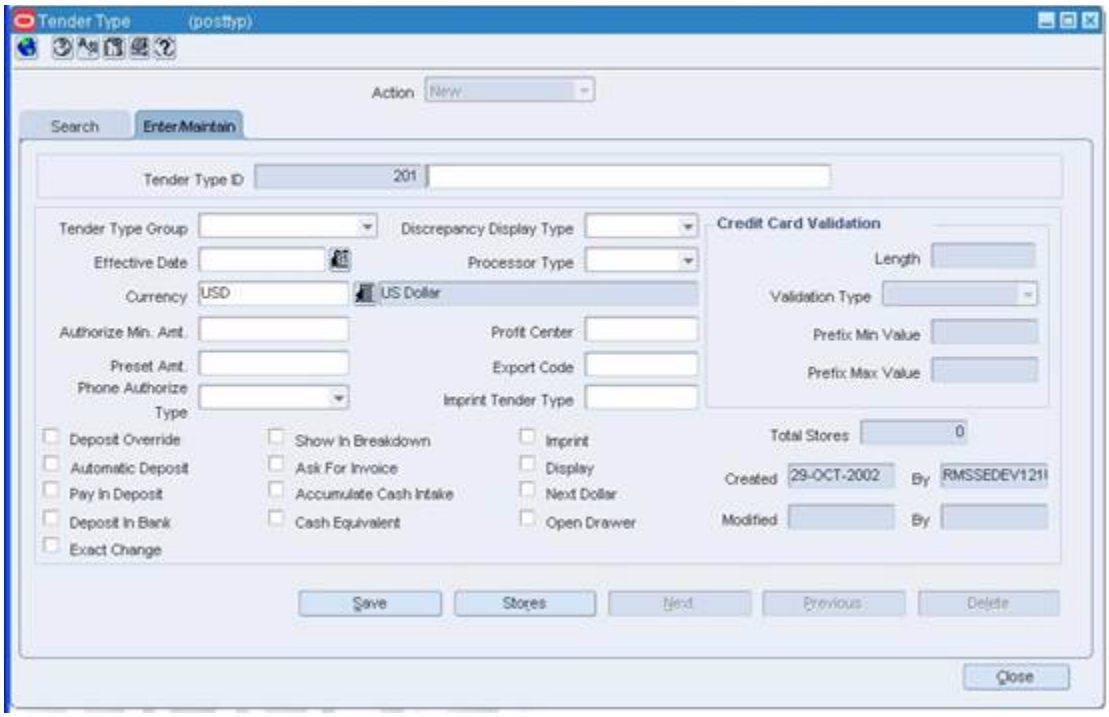
Navigate: From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window opens.

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the criteria appear in the search results table.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click **Close** to close the window.

Edit a Tender Type Configuration

Navigate: From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window opens. Search for and retrieve a tender type configuration in Edit mode.

Figure 17–87 Tender Type Window



1. Edit the enabled fields as necessary.
2. To delete a tender type configuration:
   a. Click **Delete**.
   b. When prompted to delete the configuration, click **Yes**.
3. Click **Close** to close the window.

Associate stores with the configuration

1. Click **Stores**. The Stores window opens.
2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Click **Stores**. The Stores window opens.
2. Select the store in the table.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete multiple stores by location type from the configuration

1. Click **Stores**. The Stores window opens.

2. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
3. Click **Delete**.
4. Click **OK** to save your changes and close the window.

Delete all of the stores from the configuration

1. Click **Stores**. The Stores window opens.
2. Click **Delete All**.
3. When prompted to delete the records, click **Yes**.
4. Click **OK** to save your changes and close the window.

Review and complete the configuration

Click **Save** to save your changes and close the window.

Search for a Tender Type Configuration

Navigate: From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window opens.

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The configurations that match the criteria appear in the search results table.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click **Close** to close the window.

Copy a Tender Type Configuration

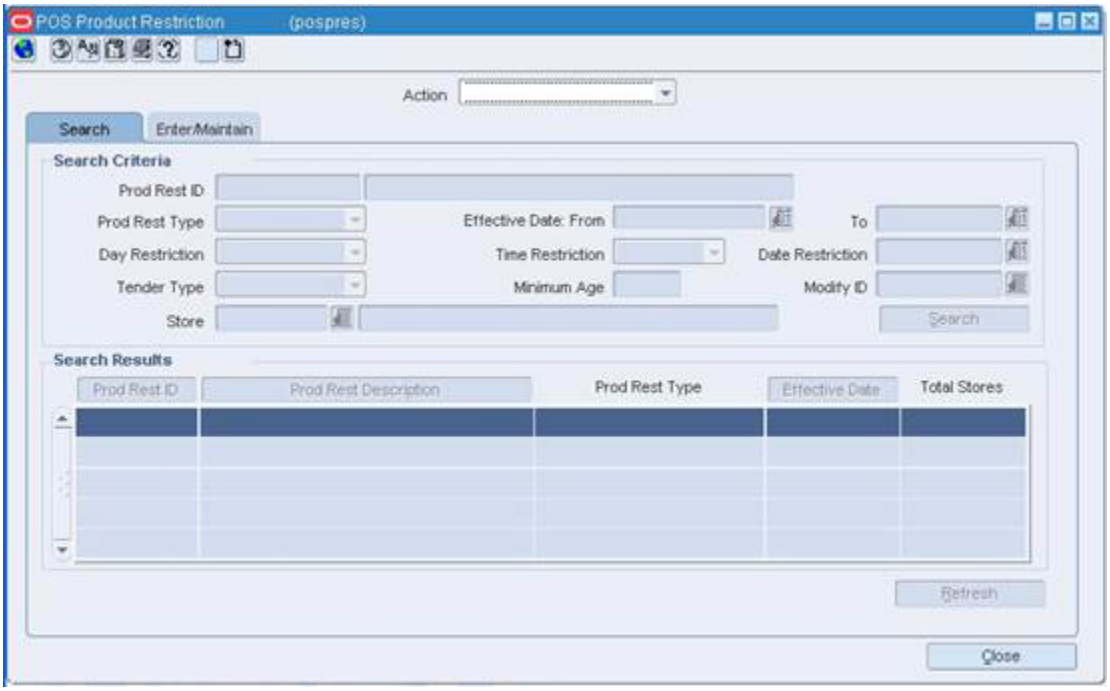
Navigate: From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window opens. Search for and retrieve a tender type configuration in Create from Existing mode.

1. Edit the enabled fields as necessary.
2. To associate stores with the configuration:
   a. Click **Stores**. The Stores window opens.
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click **Apply**.
   d. Click **OK** to save your changes and close the window.
3. Click **Save** to save your changes and close the window.

Edit a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

Figure 17–88 POS Product Restriction Window



1. In the Prod Rest ID field, edit the description for the product restriction configuration.
2. In the Currency field, edit the currency code of the configuration, or click the LOV button and select a currency.
3. For the following restriction types, additional information is required:
   - **Container Deposit Restriction:** Edit the deposit amount.
   - **Container Redemption Value Restriction:** Edit the amount.
   - **Minimum Age Restriction:** Edit the age a customer must be to purchase the product.
   - **Day/Time/Date Restriction:** Edit the Day/Time/Date that goods cannot be sold.
   - **Tender Type Restriction:** Edit the tender type.
   - **Quantity Limit Restriction:** Edit the maximum a customer can purchase.
4. Enter optional information as necessary.
5. To edit stores associated with the configuration:
   a. Click **Stores**. The Stores window opens.
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

6. Associate items with a POS configuration.
7. Exclude items from the configuration.
8. Click **Save** to save your changes and close the window.

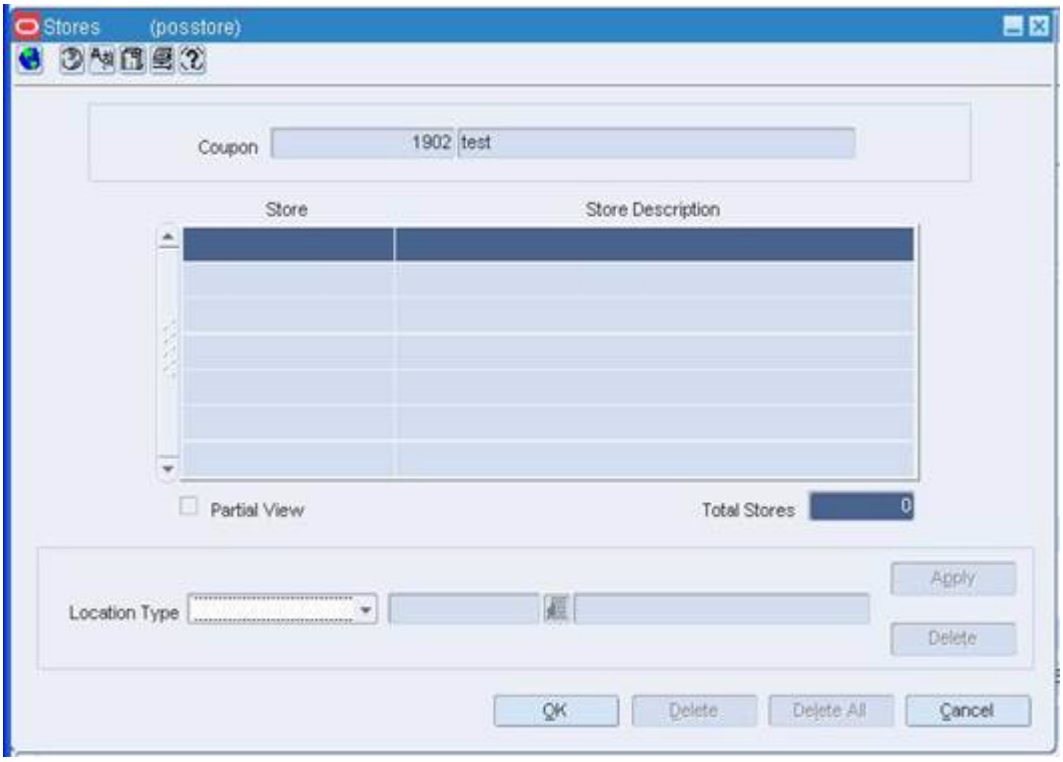
Copy a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restrictions. The Enter/Maintain tab on the POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Items** to edit the items for the configuration.
3. To associate stores with the configuration:

a. Click **Stores**. The Stores window opens.

Figure 17–89 Stores Window



b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

c. Click **Apply**.

d. Click **OK** to save your changes and close the window.

4. Associate items with the configuration.

5. Exclude items from the configuration.
6. Click **Save** to save your changes and close the window.

Edit the Day/Time/Date Restrictions for a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restrictions. The Enter/Maintain tab on the POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

Note: Use this procedure to edit the day/time/date restrictions for a product restriction configuration with the restriction type of day/time/date.

---

1. Click **Day/Time/Date**. The POS Day/Time/Date window opens.
2. To add times, days of the week, and dates on which the items cannot be sold:
   a. In the Day field, select one or more days of the week on which the items cannot be sold.
   b. In the Time Before field, select the time before which the items cannot be sold.
   c. In the Time After field, select the time after which the items cannot be sold.
   d. In the Date field, enter the date on which the items cannot be sold, or click the calendar button and select the date.
   e. Click **Apply**.

Note: You can specify a single day, time, or date restriction, or you can select a combination of day, time, and date restrictions.

---

3. To delete a day/time/date restriction from a configuration:
   a. Select the restriction in the table.
   b. Click **Delete**.
   c. When prompted to delete the restriction, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit the Stores for a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restrictions. The Enter/Maintain tab on the POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

1. Edit the enabled fields as necessary.
2. Click **Stores**. The Stores window opens.

Associate stores with the configuration

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

2. Click **Apply**.
3. Click **OK** to save your changes and close the window.

Delete a single store from the configuration

1. Select the store in the table.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete multiple stores from the configuration by location type

1. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.
2. Click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete all of the stores from the configuration

1. Click **Delete All**.
2. When prompted to delete the records, click **Yes**.
3. Click **OK** to save your changes and close the window.

Review and complete the configuration

Click **Save** to save your changes and close the window.

Delete a Product Restriction Configuration

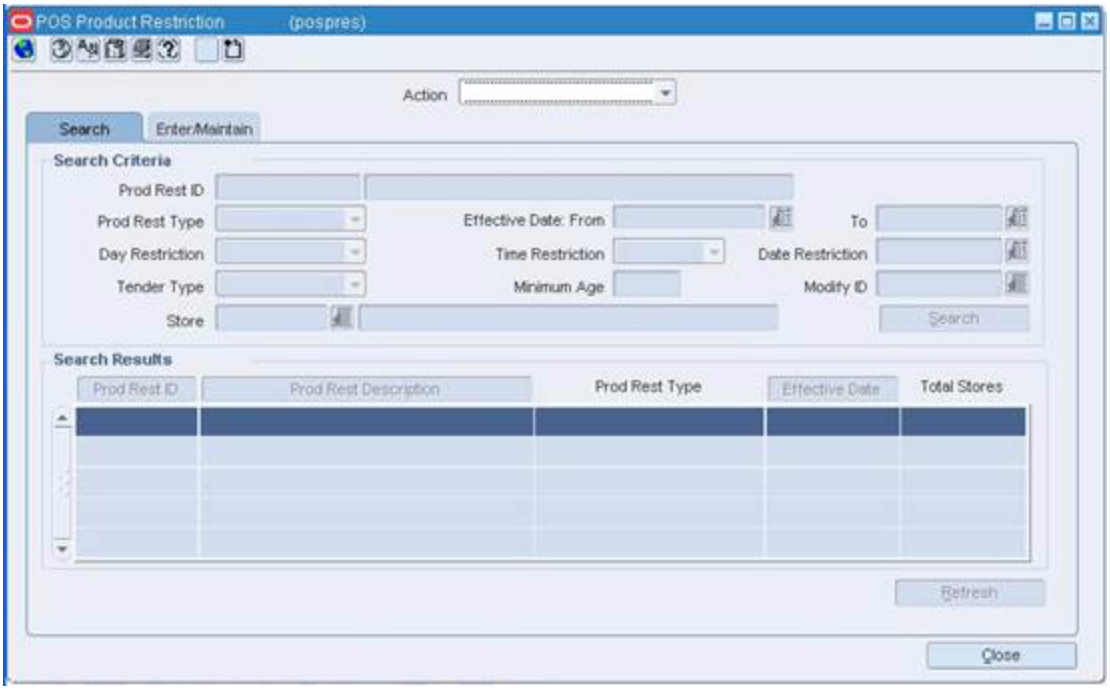
Navigate: From the main menu, select Control > POS Configuration > Product Restrictions. The Enter/Maintain tab on the POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

1. Click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **Close** to close the window.

Delete Items from a Product Restriction Configuration

Navigate: From the main menu, select Control > POS Configuration > Product Restrictions. The Enter/Maintain tab on the POS Product Restriction window opens. Search for and retrieve a product restriction configuration in Edit mode.

Figure 17–90 POS Product Restriction Window

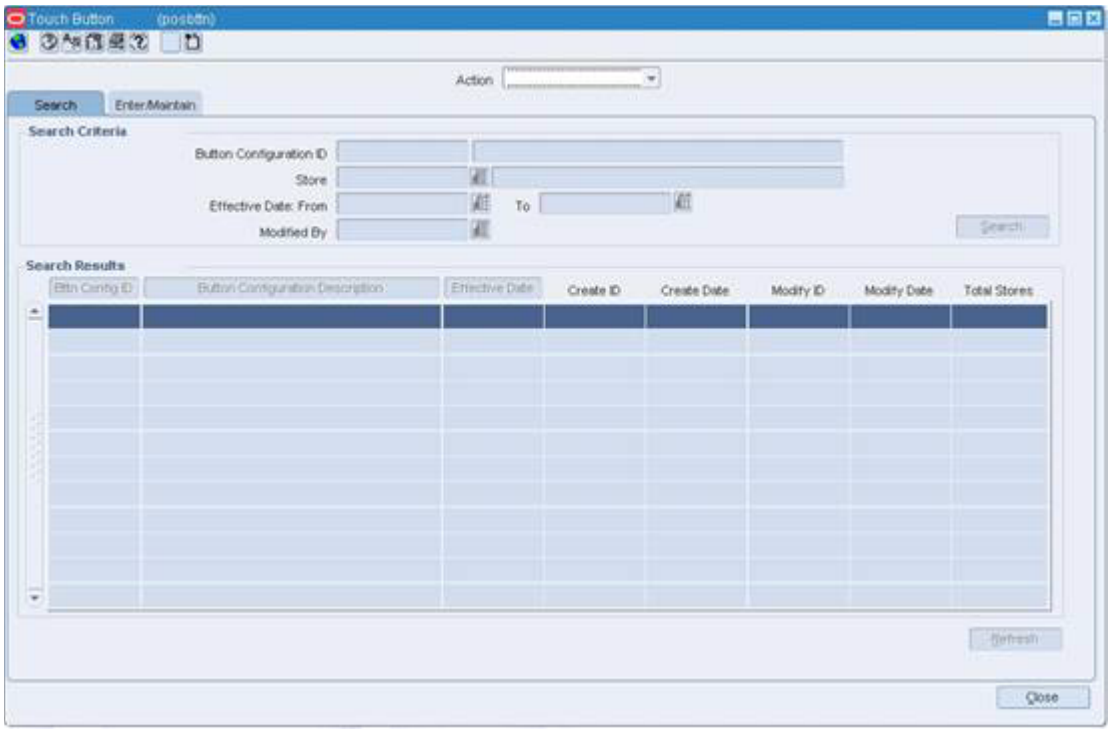


1. Edit the enabled fields as necessary.
2. To delete a single item or hierarchy level member from the merchandise criteria list:
   a. Select an item or hierarchy level member in the Criteria table.
   b. Click **Delete Criterion**.
   c. When prompted to delete the record, click **Yes**.
3. To delete all of the items and hierarchy level members from the merchandise criteria list:
   a. Click **Delete All**.
   b. When prompted to delete the records, click **Yes**.
4. Click **Save** to save your changes and close the window.

Edit the Items for a Touch Button Configuration

Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

Figure 17–91 Touch Button Window



Edit the Button Configuration ID field and the Effective Date field as necessary.

Associate items with a primary touch button on the First Layer palette

Note: You can associate items with a primary button when it has no secondary buttons.

1. Select a touch button on the First Layer palette.
2. Click the upper move right button.
3. Click **Add Item**.
4. In the Item field, enter the item number of the item. You can also enter a partial description of the item in the Description field, and click the LOV button to select an item.
5. Click **Save** to save your changes and close the window.

Associate items with a secondary touch button to the Second Layer palette

1. Select a touch button on the First Layer palette.
2. Click the move down button.
3. Select a touch button on the Second Layer palette.
4. Click the lower move right button.
5. Click **Add Item**.

6. In the Item field, enter the item number of the item. You can also enter a partial description of the item in the Description field, and click the LOV button to select an item.
7. Click **Save** to save your changes and close the window.

Delete items from a primary touch button on the First Layer palette

1. Select a touch button on the First Layer palette.
2. Click the upper move right button.
3. Select the item.
4. Click **Delete Item**.
5. When prompted to delete the record, click **Yes**.
6. Click **Save** to save your changes and close the window.

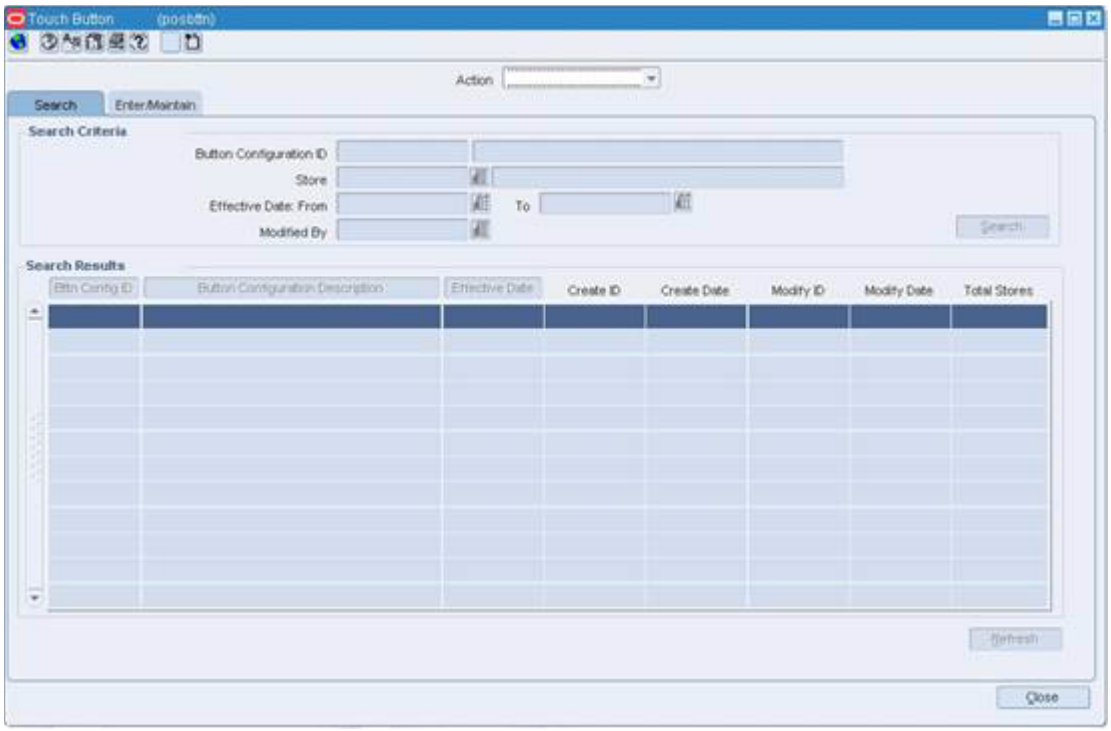
Delete items from a primary touch button on the First Layer palette

1. Select a touch button on the First Layer palette.
2. Click the move down button.
3. Select a touch button on the Second Layer palette.
4. Click the lower move right button.
5. Select the item.
6. Click **Delete Item**.
7. When prompted to delete the record, click **Yes**.
8. Click **Save** to save your changes and close the window.

Move Touch Buttons in a Touch Button Configuration

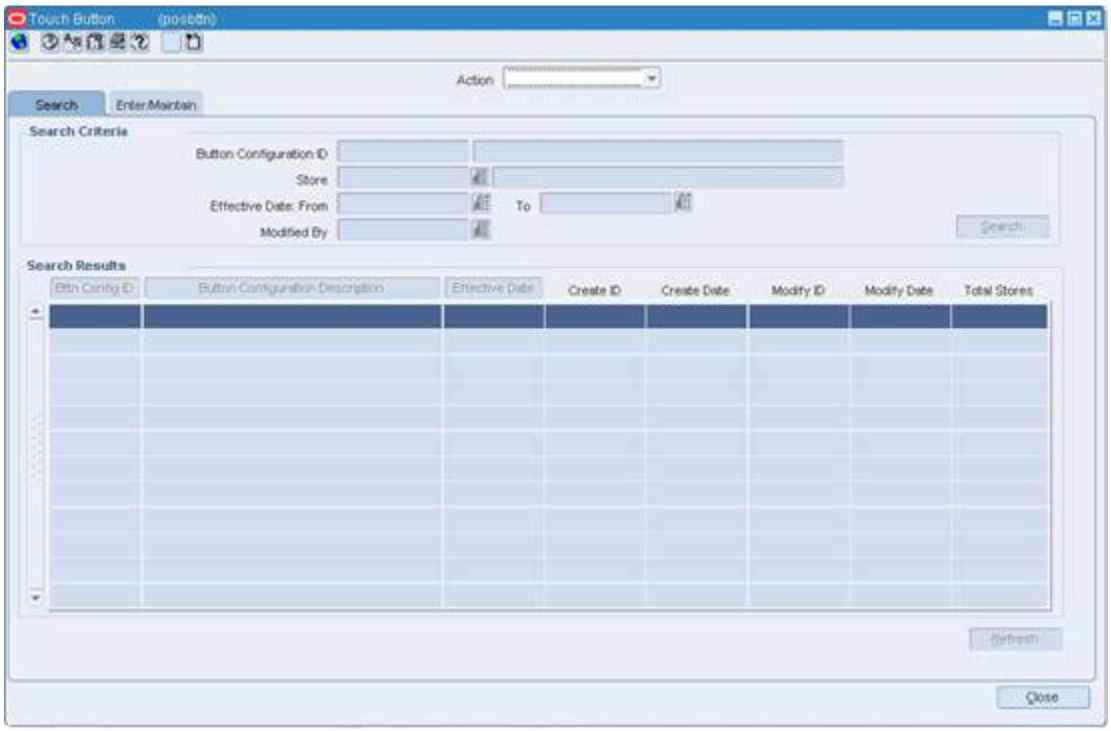
Navigate: From the main menu, select Control > POS Configuration > Touch Button. The Enter/Maintain tab on the Touch Button window opens. Search for and retrieve a touch button configuration in Edit mode.

Figure 17–92 Touch Button Window



1. Edit the Button Configuration ID field and the Effective Date field as necessary.
2. To move a primary touch button on the First Layer palette:
   a. Select a touch button.
   b. Click **Move**. The POS Button Move window opens.

Figure 17–93 POS Button Move Window



c. Click the appropriate arrow button to position the selected touch button on the palette.

d. Click **OK** to exit.

3. To move a secondary touch button on the Second Layer palette:

a. Select a touch button on the First Layer palette.

b. Click the move down button.

c. Select a touch button on the Second Layer palette.

d. Click **Move**. The POS Button Move window opens.

e. Click the appropriate arrow button to position the selected touch button on the palette.

f. Click **OK** to exit.

4. Click **Save** to save your changes and close the window.

Acronyms

Acronyms	Explanations
A/F	Actual/Forecast
ACH	Automated Clearinghouse
AD	Anti-Dumping Duty
AIA	Application Integration Architecture
ALC	Actual Landed Cost
AP	Accounts Payable
ARB	Automatic Reorder of Basic
ARI	Active Retail Intelligence
ASN	Advance Shipping Notice
ASO	Accepted Stock Out
ASP	Application Server Provider, Active Server Pages
AUDT	Audit Trail
AV	Ad Valorem
AWB	Air Waybill
B2B	Business to Business
B2C	Business to Consumer
BAL	Balance Level
BOC	Balance of Contract
BOH	Beginning Stock on Hand
BOL	Bill of Lading
BOM	Beginning of Month, Bill of Material
BRB	Buyer Reorder of Basic
BRD	Business Requirements Definition
CAD	Canada Dollar
CB	Check Box
CC	Credit Card
CCID	Code Combination ID
CE	Customs Entry
CH	Channel Planner
CID	Container ID
CMM	Capability Maturity Model
COM	RetailCOM
CORBA	Common Object Request Broker Architecture

Acronyms	Explanations
CP	Current Plan
CPFR	Collaborative Planning, Forecasting and Replenishment
CPG	Consumer Packaged Goods
CRM	Consumer Relationship Management
CS	Competitive Shopping
CSM	Collaborative Supply Management
CVB	Computation Value Base
CVD	Countervailing Duty
DBA	Data Base Administration
DC	Distribution Center
DEA	Drug Enforcement Administration
DI	Display Item
DMM	Division Merchandise Manager
DNA	Deliver Not After
DNB	Deliver Not Before
DO	Due Order
DOS	Days of Supply (on hand)
E2E	Exchange to Exchange
EAM	Enterprise Asset Management
EDI	Electronic Data Interchange
EJB	Enterprise Java Bean
ELC	Estimated Landed Cost
ENT	Enterprise
EOH	Ending Stock on Hand
EOM	End of Month
EOS	End of Season
EOW	End of Week
ERP	Enterprise Resource Planning
ESO	Estimated Stock Out
FCR	Freight Cargo Receipt
FDA	Food & Drug Administration
FIF	Financial Interface
FLS	Flash Sales
FM	Form Module
FOB	Free on Board
FPL	Forward Pick Location
FXL	Fixed Length Field
GAF	General Merchandise, Apparel, and Furniture

Acronyms	Explanations
GAFS	Goods Available For Sale
GL	General Ledger
GMROI	Gross Margin Return on Investment
GMROS	Gross Margin Return on Space
GP	Gross Profit
GST	Goods and Services Tax
HRI	Health Related Item
H-T-D	Half to Date
HTS	Harmonized Tariff Schedule
ID	Identifier, Identification
IM	Invoice Matching
INVADJ	Inventory Adjustment
ISO	International Organization for Standardization
ITE	Independent Trading Exchange
JAR	Java Archive Format
JFC	Java Foundation Classes
JMS	Java Messaging Service
JRE	Java Runtime Environment
LC	Line of Credit, Letter of Credit
LI	List Item
LOC	Line of Credit
LOV	List of Values
LW	Last Week
LY	Last Year
MBO	Management by objectives (goals) for personnel appraising.
MCBU	Multi-Channel Business Unit
MCLOCN	Mass Change Location
MDDB	Multidimensional Database
MI	Mirrored Item
MM	Menu Module
MP	Merchandise Plan
MQS	Messaging & Queuing Series
MSRP	Manufacturer's Suggested Retail Price
MTD	Month to Date
MTS	Merchandising Transaction Systems, Multi-Threaded Server (Oracle)
NA	Not After
NB	Not Before
NC	No Change

Acronyms	Explanations
NDC	National Drug Code
NDDF	National Drug Data File
NLS	National Language Support
NRF	National Retail Federation
O/S	Over/Short
OAQ	Oracle Advanced Queuing
OAS	Oracle Application Server
OGA	Other Government Agency
OH	On Hand
OI	Off Invoice
OO	On Order
OP	Original Plan
OPQ	Oracle Parallel Query
OPS	Oracle Parallel Server
OS	Operating System
OTB	Open to Buy
OTM	Oracle Translation Manager
PB	Push Button
PC	Price Change
PFO	Process / Functional Overview
PID	Process ID, Project Initiation Document
PLM	Product Life Cycle Management
PO	Purchase Order
POD	Product Operations and Development
POS	Point Of Sale
PPS	Paperless Picking System
PTS	Put to Store
QA	Quality Assurance
QC	Quality Control
QTD	Quantity to Date
RA	Reference Admin
RAN	Return Authorization Number
RDF	Oracle Retail Demand Forecasting
RDW	Oracle Retail Data Warehouse
ReIM	Oracle Retail Invoice Matching
ReSA	Oracle Retail Sales Audit
RFM	Recency, Frequency, Monetary Value
RFMP	Recency, Frequency, Monetary Value, Profit

Acronyms	Explanations
RG	Radio Group
RLS	Oracle Retail Logistics System
RMA	Return Merchandise Authorization
RMS	Oracle Retail Merchandising System
ROQ	Recommended Order Quantity
RPP	Oracle Retail Predictive Planning
RSS	Oracle Retail Store Systems
RTM	Oracle Retail Trade Management
RTV	Return to Vendor
RWMS	Oracle Retail Warehouse Management System
S/W	Store or Warehouse
SA	Sales Audit
SCM	Supply Chain Management
SCP	System Parameter
SFM	Site Fuel Management
SIR	System Investigation Request
SKU	Stock Keeping Unit
SO	Store Operations
SOH	Stock on Hand
SOM	Store Order Multiple
SPIFF	Sales Performance Incentive Factor Formula
SQL	Structured Query Language
SQM	Software Quality Management
SRI	Strategic Retail Intelligence
STD	Season to Date
STDC	Sales-to-Date Comparison
SWIFT	Society for Worldwide Interbank Financial Telecommunications
TI	Text Item
TLOG	Transaction Log File
TPG	Tax Product Group
TSFI	Transfer In
TSFO	Transfer Out
TT	Tender Type
TY	This Year
UA	User Area
UAR	Universal Accounting Reconciliation
UCC	Uniform Code Council
UDA	User-defined Attributes

Acronyms	Explanations
UOM	Unit of Measure
UOP	Unit of Purchase
UOR	Unit of Receipt
UOT	Unit of Transfer
UPC	Universal Product Code
UPS	United Parcel Service, Unit Pick System
VA	Visual Attributes
VAT	Value Added Tax
VBO	Virtual Back Office
VCpl	Vendor Compliance
VICS	Voluntary Interindustry Commerce Standards
VMI	Vendor Managed Inventory
VPN	Vendor Product Number
VRM	Vendor Relationship Management
VSP	Vertical Service Provider
VTE	Vendor Trading Exchange
WA	Waiting for Approval
WAC	Weighted Average Cost
Wh	Warehouse
WI	What If
WIP	Work in Progress
WMS	Warehouse Management System
WO	Work Order
WOS	Weeks of Supply
WP	Working Plan
WS	WebStore
WT	WebTrack
WTD	Week to Date
WWRE	World Wide Retail Exchange
YTD	Year to Date

Glossary

Term	Definition	Example	See Also
Account Number	The number that identifies your holdings at a bank.		
Accounts Payable	The amount due to a creditor on an account.		
Acquition Cost	The cost that the retailer acquired the item on this record at, from the supplier. This cost includes any applicable deals (using deal pass through logic) and ELC (if ELC is on for the system and included for wholesale/franchise stores).		
Action	The type of task that will be accomplished for the module.		
Activate Date	The date that a function is effective in the system.		Effective Date
Activity Schedule Retention	The retention period, in months, for activity schedules. When the schedules have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Actual Order Quantity	The final number ordered for an item. The AOQ defaults to the system's recommended order quantity and can be changed by the user.		Recommended Order Quantity
Ad Case Number	Anti Dumping		
Ad Valorem Tax	Tax imposed at a rate based on the percentage of the value of the merchandise.		
Address	The place where an entity is located.		

Term	Definition	Example	See Also
Adjust	The method of changing the price of an item to meet the method selected.		Ends In, Price Point, Rounding
Adjustment Amount	The monetary change between the original value and the new value.		
Adjustment Qty	The change in number between the original value and the new value.		
Advanced Shipment Notice	An electronic data interface (EDI) transaction from vendor to retailer which identifies the vendor number, order number, carton contents and store destination for a particular delivery.		
Advice Method	The way in which the advising bank notifies the beneficiary that a letter of credit has been opened in their favor.		
Advising Bank	The bank that informs the beneficiary that a letter of credit has been opened in their favor.		
Allocation	A buying, planning and distribution process in which store need is determined based on metrics that fit the product, store characteristics, and product life cycle.		
Amendment	Additional information or changes appended to a letter of credit. The amendment may affect the total value of the credit.		Effect
Amount	The monetary number or quantity.		

Term	Definition	Example	See Also
Appointment	The arrangement made between the supplier and the warehouse for delivery to the warehouse.		
Approval Date	The date on which an element is available for use in the system, and may be released to external systems.		
Area	The third level of the organizational hierarchy, a subgroup of a chain.		
Arrival Date	The date on which the goods arrived at the discharge port.		
Assessment	Assessments are the components that make up the total dutycharges for an item.		
Attribute	An identifying quality. Attributes provide a way to record specific information about locations, items, and suppliers. An attribute may be associated with multiple items or multiple locations.		
Audit	A formal examination of an organization's or individual's accounts or financial situation.		
Authorization Number	The number approving a transaction, especially credit cards.		Authorization source
Authorization Source	The origin of the approval of a transaction, especially for credit cards.		Authorization number

Term	Definition	Example	See Also
Authorize Min Amt	The lowest monetary amount requiring authorization for various tender types .		
Automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in approved status.		Order control
Average Cost	The total cost of all units of all items, divided by the total number of units. The UOM is determined by the Average Cost Selling UOM.		Average Cost Selling Unit of Measure
Average Cost Selling Unit of Measure	The selling unit of measure by which average cost is tracked.		Average Cost
Back Order	An unfilled costumer order or commitment. It is an immediate or past due demand against an item whose inventory is insufficient to satisfy the demand.		
Backhaul	The practice of stopping at a supplier's location to pickup product and receive a discount.		
Balancing Level	The level at which your system is set to balance the declared totals against the system summarized totals. The balancing levels are Store, Register, or Cashier.		
Bank	An establishment for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds.		

Term	Definition	Example	See Also
Banner	Groupings that can be used to distinguish one area of your business from another. Typically used to group channels.	Store specializing in Children's merchandise, Store specializing in Adult merchandise	Channel
Base Cost	The cost that item/locations with in the same cost zone group base their costs on.		
Base Date	The first date of a timeline		
Base Default	The price that item/locations with in the same price zone groups base their prices on		
Base Price	The original price of the promotional item before any discount is applied.		
Base Retail	Identifies the base price for item/locations based on the price zone that contains the base retail for the item.		
Beneficiary	Identifies the agency for whom the letter of credit is issued, typically the supplier.		
Bill Back	For deals, indicates that the deal component is not reflected in the unit cost of the item on the purchase order. The deal component is calculated at a later date.		
Bill of Lading	A list of items, contained in cartons, that are part of a shipment		
Bill to Location	The location to which suppliers are instructed to send invoices		
Block	The area in a flyer where an advertisement appears.		Page, Segment

Term	Definition	Example	See Also
Book Transfer	A transfer between two virtual warehouses within the same physical warehouse to transfer ownership of merchandise.		
Bracket	A quantity range that corresponds to a price, as set by the supplier.		
Bracket Costing	Bracket costing occurs when your organization receives a certain price on an order depending on the size of the order. Different types of brackets can be established, based on mass, volume, pallet, case, each, or stat case.		
Break Pack Warehouse	A distribution center that receives merchandise from a vendor, divides the merchandise per individual store order, and ships the smaller quantities to the store.		
Bus Day	The date a location was open and transactions occurred at the location.		
Buyer	The person responsible for the purchase of merchandise, products, materials, or services.		

Term	Definition	Example	See Also
Calculation Basis	The base on which to calculate the cost component. Value: The expense, assessment, or upcharge is a percentage of the value of the goods. If you select Value, you can either select the computation value base against which you want to calculate the component or indicate in the Component Nomination area the calculations in which the component should be included. Specific: The expense, assessment, or upcharge is calculated per unit.		
Cancel	To call off without the expectation of proceeding at a future time.		
Candidate	A transportation record that has been marked for finalization.		Finalization
Carrier/Routing Type	The freight company that delivers a shipment.		
Carton	A container that is part of a Bill of Lading (BOL).		Bill of Lading
Case	The primary unit of an item. A case is composed of inners. Inners may be composed of multiple eaches. Quantities are ordered and shipped based on case size.		
Cash Discount	The monetary value of discounts credited by the vendor during the time period at the selected location. Cash discounts increase the gross profit margin.		

Term	Definition	Example	See Also
Cashier	The individual who receives payment for items sold at the point of sale.		
Catch Weight	The weight of an item when it arrives at a location.		
Chain	The second level of the organization hierarchy.		
Channel	A method of grouping like selling methods.	Brick and mortar, kiosk, web-store.	Banner
Charge	The amount that has been deducted from a letter of credit.		
Charge Refund Fee	A fee that is charged to a customer if a money order is returned.		
Check Digit	The digit verified when determining if the routing number is correct.		
Child Item	An item that has one or two item levels above it		
City	An inhabited place of greater size population or importance than a town or village.		
Claim	A request to a partner for reimbursement for damaged merchandise and inadequate quantities.		
Class	The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department.		
Clearance	The process of moving merchandise out of the store by strategically reducing the price.		

Term	Definition	Example	See Also
Clearance Markdown %	The percentage difference between the original retail and the clearance price.	Clearance markdown = original retail - clearance	
Clearance Retention	The retention period, in months, for clearance events. When the clearance events have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Cleared	The process of passing merchandise through the customs agency.		
Close Stock	The monetary value of stock on hand at the end of the time period for the selected location.		
Closed Store			Location Closed, Activity Schedule
Closing Inventory	The retail value of the stock on hand at the end of the month.	Closing inventory at retail = opening inventory at	
Closing Inventory Cost	The cost value of the stock on hand at the end of the month.	Closing inventory at cost = opening inventory at c	
COLT Days Added to Forecast	See COLT		
Commit Max Counter	The number of records that must be processed before the data is committed.		
Commodity	A mass-produced unspecialized product.		
Company	The highest level in the organizational and merchandise hierarchies. Only one company is allowed in RMS.		
Competitor	One selling or buying goods or services in the same market as another		

Term	Definition	Example	See Also
Competitor	A store that sells similar products, which may lead to rivalry. Stores may compete against store in other companies or against stores in the same company.		
Component	An item that is one of the individual parts of which a composite entity is made up.		
Concession item	A concession item is similar to a consignment item in that the retailer does not own the inventory being sold. Concession items differ from consignment in that the ownership is not transferred when the items are sold. A retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method. Owner referes to the owner of item, not a store owner.		
Confirming Bank	The bank that guarantees the funds that are necessary to pay claims against a letter of credit.		

Term	Definition	Example	See Also
Consignment	A marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (in our case the vendor) to another, the consignee, (in our case the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee via an invoice.		
Constant	A stock-oriented replenishment method used without a forecasting application. As soon as the stock level drops below the maximum stock, a request is generated for the difference.		Replenishment
Container	A method of shipping items.		
Contract	A legally binding agreement with a supplier to supply items at a negotiated price.		
Cost	The amount of money that must be paid to take ownership of something; expense or purchase price.		
Cost Basis	In securities, is the purchase price after commissions or other expenses. It is used to calculate capital gains or losses when the security is eventually sold.		
Cost Level	Indicates which cost bucket is used when calculating the return on investment for investment buy opportunities.		

Term	Definition	Example	See Also
Cost UOM	A method used to define the unit of measure for the cost of an item. The cost UOM allows you to enter the cost in the unit of measure defined by the supplier. The cost entered in the cost UOM is converted to the standard UOM for all RMS purposes.		
Cost Zone	A group of locations that have similar cost structures.		
Country	A political state or nation or its territory.		
County	The largest local administrative unit of a state.		
Coupon	A part of a printed advertisement to be cut off to use as an order blank or inquiry form or to obtain a discount on merchandise.		
Courier	A person or service responsible for the transportation of good from one party or location to another .		
Cross Dock	A purchase order is created that directs the goods from the supplier to a warehouse where it is immediately allocated to the proper store or warehouse.		

Term	Definition	Example	See Also
Cumulative Markon %	The total of markon on the beginning inventory in any accounting period plus the aggregate purchase markon during the period, including additional markups, before any markdowns. It is the difference between the total cost and the total original retail value of all goods handled to date, commonly expressed as a percentage of cumulative original retail.	Cumulative markon % = (GAFS EOM at retail - GAFS E	
Currency	Coins, treasury notes, and banknotes in circulation, used as the medium of exchange.		
Current order lead time	The minimum amount of time required for the current purchase order to reach a location.		
Customer	A person who purchases a commodity or a service.		
Customer Cost	The cost that the wholesaler or franchisee will pay the retailer for the item on this record. This cost is sum of the acquisition cost and the components of the applicable cost template.		
Cycle	The frequency of a stock count.		
Daily Waste %	see Waste Percentage.		
Data Source	The origin of the data for the total calculation. May be based on raw data or existing totals.		
Date	The day, month and year an event occurs.		

Term	Definition	Example	See Also
Deal	The agreement between a retailer an a vendor for rebates or discounts applied to an item when ordered in certain quantities.		
Deal Class	The method used to determine how the rebates or discounts are calculated for a purchase order. Cumulative: The values of the deal components are added together and then applied to the total purchase amount to determine the discount or rebate. Cascade: Each value of the deal components is applied to the total purchase amount minus the value of the previous deal component. Exclusive: Exclusive deal components supercede any other deal components, and only one exclusive deal component can be applied to an item at any time. Exclusive deals at the highest level in the item hierarchy are applied instead of exclusive deals at lower levels.		
Deal Component	The discounts or rebates included in a deal. Multiple components may comprise a deal.		
Deal Description	See Deal		

Term	Definition	Example	See Also
Deal Pass Through	A percentage of a supplier deal given to a warehouse location that gets passed on to the wholesale stores. This allows a wholesaler to received supplier deals and pass a percentage of the deal to their wholesale customers through reduced cost.		
Debit Account	The account from which money should be removed to pay an expense.		
Debit CCID	Debit Code Combination ID.		
Debit Memo Send Days	The number of days following the receipt of an invoice before a debit memo can be sent out.		
Default	Selection automatically used by the system in the absence of a choice made by the user.		
Delivery	The act of delivering a shipment to a location.		
Delivery Order	Authorizes the ocean carrier to release the cargo to the inland carrier. The delivery order is issued by the broker to the ocean carrier.		
Delivery Policy	The agreement between a retailer and a supplier for the terms of delivery.		
Delivery Postal Code	A unique number or number letter combination that identifies the postal delivery area of a country.		
Demo Stock	The number of units of the item required for demonstration purposes at a store.		

Term	Definition	Example	See Also
Department	Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy.		
Deposit container item	The item for which the deposit is taken. The deposit container item holds the deposit contents item.		
Deposit contents item	The item that is sold to the customer.		
Deposit crate item	The item which holds the container and contents items.		
Deposit item	A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is tracked separately in RMS.		
Deposit returned item	The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.		
Destination Address	The street address of the supplier to which the goods are shipped.		
Diff	A characteristic of an item that distinguishes it from another item. An item may have up to four diffs.	Color, size, flavor, scent	
Diff Group	A tool used to logically group diff ID's by type.	Women's Pants	Diff Type, Diff Range

Term	Definition	Example	See Also
Diff Range	A tool used to logically group diff ID within a group.	Diff Group: Women's Pants Diff Range: Women's Average pant sizes	Diff Type, Diff Group
Diff Ratio	A method of grouping diffs to designate the quantity of each diff that should be fulfilled as a percentage of the total diff quantity.	Diff 1: 20% Diff 2: 40% Diff 3: 20% Diff 4: 20%	
Diff Type	The category that a diff belongs.	Size, Color, Flavor, Scent	Diff Group, Diff Range
Direct Ship	The process of delivering an item from a supplier directly to the customer.		
Discharge Port	The location where items are unloaded from the shipment vessel.		
Discount	The reduction in price that a buyer receives when purchasing an item as a result of a deal.		Deal
Discrepancy Display	The difference between the reported total and the actual total at the point of sale.		
Discrepancy Type	The difference between the invoice and the receipt.		
Distribute By	The method that accomplishes distribution.		Distribution Rule
Distribution	The process of spreading quantities. Distributions can occur as a percent or amount of the total quantity.		
Distribution Quantity	see Distribution		
Distribution Rule	The default method of distributing to virtual warehouses from the physical warehouse.		Distribution

Term	Definition	Example	See Also
Distributor	The company that collect the merchandise from the supplier and delivers it to the retailer.		District (tax codes)
District	Belongs to a region in the organizational hierarchy and provides a way to define the areas of a region. A district is the fifth division in the merchandise hierarchy.		District
District (tax codes)	A geographic division of a city.		
Division	Belongs to a company in the merchandise hierarchy and provides a way to define the major categories of merchandise at a company. A division is the second division in the merchandise hierarchy.		
Document	Paperwork that provides additional information about an activity.		
Drafts At	Indicates when a beneficiary is paid, after the conditions set forth in the letter of credit are met. Terms of a draft can be At Sight, 30 Days, or 60 Days.		
Drawee	The bank that is responsible for paying claims against a letter of credit.		
Dscrpncy Type	See Discrepancy Type		
Due (invoice)	The date on which payment is expected for an invoice.		
Due (purchase order)	The date on which delivery is expected for a purchase order.		

Term	Definition	Example	See Also
Due Order Processing	Creating orders and submit for approval in the most efficient manner to meet service levels.		
DUNS Location	A DUNS location number is a 4-digit code that identifies your location. DUNS location numbers are used in addition to the company DUNS number to identify each location in a company.		DUNS Number
DUNS Number	Dun & Bradstreet Data Universal Numbering System (DUNS) is a nine digit code that identifies your company. It is a commonly used company identifier, often used in EDI transactions.		Electronic Data Interchange, DUNS Location
Duty	A tax, typically on imports.		
Duty Comp Code	A duty that is based on a combination of values and dimensions.		Duty
Dynamic	A service-oriented replenishment method used with a forecasting application. The goal is to have only enough stock on hand in a given location to capture all sales between replenishment cycles. The time frame used to determine stock levels depend on the review time and lead time before stock levels in the location can be affected by an incoming shipment. The service level percentage is used to calculate the necessary amount of safety stock.		Replenishment

Term	Definition	Example	See Also
Dynamic - issues	A service-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just they do for stores, except that the warehouses issues forecasts are used. All other calculations are consistent with store dynamic replenishment		Replenishment
Dynamic - seasonal	A service-oriented replenishment method used with a forecasting application, exclusively for stores. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal.		Replenishment
Each	An individual quantity of an item.		
Effect	The impact an amendment has on a letter of credit.		Amendment
Effective Date	The date on which a function becomes available or active in the system.		

Term	Definition	Example	See Also
Electronic Data Interchange	The exchange of information via computer, between a retailer and a supplier regarding inventory levels, delivery times, unit sales, accounts payable and receivable, etc.		
Email	The electronic mail address of the contact. a means or system for transmitting messages electronically (as between computers on a network).		
End Date	The last day an element is effective in the system.		
Ends In	An adjust type that allows you to determine the last two digit of a price.		Adjust type
Ends In	A method of adjusting a retail price so it ends in a specified amount.		
Escheat	The return or forfeiture of a voucher. A voucher may begin to escheat after a set time period, and is turned over to a government entity.		
Estimated Stock Out	The amount of stock outs estimated to occur if the item isn't ordered in the current review cycle.		
Event	The top level of a promotion, used to group several promotions together.		
Exchange Rate	The factor used to convert a currency from one factor to another.		
Expenses	Expenses are the components that make up the cost of an item.		

Term	Definition	Example	See Also
Expiration Date	The date on which an element is no longer valid.		
Export	The process of moving information to external systems.		
Export Country	The country from which the goods departed the lading port.		
Fashion Line Number	The fashion stock staging location of the store in the stores primary warehouse.		
Fill Priority	The priority given to items when fulfilling need, for replenishment.		
Finalization	The process of preparing the transportation records for customs entry.		
Finisher	A finisher does work on items, such as adding buttons, ironing, hanging, tagging etc. There are 2 types of finishers: internal and external. Internal Finishers are considered part of the company, and typically is an area of a warehouse that does the work. Internal Finishers are set up similarly to Virtual Warehouses in RMS, but have an additional indicator selected to identify them as finishers rather than virtual warehouses. External finishers are not considered to be a part of the company, and are set up as Partners in RMS.		

Term	Definition	Example	See Also
Floating point	A stock-oriented replenishment method used without a forecasting application. The system compares the sales trend of the upcoming 12 weeks to the same period one (1) year ago, and then calculates a maximum stock amount. Once stock levels fall below the calculated maximum stock amount, a request is generated to raise the stock level to the maximum stock. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs.		Replenishment
Forecast	The process of predicting future results based on history.		
Free On Board	A trade term requiring the seller to deliver goods on board a vessel designated by the buyer. The seller fulfills his obligations to deliver when the goods have passed over the ship's rail.		
Freight	The compensation paid for the transportation of goods.		
Frequency	The regularity of the occurrence of an event.		
General Ledger	A company's accounting records. It contains all of the financial accounts and statements.		

Term	Definition	Example	See Also
Generated By	Indicates how diff ratios are determined. System generated diff ratios are generated based on the sales history for the department, class, and subclass that you selected. Manually generated diff rations are generated based on the same department, class, subclass, sales types, and time period as an another diff ratio.		
Geocode	The code that identifies a combination of the country, state, county, and city in which locations operate.		
Get Amount	The discount that a customer will receive by purchasing the appropriate items on the list of buy items. The amount in the Get Amount field may be either a percentage or a monetary amount, depending on what is selected in the Get Type field.		Get Type
Get Diff ID	The diff associated with the item parent when the Get Item Type field is set to item parent/diff ID.		
Get Item	The item you receive free or at cost when a certain quantity of the Buy Item is purchased from the deal partner.		
Get Qty	The number of items to which the discount applies.		

Term	Definition	Example	See Also
Get Type	The type of discount you receive on the item. The discount can be one of the following: Free: This indicates that you receive the item at no cost. Percent: This indicates that you receive a percentage off of the cost of the item. Amt: This indicates that you receive a monetary amount off of the cost of the item. Fixed Amt: This indicates that you receive the item at a specified reduced cost.		
Gift Wrap Ind	Indicates that gift wrapping is available for this item.		
GM %	Displays the percentage of the gross profit margin against sales for the time period at the selected location.		
Graduated Order Cost	The graduated cost of the item as each deal component is applied. The projected cost of the item is the supplier unit cost minus all of the deal components.		
Grand Total	The sum of all totals.		
Gross Margin	The difference between net sales and the total cost of goods sold.	Maybe calculated for some fields as Gross margin a	
Gross Margin %	The difference between net sales and the total cost of goods sold divided by sales.	Gross margin % = (sale - cost of goods sold) / sales	
Gross Unit Weight	The total weight of a unit of the item plus any packaging.		
Group	The sixth level of the merchandise hierarchy.		

Term	Definition	Example	See Also
Growth Rebate	A rebate in which the supplier determines the amount of the rebate, based on increased orders over a specified period of time.		
Growth Rebate History	The first and last dates of the historical period against which growth will be measured for this growth rebate.		
Half	Either of two equal parts of which the year has been divided for budgeting and accounting purposes.		
Half Number	The ID for the half. Enter the ID in the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2). For example: 20021 and 20022.		
Handling Cost	The amount charged by the supplier for handling the return.		
Handling Percentage	The percent that is applied to the value of returned goods as a handling charge.		
Handling Sensitivity	The sensitivity information that is associated with the item. Some examples include Combustible, Fragile, and Toxic.		
Handling Temp	The temperature information that is associated with the item. Some examples include Keep Refrigerated and Keep at Room Temperature.		

Term	Definition	Example	See Also
Harmonized Tariff Schedules	The applicable tariff rates and statistical categories for all merchandise imported into the a country; it is based on the international Harmonized System, the global classification system that is used to describe most world trade in goods.		
Height	The distance from the bottom to the top of something standing upright.		
HI	The number of tiers that are stacked on a pallet.		
Hierarchy Level	The classification of merchandise or organization. At the top of both hierarchies is the company. As the hierarchy progress downward, each level of the hierarchy is a sub section of the level before it.		
Highest Value	The high-end value for a price point range. All retail prices less than or equal to this value, and greater than or equal to the Lowest Value, will included in the price point range.		
Historical Period	The period used in the past.		

Term	Definition	Example	See Also
History Level	The amount of inventory history that should be captured in the weekly inventory history programs. The options are: No History: History of inventory is not captured. Items Sold Only: History of items that had sales during the week is captured. All Items: History of all items in inventory is captured. Changing the value of this indicator may have significant impact on the size of the database.		
Home Store	The store that the employee is primarily associated with.		
HTD GAFS	Half To Date Goods Available For Sale. The monetary value of goods available for sale during the half up to the current time period at the selected location.		
HTS Assessments	The amount of tariff that has been added to an item.		
Import	The process of bring data from an external system into the main system.		
Increment Percent	The percentage by which you want to temporarily inflate or deflate the maximum stock when the replenishment method is Min/Max or Constant. When the replenishment method is Floating Point, the percentage by which you want to temporarily inflate or deflate the minimum and maximum stock.		

Term	Definition	Example	See Also
Industry Code	A unique number that represents all possible combinations of sizes according to the National Retail Federation.	Men's pants size combination 32x32 has a NRF code	
Inner	A subset of a case containing a portion of the individual quantities in an item.		
Inventory	Can be either raw materials, finished items already available for sale, or goods in the process of being manufactured. Inventory is recorded as an asset on a company's balance sheet.		
Inventory Management Level	The level at which inventory received from each supplier is reviewed for replenishment purposes. Reviews can be done at the Supplier, Supplier/Location level, Supplier/Department level, or the Supplier/Department/Location Level.		
Investment Buy	The process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal, or to leverage inventory against a cost increase.		
Issuing Bank	The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods.		
Item	The merchandise received from a supplier. In the system, the item field or column will display the item number, the item description, or both.		

Term	Definition	Example	See Also
Item Grandparent	An item that is two levels above another item in an item group.		Item Level 1
Item Level	The level of an item in an item group.		
Item Level 1	An item without differentiating factors that does not require a second level. All items must have a level one item in the item group. A level 1item may have level 2 and level 3 items below it.		
Item Level 2	An item that may or may not have differentiating factors. A 2 level item group must have a level 1 item and one or more level 2 items. All level 2 items are related to the level 1 item. A level 2 item may have level 3 items below it.		
Item Level 3	An item that has distinguishing characteristics beyond the differentiating factors of a level 2 item. A level 3 item must have a level 1 item and a level 2 item above it. All level 3 items are related to one level 2 item. A level 3 item cannot have any items below it.		
Item List	A grouping of items based on characteristics defined by the user.		
Item Parent	An item that is one level above another item in an item group.		Item Level 2
Jurisdiction	The limits or territory within which authority may be exercised.		

Term	Definition	Example	See Also
Lading Port	The port where goods are loaded onto the vessel.		
Landed Cost	The sum of the cost, duty, and expenses for a shipment. Landed cost may be actual or estimated, depending on where, in the process, a shipment is.		
Layaway	Allows customers to give a retailer deposits to hold products. When customers complete payments, they take the items.		
Lead Time	The time between the beginning of a process and the appearance of results.		
Letter of Credit	A letter addressed by a banker to an entirety to whom credit is given authorizing drafts on the issuing bank or on a bank in the person's country up to a certain sum and guaranteeing to accept the drafts, if duly made.		
Line of Credit	The maximum amount of credit allowed to a buyer or borrower.		
Linear Distance	The amount of shelving space available at a location.		
Location	The store or warehouse involved in an event.		
Location list	A grouping of locations based on characteristics defined by the user.		
Location closed	Dates on which specific locations are not available for certain functions even though the company as a whole is open.		

Term	Definition	Example	See Also
Location Trait	A characteristic of a certain location.		
Look Ahead Days	The number of days before a cost event that the cost event is factored into an investment buy calculation. A cost event can be the end date of a deal or the effective date of a cost change		
Manual	A type of order control that determines that purchase orders for the recommended order quantities are not created. The recommended order quantity (ROQ) is written to the Replenishment Results table. You must create and run a custom report to view the ROQs.		
Manufacture	To make from raw materials by hand or by machinery.		
Markdown	A reduction to the original retail price established at the beginning of the half for an item during a clearance event.		
Markup	An amount added to the cost price to determine the selling price.		
Mass return transfer	A transfer from multiple stores to a warehouse. Generally return transfers are undertaken to redistribute merchandise from one store to other locations or to return merchandise to the vendor.		

Term	Definition	Example	See Also
Max Average Counter	The maximum number of days with acceptable data to include in an average for items within the department (maximum number of days for promotional pricing on an item for a particular department).		
Min/Max	A stock-oriented replenishment method used without a forecasting application. Maximum and minimum stock levels are determined. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock.		Replenishment
Mix and Match	A promotion method which gives the customer a discount on an item, based on previously purchased items.		
Money Order	An order issued by a post office, bank, or telegraph office for payment of a specified sum of money usually at any branch of the organization.		
Multi Unit	A type of promotion. A discount given to a customer for purchasing a pre-determined amount at a store. The discount can be an amount off, a percent off, or a fixed amount, and is for selected departments, classes, or subclasses.		

Term	Definition	Example	See Also
Multi-Channel	The RMS concept that divides the system into different selling mediums by which inventory can be tracked and reporting can be completed.		Stockholding, Non-stockholding
Multiple Set of Books	Large retailers usually operate in multiple countries, have multiple formats, multiple products lines or have multiple brands. They may have multiple set of book to handle each operation.		
Name	The person who is identified as having the responsible role.		
National Brand Comparison Item	The item produced and controlled by manufacturers. They are usually well known, supported by manufacturer ads, somewhat pre-sold to consumers, require limited retailer investment, and often represent maximum product quality to consumers.		
Neg Days	The number of days that are agreed upon for negotiating documents pertaining to the letter of credit.		
Negotiating Bank	The bank that is responsible for negotiating the letter of credit between the seller and the advising bank.		
Negotiation Days	See Neg Days		
Net	The amount or quantity remaining after the deduction of all charges, outlays, or losses.		
Net Amount	The total amount after the deduction of all charges, outlay, or loss.		

Term	Definition	Example	See Also
Net Cost	Net cost of the SKU/supplier/ country at the given location. This is the base cost minus any deal components designated as applying to net cost on the deal detail.		
Net Inventory	The net inventory is on hand quantities, on order quantities, and incoming quantities minus outgoing quantities, layaway quantities, and non-sellable quantities.		
Net Markup	The total amount of markups after markup cancellations during a time period at a location.	Markups at Retail - Markup Cancellations at Retail	
Net Sales	The revenues received by a retailer during a given time period after deducting customer returns, markdowns, and employee discounts.		
Next order lead time	The minimum amount of time required for the next purchase order to reach a location.		
No Elapsed Days to Determine Comp Status	The number of days of data that Sales Audit should gather before it begins to make comparisons between the current time period and a previous time period.		
NOLT	See Next Order Lead Time.		
Non Sellable	The quantity of the item that cannot be sold. This includes items that have failed quality control and demonstration stock.		

Term	Definition	Example	See Also
Non-Merchandise	Relating to costs that are not related to items and merchandise in the system.		
Non-Scaling	Indicates that quantities of an item are not adjusted during the scaling process.		
Non-stockholding	A store that does not have stock on the premise where the sale is taking place.		Stockholding
Normal Calendar	The Julian calendar consists of cycles of three 365-day years followed by a 366-day leap year. Each year is divided into 12 month periods.		
Not After	The last day you can expect to receive items on a purchase order at a location.	system date + longest item/supplier/origin country	
Not Before	The first day you can expect to receive items on a purchase order at a location.		
Objective	The long-run and short-run performance targets that a retailer hopes to attain. Goals can involve sales, profit, satisfaction of publics, and image.		
Obligation	Bills related to transportation of goods that a retailer must pay beyond the cost of a purchase order.		
On Hand	The total units on hand at a location, including inventory on RTV orders, unavailable inventory, stock in transit and reserved inventory. The On Hand inventory provides an accurate picture of the inventory owned by the location.		

Term	Definition	Example	See Also
On Order	The number of units on approved purchase orders that have not yet been received.		
Open Amount	The current balance on a letter of credit.		
Open Balance	The number of units yet to be received over which the tooling costs are amortized.		
Open Line of Credit	The amount of credit remaining on a line of credit.		
Open to Buy	The amount of money available for purchases at the subclass level for a week.		
Open to Buy	The difference between planned purchases and the purchase commitments already made by a buyer for a given time period, often a month. It represents the amount the buyer has left to spend for that month and is reduced each time a purchase is made.		
Open to Buy End of Week Date	The last day of the open to buy week to which the purchase order amount is credited.		
Opening Inventory	The retail or cost value of the stock on hand at the beginning of the month.		
Opening Stock	The monetary amount budgeted for stock on hand at the beginning of a monthly period.		
Order Control	The method that determines how purchase orders are created, when they are created outside of the purchase order module.		Automatic, Semi-Automatic, Manual

Term	Definition	Example	See Also
Order Number	The identifying number on a purchase order.		
Order Point	The minimum number of units you want on hand for the item. When the net available inventory falls below the order point, the item is replenished.		
Order Quantity	The number of units on a purchase order.		
Order Retail	Total retail value of all items on the purchase order.		
Order Type	The origin of the purchase order. Purchase orders may be created through Automatic Replenishment of Basic items (ARB), Buyer Replenishment of Basic items (BRB), or order for items which are Non-Basic (N/B).		
Orderable item	An item that is marked to hold inventory, but is not sellable at the point of sale system, and no information is sent to the point of sale system for these items. Retail prices are not held for orderable only items.		
Origin Country	The country from which the supplier ships items.		
Out of Stock Date	The date when the store is expected to be out of stock.		
Outside Cost of Warehouse Storage	Contains the default cost of outside storage, expressed as the weekly cost per the unit of measure specified in cost_wh_storage_uom. This value is held in the primary system currency.		

Term	Definition	Example	See Also
Outside Storage Cost Measure	The measurement of the outside storage cost.		
Outside Storage Cost UOM	Contains the unit of measure to which the default cost of outside storage is applicable.		
Pack	An item that allows you to buy, sell, and track multiple items under one item number. A pack can be complex or simple. A complex pack contains multiple component items. A simple pack contains multiples of one component item.		Transformed pack
Page	The page number where the ad for the item, group of items, or department will be placed.		
Parent	The item level that is one level above another item.		
Partner	A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items to a retailer.		
Phase	A sub section of a season.		
Pick Priority	The order the substitute items are used to fill the demand for the main item.		

Term	Definition	Example	See Also
Pickup to Location	The number of days required for the item to be shipped from the supplier and received at a location for direct to store and cross-docked items.		
Pool Supplier	A supplier that is grouped with other suppliers to ensure that order quantities can be met.		
Postal Code	A number that identifies a postal delivery area of a country.		
Pre Mark	The supplier has agreed to break orders into separately marked boxes that can be shipped directly to stores.		
Presentation Method	The way and item opens in the store.		
Presentation Stock	The number of units of the item required for a full facing at a store or the minimum number of units required at a warehouse. Item displayed on a shelf or presented to a customer for a sale.		
Price	The amount some one pays to another party for a good or service.		
Price point	Adjusts the price to a specific price based on the range into which the price falls.	All items in the price range of $10 - $20 should be set to $14.99.	
Profit charge			Up charge
Promotion	A method of temporarily reducing prices on certain items at specific locations.		

Term	Definition	Example	See Also
Purchase Order	An agreement between a retailer and a supplier for the purchase of goods. The retailer records the quantity, cost, and delivery location of items from the supplier. On a single purchase order, the same item going to different locations can have different costs.		
Purchase Price	The amount of money that must be paid to take ownership of something (expense).		
Qty Ordered	The number of units ordered.		
Quantity	The total number of a unit.		
Quota Cat	Quota categories allow you to place restrictions on categories of items rather than individual items. Customs agencies group items with related characteristics into quota categories.		
Ready Date	The date on which the item becomes available from the supplier or the item is delivered. Ready dates are specific to contracts		
Rebate	An agreement that money or credit will be received from the supplier if a certain threshold is met during a given time period.		Growth Rebate, Volume Rebate
Reclassification	The process of moving items from one section of the merchandise hierarchy to another section of hierarchy.	Cotton T-shirts in the women's department is moved to the basic's department.	

Term	Definition	Example	See Also
Recommended Order Quantity	Recommended Order Quantity. The number that the system suggests should be ordered, based on replenishment calculations.		Actual Order Quantity
Reference Item	An item below the transaction level.		
Region	The third level of the organizational hierarchy, used to group districts.		
Replenishment	The process of ordering items to ensure inventory levels are maintained at locations.		Constant, Min/Max, Floating Point, Time Supply, Time Supply - Issues, Time Supply - Seasonal, Dynamic, Dynamic - Issues, Dynamic - Seasonal
Reserved Stock	Units that have been approved for outgoing transfers/ allocations, that have not yet left a location.		
Rounding	A method of adjusting the price based on rounding rules. The rounding rules are established by a database administrator.		
SCAC Code	A unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC identification codes in the late 1960's to facilitate computerization in the transportation industry.		

Term	Definition	Example	See Also
Scaling	The process of adjusting a purchase order to obtain a certain objective, as defined in the system. POs can be scaled up or down in order to achieve the minimum and maximum levels defined for the supplier or bracket. Rounding thresholds, defined in the system, determine whether a PO is scaled up or down.		
Season	A season is a specific selling period during the year.		
Segment	The section of a block where the ad for the item, group of items, or department will be placed.		
Sellable item	An item that does not hold any inventory in the system. Consequesntly, inventory records cannot be viewed from the item maintenance screens. Sellable only items are not linked to any supplier and therefore no cost informaiton is associated with this item type.		
Selling Unit Retail	The unit retail price in the selling unit of measure for the item/location combination.		
Semi-automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in worksheet status.		Order control

Term	Definition	Example	See Also
Shrinkage	The difference between actual stock on hand and the amount recorded in the stock ledger at the end of the time period.		
SKU	Stockkeeping Unit. An identification, usually alphanumeric, of a particular product that allows it to be tracked for inventory purposes.		
Soft Contract	A contract that can be made above the transaction level. This allows you to write a contract for a category of products and define the details of the order later.		
Staging Area	Items in a warehouse loading area available for action.		
Standard Unit Retail	The unit retail price of the item as if the item were sold in the standard unit of measure.		
Static	For an item or location list, indicates that the list cannot be rebuilt.		
Stock holding	A location that has stock at the location where the sales are taking place.		Non-stock holding
Stock Ledger	The records of a company's inventory position.		
Stock On Hand	The total number of units on hand at a location, including inventory in RTV, unavailable inventory, stock in transit inventory, and reserved inventory.		
Stock Outs	Stock outages at a store.		
Stockkeeping Unit	see SKU		

Term	Definition	Example	See Also
Storage Type	Indicates which type of storage cost should be used as the default storage cost when calculating investment buy opportunities.		
Store Day Sequence Number	The unique number assigned by Sales Audit that corresponds to the Store and Business Date for the transaction.		
Store Grade	A way of assigning a ranking to stores. Grades are defined by each buyer.		
Store Grade Group	Stores with like grades that are used as a location list.		Location List
Store orders	A store driven replenishment method which allows stores to place orders based on need. Orders are incorporated into RMS via an overnight batch. Recommended order quantities are based on the store request and the ability to deliver the product with in lead time.		Replenishment
Substitute Item	The item identified to replace the main item with the intention of replacing or phasing out the main item.		
Supplier	The person or entity that provides items to a retailer.		
Supplier Trait	An attribute assigned to a supplier.		
Tare	A deduction from the gross weight of a substance and its container made in allowance for the weight of the container.		

Term	Definition	Example	See Also
Terminal Stock Quantity	Remaining stock at the end of the season, such as seasonal candy or merchandise sold specifically for the holiday. The retailer looks at the weekly contribution, the top/bottom sellers, and the new line sales compared to forecasts, then determines the forward orders, the terminal stock percentages, and the margin at all levels. Then will take action to increase the price or take a price reduction.		
Threshold	A level point or value above which something is true or will take place and below which it is not or will not.		
TI	The number of cases that make up one tier on a pallet.		

Term	Definition	Example	See Also
Time supply	A stock-oriented replenishment method used with a forecasting application. You control stock levels through days of supply in the store rather than specifying an exact stock quantity. The minimum time supply number of days is used to determine the minimum stock level, while the maximum time supply number of days determines the maximum stock level. These min/max levels change based on the current forecasted sales data. The time supply horizon number of days is an optional field used to calculate an average daily sales rate that is multiplied against the minimum time supply days and maximum time supply days to determine a min/max. This field is useful if the time supply days extends past the number of days with forecasted data. A replenishment order is made when the net available inventory reaches the minimum days of supply and the order quantity placed is based on the rate of sale from forecasted sales over the specified period (time supply horizon) and the maximum days of supply value.		Replenishment

Term	Definition	Example	See Also
Time supply - issues	A stock-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just as they do for stores except that the warehouse issues forecasts are used. All other calculations are consistent with store Time Supply replenishment.		Replenishment
Time supply - seasonal	A stock-oriented replenishment method used with a forecasting application, exclusively for stores. Time Supply - Seasonal combines the basic Time Supply algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal.		Replenishment
Timeline	A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision.		
Title Pass	The process of changing ownership of goods from the buyer to the seller.		

Term	Definition	Example	See Also
Traits	Provides you with a way to group locations and suppliers by common characteristics. There are three types of traits: location traits, supplier traits, and item location traits. Location traits are associated with areas, regions, districts, and stores. Supplier traits are associated with suppliers. Location and supplier traits are defined by the user. Item location traits are pre-defined.		
Transaction level	The level of the item group at which transactions involving the item is tracked.		
Transfer	An internal movement of stock from one location to another.		
Transfer entity	A transfer entity is a group of locations that share legal requirements around product management. It may also contain the identifying information for an external finisher.		
Transformable item	A transformable item is an item that can be ordered as one item and the broken into smaller items. The smaller items can them be resold in the store. There are two types of transformable items, transformed orderable and transformed sellable.		Transformed orderable, transformed sellable

Term	Definition	Example	See Also
Transformed orderable	An item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.		
Transformed pack	Two types of packing can occur: (1) a pack is exploded to its components, (2) packs and/or bulk items can be combined to form a new pack.		
Transformed sellable	An item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.		transformed orderable, transformable item
Truck split	The process of splitting orders into multiple truckloads.		
TSF/PO link	the reference number for a link from an item on a transfer to one or more existing purchase orders.		
UDA	See User Defined Attribute.		
Unavailable Stock	The number of units that are not available for sale at all locations because they are damaged or for other reasons.		
Unique Transaction Number	The level at which unique POS transaction numbers are generated. The store has one sequence number that is used for all registers, or the store has unique sequence numbers for each register.		
Unit Amount	The monetary amount for each unit.		

Term	Definition	Example	See Also
Unit Cost	The cost per unit of the item. If the shipment is associated with a purchase order, the unit cost contains the cost of the SKU for this Shipment / Location combination based on the purchase order cost for the item and is stored in the order currency. The cost does not include landed cost components. If the shipment is associated with a transfer or allocation, the unit cost contains the average cost of the item at the sending location plus any up-charges.		
Unit of Measure	Indicates how each unit is measured.		
Up Charge	Cost incurred when transferring an item between a warehouse and a store. Expense Up Charges are charges incurred by the sending location when transferring goods from to the receiving location, like Freight or Insurance. The receiving location will have to pay these charges to the sending location. Profit Up Charges are used when the sending location is trying to become a profit center. Examples of Profit charges are Storage Fees and Processing Fees.		
User Defined Attribute	An identifying quality that has been set up by the user.		
Username	An ID that is assigned to each user.		

Term	Definition	Example	See Also
Value Added Tax	An incremental excise tax that is levied on the value added at each stage of the processing of a raw material or the production and distribution of a commodity, and that typically has the impact of a sales tax on the ultimate consumer.		
VAT Rate	The percentage that is applied to any value added to an item to calculation VAT.		
VAT Region	An area that is subject to the same VAT.		
Vendor	A generic, inclusive term used to mean either partner or supplier.		
Vendor Type	See Vendor.		
Vessel	Mode of transportation used to transport goods between a supplier and a retailer. Could be a train, ship, jet, etc.		
Virtual Warehouse	A stock-holding warehouse which is available in multi-channel environments. You can establish a virtual warehouse to keep track of inventory by channel.		Channel
VMI Channel	The process by which suppliers have visibility to inventory levels, create purchase orders based on inventory levels, and ship orders without retailer intervention.		
Volume	The amount of space occupied by a three-dimensional object.	volume = length x width x height	

Term	Definition	Example	See Also
Volume Rebate	A rebate in which the supplier determines the amount of the rebate, based on the total orders over a specified period of time.		
Voucher	A form or check indicating a credit against future purchases or expenditures.		
Voyage Flight ID	The reference number for a flight, voyage, or other method of transportation.		
VPN	The number assigned to an item by a vendor.		
Walk Through Store			
Warehouse	A storage and/or distribution facility where inventory may be received, held and transferred to other locations.		
Warehouse Issues	The total number of units that had ownership transferred from the warehouse to the store.		
Warehouse Lead Time	The number days required for the item to be shipped from the warehouse and received at a location for cross-docked and warehouse stocked items.		
Warehouse Link	Indicates which replenishment warehouse to which the current virtual warehouse is linked. This field is enabled if the current virtual warehouse is not a replenishment warehouse. This option is available only in multi-channel environments.		

Term	Definition	Example	See Also
Warehouse Storage Cost Measure	The default type of measurement used to calculate the cost of storage, per week at company-owned storage locations. Users can override the type of measurement at the warehouse or warehouse/department level.		
Warehouse Storage Cost UOM	Contains the unit of measure to which the default cost of wh storage is applicable.		
Warehouse Store Assignment History Days	The retention period, in days, for historical information about warehouse/store assignments. When the historical information has exceeded the retention period, it is automatically purged by a regularly scheduled batch program.		
Warehouse Store Assignment Type	Indicates, based on the replenishment stock category, which stores are assigned to a source warehouse when the warehouse store assignment batch program (whstrasg) is run.		
Warehouse to Locn	See WH Lead Time		
Wastage Percentage	The average percentage of wastage that the item is subject to over its shelf life. The wastage percentage can be applied to either spoilage wastage or sales wastage.		

Term	Definition	Example	See Also
Wastage Type	The type of wastage that the item is subject to, such as sales or spoilage wastage. There are two types of wastage, Sales wastage occurs during processes that make an item saleable. Spoilage wastage occurs during the shelf life of the item.		
Weekly Cost of Outside Storage	The cost of storage per week at third-party storage locations on a weekly basis.		
Weekly Cost of Warehouse Storage	The cost of storage per week at company-owned storage locations on a weekly basis.		
Weight Unit of Measure	The unit of measure (UOM) in which the gross, tare, and net weights of the package are stated.		
Wh	See Warehouse		
Wh Description	See Warehouse		
WH Lead Time	The number of days required for the item to shipped from the warehouse and received at a location.		
Wholesaler	A merchant middleman who sells chiefly to retailers, other merchants, or industrial, institutional, and commercial users mainly for resale or business use.		
WIC Ind	Indicates the item qualifies for the Women, Infants, and Children (WIC) program.		
Width	The horizontal measurement of an object.		

Term	Definition	Example	See Also
WIP Code	Displays the code for the work in progress (WIP) tasks that have been assigned to the selected item and location. WIP codes are assigned to work orders that are assigned to purchase orders.		
Wksht Qty	The number of units that have been suggested as the quantity to be ordered.		
Work Order	The request for certain activities to be done to an item in a warehouse before delivery of an item to the final locations.		
Work Phone	The customer's work phone number.		
Workroom Amount	The monetary value of value added services during the time period at the selected location. Workroom costs, such as alterations, reduce the gross profit margin. The amount is denominated in the currency that opens in the Currency field. Depending on the view, the amount is at cost for this year or last year.		
Written Date	The date on which the purchase order was written.		
Year	A time period of 365 days.		
Year to Date Drawdown	The amount paid out on the company's behalf since the beginning of the year by the bank.		
Year to Date, Line of Credit	The amount of credit that the company has used since the beginning of the year from the bank.		

Term	Definition	Example	See Also
Year To Date, Credit	The credit used since the beginning of the year from the bank.		
Zoning Locations	Allows you to set up a store with the same Pricing Zone/Zone Group records as an existing store and the same Cost Zone/Zone Group as an existing store or warehouse.		