Agreement Management

Release A7.3

JDEdwards®

Where Do I Look?

Online Help
- Program
- Form
- Field

CD–ROM
Combo Guides

Combo Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, examples, and exercises for release A7.3 of J.D. Edwards software. Screens and windows shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.
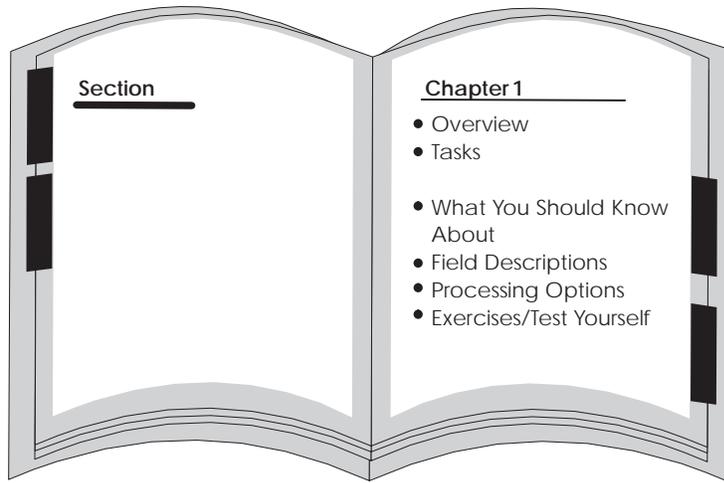
When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters have classroom exercises. Some include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen in the AS/400 environment or a window in the OneWorld environment.

- *Table* generally means "file" in the AS/400 environment.

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter (AS/400) or click OK (OneWorld), except where noted.

Table of Contents

Agreement Management Overview

Agreement Management Processing

Agreement Management Setup

Appendix

Glossary

Index

Agreement Management Overview

Agreements are established between partners to move inventory between the partners' locations or to the partners' customers. You enter into agreements with business partners to save money and time, provide better service to your customers, and save on capital expenses. The Agreement Management system complements and enhances your day–to–day contract negotiations by providing a comprehensive documentation and tracking system.

The purpose of the Agreement Management system is to record all transactions, track volume or amount balances, and determine whether you and your business partners are in compliance with the contracts' terms. With the Agreement Management system, you can establish agreements easily, enter orders against them immediately, and maintain volume or amount tracking.

System Integration

The Agreement Management system is designed to be fully integrated with other J.D. Edwards systems. The Agreement Management system allows you to create and monitor the status of many types of distribution agreements. This system integrates with J.D. Edwards Advanced Pricing and Energy and Chemical systems to:

- Enter transactions to move inventory to fulfill contracts

- Create unique pricing structures for transactions used to fulfil the terms of contracts

- Create penalty schedules to apply if your business partner does not meet the terms of the contract

The following diagrams illustrate how Agreement Management integrates with other systems.

Create contracts and define terms using Agreement Management programs (System 38)

Set up and apply pricing and penalty schedules for one or more partners and contracts using Advanced Pricing and Adjustments
(System 40)

Statement

−

+

Ship product to your partner using ECS Sales Order Entry
(System 42)

Receive product from your partner using Purchase Order Entry
(System 43)

Exchange product using Stock Movements Bulk Inventory
(System 41B)

Tank 1

Monitor status, print statements, and adjust balances using Agreement Management (System 38)

Types of Agreements

Many companies use actual written legal documents that include all the terms and stipulations for each contract. Different kinds of agreements are used in the purchasing and sales cycle. These might be informal or formal (contractual) agreements, such as:

- Exchange agreements
- Loan and borrow agreements
- Tonne per tonne agreements
- Throughput agreements
- Consignment agreements
- Storage contracts

With the Agreement Management system, you can readily track many types of contracts. You can identify the volume or currency amount on each transaction that has been assigned a specific contract number and identify any out–of–balance contracts.

Exchange Agreements

An exchange agreement allows products to be traded between companies. The partners often agree to exchange specific quantities of product for a given time period. Exchanges involve different products or multiple products and often include a differential that one party pays per unit of product exchanged. Financial differentials are not currently handled by the Agreement Management system, but are supported with the integrated systems.

If the agreement is for an extended period (one year, for example), the parties normally agree on monthly quantities to exchange. Partners generally expect exchanges of physical product to remain roughly in balance. However, imbalances do occur and are usually monitored on a monthly basis. Partners often review their contracts annually to bring the contracts in balance with adjustments, monetary payment, or product repayment.

Loan or Borrow Agreements

A loan or borrow agreement is the most simple type of product exchange and often is used in response to a potential stock shortage. It is usually for the same product and does not involve product or price differentials. In a shared facility, a simple borrow and loan agreement can occur when a company depletes its stock. If another company at the depot has stock available, it might agree to loan the stock against a planned replenishment. Or, a company might pick up product from a partner at another depot and replace it with product at a later date. Normally, loans and borrows are informal agreements that are settled in product.

Tonne per Tonne Agreements

A tonne per tonne (transport) agreement involves moving product for a partner. Partner A transports its product along with Partner B's product and then unloads, stores, and delivers the product to Partner B. Partner B does the same for Partner A at another location. These agreements are limited to one physical product, but can involve one or more depots per partner.

Imbalance settlements usually involve throughput fees and transport charge differentials and are settled with a financial transaction instead of physical product.

Throughput Agreements

A throughput agreement is essentially a service agreement in which Partner A agrees to store and manage product for Partner B for a specified time period. Partner B actually owns the stock stored in Partner A's depot, but Partner A monitors the stock level, suggests replenishments, and unloads, stores, and delivers product to the partner or its customers. Partner A might process customer sales for Partner B, or Partner B might simply pick up product for distribution to its customers. Partner A charges Partner B a service fee for managing, transporting, storing, and delivering product.

Consignment Agreements

In a consignment agreement, the retailer acts as agent for the company. The product sold from the retail site is owned by the company. The company agrees to supply a specific volume of product to the retailer, based upon expected demand. The agent does not pay for the product upon delivery, but only upon sale of the product (at the agreed–upon price).

Storage Agreements

In a storage agreement, one company provides storage facilities for another and charges a fee based on the quantity stored (cost per unit volume) and for the time that the product is stored or the storage space is held. The volume is

tracked through the Agreement Management system and the associated fees are handled through supporting systems.

Information Structure

The Agreement Management system contains master maintenance and transaction processing tables.

Master Maintenance Tables

Agreement Management Master (F38010)	Contains information on the partner, contract effective dates, and other information that the system uses to process the contract.
Contract Quantities (F38011)	Contains information on products and quantities, which partner is receiving or shipping the product, and the unit of measure used to measure the product.
Product Source/Destination Master (F38012)	Contains information on all sources from which product can be moved.
Quantity Schedule (F38013)	Contains information on the forecasted schedule for shipment and receipt of product between you and your business partner.
Exchange Ratios (F38014)	Includes the information to balance unlike products on an agreement.
Agreement Master Notes (F0016)	Contains notes attached to an agreement that were entered on the Agreement Management Master form.
Agreement Management Constants (F38001)	Contains the agreement constants that the system uses to process the search function.

Transaction Processing Tables

Agreement Transaction Ledger (F38111)	Contains quantity and amount information for all agreement transactions and adjustments.

Committed Quantities (F38112)	Temporarily holds the quantities committed on transactions until the processing moves them to actual quantities.
Sales Order Detail (F4211)	Contains detail information for each sales order line.
Purchase Order Detail (F4311)	Contains detail information for each purchase order line.
Item Ledger (F4111)	Contains history information for all inventory transactions. The system records any changes to the inventory in this table.
Bulk Transaction (F41500)	Contains supplemental information pertaining to bulk transactions only.

Menu Overview

The menus that you receive with the J.D. Edwards Agreement Management system are classified according to the following levels.

Agreement Management
G38

Daily Operations

Agreement Management
Daily Operations
G381

Periodic Operations

Agreement Management
Reports
G382

Daily Processing

Agreement Management Processing

Objectives

- To create agreements that define the terms that you and your business partners agreed upon to move inventory
- To understand how to assign agreements to transactions
- To learn how to use the system to manage agreements

About Agreement Management Processing

Although each company's actual agreements are unique documents, the Agreement Management system provides a standardized format for creating and managing all of the item and scheduling information.

After you create an agreement, you can assign the number to the transactions that move product to fulfill the agreement's terms. You use the same applications for agreement transactions that you use to place sales orders, purchase orders, or bulk stock control transactions. Frequently, you do not know if you should apply a product to an agreement until load confirmation. You can also assign an agreement number to an order at this time.

You can prepare balance statements to determine if you and your partner are in compliance with the terms of the agreement. The statement includes the agreement information and identifies what you owe or what your partner owes to meet the terms.

As you manage agreements, you might note that the terms have not been met or that you missed assigning a transaction You can correct the out-of-balance conditions with an adjustment or a sales order transaction.

Complete the following tasks:

- ❏ Create an agreement
- ❏ Assign agreements
- ❏ Manage agreements

Create an Agreement

Creating an Agreement

The Agreement Management system provides methods to document and track the terms, products, quantities or currency amounts, and penalties on each of your agreements with business partners. Depending on the agreement terms and your company's procedures, you can choose some or all of the methods to define your agreements.

You must define the relationships for each agreement. This creates a master for each agreement which you can use to define the terms of the agreement, extend the agreement, or create additional agreements.

Each agreement has values that might differ from other agreements or the system values. In addition to the product quantity values, you can specify unique prices and penalties if agreement terms are not met.

An agreement might have multiple sources and destinations. For example, you might want to specify one or more destinations that can receive a product to fulfill the agreement. You might want to identify only one or several locations that can provide, or source, a product.

Some agreements are based on moving specific product quantities during specific periods of time. If you define specific time frames, you can also monitor the actual maintenance of the agreement to the schedule.

Some agreements include terms to exchange products. Not all products have the same unit value. If your agreement includes unlike products or products with unequal values, you can define the ratios that make exchanges equal.

To create an agreement, complete the following tasks:

❏ Define agreement relationships

❏ Define agreement values

❏ Define product source (optional)

❏ Define time frames (optional)

❏ Define exchange ratios (optional)

Before You Begin

❑ Set up your partner in the address book and branch/plant constants. See *Setting Up Branch/Plant Constants* in the *Inventory Management Guide*.

What You Should Know About

Multi–currency

The Agreement Management system can accommodate multi–currency agreements. If you establish a base currency for your depot, it displays on each of the forms. Additionally, you can identify different currencies for different sources and destinations when you define the agreement values and locations.

Currency amount or quantity

You can create an agreement with a partner for a currency amount rather than item quantity. The forms display information as either amounts or quantities, depending on how you define the terms of the agreement.

Revising an agreement

After you have entered an agreement and assigned it to transactions, the system prohibits changes to some fields. For example:

- You cannot change Agreement Quantity if transactions exist.
- You cannot shorten the Effective Dates if the changed date would exclude existing transactions.

Extending or renewing an agreement

You have several options to renew or extend agreements. The option that you use depends on your company's operating procedures and policies. You can:

- Create a new agreement
- Copy an existing agreement and identify the original agreement in the Created From field
- Add a supplement number to extend or renew an agreement
- Change the expiration date in the original agreement and create numbered supplements.

Closing an agreement

An agreement is no longer active when the expiration date equals the current system date. To close an agreement earlier than the expiration date, change the status and/or enter a cancellation date and reason on the Agreement Master form.

You can also close an agreement while making agreement adjustments. See also *Creating Adjustments.*

Adding a note to an agreement

You can choose the memo function to attach explanatory messages to any agreement. When you attach a note, an *Notes* message displays in the upper right corner of the form.

Defining Agreement Relationships

G38	Agreement Management
	Choose *Daily Operations*

G381	Agreement Management
	Daily Operations
	Choose *Agreement Master*
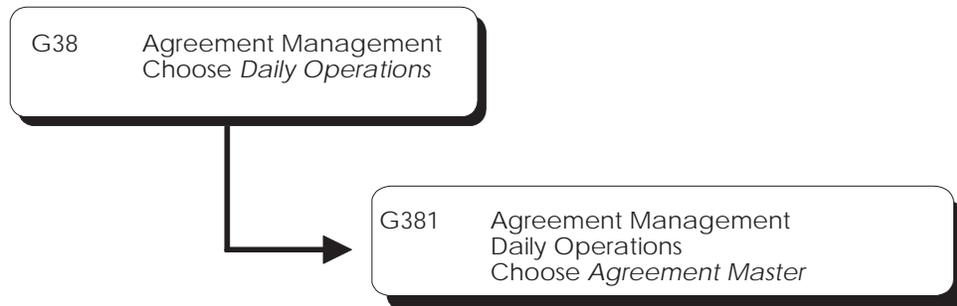
Choose Agreement Master to:

- Set up an agreement in the system

- Enter the information that defines the agreement's relationships with your partner and to other agreements

- Access other programs that define the agreement

▶ **To define agreement relationships**

On Agreement Master

1. Complete the following fields:

   - Depot

   - Agreement Number

   - Name/Description

   - Status

2. Complete the following optional fields:

   - Supplement Number

   - Agreement Type

   - Agreement Purpose

   - Agreement Manager

   - Agreement Administrator

   - Amendments

   - Partner's Agreement Number

   - Update at Ambient, Standard, or Weight

   - Commingled Agreement

   - Distribution Agreement Reporting Codes 1 through 4

3. Complete the following optional fields to define relationships with other agreements:

- Associated Agreement
- Associated Supplement
- Parent Agreement
- Parent Supplement
- Created from Agreement
- Created from Supplement
- Closed to Agreement

4. Complete the following fields or accept the defaults:

- Date
- Effective Date
- Expiration Date
- New/Renewal
- Agreement Quantity Type
- Quantity Control
- Write Accommodations

Field	Explanation
Agreement Number	A unique number your company assigns to identify a particular agreement. You might want to assign some significance to the agreement number (for example, an agreement type code, location, year, and so forth). An agreement might have multiple supplements to record addendum or changes, for example.
Agreement Supplement	The supplement number records changes or addendum to agreements that occur over time or by item. It can also indicate individual agreements that are tied to a master agreement. The system allows up to 999 different supplements per base agreement number.
Status	A user defined code that indicates the current status of the agreement.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.
Agreement Type	A user defined code that indicates the general type of the agreement.

Field	Explanation
Agreement Purpose – Distribution	A user defined code used to describe the purpose or use of the agreement.
New/Renewal	A flag that indicates whether this is a new agreement or a renewal agreement. Valid values are: N New (Default) R Renewal
Amendments (Y/N)	A flag used to indicate whether amendments exist for this agreement.
Partner's Agreement Number	The agreement number assigned by your partner. Frequently, business partners maintain numbering systems that are different from yours. If your company requires both agreement numbers for tracking purposes, enter your partner's number in this field.
Agreement Quantity Type	A code that indicates if this agreement is based on quantity by item or currency amount. Valued values are: Q Quantity A Currency Amount If you specify Q, you can enter quantity and unit of measure for the products covered by the agreement. If you specify A, you can enter currency amounts covered by the agreement. The system calculates currency amounts on the price for sales order transactions or the cost for purchase transactions.

Quantity Control	A code that determines whether you want the system to enforce quantity requirements when you assign an agreement number to a transaction. Valid values are:
	
	Y or 1
	     Yes, have the system verify that sufficient quantity remains on the agreement and that the transactions does not violate the minimum quantity.
	
	N or 0
	     Do not consider quantity when performing an edit of an agreement number.
	     If you set Agreement Quantity Type to A for amount, the quantity control is not valid and this field must be either N or 0.

Commingled Other Owner	Indicates that the transaction uses commingled inventory and that it is for another owner. Journal entries will not be written for stock belonging to another owner.
Date – Cancellation of Agreement	The date on which the agreement was or will be cancelled. If an agreement is cancelled, it is considered an inactive agreement.

Field	Explanation
Cancellation Reason Code	Reason code for cancellation of this agreement.

Write Accommodations	Y or 1
	      Yes, include accommodations.
	
	N or 0
	      No, do not include accommodations.
	
	If you include accommodations (Y), the system uses alternate AAIs during purchase order, sales order, and general stock movement processing.

Update at Ambient/Standard/Wgt	This code determines the method the system uses to update the agreement. Valid values are: A Use the ambient volume, when available, to update agreement balances S Use the standard volume, when available, to update agreement balances W Use weight, when available, to update agreement balances
Associated Agreement	A unique number assigned by the company to identify a particular agreement. Your company might base or associate the terms of a new or renewal agreement or supplement on an existing agreement. If so, enter the agreement number of that agreement here. The system uses the agreement number in the Agreement Search, Online Statement, and Online Balance Inquiry programs to determine the data to display.
Associated Supplement	A code the system uses to record changes or addenda to agreements that occur over time or by item. It might also indicate individual agreements tied to a master agreement. The system allows up to 999 different supplements per base agreement number. Your company might base or associate the terms of a new or renewal agreement or supplement on an existing agreement. If so, enter the supplement number of the other agreement.
Parent Agreement Number	You can use the parent agreement and supplement numbers define a relationship between two or more agreements. The system uses the agreement and supplement numbers in the Agreement Search, Online Statement, and Online Balance Inquiry programs to determine the data to display.
Created From Agreement Number	You can enter an agreement number and supplement to indentify a previous agreement as being related to this agreement and supplement. The system can use this field as a selection field during Agreement Search.

Field	Explanation
Agreement Reporting Code	A user defined code to group agreements that have similar attributes. Use reporting codes to link or group related agreement constants. The system uses this information in the Agreement Search and Online Balance Inquiry programs to determine the agreement information to display.

Processing Options for Agreement Master

```
Screen Defaults:
 1. Default Depot                                      _____
 2. Default Quantity or Amount Flag                    _____
    for agreement balance updates
 3. Enter the Agreement Type that                      _____
    identifies a reporting agreement

Dreamwriter Versions:
 Enter the version for each program:
 If left blank, ZJDE0001 will be used.
 4. Agreement Quantities        (P38011)               _____
 5. Agreement Source/Destination(P38012)               _____
 6. Agreement Exchange Ratios   (P38014)               _____
 7. Online Statement            (P38300)               _____

Dreamwriter Versions:
 8. Online Balance Inquiry      (P38375)               _____
```

What You Should Know About Processing Options

Screen Defaults (3)   To use a specific agreement type as a "reporting agreement" only, enter that agreement type in this processing option. Some companies use a reporting agreement as an umbrella, or encompassing, agreement. It does not contain any product or quantity information. Other agreements will be associated with the reporting agreement that define the detail information.

When you enter this agreement type in Agreement Master, you do not need to identify any agreement specifics, such as depot, quantities, or products.

Defining Agreement Values

```
┌──────────────────────────────────────┐
│ G38      Agreement Management         │
│          Choose Daily Operations      │
└──────────────────────────────────────┘
                    │
                    │
                    ▼
        ┌──────────────────────────────────────┐
        │ G381     Agreement Management         │
        │          Daily Operations             │
        │          Choose Agreement Quantities  │
        └──────────────────────────────────────┘
```
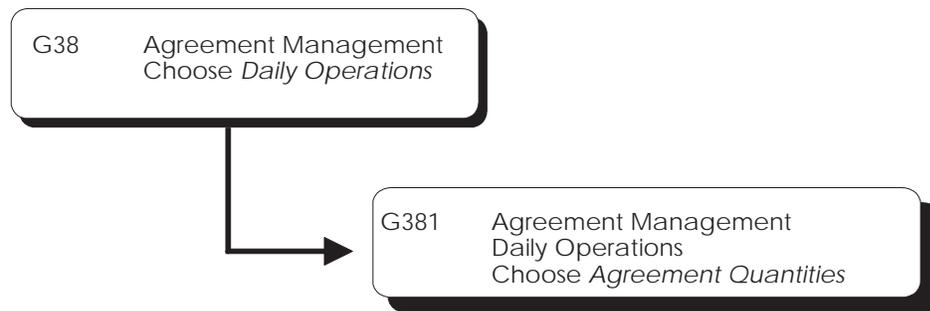
After you have entered basic information for the agreement, you can define the agreement values, including:

- Items included in the agreement

- Destinations where each item will be delivered

- Price overrides

Each agreement is based on moving inventory by you or your partner. When you enter an item, you must indicate if the item is due to your company or due to your partner. For example:

- When you loan to your partner, product is due to your partner.

- When you borrow from your partner, product is due to your company.

```
                                    ┌──────────────────┐
                                    │    Partner       │
                                    │   Depot OOC      │
                                    └──────────────────┘
Borrow                               ▲            ▲
Due To: Company                      │            │
                                     │            │  Loan
                                     ▼            │  Due To: Partner
        ┌──────────────────┐                     │
        │  Your Company    │─────────────────────┘
        │    Depot 1       │
        └──────────────────┘
```
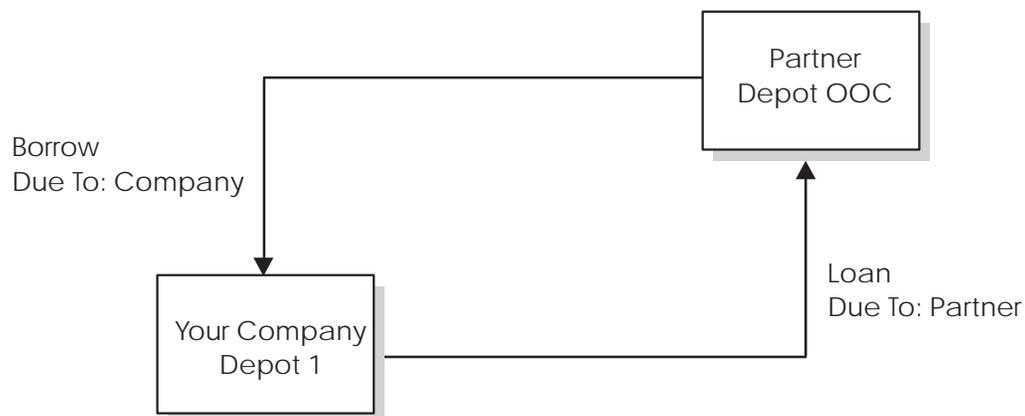
Some agreements stipulate pricing that might differ from the amounts you have set up for your direct customers. You can use this program to override the price when an agreement is assigned to a transaction.

Complete the following tasks:

❏ Define items and destinations

❏ Define price overrides (optional)

```
[38011] - Agreement Quantities                                    _ □ ×
Functions   Options   Tools   Help

                                        Depot              DEPOT1
                                        Base Currency    USD


        Agreement Nbr/Supp      BORROW1         Sample Borrow Agreement
        Effective Date          01/01/98    Expiration Date    06/30/98

      O D  Destination   Ty          Item            Agreement    UM  Cur
      P T                                            Quantity         Cod
      C       DEPOT1     CC  REG                       1000000    LT  USD
      P     00000500     AB  REG                       1000000    LT  USD











      ✔  ✖                              1 i   2 ▲   4 ✚   9 ▬   ⬆
      Opt: 1=Agr Src/Des 3=Price Adj  F5=Agreement Master  F9=Prev  F24=More Keys    MW  ⬇
```

Defining Items and Destinations

You must list each item that is included on a specific agreement to manage it with the Agreement Management system. Additionally, you must specify if the item is due to your company (C) or if the item is due to your partner (P).

▶ **To define items and destinations**

On Agreement Quantities

Complete the following fields:

- Due To
- Destination
- Destination Type
- Quantity or Amount of Agreement
- Unit of Measure

Field	Explanation
Due To	A code that identifies which partner is due to receive the listed item. Valid values are: C Company - Your company expects to receive product from the partner. P Partner - Your partner expects to receive product from your company.

Destination	A value that identifies where an item on the agreement will be delivered. This required field must match the Destination Type code.
	
	If Destination Type is AB
	    Destination must be an address book in F0101
	
	If Destination Type is CC
	    Destination must be a cost center in F006
	
	If Destination Type is *A
	    Destination must be *ANY

Destination Type	A code that identifies the type of destination. Valid values are: AB The destination must be an Address Book number. CC The destination must be a cost center. *A The destination can be any location.

What You Should Know About

Quantity or amount agreements	If you defined the agreement as a quantity type (Q) agreement, you enter the quantity of units of measure. If you defined the agreement as a currency amount type (A), you enter the currency amounts.

Defining Price Overrides

You can establish a price for an item for your partner that differs from the price for your direct customers or in other agreements. The price information you define here overrides the current price whenever you assign this agreement to a transaction.

Before You Begin

❑ Set up your pricing schedules. See *Advanced Pricing and Adjustments Guide* for complete information on setting up pricing schedules.

▶ **To define price overrides**

On Agreement Quantities

1. Access the fold area.

```
[38011] - Agreement Quantities                                    _ □ ✕
Functions   Options   Tools   Help

                                        Depot              DEPOT1
                                        Base Currency   USD


          Agreement Nbr/Supp    BORROW1          Sample Borrow Agreement
          Effective Date        01/01/98      Expiration Date    06/30/98

        O D  Destination   Ty        Item         Agreement   UM  Cur
        P T                                        Quantity        Cod
          C      DEPOT1  CC REG                     1000000    LT  USD
        Eff Dates  01/01/98 06/30/98  Min/Max Qty.
        Ovr Price        .0000        Price Sched
          P 00000500     AB REG                     1000000    LT  USD
        Eff Dates  01/01/98 06/30/98  Min/Max Qty.
        Ovr Price        .0000        Price Sched

        Eff Dates                     Min/Max Qty.
        Ovr Price                     Price Sched

        Eff Dates                     Min/Max Qty.
        Ovr Price                     Price Sched

    ✔  ✖                          i    ▲   ⊕   ▬    ⬆
   Opt: 1=Agr Src/Des 3=Price Adj F5=Agreement Master F9=Prev F24=More Keys   MW  ⬇
```

2. Accept the defaults, or complete the following optional field:

    • Effective Dates

    • Minimum/Maximum Quantity or Amount

3. Complete one of the following fields:

    • Override Price

    • Price Schedule

Field	Explanation
Effective Dates	The date the agreement becomes effective.
	. . . . *Form-specific information* . . . .
	This date only applies to the line for this item and destination. The system applies the agreement's effective date if you do not enter a different date.

Field	Explanation
Effective Date	The date that the agreement ceases to be in effect. If you do not enter a date in this field, the system enters a date that you defined during system setup.
	. . . . *Form-specific information* . . . .
	This date applies only to the line for this item and destination. The system applies the agreement's expiration date if you do not enter a different date.
	If you enter a date that is later than the agreement's expiration date, the system displays a warning message. If you proceed past the warning message and enter a date that is greater than the agreement's expiration, the system automatically extends the expiration date to the date you enter.
Override Price	The list or base price to charge for one unit of this item. The unit price you enter here overrides the current price whenever you assign this agreement to a transaction.
Penalty Schedule	A user defined code (System 40/Type AS) that identifies a penalty schedule. If you or your business partner do not meet the agreement conditions you define here, you can apply the penalty schedule. You must set up penalty schedules with the Advanced Pricing and Adjustments programs.

Processing Options for Agreement Quantities

```
Screen Control:
 1. Enter a '1' to protect the price            _____
    override and price schedule fields.

Dreamwriter Versions:
Enter the version of each program. If
 left blank, ZJDE0001 will be used.
 2. Agreement Master            (P38010)        _____
 3. Agreement Source/Destination(P38012)        _____
 4. Quantities Schedule         (P38013)        _____
 5. Agreement Exchange Ratios   (P38014)        _____
 6. Online Statement            (P38300)        _____
 7. Online Balance Inquiry      (P38350)        _____
```

Defining Product Source

If the agreement states that your partner will ship product to you (product due to company), your partner's address book or cost center number is the source. If the agreement states that you will ship product to your partner (product due to partner), your company is the source. An agreement might allow you to move an item from more than one source to the destination specified in the agreement detail line. You can list each address book or cost center source that the agreement allows.

If the agreement stipulates only one source, you do not need to define the product source. When you enter information on Agreement Quantities for agreements that stipulate only one source, the system automatically creates records in the Product Source/Destination Master table (F38012).

▶ To define product source

On Agreement Quantities

1. Access the Product Source/Destination form from the destination and item line you want to define.

```
[38012] - Agreement Source/Destination                              _ □ ×
Functions  Options  Tools  Help

                                       Depot                  DEPOT1
                                       Base Currency    USD

   Agreement Nbr/Supp    BORROW1            Sample Borrow Agreement
   Item                  REG                Leaded Fuel
   Due To                C
   Destination/Type            DEPOT1  Ty  CC  Depot 1
   Effective Date        01/01/98       Expiration Date      06/30/98
   Agreement Quantity .        1000000  Total Quantity . . .     1000000
   Agreement Currency    USD            Unit of Measure      LT

   O  Transaction  Ty          Description              Quantity
   P    Source
          OOC      CC  Other Oil Company Depot            1000000




   ✔  ✖                              .i  ▲  ᵼ▢  ▬   ⬆
   Opt: 1=Quantities Schedule  F11=Online Statement  F12 Online Balance Inq    MW  ⬇
```

2. On Agreement Source/Destination, complete the following fields:

    - Product Source

    - Product Source Type

    - Quantity

3. To identify a quantity range, access the fold area.

```
[38012] - Agreement Source/Destination                                 _ □ ×
Functions   Options   Tools   Help

                                       Depot              DEPOT1
                                       Base Currency   USD

      Agreement Nbr/Supp   BORROW1          Sample Borrow Agreement
      Item                 REG                    Leaded Fuel
      Due To               C
      Destination/Type           DEPOT1  Ty  CC  Depot 1
      Effective Date       01/01/98       Expiration Date      06/30/98
      Agreement Quantity .          1000000   Total Quantity . . .      1000000
      Agreement Currency   USD              Unit of Measure      LT

      O    Transaction   Ty         Description             Quantity
      P       Source
                  OOC   CC Other Oil Company Depot           1000000
      Min/Max Transaction Quantities .

      Min/Max Transaction Quantities .

      Min/Max Transaction Quantities .

      Min/Max Transaction Quantities .

      Min/Max Transaction Quantities .

   ✔   ✘                              1 i    2▲   4✚   9▬      ▲
                                                                 ▼
Opt: 1=Quantities Schedule  F11=Online Statement  F12 Online Balance Inq    MW
```

4. Complete the following optional fields:

- Minimum Transaction Quantity

- Maximum Transaction Quantity

Field	Explanation
Source	A value that identifies the location that will supply the item to fulfill the agreement. The code must match the Source Type code.
	If Source Type is AB, Transaction Source must be an address book number in F0101.
	If Source Type is CC, Transaction Source must be a cost center in F006.
	If Source Type *A, Transaction Source must be *ANY.
Source Type	This field specifies what type of source was entered in the source field. If Transaction Source is an Address Book number in F0101, – Source Type must be AB. If Transaction Source is a cost center in F006, – Source Type must be CC. If Transaction Source is *Any, – Source Type must be *A.

Field	Explanation
Minimum Transaction Quantity	The minimum transaction quantity allowed for any transaction to fulfill the agreement.
	If you apply quantity control to the agreement, the system checks that each transaction meets the minimum allowed. If a transaction is entered for less than this quantity, a penalty can be assessed.
Maximum Transaction Quantity	The maximum transaction quantity allowed for any transaction assigned to this agreement. If you apply quantity control to the agreement and a transaction is entered for more than this quantity, a penalty can be assessed.

Processing Options for Agreement Source/Destination

```
Dream Writer Versions:
Enter the version of each program. If
 left blank, ZJDE0001 will be used.
 1. Agreement Master            (P38010)          _____
 2. Quantities Schedule         (P38013)          _____
 3. Agreement Exchange Ratios   (P38014)          _____
 4. Online Statement            (P38300)          _____
 5. Online Balance Inquiry      (P38350)          _____
```

Defining Time Frames

You can schedule dates and quantities that you anticipate for the duration of the agreement. The information you enter is a forecast of the activity to fulfill the agreement. When you complete this schedule, you can compare the actual activity to the forecast with the Online Statement program.

▶   **To define time frames**

On Agreement Source/Destination

1. Access the Agreement Quantities Schedule form from the destination and item line you want to define.

```
[38013] - Agreement Quantities Schedule                              _ □ ×
Functions   Options   Tools   Help

                                          Depot              DEPOT1
                                          Base Currency   USD
      Agreement Nbr/Supp   BORROW1         Sample Borrow Agreement
      Source                      OOC  CC  Other Oil Company Depot
      Destination              DEPOT1  CC  Depot 1
      Item                  REG                  Leaded Fuel
      Due To                C
      Effective Date        01/01/98   Expiration Date      06/30/98
      Agreement Quantity .      1000000  Total Scheduled Qty.
      Agreement Currency    USD        Unit of Measure        LT

      O   Scheduled    Effective Expired
      P   Quantity      Date     Date



       ✔   ✘                        i    ▲    ✛    ▬    ↑
      F5=Agreement Master  F11=Online Statement  F12=Online Balance Inquiry   MW   ↓
```

2. On Agreement Quantities Schedule, complete the following fields:

    •   Agreement Quantity

    •   Effective Date

    •   Expired Date

See Also

•   *Reviewing Agreement Status (P38300)*
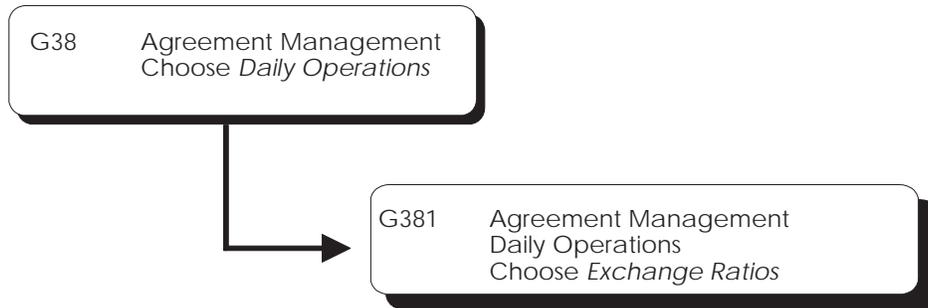
Processing Options for Agreement Quantities Schedule

```
Dream Writer Versions:
Enter the version of each program. If
 left blank, ZJDE0001 will be used.
 1. Agreement Master            (P38010)         _____
 2. Agreement Quantities        (P38011)         _____
 3. Online Statement            (P38300)         _____
 4. Online Balance Inquiry      (P38350)         _____
```

Defining Exchange Ratios

```
G38        Agreement Management
           Choose Daily Operations


                    G381      Agreement Management
                              Daily Operations
                              Choose Exchange Ratios
```

Alternatively, you can access Exchange Ratios by choosing the option from the Product Source/Destination form.

If an agreement contains two or more unlike items, you might need a method to balance them. You can define exchange ratios for quantity agreements if the agreement contains items of unequal value.

To define exchange ratios, designate an item as the balancing item and then list the ratios for the unlike items. The ratio must equal one unit of measure for the balancing item. You can have only one balancing item per agreement.

Example: Defining Exchange Ratios

This example assumes you have an exchange agreement with a partner to exchange unleaded gasoline for various additives or lubricants. Liter for liter, the items are not of equal value. According to the agreement, the exchange requires that you receive more liters of gasoline for every liter of additive and lubricant you provide. The following information illustrates this example:

Unleaded gasoline	Balancing Product Flag: X
	Ratio Product: 1
	Ratio Balancing Product: 1
Additive	Balancing Product: blank
	Ratio Product: 1
	Ratio Balancing Product: 1.5

▶ **To define exchange ratios**

On Agreement Exchange Ratios

```
[38014] - Agreement Exchange Ratios                                    _ □ ×
Functions   Options   Tools   Help

                                        Depot              DEPOT1
                                        Base Currency    USD

        Agreement Nbr/Supp    EXCHANGE1        Sample Exchange Agreement
        Effective Date        01/01/98 Expired Date    06/30/98

        O D              Item          UM B  . . . .Ratio. . . .  Agr
        P T                               P  Product  :  Bal Prod Cur
          C 301                        CN    3.0000   :  2.0000   USD
          C 401                        CN    3.0000   :  2.0000   USD
          P REG                        LT X  1.0000   :  1.0000   USD
                                              :
                                              :
                                              :
                                              :
                                              :
                                              :
                                              :
                                              :
                                              :

    ✔  ✖                          i    ▲   ✚   ━    ⬆
    Opt: 9=Delete  F5=Agreement Master  F6=Agreement Quantities      MW  ⬇
```

1. Complete the following fields for the balancing item:

   - Due To
   - Item Number
   - Unit of Measure
   - Balancing Item Flag
   - Product
   - Balancing Product

2. For each of the additional items, complete the following fields on a separate line:

   - Due To
   - Item Number
   - Unit of Measure
   - Product
   - Balancing Product

3. To view a decimal representation of the item to balancing item ratio, access the fold area.

Field	Explanation
Ratio – Product	This field specifies the numerator for the balancing product ratio.
	If you entered an X in the Balancing Product field, this entry should always be 1.0.
Ratio – Balancing Product	This field specifies the denominator for the balancing product ratio.
	If you entered an X in the Balancing Product field, this entry should always be 1.0.
Balancing Product Flag	This field specifies that a product is to be viewed as the balancing product. A ratio may be specified for each products that expresses its relationship to the balancing product.

Processing Options for Agreement Exchange Ratios

```
Dream Writer Versions:
Enter the version of each program. If
 left blank, ZJDE0001 will be used.
1. Agreement Master          (P38010)              _____
2. Agreement Quantities      (P38011)              _____
3. Online Statement          (P38300)              _____
4. Online Balance Inquiry    (P38350)              _____
```

Assign Agreements

Assigning Agreements

You enter transactions to move the inventory that fulfills an agreement. When you assign an agreement, you include the agreement number and supplement number, if necessary, on a transaction. The system uses these numbers to match the transaction to the correct agreement and track the activity.
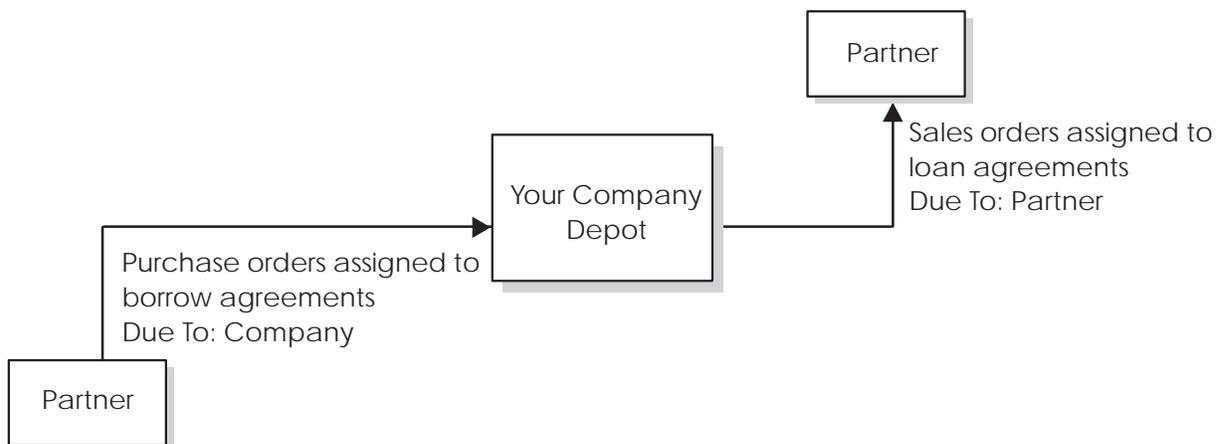
You can:

- Manually assign the agreement numbers to transactions
- Choose from a list of agreements selected by the system
- Allow the system to make the assignment automatically

Your company's operating procedures determine which method you should follow.

You use different types of transactions depending on the terms of the agreement. For example:

- When you have a borrow agreement with a partner, they ship you product based on a purchase order with the agreement number assigned to it.
- When you have a loan agreement with a partner, you enter a sales order, assign the agreement number to it, and ship the product to your partner.

```
                                              ┌──────────┐
                                              │ Partner  │
                                              └──────────┘
                                                   ▲
                                                   │  Sales orders assigned to
                       ┌──────────────┐            │  loan agreements
                       │ Your Company │────────────┘  Due To: Partner
                       │    Depot     │
                       └──────────────┘
                              ▲
        Purchase orders assigned to
        borrow agreements
        Due To: Company
   ┌──────────┐
   │ Partner  │
   └──────────┘
```

You can assign an agreement number to any of the following:

Purchase orders   To borrow from a partner, use either Enter Purchase Orders or Purchase Order Receipt.

Sales orders   You can use Enter Orders (Page Mode) to:

- Loan product and ship it to your partner
- Loan product and ship it to your partner's customer
- Borrow product and ship it from your partner's foreign depot to your customer

The system can also assign agreements for Electronic Data Interchange (EDI) and batch orders.

Transfer orders   To move products between branch/plants, use Transfer Orders.

Direct ship orders   To create both a purchase order and a sales order to move product from a supplier directly to another partner or customer, use Direct Ship Orders.

Bulk or general stock movements   To record non-sale packaged or bulk movements, use the appropriate form in the stock movement program.

You can assign an agreement number as you enter transactions. You can also assign an agreement during load confirm. You assign agreements during load confirm instead of during transaction entry for the following reasons:

- You were not aware that the transaction applied to an agreement when you entered the transaction.

- You want to change a previously assigned agreement number.

- The transaction is a sale to your customer, but the source branch/plant in the transaction detail is your partner's depot. When you borrow from your partner to ship directly to your customer, your partner's branch/plant is referred to as a "foreign depot."

Complete one of the following tasks to assign agreements:

❏ Assign agreements manually

❏ Choose an agreement to assign

❏ Assign agreements during load confirmation

When you choose an agreement from a list or have the system automatically assign an agreement to a transaction, the system uses search criteria to identify the agreements.

When you enter a sales order, the system selects agreements that meet the following criteria:

- Item on the sales order and agreement must be the same.

- Due To on the agreement must be P (partner), which indicates that product is due to the partner for this product and agreement.

- Sold To or Ship To on the sales order must be the same as the Destination on the agreement.

- Detail branch/plant or its owner on the sales order must be the Source on the agreement.

- Date on the sales order is within the active date range for the agreement.

- If the quantity control is active for the agreement, the system verifies that the quantity on the sales order does not exceed the quantity remaining to be fulfilled before it selects the agreement.

The system uses the same criteria for transfer, direct ship, EDI, and batch orders.

When you enter a purchase order, the system selects agreements that meet the following criteria:

- Item on the purchase order and agreement must be the same.

- Due To on the agreement must be C (company), which indicates that product is due to your company for this product and agreement.

- Supplier on the purchase order is the same as the partner number on the agreement.

- Date on the purchase order is within the active date range for the agreement.

- Branch/plant or its owner on the sales order must be the same as the Destination on the agreement.

- If the quantity control is active for the agreement, the system verifies that the quantity on the purchase order does not exceed the quantity remaining to be fulfilled before it selects the the agreement.

When you enter a stock movement transaction, the system selects agreements that meet the following criteria:

- Item on the stock movement and agreement must be the same.

- If the From/To field is To, the system locates agreements with Due To equal to C (company) and a destination that is the same as your branch/plant.

- If the From/To field is From, the system locates agreements with Due To equal to P (partner) and a source that is the same as your branch/plant.

- If the quantity control is active for the agreement, the system verifies that the quantity on the stock movement does not exceed the quantity remaining to be fulfilled before it selects the agreement.

Before You Begin

❑ Set the agreement constants. See *Setting Up Agreement Selection or Assignment.*

What You Should Know About

Automatic assignment	You can complete setup tasks so that the system automatically assigns an appropriate agreement number. The procedure is similar to selecting an agreement to assign. However, the system does not display the window for you to make the selection. If more than one agreement matches the order criteria, the system selects the agreement with the earliest expiration date. Set the agreement constants for automatic assignment. See *Setting Up Agreement Selection or Assignment*.

See Also

- *Purchase Management Guide* for procedures on entering and receiving purchase orders

- *Work with Interactive Sales Orders (P4211)*, *Entering a Direct Ship Order (P4243)* and *Entering a Transfer Order (P4242)* in the *ECS Sales Order Management Guide*

- *Recording an Intra–Depot Stock Movement (P415101)* in the *Bulk Stock Control Guide*

- *Confirming a Bulk Load* (P49510) and *Confirming a Packaged Load* (P49530) in the *Load and Delivery Management Guide*

Assigning Agreements Manually

You can assign agreements manually when you enter the appropriate transaction. For example, if a partner wants you to loan product to them, you specify the agreement number as you enter the sales order.

▶ **To assign agreements manually**

On any of the transaction forms that you use to fulfill an agreement

1. Complete the steps for entering the transaction.

2. Complete the following fields:

   - Agreement

   - Supplement

Choosing an Agreement to Assign

You can set up the system so that you have the option to select an agreement to assign whenever you enter one of the transactions that could fulfill the agreement.

For example, you can set up the agreement constants to let you select the contracts from a list. With this setup, if you are entering a sales order that includes the partner number and item defined in a loan and borrow agreement, the system searches for an agreement that matches the information. If the system locates one or more agreements, a window appears. You can select the agreement to assign and return to the transaction. The system records the agreement and supplement numbers in the appropriate fields.

This feature is not available during load confirmation or purchase order receipts.

Before You Begin

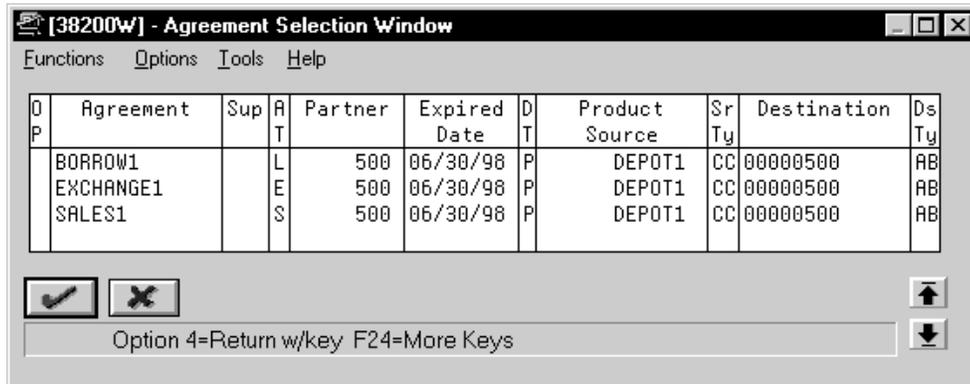❑ Complete the setup procedures to display the Agreement Selection window. See *Setting Up Agreement Selection or Assignment*.

▶ **To choose an agreement to assign**

On any of the transaction forms that you use to fulfill an agreement

1. Complete the steps for entering any of the following

   - Sales orders

   - Purchase orders

   - Transfer orders

   - Direct ship orders

   - Bulk stock movements

The system searches for an agreement that matches the information on the transaction. If it locates an agreement, Agreement Selection Window appears.

```
[38200W] - Agreement Selection Window                    _ □ X

Functions   Options   Tools   Help

O|  Agreement  |Sup|A|  Partner | Expired |D|  Product  |Sr| Destination |Ds
P|             |   |T|          |  Date   |T|  Source   |Ty|             |Ty
 | BORROW1     |   |L|      500 |06/30/98 |P|    DEPOT1  |CC|00000500     |AB
 | EXCHANGE1   |   |E|      500 |06/30/98 |P|    DEPOT1  |CC|00000500     |AB
 | SALES1      |   |S|      500 |06/30/98 |P|    DEPOT1  |CC|00000500     |AB

    ✔   ✖                                                            ⬆

        Option 4=Return w/key  F24=More Keys                         ⬇
```

2. On Agreement Selection Window, select the agreement you want to assign.

3. To view the item number and the quantity remaining to fulfill the agreement, access the fold area.

4. Chose the option to return the agreement number to the transaction.

5. Return to the transaction form.

   The system inserts the agreement number and supplement number.

6. Complete the transaction per the usual procedures.

Assigning Agreements during Load Confirmation

If you don't assign the agreement when you enter the order, you can assign agreements during load confirmation. Complete the following tasks:

❑ Assign loans or borrows

❑ Assign borrow agreements from foreign depots

What You Should Know About

Load confirmation   You can assign both borrow and loan agreements during load confirm. To assign loan agreements to a sales transaction during load confirmation, use the appropriate form:

- Confirm Bulk Load – Trip
- Confirm Packaged Load – Trip

To assign borrow agreements from a foreign depot to a sales order, use the appropriate form:

- Confirm Bulk Load – Order
- Confirm Bulk Load–Trip
- Confirm Packaged Load – Order
- Confirm Packaged Load–Trip

Assigning Loans or Borrows

You can access the Agreement Entry Window to assign an agreement when you confirm a load by trip. The system displays all the order lines and the agreements currently assigned. When you enter or change an agreement number, the system assigns it to the order.

▶   **To assign loans or borrows**

On either of the load confirmation - trip forms

1. Complete the steps for confirming the load.

2. Access the Agreement Entry Window from any of the listed trips.
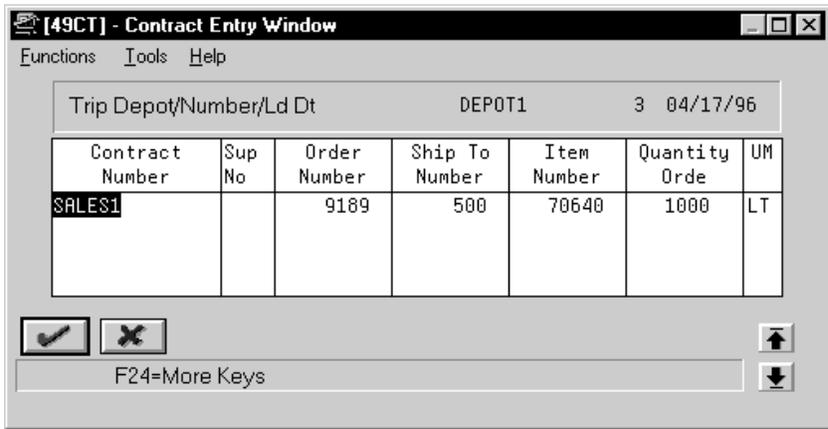
3. On Agreement Entry Window, complete the following fields:

- Agreement

- Supplement

The system assigns the agreement number to the sales order.

What You Should Know About

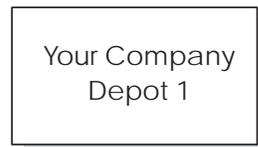**Agreement search**   You can search for agreements from the Agreement Number and Supplement Number fields. This is helpful if you do not know the agreement number.

Assigning Borrow Agreements from Foreign Depots

You can borrow product from your partner without actually receiving the product into your inventory. Your partner can ship the product directly to your customer. In these situations, identify your partner's depot as the detail branch/plant on your customer's sales order.

```
┌────────────────────┐                                    ┌────────────────────┐
│  Partner OOC       │                                    │  Your Customer     │
│  (Foreign Depot)   │───────────────────────────────────▶│  500               │
│                    │   Partner delivers product to      │                    │
└────────────────────┘                                    └────────────────────┘
```

Borrow Agreement   ┌──────────────────┐   Sales Order
JDE – OOC   │ Your Company   │   Ship To: 500
Due To: Company   │ Depot 1   │   Sold To: 500
                                  └──────────────────┘   Detail Branch/Plant: OOC

Before You Begin

❑ Verify that your partner has been identified as a foreign depot on Branch/Plant Constants - Pg 1

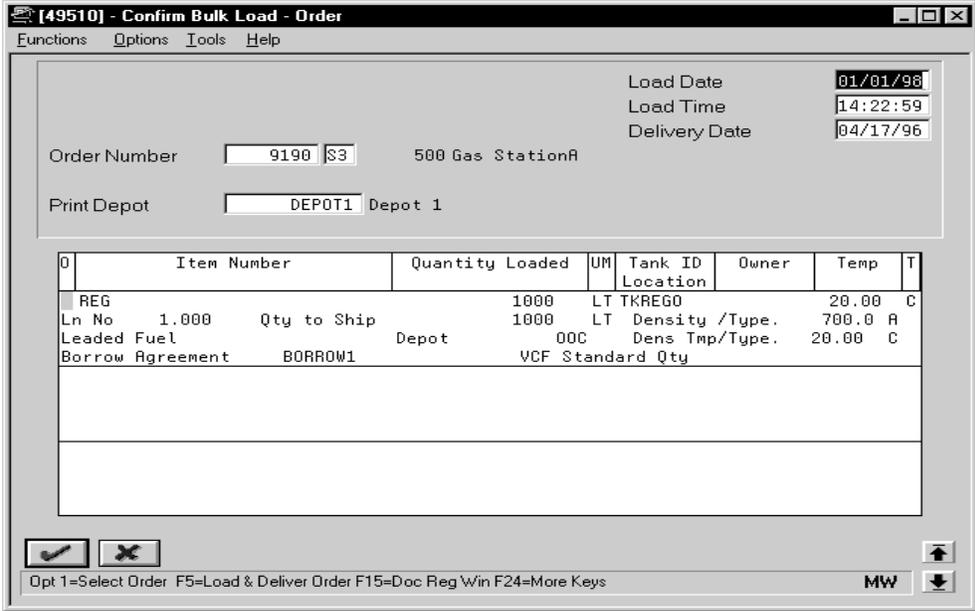❑ Set the Agreement Management Control processing option for the load confirmation programs

▶ **To assign borrow agreements from foreign depots**

On any of the sales order entry forms

1. Complete the steps to enter the order to ship to your customer.

2. Enter your partner's depot in the following field:

   • Detail Branch/Plant

3. Access any of the load confirmation programs.

4. Complete the steps for confirming the load.

   The system searches for the applicable agreement number and assigns the agreement number to the sales order.

```
[49510] - Confirm Bulk Load - Order                              _ □ X
Functions   Options   Tools   Help

                                          Load Date      01/01/98
                                          Load Time      14:22:59
                                          Delivery Date  04/17/96
Order Number        9190  S3      500 Gas StationA

Print Depot         DEPOT1  Depot 1

O       Item Number        Quantity Loaded UM Tank ID   Owner   Temp   T
                                              Location
  REG                         1000      LT TKREGO              20.00   C
Ln No   1.000    Qty to Ship  1000      LT Density /Type.    700.0 A
Leaded Fuel            Depot            OOC   Dens Tmp/Type.  20.00   C
Borrow Agreement   BORROW1       VCF Standard Qty

  ✓   ✗
Opt 1=Select Order F5=Load & Deliver Order F15=Doc Reg Win F24=More Keys   MW
```

5. If necessary, change the agreement number in the following field:

   • Borrow Agreement

Manage Agreements

Managing Agreements

After you have created an agreement, you need to manage it. For example, you can monitor the transactions that fulfill the terms and stipulations of the agreement. You can also make adjustments, if necessary, to correct agreements that are not in balance.

Complete the following tasks:

❏ Review agreement status

❏ Review balance information

❏ Print statements

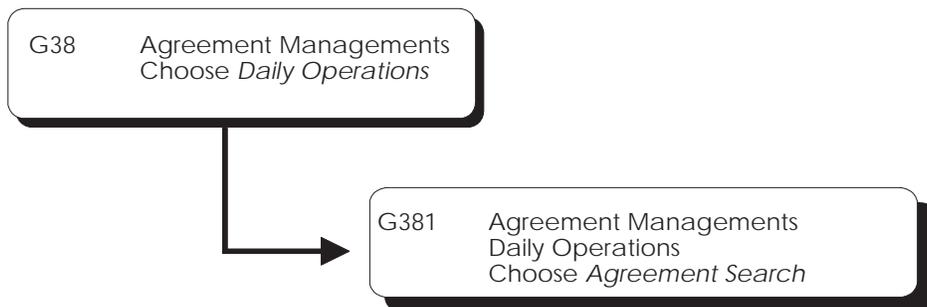❏ Review penalties

❏ Create adjustments

Reviewing Agreement Status

You can use the Agreement Management system to monitor the progress made towards fulfilling the terms of an agreement.

Complete the following tasks:

❏ Search for agreements

❏ Review agreement status
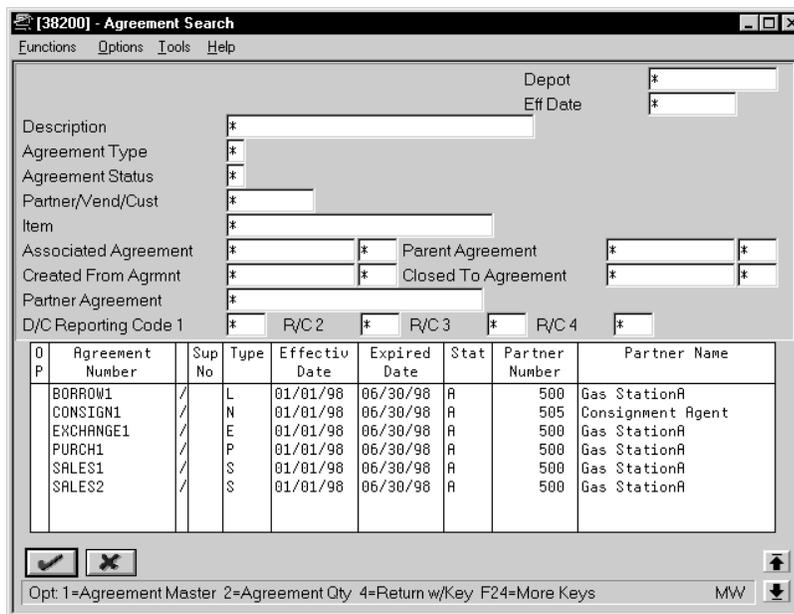
❏ Review transaction information

Searching for Agreements

```
┌─────────────────────────────────────────┐
│                                          │
│  G38        Agreement Managements        │
│             Choose Daily Operations      │
│                                          │
└─────────────────────────────────────────┘
                    │
                    │
                    ▼
          ┌─────────────────────────────────────────┐
          │                                          │
          │  G381       Agreement Managements        │
          │             Daily Operations             │
          │             Choose Agreement Search      │
          │                                          │
          └─────────────────────────────────────────┘
```

Frequently, you want to review the status of several agreements that meet one or more conditions. Use the Agreement Search program to display all the agreements that meet the search criteria you enter.

▶ **To search for agreements**

On Agreement Search

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🖳 [38200] - Agreement Search                              _ □ ×      │
│ Functions   Options   Tools   Help                                   │
│                                                                       │
│                                              Depot      |*            │
│                                              Eff Date   |*            │
│ Description            |*                                             │
│ Agreement Type        |*                                             │
│ Agreement Status      |*                                             │
│ Partner/Vend/Cust     |*                                             │
│ Item                  |*                                             │
│ Associated Agreement  |*         |*   Parent Agreement   |*      |*   │
│ Created From Agrmnt   |*         |*   Closed To Agreement |*      |*   │
│ Partner Agreement     |*                                             │
│ D/C Reporting Code 1  |*   R/C 2 |*   R/C 3 |*   R/C 4 |*             │
│ ┌───────────────────────────────────────────────────────────────┐   │
│ │O  Agreement  │Sup│Type│Effectiv│Expired │Stat│Partner│ Partner Name │
│ │P  Number     │No │    │ Date   │ Date   │    │Number │              │
│ │   BORROW1   /│   │L   │01/01/98│06/30/98│A   │   500 │Gas StationA  │
│ │   CONSIGN1  /│   │N   │01/01/98│06/30/98│A   │   505 │Consignment Agent│
│ │   EXCHANGE1 /│   │E   │01/01/98│06/30/98│A   │   500 │Gas StationA  │
│ │   PURCH1    /│   │P   │01/01/98│06/30/98│A   │   500 │Gas StationA  │
│ │   SALES1    /│   │S   │01/01/98│06/30/98│A   │   500 │Gas StationA  │
│ │   SALES2    /│   │S   │01/01/98│06/30/98│A   │   500 │Gas StationA  │
│ │              │   │    │        │        │    │       │           ▲  │
│ │              │   │    │        │        │    │       │              │
│ ┌──┐ ┌──┐                                                            │
│ │✔ │ │✘ │                                                         ▲  │
│ └──┘ └──┘                                                            │
│ Opt: 1=Agreement Master  2=Agreement Qty  4=Return w/Key  F24=More Keys   MW  ▼ │
└─────────────────────────────────────────────────────────────────────┘
```
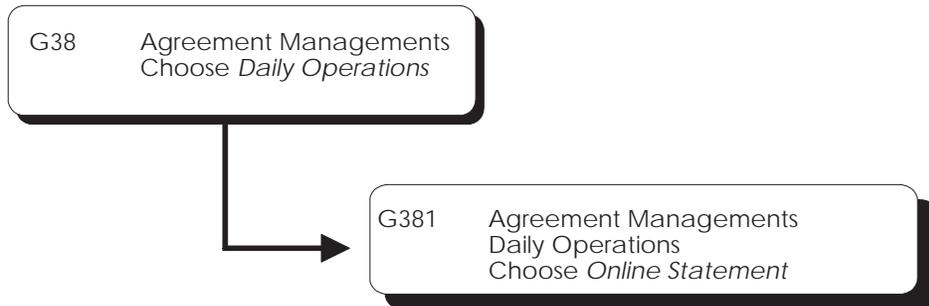
1. Complete one or more of the search fields.

    If you enter an asterisk (*) in any field, the system displays all the agreements for that specific search criteria.

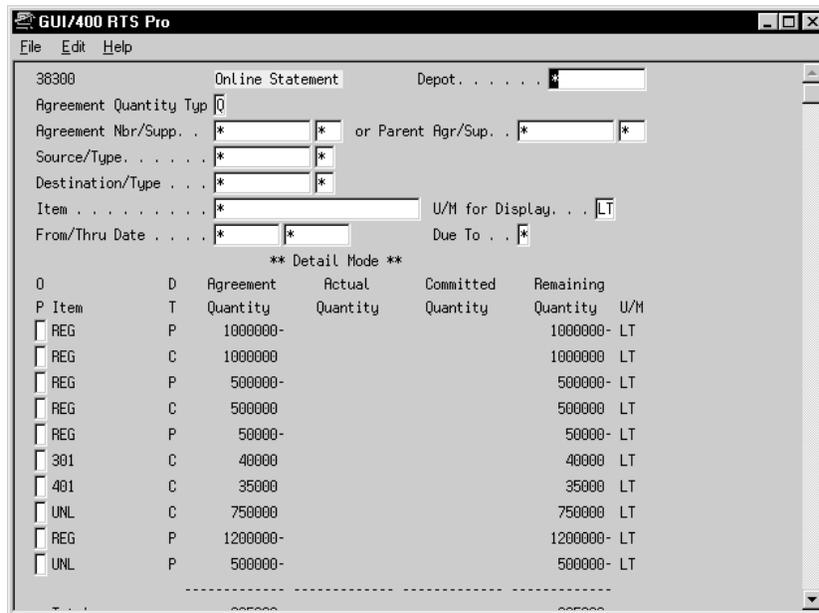2. Choose the agreement you want to review.

Reviewing Agreement Status

```
┌─────────────────────────────────────┐
│ G38      Agreement Managements       │
│          Choose Daily Operations     │
└─────────────────────────────────────┘
                    │
                    └────────────►┌─────────────────────────────────────┐
                                  │ G381     Agreement Managements       │
                                  │          Daily Operations            │
                                  │          Choose Online Statement     │
                                  └─────────────────────────────────────┘
```

After you have located the agreements, you can compare the forecasted time frame that you entered on Agreement Quantities Schedule with the actual quantities included on transactions assigned to the agreement. This allows you to compare the forecasted schedule to the actual compliance.

You can set a processing option if you want the online statement to display as the total agreement quantity rather than the scheduled quantities. You can also toggle between the two displays, regardless of the processing option setting.

▶   **To review agreement status**

On Online Statement

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🖳 GUI/400 RTS Pro                                          _ □ ✕     │
│ File  Edit  Help                                                      │
│                                                                   ▲   │
│   38300            Online Statement      Depot. . . . . . *           │
│   Agreement Quantity Typ Q                                            │
│   Agreement Nbr/Supp. . *        *    or Parent Agr/Sup. . *      *   │
│   Source/Type. . . . . *        *                                    │
│   Destination/Type . . . *        *                                  │
│   Item . . . . . . . . . *                U/M for Display. . . LT     │
│   From/Thru Date . . . . *      *         Due To . . *                │
│                        ** Detail Mode **                              │
│   O             D   Agreement    Actual    Committed   Remaining      │
│   P Item        T   Quantity    Quantity   Quantity    Quantity  U/M  │
│   ☐ REG         P   1000000-                           1000000- LT    │
│   ☐ REG         C   1000000                            1000000  LT    │
│   ☐ REG         P    500000-                            500000- LT    │
│   ☐ REG         C    500000                             500000  LT    │
│   ☐ REG         P     50000-                             50000- LT    │
│   ☐ 301         C     40000                              40000  LT    │
│   ☐ 401         C     35000                              35000  LT    │
│   ☐ UNL         C    750000                             750000  LT    │
│   ☐ REG         P   1200000-                           1200000- LT    │
│   ☐ UNL         P    500000-                            500000- LT    │
│                   ------------ ------------ ------------ ------------  │
│        T  . .         885000                            885000    ▼   │
└─────────────────────────────────────────────────────────────────────┘
```

1. Complete one or more of the search fields.

2. To view the transaction detail lines for a specific committed quantity, access the Committed Transactions window.

```
38300W    Committed Transaction Window
Agreement. BORROW1               Item. Leaded Fuel


  Order    Or  Line   Order Order     Transaction
  Number   Ty Number   Co    Date       Quantity         U/M







                     F24=More Keys
```

3. To view the agreement and transaction information for the actual quantity on a specific line, access the Agreement Transactions window.

```
38350W   Agreement Transaction Window
Agreement. SALES2           Item . Unleaded Fuel

O                Trans   Document Do    Ambient         Standard
P Destination     Date    Number  Ty   Quantity   UM   Quantity   UM
⌐ 00000500      AB 01.01.98   8713 S3      15000- LT      14910- LT
⌐ 00000500      AB 15.03.98   8714 S3      25000- LT      24850- LT
⌐ 00000500      AB 15.04.98   8715 S3      12500- LT      12425- LT
⌐ 00000500      AB 16.04.98   8716 S3       7500- LT       7455- LT



       Opt 5=Transaction Detail 7=Adjustments   F24=More Keys
```

What You Should Know About

Quantity information

The system subtracts the actual quantity and committed quantity from the agreement quantity to calculate the remaining quantity to fulfill the agreement. The system displays and calculates the quantities as follows:

- The agreement quantity is the total for this item when the agreement was initiated.
- The actual quantity is the amount delivered to the destination. The actual quantity displays after delivery confirmation or sales update. Stock movement transactions display immediately. The system updates this quantity as ambient, standard, or weight, depending on the value you defined on the Agreement Master form.
- The committed quantity is the amount entered on a transaction. The committed quantity displays immediately after you enter the transaction.

Currency–based agreements

If you created the agreement as a currency amount rather than product quantity, Online Statement displays currency amounts rather than the quantities.

Making agreement adjustments

When you view Online Statement in detail mode, you can access the Agreement Adjustments program. When you do this, the system copies the agreement information to the adjustment fields.

Reviewing in summary mode

When you view Online Statement in summary mode, the system subtotals the information by agreement, item number, and due to.

You cannot access Committed Quantities, Agreement Transaction Inquiry, or Agreement Adjustments when you set Online Statement for summary mode.

Processing Options for Agreement Management Online Statement

```
Defaults:
  1. Enter the default Unit of Measure.            _____
  2. Enter the default Currency Code.              _____
  3. Enter the default Agreement Type.             _____
  4. Enter 'C' to display Agreement               _____
     Quantities, 'S' to display
     Scheduled Quantities.  In the
     program, this option may be toggled
     with function key F5.
  5. Enter '1' to default to Detail               _____
     Mode.  Any other value will default
     to Summary Mode.
```

6. Enter the default Due To for the _____
   selection criteria. Valid values
   are 'C', 'P', and ' ' (all).

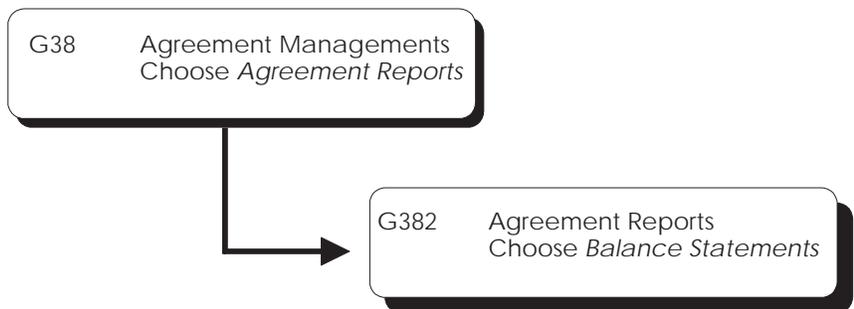**Dream Writer Versions:**
 Enter the version of each program. If
 left blank, ZJDE0001 will be used.
 7. Agreement Master   (P38010)   _____
 8. Agreement Quantities   (P38011)   _____
 9. Agreement Source/Dest   (P38012)   _____
10. Agreement Qtys Schedule   (P38013)   _____
11. Online Balance Inquiry   (P38350)   _____
12. Agreement Adjustments   (P38300)   _____

Program Processing
13. Enter 'Y' to diaplay Due To partner   _____
    transactions as positive. Any
    other value entered will display
    them as negative.

Reviewing Transaction Information

```
G38      Agreement Managements
         Choose Daily Operations


              G381     Agreement Managements
                       Daily Operations
                       Choose Transaction Ledger
```
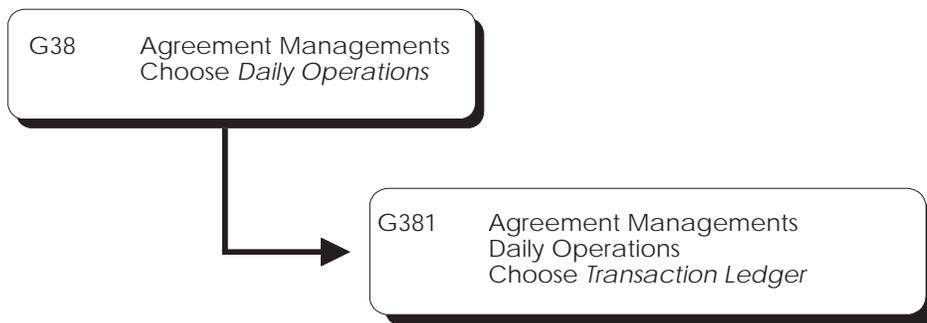
You can review all the transactions assigned to date to an agreement.
Transaction Ledger provides a running balance of the transactions that affect a
specific agreement with a partner.

▶ To review transaction information

On Agreement Transaction Ledger

1. Complete one or more of the search fields.

2. To review specific transaction information, choose the option to display Transaction Detail.
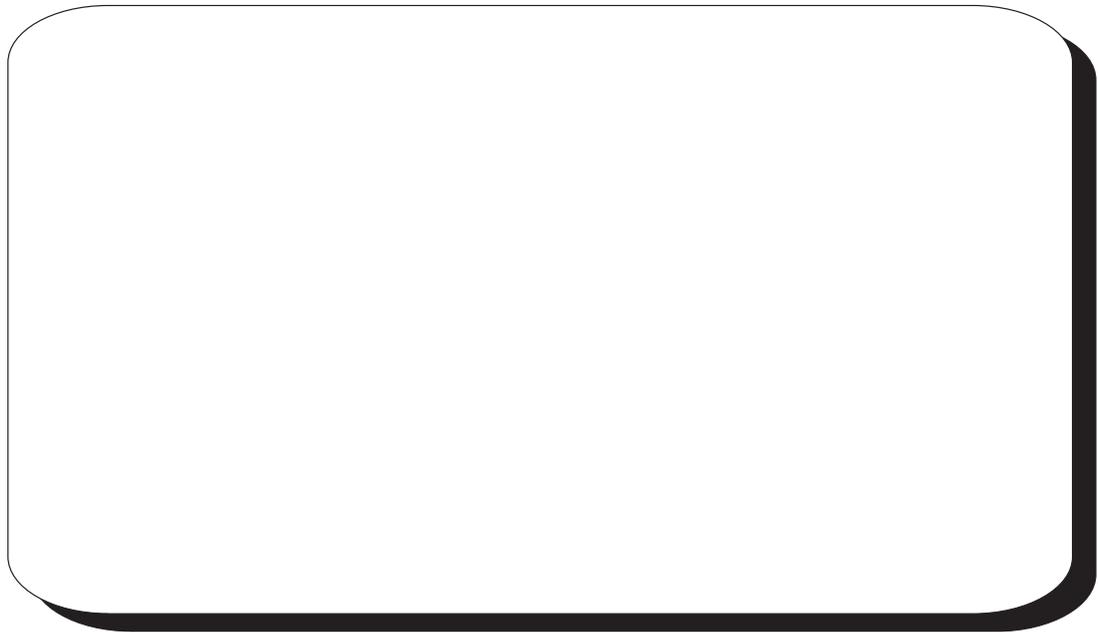
Processing Options for Agreement Transaction Ledger

```
Defaults:
1. Enter the default Unit of Measure.          _____
2. Enter the default Currency Code.            _____
3. Enter the default Agreement Type.           _____
```

Dream Writer Versions:
Enter the version of each program. If
 left blank, ZJDE0001 will be used.
```
4. Agreement Master          (P38010)              _____
5. Agreement Quantities      (P38011)              _____
6. Agreement Source/Destination(P38012)            _____
7. Agreement Quantities Sched. (P38013)            _____
8. Transaction Details       (P38250)              _____
9. Online Statement          (P38300)              _____
```

Reviewing Balance Information

G38   Agreement Managements
           Choose *Daily Operations*

G381   Agreement Managements
           Daily Operations
           Choose *Online Balance Inquiry*
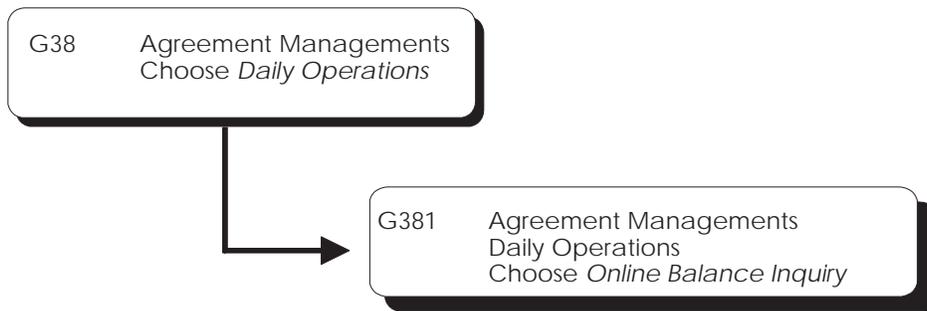
You can view the item balances for one or more contracts. Use Online Balance Inquiry to identify how much product you have shipped, how much you have received, and how much is outstanding on the agreement.

▶ **To review balance information**

On Online Balance Inquiry

```
┌────────────────────────────────────────────────────────────────────┐
│ 🖳 GUI/400 RTS Pro                                    _ □ ✕ │
│ File  Edit  Help                                                     │
│                                                                      │
│    38375            Online Balance Inquiry     Depot. . . . . . ▓   ▲│
│ Agreement Quantity Typ □                                             │
│ Agreement Nbr/Supp. . ▕*      ▏▕*  ▏ or Parent Agr/Sup. . ▕*     ▏▕* ▏│
│ Source/Type. . . . . . ▕*      ▏▕* ▏                                 │
│ Destination/Type . . . ▕*      ▏▕* ▏                                 │
│ Item . . . . . . . . . ▕*              ▏    U/M for Display. . . ▕LT▏│
│ From/Thru Date . . . . ▕*     ▏▕*    ▏                               │
│                          ** Detail Mode **                           │
│ O                        Quantity      Quantity     Outstanding      │
│ P Item                   Delivered     Received    Balance U/M       │
│ ▕ REG                                                       LT       │
│ ▕ REG                                                       LT       │
│ ▕ REG                                                       LT       │
│ ▕ REG                                                       LT       │
│ ▕ REG                                                       LT       │
│ ▕ 301                                                       LT       │
│ ▕ 401                                                       LT       │
│ ▕ UNL                                                       LT       │
│ ▕ REG                                                       LT       │
│ ▕ UNL                     60000                       60000 LT      ▼│
│                        ----------------  ---------------- ----------- │
└────────────────────────────────────────────────────────────────────┘
```
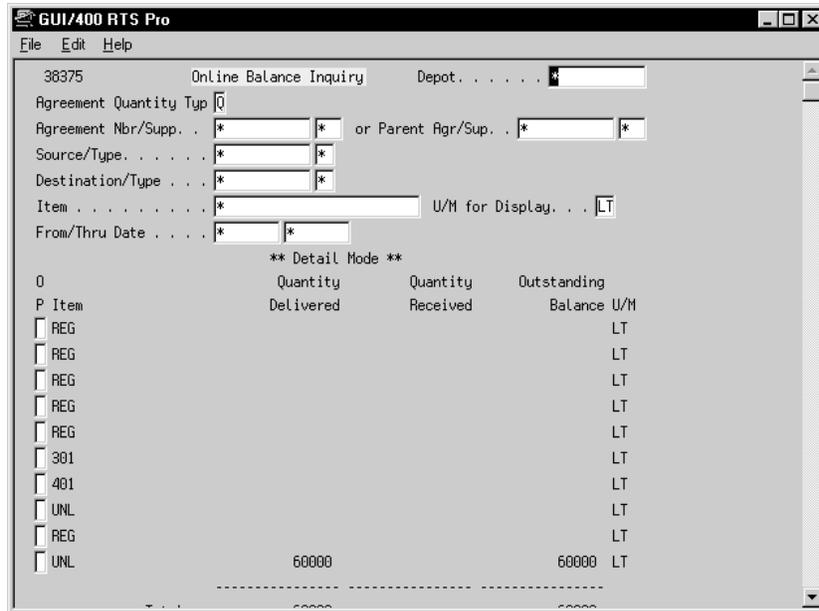
1. Complete one or more of the search fields.

2. To view the agreement and transaction information for the shipped or received quantities on a specific line, access the Agreement Transactions Inquiry window.

What You Should Know About

Quantity information	The system subtracts the quantity delivered and quantity received from the quantity identified in the agreement to calculate the outstanding balance.
Currency–based agreements	If you created the agreement as a currency amount rather than product quantity, the online balance displays currency amounts rather than the quantities.
Making agreement adjustments	When you view Online Balance Inquiry in detail mode, you can access the Agreement Adjustments program. When you do this, the system copies the agreement information to the adjustment fields.

Reviewing in summary mode   When you view Online Balance Inquiry in summary mode, the system subtotals the information by agreement, item number, and due to.

You cannot access Committed Quantities or Agreement Adjustments when you set Online Balance Inquiry for summary mode.

Processing Options for Agreement Management Online Balance Inquiry

```
Defaults:
  1. Enter the default Unit of Measure.          _____
  2. Enter the default Currency Code.            _____
  3. Enter the default Agreement Type.           _____
  4. Enter '1' to default to Detail              _____
     Mode.  Any other value will default
     to Summary Mode.

Dream Writer Versions:
 Enter the version of each program. If
 left blank, ZJDE0001 will be used.
  5. Agreement Master          (P38010)          _____
  6. Agreement Quantities      (P38011)          _____
  7. Agreement Source/Dest     (P38012)          _____

Dreamwriter Versions (Continued)
  8. Agreement Qtys Schedule   (P38013)          _____
  9. Agreement Adjustments     (P38020)          _____
```

Printing Statements

G38   Agreement Managements
         Choose *Agreement Reports*

G382   Agreement Reports
         Choose *Balance Statements*

You might want to send statements to your business partners that show the current status of one or more agreements that you have with them. You can set the data selection values before running the program. You can also use any of the Agreement Master fields to select agreements for printing statements. For example, you can create a statement for a single partner or agreement number. You can also produce statements for any of the agreements that match one or more of the reporting codes.
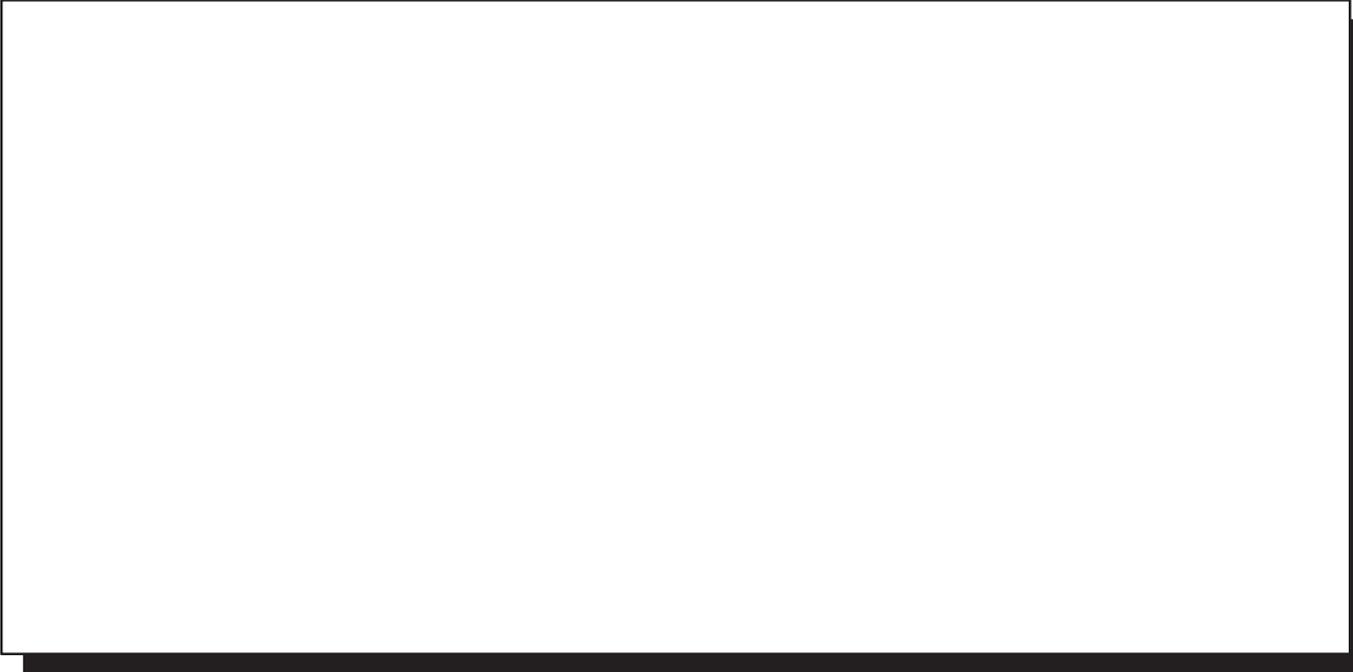
Processing Options for Agreement Management Statement

Report Dates:
1. Enter the date which will be the   _____
   'As Of' Date for Beginning Balances.
   (THIS DATE IS REQUIRED!)

2. Enter the date which will be the   _____
   'As Of' Date for Ending Balances.
  (THIS DATE IS REQUIRED!)

3. Enter the date which will be printed   _____
   at the top of the Statement as the
   'Prepared' Date. If no date is
   entered, today's date will be used.

Return Address:
4. Enter the A/B Number to use for   _____
   accessing the Address Book for the
   Return Address. If left blank, zero
   will be used.

5. Enter the Address Format. If left   _____
   blank, the country default will be
   used.

Unit Of Measure:
6. Enter the 'Unit of Measure' User   _____
   Defined Code to use for Statement
   Balances on quantity type agreements.
   If left blank, the agreement
   information will be used.

Currency:
7. If you are using Multi-Currency,   _____
   enter the Currency Code for Statement
   Balances on amount type agreements.
   If left blank, the agreement
   information will be used.

Statement Footnotes:
8. Enter part 1/4 of the 1st footnote: _____
9. Enter part 2/4 of the 1st footnote: _____
10. Enter part 3/4 of the 1st footnote: _____
11. Enter part 4/4 of the 1st footnote: _____

12. Enter part 1/4 of the 2nd footnote: _____
13. Enter part 2/4 of the 2nd footnote: _____
14. Enter part 3/4 of the 2nd footnote: _____
15. Enter part 4/4 of the 2nd footnote: _____

16. Enter part 1/4 of the 3rd footnote: _____
17. Enter part 2/4 of the 3rd footnote: _____
18. Enter part 3/4 of the 3rd footnote: _____
19. Enter part 4/4 of the 3rd footnote: _____

Reviewing Penalties

G38	Agreement Managements Choose *Agreement Reports*

G382	Agreement Reports Choose *Agreement Penalties*
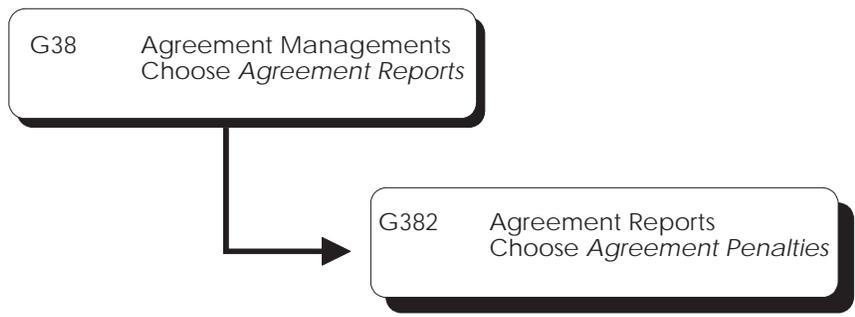
You can print a report that includes one, several, or all customers whose
agreements have incurred a penalty status. This report identifies any of your
business partners who have not met or have exceeded the terms of the
agreement. In addition, the report specifies the penalty schedule that applies to
each agreement or transaction with a penalty status.

```
38450                          OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO          Page . . . . . . . .    66666
                                        Agreement Penalties Report              Date . . . . . . . .   OOOOOOOO
                               OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO          From Date. . . . . .   OOOOOOOO
                               OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO          Thru Date. . . . . .   OOOOOOOO
Agreement No/Supplement:  OOOOOOOOOOOO / OOO                                    Penalty Calc Date. .   OOOOOOOO
Agreement. . . . . . . .  OOOOOOOOOOOOOOOOOOOOOOOOOOOOOO   (Continued)


                        Adj.      Trans      Trans      Contr    Agreement       Transaction    Pnlty Based On  Pnlty    Calculated
Item                  Schedule    Date    Number/Type    OOO   OOOOOOOOOOOOOO  OOOOOOOOOOOOOO  OOOOOOOOOOOOOO    Cur       Penalty

Source: OOOOOOOOOOOOOOOOOOOOOOOOOOOOOO Dest: OOOOOOOOOOOOOOOOOOOOOOOOOOOOOO Due To: OOOOOOOOOO   (Continued)

OOOOOOOOOOOOOOOOOOOOO OOOOOOO OOOOOOO OOOOOOO / OO OOO   OOOOOOOOOOOOOO  OOOOOOOOOOOOOO  OOOOOOOOOOOOOO    OOO   OOOOOOOOOOOOOO

                                              NOTE: Agreement Amount could be
                                                    overstated due to date range

                                                Total for Src/Dest/Due To:          OOOOOOOOOOOOOOOOO
                                                                                    -----------------


                                                Total for Agreement:                OOOOOOOOOOOOOOOOO
                                                                                    =================
```

See Also

- *Setting Up Agreement Penalties* for information on penalties that can be associated with agreements

Processing Options for Agreement Penalties Report

```
Report Dates:
1. Enter the date which will be the                          _____
   'From' Date for Calculated Penalties.
   (THIS DATE IS REQUIRED!)

2. Enter the date which will be the                          _____
   'Thru' Date for Calculated Penalties.
   (THIS DATE IS REQUIRED!)

3. Enter the date which will be used to                      _____
   calculate penalties when not at the
   transaction level.  If left blank,
   the 'Thru' Date will be used.

Penalty Calculations:                                        _____
4. To calculate 'Trans Qty < Minumum'
   Penalties, enter the Adjustment
   Schedule Name here:

5. To calculate 'Trans Qty > Maximum'                        _____
   Penalties, enter the Schedule Name:

6. To calculate 'AgreementOverCommitted'                     _____
   Penalties, enter the Schedule Name:

7. To calc 'Agreement UnderCommitted'                        _____
   Penalties, enter the Schedule Name:

Advanced Pricing Options:
   These options are used to call
```

```
        Advanced Pricing for Penalty
        Calculations. You should not need
        to change these options.
```

```
10.  Processing Mode                               _____
11.  Adjustment Level                              _____
12.  Free Goods Flag                               _____
```

Currency:
```
13.  If you are using Multi-Currency,             _____
        enter the Currency Code for
        calculated penalties.  If left
        blank, the agreement information
        will be used.
```

Report Dates

1. Enter the date which will be the "From" date for calculated penalties. (This date is required.)

2. Enter the date which will be the "Thru" date for calculated penalties. (This date is required.)

3. Enter the date which will be used to calculate penalties when not at the transaction level. If left blank, the "Thru" date will be used.

Penalty Calculations:

4. To calculate "Transaction Quantity < Minimum" penalties, enter the adjustment schedule name.

5. To calculate "Transaction Quantity > Maximum" penalties, enter the schedule name.

6. To calculate "Agreement Over Committed" penalties, enter the schedule name:

7. To calculate "Agreement Under Committed" penalties, enter the schedule name.

Advanced Pricing Options

These options are used to call Advanced Pricing for Penalty Calculations. You should not need to change these options.

8. Processing Mode

9. Adjustment Level

10. Free Goods Flag

What You Should Know About Processing Options

Report Dates	The first two dates are required. These options identify which transactions to select.
	The third date is the penalty calculation date. This date establishes the cutoff for the over– or under–commitment penalties. The system compares this date to the dates in Agreement Quantities and the date you included in the penalty schedule.
Penalty Calculations	The schedule names you enter in these options must be the same user defined codes you set up in the Price Adjustment Schedule program.

Creating Adjustments

G38   Agreement Managements
Choose *Daily Operations*

G381   Agreement Managements
Daily Operations
Choose *Agreement Adjustments*
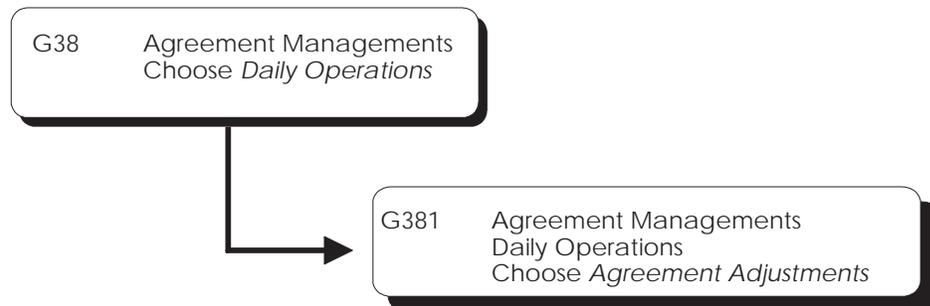
Alternatively, you can access Agreement Adjustments from the Online Statement and Online Balance Inquiry programs.

If imbalance conditions exist on an agreement, you can create an adjustment to bring the agreement to an agreed-upon status. You might need to do this because a transaction was not correctly assigned or for other business reasons that are mutually agreed upon by your company and your partner. You must assign a document number and type for all adjustments so the system can track the adjustment.

Depending on the terms your company and your partner agree upon, you can create adjustments with different types of information. For example, you can:

- Make a manual adjustment and enter a specific quantity of a product

- Have the system reduce the product quantity to zero

- Create a sales order from the adjustment information

● Close the agreement

What You Should Know About

Changing or deleting adjustments

You cannot change or delete an existing adjustment. If you enter an adjustment in error, you must create another adjustment to correct the error.

Protected fields

When you access Agreement Adjustments from either Online Statement or Online Balance Inquiry, the system fills some of the fields with the agreement information. When you use this access method, you cannot change these fields in Agreement Adjustments.

▶ **To create adjustments**

On Agreement Adjustments

1. Complete the following fields:

● Adjustment Type

● Adjustment Reason

● Agreement Number

● Supplement Number

- Source
- Source Type
- Destination
- Destination Type
- Product
- Due To
- Transaction Quantity

2. Accept the defaults, or complete the following fields:

- Depot
- Document Number
- Document Company
- Document Type
- General Ledger Date
- Adjustment Date
- Explanation

3. To make the adjustment on an actual sales transaction, complete the following optional field:

- Create Sales Order

4. To close the agreement, complete the following fields:

- Close Agreement
- Cancel Date
- Cancel Reason

Field	Explanation
Journal Entry Line Number	A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for inquiry purposes.
Adjustment Type	A user defined code (system 38/type CA) that indicates the type, cause, or reason for an adjustment to an agreement.
Adjustment Reason	A user defined code (system 42/type RC) that explains the purpose for the adjustment to the agreement. Enter the reason code that describes why you need to make this adjustment.

Field	Explanation
Create Sales Order	A flag that identifies if the system should create a sales order from the adjustment information. Valid values are:
	Y or 1
	Yes, create a sales order based on the adjustment information entered.
	N or 0
	No, make the adjustment without creating a sales order. This is the default.

Agreement Management Setup

Objectives

- To complete the setup tasks that customize the Agreement Management system

About Agreement Management Setup

Before you can use the Agreement Management system, you must complete certain tasks to define information that the system uses during processing. You can customize much of this information to meet your company's business needs.

To set up the Agreement Management system, complete the following tasks:

❑ Set up user defined code (UDC) lists

❑ Set up agreement penalties

❑ Set up agreement selection or assignment

❑ Set up automatic accounting instructions (AAIs)

UDC lists	Define customized codes, such as documents types and pools, that are appropriate for your business needs.
Penalties	Use the advanced pricing adjustments to define the formulas that the system uses to calculate penalties when a partner does not comply with the agreement terms.
Agreement selection or assignment	Set the agreement constants to indicate whether you want to manually assign agreements or have the system search for applicable agreements.
Automatic accounting instructions	Define the rules for the chart of accounts and establish how the system creates automatic entries.

Before You Begin

❑ To use all of the features and functionality of the Agreement Management system, verify the following systems have been installed:

- Load and Delivery Management
- Bulk Stock Control
- ECS Sales Order Management
- Advanced Pricing and Adjustments

If you do not install these additional systems, you can use Agreement Management as a repository to create agreements and adjustments.

Set Up User Defined Code Lists

To access General User Defined Codes, enter UDC on any menu selection or command line.

Setting Up User Defined Codes for Agreements

You can define most standard information in user defined code (UDC) lists. Many of these codes are set up by J.D. Edwards and are included when you install your system. When a UDC is referred to as hard coded, the programming has been defined to work with hard-coded UDCs. If you change a hard-coded UDC, the programming will not work correctly.

Each system has its own system number and UDC types. Agreement Management is system 38. UDCs are referenced by the system number and type. Therefore, System 38/Type CA indicates that CA (Agreement Adjustments) is a UDC type for the Agreement Management system.

Agreement Management also integrates with other systems, such as the Purchase Management system. Therefore, in addition to System 38 UDCs, you will need to set up UDCs for other systems. The following table lists the UDC types associated with agreements and the information you should include in each.

System 38/Type CA **Agreement Adjustments**	Include the types of adjustments you will use.
System 38/Type CC **Agreement Cancellation**	Include the different reasons you can cancel an agreement.
System 38/Type CP **Agreement Purpose**	Include the different reasons why or the purpose for making agreements.
System 38/Type CV **Agreement Type**	Include the different types of agreements your company uses for different partners.

System 38/Type R1 through R4 **Agreement Reporting Codes**	Include UDCs for four different groups. Within each group, you can assign different UDCs for reporting and other business purposes to organize and associate your agreements and business partners.
System 40/Type AS **Adjustment Schedule Name**	Include the four penalty adjustments you will use for the penalty schedules. J.D. Edwards recommends that you use the following as the UDCs for the penalty schedules:

- TRANSMIN (transaction minimum)
- TRANSMAX (transaction maximum)
- UNDCOMIT (under commitment)
- OVRCOMIT (over commitment)

System 40/Type PR **Preference Profiles**	Include PN as the agreement penalties preference that you use to set up the penalty schedules.
System 40/Type SD **Sales Detail Groups**	Include a UDC called Penalty to define the price group for the penalty schedules.

▶   **To set up UDC lists**

On General User Defined Codes
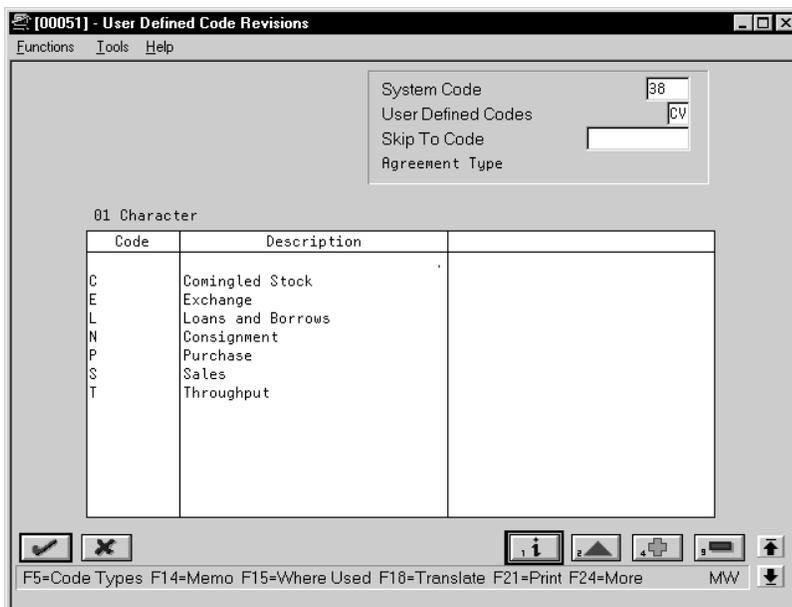
1. Complete the following fields:

   - System Code

   - User Defined Codes

   All UDCs for the system and type appear.

2. Review the predefined codes to confirm that they meet your business needs.

3. To add a new UDC or change existing codes, complete the following fields:

   - Code

   - Description

4. Access the fold area.

5. Complete the following optional fields:

   - Special Handling Code

   - Hard Coded Y/N

Set Up Agreement Penalties

Setting Up Agreement Penalties

The Agreement Management system can monitor agreements for four different penalty conditions:

- The minimum quantity is not met for a single transaction.

- The maximum quantity is exceeded for a single transaction.

- The length of the agreement has elapsed and the quantity terms were not met.

- The quantity terms of the agreement were exceeded before the expiration date of the agreement.

You should create a penalty schedule for each of the conditions that your company uses. After you have defined the schedule, you can create preferences for the penalty that assigns the penalty to partner and item combinations. Whenever the system locates a transaction with the partner and item combination that matches a penalty preference, it writes a record to the Agreement Penalties Report table (R38450).

Complete the following tasks:

- ❏ Set up the preference for agreement penalties

- ❏ Define the order detail group for agreement penalties

- ❏ Define penalty adjustments

- ❏ Define penalty adjustment schedules

- ❏ Create a preference for penalties

Before You Begin

- ❏ Verify the Advanced Pricing system has been installed

- ❏ Set up the penalty UDCs using Adjustment Schedule Names (System 40/Types AS, PR, and SD)

See Also

- *Advanced Pricing and Adjustments Guide* for complete information on how this system applies and processes information

Setting Up the Preference for Agreement Penalties

```
┌────────────────────────────────────┐
│ G42      Sales Order Management     │
│          Enter 27                   │
└────────────────────────────────────┘
            │
            ▼
      ┌──────────────────────────────────────┐
      │ G4231    Sales Order Advanced and    │
      │          Technical Operations        │
      │          Choose Advanced Price       │
      │          and Adjustments             │
      └──────────────────────────────────────┘
                  │
                  ▼
            ┌──────────────────────────────────────┐
            │ G42311   Advanced Price &            │
            │          Adjustments                 │
            │          Choose Preference Hierarchy │
            └──────────────────────────────────────┘
```
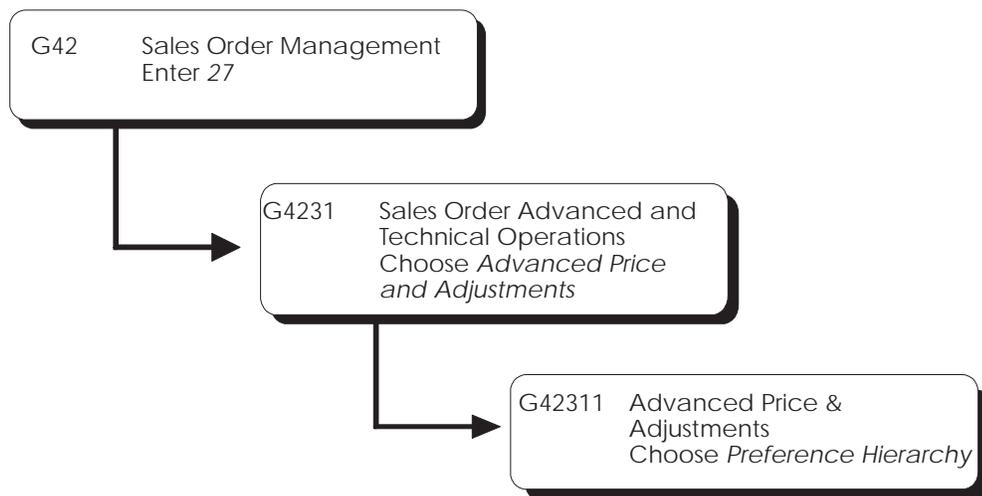
When you set up the Preference Master, you tell the system to apply the penalty schedules to all addresses and items. You only need to set up one preference type and hierarchy using the penalty (PN) UDC.

▶   **To set up the preference for agreement penalties**

On Preference Hierarchy
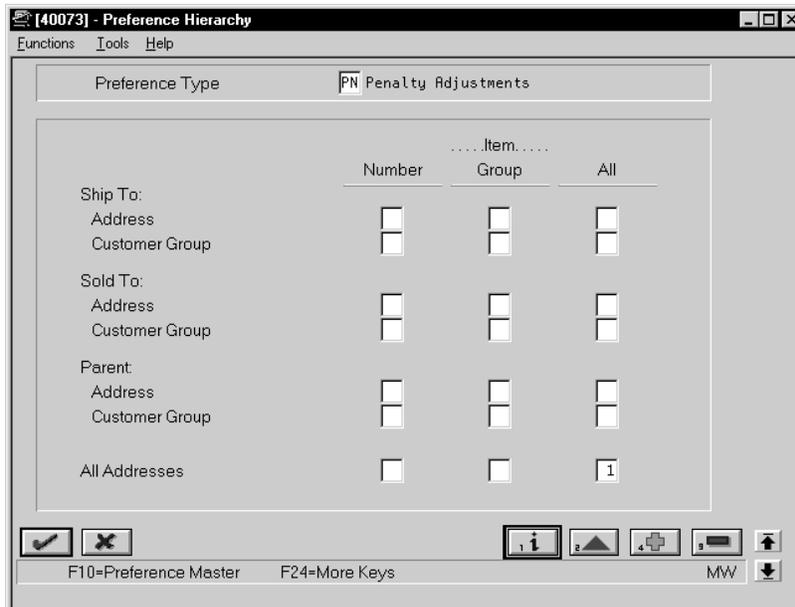
1. Access Preference Master.
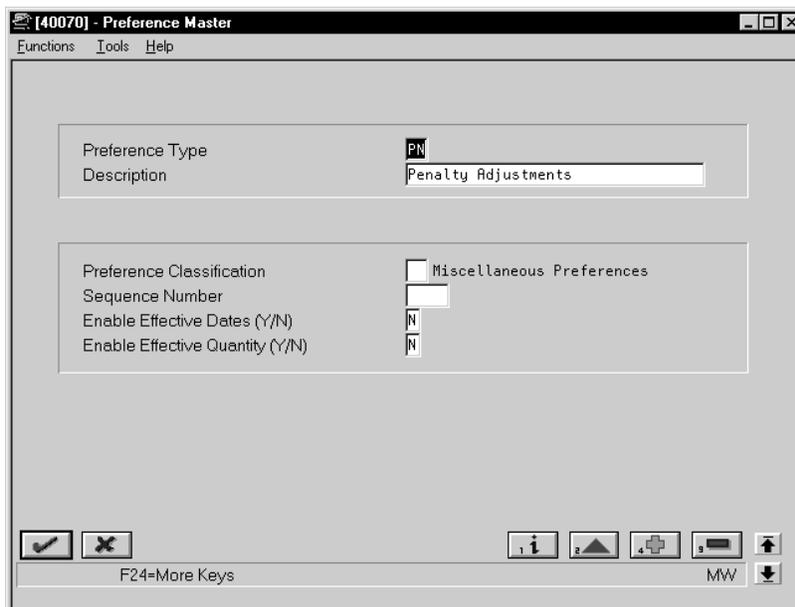
2. On Preference Master, add the PN preference type.

   You do not need to complete any of the other fields.

3. Return to Preference Hierarchy.

4. On Preference Hierarchy, complete the following field:

   - Preference Type

5. Set hierarchy 1 in the field where All Items and All Addresses intersect.

   Do not make any other settings.

Field	Explanation
Preference Type	A user defined code (system 40/type PR) that identifies a preference type or a price adjustment hierarchy.
	When you review the fold area of user defined code table 40/PR, a 1 in the first space of the Special Handling Code field identifies a preference that J.D. Edwards supports.
	This field is hard coded for each preference.
	For Advanced Pricing
	When you define pricing hierarchies, identify each table with this code. Later, when you create adjustments, you use this code to identify the hierarchy the system should follow for this adjustment.
	For Agreement Penalty Schedules
	Set up a PN (for penalty) user defined code and enter it here.

Defining the Order Detail Group for Agreement Penalties

G42   Sales Order Management
Enter *27*

G4231   Sales Order Advanced and
Technical Operations
Choose *Advanced Price
and Adjustments*

G42311   Advanced Price &
Adjustments
Choose *Define Order Detail
Group*
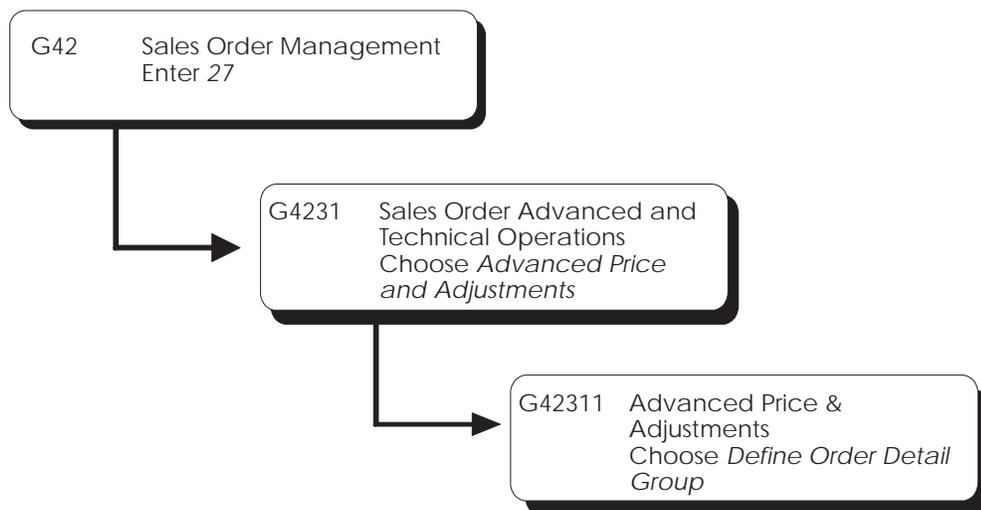
You must define the order detail group. The system uses this information and bases the penalties on the agreement numbers in the order detail information.

▶   **To define the order detail group for agreement penalties**

On Define Order Detail Groups
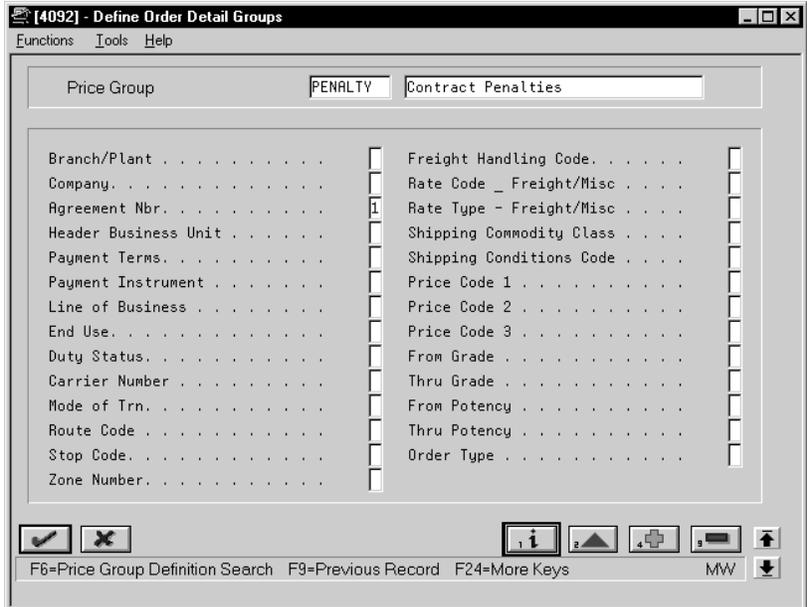
Complete the following fields:

- Price Group
- Agreement Number

Field	Explanation
Price Group	A user defined code (system 40, type SD) that identifies a sales order detail group, which you can use to create pricing that is based on a field in the Sales Order Detail file (F4211). . . . . *Form-specific information* . . . . For Agreement Penalty Schedules To define penalty schedules, set up a UDC called Penalty and enter it in this field.

Field	Explanation
Agreement Number	A numerical value that specifies the sequence of category codes within Group Codes. The value must be equal to or between 1 and 4. Also, you cannot slip sequence values. For example, do not enter sequence 3 unless you have already entered sequence numbers 1 and 2.
	. . . . *Form-specific information* . . . .
	For Agreement Penalty Schedules
	Enter 1 when defining penalty schedules.

Defining Agreement Penalty Adjustments

```
G42        Sales Order Management
           Enter 27
```

```
G4231      Sales Order Advanced and
           Technical Operations
           Choose Advanced Price
           and Adjustments
```

```
G42311     Advanced Price &
           Adjustments
           Choose Price Adjustment
           Definitions
```
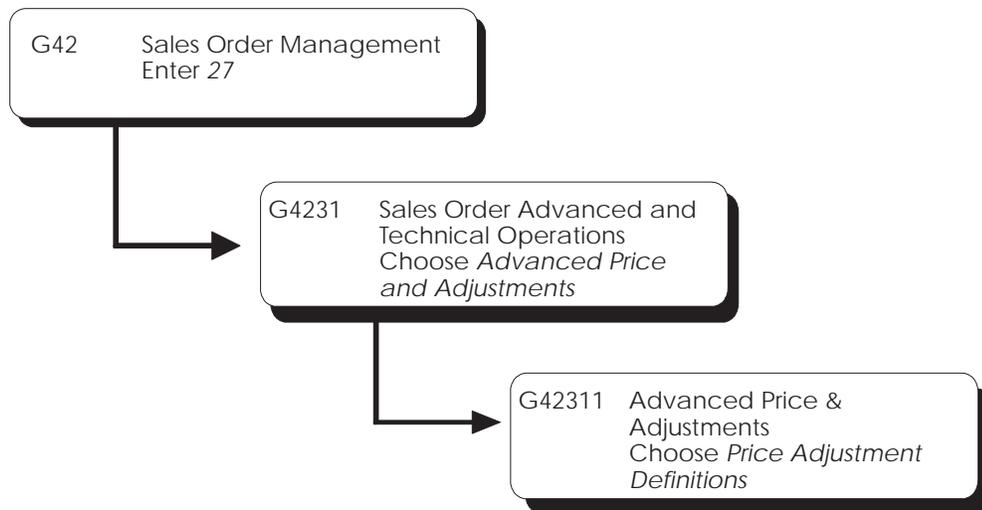
You must define each of the four penalty schedules you use for your distribution agreements. You use the same forms to define penalty schedules that you use to define price adjustments.

▶ **To define penalty adjustments**

On Price Adjustment Definitions

```
[4071] - Price Adjustment Definitions                          _ □ ✕
Functions   Tools   Help

    Adjustment Name          TRANSMIN Penalty - Qty Under Trans Min

    Item Price Group         [      ]
    Customer Price Group     [      ]
    Order Detail Group       PENALTY

    Preference Type          PN
    Adjustment Control Code  2
    Adjustment Level         1
    Adjustment Line Type     S

    Override Price (Y/N)     N
    Level Break Type         1
    Manual Add/Change (Y/N)  N
    Rebate Beneficiary       [ ]
    Mandatory Adjustment     N
    Subledger in G/L         [ ]
    G/L Class Code           [     ]


  ✔   ✖                              [ i ] [▲] [✛] [▬]  ⬆
        F3=Exit     F24=More Keys                  MW    ⬇
```

Complete the following fields:

- Adjustment Name
- Order Detail Group
- Preference Type
- Adjustment Control Code
- Adjustment Level
- Override Price
- Level Break Type

Field	Explanation
Price Adjustment Name	A user defined code (system 40, type TY) that identifies an adjustment definition. You define adjustments on Price Adjustment Names.
	For Agreement Penalty Schedules
	Add a definition for each of the four types of penalties: Minimum quantity Maximum quantity Under commitment Over commitment

Field	Explanation
Order Detail Group	A user defined code (system 40, type SD) that identifies a sales order detail group, which you can use to create pricing that is based on a field in the Sales Order Detail file (F4211).
	. . . . *Form-specific information* . . . .
	For Advanced Pricing
	If you enter a code in this field, the system uses this adjustment only for orders whose detail match the criteria of the order detail group.
	For Agreement Penalty Schedules
	You should have already set up a UDC Penalty and defined it as an order detail group. Enter Penalty, or the correct UDC that defines your penalty schedules.
Preference Type	A user defined code (system 40/type PR) that identifies a preference type or a price adjustment hierarchy.
	When you review the fold area of user defined code table 40/PR, a 1 in the first space of the Special Handling Code field identifies a preference that J.D. Edwards supports.
	This field is hard coded for each preference.
	For Advanced Pricing
	When you define pricing hierarchies, identify each table with this code. Later, when you create adjustments, you use this code to identify the hierarchy the system should follow for this adjustment.
	For Agreement Penalty Schedules
	Set up a PN (for penalty) user defined code and enter it here.

Field	Explanation
Adjustment Level	Specifies the level at which the adjustment is calculated: 1 Line Level: The system calculates the adjustment based on information in the sales detail line. 2 Basket Level: The system lets you group multiple sales detail lines and calculate the adjustment based on information accumulated from all the lines. You group items by Basket Pricing Group (RPRC) in Item Branch Information (F4102). 3 Order Level: The system lets you group sales order lines from the same order and calculate the adjustment based on information accumulated from all the lines. You group items by Order Pricing Group (ORPR) in Item Branch Information. If you are defining a repricing adjustment, leave the Item Group, Customer Group, and Sales Group fields blank. For Agreement Penalty Schedules Enter 1 to calculate the penalty at the sales order detail line level.
Override Price (Y/N)	A code indicating how the adjustment affects the price of a sales order line. Valid codes are: Y The adjustment price overrides the base price. N The adjustment is used to calculate a discount or markup to the base price. For Agreement Penalty Schedules Enter N.
Level Break Type	A code that indicates how level breaks occur in the Price Adjustment Detail (V4072). Valid codes are: 1 Quantity. The system determines the correct adjustment based on the quantity ordered in the sales order. You can set up different adjustment breaks for different units of measure. 2 Weight. The system uses the weight of the line to retrieve the proper adjustment level break. 3 Amount. The system uses the extended amount of the sales detail line to retrieve the proper adjustment level break. When Currency Conversion is switched on, all amount level breaks will be stored and displayed based on the floating decimals of the currency code.

Defining Penalty Adjustment Schedules

```
G42        Sales Order Management
           Enter 27
```

```
G4231      Sales Order Advanced and
           Technical Operations
           Choose Advanced Price
           and Adjustments
```

```
G42311     Advanced Price &
           Adjustments
           Choose Price and
             Adjustments Schedule
```
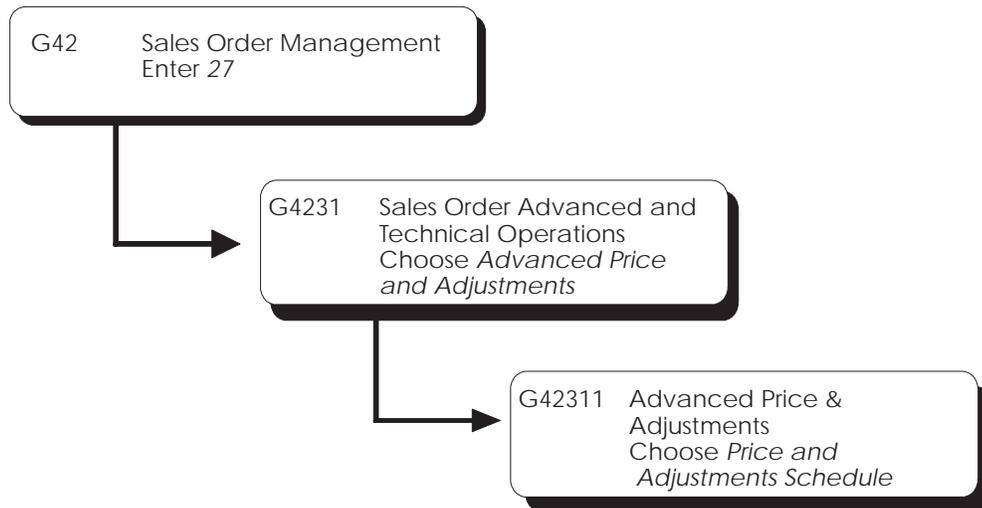
To complete the penalty schedule, you must define the schedule for each of the four penalty schedules. Use Price and Adjustments Schedule to define a penalty schedule.

The information you enter here provides the system with the conditions that must exist for an agreement to have penalty conditions. For example, if you defined TRANSMIN as the penalty when a transaction quantity is less than an allowed minimum, you must define the details for these conditions.

▶ **To define the penalty adjustment schedules**

On Price and Adjustment Schedule

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▒ [4070] - Price and Adjustment Schedule                        _□▢×    │
│ Functions   Options  Tools  Help                                         │
│                                                                          │
│  ┌────────────────────────────────────────────────────────────────────┐ │
│  │      Schedule Name         TRANSMIN  Transaction Qty < Min Penalty  │ │
│  └────────────────────────────────────────────────────────────────────┘ │
│  ┌──┬────┬─────────┬─────────────────────────┬──────────────┬────────┬────┐
│  │O │Seq │Adj Name │     Description         │. Override Search│Groups .│Pref│
│  │  │    │         │                         │  Item │Customer│ Order  │Type│
│  │  │001 │TRANSMIN │Penalty - Qty Under Trans Min│      │        │PENALTY │PN  │
│  │  │    │         │                         │      │        │        │    │
│  │  │    │         │                         │      │        │        │    │
│  └──┴────┴─────────┴─────────────────────────┴──────┴────────┴────────┴────┘
│                                                                          │
│  ✔  ✖                            ┌─┐ ┌──┐ ┌──┐ ┌──┐  ⬆   │
│  Opt: 1=Adjustment Detail  2=Adjustment Definition   F24=More Keys   MW  ⬇│
└─────────────────────────────────────────────────────────────────────────┘
```

1. Complete the following fields:

    - Schedule Name

2. Accept the entry.

    The penalty schedule definition displays.

3. Choose the penalty line.

4. Access Price Adjustment Detail.

```
[4072] - Price Adjustment Detail                                    _ □ ✕
Functions   Options   Tools   Help
                                            Unit of Measure        *
                                            Currency Code          *

Adjustment Name          TRANSMIN   Penalty - Qty Under Trans Min


O Cur UM    Factor    B   . .Effective. .   Agreement
  Cod                 C     From    Thru      Number
     LT 0.0150        5  010198  311299    *ANY




 ✔  ✗                                   i    ▲  ⊕  ⊟  ⬆

Opt: 1=Free Goods 2=Variable 3=Formula  F9=Redisplay        MW   ⬇
```

5. On Price Adjustment Detail, complete the following fields:

- Unit of Measure

- Factor

- Basis Code

- Effective From Date

- Effective Thru Date

- Agreement Number

6. Access the fold area.

```
[4072] - Price Adjustment Detail                                    _ □ ×
Functions   Options   Tools   Help

                                          Unit of Measure        *


Adjustment Name         TRANSMIN   Penalty - Qty Under Trans Min




O    UM     Factor    B    . .Effective. .    Agreement
                      C    From  |   Thru      Number

From Quantity. .                      Cost Method

From Quantity. .                      Cost Method

From Quantity. .                      Cost Method

From Quantity. .                      Cost Method

From Quantity. .                      Cost Method

  ✓  ✗                             i   ▲  ✚  ▬   ⬆
Opt: 1=Free Goods 2=Variable 3=Formula  F9=Redisplay          MW  ⬇
```

7. Complete the following field:

    ● From Quantity

8. Repeat steps 6 through 8 as often as required to define the penalty schedule factors and minimum quantities.

Field	Explanation
Schedule Name	A user defined code (system 40, type AS) identifying a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.
	. . . . *Form-specific information* . . . .
	For Agreement Penalty Schedule
	Set up a schedule for each of the four penalties: Minimum Quantity, for example, TRANSMIN Maximum Quantity, for example, TRANSMAX Under Commitment, for example, TRANSUND Over Commitment, for example, TRANSOVR

Field	Explanation
Factor Value	A code that indicates how to adjust an order line. This field works in conjunction with the Basis field (BSCD). How you define the Basis field determines whether you enter a number or a code in this field.

If your basis code is

1–5	Enter a positive number for markups, for example, 10. Enter a negative number for discounts, for example, 10–.
6	You want to base the adjustment on a variable table. Enter the code that identifies the variable table.
7	You want to use a formula to calculate the price. Enter the code that identifies the formula.
8	You want to calculate the adjustment using a custom program. Enter the program ID.

For Agreement Penalty Schedules

Because the basis code for penalties is 5, enter a number as the factor value. Most agreement penalties are for a currency amount. The system multiplies the factor you enter here times each unit of measure to calculate the penalty.

Field	Explanation
Basis Code	A code that identifies how the system uses the factor value to calculate the adjustment or penalty schedule. The Basis Code field works in conjunction with the Factor Value field.

Valid codes for this field are:

1   The system multiplies the base price by the factor value. The adjusted price is a percentage of the base price.

2   The system multiplies the current net price by the factor value. The adjusted price is a percentage of the current net price.

3   The system multiplies the item cost by the factor value. The adjusted price is a percentage of the item cost.

4   The system adds the factor value to the item cost.
NOTE: If you use basis codes 3 or 4, identify the item cost you want to use in the calculation in the Cost Method field (LEDG) in the fold area of the Price Adjustment Detail form.

5   The system adjusts the price by the factor value. If the value is positive, it increases the price by that amount; if the value is negative, it decreases the price by that amount.

6   The system retrieves the adjustment amount from the variable table. You specify the name or the variable table in the Factor Value field.

7   The system calculates the adjustment using a formula. You specify the name of the formula in the Factor Value field.

8   The system calls a user defined program to calculate the adjustment. You specify the program I.D. in the Factor Value field.
NOTE: If you define an adjustment that uses a custom program, the program must be one you have developed for this purpose and that you are prepared to support. J.D. Edwards is not responsible for providing custom programs nor supporting those you have developed.

For Agreement Penalty Schedules

Enter 5 for all penalty schedules.

Field	Explanation
Agreement Number	A unique number your company assigns to identify a particular agreement. You might want to assign some significance to the agreement number (for example, an agreement type code, location, year, and so forth). An agreement might have multiple supplements to record addendum or changes, for example.
	. . . . *Form-specific information* . . . .
	For Agreement Penalty Schedules
	To define the penalty schedule, use either *ANY, a specific agreement number, or an agreement reporting code. Do not use blank, because the system will search for agreements with a blank number.
Quantity — From	The quantity at which a preference or price adjustment becomes valid.

Creating a Preference for Penalties

```
G42        Sales Order Management
           Enter 27
```

```
G4231      Sales Order Advanced and
           Technical Operations
           Choose Preference Profiles
```
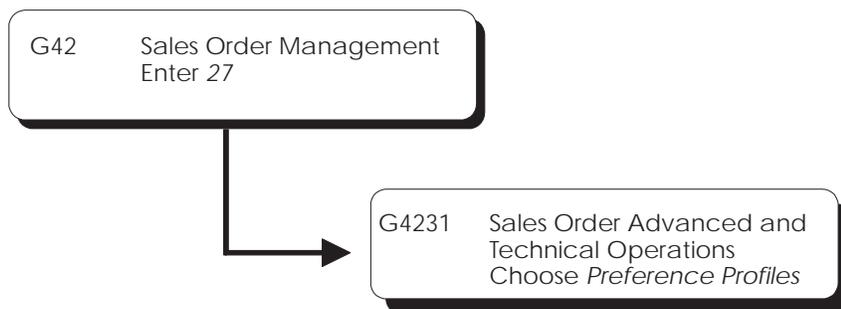
You must use the Price Adjustment Schedule preference to assign the penalty schedules to any combination of partner and item numbers. The system uses this preference to identify transactions that you could penalize.

▶ **To create a preference for penalties**

On Preference Profiles

1. Choose Price Adjustment Schedule.
2. On Price Adjustment Schedule, access a blank form.

```
[40300] - Price Adjustment Schedule                                    _ □ ×
Functions   Tools   Help

                                              Preference Status      1

     Customer Number          500  Gas Station
  OR Customer Group

     Item Number          REG                    Leaded Fuel
  OR Item Group

     Effective From       09/01/98
     Effective Thru       12/31/98

     Sequence Number        1
          . . . . . . . . . . . . . Preference Information . . . . . . . . . . . . .

     >   Branch/Plant            DEPOT1   Depot 1
         Adjustment Sched        TRANSMIN    Transaction Qty < Min Penalty



  ✔  ✗                                    i    ▲   ⊕   ▭    ⬆
   F9=Previous   F14=Memo   F24=More Keys                    MW   ⬇
```

3. Complete one of the following fields:

    - Customer Number

    - Customer Group

4. Complete one of the following fields:

    - Item Number

    - Item Group

5. If displayed, complete the following fields:

    - Effective From

    - Effective Thru

6. Complete the following optional fields:

    - Sequence Number

    - Quantity From and Quantity Thru

7. Enter the penalty schedule in the following field:

    - Adjustment Schedule

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.
	. . . . *Form-specific information* . . . .
	Enter an address number when you want to define a preference for a specific customer. The preference can be for the customer alone, or a combination of the customer and an item or item group.
	If you leave both the Customer Number and Customer Group fields blank, the system applies the preference to all customers.
	For Agreement Penalty Schedules:
	Enter the partner's address number.
Customer Group – Price Adjustment Schedule	User defined code (system 40, type 14) identifying a group to which you can assign customers for the Price Adjustment Schedule preference. Do this when the customers are similar and you want to group them together to define preferences quickly and easily.
	Enter the code that identifies the customer group for which you want to define a preference. You can define the preference for this group alone or for a combination of customer group and item or item group.
	If you leave both the Customer Number and the Customer Group fields blank, the system applies the preference to all customers.
	For Agreement Penalty Schedules
	You can set up Partner Groups to use for penalty schedule preferences.
Item Group – Price Adjustment Schedule	User defined code (system 40, type 14) identifying a group to which you can assign items for the Price Adjustment Schedule preference. Do this when you have a group of similar items and you want to group them together to define preferences quickly and easily.
	Enter the code that identifies the item group for which you want to define a preference. You can define the preference for this group alone or for a combination of item group and customer or customer group.
	If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Field	Explanation
Sequence Number	A sequence or sort number that the system uses to process records in a user defined order. . . . . *Form-specific information* . . . . Use this field when you have multiple preferences for the same customer/item combination, effective period, and quantity range. The sequence determines the order that the system searches for preference records with otherwise identical fields. The system searches records in ascending numerical order, that is, from lowest to highest.
Adjustment Schedule	A user defined code (system 40, type AS) identifying a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level. . . . . *Form-specific information* . . . . For Price Adjustment Schedule: When you specify an adjustment schedule on the Price Adjustment Schedule preference, the system fills or overrides the schedule attached to the detail lines for the customers/items to which this preference applies. If you leave this field blank in the Price Adjustment Schedule preference, the system does not override the default values supplied by the customer billing instructions. For Agreement Penalty Schedules The system applies the penalty you enter here to transactions for the partner/item combination for this preference. The penalty schedule you enter here must be defined in the Price Adjustment Detail.

What You Should Know About

Partner numbers and groups	Even though preference forms request customer numbers, you can enter partner numbers in these fields. Additionally, you can set up customer groups for groups of similar partners.

See Also

- *Creating Preferences (P40300)* in the *Sales Order Management Guide* or the *ECS Sales Order Management Guide*

Set Up Agreement Selection or Assignment

Setting Up Agreement Selection or Assignment

You must assign agreements to transactions for the system to match the transaction to the correct agreement and to track the activity. Companies that use the Agreement Management system have different requirements and operating procedures. Therefore, you can select the method you want the system to use to assign agreement numbers. Using the agreement constants, you can assign agreement and supplement numbers to transactions in one of the following ways:

- Manually assign the agreement and supplement numbers during order entry

- Have the system automatically assign agreement and supplement numbers during order entry, including batch and EDI processing

- Choose an agreement during order entry

You must set the agreement constants for each of the systems that integrate with the Agreement Management system to complete transactions.

You must also set the load confirmation processing options if you set up any partner's depot as a foreign depot.

Complete the following tasks:

❑ Set up the agreement management constants

❑ Set the load confirmation processing option for agreements

Setting Up the Agreement Management Constants

```
┌──────────────────────────────────────┐
│ G38      Agreement Management         │
│          Choose Daily Operations      │
│                                       │
└──────────────────────────────────────┘
                 │
                 │
                 │        ┌──────────────────────────────────────────┐
                 │        │ G381     Agreement Management Daily       │
                 └───────▶│          Operations                      │
                          │          Choose Agreement Constants      │
                          └──────────────────────────────────────────┘
```
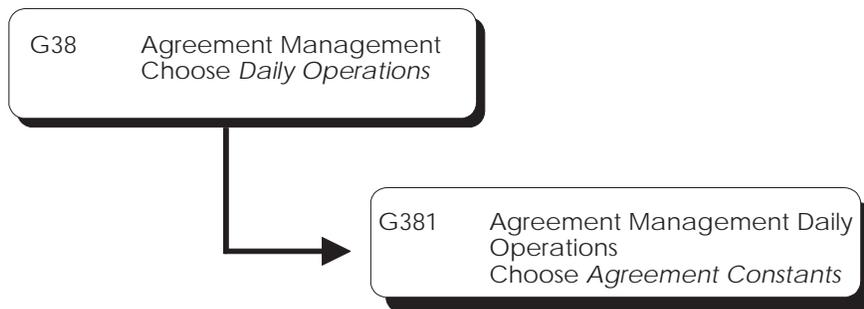
Constants provide instructions to the system. When you set up constants, the system performs exactly the same whenever you use it. If your business procedures change, you can change the constants to meet your needs. Because your company might need to follow different procedures for different types of transactions, you can define different selection or assignment methods for each of the integrated systems.

```
┌─────────────────────────────────────────────────────────────┐
│ ▨ [38001] - Agreement Constants                    _□×      │
│ Functions  Tools  Help                                      │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ │        ┌──────────────────────────────────┐             │ │
│ │        │ Sales Order Entry Search    │2│  │             │ │
│ │        │ Purch Order Entry Search    │2│  │             │ │
│ │        │ Stock Movement Search       │ │  │             │ │
│ │        │ Direct Ship O/E Search      │ │  │             │ │
│ │        │ Transfer O/E Search         │ │  │             │ │
│ │        │ Batch Order Entry Search    │ │  │             │ │
│ │        │ EDI Order Entry Search      │ │  │             │ │
│ │        └──────────────────────────────────┘             │ │
│ │                                                         │ │
│ │                                                         │ │
│ │  ┌──┐┌──┐                  ┌──┐┌──┐┌──┐┌──┐ ┌┐           │ │
│ │  │✓ ││✗ │                  │₁i││₂▲││₄✚││₉▬│ │↑│           │ │
│ │  └──┘└──┘                  └──┘└──┘└──┘└──┘ └┘           │ │
│ │        F24=More Keys                        MW   ↓      │ │
│ └─────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```
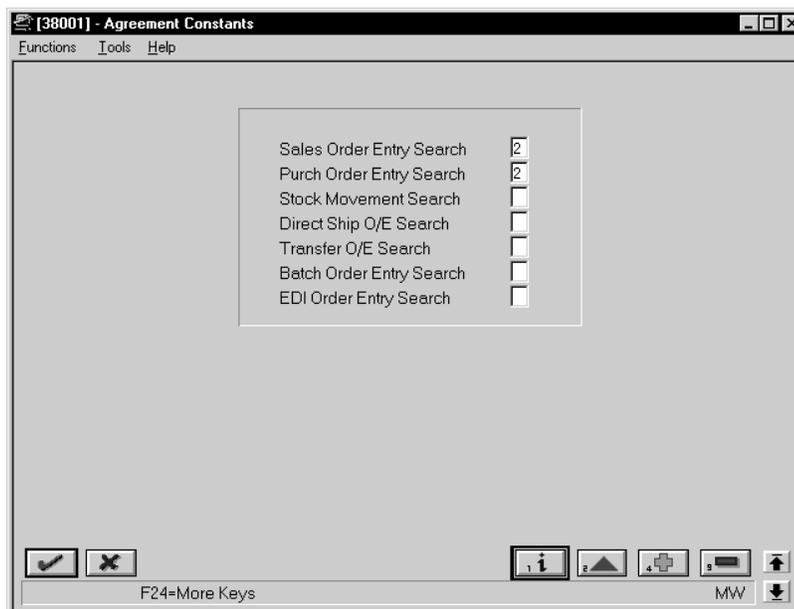
▶ **To set up the agreement management constants**

On Agreement Constants

Complete the following fields:

- Sales Order Entry Search
- Purchase Order Entry Search
- Stock Movement Search
- Direct Ship Order Entry Search
- Transfer Order Entry Search
- Batch Order Entry Search
- EDI Order Entry Search

Field	Explanation
Sales Order Entry Search	A code that tells the system how to search for and assign agreements. Valid values are: blank The system does not search for agreements. You must search for and enter agreement and supplement numbers manually. 1 The system searches for agreements. If there is only one agreement that meets the criteria, the system assigns that agreement number. If more than one agreement meet the criteria, a window lists all the applicable agreements. 2 The system always performs an agreement search and displays the agreements that meet the order criteria. 3 The system does not display a list of agreements. Instead, the system searches for and assigns an applicable agreement. If it finds only one agreement, the system assigns that number to the transaction. If it locates more than one agreement that meet the criteria, the system assigns the agreement with the earliest date.

Field	Explanation
Batch Order Entry Search	A code that tells the system how to search for and assign agreements. Although search codes 1 and 2 are valid entries, only the following search modes are useful during batch and EDI processing. Selection 4 has been designed to work most effectively for these processes. blank The system does not search for agreements. You must search for and enter agreement and supplement numbers manually. 3 The system does not display a list of agreements. Instead, the system searches for and assigns an applicable agreement. If it finds only one agreement, the system assigns that number to the transaction. If it locates more than one agreement that meet the criteria, the system assigns the agreement with the earliest date. 4 The system assigns agreement numbers during batch order or EDI processing. If the system finds only one agreement that meets the order criteria, it assigns that number to the transaction. If it finds none or more than one agreement number that meet the criteria, it prints an error message during processing. To complete the processing, you must select the correct agreement number and manually enter it on the transaction.

Setting the Load Confirmation Processing Option for Agreements

The Agreement Management system allows you to make agreements to borrow product from your partner and not take possession of it at your depot. In these situations, your partner's branch/plant is referred to as a "foreign depot." You must set the Agreement Management Control processing option for Confirm Bulk Load – Order or Trip and Confirm Packaged Load – Order or Trip.

The system uses the branch/plant you identify in this processing option to search for contracts that include the foreign depot as the source and the branch/plant(s) identified in this processing option as the destination.

Set Up Automatic Accounting Instructions

Access Automatic Accounting Instructions from the Management Setup menu for the appropriate system, for example, Sales Order Management, Purchase Order Management, or Bulk Stock Control.

Setting Up Automatic Accounting Instructions

Automatic accounting instructions (AAIs) tell the system how to create general ledger entries for programs that generate automatic journal entires. AAIs are the user–defined bridge between program functions, your chart of accounts, and financial reporting. AAIs direct transactions to the appropriate general ledger accounts.

The system already has AAIs in place. You need to ensure that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed to accommodate growth and change in your business functions and financial reporting. Follow the same setup steps to create a new AAI or to revise an existing AAI.

For distribution systems, you must create AAIs for each unique combination of company, transaction, document type, and general ledger class that you will use. Each AAI identifies a specific general ledger account consisting of a business unit, an object, and a subsidiary. When the system processes a transaction, it creates accounting entries.

When setting up each AAI item, verify that a default for company 00000 exists. For each company requiring specific instructions, verify that a business unit or object account exists. In many companies, the accounting department is responsible for AAI setup and maintenance.

Alternate AAIs for Loan or Borrow Agreements

The system uses alternate AAIs to write accommodations for loan or borrow agreements. If you set the Write Accommodations flag on the Agreement Master to Y, the system uses alternate AAIs during sales order, purchase order, and general stock movement processing.

Sales order processing

Depending on the processing performed when the system processes a sales order, the system typically uses the following AAIs:

- Cost of Goods Sold (AAI 4220)
- Deferred Cost of Goods Sold (AAI 4221)
- Inventory (AAI 4240)
- Inventory in Transit (AAI 4241)

If the specified agreement has the Write Accommodations flag set to Y, the system uses the following AAIs instead of 4220 and 4221:

- Cost of Goods Sold - Accommodations (AAI 4222)
- Deferred Cost of Goods Sold - Accommodations (AAI 4223)

If you specify a borrow agreement at load confirmation that has the Write Accommodations flag set to Y, the system uses the following AAIs instead of 4240 and 4241:

- Accommodations (AAI 4242)
- Accommodations in Transit (AAI 4244)

Purchase order processing

Typically, when you receive a purchase order, the system writes the following G/L entries:

- DR - Inventory (AAI 4310)
- CR - Received Not Vouchered (AAI 4320)

If the specified agreement has the Write Accommodations flag set to Y, the system writes the following G/L entries:

- DR - Accommodations (AAI 4311)
- CR - Received Not Vouchered - Accommodations (AAI 4321)

General stock movements

Typically, when you enter a stock movement, the system uses the following AAI:

- Inventory (AAI 4122)

When you enter a stock movement and specify an agreement with the Write Accommodations flag set to Y, the system uses the following AAI instead of 4122:

- Accommodations (AAI 4123)

▶ **To set up automatic accounting instructions**

On Automatic Accounting Instructions

```
┌─────────────────────────────────────────────────────────────────┐
│ 📟 [40901] - Automatic Accounting Instr.              _ □ ×      │
│ Functions   Options  Tools  Help                                 │
│ ┌─────────────────────────────────────────────────────────────┐ │
│ │      Skip To AAI              4200  Sales Order Processing   │ │
│ │                                     Sales Activity           │ │
│ └─────────────────────────────────────────────────────────────┘ │
│   ┌──┬─────────────────────────┬──────────────────────┬───────┐ │
│   │OP│       Description        │     Description-2    │       │ │
│   │  │ Sales Order Processing   │ Sales Activity       │       │ │
│   │  │   Cost of Goods Sold     │ - SOC                │See Memo│ │
│   │  │   Deferred Cost of Goods Sold │ - NEW A7.3      │See Memo│ │
│   │  │   Cost of Goods Sold - B/L│ - A7.3 D/C          │       │ │
│   │  │   Deferred COGS - Borrow/Loan │ - A7.3 D/C       │       │ │
│   │  │   Revenue                │ - SOS                │See Memo│ │
│   │  │   Deferred Revenue       │ - NEW A7.3           │See Memo│ │
│   │  │   Unbilled A/R           │ - NEW A7.3           │See Memo│ │
│   │  │   Inventory              │ - SOI                │See Memo│ │
│   │  │   Inventory In Transit   │ - NEW A7             │See Memo│ │
│   │  │   Accommodations         │ - A7.3 D/C           │See Memo│ │
│   │  │   Accommodations In Transit │ - A7.3 D/C        │       │ │
│   │  │   Accounts Receivable Trade │ - SOR             │       │ │
│   │  │   Tax Liability          │ - SOT                │See Memo│ │
│   │  │   Inter Branch Revenue   │ - NEW                │See Memo│ │
│   │  │   Price Adjustments      │ - NEW                │See Memo│ │
│   └──┴─────────────────────────┴──────────────────────┴───────┘ │
│  [✔] [✖]                                                   [⬆]  │
│  Opt 1=AAI Revisions  F5=AAI Types  F14=Memo  F21=Print  F24=More Keys   MW [⬇]│
└─────────────────────────────────────────────────────────────────┘
```

1.   Choose an AAI.

2.   Choose the option to revise the AAI.

```
┌─────────────────────────────────────────────────────────────────┐
│ 📟 [40950] - Distribution Automatic Account          _ □ ×      │
│ Functions   Tools  Help                                          │
│                                              See Memo            │
│ ┌─────────────────────────────────────────────────────────────┐ │
│ │   AAI Table Number       4221    Deferred Cost of Goods Sold│ │
│ │   Company                *      - NEW A7.3                   │ │
│ │   Document Type          *                                  │ │
│ └─────────────────────────────────────────────────────────────┘ │
│ ┌─────┬──┬───┬────────────────────┬──────────────────────────┐ │
│ │ Co  │Do│G/L│    Description      │   Account Distribution   │ │
│ │     │Ty│Cls│                    │ Bus. Unit │ Object │ Sub │ │
│ │00100│SO│IN10│Sales Order  /Stock Inventor│         │ 6320 │    │ │
│ │00100│SO│IN20│Sales Order  /Inventory│         │ 6320 │    │ │
│ │00100│SO│IN30│Sales Order  /Components│        │ 6320 │    │ │
│ │00160│SO│IN20│Sales Order  /Inventory│  WHS   │ 6320 │    │ │
│ │00161│SO│IN20│Sales Order  /Inventory│         │ 6320 │    │ │
│ │00249│CT│IN20│Transportation /Inventory│       │ 6320 │    │ │
│ │00249│S3│IN20│Sales Order - /Inventory│        │ 6320 │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ │     │  │   │             /    │         │      │    │ │
│ └─────┴──┴───┴────────────────────┴──────────────────────────┘ │
│  [✔] [✖]                        [ℹ] [▲] [➕] [➖]          [⬆]  │
│    F14=Memo    F21=Print    F24=More Keys                  MW [⬇]│
└─────────────────────────────────────────────────────────────────┘
```

3. On Distribution Automatic Account, complete one or more of the following fields:

    - Company

    - Document Type

    - General Ledger Posting Category

    - Business Unit

    - Object Account

    - Subsidiary

Field	Explanation
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets.
	The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents
	The system creates offsetting entries as appropriate for these document types when you post batches.
	. . . . *Form-specific information* . . . .
	In the inquiry field at the top of the form, the asterisk (*) is the default and causes the system to display all document types.

Field	Explanation
Category – G/L	A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.
	The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows:
	IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales
	The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:
	Sales–Stock (Debit) xxxxx.xx A/R Stock Sales (Credit) xxxxx.xx Posting Category: IN80 Stock Inventory (Debit) xxxxx.xx Stock COGS (Credit) xxxxx.xx
	Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI.
Object Account	The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

What You Should Know About

Attaching messages to AAIs	You can choose the memo function to attach explanatory messages to any AAI. When you attach a message, a *See Memo* message appears next to the AAI.

Appendix A— Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.

- You can standardize documents across all applications because you create them using the same business rules.

- Generally, the user interface (appearance and interaction) of a screen is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).

2. Set the processing options within the version according to your company requirements.

3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

```
┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
│  Speed   │ │ Standard │ │   Void   │ │  Credit  │ │  Multi-  │ │Calculate │
│ Voucher  │ │ Voucher  │ │ Payment  │ │ Tied to  │ │ Voucher  │ │  With-   │
│  Entry   │ │  Entry   │ │  Entry   │ │  Debit   │ │ P041017  │ │ holding  │
│ P041015  │ │ P04105   │ │ P04103   │ │  B.U.    │ │          │ │ P04580   │
│          │ │          │ │          │ │ P041016  │ │          │ │          │
└────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘
     │            │            │            │            │            │
     │            └──────┐   ┌─┴──────────┐ │            │            │
     │                   │   │            │ │            │            │
                    ┌────┴───┴────────────┴─┴───┐
                    │     XT0411Z1              │
                    │   Versions List           │
                    │                           │
                    │     ZJDE0001              │
                    │     ZJDE0002              │
                    └───────────────────────────┘
```
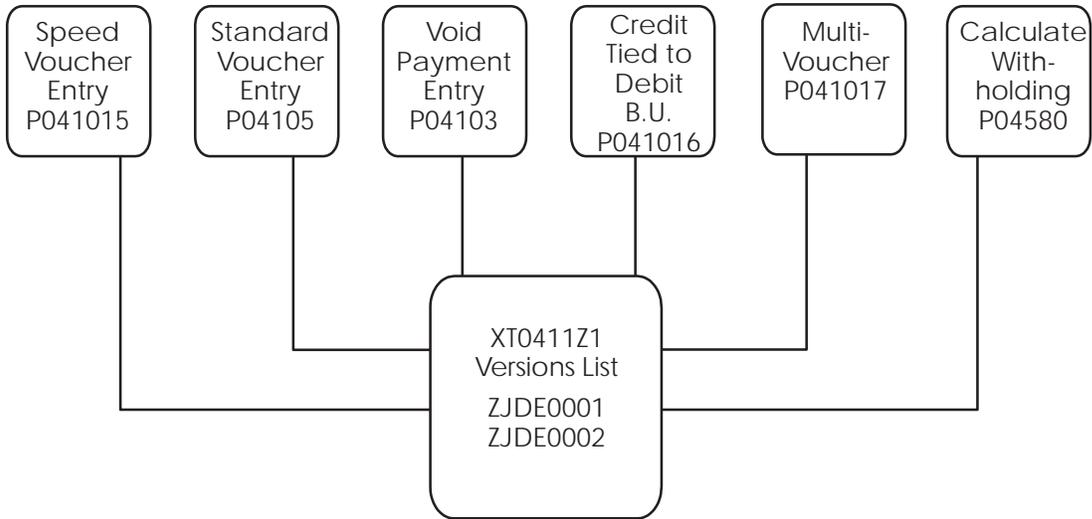
Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing.*

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	=	Equal To
LT	=	Less Than
LE	=	Less Than or Equal To
GT	=	Greater Than
GE	=	Greater Than or Equal To
NE	=	Not Equal To
NL	=	Not Less Than
NG	=	Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center.*

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

cost center. See *business unit.*

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary.*

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field.*

display sequence. A number that the system uses to reorder a group of records on the form.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

file. See *table*.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

glossary. See *data dictionary*.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you

designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

> A=Major Product Directories
> B=Product Groups
> 1=Basic Operations
> 2=Intermediate Operations
> 3=Advanced Operations
> 4=Computer Operations
> 5=Programmers

> 6=Advanced Programmers

Also known as *menu levels.* (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail.*

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character.*

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is

considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand.*

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

purge. The process of removing records or data from a system table.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

reporting code. See *category code.*

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application.*

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles.*

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a

specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

voucher match. A payment application method where the payment is applied to specific vouchers.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

Index

Index

A

G

I

Item Group – Price Adjustment Schedule, defined, 3–24
Items, enter on agreements, 2–12

J

Journal Entry Line Number, defined, 2–49

L

Level Break Type, defined, 3–15
Load confirmation, 2–29
  processing option for borrow agreements, 3–30
Loan or borrow, defined, 1–4

M

Managing agreements, 2–33
Maximum Transaction Quantity, defined, 2–18
Menus, 1–6
Minimum Transaction Quantity, defined, 2–18
Monitor agreements, 2–33
Multi–currency, 2–4

N

New/Renewal , defined, 2–8
Notes, add to agreement, 2–5

O

Object Account, defined, 3–35
Online Balance Inquiry form, 2–41
Online Statement form, 2–35
Order Detail Group, defined, 3–14
Override Price, defined, 2–15
Override Price (Y/N), defined, 3–15

P

Parent Agreement Number, defined, 2–9
Partner_s Agreement Number, defined, 2–8
Penalties
  assign to partners or agreements, 3–22
  calculations, 2–47
  preference master, 3–9
  report dates, 2–47
  reviewing, 2–44
  setup, 3–7
    adjustments schedule, 3–16
    create penalty preference, 3–22
    define adjustments, 3–12
    order detail group, 3–10
    preference hierarchy, 3–9
Penalty Schedule , defined, 2–15
Preference Hierarchy form, 3–9
Preference Master form, 3–9
Preference Type, defined, 3–10 , 3–14
Price Adjustment Definitions form, 3–13
Price Adjustment Detail form, 3–18
  fold area, 3–18
Price Adjustment Name, defined, 3–13
Price Adjustment Schedule Preference form, 3–23
Price and Adjustment Schedule form, 3–17
Price Group, defined, 3–11
Price overrides, define for an agreement, 2–13
Printing statements, 2–42
Processing options
  Agreement Exchange Ratios, 2–22
  Agreement Management Online Balance Inquiry, 2–42
  Agreement Management Online Statement, 2–37
  Agreement Management Statement, 2–43
  Agreement Master, 2–10
  Agreement Penalties Report, 2–45
  Agreement Quantities, 2–15
  Agreement Quantities Schedule, 2–19
  Agreement Source/Destination, 2–18
  Agreement Transaction Ledger, 2–39
Programs and IDs
  P00051 (general user defined codes), 3–4

  P38001 (agreement constants), 3–28
  P38010 (agreement master), 2–6