

Guide
June 1996



ECS Sales Order Management

Release A7.3

JD Edwards®



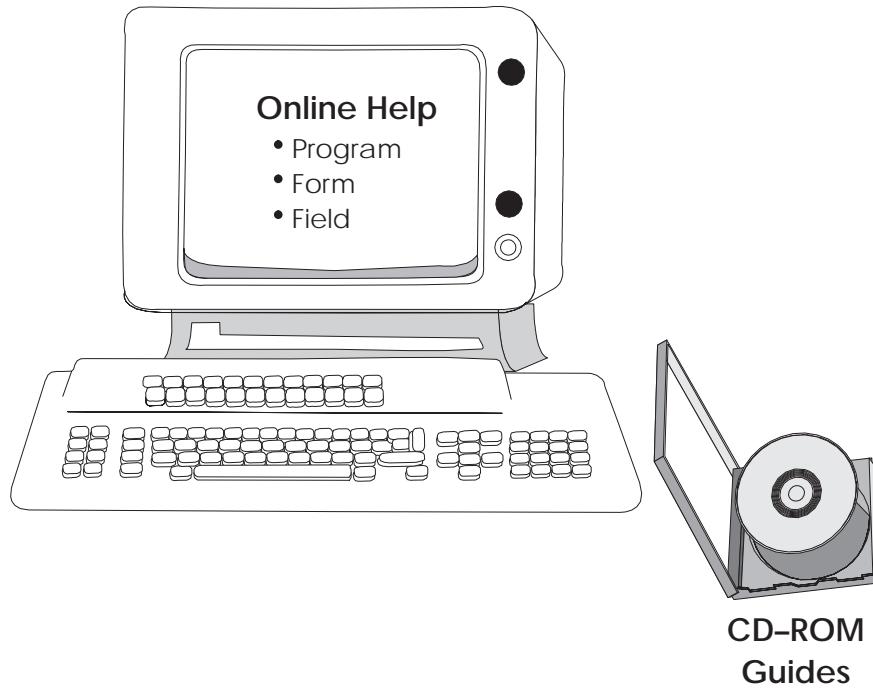
Item # A73CEASM960615

J.D. Edwards & Company
8055 E. Tufts Avenue
Denver, CO 80237

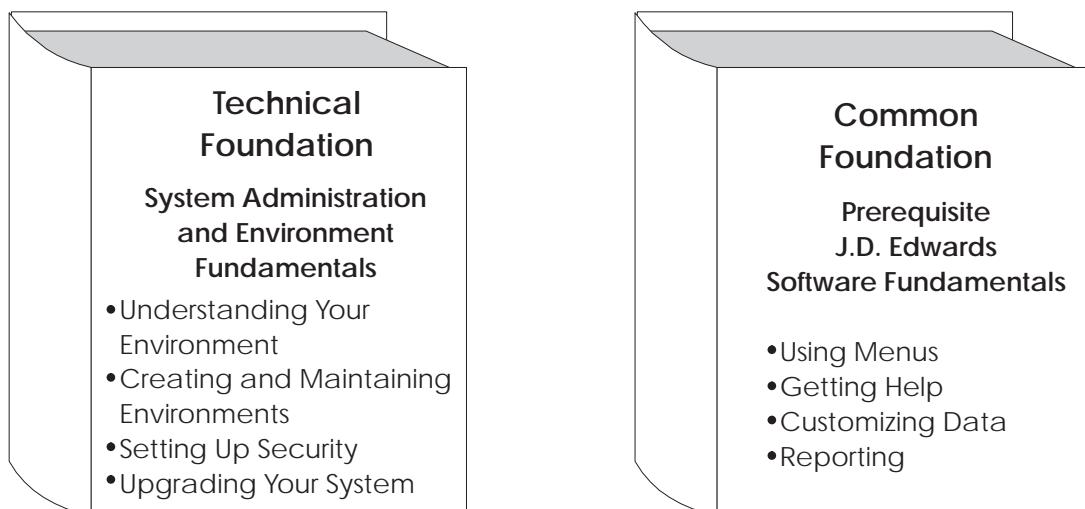
©J.D. Edwards & Company 1996
All Rights Reserved

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards & Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards & Company uses an automatic software disabling routine to monitor the license agreement. For more details about this routine, please refer to the *Technical Foundation Guide*.

Where Do I Look?



Guides



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, and examples for release A7.3 of J.D. Edwards software. Forms (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

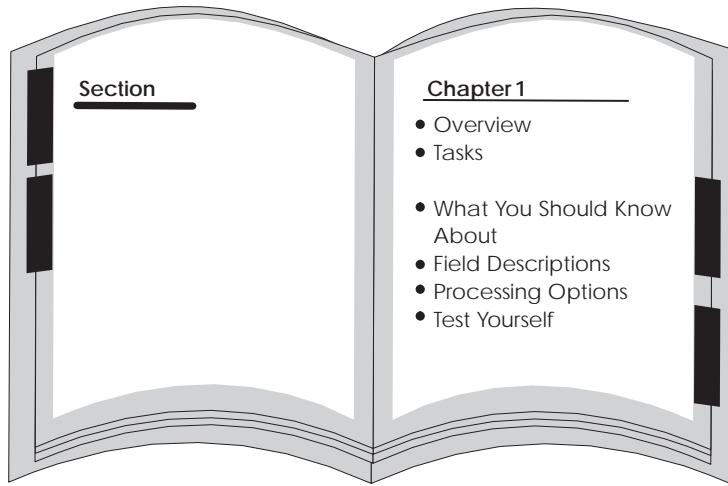
This guide is intended primarily for the following audiences:

- 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 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 or a window.
- *Table* generally means “file.”

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 or click OK, except where noted.

Table of Contents

ECS Sales Order Management Overview

| | |
|--|------|
| ECS Sales Order Management Process Flow | 1-2 |
| System Integration | 1-4 |
| Integration with Accounting and Distribution Systems | 1-4 |
| ECS Sales Order Management | 1-4 |
| Load and Delivery Management | 1-5 |
| General Accounting | 1-5 |
| Address Book | 1-5 |
| Inventory Management | 1-5 |
| Purchase Management | 1-5 |
| Advanced Pricing | 1-6 |
| Advanced Warehouse Management | 1-6 |
| Features of ECS Sales Order Management | 1-6 |
| Basic Order Entry | 1-6 |
| Processing Steps and Status Codes | 1-6 |
| Sales Order Information | 1-7 |
| Credit Orders | 1-7 |
| Additional Orders | 1-8 |
| Order Release | 1-8 |
| End of Day Processing | 1-8 |
| Pricing | 1-9 |
| Templates | 1-9 |
| Preferences | 1-10 |
| Invoice Cycles | 1-10 |
| System Setup | 1-11 |
| Advanced and Technical Operations | 1-11 |
| Menu Overview | 1-12 |

Daily

Basic Order Entry

| | |
|---|------|
| About Basic Order Entry (ECS) | 2-1 |
| What Is Interactive Sales Order Entry? | 2-1 |
| What Is Batch Sales Order Entry? | 2-1 |
| Work with Interactive Sales Orders | 2-3 |
| Working with Interactive Sales Orders (ECS) | 2-3 |
| Entering Header Information (ECS) | 2-5 |
| Entering Detail Information (ECS) | 2-15 |
| Entering Additional Order Information (ECS) | 2-21 |
| Entering a Kit Item (ECS) | 2-28 |

| | |
|---|------|
| Entering an Order from a Template (ECS) | 2-29 |
| Entering Substitute and Associated Items (ECS) | 2-31 |
| Processing Options for Sales Order Entry – Detail | 2-33 |
| Work with Batch Sales Orders | 2-39 |
| Working with Batch Sales Orders (ECS) | 2-39 |
| Entering Batch Orders (ECS) | 2-40 |
| Processing Options for Batch Order Entry | 2-42 |
| Creating a Recurring Order (ECS) | 2-42 |
| Processing Batch Orders (ECS) | 2-44 |
| Reviewing the Batch Order Activity Register (ECS) | 2-44 |
| Reviewing the Batch Order Creation Exception Report (ECS) .. | 2-45 |
| Processing Options for Batch Order Edit and Creation – Sales .. | 2-46 |

Sales Order Information

| | |
|---|------|
| About Sales Order Information (ECS) | 3-1 |
| Work with Item Information | 3-3 |
| Working with Item Information (ECS) | 3-3 |
| Copying Item Information to Sales Orders (ECS) | 3-4 |
| Reviewing Price and Availability Information (ECS) | 3-6 |
| Processing Options for Check Price and Availability | 3-7 |
| Locating Quantity Information (ECS) | 3-8 |
| Processing Options for Item Availability Summary | 3-12 |
| Reviewing Supply and Demand Information (ECS) | 3-13 |
| Processing Options for Supply/Demand Inquiry | 3-16 |
| Reposting Sales Orders (ECS) | 3-18 |
| Processing Options for Repost Active Sales Orders | 3-19 |
| Work with Customer and Sales Information | 3-21 |
| Working with Customer and Sales Information (ECS) | 3-21 |
| Reviewing Customer Account Information (ECS) | 3-21 |
| Processing Options for Credit Check | 3-23 |
| Reviewing Sales Orders by Customer (ECS) | 3-23 |
| Processing Options for Customer Service Inquiry | 3-28 |
| Generating Order Status Reports (ECS) | 3-29 |
| Generating the Open Orders by Item Report (ECS) | 3-29 |
| Generating the Open Orders by Customer Report (ECS) | 3-30 |
| Processing Options for Open Sales Orders | 3-31 |
| Data Sequence for Open Orders by Customer Report | 3-32 |
| Generating the Held Orders Report (ECS) | 3-32 |
| Generating the Backorders to Fill Report (ECS) | 3-32 |
| Processing Options for Back Orders to Fill Print | 3-33 |
| Data Sequence for Backorders to Fill Report | 3-34 |
| Reviewing Sales History Information (ECS) | 3-34 |
| Processing Options for Sales Ledger Inquiry | 3-36 |
| Generating Sales History Reports (ECS) | 3-37 |
| Generating the Sales Ledger Detail Report (ECS) | 3-38 |
| Processing Options for Sales Ledger Detail Report | 3-40 |
| Generating the Sales Analysis Summary Report (ECS) | 3-40 |
| Processing Options for Sales Analysis Summary | 3-40 |
| Reviewing Billing Information (ECS) | 3-41 |

| | |
|---|------|
| Processing Options for Online Invoice Inquiry | 3-44 |
|---|------|

Credit Orders

| | |
|--|-----|
| About Credit Orders (ECS) | 4-1 |
| Enter a Credit Order | 4-3 |
| Entering a Credit Order (ECS) | 4-3 |
| Entering a Credit Order Manually (ECS) | 4-4 |
| Creating a System-Generated Credit Order (ECS) | 4-6 |

Additional Orders and Order Release

| | |
|--|------|
| About Additional Orders and Order Release (ECS) | 5-1 |
| What Is Order Release? | 5-2 |
| What Is a Quote Order? | 5-2 |
| What Is a Blanket Order? | 5-2 |
| What Is a Direct Ship Order? | 5-2 |
| What Is a Transfer Order? | 5-3 |
| What Is an Interbranch Sales Order? | 5-3 |
| What Is a Sales Order with Manual Invoice? | 5-4 |
| Work with Order Release | 5-5 |
| Working with Order Release (ECS) | 5-5 |
| Releasing Orders on Hold (ECS) | 5-5 |
| Processing Options for Held Order Release | 5-7 |
| Releasing Backorders (ECS) | 5-8 |
| Releasing Backorders Online (ECS) | 5-9 |
| Processing Options for Back Order Release (On-line) | 5-10 |
| Releasing Backorders in a Batch (ECS) | 5-12 |
| Processing Options for Back Order Release (Batch) | 5-12 |
| Work with Quote Orders | 5-15 |
| Working with Quote Orders (ECS) | 5-15 |
| Entering a Quote Order (ECS) | 5-16 |
| Converting a Quote Order into a Sales Order (ECS) | 5-17 |
| Copying a Quote Order to Create a Sales Order (ECS) | 5-17 |
| Releasing a Quote Order (ECS) | 5-18 |
| Processing Options for Order Release | 5-20 |
| Work with Blanket Orders | 5-21 |
| Working with Blanket Orders (ECS) | 5-21 |
| Creating a Blanket Order (ECS) | 5-22 |
| Creating a Sales Order from a Blanket Order (ECS) | 5-23 |
| Entering a Sales Order from a Blanket Order (ECS) | 5-24 |
| Releasing a Blanket Order (ECS) | 5-26 |
| Enter a Direct Ship Order | 5-29 |
| Entering a Direct Ship Order (ECS) | 5-29 |
| Processing Options for Direct Ship Order Entry (ECS) | 5-31 |
| Enter a Transfer Order | 5-35 |
| Entering a Transfer Order (ECS) | 5-35 |
| Processing Options for Transfer Order Entry (ECS) | 5-37 |

| | |
|--|------|
| Enter an Interbranch Sales Order | 5-41 |
| Entering an Interbranch Sales Order (ECS) | 5-41 |
| Applying Markup Costs for Interbranch Sales (ECS) | 5-42 |
| Example: Applying Markup Costs for Interbranch Sales | 5-42 |
| Enter a Sales Order with Manual Invoice | 5-47 |
| Entering a Sales Order with Manual Invoice (ECS) | 5-47 |
| Processing Options for Bulk Load Confirmation | 5-50 |
| Processing Options for Packaged Load Confirmation | 5-52 |
| Update Status Codes | 5-55 |
| Updating Status Codes (ECS) | 5-55 |
| Processing Options for Sales Order Speed Release | 5-57 |

End of Day Processing

| | |
|---|------|
| About End of Day Processing (ECS) | 6-1 |
| How Can You Keep Sales Information Accurate? | 6-1 |
| When Do You Run the Cycle Billing Program? | 6-2 |
| What Is Periodic Invoicing? | 6-2 |
| When Do You Run the Update Customer Sales Program? | 6-2 |
| Work with Billing Cycles | 6-5 |
| Working with Billing Cycles (ECS) | 6-5 |
| Running Cycle Billing (ECS) | 6-5 |
| Reviewing the Cycle Billing Transaction Report (ECS) | 6-9 |
| Reviewing the Cycle Billing Exception Report (ECS) | 6-10 |
| Processing Options for Cycle Billing Program | 6-11 |
| Printing Periodic Invoices (ECS) | 6-11 |
| Processing Options for Periodic Invoice Processing | 6-13 |
| Processing Options for Periodic Invoice Print | 6-13 |
| Printing Interrupted Invoice Batches (ECS) | 6-15 |
| Update Customer Sales | 6-19 |
| Updating Customer Sales (ECS) | 6-19 |
| Running the Sales Update (ECS) | 6-20 |
| Reviewing the Summarized/Detail Invoice Journal (ECS) | 6-23 |
| Reviewing the Sales Update Error Report (ECS) | 6-24 |
| Reviewing the Sales Journal (ECS) | 6-24 |
| Processing Options for Sales Update – ECS Version | 6-25 |
| Processing Options for Sales Journal Print | 6-29 |
| Reviewing and Approving Journal Entries (ECS) | 6-29 |
| Reviewing Journal Entries (ECS) | 6-30 |
| Approving Journal Entries (ECS) | 6-31 |
| Posting Journal Entries (ECS) | 6-33 |
| Processing Options for Post General Ledger | 6-33 |
| Printing Unposted Transaction Reports (ECS) | 6-35 |
| Processing Options for General Journal Report | 6-36 |

Periodic

Pricing

| | |
|---|------|
| About Pricing (ECS) | 7-1 |
| Set Up a Base Pricing Structure | 7-3 |
| Setting Up a Base Pricing Structure (ECS) | 7-3 |
| Setting Up Customer Price Groups (ECS) | 7-4 |
| Setting Up Item Price Groups (ECS) | 7-8 |
| Generating Price Group Relationships | 7-11 |
| Processing Options for Generate Customer Group Relationships | 7-11 |
| Processing Options for Generate Item Group Relationships | 7-11 |
| Defining the Base Price Preference Hierarchy (ECS) | 7-12 |
| Work with Base Pricing | 7-15 |
| Working with Base Pricing (ECS) | 7-15 |
| Defining Base Prices (ECS) | 7-16 |
| Updating Base Prices (ECS) | 7-21 |
| Changing Existing Prices (ECS) | 7-22 |
| Creating Future Prices (ECS) | 7-23 |
| Processing Options for Base Price Maintenance – Batch | 7-24 |
| Data Selection | 7-24 |
| Data Sequence | 7-24 |
| Converting Price Levels (ECS) | 7-25 |
| Processing Options for Item Sales Price Level Conversion | 7-26 |
| Define Price Adjustments | 7-27 |
| Defining Price Adjustments (ECS) | 7-27 |
| Defining Inventory Pricing Rules (ECS) | 7-29 |
| Assigning Rules to Customers and Customer Groups (ECS) | 7-34 |
| Work with Repricing | 7-37 |
| Working with Repricing (ECS) | 7-37 |
| Updating Prices for an Item (ECS) | 7-37 |
| Defining Repricing Groups (ECS) | 7-38 |
| Processing Basket and Order Repricing (ECS) | 7-41 |
| Processing Options for Sales Order Repricing (Basket Pricing) – Batch | 7-42 |
| Updating Prices for a Customer (ECS) | 7-43 |
| Processing Options for Update Sales Order Cost/Price (ECS) | 7-45 |

Setup

Order Templates

| | |
|---|------|
| About Order Templates (ECS) | 8-1 |
| Work with Order Templates | 8-3 |
| Working with Order Templates (ECS) | 8-3 |
| Creating a Standard Template (ECS) | 8-4 |
| Creating a Customer-Specific Template (ECS) | 8-8 |
| Processing Options for Order Template Revisions | 8-10 |

| | |
|--|------|
| Updating an Existing Template (ECS) | 8-10 |
| Creating a System-Generated Template (ECS) | 8-11 |
| Processing Options for Customer History Template Rebuild | 8-12 |

Preferences

| | |
|---|------|
| About Preferences (ECS) | 9-1 |
| How Does the System Use Preferences? | 9-2 |
| Example: Applying a Preference | 9-3 |
| What Are the Preference Fields? | 9-4 |
| Understand Preferences | 9-11 |
| Understanding Preferences (ECS) | 9-11 |
| Adding a Note About a Preference | 9-12 |
| Entering Standard Preference Information (ECS) | 9-12 |
| Entering Specific Preference Information (ECS) | 9-17 |
| Understanding the Container Deposit/Rental Preference | 9-19 |
| Understanding the Customer Currency (ECS) Preference | 9-20 |
| Understanding the Document Distribution (ECS) Preference | 9-21 |
| Example: Document Distribution (ECS) Preference | 9-22 |
| Understanding the Document Set (ECS) Preference | 9-22 |
| Example: Document Set (ECS) Preference | 9-23 |
| Understanding the End Use Preference | 9-24 |
| Understanding the Freight (ECS) Preference | 9-24 |
| Example: Freight (ECS) Preference | 9-26 |
| Understanding the Grade and Potency Preference | 9-27 |
| Example: Applying a Grade and Potency Preference for Grades | 9-27 |
| Example: Applying a Grade and Potency Preference for Potency | 9-28 |
| Understanding the Inventory Commitment Preference | 9-28 |
| Example: Inventory Commitment Preference | 9-29 |
| Understanding the Invoice Cycle (ECS) Preference | 9-30 |
| Understanding the Line of Business Preference | 9-31 |
| Understanding the Load/Promise Date (ECS) Preference | 9-32 |
| Example: Applying Load/Promise Dates | 9-32 |
| Understanding the Next Order Status (ECS) Preference | 9-34 |
| Understanding the Payment Terms (ECS) Preference | 9-35 |
| Understanding the Price Adjustment Schedule Preference | 9-35 |
| Understanding the Pricing Unit of Measure (ECS) Preference | 9-36 |
| Understanding the Print Messages (ECS) Preference | 9-38 |
| Understanding the Product Allocation (ECS) Preference | 9-38 |
| Understanding the Quality (ECS) Preference | 9-40 |
| Understanding the Revenue Cost Center (ECS) Preference | 9-40 |
| Understanding the Sales Commission (ECS) Preference | 9-40 |
| Understanding the User Defined Price Code Preferences | 9-41 |
| Set Up Preferences | 9-43 |
| Setting Up Preferences (ECS) | 9-43 |
| Activating Preferences (ECS) | 9-44 |
| Setting Up the Preference Master (ECS) | 9-46 |
| Defining the Order of Preferences (ECS) | 9-47 |

| | |
|--|------|
| Defining the Display of Specific Preferences (ECS) | 9-49 |
| Defining the Display of Specific Preference Fields (ECS) | 9-52 |
| Assigning Customers and Items to Groups (ECS) | 9-53 |
| Assigning a Customer to a Customer Group (ECS) | 9-54 |
| Assigning an Item to an Item Group (ECS) | 9-55 |
| Arranging the Preference Hierarchy (ECS) | 9-56 |
| Example: Preference Hierarchy for Payment Terms | 9-58 |

Invoice Setup

| | |
|--|-------|
| About Invoice Setup (ECS) | 10-1 |
| Define Related Addresses | 10-3 |
| Defining Related Addresses (ECS) | 10-3 |
| Entering Related Addresses (ECS) | 10-4 |
| Defining the Invoicing Address (ECS) | 10-6 |
| Defining Default Address Types (ECS) | 10-8 |
| Set Up Invoice Cycles | 10-11 |
| Setting Up Invoice Cycles (ECS) | 10-11 |
| Setting Up Invoice Cycle Calculation Rules (ECS) | 10-12 |
| Example: Scheduled Invoice Date Calculation | 10-13 |
| Creating Invoice Cycle (ECS) Preferences | 10-16 |

System Setup

| | |
|---|-------|
| About System Setup (ECS) | 11-1 |
| Set Up Constants | 11-5 |
| Setting Up Constants (ECS) | 11-5 |
| Defining Branch/Plant Constants (ECS) | 11-6 |
| Defining Item Availability (ECS) | 11-8 |
| Defining System Constants (ECS) | 11-9 |
| Defining Batch Control Constants (ECS) | 11-11 |
| Defining Locations (ECS) | 11-12 |
| Set Up Customer Billing Instructions | 11-15 |
| Setting Up Customer Billing Instructions (ECS) | 11-15 |
| Set Up Order Line Types | 11-23 |
| Setting Up Order Line Types (ECS) | 11-23 |
| Set Up Order Activity Rules | 11-29 |
| Setting Up Order Activity Rules (ECS) | 11-29 |
| Set Up Order Hold Information | 11-33 |
| Setting Up Order Hold Information (ECS) | 11-33 |
| Defining Order Hold Codes (ECS) | 11-34 |
| Setting Up Minimum and Maximum Order Amounts (ECS) | 11-37 |
| Setting Up Order Hold Codes for Credit Checking (ECS) | 11-38 |
| Setting Up Order Hold Codes for Margin Checking (ECS) | 11-39 |
| Set Up Commission Information | 11-43 |
| Setting Up Commission Information (ECS) | 11-43 |
| Setting Up a Sales Group (ECS) | 11-45 |
| Assigning Commission Information (ECS) | 11-47 |
| Setting Up Additional Commission Information (ECS) | 11-50 |

| | |
|---|-------|
| Setting Up Variable Commission Percentages within a Group (ECS) | 11-55 |
| Set Up Branch Sales Markups | 11-57 |
| Setting Up Branch Sales Markups (ECS) | 11-57 |
| Processing Options for Sales Transfer Cost Setup | 11-61 |
| Set Up Automatic Accounting Instructions | 11-63 |
| Setting Up Automatic Accounting Instructions (ECS) | 11-63 |
| AAIs Used in the ECS Sales Order Management System | 11-63 |
| Example: AAI Form | 11-64 |

Advanced & Technical

Advanced and Technical Operations

| | |
|---|-------|
| About Advanced and Technical Operations (ECS) | 12-1 |
| Work with Flexible Files | 12-3 |
| Working with Flexible Files (ECS) | 12-3 |
| Choosing Fields for Flexible Files (ECS) | 12-4 |
| Processing Options for Build Flexible File | 12-5 |
| Updating Flexible Files (ECS) | 12-5 |
| Processing Options for Flexible File Rebuild | 12-6 |
| Purge Data | 12-7 |
| Purging Data (ECS) | 12-7 |
| Running General Purges (ECS) | 12-9 |
| Processing Options for General Purge Program | 12-10 |
| Running Special Purges (ECS) | 12-10 |
| Running the Sales Order Header Purge (ECS) | 12-10 |
| Processing Options for Sales Order Header (F4201) – Purge | 12-11 |
| Running the Extended Text Purge (ECS) | 12-11 |
| Processing Options for Extended Text Purge – F4314 | 12-12 |
| Running the Batch Order Files Purge (ECS) | 12-12 |
| Running Move Sales Order Detail to History (ECS) | 12-12 |
| Processing Options for Purge Details to History | 12-13 |
| Work with the Subsystem | 12-15 |
| Working with the Subsystem (ECS) | 12-15 |
| Defining the Subsystem (ECS) | 12-16 |
| Starting Jobs in the Subsystem (ECS) | 12-18 |
| Stopping Jobs in the Subsystem (ECS) | 12-18 |
| Processing Options for Start/Stop Subsystem | 12-19 |

Appendices

| | |
|---|-----|
| Appendix A — Understand Preference Fields (ECS) | A-1 |
| Understanding Preference Fields (ECS) | A-1 |
| Appendix B — Functional Servers | B-1 |
| Example: Voucher Processing Functional Server | B-2 |

Glossary

Index

ECS Sales Order Management Overview

Energy and Chemical Solutions (ECS) sales order management involves much more than taking an order and shipping it. Today's requirements include sophisticated order management, inventory allocation, kitting, and promotional pricing. The ECS Sales Order Management system allows you to address these issues. It also provides added solutions to meet the specific needs of energy and chemical industries.

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

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

Pricing is another complicated issue. You must manage pricing efficiently to handle special promotions, allowances, and effective dates. The ECS Sales Order Management system allows you to set up a flexible base pricing structure. You can then define price adjustments and use the repricing feature to revise and update prices when necessary.

The ECS Sales Order Management system provides many features:

- Extensive user defined information
- Flexible pricing and discounting, which supports promotions, contracts, and allowances
- Recurring order and order template processing
- Customer and item preference profiles
- Online inventory availability and available-to-promise information
- Multiple templates for a single customer
- Comprehensive order and line status tracking



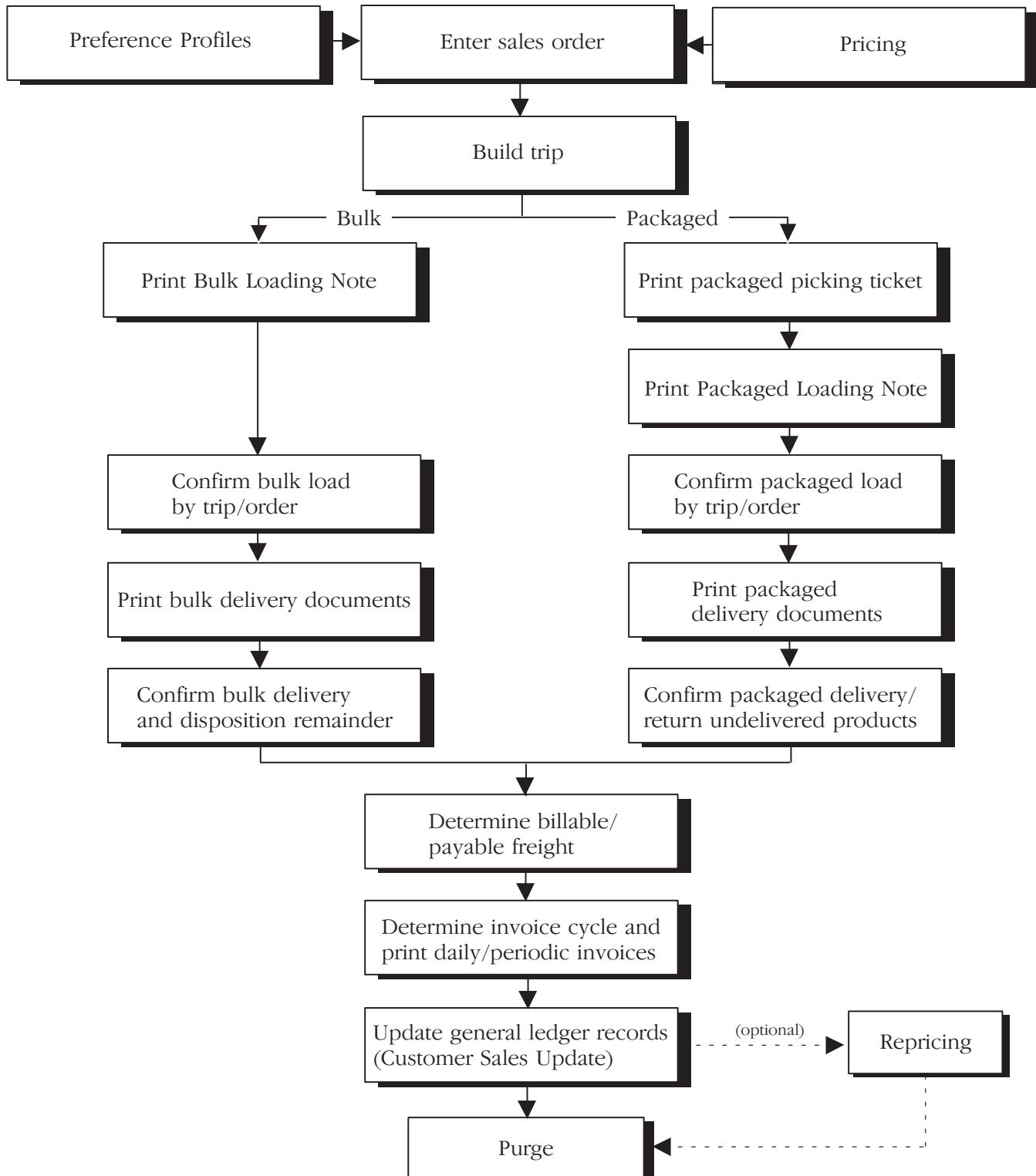
ECS Sales Order Management Process Flow

The ECS Sales Order Management system is closely integrated with the Load and Delivery Management system. After you enter a sales order, you process it through the Load and Delivery Management system to:

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

You then use the ECS Sales Order Management system to calculate scheduled invoice dates and print invoices. You also use this system to update all tables associated with the sales order and customer and to update the general ledger.

The following graphic illustrates the process flow of the ECS Sales Order Management and Load and Delivery Management systems.

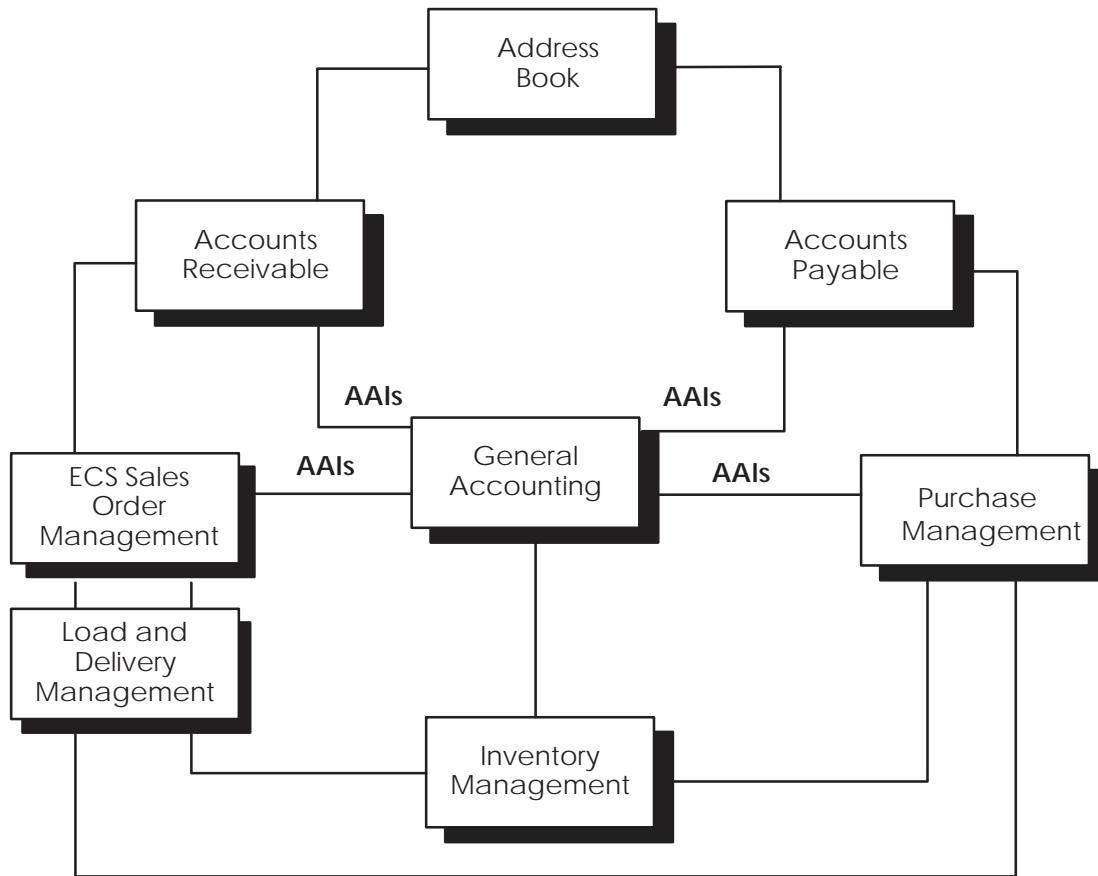


System Integration

The ECS Sales Order Management system works hand-in-hand with other J.D. Edwards distribution/logistics and manufacturing systems. Supply and demand components must balance to ensure that this takes place. The key is integration and the proactive use of distribution and logistics information.

Integration with Accounting and Distribution Systems

The following graphic illustrates how the ECS Sales Order Management system integrates with general accounting and other distribution systems.



ECS Sales Order Management

The system retrieves item prices and costs from the Inventory Management system for sales orders.

The system updates the general ledger and creates accounts receivable entries for invoices and records inventory, cost of goods sold, revenue, and tax transactions for use in cash receipts processing.

Load and Delivery Management

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

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

Load confirm only with an invoice date in the future

- System creates in-transit entries
- Cycle Billing creates deferred COGS, revenue, and accounts receivable entries

Load confirm only without a future invoice date

- System creates in-transit entries

Load and delivery confirm with an invoice date in the future

- Cycle Billing creates inventory, deferred COGS, and Accounts Receivable entries

General Accounting

The hub of the integration circle is the J.D. Edwards General Accounting system. The system enables you to track sales order accounting.

Address Book

The ECS Sales Order Management system works with the Address Book system to retrieve up-to-date customer billing and warehouse address information.

Inventory Management

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

Purchase Management

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

Advanced Pricing

Optionally, you can use the Advanced Pricing system in conjunction with the ECS Sales Order Management system. This system integrates with many of the price-related programs in the ECS Sales Order Management system and provides additional pricing, preference, reporting, and setup functionality.

Advanced Warehouse Management

Optionally, you can use the Advanced Warehouse Management system in conjunction with the ECS Sales Order Management system. This system integrates with many of the programs related to items and provides additional reporting, picking, and setup functionality.

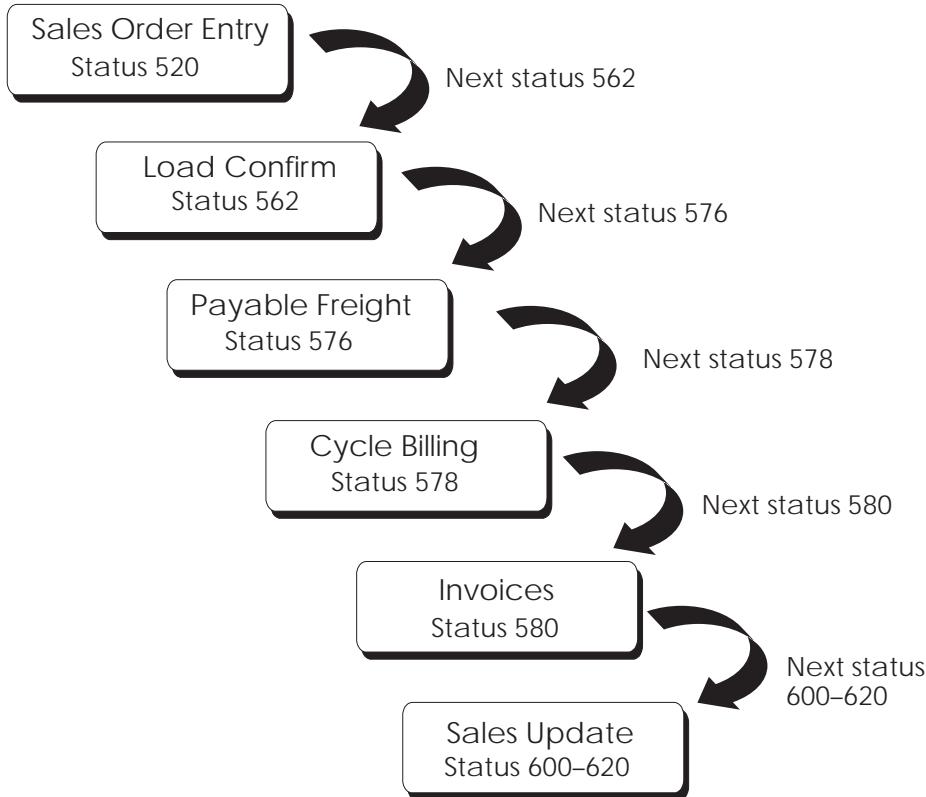
Features of ECS Sales Order Management

Basic Order Entry

Basic order entry allows you to record information about your customers and the items they have ordered. When you enter a sales order, the system automatically enters pertinent information currently stored in the customer, item, preference, and pricing records. Sales order processing begins as soon as you complete order entry.

Processing Steps and Status Codes

Each step of the order process has a status code that you define in the order activity rules. The system uses each status code to track an order through the sales order process. For example, an order that is load confirmed has a status code of 562. The following example illustrates the relationship between processing steps and status codes.



The process that you define for your sales orders may include additional steps, depending on the types of customers that you have.

Sales Order Information

You can review and analyze sales order information and generate reports to track the status of sales orders and invoices. For example, you can review the present status of any order, such as an order that is on hold. This also allows you to accurately plan for future needs.

When entering or reviewing a sales order, you can quickly access item information, such as item number, availability, quantity cost-breaks, and so on. This is helpful when you are speaking directly to the customer.

You can also quickly access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program to compare a customer's total accounts receivable and open orders with their credit limit. You can also review sales history information and billing information that doesn't print on the invoice that the customer receives.

Credit Orders

You use credit orders to accept returned items from a customer and to issue credit to the customer. When you enter credit information manually, the system applies the current unit price for the credited item. When you have the system

create a credit order, the system retrieves the credit information based on the unit price that the customer actually paid instead of today's current or average cost.

Additional Orders

The Sales Order Management system provides the following additional orders to accommodate specific ordering situations:

- Quote orders
- Blanket orders
- Direct ship orders
- Transfer orders
- Interbranch sales orders
- Sales orders with manual invoice

You enter these additional orders in the same way that you enter basic sales orders. However, the system processes each type of additional order differently. Some additional orders, such as blanket and quote orders, are prerequisites to actual sales orders. That is, you must enter these orders before you can enter sales orders from them.

Order Release

You might have orders on hold for several reasons. For example, you might place orders on hold that do not meet margin requirements. When an order is on hold, it must be released back into the processing cycle for any additional processing to take place.

The system can place an order or order line on hold if you do not have the quantity to fill the order or order line. This type of hold is a backorder. You release backorders when inventory becomes available.

End of Day Processing

You perform end of day processing to complete the order processing cycle. Performing end of day processing consists of running batch programs to:

- Calculate individual billing cycles for customers
- Print periodic invoices that are due
- Update all tables and records related to customer sales
- Post journal entries resulting from the order processing cycle

You should run the Update Customer Sales program each day to keep the most accurate sales information. You update your sales information on a daily basis to do the following:

- Keep accounts receivable (A/R) records current
- Provide daily activity reports
- Keep general ledger (G/L) accounts current for inventory, cost of goods sold (COGS), sales, and freight
- Keep inventory on-hand balances accurate
- Keep interim sales and commission reports accurate

Pricing

For each item that you sell, you must define the price at which you want to sell it. You use ECS Sales Order Management pricing to define a base pricing structure. The system uses the base pricing structure that you define to retrieve prices when you enter items on an order and to calculate price adjustments and updates. You can define base prices for any combination of items, item groups, customers, or customer groups.

After you define base prices, you can set up the following additional types of price calculations:

- Price adjustments for groups of items
- Contract pricing, which applies special pricing for an item to a single customer or customer group
- Trade discount pricing, which is a discount percentage on all items for a specific customer
- Cash discount pricing, which you can apply to individual sales order detail lines

You can use repricing to set up additional discounts and markups or to recalculate sales orders.

Templates

With some advance preparation and setup, you can significantly speed up the order entry process. One way to do this is to create and assign order templates for your customers. Templates speed the order entry process by reducing repetition.

An order template displays frequently ordered items and quantities. You can create the following two types of templates:

Standard templates

A standard template applies to all customers. You can assign a standard template to display every time you enter an order.

Customer-specific templates

Customer-specific templates include a particular customer's most frequently ordered items. You can assign a customer-specific template to display only when you enter orders for that customer.

Preferences

You can use preferences to customize the way sales orders are processed. For ECS sales order processing, J.D. Edwards has provided 22 preferences. You can customize these preferences to meet your specific business requirements.

Typically, you create preferences when you have consistent business requirements that differ from the default values for the ECS Sales Order Management system. For example, you can create preferences to suit the needs of:

- Your customer's specific requirements
- Your company's policies
- Regulatory agencies' rules

Setting up and using each preference requires careful thought. Your business purpose for using preferences should be considered against the efficient use of the system's processing time. For example, you should not use preferences for occasional variances. In these instances, you can more efficiently use the system resources by manually entering exception information in the applicable fields of the customer or item form.

Invoice Cycles

You set up invoice cycles to apply different cycle calculation rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items. To set up invoice cycles, you set up invoice cycle calculation rules and create Invoice Cycle preferences.

After you confirm orders for delivery, you process them through the Cycle Billing program. The Cycle Billing program calculates scheduled invoice dates

based on the invoice cycle preference, invoice cycle calculation rules, and scheduled invoice date ranges.

System Setup

You can customize the ECS Sales Order Management system to fit your company's needs and to ensure that you meet customer demand.

Before you use the ECS Sales Order Management system to process sales orders, you must perform the following system setup tasks:

- Set up constants that provide the system with default information for day-to-day transactions within a branch/plant
- Set up customer billing instructions, which are rules the system uses in processing a customer's order
- Set up order line types, which are codes that determine how the system processes a detail line in an order
- Set up order activity rules to establish the sequence of allowable steps that an order takes from beginning to end
- Define the codes that the system uses to place sales orders on hold
- Define branch sales markups, which are transfer costs that apply to interbranch sales
- Set up commission information for a specific salesperson or a group of salespeople
- Set up automatic accounting instructions (AAIs), which provide the ECS Sales Order Management system with accounting information and general ledger relationships for interacting with the General Accounting system

Advanced and Technical Operations

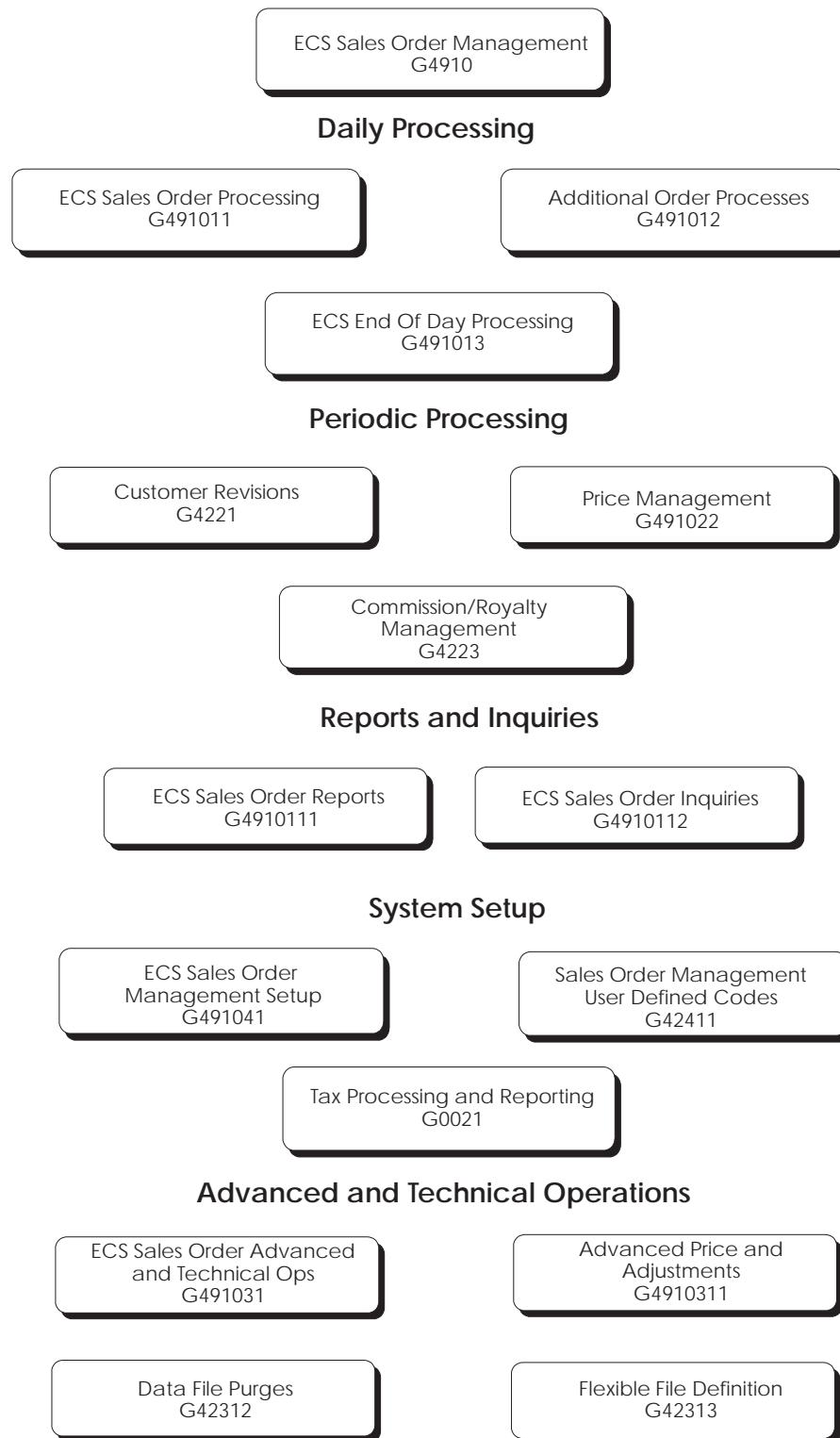
Advanced and technical operations for the ECS Sales Order Management system include:

- Creating flexible files
- Purging data
- Working with subsystems

You can use these procedures to keep your system and operations running smoothly and efficiently.

Menu Overview

The following diagram identifies the commonly used menus for the J.D. Edwards ECS Sales Order Management system.



Daily

Basic Order Entry

Objectives

- To enter sales orders interactively
- To enter sales orders through batch processing

About Basic Order Entry (ECS)

Basic order entry allows you to record information about your customers and the items they have ordered. When you enter a sales order, the system automatically enters pertinent information currently stored in the customer, item, preference, and pricing records. You can enter sales orders interactively or through batch processing.

Basic order entry consists of:

- Working with interactive sales orders
- Working with batch sales orders

What Is Interactive Sales Order Entry?

You enter sales orders interactively when you need to process individual orders immediately. After you complete the required fields for the sales order, the system retrieves default values from the Address Book (F0101), Customer Master (F0301), and Item Master (F4101) tables. Sales order processing begins as soon as you complete the order entry.

What Is Batch Sales Order Entry?

You use batch sales order entry when you need to enter a large quantity of sales orders quickly. You also enter batch sales orders when you want to process a group of sales orders at the same time, such as at the end of the day. A batch is a group of similar records or transactions that the system treats as a single unit during processing.

You can also create recurring sales orders in batch mode. A recurring order is one that you enter regularly. For example, if a customer submits the same order on a periodic basis, you can create a recurring order to automate the process.



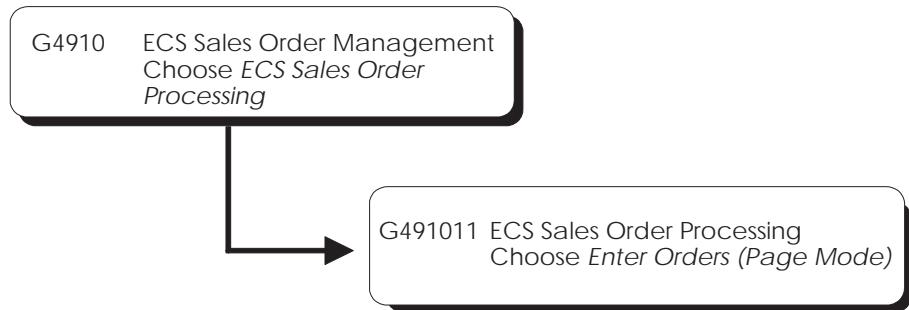
Batch order entry is faster than interactive order entry. When you enter orders in batch mode, the system does not immediately update and edit the fields, as it does when you enter orders interactively. You enter only the required information for an order and submit the orders to batch processing. The system then edits and processes the orders as a group.

Before You Begin

Verify that the following information has been set up prior to entering sales orders:

- Address information for each customer in the Address Book table (F0101). See *Entering Basic Address Information* in the *Address Book Guide*.
- Master information for each customer in the Customer Master table (F0301). See *Entering Customer Master Information* in the *Accounts Receivable Guide*.
- Billing instructions for each customer in the Customer Master table (F0301). See *Setting Up Customer Billing Instructions (ECS)*.
- Item information in the Item Master (F4101) and Bulk Item Master (F41011) tables. See *Entering Item Master Information* in the *Inventory Management Guide*.
- Branch/plant constants in the Branch/Plant Constants table (F41001). See *Defining Branch/Plant Constants (ECS)*.
- Item and branch/plant information in the Item Branch table (F4102) and the Item Location table (F41021) for each item that you stock. See *Entering Branch/Plant Information* in the *Inventory Management Guide*.
- Preferences for customer and item combinations. See *Understanding Preferences (ECS)* and *Setting Up Preferences (ECS)*.
- Commission codes and commission rate information. See *Setting Up Commission Information (ECS)*.
- Multi-currency, if you are processing orders using different currencies. See *Setting Up Multi-Currency* in the *General Accounting I Guide*.
- Default location and printers for your terminal or user profile in the Default Location and Printers table (F40095). See *Setting Up Default Location Information* in the *Inventory Management Guide*.

Work with Interactive Sales Orders



Working with Interactive Sales Orders (ECS)

You enter sales orders to record information about your customers and the items they have ordered. When you enter a sales order interactively, the system automatically enters pertinent information currently stored in the customer, item, preference, and pricing records. The system then processes the order as soon as you complete the order entry.

Working with sales orders interactively includes the following tasks:

- Entering header information
- Entering detail information
- Entering additional order information
- Entering a kit item
- Entering an order from a template
- Entering substitute and associated items

You can enter a sales order in one of two ways:

- Enter customer, order processing, invoice, accounts receivable, and shipping information on the order header. Header information relates to an entire order. The system maintains this information in the Sales Order Header table (F4201).

- Enter the detailed item, price, shipping, accounts receivable, and commission information for each sales order line. Detail information relates to individual lines in a sales order. The system maintains this information in the Sales Order Detail table (F4211).

When you complete the required fields, the system enters default information from the Sales Order Header (F4201), Item Master (F4101), Item Location (F41021), Address Book (F0101), and Customer Master (F0301) tables.

You can also enter kit items on a sales order. You use kit items to group related items so that you can enter less information on the order. The end product, or “parent” item, is not stocked as an inventory item. You enter kit items on a sales order in the same way you enter individual items.

You can simplify sales order entry by using order templates. A template is a system-generated “best guess” as to what your customer will order. A template includes your customer’s most frequently ordered items.

As you are entering detail information, you can substitute items for backordered items. You can also identify cross-reference information for “associated” items. Associated items are commonly sold in conjunction with other items.

What You Should Know About

Sold To and Ship To addresses

You can define a default address for a customer if the address to which you send the invoice (Sold To) is different from the address to which you send the shipment (Ship To). You can instruct the system to automatically fill in the Ship To address whenever you enter the Sold To address.

See *Defining Default Address Types (ECS)*.

Canceling and deleting sales orders

If you have made an error or need to remove an order, you can:

- Cancel, but not delete, an entire order. All of the order lines on the Sales Order Entry form display “Closed” and have a next status of 999 (complete and ready to purge).
- Cancel individual order lines. The lines that you cancel display “Closed” and have a next status of 999.

You must use a purge program to remove an order from the system. See *Purging Data (ECS)*.

Locating an item

When entering a sales order, you can locate key item information, such as the item number and available quantities, in one of the following ways, depending on how you set the prompting control processing options for the Sales Order Entry program:

- You can search the Item Master table, choose a displayed item, and return its quantity to the sales order detail line.
- You can search the Item Location table, enter the quantity you want to order for any displayed item, and return it to the sales order detail line.
- You can perform a query search on all of the related tables, choose a displayed item, and return its quantity to the sales order detail line. This search method is useful if you know at least part of the description of an item.

See also *Copying Item Information to Sales Orders (ECS)*.

Duplicating an order

You can streamline sales order entry by duplicating sales orders. You set the processing options for order duplication default values to control order duplication. You can:

- Copy both the order header information and the detail order information
- Change the customer number in the Ship To or Sold To fields and duplicate only the detail order information
- Choose to omit specific lines from the duplicated order

Entering Header Information (ECS)

You enter header information that applies to the entire sales order, not just specific sales order lines. To enter header information, complete the following tasks:

- Enter order information
- Enter invoice information
- Enter accounts receivable information
- Enter shipping information
- Enter commission information

When you finish entering header information, you can enter detail information for each item on the sales order.

If you choose to enter only detail information, you must set the appropriate prompting control processing option to not display the order header. You can set the processing options to use default values for some header information.

Before You Begin

- Set the prompting control processing option to display the Enter Orders (Page Mode) form before the Sales Order Entry form

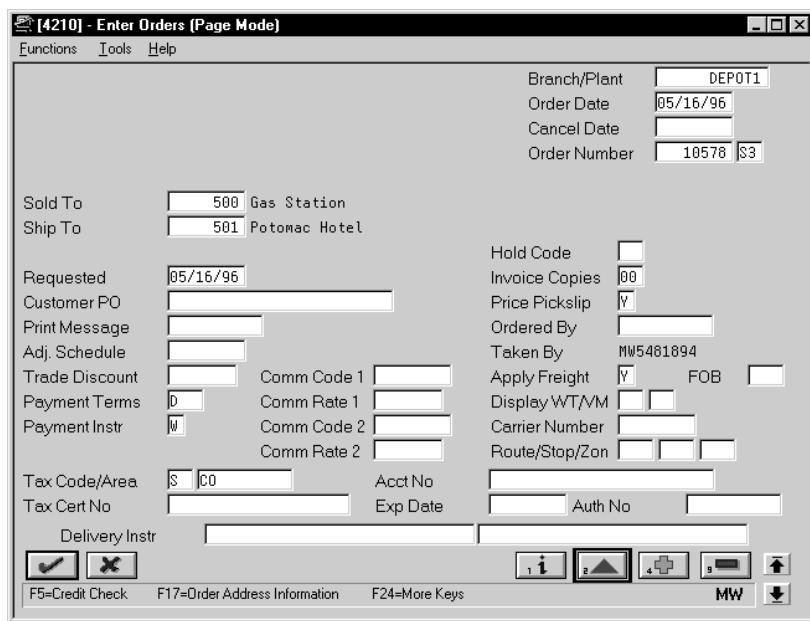
What You Should Know About

Changing header default information On the Header File Defaults window, you can specify the fields that you want to carry over from the Enter Orders (Page Mode) form to the Sales Order Entry form. You are limited to those fields that are common to both forms. You can also have any information that you change in the header automatically replace detail information.

Adding a message to a sales order You access the Associated Text Window to attach a message to an entire sales order. You can add a message in any of the following ways:

- Create your own text
- Copy text from existing messages
- Use a predefined text message

After you add the text message, "See Memo" appears in the sales order header. You can specify on which documents this message prints, such as pick slips and invoices.



► To enter order information

On Enter Orders (Page Mode)

1. Complete the following fields:
 - Branch/Plant
 - Sold To
 - Ship To
2. Review the following fields and make any necessary changes:
 - Order Date
 - Cancel Date
 - Order Number
 - Order Type
 - Hold Code
 - Requested
 - Customer PO
 - Price Pickslip
 - Ordered By

| Field | Explanation |
|--------------------------|---|
| Branch/Plant | <p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> |
| | <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> |
| | <p>Business unit security can prevent you from locating business units for which you have no authority.</p> |
| | <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> |
| | <p>..... <i>Form-specific information</i></p> |
| | <p>This is the branch/plant that originates the order.</p> |
| Sold To | <p>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.</p> |
| Ship To | <p>The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.</p> |
| Date – Order/Transaction | <p>The date that an order was entered into the system. This date determines which effective level is used for inventory pricing.</p> |
| Cancel Date | <p>The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.</p> |

| Field | Explanation | | | | | | | | | | | | |
|------------------|---|---|----------------------------|---|-------------------------------|---|-------------------|---|---------------------|---|----------------------------|---|---|
| Order Type | <p>A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> | | | | | | | | | | | | |
| | <p>The following document types are defined by J.D. Edwards and should not be changed:</p> | | | | | | | | | | | | |
| | <table> <tbody> <tr><td>P</td><td>Accounts Payable Documents</td></tr> <tr><td>R</td><td>Accounts Receivable Documents</td></tr> <tr><td>T</td><td>Payroll Documents</td></tr> <tr><td>I</td><td>Inventory Documents</td></tr> <tr><td>O</td><td>Order Processing Documents</td></tr> <tr><td>J</td><td>General Accounting/Joint Interest Billing Documents</td></tr> </tbody> </table> | P | Accounts Payable Documents | R | Accounts Receivable Documents | T | Payroll Documents | I | Inventory Documents | O | Order Processing Documents | J | General Accounting/Joint Interest Billing Documents |
| P | Accounts Payable Documents | | | | | | | | | | | | |
| R | Accounts Receivable Documents | | | | | | | | | | | | |
| T | Payroll Documents | | | | | | | | | | | | |
| I | Inventory Documents | | | | | | | | | | | | |
| O | Order Processing Documents | | | | | | | | | | | | |
| J | General Accounting/Joint Interest Billing Documents | | | | | | | | | | | | |
| Hold Code | <p>User defined code (table 42/HC) that identifies why the order is on hold.</p> | | | | | | | | | | | | |
| | <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | |
| | <p>A value in this field prevents the system from processing an order.</p> | | | | | | | | | | | | |
| Date – Requested | <p>The date that an item is to arrive or that an action is to be complete.</p> | | | | | | | | | | | | |
| Customer P.O. | <p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p> | | | | | | | | | | | | |
| Price Picklist | <p>Code that indicates whether price information will appear on the customer's pick list, purchase order, or sales order. Valid codes are:</p> | | | | | | | | | | | | |
| | <table> <tbody> <tr><td>Y</td><td>Yes, which is the default</td></tr> <tr><td>N</td><td>No.</td></tr> </tbody> </table> | Y | Yes, which is the default | N | No. | | | | | | | | |
| Y | Yes, which is the default | | | | | | | | | | | | |
| N | No. | | | | | | | | | | | | |
| Ordered By | <p>SALES ORDER SYSTEM: An optional entry field, intended for the name of the customer placing the order.</p> | | | | | | | | | | | | |
| | <p>PURCHASING SYSTEM: The name of the person entering the order. If you do not enter anything in this field, the system enters the IBM User ID of the person who is signed on to the system.</p> | | | | | | | | | | | | |

► To enter invoice information

On Enter Orders (Page Mode)

Complete the following fields:

- Invoice Copies
- Print Message

| Field | Explanation |
|----------------|---|
| Invoice Copies | Number of invoice copies that the customer requires. The system will print the number of invoices specified in this field. The system always prints at least one invoice. |
| Print Message | A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions. |

► To enter accounts receivable information

On Enter Orders (Page Mode)

Complete the following fields:

- Trade Discount
- Payment Terms
- Payment Instrument
- Tax Code
- Tax Area
- Account Number
- Tax Certificate Number
- Expiration Date
- Authorization Number

| Field | Explanation | | | | | | | | | | | | |
|--------------------|---|-------|--------|---|-------------|---|---------------------------|---|--------|---|-----------|---|--------|
| Trade Discount | Percentage by which the system reduces the price of each item. This is the only discount that will be applied. You can override it if you enter a price. Enter the percentage as a whole number (that is, 5 for 5%). | | | | | | | | | | | | |
| Payment Terms | <p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example:</p> <table> <tr><td>blank</td><td>Net 15</td></tr> <tr><td>1</td><td>1/10 net 30</td></tr> <tr><td>2</td><td>2/10 net 30</td></tr> <tr><td>N</td><td>Net 30</td></tr> <tr><td>P</td><td>Prox 25th</td></tr> <tr><td>Z</td><td>Net 90</td></tr> </table> <p>This code prints on customer invoices.</p> <p>..... <i>Form-specific information</i></p> | blank | Net 15 | 1 | 1/10 net 30 | 2 | 2/10 net 30 | N | Net 30 | P | Prox 25th | Z | Net 90 |
| blank | Net 15 | | | | | | | | | | | | |
| 1 | 1/10 net 30 | | | | | | | | | | | | |
| 2 | 2/10 net 30 | | | | | | | | | | | | |
| N | Net 30 | | | | | | | | | | | | |
| P | Prox 25th | | | | | | | | | | | | |
| Z | Net 90 | | | | | | | | | | | | |
| Payment Instrument | <p>These terms originate from the customer information for the sold to address.</p> <p>The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:</p> <table> <tr><td>C</td><td>Check</td></tr> <tr><td>D</td><td>Draft</td></tr> <tr><td>T</td><td>Electronic funds transfer</td></tr> </table> | C | Check | D | Draft | T | Electronic funds transfer | | | | | | |
| C | Check | | | | | | | | | | | | |
| D | Draft | | | | | | | | | | | | |
| T | Electronic funds transfer | | | | | | | | | | | | |
| Tax Expl Code 1 | <p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> | | | | | | | | | | | | |

| Field | Explanation |
|------------------------|--|
| Tax Rate/Area | <p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> |
| | <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> |
| | <p>The system uses this code to properly calculate the tax amount.</p> |
| | <p>If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p> |
| Account Number | <p>The first of three fields available to record credit card transactions. This field allows you to record the customer's account number with the credit card company or bank.</p> |
| Tax Certificate Number | <p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p> |
| Expiration Date | <p>This field is to record the account number and expiration date of credit cards used by your customers who make purchases from you. It is for information purposes only.</p> |
| Authorization Number | <p>This field lets you record the authorization number provided by the credit card company or bank which issued the card.</p> |

► To enter shipping information

On Enter Orders (Page Mode)

Complete the following fields:

- Carrier Number
- Route
- Stop
- Zone

| Field | Explanation |
|----------------|---|
| Carrier Number | <p>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements.</p> <p>..... <i>Form-specific information</i></p> |
| Route | <p>For ECS Sales Order Management</p> <p>The Confirm Bulk Load and Confirm Packaged Load programs in Load and Delivery Management override the preferred carrier with the owner of the vehicle.</p> <p>The route field is a user defined code (system 42, type RT) that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.</p> <p>You set up a default for each of these fields on the Customer Billing Instruction form.</p> <p>..... <i>Form-specific information</i></p> |
| Stop | <p>For ECS Sales Order Management</p> <p>The Load and Delivery Management system does not use the Route field to calculate billable or payable freight. The system can use the Zone field for this calculation.</p> <p>The stop code is a user defined code (system 42, type SP) that represents the stop on a delivery route. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.</p> <p>For picking, you can use the stop code with the route and zone codes to group all items that are to be loaded onto a delivery vehicle for a specific route.</p> <p>You set up the default for each of these fields on the Customer Billing Instructions form.</p> <p>..... <i>Form-specific information</i></p> <p>For ECS Sales Order Management</p> <p>The Load and Delivery Management system does not use the Stop field to calculate billable or payable freight. The system can use the Zone field for this calculation.</p> |

| Field | Explanation |
|-------|--|
| Zone | <p>The zone field is a user defined code (system 40, type ZN) that represents the delivery area in which the customer resides. This field is one of several factors used by freight summary facility to calculate potential freight charges for an order.</p> <p>For picking you can use the zone code with the route and stop codes to group all item that are to be loaded onto a delivery vehicle for a specific route.</p> <p>You set up the default for each of these fields on the Customer Billing Instructions form.</p> <p>..... <i>Form-specific information</i></p> <p>For ECS Sales Order Management</p> <p>The Load and Delivery Management system does not use the Route and Stop fields to calculate billable or payable freight. The system can use the Zone field for this calculation.</p> |

► To enter commission information

On Enter Orders (Page Mode)

Complete the following fields:

- Commission Code 1
- Commission Rate 1
- Commission Code 2
- Commission Rate 2

| Field | Explanation |
|---------------------|---|
| Commission Code 1 | <p>The first of two eight-character codes used to designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.</p> <p>..... <i>Form-specific information</i></p> <p>You set up the default on the Customer Billing Instructions form.</p> |
| Rate – Commission 1 | <p>The first of two percentages to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can default from Billing Instructions or be entered directly to the order.</p> |

| Field | Explanation |
|---------------------|---|
| Commission Code 2 | The second of two eight-character codes used to designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program. |
| Rate – Commission 2 | The second of two commission percentages to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can come in from the Billing Instructions or be entered in the sales order. |

Entering Detail Information (ECS)

After you enter header information, you enter detail information that applies to individual sales order lines, such as items, quantities, and prices. Some of the detail information carries over from the heading information, including the following:

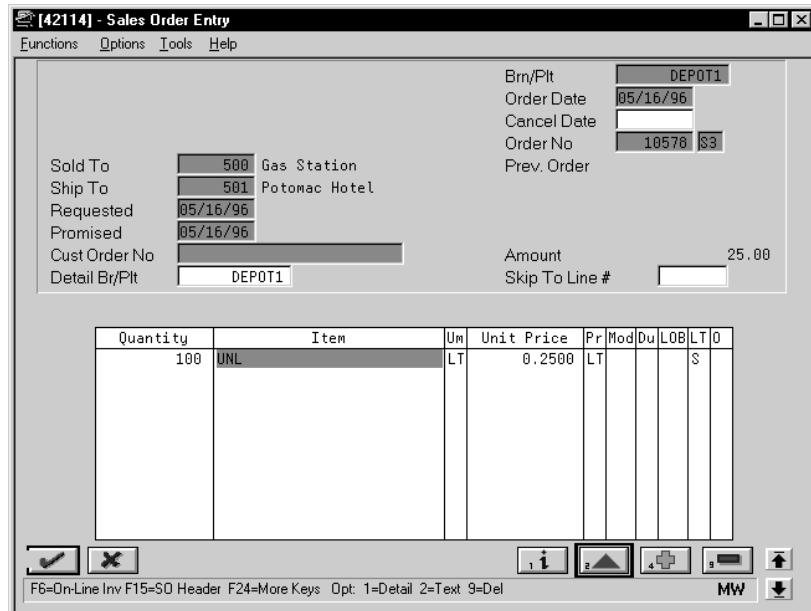
- Customer and shipping address numbers
- Branch/plant and order information, such as order number and order date
- Requested date and customer purchase order number

If you choose not to use the order header, you can enter all of the necessary information for the sales order on the Sales Order Entry form. You must set the appropriate prompting control processing option for the Sales Order Entry program to display only the Sales Order Entry form. You can also set the processing options to use default values for some header information.

► To enter detail information

On Enter Orders (Page Mode)

1. Access Sales Order Entry.



2. On Sales Order Entry, complete the following fields to enter item information:
 - Detail Branch/Plant
 - Quantity
 - Item
3. Complete the following fields to enter item information or leave blank to accept default values:
 - Unit of Measure
 - Unit Price
 - Pricing Unit of Measure
 - Mode of Transport
 - Duty Status
 - Line of Business
 - Requested
 - Promised

4. Access the fold area.



5. Complete the following fields to enter item information for each branch/plant in which the item is stored or leave blank to accept default values:

- Branch/Plant
- Accounting Branch/Plant
- Location
- Lot
- Description 1

6. Complete the following fields to enter price information for each sales order line or leave blank to accept default values:

- Extended Price
- Taxable
- Price Codes

7. Complete the following fields to enter detail order information for each sales order line or leave blank to accept default values:

- Last Status
- Next Status
- Print Message

8. Complete the following fields to enter date information for each sales order line or leave blank to accept default values:

- Requested Date

- Load Date
- Promised Date
- Cancel

9. Complete the following fields to enter quantity information for each sales order line or leave blank to accept default values:

- S (Scheduled to Ship)
- B (Backordered)
- C (Cancelled)

| Field | Explanation |
|-------------------------|--|
| Quantity | <p>The quantity of units affected by this transaction.</p> <p>..... <i>Form-specific information</i></p> <p>For credit orders, the quantity changes to a negative amount once the order is accepted.</p> |
| Item | <p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> |
| Unit of Measure | <p>A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box).</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the default unit of measure from the Basic Item Master Data form.</p> <p>For bulk items, all weights must have a conversion to kilograms, and all volumes must have a conversion to M3. In addition, all weight and volume units of measure must be identified with a W or V in the Special Handling Code of the Sales Order/Unit of Measure user defined codes.</p> |
| Unit Price | <p>The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).</p> <p>..... <i>Form-specific information</i></p> <p>If this item is not set up on the Basic Item Master Data form, you must type a price in this field. This price overrides all other prices.</p> <p>NOTE: If you enter the extended price, the system can calculate the unit price.</p> |
| Pricing Unit of Measure | <p>A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.</p> |

| Field | Explanation |
|--------------------------|--|
| Mode of Transport | A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on. |
| Duty Status | A user defined code (system 40, type DS) identifying the duty status of an order line. You should only specify this value for duty reporting. The system supplies a default value based on the End Use preference. You can override this value at order entry. |
| Line of Business | A user defined code (system 40, type LB) identifying a customer's line of business. |
| Date – Promised Shipment | The promised shipment date for either a sales order or purchase order. The Supply and Demand Programs use this date to calculate Available to Promise information. This value can be automatically calculated during sales order entry. This date represents the day that the item can be shipped from the warehouse. |
| Accounting Branch/Plant | <p>A business unit is an accounting entity required for management reporting. It can be a profit center, department, warehouse location, job, project, work center, branch/plant, and so forth.</p> <p>This business unit is from the business unit entered on the header of a sales/purchase order for reporting purposes.</p> <p>This data is always right justified on entry (for example, CO123 would appear as <u> </u> CO123). A security mechanism has been provided to inhibit users from entering or locating business units outside the scope of their authority.</p> |
| Location | A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012). |
| Lot | <p>A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.</p> <p>..... <i>Form-specific information</i></p> <p>If you use lot processing, the system uses the default from the branch/plant item information or you can enter a lot code.</p> |
| Description 1 | <p>A brief description of an item, a remark, or an explanation.</p> <p>..... <i>Form-specific information</i></p> <p>Once you enter the item number, the description defaults from the Item Master file. If you enter a non-stock item in the Item field, you must enter the description or the system uses the default line type description.</p> |

| Field | Explanation |
|-----------------------------------|---|
| Amount – Extended Price | The number of units multiplied by the unit price. |
| Taxable | A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable. |
| Price Code 1 | User defined code (system 40, type P1) you can use to control pricing adjustments. You can associate this code with a preference profile. |
| | When you specify a price code 1 in the preference, it fills or overrides this field in the sales order detail. |
| Last Status | A code (system 40/type AT) specifying the last step in the processing cycle that this order line has successfully completed. |
| Next Status | A user defined code (system 40/type AT) indicating the next step in the order flow of the line type. |
| Load Date | The date that the product from an order line is loaded onto a vehicle for delivery. |
| S — Quantity Shipped | The number of units committed for shipment in Sales Order Entry, using either the entered or the primary unit of measure defined for this item. |
| | In the Manufacturing system and Work Order Time Entry, this field can indicate completed or scrapped quantities. The quantity type is determined by the type code entered. |
| B — Units — Qty Backordered/Held | The number of units backordered in Sales Order Management or in Work Order Processing, using either the entered or the primary unit of measure defined for this item. |
| | <i>Form-specific information</i> |
| | The branch/plant information, branch/plant constants, and billing instructions that allow backorders must be set to Y (Yes). If no backorders are allowed, the system cancels orders without sufficient quantity. You can enter a number in this field. |
| C — Units — Qty Canceled/Scrapped | The number of units canceled in Sales Order or Work Order Processing, using either the entered or the primary unit of measure defined for this item. |
| | In manufacturing, this can also be the number of units scrapped to date. |
| | <i>Form-specific information</i> |
| | A number that indicates the quantity canceled if backorders are not allowed or the Partial Shipments field is set to N (No) on the Customer Billing Instructions form. You can enter a number in this field. |

What You Should Know About

Adding a message to an order line

You access the Associated Text Window to attach a message to a detail sales order line. You can specify on which documents this message prints, such as pick slips and invoices. You can also add a message by accessing the Text Line Entry window and entering a line type for the text message.

Viewing item flash messages

Flash messages for order lines contain information, such as engineering change orders, that people need to know when selling an item. If a flash message exists for an order line, the system highlights the Quantity and Item fields. You can choose an option in either of these fields to view the flash message.

Reviewing quantity information

When you order items that are not available in the quantity that you need on the promised date, the Supply/Demand Inquiry form might display, depending on how you set the processing options. You can also display this form manually.

See *Reviewing Supply and Demand Information (ECS)*.

Reviewing price information

You can access and review price information on the Check Price and Availability form before selecting a price for an item.

See *Reviewing Price and Availability Information (ECS)*.

Entering Additional Order Information (ECS)

After you have entered header and detail information, you can enter additional order information for each individual sales order line, if necessary. You can enter the following additional information:

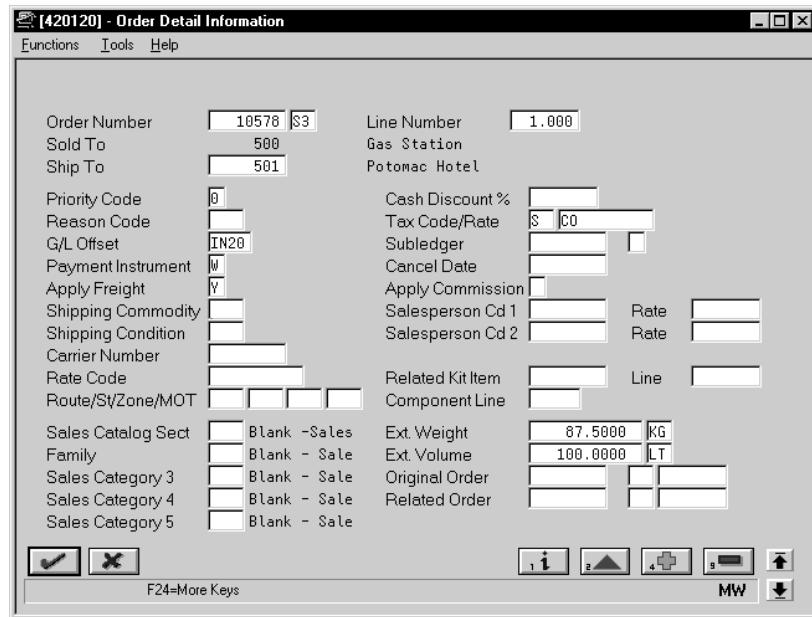
- Accounts receivable and price information
- Shipping information
- Code and order information
- Sales and commission information
- Item information

The system automatically enters most of the information on the Order Detail Information form. You can review this information and make changes or additions as necessary.

► **To enter additional order information**

On Sales Order Entry

1. Access Order Detail Information for the order detail line that you want to change.



2. On Order Detail Information, review or complete the following fields for shipping information:
 - Ship To
 - Shipping Commodity
 - Shipping Condition
 - Carrier Number
 - Apply Freight
 - Rate Code
 - Route
 - Stop
 - Zone
 - MOT
3. Review or complete the following fields for accounts receivable and price information:
 - Cash Discount %

- G/L Offset
- Subledger
- Subledger Type

4. Review or complete the following fields for code and order information:

- Priority Code
- Reason Code
- Original Order
- Original Order Type
- Original Order Line Number
- Related Order
- Related Order Type
- Related Order Line Number

5. Review or complete the following fields for sales and commission information:

- Sales Catalog Sections
- Family
- Sales Category
- Apply Commission
- Salesperson Code 1
- Salesperson Code 1 Commission Rate
- Salesperson Code 2
- Salesperson Code 2 Commission Rate

6. Review or complete the following fields for item information:

- Extended Weight
- Weight Unit of Measure
- Extended Volume
- Volume Unit of Measure

| Field | Explanation |
|--------------------|--|
| Shipping Commodity | <p>A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.</p> <p>This field is one of three classification categories available primarily for inventory and shipping purposes.</p> |

| Field | Explanation |
|--------------------|--|
| Shipping Condition | <p>A code (table 41/C) that represents an item property type or classification, such as special shipping conditions. The system uses this code to sort and process like items.</p> |
| | <p>This field is one of three classification categories available primarily for inventory and shipping purposes.</p> |
| Rate Code | <p>The user defined code (system 41/type RT) for freight rate. This designates the amount that the customer is charged for postage, freight, or other miscellaneous expenses for an order.</p> |
| | <p>..... <i>Form-specific information</i></p> |
| | <p>For ECS Sales Order Management</p> |
| | <p>The Load and Delivery Management system does not use this field to calculate billable or payable freight.</p> |
| Mode of Transport | <p>A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.</p> |
| Cash Discount % | <p>A discount which is passed forward from the manufacturer or mill to the customer based upon the payment terms of the supplier. Enter 10 percent as 10.00</p> |
| G/L Offset | <p>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.</p> |
| | <p>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:</p> |
| | <p>IN20 Direct Ship Orders</p> |
| | <p>IN60 Transfer Orders</p> |
| | <p>IN80 Stock Sales</p> |
| | <p>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:</p> |
| | <p>Sales-Stock (Debit) xxxxx.xx</p> |
| | <p>A/R Stock Sales (Credit) xxxxx.xx Posting</p> |
| | <p>Category: IN80</p> |
| | <p>Stock Inventory (Debit) xxxxx.xx</p> |
| | <p>Stock COGS (Credit) xxxxx.xx</p> |
| | <p>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.</p> |

| Field | Explanation |
|-----------------|--|
| Subledger – G/L | A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type. |
| Subledger Type | <p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded (as shown in the second line of description) or can be user defined. For example:</p> |
| | <p>A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill</p> |
| Priority Code | <p>A code that tells the system to handle this customer's orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions.</p> |
| | <p>This field is informational only and can be used in DREAM Writer selection to expedite order lines.</p> <p>In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first.</p> |
| Reason Code | <p>A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can use a code to indicate a transaction that involves returned items, such as goods that were damaged in shipment or the overshipment of goods.</p> |
| Original Order | <p>The original document number. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on. Matching document numbers are also used to identify related documents in the Accounts Receivable and Accounts Payable systems. The document number (DOC) is always the original document number. The matching document number (DOCM) is the check, adjustment, or credit to be applied against the original document.</p> <p>..... <i>Form-specific information</i></p> |
| | <p>The original document number for the release of a blanket order.</p> |

| Field | Explanation | | | | | | | | | | | | | | | | | | |
|----------------------------|---|----|-----------------------------|----|----------------|----|----------------|----|------------------------------|----|--------------------------|----|-------------|----|-------------|----|---------------------------|----|-----------------------|
| Original Order Type | <p>This code defines the order type. It is verified in user defined codes (system 40, type OT). Reserved document types have been defined for voucher entry, invoice entry, receipts entry, and time sheet entry. Because the offsetting entries for document types are created automatically during the post program, they will not be self-balancing on original entry. The reserved document types are:</p> | | | | | | | | | | | | | | | | | | |
| | <table> <tr><td>PR</td><td>Purchase Requisition Orders</td></tr> <tr><td>PQ</td><td>Purchase Quote</td></tr> <tr><td>PO</td><td>Purchase Order</td></tr> <tr><td>PD</td><td>Purchase Order – Direct Ship</td></tr> <tr><td>PB</td><td>Purchase Order – Blanket</td></tr> <tr><td>SQ</td><td>Sales Quote</td></tr> <tr><td>SO</td><td>Sales Order</td></tr> <tr><td>SD</td><td>Sales Order – Direct Ship</td></tr> <tr><td>SB</td><td>Sales Order – Blanket</td></tr> </table> | PR | Purchase Requisition Orders | PQ | Purchase Quote | PO | Purchase Order | PD | Purchase Order – Direct Ship | PB | Purchase Order – Blanket | SQ | Sales Quote | SO | Sales Order | SD | Sales Order – Direct Ship | SB | Sales Order – Blanket |
| PR | Purchase Requisition Orders | | | | | | | | | | | | | | | | | | |
| PQ | Purchase Quote | | | | | | | | | | | | | | | | | | |
| PO | Purchase Order | | | | | | | | | | | | | | | | | | |
| PD | Purchase Order – Direct Ship | | | | | | | | | | | | | | | | | | |
| PB | Purchase Order – Blanket | | | | | | | | | | | | | | | | | | |
| SQ | Sales Quote | | | | | | | | | | | | | | | | | | |
| SO | Sales Order | | | | | | | | | | | | | | | | | | |
| SD | Sales Order – Direct Ship | | | | | | | | | | | | | | | | | | |
| SB | Sales Order – Blanket | | | | | | | | | | | | | | | | | | |
| Original Order Line Number | <p>A number identifying which line on the original order that the current line matches.</p> <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | | | | | | | |
| | <p>The system assigns decimal values to kits and text.</p> | | | | | | | | | | | | | | | | | | |
| Related Order | <p>A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.</p> | | | | | | | | | | | | | | | | | | |
| | <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | | | | | | | |
| Related Order Type | <p>A user defined code (system 00, type DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.</p> | | | | | | | | | | | | | | | | | | |
| | <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | | | | | | | |
| Related Order Line Number | <p>A number of the detail line on the related order for which the current order was created. For example, on a purchase order created to fill open sales orders, this is the line number of the sales order on which the item you are ordering appears.</p> | | | | | | | | | | | | | | | | | | |
| | <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | | | | | | | |
| | <p>The system assigns decimal values to kits and text.</p> | | | | | | | | | | | | | | | | | | |
| Sales Catalog Section | <p>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</p> | | | | | | | | | | | | | | | | | | |
| | <p>..... <i>Form-specific information</i></p> | | | | | | | | | | | | | | | | | | |
| Apply Commission (Y/N) | <p>Used to indicate whether the sales value or gross margin earned in this order detail line should be included in the calculation of commission for the salesperson(s) responsible for this order.</p> | | | | | | | | | | | | | | | | | | |

| Field | Explanation | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|----|------|----|-------|----|-------|----|----------|----|---------------|----|-----|----|----------|----|---------------|----|-----|
| Salesperson Code 1 | The first of two salespeople who have responsibility for or can receive a commission on sales to this customer. | | | | | | | | | | | | | | | | | | |
| | You create this code by using the Address Book system or the Related Salesperson form. | | | | | | | | | | | | | | | | | | |
| Salesperson Code 1 Commission Rate | The percentage commission rate that the system uses in computing commission liability on sales made by salesperson 01. | | | | | | | | | | | | | | | | | | |
| | <i>..... Form-specific information</i> | | | | | | | | | | | | | | | | | | |
| | The percentage commission rate that the system applies to the gross sales amount or the gross margin for an order. | | | | | | | | | | | | | | | | | | |
| | The system uses this value to compute commission liability. You set up the default on the Customer Billing Instructions form. | | | | | | | | | | | | | | | | | | |
| Salesperson Code 2 | The second of two salespeople who have responsibility for or can receive a commission on sales to this customer. | | | | | | | | | | | | | | | | | | |
| | You create this code by using the Address Book system or the Related Salespersons form. | | | | | | | | | | | | | | | | | | |
| Salesperson Code 2 Commission Rate | The percentage commission rate that the system uses in computing commission liability on sales made by salesperson 02. | | | | | | | | | | | | | | | | | | |
| | <i>..... Form-specific information</i> | | | | | | | | | | | | | | | | | | |
| | The percentage commission rate that the system applies to the gross sales amount or the gross margin for an order. | | | | | | | | | | | | | | | | | | |
| | The system uses this value to compute commission liability. You set up the default on the Customer Billing Instructions form. | | | | | | | | | | | | | | | | | | |
| Extended Weight | The weight of one unit in the primary unit of measure. | | | | | | | | | | | | | | | | | | |
| Weight Unit of Measure | The unit of measure that indicates the weight of an individual item. Typical weight units of measure are: | | | | | | | | | | | | | | | | | | |
| | <table> <tbody> <tr> <td>GM</td> <td>Gram</td> </tr> <tr> <td>OZ</td> <td>Ounce</td> </tr> <tr> <td>LB</td> <td>Pound</td> </tr> <tr> <td>KG</td> <td>Kilogram</td> </tr> <tr> <td>CW</td> <td>Hundredweight</td> </tr> <tr> <td>TN</td> <td>Ton</td> </tr> <tr> <td>KG</td> <td>Kilogram</td> </tr> <tr> <td>CW</td> <td>Hundredweight</td> </tr> <tr> <td>TN</td> <td>Ton</td> </tr> </tbody> </table> | GM | Gram | OZ | Ounce | LB | Pound | KG | Kilogram | CW | Hundredweight | TN | Ton | KG | Kilogram | CW | Hundredweight | TN | Ton |
| GM | Gram | | | | | | | | | | | | | | | | | | |
| OZ | Ounce | | | | | | | | | | | | | | | | | | |
| LB | Pound | | | | | | | | | | | | | | | | | | |
| KG | Kilogram | | | | | | | | | | | | | | | | | | |
| CW | Hundredweight | | | | | | | | | | | | | | | | | | |
| TN | Ton | | | | | | | | | | | | | | | | | | |
| KG | Kilogram | | | | | | | | | | | | | | | | | | |
| CW | Hundredweight | | | | | | | | | | | | | | | | | | |
| TN | Ton | | | | | | | | | | | | | | | | | | |
| Extended Volume | The cubic units occupied by one inventory item. The definition of the unit itself (cubic feet, yards, meters, and so on) is defined in the volume unit of measure. | | | | | | | | | | | | | | | | | | |

| Field | Explanation | | | | | | | | | | | | | | | | | | | | |
|------------------------|---|----|------------|----|-------------|----|------|----|-------|----|------------|----|-------------|----|------------|----|------------|----|------------|----|-------------|
| Volume Unit of Measure | <p>The unit of measure for the cubic space occupied by an inventory item. Typical volume unit of measures are:</p> <table> <tr><td>ML</td><td>Milliliter</td></tr> <tr><td>OZ</td><td>Fluid Ounce</td></tr> <tr><td>PT</td><td>Pint</td></tr> <tr><td>LT</td><td>Liter</td></tr> <tr><td>CF</td><td>Cubic Foot</td></tr> <tr><td>CM</td><td>Cubic Meter</td></tr> <tr><td>CY</td><td>Cubic Yard</td></tr> <tr><td>CF</td><td>Cubic Foot</td></tr> <tr><td>CY</td><td>Cubic Yard</td></tr> <tr><td>CM</td><td>Cubic Meter</td></tr> </table> | ML | Milliliter | OZ | Fluid Ounce | PT | Pint | LT | Liter | CF | Cubic Foot | CM | Cubic Meter | CY | Cubic Yard | CF | Cubic Foot | CY | Cubic Yard | CM | Cubic Meter |
| ML | Milliliter | | | | | | | | | | | | | | | | | | | | |
| OZ | Fluid Ounce | | | | | | | | | | | | | | | | | | | | |
| PT | Pint | | | | | | | | | | | | | | | | | | | | |
| LT | Liter | | | | | | | | | | | | | | | | | | | | |
| CF | Cubic Foot | | | | | | | | | | | | | | | | | | | | |
| CM | Cubic Meter | | | | | | | | | | | | | | | | | | | | |
| CY | Cubic Yard | | | | | | | | | | | | | | | | | | | | |
| CF | Cubic Foot | | | | | | | | | | | | | | | | | | | | |
| CY | Cubic Yard | | | | | | | | | | | | | | | | | | | | |
| CM | Cubic Meter | | | | | | | | | | | | | | | | | | | | |

Entering a Kit Item (ECS)

You use kit items to package items together or to create an end item that has been assembled from multiple inventory items. This allows you to enter less information on the sales order. You enter kit items on a sales order in the same way you enter individual items.

Kit items are comprised of two or more component items attached to a “parent” item number. The parent item is not stocked as an inventory item. For example, you might combine the two component items, unleaded gas and additive A, to create the parent item, super unleaded octane 97, which is not stocked as an inventory item.

When you enter an item number for a kit on a sales order, the Kit Window form displays. The Kit Window will only display if you have set up one or more components of the kit as a feature. You can review the pre-selected items and quantities that make up the kit. You can also select any optional items that you want to include on the sales order.

Before You Begin

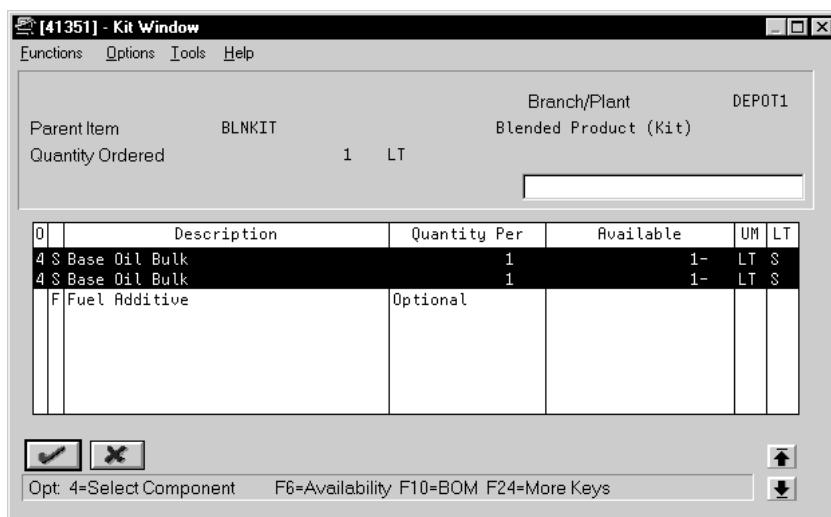
- Verify that kit items have been set up. See *Entering Kits in the Inventory Management Guide*.
- Verify that a bill of material has been set up for each parent item. See *Entering a Bill of Material in the Inventory Management Guide*.
- Verify that the kit processing options are set to display the kit component items on the sales order.

► **To enter a kit item**

On Sales Order Entry

1. Complete the following fields for the parent item:
 - Quantity
 - Item

The Kit Window appears with the associated component items selected.



2. On the Kit Window, select any optional components that you want to add to the order.

What You Should Know About

Changing kit orders

You can change quantity and price information for both parent and component items on the kit order. The system recalculates kit pricing. Any price changes affect only the current order. You make permanent price changes in the branch/plant record.

Entering an Order from a Template (ECS)

To save time and eliminate repetition in order entry, you can enter an order from a template that contains frequently ordered items. Templates can be standard or customer-specific.

You enter information from a template in two ways:

- Copy all of the items and quantities from the customer's template onto a new sales order
- Manually override a customer's default template by adding, deleting, or changing item or quantity information

Before You Begin

- Verify that templates have been created and assigned. See *Working with Order Templates (ECS)*.
- Verify that the order template processing option is set to permit order template processing for *either* the Sold To customer number or the Ship To customer number.

► To enter an order from a template

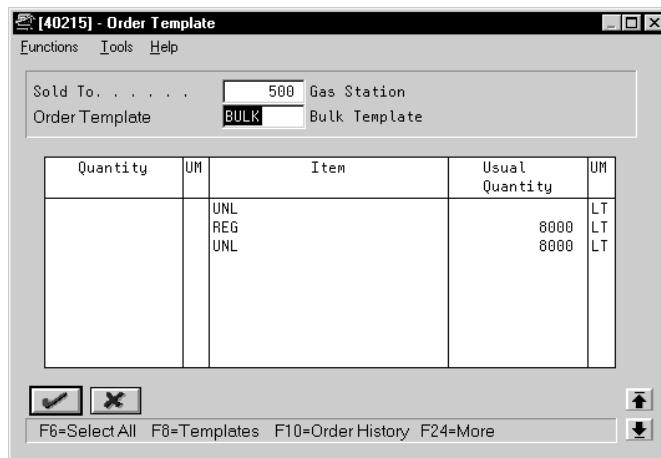
On Sales Order Entry

1. Complete the following fields:

- Branch/Plant
- Sold To
- Ship To

Alternatively, you can complete these same fields on the Enter Orders (Page Mode) form.

If one or more default templates are assigned to the customer, the Order Template window appears.



| Quantity | UM | Item | Usual Quantity | UM |
|----------|----|------|----------------|----|
| UNL | | | 8000 | LT |
| REG | | | 8000 | LT |
| UNL | | | 8000 | LT |

2. On the Order Template window, choose all of the item information on the template.

3. Accept the item information.

The system returns the item information to the sales order.

4. For each of the items now listed on the sales order, complete the following field or leave blank for any item that you do not want to include:
 - Quantity
5. Enter additional items and quantities on the sales order, if needed.

What You Should Know About

Using additional templates

If you have not assigned a default template to your customer or you want to use a different template, you can access the Valid Order Templates window from the Sales Order Entry form. Then, follow the normal procedure for entering an order from a template.

Entering Substitute and Associated Items (ECS)

As you are entering detail information, you can substitute items for backordered items, if the customer accepts substitute items. Substituting an item on a sales order cancels any quantities for the original item that are on backorder. After you add a substitute item, the original order line displays a “Canceled by Substitution” status, and the new order line displays a “Sold as a substitute” status. Order lines show the split between the original and the substituted items.

If your company normally sells certain items in conjunction with each other, you can enter “associated” items on your sales order. You can set up the system to prompt you to ask the customer whether they want to add the associated items when you enter the original item. For example, if a customer regularly orders 10W30 oil in conjunction with 20W40 oil, you can set up the system to display the Substitute/Associated Items window when this customer orders one of these two items.

Before You Begin

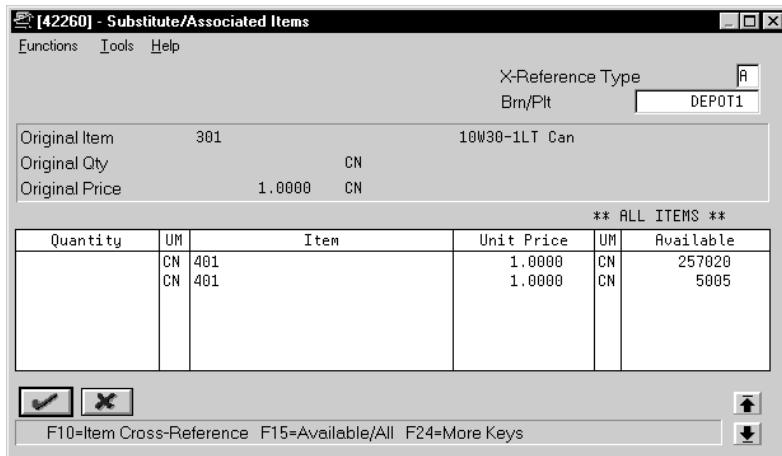
- Verify that the cross-reference table for substitute and associated items has been set up. See *Setting Up Item Cross-References* in the *Inventory Management Guide*.
- Verify that the cross-reference information processing options have been set for substitute and associated items.

Verify that the customer has been set up to accept substitute items in the customer billing instructions. See *Setting Up Customer Billing Instructions (ECS)*.

► To enter substitute and associated items

On Sales Order Entry

1. Complete the following fields to enter an item:
 - Quantity
 - Item
2. Access the Substitute/Associated Item window.



3. On the Substitute/Associated Item window, complete the following fields for each substitute and associated item:

- Quantity
- Price

What You Should Know About

Reviewing commitment information

If the quantity that you need for a sales order line is committed across several branch plants, you can review the following information on Inventory Commitment:

- Soft-committed quantities display branch/plant information only.
- Hard-committed quantities display branch/plant and location information.

Substituting partial quantities on sales orders

If there is only partial availability for an item, you can use a substitute item to provide the quantity that you need to complete an order. Order lines show the split between the original and substituted items.

Processing Options for Sales Order Entry – Detail**Sales Order Default Values:**

| | | |
|--------------------------|------------|-------|
| 1. Document Type | (Required) | _____ |
| 2. Line Type | (Optional) | _____ |
| 3. Beginning Status | (Optional) | _____ |
| 4. Override Next Status | (Optional) | _____ |
| 5. Unit of Measure | (Optional) | _____ |
| 6. Line Number Increment | (Optional) | _____ |
| 7. Reason Code | (Optional) | _____ |

Unit Of Measure Default Values:

8. Enter '1' to use the Pricing UOM as the default Transaction UOM. If left blank, the Primary UOM will be used instead.

Work Order Default Values:

| | |
|------------------------------------|-------|
| 9. Document Type (default is 'WO') | _____ |
| 10. Beginning Status | _____ |
| 11. Held Status | _____ |
| 12. Cost Center | _____ |
| 13. Change Status | _____ |

Order Duplication Default Values:

| | |
|---|-------|
| 14. Document Type | _____ |
| 15. Beginning Status | _____ |
| 16. Enter '1' to duplicate extended text. | _____ |

Address Book Default Values:

| | |
|--|-------|
| 17. Enter '1' to default the branch from the address book. If left blank, it will default from the user default location. | _____ |
| 18. Enter '1' to default the address lines when the address number is changed. If left blank, the current address will remain. | _____ |

Download Header Information:

| | |
|---|-------|
| 19. Enter '1' to automatically load header values to the detail lines after a change. If left blank, values must be entered manually. | _____ |
|---|-------|

Prompting Control:

| | |
|------------------------------------|-------|
| 20. Enter the video format: | _____ |
| 1 = Quantity, Item, Price | |
| 2 = Quantity, Item, Description | |
| 3 = Item, Quantity, Price | |
| 4 = ECS format | |
| 5 = Aggregates format | |
| (If left blank, format 4 is used.) | |

Enter a '1' to:

- 21. Display headings first
- 22. Be prompted to accept the order
- 23. Allow the addition of a Customer Master record, if not set up

- 24. Enter which Item Search screen is to be used to return items:

1 = Item Search window allowing the return of multiple items
2 = Full Item Search screen with query capabilities

(If left blank, the Item Search window allowing the return of a single item will be used.)

Order Hold Codes:

- 25. Customer Credit Checking
- 26. Order Margin Checking
- 27. Order Line Margin Checking
- 28. Order Minimum Value Checking
- 29. Order Maximum Value Checking
- 30. Partial Order Hold
- 31. Product Allocation Hold

Line Control Status:

- 32. Enter the next status code beyond which a detail line cannot be changed. If left blank, no restriction will be put on the changing of a line.

Field Display Control:

- 33. Enter '1' to protect the cost or '2' to make the cost non-display. If left blank, the cost will be unprotected.
- 34. Enter '1' to protect the prices or '2' to make the prices non-display. If left blank, the prices will be unprotected.
- 35. Enter '1' to protect the status codes. If left blank, the next and last status code will be unprotected.
- 36. Enter '1' to activate pricing security.

Enter '1' to suppress the following:

- 37. Cancelled detail lines
- 38. Credit card information
- 39. Freight and carrier information
- 40. Commission information

Credit Order Processing:

- 41. Enter the status code to select when retrieving credit orders.
- 42. Enter '1' if the previous status is the last status. If left blank it will be the next status.

Cross Reference Information:

- 43. Enter the Cross Reference Type for selecting:

- Substitute Items _____
- Associated Items _____

44. Enter '1' to use the substitute item's Unit Price. If left blank the original item's price will be used to order the substitutes. _____

Kit Processing:

45. Enter '1' to prevent kit components from being written. If left blank, they will be added to the sales detail file. _____

46. Enter '1' to suppress kit component lines. _____

47. Enter the version of Kit Inquiry to call. If left blank, version ZJDE0001 will be called. _____

48. Enter '1' to suppress availability information in the Kit window. If left blank, availability will be displayed. _____

Commitment Control:

49. Enter '1' to be notified of an automatic backorder or cancel. Enter '2' to be notified but not create the backorder or cancel. If left blank, no availability checking will be done. _____

50. Enter '1' for commitment to Other Quantity 1 or '2' for commitment to Other Quantity 2. This option is typically used in conjunction with a Blanket or Quote Order. If this option is used, the commitment preference will be ignored. _____

51. Enter '1' to automatically display the Supply and Demand screen when a new sales detail line is backordered. _____

Automatic Processing:

52. Enter '1' to print pick slips or '2' to print invoices through the subsystem. Enter '3' for on-line commitment or '4' for subsystem commitment. _____

Dream Writer Versions:
Enter the version for each program.
If left blank, ZJDE0001 will be used:

| | | |
|------------------------------|------------|-------|
| 53. Pick Slip Print | (P42520) | _____ |
| 54. Supply and Demand | (P4021) | _____ |
| 55. Std Order/Basket Reprice | (P421301) | _____ |
| or Adv Order/Basket Reprice | (P42750) | _____ |
| 56. Customer Service | (P42045) | _____ |
| 57. Online Invoice | (P42230) | _____ |
| 58. Preference Profile | (P40400EC) | _____ |
| 59. Trip Assignment | (P49200) | _____ |
| 60. Check Price (advanced) | (P40721) | _____ |
| 61. Customer Master | (P01053) | _____ |

Configurator Processing:

62. Enter one of the following for the mode of Specification Entry: _____
'1' = Text mode
'2' = Assisted mode
'3' = Assisted prompt mode

63. Enter the version of Specification Entry (P3294) to call for routing creation information. If left blank, version ZJDE0001 will be used. _____

64. Enter the new Line Type for the sales order if the configured item was found in stock. If left blank, stocked configured items will not be checked for. _____

Transfer Cost Update:

65. Enter the order type(s) that the system will use to invoke inter-branch updates. To specify more than one order type, type them one after the other along this field. _____

Warehouse Processing:

66. Enter the request processing mode: _____
blank= No pick requests
1 = Generate requests only
2 = Generate requests and process using the subsystem

67. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used.
(See Form ID P46171.) _____

68. Enter an override next status for sales order lines for which requests have been generated. _____

Order Template Processing:

69. Enter '1' to use the sold to address number for order templates, or '2' to use the ship to address number. If left blank, no automatic order template processing will be performed. _____

70. Enter the order template name. _____

Blanket/Quote Processing:

71. Enter '1' for automatic access to the blanket/quote release processing by sold to address. Enter '2' for automatic access to the blanket/quote release processing by ship to address. If left blank, no automatic access to the blanket/quote release processing will be performed. _____

Preference Profile Processing:

72. Enter '1' to use preference profile defaults. If left blank, no preference profile defaults will be used. _____

73. Enter '1' to use the Inventory Commitment Preference to source from multiple branches or to view grade or potent items in the commitment window. _____

Currency Processing:

74. Enter the tolerance limit percentage to warn you of currency rate changes. A 15.0 indicates a warning if the rate is 15 percent greater or less than the current rate. _____

Load Confirm Processing:

75. Enter '1' to automatically branch to load confirm when order lines are added. _____

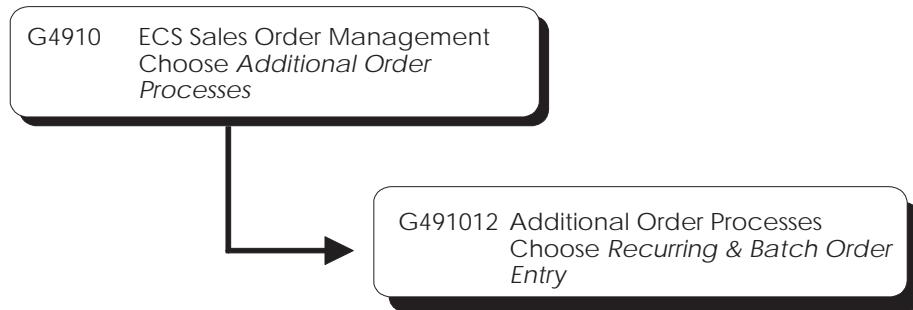
76. Enter the version of Bulk Load Confirm (P49510) to be used. _____

77. Enter the version of Packaged Load Confirm (P49530) to be used. _____

Aviation/Marine Processing:

78. Enter the version of the Additional Parameters program (P49510A) to be used. _____

Work with Batch Sales Orders



Working with Batch Sales Orders (ECS)

You use the Recurring and Batch Order Entry program to enter a large quantity of sales orders quickly or to process a group of sales orders at the same time, such as at the end of the day.

You can also use this program to create recurring sales orders in batch mode. A recurring order is one that you enter regularly. For example, if a customer submits the same order on a periodic basis, you can create a recurring order to automate the process. You can have the system re-enter the order on a weekly, monthly, or yearly basis.

During batch processing, a DREAM Writer program edits and transfers the information in the batch tables to the sales order tables and produces sales orders.

To initiate batch processing automatically, you set the appropriate processing option and identify the batch program in the subsystem.

Complete the following tasks:

- Enter batch orders
- Create a recurring order (optional)
- Process batch orders

Before You Begin

- Verify that the batch processing mode is set up in the customer billing instructions for the customer. See *Setting Up Customer Billing Instructions (ECS)*.

What You Should Know About

Entering sales orders from non-J.D. Edwards systems

You can use the Batch Edit and Creation program to update tables in the ECS Sales Order Management system with orders that have been entered on a non-J.D. Edwards system.

Entering Batch Orders (ECS)

To speed the order entry process, you can enter orders in batch mode. When you use batch mode, you enter only the minimum information required. You then submit the batch job, and the system does all the processing.

The system sends header information that you enter to the Batch Header Receiver table (F4001Z) and detail information to the Batch Detail Receiver table (F4011Z). The information remains in those tables until you submit the batch job.



To enter batch orders

On Recurring & Batch Order Entry

[4001Z] - Recurring & Batch Order Entry

Functions Options Tools Help

| | | | | | |
|---------------|------------------------|------------|----------|-------|---|
| Branch/Plant | DEPOT1 | | | | |
| Order Date | 06/12/96 | | | | |
| Order Number | 11799 S3 | | | | |
| Sold to | | | | | |
| Ship To | 510 City Fuels Limited | | | | |
| Cust Order No | | | | | |
| Skip To Line | | | | | |
| Quantity | Item | Unit Price | Extended | Line | 0 |
| 15000 | UNL | .2500 | .38 | 1.000 | |

Opt 1=Detail 9=Del F10=Header F15=Billing F21=Submit F24=More Keys

1. Complete the following fields:
 - Branch/Plant
 - Ship To
 - Quantity
 - Item
2. Complete any additional fields or leave blank to accept the default values.
3. Access Batch Order Additional Detail.

[4001Z1] - Batch Order Additional Detail

Functions Tools Help

Screen Mode Display

| | | | |
|----------|----------|--------|-----------------------------------|
| Order No | 11799 S3 | Line | 1.000 |
| Brn/Plt | DEPOT1 | Desc | Unleaded Fuel |
| Location | | | |
| Lot | | Ln Ty | <input type="checkbox"/> .0000 |
| Line Sts | 520 | Pr UOM | <input type="checkbox"/> 06/13/96 |
| Weight | | UOM | <input type="checkbox"/> FUELS |
| Volume | | Rsn | <input type="checkbox"/> Level |
| Orig Ord | | Line | <input type="checkbox"/> Tax Rate |
| Rel Ord | | Line | <input type="checkbox"/> Tax ID |

F3=Return F13=Display/Update Mode Toggle F24=Keys

4. On Batch Order Additional Detail, toggle to the update mode.
5. Complete any optional fields.

What You Should Know About

Processing batch sales orders individually

You can process each order individually. To do so, submit the order from the Recurring & Batch Order Entry form. When you submit a batch sales order, "Submitted" appears on the form. This message indicates that the system has submitted the order to a batch job for editing and creation.

The Recurring & Batch Order Entry form

Because the system inserts some information on the sales order after processing, the Recurring & Batch Order Entry form displays only the fields you need to complete for batch mode. For example, no fold area is available.

Processing Options for Batch Order Entry

Order Entry Default Values:

1. Order Type
2. Line Type
3. Beginning Status
4. Next Status
5. Line Number Increment

Dream Writer Versions:

Enter the version for each program.
If left blank, ZJDE0002 will be used.

6. Order Edit and Creation (P40211Z)

Automatic Processing:

7. Enter a '1' to edit/create order lines via the subsystem. If left blank, orders will be written to the Batch Receiver files only.

Field Display Control:

8. Enter '1' to protect pricing driver fields.

Creating a Recurring Order (ECS)

You can streamline order entry and avoid manually re-entering orders that contain the same information by creating recurring orders. You specify how often the order recurs and when you want the system to stop generating the order.

► **To create a recurring order**

On Recurring & Batch Order Entry

1. Complete the following fields:

- Branch/Plant
- Ship To
- Quantity
- Item

2. Access Order Heading Information.

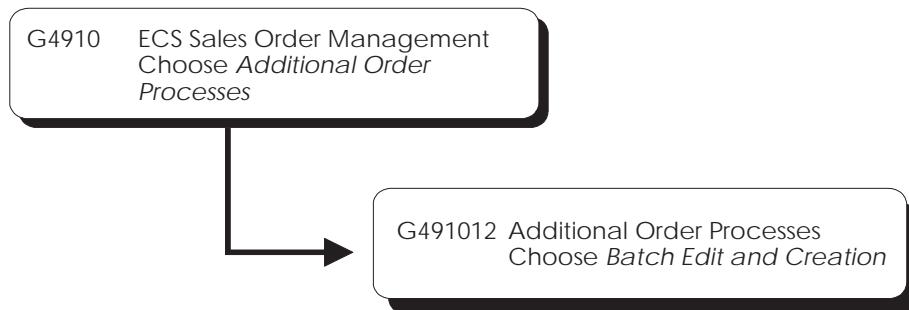
3. On Order Heading Information, access Recurring Order Information.

4. On Recurring Order Information, complete one or more of the following fields:

- Order Frequency
- Next Order Date
- Days of the Week
- Suspend Date

| Field | Explanation |
|-------------------|---|
| Frequency – Order | Indicates how often a recurring order is automatically generated. |
| Date – Next Order | The next date that a recurring order is to be processed. |
| Date – Suspend | The date when a recurring order is no longer to be processed. |

Processing Batch Orders (ECS)



After you enter batch sales orders, use the Batch Edit and Creation program to process the orders. The system edits the information you entered and creates all orders at one time. To ensure the integrity of the data, the system creates sales orders for batch orders only after the editing process is complete.

The Batch Edit and Creation program generates two reports. To verify that sales orders have been created, you can do the following:

- Review the Batch Order Activity Register
- Review the Batch Order Creation Exception report

Reviewing the Batch Order Activity Register (ECS)

This report lists the orders created by the Batch Edit and Creation program.

| J. D. Edwards & Co Batch Order Activity Register | | | | | | | Page - . . . | 4 |
|---|-----------|--|-------|-------------|-----------------|----------|--------------|---|
| Order | Ty | Ship To/ Name | Line | Item Number | Description | Quantity | Extension | |
| 310 | S3 | 4343 Vector Manufacturing 4343 Vector Manufacturing | 1.000 | TREG1 | Regular product | 500 | 255.00 | |
| 416 | S3 | 4944 Calgary Shell Statio 6008 DIA Airport Fuel Sta | 1.000 | AFK9401 | Unleaded | 100 | 90.00 | |
| 419 | S3 | 4944 Calgary Shell Statio 6008 DIA Airport Fuel Sta | 1.000 | AFK9401 | Unleaded | 3 | 2.70 | |
| 230 | <u>S3</u> | 1857532 Centennial Airport 1857532 Centennial Airport | 1.000 | UNLEAD | Unlead | 1 | .00 | |
| 230 | <u>S3</u> | 1857532 Centennial Airport 1857532 Centennial Airport | 1.000 | UNLEAD | Unlead | 1 | .00 | |
| 26065 | S3 | 1854374 Test Company 1854374 Test Company | 2.000 | ITEM 1 | item 1 | 5 | 15,000.00 | |
| | | | 1.000 | GASOLINE | unleaded | 2 | .00 | |

Reviewing the Batch Order Creation Exception Report (ECS)

This report lists any errors detected by the Batch Edit and Creation program. If any batch order appears on the Batch Order Creation Exception report, you must correct the order and rerun the Batch Edit and Creation program to create the sales order.

| J.D. Edwards & Company Batch Order Creation Exception | | | | | | | Page - . . . | 4 |
|--|-------------|--|------------|--|--|---------------|--------------|----------|
| EDI Order | Trans ID | TrTrading Partner. . . . | Number | Line | Fld in Error Description | Field Value | Date - . . . | 12/07/98 |
| 5405 | S3 | Digger, Inc. | 3480 | SYAN8 | Address Number | 3480 | | |
| | | | | SYAN8 | Error Message 0669 Address Not in Billing Instructions Address Number | 3480 | | |
| 6075 | S3 | Oil Transport, Inc Oil Transport, Inc | 600 600 | SYODOC Document (Order No, Invoice, e | Error Message Inhibited from process (Bill Instr) Document (Order No, Invoice, e | 6075 | | |
| | | | | 1.000 | Error Message 0002 Record Invalid SDLNID Line Number | 1.000 | | |
| | | | | 1.000 | Error Message 0508 Line Number Must Be Unique SZDMCT Agreement Number - Distributio 000 | | | |
| | | | | 1.000 | Error Message 0040 No Agreements Found for this Search SZDMCT Agreement Number - Distributio 000 | | | |
| 8988 | S3 | ST Gas Station ST Gas Station | 570 570 | SYODOC Document (Order No, Invoice, e | Error Message 011Y Warning: Contract Search Failed 0002 Record Invalid SDLNID Line Number | 8988 1.000 | | |
| | | | | 1.000 | Error Message 0002 Record Invalid SYTXA1 Tax Rate/Area ST | | | |
| | | | | 1.000 | Error Message 0272 Tax Area Invalid SDLNID Line Number | | | |
| | | | | 1.000 | Error Message 0508 Line Number Must Be Unique SZNXTR Status Code - Next | | | |
| | | | | 2.000 | Error Message 0280 Status Invalid for this Order Type SDLNID Line Number | 2.000 | | |
| | | | | 2.000 | Error Message 0508 Line Number Must Be Unique SZDMCT Agreement Number - Distributio 000 | | | |
| | | | | 2.000 | Error Message 0040 No Agreements Found for this Search SZDMCT Agreement Number - Distributio 000 | | | |
| | | | | 2.000 | Error Message 011Y Warning: Contract Search Failed | | | |

Processing Options for Batch Order Edit and Creation – Sales

Default Values:

1. Document Type
2. Line Type
3. Cost Center
4. Last Status Code
5. Override Next Status Code
6. Line Number Increment

Order Hold Codes:

7. Product Allocation Hold
8. Credit Check
9. Order Margin Check
10. Line Margin Check
11. Maximum Order Value
12. Minimum Order Value
13. Partial Order Hold

Availability Check And Commitment:

14. '1' = Perform availability check and online commitment.
- '2' = Perform availability check but bypass online commitment.
- ' ' = Bypass availability check and online commitment.

Update Option:

15. Enter '1' to use the override sales prices in the batch file (F4011Z) to create sales orders. If left blank, will use the Unit Price in the Base Price File (F4106).

Transfer Price Update:

16. Specify the Order Type(s) used by the system to invoke transfer cost update (SDTCST). If more than one order type is required, type them one after the other along this field.
17. Enter the transfer pricing method to be used. Default method is 1.
1 = Branch cost mark-up.
2 = Transfer pricing.
18. Enter '1' to allow inter-branch invoicing. If left blank, no inter-branch invoice can be run.

Kit Processing:

19. Enter '1' to prevent kit components from being written. If left blank kit component records will be written to the Sales Detail File.

Warehouse Processing:

20. Enter a '1' to generate requests.
21. Enter an override next status for sales order lines for which requests have been generated.

Preference Profile Processing:

22. Enter a '1' to use preference

profile defaults. If left blank, no preference profile information will be defaulted.

23. Enter a '1' to use the Inventory Commitment Preference to source from multiple branches. If left blank, the branch from the Sales Order detail line will be used.

Blanket/Quote Processing:

24. Enter a '1' for automatic blanket order release processing. If left blank, automatic blanket release will not be performed.

Automatic Processing:

25. Enter '1' for auto order repricing.

Item Cross-Reference:

26. Enter the cross-reference type for Replacement items.

Dream Writer Version:

Enter the version for each program.
If left blank 'ZJDE0001' will be used.

27. Preference Profiles (P40400)
28. Std Order/Basket Reprice (P421301)
or Adv Order/Basket Reprice (P42750)
29. SMS Rate and Route server PSMR9100

Sales Order Information

Objectives

- To review item information
- To review open and closed sales orders and invoices
- To review customer account information
- To print and review order status reports and sales reports

About Sales Order Information (ECS)

You review and analyze sales order information to track the status of sales orders and invoices and accurately plan for future needs. For example, you can monitor quantity information about how many items on a sales order are backordered. Or, you can review the present status of any order, such as orders that are on hold.

Complete the following tasks:

- Work with item information
- Work with customer and sales information

When entering or reviewing a sales order, you can quickly access item information, such as item number, availability, quantity cost-breaks, and so on. This is helpful when you are speaking directly to the customer.

You can access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program to compare a customer's total accounts receivable and open orders with their credit limit. You can also review sales history information and billing information that doesn't print on the invoice that the customer receives.

You can generate several reports that allow you to review customer and sales information, including:

- Open Orders by Item
- Open Orders by Customer
- Held Orders
- Backorders to Fill



- Sales Order Detail Ledger
- Sales Analysis Summary

Work with Item Information

Working with Item Information (ECS)

When entering or reviewing a sales order, you can quickly access item information, such as item number, availability, quantity cost-breaks, and so on. This is helpful when you are speaking directly to the customer.

You can also access additional item information that helps you accurately plan for future needs, such as summary availability and supply and demand for an item. For example, you can locate information about how many items are on demand, available in supply, and available to be promised.

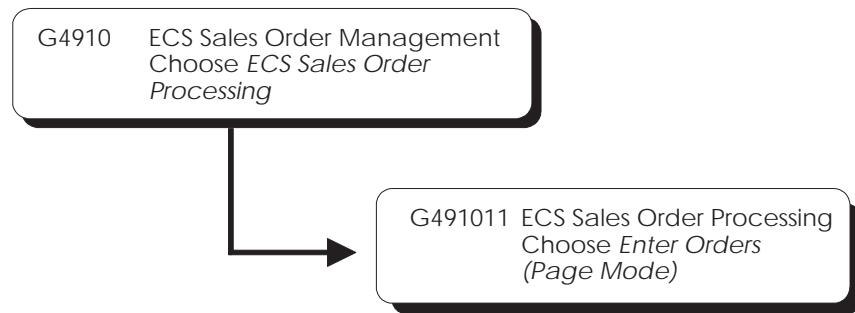
Working with item information includes the following tasks:

- Copying item information to sales orders
- Reviewing price and availability information
- Locating quantity information
- Reviewing supply and demand information
- Reposting sales orders

See Also

- *Locating Item Information (P41200) and Locating Quantity Information (P41202)* in the *Inventory Management Guide*

Copying Item Information to Sales Orders (ECS)

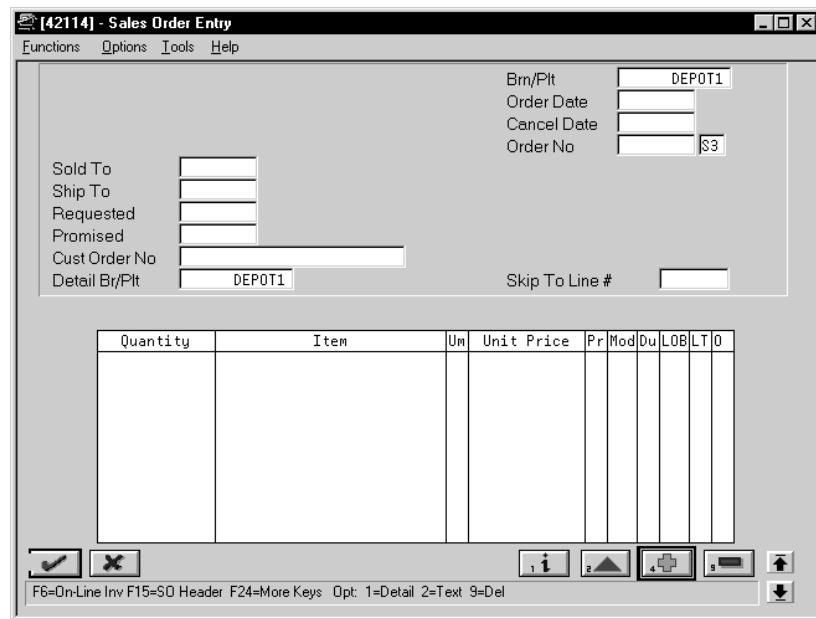


When entering a sales order, you might need to locate key item information, such as the item number, and copy it to the sales order. Depending on how you set the prompting control processing options for the Sales Order Entry program, you can locate item information in one of the following ways:

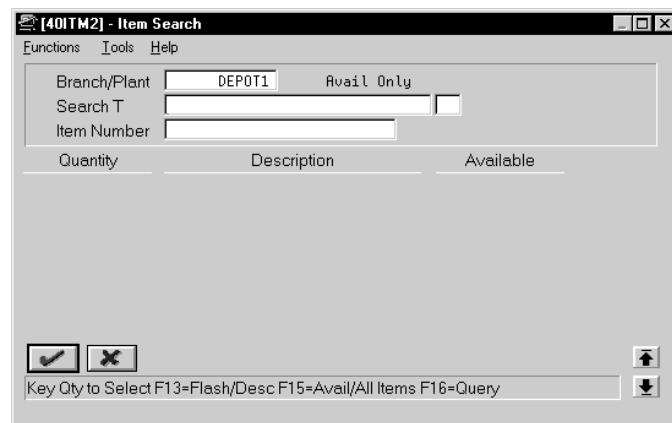
- Single item search — search the Item Master table and display a specific item
- Multiple item search — search the Item Location table and display multiple items
- Full item search — search all related tables with a general query (that is, a description of the item rather than the item number)

► **To copy item information to sales orders**

On Sales Order Entry



1. Access the Item Search window.

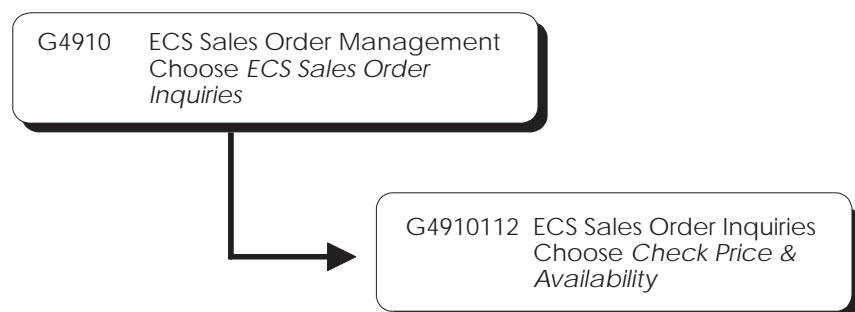


2. On Item Search, complete one or more of the following fields to define your search:

- Branch/Plant
- Search Text
- Item Number

3. Complete the following field to copy the item or items you want to the sales order and press Enter:
 - Quantity

Reviewing Price and Availability Information (ECS)



You use the Check Price & Availability program to locate information about the pricing and availability of specific inventory items. This program displays information from the Item Location (F41021) and the Price by Customer (F4208) tables.

► To review price and availability information

On Check Price & Availability

The screenshot shows a computer window titled '[41261] - Check Price & Availability'. The window has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. The main area contains the following data:

| | | |
|------------------|---------------|----------------------------|
| Item Number | UNL | Unleaded Fuel |
| Branch/Plant | DEPOT1 | Depot 1 |
| Customer Number | 510 | City Fuels Limited |
| Customer Price G | | |
| Available | 9922078013935 | LT |
| Committed | 357903466045- | |
| Quantity on PO | 48974 | Unit Weight in KG .8750000 |
| Item Price Group | 00000000 | Price per LT .2500 |
| Pricing per | LT | .2500 |

Below this is a table with columns: Lvl, .Effective., From, Thru, Qty, Override Unit Price, T, Desc, and Price. There are four empty rows in this table.

At the bottom are two buttons: a checkmark and an 'X'. A status bar at the bottom of the window says 'F24=More Keys'.

Complete the following fields to locate the item:

- Item Number
- Branch/Plant
- Customer Number
- Customer Price Group

| Field | Explanation |
|----------------------|--|
| Customer Price Group | <p>A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.</p> <p>..... <i>Form-specific information</i></p> <p>To view special item pricing levels that you set up for a group of customers, enter a value in this field. If you type information for this field, the Customer Number field must remain blank.</p> |

What You Should Know About

Accessing Check Price & Availability from a sales order You can quickly access the Check Price & Availability form from the sales order detail line on the Sales Order Entry form to obtain quantity cost-break information.

You can also manually adjust a price and copy the price to a sales order when you access this form from the sales order detail line.

If you have set up quantity price breaks using inventory pricing rules, you will not be able to review those on this form.

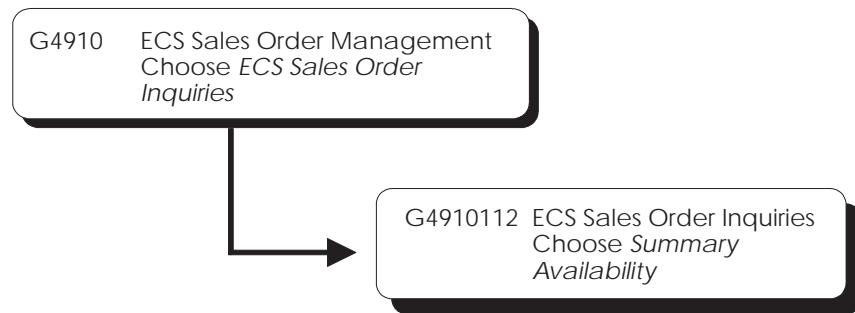
See *Updating Prices for an Item (ECS)*.

Processing Options for Check Price and Availability

Preference Profile Processing:
(for Advanced Price Adjustments only)

1. Enter a '1' to use preference profile defaults. If left blank, no preference profile information will be defaulted. _____
2. Enter the version of the preference profile server (P40400). If left blank, version ZJDE0001 will be used. _____

Locating Quantity Information (ECS)



You use the Summary Availability program to review quantity information and determine your current and future inventory needs. You can view information on the number of items in any of the following categories:

- On-hand
- Held
- Hard and soft committed
- Available
- On purchase and work orders
- On backorders

You can locate all of the items in a particular location within a branch/plant and review detailed information for each item.

► **To locate quantity information**

On Summary Availability

41202 - Summary Availability

Item Number: UNL
Unleaded Fuel

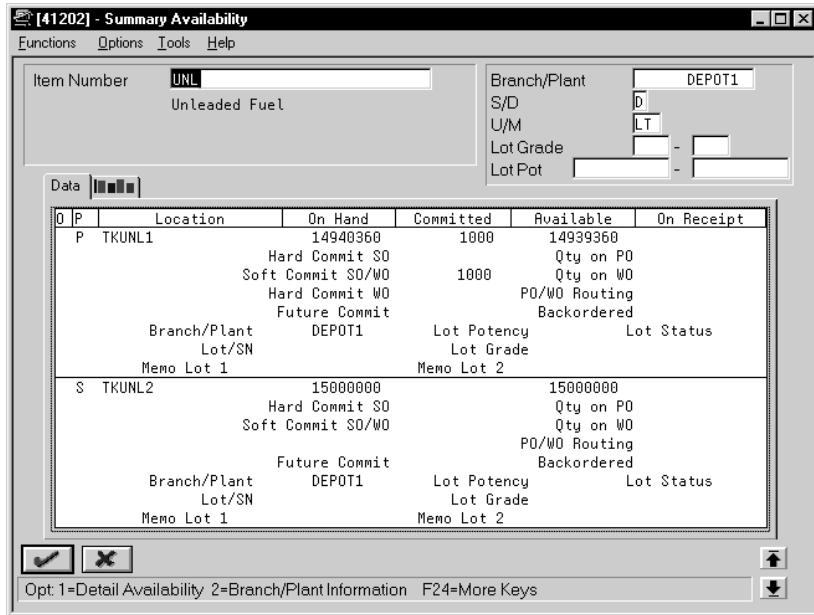
Branch/Plant: DEPOT1

| Location | On Hand | Committed | Available | On Receipt |
|----------------|-----------------|-------------|-----------------|------------|
| TKUNL1 | 14940360 | 1000 | 14939360 | |
| TKUNL2 | 15000000 | | 15000000 | |
| Totals: | 29940360 | 1000 | 29939360 | |

Opt 1=Detail Availability 2=Branch/Plant Information F24=More Keys

1. Complete the following fields:
 - Branch/Plant
 - Item Number
2. Complete the following optional fields:
 - S/D
 - U/M
 - Lot Grade
 - Lot Potency
3. Review quantity information in the following fields:
 - Location
 - On Hand
 - Committed
 - Available
 - On Receipt

4. Access the fold area.



5. Review quantity information for each location in which an item is stored in the following fields:

- Hard Commit on Sales Order
- Quantity on Purchase Order
- Soft Commit on Sales Order/Work Order
- Quantity on Work Order
- Hard Commit on Work Order
- Future Commit
- Backordered

| Field | Explanation |
|------------|---|
| From Grade | A code (system 40, type LG) that indicates the minimum grade acceptable for an item. The system displays a warning message if you try to purchase or issue items that have a grade below the minimum grade acceptable. The system does not allow you to sell items that have a grade below the minimum acceptable level. |

| Field | Explanation |
|--|--|
| From Potency | A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item. The system displays a warning message if you try to purchase or issue items that fall below the minimum acceptable potency. The system does not allow you to sell items that fall below the minimum acceptable potency. |
| Quantity – Hard Committed | The number of units committed to a specific location and lot. |
| Quantity on Purchase Order-primary units | The number of units specified on the purchase order in primary units of measure. |
| Quantity Soft Committed | The number of units soft committed to sales orders or work orders in the primary units of measure. |
| Quantity on Work Order Receipt | The number of units on work orders in primary units of measure. |
| Quantity – Work Order Hard Commit | The number of units hard committed to work orders in the primary unit of measure. |
| Quantity on Future Commit | The quantity on sales order whose requested shipment date is beyond the standard commitment period that has been specified in the Inventory Constants for that branch. As an example, if you normally ship most orders within 90 days, then an order for an item with a requested ship date a year from now would have its quantity reflected in this field. |
| Quantity on Backorder | The number of units backordered in primary units of measure. |

What You Should Know About

Locating detailed quantity information

You can locate detailed quantity information about an item in a specific storage area and verify the size and type of commitments against that quantity.

See *Locating Detailed Quantity Information* in the *Inventory Management Guide*.

Locating quantity information by lot

You can review the number of items that are in a particular lot, as well as the activity dates, item quantities, and hold statuses that pertain to the lot.

See *Locating Quantity Information by Lot* in the *Inventory Management Guide*.

Locating on-hand quantity information

You can review a transaction to determine how much of an item, in both quantity and cost amounts, that you have in any specific branch, location, or lot as of a particular date.

See *Locating On-Hand Quantity Information* in the *Inventory Management Guide*.

Processing Options for Item Availability Summary

Process Control:

1. Enter a '1' to omit locations with no quantity available. If left blank, all locations will display. _____

Dream Writer Versions:

Enter the version for each program.
If left blank, ZJDE0001 will be used.

2. Item Master (P4101) _____
3. Text Message Code Review (P40010) _____
4. Item Search (P41200) _____
5. Purchase Order Inquiry (P430301) _____
6. Customer Service Inquiry (P42045) _____
7. Open Work Orders (P31225) _____
8. Supply and Demand (P4021) _____
9. Bill of Materials (P30200) _____
10. Lot Availability (P41280) _____

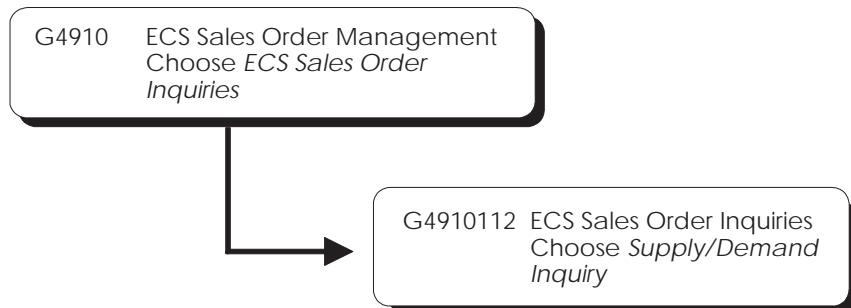
Enter the version for each program.
If left blank, ZJDE0001 will be used.

11. Item Ledger (P4111) _____
12. Branch/Plant Item Info. (P41026) _____
13. Availability by Location (P4190) _____
14. Item / Location Information (P41024) _____

Grade And Potency:

15. Enter a '1' to display the grade range. If left blank, no grade will display for selection. _____
16. Enter a '1' to display the potency range. If left blank, no potency will display for selection. _____

Reviewing Supply and Demand Information (ECS)

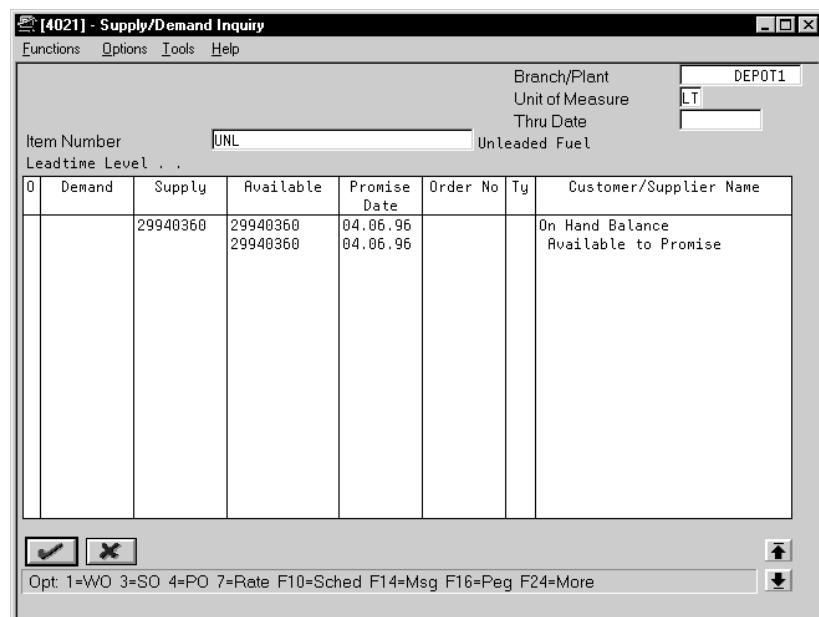


You use the Supply/Demand Inquiry program to monitor information about how many items are on demand, available in supply, and available to be promised. Information about the supply and demand for an item helps you accurately plan for future needs. For example, this information can help you plan warehouse resources around receipts and order picking. It also allows you to give customers an expected order ship date.

The Supply/Demand Inquiry program displays information from the Item Location (F41021), Sales Order Detail (F4211), and Purchase Order Detail (F4311) tables.

► To review supply and demand information

On Supply/Demand Inquiry



1. Complete the following fields to locate the item:
 - Branch/Plant
 - Item Number
2. Complete the following fields to limit the items that display:
 - Unit of Measure
 - Thru Date
3. Review supply and demand information in the following fields:
 - Demand
 - Supply
 - Available
 - Promise Date
 - Order Number
 - Type
 - Customer/Supplier Name
4. Access the fold area.

| 0 | Demand | Supply | Available | Promise Date | Order No | Ty | Customer/Supplier Name |
|-------------|----------|----------------------|-----------|----------------------|----------|---------|------------------------|
| Br/Pl. | 29940360 | 29940360 | 04.06.96 | | On Hand | Balance | |
| Cust/Supl. | Location | | | | Lot | | |
| Parent W.O. | Rec Type | On Hand | Balance | | | | |
| | Parent | | | | | | |
| Br/Pl. | 29940360 | 04.06.96 | | Available to Promise | | | |
| Cust/Supl. | Location | | | Lot | | | |
| Parent W.O. | Rec Type | Available to Promise | | | | | |
| | Parent | | | | | | |

5. Review item supply and demand information for each location and lot in the branch/plant in the following fields:
 - Customer/Supplier
 - Record Type
 - Parent Work Order

- Parent

| Field | Explanation |
|------------------------|--|
| Demand | The quantity subtracted from the available balance as a result of the record processed. Typically, the sources of demand are safety stock, sales orders, or work order parts lists. When using system forecasting, you can set up a processing option to include quantities used for forecast demands. |
| Supply | The quantity added to the available balance as a result of the record processed on each line. Sources of supply are typically on-hand inventory, purchase order receipts, or manufacturing work orders. A processing option allows for the inclusion of planned order receipts when using MPS/MRP/DRP. |
| Available | The quantity available can be on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up on Branch/Plant Constants form. |
| Customer/Supplier Name | <p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>..... <i>Form-specific information</i></p> <p>The customer or supplier name on a sales or purchase order.</p> |

What You Should Know About

Supply and demand inclusion rules

If you are using the Manufacturing and Distribution Planning system in conjunction with the Inventory Management system, you should set up the supply and demand inclusion rules.

See *Setting Up Supply and Demand Inclusion Rules for MRP* in the *Manufacturing and Distribution Guide*.

Available to promise

The highlighted “Available to Promise” lines indicate your company’s uncommitted available inventory. This inventory is available for sale or distribution within a specified period until the next replenishment orders are scheduled to arrive.

The two methods of determining Available to Promise are:

- Standard — the system considers customer demand for all periods and assumes that customers will consume the quantity within that period. The system also assumes that there will be no carryover into the next period.
- Cumulative — the system keeps a running total of the standard Available to Promise and does not assume that customers will consume the quantity within a period.

You must set the appropriate processing option to choose which method you want the system to use.

Processing Options for Supply/Demand Inquiry

Display Options:

1. Enter a '1' to deduct Safety Stock from Availability. _____
2. Enter a '1' by the following Routing Quantities to be considered on hand. Any quantity not included will be displayed on the appropriate date.
 - 1 - Quantity in Transit
 - 2 - Quantity in Inspection
 - 3 - User Defined Quantity 1
 - 4 - User Defined Quantity 2_____

3. Enter a '1' to summarize all In Receipt Routing steps into one line. _____

Display Options (Cont.):

4. Enter a '1' to summarize Item Location records. _____
5. Enter one of the following:
' ' = No Available to Promise Line
'1' = Available to Promise Line
'2' = Cumulative ATP Line

6. Enter the version of Supply/Demand Inclusion Rules to be used. _____
7. Enter a '1' to display the window format if called from another program. _____

Dreamwriter Versions:

Enter the Dream Writer version to use for each program listed. If left blank, version ZJDE0001 will be used.

| | | |
|--------------------------------|-----------|-------|
| 8. Purchase Order Entry | (P4311) | _____ |
| 9. Purchase Order Inquiry | (P430301) | _____ |
| 10. Sales Order Entry | (P4211) | _____ |
| 11. Sales Order Inquiry | (P42045) | _____ |
| 12. Scheduling Workbench | (P31225) | _____ |
| 13. MPS/MRP/DRP Pegging Inq. | (P3412) | _____ |
| 14. MPS/MRP/DRP Time Series | (P3413) | _____ |
| 15. MPS/MRP/DRP Message Detail | (P3411) | _____ |

Optional Records:

16. Enter a '1' to include Planned Orders from MPS/MRP/DRP generations. If left blank, Planned Orders will not be displayed. _____

17. Enter the Forecast Type(s) to be included. Up to 5 types can be included. If left blank, no forecast records will be included. (Enter multiple forecasts, for example '01' '02' & 'BF', as '0102BF'). _____

Optional Records (Cont.):

18. Enter the number of days (+/-) from today's date that you wish to begin including Forecast records. A blank will use today's date to begin including Forecast records. _____

19. Enter a '1' to omit 'Bulk' Stocking Type records from screen. If left blank, 'Bulk' items will be included. _____

Optional Records (Cont.):

20. Enter the rate based Schedule Type to use. If left blank, no rate based schedules will be displayed. _____

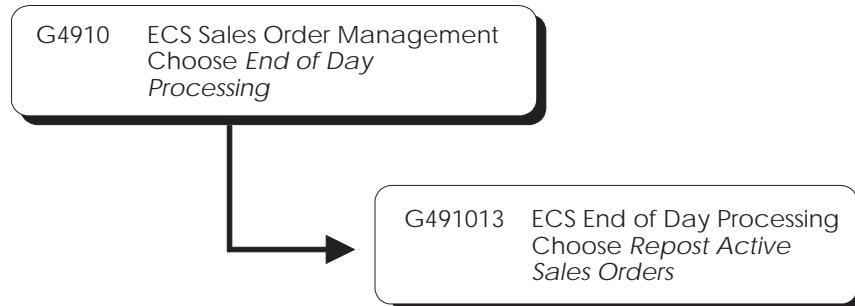
Potency:

21. Enter '1' to convert Quantities to Standard Potency. _____

Lot Expiration:

22. Enter '1' to reduce Quantity available due to lot expiration. (Note: This option will not work with ATP. If you use this option, option 5 must be set to blank or 2.) _____

Reposting Sales Orders (ECS)



If your data has been corrupted due to a loss of power or some other occurrence, you can restore sales order information. You can set up a DREAM Writer version of the Repost Active Sales Orders program to have the system restore sales orders and recalculate related quantity and commitment information.

The program does not restore or recalculate information for the following:

- Orders with kit components and non-inventory items
- Orders that are on hold
- Orders with incomplete header information
- Canceled detail lines
- Detail lines with invalid line types

You can also have the system clear and then recalculate the following quantity information for items, depending on how you set the processing options:

- Committed quantity — includes any committed quantities on held orders
- Total quantity on an individual sales order

- Total quantity for all sales orders

What You Should Know about

Recalculating sales orders that have future commitments

You can set up a separate DREAM Writer version of the Repost Active Sales Orders program to have the system recalculate future commitments and print a report that lists each detail line that has future-committed items. This is helpful if you want updated information about future commitments.

You can also have the system perform the following, depending on how you set the processing options:

- Check customer credit limits on future sales orders
- Hard commit items on future sales orders
- Put future sales orders on hold for review
- Update item quantities in the Item Location table with information from the Sales Order Detail table
- Update order totals in the Sales Order Header table with information from the Sales Order Detail table

Processing Options for Repost Active Sales Orders

Re-Commit Future Orders:

1. Enter '1' to bypass re-committing future orders. If the option is left blank, the future orders will be committed and an audit report will print.
2. Enter a '1' to hard commit future orders. If the option is left blank, the hard commit process will not occur.
3. Enter the hold code to use for credit checking. If the option is left blank, no credit checking will occur.
4. Enter the hold code to put all future orders on hold. If the option is left blank, future orders will not be available for review.
5. Enter a '1' to do availability checking. If the option is left blank, no availability checking will occur.

Reset Item Commitments:

6. Enter a '1' to bypass the reset of the item commitment fields. If the option is left blank, the Item Location file (F41021) will be updated with the quantities from

the Sales Order Detail (F4211).

Reset Order Total:

7. Enter a '1' to bypass the reset of the order header total. If the option is left blank, the order header file (F4201) will be updated with the accumulated total from the Sales Order Detail (F4211).

Reset Open Order Amount:

8. Enter a '1' to bypass the reset of the open order amount. If the option is left blank, the open order amount will be accumulated from the Sales Order Detail (F4211) and will update the Customer Master file (F0301).

Warehouse Processing:

9. Enter a '1' to generate requests.

10. Enter an override next status for sales order lines for which requests have been generated.

Work with Customer and Sales Information

Working with Customer and Sales Information (ECS)

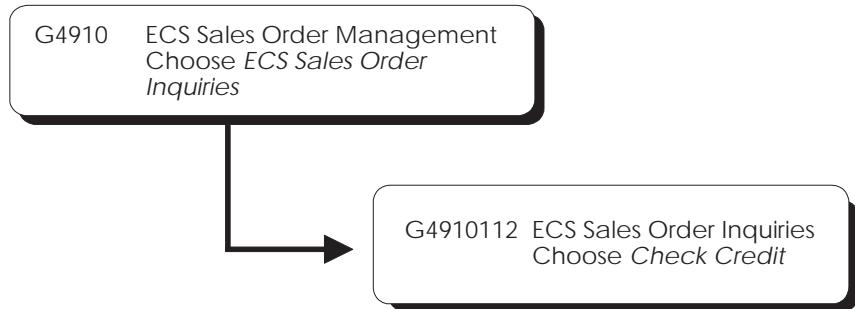
You can access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program to compare a customer's total accounts receivable and open orders with their credit limit. You can also review billing information that doesn't print on the invoice that the customer receives, such as the status of any related orders. This is helpful when you need to provide information to a customer during order entry.

You can generate reports to review customer and sales information. You can also access and review sales history information.

Working with customer and sales information includes the following tasks:

- Reviewing customer account information
- Reviewing sales orders by customer
- Generating order status reports
- Reviewing sales history information
- Generating sales history reports
- Reviewing billing information

Reviewing Customer Account Information (ECS)



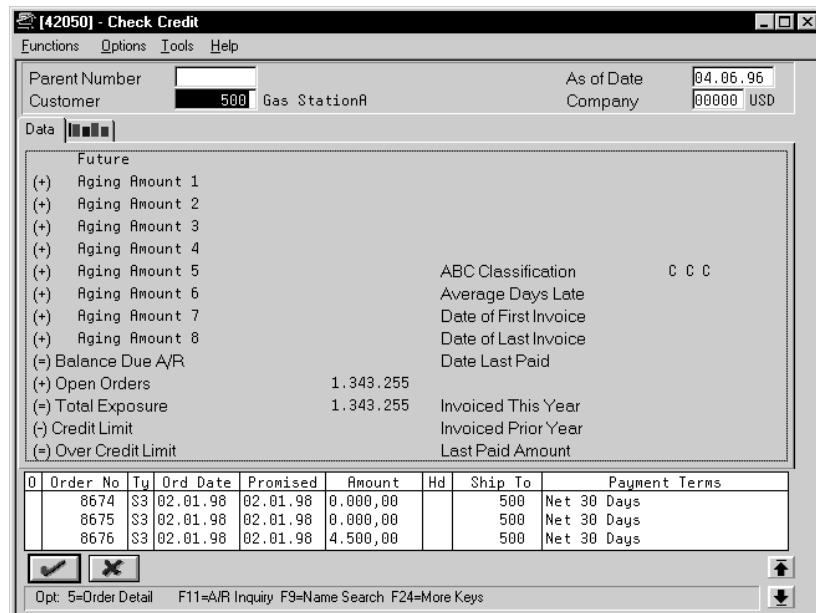
You can use the Check Credit program to review information about a customer's account and credit status. You can compare the customer's total accounts receivable and open orders to the customer's current credit limit assigned in the Customer Master table (F0301) to determine if the credit limit has been exceeded.

You can access the following types of information, based on existing sales orders:

- Accounts receivable, for example, any balances that are currently due
- Customer information, for example, customer ABC ranking and invoice and payment information
- Open sales orders, for example, order dates and amounts

► To review customer account information

On Check Credit



Complete the following fields:

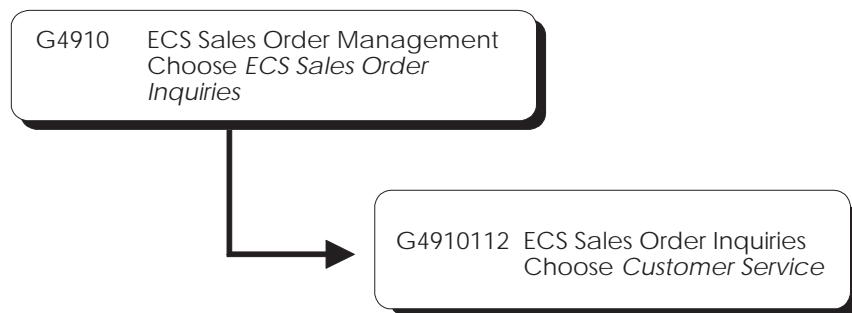
- Parent number
- Customer

Processing Options for Credit Check

Selection Processing:

1. You may specify up to 5 order types to be selected for credit check processing. If you enter an asterick (*) in the first field, ALL order types will be selected.

Reviewing Sales Orders by Customer (ECS)



You use the Customer Service program to review sales order, customer, and item information in the Sales Order Detail (F4211) or Sales Order Detail History (F42119) tables. You can review the following information:

- Open sales order information
- Closed sales order information
- Information at the sales order, customer, and item levels

► **To review sales orders by customer**

On Customer Service

The screenshot shows a Windows application window titled "[42045] - Customer Service". The menu bar includes Functions, Options, Tools, and Help. The main area contains several input fields and a large table of sales order data.

Fields in the top section include:

- Branch/Plant: DEPOT1
- Status: 540 Thru 999 St
- Date: [] Thru []
- Date Range - Based On: []
- Currency Code: USD

Input fields for sales orders:

- Order No: [] SO
- Invoice No: []
- Orig Order No: []
- Sold To: 500 Gas StationA
- Ship To: []
- Item Number: []
- Customer PO: []

A large table displays sales order details:

| O | Hd | Order | Ty | Sold To | Description | Quantity | Request |
|---|----|-------|----|--------------|--------------------|----------|----------|
| 1 | | 9501 | SO | Gas StationA | 200 LT Full Contai | 10 | 25.01.98 |
| | | 9501 | SO | Gas StationA | 200 LT Full Contai | 5 | 25.01.98 |
| | | 9489 | SO | Gas StationA | 100 LT Full Contai | 10 | 26.01.98 |
| | | 9490 | SO | Gas StationA | 100 LT Full Contai | 5 | 28.01.98 |
| | | 9506 | SO | Gas StationA | 100 LT Empty Conta | 10- | 01.02.98 |
| | | 9506 | SO | Gas StationA | 100 LT Full Contai | 5 | 01.02.98 |
| | | 9506 | SO | Gas StationA | 200 LT Empty Conta | 10- | 01.02.98 |
| | | 9506 | SO | Gas StationA | 200 LT Full Contai | 5 | 01.02.98 |
| | | 9514 | SO | Gas StationA | 100 LT Full Contai | 15 | 02.03.98 |
| | | 9514 | SO | Gas StationA | 200 LT Full Contai | 15 | 02.03.98 |

Buttons at the bottom left: Opt: 1=SO Entry 2=Text 5=Details F15=Qty/Amount/Price F24=More Keys

1. Complete the following fields to locate a sales order:
 - Branch/Plant
 - Order Number
2. Complete the following optional fields to locate orders based on associated orders:
 - Invoice Number
 - Original Order Number
 - Customer PO
3. Complete the following optional fields to locate orders based on customer addresses:
 - Sold To
 - Ship To
4. Complete the following optional fields to locate orders based on status:
 - Status
 - Thru
 - Status Range — Based On
5. Complete the following optional fields to locate orders based on dates:
 - Date

- Thru
- Date Range — Based On

6. Access the fold area.

The screenshot shows a Windows application window titled "[42045] - Customer Service". The menu bar includes Functions, Options, Tools, and Help. The main area has several input fields: Order No (SO), Invoice No, Orig Order No, Sold To (500 Gas StationA), Ship To, Item Number, and Customer PO. To the right of these fields are filters: Branch/Plant (DEPOT1), Status (540 Thru 999 St), Date, Date Range - Based On, and Currency Code (USD). Below the input fields is a table listing sales orders:

| O | Hd | Order | Ty | Sold To | Description | Quantity | Request |
|---|----|-------|----|--------------|--------------------|----------|----------|
| | | 9501 | SO | Gas StationA | 200 LT Full Contai | 10 | 25.01.98 |
| | | | | 1,000 | Item Number FC200 | | |
| | | 9501 | SO | Gas StationA | 200 LT Full Contai | 5 | 25.01.98 |
| | | | | 2,000 | Item Number FC200 | | |
| | | 9489 | SO | Gas StationA | 100 LT Full Contai | 10 | 26.01.98 |
| | | | | 1,000 | Item Number FC100 | | |
| | | 9490 | SO | Gas StationA | 100 LT Full Contai | 5 | 28.01.98 |
| | | | | 1,000 | Item Number FC100 | | |
| | | 9506 | SO | Gas StationA | 100 LT Empty Conta | 10- | 01.02.98 |
| | | | | 1,000 | Item Number EC100 | | |

At the bottom of the window are several buttons: a checkmark, an X, an up arrow, a down arrow, and a text input field containing "Opt. 1=SO Entry 2=Text 5=Details F15=Qty/Amount/Price F24=More Keys".

7. Review the following fields:

- Line Number
- Item Number

| Field | Explanation | | | | | | | | | | | | | | | | | | |
|-----------------------|---|----|-----------------------------|----|----------------|----|----------------|----|------------------------------|----|--------------------------|----|-------------|----|-------------|----|---------------------------|----|-----------------------|
| Document | <p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p> <ul style="list-style-type: none"> • Automated/Manual Payment <ul style="list-style-type: none"> Original document – Voucher Matching document – Payment • A/R Original Invoice <ul style="list-style-type: none"> Original document – Invoice • Receipt Application <ul style="list-style-type: none"> Original document – Invoice Matching document – Receipt • Credit Memo/Adjustment <ul style="list-style-type: none"> Original document – Invoice Matching document – Credit Memo • Unapplied Receipt <ul style="list-style-type: none"> Original document – Receipt | | | | | | | | | | | | | | | | | | |
| Original Order Number | <p>The original document number. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on. Matching document numbers are also used to identify related documents in the Accounts Receivable and Accounts Payable systems. The document number (DOC) is always the original document number. The matching document number (DOCM) is the check, adjustment, or credit to be applied against the original document.</p> | | | | | | | | | | | | | | | | | | |
| Original Order Type | <p>This code defines the order type. It is verified in user defined codes (system 40, type OT). Reserved document types have been defined for voucher entry, invoice entry, receipts entry, and time sheet entry. Because the offsetting entries for document types are created automatically during the post program, they will not be self-balancing on original entry. The reserved document types are:</p> <table style="margin-left: 20px;"> <tr><td>PR</td><td>Purchase Requisition Orders</td></tr> <tr><td>PQ</td><td>Purchase Quote</td></tr> <tr><td>PO</td><td>Purchase Order</td></tr> <tr><td>PD</td><td>Purchase Order – Direct Ship</td></tr> <tr><td>PB</td><td>Purchase Order – Blanket</td></tr> <tr><td>SQ</td><td>Sales Quote</td></tr> <tr><td>SO</td><td>Sales Order</td></tr> <tr><td>SD</td><td>Sales Order – Direct Ship</td></tr> <tr><td>SB</td><td>Sales Order – Blanket</td></tr> </table> | PR | Purchase Requisition Orders | PQ | Purchase Quote | PO | Purchase Order | PD | Purchase Order – Direct Ship | PB | Purchase Order – Blanket | SQ | Sales Quote | SO | Sales Order | SD | Sales Order – Direct Ship | SB | Sales Order – Blanket |
| PR | Purchase Requisition Orders | | | | | | | | | | | | | | | | | | |
| PQ | Purchase Quote | | | | | | | | | | | | | | | | | | |
| PO | Purchase Order | | | | | | | | | | | | | | | | | | |
| PD | Purchase Order – Direct Ship | | | | | | | | | | | | | | | | | | |
| PB | Purchase Order – Blanket | | | | | | | | | | | | | | | | | | |
| SQ | Sales Quote | | | | | | | | | | | | | | | | | | |
| SO | Sales Order | | | | | | | | | | | | | | | | | | |
| SD | Sales Order – Direct Ship | | | | | | | | | | | | | | | | | | |
| SB | Sales Order – Blanket | | | | | | | | | | | | | | | | | | |

What You Should Know About

Searching with an asterisk

You can use an asterisk (*) as a wildcard character in any of the fields to have the system search on all values for the field. When searching for items, you can enter the first few letters or numbers of the item number followed by an asterisk (*) to have the system locate all items that start with the values you enter. For example, if you enter 10*, the system displays all numbers that begin with 10.

Viewing different formats

You can toggle between several different types of information displayed on this form, including:

- Customer information
- Status information
- Quantity associated with the order
- Item amount
- Unit price

Locating order detail information

You can access Order Detail Information to review all of the detail information associated with each line of a sales order, such as:

- Address numbers
- Order dates
- Hold codes
- Priority codes
- Prices
- Payment instruments
- Messages

Locating additional information

From the Customer Service form, you can choose several options to locate additional types of information related to sales orders, such as:

- Online invoices
- Customer credit, billing, and address
- Item availability
- Supply and demand
- Item cross-reference
- A/R ledger

Processing Options for Customer Service Inquiry

Default Values:

1. Order Type
2. From Status Code
3. Thru Status Code
4. Currency Code

Processing Control:

5. Enter a '1' if the above Status Codes are based on Last Status. If left blank, the Next Status will be used.
6. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date is used. More...
7. Enter a '1' to display the Amount format, or a '2' to display the Price format. If left blank, the Quantity format will be displayed.
8. Enter a '1' to display the Status Code format. If left blank, the Customer format will be displayed.
9. Enter a '1' for text lines to be displayed. If left blank, text will be omitted.
10. Enter a '1' to display Kit Component Lines. If left blank, Kit Components will not display.
11. Enter a '1' to display backordered lines. Enter a '2' to display canceled lines. Enter a '3' to display both. Enter a '4' to display neither.
12. Enter the cross reference type used for Substitute items.

Dream Writer Versions:

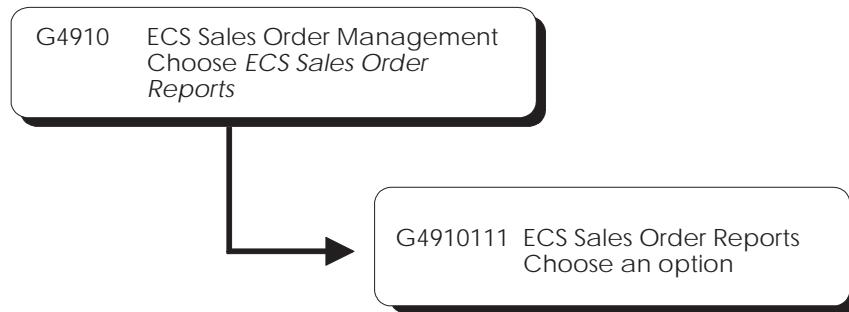
Enter the version for each program:
If left blank, ZJDE0001 will be used.

13. Sales Order Entry (P4211)
14. Check Credit (P42050)
15. Supply/Demand Inquiry (P4021)
16. Item Summary Availability (P41202)
17. A/R Inquiry (P032002)
18. Address Book Information (P01051)
19. Online Invoice Inquiry (P42230)
20. Sales Ledger Inquiry (P42025)
21. Customer Master (P01053)

Inter-Branch Invoice

22. Enter the document type(s) that the system will use to inquire into inter-branch invoices. To specify more than one document type, type them one after the other along this field.

Generating Order Status Reports (ECS)



You generate order status reports to review information about open orders, held orders, and backorders.

Complete the following tasks to review the status of sales orders:

- Generate the Open Orders by Item report
- Generate the Open Orders by Customer report
- Generate the Held Orders report
- Generate the Backorders to Fill report

Generating the Open Orders by Item Report (ECS)

You generate the Open Orders by Item report to review the number of open orders for an item and determine how to fill them using availability information.

This report prints the detail line items within each of your sales orders and sorts the information by item number (inventory). It prints the on-hand quantities for each item within a warehouse location for a particular job.

You can generate different versions of this report to review:

- Open orders for direct ship items.
- Backordered items that allow substitutes. These are useful for improving the response time to your customer.

This report includes backordered items. To prevent backordered items from appearing on this report, you must release them as soon as possible.

| 42632 | J.D. Edwards & Company Open Sales Orders by Item | | | | | Page Date | - | 1 |
|-----------------------------|---|----------|------------------------------------|------------------|----|--------------|--------|----------------|
| Branch - | | | | | | | | |
| Item Number/ Description | Ty | Order No | Customer or Vendor Name/ Number | Promised Date | UM | On Order | On P/O | Avail On Recpt |
| UNL2 | | | | | | | | |
| Unleaded Fuel Type 2 | S3 | 5457 | Gas Station | 22.11.95 | LT | 11405 | | |
| | | | 500 | | | | | |
| | S3 | 5458 | Gas Station | 22.11.95 | LT | 121212 | | |
| | | | 500 | | | | | |
| | S3 | 5459 | Gas Station | 22.11.95 | LT | 1313 | | |
| | | | 500 | | | | | |
| | S3 | 5460 | Gas Station | 22.11.95 | LT | 1313 | | |
| | | | 500 | | | | | |
| | S3 | 5461 | Gas Station | 22.11.95 | LT | 1414 | | |
| | | | 500 | | | | | |
| | S3 | 5463 | Gas Station | 22.11.95 | LT | 15235 | | |
| | | | 500 | | | | | |
| | S3 | 5579 | Gas Station | 28.11.95 | LT | 1405 | | |
| | | | 500 | | | | | |
| | S3 | 5409 | Gas Station | 21.11.95 | LT | 1420 | | |
| | | | 500 | | | | | |
| | S3 | 5411 | Gas Station | 21.11.95 | LT | 152 | | |
| | | | 500 | | | | | |
| | S3 | 5412 | Gas Station | 21.11.95 | LT | 72 | | |
| | | | 500 | | | | | |
| | S3 | 5431 | Gas Station | 22.11.95 | LT | 5235 | | |
| | | | 500 | | | | | |
| | S3 | 5436 | Gas Station | 22.11.95 | LT | 785 | | |
| | | | 500 | | | | | |
| | S3 | 5437 | Gas Station | 22.11.95 | LT | 405 | | |
| | | | 500 | | | | | |
| | S3 | 5441 | Gas Station | 22.11.95 | LT | 1405 | | |
| | | | 500 | | | | | |
| | S3 | 5443 | Gas Station | 22.11.95 | LT | 9405 | | |
| | | | 500 | | | | | |
| | Item Number Total | | | | | 172774 | | 172.774- EA |

Generating the Open Orders by Customer Report (ECS)

You generate the Open Orders by Customer report to review the quantity ordered and the quantity available to ship by order lines for outstanding sales orders. You use this report to review the following:

- Orders that have been picked but not shipped
- Orders that have been picked but not billed
- Open orders that exceed the customer's requested ship date

You can generate different versions of this report to review:

- Open orders and their total amount
- Open orders beyond a specific date

- Open orders for a specific document type or line type

This report includes backordered items. To prevent backordered items from appearing on this report, you must release them as soon as possible.

| 42620 | J.D. Edwards & Company Open Sales Orders by Customer | | | | | | Page Date | - 31 - 4.06.96 |
|--------------------------|---|----|----------------------------------|------------------|----|-----------------------|--------------|-------------------------------|
| DEPOT1-Depot 1 | | | | | | | | |
| Customer Name/ Number | Ord No/ Date | Ty | Item Number/ Item Description | Date Promised | UM | Quantities Ordered | To Ship | Extended Amount Open |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 5.500,00 |
| Gas Station 500 | 5684 S3 REG 29.11.95 | | Leaded Fuel | 29.11.95 | LT | 1000 | 1000 | 1000 1.100,00 |
| | 5684 S3 UNL 29.11.95 | | Unleaded Fuel | 29.11.95 | LT | 5000 | 5000 | 5000 1.302,50 |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 2.402,50 |
| | 5689 S3 REG 29.11.95 | | Leaded Fuel | 29.11.95 | LT | 5000 | 5000 | 5000 5.500,00 |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 5.500,00 |
| | 5691 S3 REG 29.11.95 | | Leaded Fuel | 29.11.95 | LT | 1000 | 1000 | 1000 1.100,00 |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 1.100,00 |
| | 5693 S3 REG 29.11.95 | | Leaded Fuel | 29.11.95 | LT | 1000 | 1000 | 1000 1.100,00 |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 1.100,00 |
| | 5695 S3 REG 29.11.95 | | Leaded Fuel | 29.11.95 | LT | 2 | 2 | 2 2,20 |
| | | | | | | | | ----- Order Total ----- |
| | | | | | | | | 2,20 |

Processing Options for Open Sales Orders

Currency Processing:

1. Enter a '1' to print amounts in Foreign Currency. Enter a '2' to print amounts in both Foreign and Domestic Currency. If left blank, only Domestic Currency amounts will print.

Data Sequence for Open Orders by Customer Report

The following data sequence is mandatory:

- Order type
- Company
- Branch or warehouse
- Customer
- Transaction date
- Order number
- Line number

Generating the Held Orders Report (ECS)

You generate the Held Orders report to review a list of all sales orders that are on hold for the following reasons:

- Credit
- Profit margin
- Partial order hold
- Price review

| 42640 | J.D. Edwards & Company Held Sales Orders | | | Page | 19 |
|------------|---|----|--------------|---------|----------------------------|
| | | | | Date | 6/13/96 |
| HC Acct No | Customer Name | Ty | Order Number | Line No | Request Date Promised Date |
| M2 | 570 ST Gas Station | S3 | 8699-000 | 1.000 | 04/10/96 04/10/96 |

Generating the Backorders to Fill Report (ECS)

You generate the Backorders to Fill report to review the following information about backordered items:

- Item numbers
- Descriptions

- Backordered quantities
- Quantities available to fill those backorders

| 42590 | | | J.D. Edwards & Company Backorders To Fill | | | Page | - | 19 | |
|------------------------|---------------|--------------|--|-------------|----------------|-------------------------|--------------------------|---------|----|
| | | | | | | Date | - | 6/13/96 | |
| | | | | | | Branch | - | OOC | |
| Item Number | Description | Order Number | Or Ty | Sold To | Pr Cd Promised | . Transaction. Quantity | . . Primary. UM Quantity | UM | |
| REG | Leaded Fuel | 16139 | S3 | Gas Station | 03/01/96 | 10000 | LT | 10000 | LT |
| REG | Leaded Fuel | 16141 | S3 | Gas Station | 03/01/96 | 1000 | LT | 1000 | LT |
| REG | Leaded Fuel | 16138 | S3 | Gas Station | 0 03/01/96 | 10000 | LT | 10000 | LT |
| REG | Leaded Fuel | 16143 | S3 | Gas Station | 0 03/01/96 | 1000 | LT | 1000 | LT |
| Quantity Available . . | | | | | 483000 | LT | ----- 22000 | | |
| 301 | 10W30-1LT Can | 10348 | S3 | Gas Station | 0 05/09/96 | 10 | CN | 10 | CN |
| Quantity Available . . | | | | | CN | | ----- 10 | | |

What You Should Know About

Releasing backorders

After you review the Backorders to Fill report, you can locate and release backorders (the orders that have sufficient quantities) on the Release Backorders — Online form.

See *Releasing Backorders Online (ECS)*.

You can also run the Release Backorders — Batch program in proof mode to generate a similar report and then use that information to release backorders online.

See *Releasing Backorders in a Batch (ECS)*.

Processing Options for Back Orders to Fill Print

Display Options:

1. Enter a '1' to only print those Backorders that can be filled. If left blank, all Backorders will be printed. (Kit Master lines will not print.)
2. Enter a '1' to add back in Quantity on Backorder in Quantity Available calculations. If left blank, Quantity on Backorder will not be added in.
3. If displaying a kit, enter a '1' to only display Kit Component lines. If left blank, only Kit

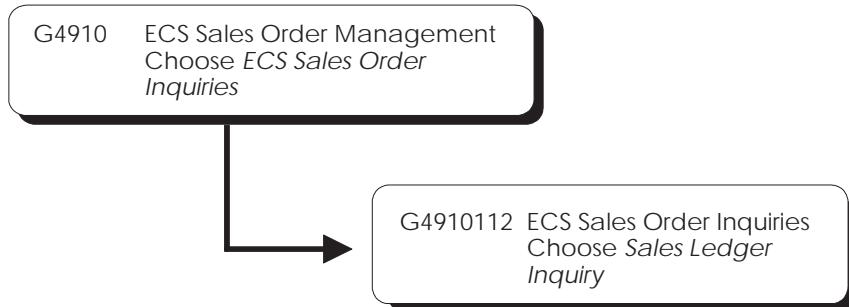
Master lines will display.
4. Enter a '1' to display orders on hold. If left blank, orders on hold will not display.

Data Sequence for Backorders to Fill Report

The following data sequence for this report is mandatory:

- Branch/plant
- Second item number
- Requested
- Priority processing code

Reviewing Sales History Information (ECS)



You review sales history information to track sales orders and determine when an order was entered or printed. You can also use this information for internal audit purposes.

You use the Sales Ledger Inquiry program to review information in the Sales Order Detail Ledger table (F42199), which is a flexible file. Flexible files contain history records of specific field information that you want to review, such as order entry dates.

The system writes information to the Sales Order Detail Ledger table based on the order activity rules. You can determine which status codes will write an entry to the table. For example, you might want to record information to the table during sales order entry, invoicing, and sales update.

Before You Begin

- ❑ Verify that the ledger flag is set to Y in the status codes that you want the system to use to record an entry in the Sales Order Detail Ledger table. See *Setting Up Order Activity Rules (ECS)*.
- ❑ Verify that flexible file information has been defined. See *Working with Flexible Files (ECS)*.

► To review sales history information

On Sales Ledger Inquiry

| O | Order | Ty | Customer | Description | Amount Ordered | Amount Shipped |
|---|-------|----|--------------|-----------------|----------------|----------------|
| | 8674 | S3 | Gas StationA | Unlead Fuel for | 50.000,00 | 50.000,00 |
| | 8674 | S3 | Gas StationA | Unlead Fuel for | 50.000,00 | 50.000,00 |
| | 8675 | S3 | Gas StationA | Unlead Fuel for | 100.000,00 | 100.000,00 |
| | 8675 | S3 | Gas StationA | Unlead Fuel for | 100.000,00 | 100.000,00 |
| | 8676 | S3 | Gas StationA | Unlead Fuel for | 74.500,00 | 74.500,00 |
| | 8676 | S3 | Gas StationA | Unlead Fuel for | 74.500,00 | 74.500,00 |
| | 8677 | S3 | Gas StationA | Unlead Fuel for | 6.250,00 | 6.250,00 |
| | 8677 | S3 | Gas StationA | Unlead Fuel for | 6.250,00 | 6.250,00 |
| | 8678 | S3 | Gas StationA | Unlead Fuel for | 50.000,00 | 50.000,00 |
| | 8678 | S3 | Gas StationA | Unlead Fuel for | 50.000,00 | 50.000,00 |

1. Complete one or more of the following fields:

- Order Number
- Order Type
- Sold to
- Ship to
- Item Number
- Customer PO

2. Complete the following fields to limit the ledger items that display:

- Branch/Plant
- Status
- Thru

- Status Range — Based On
- Date
- Thru
- Date Range — Based on

3. Access Sales Ledger Detail to review detail information for individual ledger items.

| Order Number | | 8674 | S3 | Cust PO | Order Company 00249 | | | |
|----------------|--|----------|------|--------------------------------|---------------------|-----------|--------|--|
| Line Number | | 1,000 | Item | UNL-REC | | | | |
| Branch/Plant | | DEPOT1 | Desc | Unlead Fuel for Reconciliation | | | | |
| Currency Code | | USD | | | | | | |
| Exchange Rate | | Quantity | | UM | Unit Price | UM | Amount | |
| Ordered | | 200000 | | LT | 0,2500 | 50.000,00 | | |
| Shipped | | 200000 | | | | 50.000,00 | | |
| Invoice | | | | User ID | TFRCTL7 | | | |
| Last/Next Sts | | 520 525 | | Terminal ID | AR783949S3 | | | |
| Original Order | | | | Program ID | P4211 | | | |
| Rel. PO/SO/WO | | | | Date Updated | 09.04.96 | | | |
| | | | | Time of Day | 11:19:00 | | | |

F6=Address Numbers F8=Dates F24=More Keys

What You Should Know About

Creating a credit order from history

You can choose an option on Sales Ledger Inquiry to create a credit order for a specific sales order.

See *Creating a System-Generated Credit Order*.

Viewing different formats

You can toggle between different types of information displayed on the Sales Ledger Inquiry form, including:

- Amount ordered and amount shipped
- Quantity ordered and quantity shipped

You can also toggle between different types of information displayed on the Sales Ledger Detail form, including:

- Customer information
- Status information

Processing Options for Sales Ledger Inquiry

Default Values:

1. Order Type

2. From Status Code _____
3. Thru Status Code _____
4. Currency Code _____

Processing Control:

5. Enter a '1' if the above Status Codes are based on Last Status. If left blank, the Next Status will be used. _____
6. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date is used. More... _____
7. Enter a '1' to display the Amount format. If left blank, the Quantity format will be displayed. _____
8. Enter a '1' to display the Status Code format. If left blank, the Customer format will be displayed. _____

Dreamwriter Versions:

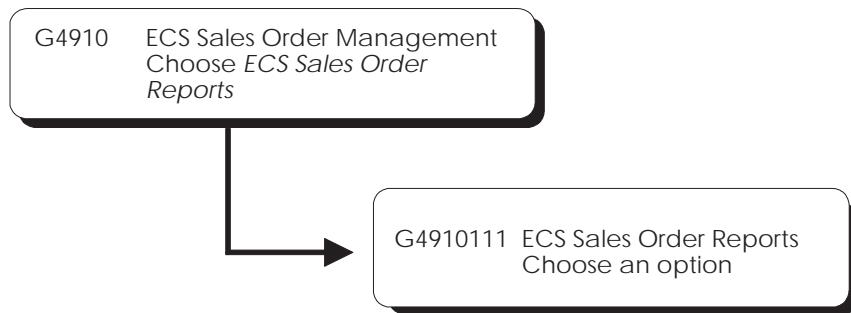
Enter the version for each program:
If left blank, ZJDE0001 will be used.

| | | |
|-----------------------|---------|-------|
| 9. Credit Order Entry | (P4211) | _____ |
| 10. Sales Order Entry | (P4211) | _____ |

Inter-Branch Invoices

9. Enter the document type(s) that the system will use for inter-branch invoices. To specify more than one document type, type them one after the other along this field. _____

Generating Sales History Reports (ECS)



You generate sales history reports to analyze sales history and review period-to-date and year-to-date sales amounts. To review sales history, you can:

- Generate the Sales Ledger Detail report
- Generate the Sales Analysis Summary report

What You Should Know About

Troubleshooting printing problems

The most common reasons why information does not print on these sales reports are:

- You did not specify the correct status code in the processing options.
- The order has one or more hold codes.
- The system did not update the Sales Summary History table (F4229) when you ran the Update Customer Sales program.

Generating the Sales Ledger Detail Report (ECS)

You generate the Sales Ledger Detail report to analyze sales history. Depending on the version of the Sales Ledger Detail report that you choose, you can analyze sales history in the following ways:

- By order (document) type, such as phone orders, blanket orders, COD orders, and credit orders
- By line type, such as stock sales, non-stock sales, freight, and miscellaneous
- By order status, such as shipped, backordered, or canceled
- By customer, salesperson, or order entry person
- By customer payment terms
- By price amounts

| 42600 | J.D. Edwards & Company Sales Ledger Detail Invoiced Orders | | | | | | Page - 2 |
|-----------------------------|--|---------------------------|--------------------|----------|----|----------------------|----------------------------|
| | | | | | | | Run Date - 05.06.98 |
| | | | | | | | From Date - 01.01.90 |
| | | | | | | | Thru Date - 31.12.99 |
| Item Description/ Number | Customer Name/ Number | Order Num/ Invoice Num | Branch/ Date | Quantity | UM | Sales/ Sales Cost | Gross Profit Amount / % |
| Non-Stock 402-PO | Gas Station | 16362-000 S3 | DEPOT1 22.03.98 | | LT | 1,10 | 1,10 100,000 |
| | Gas Station | 16362-000 S3 | DEPOT1 22.03.98 | | LT | 1,10 | 1,10 100,000 |
| | Gas Station | 16364-000 S3 | DEPOT1 22.03.98 | | LT | 5,50 | 5,50 100,000 |
| | Gas Station | 16364-000 S3 | DEPOT1 22.03.98 | | LT | 5,50 | 5,50 100,000 |
| | Gas Station | 16365-000 S3 | DEPOT1 22.03.98 | | LT | 1,10 | 1,10 100,000 |
| Miscellaneous 402-PO | Gas Station | 11274-000 S3 | DEPOT1 30.05.98 | | LT | 7,86- | 7,86- 100,000- |
| | Gas Station | 11275-000 S3 | DEPOT1 30.05.98 | | LT | 7,86- | 7,86- 100,000- |
| Leaded Fuel REG | Gas Station | 5507-000 S3 | DEPOT1 27.11.98 | 7200 | LT | 7,920,00 2,232,00 | 5688,00 71,818 |
| | Gas Station | 5507-000 S3 | DEPOT1 27.11.98 | 5760 | LT | | |
| | Gas Station | 5934-000 S3 | DEPOT1 05.12.98 | 6 | LT | 6,60 1,86 | 4,74 71,818 |
| | Gas Station | 5934-000 S3 | DEPOT1 05.12.98 | 4 | LT | | |
| | Gas Station | 7108-000 S3 | DEPOT1 28.12.98 | 993 | LT | | |

What You Should Know About

Specifying information for the Sales Ledger Detail report

In the order activity rules, you can specify the information that the system records in the Sales Order Detail Ledger table. You do this by setting the ledger flag to Y in the status codes that you want the system to use to record an entry in the Sales Order Detail Ledger table. These entries appear on the Sales Ledger Detail report.

See *Setting Up Order Activity Rules (ECS)*.

Specifying status codes for record selection

Because the Sales Order Detail Ledger table can contain multiple records for a single order detail line, you must specify either a next or last status code in the data selection for the Sales Ledger Detail report. If you do not specify a status code, the report can overstate historical sales information.

Processing Options for Sales Ledger Detail Report

1. Enter report starting date _____
2. Enter report ending date _____
3. Enter an override for report run date if desired. If left blank, today's date will be used as the run date. _____

Generating the Sales Analysis Summary Report (ECS)

You generate the Sales Analysis Summary report to review period-to-date and year-to-date sales amounts and sales margin. The Sales Analysis Summary program retrieves information from the Sales Summary History table (F4229).

Before You Begin

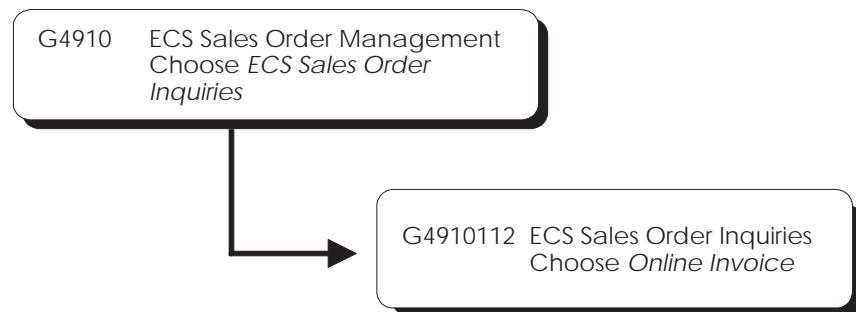
Verify that the processing options for the Update Customer Sales program are set to update records in the Sales Summary History table

| 42611 | | | J.D. Edwards & Company Sales Analysis Summary | | | Date - 06/13/96 | | |
|--------------------------|-------------|--------|--|--|--|------------------------|---------------|--------|
| | | | | | | Page - 3 | | |
| | | | | | | Start Date - 01/01/96 | | |
| | | | | | | Period Ended- 12/31/99 | | |
| M30 Memphis Mfg. Plant | | | | | | | | |
| Sales | | | Description/ Item Number | | | Year to Date | | |
| Period to Date | | | Sales | | | Margin | Pct | |
| Sales | | | Pct | | | 253,083.35- | | |
| 253,083.35- | | | CRT AS/400 Compatible 1122 | | | 253,083.35- | | |
| 16436308.50 | 12404412.07 | 75.469 | Oak Desk With Chair 5120 | | | 16,436,308.50 | 12,404,412.07 | 75.469 |
| 12077856.00 | 9115106.52 | 75.469 | Oak Desk With Chair 5120 | | | 12,077,856.00 | 9,115,106.52 | 75.469 |
| 7746363.00 | 5846147.18 | 75.469 | Oak Desk With Chair 5120 | | | 7,746,363.00 | 5,846,147.18 | 75.469 |
| 8000980.50 | 6038305.93 | 75.469 | Oak Desk With Chair 5120 | | | 8,000,980.50 | 6,038,305.93 | 75.469 |
| 15372271.32 | 12148295.48 | 79.027 | OAK SHELF UNIT PVK-A | | | 15,372,271.32 | 12,148,295.48 | 79.027 |
| 10093143.06 | 7976341.40 | 79.027 | OAK SHELF UNIT PVK-A | | | 10,093,143.06 | 7,976,341.40 | 79.027 |
| 6761338.08 | 5343304.90 | 79.027 | OAK SHELF UNIT PVK-A | | | 6,761,338.08 | 5,343,304.90 | 79.027 |
| 7585692.87 | 5994770.49 | 79.027 | OAK SHELF UNIT PVK-A | | | 7,585,692.87 | 5,994,770.49 | 79.027 |
| 1396079.10 | 636480.00 | 45.590 | Multivitamin Tablets 1261 | | | 1,396,079.10 | 636,480.00 | 45.590 |
| 85,470,032.43 | 65250080.62 | 76.342 | Memphis Mfg. Plant | | | 85,470,032.43 | 65250080.62 | 76.342 |
| 86,207,875.53 | 65599307.25 | 76.094 | | | | 86,207,875.53 | 65599307.25 | 76.094 |

Processing Options for Sales Analysis Summary

1. Enter requested period start date _____
2. Enter requested period end date _____

Reviewing Billing Information (ECS)



You use the Online Invoice program to review billing information. This is helpful when you need to provide information to a customer during order entry. The program does not display an exact duplicate of a printed invoice, but you can choose options to view all of the information that appears on the printed invoice. You can also access information about an order that has not been invoiced or has only been partially invoiced.

You can also use Online Invoice to:

- Review open and closed invoice information
- Display the invoice with or without backordered lines
- Review information about discounts, payment terms, and taxes
- Review transaction dates of lines within the invoice
- Print a single invoice

You can set the processing options for the Online Invoice program to display backordered items in the following ways:

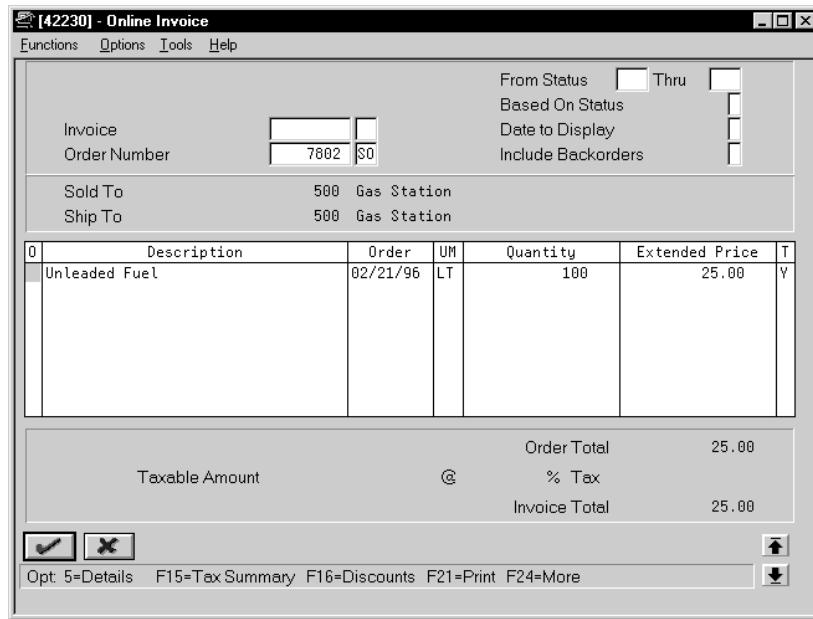
- Without quantity and extended price information
- With quantity information only
- With quantity and extended price information

You can also display tax summary information based on one of the following:

- Tax group — total taxable amount
- Tax area — tax rate area, such as a state
- Tax authority — tax authority with jurisdiction in the tax area, such as a county or city

► **To review billing information**

On Online Invoice



1. Complete one of the following fields to locate an invoice:
 - Invoice
 - Order Number
2. Complete the following fields to limit your search:
 - From Status
 - Thru
 - Based On Status
3. Complete the following optional fields:
 - Date to Display
 - Include Backorders

| Field | Explanation |
|-----------------------|--|
| Date Range – Based On | <p>A code identifying the type of dates that the system searches for when finding information to display on this form. Valid codes are:</p> |
| | <ul style="list-style-type: none"> blank Requested date 1 Transaction/order date 2 Promised ship date 3 Original promised delivery date 4 Actual ship date 5 Invoice date 6 Cancel date 7 General ledger date 8 Promised delivery date |
| Include Backorders | <p>Code that specifies whether to include backordered quantities in the calculation of the order total. Valid codes are:</p> |
| | <ul style="list-style-type: none"> blank Exclude backorders: No backordered quantities display. 1 Include backorders for calculation of order quantity. 2 Include backorders for calculation of order quantities and extended prices. The order total is recalculated to include backordered amounts. |

What You Should Know About

Locating invoices within a sales order If more than one invoice is associated with a sales order, you can choose the appropriate option to display invoices associated with the order. When the Invoice Selection window displays, you can choose an invoice from the list.

Printing invoices You can print an invoice from the Online Invoice form. The system uses the version of the Print Invoice procedure that you specify in the processing options. You can enter information in the following fields to override default information from the processing options:

- Status From
- Thru
- Include Backorders

Viewing different formats You can toggle between two different sets of columns that appear on this form:

- Quantity and extended price
- Extended weight and extended volume

Processing Options for Online Invoice Inquiry

Default Values:

1. Order Type
2. From Status Code
3. Thru Status Code

Processing Control:

4. Enter '1' if the above status codes are based on Last Status. If left blank, Next Status will be used.
5. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date will be used.

Include/Exclude Backorders:

6. Enter a '1' to INCLUDE backorders but bypass extending their prices. Enter a '2' to INCLUDE backorders and extend prices for backorders. If left blank, backorders will be excluded.

Tax Information:

7. Enter a '1' to display by Tax Group. Enter a '2' to display by Tax Area. Enter a '3' to display by Tax Authority.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

8. Print Invoices (P42565)

Inter-Branch Invoices:

9. Enter the document type(s) that the system will use for inter-branch invoices. To specify more than one document type, type them one after the other along this field.

Credit Orders

Objectives

- To enter orders that credit a customer's account for returned or defective items

About Credit Orders (ECS)

You use credit orders to accept returned items from a customer and to issue credit to the customer for the returned items. Depending on how you set up credit orders, the system can add the quantities of items into your inventory, or you can make manual adjustments to add the returned quantity into your inventory.

The system supports the following types of returns:

Authorized returns

An authorized return requires that a customer attain authorization prior to returning or receiving credit for an item. If your company uses this type of return, you can print the credit order to use as an authorization document for your customer.

Dock returns

A dock returns allows the customer to return or receive credit for an item without prior notice. You create the credit documents after the item is returned.

For both types of returns, you enter credit orders in the same way but at different points in the process.

Entering credit orders consists of:

- Entering all of the information for the credit order manually
- Creating a system-generated credit order

When you enter information manually, the system applies the current unit price for the credited item. If necessary, you can also enter a different unit price to override the default information.



When the system creates a credit order, it retrieves the credit information automatically from the Sales Order Detail Ledger table (F42199). The credit order amount is based on the unit price that the customer actually paid instead of today's current or average cost.

Enter a Credit Order

Entering a Credit Order (ECS)

You use credit orders to accept returned items from a customer and to issue credit to the customer for the returned items. Depending on how you set up credit orders, the system adds the quantities of returned items back into your inventory. Or, you can make manual adjustments to add the quantities into your inventory.

Entering credit orders consists of:

- Entering a credit order manually
- Creating a system-generated credit order

The system processes credit orders and sales orders in the same way. However, you can set up the system to automatically record negative quantities when you enter credit orders. You must set up a specific line type for credit orders to reverse the sign. A line type is a code that determines how the system processes a detail line in a sales order.

Before You Begin

- Verify that a line type for credit orders has been set up to automatically reverse the sign (that is, change any quantity to a negative). See *Setting Up Order Line Types (ECS)*.

What You Should Know About

Defining credit order processing

To process credit orders and standard sales orders through different steps, you can set up different status codes for credit orders. Status codes define the steps in which the system must process an order.

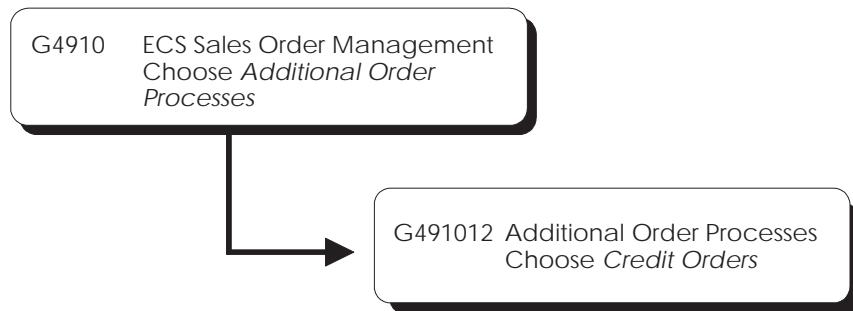
See *Setting Up Order Activity Rules (ECS)*.

Tracking credit orders

You can set up a separate document type for credit orders to track credits in separate general ledger accounts and to record a separate credit history. You can set up AAIs to direct entries to special accounts that are based on the credit order document type.

See *Working with User Defined Codes* in the *Technical Foundation Guide* and *Setting Up Automatic Accounting Instructions (ECS)*.

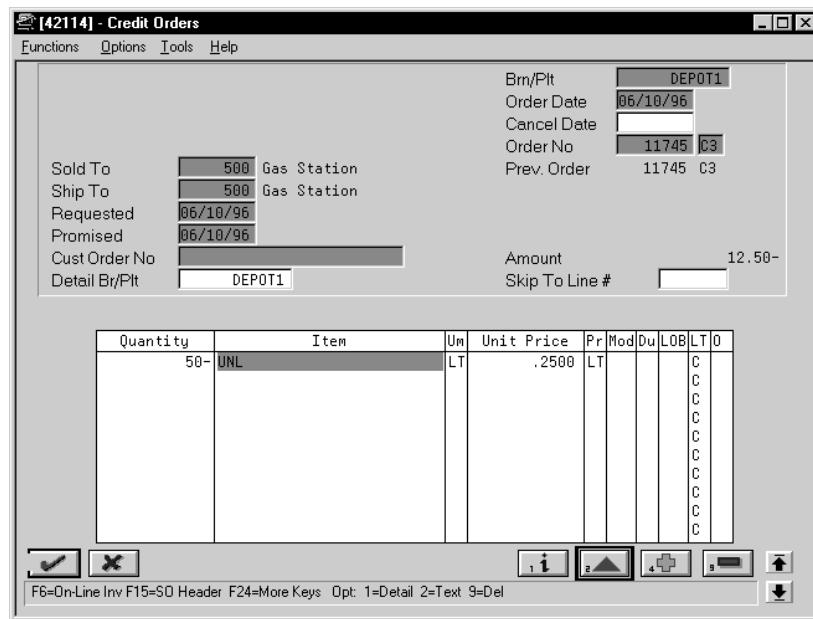
Entering a Credit Order Manually (ECS)



You enter a credit order manually to record a returned item and apply either the current unit price for the item or the current average cost, depending on how your company is set up. You can also override this default pricing information. You enter credit orders in the same way you enter sales orders.

► To enter a credit order manually

On Credit Orders



1. Complete the following fields:

- Branch/Plant
- Sold To
- Quantity
- Item

2. If restock charges or non-stock items are included on the return, complete the following fields:

- Quantity
- Item
- Line Type

When you accept the order, the total amount of the credit appears above the first line item.

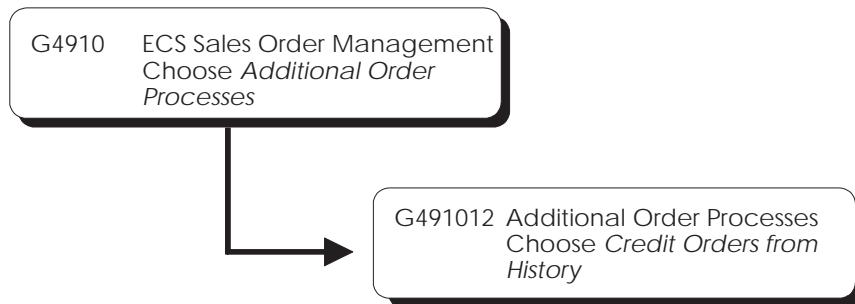
| Field | Explanation |
|----------|--|
| Quantity | <p>The quantity of units affected by this transaction.</p> <p>..... <i>Form-specific information</i></p> <p>For credit orders, the quantity changes to a negative amount once the order is accepted.</p> |

See Also

- *Working with Interactive Sales Orders (P4211EC)*

- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

Creating a System-Generated Credit Order (ECS)



You can create a system-generated credit order for a returned item that is based on the unit price that the customer paid at the time of the sale. The system retrieves the credit information from the Sales Order Detail Ledger table (F42199).

Before You Begin

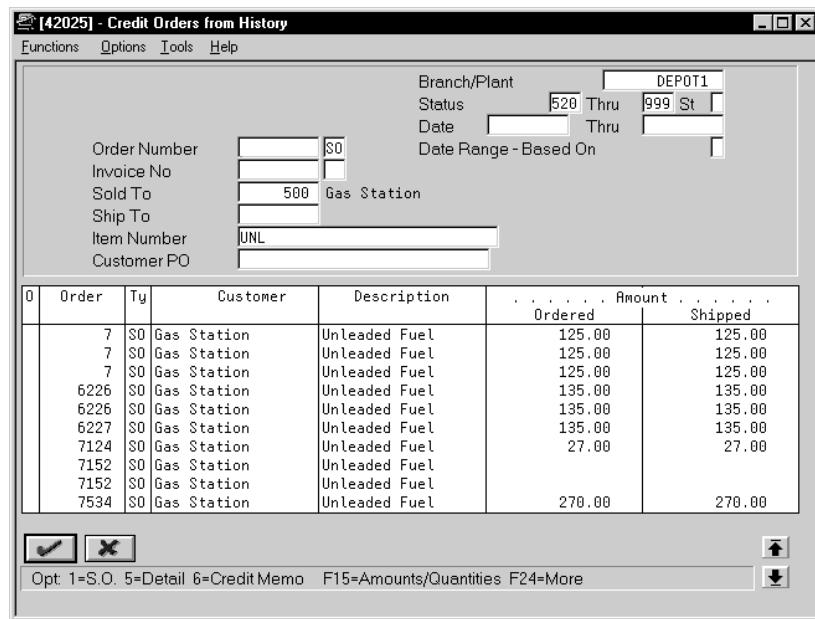
- Verify that the same status codes have been entered in the processing options for both the Sales Order Entry and Sales Order Ledger programs

See Also

- *Working with Interactive Sales Orders (P4211EC)* and *Reviewing Sales History Information (P42025)* for the processing options for this program

► **To create a system-generated credit order**

On Credit Orders from History



1. Complete one or more of the following fields:

- Order Number
- Invoice Number
- Sold To
- Ship To
- Item Number
- Customer PO

2. Choose the Credit Memo option to enter a credit order for the applicable sales order.

The system creates a credit order with the information from the original sales order.

3. If necessary, choose another sales order from the history information to add to this credit order.
4. Type over, delete, or accept the default information.

What You Should Know About

Retrieving the correct data

You should set the processing options for the Sales Order Entry program to use the same status codes to select records that you use when printing invoices. This ensures that the Credit Orders from History program retrieves the same data that the system used when printing invoices.

Retrieving load confirm invoice amounts

During load confirm, you can print an invoice that writes history at each step. If you use system-generated credit orders, you need to set the order activity rules as follows:

- 565 — 573 (Delivery Confirm), set Ledger to Y
- 564 — 565 (Delivery Document Selection), set Ledger to N
- 580 — 600 (Print Invoices), set Ledger to Y

The system writes the invoice to history during 565 — 573, so the Sales Order Ledger program retrieves the actual invoice amount for the product.

Additional Orders and Order Release

Objectives

- To understand the different types of additional orders
- To enter each type of additional order
- To release held orders

About Additional Orders and Order Release (ECS)

The Sales Order Management system provides different orders to accommodate specific ordering situations. You enter these additional orders in the same way that you enter a basic sales order. However, the system processes each type of additional order differently. For example, quote orders are printed but not picked or load confirmed, whereas direct ship orders are not picked.

Some additional orders, such as blanket and quote orders, are prerequisites to actual sales orders. That is, you must enter these orders before you can enter sales orders from them.

Additional orders and order release consist of:

- Working with order release
- Working with quote orders
- Working with blanket orders
- Entering a direct ship order
- Entering a transfer order
- Entering an interbranch sales order
- Entering a sales order with manual invoice
- Updating status codes



What Is Order Release?

You use order release to return the order to the processing cycle or to initiate the sales order process. For example, you can place a customer's order on hold for credit reasons and then release the order when the customer's credit status changes. Or, you can create sales orders from blanket orders or quote orders by releasing the blanket order or the quote order.

What Is a Quote Order?

You use a quote order when a customer requests pricing information but is not ready to commit to a sales order. You can access quote orders through the same review, maintenance, and inquiry forms that you use for sales orders. When you work with quote orders, you can:

- Instruct the system to convert an entire or partial quote order to a sales order
- Avoid committing or allocating inventory until the customer authorizes the order
- Ensure effective controls over price guarantees

What Is a Blanket Order?

You use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. At agreed-upon times within this period, you create sales orders for partial quantities of the blanket order. You can enter a sales order directly to deduct the partial quantity from the blanket order, or you can release the blanket order.

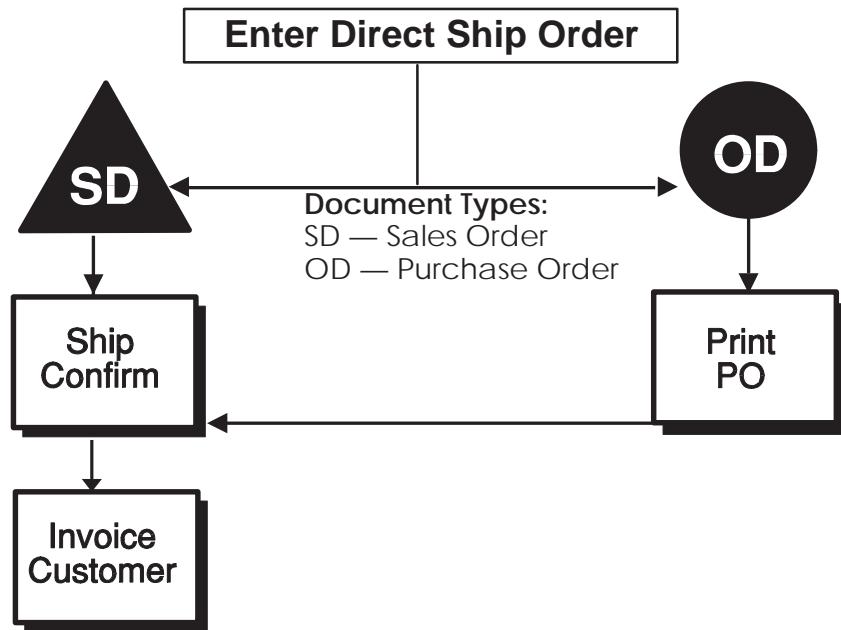
What Is a Direct Ship Order?

You use a direct ship order to record the sale of an item that you purchase from another supplier. The supplier sends the item directly to your customer. Because the supplier ships the item directly, the system does not process the order through your inventory.

This program creates records in the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)

After you enter a direct ship order, the system creates both a sales order and a purchase order. The following diagram illustrates how the system processes a direct ship order.



What Is a Transfer Order?

You enter a transfer order to transfer inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. When you enter a transfer order, the system creates both a sales order and a purchase order that you can use for internal purposes.

The program creates records in the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)

What Is an Interbranch Sales Order?

You enter an interbranch sales order to ship inventory from another supply branch/plant within your company directly to a customer. For example, you use an interbranch sales order when a customer orders an item from your branch/plant, but your branch/plant does not carry the item. Interbranch sales allow you to add transfer costs to be paid to the supplying branch/plant by the selling branch/plant.

What Is a Sales Order with Manual Invoice?

You enter a sales order with a manual invoice to record a sale after the sale has occurred. When you enter a sale with a manual invoice, the system records the sale and produces an invoice number for accounting purposes without requiring you to build a trip or print documents.

Entering this type of order is most useful when:

- You sell an item without a sales order or an invoice and need to record the sale. Typically, this occurs during delivery of an item when the customer purchases additional items without placing a sales order first.
- Your customer placed an order when your computer was inoperable.
- You released sales on documents from other systems, and you need to enter the sales in the ECS Sales Order Management system.

Work with Order Release

Working with Order Release (ECS)

You might have orders on hold for several reasons. For example, you might place orders on hold that do not meet margin requirements as well as orders for which you do not have inventory to fill. When an order is on hold, it must be released back into the processing cycle for any additional processing to take place.

The system can place an order or order line on hold if you do not have the quantity to fill the order or order line. This type of hold is a backorder. You release backorders when inventory becomes available.

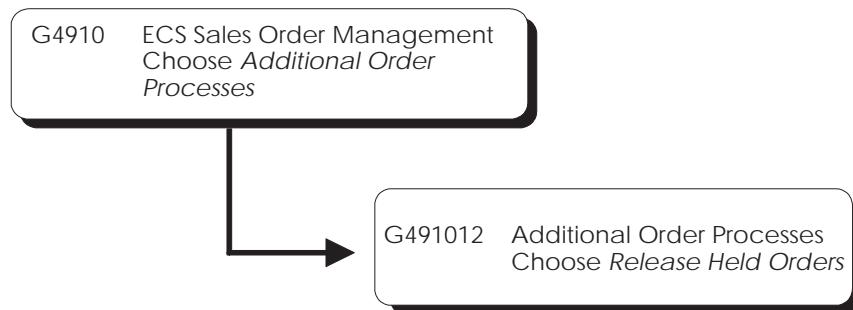
Working with order releases includes the following tasks:

- Releasing orders on hold
- Releasing backorders

See Also

- *Setting Up Order Hold Information (P42090)*

Releasing Orders on Hold (ECS)



You release orders to return an order to the processing cycle. For example, you enter an order for a customer who has exceeded their credit limit. The system places the order on hold. When the customer makes a payment, their credit

status changes and their orders can be filled. However, the system will not continue to process this customer's orders until you release them. You must have appropriate security access to release orders.

You can place the following multiple holds on an order:

- Customer holds, such as credit holds
- Item holds, such as detail lines that do not meet the margin requirements
- Order holds, such as orders that do not meet minimum amounts or exceed maximum limits

You can release items and orders for customers as many times as necessary.

► To release orders on hold

On Release Held Orders

| Order Number | Line | Customer Name | Description |
|--------------|------|---------------------------|-------------|
| C1 8374 | \$3 | ST Gas Station | |
| C1 8382 | \$3 | ST Gas Station | |
| C1 8730 | \$3 | Jeff's A7.3 ECS U\$[Mash | |
| C1 8965 | \$3 | Jeff's A7.3 ECS Shark Ba | |
| C1 8967 | \$3 | Jeff's A7.3 ECS Shark Ba | |
| C1 8971 | \$3 | Jeff's A7.3 ECS Shark Ba | |
| C1 8982 | \$3 | Jeff's A7.3 ECS Shark Ba | |
| C1 9022 | \$3 | Jeff's A7.3 ECS Shark Ba | |
| C1 16122 | \$3 | Gas Station | |
| C1 16168 | \$3 | Gas Station | |
| C1 16204 | \$3 | Gas Station | |
| C1 16223 | \$3 | Gas Station | |

1. To display held orders, complete the following field:
 - Branch/Plant
2. Complete any combination of the following fields:
 - Hold Code
 - Person Responsible
 - Customer Number

3. Complete the following field:
 - Password
4. Choose the Release option to release the orders.

| Field | Explanation |
|--------------------|--|
| Hold Code | <p>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</p> <p>..... <i>Form-specific information</i></p> <p>Enter a specific code in the first Hold Code field to display only orders on hold for that particular reason.</p> <p>The second Hold Code field contains the hold code assigned to that line of the order.</p> |
| Person Responsible | The address number of the person responsible for reviewing and releasing orders placed on hold. |
| Password | A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password. |

What You Should Know About

| | |
|---|--|
| Printing held orders | You can print the Held Sales Order report to review all sales orders that are on hold. |
| Releasing blanket and quote orders | <p>You can create sales orders from blanket orders and quote orders by releasing the blanket order or the quote order.</p> <p>See <i>Working with Blanket Orders (ECS)</i> and <i>Working with Quote Orders (ECS)</i>.</p> |

Processing Options for Held Order Release

Process Control:

1. Enter the Document Type you wish to see displayed. _____
2. Enter the release code you wish to see displayed. (This code will be entered in the hold code record (F4209)) _____
3. Enter a 'Y' to display previously released held orders. _____

4. Enter a '1' for automatic printing of Pick Slips. _____
5. Enter the release status code of the work order. _____
6. Enter a '1' to release purchase orders. If left blank, you will release sales orders.
(NOTE - If the option is set to release PO's, this will only release the hold, it will not perform any budget checking or maintaining. If you are using purchasing budgets, you need to use program P43070.)

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

7. Sales Order Entry (P4211) _____
8. Purchase Order Entry (P4311) _____

Warehouse Processing:

9. Enter the request processing mode:
' ' = No pick requests
'1' = Generate requests only
'2' = Generate requests and process using the subsystem

10. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used.
(See Form ID P46171.)
11. Enter an override next status for sales order lines for which requests have been generated. _____

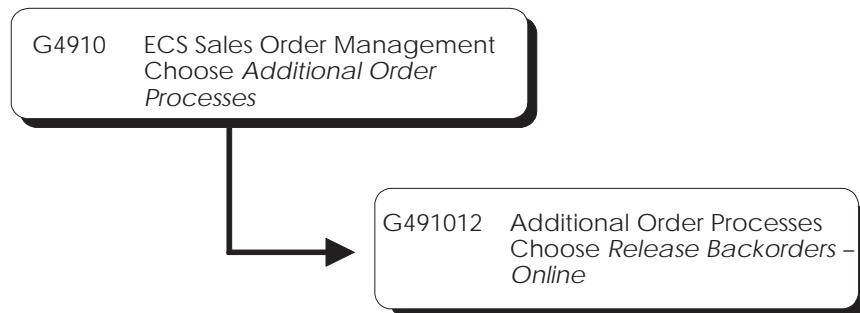
Releasing Backorders (ECS)

The system can place an order or order line on hold if you do not have the necessary quantity. This type of hold is a backorder. You release backorders when inventory becomes available.

Releasing backorders includes the following tasks:

- Releasing backorders online
- Releasing backorders in a batch

Releasing Backorders Online (ECS)



You can use the Release Backorders — Online program to review backorder information for a specific customer, item, or order before you release a backorder.

When you display backorders for a customer or order, you must enter the quantity you want to release. When you display backorders by item, the system automatically calculates the quantity to be released based on the amount available in inventory. The oldest order is the first to be selected for release, plus any orders with a specified requested date and priority code.

► To release backorders online

On Release Backorders - Online

The screenshot shows a Windows application window titled '42117 - Release Backorders - Online'. The window has a menu bar with 'Functions', 'Options', 'Tools', and 'Help'. The main area has fields for 'Item Number', 'Branch/Plant' (set to 'DEPOT1'), 'Gas Station', 'Sold To' (500), 'Ship To', 'Order Number', and 'Customer PO'. Below this is a table listing backorders:

| | Promised Delivery | Pr Cd | Order Number | Or Ty | Item Number | Quantity Backordered | Quantity To Ship |
|----------|-------------------|-------|--------------|-------|-------------|----------------------|------------------|
| | 0 | | 6170 | S3 | UNL1 | 3000 | |
| | 0 | | 6174 | S3 | UNL1 | 2500 | |
| | 0 | | 6180 | S3 | UNL1 | 2500 | |
| | 0 | | 7116 | S3 | REG | 1000 | |
| 01/17/96 | 0 | | 7771 | S3 | UNL-C1 | 1 | |
| 01/17/96 | 0 | | 7775 | S3 | KUNL | 100 | |
| 01/17/96 | 0 | | 7777 | S3 | UNL-C1 | 50 | |
| 02/02/96 | 0 | | 8249 | S3 | 301-S | 1514 | |
| 02/08/96 | 0 | | 8499 | S3 | 301-S | 1 | |

At the bottom, there are buttons for 'OK' and 'Cancel', and a status bar with 'Opt: 2=SO Detail F5=Open Order F15=Cust/Item F17=Item Avail F24=More'.

1. Complete the following field:
 - Branch/Plant
2. Complete any combination of the following fields:
 - Item Number
 - Sold To
 - Order Number
 - Customer PO
3. Complete the following fields:
 - Option
 - Quantity To Ship

What You Should Know About

Run Backorders to Fill report You can run a DREAM Writer version of the Backorders to Fill report to review backordered items. After you have reviewed this report, you can use the Backorder Release program to review one item at a time and release those backorders that have sufficient quantities.

See *Generating Order Status Reports (ECS)*.

Processing Options for Back Order Release (On-line)

Status Codes:

1. Next Status to Select (Optional)
2. Override Next Status (Optional)

Display Options:

3. If inquiring by Item Number, enter a '1' to only display those Backorders that can be completely filled.
4. If inquiring by Item Number, enter a '1' to sequence by Priority Code. If left blank, sequence will be by Promised Ship Date.
5. Enter a '1' to display kit component lines. If left blank, kit component lines will not display.
6. Enter a '1' to add back in the Quantity on Backorder in Quantity Available calculations. If left blank, the Quantity on Backorder will not be added in.
7. Enter a '1' to display Customer Information. If left blank,

Item Information will display.

8. Enter a '1' to display orders on hold. If left blank, orders on hold will not display. _____

Releasing Options:

9. Enter a '1' to only soft commit Released Backorders. If left blank, Released Backorders will be hard committed. _____

10. Enter a '1' to allow Backorders to be released when Quantity to Ship is greater than Quantity on Backorder. _____

11. Enter a '1' to allow Backorders to be released when Quantity on Hand is zero. If left blank, Backorders will not release when Quantity on Hand is zero. _____

12. Enter a '1' to update Released Backorders with the most current cost of the item. If left blank the original cost of the item on the Sales Order will be used. _____

Credit Processing:

13. Enter a code for credit checking. If left blank, no credit checking will be done. _____

Order Hold Processing:

14. Enter the partial order hold code that will be released when an order is completely filled. _____

Automatic Processing:

15. Enter a '1' to print pickslips or a '2' to print invoices through the subsystem. _____

Version Options:

Enter the version for each program.
If left blank, ZJDE0001 will be used.

16. Sales Order Entry (P4211) _____
17. Customer Service Inquiry (P42045) _____
18. Item Availability (P41202) _____

Warehouse Processing:

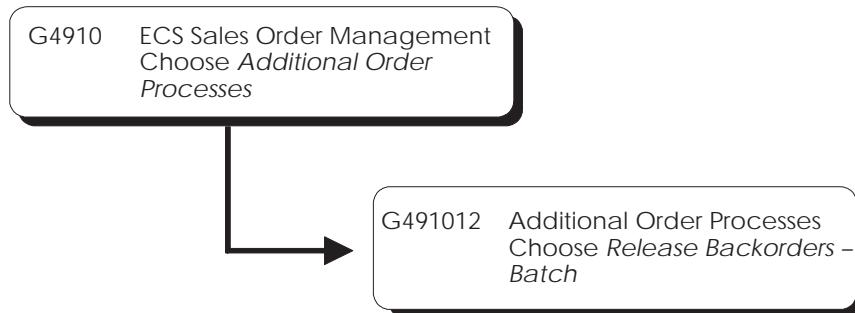
19. Enter the request processing mode:
' ' = No pick requests
'1' = Generate requests only
'2' = Generate requests and process using the subsystem

20. If processing pick requests using the subsystem, enter the DREAM Writer verison to use. If blank, XJDE0002 is used.
(See Form ID P46171.) _____

21. Enter an override next status for sales order lines for which _____

requests have been generated.

Releasing Backorders in a Batch (ECS)



You can run a DREAM Writer version of the Release Backorders – Batch program so the system can release backorders in batches. When inventory becomes available, the system releases backorders until the available inventory is completely committed.

The system automatically establishes the order in which backorders are filled. The system fills the quantity for the order with the earliest date first and then any orders with a specified request date and priority codes.

Processing Options for Back Order Release (Batch)

Status Codes:

1. Override Next Status (Optional) _____

Quantity Calculations:

2. Enter a '1' to add back in the Quantity on Backorder in Quantity Available calculations. If left blank, Quantity on Backorder will not be added in. _____

Credit Processing:

3. Enter the code for credit checking. If left blank, no credit checking will be done. _____

Releasing Options:

4. Enter a '1' to only soft commit Released Backorders. If left blank, Released Backorders will be hard committed. _____

5. Enter a '1' to allow Backorders to be released when Quantity on Hand is zero. If left blank, Backorders will not be released when Quantity on Hand is zero. _____

6. Enter a '1' to update Released Backorders with the current item cost. If left blank the original _____

Sales Order cost will be used.

Update Files:

7. Enter a '1' to update files. If left blank, no files will be updated.

Hold Code Processing:

8. Enter the partial order hold code that will be released when the order is completely filled.

Warehouse Processing:

9. Enter a '1' to generate pick requests.

10. Enter an override next status for sales order lines for which requests have been generated.

Work with Quote Orders

Working with Quote Orders (ECS)

You enter a quote order when a customer requests pricing information but is not ready to commit to a sales order. You enter quote orders to:

- Provide prices and availability on a large number of items
- Record the quantity and price quotes for future reference
- Hold the quote until the customer authorizes the order
- Collect information about the frequency of price and availability requests from customers
- Honor an obligation for a quoted price for a period of time

When the customer confirms the order, you convert the quote order into an actual sales order.

Working with quote orders includes the following tasks:

- Entering a quote order
- Converting a quote order into a sales order

What You Should Know About

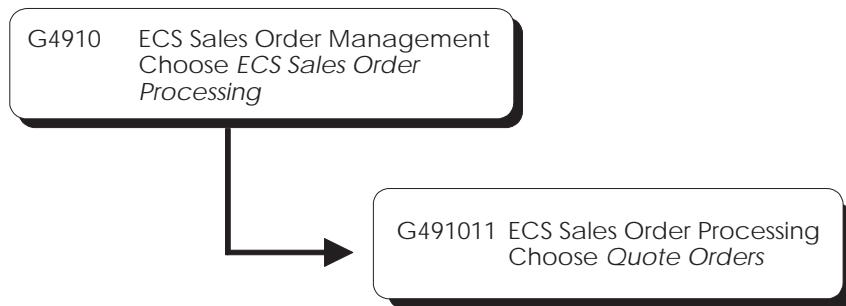
Controlling inventory commitment

You can set the commitment control processing option for sales order entry so that the system does not commit inventory when you create quote orders. If you set this processing option, the system ignores the Inventory Commitment preference.

See *Item and Quantity Information* in the *Inventory Management Guide* for information about committing inventory.

See *Working with Interactive Sales Orders (ECS)* for information about the inventory commitment processing option.

Entering a Quote Order (ECS)



You enter a quote order when your customer requires a formal price quote prior to actually placing an order. You enter a quote order in the same way you enter a sales order. You do not convert the quote order into a sales order until the customer confirms the order.

► To enter a quote order

On Quote Orders

42114 - Quote Orders

Functions Options Tools Help

| Quantity | Item | Um | Unit Price | Pr | Mod | Du | LOB | LT | O |
|----------|------|----|------------|----|-----|----|-----|----|---|
| 150 | REG | LT | 1.1000 | LT | | | S | S | S |

F6=On-Line Inv F15=SO Header F24=More Keys Opt: 1=Detail 2=Text 9=Del

Complete the following fields:

- Branch/Plant
- Ship To

- Quantity
- Item

See Also

- *Working with Interactive Sales Orders (P4211EC)*
- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

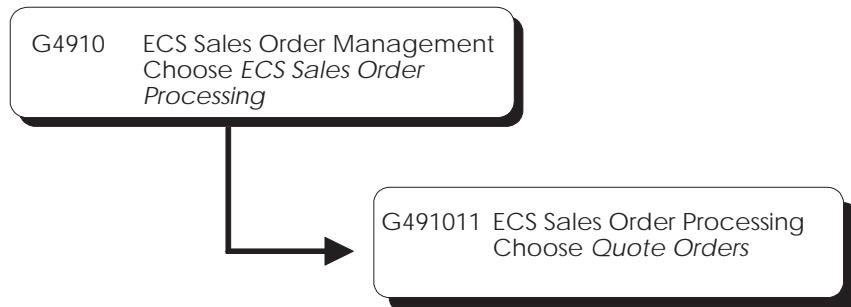
Converting a Quote Order into a Sales Order (ECS)

When your customer requests or authorizes the actual sales order, you can convert a quote order into a sales order. You can convert a quote order in either of the following ways:

- Copy a quote order to create a sales order
- Release a quote order

Copying or releasing a quote order ensures that the sales order that you create reflects the actual quoted amount.

Copying a Quote Order to Create a Sales Order (ECS)



You can create a sales order by copying a quote order. You use this method when you want to create a sales order that reflects all or most of the items and quantities on the quote order.

Before You Begin

- Verify that the processing options for order duplication default for the Sales Order Entry program are set up to match the document type and beginning status of standard sales orders

► **To copy a quote order to create a sales order**

On Quote Orders

1. Locate the quote order that you want to copy.
2. Choose the Create/Duplicate a Sales Order function to duplicate the quote order.

The system creates a sales order with the same information on the quote order.

What You Should Know About

Alternative access to quote orders

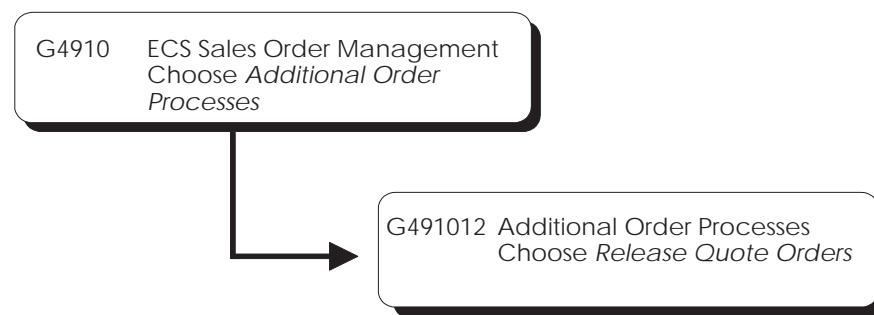
If you do not know the original quote order number, you can access the quote order through the Customer Service Inquiry.

See *Reviewing Sales Orders by Customer (ECS)*.

Line types for duplicate orders

When you duplicate a quote order, you cannot change the line types on the duplicate order.

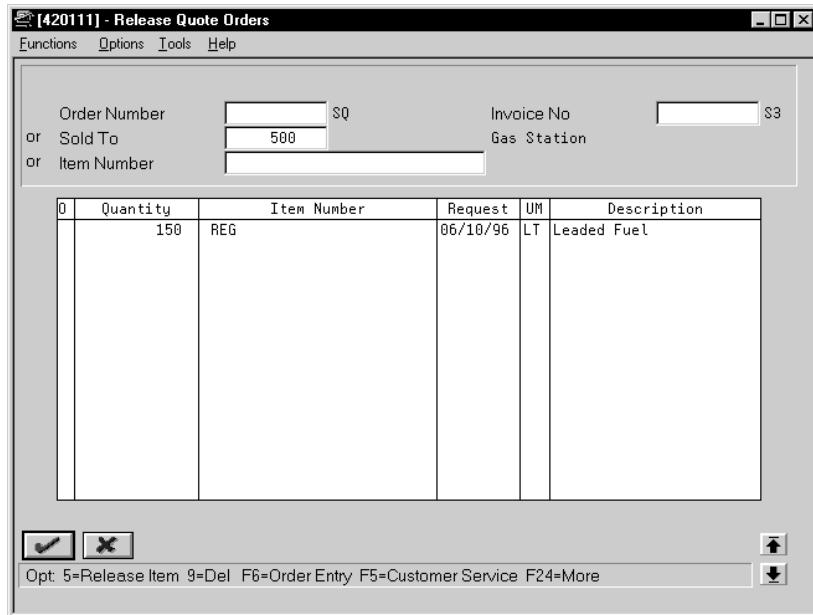
Releasing a Quote Order (ECS)



You use the Release Quote Orders program to release any of the items on a quote order to create a sales order. If you release only part of the quantity or some of the items on the quote order, the system maintains the balance remaining on the original quote order. The next time you display the quote order, you will see the adjusted quantity.

► **To release a quote order**

On Release Quote Orders



1. Complete one of the following fields:
 - Order Number
 - Sold To
 - Item Number
2. Choose the quote order that you want to use to create a sales order.
3. Choose the items that you want to release to a sales order.
4. To release a different quantity than the quantity that is listed, complete the following field:
 - Quantity

What You Should Know About

Releasing quote orders during sales order entry You can release quote orders during sales order entry if you set the blanket/quote processing option for the Sales Order Entry program to run the Release Quote Orders program.

Processing Options for Order Release

Default Values:

1. Document Type to select (Required)
2. Outgoing Document Type (Required)
3. Override Next Status (Optional)
4. Line Number Increment (Optional)

Order Hold Codes:

5. Sales Order Credit Limit Checking
6. Sales Order Margin Checking
7. Sales Order Line Margin Checking

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

8. Sales Order Entry (P4211)
9. Customer Service Inquiry (P42045)

Warehouse Processing:

10. Enter the request processing mode:

' ' = No pick requests
'1' = Generate pick requests only
'2' = Generate pick requests and
process using the subsystem

11. If processing pick requests using
the subsystem, enter the DREAM
Writer version to use. If blank,
XJDE0002 is used.
(See Form ID P46171.)
12. Enter an override next status for
sales order lines for which
requests have been generated.

Work with Blanket Orders

Working with Blanket Orders (ECS)

You use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. At agreed-upon times, you create sales orders for partial quantities of the blanket order.

You can enter a sales order directly to deduct the partial quantity from the blanket order, or you can release the blanket order. You can view the original quantity ordered on the blanket order, the associated release orders, and the remaining quantity.

Working with blanket orders includes the following tasks:

- Creating a blanket order
- Creating a sales order from a blanket order

What You Should Know About

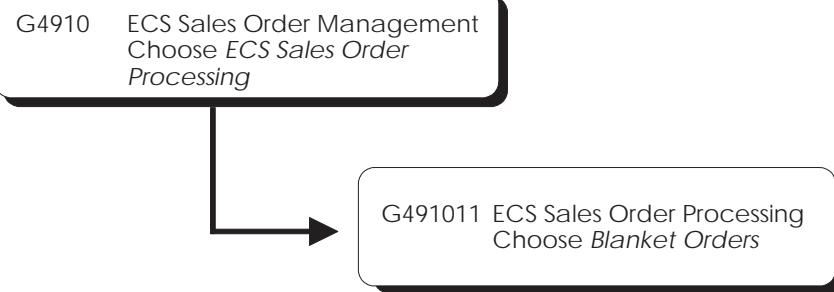
Controlling inventory commitment

You can set the commitment control processing option for sales order entry so that the system does not commit inventory when you create blanket orders. If you set this processing option, the system ignores the Inventory Commitment preference.

See *Item and Quantity Information* in the *Inventory Management Guide* for information about committing inventory.

See *Working with Interactive Sales Orders (ECS)* for information about the inventory commitment processing option.

Creating a Blanket Order (ECS)



You use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. You can enter the blanket order as one line with a requested date that reflects the last day of the agreement. At agreed-upon times, you create sales orders for partial quantities of the blanket order.

► **To create a blanket order**

On Blanket Orders

| Quantity | Item | Um | Unit Price | Pr | Mod | Du | L0B | L0T | O |
|----------|------|----|------------|----|-----|----|-----|-----|---|
| 10000 | UNL | LT | .2500 | LT | | | S | S | S |

Complete the following fields:

- Branch/Plant
- Ship To

- Quantity
- Item

See Also

- *Working with Interactive Sales Orders (P4211EC)*
- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

Creating a Sales Order from a Blanket Order (ECS)

On the agreed-upon date, you can enter a sales order directly to deduct the partial quantity from the blanket order. The system maintains the remaining balance on the blanket order for future orders.

You can create a sales order from a blanket order in the following ways:

- Enter a sales order from a blanket order
- Release a blanket order

When you enter a sales order, the system automatically deducts the quantity from the blanket order. When you release a blanket order, you manually deduct the quantity from the blanket order.

Before You Begin

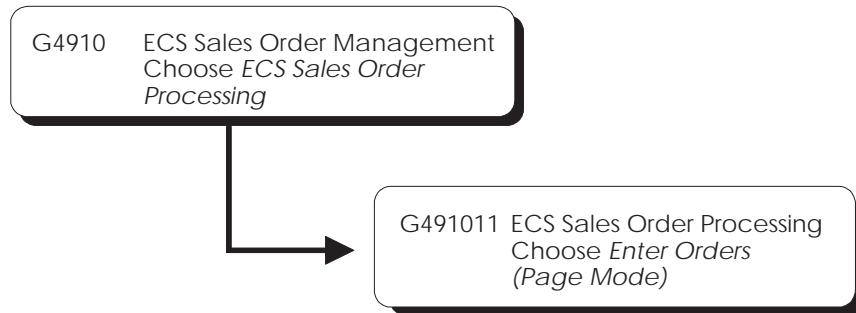
- Verify that a blanket order has been created for the customer and item

What You Should Know About

If order quantity exceeds blanket quantity

If your order quantity exceeds the quantity available on the blanket order, the system splits the sales order line and inputs the excess quantity on another line. If the blanket order price is different from the regular selling price, the system prices the two order lines accordingly.

Entering a Sales Order from a Blanket Order (ECS)



When the agreed-upon time arrives to deliver a quantity of the items specified on the blanket order, you create a sales order to deduct the quantity from the blanket order. The system maintains the balance remaining on the blanket order for future orders.

You enter a sales order to deduct a quantity from a blanket order:

- If you create blanket orders as one of your tasks during basic sales order entry
- If your customer wants to add items to the sales order in addition to those listed on the blanket order

Before You Begin

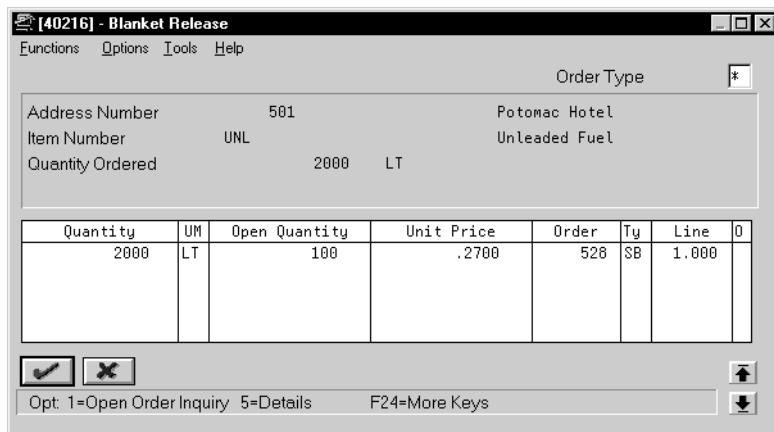
Verify that the processing options for the Sales Order Entry program are set for automatic blanket order processing

► **To enter a sales order from a blanket order**

On Sales Order Entry

1. Complete the following fields:
 - Branch/Plant
 - Sold To
 - Ship To
 - Quantity
 - Item

The system displays the Blanket Release with the quantity that you entered. The Open Quantity field shows the amount of product remaining on the blanket order.



2. On Blanket Release, accept or change the following field:
 - Quantity

The system closes the Blanket Release.

3. Add additional line items to the sales order, if necessary.

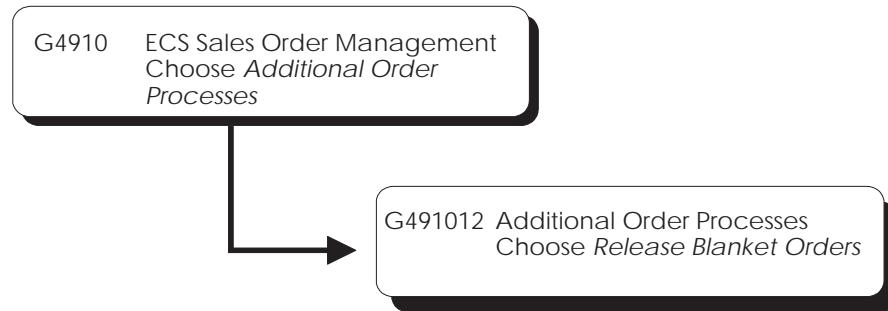
What You Should Know About

Multiple blanket orders If you have more than one blanket order for the same customer and item, all blanket orders appear in the Blanket Release. The Quantity fields do not contain values because the system doesn't know which blanket order to use. Type the quantity next to the appropriate blanket order.

See Also

- *Working with Interactive Sales Orders (P4211EC)*

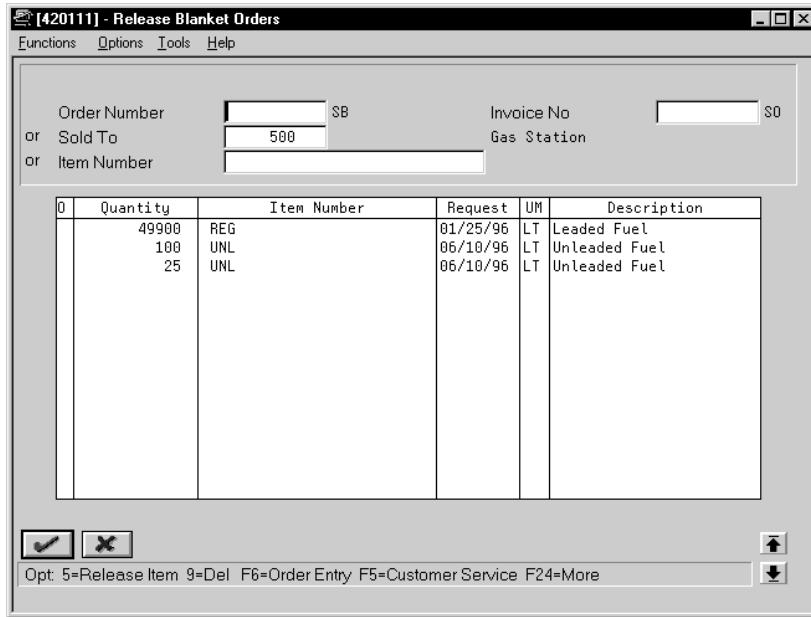
Releasing a Blanket Order (ECS)



You use the Release Blanket Orders program to manually deduct a quantity of an item from a blanket order. The system creates a sales order for the quantity you specify. You can use this method to create sales orders at one time for all your customers with blanket orders.

► To release a blanket order

On Release Blanket Orders



The screenshot shows a Windows-style application window titled '420111 - Release Blanket Orders'. The menu bar includes 'Functions', 'Options', 'Tools', and 'Help'. The main area has three input fields: 'Order Number' (SB), 'Sold To' (500), and 'Item Number' (empty). Below these is a table with columns: 'Quantity', 'Item Number', 'Request', 'UM', and 'Description'. The table contains three rows with data: 49900 (REG), 100 (UNL), and 25 (UNL). At the bottom are two buttons with checkmarks and X's, and a status bar with the text 'Opt: 5=Release Item 9=Del F6=Order Entry F5=Customer Service F24=More'.

| Quantity | Item Number | Request | UM | Description |
|----------|-------------|----------|----|---------------|
| 49900 | REG | 01/25/96 | LT | Leaded Fuel |
| 100 | UNL | 06/10/96 | LT | Unleaded Fuel |
| 25 | UNL | 06/10/96 | LT | Unleaded Fuel |

1. Complete one of the following fields:

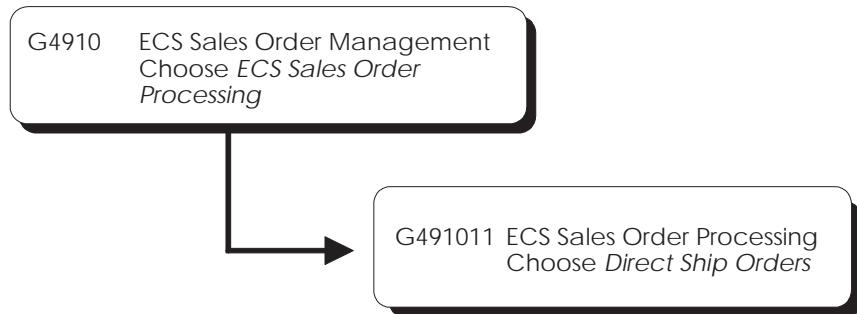
- Order Number
- Sold To
- Item Number

2. Choose the blanket order against which you want to draw.
3. To order less than the available amount, type the amount in the following field:
 - Quantity
4. Choose the Release Item option to release the item and create a sales order.

See Also

- *Releasing a Quote Order (P420111)* for the processing options for this program

Enter a Direct Ship Order



Entering a Direct Ship Order (ECS)

You enter a direct ship order to record the sale of an item that you purchase from a vendor who then sends the item directly to your customer. The quantity and item information does not impact your inventory when you enter a direct ship order.

When you enter a direct ship order, the system simultaneously creates a sales order for the customer and a purchase order for the supplier. The purchase order specifies that you want to ship the item directly to your customer.

► **To enter a direct ship order**

On Direct Ship Orders

Complete the following fields:

- Branch/plant
- Sold To
- Ship To
- Vendor Number
- Quantity
- Item Number

What You Should Know About

Entering kit items

You cannot enter kit item information on a direct ship order. To enter orders for kits, you must use the basic sales order entry or purchase order entry process.

Entering non-stock items

If you enter a non-stock item, such as a miscellaneous charge, you must provide the price per item. The system calculates the extended price.

Changing both sales and purchase orders To change information on a direct ship order, you must revise both the sales order and purchase order that the system creates when you enter the direct ship order. Because the system processes sales orders and purchase orders differently, you must change these orders individually to reflect any changes to the direct ship order.

Line type

The line type for direct ship orders is always D. When you enter a direct ship order, the system verifies the item number and checks the Item Branch table (F4102) for the cost and price information. However, the system does not:

- Create commitments
- Perform availability checks

Identifying direct ship sales and purchase orders

The system can use the following fields to identify the sales orders and purchase orders that it creates when you enter a direct ship order:

- Document Type. The sales order associated with a direct ship order has document type SD. The purchase order associated with a direct ship order has document type OD.
- Document Number. The sales order and purchase order can share the same document number. You can set up your system to automatically assign the same next number to both the sales order and purchase order.
- Line number. The system assigns the same line number on both the purchase order and the sales order.

See also *Setting Up Next Numbers in the General Accounting I Guide*.

Processing Options for Direct Ship Order Entry (ECS)

Default Values:

Common:

| | | |
|--------------------|------------|-------|
| 1. Line Type | (Required) | _____ |
| 2. Unit of Measure | (Optional) | _____ |

Sales Order:

| | | |
|-------------------------|------------|-------|
| 3. Document Type | (Required) | _____ |
| 4. Beginning Status | (Optional) | _____ |
| 5. Override Next Status | (Optional) | _____ |

Purchase Order:

| | | |
|-------------------------|------------|-------|
| 6. Document Type | (Required) | _____ |
| 7. Beginning Status | (Optional) | _____ |
| 8. Override Next Status | (Optional) | _____ |

Order Hold Codes:

| | |
|--------------------------------|-------|
| 9. Sales Order Credit Checking | _____ |
|--------------------------------|-------|

10. Sales Order Margin Checking
11. Sales Order Line Margin Checking
12. Sales Order Minimum Order Value
13. Purchase Order Minimum Order Value

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

14. Supplier Master (P01054)
15. Purchase Order Entry (P4311)
16. Sales Order Entry (P4211EC)
17. Preference Profile (P40400EC)
18. Customer Master (P01053)

Prompting Control:

19. Enter a '1' to display the Item Search Window with multiple return capability. If left blank the single item return window will display.
20. Enter a '1' to be prompted to accept the order.
21. Enter a '1' to allow the addition of a Customer/Supplier Master record, if not setup.

Field Display Control:

22. Enter a '1' to protect the cost or a '2' to make it not display.
23. Enter a '1' to protect the price or a '2' to make it not display.
24. Enter a '1' to protect the status codes.
25. Enter a '1' to NOT display canceled lines.
26. Enter a '1' to load the branch from the address book.
27. Enter a '1' to activate pricing security.

Approval Processing:

28. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.

1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code

29. Enter the Awaiting Approval status.
30. Enter the Approved status.

Line Number Increment:

31. Enter the line number increment desired. If left blank the increment will be '1'.

Blanket/Quote Processing:

32. Enter a '1' for automatic access to the blanket/quote release processing by sold to address.
Enter a '2' for automatic access

to the blanket/quote release processing by ship to address.
If left blank, automatic access to blanket processing is not done.

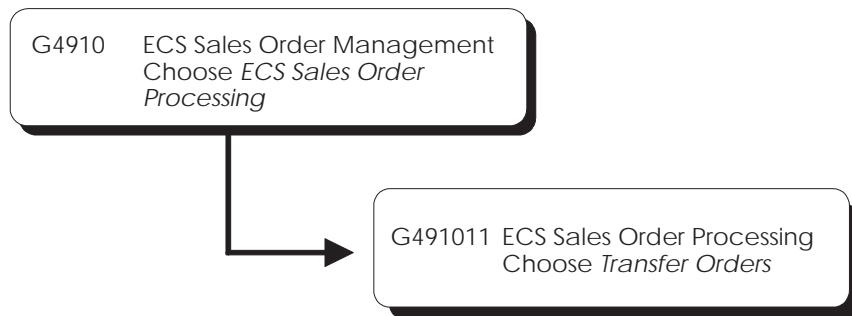
Preference Profile Processing:

33. Enter a '1' to use preference profile defaults. If left blank, no preference profile information will be defaulted.

Currency Processing:

34. Enter the tolerance limit percentage which will be used to determine if a warning message will be issued for radical currency rate changes. A 15.0 indicates 15% plus or minus based on order exchange rate.

Enter a Transfer Order



Entering a Transfer Order (ECS)

You enter a transfer order to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. The Transfer Orders program does the following:

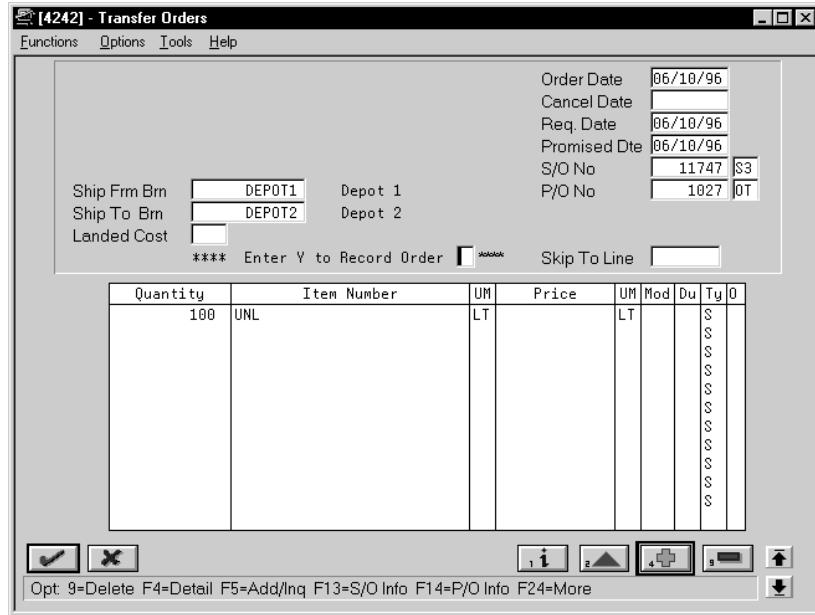
- Creates a purchase order for the shipping (ship from) location, which represents the supplier
- Creates a sales order for the receiving (ship to) location, which represents the customer
- Processes the inventory amounts on the transfer order as a formal purchase and sale of goods
- Creates documents, such as invoices, that are necessary to complete the transfer

Before You Begin

- Verify that the locations are valid business units in the Branch/Plant Constants table (F41001). See *Setting Up Constants (ECS)*.

► **To enter a transfer order**

On Transfer Orders



Complete the following fields:

- Ship From Branch
- Ship To Branch
- Quantity
- Item Number

What You Should Know About

Entering kit items

You cannot enter kit item information on a transfer order. To enter orders for kits, you must use the basic sales order entry or purchase order entry process.

Changing both sales and purchase orders

To change information on a transfer order, you must revise both the sales order and purchase order that the system creates when you enter the transfer order. Because the system processes sales orders and purchase orders differently, you must change these orders individually to reflect any changes to the transfer order.

Identifying transfer sales and purchase orders

The system can use the following fields to identify sales orders and purchase orders that it creates when you enter a transfer order:

- Document Type. The sales order associated with a transfer order has document type ST. The purchase order associated with a transfer order has document type OT.
- Document Number. The sales order and purchase order can share the same document number. You can set up your system to automatically assign the same next number to both the sales order and purchase order.
- Line number. The system assigns the same line number on both the purchase order and the sales order.

See also *Setting Up Next Numbers* in the *General Accounting I Guide*.

Processing Options for Transfer Order Entry (ECS)

Default Values:

Common:

| | | |
|--------------------|------------|-------|
| 1. Line Type | (Required) | _____ |
| 2. Unit of Measure | (Optional) | _____ |

Sales Order:

| | | |
|-------------------------|------------|-------|
| 3. Document Type | (Required) | _____ |
| 4. Beginning Status | (Optional) | _____ |
| 5. Override Next Status | (Optional) | _____ |

Purchase Order:

| | | |
|-------------------------|------------|-------|
| 6. Document Type | (Required) | _____ |
| 7. Beginning Status | (Optional) | _____ |
| 8. Override Next Status | (Optional) | _____ |

Order Hold Codes:

| | |
|--|-------|
| 9. Sales Order Credit Checking | _____ |
| 10. Sales Order Margin Checking | _____ |
| 11. Sales Order Line Margin Checking | _____ |
| 12. Sales Order Minimum Order Value | _____ |
| 13. Sales Order Maximum Order Value | _____ |
| 14. Sales Partial Order Hold | _____ |
| 15. Purchase Order Minimum Order Value | _____ |

Inventory Processing:

| | |
|--|-------|
| 16. Enter a '1' to hard commit inventory. If left blank, the inventory commitment will not change. | _____ |
|--|-------|

Prompting Control:

| | |
|--|-------|
| 17. Enter a '1' to display the Item Search Window w/ multiple return capability. If left blank the single item return window will display. | _____ |
|--|-------|

18. Enter a '1' to allow the addition of a Customer/Supplier Master record, if not setup. _____
19. Enter a '1' to be prompted to accept the order. _____
20. Enter a '1' to check availability. If left blank, no availability check will be done. _____

21. Enter '1' to turn off all tax calculations for BOTH Sales and Purchase Order regardless of the setups in Line Type (F40205) and Item Locations (F4102). If left blank, tax processing will be conducted based on setups in the F40205 and F4102. _____

Line Number Increment:

22. Enter the line number increment desired. If left blank the increment will be '1'. _____

Field Display Control:

23. Enter a '1' to protect the cost or a '2' to make it non-display. _____
24. Enter a '1' to protect the price or a '2' to make it non-display. _____
25. Enter a '1' to protect the status codes. _____
26. Enter a '1' to activate pricing security. _____

Line Control Status:

27. Enter the next status code beyond which a Sales Order detail line cannot be changed. If left blank, no restrictions will be put on the changing of a line. _____

28. Enter the next status code beyond which a Purchase Order detail line cannot be changed. If left blank, no restrictions will be put on the changing of a line. _____

Preference Profile Processing:

29. Enter a '1' to use the Load/Delivery Date preference profile. If left blank, no preference will be used to calculate the load and delivery dates. _____

Approval Processing:

30. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. _____

1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code

31. Enter the Awaiting Approval status. _____
32. Enter the Approved status. _____

Transfer Cost Markup:

33. Enter a '1' to check for a transfer cost markup to be applied to the sales order price. _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

34. Purchase Order Entry (P4311) _____
35. Sales Order Entry (P4211EC) _____
36. Preference Profile (P40400EC) _____
37. Supplier Master (P01054) _____
38. Customer Master (P01053) _____

Warehouse Processing:

39. Enter the request processing mode:
' ' = No pick requests
'1' = Generate requests only
'2' = Generate requests and process using the subsystem

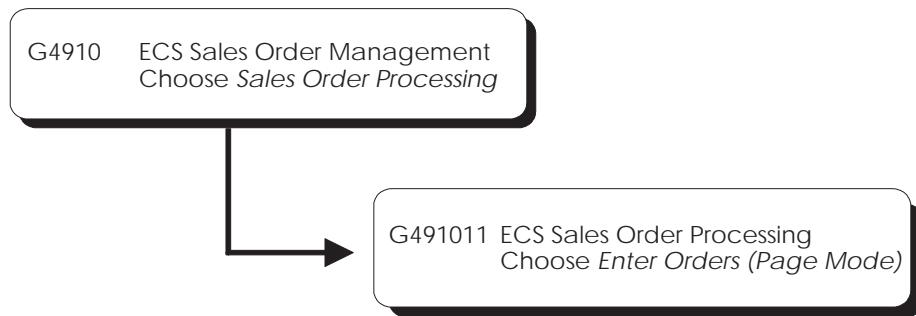
40. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used.
(See Form ID P46171.)

41. Enter an override next status for sales order lines for which requests have been generated. _____

Currency Processing:

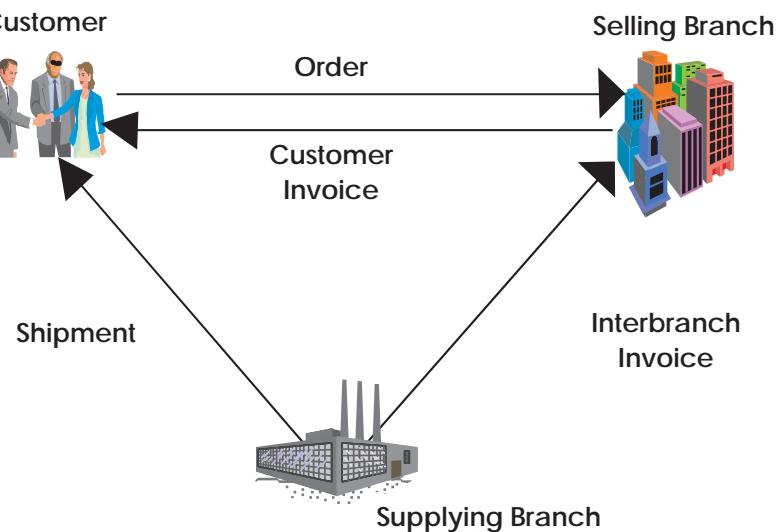
42. Enter the tolerance limit percentage which will be used to determine if a warning message will be issued for radical currency rate changes. A 15.0 indicates 15% plus or minus based on order exchange rate.

Enter an Interbranch Sales Order



Entering an Interbranch Sales Order (ECS)

You enter an interbranch sales order to ship inventory from another supply branch/plant within your company directly to a customer. For example, you use an interbranch sales order when a customer orders an item from your branch/plant, but your branch/plant does not carry the item. Or, you regularly sell from one location but fill and ship the orders from another location, such as a central supply warehouse.



Before you enter interbranch sales, you must create a specific document type for interbranch sales orders. You must also set the processing options for the Sales Order Entry program to process interbranch sales.

Applying Markup Costs for Interbranch Sales (ECS)

Typically, companies apply transfer costs to interbranch sales. You set up transfer costs in the Branch Sales Markup tables so that the branch/plant placing the order (the demand branch/plant) pays a markup amount to the supplying branch/plant.

Example: Applying Markup Costs for Interbranch Sales

The following example illustrates the accounting entries that the system makes for an interbranch sales transaction entered in branch/plant 40 and shipped from branch/plant 30.

Assume the following information for the example:

- Demand branch/plant number = 40
- Supply branch/plant number = 30
- Item Cost = 1000.00 (cost to the supplying branch/plant)
- Transfer Cost = 50.00 (add-on cost to the demand branch/plant)
- Sales Price = 1500.00 (price paid by the customer)

Sale of goods

The system records the sale of goods from the supply branch/plant (30) to the demand branch/plant (40) with the following accounting entries:

- Debit branch/plant 40 Inventory Account for 1050.00
- Credit branch/plant 30 Revenue Account for 1050.00

Relieve inventory

The system makes the following accounting entries to record the relieved inventory and increased cost of goods sold (COGS) for the supplying branch/plant:

- Debit branch/plant 30 COGS Account for 1000.00
- Credit branch/plant 30 Inventory Account for 1000.00
- Debit branch/plant 40 COGS Account for 1050.00
- Credit branch/plant 40 Inventory Account for 1050.00

Sale to customer

The system records the sale to the customer with the following accounting entries:

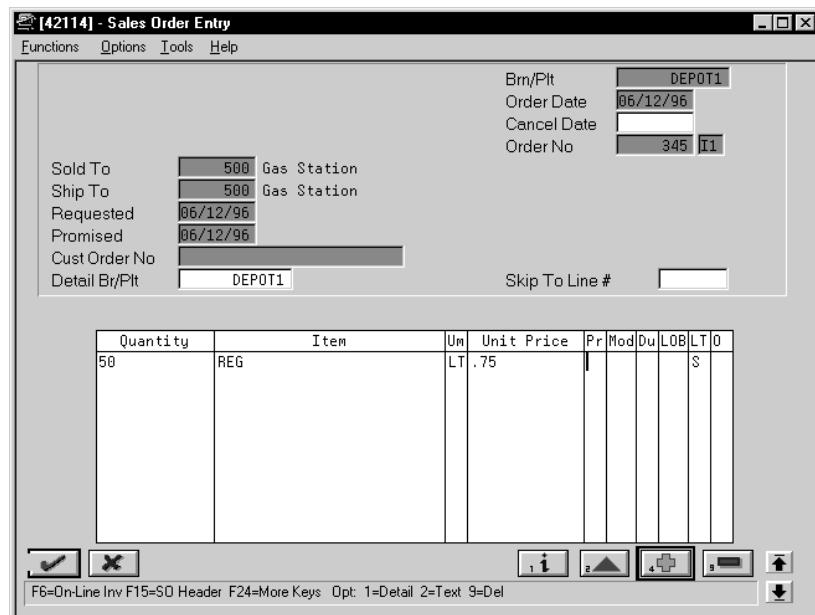
- Debit branch/plant 40 Accounts Receivable Account for 1500.00
- Credit branch/plant 40 Revenue Account for 1500.00

Before You Begin

- ❑ Verify that a user defined code for the interbranch sales order document type has been set up in the user defined code table. See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- ❑ Verify that the processing options for the Sales Order Entry program have been set up to process interbranch sales orders.
- ❑ Verify that the Branch Sales Markups tables are set up. See *Setting Up Branch Sales Markups (ECS)*.

► **To enter an interbranch sales order**

On Sales Order Entry



1. Complete the following fields:

- Branch/Plant
- Document Type

- Sold To
- Ship To
- Detail Branch/Plant
- Quantity
- Item

2. Access the fold area to fill the order from more than one supplying branch/plant.



3. Complete the following field:

- Branch/Plant

What You Should Know About

Interbranch sales by line item

If the customer orders more than one item, not all items need to be shipped as interbranch sales. You can enter a supply branch/plant for a line that is different from the detail branch/plant for the other lines on the order.

Creating an interbranch version of a sales order

If you use interbranch sales often, you can create a separate version of the Sales Order Entry program to use only for interbranch sales order entry. To do so:

- Create the separate version
- Set up a default document type, for example, SI (Sales Interbranch), for the Document Type field
- Specify the document type for interbranch sales orders in the processing options for the Enter Orders (Page Mode) program
- Specify different order activity rules and a different line type default

See Also

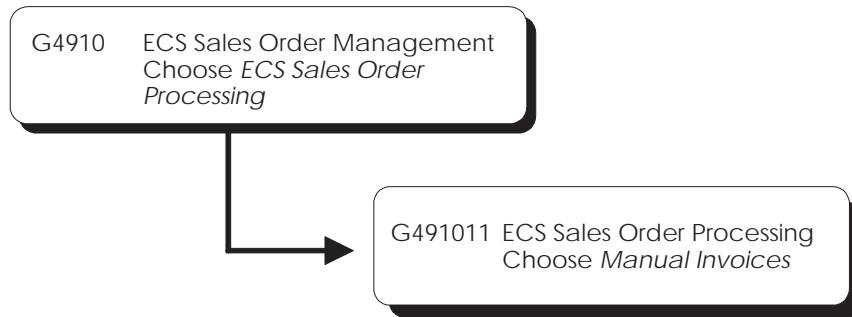
- *Working with Interactive Sales Orders (P4211EC)*
- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

What You Should Know About Processing Options

Transfer Cost Update (65)

The system allows you to designate more than one order type for interbranch sales. If you have multiple document types for interbranch sales, type them one after the other in the processing option, for example, SISTS3.

Enter a Sales Order with Manual Invoice



Entering a Sales Order with Manual Invoice (ECS)

You enter a manual invoice to record a sale and produce an invoice number for accounting purposes without building a trip or printing documents. Typically, you use this method when you have sold, delivered, and sent an invoice for items without entering a sales order.

You must still complete load confirmation to accurately reduce the sold quantity from your inventory. After you enter a sales order with manual invoice, the system automatically processes the order through one of the following load confirmation programs, depending on the type of sales order you enter:

- If your order consists of bulk product, the system processes the order through the Bulk Load Confirmation program.
- If your order consists of packaged product, the system processes the order through the Packaged Load Confirmation program.
- If your order consists of both bulk and packaged products, the system processes the order through the Bulk Load Confirmation program first and then through the Packaged Load Confirmation program.

Before You Begin

Set the processing options for manual invoice processing for the following three programs:

- Sales Order Entry

- Bulk Load Confirmation
- Packaged Load Confirmation

► To enter a sales order with manual invoice

On Manual Invoices

The screenshot shows a Windows application window titled "[42114] - Manual Invoices". The menu bar includes Functions, Options, Tools, and Help. The main area contains the following data:

| | | | | |
|---------------|----------|-------------|-------------|----------|
| Sold To | 500 | Gas Station | Brn/Pt | DEPOT1 |
| Ship To | 500 | Gas Station | Order Date | 06/10/96 |
| Requested | 06/10/96 | | Cancel Date | |
| Promised | 06/10/96 | | Order No | 11750 SM |
| Cust Order No | | | Prev. Order | 11750 SM |
| Detail Br/Pt | DEPOT1 | | Amount | 665.00 |

Below this is a table for entering items:

| Quantity | Item | Um | Unit Price | Pr | Mod | Du | LOB | LT | O |
|----------|------|----|------------|----|-----|----|-----|----|---|
| 150 | REG | LT | 1.1000 | LT | | | S | | |
| 500 | 301 | CN | 1.0000 | CN | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |

At the bottom are buttons for Save (checkmark), Cancel (cross), and other functions like F6=On-Line Inv, F15=SO Header, F24=More Keys, and numeric keys 1-9 for specific actions.

1. Complete the following fields:

- Ship To
- Quantity
- Item

Depending on the items ordered, either the Bulk Load Confirmation or Package Load Confirmation form appears.

[49510] - Bulk Load Confirmation

Functions Options Tools Help

| | | | | | |
|----------------|-------|----|-----------------|---------------|----------|
| Order Number | 11750 | SM | 500 Gas Station | Load Date | 06/10/96 |
| Invoice Number | 11750 | RI | Delivery Number | Load Time | 23:01:44 |
| | | | | Delivery Date | 06/10/96 |

| 0 | Item Number | Quantity Loaded | UM | Tank ID | Owner | Temp | T |
|---|-------------|-----------------|----|---------|-------|------|---|
| 1 | REG | 150 | LT | TKREG1 | | | |
| | | | | | | | |

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

[49530] - Packaged Load Confirmation

Functions Options Tools Help

| | | | | |
|----------------|----------|---------|---------------|----------|
| Order Number | 11750 | SM | Load Date | 06/14/96 |
| Invoice Number | 00011750 | RI | Load Time | 11:06:02 |
| | | | Delivery Date | 06/14/96 |
| Print Depot | DEPOT1 | Depot 1 | | |

| 0 | Product No | Loaded Quantity On | UM | D | Location | Lot |
|-----|------------|--------------------|----|-----|----------|-----|
| 301 | 500 | CN | S | 301 | | |
| | | | | | | |

Opt: 1=Select Order 4=Multi-Loc F5=Load & Deliver Order F24=More Keys

2. On either Bulk Load Confirmation or Package Load Confirmation, complete the following fields to reflect actual load and delivery information:
 - Load Date
 - Load Time
 - Delivery Date
 - Order Number
3. Choose the option to complete the load and delivery confirmation.

See Also

- *Confirming a Bulk Load — Order (P49510)* and *Confirming a Packaged Load — Order (P49530)* in the *Load and Delivery Management Guide*
- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

Processing Options for Bulk Load Confirmation

- 1) Enter the incoming trip status range to process. (Required) From _____
(Required) To _____
- 2) Enter the incoming next order status range to process. (Required) From _____
(Required) To _____
- 3) Enter screen defaults for the following fields:
 - Depot _____
 - Delivery date _____
 - Load date _____
 - Sales order type _____
- 4) Enter the owner number to be used as a default for tanks commingled for duty when the duty status indicates that duty is paid. _____
- 5) Enter the owner number to be used as a default for tanks commingled for duty when the duty status indicates that duty is not paid. _____
- 6) Enter the tolerance that is allowed for the load quantity variances. The value entered here is treated as a percentage value of the loaded quantity to calculate the upper and lower limits.
Example:
Upper limit of 5 and lower of 5
Loaded qty = 1000, hence
Upper = $1000 + (5\% \text{ of } 1000) = 1050$
Lower = $1000 - (5\% \text{ of } 1000) = 950$
Enter 1.5% as 1.5.
+ Upper Limit _____
- Lower Limit _____
- 7) Enter '1' to load confirm by order. Blank will default to confirmation by trip only. _____
- 8) Enter '1' to pre-load the selection option for confirmation. Valid only in order confirmation mode. _____
- 9) Enter '1' to display the Document Selection Window for delivery documents. _____

- 10) Enter '1' to not display the contractor information. _____
- 11) Enter '1' to not print delivery documents. Blank will automatically print the documents. _____
- 12) Enter '1' to not check for the number of seals required. Blank will display the Seals Window if seals are required. _____

Dream Writer Versions:

Enter the version for each program. If left blank, the system uses ZJDE0001.

- 13) Delivery Confirmation P49710 _____
- 14) Transportation Trans. Server XT49799 _____
- 15) On Vehicle Sampling P49520 _____
- 16) Vehicle Register Window P49310W _____
- 17) Document Print Control P49545 _____
- 18) Bulk Disposition (Load and Deliver) P49715 _____
- 19) Download Data Queue Interface P49570 _____
- 20) Additional S/O Info-Aviation/Marine P49510A _____

Manual Invoice Control:

- 21) Enter one of the following:
 - 1 = To allow entry of an invoice number and/or delivery number.
 - 2 = To default the invoice number from the order number.
 - 3 = To default the delivery number from the order number.
 - 4 = To default the invoice number and delivery number from the order number.
 - ' ' = Leave blank if there is not a manual invoice or delivery document to enter._____
- 22) Enter the override manual invoice document type. If left blank, the order's document type will be used. _____
- 23) If you are using an automated gantry, enter '1'. If blank it means that you are not using an automated gantry. _____
- 24) If you are using an automated gantry, leave blank to not download the next trip. A value of '1', '2', or '3' will automatically download the next trip with the following matching criteria of the confirmed trip:
 - 1 Vehicle, load date, and shift_____

must match.

- 2 Vehicle and load date must match.
- 3 Vehicle must match and the load date must be equal to or greater than the current date.

25) Enter a Disposition Code to affect any remaining quantity not loaded. _____

S Leave as shippable (Default)
B Backorder
C Cancel
K Cancel the entire line

Agreement Management Control:

26) If the Agreement Management system is being used and the depot from which the load is being confirmed is defined as a foreign depot in the branch/plant constants, a borrow agreement is required and an Agreement Search will be performed. Specify which destination should be used by the search program. Enter the specific branch/plant to be used as the destination. _____

OR _____

Enter '1' to use *ANY or enter '2' to use the user's default br/plt. _____

Processing Options for Packaged Load Confirmation

- 1) Enter the incoming trip status range to process. (Required) From (Required) To _____
- 2) Enter the incoming next order status range to process. (Required) From (Required) To _____
- 3) Enter screen defaults for the following fields:
 - . Depot _____
 - . Delivery date _____
 - . Load date _____
 - . Sales order type _____
 - . Disposition code _____
- 4) Enter '1' to load confirm by order. A blank will default to confirmation by trip only. _____
- 5) Enter '1' to pre-load the selection option for confirmation. Valid only in order confirmation mode. _____
- 6) Enter '1' to receive an error if the item location is on hold. Blank will only issue a warning. _____
- 7) Enter '1' to display the Document Control window for delivery documents Valid only if option 9 is blank. _____
- 8) Enter '1' to not display the _____

contractor information. _____

9) Enter '1' to not print delivery documents. Blank will automatically print the documents. _____

CALLED PROGRAMS VERSION CONTROL
In the following options, if a version is not entered for a program, the default is: ZJDE0001

10) Enter the version of the Transportation Transaction Server to call. _____

XT49799

11) Enter the version of the Vehicle Register window to call. _____

P49301W

12) Enter the version of the Document Control program to call for delivery documents. _____

P49545

13) Enter the version of the additional information program to call for S/Os for Aviation/Marine. _____

P49510A

Manual Invoice Control:

14) Enter one of the following: _____

- 1 Allow entry of an invoice number and/or delivery number.
- 2 Default the invoice number from the order number.
- 3 Default the delivery number from the order number.
- 4 Default the invoice number and the delivery number from the order number.
- Leave blank if there is not a manual invoice or delivery document to enter.

15) Enter the override manual invoice document type. If left blank, the document type will default to the order's document type. _____

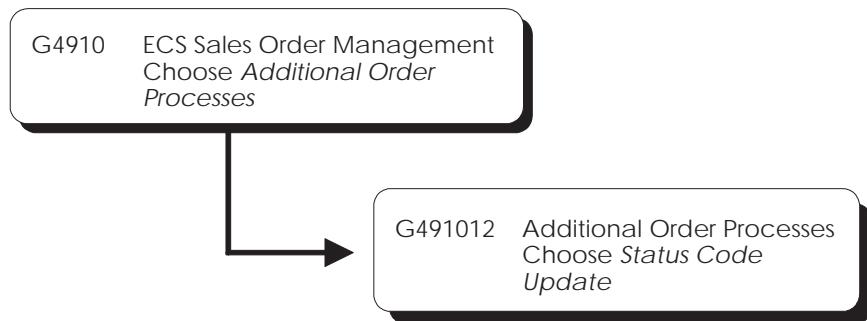
Agreement Management Control:

16) If the Agreement Management system is being used and the depot from which the load is being confirmed is defined as a foreign depot in the branch/plant constants, a borrow agreement is required and an Agreement Search will be performed. Specify which destination should be used by the search program. Enter the specific branch/plant to be used as the destination. _____

OR

Enter '1' to use *ANY or enter '2'
to use the user's default br/plt.

Update Status Codes



Updating Status Codes (ECS)

You use the Status Code Update program to quickly update the status codes for selected sales order lines or manage steps in the order process that are unique to your company.

You can use the Status Code Update program to:

- View current status codes for multiple detail lines
- Manually update the next status code for detail lines

You might want to update a line's next status code so the item passes through an additional step in the order process. For example, you might want certain types of orders to pass through a step of credit approval before load confirmation. You set up this step in the order activity rules and use the Status Code Update program to process these orders through the credit approval step.

You can also update a line's next status code so that an item bypasses an existing status code. You can only update next status codes to those allowed in the order activity rules.

Before You Begin

- Verify that status codes have been set up in order activity rules

► To update status codes

On Status Code Update

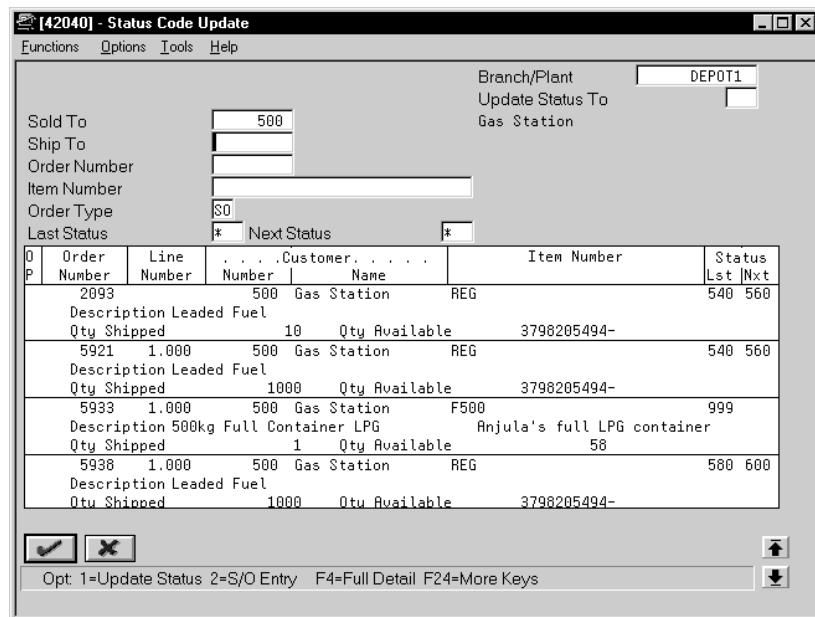
[42040] - Status Code Update

Functions Options Tools Help

| Sold To | 500 | Branch/Plant | DEPOT1 | | | | |
|------------------|-----------------|------------------|--------------------|------------------|-------------|---------------|---------------|
| Ship To | | Update Status To | | | | | |
| Order Number | | Gas Station | | | | | |
| Item Number | | | | | | | |
| Order Type | S0 | | | | | | |
| Last Status | * | Next Status | * | | | | |
| O P Number | Order Number | Line Number | Customer Number | Customer Name | Item Number | Status Lst | Status Nxt |
| 2093 | | 500 | | Gas Station | REG | 540 | 560 |
| 5921 | 1.000 | 500 | | Gas Station | REG | 540 | 560 |
| 5933 | 1.000 | 500 | | Gas Station | F500 | 999 | |
| 5938 | 1.000 | 500 | | Gas Station | REG | 580 | 600 |
| 6226 | 1.000 | 500 | | Gas Station | UNL | 520 | 535 |
| 6227 | 1.000 | 500 | | Gas Station | UNL | 520 | 535 |
| 6335 | 1.000 | 500 | | Gas Station | F50 | 562 | 564 |
| 6335 | 2.000 | 500 | | Gas Station | F100 | 562 | 564 |
| 6335 | 3.000 | 500 | | Gas Station | F200 | 562 | 564 |
| 6335 | 4.000 | 500 | | Gas Station | F500 | 562 | 564 |
| 6547 | 1.000 | 500 | | Gas Station | F500 | 542 | 562 |
| 6548 | 1.000 | 500 | | Gas Station | E500 | 999 | |

Opt: 1=Update Status 2=S/O Entry F4=Full Detail F24=More Keys

1. Complete the following field:
 - Sold To
2. To narrow the search, complete any combination of the following fields:
 - Branch/Plant
 - Ship To
 - Order Number
 - Number
 - Order Type
 - Last Status
 - Next Status
3. To review line item information, access the fold area.



4. Complete the following field to specify the next status codes to which lines are updated:
 - Update Status To
5. Choose the option to update the status of the order you want to update.

What You Should Know About

Update line limitations You cannot update lines to a status of 999, or closed. You must go through sales order processing to close or cancel a sales order line.

See Also

- *Setting Up Order Activity Rules (P40204)*

Processing Options for Sales Order Speed Release

Enter the default Status Codes to be selected for processing:

- Status Code (Last)
- Status Code (Next)

Enter the "Next Status" value to be used for update.

Enter a '1' to protect the Update to Next Status field.

Enter the Order Type you wish to see.

(Default of blanks will display all Order Types.)

Enter the version of Sales Order
Entry you wish to execute from the selection exit. If left blank, version 'ZJDE0001' will be called.

Enter a '1' to preload the update option.

Warehouse Processing:

Enter the request processing mode:
' ' = No pick requests
'1' = Generate requests only
'2' = Generate requests and process using the subsystem.

If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used. (See Form ID P46171.)

Enter an override next status for sales order lines for which requests have been generated. Bottom

End of Day Processing

Objectives

- To run cycle billing and print periodic invoices
- To update daily customer sales
- To print sales journals and reports
- To review and post entries to the general ledger

About End of Day Processing (ECS)

You perform end of day processing to complete the order processing cycle. Performing end of day processing consists of running batch programs to:

- Calculate individual billing cycles for customers
- Print periodic invoices that are due
- Update all tables and records related to customer sales
- Post journal entries resulting from the order processing cycle
- Print reports of all unposted inventory/cost of goods sold (COGS) and branch sales entries for review

End of day processing includes the following tasks:

- Working with billing cycles
- Updating customer sales

You can run the Cycle Billing and the Update Customer Sales programs in proof mode for review purposes or in final mode to perform the updates. If the system encounters any errors when you run cycle billing in final mode, it makes no general ledger (G/L) updates for that order line and prints an error message.

How Can You Keep Sales Information Accurate?

You should run the Update Customer Sales program each day to keep the most accurate sales information. You update your sales information on a daily basis to do the following:

- Keep accounts receivable (A/R) records current



- Provide daily activity reports
- Keep G/L accounts current for inventory, COGS, sales, and freight
- Keep inventory on-hand balances accurate
- Keep interim sales and commission reports accurate

When Do You Run the Cycle Billing Program?

The system accommodates variations in billing cycles to help you meet the individual billing needs of your customers. You run the Cycle Billing program after you process sales order lines through load and delivery confirmation and perform the required billable and payable freight calculations.

Cycle Billing is a batch program that works in conjunction with the Invoice Cycle preference and the Invoice Cycle Calculation Rule to calculate scheduled invoice dates. If no Invoice Cycle preference is found, the system applies the default invoice cycle identified in the appropriate processing option.

If the invoice date is greater than the current system date, the program updates deferred COGS, deferred revenue, and unbilled accounts receivable accounts in the G/L. If the order is invoiced during load confirmation, the Cycle Billing program advances the status of the order past the periodic invoicing step to the sales update step.

What Is Periodic Invoicing?

Some customers prefer to be invoiced at the time the product is delivered. Others prefer weekly or end-of-month invoicing. This is called periodic invoicing. You run the Periodic Invoice program to print invoices with a current scheduled invoice date. This program selects all sales order detail lines with a scheduled invoice date that is less than or equal to today's date and creates a print batch for them. You normally run the Periodic Invoice program each day after you run the Cycle Billing program.

When Do You Run the Update Customer Sales Program?

You normally run the Update Customer Sales program nightly so that the day's invoices are posted to A/R, G/L balances are current, and sales and commission reports reflect invoiced orders.

The Update Customer Sales program performs the following functions:

- Creates up to three batches of journal entries for posting to the general ledger and reverses the deferred entries created by the Load Confirm and Cycle Billing programs. The program can create the following three batch types:
 - Batch type I — Posts the Customer Sales Journal to the general ledger

- Batch type G — Posts the Inventory/COGS Journal
- Batch type ST — Posts the Interbranch Sales Journal
- Updates the following tables:
 - Item Location (F41021)
 - Account Ledger (F0911)
 - Accounts Receivable Ledger (F0311)
 - Item Ledger (F4111)
 - Sales Summary History (F4229)
 - Sales Commission (F42005)
- Updates the following tables if you set the processing options to not purge these tables:
 - Sales Order Header (F4201)
 - Sales Order Detail (F4211)
 - Sales Order Detail — Tag History (F49219)
- Creates transactions in the following tables if you set the processing options to purge the Sales Order Header and Sales Order Detail tables:
 - Sales Order Header History (F42019)
 - Sales Order Detail History (F42119)
- Advances the status code in the Sales Order Detail table records.
- Produces the following reports in both proof and final mode:
 - Summarized or Detail Invoice Journal
 - Sales Update Error Report
 - Sales Journal

Before You Begin

- Verify that sales order lines have been processed through load and delivery confirmation. See *Confirming Load and Delivery* in the *Load and Delivery Management Guide*.
- Verify that billable and payable freight charges have been calculated. See *Calculating Freight Charges* in the *Load and Delivery Management Guide*.
- Verify that sales order line types are set up to correctly interface with the G/L and A/R. See *Setting Up Order Line Types (ECS)*.

Work with Billing Cycles

Working with Billing Cycles (ECS)

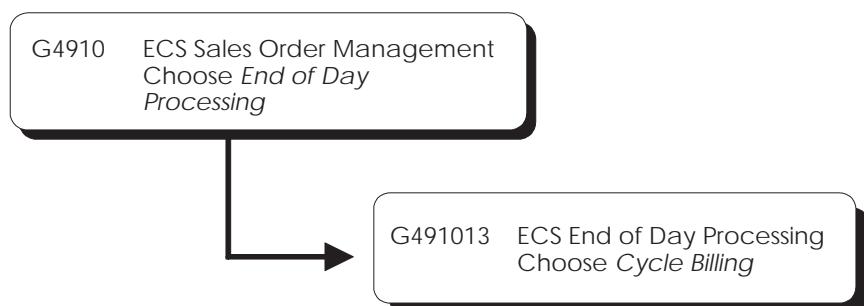
You can invoice different customer and item combinations in different cycles. For example, you might invoice some customers daily, others weekly, and others at the end of the month. This is called periodic invoicing. Customers who are invoiced at the time of delivery are not included in periodic invoicing.

After you process a sales order detail line through load confirmation and perform the required billable and payable freight calculations, you use the Cycle Billing program to calculate scheduled invoice dates. You then use the Periodic Invoice program to print invoices with a scheduled invoice date that is less than or equal to the current system date.

Complete the following tasks to work with billing cycles:

- Run cycle billing
- Print periodic invoices
- Print interrupted invoice batches

Running Cycle Billing (ECS)



You use the Cycle Billing program to calculate scheduled invoice dates. Cycle Billing is a batch program that works in conjunction with the Invoice Cycle preference and the Invoice Cycle Calculation Rule. If no Invoice Cycle

preference is found, the system applies the default invoice cycle identified in the appropriate processing option.

The scheduled invoice date determines whether the system writes deferred journal entries to G/L accounts. If the scheduled invoice date is greater than today's date, this indicates that the invoice is on a billing cycle.

The Cycle Billing program updates deferred G/L accounts for COGS, revenue, and unbilled accounts receivable. You can run the program in proof mode for review purposes or in final mode to perform the updates.

Deferred entries are necessary because, although you have delivered the order to the customer, the system will not include the order in the sales update until the order has been invoiced on the next billing cycle. The system must update the records to indicate that inventory is no longer in transit, and the accounting records must reflect the deferred billing.

If the scheduled invoice date for an order is less than or equal to today's date, this indicates one of the following:

- A daily invoice cycle.
- No billing cycle.
- The current date is the cycle date.

The program does not create deferred entries because the order will be included in the sales update that night.

The system processes orders differently for cycle billing than for non-cycle billing. The following table is an example of how the system updates different G/L accounts for non-cycle and cycle billing. The debit and credit amounts represent sample monetary values for each transaction.

| Program | G/L Account | Debit Entry | Credit Entry |
|--|----------------------|-------------|--------------|
| Non-Cycle Billing Journal Entries | | | |
| Load Confirm | Inventory In-Transit | 410 | |
| | Inventory | | 410 |
| Update Customer Sales | COGS | 410 | |
| | Inventory In-Transit | | 410 |
| | Billed A/R | 990 | |
| | Revenue | | 990 |
| Cycle Billing Journal Entries | | | |
| Load Confirm | Inventory In-Transit | 410 | |
| | Inventory | | 410 |
| Cycle Billing | Deferred COGS | 410 | |
| | Inventory In-Transit | | 410 |
| | Unbilled A/R | 990 | |
| | Deferred Revenue | | 990 |
| Update Customer Sales | COGS | 410 | |
| | Deferred COGS | | 410 |
| | Deferred Revenue | 990 | |
| | Revenue | | 990 |
| | Unbilled A/R | | 990 |
| Invoice Post | A/R | 990 | |

Note the following exceptions:

- If load confirmation and delivery confirmation occur at the same time (that is, the inventory is never considered to be in transit), then the Load Confirm program does not create journal entries. The Cycle Billing program credits inventory instead of crediting Inventory In-Transit entries.
- If the Load Confirm program prints a primary invoice, then the system does not generate deferred journal entries. The system generates non-cycle billing journal entries.

After you process orders through load confirmation and perform billable and payable freight calculations, the orders advance to cycle billing status.

Depending on whether you have printed invoices with the delivery documents, the Cycle Billing program processes order lines as follows:

| | |
|--|--|
| If a sales order line has been invoiced | The Cycle Billing program changes the status of the sales order line to indicate that it is not to be included in periodic invoicing. The system advances the order line to the Update Customer Sales status. |
| If a sales order line has not been invoiced | The Cycle Billing program checks the Invoice Cycle preference or the processing option, and calculates the scheduled invoice date. When you run Cycle Billing in final mode, the program updates the Sales Order Detail — Tag (F49211) table with the invoice cycle and scheduled invoice date. It also changes the status of the order line to indicate that it is to be included in periodic invoicing. The program writes deferred accounting entries for order lines that are to be invoiced on a future date. |

The Cycle Billing program generates two reports. If you want to review the G/L entries or determine if there are any errors, you can:

- Review the Cycle Billing Transaction report
- Review the Cycle Billing Exception report

Before You Begin

- Set the appropriate processing option to run Cycle Billing in proof or final mode
- Verify that the Invoice Cycle Calculation Rule has been set up. See *Setting Up Invoice Cycle Calculation Rules (ECS)*.
- Verify that the Invoice Cycle preference has been set up. See *Understanding the Invoice Cycle Preference* and *Creating Invoice Cycle Preferences (ECS)*.
- Verify that a user defined code for the default invoice cycle exists. The system applies this code when no preference is found for a customer and item combination. See *Working with User Defined Codes* in the *Technical Foundation Guide*.

What You Should Know About

Repricing sales orders at the end of the month If the price of an item fluctuates or is not known until the end of the month, you can perform month-end repricing for the item.

You create a User Defined Price Code preference to flag the customer and item combination for month-end repricing (for example, EM). The system enters this code in the Price Codes field on the sales order to identify the orders to be repriced at the end of the month.

At the end of the month, you run the version of the Update Sales Price/Cost program that performs repricing by preference at month end. You should set the data selection for this version to select the sales orders with a price code of EM. These orders are updated with the most current price for the item.

The Update Sales Price/Cost program creates a separate record in the Sales Order Detail table. The next time you run the Cycle Billing program, it processes this record.

See *Updating Prices for a Customer (ECS)* and *Understanding the User Defined Price Code Preferences*.

Updating inventory

If the Load Confirm program does not process a sales order detail line, the Cycle Billing program relieves inventory for packaged items only. The Update Customer Sales program updates inventory for bulk items.

Viewing G/L deferred entries

You can view deferred entries using the General Journal Review (batch type G) on the General Accounting Daily Operations menu.

For example, the following entries are created for an item with base price = 1000.00 and cost = 500.00:

- Credit to Deferred Revenue of 1000.00
- Debit to Unbilled Accounts Receivable of 1000.00
- Credit to Inventory In-Transit of 500.00
- Debit to Deferred COGS of 500.00

Reviewing the Cycle Billing Transaction Report (ECS)

The Cycle Billing program generates the Cycle Billing Transaction report for deferred entries. This report details the G/L entries for a particular order line. The system allows up to four G/L entries for a single order line. When you run the Cycle Billing program in proof mode, this report shows the G/L entries that

will occur when you run the program in final mode. When you run the program in final mode, the report shows the updates that have been made.

| 49700 | J.D. Edwards & Company Cycle Billing Transaction Report | | | | | | | | | | Page - . . . 2 |
|--------------------|--|----|--------|-------|----|-----------------------------|------------------|--|-----|---------------|----------------------|
| User ID. | JM952458 | | | | | | | | | | Date - . . . 6/12/96 |
| Batch Date . . . | 06/12/96 | | | | | | | | | | |
| Batch Number . . . | *PROOF* | | | | | | | | | | |
| G/L Date | Key | Or | Order | Order | Ln | Customer Name/ | Customer Number/ | | | G/L Amount | |
| | Co | Ty | Number | Line | Ty | Account Description | Account Number | | | | |
| 06/12/96 | 200 | S3 | 8704 | 1.000 | S | Gas station | | | 500 | | |
| | | | | | | Deferred Cost of Goods Sold | 249.6320 | | | 1,490,526.00 | |
| | | | | | | Inventory | DEPOT3.1411 | | | 1,490,526.00- | |
| 06/12/96 | 249 | S3 | 8706 | 1.000 | S | Gas station | | | 500 | | |
| | | | | | | Deferred Revenue | 249.5040 | | | 54,637.00- | |
| | | | | | | Unbilled A/R | 249.1280 | | | 54,637.00 | |
| | | | | | | Deferred Cost of Goods Sold | 249.6320 | | | 49,670.00 | |
| | | | | | | Inventory | 249.1411 | | | 49,670.00- | |
| 06/12/96 | 200 | S3 | 8707 | 1.000 | S | Gas station | | | 500 | | |
| | | | | | | Deferred Cost of Goods Sold | 249.6320 | | | 1,490,526.00 | |
| | | | | | | Inventory | DEPOT3.1411 | | | 1,490,526.00- | |

Reviewing the Cycle Billing Exception Report (ECS)

The Cycle Billing program generates the Cycle Billing Exception report if any errors occur that prevent a G/L update. For example, the program generates this report if an incorrect AAI exists. The report lists each error and explains the error. You should run the Cycle Billing program in proof mode to determine what errors will occur. You should then correct each error.

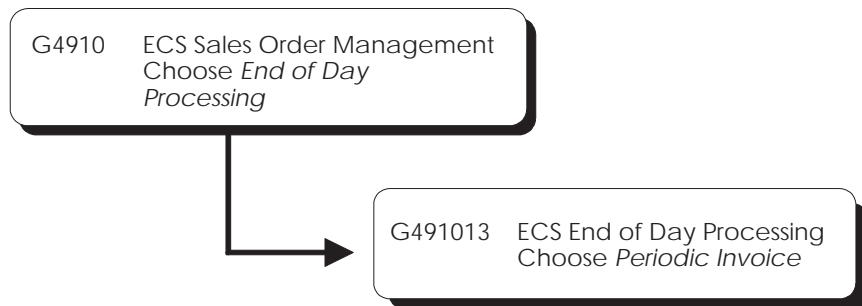
| 49701 | J.D. Edwards & Company Cycle Billing Exception Report | | | | | | | | | | Page - . . . 1 |
|--------------|--|-------------|---------------------|-----------|-----------|-------|-------|------|-----------------------------------|-------------|----------------------|
| | | | | | | | | | | | Date - . . . 6/06/96 |
| Order Number | Or Ty | Line Number | Detail Branch/Plant | Data Type | Data Item | Field | Value | Code | Message | Description | |
| 8311 | S3 | 3.000 | DEPOT1 | | INCY | EOM | | 4830 | Invoice Date Cannot Be Calculated | | |
| 8311 | S3 | 4.000 | DEPOT1 | | INCY | EOM | | 4830 | Invoice Date Cannot Be Calculated | | |

Processing Options for Cycle Billing Program

Default Values

1. Enter the value of the override next status to be used for an order that is already invoiced. (Required) _____
2. Enter the value of the override next status for processing orders. If nothing is entered, the value of the next status from the Order Status Flow will be used. _____
3. Enter the value of the version of Sales Order Update to retrieve processing options from. _____
4. Enter a '1' to run the program in final mode. A blank will indicate proof mode. _____
6. Enter the value of the default invoice cycle to be used for those lines for which a preference is not found. _____

Printing Periodic Invoices (ECS)



You run the Periodic Invoice program to print invoices with current scheduled invoice dates. You print periodic invoices after you run the Cycle Billing program. The program selects all sales order detail lines with a scheduled invoice date less than or equal to today's date and creates a print batch for them.

You can set the appropriate processing option to print invoices immediately or at a later time. If you set up the system to use preprinted invoice forms, the program will prompt you to choose the documents to be printed.

The Periodic Invoice program updates the following fields in the Sales Order Detail table:

- Invoice number.
- Invoice date.
- Invoice document type.
- Status codes. The program sets the next status code to run the Update Customer Sales program.

Periodic Invoice is a DREAM Writer batch program.

Before You Begin

- Verify that the Cycle Billing program has been run

What You Should Know About

Setting up delivery documents to allow for periodic invoicing

If you print a primary invoice document as part of the delivery document set, you cannot print periodic invoices for your customer and item combination. If you want the system to produce a periodic invoice, you must set the primary invoice flag on the Delivery Document Maintenance form as non-primary.

You assign a primary invoice to print with delivery documents for customers who want their invoices delivered with the products. If you print a primary invoice with the delivery documents, the Cycle Billing program advances the status of the invoiced sales order lines beyond the periodic invoice step.

See *Creating Document Codes in the Load and Delivery Management Guide* and *Understanding the Document Set (ECS) Preference*.

Using preprinted invoice forms

If you use preprinted invoice forms, you must set the Document Control Required flag on the Depot Document Print Setup form to Yes. You then set up the control fields on the Document Next Number form for the Document Type code that you used on the Delivery Document Maintenance form.

See *Setting Up Load and Delivery Documents in the Load and Delivery Management Guide*.

Processing Options for Periodic Invoice Processing

Periodic Invoice Submit Processing Opt.

1. Enter the date to be used as the invoice date. This date is also used to retrieve document next number information. Leave blank if using processing option no. 2 below.

OR

2. Select the date or date hierarchy to determine the invoice date. Leave blank if date entered on processing option no. 1.

'1' = System Date
 '2' = Promised Delivery Date
 '3' = Actual Delivery Confirmation Date
 Promised Delivery Date
 '4' = Trip Load Date
 Order Load Date
 '5' = Actual Load Confirmation Date
 Trip Load Date
 Order Load Date

3. Enter the document code to be used for periodic invoice.
4. Enter the desired Print Control MCU (Cost Center).

Periodic Invoice Submit Proc. Opt.(Cont)

5. Enter the Output Queue number for periodic invoice.
6. Enter a '1' to run this job interactively. If a blank is entered, the job will be submitted to batch.
7. Enter the dreamwriter version of the batch creation program to run (X49580A).

Processing Options for Periodic Invoice Print

Status Codes:

1. Enter the range of status codes to be selected for processing.
 Next Status Code From (Required)
 Next Status Code To (Required)
2. Override Next Status (Optional)
3. Enter a '1' to prevent updating the Next Status Code from the Order Activity Rules. If left blank, the Next Status Code will be updated.

Tax Information:

4. Enter a '1' to print by Tax Group.
Enter a '2' to print by Tax Area.
Enter a '3' to print by Tax Authority. If left blank, no tax information will print.

Report Display:

5. Enter a '1' to prevent A/R number from being assigned (used when creating a consolidated proof).
6. Enter the global print message to print on each invoice.
7. Enter a '1' to print sales order associated text. If left blank, no associated text will print.

Line Display:

8. Enter a '1' to print kit component lines. If left blank, no kit component lines will print.

Item Number Display:

9. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the customer item number. If left blank, only our item number will print.
10. If you wish to print the customer item number, enter the type of cross reference to retrieve.
11. Enter a '1' to summarize by item. Enter a '2' to summarize items within each whole line number (Kit Grouping).

Currency Processing:

12. Enter a '1' to print amounts in foreign currency. If left blank, only domestic currency amounts will print.

Invoice Printing Options

13. Enter the program name that translates total amounts from numbers to words.
(See User Defined Codes, system code 98, type "CT" for program numbers.)

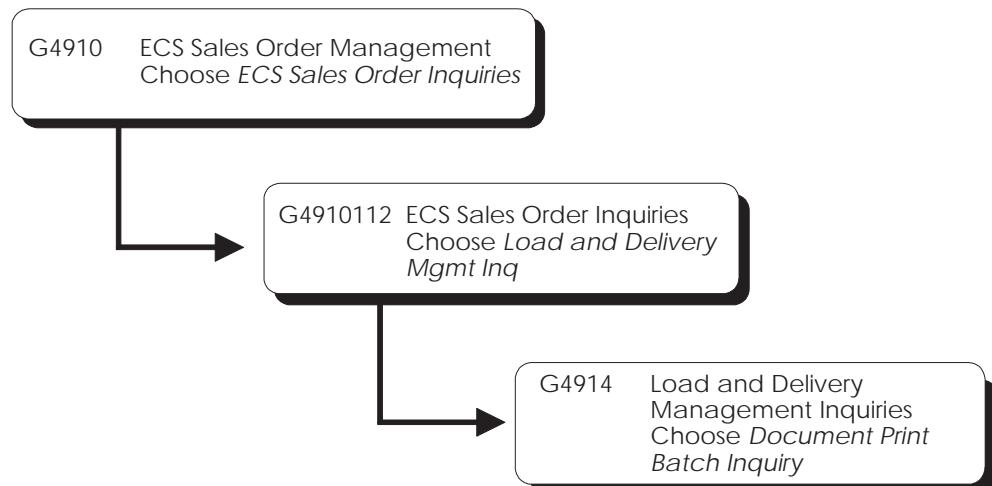
Aviation/Marine:

14. Enter a '1' to print meter readings. If left blank, no meter readings will print.

Quality Results/Seal Number Lines:

15. Enter a '1' if the On Vehicle Sampling/Quality results should be printed. Otherwise default is ''.
16. Enter a '1' if the Vehicle Seal information should be printed. Otherwise, the default is ''.

Printing Interrupted Invoice Batches (ECS)



If periodic invoice printing is interrupted for any reason or you have problems with preprinted forms, you can access and print the invoices again. After the Periodic Invoice program selects a sales order detail line for printing, it updates the status code. After the line is printed, the program updates the status code again.

The Periodic Invoice program includes a double update of the status code so that you can print the batch again, if necessary. If you run the Periodic Invoice program while you have an interrupted print batch, the program does not select the detail lines included in the interrupted batch and process them again.

► To print interrupted invoice batches

On Document Print Batch Inquiry

[49580] - Document Print Batch Inquiry

Functions Options Tools Help

| Business Unit (* = all) DEPOT1 | | | | | | |
|---|----------------|---------------|-----------------|-----------------|-----------|----------|
| O | Control Number | Business Unit | Batch Type | Batch Status | Last User | Date |
| P | 3568 | DEPOT1 | Delivery Docume | Restart Require | JW4884561 | 11/21/95 |
| | 3569 | DEPOT1 | Delivery Docume | Restart Require | JW4884561 | 11/21/95 |
| | 3570 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 11/21/95 |
| | 3571 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 11/21/95 |
| | 3572 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 11/21/95 |
| | 3573 | DEPOT1 | Delivery Docume | Restart Require | JW4884561 | 11/21/95 |
| | 3578 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 11/21/95 |
| | 3579 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 11/21/95 |
| | 3714 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 12/11/95 |
| | 3788 | DEPOT1 | Delivery Docume | Print Started | JW4884561 | 12/13/95 |
| | 3796 | DEPOT1 | Delivery Docume | Print Started | JM952458 | 12/13/95 |
| | 3814 | DEPOT1 | | | BC1806069 | 12/14/95 |
| | 4189 | DEPOT1 | Periodic Invoic | Print Started | AK264225 | 02/06/96 |
| | 4190 | DEPOT1 | Periodic Invoic | Restart Require | AK264225 | 02/06/96 |
| | 4356 | DEPOT1 | | | MW5401894 | 03/25/96 |

Opt: 1=Batch Details F24=More Keys

1. Complete the following field:
 - Business Unit
2. Choose the appropriate batch number under the Control Number heading.

The Document Print Control form appears.

[49582] - Document Print Control

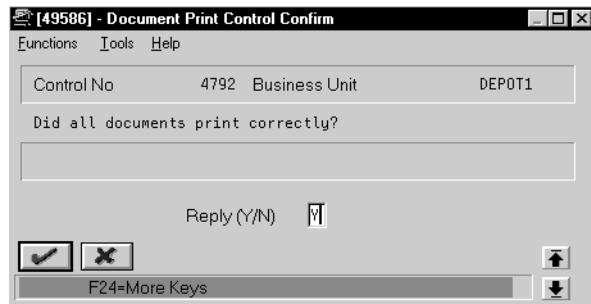
Functions Options Tools Help

| Batch Number 01 4789 Delivery Documents | | | | | | | | | |
|---|----------|---------------|-----|----------|-------------|--------------------|--------------|---------|-------------|
| Business Unit | | Document Date | | 05/23/96 | | | | | |
| O | Doc Code | Prt Sts | Req | Doc Type | Next Number | Next Number Source | Output Queue | Form ID | Align Pages |
| P | BDEL | Y | DL | | D | DEPOT1 | QPRINT | *STD | |

F4=More Details F24=More Keys

3. On Document Print Control, choose the option to print the batch.

When the system has printed the invoices, the Document Print Control Confirm window appears.



4. Verify that all of the invoices have printed correctly.
5. On Document Print Control Confirm, complete the following field:
 - Reply (Y/N)

See Also

- *Printing Periodic Invoices (P49870)* for the processing options for this program

What You Should Know About Processing Options

Document type (3)

You must set up document type PP for periodic invoice in user defined code table 03/DT.

Update Customer Sales

Updating Customer Sales (ECS)

You run Update Customer Sales to:

- Create journal entries for posting to the G/L and reverse the entries created by the Load Confirm program and the deferred entries created by the Cycle Billing program
- Create accounts receivable records
- Update the on-hand balance of inventory in the Item Location table for bulk items, if they were not updated by the Load Confirm program, and packaged items, if they were not updated by the Cycle Billing program
- Update history in the Sales Summary History table
- Ensure that sales and commission reports reflect invoiced orders

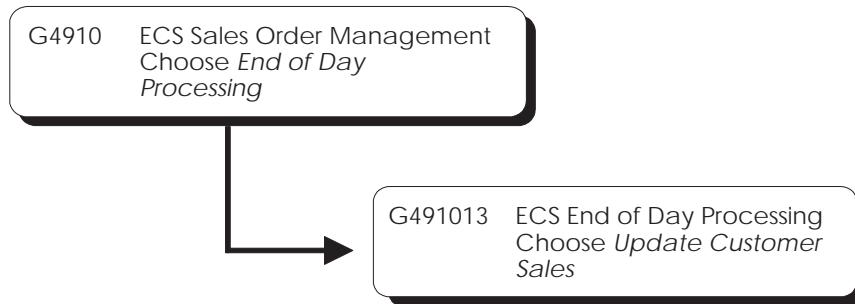
J.D. Edwards recommends that you run the Update Customer Sales program during off-peak hours. You can run Update Customer Sales during normal business hours because the system does not require the exclusive use of database files. However, the Update Customer Sales program might attempt to update a record that someone is using. When this occurs, the system issues a break message to that user and a similar message to the system operator. While waiting for a response, the system stops the sales update until you release the record.

Update Customer Sales is a DREAM Writer batch program.

Complete the following tasks:

- Run the sales update
- Review and approve journal entries
- Post journal entries
- Print unposted transaction reports

Running the Sales Update (ECS)



You run the Update Customer Sales program to create journal entries and update all tables associated with order processing. You can run this program in proof or final mode. The system generates three reports. To review the journal entries created by the program, you can:

- Review the Summarized/Detail Invoice Journal
- Review the Sales Update Error Report
- Review the Sales Journal

Before You Begin

- Set the appropriate processing option to run Update Customer Sales in proof or final mode

What You Should Know About

| | |
|---|--|
| Recording bulk product gain/loss | <p>You can set the bulk product processing options for the Update Customer Sales program to instruct the program to write temperature gain/loss records for customers billed at ambient temperature when the inventory has been relieved at standard temperature. The gain or loss is calculated in one of the following ways:</p> <ul style="list-style-type: none">• Cost basis, which computes the difference between the extension of ambient volume multiplied by cost and standard volume multiplied by cost. The calculation uses the primary unit of measure.• Revenue basis, which computes the difference between the extension of ambient volume multiplied by price and standard volume multiplied by price. The calculation uses the pricing unit of measure. <p>See <i>Calculating a Gain or Loss for Received Products</i> in the <i>Bulk Stock Control Guide</i> for more information about bulk product gain/loss.</p> |
| Assigning invoice numbers | <p>You can use a separate version of the Update Customer Sales program to have the system assign invoice numbers using A/R Next Numbers. You can run this version of the Update Customer Sales program in either proof or final mode.</p> <p>See <i>Setting Up Next Numbers</i> in the <i>General Accounting I Guide</i>.</p> |
| Updating inventory | <p>During the load confirmation process, the system updates the quantity of on-hand inventory for bulk items in the Item Location table.</p> <p>If you do not process a detail line through load confirmation, the Update Customer Sales program updates inventory for bulk items and writes a record to the Bulk Product Transaction table (F41511). If you process a sales order detail line through load confirmation, the system does not update inventory quantities during sales update.</p> |

Summarizing journal entries

When you set the summarization processing options for the Update Customer Sales program, the program summarizes different types of entries. A summary is generally recommended to eliminate a complete set of journal entries for each detail line.

You summarize A/R entries within each invoice using the following fields:

- Document Key Company (KCO)
- Document Number (DOCO)
- Document Type (DCT)
- Company (CO)
- Pay Status (PST)
- Tax Area (TXA1)
- Tax Explanation (EXR1)
- G/L Class Code (GLC)
- G/L Bank Account (GLBA)
- Payment Terms (PTC)
- Due Date (DD)
- Due Date Century (DD#)
- Discount Due Date (DDN)
- Discount Date Century (DDN#)
- Check Routing Code (CRC)
- Item Number (ITM)

You summarize G/L entries within each invoice using the following fields:

- Short Account ID (AID)
- Subledger (SBL)
- Subledger Type (SBLT)

You summarize COGS and inventory G/L entries into a separate batch with a batch type G. Depending on how you set the processing option, the system updates the G/L accounts in the following ways:

- Detail processing — Batch type I updates inventory, revenue, COGS, and tax liability
- Summarized processing — Batch type I updates revenue and tax liability; batch type G updates COGS and inventory

Reviewing the Summarized/Detail Invoice Journal (ECS)

You use the Summarized/Detail Invoice Journal report to review the G/L entries that the system will post. Entries can be detailed or summarized, depending on how you set the summarization processing options for the Update Customer Sales program. The report shows G/L transactions by:

- Account
- Total for the order
- Total for all orders

The report identifies errors that the program detects, including:

- Invalid AAIs
- Invalid accounts
- Missing accounts
- Invalid dates

| 49800 | | | | | J.D. Edwards & Company Sales Update - Invoice Journal | | | Page No. 6 Date 6/06/96 | |
|-------|-------|----------|----------|----------|--|--------------------|-------------------|--|--------------------|
| Ty | | Document | Num | Inv Date | Customer Name | Customer Number | Amounts | | |
| | | | | | Account Description | Account Number | Invoice | G/L | Distribution LT BT |
| RI | 8622 | 000 | 05/07/96 | 00249 | Gas Station | 500 | 2,000.00 | | |
| CO | 9058 | | 05/07/96 | | Rebates Payable | 249.4136 | | 2,000.00- | AA I |
| | | | | | Cost of Goods Sold | 249.6020 | | 1,000.00 | AA I |
| | | | | | Inventory | 249.1411 | | 1,000.00- | AA I |
| | | | | | Total for | | 2,000.00 | | |
| | | | | | | - Invoice Amount | | | |
| | | | | | | - G/L Distribution | | | |
| RI | 1 | 001 | 05/21/96 | 00249 | Gas Station | 306 | 25.00 | | |
| SO | 2 | | 05/21/96 | | | | | | |
| | | | | | Total for | | 25.00 | | |
| | | | | | | - Invoice Amount | | | |
| | | | | | | - G/L Distribution | | | |
| PP | 6 | 000 | 05/20/96 | 00249 | Dante's Filling Station | 9901 | 459.78 | | |
| S3 | 10763 | | 05/20/96 | | Revenue | 249.5050 | | 459.78- | AA I |
| | | | | | Cost of Goods Sold | 249.6020 | | 93.00 | AA I |
| | | | | | Inventory | 249.1411 | | 93.00- | AA I |
| | | | | | Total for | | 459.78 | | |
| | | | | | | - Invoice Amount | | | |
| | | | | | | - G/L Distribution | | | |

Reviewing the Sales Update Error Report (ECS)

The Update Customer Sales program generates the Sales Update Error report when it detects errors. The system does not post the records listed on this report until you correct the errors and run the Update Customer Sales program again to reprocess the records.

42801 J.D. Edwards & Company
Sales Update - Error Report Page - . . . 1
Date - . . . 6/06/96

| Doc No. | TY | Order No | TY | Line No | Type | Item | Data | | Code | Message Description | |
|---------|----|----------|----|---------|------|------|-------|-------|----------|---------------------|--|
| | | | | | | | Field | Value | | | |
| 1009 | RI | 7246 | S3 | | | | 1.001 | 0911 | DGJ | 010396 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1014 | RI | 7707 | S3 | | | | 2.000 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1015 | RI | 7708 | S3 | | | | 1.001 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1016 | RI | 7711 | S3 | | | | 1.001 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1017 | RI | 7712 | S3 | | | | 2.000 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1018 | RI | 7713 | S3 | | | | 2.000 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1019 | RI | 7714 | S3 | | | | 2.000 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1020 | RI | 7715 | S3 | | | | 2.000 | 0311 | DDJ | | 2370 Due Date Invalid or Missing |
| | | | | | | | 2.000 | 0311 | DGJ | | 0065 Date is in this Yr but Prior Mth (PBCO) |
| | | | | | | | 2.000 | 0311 | TXA1 DE7 | | 0272 Tax Area Invalid |
| | | | | | | | 2.000 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1021 | RI | 7716 | S3 | | | | 1.001 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1022 | BI | 6348 | S3 | | | | 1.001 | 0311 | DGJ | | 0064 Prior End Balance Forward Invalid |
| | | | | | | | 1.001 | 0911 | DGJ | 121195 | 0064 Prior End Balance Forward Invalid |
| 1022 | RI | 7717 | S3 | | | | 1.001 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1023 | BI | 6350 | S3 | | | | 1.001 | 0311 | DGJ | | 0064 Prior End Balance Forward Invalid |
| | | | | | | | 1.001 | 0911 | DGJ | 121195 | 0064 Prior End Balance Forward Invalid |
| 1023 | RI | 7718 | S3 | | | | 1.001 | 0911 | DGJ | 011696 | 0065 Date is in this Yr but Prior Mth (PBCO) |
| 1024 | BI | 6357 | S3 | | | | 1.001 | 0311 | DGJ | | 0064 Prior End Balance Forward Invalid |
| | | | | | | | 1.001 | 0911 | DGJ | 121195 | 0064 Prior End Balance Forward Invalid |

Data Type: 0311=Invoice 0911=Invoice JE's E's 0911x=Inter Branch Sales JE's

Reviewing the Sales Journal (ECS)

To analyze sales information, you can set the print sales journal processing options for the Update Customer Sales program to run the Sales Journal program. The Sales Journal program generates the Sales Journal report using information from the Sales Order Header and Sales Order Detail tables. This report shows sales amounts by category, such as stock sales, freight, and so forth, with summary or detailed journal entries. The report also shows costs of goods and profit percentages.

The Sales Journal program produces totals by the following:

- Order type
- Branch or warehouse
- Company
- Entire report

Alternatively, you can run the Sales Journal program from the ECS Sales Order Reports menu.

| 42810 | | J.D. Edwards & Company Sales Journal Print | | | | | | Page Date | - 30 - 6/12/96 |
|---------------------------|---------------------|---|--------------------|---------------------|----------------|------------------|------------------|----------------------|-------------------|
| Customer Name/Number | Invoice Inv Date | Stk Item Sales | Non-Stock Sales | Freight/ Postage | Sales Taxes | Invoice Total | Cost of Goods | Profit Amount/Pct | |
| Gas Station 500 | 7101-RI 11/28/95 | | 7875.00 | | | 7,875.00 | 945.00 | 6930.00 88.000 % | |
| Gas Station 500 | 7103-RI 11/28/95 | | 125.00 | | | 125.00 | 15.00 | 110.00 88.000 % | |
| Gas Station 500 | 7104-RI | | | | | .00 | 15.00 | 15.00- % | |
| Gas Station 500 | 7107-RI 12/02/95 | | 1800.00 | | | 1,800.00 | | 1800.00 100.000 % | |
| Oil Transport, Inc 600 | 7110-RI | | | | | .00 | | | |
| Oil Transport, Inc 600 | 7111-RI 12/02/95 | | 1250.00 | | | 1,250.00 | 150.00 | 1100.00 88.000 % | |
| Oil Transport, Inc 600 | 7121-RI | | 625.00 | | | 625.00 | 75.00 | 550.00 88.000 % | |
| Gas Station 500 | 7132-RI 12/02/95 | | 400.00 | | | 400.00 | 40.00 | 360.00 90.000 % | |
| Oil Transport, Inc 600 | 7133-RI 12/02/95 | | 800.00 | | | 800.00 | 80.00 | 720.00 90.000 % | |
| Gas Station 500 | 7137-RI | | 200.00 | | | 200.00 | 200.00 | | |
| Gas Station 500 | 7140-RI | | 31250.00 | | | 31,250.00 | 3750.00 | 27500.00 88.000 % | |
| Gas Station 500 | 7141-RI | | 61750.00 | | | 61,750.00 | 5270.00 | 56480.00 91.466 % | |
| Gas Station 500 | 7413-RI 01/09/96 | 260.50 | | | | 260.50 | 850.00 | 589.50- 226.296-% | |

Processing Options for Sales Update – ECS Version

Default Values:

1. Enter the specific date to be used as the A/R Invoice date

OR

2. Select the date to be used as the A/R Invoice date:

'1' = Date of the Sales Invoice
'2' = Actual Shipment date

'3' = Sales Update execution date

If both options 1 and 2 are blank, the Sales Invoice date will be used.

If both options 1 and 2 are not blank, the date in option 1 will be used.

3. Enter the specific date to be used as the General Ledger date _____
- OR
4. Select the date to be used as the General Ledger date:
'1' = Date of the Sales Invoice
'2' = Actual Shipment date
'3' = Sales Update execution date
If both options 3 and 4 are blank, the sales update execution date will be used.
If both options 3 and 4 are not blank, the date in option 3 will be used.
5. Specify the G/L Account Cost Center (CC) if the AAI CC is blank. If left blank, the default is '3'.
'1' = Use the Subsequent CC. If it is also blank, use the CC from the order detail.
'2' = Sold to address number
'3' = Use the Subsequent CC. If it is also blank, use the CC from the order header for sales entries and the CC in the detail for inventory entries.
6. Enter the override next status code for lines processed. If left blank, will use status code '999' to close out the line.
7. Enter the three character code to be used to update the billing remarks in the G/L file (F0911).

Print Sales Journal:

8. Enter '1' to print a Sales Journal.
9. Enter the version of Sales Journal (P42810) to print. If left blank, version ZJDE0001 will be used.

Summarization:

10. Enter '1' to summarize your A/R entries within the Invoice Number. If left blank, A/R entries will be written in detail.
11. Enter '1' to summarize your G/L entries within the Invoice Number. If left blank, G/L entries will be written in detail.
12. Enter '1' to summarize your Cost of Goods and Inventory G/L entries to a separate batch. These entries will be summarized at the batch level. This option is not allowed in currency mode. More...
13. For internal sales, enter a '1' to create inventory and COGS entries only. If left blank, revenue and A/R entries will be created as well.

Update Options:

14. Enter '1' to run this program in final mode. If left blank, this program will produce only the reports and will perform no file or status update. _____

15. Enter '1' to bypass updating any or all of the following systems:
 . Accounts Receivables (F0311) _____
 . Inventory (F41021/F4115) _____
 . Commissions (F42005) _____
 . Sales History Summary (F4229) _____
 . Sales Rebate History (F4079) _____

16. Enter '1' to prevent sales and A/R journal entries from being written when zero amount is due. _____

17. Enter '1' to purge all associated text lines in the Text Detail File (F4314). These are text lines entered through a selection exit from Sales Order Entry. _____

18. Enter '1' to leave completed records in the F4211 file. If left blank, the F4211 record will be purged to the Sales History file (F42119). _____

19. Enter '1' to leave Sales Header records in the F4201 file. If left blank, AND all associated detail records have been purged, the F4201 records will be purged to the Sales Header History file (F42019). _____

NOTE: If you have specified to update the order number to the Subledger field in the G/L, this option must be set to '1'.

20. Enter '1' to purge all pricing history records (F4074). If left blank, pricing history will remain in file. _____

21. Select the type of information to be updated to the Subledger field in the journal entries (F0911):
 '1' = Order Number
 '2' = Salesman Number
 '3' = Sold To Address Number
 '4' = Ship To Address Number
 '5' = Item Number (Short) _____

Invoice Number Update:

22. Enter an index number (1-10) used to assign the A/R Next Number. If left blank, index 01 will be used as the default. _____

23. Enter the document type to be used for the invoice. If left blank, 'RI' will be used. _____

NOTE: You will have to use the

above options if you have not already assigned the A/R number at the time of invoice print.

Sales Cost Update:

24. Enter '1' to update the item cost with the current inventory cost by running the Sales Cost Update (P42950) prior to sales update.
25. Enter the version of Sales Cost Update to run. If left blank, will use version ZJDE0002.

Inter-Branch Sales:

26. Enter the Order Type used to record inter-branch sales. To specify more than one, type them one after the other along this field.

Bulk Product Options:

27. Enter a '1' if the quantity shipped is at standard for sales lines without bulk quantities. Leave blank if the quantity shipped is at ambient.

28. Enter the address book number to be used as the owner for duty paid when the tank is commingled for duty and the owner has not been specified.

29. Enter the address book number to be used as the owner for duty free when the tank is commingled for duty and the owner has not been specified.

30. Enter a '1' to record temperature gain/loss based on cost.

Enter a '2' to record temperature gain/loss based on revenue.

Leave blank if no temperature gain/loss is to be recorded.

Distribution Contracts Control:

32. If the agreement management system is in use and the depot from which product will be relieved is a foreign depot, an agreement search will be performed to find a valid borrow agreement. Specify which destination should be used by the search program.

Enter the specific branch/plant to be used as the destination.

OR

Enter '1' to use *ANY or enter '2' to use the user's default br/plt.

Dream Writer Versions:

Enter the version for each program.
If left blank, ZJDE0001 will be used.

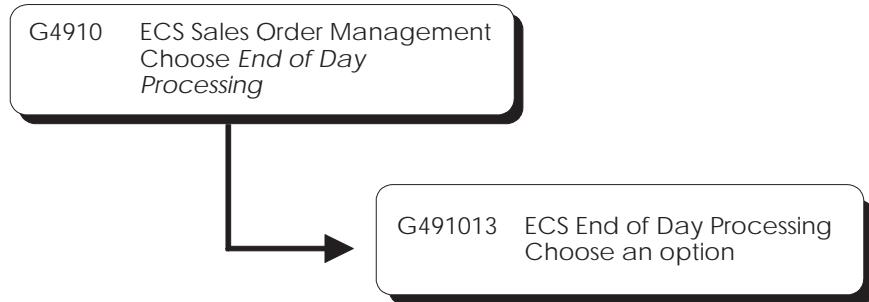
33. A/R Functional Server (XT0311Z1) _____
34. G/L Functional Server (XT0911Z1) _____

Processing Options for Sales Journal Print**Record Selections:**

1. Enter '1' to update the Status Codes of the Sales Order. If left blank the Status Codes of the order will not be changed. _____
2. Enter the override Next Status code for the sales order. If left blank the next available status code from the Order Activity Rule (F40203) will be used. This option will only be in effect if processing option one is set to '1'. _____

Print Option:

3. Select the currency printing mode of this report:
 - ' ' - Print in Domestic Only
 - '1' - Print in Foreign Only
 - '2' - Print in Both Domestic and Foreign currencies. _____

Reviewing and Approving Journal Entries (ECS)

To ensure accuracy, you should review the batch tables produced by the system during Update Customer Sales before you actually post them to the G/L.

If your company requires both review and management approval before posting a batch to the general ledger, only users with an authorized approval user ID can change a batch to an approved status.

The Update Customer Sales program can create up to three batches of journal entries, including batch I (Customer Sales Journal), batch G (Inventory/COGS Journal), and batch ST (Branch Sales Journal). You can choose from the following menu options to review and approve the batches:

- Customer Sales Journal Review
- Inventory/COGS Journal Review
- Branch Sales Journal Review

The review and approval process is the same for all three batches.

Complete the following tasks:

- Review journal entries
- Approve journal entries

See Also

- *Reviewing and Approving Journal Entries* in the *General Accounting I Guide*

Reviewing Journal Entries (ECS)

You review journal entries to verify their accuracy before posting them to the general ledger.

You can access the following three levels of journal information from the review forms:

- The general batch review displays batches by user ID, batch status, batch number, and/or a specific batch entry date range.
- The detailed batch review displays journal entry header information (one line per document) for a batch.
- The individual document review displays journal entry detail.

► **To review journal entries**

On the selected review form

1. Display all batches for all users and all statuses or, to limit your search, complete one or more of the following fields:
 - User ID
 - Batch Number

- Batch Date From
- Batch Date Thru
- Batch Status

2. Choose the appropriate batch job for detailed batch review.
3. Choose the option to review the individual document.

| Field | Explanation |
|-----------------|---|
| Batch Number | A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu. |
| Batch Date From | The date of the batch. If you leave this field blank, the system date is used. |
| Batch Date Thru | The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates. |
| Batch Status | <p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"> blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. <p>These valid codes are set up in user defined codes (system 98, type IC).</p> |

Approving Journal Entries (ECS)

If your company requires management approval before posting a batch to the general ledger, users with an authorized approval user ID can change a batch status to approved.

 **To approve journal entries**

On the selected review form

1. Choose the appropriate batch.
2. Complete the following field:
 - Approved

| Field | Explanation |
|----------|--|
| Approved | A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error. |

What You Should Know About

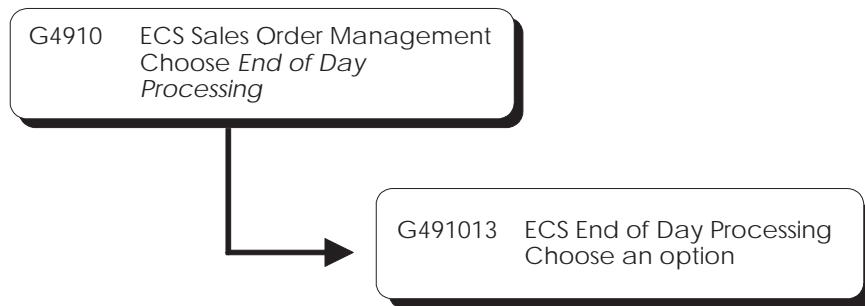
Revising an unposted batch

You can change the associated explanations and the G/L distributions of an unposted journal entry. You cannot change the following fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code
- Ledger Type

You can also add a journal entry to a batch by choosing a journal entry in that batch, clearing the Journal Entry form, and then entering the journal entry.

Posting Journal Entries (ECS)



After you have reviewed and approved journal entries, you can post the batches to the G/L. The post process does the following:

- Selects qualified batches of unposted transactions from the Account Ledger table
- Edits and verifies each transaction
- Posts accepted transactions to the Account Balances (F0902) table
- Marks each transaction and batch header as posted in the Account Ledger table and the Batch Control (F0011) table

You can choose from the following menu options to post the batches created by the Update Customer Sales program:

- Post Customer Sales to G/L
- Post Inventory/COGS Journal
- Post Branch Sales Journal

The post process and processing options are the same for all three batches.

See Also

- *Posting Journal Entries (P09800)* in the *General Accounting I Guide*

Processing Options for Post General Ledger

Batch Selection:

1. Enter Batch Number
or Batch Date
or Batch User ID

Print Selection:

2. Identify how to print amount fields
on Post Journal:

'1' = to Millions (w/ commas)
'2' = to Billions (w/o commas)
Blank (Default) = No Journal Printed.

3. Identify which account number to print on report:

'1' = Account Number
'2' = Short Account ID
'3' = Unstructured Account
'4' = (Default) Number Entered During Input

Fixed Assets:

4. Enter a '1' to post F/A entries to Fixed Assets.

NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.

5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Cash Basis Accounting:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

Accounting For 52 Periods:

8. Enter a '1' for 52 Period Post.

NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

Tax File Update:

9. Identify when to update the Tax Work file (F0018):

'1' = V.A.T. or Use Tax only
'2' = for All Tax Amounts
'3' = for All Tax Explanation Codes
Blank (Default) = No Update to File.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.
'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must

be a 'V'.
'1' = update VAT amount only
'2' = update VAT amount, extended
price and taxable amount

Property Management:

12. Enter DREAM Writer version of
Property Management G/L Transaction
Creation to be executed. Default
is version ZJDE0001. (This applies
to batch types '2' and '/'.)

Update Option:

13. Enter '1' to update short ID number,
company, fiscal year/period number,
century, and fiscal quarter in
unposted transaction records
selected for posting. (May be
required for custom input programs.)

Report Format:

14. Enter a '1' to print the Posting
Journal in a 198 character format.
The default of blank will print
the format with 132 characters.

Detailed Currency Restatement:

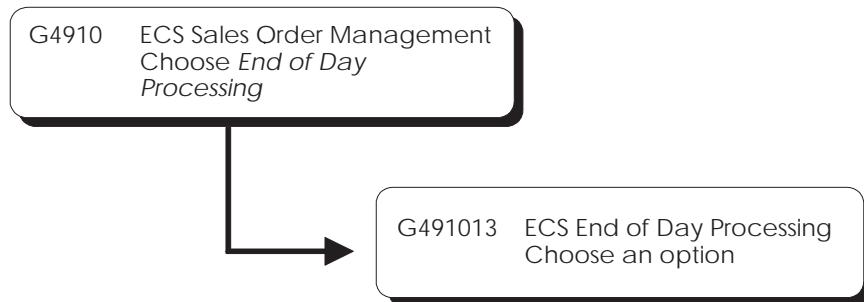
15. Enter a '1' to create currency
restatement entries. This
creates records in the XA, YA,
and/or ZA ledgers depending on the
version you are running.

16. Enter the version of the Detailed
Currency Restatement (P11411) to
execute. Default of blank will
execute ZJDE0001.

Batch Type Selection:

NOTE: This option should NOT be
changed by User.

Printing Unposted Transaction Reports (ECS)



You can print reports that list unposted transactions to review the transactions that were not posted to the G/L, verify account accuracy, or research out-of-balance batches.

Choose one of the following menu options to print unposted transaction reports:

- Print Unposted Inventory/COGS
- Print Unposted Branch Sales

Both options generate a standard general journal report that includes posted and unposted transactions.

The following is an example of the Unposted Transactions Report.

| | | | | | | |
|----------|--------------|----------|--------|--|----------------|------------------------------|
| 09301 | Batch Number | - | 116873 | J.D. Edwards & Company | Page - | 4 |
| | Batch Date | - | | General Journal | Date - | |
| | | | | Unposted Transactions | | |
| Document | Do | G/L | Co. | Explanation | G/L Account | Amounts |
| Ty | Date | | | Account Description | | Debit Credit |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| 13272 | IB | 12/20/95 | 00249 | Inventory Cost Change Leaded Fuel | DEPOT1.1411 | 4,562,781.40 |
| | | | | Line No 1.0 Inventory | | |
| | | | | IB 12/20/95 00249 Inventory Cost Change Leaded Fuel | DEPOT1.6310 | 4,562,781.40- |
| | | | | Line No 2.0 Cost of Goods Sold | | AA |
| | | | | | Document Total | 4,562,781.40 4,562,781.40- |
| | | | | | | AA |
| Total | | | | | | |
| | | | | | Batch Total | - Posted |
| | | | | | | - Unposted |
| | | | | | 4,562,781.40 | 4,562,781.40- |
| | | | | | | AA |
| Total | | | | | | |
| 13873 | IB | 02/06/96 | 00249 | Inventory Cost Change Unleaded Fuel | DEPOT1.1411 | 23,314,013.71- |
| | | | | Line No 3.0 Inventory | | |
| | | | | IB 02/06/96 00249 Inventory Cost Change Unleaded Fuel | DEPOT1.6310 | 23,314,013.71 |
| | | | | Line No 4.0 Cost of Goods Sold | | AA |
| | | | | | Document Total | 23,314,013.71 23,314,013.71- |
| | | | | | | AA |
| Total | | | | | | |
| | | | | | Batch Total | - Posted |
| | | | | | | - Unposted |
| | | | | | 26,806,826.23 | 26,806,826.23- |
| | | | | | | AA |
| Total | | | | | | |

Processing Options for General Journal Report

Print Options:

1. Select Account number to print:
 - '1' = account number
 - '2' = short account ID
 - '3' = unstructured account
 - '4' = number entered during input

If left blank, the number entered during input will be printed.

2. Enter a '1' to print units. If left blank, units will not be printed. _____

Alternate Chart Of Accounts Print:

3. Select which account category code (1 - 23) to print in place of the account number. Default of blank will print the account number specified in option number 1. _____

Generic Text:

4. Enter a '1' to print the generic text for journal entry lines in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed. _____

Periodic

Pricing

Objectives

- To understand pricing hierarchies
- To establish base prices for your items
- To define varying prices based on customers, customer groups, items, and item groups
- To define price adjustments, such as discounts and price breaks, based on quantities, amounts, or weight
- To set up contract pricing
- To update prices for items or customers

About Pricing (ECS)

For each item that you want to sell, you must define the price at which you want to sell it. You use ECS Sales Order Management pricing to define the base prices that the system retrieves when you enter items on a sales order.

Pricing includes the following tasks:

- Setting up a base pricing structure
- Working with base pricing
- Defining price adjustments
- Working with repricing

Before you define base prices for items, you must set up a base pricing structure. The system uses this pricing structure to retrieve base prices and to calculate price adjustments and updates. You can define base prices for any combination of items, item groups, customers, or customer groups. Customers can be Parent, Ship To, or Sold To addresses. After you set up a pricing structure, you define a hierarchy to determine how the system searches for prices.

You can define base prices with effective dates, so that you can define prices for future use or for limited time promotions and specials. You can also define credit prices that you want the system to use when items are returned.



After you define base prices, you can set up the following additional types of price calculations:

- Price adjustments for groups of items
- Contract pricing, which applies special pricing for an item to a single customer or customer group
- Trade discount pricing, which is a discount percentage on all items for a specific customer
- Cash discount pricing, which you can apply to individual sales order detail lines

You can use repricing to set up additional discounts and markups or to recalculate sales orders. You use the Standard Order/Basket Reprice program to update prices for specific items. This program allows you to:

- Reprice lines containing items that belong to product families, which are called baskets
- Reprice an entire order

You use the Update Sales Price/Cost program to recalculate sales orders for specific customers based on the most current base price or price adjustments. This program allows you to:

- Update sales order costs and prices
- Update sales order exchange rates

Any price you enter directly on a sales order overrides the base price that the system retrieves.



Set Up a Base Pricing Structure

Setting Up a Base Pricing Structure (ECS)

Before you define base prices for items, you must set up a base pricing structure. The system uses this pricing structure to retrieve base prices and to calculate price adjustments and updates. A base pricing structure can consist of any combination of items, item groups, customers, or customer groups. Customers can be Parent, Ship To, or Sold To addresses.

Complete the following tasks to set up a base pricing structure:

- Set up customer price groups
- Set up item price groups
- Generate price group relationships
- Define the base price preference hierarchy

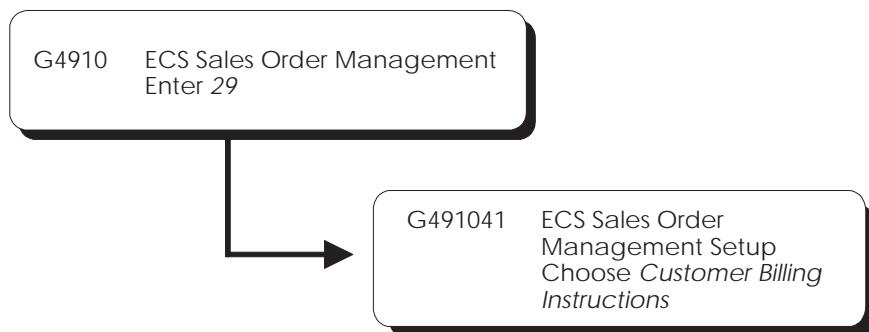
To simplify the process of defining and maintaining base prices, you set up price groups for customers and items with similar characteristics. After you set up price groups and assign the group names to customers and items, you generate price group relationships. Price group relationships define the possible combinations for customer and item groups.

After you set up a base pricing structure, you define a base price preference hierarchy. When the system retrieves prices, it uses the hierarchy to determine the order in which it searches for base price records.

Before You Begin

- Verify that customer information has been set up in the Address Book and customer master. See *Entering Basic Address Information* in the *Address Book Guide* and *Entering Customer Master Information* in the *Accounts Receivable Guide*.
- Verify that customer billing instructions have been set up for your customers. See *Setting Up Customer Billing Instructions (ECS)*.
- Verify that item information has been set up in the Item Master (F4101), Item Branch (F4102), and Item Location (F41021) tables. See *Entering Item Master Information* in the *Inventory Management Guide*.

Setting Up Customer Price Groups (ECS)



You set up customer price groups to apply pricing schemes to specific groups of customers. Complete the following tasks to set up customer price groups:

- Set up simple customer price groups
- Set up complex customer price groups

You use customer price groups to retrieve base price information for sales orders. For example, you create a customer group named RETAIL. You then set up this group to buy markers at 1.20 each, while all other customers buy the markers at 1.50 each.

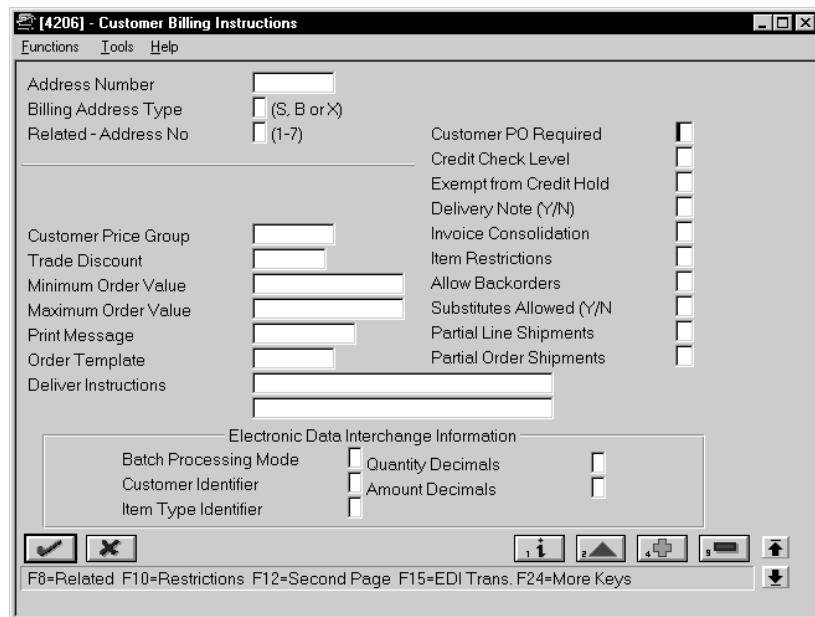
You create user defined codes for customer group names and then assign customers to these group names in each customer's billing instructions. The system checks the customer's billing instructions to determine if the customer is in a group and whether any special pricing applies. In the RETAIL example, the system will price the order for the RETAIL customer at 1.20 and the orders for other customers at 1.50.

You can also set up complex customer groups to allow for greater flexibility in your pricing structures. You can use up to four category codes to set up complex customer groups. For example, within the customer group RETAIL, you can create subgroups to charge a different price for an item to customers based on their line of business, geographic region, or sales volume.

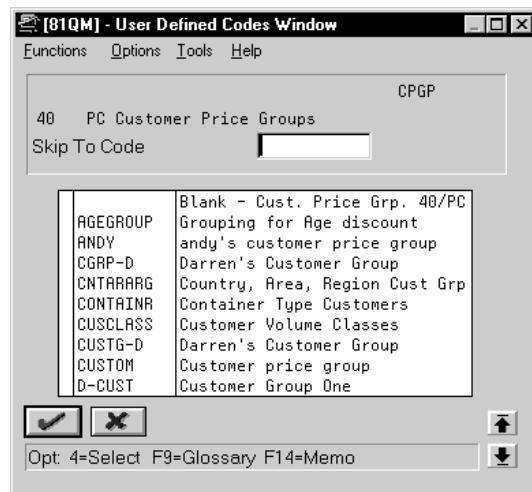
The category code sequence you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes does not affect how the system searches for prices.

► **To set up simple customer price groups**

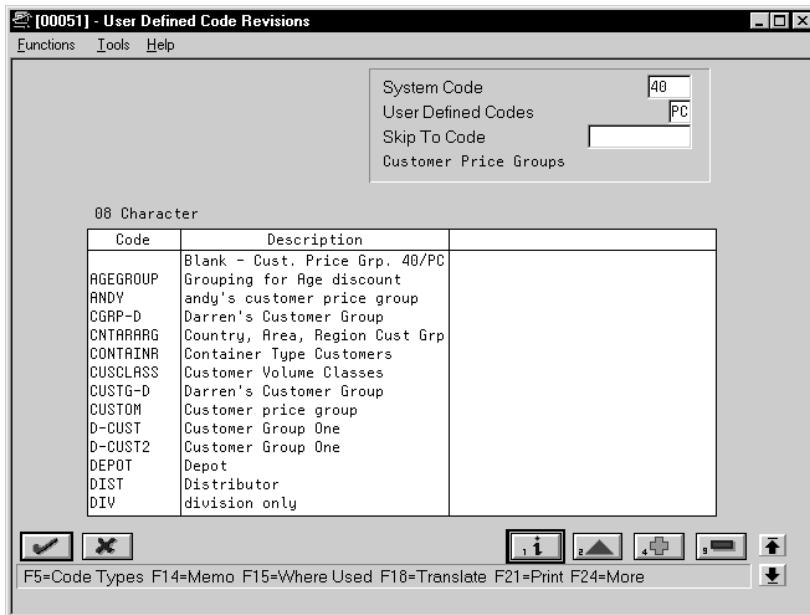
On Customer Billing Instructions



1. Access the User Defined Codes window for the customer price group.



2. On the User Defined Codes window, choose the option to access the User Defined Code Revisions form.



3. On User Defined Code Revisions, complete the following fields to create a customer group name:
 - Character Code
 - Description

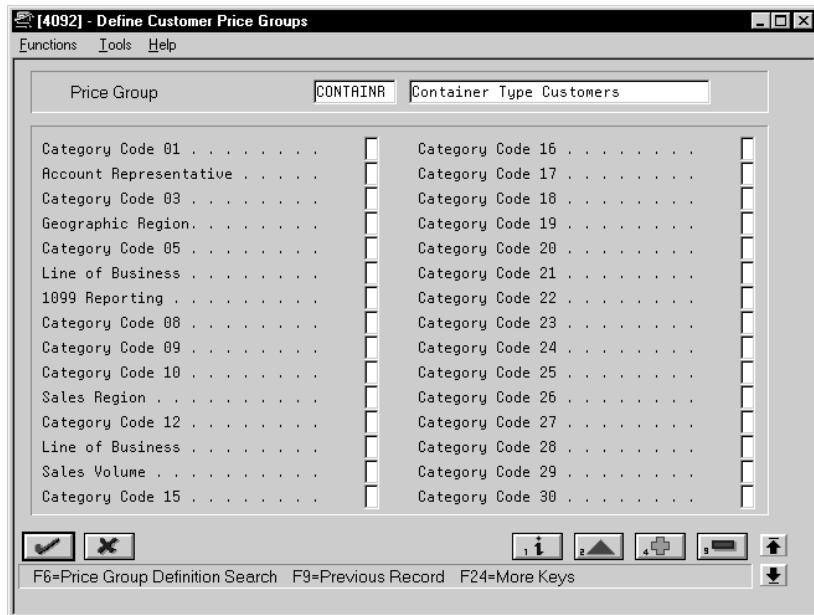
See also *Working with User Defined Codes* in the *Technical Foundation Guide*.

4. Return to the Customer Billing Instructions form.
5. On Customer Billing Instructions, complete the following field to define a simple customer group:
 - Customer Price Group

► To set up complex customer price groups

On Customer Billing Instructions

1. Choose the option to access the Customer Group Definition.



2. On Define Customer Price Groups, complete the following field:
 - Price Group
3. To identify subgroups used in a customer price group, complete up to four of the following fields:
 - Category Code



The Category Code fields might be either numbered or named, depending on how your company has set them up (for example, Category Code 01 or Line of Business).

| Field | Explanation |
|----------------------------|--|
| Price Group | A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing. <i>Form-specific information</i> |
| Group Code Sequence Number | A group of category codes from the Address Book that defines the customer's pricing structure. |
| Group Code Sequence Number | This numerical value is used to specify the sequence of category codes within Group Codes. The value must be equal to or between 1 and 4. Also, any sequence entered may not skip values (that is, you may not enter the sequence 1,3 with 2 missing.) |

What You Should Know About

| | |
|--|---|
| Changing customer price group information | To make changes to a price group that has already been created and assigned to customers, you can access the Define Customer Price Groups form directly from the Price Management menu. |
|--|---|

Setting Up Item Price Groups (ECS)

Item price groups are similar to customer price groups. You set up item price groups so that you can define base price information for a group of items one time rather than for many items on an individual basis. Complete the following tasks to set up item price groups:

- Set up simple item price groups
- Set up complex item price groups

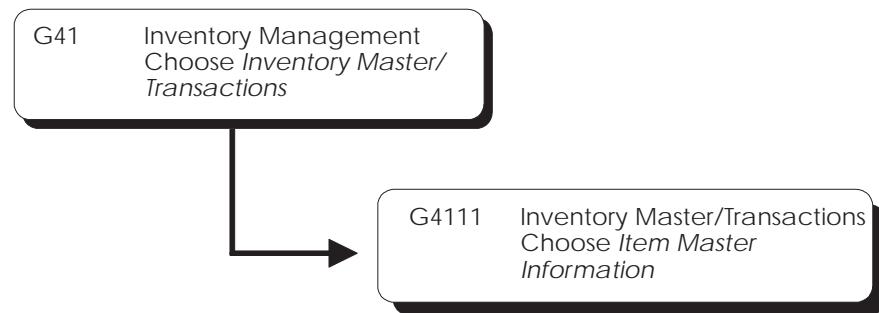
For example, if you sell several types of pens whose characteristics are identical except for their color, you can group these items to simplify pricing. You create a user defined code for the group, such as PENS, and assign the pens to the group name. You can then define one price for this group.

You can also set up complex item groups to allow for greater flexibility in your pricing structures. You can use up to four category codes to define complex item groups.

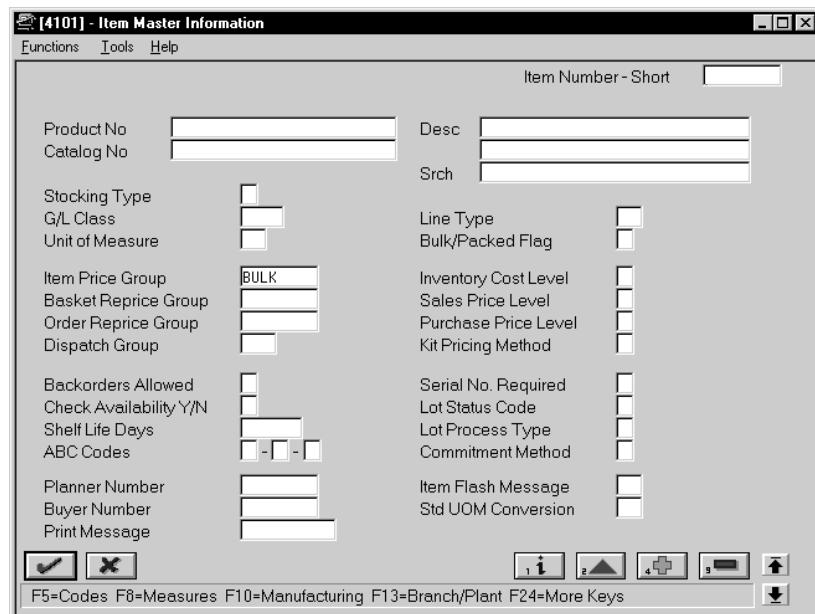
For example, if you have two types of pens within the group PENS, markers and ball point, you can specify a different price for each type of pen. When you enter an order for pens, the system checks the category codes assigned to the item to determine if the pen is a marker or a ball point and retrieves the appropriate price.

The category code sequence you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes does not affect how the system searches for prices.

► **To set up simple item price groups**



On Item Master Information



1. To create item price group names, complete the steps for creating user defined codes for customer price group names.

See also *Working with User Defined Codes* in the *Technical Foundation Guide*.

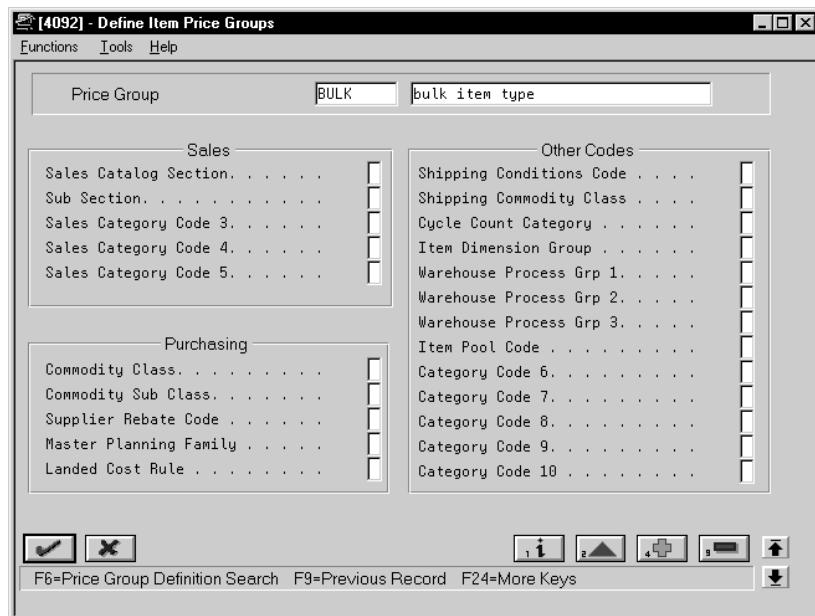
2. Complete the following field to define a simple item group:
 - Item Price Group

► To set up complex item price groups

G4910 ECS Sales Order Management
Choose Price Management

G491022 Price Management
Choose Define Item
Price Groups

On Define Item Price Groups

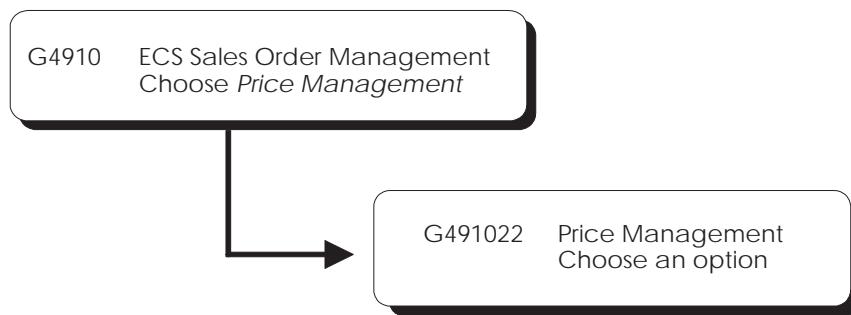


1. Complete the following field:
 - Price Group
2. To identify subgroups used in a customer price group, complete up to four of the following fields:
 - Category Code



The Category Code fields might be either numbered or named, depending on how your company has set them up (for example, Category Code 01 or Line of Business).

Generating Price Group Relationships



After you set up price groups and assign the group names to customers and items, you can generate customer and item price group relationships. You generate price group relationships to define the possible combinations of customer and item groups that you can use for pricing.

You can use two batch programs to generate price group relationships:

- Customer Price Group Generation
- Item Price Group Generation

These programs generate records in the Item/Customer Groups Relationships table (F4093), which contains the allowable combinations for customer or item groups and category codes. You can set the processing options to specify up to five group codes for which you want the system to create detail records. If you do not specify any codes, the system will generate relationships for all groups.

Processing Options for Generate Customer Group Relationships

Group Codes:

1. Specify up to five customer group codes to be processed. If no customer group codes are specified, all group codes will be used.
 - Customer Group Code 1
 - Customer Group Code 2
 - Customer Group Code 3
 - Customer Group Code 4
 - Customer Group Code 5

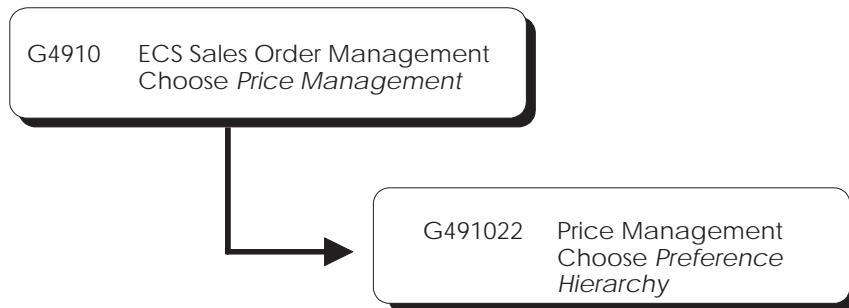
Processing Options for Generate Item Group Relationships

Group Codes:

1. Specify up to five item group codes to be processed. If no item group codes are specified, all group codes will be processed.

- Item Group Code 1
- Item Group Code 2
- Item Group Code 3
- Item Group Code 4
- Item Group Code 5

Defining the Base Price Preference Hierarchy (ECS)



When the system retrieves prices, it uses the base price preference hierarchy to determine the order in which it searches base price records. You define base price preference hierarchies on the Preference Hierarchy form, which contains rows identifying customers and customer groups and columns identifying items and item groups. You use the intersection of the rows and columns to enter your hierarchy sequence.

When the system searches for a price, the hierarchy begins with the intersection in which you enter 1. The system searches for records defined for that customer and item combination. If it does not find prices defined for that combination, it searches for the combination defined by the intersection in which you entered 2, and so forth.

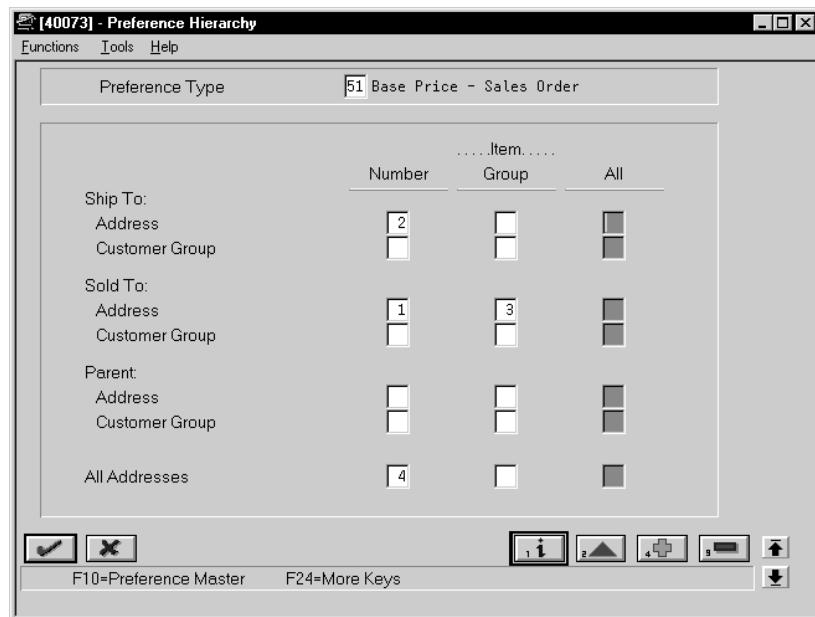
For example, you establish the following base prices:

| Item | Customer | Price |
|------|----------|-------|
| XXX | A | 0.98 |
| XXX | Group | 1.00 |
| XXX | All | 1.10 |

If the base price preference hierarchy indicates that the system should search first for a price defined for an item and customer combination, and you enter a sales order for item XXX and customer A, the system selects 0.98 as the price. If you change the base price preference hierarchy so that item and all addresses is the first search criterion, the system selects 1.10 as the price for customer A and item XXX.

► **To define the base price preference hierarchy**

On Preference Hierarchy



Type consecutive numbers at the intersections of rows and columns to define the pricing hierarchy.

What You Should Know About

Limiting processing time for a search

You can enter up to 14 numbers in the preference hierarchy. However, you should limit your hierarchy to three or four numbers. Each number represents a search by the system through the Base Price table (F4106). Each number you add to the hierarchy increases system processing time.

Work with Base Pricing

Working with Base Pricing (ECS)

For each item that you want to sell, you must define the base price at which you want to sell it. To work with base pricing, complete the following tasks:

- Define base prices
- Update base prices
- Convert price levels

You can define base prices for any combination of items, item groups, customers, or customer groups. The system retrieves the base price when you enter the item on a sales order.

After you define base prices, you can update them as needed, for example, to change a price or create a price that will be effective on a future date. You can update base prices individually, or you can run the Base Price Maintenance — Batch program to update multiple prices at one time. When you update multiple prices in batch mode, the system will either override the existing price with a new price or calculate an adjustment to the existing price, depending on how you set the processing options.

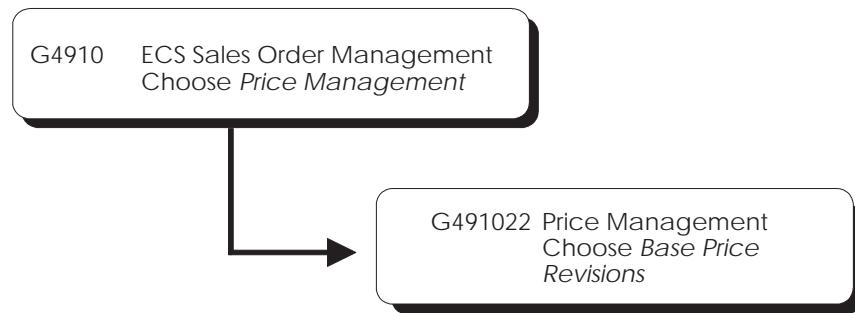
What You Should Know About

Pricing hierarchy

During sales order entry, the system searches the following combinations, based on the pricing hierarchy you have defined, to retrieve a price:

- Item only
- Item group only
- Item and customer
- Item and customer group
- Item group and customer
- Item group and customer group

Defining Base Prices (ECS)



You should define the base price for each item you sell. The system retrieves the base price information when you enter the item on a sales order.

You can define base prices for any combination of items, item groups, customers, or customer groups. Customers can be Parent, Ship To, or Sold To addresses.

When you enter an item in the Item Master table (F4101), you should enter the sales price level. The sales price level determines how you define the base price for an item. You can define prices at the following levels:

- Item level. If you define pricing at the item level only, you cannot include branch/plant, lot, or location information. You define one overall price for an item.
- Item/branch level. If you define pricing at the branch/plant level, you cannot include location and lot information. You define different prices for each item and branch/plant combination.
- Item/branch/location level. If you define pricing by location and lot, you can also define branch/plant information. You define different prices for each item, branch/plant, and location combination.

You can assign effective dates when you define the base price for an item. If you don't assign effective dates, the system will automatically assign them. You can also specify the sales price based-on date in the system constants to instruct the system which date on the sales order to compare to the effective dates. The sales price based-on date can be the promised date, the order date, or any other date entered on the sales order. The system retrieves the price whose effective date range includes this sales price based-on date.

You can also use effective dates to enter a new price while an old price is still in use. For example, you can overlap the dates for the base price and the dates for a discount price that you are offering for a limited period. When you set up date ranges that overlap, the system retrieves the price that expires first.

For every price, you can also define a credit price to be used for negative quantities.

When you define any special pricing or discounts for an item or customer, the system bases the calculation of the discounted price on the base price.

Before You Begin

- Verify that the pricing hierarchy has been defined. See *Defining the Base Price Preference Hierarchy (ECS)*.

► To define base prices

On Base Price Revisions

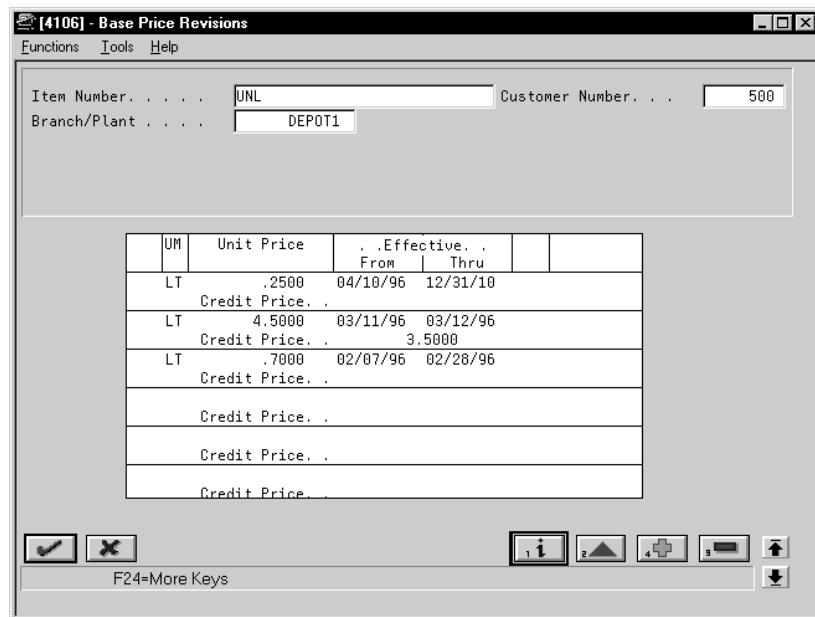


1. Access the Base Price Revisions form for the item and customer combination for which you want to enter a base price.

If your pricing hierarchy consists of only one item and customer combination, the Base Price Hierarchy Sequence does not appear.

2. On Base Price Revisions, complete one or more of the following fields:
 - Item Number
 - Customer Number
3. Based on the sales price levels that you defined on the Item Master Information form, complete the following optional fields:
 - Branch/Plant
 - Location
 - Lot
4. To enter base prices, complete the following fields:
 - Unit of Measure
 - Unit Price
 - Effective From
 - Effective Thru

5. To enter credit prices, access the fold area.



6. Complete the following field:

- Credit Price

| Field | Explanation |
|-------------------------|---|
| Unit of Measure | A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box). |
| Amount – Price per Unit | The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106). |
| Effective From | The date that a transaction, text message, contract, obligation, or preference becomes effective. <i>Form-specific information</i> |
| Effective Thru | The date that this price becomes effective. <i>Form-specific information</i> |
| Amount – Credit Price | The date that a transaction, text message, agreement, obligation, or preference has expired or been completed. <i>Form-specific information</i> |
| Amount – Credit Price | Use this price to enter credit orders in the Sales Order Processing System. To enter a credit order, you should use a Line Type that has the Reverse Sign Flag (RSGN) set to Y in the Line Type Master (F40205). All credit prices are stored in the Base Price File (F4106). |

What You Should Know About

Viewing category codes

To display fields in which you enter values for the category codes attached to complex item and customer groups, you must enter the price group code in the appropriate field. Then, do one of the following:

- To have the system display the category code fields below the group fields, press enter.
- To view all values for the codes in the Price Group Search window and select them, use the appropriate function key.

The system displays information in this window only if you have run the Generate Customer Price Groups or Generate Item Price Groups programs.

Generating the base price report

You can run the base price report version of the Base Price Maintenance — Batch program to print a report of the existing prices for each record that you select. This version of the Base Price Maintenance program does not perform adjustments or updates. To create this version, you should leave all processing options blank.

Entering multi-currency base prices

You can use ECS Sales Order Management pricing to add prices for items in your domestic currency and as many other currencies as necessary. For example, you can set up base prices for one item in U.S. dollars and French francs.

Currency code and unit of measure are both keys to the Base Price table. If you are using multi-currency, the system searches for a price in the following sequence:

- Customer's currency and the user-specified unit of measure
- Customer's currency and the item's primary unit of measure
- Domestic currency and the user-specified unit of measure
- Domestic currency and the item's primary unit of measure

If the system does not find a match, it moves to the next level in the pricing hierarchy structure and searches in the same sequence.

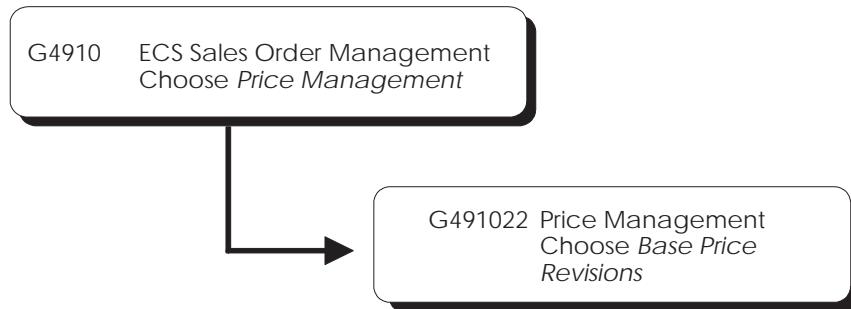
Entering credit prices

The system uses credit prices any time you enter a negative quantity or amount on a sales order. To enter a credit order, you should use a line type that has the reverse sign flag set to Y (yes).

See *Setting Up Order Line Types (ECS)*.

See Also

- *Entering Item Master Information (P4101)* in the *Inventory Management Guide*

Updating Base Prices (ECS)

After you define base prices, you can update them as needed, for example, to change a price or create a price that will be effective on a future date. You can use the Base Price Revisions program to update base prices individually. Or, you can run the Base Price Maintenance — Batch program to update multiple prices at one time.

Base Price Maintenance — Batch is a DREAM Writer program.

You can run Base Price Maintenance — Batch to:

- Change existing prices
- Create future prices

The system creates new prices based on the current price selected by the batch program. When you run a version of the Base Price Maintenance — Batch program in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

When you set up a version of this program, you choose the specific fields that you want the system to select. For example, you can set up a version to select customer, customer group, item, or item group. Or, you can exclude certain types of prices that you do not want to update.

Any new prices that the system creates are included in the report, as well as their effective dates and the old price that the system used as the basis for the new prices. You can run this program in proof mode as many times as necessary.

Changing Existing Prices (ECS)

To change multiple prices, you can run the base price revisions version of the Base Price Maintenance — Batch program. Depending on how you set the processing options, the program will either override the existing price or calculate either a percentage or an amount adjustment to the existing price.

When you submit the base price revisions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode. You must set the update processing option for this program to perform updates to the Base Price table (F4106).

| J.D. Edwards & Company Base Price Revisions - Proof | | | | | | | Page | - | 8 |
|--|------------|-----------------|----------------|---------|----|----------------|----------------|----------------------|------------|
| Item Number | Item Group | Customer Number | Customer Group | Cur Cod | UM | Old Unit Price | New Unit Price | . . . Effective From | . . . Thru |
| BASEA Base Oil Bulk Branch/Plant . . | DEPOT1 | | | USD | LT | 1.7000 | 1.8700 | 03/08/95 | 03/08/00 |
| BASEB Base Oil Bulk Branch/Plant . . | DEPOT1 | | | USD | LT | 1.9000 | 2.0900 | 03/08/95 | 03/08/00 |
| BATCHREV Test Batch Reversal Branch/Plant . . | MDC | | | EA | | 5.0000 | 5.5000 | 03/04/96 | 12/31/10 |
| BCREG Leaded Fuel - Bill Branch/Plant . . | DEPOT1 | | | GA | | 6.9000 | 7.5900 | 01/01/95 | 01/01/99 |
| BCREG1 Leaded Fuel - Bill Branch/Plant . . | DEPOT1 | | | LT | | 10.0000 | 11.0000 | 01/01/95 | 01/01/99 |

Creating Future Prices (ECS)

To create multiple base prices that you can use on a future date, you can run the future price additions version of the Base Price Maintenance — Batch program. This version of the program writes new price records to the Base Price table based on the effective dates you enter in the price additions processing option for this program. You must specify a from date and a through date or the program will end without creating the new prices.

When you submit the future price additions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

The system creates future prices based on the existing price with the most recent expiration date. Depending on how you set the processing options, the program will either override the existing price or calculate either a percentage or an amount adjustment to the existing price. If you leave the adjustment type and factor blank, the system copies future prices from the current price and does not apply any adjustments.

| J.D. Edwards & Company Future Price Additions - Proof | | | | | | | Page Date | - | 9 |
|--|---------------|--------------------|-------------------|------------|-------------------|-------------------|---------------------------|----------|---|
| Item Number | Item Group | Customer Number | Customer Group | Cur Cod | Old Unit Price | New Unit Price | . . Effective . . From | Thru | |
| BASEA Base Oil Bulk Branch/Plant . . | DEPOT1 | | | USD | 1.7000 | | 03/08/95 | 03/08/00 | |
| | | | | USD | 1.7000 | 1.8700 | 01/01/95 | 12/31/95 | |
| BASEB Base Oil Bulk Branch/Plant . . | DEPOT1 | | | USD | 1.9000 | | 03/08/95 | 03/08/00 | |
| | | | | USD | 1.9000 | 2.0900 | 01/01/95 | 12/31/95 | |
| BATCHREV Test Batch Reversal Branch/Plant . . | MDC | | | EA | 5.0000 | | 03/04/96 | 12/31/10 | |
| | | | | EA | 5.0000 | 5.5000 | 01/01/95 | 12/31/95 | |
| BCREG Leaded Fuel - Bill Branch/Plant . . | DEPOT1 | | | GA | 6.9000 | | 01/01/95 | 01/01/99 | |
| | | | | GA | 6.9000 | 7.5900 | 01/01/95 | 12/31/95 | |
| BCREG1 Leaded Fuel - Bill Branch/Plant . . | DEPOT1 | | | LT | 10.0000 | | 01/01/95 | 01/01/99 | |
| | | | | LT | 10.0000 | 11.0000 | 01/01/95 | 12/31/95 | |

Processing Options for Base Price Maintenance – Batch

Update Options:

1. Enter a '1' to perform updates to the Base Price file.

Adjustment Options:

If either option 2 or 3 is left blank, no price adjustments will take place.

2. Enter the base price adjustment type.
'A' - adjust price by amount
'%' - adjust price by percentage
'*' - adjust price to an override price
3. Enter the amount used to add, multiply, or override the price.

For 'A' (amount) adjustment:

Enter 10 to increase price by 10

Enter -10 to decrease price by 10

For '%' (percentage) adjustment:

Enter 10 to increase price by 10%

Enter -10 to decrease price by 10%

For '*' (price override) adjustment:

Enter 10 to change price to 10

Price Additions:

4. Enter the effective date and the expiration date for the creation of new base price records. If left blank, the selected price records will be changed. NOTE: The effective date must be less than the expiration date.
 - Effective From Date
 - Effective Thru Date

Data Selection

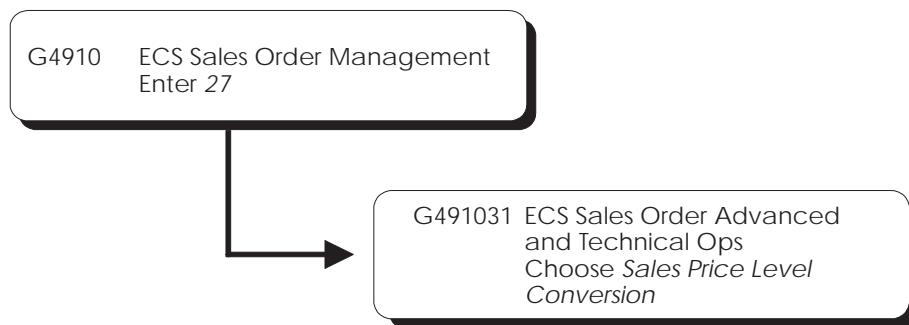
When you run this program in final mode, you should include the Unit of Measure field in the data selection to ensure that the system applies the adjustment value consistently.

Data Sequence

You can define the data sequence only for the base price report and base price revisions versions of this program.

You should not change the sequence for versions that create future prices. Doing so can cause the system to use the wrong base price when calculating the future price.

Converting Price Levels (ECS)



You use the Sales Price Level Conversion program to change the sales price level of an item or a group of items that you have previously entered in the Item Master table.

You can run this program in proof or final mode. J.D. Edwards recommends that you always run the Sales Price Level Conversion program in proof mode first to identify errors. The program generates a report that displays any problems the system encounters during sales price level conversions. You should correct these errors before you run the program in final mode.

The Sales Price Level Conversion program deletes all price records at the previous level and creates new price records at the new level. For example, when converting from the item/branch/plant level to the item level, the program deletes all price records for each item/branch/plant and creates a new price record for the item.

You should not attempt to access the Item Master or Base Price tables when this program is running in final mode.

Sales Price Level Conversion is a DREAM Writer program.

| J.D. Edwards & Company Sales Price Level Conversion | | | | | | | Page | - | 2 |
|--|--------------|----------|-----|----|----------|----------------|-------------|-------------|------------|
| *** Proof Mode *** | | | | | | | Date | - | 6/07/98 |
| Item Number | Branch/Plant | Location | Lot | UM | Cur Cod | Address/ Group | Effect From | Effect Thru | Unit Price |
| LPG | | | | LT | USD | | 03/01/95 | 03/01/99 | .2500 |
| REG | | | | LT | | | 02/28/95 | 12/31/10 | .2000 |
| REG | | | | LT | | | 02/09/96 | 12/31/10 | .3300 |
| REG | | | | LT | | | 04/10/96 | 12/31/10 | 1.5326 |
| REG | | | | LT | | | 02/28/99 | 12/31/02 | .4560 |
| REG | | | | LT | 00000500 | 11/25/95 | 12/31/10 | 1.1000 | |
| REG | | | | LT | 00000500 | 01/01/96 | 12/31/96 | 1.1000 | |
| UNL | | | | LT | | | 04/10/96 | 12/31/10 | .2500 |
| UNL | | | | LT | ARA | | 03/11/96 | 03/12/96 | 4.5000 |
| UNL | | | | LT | BEF | | 11/21/95 | 12/31/95 | .2500 |
| UNL | | | | LT | BEF | | 01/16/96 | 01/29/96 | .2500 |
| UNL | | | | LT | FRF | | 02/07/96 | 02/28/97 | .7000 |
| UNL | | | | LT | FRF | | 03/01/96 | 12/31/10 | .6400 |
| UNL | | | | LT | USD | | 11/21/95 | 12/31/95 | .2500 |
| UNL | | | | LT | 00000500 | 02/07/96 | 02/28/96 | .7000 | |
| UNL | | | | LT | 00000500 | 03/11/96 | 03/12/96 | 4.5000 | |
| UNL | | | | LT | 00000500 | 04/10/96 | 12/31/10 | .2500 | |

Processing Options for Item Sales Price Level Conversion

Process Control:

1. Enter the price level to update to. _____
2. If updating to price level '1', enter the branch to default the price from. If updating from a price level '3', the price will default from the primary location. _____
3. Enter a '1' to run in final mode and update files. If blank, no file updates will occur. _____
4. Enter a '1' to print only exceptions on the edit report. A blank will print all items. _____
5. Enter a '1' to delete expired records. If blank, expired records will not be deleted. _____

Define Price Adjustments

Defining Price Adjustments (ECS)

When you define base prices, you define prices for an item or a group of items. You use inventory and customer pricing rules to define price adjustments for customers and customer groups. For example, you can set up discounts for one group of customers and markups for another group.

To define price adjustments, complete the following tasks:

- Define inventory pricing rules
- Assign rules to customers and customer groups

You define inventory pricing rules to set up a pricing scheme for an item or a group of items. For each item or item group, you define levels of pricing. You can determine price breaks by quantity. You can indicate whether the price adjustment is a markup or discount. You can also enter a price that you want the system to use to override the base price for a specified period.

After you define the inventory pricing rules, you use the Customer Pricing Rules program to assign the inventory pricing rules to customers or customer groups. For example, you might want some preferred customers to always receive a 5% discount on specific items. You first define a discount level of 5% in the inventory pricing rules for these items. You then assign the preferred customers, or a customer group called PREFERRED, to this discount level in the inventory pricing rules.

The system will not adjust prices until you assign a customer or customer group to an inventory pricing rule.

Before You Begin

- Verify that item price groups have been set up. See *Setting Up Item Price Groups (ECS)*.
- Verify that customer price groups have been set up. See *Setting Up Customer Price Groups (ECS)*.

What You Should Know About

Pricing considerations

The system prices an order based on the following:

- A contract price for a specific customer takes precedence over a contract price for a group of customers. It also overrides other inventory pricing rules. If a contract price for a specific customer does not exist, the system searches for a contract price for a customer group.
- A trade discount that you define through customer billing instructions overrides all other pricing or repricing. A trade discount is the simplest way to offer a discount to a customer. The system applies the discount to all items sold to the customer.
- The system retrieves inventory pricing rules for a specific customer, if you have defined them, before it retrieves rules defined for a group of customers.

Setting up contract pricing

You can set up contract prices to guarantee a price for a particular customer. When you enter an order for a contract item, the system checks the remaining quantity to be sold at the contract price. If the quantity on the order exceeds the remaining allowed quantity, the system writes two lines on the order:

- One line for the quantity at the contract price
- One line for the quantity at the regular price

You set up contract pricing by defining an inventory pricing rule and assigning the rule to a customer. In addition to the normal procedures for inventory and customer pricing rules, you must:

- Identify the inventory pricing rule as contract pricing
- Enter contract information in the fold area
- Enter the item's short ID number as the pricing rule name

Setting up trade discount pricing

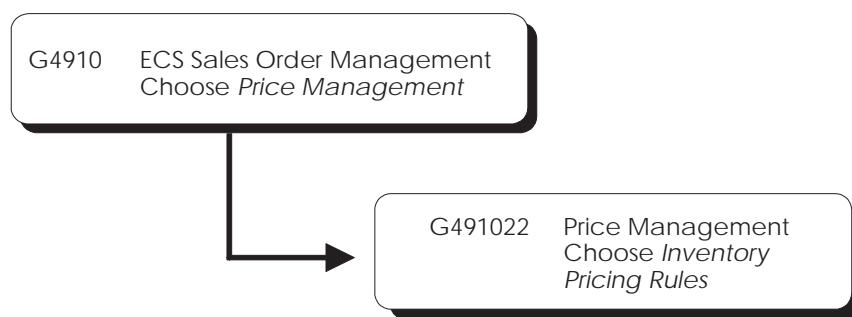
You set up trade discount pricing through the customer billing instructions. The percentage you enter is a flat discount that the system applies to all items ordered by this customer. Trade discount pricing overrides all other pricing.

See also *Setting Up Customer Billing Instructions (ECS)*.

Setting up cash discount pricing You can enter an additional cash discount to any order detail line on the Order Detail Information form. The system applies the discount only if the line type of the order line is set up to allow discounts.

See also *Entering Additional Order Information (ECS)* and *Setting Up Order Line Types (ECS)*.

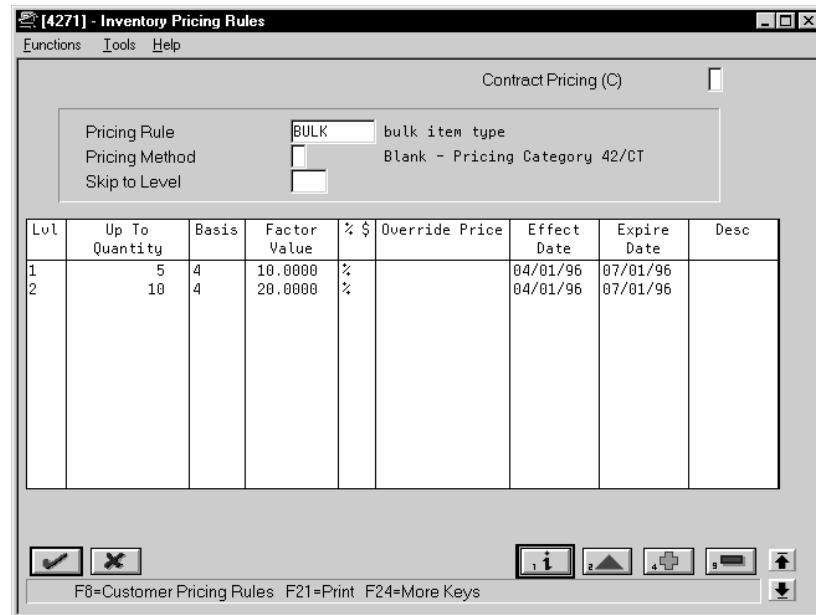
Defining Inventory Pricing Rules (ECS)



You define inventory pricing rules to set up pricing schemes for items or groups of items. For each item or item group, you define levels of pricing. You then assign these levels to specific customers or customer groups. Each level can define a pricing rule, such as a markup or a discount. You can use these levels to define price breaks by quantity, amount, or weight. You can also define a price that you want the system to use to override the base price for a specified period.

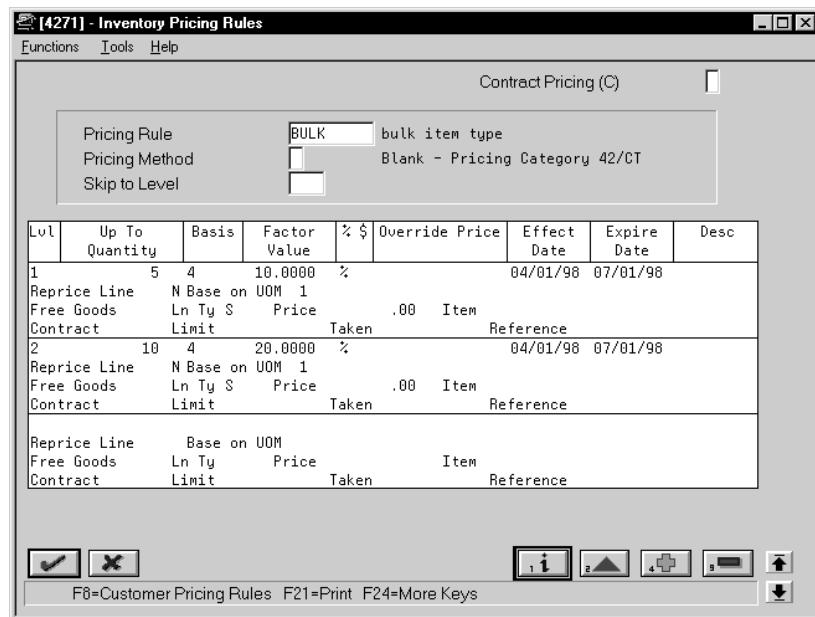
► **To define inventory pricing rules**

On Inventory Pricing Rules



1. Complete the following field:
 - Pricing Rule
2. To define pricing rules, complete the following fields:
 - Pricing Method
 - Level
 - Up to Quantity
 - Basis
 - Factor Value
 - Factor Value Type
 - Override Price
 - Effective Date
 - Expire Date

3. Access the fold area.



4. To define additional inventory pricing rule information, complete the following fields:

- Base on Unit Of Measure
- Line Type
- Price
- Item
- Limit
- Reference

| Field | Explanation |
|----------------|--|
| Pricing Rule | User defined code (table 40/PI) used to classify inventory by pricing rules. Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. A single code can be used for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract. |
| Pricing Method | A user defined code (system 42, type CT) that indicates the pricing method you want to establish within the inventory pricing rule. Valid values are: <ul style="list-style-type: none"> P Purchase order discounts O Order repricing R Line repricing (basket repricing) |

| Field | Explanation | | | | | | | | | | | | | | | | | | |
|------------------------------|--|---|--------------|---|-------------|---|------------|---|--------------|---|----------|---|-------------|---|---------------|---|--------------|---|-----------------|
| Pricing Category Level | An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups. | | | | | | | | | | | | | | | | | | |
| Units – Over | The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities. | | | | | | | | | | | | | | | | | | |
| Basis — For Cost or Price | <p>A costing method on which the system bases the order's net price.</p> <p>The following codes are valid for pricing and repricing:</p> | | | | | | | | | | | | | | | | | | |
| | <table> <tbody> <tr><td>1</td><td>Last-In Cost</td></tr> <tr><td>5</td><td>Future Cost</td></tr> <tr><td>P</td><td>Unit Price</td></tr> <tr><td>2</td><td>Average Cost</td></tr> <tr><td>6</td><td>Lot Cost</td></tr> <tr><td>3</td><td>Memo Cost 1</td></tr> <tr><td>7</td><td>Standard Cost</td></tr> <tr><td>4</td><td>Current Cost</td></tr> <tr><td>8</td><td>Purchasing Cost</td></tr> </tbody> </table> | 1 | Last-In Cost | 5 | Future Cost | P | Unit Price | 2 | Average Cost | 6 | Lot Cost | 3 | Memo Cost 1 | 7 | Standard Cost | 4 | Current Cost | 8 | Purchasing Cost |
| 1 | Last-In Cost | | | | | | | | | | | | | | | | | | |
| 5 | Future Cost | | | | | | | | | | | | | | | | | | |
| P | Unit Price | | | | | | | | | | | | | | | | | | |
| 2 | Average Cost | | | | | | | | | | | | | | | | | | |
| 6 | Lot Cost | | | | | | | | | | | | | | | | | | |
| 3 | Memo Cost 1 | | | | | | | | | | | | | | | | | | |
| 7 | Standard Cost | | | | | | | | | | | | | | | | | | |
| 4 | Current Cost | | | | | | | | | | | | | | | | | | |
| 8 | Purchasing Cost | | | | | | | | | | | | | | | | | | |
| | <p>The system uses the method you enter here to determine the order's net price.</p> <p>In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value between 1 to 8 to use the unit cost in the sales detail as the base on value for all reprice calculations.</p> | | | | | | | | | | | | | | | | | | |
| Factor Value – Numeric | The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10% markup would be expressed as 1.10. | | | | | | | | | | | | | | | | | | |
| Factor Value – Type | A code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's price. | | | | | | | | | | | | | | | | | | |
| Amount – Override List Price | Any price you enter here overrides all other rules or prices. | | | | | | | | | | | | | | | | | | |

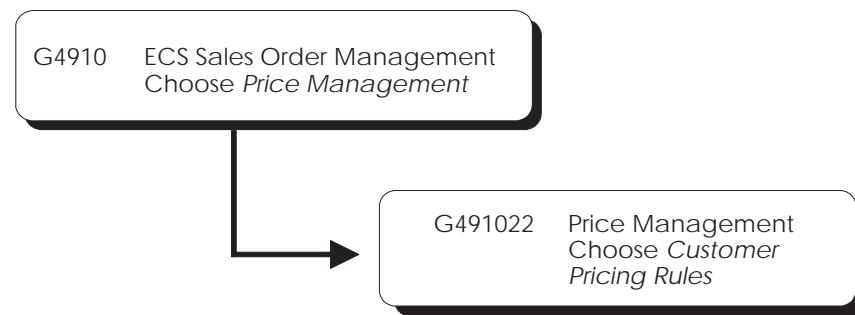
| Field | Explanation |
|------------------|--|
| Quantity Type | <p>A code that indicates that the quantity limit is based on a special unit of measure. The default is the primary unit of measure. Valid codes are:</p> |
| | <ul style="list-style-type: none"> 1 Primary Unit of Measure (Default) 2 Secondary Unit of Measure 3 Purchasing Unit of Measure 4 Pricing Unit of Measure 5 Shipping Unit of Measure # Pounds \$ Dollars (Not Quantity) Limit |
| Related – Price | <p>The price of a related item in a pricing or discount policy. For example, with a policy of "Buy one, get one free," the free item is the related item. Enter this price in the unit of measure of the related item quantity.</p> |
| Limit – Quantity | <p>This quantity is established in the inventory pricing rules as the number of items that the customer may purchase from us at this contract price.</p> <p>..... <i>Form-specific information</i></p> |
| | <p>The amount that limits the quantity of items you are willing to sell at a contract price. You use this field when a C appears in the Contract Pricing (C) field at the top of the form.</p> |
| Reference | <p>The number or identifier of the document on which this contract is based. Complete this field only if you are creating a contract price between you and a specific customer.</p> |

What You Should Know About

Creating new item groups

When you define inventory pricing rules, you enter the user defined codes that you previously set up for item price groups. If you need to create new user defined codes for item price groups, you can choose the Inventory Pricing Groups option from the Price Management menu.

Assigning Rules to Customers and Customer Groups (ECS)



You use the Customer Pricing Rules program to establish the pricing relationship between an inventory pricing rule and a customer or customer group. You must assign a customer or customer group to a specific pricing level in an item's inventory pricing rule before the system adjusts prices. You can also use the Customer Pricing Rules program to remove the relationship between the inventory pricing rule and the customer or customer group.

► To assign rules to customers and customer groups

On Customer Pricing Rules

The screenshot shows a Windows application window titled "[4281] - Customer Pricing Rules". The window has a menu bar with "Functions", "Options", "Tools", and "Help". The main area contains two input fields: "Customer Group" (with "DEPOT" in the field) and "or Specific Add.Book No." (with an empty field). Below these is another input field: "Pricing Rule" (with "BULK" in the field) and "bulk item type" (with "N" in the field). A table below lists pricing rules:

| 0 | Pricing Rule | Lvl | Up To Quantity | Basis | Factor Value | % \$ | Override Unit Price | Effect Date | Expire Date |
|---|--------------|-----|----------------|-------|--------------|------|---------------------|-------------|-------------|
| | BULK | 1 | 5 | 4 | 10.0000 | % | | 04/01/98 | 07/01/98 |
| | BULK | 2 | 10 | 4 | 20.0000 | % | | 04/01/98 | 07/01/98 |

At the bottom of the window are two buttons: a checkmark and an X. A status bar at the bottom displays: "Opt: 5=Reset Level 9=Remove F4=Fold F9=Name Search F24=More Keys".

1. Complete one of the following fields:

- Customer Group

- Specific Address Book Number

2. Complete the following optional fields:
 - Pricing Rule
 - All Levels
3. Complete the following field to assign the customer to a specific level in the inventory pricing rule:
 - Option

What You Should Know About

| | |
|-------------------------------------|--|
| Creating new customer groups | When you assign inventory pricing rules to customer groups, you enter the user defined codes that you previously set up for customer price groups. If you need to create new user defined codes for customer price groups, you can choose the Customer Pricing Groups option from the Price Management menu. |
|-------------------------------------|--|

Work with Repricing

Working with Repricing (ECS)

You reprice sales orders when you want to:

- Allow additional discounts or markups on groups of items
- Set up different pricing for specific items or customers
- Provide overall discounts based on total quantities of items within a product family
- Update sales orders with the most current prices

Working with repricing includes the following tasks:

- Updating prices for an item
- Updating prices for a customer

You update prices for an item to adjust the price for specific items or create special discounts. You can update prices for an item based on the amount of the order, weight of the items, or the total quantity of all items ordered.

You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs.

Updating Prices for an Item (ECS)

You update prices for an item to adjust the price for specific items or create special discounts.

The Standard Order/Basket Reprice program uses the following two methods to update the price of an item:

- Basket repricing
- Order repricing

Standard Order/Basket Reprice is a DREAM Writer batch program.

Complete the following tasks to perform basket and order repricing:

- Define repricing groups
- Process basket and order repricing

You define repricing groups similar to the way you define customer and item groups. You first create user defined codes for basket and order repricing groups and enter this information for specific items in the Item Master table. You then set up either basket or order repricing in the inventory pricing rules.

When you run the Standard Order/Basket Reprice program, the system searches the detail lines of a sales order for items in either a basket or order repricing group. If the system must perform both basket and order repricing, it will perform the basket repricing calculations first.

What You Should Know About

Limitations to repricing If you have defined a trade discount or manually entered a price, the system will not reprice the order line.

Order entry repricing You can run the Standard Order/Basket Reprice program when you enter a sales order by choosing the appropriate option on the Sales Order Entry form. You can also set the processing options for the Sales Order Entry program to automatically run the Standard Order/Basket Reprice program.

Performing repeated repricing If you need to reprice an order line that has already been repriced, you can set the appropriate processing option for the Standard Order/Basket Reprice program to allow order detail lines to be repriced repeatedly.

Defining Repricing Groups (ECS)

G4910 ECS Sales Order Management
Choose *Price Management*

G491022 Price Management
Choose *Inventory Pricing Rules*

You define repricing groups similar to the way you define customer and item groups. After you create user defined codes for basket and order repricing groups, you enter this information for specific items on the Item Master Information form. You then complete the steps to define inventory pricing rules for basket and order repricing. You define the pricing method in the inventory pricing rule as either basket repricing or order repricing.

For example, you group pens, rulers, and erasers in the basket group called SUPPLIES. You can then define an inventory pricing rule for the SUPPLIES basket repricing group so that the system will reprice each of the items in this group at a discount of .25.

If you define both basket and order repricing for an item, the system will perform the basket repricing calculations first.

Before You Begin

- Verify that user defined codes for order and basket repricing groups have been created. See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Enter the user defined codes for order and basket repricing groups in Item Master Information. See *Setting Up Item Price Groups (ECS)*.

► To define repricing groups

On Inventory Pricing Rules

| Lvl | Up To Quantity | Basis | Factor Value | % \$ | Override Price | Effect Date | Expire Date | Desc |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 12 | P | 1.0000 | % | | 01/01/93 | 12/31/99 | NO DISC |
| 2 | 24 | P | .9500 | % | | 01/01/93 | 12/31/99 | 5% OFF |
| 3 | 36 | P | .9200 | % | | 01/01/93 | 12/31/99 | 8% OFF |
| 4 | 48 | P | .9000 | % | | 01/01/93 | 12/31/99 | 10% OFF |

 The bottom of the window has a toolbar with icons for checkmark, cross, and other functions. A status bar at the bottom says 'F8=Customer Pricing Rules F21=Print F24=More Keys'.

1. Complete the following fields:
 - Pricing Rule
 - Pricing Method
2. For basket repricing, access the fold area.

[4271] - Inventory Pricing Rules

Functions Tools Help

Contract Pricing (C)

| | | |
|----------------|--------------------------|--------------------------------|
| Pricing Rule | REPRICER | Line (aka Basket) Reprice Rule |
| Pricing Method | R | Line (aka Basket) Repricing |
| Skip to Level | <input type="checkbox"/> | |

| Lvl | Up To Quantity | Basis | Factor Value | % \$ | Override Price | Effect Date | Expire Date | Desc |
|--------------|----------------|-------|---------------|------|----------------|-------------|-------------|---------|
| 1 | 12 | P | 1.0000 | % | | 01/01/93 | 12/31/99 | NO DISC |
| Reprice Line | | N | Base on UOM 1 | | | | | |
| Free Goods | | Ln | Ty | R | Price | .00 | Item | |
| Contract | | Limit | | | Taken | | Reference | |
| 2 | 24 | P | .9500 | % | | 01/01/93 | 12/31/99 | 5% OFF |
| Reprice Line | | N | Base on UOM 1 | | | | | |
| Free Goods | | Ln | Ty | R | Price | .00 | Item | |
| Contract | | Limit | | | Taken | | Reference | |
| 3 | 36 | P | .9200 | % | | 01/01/93 | 12/31/93 | 8% OFF |
| Reprice Line | | N | Base on UOM 1 | | | | | |
| Free Goods | | Ln | Ty | R | Price | .00 | Item | |
| Contract | | Limit | | | Taken | | Reference | |

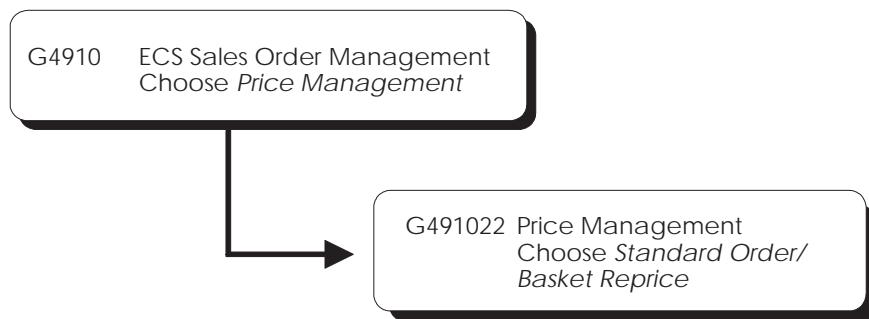
F8=Customer Pricing Rules F21=Print F24=More Keys

3. Complete the following field:

- Reprice Line

| Field | Explanation |
|-----------------------|--|
| Reprice Line or Order | <p>Code that is applicable only if you are using pricing method R (Basket Repricing). Y (yes) tells the system to apply the pricing rule to the unit and calculate the extended price. N (no) tells the system to write a new order detail line for the amount of the additional discount into the sales order.</p> <p>The Order Repricing Program (P421301) provides an option to reprice orders that had already been repriced. You can alter the results of this process by adjusting this field. If you would like to re-discount the order based on the original unit price, you must have this field set to N or blank PRIOR TO repricing the order. However, if you would like to re-discount based on the discounted unit price, set this field to Y to adjust the individual detail lines. For more detail on this process, please refer to the help instructions of the Order Repricing Program (P421301).</p> |

Processing Basket and Order Repricing (ECS)



You process basket and order repricing to adjust the price for specific items or create special discounts. When you run the Standard Order/Basket Reprice program for basket repricing, the system searches the detail lines of a sales order for items in a basket group.

When you perform order repricing, the system searches the detail lines of a sales order for items in an order group. If it finds items that belong to the order group, it creates an adjustment for the order as a whole and writes a new order detail line with the amount of the adjustment.

For example, you attach a pricing rule to the SUPPLIES order repricing group so that the system will discount the entire order by .25 if it identifies an item from the SUPPLIES group. The system does not recalculate prices but adds a new line to the order to reflect the order discount.

| | Item Name | Unit Price | Group Name |
|--------|-----------|------------|------------|
| Line 1 | PEN | 10.00 | SUPPLIES |
| Line 2 | RULER | 2.00 | SUPPLIES |
| Line 3 | ERASER | 1.00 | SUPPLIES |
| Line 4 | Discount | .25- | |

The Standard Order/Basket Reprice program generates a report listing the order lines that the program repriced.

| J.D. Edwards & Company Order Repricing | | | | | | | | | | Page | 3 |
|---|----------------|----------|----------------------|-----------------|-------------------------|---------------|-----------------------|---------------------|---------------|-----------------|----------------|
| Order Number | Line Number | Ln Ty | Item Number | Branch Plant | Transaction Quantity | Unit Price | Extended Price | T X | Item Group | Basket Group | Order Group |
| 8 | 2.000 | R | Line Added - Reprice | | 10 | 1- | .0000 | | N | REPRICER | REPRICER |
| 8 | 3.000 | S | Line Added - Reprice | | 10 | 1- | .0000 | | N | REPRICEO | REPRICEO |
| 9 | 2.000 | S | Line Added - Reprice | | 10 | 1- | .0000 | | N | OFFICE | OFFICE |
| 13 | 1.000 | S | 1001 | | 10 | 10 | 15.0000 1,500.0000 | 150.00 15,000.00 | Y | FUELS | FUELS |
| 14 | 1.000 | S | 1001 | | 10 | 1 | 15.0000 1,500.0000 | 15.00 1,500.00 | Y | FUELS | FUELS |
| 17 | 1.000 | S | 1001 | | 10 | 60 | 15.0000 1,500.0000 | 900.00 90,000.00 | Y | FUELS | FUELS |
| 17 | 1.100 | S | 1001 | | 10 | 40 | 15.0000 1,500.0000 | | Y | FUELS | FUELS |
| 20 | 1.000 | S | 1001 | | 20 | 1 | 12.7500 1,275.0000 | 12.75 1,275.00 | Y | FUELS | FUELS |
| 21 | 1.000 | S | 1001 | | 20 | 1 | 12.7500 1,275.0000 | 12.75 1,275.00 | Y | FUELS | FUELS |
| 257 | 2.000 | S | Line Added - Reprice | DEPOT1 | 1 | 8,610.0000 | 8,610.00 | Y | GAS | FUELS | |

What You Should Know About

Defining the repricing method

Depending on how you complete the Reprice Line field on the Inventory Pricing Rules form, you can instruct the system to do one of the following:

- Update the order line with the new price
- Write a new order line with the amount of the change

Processing Options for Sales Order Repricing (Basket Pricing) – Batch

Record Selection:

1. Enter the next status code to be selected for processing. Any sales detail records with a different Next Status will be bypassed. If option is left blank, will select all.

Default Value:

2. Enter the override next status code for the new sales detail records. If left blank, will default to the Order Activity Rule (F40203).

Update Options:

3. Enter a '1' to make this program

recognize the preset starting pricing category level associated with the corresponding Customer Pricing Group. If left blank, the default starting level will be the first pricing category level in the Inventory Pricing Rule.

Note: Please refer to the help instructions for more detail on this processing option.

4. Enter '1' to allow sales order detail records to be repriced repeatedly. If left blank, will only allow each detail line to be repriced once.

Note: Please refer to the help instructions for more detail on this processing option.

Print Option:

5. Enter '1' to print amounts in foreign currency or '2' to print in both foreign and domestic currency. If left blank, will print in domestic currency only.

Updating Prices for a Customer (ECS)



You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs. If multi-currency processing is activated in your system, the foreign unit and extended costs fields will be updated as well.

Update Sales Price/Cost is a DREAM Writer batch program.

You can use Update Sales Price/Cost to:

- Update sales order costs. When you use this program to update sales order costs, the system replaces the unit and extended costs in any open, unshipped orders with current costs from the Item Cost Ledger table (F4105).
- Update sales order prices. When you use this program to update sales order prices, the system recalculates the unit and extended prices in the Sales Order Detail table (F4211) using the most current base price and price adjustments. The system bases this recalculation on the date that you enter in the processing options.
- Update sales order exchange rates. You can use this program to update the currency exchange rate that the system uses to calculate costs and prices on an order. The system replaces the currency exchange rate that was in effect at the time you entered the order with the existing currency exchange rate.

You can set the processing options for the Update Sales Price/Cost program to define which date on the sales order that the system will use to determine if it should recalculate costs or prices. For example, you can instruct the system to base the recalculations on the promised date. The system will update only those order lines with a promised date that is less than or equal to today's date. Sales order prices can be updated more than once.

When you run the Update Sales Price/Cost program, the system updates the order detail information for open sales orders and replaces the current price with the new base price. The program disregards any special pricing discounts that you have previously defined for the customer or item.

What You Should Know About

Updating prices when you update customer sales

You can set the processing options for the Update Customer Sales program to run the Update Sales Price/Cost program when you run Update Customer Sales. The system will update all selected sales orders with current costs, exchange rates, and prices before you run invoices and create G/L records.

Month-end repricing

If the price of an item fluctuates or is not known until the end of the month, you can perform month-end repricing for the item.

You create a User Defined Price Code preference to flag the customer and item combination for month-end repricing (for example, EM). The system enters this code in the Price Codes field on the sales order to identify the orders to be repriced at the end of the month.

At the end of the month, you run the version of the Update Sales Price/Cost program that performs repricing by preference at month end. You should set the data selection for this version to select the sales orders with a price code of EM. These orders are updated with the most current price for the item.

The Update Sales Price/Cost program creates a separate record in the Sales Order Detail table. The next time you run the Cycle Billing program, it processes this record.

See also *Running Cycle Billing (ECS)*.

Processing Options for Update Sales Order Cost/Price (ECS)

Update Options:

1. Enter '1' to update sales order with the most current unit cost. If left blank, will not update cost.
2. Enter '1' to update the currency exchange rate. Please note that only the domestic amounts will be re-calculated, the foreign amounts will remain the same. If left blank the currency exchange rate will remain the same.

Update Price Options:

3. Enter '1' to recalculate the unit price of the sales order. If left blank, the unit price will remain the same.
4. Specify the date on which all base price and advanced price adjustment recalculations will be based:

- ' ' - Transaction/Order Date
- '1' - Requested Ship Date
- '2' - Promised Ship Date
- '3' - Original Promised Date
- '4' - Delivery Confirm Date
- '5' - System Date
- '6' - Invoice Date
- 'L' - Load Confirm Date
- 'P' - Use Based on Date Preference

NOTE: Processing options 5 thru 7 are supported only by the Advanced Price Adjustment Module (4010).

5. Enter the Line Type of the new sales detail line item. This line item will contain the difference between the old sales price and the newly recalculated price. If left blank, will update the new price directly to the item. _____
6. Enter the override next status of the detail line to contain the price difference. If left blank, the status of the original detail line will be used. _____
7. Enter '1' to base recalculation on the original ship quantity of the line. If left blank, the system will recalculate based on the current quantities of the line. _____

Setup

Order Templates

Objectives

- To create order templates for frequently ordered items

About Order Templates (ECS)

You create order templates to save time and eliminate repetition in order entry. An order template displays frequently ordered items and quantities. You can create the following two types of templates:

Standard templates

A standard template applies to all customers. You can assign a standard template to display every time you enter an order.

Customer-specific templates

Customer-specific templates include a particular customer's most frequently ordered items. You can assign a customer-specific template to display only when you enter orders for that customer.

You can use a standard template as a model for creating a customer-specific template. You can also create a customer-specific template from an existing sales order.

You assign a default template to appear every time you enter an order by setting the order template processing options for the Sales Order Entry program. During order entry, you can also access any other templates you have created.

You can create templates either manually or automatically. You create templates automatically for customers who have placed previous orders with you. You use a batch program to build templates automatically from the Sales Order Detail History table (F42119). You can change and update the information on templates created both manually and automatically, as necessary.

See Also

- *Entering an Order from a Template (P4211EC)*



Work with Order Templates

Working with Order Templates (ECS)

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

Working with order templates includes the following tasks:

- Creating a standard template
- Creating a customer-specific template
- Updating an existing template
- Creating a system-generated template

A standard template applies to all customers. For example, you might want to create a “Lubes” template that lists the most frequently ordered lubricants. Or, you could identify a standard template that lists all of the most frequently ordered items regardless of their classification. When you set the order template processing options for the Sales Order Entry program, the standard template displays every time you enter an order.

A customer-specific template contains the customer’s Address Book number and includes only that customer’s most frequently ordered items and quantities. You can create multiple templates for a customer, or you can use the same template for more than one customer.

After you create a standard template, you can use it as a model for creating a customer-specific template. You can use the same user defined code template name because you use a different customer’s number. You can also use the items and quantities on an actual sales order to create a customer-specific template.

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

After a customer has an established ordering history, you can have the system automatically create order templates. The Customer Template Rebuild program is a standard J.D. Edwards batch program.

What You Should Know About

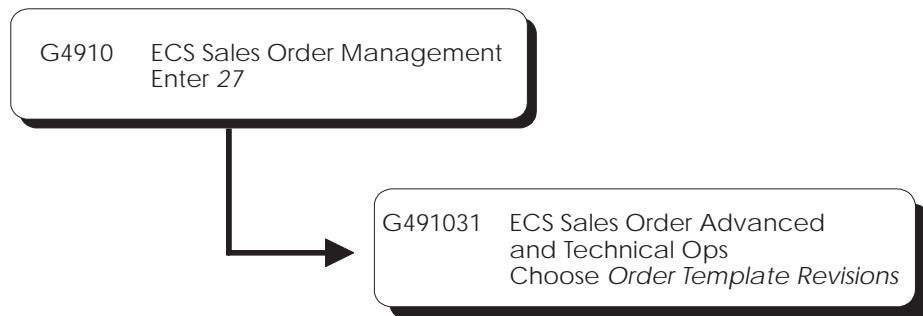
Deleting a template

You can delete any order template, whether you created it manually or automatically. When you delete a template name, you should also remove the user defined code on User Defined Code Revisions. If you delete a customer's default template, you should also change the information in the customer billing instructions.

See Also

- *Working with Interactive Sales Orders (P4211EC)* for the processing options for this program

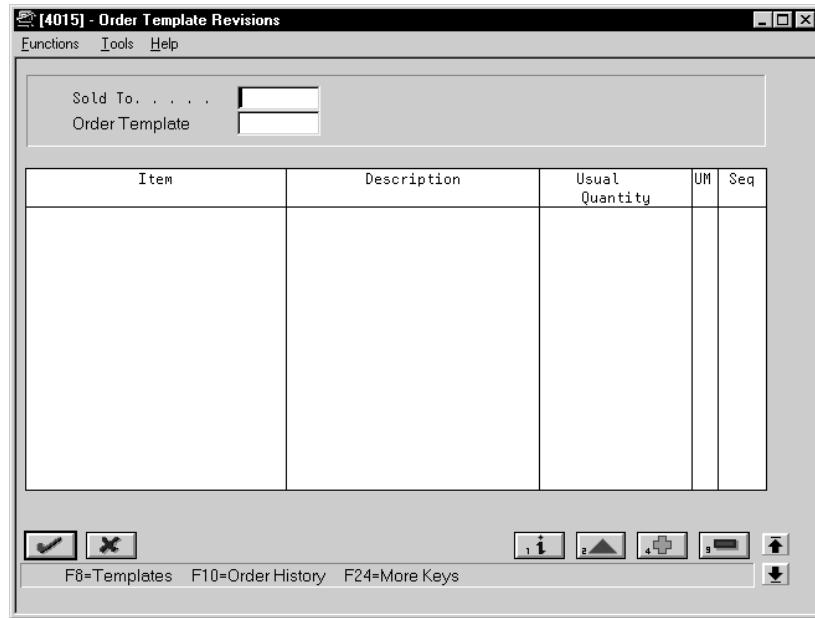
Creating a Standard Template (ECS)



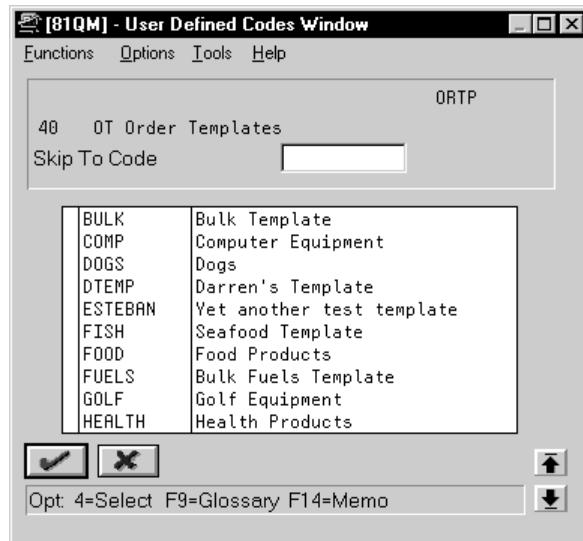
You create a template for frequently ordered items to speed the order entry process. You can create a standard template that applies to all customers and assign it to display every time you enter an order.

► **To create a standard template**

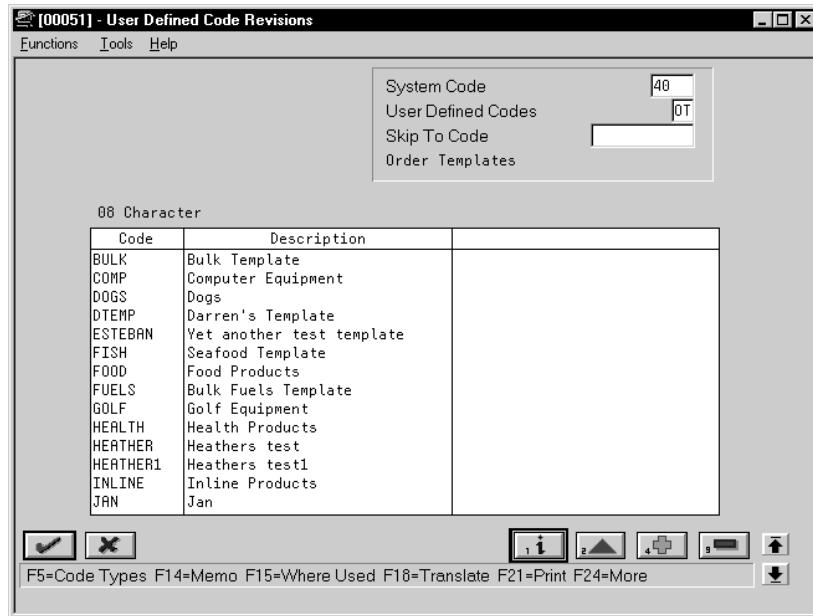
On Order Template Revisions



1. Access the User Defined Codes Window from the following field:
 - Order Template

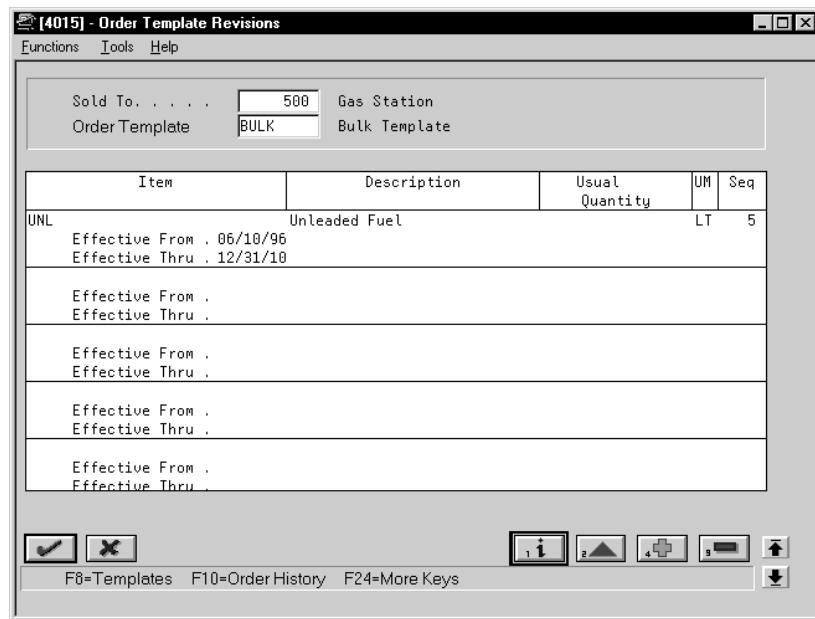


2. On the User Defined Codes Window, access User Defined Code Revisions.



3. On User Defined Code Revisions, complete the following fields to name the template:
 - Character Code
 - Description

See also *Working with User Defined Codes* in the *Technical Foundation Guide*.
4. Return to Order Template Revisions.
5. On Order Template Revisions, complete the following fields:
 - Order Template
 - Item
6. Access the fold area.



7. Complete the following optional fields for each item:

- Effective From
- Effective Thru

| Field | Explanation |
|------------------|---|
| Order Template | A list of items that are most frequently ordered. These items are usually grouped based on the product type such as fuels, lubricants, packaged goods and so forth. |
| Date – Effective | The date that a transaction, text message, contract, obligation, or preference becomes effective. |
| Date – Expired | The date that a transaction, text message, agreement, obligation, or preference has expired or been completed. |

What You Should Know About

Assigning a standard template

You can create as many standard templates as you need. You use the customer billing instructions to assign one standard template to a customer to display each time an order is entered. However, you can access all of the templates when you enter sales orders.

What You Should Know About Processing Options

Processing option 70

You must enter the user defined code for the template here.

Creating a Customer-Specific Template (ECS)

You create a customer-specific template to display only when an order is added for a particular customer. You can either fill in all of the information for the template, or you can create a template from a previous sales order.

Complete the following tasks:

- Create a customer-specific template
- Create a customer-specific template from a sales order

Before You Begin

Set the appropriate processing options for Sales Order Entry and Order Template Revisions to apply to *either* the Sold To customer number or the Ship To customer number

► **To create a customer-specific template**

On Order Template Revisions

1. Complete one of the following fields:
 - Ship To
 - Sold To
2. Follow the steps to create a standard template.
3. Complete the following optional fields:
 - Usual Quantity
 - Unit of Measure
 - Sequence

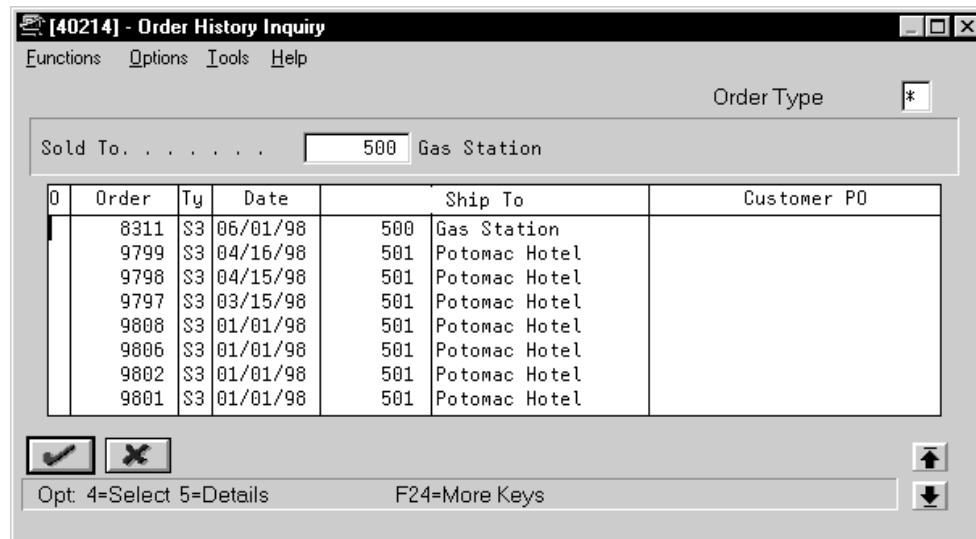
| Field | Explanation |
|-----------------------|---------------------------------------|
| Units – Usual Ordered | The quantity that is usually ordered. |

| Field | Explanation |
|-----------------|--|
| Unit of Measure | A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box). |
| Sequence Number | A sequence or sort number that the system uses to process records in a user defined order. |

► **To create a customer-specific template from a sales order**

On Order Template Revisions

1. Access Order History Inquiry.



2. On Order History Inquiry, complete one of the following fields:
 - Ship To
 - Sold To
3. Review order details to confirm which order you want to use as a template.
4. Choose the order you want to use as an order template.

The system displays the order on Order Template Revisions.

5. On Order Template Revisions, complete the following field:
 - Order Template
6. Type over or accept the default information from the sales order.

What You Should Know About

| | |
|--|--|
| Assigning a customer's default template | To define a default order template for a customer, you must first create the template and then assign it to the customer in the customer billing instructions. When you enter an order for this customer, the system displays all templates that you created for the customer in addition to the default template. See <i>Setting Up Customer Billing Instructions (ECS)</i> . |
| Searching for specific document types | To narrow your search on Order History Inquiry to a specific document type, complete the Order Type field. The system searches the Sales Order Header table (F4201). Therefore, all orders that meet your search criteria appear, including those that have not been updated by the Update Customer Sales program. |

Processing Options for Order Template Revisions

Processing Control:

1. Select the format for order template processing. If left blank, '1' will be used:

| | |
|---------------------|--------------|
| 1 = Sold-to Number | (Sales) |
| 2 = Ship-to Number | (Sales) |
| 3 = Supplier Number | (Purchasing) |
| 4 = User Number | (Purchasing) |

Dream Writer Versions:

Enter the version of each program:
If left blank, ZJDE0001 will be used.

2. Customer Service Inquiry (P42045)
3. Open Purchase Orders (P430301)

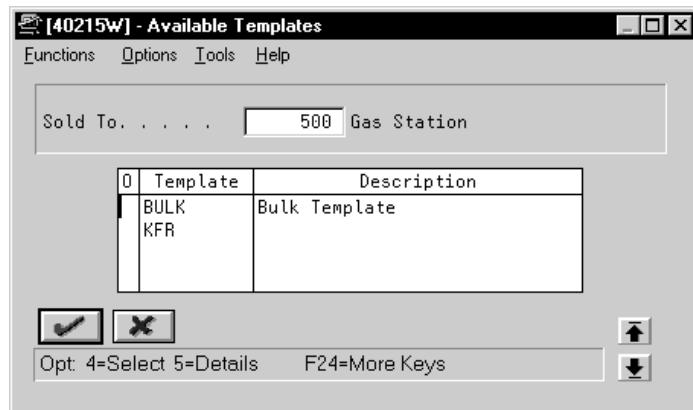
Updating an Existing Template (ECS)

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

► **To update an existing template**

On Order Template Revisions

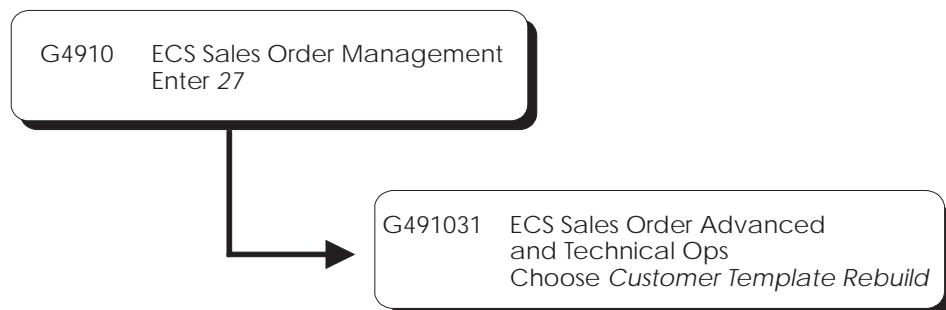
1. Complete one of the following fields:
 - Ship To
 - Sold To
2. Access the Available Templates window.



The system displays all of the templates assigned to the customer.

3. On Available Templates, choose the template you want to review and update.
4. Change the information in one or more of the following fields:
 - Usual Quantity
 - Unit of Measure
 - Sequence
 - Effective From
 - Effective Thru

Creating a System-Generated Template (ECS)



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

Customer Template Rebuild is a DREAM Writer batch program.

After you have entered orders for a customer and run the Cycle Billing and Update Customer Sales programs, the system creates a record of the customer's ordering history in the Sales Order Detail History table. You can run the Customer Template Rebuild program to do any of the following:

- Create a generic template based on sales history
- Update a template based on current sales patterns
- Change a single order line in a template that contains many order lines

After you choose the version of the Customer Template Rebuild program that you want to run, you must set the data selection criteria to choose a specific customer and to control the selection of items that will appear on the template.

Before You Begin

- Verify that orders exist for the customer in the Sales Order Detail History table.
- Create a UDC name for the template you want the system to generate. See *Working with User Defined Codes* in the *Technical Foundation Guide*.

Processing Options for Customer History Template Rebuild

Processing Control:

1. Enter the Order Template Type to be created. _____
2. Enter how the order template lines should be sequenced. If left blank, '1' will be used:
1 = DREAM Writer Data Sequencing
2 = Most frequently ordered _____
3. Enter the maximum number of lines to be included on the template. If left blank, all items will be included. _____
4. Enter the minimum times an item must be ordered to be included on the template. If left blank, all items will be included. _____
5. Enter the effective dates to be used on the order template lines.
 - Effective From Date _____
 - Effective Thru Date _____

Preferences

Objectives

- To set up preferences
- To understand the field information and processing that is standard for all preferences
- To set up logical preference groups that meet your business needs at the customer level, the item level, and a combination of these levels

About Preferences (ECS)

You can use preferences to customize the way sales orders are processed. For the ECS Sales Order Management system, J.D. Edwards has provided 22 preferences. You can customize these preferences to meet your specific business requirements.

Typically, you create preferences when you have consistent business requirements that differ from the default values for the ECS Sales Order Management system. For example, you can create preferences to suit the needs of:

- Your customer's specific requirements
- Your company's policies
- Regulatory agencies' rules

Complete the following tasks to have the system apply preferences to sales orders:

Understand preferences

Set up preferences

Understanding preferences helps you determine if you have a consistent business requirement that is different from the system's default values for sales order processing. To create preferences, complete fields within each preference form by entering standard and specific preference information.



You can perform setup tasks to customize the J.D. Edwards predefined preferences for your specific business requirements. As your business grows and changes, you perform the same setup tasks to further customize preferences.

Setting up and using each preference requires careful thought. Your business purpose for using preferences should be considered against the efficient use of the system's processing time. For example, you should not use preferences for occasional variances. In these instances, you can more efficiently use the system resources by manually entering exception information in the applicable fields of the customer or item form.

How Does the System Use Preferences?

Each preference contains standard fields. You can use these fields to define a preference for:

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

You must activate preferences before the system can use them. When activated, preferences are used by such programs as Sales Order Entry, Trip Creation and Maintenance, Customer Freight Calculation, Supplier Freight Calculation, and Cycle Billing. These programs search for applicable preferences that contain information affecting the customer and item combination for each order line.

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

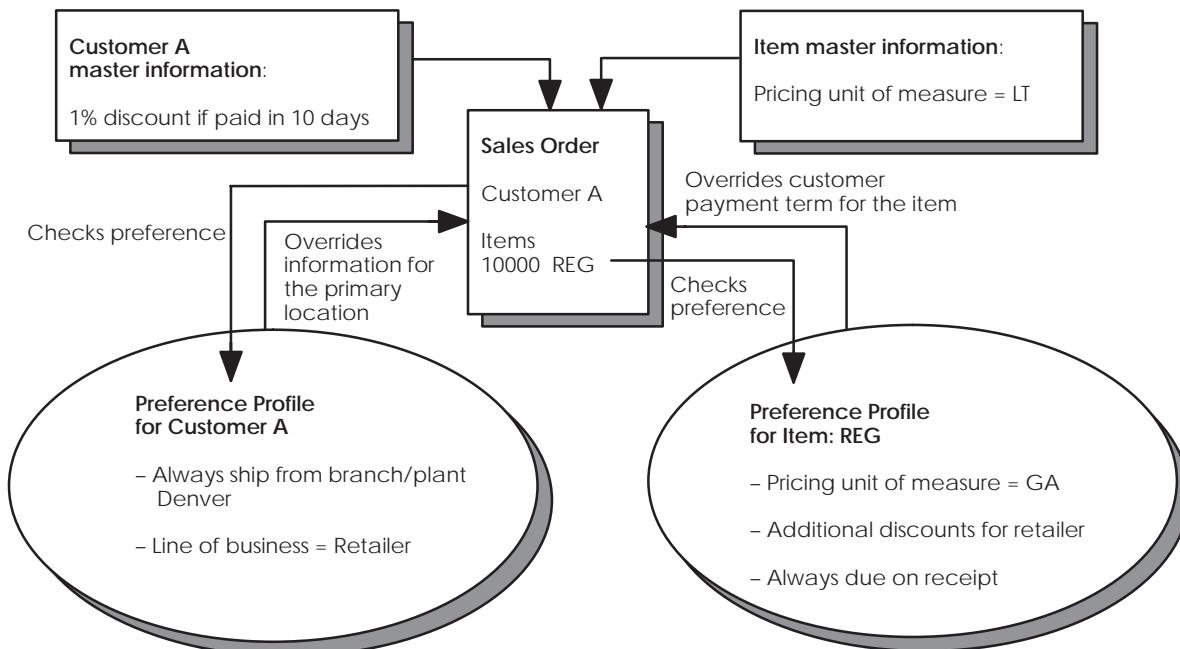
Some preferences override the system's default values. Other preferences are used by the system to add information during different stages of the sales order processing cycle. For example, the system applies the Invoice Cycle preference when the Cycle Billing program runs. As a result, some preference information might not be immediately displayed on the sales order.

The following table lists the Sales Order Entry fields that can be overridden by a preference during sales order entry.

| Field | Explanation |
|-------------------------|----------------------|
| Accounting Branch/Plant | Revenue Cost Center |
| Branch Plant | Inventory Commitment |
| Carrier | Inventory Commitment |

| Field | Explanation |
|-------------------------|----------------------------------|
| Currency Code | Customer Currency (ECS) |
| Duty | End Use |
| End Use | End Use |
| Line of Business | Line of Business |
| Load Date | Load/Promise Date (ECS) |
| Mode of Transport | Inventory Commitment |
| Payment Instrument | Payment Terms (ECS) |
| Payment Terms | Payment Terms (ECS) |
| Pricing Unit of Measure | Pricing Unit of Measure (ECS) |
| Price Codes | User Defined Price Codes 1 and 2 |
| Promised Date | Load/Promise Date |
| Route Code | Inventory Commitment |
| Schedule | Price Adjustment Schedule |
| Status (Last/Next) | Next Order Status (ECS) |

Example: Applying a Preference



What Are the Preference Fields?

Preference fields are generally categorized as:

- Key fields
- Search fields
- Definition fields

Key fields are shared by all preferences. You use these fields to enter standard preference information. Key fields are optional. You can use key fields as search criteria to have the system match preferences to sales orders. These fields are found in the header portion of the Preference Profiles Revisions form.

The key fields Customer and Customer Group are mutually exclusive. Likewise, the key fields Item and Item Group are mutually exclusive. That is, you cannot simultaneously use a preference with a customer and a customer group, or with an item and an item group. The system always uses the Customer (or Customer Group) and/or the Item (or Item Group) fields to match preferences to sales orders.

Search fields are marked with a greater than (>) sign next to the field name. The system uses these fields in the same way as it uses key fields. Each preference has search fields unique to its requirements. These fields are found in the detail portion of each preference's Preference Profiles Revisions form. Search fields are optional. You use these fields to further narrow the search criteria specified by key fields. For example, if you indicate that the search field called Branch/Plant should be used as additional selection criteria, the system selects sales orders that match the unique combination of customer, item, and branch/plant criteria.

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

The following table provides a brief overview of each preference.

| Preference | Business Purpose | Overrides | When Applied and Where to View |
|-----------------------------|--|--|---|
| Container Deposit/Rental | Define whether a customer/item combination will be billed for rentals or deposits on containers, on a transaction basis or summary time period, and to override the G/L offset from the item master. | None | Applied by the Container Management Extraction batch program. Typically, this occurs after you enter a sales order and either ship or load confirm product, and before you run invoicing. View the Container Billing Report. |
| Customer Currency (ECS) | <p>Assign currency for a customer or customer group. Because the system uses Branch/Plant in the search criteria, you can base the currency on the branch/plant for the order. Only one currency code is allowed per order.</p> <p>Note: You cannot use this preference for items and item groups.</p> | Currency Code on Customer Master Information | Applied during entry. View in the Currency Code field in the order header. |
| Document Distribution (ECS) | Designate specific delivery documents and how many of each to distribute internally and to your customers. | None | Applied during either Bulk/Packaged Load Confirm or Preprint Delivery Documents. |
| Document Set (ECS) | Define the group of delivery documents to print. You can also assign different document sets by depot. | None | Applied during either Bulk/Packaged Load Confirm or Preprint Delivery Documents. View the document set selected on the Document Selection window. |
| End Use | Define a product's end use and duty status. For example, you might use this preference for regulatory, pricing, or market analysis purposes. | None | Applied during order entry. View end use results in the End Use field in the fold area of an order detail line. View duty status in the Duty field on the order detail line. |
| Freight (ECS) | Select the freight table that determines freight charges billable to customers or payable to contractors. Designate whether the freight is distance based, zone based, fixed fee, or time based. Also designate whether the freight is billable, payable, or both. | None | Applied when you run the Customer Freight Calculation and Supplier Freight Calculation batch programs to determine the billable and payable freight charges. Normally, this is part of end-of-day processing. You can also calculate billable freight prior to printing delivery documents. |

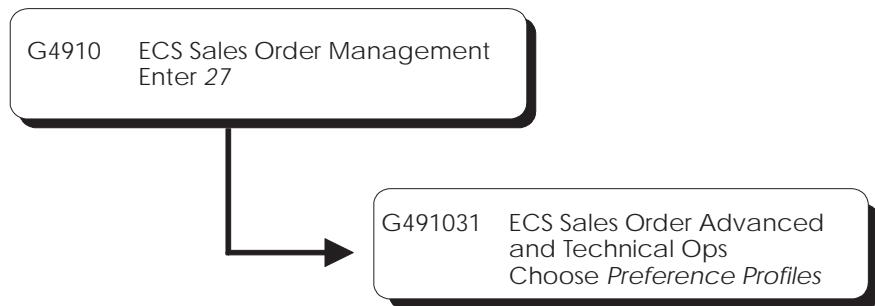
| Preference | Business Purpose | Overrides | When Applied and Where to View |
|-------------------------|--|---|--|
| Grade and Potency | Ensure that packaged products selected for delivery are within the customer's allowable grade or potency range. Designed to work in conjunction with the Inventory Commitment preference. | Default grade/potency range from Plant Manufacturing Data (included in the item branch/plant information) | Applied during order entry to the Sales Order Detail table (F4211). View the grade/potency ranges on the Order Detail Information forms. |
| Inventory Commitment | Specify one or more branch/plants (depots) to use as the supply source when a customer orders a product or group of products. You also specify the minimum of any order that must be filled before the system will select a branch/plant (depot). | Default branch/plant in Sales Order Detail that comes from the order header Branch/Plant field | Applied during order entry. View the source branch/plant, mode of transport, carrier, and route code in the sales order detail. |
| Invoice Cycle (ECS) | Establish a special invoice cycle for customers who want to be billed periodically. | None | Applied when you run the Cycle Billing batch program (normally during end-of-day processing, prior to processing invoices). The system reads the preference and loads the scheduled invoice date and cycle into the Sales Order Detail — Tag table (F49211). |
| Line of Business | Identify a customer's line of business to use as a basis for price adjustments, sales analysis, or other business needs. | None | Applied during order entry. View line of business information in the Line of Business field in the order detail line. |
| Load/Promise Date (ECS) | Calculate the promised delivery date based on the order date, the order lag time (number of days following order entry until a product is loaded), and the leadtime (the number of days in transit). The preference can vary by depot, route, mode, and carrier. | None | Applied during order entry. In the fold area of the order detail line, the Load Date field displays the calculated loading date. The Promised Date field displays the calculated delivery date. |
| Next Order Status (ECS) | Change the next order status when a customer orders a specific product. By changing the order status after order entry, you can omit one or more steps in the standard processing for an order line or add processing steps. | Default Next Status code in the order activity rules | Applied during order entry. View the next status code in the Status (Last/Next) field in the fold area of an order detail line. |

| Preference | Business Purpose | Overrides | When Applied and Where to View |
|-------------------------------|--|--|--|
| Payment Terms (ECS) | Specify the standard terms of payment for a customer. Payment terms affect invoice due dates and discounts. | Payment terms or instrument that appear on the order header and are set up on Customer Master | Applied during order entry. View payment terms in the Payment Terms or Payment Instrument fields in the fold area of an order detail line. |
| Price Adjustment Schedule | Use multiple pricing schedules per customer by item or item group. | Default schedule from Customer Billing Instructions | Applied during order entry. View in the Schedule field in the fold area of an order detail line. |
| Pricing Unit of Measure (ECS) | Set the unit of measure used to price an item and designate whether the price is determined by weight or by the quantity at ambient or standard temperature. You can also indicate the date to base the price on (for example, load date or invoice date) and vary the same customer/item combination by depot. This information is used to determine the correct price when invoices are printed. | Pricing unit of measure on Item Master Information, the price based on date set up in the system constants, and the ambient, standard, or weight defaults from the data dictionary | Applied during order entry. View in the Unit of Measure field that follows the Unit Price on an order detail line. The based on date and ambient/standard or weight information is included in the Sales Order Detail — Tag table (F49211) for later recalculation, but is not visible on order entry forms. |
| Print Messages (ECS) | Print specific messages on selected documents. You can vary print messages based on depot, mode of transportation, carrier, line of business, end use, duty status, and payment instrument. | None | Applied when printed. Documents are printed at different stages in the order processing cycle. For example, a preference applied to a loading note causes the system to print at a different occurrence than when it is applied to an invoice. Unlike other preferences, all print messages at all selected hierarchy positions are cumulative. That is, the system adds print message preferences to any other print messages already set up for the order. |

| Preference | Business Purpose | Overrides | When Applied and Where to View |
|---------------------------|--|--|---|
| Product Allocation (ECS) | <p>Restrict the amount of product a customer can purchase. Use this preference if demand outstrips supply. You can also use it if a product is produced only for a specific customer or group of customers, and you need to ensure that it is not distributed to others.</p> <p>Note: You receive a product allocation warning message if you enter a quantity on the order detail line that exceeds the allocation limit for a customer. The order is placed on hold if you do not reduce the quantity to the amount of the remaining allocation.</p> | None | Applied during order entry. |
| Quality (ECS) | <p>Request or require that your company perform a certain test for a particular customer or product. Also request or require that your company meet certain quality standards for a particular customer or product.</p> <p>Note: Test specifications, which you set up on the Product Specification Master form, apply to bulk products only. If a test is requested or required, you must enter test results on the On Vehicle Sampling/Quality form.</p> | None | Applied during Bulk Load Confirm. |
| Revenue Cost Center (ECS) | Assign the cost center (Accounting Branch/Plant) based on customer, product, or combinations. One reason you might use this preference is for a distributed warehouse operation, where revenue is recognized centrally. | Default branch/plant that comes from the order header Branch/Plant field | Applied during order entry. View the revenue cost center in the Accounting Branch/Plant field in the fold area of an order detail line. |

| Preference | Business Purpose | Overrides | When Applied and Where to View |
|--------------------------------------|---|---|---|
| Sales Commission (ECS) | Set up sales people and commission rates based on a customer/item combination. You can also vary the information by branch/plant and line of business. | Default Commission Code/Rate data in the Customer Billing Instructions (Page 2) | Applied during order entry. View the sales commission data for an order detail line on the Order Detail Information form. |
| User Defined Price Codes 1, 2, and 3 | Define your own codes to use for unique pricing needs. For example, you might define a price code to identify order lines that need to be repriced when commodity prices are published for a specific period. | None | Applied during order entry. View Price Codes 1 and 2 in the two Price Codes fields in the fold area of an order detail line. Price Code 3 does not display but is included in the Sales Order Detail table (F4211). |

Understand Preferences



Understanding Preferences (ECS)

Understanding preferences helps you determine if you have a consistent business requirement that differs from the system's default values for sales order processing. To create preferences, complete fields within each preference form by:

- Entering standard preference information
- Entering specific preference information

All preferences share common fields where you enter standard preference information. You must enter this information for each preference in the header portion of the Preference Profile Revisions form.

Each preference has additional fields unique to its requirements where you enter specific preference information. You enter this information for each preference in the detail portion of the Preference Profile Revisions form.

You can locate a specific preference to view how the preference has been defined. You can also locate preferences to determine if preferences exist for a customer and item combination before creating a new preference.



If preferences already exist for the customer and item combination, you should determine the strategy of their use before creating another preference that might conflict with existing preferences.

Before You Begin

- Closely analyze your business requirements and the selection criteria for creating a preference. See *About Preferences (ECS)*.
- Activate each preference that you want the system to use during processing. Only active preferences are applied during the order processing cycle.
- Verify that appropriate default UDCs exist for each preference you want to use. See *Working with User Defined Codes* in the *Technical Foundation Guide*.

What You Should Know About

| | |
|---|---|
| Alternate entry format | You can also create preferences using the Profiles by Customer/Item form. |
| Adding a note about a preference | <p>You might find it helpful to attach descriptive or informational comments to a preference. These attachments can help you identify which preference you want to work with.</p> <p>Choose the Memo option for a preference to access the Preference Text window to review or add informational text to that preference.</p> |

Adding a Note About a Preference

Entering Standard Preference Information (ECS)

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

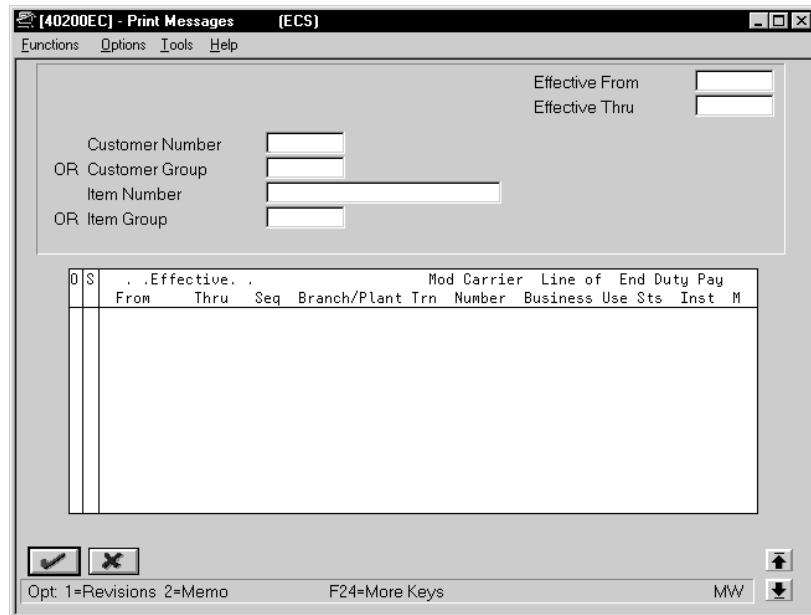
When entering standard preference information, you can also specify a sequence number. You use sequence numbers to determine the order that the system searches for preference records with otherwise identical fields. For example, if you want to set up a preference for a customer and item combination and vary the preference by an additional key field, you need to sequence your preference records. If you set the sequence for a preference with Business Unit A at 1, the sequence for Business Unit B at 2, and all other depots at 999, you can ensure that the system searches for the preferences for Business Units A and B before using the preference that applies to all other business units.

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

► To enter standard preference information

On Preference Profiles

1. Choose the preference you want to create.
2. Access the Preference Inquiry form.



3. On Preference Inquiry, access the Preference Profile Revisions form.

4. On the Preference Profile Revisions form, complete one or more of the following fields in the header portion of the form:

- Customer Number
- Customer Group
- Item Number
- Item Group
- Sequence Number

5. If displayed, complete the following fields:

- Effective From and Effective Thru
- Quantity From and Quantity Thru
- Unit of Measure as Input

| Field | Explanation |
|-----------------|--|
| Customer Number | <p>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.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave both the Customer Number and Customer Group fields blank, the system applies the preference to all customers.</p> |

| Field | Explanation |
|----------------|--|
| Item Number | <p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i></p> |
| Effective From | <p>Enter the number of the item for which you want to define a preference. You can define the preference for the item only or for the item and a customer or customer group.</p> <p>If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.</p> |
| Effective Thru | <p>The date that a transaction, text message, contract, obligation, or preference becomes effective.</p> <p>..... <i>Form-specific information</i></p> <p>Leave this field blank if you want the preference to become effective today.</p> <p>Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> |
| Quantity From | <p>The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.</p> <p>..... <i>Form-specific information</i></p> <p>If you do not enter a date in this field, the system enters a date that you defined during system setup.</p> <p>If you want the preference in effect for an unlimited amount of time, leave this field blank and allow the system to enter the default. The system checks for the effective period during sales order processing.</p> <p>Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> |
| | <p>The quantity at which a preference or price adjustment becomes valid.</p> <p>..... <i>Form-specific information</i></p> <p>If you do not enter a quantity, the system uses 0.</p> <p>Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> |

| Field | Explanation |
|--------------------------|--|
| Quantity Thru | <p>The quantity at which a preference becomes invalid.</p> <p>..... <i>Form-specific information</i></p> <p>If you do not enter a quantity, the system enters a number defined during system setup.</p> <p>Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> <p>You must also enter the unit of measure for the quantity in the unmarked field next to Quantity Thru. If the preference is in effect for all quantities, leave the Quantity From and Thru fields blank. The system supplies the default minimum and maximum quantities. You must enter a valid unit of measure for the quantities.</p> |
| Unit of Measure as Input | <p>A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box).</p> <p>..... <i>Form-specific information</i></p> <p>If you use quantities for a preference, you must enter a unit of measure code.</p> <p>NOTE: The system does not perform unit of measure conversions. If you want the preference to apply to an item in multiple units of measure, you must enter a preference for each.</p> |
| Sequence Number | <p>A sequence or sort number that the system uses to process records in a user defined order.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p> |

What You Should Know About

Using group fields

For each preference there is a unique field for customer group and a unique field for item group. You use these fields to create values for customer and item groups in the user defined code.

The Customer Currency (ECS) preference forms (P40200EC and P40300EC) do not have an Item or Item Group field. These fields are not applicable to the Customer Currency (ECS) preference.

See Also

- *Defining the Order of Preferences (P40070)*
- *Defining the Display of Specific Preference Fields* for information about effective date and quantity fields
- *Understanding Preference Fields (ECS)* in Appendix A for information and tables of key, search, and preference definition fields

Entering Specific Preference Information (ECS)

All preferences have unique fields where you enter specific preference information. You enter this information for each preference in the detail portion of the Preference Profile Revisions form. These specific preference fields are:

- Search fields
- Definitions fields

Search fields are marked with a greater than (>) sign next to the field name. The system uses these fields in the same way as it uses key fields. Each preference has search fields unique to its requirements. These fields are found in the detail portion of each preference's Preference Profiles Revisions form. Search fields are optional. You use these fields to further narrow the search criteria specified by key fields. For example, if you indicate that the search field called Branch/Plant should be used as additional selection criteria, the system selects sales orders that match the unique combination of customer, item, and branch/plant criteria.

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

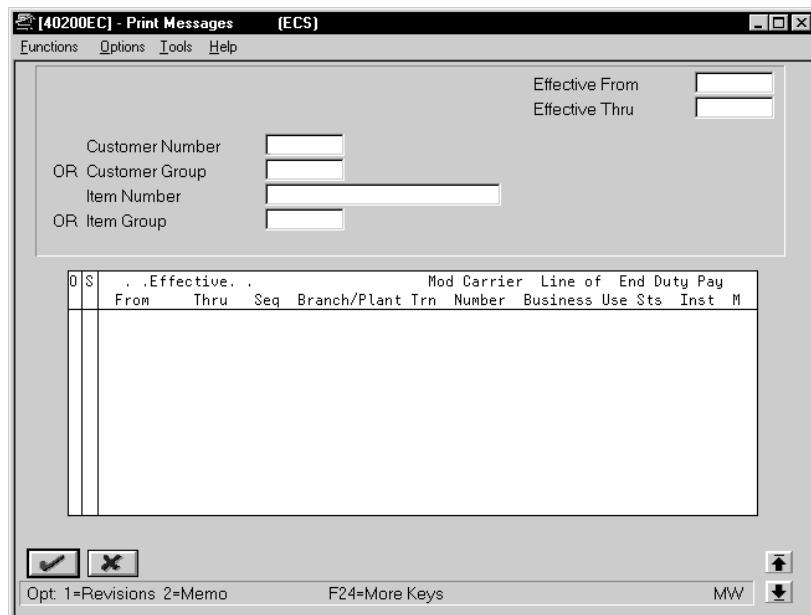
See Also

- *Understanding Preference Fields (ECS)* in Appendix A for information and tables of key, search, and preference definition fields

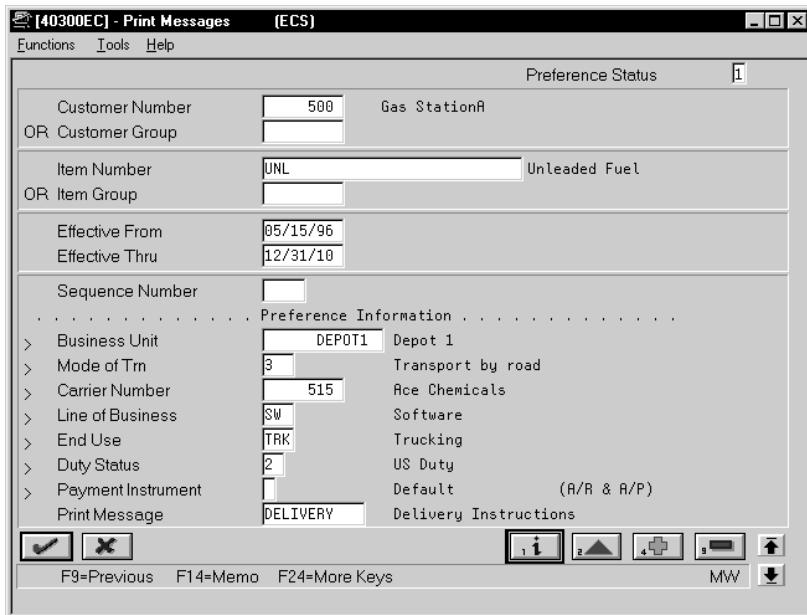
► **To enter specific preference information**

On Preference Profiles

1. Choose the preference you want to create.
2. Access the Preference Inquiry form.



3. On the Preference Inquiry form, access the Preference Profile Revisions form.



4. On the Preference Profile Revisions form, complete the specific preference information in the detail portion for each preference you create.

The following paragraphs describe each preference in greater detail. The descriptions in this chapter are presented in alphabetical order.

Understanding the Container Deposit/Rental Preference

Use the Container Deposit/Rental preference to specify three aspects of Container Management:

- Deposit or Rental for a Customer/Item. You can specify that a customer/item combination will be billed for rentals or deposits on the containers.
- Transaction or Summary Level Billing. You can specify that a customer/item combination will be billed for container deposits on a transaction by transaction basis or on a summary period. You can specify summary periods over a given period (set up in the Invoice Cycle preference) for the empty container.
- Override the G/L Offset from the Item Master. When you define a Container Deposit/Rental preference, Container Management uses the preference's G/L offset in the sales order it creates for container deposits and rentals. The system uses this G/L offset instead of that defined in the Item Master. This allows you to separate potential sales of empty containers from the actual deposits.

Before You Begin

- Ensure that you create the G/L offset account for container deposits and rentals

What You Should Know About

Using default information

The Container Deposit/Rental preference is applied by the Container Management Extraction program. Typically, you run this program during end-of-day operations. It extracts a sales order from the Sales Order Management system and applies preference information for each matched customer/item combination. If no match is found, the system uses the data dictionary default and assigns each customer as a deposit customer with summary level billing.

Viewing the Container Billing Report

You can use the Container Billing Report to determine how preferences are applied. This report shows items that either have a transaction by transaction detail or a summary detail level. Also, the report presents different formats for deposit and rental customers.

Understanding the Customer Currency (ECS) Preference

Use the Customer Currency (ECS) preference to assign a currency code to a customer number or to a customer group. Unlike other preferences, this preference does not include the item or item group, because the currency code must be the same for all items on an order.

This preference overrides the default currency code from Customer Master Information in the order header record. You must still include the customer currency in the Customer Master Information. This is because accounts receivable processing does not check preferences. Instead, it uses currency from each order detail line.

The header currency code applies to all detail lines in the order. Therefore, when you rely solely on the Customer Currency (ECS) preference to set the order's currency code, you can have only one currency code per order.

The Customer Currency (ECS) preference can be defined for a specific selling branch/plant or for all branch/plants. For example, if your company sells jet fuel to international airlines, the order might be in French francs from a depot in France and British pounds from a depot in the United Kingdom.

Before You Begin

- Activate foreign currency to process this preference
- Set up exchange rates for the foreign currency to the base currency

Understanding the Document Distribution (ECS) Preference

Use the Document Distribution (ECS) preference to define how many extra copies of a delivery document you want printed and who you want to receive copies. For a customer and item combination, you define:

- The trip depot
- The document code of the document to be printed
- The person who will receive each copy
- The number of copies to print

You use this preference to control printing of delivery tickets, priced delivery tickets, and invoices. You can also use this preference to print custom documents (those not programmed by J.D. Edwards), such as certificates of analysis.

The system applies Document Distribution (ECS) preferences either during the Bulk/Packaged Load Confirm process or at Preprint Delivery Documents.

The system allows you to specify this preference with multiple line entries. In this case, you should include the sequence number with the unique preference information in place of the standard information fields.

Example: Document Distribution (ECS) Preference

As defined in the sample form above, the system applies the following preference setup whenever a customer assigned to customer group “ABC” orders a product assigned to item group “123”.

| Shipped By | Shipped From | Documents | Number of Copies | To Whom | Where |
|------------|--------------|------------|------------------|---|-------------|
| Truck | Depot A | Document A | 2 copies | Address 198281 – Freight Shipping Manager | Printer 123 |
| Rail | Depot B | Document B | 1 copy | Address 71004 – Shipping Manager | Printer 321 |
| Rail | Depot B | Document B | 1 copy | Address 82425 – Tracking Manager | Printer 333 |

See Also

- *Load and Delivery Management Guide* for information on the Bulk/Packaged Load Confirm process and the Preprint Delivery Documents process

Understanding the Document Set (ECS) Preference

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

If you are using delivery documents, you must define at least one Document Set (ECS) preference. How you define the preference depends on types of products, such as bulk or lubes, or whether your customer is foreign or domestic. You can also vary the preference by branch/plant.

The system applies Document Set (ECS) preferences when documents print during the following stages:

- Bulk/Packaged Load Confirm
- Preprint Delivery Documents

At the end of each stage, you can view or change the document set information on the Document Selection form.

Example: Document Set (ECS) Preference

Generally, companies create separate Document Set (ECS) preferences for bulk and packaged products. This example summarizes an efficient method to set up two Document Set (ECS) preferences so that the appropriate document sets are shipped with each product.

1. Create an item group for bulk products.
2. Assign a Document Set (ECS) preference to the bulk item group.
3. Set up another Document Set (ECS) preference for all items and all customers by leaving the Customer, Customer Group, Item, and Item Group fields blank.
4. Set up the preference hierarchy for the Document Set (ECS) preference so that:
 - Item Group/All Addresses is first in the hierarchy.
 - All Items/All Addresses is second in the hierarchy.

When the system processes the Document Set (ECS) preference during Load Confirm, the preference hierarchy causes the system to first search for an Item Group preference. If the item in the sales order line is a bulk item and you have assigned it to the item group, the system uses the document set for bulk products. Otherwise, the system uses the default values and issues the document set for all items and all customers. In this case, the system uses the document set for packaged products because you have not assigned packaged products to the bulk product item group.

What You Should Know About

Document sets and cycle billing requirements When you set up a Document Set (ECS) preference, verify that it does not conflict with an Invoice Cycle preference for the customer and item combination. Cycle billing (deferred invoicing) and delivery document invoicing are mutually exclusive.

- To generate the invoice with the delivery documents, choose a document set that includes a primary invoice.
- To generate the invoice on a cyclical basis (such as weekly or monthly), run the Cycle Billing and Periodic Invoice programs.

See also *Understanding the Invoice Cycle Preference*.

See Also

- *Creating Document Sets* and *Creating a Document Set Preference* in the *Load and Delivery Management Guide* for information on creating document set codes

Understanding the End Use Preference

Use the End Use preference as system criteria for applying price adjustments. You can also use this preference to set up a duty paid or duty free status for stock that is commingled for duty.

End use refers to the customer's end use of the product. For example, you might be required to charge different prices for the same item depending on its end use. A product specific to aviation might have a special duty applied where the amount of duty might depend on end use, in this case, different duty amounts based on different airports.

Understanding the Freight (ECS) Preference

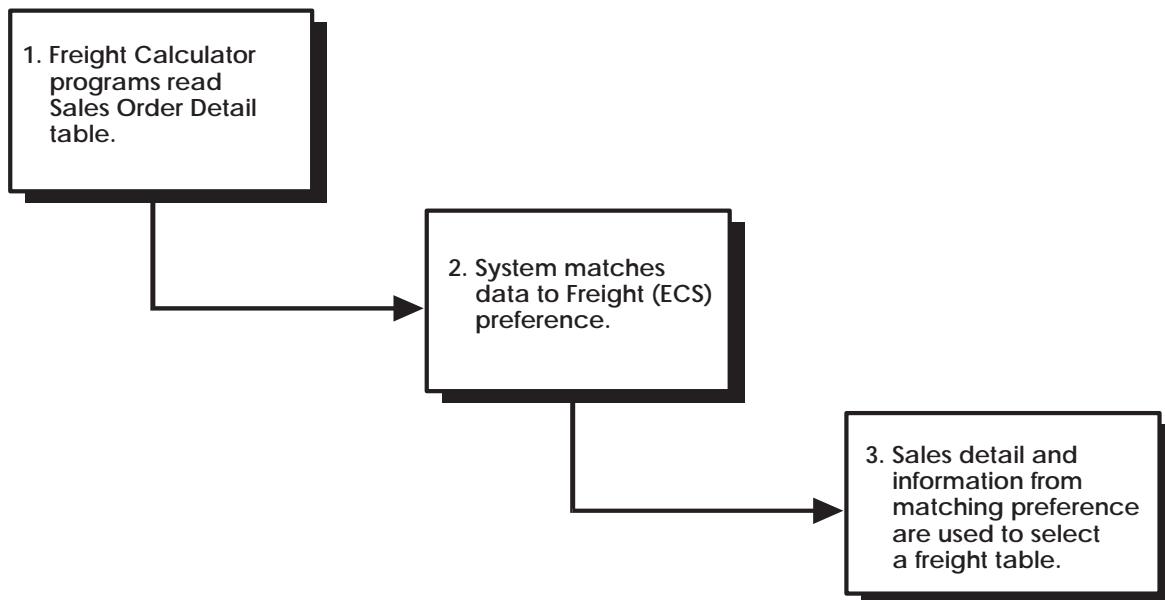
Use the Freight (ECS) preference to link the sales order detail line to a freight table. The system uses freight tables to determine freight charges based on distance, zone, or fixed fee. The system also uses freight tables to determine whether the freight is billable, payable, or both. Use the Freight (ECS) preference to specify a freight table for a customer/customer group and item/dispatch group.

The Freight (ECS) preference differs from other preferences in that it does not have an Item Group selection. Instead, it uses the same dispatch groups that are used by the Load and Delivery Management system to group products for dispatch.

The Freight (ECS) preference works in conjunction with freight tables. You define your Freight (ECS) preferences based on your distance-based, zone-based, or fixed-fee-based freight tables. You can specify one or more freight tables, for example, if you charge a customer a fixed fee and an additional distance-based fee for the same item or dispatch group.

You must also designate whether the freight charge is billable to customers, payable to contractors, or both. Branch/Plant and Mode of Transport are optional search fields.

The system applies the Freight (ECS) preferences when you run the Customer Freight Calculator and Supplier Freight Calculator batch programs to determine billable and payable freight charges. Normally, this is part of end-of-day processing. However, billable freight charges can also be calculated prior to printing delivery documents.



Before You Begin

Before setting up Freight (ECS) preferences, determine the following:

- Whether freight is billable to the customer, payable to a contractor, or both
- If freight will be calculated by each delivery to a customer, by each sales detail line, or for each trip by a contractor
- If the distance-based, zone-based, fixed-fee-based, or a combination of freight tables will be used
- If the tariff code will be used for any of the freight tables in this preference

Example: Freight (ECS) Preference

A contractor delivers the following items to Customer A (the lines can be from the same sales order or from different sales orders):

- Line 1 10,000 GA UNLEAD
- Line 2 5,000 GA DIESEL

On the same trip, the contractor delivers the following items to Customer B:

- Line 1 50,000 GA UNLEAD
- Line 2 16,000 GA DIESEL

If the Delivery/Line/Trip field is L (line), each customer's freight charges are calculated separately for Line 1 and Line 2.

If the Delivery/Line/Trip field is D (delivery), each customer's freight charges are calculated for the sum of all lines in the delivery. This means that for Customer A, the quantities are added and the freight is calculated based on the total of 15,000 gallons. Freight charges for Customer B are based on a total of 66,000 gallons. If freight rates give the customer or carrier a price break based on quantity, the freight charges will be lower when they are calculated for a delivery.

If the Delivery/Line/Trip field is T (trip), the carrier's freight charges are calculated for the sum of all lines in the trip. This means that the quantities in the lines for both Customer A and Customer B are added and the freight is calculated based on a total of 81,000 gallons.

See Also

- *Creating Freight Tables and Working with Freight Calculator Programs* in the *Load and Delivery Management Guide*

What You Should Know About

Using the dispatch group for the Freight (ECS) preference

The Freight (ECS) preference forms (P40200EC and P40300EC) do not have an Item Group field. Instead, the system supplies the Dispatch Group field. Generally, you specify freight according to the type of products that you are delivering. You organize similar products by dispatch group.

This field is typically more restrictive than the Item Group field. For example, you typically assign freight to items of a similar dispatch group, such as fuels or lubricants.

Understanding the Grade and Potency Preference

Use the Grade and Potency preference to select inventory for a customer based on a specific grade or potency range for an item. You can set up base pricing by an item's grade or potency. You could use this preference if a customer requires a grade/potency range that differs from the standard range you define for an item through item branch/plant information.



Because bulk products cannot be selected by grade or potency or load confirmed by lot, you should use this preference only for packaged products.

The Grade and Potency preference works in conjunction with the Inventory Commitment preference and the commitment method to determine the availability of products. The preference causes the system to ensure that available quantities are within a customer's specified grade/potency parameters.

In addition, the system uses the value you enter in the Days Expired Before field of the Grade and Potency preference to determine if the expiration date is within the customer's allowable days. This ensures the availability of product will be the quantity of the grades or potencies that the customer allows and within an expiration date.

You can only use the Grade and Potency preference if either the Potency Control or the Grade Control is activated for the item. This is done on the Plant Manufacturing Data form that is part of the Item Branch/Plant Information. You typically use this preference only if a customer requires a grade or potency range that differs from the standard ranges set up in the Item Branch/Plant Information.

You cannot specify both grade and potency for the same item. However, when you create the Grade and Potency preference, the system displays both the Grade and Potency fields. This display occurs regardless of the status of the Potency Control and Grade Control setting on the Plant Manufacturing Data form. Therefore, you must be aware of how the system is set up prior to creating a Grade and Potency preference.

If the grade and potency activation settings are not properly enabled on the Plant Manufacturing Data form, the system will not prevent you from creating a Grade and Potency preference. Also, the system does not prohibit you from completing both the Grade and Potency fields, although this is a violation of data entry rules. These rules state that you may specify only one field (Grade or Potency) for the same item. In either case, the system will not apply preference information that conflicts with activation settings or data entry rules.

Example: Applying a Grade and Potency Preference for Grades

If a customer preference is set to accept grades A and B only, the system checks for product availability of those grades only. For example:

- Location 1 has 500 quantity available of Grade A stock.

- Location 2 has 1000 quantity available of Grade B stock.
- Location 3 has 2000 quantity available of Grade C stock.

Only Locations 1 and 2 have product available for this customer. The quantity available is 1500 because this customer does not accept grade C. The system performs availability checking using the values of the Grade and Potency fields. The system eliminates any grades or potencies that are not within the range.

Example: Applying a Grade and Potency Preference for Potency

When you set up a potency preference, you define the allowable percentage of active ingredients for an item. The From Potency field should contain a smaller percentage than the Thru Potency field. For example:

- From Potency: 60.000
- Thru Potency: 75.000

The system commits inventory for this customer and item combination only for lots when the potency is greater than or equal to 60% and less than or equal to 75%.

What You Should Know About

Sales order fields updated When you place orders that meet the criteria of a Grade or Potency preference, the following fields are updated in the Sales Order Detail table:

| | |
|--------|------------------------|
| SDFRGD | From Grade |
| SDTHGD | Thru Grade |
| SDFRMP | From Potency |
| SDTHMP | Thru Potency |
| SDEXDP | Days Before Expiration |

Understanding the Inventory Commitment Preference

Use the Inventory Commitment preference to:

- Specify that each order line be filled from one or more branch/plants based on customer/customer group or item/item group
- Specify the branch/plants where you want products shipped from
- Determine the percentage of the order that a branch/plant must be able to fill before it is selected by the system

- Specify the mode of transport and carrier information in the sales detail line

If you use this preference to specify the branch/plants where you want products shipped from, use the Sequence Number and Branch/Plant fields to control the product's Ship From location. You can then sequence the preferences to establish a priority order.

If you use this preference to determine the percentage of the order to be filled from each branch/plant, use preference sequences to establish an order. If a branch/plant can fill 100% of an order, it will be the only branch/plant selected by the system. If the order can not be filled from any branch, the system creates a backorder on the branch/plant with the lowest sequence number.

The system applies this preference during sales order entry. You can view the specified source branch/plant in the Branch/Plant field in the fold area of an order detail line. Additionally, the system uses this preference to fill the Mode of Transport and Carrier fields on the sales order detail. These two fields are used by the system to control the Freight (ECS) preference.

You must activate this preference separately from all other preferences.

Example: Inventory Commitment Preference

The Percent to Fill field provides you with the flexibility to fill an order line from one or more branch/plants. The Inventory Commitment preference works in conjunction with the system's normal checking done for quantity available, and adds a check on all branches defined in the preference.

As each branch is checked, the order will be shipped from any one branch that can fill the entire order. Depending upon the number you typed in the Percent to Fill field, a portion of the order line can be filled from one or more branch/plants.

| Percent to Fill Value | System Action |
|-----------------------|---|
| 0% | The system performs normal processing. The system performs no checking for the quantity on hand, and regardless of the quantity on hand, it is shipped to fill the order. |
| 1 to 99% | The system requires that any branch must be able to fill the quantity specified. If the branch can fulfill the percentage, the quantity available is shipped and the remainder carried to the next branch. The system checks each branch to determine if the quantity can be shipped. |

| Percent to Fill Value | System Action |
|-----------------------|---|
| 100% | <p>The system requires that the branch must be able to ship the entire quantity. This prevents shipping from multiple branches, but allows the system to check all branches to determine if the entire quantity can be shipped.</p> <p>If you specify a Percent to Fill value of 100% for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient on-hand quantity to fill the order. If no branch/plant has sufficient quantity to fill 100% of the order, the order is put on backorder or partially shipped from the first preference.</p> |

The following table shows an example when an order is placed for a quantity of 500.

| Branch/Plant: Quantity Available | Percent to Fill as set up in Preference | Minimum Order Quantity to Fill | Result |
|---|---|--------------------------------|---|
| Depot A: 100 | 50% | 250 | Do not ship from this branch because the available branch/plant quantity is less than the minimum order quantity. |
| Depot B: 400 | 80% | 400 | Ship 400 from this branch. |
| Depot C: 96 | 95% | 95 | Ship 96 from this branch because the available branch/plant quantity is at least 95% of the order balance of 100. |
| The system backorders the remaining quantity of 4 to Depot B. | | | |

Before You Begin

- Verify that the sales order entry preference options for inventory commitment are blank

See Also

- *Understanding the Freight (ECS) Preference*
- *Activating Preferences (ECS)*

Understanding the Invoice Cycle (ECS) Preference

Use the Invoice Cycle (ECS) preference to establish a special invoice cycle for a customer and item combination. The invoice cycle controls when the invoice is generated. For example, one customer might prefer a monthly invoice at the end of the month for all shipments made during that month. Another customer might want a daily invoice.

If you create an Invoice Cycle (ECS) preference for a customer, ensure that the document set printed before or during the load confirm process does not include a primary invoice. If it includes a primary invoice, the system will not apply the Invoice Cycle (ECS) preference.

After orders are confirmed for delivery, they are processed by the Cycle Billing program. The program accesses the Invoice Cycle (ECS) preference and calculates the scheduled invoice date based on the invoice cycle, invoice calculation rules, and scheduled invoice date ranges.

What You Should Know About

| | |
|--|--|
| Invoice cycle calculation rules and scheduled invoice dates | The Cycle Billing program uses invoice calculation rules and other key dates, along with the invoice cycle, to calculate the scheduled invoice date. Generally, these are set up during the install process. Scheduled invoice dates are revised, at a minimum, on an annual basis. You can access these programs from the Invoice Cycle (ECS) preference form. You do not have to set up rules and dates each time you add a preference unless you have not defined a rule for the invoice cycle. |
| Consolidated invoices | Some customers prefer to have invoice consolidation, which is a single invoice for multiple sales orders instead of a separate invoice for each sales order. This preference does not consolidate invoices. To consolidate invoices, set the Invoice Consolidation flag in customer billing instructions to Y (Yes). Then, set up an Invoice Cycle (ECS) preference to schedule invoicing according to the customer's requirements. |
| Document sets and cycle billing | When you set up an Invoice Cycle (ECS) preference, verify that it does not conflict with the document assigned to the customer and item. See also <i>Understanding the Document Set (ECS) Preference</i> . |

Understanding the Line of Business Preference

Use this preference to specify a customer's line of business. Line of business preferences can be set for customer and item combinations.

Your business can derive useful data for sales analysis when you define line of business preferences. You can write your own World Writer Reports to produce reports by line of business. Price adjustments can be based on line of business.

This preference is applied during sales order entry. You can view line of business information in the LOB field in the sales order detail line.

See Also

- *Advanced Pricing Guide*

Understanding the Load/Promise Date (ECS) Preference

Use the Load/Promise Date (ECS) preference to calculate the date to load the product and the promised delivery date for an item or item group based on the order date.

When you set up this preference, you must define:

- Lag Days — the minimum number of days between order entry and scheduled load date
- Leadtime Transit — the number of days that goods are in transit between load and delivery

You can also vary this preference by branch/plant, route, mode of transportation, and carrier. The Load/Promise Date (ECS) preference is a convenient way to set up promise date calculations for groups of items.

When the Load/Promise Date (ECS) preference is applied, the system calculates the load date using a special calendar that defines standard working days. To determine the promised delivery date, the system then adds the delivery leadtime to the load date.

The Sales Order Entry program uses the lag days and leadtime days you specify in the preference to calculate the promised delivery date for the item or item group in the preference. The Promised Date field appears in the fold area of the order detail line.

Example: Applying Load/Promise Dates

The following examples are based on the November 1998 Route Work Day calendar and assume that four lag days and five leadtime transit days are specified in the preference.

| Action | Result |
|---|---|
| Order taker manually enters a load date | <p>The program enters the promised date in advance:</p> <ul style="list-style-type: none"> • Sales Order Entered: Friday 11/6/98 • Load Date Entered: Thursday 11/12/98 • Promised Date Calculated: Tuesday 11/17/98 |
| Order taker manually enters a promised date | <p>The system calculates the promised date by adding the leadtime transit days to the load date.</p> |
| Order taker leaves Promised Date and Load Date fields blank | <p>The program backschedules the load date. The system subtracts the leadtime transit days from the promised date to calculate the load date:</p> <ul style="list-style-type: none"> • Sales Order Entered: Friday 11/6/98 • Promised Date Entered: 11/23/98 • Load Date Calculated: Wednesday 11/18/98 <p>A warning appears if the ship date is prior to today.</p> |
| System calculates a load date that is less than the sales order entry date | <p>The program calculates the promised date by adding the lag days to the leadtime transit days from the preference to the sales order date:</p> <ul style="list-style-type: none"> • Sales Order Entered: 11/3/98 • Load Date Calculated: 11/9/98 • Promised Date Calculated: Saturday 11/14/98 <p>The program schedules the promised date in advance by placing the order date plus the lag time into the load date and then adding the leadtime to the load for the promised date:</p> <ul style="list-style-type: none"> • Sales Order Entered: 11/6/98 • Requested Date Entered: Friday 11/13/98 • Load Date Would Need To Be: Monday 11/2/98 <p>The system recalculates to indicate the actual load and promise dates:</p> <ul style="list-style-type: none"> • Sales Order Entered: Friday 11/6/98 • Load Date Calculated: Thursday 11/12/98 • Promised Date Calculated: Tuesday 11/17/98 |

What You Should Know About

Lag day and leadtime calculation

When you enter the lag days, the load date is calculated using the Route Work Day calendar (user defined code table 42/WD = Route). Holidays and weekends are excluded from the calculation of the load date. The load date is automatically extended if non-working days occur within the lag time.

The leadtime calculation does not use the Route Work Day calendar. Holidays and work days are included as in-transit days.

You can access the Route and other Work Day Calendars from the Miscellaneous Updates menu.

See Also

- *Setting Up the Work Day Calendar* in the *Load and Delivery Management Guide*

Understanding the Next Order Status (ECS) Preference

Use the Next Order Status (ECS) preference to skip or insert processing steps after sales order entry. The processing flow is determined by the order activity rules. The Next Order Status (ECS) preference overrides the next step in the order activity rules. You should only use this preference to change the steps after you enter an order.

For example, you might want to send an Electronic Data Interchange (EDI) order acknowledgement for a specific customer and item combination. For another customer, you might want to skip the trip maintenance and load confirmation steps defined in the order activity rules.

The order activity rules determine which steps you can skip. For example, to skip from Enter Sales Order (Status 520) to another status step, you must choose one of the Other Allowed status codes. You could not skip from Enter Sales Order to Cycle Billing (Status 580) because the order activity rules stipulate that the next status can only be 562 or 564.



During preference setup, the system does not prohibit you from entering invalid activity/status codes. However, during sales order processing, the system highlights fields on the sales order to indicate that you have entered an invalid activity/status code.

Before You Begin

- Determine the order activity rules and the steps that can be skipped in the process flow.
- Verify that the order activity rules and the Other Allowed status information are valid. The Other Allowed codes for order activity rules can vary by company. Anyone with authority to set up a Next Order Status (ECS) preference should have the rules and information available.

Understanding the Payment Terms (ECS) Preference

Use the Payment Terms (ECS) preference to identify payment terms and instruments for specific customer and item combinations. The system applies payment terms only at the item detail level. For any items not included in this preference, the system applies the payment terms from Customer Master setup at the order level.

Understanding the Price Adjustment Schedule Preference

Use the Price Adjustment Schedule preference to assign a price adjustment schedule to one or more items different from the schedule usually applied to orders for a specific customer. You can also use this preference to create penalty schedules for agreements with business partners.

This preference overrides the default schedule from Customer Billing Instructions. The system applies this preference during sales order entry.

See Also

- *Advanced Pricing Guide*
- *Setting Up Penalties in the Agreement Management Guide*

Understanding the Pricing Unit of Measure (ECS) Preference

Use the Pricing Unit of Measure (ECS) preference for the following:

Override the Pricing Unit of Measure field

This field appears in the sales order detail line. The system completes the sales detail line based on the value you define in the Item Master. You use the Pricing Unit of Measure (ECS) preference to override this value.

You might use this preference when your company has negotiated a price with a customer in a specific unit of measure. You then need to set up pricing for the customer and item in that unit of measure and enter a Pricing Unit of Measure (ECS) preference to ensure that the system automatically adds the pricing unit of measure to the order. The pricing unit of measure can differ from the transaction unit of measure and can vary by branch/plant.

Override the value in the Sales Price Based on Date field

This field is in System Constants.

The Sales Price Based On Date field determines how the Price Effective Date field in the sales order detail tables will be updated.

Designate whether pricing is at ambient or standard temperature or by weight

When you set up prices for bulk products, they are not associated with ambient or standard temperature. During sales order entry, the system checks the setting (ambient, standard, or weight) in your company's data dictionary and stores it in the Sales Order Detail — Tag table. At this point, the system has no temperature information, so the extended price is calculated assuming that ambient volume will be delivered. Then, during bulk delivery confirmation, the volume is converted, if necessary, and the price recalculated. The system correctly displays the converted volume and recalculated price on the invoice.

You can use this preference to override the default value in the data dictionary. For example, if the default is ambient and the customer requires that the quantity on the invoice be converted to standard temperature volumes, use the Pricing Unit of Measure (ECS) preference to specify standard temperature pricing. During bulk delivery confirmation, the volume is converted from ambient to standard and the extended price is recalculated.

For example, suppose that the order quantity is 1000 liters and the base price is 0.20 per liter. The extended price on the sales order will be 200.00.

- If the loaded quantity at ambient temperature is 1000 liters, the extended price on the invoice is also 200.00.
- If the preference is for standard volumes, the system converts the volume to standard temperature volume. If the quantity, such as 1000 ambient, is loaded and converted to 990 liters standard temperature volume, the extended price would then be recalculated as 990×0.20 or 198.00.

You can assign a different Pricing Unit of Measure (ECS) preference for customer and item combinations based on the branch/plant.

Before You Begin

- Set the sales price retrieval unit of measure in System Constants. See *Setting Up Constants (ECS)*.
- Confirm that a base price record exists for the pricing unit of measure to be entered in this preference.

See Also

- *Defining Base Prices (P4006)*

Understanding the Print Messages (ECS) Preference

Use the Print Messages (ECS) preference to choose the messages you want to automatically print on documents for a particular customer and item combination. This preference provides several search fields to use in conjunction with the customer/item combination.

The system applies this preference when a document is printed, not during order entry. The Print Messages (ECS) preference does not override any other messages you set up in Customer Billing Instructions and Item Branch/Plant information.

Unlike other preferences, the system applies print messages cumulatively. The system selects all messages that match the customer and item selection criteria and prints them on documents. Print messages are also cumulative for all levels in the preference hierarchy. For example, if you choose three hierarchy levels and set up multiple preferences at each hierarchy level, the system applies all print messages at all hierarchy levels that match the customer and item combination you enter on an order.



Leaving any of the search fields blank indicates you want to specify all valid values for that field. For example, a blank in the Business Unit field causes the system to apply the Print Messages (ECS) preference to all business units.

Before You Begin

- You must create print messages before you can use this preference.

Understanding the Product Allocation (ECS) Preference

Use the Product Allocation (ECS) preference to restrict the amount of an item or item group that a customer or customer group can purchase. For example, use this preference if the demand for a product exceeds the supply or if government regulations restrict limits for certain products.

You can set quantity limits to define the quantity a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold. The system checks for allocation limits before checking availability. Product allocation indicates how product is distributed among customers. Product availability indicates how much of any product is at any branch/plant location.

Product allocations can be set up as either:

- A fixed number of item units
- A percentage of the available product

If the order quantity exceeds allocated quantity, a warning message appears when you enter a sales order. At that time, you can put the order on hold or reduce order quantity to the allowable or available quantity.

Each time you place an order for an allocated product, the quantity ordered during the effective date range accumulates toward the allocation limit. The system updates the Quantity Sold field each time you enter an order. This field shows the quantity ordered since the allocation went into effect. When you change or cancel an order, the system subtracts the quantity from the running total. The system applies the product allocation preference before checking availability.



You should disable the Quantity From and Quantity Thru fields on Preference Master for the Product Allocation (ECS) preference. This enables the system to automatically perform unit of measure conversions for this preference.

When you enter an order and it exceeds the Product Allocation (ECS) preference information, you can access the Product Allocation Information window to adjust the information.

Before You Begin

- You must identify the product allocation hold code in the sales order entry processing options if both of the following apply:
 - You create Product Allocation (ECS) preferences.
 - You want orders to be held if a customer's order exceeds their allocation.

What You Should Know About

Quantity sold and balance calculations

The balance column on the Product Allocation (ECS) inquiry form updates with the quantity available to purchase if one of the following apply:

- Allocation Method 1 is used.
- Allocation Method 2 is used with the amount remaining in the Quantity Pool.

If you place an order on hold because it exceeds the allocated amount, the balance will show as a negative amount for either Allocation Method 1 or 2.

See Also

- *Setting Up Order Hold Information (ECS) (P42090)*

Understanding the Quality (ECS) Preference

Use a Quality (ECS) preference to either request or require that a test be run and certain quality standards be met for a particular customer and item combination.

The system applies the preference when confirming a bulk load by trip. If a test is requested or required, you can either exit to On Vehicle Sampling/Quality or return to the menu to enter test results.

Before You Begin

- Set up test specifications, which require the system to run a test or set a quality standard. See *Setting Up a Product Specification Master* in the *Load and Delivery Management Guide*.

See Also

- *Confirming a Bulk Load by Trip* in the *Load and Delivery Management Guide*

Understanding the Revenue Cost Center (ECS) Preference

Use the Revenue Cost Center (ECS) preference to recognize revenue for a cost center different from the central cost center. This preference allows you to override the default accounting branch/plant cost center from the Branch/Plant or Detail Branch/Plant fields. The Revenue Cost Center (ECS) preference does not apply to interbranch sales.

The system applies this preference during order entry. You can view the revenue cost center in the Accounting Branch/Plant field in the fold area of an order detail line. This field can be filled by the cost center that the automatic accounting instructions (AAIs) normally use for the revenue entry to the general ledger. If you specify the AAIs to leave the Accounting Branch/Plant field blank, the system fills it with the value you specify on the Revenue Cost Center (ECS) preference.

Additionally, you can use this preference for a salesperson that might be located at the revenue cost center associated with the preference.

Before You Begin

- Set the Update Customer Sales processing option to blank or 3 to specify the revenue cost center

Understanding the Sales Commission (ECS) Preference

Use the Sales Commission (ECS) preference to set up sales personnel and commission rates based on customer and item combinations. Line of Business

and Branch/Plant are additional search fields for this preference. You can assign different commission preferences for various customer and item combinations based on the line of business and branch/plant values.

The system normally provides default values from Customer Billing Instructions for the sales commission fields in the sales order header. If the billing instructions Rate fields are blank for the Commission Royalty Information, the system can provide default values for the commission rate. Normally, the system provides default values for each line on the sales order. The preference overrides the header information at the line level.

Before You Begin

- You must set up all salespeople in the address book and on the Commission/Royalty Information form before you can enter them on a preference. See *Setting Up Commission Information (ECS)*.

Understanding the User Defined Price Code Preferences

Use the User Defined Price Code preferences to define your own codes and use them for your unique pricing needs. Price codes are added to the sales order detail line during order entry. Price codes 1 and 2 appear in the fold area. Price code 3 does not appear, but it is included in the Sales Order Detail table. Because price code 3 does not appear, you can't add or change it during order entry.

Price codes can be used in Advanced Pricing programs to define price adjustments. They can also be used for your reporting requirements.

For example, you might use a price code for temporary pricing. You define a price code to identify order lines that need to be repriced when commodity prices are published for a specific period. If you don't want the price code to be manually changed during order entry, use the Price Code 3 preference.

When the price is known, you can run the Update Sales Price/Cost program. You should only select those lines with the price code equal to the specified value.

See Also

- *Setting Up the Update Sales Price/Cost Program* in the *Advanced Pricing Guide*
- *Defining Base Prices (ECS)*

Set Up Preferences

Setting Up Preferences (ECS)

J.D. Edwards provides predefined preferences. Before you use preferences, you must perform some setup tasks to customize preferences for your specific business requirements. As your business grows and changes, you perform the same setup tasks to further customize preferences.

Complete the following tasks to set up preferences:

- Activate preferences
- Set up the Preference Master
- Assign customers and items to groups
- Arrange the preference hierarchy

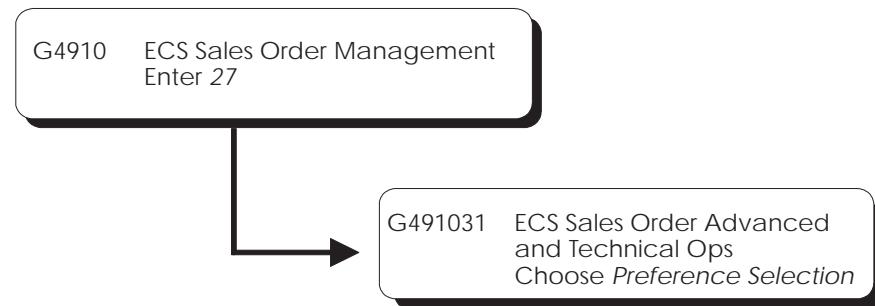
You must activate each preference that you want the system to use during processing. Preferences are activated within a DREAM Writer version of the Preference Processing program. The processing options contain a list on which you activate or deactivate each preference for processing by the system.

J.D. Edwards displays all preferences in logical groups on the Preference Profiles form. You can use the Preference Master to define the order in which the preferences display. You can also use the Preference Master to activate or deactivate the display of the Effective Dates and Effective Quantity fields. When activated, these fields are displayed on the Preference Inquiry and Preference Profile Revisions form.

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

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

Activating Preferences (ECS)



You must activate each preference that you want the system to use during processing. Preferences are activated within a DREAM Writer version of the Preference Processing program. The processing options contain a list on which you activate or deactivate each preference for processing by the system.

You must set the processing options of the Sales Order Entry program to enable preference profile processing for all of the programs to which you want to apply preferences. The preferences you activate are used by the Sales Order Entry program as well as other programs, including Trip Creation and Maintenance, Customer Freight Calculation, and Supplier Freight Calculation.



To enable the Inventory Commitment preference, you must set a unique processing option in the Sales Order Entry program. This processing option is separate from the selection that enables all other preferences.

► To activate preferences

On Preference Selection

1. Choose the option to change the Preference Processing version you want to use.
2. Choose Processing Option Value(s) to display the Processing Options Revisions form.

3. On Processing Options Revisions, choose each of the preferences you want to activate.

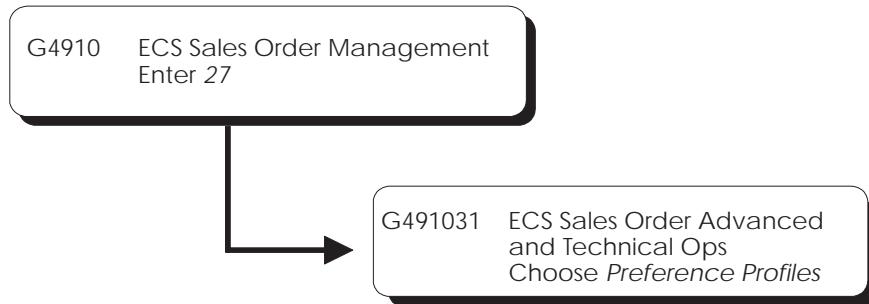
What You Should Know About

Preference status

When you are working with individual preferences, you can determine if the preference is currently active. The Preference Status field on each preference revision form displays the preference status.

See also *Understanding Preferences (ECS)*.

Setting Up the Preference Master (ECS)



J.D. Edwards displays all preferences in logical groups on the Preference Profiles form. You use the Preference Master to define the order in which the preferences display on the Preference Profiles form.

You also use the Preference Master to activate or deactivate the display of:

- Individual preferences on the Preference Profiles form
- The Effective Dates and Effective Quantity fields on the Preference Inquiry and Preference Maintenance forms

Complete the following tasks:

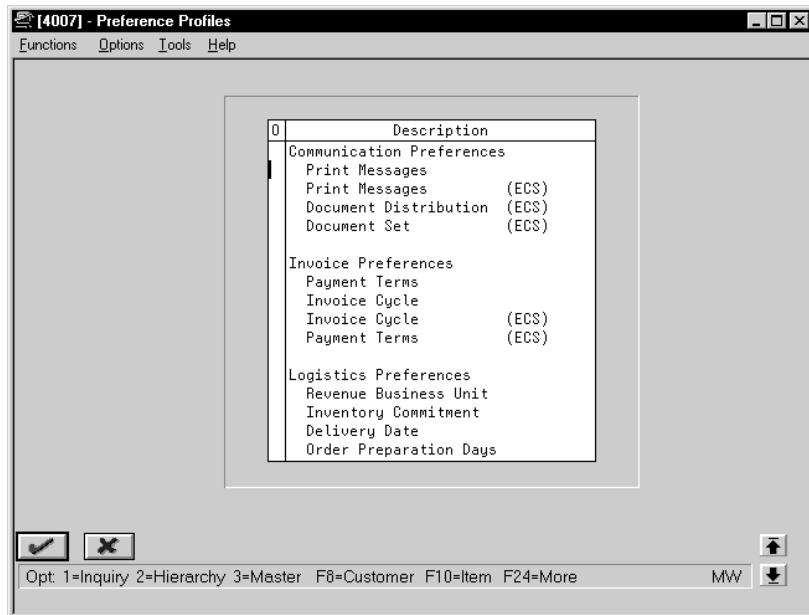
- Define the order of preferences
- Define the display of specific preferences
- Define the display of specific preference fields

Defining the Order of Preferences (ECS)

J.D. Edwards displays all preferences in logical groups on the Preference Profiles form. You use the Preference Master to define the order in which the preferences display on the Preference Profiles form.

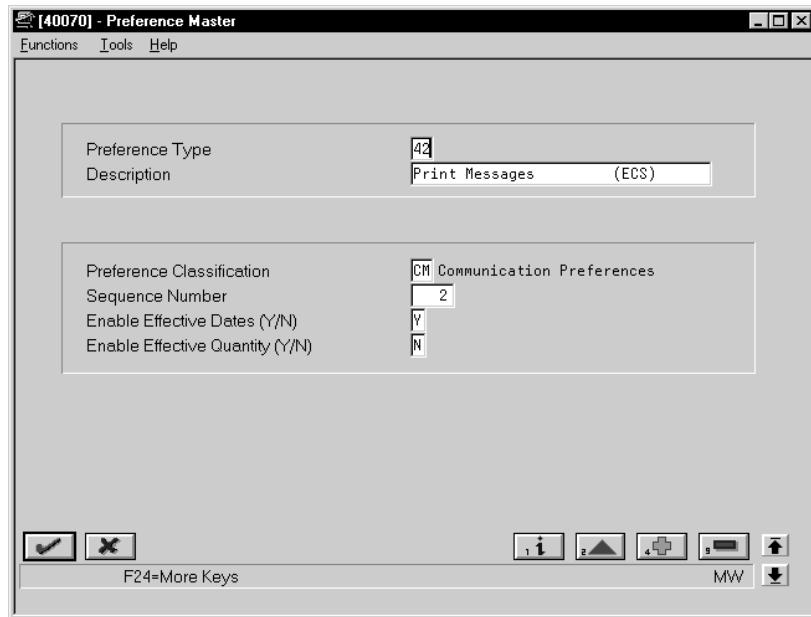
► To define the order of preferences

On Preference Profiles



1. Choose a preference.

2. Access Preference Master.



3. On Preference Master, complete one or more of the following fields:

- Description
- Preference Classification
- Sequence Number

| 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. |

| Field | Explanation |
|---------------------------|--|
| Description | <p>A user defined name or remark that describes a field.</p> <p>..... <i>Form-specific information</i></p> <p>The name or remark you enter should describe the preference type. What you enter here becomes the title of the preference throughout the system.</p> <p>You can modify the description to suit your company's needs.</p> |
| Preference Classification | A classification or title that the system uses to group preferences on the Preference Profile form (P4007). |
| Sequence Number | <p>A sequence or sort number that the system uses to process records in a user defined order.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a number here to indicate where you want this preference to display within its classification on the Preference Profile form.</p> <p>The system uses the sequence number 1 for the group. Therefore, the first preference you can use within a grouping is sequence number 2.</p> |

Defining the Display of Specific Preferences (ECS)

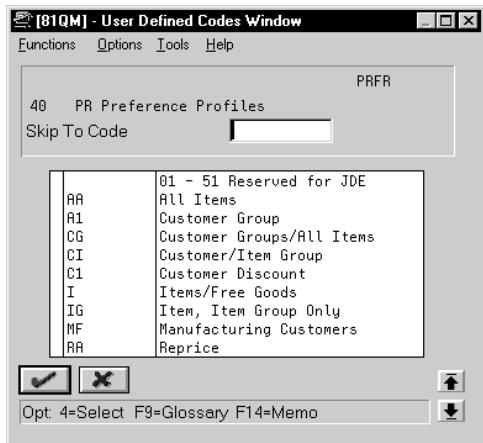
You use a special handling code to activate or deactivate the display of individual preferences on the Preference Profiles form. For example, to suppress the display of the Print Messages (ECS) preference, you can set the special handling code to 0. Then, when you access Preference Profiles, the system will not display the Print Messages (ECS) preference.

► To define the display of specific preferences

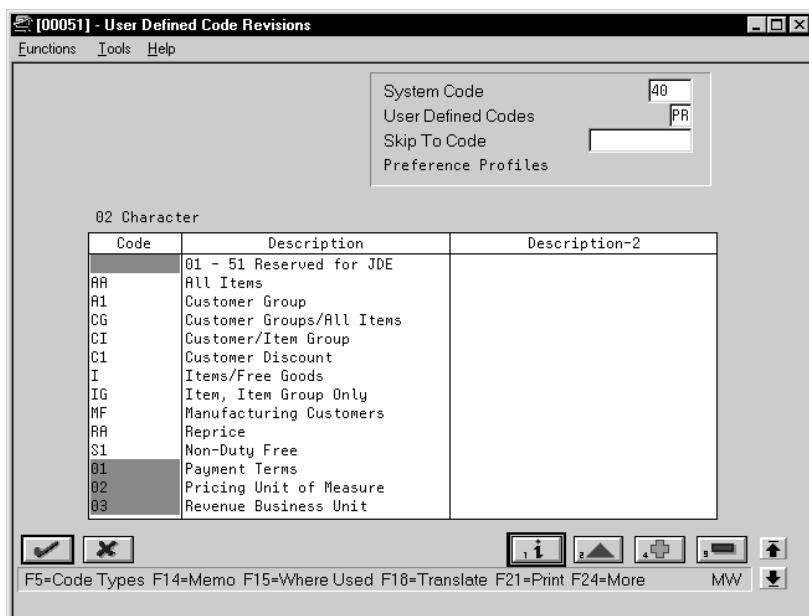
On Preference Profiles

1. Choose a preference.
2. Access the Preference Master.

3. On the Preference Master form, use the Field Sensitive Help function on the Preference Type field to access the User Defined Codes Window.



4. On User Defined Codes Window, choose the User Defined Codes Maintenance function to access the User Defined Code Revisions form.



5. On User Defined Code Revisions, access the fold area.

| Code | Description | Description-2 |
|------------------------------|-------------|---------------|
| 01 - 51 Reserved for JDE | Hard Coded | Y/N Y |
| Special Handling Code | Hard Coded | Y/N N |
| AA All Items | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |
| AI Customer Group | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |
| CG Customer Groups/All Items | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |
| CI Customer/Item Group | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |
| CI Customer Discount | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |
| I Items/Free Goods | Hard Coded | Y/N N |
| Special Handling Code | Hard Coded | Y/N N |

6. Complete the following field:

- Special Handling Code

| Field | Explanation |
|-----------------------|---|
| Special Handling Code | <p>Indicates special processing requirements for certain user defined code values. The particular value you enter in this field is unique for each user defined code record type.</p> <p>The system uses the special handling code in many ways. For example, special handling codes defined for Language Preference specify if the language is double-byte or if the language does not have uppercase characters. Programming is required to activate this field.</p> <p>..... <i>Form-specific information</i></p> <p>If a "P" is in the second position, the system identifies that unit of measure as a potent unit of measure.</p> |

What You Should Know About

Entering special handling codes

For preferences, a 1 in this field activates the display of the specific preference on the Preference Profiles form. Conversely, a 0 in this field deactivates the display of the specific preference on the Preference Profiles form.

Defining the Display of Specific Preference Fields (ECS)

You can use the Preference Master form to activate or deactivate the display of the Effective Dates and Effective Quantity fields on the Preference Inquiry and Preference Maintenance forms.

If you activate the Effective Quantity field for a preference, no unit of measure conversions take place. Therefore, the system looks only for a preference with the same unit of measure as the unit of measure entered on the order.

For example, if you set up a preference with the unit of measure as LT (liters) and enter a sales order in gallons, the system will not select the preference because it does not convert the gallons to liters when searching preference records.

If you need the Effective Quantity fields active for a particular preference, you must create separate preferences for each unit of measure that can be used as the sales order transaction unit of measure.

► **To define the display of specific preference fields**

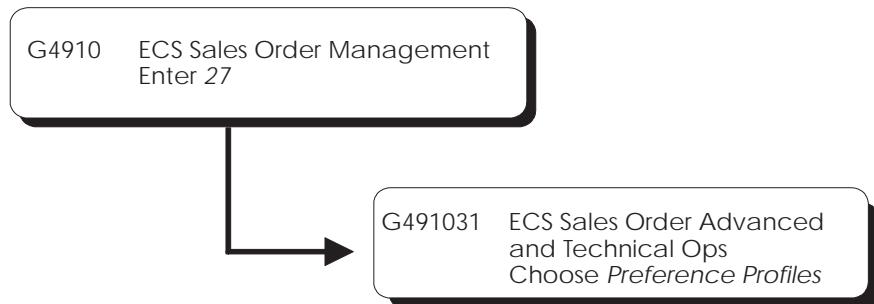
On Preference Profiles

1. Choose a preference.
2. Access Preference Master.
3. On Preference Master, complete one or more of the following fields:
 - Enable Effective Dates
 - Enable Effective Quantity

| Field | Explanation |
|------------------------|--|
| Enable Effective Dates | A flag that indicates if you want to identify effective date ranges for a preference. Valid values are: Y Yes, display Effective From and Effective Thru date fields on the Preference Profile Revisions forms (P40300 and P40300EC) for this preference. N No, do not enable or display effective dates for this preference. Effective date fields are optional fields that you can set to N prior to setting up any preference records, but not after you have created preferences. You can assign effective dates without assigning effective quantity. However, if you assign effective quantity, you must assign effective dates. |

| Field | Explanation |
|---------------------------|--|
| Enable Effective Quantity | <p>A code that indicates if you want to use quantity ranges for this preference. Valid values are:</p> <p>Y Yes, display the Quantity From and Quantity Thru fields on the Preference Profile Revisions forms (P40300 and P40300EC) for this preference.</p> <p>N No, do not enable or display the quantity range fields.</p> <p>Effective quantity fields are optional fields that you can disable prior to setting up any preference records, but not after you have created preference records.</p> <p>If you assign effective quantity, you must assign effective dates.</p> |

Assigning Customers and Items to Groups (ECS)



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

Complete the following tasks:

- Assign a customer to a customer group
- Assign an item to an item group

Before You Begin

- Set up user defined codes for the customer group and item group. See *Working with User Defined Codes* in the *Technical Foundation Guide*.

Assigning a Customer to a Customer Group (ECS)

You can assign a customer to a customer group for any preference.

For example, you can identify some customers as preferred customers and create specific payment terms for them. To do this:

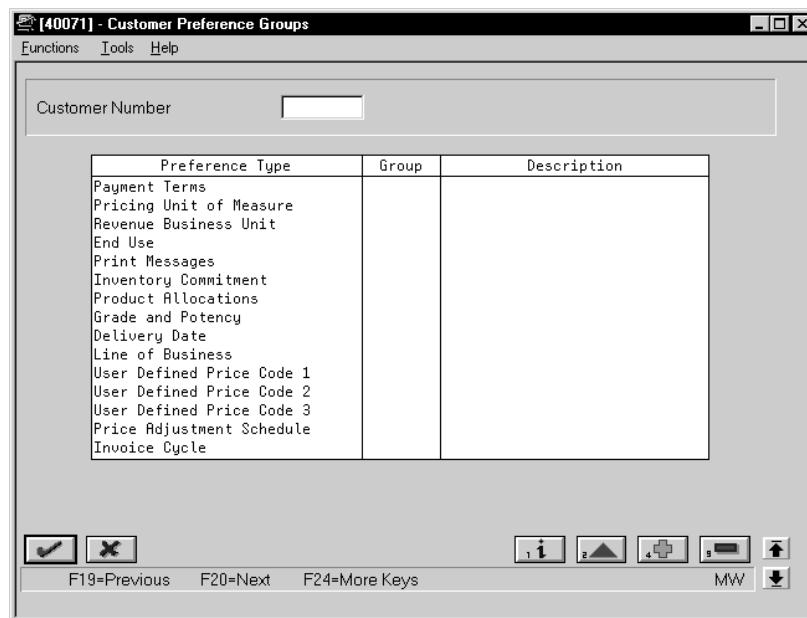
- Set up a “Preferred” customer group UDC
- Assign all preferred customers to this group
- Create one Payment Terms (ECS) preference for the preferred customer group

You can assign any new preferred customers to the preferred customer group. The system automatically applies the Payment Terms (ECS) preference to all of the new customer’s sales orders.

► **To assign a customer to a customer group**

On Preference Profiles

1. Access Customer Preference Groups.



2. On Customer Preference Groups, complete the following fields:

- Customer Number
- Group

Assigning an Item to an Item Group (ECS)

You can assign items to an item group for any preference.

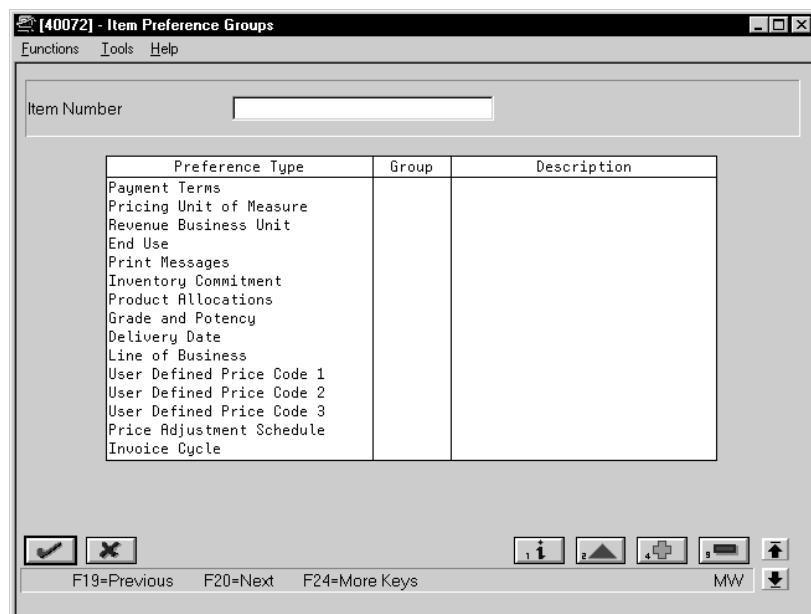
For example, you might want to group like items to which the same Sales Commission (ECS) preference applies. To do this:

- Set up a UDC that describes the items in this group
- Assign all items to this group
- Create one Sales Commission (ECS) preference for the item group

► To assign an item to an item group

On Preference Profiles

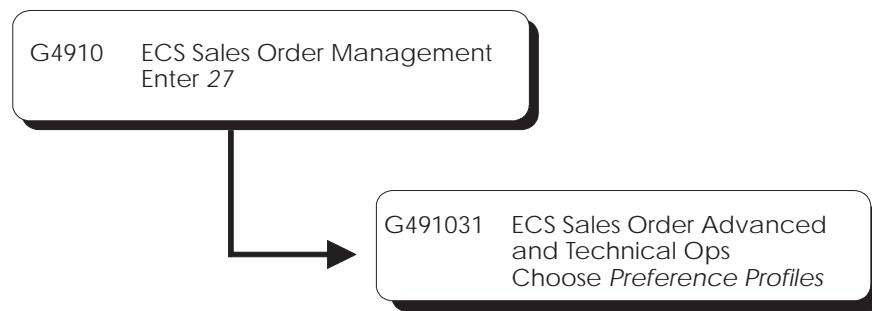
1. Access Item Preference Groups.



2. On Item Preference Groups, complete the following fields:

- Item Number
- Group

Arranging the Preference Hierarchy (ECS)



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

The Preference Hierarchy form contains rows identifying customers and customer groups and columns identifying items or item groups. You use the intersections of the rows and columns to enter your hierarchy sequence.

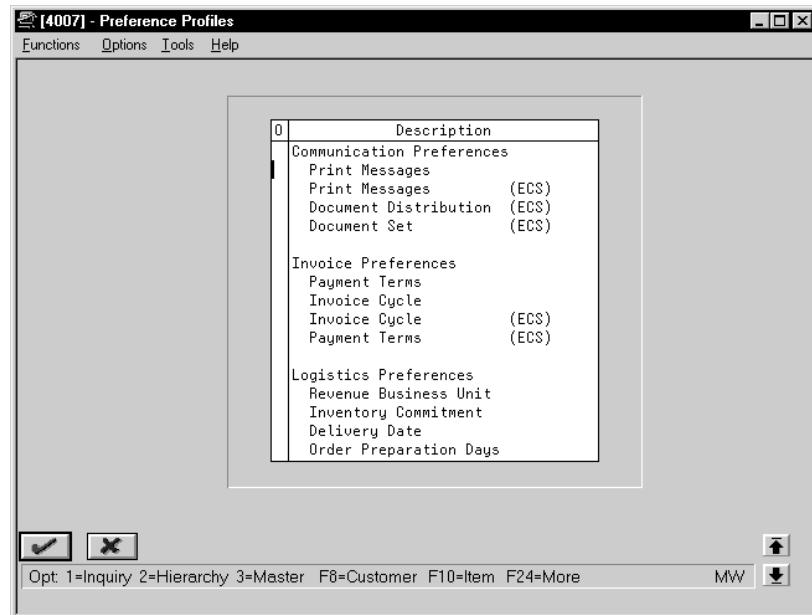
When the system searches for preference information, it starts with the hierarchy to determine the order in which to search preference information. The system begins with the intersection in which you entered 1 and searches for records defined for that customer and item combination. If no preference defined for that intersection is found, the system identifies the intersection in which you entered 2, and so forth.

J.D. Edwards suggests that when you define hierarchies, you start with specific intersections, that is, item only and customer only, and work out to the broader groups.

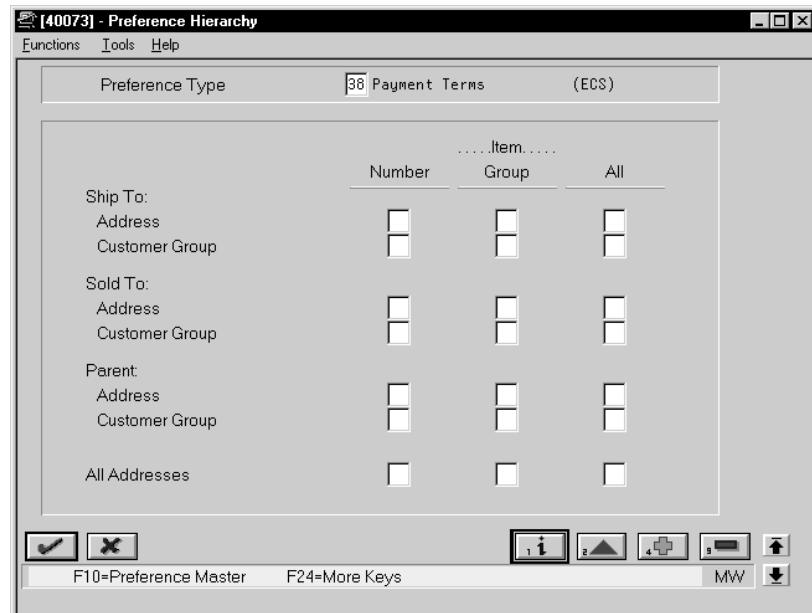


► **To arrange the preference hierarchy**

On Preference Profiles

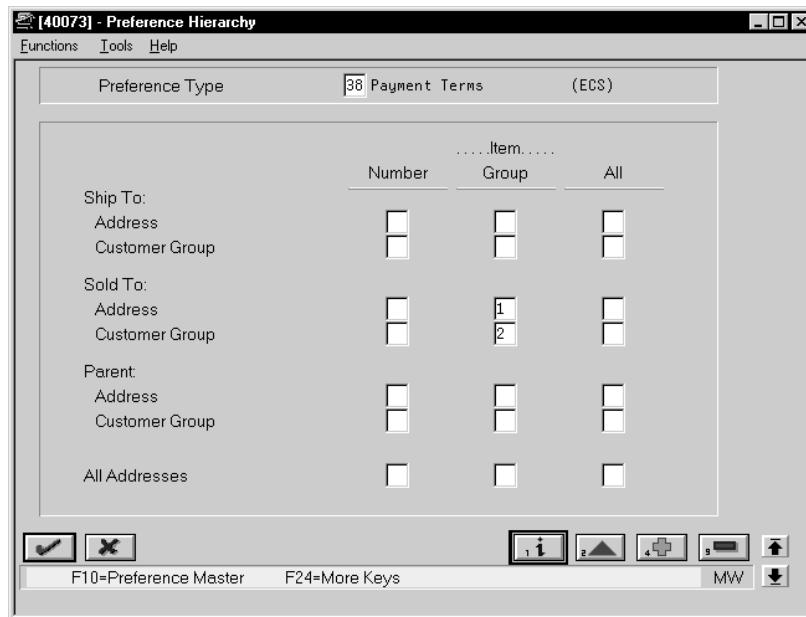


1. Choose a preference.
2. Access Preference Hierarchy.

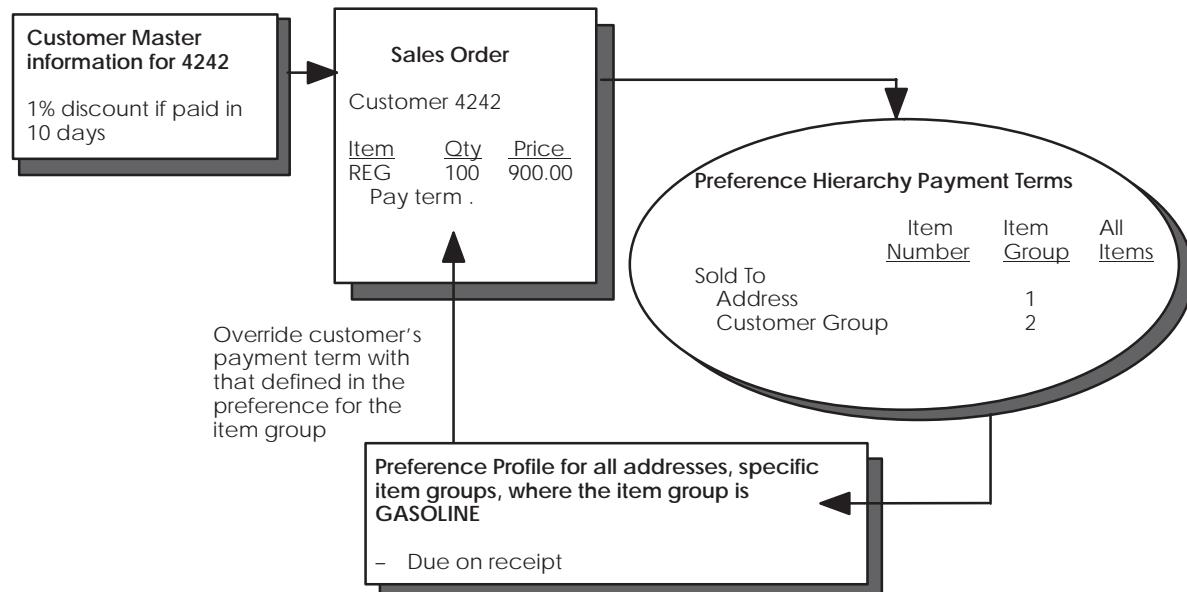


3. On Preference Hierarchy, type consecutive numbers to arrange the preference hierarchy for the specific preference.

Example: Preference Hierarchy for Payment Terms



When you enter an order, the system determines from the hierarchy for this preference that it should search first for information for a *single* Sold To address/item group combination and, second, for a *group* of Sold To addresses/item group combinations.



In this case, the system overrides the normal payment term for orders to that customer for items from the group with a due upon receipt payment term.

Invoice Setup

Objectives

- To define related addresses for customers
- To set up invoice cycles for customers

About Invoice Setup (ECS)

You should set up customer-specific information to facilitate the processing of invoices.

Complete the following tasks:

- Define related addresses
- Set up invoice cycles

When you create a sales order, you must specify the address to which you send the invoice (Sold To address) and the address to which you send the shipment (Ship To address). These two addresses can be different. In addition, a customer might have a parent address to which you send all invoices and multiple subsidiary addresses to which you send shipments.

You can define related addresses for a customer and set up the system to automatically enter a related address when you enter either the Sold To or Ship To address on the sales order.

After you confirm orders for delivery, you process them through the Cycle Billing program. The Cycle Billing program calculates scheduled invoice dates based on the invoice cycle preference, invoice cycle calculation rules, and scheduled invoice date ranges.

You set up invoice cycles to apply different cycle calculation rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items. To set up invoice cycles, you set up invoice cycle calculation rules and create Invoice Cycle preferences.



Define Related Addresses

Defining Related Addresses (ECS)

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

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

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

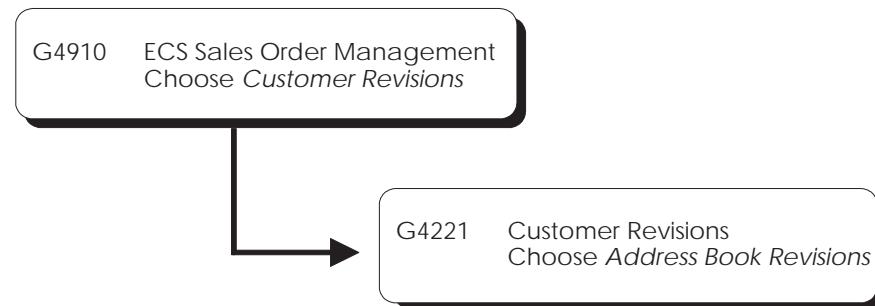
Complete the following tasks to define related customer addresses:

- Enter related addresses
- Define the invoicing address
- Define default address types

Before You Begin

- Verify that the customer address and all related addresses have been entered in the Address Book table (F0101). See *Entering Address Book Information* in the *Address Book Guide*.
- Verify that the customer has been set up in the Customer Master table (F0301). See *Entering Customer Master Information* in the *Accounts Receivable Guide*.

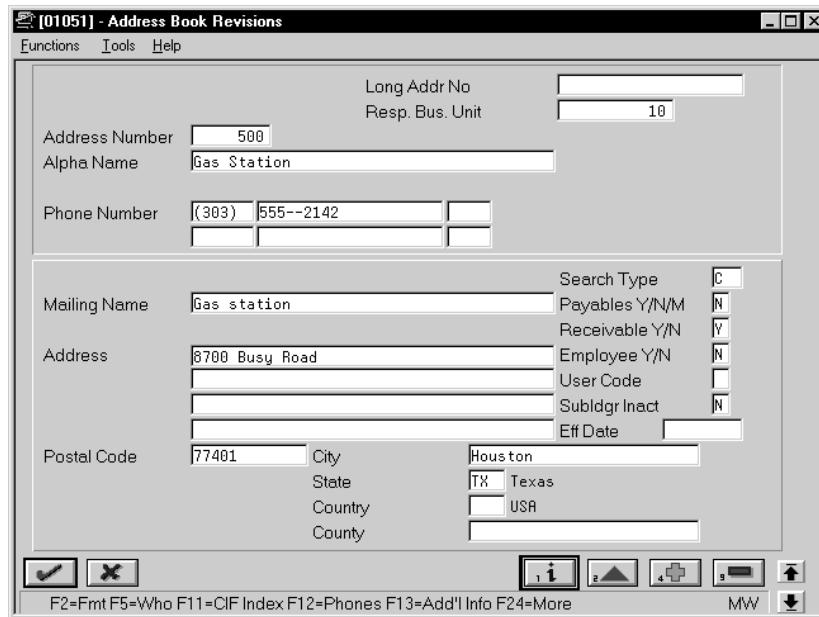
Entering Related Addresses (ECS)



The Address Book table allows you to maintain information about all the companies and people with whom you do business. For each customer, you must define all related addresses — Ship To, Sold To, and Parent — in the Address Book.

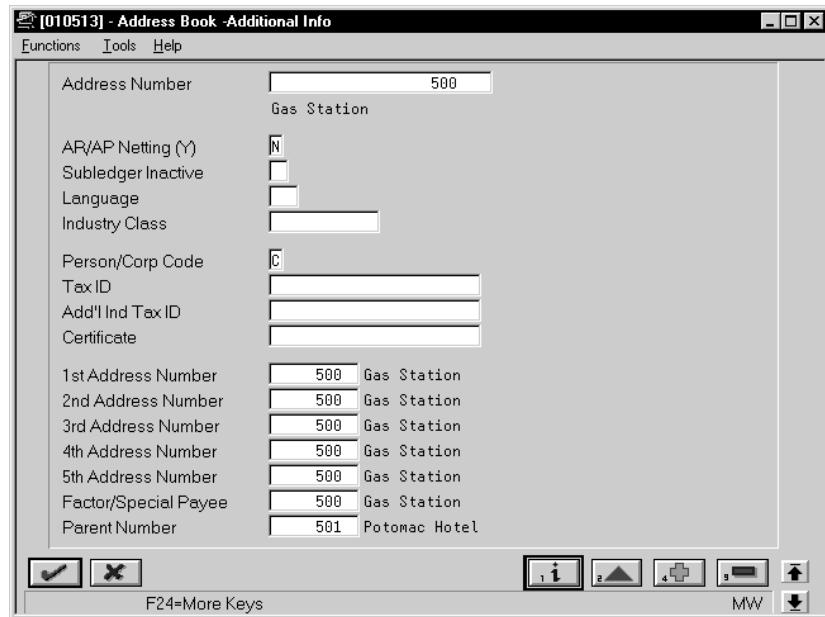
► To enter related addresses

On Address Book Revisions



1. Complete the following field to access the record for a specific customer:
 - Address Number

2. Access Address Book — Additional Info.



3. On Address Book — Additional Info, complete one or more of the following fields:

- 1st Address Number
- 2nd Address Number
- 3rd Address Number
- 4th Address Number
- 5th Address Number
- Parent Number

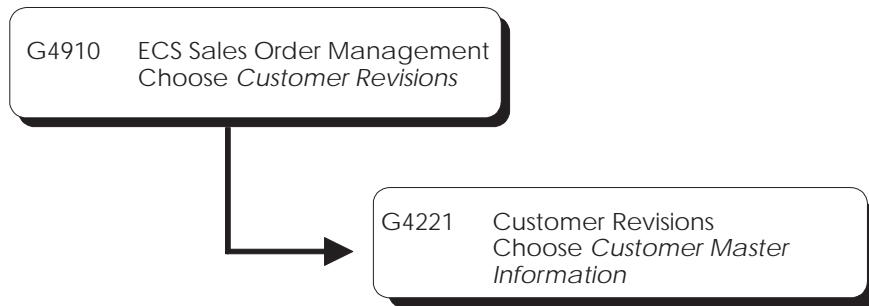
| Field | Explanation |
|----------------------|--|
| Address Number – 2nd | <p>An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:</p> <ul style="list-style-type: none"> • Ship-to address • Law firm • CPA • Securities agent • Bonding agent <p>If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field.</p> |

| Field | Explanation |
|---------------|--|
| Parent Number | The number of the parent company in a parent/child, national headquarters/subsidiary relationship. |

What You Should Know About

| | |
|---|---|
| Assigning address numbers to related addresses | A related address must have an assigned number from the address book before it can be included on the Address Book — Additional Info form. If no related addresses exist, these fields contain the same address book number assigned to the customer. |
|---|---|

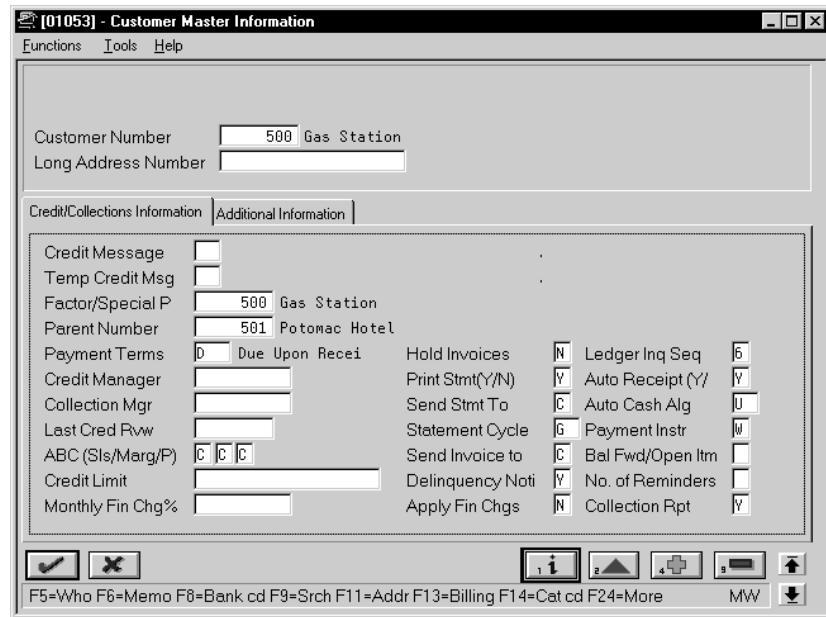
Defining the Invoicing Address (ECS)



After you enter related addresses in the address book, you must define the address to which you will send all invoices. You must also enter the Parent address here, if you have entered it in the address book.

► **To define the invoicing address**

On Customer Master Information

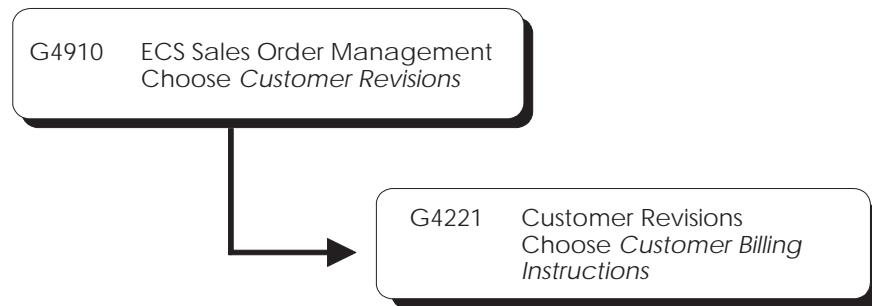


Complete one or more of the following fields:

- Parent Number
- Send Invoice to

| Field | Explanation | | | | | | | | | | | | | | | | |
|-----------------|--|---|----------|---|--------|---|--------------------|---|--------------------|---|--------------------|---|--------------------|---|--------------------|---|---|
| Send Invoice to | <p>A code that identifies the address where accounts receivable invoices are sent. Valid codes are:</p> <table> <tbody> <tr><td>C</td><td>Customer</td></tr> <tr><td>P</td><td>Parent</td></tr> <tr><td>1</td><td>1st Address Number</td></tr> <tr><td>2</td><td>2nd Address Number</td></tr> <tr><td>3</td><td>3rd Address Number</td></tr> <tr><td>4</td><td>4th Address Number</td></tr> <tr><td>5</td><td>5th Address Number</td></tr> <tr><td>6</td><td>6th Address Number (Factor/Special Payee)</td></tr> </tbody> </table> | C | Customer | P | Parent | 1 | 1st Address Number | 2 | 2nd Address Number | 3 | 3rd Address Number | 4 | 4th Address Number | 5 | 5th Address Number | 6 | 6th Address Number (Factor/Special Payee) |
| C | Customer | | | | | | | | | | | | | | | | |
| P | Parent | | | | | | | | | | | | | | | | |
| 1 | 1st Address Number | | | | | | | | | | | | | | | | |
| 2 | 2nd Address Number | | | | | | | | | | | | | | | | |
| 3 | 3rd Address Number | | | | | | | | | | | | | | | | |
| 4 | 4th Address Number | | | | | | | | | | | | | | | | |
| 5 | 5th Address Number | | | | | | | | | | | | | | | | |
| 6 | 6th Address Number (Factor/Special Payee) | | | | | | | | | | | | | | | | |

Defining Default Address Types (ECS)



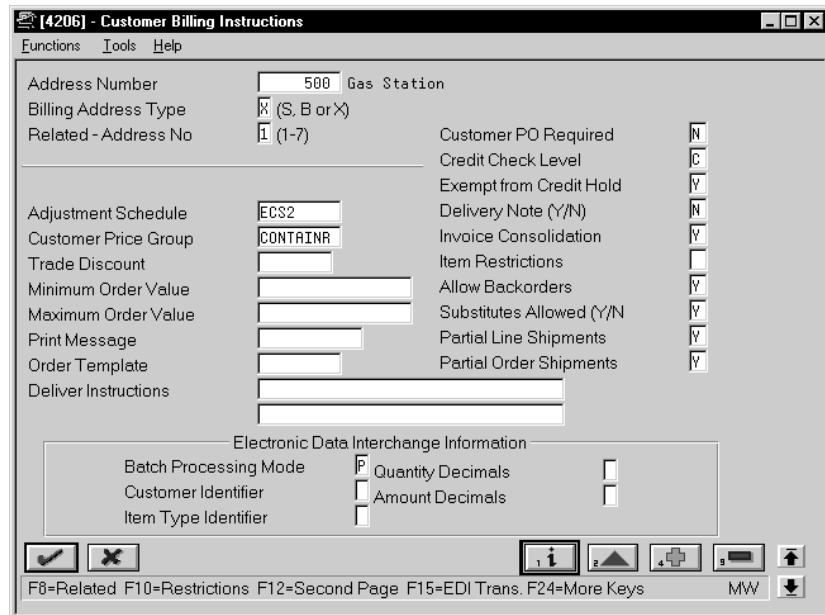
You can simplify the process of entering more than one address for a sales order by defining default address information. You can define which of the following address types the system uses as the default for a customer:

- Sold To address only (Billing Address Type B)
- Ship To address only (Billing Address Type S)
- Sold To and Ship To address (Billing Address Type X)

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

► **To define default address types**

On Customer Billing Instructions



Complete the following fields:

- Billing Address Type
- Related — Address Number

| Field | Explanation |
|----------------------|---|
| Billing Address Type | <p>Code that tells the system to use this address as a Sold To address, a Ship To address, or both. Valid codes are:</p> <p>X Indicates a bill to and a ship to address S Indicates a ship to address only B Indicates a bill to address only</p> <p>..... <i>Form-specific information</i></p> <p>When you enter an order for a Ship To customer, the Related Sold To customer defaults into the Sold To field of the sales order entry screen. If you enter the Sold To address, the related Ship To address will default.</p> |

Set Up Invoice Cycles

Setting Up Invoice Cycles (ECS)

You set up invoice cycles to control how the Cycle Billing program calculates scheduled invoice dates. When you set up invoice cycles, you apply different cycle calculation rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items.

Complete the following tasks to set up invoice cycles:

- Set up invoice cycle calculation rules
- Create Invoice Cycle preferences

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. After you set up invoice cycles, you can assign them to customer and item combinations with the Invoice Cycle preference. You can later revise scheduled invoice dates, if necessary.

What You Should Know About

AAIs for invoice cycles You must set up the following AAIs when processing invoice cycle information:

- 4221 - deferred COGS
- 4231 - deferred revenue
- 4232 - unbilled accounts receivable

See *Setting Up Automatic Accounting Instructions (ECS)*.

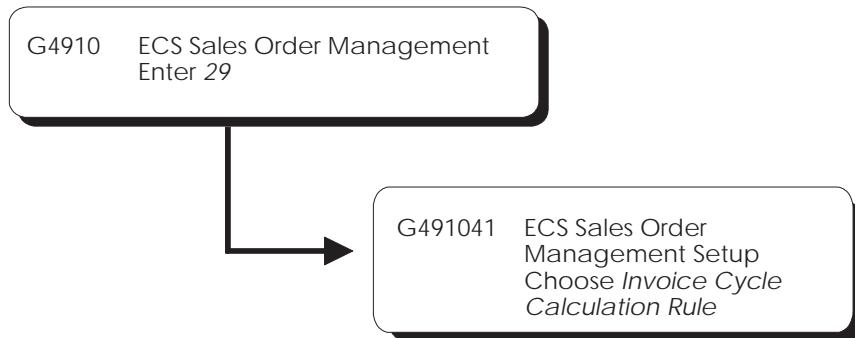
User defined codes for invoice cycles

You must set up the following code tables for use with invoice cycle processing:

- Invoice cycle - 40/CY
- Day of week - 42/DW
- Based on date name - 42/DN
- Calculation rule - 42/CR (hard-coded)

See *Working with User Defined Codes* in the *Technical Foundation Guide*.

Setting Up Invoice Cycle Calculation Rules (ECS)



You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. For example, you can set up daily, bi-weekly, or based-on-date invoicing. You can then enter test dates to review the calculated invoice dates and ensure that you have set up the calculation correctly.

If the calculation rules are bi-weekly, semi-monthly, or at the end of each month, you must also set up scheduled invoice date ranges.

The following invoice cycle calculation rules are hard-coded and require specific settings:

Daily invoicing

- Based On Date Name and Day of Week must be blank
- Days to Increment is optional

Weekly invoicing

- Requires Based On Date Name and Day of Week
- Days to Increment is optional

Bi-weekly invoicing

- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

Semi-monthly invoicing

- Requires Based On Date Name
- Day of Week must be blank
- Days of Increment is optional

End-of-month invoicing

- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

Based-on-date invoicing

- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

Example: Scheduled Invoice Date Calculation

This example illustrates how the Cycle Billing program calculates the scheduled invoice date and how the calculation affects the generation of invoices. The following values are entered for the invoice cycle calculation rule:

- Based On Date is Order/Transaction Date (9/27/98)
- Days to Increment is 0
- Calculation Rule is End of Month
- Scheduled Invoice Date Ranges are:
 - Start Dates = 9/1/98 and 10/1/98
 - End Dates = 9/30/98 and 10/31/98
 - Invoice Dates = 9/30/98 and 10/31/98

If the delivery confirmation occurs on 9/29/98, the following events occur:

On 9/29/98

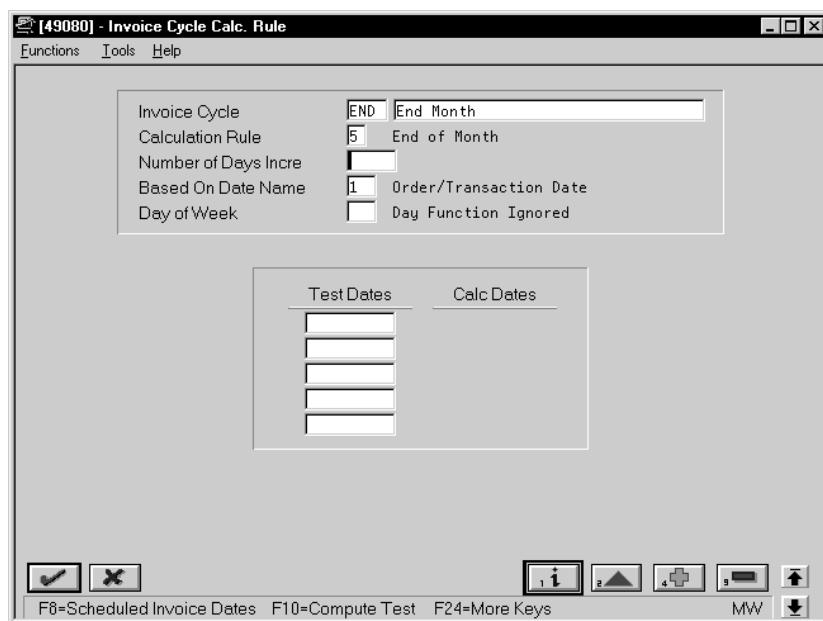
The Cycle Billing program processes the order line and calculates the scheduled invoice date to be 9/30/98. Because the scheduled invoice date is greater than the system date (9/29/98), the Cycle Billing program creates deferred journal entries.

On 9/30/98

Because the scheduled invoice date is less than or equal to the system date, the Periodic Invoice program generates the invoice and the Update Customer Sales program reverses the deferred entries and completes the required G/L entries.

► To set up invoice cycle calculation rules

On Invoice Cycle Calculation Rule



1. Complete one or more of the following fields:
 - Invoice Cycle
 - Calculation Rule
 - Number of Days Increment
 - Based on Date Name
2. Complete the following field if you are setting up a calculation rule for a weekly invoice schedule:
 - Day of Week

3. If you enter a bi-weekly, semi-monthly, or end-of-month invoice cycle, access Scheduled Invoice Dates.

| Start Date | Ending Date | Invoice Date |
|------------|-------------|--------------|
| 01/01/10 | 01/31/10 | 01/31/10 |
| 02/01/10 | 02/28/10 | 02/28/10 |
| 03/01/10 | 03/31/10 | 03/31/10 |
| 04/01/10 | 04/30/10 | 04/30/10 |
| 05/01/10 | 05/31/10 | 05/31/10 |
| 06/01/10 | 06/30/10 | 06/30/10 |
| 07/01/10 | 07/31/10 | 07/31/10 |
| 08/01/10 | 08/31/10 | 08/31/10 |
| 09/01/10 | 09/30/10 | 09/30/10 |
| 10/01/10 | 10/31/10 | 10/31/10 |
| 11/01/10 | 11/30/10 | 11/30/10 |
| 12/01/10 | 12/31/10 | 12/31/10 |

4. On Scheduled Invoice Dates, complete the following fields:

- Start Date
- Ending Date
- Invoice Date

5. Return to the Invoice Cycle Calculation Rule form.

6. Complete the following field:

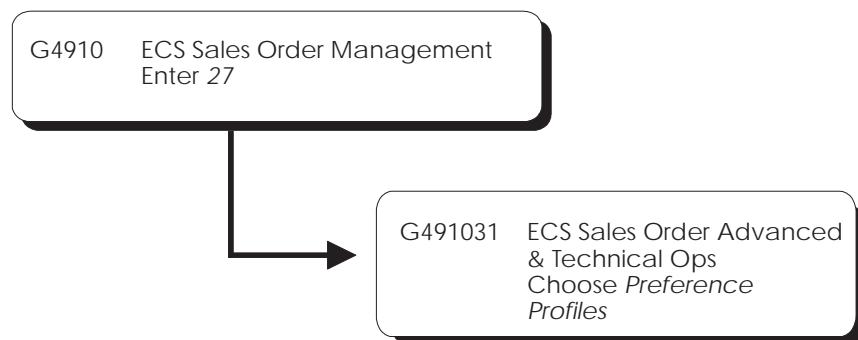
- Test Dates

7. Choose the option to calculate the test scheduled invoice date.

| Field | Explanation |
|------------------|--|
| Invoice Cycle | A code that defines the method of invoicing used by the Cycle Billing program. For example, the invoice cycle could be daily, weekly, monthly, and so on. This is a user defined code field. |
| Calculation Rule | A code that defines the type of calculation the system uses to compute the Scheduled Invoice Date. This is a user defined code field. |

| Field | Explanation |
|-----------------------------|---|
| Number of Days Increment | The number of days the system adds to the Based On Date. For example, you might enter several days to allow for time between the order date and the delivery date. The system adds the number in this field to the Based On Date when the Cycle Billing program calculates the Scheduled Invoice Date. |
| Based On Date Name | The name of the specific date field from either the sales order header or sales order detail that will be used to calculate the Scheduled Invoice Date. For example, if your customer requires invoices at a specific date after delivery, then you would select the Actual Delivery Date. This is a user defined code field. |
| Day of Week | A one digit code that is used to represent the day of the week. This field must be left blank unless you invoice your customer on the same day each week. That is, this field is only filled in for the Weekly Invoicing Calculation Rule. This is a user defined code field. |
| Date – Effective | The date that a transaction, text message, contract, obligation, or preference becomes effective. |
| Date – Expired | The date that a transaction, text message, agreement, obligation, or preference has expired or been completed. |
| Date – Invoice | The date the invoice was printed. The system updates this date when you run the invoice print program in the Sales Order Processing System. |
| Date – Invoice Cycle Test 1 | A date the system uses to test the invoice cycle calculation during setup. |

Creating Invoice Cycle (ECS) Preferences



You use the Invoice Cycle (ECS) preference to define a specific invoice cycle for a customer and item combination. The Cycle Billing program works in conjunction with the Invoice Cycle (ECS) preference and the invoice cycle

calculation rule to calculate scheduled invoice dates for a customer and item combination.

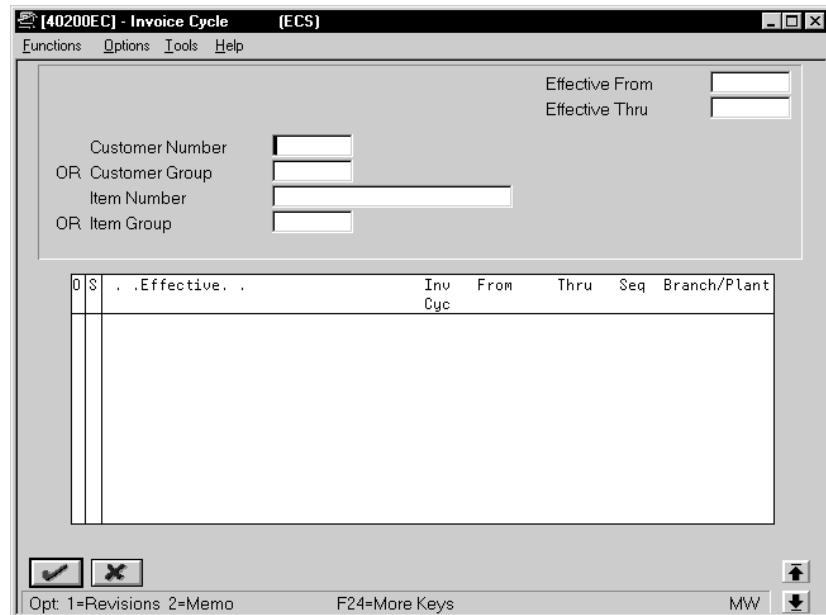
See Also

- *Understanding Preferences (ECS) and Setting Up Preferences (ECS)*

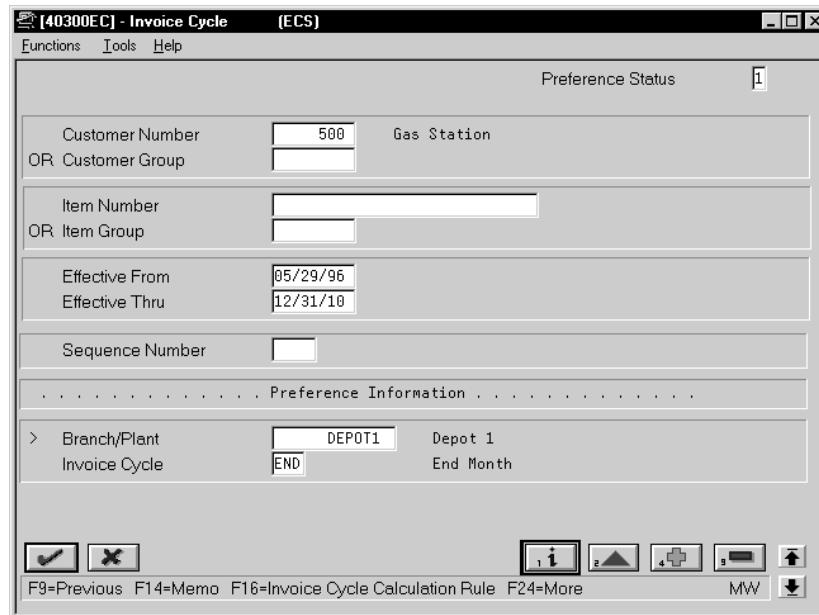
► **To create Invoice Cycle (ECS) preferences**

On Preference Profiles

1. Access the Preference Inquiry for the Invoice Cycle (ECS) preference.



2. On the Invoice Cycle (ECS) preference inquiry form, access the Preference Profile Revisions form.



3. On the Invoice Cycle (ECS) Preference Profile Revisions form, complete one or more of the following fields to define customer and item combinations:
 - Customer Number
 - Customer Group
 - Item Number
 - Item Group
4. Complete the following fields to define specific preference information:
 - Effective From
 - Effective Thru
 - Quantity From
 - Quantity Thru
 - Sequence Number
 - Branch/Plant
 - Invoice Cycle

| Field | Explanation |
|-----------------|--|
| Quantity From | <p>The quantity at which a preference or price adjustment becomes valid.</p> <p>..... <i>Form-specific information</i></p> |
| Quantity Thru | <p>If you do not enter a quantity, the system uses 0.</p> <p>Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> |
| Sequence Number | <p>The quantity at which a preference becomes invalid.</p> <p>..... <i>Form-specific information</i></p> <p>If you do not enter a quantity, the system enters a number defined during system setup.</p> <p>Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.</p> <p>You must also enter the unit of measure for the quantity in the unmarked field next to Quantity Thru. If the preference is in effect for all quantities, leave the Quantity From and Thru fields blank. The system supplies the default minimum and maximum quantities. You must enter a valid unit of measure for the quantities.</p> |
| Invoice Cycle | <p>A sequence or sort number that the system uses to process records in a user defined order.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p> |
| | <p>A code that defines the method of invoicing used by the Cycle Billing program. For example, the invoice cycle could be daily, weekly, monthly, and so on. This is a user defined code field.</p> <p>..... <i>Form-specific information</i></p> <p>For Invoice Cycle Preference:</p> <p>The system uses the value you enter in this field to load the Sales Order Detail Tag table (F49211).</p> <p>Do not use the Invoice Cycle preference if you want an invoice to accompany the delivery documents for a sales order.</p> |

What You Should Know About

Document sets

When you set up the Invoice Cycle preference, verify that it does not conflict with the document set you assign to the customer and item combination in the Document Set (ECS) preference.

See *Understanding the Document Set (ECS) Preference*.

Primary invoice

You must ensure that the document set printed before and during the load confirm process does not include a primary invoice. If it includes a primary invoice, the system will not apply the Invoice Cycle preference.

System Setup

Objectives

- To understand how to set up the features and functions that allow you to process sales order information

About System Setup (ECS)

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

System setup includes the following tasks:

- Setting up constants
- Setting up customer billing instructions
- Setting up order line types
- Setting up order activity rules
- Setting up order hold information
- Setting up commission information
- Setting up branch sales markups
- Setting up automatic accounting instructions

The following describes the information that you must set up for this system.



| | |
|---|---|
| Constants | Constants provide the system with the following types of default information: <ul style="list-style-type: none">• System constants determine which functions to perform.• Batch control constants determine whether an application requires management approval and batch control.• Branch/plant constants control day-to-day transactions within a branch/plant.• Location format determines how you identify item storage places in a branch/plant.• Item availability defines how the system calculates the number of items that each branch/plant contains. |
| Customer billing instructions | You can set up customer information that the system uses as default order, shipping, billing, and freight information. The system retrieves this information every time you enter an order for a customer. |
| Order line types | You can define codes that determine how the system processes a detail line in an order. |
| Order activity rules | You can establish the sequence of steps to process an order. |
| Order hold information | You can set up the information that the system uses to place sales orders on hold. |
| Commission information | You can set up commission information for a specific salesperson or a group of sales people. |
| Branch sales markups | You can define the additional costs that are associated with interbranch sales orders. |
| Automatic accounting instructions (AAIs) | AAIs provide the ECS Sales Order Management system with accounting information and general ledger relationships needed to interact with the General Accounting system. |
| Warehouse locations | Warehouse locations group items in branch/plants. |

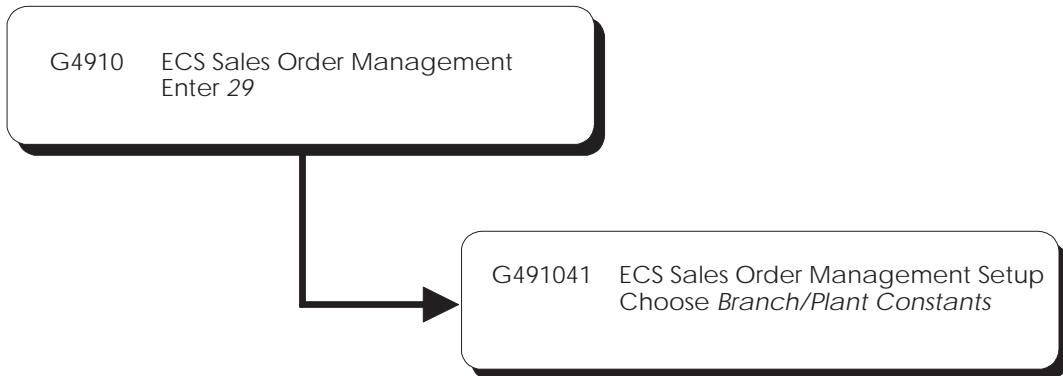
The following describes the information that you must set up in other systems, including the Inventory Management system, the Technical Foundation system, and the General Accounting system.

| | |
|--------------------------------------|---|
| Messages | Messages display depending on which programs you specify and which messages you determine should print. |
| Default location and printers | Default location and printer settings provide the system with branch/plant, printer output queue, and approval route code information to use as default settings. |
| Next numbers | Next numbers allows the system to automatically assign the next available number when applicable, such as for document types and address book numbers. |
| Standard units of measure | The system applies the standard units of measure that you set up to all items across all branch/plants. |
| Userdefined codes | You can set up user defined codes to customize each system in your environment. |
| Item cross-references | Item cross-reference numbers allow the system to connect internal and external items. |

See Also

- *Setting Up Warehouse Locations (P4100)* in the *Inventory Management Guide*
- *Defining a Message (P4016)* in the *Inventory Management Guide*
- *Setting Up Default Locations for Printers (P400951)* in the *Inventory Management Guide*
- *Setting Up Next Numbers (P0002)* in the *General Accounting I Guide*
- *Defining Standard Units of Measure (P41003)* in the *Inventory Management Guide*
- *Working with User Defined Codes (P00051)* in the *Technical Foundation Guide*
- *Setting Up Item Cross-References (P41040)* in the *Inventory Management Guide*

Set Up Constants



Setting Up Constants (ECS)

A constant is a piece of information that you associate with a branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

- Define branch/plant constants (required)
- Define item availability (required)
- Define system constants
- Define batch control constants
- Define locations

Before You Begin

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

See Also

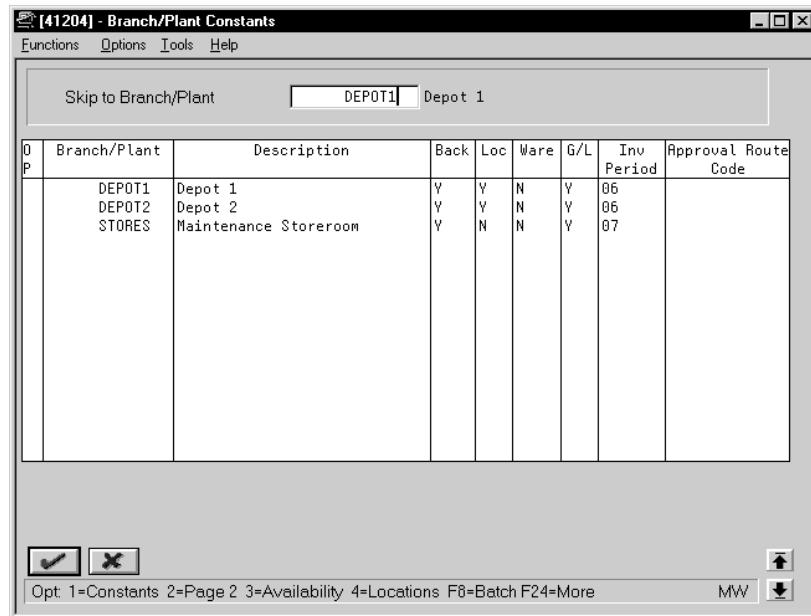
- *Setup for Advanced Pricing (P40091W)* in the *Advanced Pricing Guide* for more information on additional system constants that you can define

Defining Branch/Plant Constants (ECS)

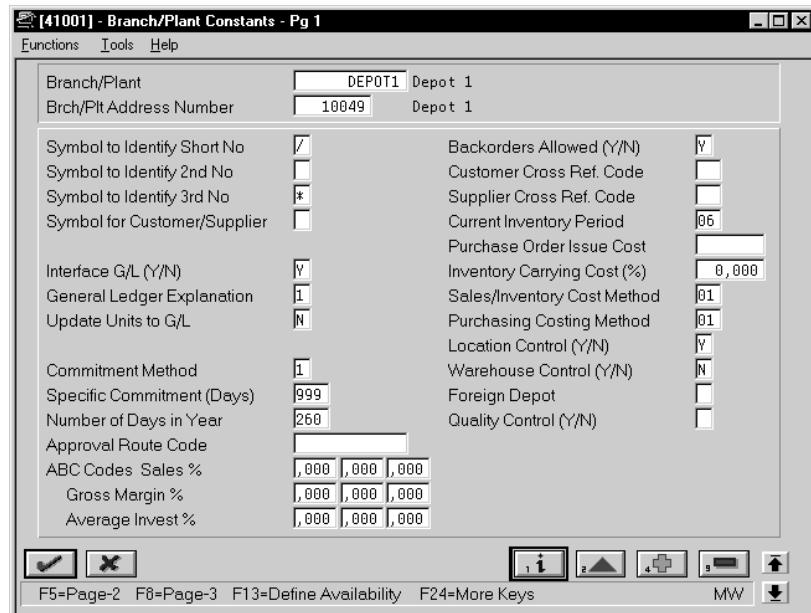
Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

► To define branch/plant constants

On Branch/Plant Constants



1. Access Branch/Plant Constants — Pg 1 for a specific branch/plant.



2. On Branch/Plant Constants — Pg 1, complete the following fields:

- Branch/Plant
- Branch/Plant Address Number (Branch/Plant Address Number)
- Current Inventory Period
- Interface G/L (Y/N) (Interface General Ledger (Y/N))
- Number of Days in Year

| Field | Explanation | | | | |
|-------------------------|---|---|-----|---|----|
| Period Number – Current | <p>A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).</p> <p>..... <i>Form-specific information</i></p> <p>The current inventory period for a branch/plant should equal the accounting period for its parent company.</p> | | | | |
| Interface G/L (Y/N) | <p>A code that indicates whether inventory transactions processed through this branch/plant create general ledger entries when appropriate. Valid values are:</p> <table> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table> | Y | Yes | N | No |
| Y | Yes | | | | |
| N | No | | | | |

| Field | Explanation |
|------------------------|--|
| Number of Days in Year | The number of days you are open for business in a year. This number must be between 252 and 365. The Purchase Order Management system uses this number to calculate economic order quantity (EOQ). This is a required field. |

What You Should Know About

| | |
|--|--|
| Defining warehouse control specifications | If you use the Advanced Warehouse Management system, you must define the warehouse information on Branch/Plant Constants — Pg 2. |
|--|--|

Defining Item Availability (ECS)

You must define how you want the system to calculate item availability for each branch/plant. The way that you set up this calculation impacts how the system later calculates backorders, cancelations, and customer delivery time.

► To define item availability

On Branch/Plant Constants

1. Access Item Availability Definition for a branch/plant.



2. On Item Availability Definition, enter a minus (-) or plus (+) sign in fields with quantities that you want to subtract or add, respectively, from the quantity on hand.

See Also

- *Reviewing Performance Information (P4115)* in the *Inventory Management Guide* for information about quantities

Defining System Constants (ECS)

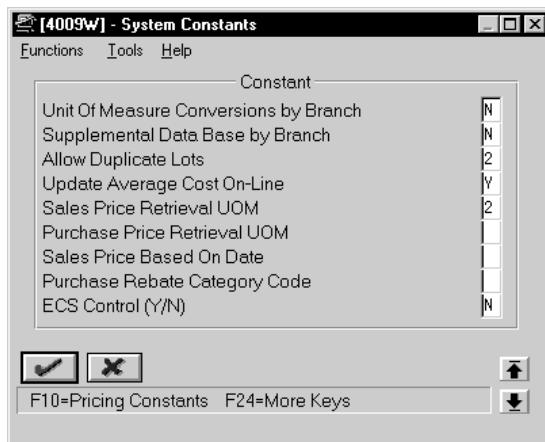
Set up system constants to tell the system which functions to perform. For example, assume that you have several branch/plants and use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

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

► To define system constants

On Branch/Plant Constants

1. Access System Constants.



2. On System Constants, complete the following fields:

- Unit of Measure Conversions by Branch
- Supplemental Data Base by Branch
- Allow Duplicate Lots
- Update Average Cost On-Line

- Sales Price Retrieval Unit of Measure
- Purchase Price Retrieval Unit of Measure
- Sales Price Based On Date
- Purchase Rebate Category Code
- ECS Control (Y/N)

| Field | Explanation |
|--|--|
| Process UOM Conversions by Branch | <p>A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are:</p> <p>Y The system displays the item specific conversion table when you add an item to a specific branch/plant.</p> <p>N The system displays the item specific conversion table for all branch/plants from the Item Master file.</p> |
| Process Supplemental Data Base by Branch | <p>A code that indicates how the system uses the branch/plant within the Inventory Supplemental Database. Valid values are:</p> <p>Y The supplemental data is unique by item and branch.</p> <p>N The supplemental data is unique by item only.</p> |
| Allow Duplicate Lots | <p>A flag that determines if the system can assign the same lot to multiple items.</p> |
| Update Average Cost On-Line | <p>A code that indicates when the system calculates the new average cost for an item.</p> <p>Valid values are:</p> <p>Y The system calculates a new average cost online immediately after any transaction that affects the average cost of an item.</p> <p>N All processes that affect average cost create transactions to an Average Cost Work file (F41051). The system calculates a new average cost when you run the Average Cost Update program (P41811).</p> |
| Sales Price Retrieval UOM | <p>A value that specifies the unit of measure the system uses for retrieving base prices and price adjustments during sales order processing. The system allows you to define your base prices in the Base Price File (F4106) and price adjustments in the Adjustment Detail File (F4072) in various unit of measures.</p> <p>If you specify the Transaction or Pricing UOM and the system does not find a record in that unit of measure, the system retries using the primary UOM of the item.</p> |

| Field | Explanation |
|-------------------------------|--|
| Purchase Price Retrieval UOM | A value that represents the unit of measure the system retrieves for the purchase base price (F41061) during purchase order processing. If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system retries using the primary UOM of the item. |
| Sales Price Based On Date | A value that determines how the system updates the Price Effective Date in the Sales Order Header (F4201) and Detail (F4211) files. In Sales Order Management, the system uses the Price Effective Date (PEFJ) to retrieve the base price from F4106 and price adjustments from F4072. |
| Purchase Rebate Category Code | A number contained in the system constants that dictates which category code is to be used in the criteria for inclusion comparison. |
| Control Code – ECS | The Energy and Chemical System Control code is used to indicate if the ECS application will be used. |

Defining Batch Control Constants (ECS)

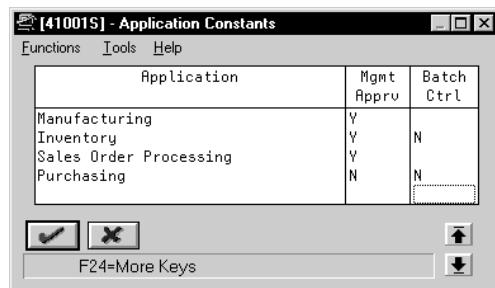
Defining batch control constants prevents the system from applying changes that personnel make in each system, such as the ECS Sales Order Management system, to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might want to enter batch control information for comparing the anticipated size of the job to the end result.

Define management approval and batch control on a system-by-system basis for each distribution and manufacturing system you have.

► To define batch control constants

On Branch/Plant Constants

1. Access Application Constants.



2. On Application Constants, complete the following fields:

- Management Approval
- Batch Control

| Field | Explanation |
|--|--|
| Batch Management Approval Required – Inv | <p>A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are:</p> <p>Y Y (yes) instructs the system to assign a status of Pending to each batch that you create within the listed systems.</p> <p>N N (no) instructs the system to assign a status of Approved to each batch.</p> |
| Batch Control Required (Y/N) – Inv | <p>A code that indicates whether you want to require entry of batch control information. For each batch, the system displays a batch control screen where you must enter information about the number of documents and the total amount of the transactions you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are:</p> <p>Y In Inventory Management, Y (yes) instructs the system to display a batch control screen before you issue, adjust, or transfer inventory. In Purchase Order Management, Y instructs the system to display a batch control screen before you enter receipts.</p> <p>N N (no) indicates that you do not require entry of batch control information.</p> |

Defining Locations (ECS)

Defining the location format allows you to specify how each of your item locations is set up. For example, assume that you store pencils in branch/plant “A.” To be more specific about where the pencils are located in the warehouse, you can define a series of elements that comprise the actual location. An element is an alphanumeric entry that represents a more specific location than just the branch/plant. For example, an element can represent an aisle, bin, shelf, or any other location you use in a branch/plant.

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

- Length
- Justification

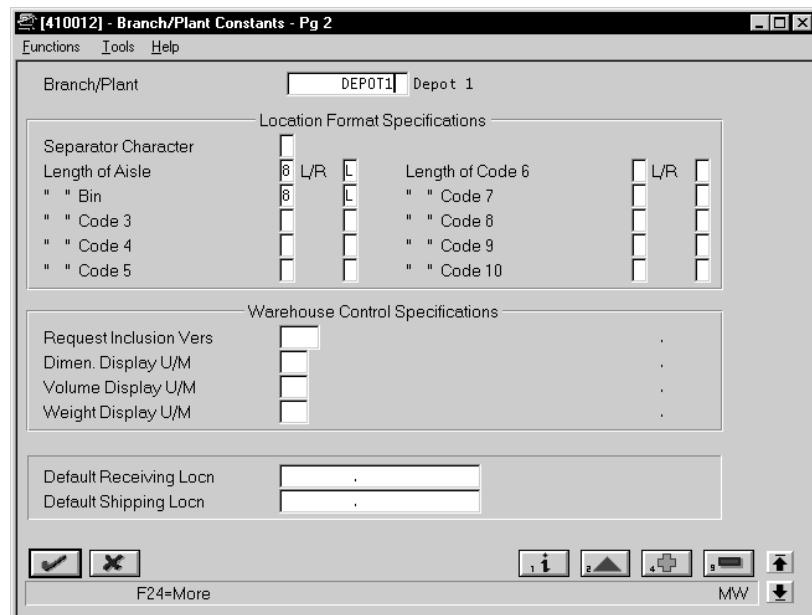
- Separator character

If you are using the Advanced Warehouse Management system, you must define not only warehouse location information, but also default units of measure for volumes, dimensions, and weights.

► To define locations

On Branch/Plant Constants

1. Access Branch/Plant Constants — Pg 2 for a specific branch/plant.



2. On Branch/Plant Constants — Pg 2, decide which elements to use for the location format and complete the following fields for each element:

- Length (of Aisle, of Bin, of Code 3 – 10)
- L/R (Left/Right)
- Separator Character

| Field | Explanation |
|--------|--|
| Length | Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8. |
| L/R | A character (L or R) that specifies left or right justification for Aisle in the location format. |

| Field | Explanation |
|---------------------|---|
| Separator Character | <p>A character that divides the elements of the location when you display them on forms or reports.</p> <p>Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank. The system displays the location as one string of characters.</p> <p>..... <i>Form-specific information</i></p> <p>The system uses the character you enter in this field to separate the combination of tank/owner and aisle/bin when displayed on forms or reports. Companies commonly use a period (.) as the separator character.</p> |

What You Should Know About

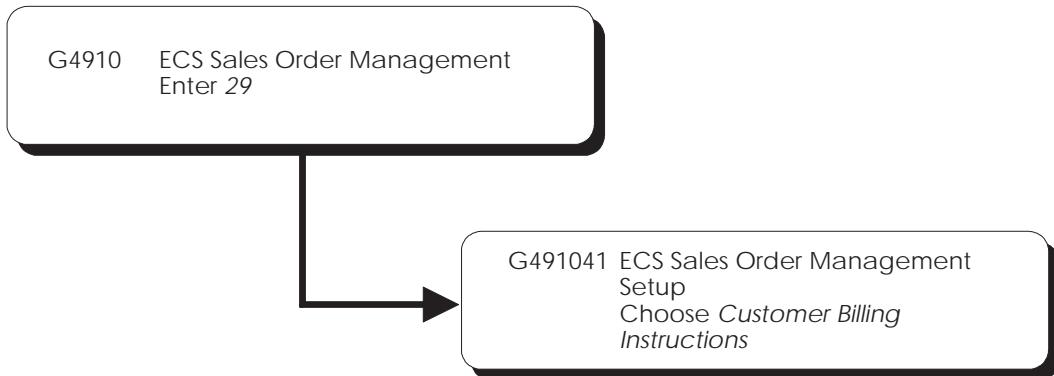
Location length

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

See Also

- *Setting Up Locations (P41204)* in the *Advanced Warehouse Management Guide*

Set Up Customer Billing Instructions



Setting Up Customer Billing Instructions (ECS)

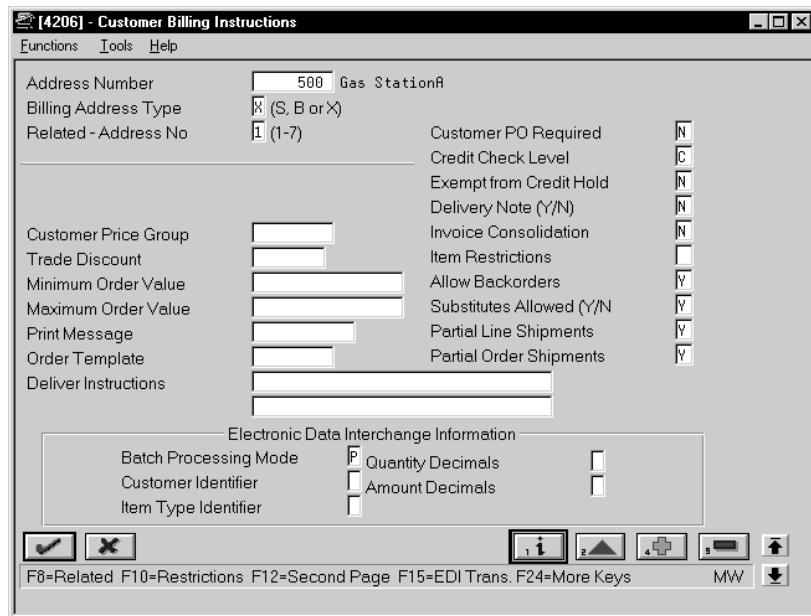
Before you process sales orders, you must set up default customer information in the customer billing instructions. Setting up customer billing instructions includes the following tasks:

- Entering order processing information
- Entering shipping information
- Entering billing information

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

Before You Begin

Verify that an address book record exists for your customers



► To enter order processing information

On Customer Billing Instructions

Complete the following fields:

- Address Number
- Customer Price Group
- Trade Discount
- Minimum Order Value
- Maximum Order Value
- Print Message
- Item Restrictions
- Allow Backorders
- Allowed Substitutes

| Field | Explanation |
|----------------------|--|
| Customer Price Group | A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing. |

| Field | Explanation |
|---------------------|---|
| Discount – Trade | Percentage by which the system reduces the price of each item. This is the only discount that will be applied. You can override it if you enter a price. Enter the percentage as a whole number (that is, 5 for 5%). |
| Minimum Order Value | Value below which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is less than the minimum order value, the system displays an error message. |
| | This field is maintained as an integer without decimals. |
| Maximum Order Value | Value above which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is more than the maximum order value, the system displays an error message. |
| | This field is maintained as an integer without decimals. |
| Print Message | A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions. |
| Item Restrictions | Code that designates whether restrictions have been placed on the sale of items to this customer. |
| | Valid codes are: |
| | Blank No restrictions. |
| | I A customer can be sold only those items set up on the Item Restrictions screen. |
| | E A customer cannot be sold the items set up on the Item Restrictions screen. |
| Backorders Allowed | A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), or by customer (through Billing Instructions). |
| | Y Yes, allow backorders for this item |
| | N No, do not allow backorders for this item, regardless of the backorders code assigned to the customer |
| | NOTE: The system does not use this information if you have set the option on Branch/Plant Constants to indicate that you do not allow backorders in your operating environment. |

| Field | Explanation |
|---------------------------|--|
| Substitutes Allowed (Y/N) | Code associated with each customer specifying whether that customer will accept substitute items. Enter N to disallow or Y to allow substitutions. The system will interpret a blank value as a Y. <i>Form-specific information</i> |
| | If you enter Y here and activate the substitution processing option for sales order entry, the system displays a list of defined substitute items when there is not enough of an item to fill a sales order for that customer. |

► To enter shipping information

On Customer Billing Instructions

1. Complete the following fields:
 - Address Number
 - Delivery Note (Y/N)
 - Partial Line Shipment
 - Partial Order Shipments
 - Delivery Instructions
2. Access Billing Instructions — Page 2.

3. On Billing Instructions — Page 2, complete the following fields:

- Held Orders Code
- Priority Code
- Display Weight UOM
- Display Volume UOM

| Field | Explanation |
|---------------------------------------|---|
| Delivery Note | <p>Code that indicates whether the system prints delivery notes for this customer.</p> <p>Valid codes are:</p> <p>Y The customer's order can produce delivery notes.</p> <p>N The system will not generate delivery notes for the customer.</p> <p>If you leave this field blank, the system uses N.</p> |
| Partial Line Shipments Allowed (Y/N) | <p>Code that indicates whether the customer requires the entire line be shipped at one time or whether the customer will accept multiple partial shipments instead.</p> <p>Valid codes are Y (yes), which is the default, and N (no).</p> <p>..... <i>Form-specific information</i></p> <p>This field is used in conjunction with the Allow Backorders field. Backorders must be allowed before the system will make partial shipments to a customer.</p> |
| Partial Order Shipments Allowed (Y/N) | <p>Code that indicates if the customer requires that the entire order be shipped at one time or if the customer will accept multiple partial shipments instead.</p> <p>NOTE: This feature is only activated when adding orders in Sales Order Entry with availability checking on since Sales Order Entry is the only time that all lines can be grouped together as an order. Availability checking performed at Pick Slips or Shipment Confirmation does not guarantee that all lines are together for the order.</p> |
| Delivery Instructions Line 1 | <p>One of two fields that you use to enter delivery instructions.</p> <p>..... <i>Form-specific information</i></p> <p>The system copies this text to the Sales Order Header Information form.</p> |
| Hold Orders Code | User defined code (table 42/HC) that identifies why the order is on hold. |

| Field | Explanation |
|-----------------------|---|
| Priority – Processing | <p>A code that tells the system to handle this customer's orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions.</p> <p>This field is informational only and can be used in DREAM Writer selection to expedite order lines.</p> <p>In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first.</p> |

► **To enter billing information**

On Customer Billing Instructions

Complete the following fields:

- Address Number
- Billing Address Type
- Invoice Consolidation

| Field | Explanation | | | | | | |
|-----------------------|---|---|---|---|---------------------------------------|---|----------------------------------|
| Billing Address Type | <p>Code that tells the system to use this address as a Sold To address, a Ship To address, or both. Valid codes are:</p> <table> <tr> <td>X</td> <td>Indicates a bill to and a ship to address</td> </tr> <tr> <td>S</td> <td>Indicates a ship to address only</td> </tr> <tr> <td>B</td> <td>Indicates a bill to address only</td> </tr> </table> <p>..... <i>Form-specific information</i></p> <p>When you enter an order for a Ship To customer, the Related Sold To customer defaults into the Sold To field of the sales order entry screen. If you enter the Sold To address, the related Ship To address will default.</p> | X | Indicates a bill to and a ship to address | S | Indicates a ship to address only | B | Indicates a bill to address only |
| X | Indicates a bill to and a ship to address | | | | | | |
| S | Indicates a ship to address only | | | | | | |
| B | Indicates a bill to address only | | | | | | |
| Invoice Consolidation | <p>Code that tells the system whether a customer wants consolidated invoices. Valid codes are:</p> <table> <tr> <td>Y</td> <td>Customer wants consolidation.</td> </tr> <tr> <td>N</td> <td>Customer does not want consolidation.</td> </tr> </table> <p>If you specify consolidation, the system generates a single invoice from multiple sales orders.</p> | Y | Customer wants consolidation. | N | Customer does not want consolidation. | | |
| Y | Customer wants consolidation. | | | | | | |
| N | Customer does not want consolidation. | | | | | | |

What You Should Know About

Defining the default address type

You complete the Billing Address Type field to define which of the following address types the system uses as the default for the customer:

- Sold To
- Ship To
- Sold To and Ship To

See *Defining Default Address Types (ECS)*.

Setting up commissions

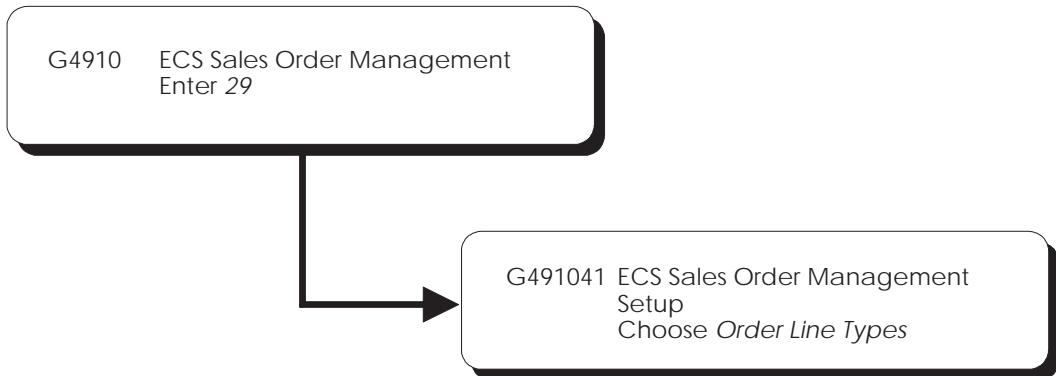
You can customize the default commission information for a salesperson or a sales group.

See *Setting Up Commission Information (ECS)*.

Restricting items from a sale

You can choose the Restrictions function to define which items you want to restrict from a sale. You can also use this function to limit your customer's orders to specific items.

Set Up Order Line Types



Setting Up Order Line Types (ECS)

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

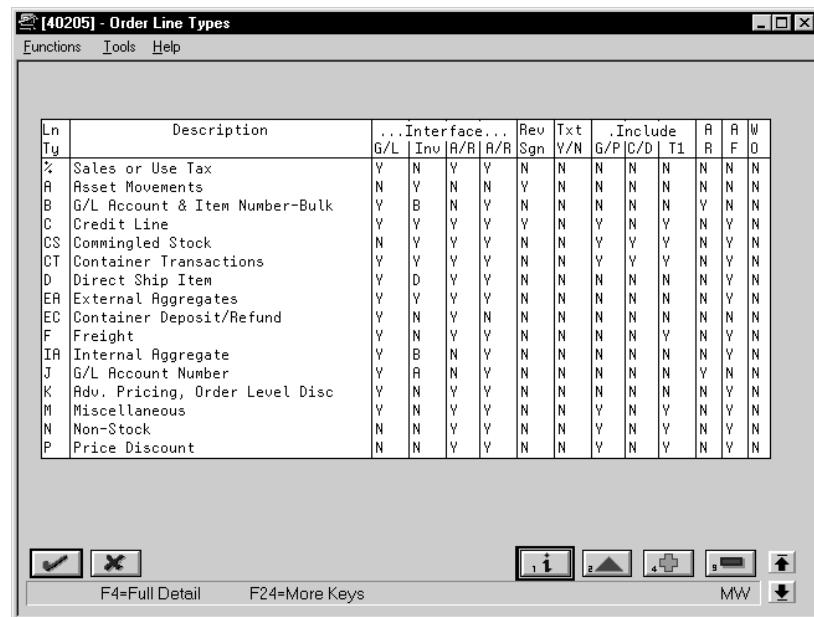
Each entry is a line. A line is the information for an item or service that you are ordering as it pertains to the order. A line type is a code that the system uses to process each line that you enter. For example, you can specify line type S for stock items. The system determines whether it should increase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

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

The line types that you define are applicable throughout distribution systems. For example, line types are processed in the same way in the ECS Sales Order Management system as they are in the Purchase Order Management system.

► **To set up order line types**

On Order Line Types

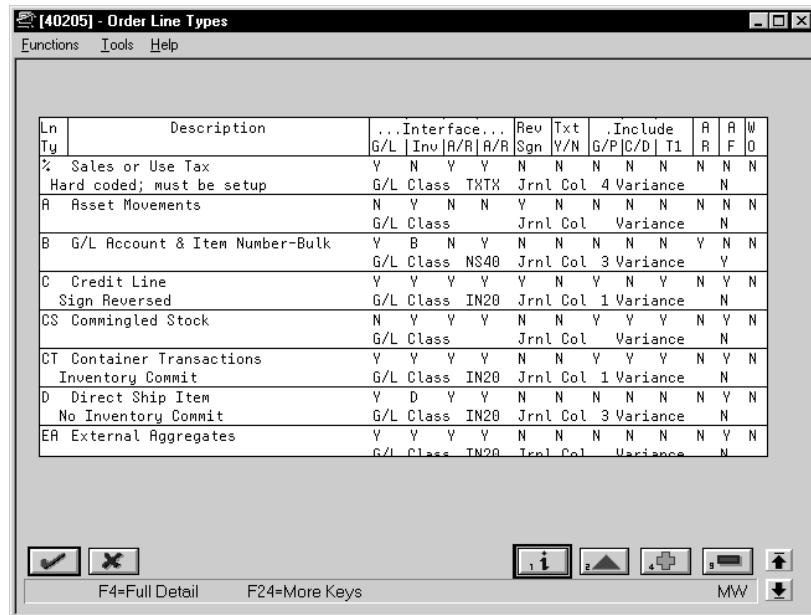


The screenshot shows a software window titled 'I40205 - Order Line Types'. The window has a menu bar with 'Functions', 'Tools', and 'Help'. The main area is a grid table with columns for Line Type (Ln Ty), Description, and various interface and processing flags. The grid contains 20 rows, each representing a different order line type with its corresponding settings. The bottom of the window features a toolbar with icons for checkmark, delete, and navigation, and a status bar with function keys F4, F24, and MW.

| Ln Ty | Description | ...Interface... | Rev Sgn | Txt V/N | .Include G/P C/D | T1 | A R | A F | W O |
|-------|--------------------------------|-----------------|---------|---------|------------------|-----|-----|-----|-----|
| % | Sales or Use Tax | Y N | Y Y | N N | N N | N N | N N | N N | N N |
| A | Asset Movements | N Y | N Y | N N | N N | N N | N N | N N | N N |
| B | G/L Account & Item Number-Bulk | Y B | N Y | N N | N N | N N | Y N | Y N | Y N |
| C | Credit Line | Y Y | Y Y | Y N | Y N | Y N | Y N | Y N | Y N |
| CS | Commingled Stock | N Y | Y Y | N N | Y N | Y Y | Y N | Y N | Y N |
| CT | Container Transactions | Y Y | Y Y | N N | Y N | Y Y | Y N | Y N | Y N |
| D | Direct Ship Item | Y D | Y Y | N N | N N | N N | N N | Y N | Y N |
| EA | External Aggregates | Y Y | Y Y | N N | N N | N N | N N | Y N | Y N |
| EC | Container Deposit/Refund | Y N | Y N | N N | N N | N N | N N | N N | N N |
| F | Freight | Y N | Y Y | N N | N N | N Y | N Y | N Y | N N |
| IA | Internal Aggregate | Y B | N Y | N N | N N | N N | N Y | N Y | N N |
| J | G/L Account Number | Y A | N Y | N N | N N | N N | Y N | Y N | Y N |
| K | Adv. Pricing, Order Level Disc | Y N | Y Y | N N | N N | N N | N Y | N Y | N N |
| M | Miscellaneous | Y N | Y Y | N N | Y N | Y N | N Y | N Y | N N |
| N | Non-Stock | N N | Y Y | N N | Y N | Y N | N Y | N Y | N N |
| P | Price Discount | N N | Y Y | N N | Y N | Y N | N Y | N Y | N N |

1. Complete the following fields:
 - Line Type
 - Description
 - General Ledger Interface
 - Inventory Interface
 - Accounts Receivable Interface
 - Accounts Payable Interface
 - Reverse Sign
 - Text
 - Include Sales/COGS for Gross Profit
 - Include in Cash Discount Calculation
 - Include in Tax 1
 - Apply Retainage
 - Apply Freight
 - Generate Work Order

2. Access the fold area.



3. Complete one or more of the following fields:

- G/L class
- Journal Column
- Variance

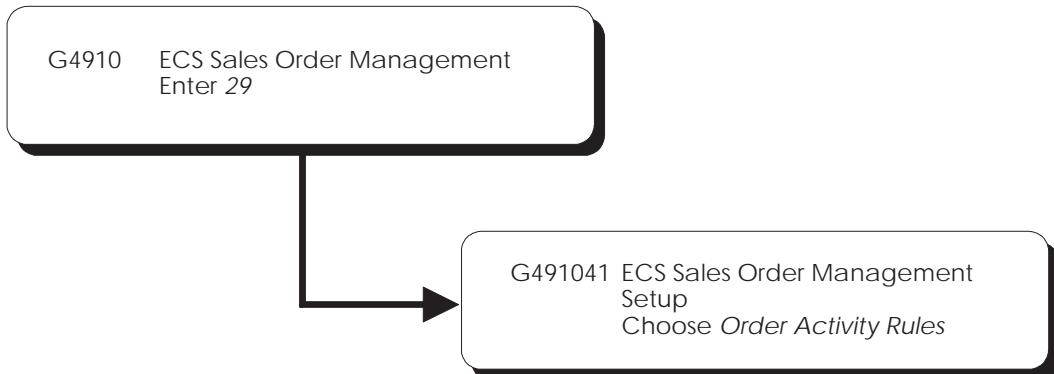
| Field | Explanation |
|-------------------------|---|
| Line Type | <p>A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example:</p> <p style="margin-left: 40px;">S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits</p> |
| Description — Line Type | The first 30 characters of the description that identifies each defined line type. The system uses this description as the default description for all non-inventory line items you create through order entry. |

| Field | Explanation |
|--|---|
| G/L Interface Y/N – Distribution | A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger. Valid codes are Y (yes), which is the default, and N (no). |
| Inventory Interface Y/N – Distribution | <p>A code that identifies the type of interface to the Inventory Management system. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="719 466 1356 620">Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item you enter to ensure that it is a valid item. Y is the default. <li data-bbox="719 629 1356 720">A The number entered will be recognized as a G/L account number. This code is used in purchasing only. <li data-bbox="719 728 1356 946">B The system edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update to the quantity on the purchase order. This code is valid only when the G/L Interface field is Y (yes). Budget checking is fully functional with this interface type. <li data-bbox="719 954 1323 1009">D The item in this line is an inventory item that will not affect availability or quantities. <li data-bbox="719 1017 1192 1043">N This item is not an inventory item. |
| A/R Interface Y/N – Distribution | Code that indicates whether the system will reflect the dollar or unit value of any activity containing this order line type in Accounts Receivable. Valid codes are Y (yes), which is the default, and N (no). |
| A/P Interface Y/N – Distribution | A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in accounts payable. Valid codes are Y (yes), which is the default, and N (no). |
| Reverse Sign | <p>A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="719 1438 833 1463">Y Yes <li data-bbox="719 1472 1046 1497">N No. This is the default |
| Text | <p>A code that indicates whether this line contains only memo information. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="719 1607 850 1632">• Y (yes) <li data-bbox="719 1641 1095 1666">• N (no, which is the default) |
| Include Sales/COGS for Gross Profit | A code indicating that the system includes sales and cost of goods sold in gross profit calculations. Valid codes are Y (yes) and N (no, which is the default). |

| Field | Explanation |
|--------------------------------------|---|
| Include in Cash Discount Calculation | A code indicating whether the system includes the extended dollar amount of the transaction in the cash discount or payment terms discount calculation. Valid codes are Y (yes) and N (no). N is the default. |
| Include in Tax 1 | <p>A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Valid values are:</p> <ul style="list-style-type: none"> Y Yes, the line is subject to applicable taxes. N No, the line is not subject to applicable taxes. 3-8 Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax). |
| Apply Retainage – Y/N | <p>A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Purchasing system and Accounts Payable system is active.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> Y Include the item's values in the accounts payable retainage calculation. N Do not include the item's values in the accounts payable retainage calculation. |
| Apply Freight – Y/N | <p>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</p> <ul style="list-style-type: none"> Y yes, perform calculations N no, do not perform calculations |
| Generate Workorder | <p>A code indicating whether the system automatically generates an internal work order for this line. Valid codes are Y (yes) and N (no, which is the default).</p> |

| Field | Explanation |
|------------------------------------|--|
| Category – G/L | <p>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.</p> |
| | <p>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:</p> |
| | <ul style="list-style-type: none"> IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales |
| | <p>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:</p> |
| | <ul style="list-style-type: none"> 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 |
| | <p>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.</p> |
| Column to Include on Sales Journal | <p>The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Allowed codes are 1, 2, 3, and 4.</p> |
| Record Variance (Y/N) | <p>Code that tells the system to which account it should book a variance. Valid codes are:</p> <ul style="list-style-type: none"> Y Tells the system that a variance generated during voucher match should be booked to the variance account. N Indicates to the system that it should book any variance back to the expense account for the order line. <p>NOTE: This field is used in conjunction with an inventory interface of A or B in the Purchasing system only.</p> |

Set Up Order Activity Rules



Setting Up Order Activity Rules (ECS)

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

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

- Enter order
- Load confirm
- Delivery confirm

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

- Enter order
- Approve order
- Print

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

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

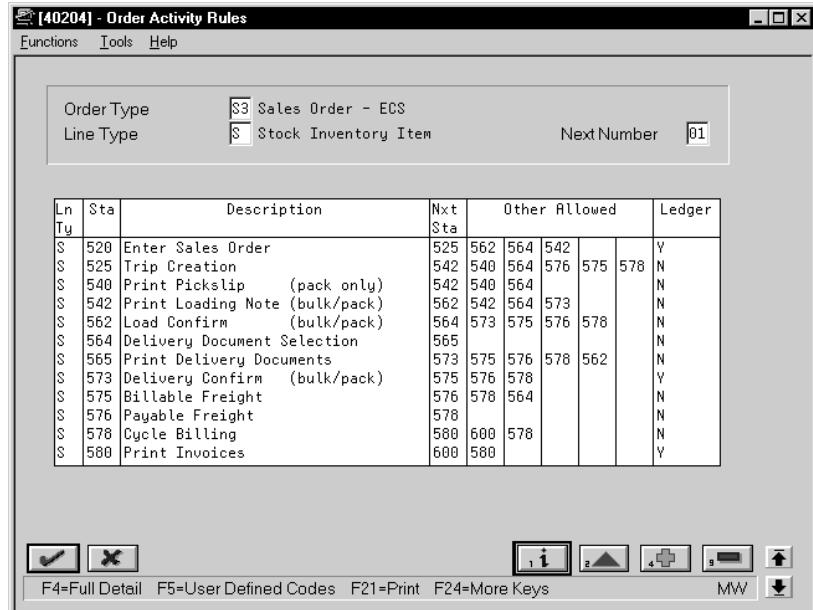
You can specify at which point in the order process the system writes records to the general ledger for sales and purchasing.

Before You Begin

- Verify that you have set up the status codes in the user defined codes table (system 40, type AT). See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Verify that you have set up order types in the user defined codes table (system 00, type DT). See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Verify that you have set up line types. See *Setting Up Order Line Types (ECS)*.

► To set up order activity rules

On Order Activity Rules



| Ln Ty | Sta | Description | Nxt Sta | Other Allowed | | | Ledger |
|----------|-----|--------------------------------|------------|---------------|-----|-----|--------|
| S | 520 | Enter Sales Order | 525 | 562 | 564 | 542 | Y |
| S | 525 | Trip Creation | 542 | 540 | 564 | 576 | N |
| S | 540 | Print Pickslip (pack only) | 542 | 540 | 564 | | N |
| S | 542 | Print Loading Note (bulk/pack) | 562 | 542 | 564 | 573 | N |
| S | 562 | Load Confirm (bulk/pack) | 564 | 573 | 575 | 576 | N |
| S | 564 | Delivery Document Selection | 565 | | | | N |
| S | 565 | Print Delivery Documents | 573 | 575 | 576 | 578 | N |
| S | 573 | Delivery Confirm (bulk/pack) | 575 | 576 | 578 | 562 | Y |
| S | 575 | Billable Freight | 576 | 578 | 564 | | N |
| S | 576 | Payable Freight | 578 | | | | N |
| S | 578 | Cycle Billing | 580 | 600 | 578 | | N |
| S | 580 | Print Invoices | 600 | 580 | | | Y |

Complete the following fields:

- Order Type

- Line Type
- Next Number
- Status Code
- Description
- Next Status Code
- Other Allowed
- Ledger

| Field | Explanation | | | | | | | | | | | | |
|------------|--|---|----------------------------|---|-------------------------------|---|-------------------|---|---------------------|---|----------------------------|---|---|
| Order Type | <p>A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <table> <tbody> <tr><td>P</td><td>Accounts Payable Documents</td></tr> <tr><td>R</td><td>Accounts Receivable Documents</td></tr> <tr><td>T</td><td>Payroll Documents</td></tr> <tr><td>I</td><td>Inventory Documents</td></tr> <tr><td>O</td><td>Order Processing Documents</td></tr> <tr><td>J</td><td>General Accounting/Joint Interest Billing Documents</td></tr> </tbody> </table> | P | Accounts Payable Documents | R | Accounts Receivable Documents | T | Payroll Documents | I | Inventory Documents | O | Order Processing Documents | J | General Accounting/Joint Interest Billing Documents |
| P | Accounts Payable Documents | | | | | | | | | | | | |
| R | Accounts Receivable Documents | | | | | | | | | | | | |
| T | Payroll Documents | | | | | | | | | | | | |
| I | Inventory Documents | | | | | | | | | | | | |
| O | Order Processing Documents | | | | | | | | | | | | |
| J | General Accounting/Joint Interest Billing Documents | | | | | | | | | | | | |
| Line Type | <p>A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example:</p> <table> <tbody> <tr><td>S</td><td>Stock item</td></tr> <tr><td>J</td><td>Job cost</td></tr> <tr><td>N</td><td>Non-stock item</td></tr> <tr><td>F</td><td>Freight</td></tr> <tr><td>T</td><td>Text information</td></tr> <tr><td>M</td><td>Miscellaneous charges and credits</td></tr> </tbody> </table> <p>..... <i>Form-specific information</i></p> <p>Header field: Use this field to help define an inquiry. You can enter a specific code or you can enter an asterisk (*) to indicate all line types.</p> <p>Detail field: The code identifying the line type of the order activity rule.</p> | S | Stock item | J | Job cost | N | Non-stock item | F | Freight | T | Text information | M | Miscellaneous charges and credits |
| S | Stock item | | | | | | | | | | | | |
| J | Job cost | | | | | | | | | | | | |
| N | Non-stock item | | | | | | | | | | | | |
| F | Freight | | | | | | | | | | | | |
| T | Text information | | | | | | | | | | | | |
| M | Miscellaneous charges and credits | | | | | | | | | | | | |

| Field | Explanation | | | | |
|----------------------------|---|---|---|---|--|
| Next Number | <p>A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series.</p> <p>This field addresses the following:</p> <ul style="list-style-type: none"> • Purchase requisitions that carry order numbers different from bid requests and purchase orders • Blanket sales orders numbered in a different number range from standard sales orders | | | | |
| Status Code | A user defined code (system 40/type AT) that indicates the status of the line. | | | | |
| Next Status Code | A user defined code (system 40/type AT) indicating the next step in the order flow of the line type. | | | | |
| Other Allowed Status Codes | <p>This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."</p> | | | | |
| Ledger | <p>A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are:</p> <table> <tr> <td>Y</td> <td>Write a record for selected fields to the history table</td> </tr> <tr> <td>N</td> <td>Do not write a record to the history table</td> </tr> </table> | Y | Write a record for selected fields to the history table | N | Do not write a record to the history table |
| Y | Write a record for selected fields to the history table | | | | |
| N | Do not write a record to the history table | | | | |

What You Should Know About

Using status codes

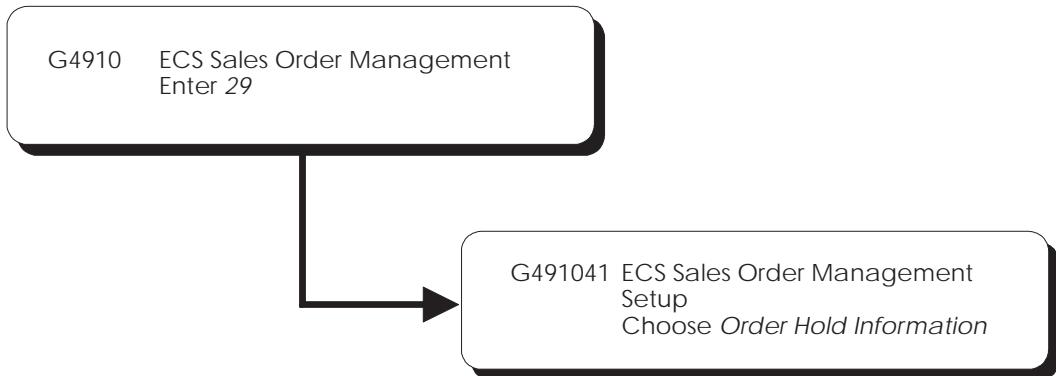
You can use the order activity rules for the following:

- To locate the status of an order
- To select orders for a procedure
- To prepare reports based on the current status of an order

Copying an order activity rule

You can copy an order activity rule by accessing a current order type and line type combination and making the necessary changes.

Set Up Order Hold Information



Setting Up Order Hold Information (ECS)

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

- The order does not meet the minimum order amount.
- The order does not meet or exceeds your sales margin.
- The order exceeds the customer's credit limit.

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

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

Setting up order hold information includes the following tasks:

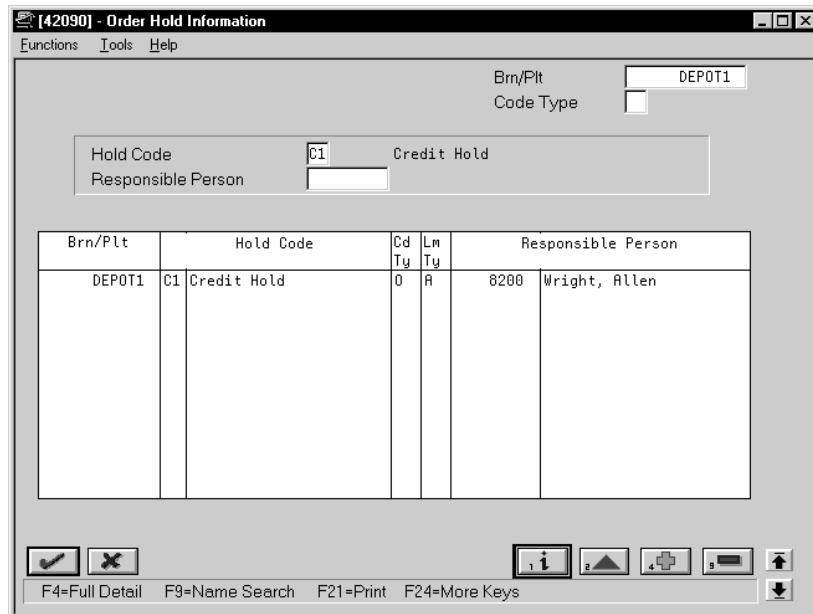
- Defining order hold codes
- Setting up minimum and maximum order amounts
- Setting up order hold codes for credit checking

- Setting up order hold codes for margin checking

You must specify hold codes in the processing options for the Sales Order Entry program to activate hold codes. To continue processing an order, you must run the Order Release program to release held orders.

Before You Begin

- Verify that you have set up the hold codes in user defined codes. See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Verify that you have specified hold codes in the processing options for the Sales Order Entry program.



See Also

- *Releasing Orders on Hold (ECS) (P42070)*
- *Working with Interactive Sales Orders (ECS)* for the sales order entry processing options that activate order holds

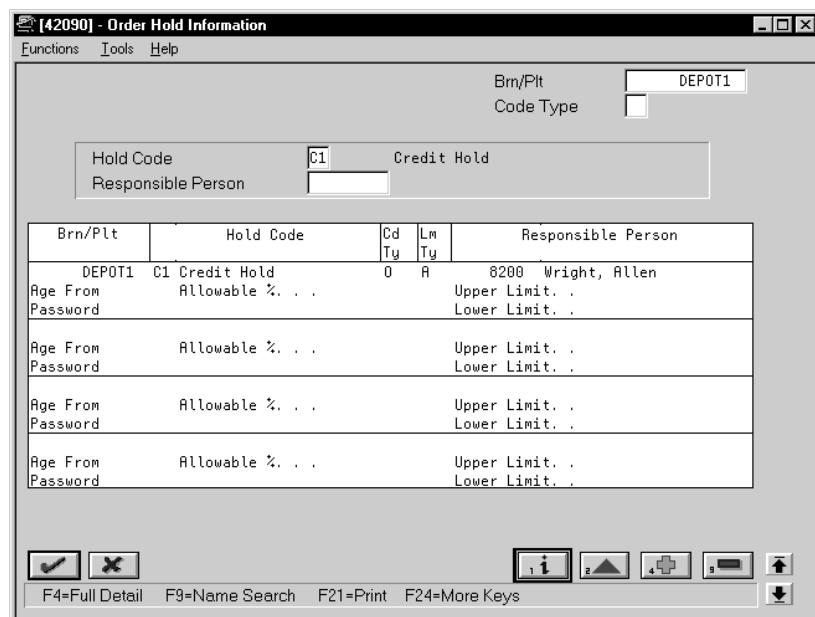
Defining Order Hold Codes (ECS)

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

► **To define order hold codes**

On Order Hold Information

1. To locate existing order hold codes, complete the following fields:
 - Branch/Plant
 - Hold Code
 - Responsible Person
2. Access the fold area.



3. Complete the following fields:

- Password

What You Should Know About

Locating existing hold codes You can search existing hold codes by hold code, branch/plant, or responsible person.

Setting up hold codes in customer billing instructions If you specify a hold code in customer billing instructions, the system will display an error message and will not process any order for that customer.

See *Setting Up Customer Billing Instructions (ECS)* for field information.

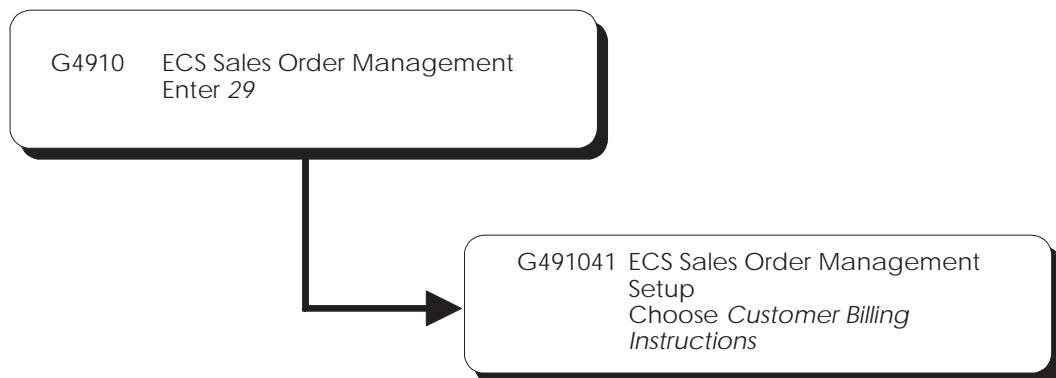
Updating order hold information

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

After you set up the hold code in the customer billing instructions, you can run the Batch Order Holds program to update the customers' open sales orders. This batch program can be run on an individual customer or all customers whose hold code is not blank.

| Field | Explanation |
|--------------------|--|
| Hold Code | <p>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</p> <p>..... <i>Form-specific information</i></p> <p>Enter the Hold Code that you want to review in the first Hold Code field. You define hold codes (user defined code table 42/HC) to identify why a particular order was placed on hold.</p> <p>Enter each hold code that you want to define in the Hold Code column. This is a required field when you add a new code. The system retrieves the description from the user defined code table 42/HC.</p> |
| Person Responsible | The address number of the person responsible for reviewing and releasing orders placed on hold. |
| Password | A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password. |

Setting Up Minimum and Maximum Order Amounts (ECS)

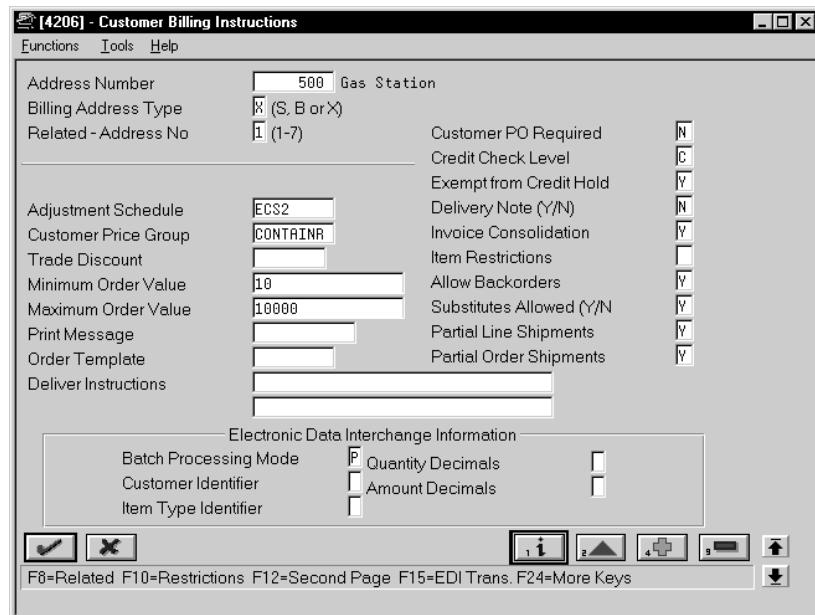


You can set minimum and maximum order amounts that your customer must order before the system advances the order through the processing cycle. For example, if you fill small orders from a branch office and large orders from a warehouse, you might require all or your customers who place orders at the warehouse to order a minimum amount.

After you have activated this hold process with the corresponding processing options, the system compares the minimum and maximum values with the order amount. If the order amount is not within the appropriate range, the system will display an error message and will not process the order further.

► To set up minimum and maximum order amounts

On Customer Billing Instructions



1. Complete the following fields:

- Minimum Order Value
- Maximum Order Value

| Field | Explanation |
|---------------------|---|
| Minimum Order Value | <p>Value below which an order is placed on hold. If you try to enter an order whose total is less than the minimum order value, the system displays an error message.</p> <p>This field is maintained as an integer without decimals.</p> |
| Maximum Order Value | <p>Value above which an order is placed on hold. If you try to enter an order whose total is more than the maximum order value, the system displays an error message.</p> <p>This field is maintained as an integer without decimals.</p> |

Setting Up Order Hold Codes for Credit Checking (ECS)

You can set up a credit hold code to automatically compare the credit limit that you set up for your customer in Customer Master Information to the order and any outstanding balances in accounts receivable. For example, you set a customer's credit limit to 1,000.00. If your customer has an accounts receivable balance of 100.00, the order must be 900.00 or less or the system places the order on hold.

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

For example, a customer has a total accounts receivable balance of 6,000.00, 5,000.00 in the 0 to 30 day period and 1,000.00 in the 31 to 60 day period. You set up a hold based on the percentage of the outstanding balance to be 20% of the total accounts receivable balance. You specify the 31 to 60 day aging period for the system to compare to the allowable percentage. Based on this information, the maximum allowable outstanding balance for the 31 to 60 day period is 1,200.00. With an outstanding balance of 1,000.00 in the 31 to 60 day aging period, this customer would pass a credit check.



To set up order hold codes for credit checking

On Order Hold Information

1. Complete the following fields:

- Branch/Plant
- Hold Code
- Responsible Person

2. Access the fold area.
3. Complete the following fields:
 - Age From
 - Allowable Percent
 - Password

| Field | Explanation |
|-------------|---|
| Age From | <p>Number that designates the aging period the system should use when you specify a credit check based on the aging of the customer's accounts receivable.</p> <p>..... <i>Form-specific information</i></p> <p>This field is required for credit checking when you enter a value in the Allowable % field.</p> |
| Allowable % | <p>Number that tells the system what percentage of total receivables to accept in the column specified in the Age From field. When aging credit checking is used, the allowable % field is required entry.</p> <p>For example, Your customer has a total A/R balance of 10,000 and 2,500 of that is in the 31-60 day column. The Age From value is 3 (31-60 days) and the Acceptable % value is 10 (10%). Therefore, this customer could have as much as 1,000 (10,000 x 10%) in columns 3 through 6 and still pass this credit check. Since the customer has more, the system will place its orders on hold.</p> |

Setting Up Order Hold Codes for Margin Checking (ECS)

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

The system uses the following equation to calculate margin:

$$(Price - Cost) / Price = Margin$$

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

$$(1 - .42) /1 = .58 \text{ or } 58\%$$

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

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

► **To set up order hold codes for margin checking**

On Order Hold Information

1. Complete the following fields:
 - Branch/Plant
 - Code Type
 - Hold Code
 - Limit Type
 - Responsible Person
2. Access the fold area.
3. To enter margin and credit checking information, complete the following fields:
 - Password
 - Upper Limit
 - Lower Limit

| Field | Explanation |
|--------------------------|---|
| Limit — Upper Comparison | A number that indicates the upper limit that the system uses as the high end of a range of acceptable margin percentages or amounts. Use this code when you want to establish a maximum gross margin percentage or amount for an order or an individual order line. |
| Limit — Lower Comparison | A number that indicates the lower limit that the system uses as the low end of the range of acceptable margin percentages or amounts. You can establish a minimum gross margin percentage or amount for an order or for an individual order line. |

What You Should Know About

**Placing a hold on sales
orders during sales
order entry**

You can manually enter a hold code in the order heading information. A value in the hold code field prevents the system from processing the order.

See *Entering Header Information (ECS)*.

**Placing a hold in
customer billing
instructions**

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

See *Setting Up Customer Billing Instructions (ECS)*.

Set Up Commission Information

Setting Up Commission Information (ECS)

To define commission information in the ECS Sales Order Management system, you must associate a salesperson or a sales group, a commission percentage, a customer, and an order type.

You can specify the method that the system uses to calculate commission percentages. A commission percentage is the percentage of an order calculated from the gross margin or the order total that is distributed to a salesperson or a group of salespeople. If you set up commissions based on the gross margin, the system calculates the sales margin for the order or line before calculating commissions.

Setting up commission information includes the following tasks:

- Setting up a sales group
- Assigning commission information
- Setting up additional commission information
- Setting up variable commission percentages within a group

You can set up your commission information to reflect your company's sales environment. You can assign a maximum of two salespeople or two sales groups to each customer. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson's address book number or the address book number of each salesperson in the sales group.

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

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

a fixed commission percentage, the system applies the same percentage for any order type that generates a commission.

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

If you assign a sales group to a customer, you can distribute commissions on a fixed commission percentage. You can set a fixed percentage that distributes the same commission percentage to each salesperson within a group. You can also set a variable commission percentage for the group or variable commission percentages for salespeople within the sales group. If commission percentages differ within a group, you can set up different commission percentages for each salesperson. For example, a manager might have a higher rate of commission than a sales assistant.

Before You Begin

- Verify that address book numbers exist for all salespeople.
- Verify that you have set the processing options for the Update Customer Sales program to update the commission information. See *Updating Customer Sales (ECS)*.

What You Should Know About

Applying commissions during order entry

To apply salesperson or sales group and commission information to a single order, enter the information in the order header during order entry. The salesperson and commission information overrides any default information for the order.

See *Entering Header Information (ECS)*.

Applying commissions to an order detail line

To apply salesperson or sales group and commission information to a single line within an order, enter the commission information in the order detail information. The commission information applies only to this order line. The system will also calculate the commission percentages for the sales number that you specified in the order header information.

See *Entering Detail Information (ECS)*.

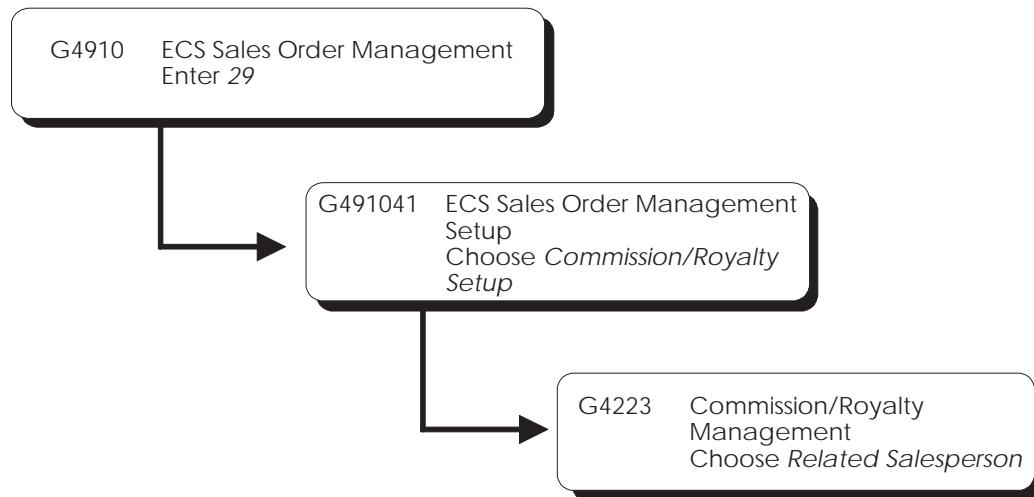
Locating commission information

You can review the commission information on the Commission/Royalty Inquiry form to verify that the salespeople received the correct amount or to change the commission information, if necessary.

You must perform a sales update before you review commission information. You must set the appropriate processing options for the Update Customer Sales program to update the Sales Commission table (F42005).

Creating commission reports

You can create reports of commission information from the Sales Order Detail Ledger table (F42199) and the Sales Order Detail History table (F42119).

Setting Up a Sales Group (ECS)

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

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

Before You Begin

- Verify that you have set up a code for the sales group in the user defined code table (system 42, type RS). See *Working with User Defined Codes* in the *Technical Foundation Guide*.

► **To set up a sales group**

On Related Salesperson

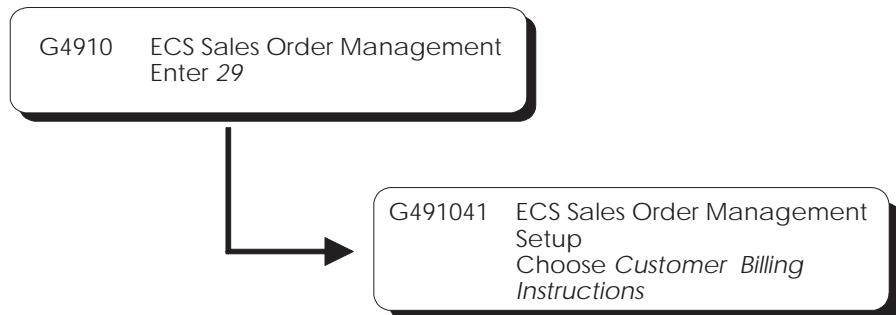
Complete the following fields:

- Sales Code
- Salesperson Number
- Effective Date
- Expire Date

| Field | Explanation |
|---------------------------|--|
| Sales Code | A code that you use in place of the salesperson number when more than 2 salespersons are responsible for an order. |
| Date – Effective (Julian) | <p>The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.</p> <p>..... <i>Form-specific information</i></p> <p>The date on which this commission percentage is effective.</p> |

| Field | Explanation |
|----------------------------|---|
| Date – Expiration (Julian) | <p>The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.</p> <p>..... <i>Form-specific information</i></p> <p>The date on which this commission percentage expires.</p> |

Assigning Commission Information (ECS)



You can set up your commission information to reflect your company's sales environment. You can assign a maximum of two salespeople or two sales groups to each customer. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson's address book number or the address book number of each salesperson in the sales group.

Assigning commission information includes the following tasks:

- Assigning a salesperson or group to a customer
- Assigning fixed commission percentages

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

When you set a fixed commission percentage, the system applies the same percentage rate for any order. If you assign a group of salespeople to a customer, you can distribute commissions on a fixed commission percentage. When you set a fixed percentage for a group, the system distributes the same commission amount to each salesperson within a group.

You cannot assign commission percentages in the customer billing instructions for a salesperson or a sales group if you want the system to calculate variable commission percentages or set up additional commission information.

[4206] - Customer Billing Instructions

Functions Tools Help

| | | | |
|----------------------|---|---------------------------|-------------------------------------|
| Address Number | 500 | Gas StationA | |
| Billing Address Type | <input checked="" type="checkbox"/> (S, B or X) | Customer PO Required | <input type="checkbox"/> |
| Related - Address No | <input type="checkbox"/> (1-7) | Credit Check Level | <input type="checkbox"/> |
| | | Exempt from Credit Hold | <input type="checkbox"/> |
| | | Delivery Note (Y/N) | <input type="checkbox"/> |
| | | Invoice Consolidation | <input checked="" type="checkbox"/> |
| Customer Price Group | <input type="checkbox"/> | Item Restrictions | <input type="checkbox"/> |
| Trade Discount | <input type="checkbox"/> | Allow Backorders | <input type="checkbox"/> |
| Minimum Order Value | <input type="checkbox"/> | Substitutes Allowed (Y/N) | <input type="checkbox"/> |
| Maximum Order Value | <input type="checkbox"/> | Partial Line Shipments | <input checked="" type="checkbox"/> |
| Print Message | <input type="checkbox"/> | Partial Order Shipments | <input checked="" type="checkbox"/> |
| Order Template | <input type="checkbox"/> | | |
| Deliver Instructions | <input type="checkbox"/> | | |

Electronic Data Interchange Information

| | | | |
|-----------------------|-------------------------------------|-------------------|--------------------------|
| Batch Processing Mode | <input checked="" type="checkbox"/> | Quantity Decimals | <input type="checkbox"/> |
| Customer Identifier | <input type="checkbox"/> | Amount Decimals | <input type="checkbox"/> |
| Item Type Identifier | <input type="checkbox"/> | | |

F8=Related F10=Restrictions F12=Second Page F15=EDI Trans. F24=More Keys MW

See Also

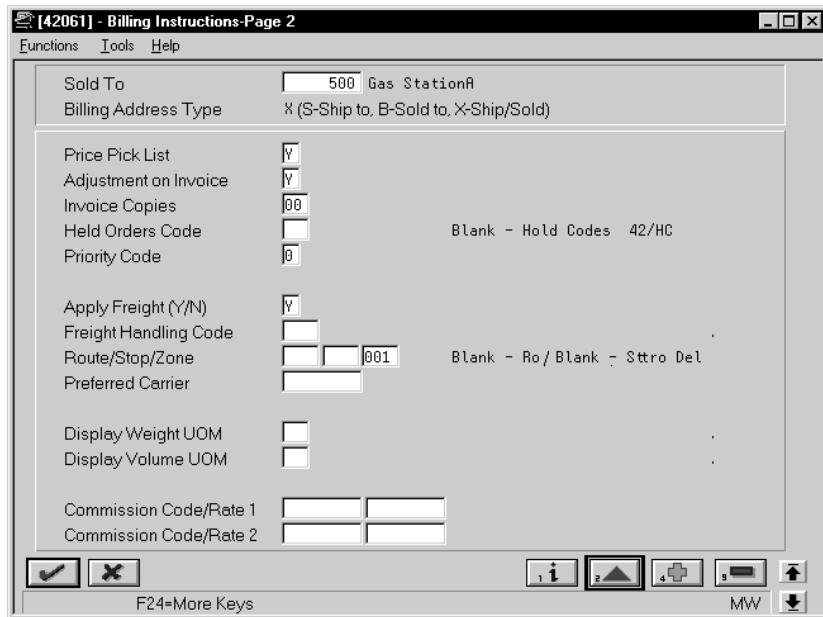
Setting Up Variable Commission Percentages within a Group (ECS) (P42100)

► To assign a salesperson or group to a customer

On Customer Billing Instructions

1. To locate a customer, complete the following field:
 - Address Number

2. Access Billing Instructions - Page 2.



3. On Billing Instructions - Page 2, complete the following fields:

- Commission Code 1
- Commission Code 2

► **To assign fixed commission percentages**

On Customer Billing Instructions

1. Complete the steps to assign a salesperson or a group to a customer.
2. Access Billing Instructions – Page 2.
3. On Billing Instructions – Page 2, complete the following fields:
 - Commission Rate 1
 - Commission Rate 2

| Field | Explanation |
|---------------------|--|
| Rate – Commission 1 | The first of two percentages to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can default from Billing Instructions or be entered directly to the order. |

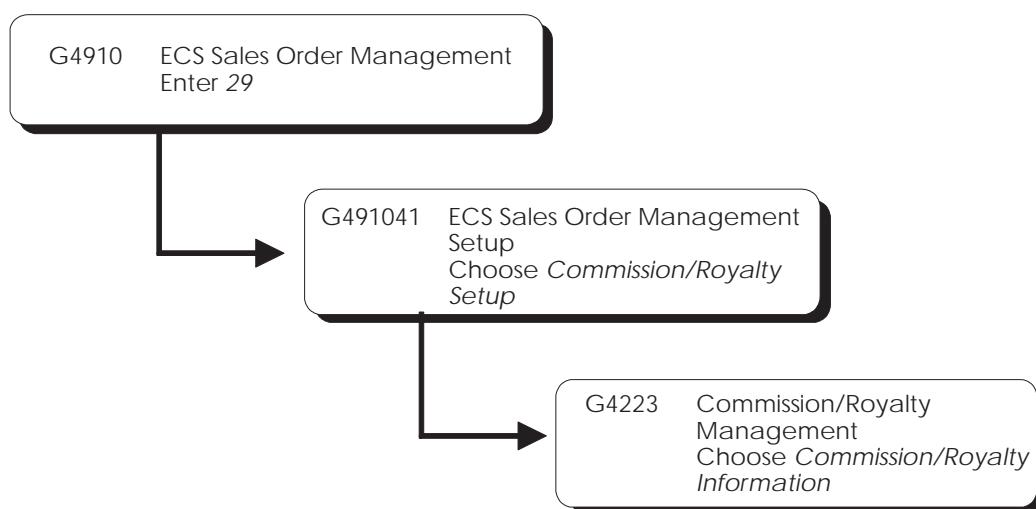
| Field | Explanation |
|---------------------|---|
| Rate – Commission 2 | The second of two commission percentages to be applied to either the gross sales amount or the gross margin for an order or order line in computing your commission liability. This percent can come in from the Billing Instructions or be entered in the sales order. |

What You Should Know About

Calculating fixed commission percentages

When you assign a fixed commission percentage in the customer billing instructions, the system calculates the commission amount based on the order total.

Setting Up Additional Commission Information (ECS)



You can include additional information before calculating the commission amount for a salesperson, a sales group, or salespeople within a group. The system compares the additional commission information, such as order type, fixed costs, and effective dates, to the order information before calculating the commission percentage. You can designate different commission percentages for order types. For example, you can designate that a salesperson earns 5% commission on a sales order, 2% on a direct ship order, and 7% on a blanket order.

You can also designate commission percentages for a limited period of time with variables that apply during the effective dates. For example, you might specify that a sales trainee earns a 7% commission on sales order totals during the training period. During that time, the order must meet a minimum gross margin amount or the system does not calculate commissions. If the order qualifies for a

commission, then you must deduct fixed costs before calculating the commission percentage. After the training period, the salesperson earns a 5% commission on the gross margin of all orders after the system deducts the fixed costs. You can enter multiple commission percentages at one time when you anticipate changes in the future.

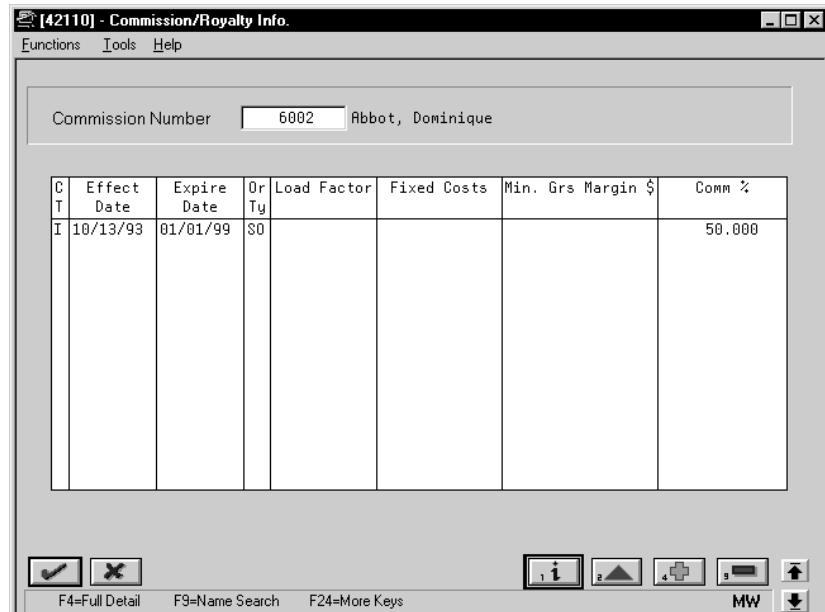
When you specify a commission percentage for a sales group in the commission/royalty information, the system applies the same commission percentage for every salesperson in the group.

Before You Begin

- Verify that a code for the sales group is set up in the user defined code table (system 42, type RS). See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Verify that the commission rate codes for each customer in the customer billing instructions are blank.
- Verify that a salesperson or group has been assigned to the customer. See *Assigning Commission Information (ECS)*.

► To set up additional commission information

On Commission/Royalty Information



1. Complete the following fields:

- Commission Number

- Code Type
- Effective Date
- Expire Date
- Order Type
- Load Factor
- Fixed Costs
- Minimum Gross Margin

2. To set a commission percentage for the group, complete the following field:

- Commission Percent

3. Access the fold area.

| Commission Number | 6002 | Name | Abbot, Dominique | | | | |
|-------------------|-------------|-------------|------------------|-------------|-------------|--------------------|--------|
| C | Effect Date | Expire Date | Or Ty | Load Factor | Fixed Costs | Min. Grs Margin \$ | Comm % |
| T | 10/13/93 | 01/01/99 | SO | | | | 50.000 |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |
| Division | Trade Class | | | Ship Method | | Password | |

4. Complete the following fields:

- Division
- Trade Class
- Ship Method
- Password

| Field | Explanation |
|---------------------------------------|--|
| Commission Code Type | A code that designates whether the system calculates commission using Invoice Amount or Gross Margin. No matter which item the system uses, you should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins and so on. |
| Order Type | <p>A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> |
| | <ul style="list-style-type: none"> P Accounts Payable Documents R Accounts Receivable Documents T Payroll Documents I Inventory Documents O Order Processing Documents J General Accounting/Joint Interest Billing Documents |
| | <p>..... <i>Form-specific information</i></p> <p>A code that indicates the type of order for which this commission percentage is valid. A salesperson (or related salesperson) can receive a higher rate for one type of order over another.</p> |
| Load Factor | <p>The factor that the system uses as multiplier of product cost.</p> |
| | <p>..... <i>Form-specific information</i></p> <p>A fixed percentage that the system deducts from the sales invoice total (if the commission type is I) or from the gross margin (if the commission type is G).</p> |
| Amount — Fixed Cost | The dollar amount of processing overhead per order. |
| Amount — Minimum Gross Margin Dollars | The order-based minimum gross margin. If the gross margin is not equal to at least this amount, then the order does not qualify for a commission. |
| Percent — Commission | The percentage of an order sales amount payable to the salesperson. |

| Field | Explanation |
|-------------|---|
| Division | <p>One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples:</p> <ul style="list-style-type: none"> Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer <p>..... <i>Form-specific information</i></p> |
| Ship Method | <p>User-defined code (system 01, type 01) that indicates the branch for which this is a valid commission percentage.</p> |
| Password | <p>A user defined code (system 42/type FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock.</p> <p>You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.</p> |

What You Should Know About

Setting up variable commission percentages

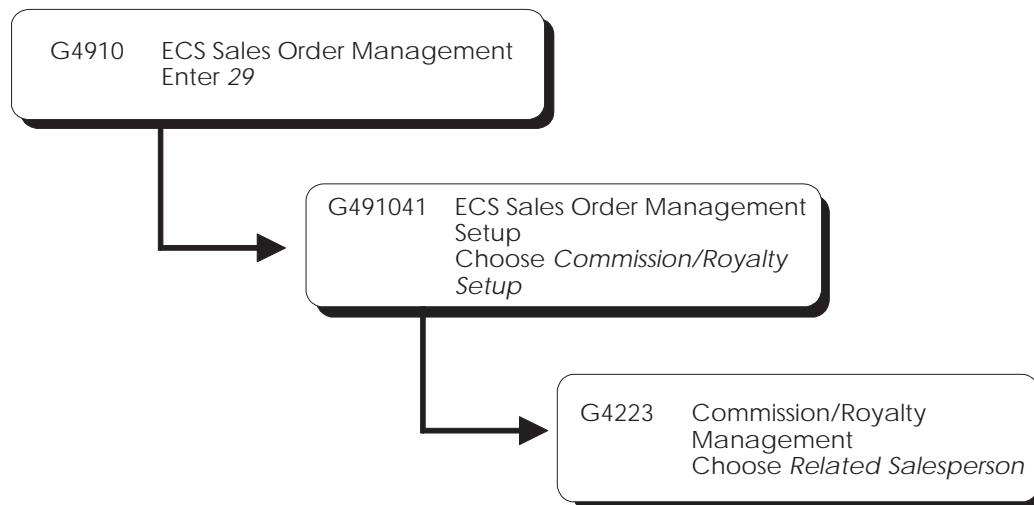
You can set up variable commission percentages with additional commission information. You must verify that the commission percentage in Commission/Royalty Information is blank.

See *Setting Up Variable Commission Percentages within a Group (ECS)*.

Setting commission information with passwords

You must enter a password to locate commission information in Commission/Royalty Inquiry or to change commission information if you have set up a password in Commission/Royalty Information.

Setting Up Variable Commission Percentages within a Group (ECS)



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

Before You Begin

- Verify that a code for the sales group is set up in the user defined code table (system 42, type RS). See *Working with User Defined Codes* in the *Technical Foundation Guide*.
- Verify that the commission rate code fields for each customer in the customer billing instructions is blank.
- If you set up variable commission percentages that have additional commission information, verify that the Commission Percent field on Commission/Royalty Information is blank.
- Verify that a salesperson or group has been assigned to the customer. See *Assigning Commission Information (ECS)*.

► **To set up variable commission percentages within a group**

On Related Salesperson

1. Complete the following fields:
 - Salesperson Number

- Effective Date
- Expiration Date
- Basis
- Line/Order
- Related Percent

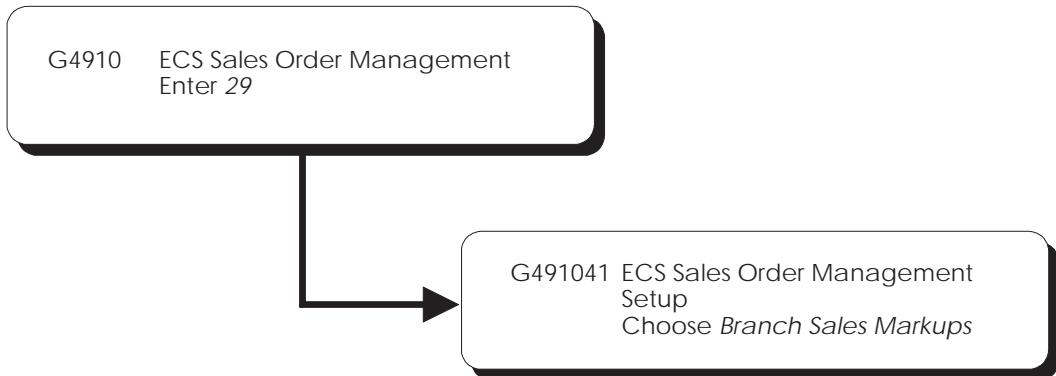
| Field | Explanation |
|-----------------------------|---|
| Basis — Related Salesperson | A code that designates whether the system calculates commissions using Invoice Amount or Gross Margin. |
| Code — Line or Order | A code that indicates whether the system bases commissions on order totals (O) or line amounts (L). |
| Percent — Related | The percent of the sale for which a related salesperson is responsible. A related salesperson is any salesperson in a designated (related) sales group. For a given group, the percent of the sale does not have to equal 100%. |

What You Should Know About

Setting fixed commissions with additional variables

You must assign each salesperson's address book number to the group code in Related Salesperson but specify the additional commission information and fixed commission percentage in Commission/Royalty Information.

Set Up Branch Sales Markups



Setting Up Branch Sales Markups (ECS)

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

Companies can apply additional costs to interbranch sales. The additional costs that you set in the Branch Sales Markups program are the amounts that the branch/plant charges in addition to the base price.

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

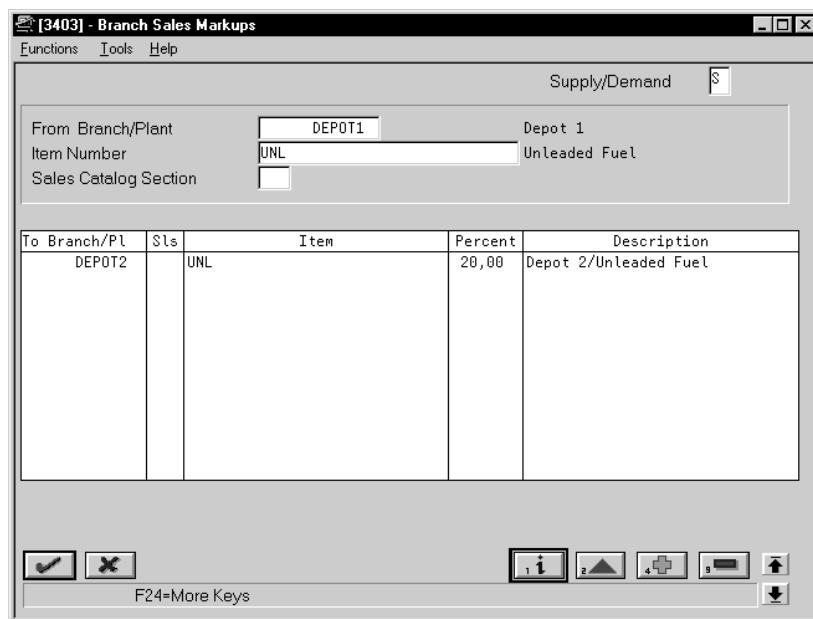
You can also set markup amounts that are specific to either an item or an item group. For example, whenever you fill an order that contains an item with an additional markup amount, the system adds the markup amount for that item to the order total. Or, whenever you fill an order that contains an item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

Before You Begin

- Verify that you have set the processing option in Sales Order Entry to use the cost markup pricing method. See *Working with Interactive Sales Orders (ECS)*.
- Verify that you have set up item groups in user defined codes. See *Working with User Defined Codes* in the *Technical Foundation Guide*.

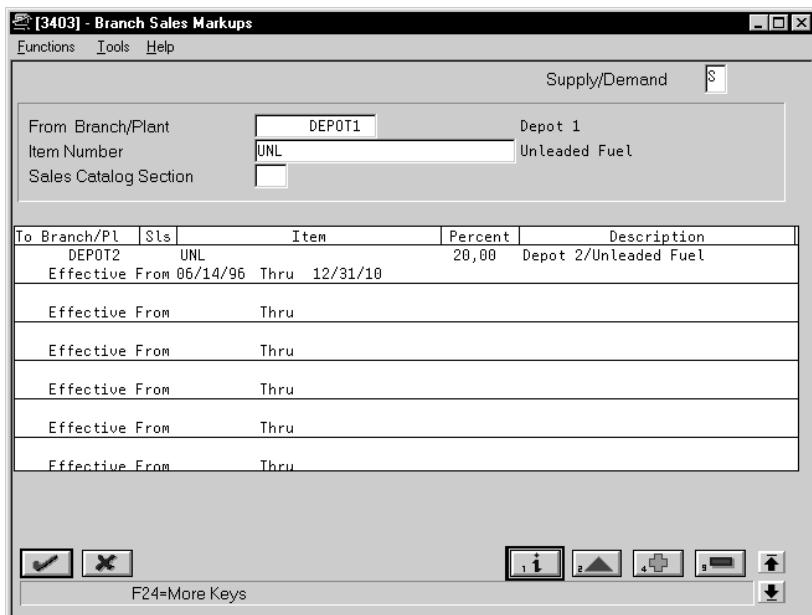
► To set up branch sales markups

On Branch Sales Markups



1. Complete the following fields:
 - Supply/Demand
 - From Branch/Plant
 - To Branch/Plant
 - Sales Code
 - Item
 - Percent
2. To set up a markup table for an item group, complete the following field:
 - Sales Catalog Section
3. To set up an item-specific markup table, complete the following field:
 - Item

4. Access the fold area.



5. Complete the following fields:

- Effective From
- Effective Thru

| Field | Explanation |
|------------------------|---|
| Supply or Demand Plant | <p>This field allows you to view messages from the viewpoint of either the supply or demand branch. Changing this field from S to D also changes the Supply Plant field immediately below the Action Code field to Demand Plant.</p> <p>S Supply branch/plant D Demand branch/plant</p> <p>..... <i>Form-specific information</i></p> <p>If you are viewing messages for the supply branch/plant, the fold area shows branch/plants generating demand for each resupply order.</p> <p>If you are viewing messages for the demand branch/plant, the fold area shows branch/plants to which each resupply order is directed.</p> |

| Field | Explanation |
|-----------------------|---|
| Branch/Plant | <p>Represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:</p> <ul style="list-style-type: none"> • Branch/Plant (MMCU) • Dept A (MCU) • Dept B (MCU) • Job 123 (MCU) |
| | <p>Business unit security is based on the higher-level business unit.</p> <p>..... <i>Form-specific information</i></p> |
| | <p>Depending on the entry in the Supply/Demand field, this field will be either the branch/plant receiving the items (the demand branch/plant) or the branch/plant producing the items (the supply branch/plant).</p> |
| Branch/Plant | <p>A secondary or higher level business unit. Sometimes used to reference a branch or plant with several departments or jobs subordinate to it.</p> |
| | <ul style="list-style-type: none"> Branch/Plant – (MMCU) Dept A – (MCU) Dept B – (MCU) Job 123 – (MCU) <p>..... <i>Form-specific information</i></p> |
| | <p>Depending on the entry in the Supply/Demand field, this field will be either the branch/plant receiving the items (the demand branch/plant) or the branch/plant producing the items (the supply branch/plant).</p> |
| Percent Markup | <p>The percent markup is the percent the cost is to be marked up when the item is transferred from one branch to another.</p> |
| Sales Catalog Section | <p>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</p> |

What You Should Know About

Marking up items for a demand branch

The procedure for marking up items for a demand branch is identical to that for marking up items for a supply branch. The variation is that the “from” and “to” fields are reversed.

See Also

- *Entering an Interbranch Sales Order (P42114EC)*

Processing Options for Sales Transfer Cost Setup

Supply Or Demand Mode:

1. Enter the default mode for entry of Branch Relationships.
'D' = Demand branch in header.
'S' = Supply branch in header.

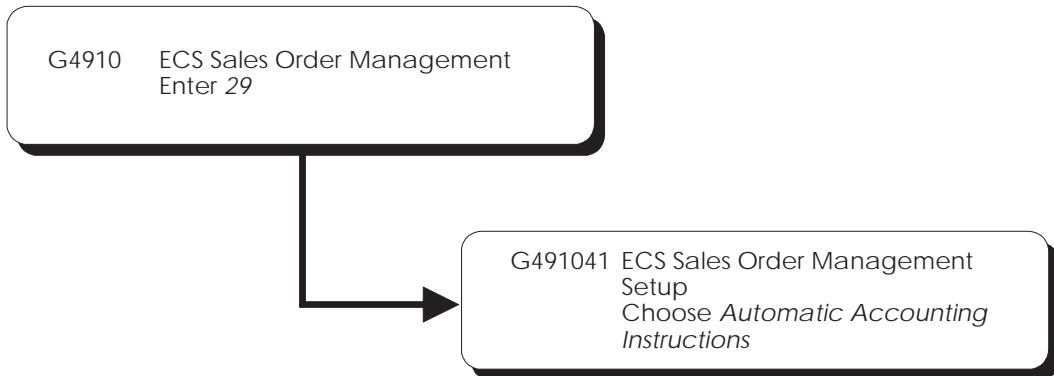
Display Format:

2. Enter a '1' to display the sales transfer format. The default is to display the branch relationship format.

Level Update:

3. Enter a '1' to automatically update the Branch Level field.

Set Up Automatic Accounting Instructions



Setting Up Automatic Accounting Instructions (ECS)

Automatic accounting instructions (AAIs) are the user defined bridge between your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates. For example, in the ECS Sales Order Management system, AAIs indicate how to record the transaction when you sell a stock item to a customer.

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

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

AAIs Used in the ECS Sales Order Management System

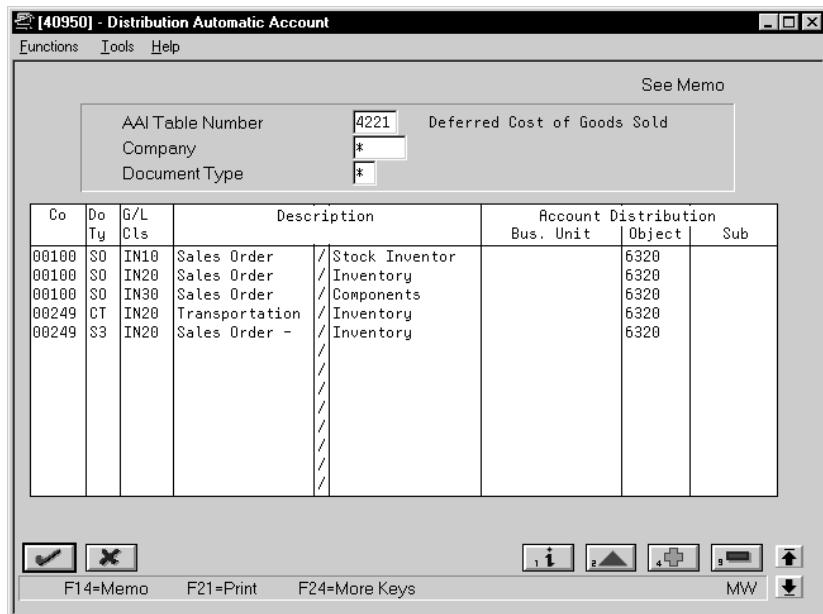
| | |
|-------------|--|
| 4220 | Specifies the Cost of Goods Sold (COGS) account. |
| 4221 | Specifies the deferred COGS account. |
| 4230 | Specifies the account used for sales revenue. |

- 4231** Specifies the deferred revenue account.
- 4232** Specifies the unbilled A/R account.
- 4240** Specifies the account used for inventory.
- 4241** Specifies the inventory in transit account for entries created by the Load Confirm, Cycle Billing, and Update Customer Sales programs.
- 4245** Specifies the A/R trade account.
- 4250** Specifies tax liability accounts for entries created by the Update Customer Sales program.
- 4260** Specifies the interbranch revenue account for shipping warehouse entries created by the Update Customer Sales program.
- 4270** Specifies the sales discounts account for entries created by the Update Customer Sales program.
- 4280** Specifies accrued accounts for offset entries.
- 4281** Specifies the temperature gain/loss offset account.
- 4282** Specifies the temperature gain/loss account.

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

Example: AAI Form

The Distribution Automatic Account form shows each predefined AAI item and information about the document type, G/L class, and accounts that are affected by transactions.



Before You Begin

- Verify that account master information has been set up
- Verify that branch/plants have been set up
- Verify that document types have been set up
- Verify that G/L class codes have been set up
- Determine the account numbers for recording transactions

► To set up AAIs

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 | See Memo |
| | Cost of Goods Sold | - SOC | See Memo |
| | Deferred Cost of Goods Sold | - SOS | See Memo |
| | Revenue | - SOI | See Memo |
| | Deferred Revenue | - SOR | See Memo |
| | Unbilled A/R | - SOT | See Memo |
| | Inventory | | See Memo |
| | Inventory In Transit | | See Memo |
| | Accounts Receivable Trade | | See Memo |
| | Tax Liability | | See Memo |
| | Inter Branch Revenue | | See Memo |
| | Price Adjustments | | See Memo |
| | Rebates Payable | | See Memo |
| | Temperature Gain/Loss Offset | | See Memo |
| | Temperature Gain/Loss | | See Memo |

Opt 1=AAI Revisions F5=AAI Types F14=Memo F21=Print F24=More Keys MW

1. Access the Distribution Automatic Account form for the AAI you want to set up.

[40950] - Distribution Automatic Account

Functions Tools Help

See Memo

| | | |
|------------------|------|-----------------------------|
| AAI Table Number | 4221 | Deferred Cost of Goods Sold |
| Company | * | |
| Document Type | * | |

| Co | Do | G/L | Description | | Account | Distribution |
|-------|----|------|----------------|------------------|---------|--------------|
| Ty | 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 | |
| 00249 | CT | IN20 | Transportation | / Inventory | 6320 | |
| 00249 | S3 | IN20 | Sales Order - | / Inventory | 6320 | |

Opt 1=AAI Revisions F5=AAI Types F14=Memo F21=Print F24=More Keys MW

2. On Distribution Automatic Account, complete the following fields:

- Company

- Document Type
- General Ledger Class
- Business Unit
- Object
- Subsidiary

| Field | Explanation |
|----------------|--|
| Category – G/L | <p>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.</p> <p>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:</p> <p style="margin-left: 40px;">IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales</p> <p>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:</p> <p style="margin-left: 40px;">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</p> <p>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.</p> |
| Object Account | <p>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.</p> |
| Subsidiary | <p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> |

What You Should Know About

Adding memo text

You can enter memo text for each AAI table on the AAI Number Text window.

Creating AAI record types

You use the Distribution AAI Record Types form to create new account lines to display on the Automatic Accounting Instructions form.

Directing freight amounts to the correct G/L accounts

To direct freight amounts from the confirmation process to the correct G/L account, you must set up the inventory, COGS, and revenue AAIs using the G/L class for freight and the document types to which you can apply freight. The result is a single entry to a revenue account for the amount of the freight.

Entering multi-currency transactions

The system creates two records for each transaction:

- Domestic cash ledger
- Currency ledger based on current exchange rate

You can view the different transaction amounts for each currency by either changing the currency setting from "domestic" to "foreign" on applicable forms or by changing the processing options.

Advanced & Technical

Advanced and Technical Operations

Objectives

- To use the advanced features of the ECS Sales Order Management system
- To maximize your system efficiency and performance by increasing storage space, updating information, and automating certain processes

About Advanced and Technical Operations (ECS)

Advanced and technical operations for the ECS Sales Order Management system include the following tasks:

- Working with flexible files
- Purging data
- Working with the subsystem

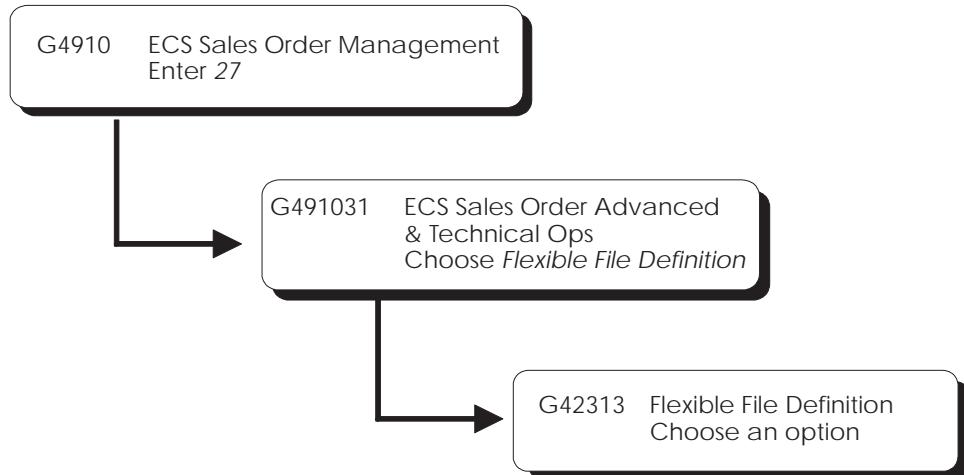
Certain J.D. Edwards history files are flexible files, that is, you can specify the field information that you want to include in these files. By storing only the information necessary for your operations, you maximize your computer's storage space.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.



Work with Flexible Files



Working with Flexible Files (ECS)

Certain J.D. Edwards history files are flexible files, that is, you can specify the field information that you want to include in these files. By storing only the information necessary for your operations, you maximize your computer's storage space.

The sales flexible files are:

- Sales Order Detail History (F42119)
- Sales Order Detail Ledger (F42199)
- Sales Order Header History (F42019)

Working with flexible files includes:

- Choosing fields for flexible files
- Updating flexible files

J.D. Edwards initially defines flexible files to include all fields and preselects the fields for you. You must exclude fields you do not want to store by deselecting

them. You cannot exclude mandatory fields. Mandatory fields are identified with the message *JDE Mandatory field*.

After you choose the fields you want to include in the flexible files, you must update those files for the changes to take effect.

Before You Begin

- Determine the fields whose information you want to store in history. You cannot re-create information if you choose not to store it.
- You must have the technical knowledge and the proper authority to create, delete, and recompile objects.

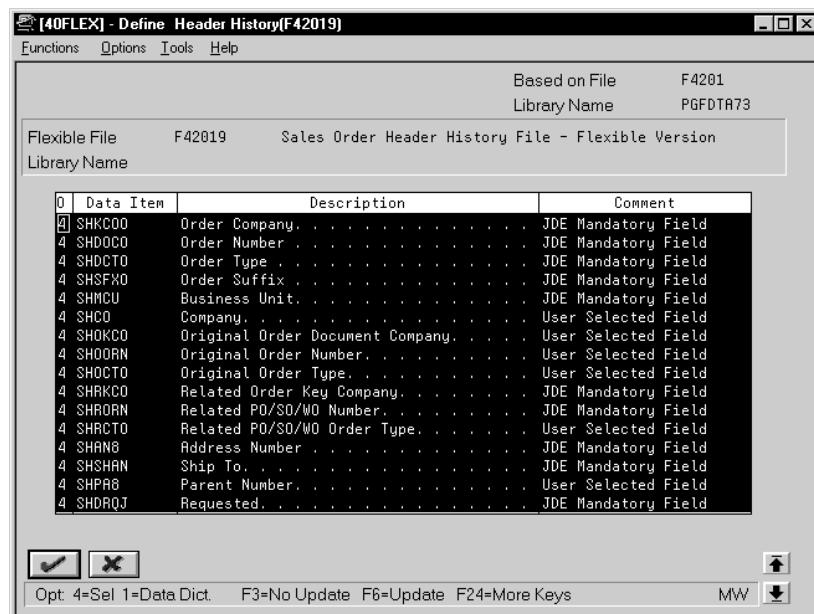
Choosing Fields for Flexible Files (ECS)

J.D. Edwards initially defines flexible files to include all fields and preselects the fields for you. You must exclude fields you do not want to store by deselecting them. You cannot exclude mandatory fields. Mandatory fields are identified with the message *JDE Mandatory field*.

After you choose fields, you must save the information before you can update the file.

► To choose fields for flexible files

On Define Header History (F42019)



1. To choose a field to exclude, complete the following field:
 - Option
2. To save the file with your field information, choose the Update function.

The system stores this information until you update the file.

Processing Options for Build Flexible File

Enter the flexible file to be built: _____

| | |
|------------|------------------------|
| 1 = F42119 | (Sales Detail History) |
| 2 = F42199 | (Sales Ledger) |
| 3 = F43199 | (Purchasing Ledger) |
| 4 = F42019 | (Sales Header History) |

Enter the production library that
contains the file that is being
redefined. _____

Updating Flexible Files (ECS)

After you choose the fields you want to include in the flexible files, you must update those files for the changes to take effect. Updating files re-creates all objects related to the appropriate history file.

The update is a DREAM Writer program. J.D. Edwards has predefined versions to update the following files:

- Sales Order Header History (F42019)
- Sales Order Detail History (F42119)
- Sales Order Detail Ledger (F42199)

When you run the update, the system does the following:

- Creates three source files in a temporary library (QTEMP):
 - JDESRC
 - JDECOPY
 - F98CRTCMD
- Adds the source code for logical files, file server programs, copy book modules, and precompiler commands to the new source files
- Creates the physical file source member
- Deletes all logical files, including custom logicals
- Renames the physical file
- Creates a new physical file and new logical files

- Deletes the J.D. Edwards file server programs and re-creates them
- Copies the renamed physical file (*MAP *DROP) to the new physical file
- Deletes the renamed physical file
- Deletes the user space created when you saved the history file

What You Should Know About

Specifying a library

You can set the processing options to specify the library where the system rebuilds the file. If you do not specify a library, the system uses the object library in the QJDF data area. It updates the source library in the QJDF data area when it updates the physical file in the source file JDESRC.

For more information about the QJDF data area, see the *Technical Foundation Guide*.

Error conditions

The update stops if it encounters any of the following conditions:

- The library you specified in the processing options does not exist.
- You did not define the fields in the appropriate history file, or you did not save the file after you defined the fields.
- The defined objects cannot be found or an error is encountered. The system creates a joblog, which you can use to determine why the procedure stopped.

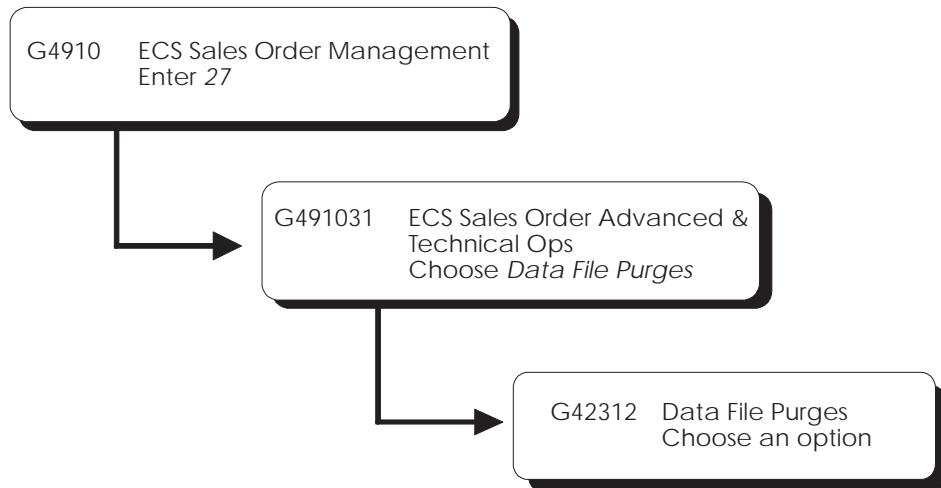
Processing Options for Flexible File Rebuild

Enter the flexible file to be built:
1 = F42119 (Sales Detail History)
2 = F42199 (Sales Ledger)
3 = F43199 (Purchasing Ledger)
4 = F42019 (Sales Header History)

Enter the library which contains the flexible file.

Enter the library which contains the JDE programs. (Default of blanks will use the object library in the QJDF data area.)

Purge Data



Purging Data (ECS)

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild the file structure



You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purging process and its results are allowed access to this procedure.

You can run two types of purges:

- Run general purges
- Run special purges

General purges are DREAM Writer versions of the J.D. Edwards general purge program that removes data from a specified file. You run these purges when you want to remove a large amount of data.

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are DREAM Writer programs that have predefined criteria that the system checks before removing any data so you avoid removing associated data located in other files.

You run these general and special purge programs in the ECS Sales Order Management system only if you want to manually purge the associated tables. You can instruct the system to automatically purge most of these tables during end of day processing. You can set the processing options for the Update Customer Sales program to automatically purge the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Sales Order Detail — Tag History (F49219)
- Text Detail Lines (F4314)
- Price Adjustment History (F4074)

What You Should Know About

Customizing a purge

You can create a customized purge by changing the data selection to fit your needs. For example, you could use a range of fiscal years rather than all dates.

Processing options

You can set the processing options for purge programs to save files in a special library. This allows you to reorganize the purged files. These processing options are very similar in all purge programs.

Technical considerations

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for OPNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.
- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time that the system takes to perform the file reorganization.

Before You Begin

- Back up the files that will be affected
- Determine the data you want to purge
- Verify that no users are working with the data that you want to purge and reorganize

See Also

- *Updating Customer Sales (ECS) (P49800)*
- *Technical Foundation Guide*

Running General Purges (ECS)

General purges for the ECS Sales Order Management system include:

- Sales Order Detail purge
- Sales Order Detail History purge
- Sales Order Ledger purge

General purges are DREAM Writer versions of the J.D. Edwards general purge program that removes data from a specified file. You run general purges when you want to remove a large amount of data.

You can create DREAM Writer versions of the general purge program to purge data from any J.D. Edwards file. However, J.D. Edwards recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that have associated data in other files. Running a general purge for such files could cause you to lose data.

The general purges remove records with a next status of 999, or closed, from the specified file.

What You Should Know About

Sales Order Detail purge You specify whether the system writes closed order lines to the Sales Order Detail History file and leaves only canceled order lines in the Sales Order Detail file when you run the Update Customer Sales program.

You use the Sales Order Detail purge to remove records from the Sales Order Detail file. Optionally, you can move the records from the Sales Order Detail file to the Sales Order Detail History file.

See *Running Move Sales Order Detail to History (ECS)*.

Processing Options for General Purge Program

Save Purged Records:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Reorganize File:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Running Special Purges (ECS)

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are DREAM Writer programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Running special purges includes:

- Running the Sales Order Header purge
- Running the Extended Text purge
- Running the Batch Order Files purge
- Running Move Sales Order Detail to History

Running the Sales Order Header Purge (ECS)

You use the Sales Order Header purge to purge sales order header records from the Sales Order Header file. The system purges records from the Sales Order

Header file only if no open detail lines with a matching order type and order number combination exist in the Sales Order Detail file. In addition to purging records, you can optionally move information to the Sales Order Header History file. You specify in the processing options whether you want to move information.

What You Should Know About

Purging header information during sales update

You can purge sales order header information from the Sales Order Header file and move it to the Sales Order Header History file during sales update.

See *Updating Customer Sales (ECS)*.

Processing Options for Sales Order Header (F4201) – Purge

Purge Options:

1. Enter a '1' to save purged records to a special purge library. If left blank, will not save any purged records.
2. Enter a '1' to reorganize the purged file. If left blank, will not reorganize.
3. Enter a '1' to purge header records to the Sales Header History File (F42019).

Running the Extended Text Purge (ECS)

You use the Extended Text purge to delete specific information from the Text Detail Lines file (F4314).

This purge checks the Sales Order Detail and the Purchase Order Detail files for open detail lines with matching order type and order number combinations. One of the following occurs:

- If the system does not find matching records, it deletes the extended text from the Text Detail Lines file.
- If the system finds matching records, it deletes the extended text from the Text Detail Lines file only if the matching detail files have a status of 999.

What You Should Know About

Purg ing active order lines

The Extended Text purge removes closed text lines only if all other lines on the order are closed. Order lines whose status is not 999 cannot be purged.

You can use the Sales Order Text Lines program to change the status of text lines to 999 (closed) on orders with no open detail lines. You use this program only if you have not set up the processing options for the Update Customer Sales program to purge text lines for closed orders.

Processing Options for Extended Text Purge – F4314

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Running the Batch Order Files Purge (ECS)

You can delete processed sales orders from the batch receiver files by using the Batch Order Files purge. The system selects only records with Y in the Processed (Y/N) field of the batch receiver files.

This purge does not remove records from the Destination Quantity file (F4012Z) or the Unmappable Data file (F4014Z). Use the general purge program to remove data from these files.

Running Move Sales Order Detail to History (ECS)

You run the Move Sales Order Detail to History program to purge detail lines with a status of 999 from the Sales Order Detail file and move them to the Sales Order Detail History file.

You can run this program when you run the Update Customer Sales program.

See Also

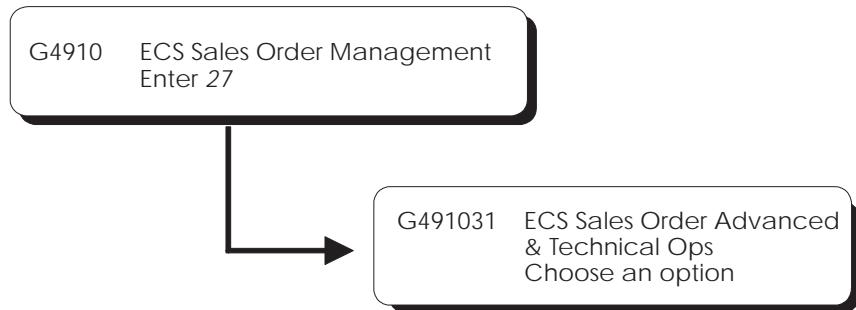
- *Updating Customer Sales (ECS) (P49800)*

Processing Options for Purge Details to History

Update Option:

1. Enter '1' to purge detail records (F4211) to history only if ALL of the detail lines of an order have been closed. If left blank, all DreamWriter selected records at a status of "999" will be purged.
2. Enter '1' to purge all associated pricing history (F4074). If left blank, pricing history will remain in file.

Work with the Subsystem



Working with the Subsystem (ECS)

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Your system might comprise one or more subsystems. You use subsystems to run specific sets of jobs, such as a group of print jobs. Subsystems create a suitable environment in which those jobs can run. It is easier to control a group of jobs through subsystems because you can individually start and stop subsystems.

Working with the subsystem involves the following tasks:

- Defining the subsystem
- Starting jobs in the subsystem
- Stopping jobs in the subsystem

To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

You use the Start Subsystem program to begin running specified jobs in the subsystem.

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

Before You Begin

- Define default output queues for print programs. See *Defining Default Print Queues* in the *Inventory Management Guide*.

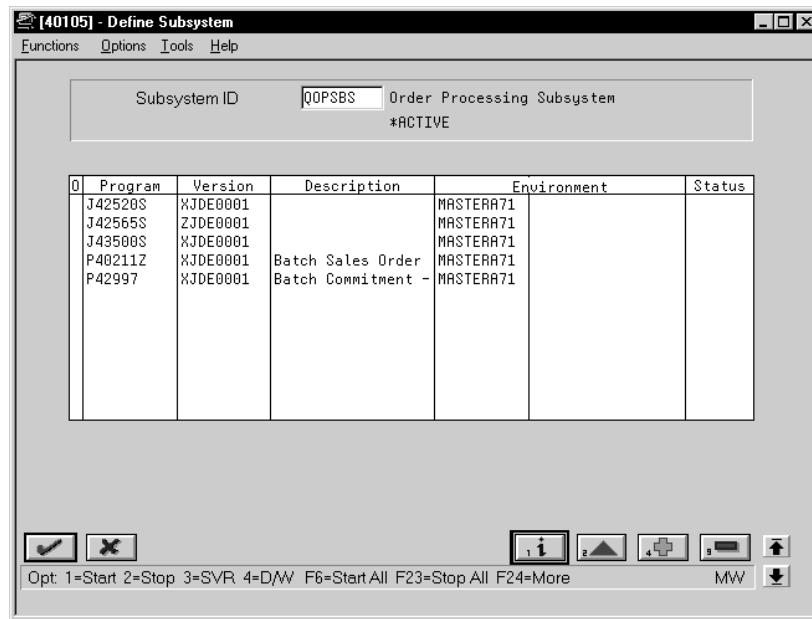
Defining the Subsystem (ECS)

You define the subsystem to run specific sets of jobs, such as printing documents or running required procedures. To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

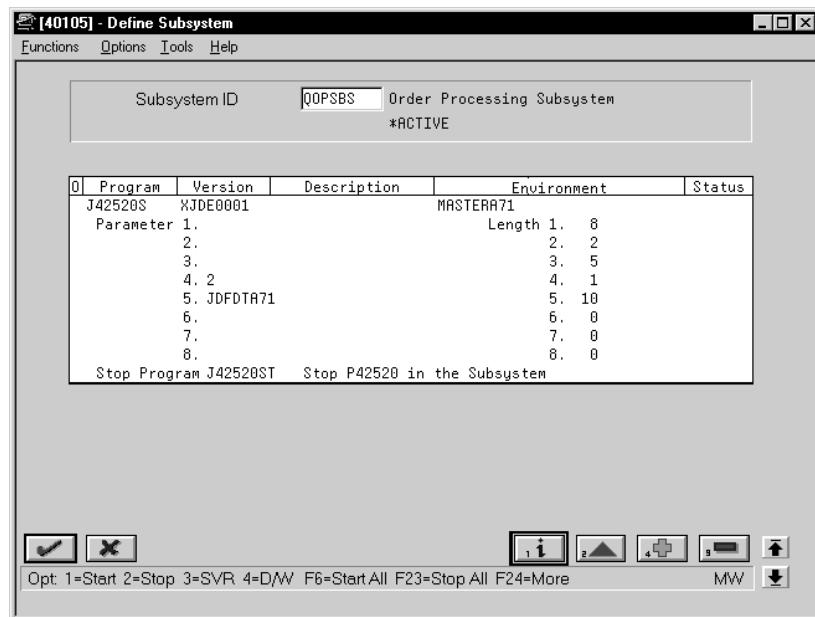
► **To define the subsystem**

On Define Subsystem



1. For each program you want to run through the subsystem, complete the following fields:
 - Version
 - Environment

2. Access the fold area.



3. To specify a library, complete the following optional field:

- Library

| Field | Explanation |
|---------|--|
| Version | <p>Identifies a group of items that the system can process together, such as reports, business units, or subledgers.</p> <p>..... <i>Form-specific information</i></p> <p>The DREAM Writer version of the print control or gantry program identified in the program field.</p> |

What You Should Know About

Displaying specific subsystems

The Define Subsystem form displays subsystem information about the subsystem you specified in the processing options. If you did not specify a subsystem, or if you want to display a different subsystem, enter the subsystem name in the Subsystem ID field.

Starting Jobs in the Subsystem (ECS)

You use the Start Subsystem program to begin running specified jobs.

You can start the subsystem for:

- A specific program
- All programs

► **To start jobs in the subsystem**

On Define Subsystem

For each job you want to start, complete the following field:

- Option

The status field displays *ACTIVE for each program you started.

What You Should Know About

Starting all jobs in the subsystem

You can start all jobs in the subsystem:

- By choosing the function that starts all jobs in the subsystem from the Define Subsystem form.
- By choosing the Start Subsystem selection from the menu.

Stopping Jobs in the Subsystem (ECS)

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

You can stop jobs in the subsystem for:

- A specific program
- All programs

► **To stop jobs in the subsystem**

On Define Subsystem

For each job you want to stop, complete the following field:

- Option

This stops the job in the subsystem, but the subsystem is still active.

What You Should Know About

Stopping all jobs

You can stop all jobs in the subsystem:

- By choosing the function to stop all jobs from the Define Subsystem form
- By choosing the Stop Subsystem menu option

Either method stops all jobs, but the subsystem remains active.

Stopping the subsystem

When you use the Stop All function on Define Subsystem, you stop all jobs, but you do not stop the subsystem. To stop the subsystem, use the Stop Subsystem menu option and verify that you run the version defined to both stop all jobs and stop the subsystem.

Processing Options for Start/Stop Subsystem

Subsystem Mode:

1. Enter one of the following:
'1' - to Start the Job/Subsystem
'2' - to Stop the Job
'3' - Stop all Jobs and Terminate the Subsystem

Appendices

Appendix A — Understand Preference Fields (ECS)

Understanding Preference Fields (ECS)

This appendix describes the preference fields and provides a set of cross-reference tables. Preference fields are generally categorized as:

- Key fields
- Search fields
- Definition fields

Key fields are shared by all preferences. You use these fields to enter standard preference information. Key fields are optional. You can use key fields as search criteria to have the system match preferences to sales orders. These fields are found in the header portion of the Preference Profiles Revisions form.

Search fields are marked with a greater than (>) sign next to the field name. The system uses these fields in the same way as it uses key fields. Each preference has search fields unique to its requirements. These fields are found in the detail portion of each preference's Preference Profiles Revisions form. Search fields are optional. You use these fields to further narrow the search criteria specified by key fields. For example, if you indicate that the search field called Branch/Plant should be used as additional selection criteria, the system selects sales orders that match the unique combination of customer, item, and branch/plant criteria.

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

Three sets of tables presented in this appendix include all the fields found on the Preference Profile Revisions form for all of the ECS preferences. These tables are provided to logically group preferences according to:

- Key field
- Common group (search and definition fields)
- Selective group (search and definition fields)

The first table shows a complete list of preferences and their key fields. The preferences are listed alphabetically from top to bottom. The key fields are listed from left to right in the order they appear on the Preference Profiles Revisions form.

The second table shows a matrix of the search and definition fields that are common among selected preferences. The preferences are listed alphabetically from top to bottom. The fields are listed alphabetically from left to right.

The third table shows the search and definition fields that are unique to selected preferences not already listed in the second table. The preferences are listed alphabetically from top to bottom. The fields are listed from left to right in the order they appear on each preference's Preference Profile Revisions form.

| Key Fields | | | | | | | | |
|--------------------------------------|-----------------|----------------|-------------|------------|----------------|-------------------|---------------|------------------|
| Field → | Customer Number | Customer Group | Item Number | Item Group | Effective From | Effective Through | Quantity From | Quantity Through |
| Preference ↓ | | | | | | | | |
| Container Deposit/Rental | Key | Key | Key | Key | Key | Key | Key | Key |
| Customer Currency (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Document Distribution (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Document Set (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| End Use | Key | Key | Key | Key | Key | Key | Key | Key |
| Freight (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Grade & Potency | Key | Key | Key | Key | Key | Key | Key | Key |
| Inventory Commitment | Key | Key | Key | Key | Key | Key | Key | Key |
| Invoice Cycle | Key | Key | Key | Key | Key | Key | Key | Key |
| Line of Business | Key | Key | Key | Key | Key | Key | Key | Key |
| Load/Promise Date (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Next Order Status (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Payment Terms (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Price Adjustment Schedule | Key | Key | Key | Key | Key | Key | Key | Key |
| Pricing Unit of Measure (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Print Message (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Product Allocation (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Quality (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Revenue Cost Center (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| Sales Commission (ECS) | Key | Key | Key | Key | Key | Key | Key | Key |
| User Defined Price Codes 1, 2, and 3 | Key | Key | Key | Key | Key | Key | Key | Key |

| Common Group – Search and Definition (DEF) Fields | | | | | | | | | |
|--|---------------------|--------------|---------|---------------|--------------|-------------|---------|---------------|----------|
| Field → | Adjustment Schedule | Branch/Plant | Carrier | Currency Code | Document Set | Duty Status | End Use | Invoice Cycle | Lag Days |
| Preference ↓ | | | | | | | | | |
| Container Deposit/Rental† | | Search | | | | | | | |
| Customer Currency (ECS) | | Search | | DEF | | | | | |
| Document Distribution (ECS) | | | | | | | | | |
| Document Set (ECS) | | Search | | | DEF | | | | |
| End Use | | | | | | DEF | DEF | | |
| Freight (ECS)† | | Search | Search | | | | | | |
| Grade & Potency | | | | | | | | | |
| Inventory Commitment | | DEF | DEF | | | | | | |
| Invoice Cycle | | Search | | | | | | DEF | |
| Line of Business | | | | | | | | | |
| Load/Promise Date (ECS) | | Search | Search | | | | | | DEF |
| Next Order Status (ECS)† | | Search | | | | | | | |
| Payment Terms (ECS) | | Search | | | | | | | |
| Price Adjustment Schedule | DEF | Search | | | | | | | |
| Pricing Unit of Measure (ECS)† | | Search | | | | | | | |
| Print Message (ECS) | | Search | Search | | | Search | Search | | |
| Product Allocation (ECS)† | | Search | | | | | | | |
| Quality (ECS) | | Search | | | | | | | |
| Revenue Cost Center (ECS) | | Search | | | | | | | |
| Sales Commission (ECS) | | Search | | | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | | | | | |
| † Also refer to the following Selective Group table for additional search and definition fields for this preference. | | | | | | | | | |

| Common Group – Search and Definition (DEF) Fields | | | | | | | | | |
|--|---------------------|---------------------|--------------|----------------------|---------------|-----------------------|------------------|--------------------|----------------|
| Field → | Leadtime Transit | Line of Business | Line Type | Mode of Transport | Order Type | Payment Instrument | Payment Terms | Percent to Fill | Price Codes |
| Preference ↓ | | | | | | | | | |
| Container Deposit/Rental | | | | | | | | | |
| Customer Currency (ECS) | | | | | | | | | |
| Document Distribution (ECS)† | | | | Search | | | | | |
| Document Set (ECS) | | | | | | | | | |
| End Use | | | | | | | | | |
| Freight (ECS)† | | | | Search | | | | | |
| Grade & Potency | | | | | | | | | |
| Inventory Commitment | | | | DEF | | | | DEF | |
| Invoice Cycle | | | | | | | | | |
| Line of Business | | DEF | | | | | | | |
| Load/Promise Date (ECS) | DEF | | | Search | | | | | |
| Next Order Status (ECS) | | | Search | | Search | | | | |
| Payment Terms (ECS) | | | | | | DEF | DEF | | |
| Price Adjustment Schedule | | | | | | | | | |
| Pricing Unit of Measure (ECS) | | | | | | | | | |
| Print Message (ECS) | | Search | | Search | | Search | | | |
| Product Allocation (ECS) | | | | | | | | | |
| Quality (ECS) | | | | Search | | | | | |
| Revenue Cost Center (ECS) | | Search | | | | | | | |
| Sales Commission (ECS) | | Search | | | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | | | | | DEF |
| Shaded cells indicate fields that are used in only one preference. | | | | | | | | | |
| † Also refer to the following Selective Group table for additional search and definition fields for this preference. | | | | | | | | | |

| Common Group – Search and Definition (DEF) Fields | | | | | | | | |
|---|---------------|-----------------------|---------------------|------------|---------------------|---------------------------|---------------------|---------------------------|
| Field → | Print Message | Quality Test Required | Revenue Cost Center | Route Code | Salesperson Code 01 | Salesperson Commission 01 | Salesperson Code 02 | Salesperson Commission 02 |
| Preference ↓ | | | | | | | | |
| Container Deposit/Rental | | | | | | | | |
| Customer Currency (ECS) | | | | | | | | |
| Document Distribution (ECS) | | | | | | | | |
| Document Set (ECS) | | | | | | | | |
| End Use | | | | | | | | |
| Freight (ECS) | | | | | | | | |
| Grade & Potency | | | | | | | | |
| Inventory Commitment | | | | DEF | | | | |
| Invoice Cycle | | | | | | | | |
| Line of Business | | | | | | | | |
| Load/Promise Date (ECS) | | | | Search | | | | |
| Next Order Status (ECS) | | | | | | | | |
| Payment Terms (ECS) | | | | | | | | |
| Price Adjustment Schedule | | | | | | | | |
| Pricing Unit of Measure (ECS) | | | | | | | | |
| Print Message (ECS) | DEF | | | | | | | |
| Product Allocation (ECS) | | | | | | | | |
| Quality (ECS) | | DEF | | | | | | |
| Revenue Cost Center (ECS) | | | DEF | | Search | | | |
| Sales Commission (ECS) | | | | | DEF | DEF | DEF | DEF |
| User Defined Price Codes 1, 2, and 3 | | | | | | | | |

Shaded cells indicate fields that are used in only one preference.

| Selective Group – Search and Definition (DEF) Fields | | | | | | | | | | |
|--|------------------|-----------------------|------------|------------|-------------------|---------------|----------------|-------------|--------------|------|
| Field → | Deposit / Rental | Transaction / Summary | G/L Offset | Trip Depot | Mode of Transport | Document Code | Address Number | Description | Output Queue | Copy |
| Preference ↓ | | | | | | | | | | |
| Container Deposit/Rental‡ | DEF | DEF | DEF | | | | | | | |
| Customer Currency (ECS) | | | | | | | | | | |
| Document Distribution (ECS)‡ | | | | Search | Search | Search | DEF | DEF | DEF | DEF |
| Document Set (ECS) | | | | | | | | | | |
| End Use | | | | | | | | | | |
| Freight (ECS) | | | | | | | | | | |
| Grade & Potency | | | | | | | | | | |
| Inventory Commitment | | | | | | | | | | |
| Invoice Cycle | | | | | | | | | | |
| Line of Business | | | | | | | | | | |
| Load/Promise Date (ECS) | | | | | | | | | | |
| Next Order Status (ECS) | | | | | | | | | | |
| Payment Terms (ECS) | | | | | | | | | | |
| Price Adjustment Schedule | | | | | | | | | | |
| Pricing Unit of Measure (ECS) | | | | | | | | | | |
| Print Message (ECS) | | | | | | | | | | |
| Product Allocation (ECS) | | | | | | | | | | |
| Quality (ECS) | | | | | | | | | | |
| Revenue Cost Center (ECS) | | | | | | | | | | |
| Sales Commission (ECS) | | | | | | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | | | | | | |
| ‡ Also refer to the previous Common Group table for additional search and definition fields for this preference. | | | | | | | | | | |

| Selective Group – Search and Definition (DEF) Fields | | | | | | | | | |
|--|----------------------|----------------------------------|-------------------|---------------------------------------|----------|--------------------|---------------|--------------|----------------|
| Field → | Billable/ Payable | Delivery/ Line/ Trip Level | Distance Based | Preference/ Trip Sheet Distance | Distance | Unit of Measure | Zone Based | Fixed Fee | Tariff Code |
| Preference ↓ | | | | | | | | | |
| Container Deposit/Rental | | | | | | | | | |
| Customer Currency (ECS) | | | | | | | | | |
| Document Distribution (ECS) | | | | | | | | | |
| Document Set (ECS) | | | | | | | | | |
| End Use | | | | | | | | | |
| Freight (ECS)‡ | Search | DEF | DEF | DEF | DEF | DEF | DEF | DEF | DEF |
| Grade & Potency | | | | | | | | | |
| Inventory Commitment | | | | | | | | | |
| Invoice Cycle | | | | | | | | | |
| Line of Business | | | | | | | | | |
| Load/Promise Date (ECS) | | | | | | | | | |
| Next Order Status (ECS) | | | | | | | | | |
| Payment Terms (ECS) | | | | | | | | | |
| Price Adjustment Schedule | | | | | | | | | |
| Pricing Unit of Measure (ECS) | | | | | | | | | |
| Print Message (ECS) | | | | | | | | | |
| Product Allocation (ECS) | | | | | | | | | |
| Quality (ECS) | | | | | | | | | |
| Revenue Cost Center (ECS) | | | | | | | | | |
| Sales Commission (ECS) | | | | | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | | | | | |
| ‡ Also refer to the previous Common Group table for additional search and definition fields for this preference. | | | | | | | | | |

| Selective Group - Search and Definition (DEF) Fields | | | | | |
|--|------------|------------|--------------|--------------|--------------------|
| Field → | From Grade | Thru Grade | From Potency | Thru Potency | Days Before Expire |
| Preference ↓ | | | | | |
| Container Deposit/Rental | | | | | |
| Customer Currency (ECS) | | | | | |
| Document Distribution (ECS) | | | | | |
| Document Set (ECS) | | | | | |
| End Use | | | | | |
| Freight (ECS) | | | | | |
| Grade & Potency | DEF | DEF | DEF | DEF | DEF |
| Inventory Commitment | | | | | |
| Invoice Cycle | | | | | |
| Line of Business | | | | | |
| Load/Promise Date (ECS) | | | | | |
| Next Order Status (ECS) | | | | | |
| Payment Terms (ECS) | | | | | |
| Price Adjustment Schedule | | | | | |
| Pricing Unit of Measure (ECS) | | | | | |
| Print Message (ECS) | | | | | |
| Product Allocation (ECS) | | | | | |
| Quality (ECS) | | | | | |
| Revenue Cost Center (ECS) | | | | | |
| Sales Commission (ECS) | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | |

| Selective Group – Search and Definition (DEF) Fields | | | | | |
|--|---------------------|---------------------|----------------------------|---|------------------------|
| Field → | Status Code Last | Status Code Next | Pricing Unit of Measure | Price at Ambient/ Standard/ Weight | Price Based on Date |
| Preference ↓ | | | | | |
| Container Deposit/Rental | | | | | |
| Customer Currency (ECS) | | | | | |
| Document Distribution (ECS) | | | | | |
| Document Set (ECS) | | | | | |
| End Use | | | | | |
| Freight (ECS) | | | | | |
| Grade & Potency | | | | | |
| Inventory Commitment | | | | | |
| Invoice Cycle | | | | | |
| Line of Business | | | | | |
| Load/Promise Date (ECS) | | | | | |
| Next Order Status (ECS)‡ | Search | DEF | | | |
| Payment Terms (ECS) | | | | | |
| Price Adjustment Schedule | | | | | |
| Pricing Unit of Measure (ECS)‡ | | | DEF | DEF | DEF |
| Print Message (ECS) | | | | | |
| Product Allocation (ECS) | | | | | |
| Quality (ECS) | | | | | |
| Revenue Cost Center (ECS) | | | | | |
| Sales Commission (ECS) | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | |
| ‡ Also refer to the previous Common Group table for additional search and definition fields for this preference. | | | | | |

| Selective Group – Search and Definition (DEF) Fields | | | | | | |
|--|-------------------|----------------------|----------------|--------------------|--------------------|---------------|
| Field → | Allocation Method | Base Unit of Measure | Quantity Limit | Percentage of Pool | Quantity Pool Size | Quantity Sold |
| Preference ↓ | | | | | | |
| Container Deposit/Rental | | | | | | |
| Customer Currency (ECS) | | | | | | |
| Document Distribution (ECS) | | | | | | |
| Document Set (ECS) | | | | | | |
| End Use | | | | | | |
| Freight (ECS) | | | | | | |
| Grade & Potency | | | | | | |
| Inventory Commitment | | | | | | |
| Invoice Cycle | | | | | | |
| Line of Business | | | | | | |
| Load/Promise Date (ECS) | | | | | | |
| Next Order Status (ECS) | | | | | | |
| Payment Terms (ECS) | | | | | | |
| Price Adjustment Schedule | | | | | | |
| Pricing Unit of Measure (ECS) | | | | | | |
| Print Message (ECS) | | | | | | |
| Product Allocation (ECS)‡ | DEF | DEF | DEF | DEF | DEF | DEF |
| Quality (ECS) | | | | | | |
| Revenue Cost Center (ECS) | | | | | | |
| Sales Commission (ECS) | | | | | | |
| User Defined Price Codes 1, 2, and 3 | | | | | | |
| Shaded cells indicate fields that are used in only one preference. | | | | | | |
| ‡ Also refer to the previous Common Group table for additional search and definition fields for this preference. | | | | | | |

Appendix B — 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 form 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.

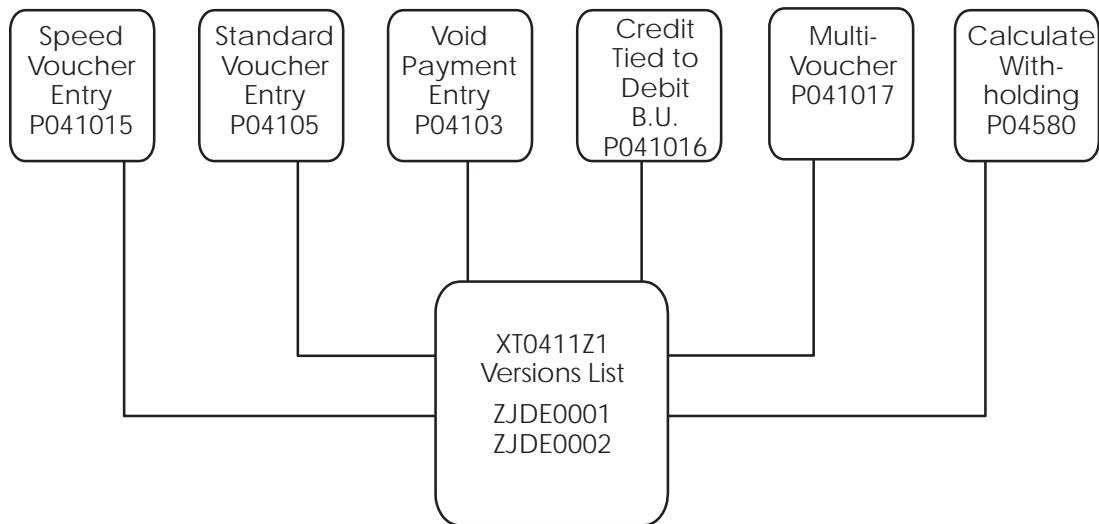
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



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.



Glossary

Glossary

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

A/R. Acronym for Accounts Receivable.

absorption. The physical assimilation of one or more components of a gaseous or vapor phase into a second phase (liquid or solid). The distribution of absorbed material in absorbent tending toward homogeneity, as contrasted to the surface phenomena of adsorption.

access. To get to the information or functions provided by the system through menus, screens, and reports.

account site. In the invoice process, the address where an invoice is mailed. Invoices may go to a different location or account site, than the statement.

active truck. Truck that is available for assignment scheduling.

actual demand. Actual customer orders and allocations of items/ingredients/raw materials to production or distribution.

actual volume. Actual output expressed as a volume of capacity. Used to calculate variances when compared to demonstrated capacity (practical capacity) or budgeted capacity.

added value. Amount of increased worth of inventory to the corporation through manufacturing, processing, or packaging.

addition agents. *See* additives.

additives. Chemicals that are added in minor proportion to a parent substance to create, enhance, or suppress a certain property or properties in the parent material. Examples include antiknock compounds, antioxidants, detergents, cetane

number improvers, pour point depressants, and viscosity index improvers. —*SYN.* addition agents, improvers.

adsorption. The adhesion of molecules of gases or liquids to the surface of other bodies, usually solids, resulting in a relatively high concentration of the gas or solution at the point of contact. Silica gel and activated carbon, for example, can adsorb relatively large amounts of other gases or liquids and are used for the selective removal of impurities from petroleum products during refining.

AFRA. *See* Average Freight Rate Assessment.

aggregate planning. The sum of all forecasted demand (customer, distribution, manufacturing) for all items in a family for purposes of planning gross requirements. —*SYN.* aggregate forecast.

aggregate reporting. Reporting of process hours in general, allowing the system to assign the actual hours to specific products run during the period based upon standards. —*SYN.* gang reporting.

allocation. The amount or proportion of a product allotted to a customer or customer group over a specific period of time. It sets a maximum ceiling on the amount of a product the customer can order. The opposite of allocation is sales targeting. *See also* quotas.

alphabetic character. Represents data by using letters and other symbols from the keyboard (such as *, & and #). Contrast with *numeric character*.

alphanumeric character. Represents data in a combination of letters, numbers, and other symbols (such as *, & and #).

alternate feedstock. A backup supply of an item to act either as a substitute or to be used with alternate equipment. *See also* feedstock.

alternate routing. Another procedure for producing the same end-item, involving alternative pieces of equipment, differing processing times, and often, an alternative recipe or formula.

ambient. A term usually referring to surrounding conditions. Ambient temperature, for example, as used with storage tanks, is the temperature outside the tank.

ambient temperature. The temperature of the environment a product is in. For example, the temperature of product within a tank, or a compartment in a vehicle such as a barge, truck, or rail van.

ambient volume. The volume of a product measured at the ambient (surrounding) temperature. The volume of a product changes with temperature, so while volumes are measured at ambient temperatures, the volume sold is based on a standard temperature. *See also* net volume; standard temperature.

American Society for Testing and Materials (ASTM). The test procedures and specifications developed by the ASTM for petroleum products and lubricants are used worldwide.

American Tanker Rate Schedule (ATRS or A.T.R.S.). An index used in lieu of the U.S.M.C. (US Maritime Commission) index. This is due to the U.S.M.C. being unsatisfactory because it covers large areas under the same rate and includes the canal tolls as a part of the basic rate.

antioxidants. Detergents, cetane number improvers, pour point depressants, and viscosity index improvers.

API gravity. Specific gravity measured in degrees on the American Petroleum Institute scale. The specific gravity of oil is normally specified not as a fraction in

relation to water taken at the figure "1," but in terms of API degrees. On the API scale, oil with the least specific gravity has the highest API gravity. Other things being equal, the higher the API gravity, the greater the value of the oil.

API. Acronym for the American Petroleum Institute.

assays. Report of physical and chemical properties of sample tested by QA. Tied by time period to a portion of production. *See also* specifications; composition.

assignment scheduling. Planning loads and assigning orders to active vehicles. Orders cannot be split and product must fit into available compartments. If an order is on hold for credit reasons, a vehicle cannot be assigned.

associated product. Product is stored at one grade, and then an additive is added to bring the product to another level at sales time.

ASTM. *See* American Society for Testing and Materials.

ASTM distillation. A distillation test made on such products as gasoline and kerosene to determine their initial and final boiling points and the boiling range.

atmosphere. The mass of air surrounding the earth. The pressure of the air at sea level is used as a unit of pressure.

atmospheric pressure. The pressure of air exerted equally in all directions. The standard pressure is that at sea level under which a mercury barometer stands at 760 mm.

ATRS. *See* American Tanker Rate Schedule.

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

automatic accounting instruction

(AAI). 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.

availability. For packaged product, the system checks availability. For bulk product, you can assume it is in stock and available for sale.

average cost. A calculated cost of all receipts at actual cost for the period averaged with last period's average cost. Primarily used for setting the value of raw materials.

Average Freight Rate Assessment

(AFRA). Shows the average cost of a ton of oil delivered. Published monthly, it is not a current index, but a mixture of current and historic costs, intended to show at any time the cost of oil in transit. AFRA is published monthly on the first business day of the month by an independent body, the London Tanker Brokers' Panel. Its AFRA rates reflect on the panel's assessment of the weighted average cost of all commercially chartered ocean-going tonnage employed for international petroleum shipment during a given period—the calculation period. These calculation periods run from the 16th of one month to the 15th of the following month. For example, the AFRA published on October 1, 1992 covers cost of vessels fixed during the period of August 16 to September 15, 1992.

average samples. A sample so taken as to contain parts from all sections of a container or pipe, in proportion to the volume of each part.

avoirdupois weight. A British and American system of weights based on a pound of 16 ounces.

B/L. *See* bill of lading.

back calculated consumption.

Deductions made upon receipt of parent. The determination of usage of raw materials by multiplying receipt quantity of the parent times standard quantity per a recipe, recognizing standard yield factors.

back haul. The practice of loading an ocean-going tanker with cargo at or near the port of reloading of the previous cargo in order to maximize the vessel's profitable use.

back order. A sales order whose shipment date is uncertain due to lack of available product.

back-to-back ship. *See* direct ship orders.

backflushing. Deductions of inventory required at standard and made upon receipt of the end item. *See also* calculated usage; indirect usage.

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

balanced loading. Scheduling the production lines to accommodate the limiting rate of one piece of equipment, where line balancing is not possible or feasible. Must accommodate both previous and subsequent work stations or lines. *See also* level loading.

bareboat charter. This type of agreement provides for the delivery of a "bare" vessel to the company that charters the vessel. This company assumes responsibility for providing crew, provisions, supplies, fuel, and whatever else is needed. *See also* charter; consecutive-voyage charter.

barrel. For statistical purposes, the petroleum industry uses a barrel containing 42 US standard gallons as a volumetric unit of measure for crude oil and petroleum

products. The barrel is equivalent to 34.97 UK gallons, to 0.159 cubic meters, and to 5.61 cubic feet.

base discounts. Discounts that apply to the quantity ordered, not the quantity shipped.

base inventory level. A minimum inventory level typically set by top management.

base price. Company's beginning price, used as the foundation or base from which the actual price is derived. The base price is determined by components, like the cost of the goods, freight, tax, and so forth. A base price can change when the components change. Depending on the situation, these components may need to be shown on an invoice as separate line items, or rolled into one price.

base stock. A raw material supply for multiple end items. *See also* feedstock.

basket discount. A reduction in price that applies to a group or "basket" of products within a sales order.

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 bills. A recipe or a formula whose statement of quantity per for all resources relates to the standard batch quantity (SBQ) of the parent.

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

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 files. 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 outqueue. Contrast with *interactive processing*.

batch quantity *See* standard batch quantity (SBQ).

batch sensitivity factor. A multiplier that is used for the rounding rules in determining the number of batches required to produce a given amount of product.

batch sheet. A list that combines the product and process definition by combining a statement of required materials as well as required manufacturing procedures. *See also* pick list; material list; routing.

batch size. *See* standard batch size.

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 (General Accounting) are selected for posting.

batch/lot tracing. Starting with an end item lot number and determining all lot numbers of ingredients/materials consumed to produce the end item lot number. *See also* batch/lot tracking.

batch/lot tracking. Starting with the lot number of an ingredient and determining all lots into which this lot number went.

batch/mix. A manufacturing process that primarily schedules short production runs of products. *See also* process/flow.

Baumé gravity (Be). Specific gravity expressed on the Baumé scale for liquids lighter or heavier than water. However, the API scale is now used for liquids by the petroleum industry instead of the Baumé scale. Both scales are identical for liquids as dense as water, but for very light oils, there is a difference.

beginning inventory. Used in period costing for calculating material usage. A statement of the inventory count at the end of last period, most properly based upon a physical count. —*SYN.* base inventory level.

bench scale. Testing of materials or methods on a small scale where the work can be carried out on a laboratory work table.

BFOE. Barrels of fuel oil equivalent based on a net heating value (LHV) of 6,050,000 Btu per BFOE.

bill of lading (B/L). A legal document issued by a shipping company, owner, or agent of either, to a shipper stating that certain goods received for shipment are promised to be delivered at a specified destination, either to the carrier's agent or to a particular consignee or customer. Usually three or four copies are signed, one each being kept by carrier and shipper, and a third forwarded to the consignee. Customarily abbreviated B/L. The legal importance of this document lies in its being a receipt for goods, a contract for carriage, and a title to property. As such, it is a legally negotiable instrument.

bill of materials (BOM). A table that lists all components required to produce a product. *See* formula. —*SYN.* addition agents, improvers.

bills of labor. A statement of required labor to complete a process. Stated by labor rate or craft and hours. Used in determining manpower needs. It can also state all or critical resources. —*SYN.* product load profile, bill of resources, resource profile.

black products. Products derived from the low or heavy end of the distillation process. For example, diesel oils and fuel oils. *See also* white products.

blanket order. An order that commits the purchaser to take delivery of specified products in agreed quantities over a finite

period of time. —*SYN.* block order, standing order. *See also* blanket releases; contract reporting.

blanket releases. Authorization to ship (purchase order) or produce (schedule) against a blanket agreement or contract. The blanket agreement or contract covers multiple releases over a period of time. *See also* blanket order, contract reporting.

bleeding. The tendency of a liquid component to separate from a liquid-solid or semisolid product, as oil from lubricating grease in storage.

blend. *See* blending.

blend note. Document that authorizes a blending activity and describes both the ingredients for the blend and the blending steps that are to occur.

blend off. Reworking off-spec material by introducing a small percentage back into another run of the same product.

blending. The process of mixing two or more oils having different properties to obtain a product of intermediate properties. Lubricating oil stocks are blended to a desired viscosity, while naphthas and gasolines are blended to meet volatility and octane requirements.

blending tank. A tank that is designated to hold more than one product at a time.

block order. *See* blanket order.

blocked operations. A group of operations identified separately for instructions and documentation but reported only when all are complete. *See also* task.

body. Trade term for describing the consistency or viscosity of a lubricating oil. *See also* viscosity.

boiling point. The temperature at which the vapor pressure of a liquid is equal to the pressure of the atmosphere. The temperature varies with the atmospheric pressure.

boiling range. The spread of temperatures over which an oil starts to boil or distill vapors and proceeds to complete evaporation. Boiling range is determined by test procedures for specific petroleum products.

BOL. *See* bill of lading.

BOM. *See* bill of materials.

bomb. Steel cylinder with screwed-on head used as testing device for conducting oil tests under high pressure. Used for test methods such as Reid Vapor Pressure and gum in gasoline.

book inventory. Inventory as it is shown in the computer. This shows inventory on hand, not necessarily available inventory. *See also* reconciliation; physical inventory.

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

borrow. *See* loan/borrow agreement.

bottleneck operation. The point of constraint in a process, either because of rate or capacity limits.

bottom sediment and water (BS&W). A test made on fuel oils, crude oils, and used crankcase oils to show the approximate amount of sediment and water.

bottoms. In a distilling operation, that portion of the charge remaining in the still or flask at the end of the run. In a pipe stilling or distillation process, the portion that does not vaporize.

bounds. — *SYN.* discount.

bracketed recall. Recall from customers of a suspected lot number plus a specified number of lots produced before and after the suspected lot.

British thermal unit (BTU). A unit of heat commonly used in heat engineering. It is the amount of heat necessary to raise the temperature of one pound of water by one degree Fahrenheit.

BS & W. *See* bottom sediment and water.

BTU. *See* British thermal unit.

BTX. Acronym for benzene, toluene, and xylenes. These are the main aromatic compounds used as feedstocks when manufacturing petrochemicals.

budget. A plan, often in financial terms, but also used synonymously with production plan. A statement of planned volumes by product family for a specific period.

budgeted capacity. The volume/mix of throughput upon which financial budgets were set and overhead/burden absorption rates established. *See also* proven capacity; demonstrated capacity.

budgeted volume. A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.

build cycles. Products run between major set up and major clean up. Cyclical scheduling of similar product with minor changes from one product/model to another. *See also* cycle length; cyclical scheduling.

bulk issue. An issue of non-packaged product from a controlled stockroom for use on multiple schedules as needed. The product is issued in quantities more closely aligned to packaging or storage quantities than the planned required quantity for any or all schedules.

bulk order. An order that is comprised entirely of bulk (non-packaged) products.

bulk products. A mass quantity of liquid, non-packaged product, usually in excess of 100 gallons or 100 liters.

bunker. A compartment or tank usually situated in the vicinity of a ship's boilers or machinery space, and specially constructed for stowage of fuel, such as coal or petroleum. A bunker is usually designated according to location (such as side, wing, reserve, cross, or thwartship).

bunkering. A rate per ton or sum of money charged for placing fuel on board; also the operation itself.

burning point. The lowest temperature at which a volatile oil in an open vessel will continue to burn when ignited by a flame held close to its surface. It indicates the degree of safety with which kerosene and illuminating oils can be used. *See also* fire point.

butterworth head. A mechanical hose head with revolving nozzles used to wash down tanks.

buy-back crude. In foreign producing countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."

byproduct. Anything produced in the course of making another thing. An end item incidental to, but inevitably produced from, the actual manufacturing process. Not the intended product from a process, a byproduct has minimal potential revenue to the company. It can be garnered from any step of the manufacturing cycle, can be sold as an end item, recycled, or used as raw material for another process. *See also* co-product; waste; restricted byproduct.

C. Degrees centigrade. On the centigrade thermometer, the interval between the freezing point and the boiling point of water is divided into 100 parts. 0C corresponds to 32°F, and 100°C to 212°F.

C & F. *See* cost and freight.

CAD/CAP. Computer Aided Design/Computer Aided Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

calculated usage. The determination of usage of components or ingredients by multiplying receipt quantity of the parent times the quantity per of each component/ingredient in the bill/recipe, accommodating standard yields. *See also* backflushing.

calibration. The act of fixing, correcting or verifying the graduations of the measurement instruments used to record product volumes within a storage container.

capacity. (1) The amount of space, by weight and volume, that can be filled. Relates to bulk vehicle compartments and bulk depot tanks. (2) The ability to add value through machine or man hours.

capacity analysis. Review of the load of schedules against available capacity to determine over and under utilization by work center and by period.

capital intensive. A facility or facilities which, in order to process product, must invest so heavily in plant and equipment that the fixed costs are greater than the variable costs.

capital investment. The purchase of assets other than inventory. In most corporations, such investments require a capital expenditure authorization.

captive manufacturer. A small, independent manufacturing company that manufactures products only for one company. In J.D. Edwards' system, this would be considered a branch, plant or depot.

captive tanker fleets. Fleets of tankers chartered to oil companies for most or all of their useful lives on a cost-of-service basis.

carrying costs. The cost of holding, storing, insuring, controlling and handling raw, intermediate or finished inventory. Often expressed as a percentage of standard unit cost per year.

catalyst. A substance used to accelerate or retard a chemical reaction without itself undergoing significant chemical change or changing in volume during the process.

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*.

certificate input. *See* direct input.

certificate of analysis. Document designed to certify the chemical composition and conformance to standard of a particular lot or batch of product.

change over. The refitting of equipment to neutralize the effects of the just completed production, to further prepare the equipment for production of the next scheduled product, or both. *See also* set up time; clean up; wash down.

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

charter. A written agreement covering the assignment of an oceangoing tanker to transport petroleum, to which the ship owner and charterer are parties. It contains clauses that cover all details of the transaction, such as: the nature of charter (single voyage or time charter); loading/unloading ranges, with any exceptions within given ranges clearly indicated; dates; and total cost of fixture, usually stated as a percentage of worldscale. Other standard clauses in a

typical charter are laytime, demurrage, force majeur. —*SYN.* fixture. *See also* bareboat charter; consecutive-voyage charter.

CIF. *See* cost, insurance, freight.

classifications. A sub-grouping of inventory to reflect its state of availability (for example, in-transit, in quarantine, awaiting rework).

clean cargo. Term that refers to cargoes of gasoline and other refined products. *See also* dirty cargo.

clean up. The neutralizing of the effects of production just completed. May involve cleaning of residues, sanitation, equipment re-fixture. *See also* change over; set up time; wash down.

clerk. *See* customer service representative; order taker.

COA. *See* certificate of analysis.

COGS. *See* cost of goods sold.

co-products. Similar to byproducts except that revenues generated are significant. It may be possible in some instances for the planner to elect to alter the production distribution of individual products in order to balance inventories. *See also* byproduct.

cold test. The temperature at which an oil becomes solid. Generally considered to be 5°F lower than the pour point.

color. Color is measured for undyed commercial petroleum products ranging from colorless to opaque. It is determined by matching the transmitted light from the oil sample with specified standards. The color of an oil gives some indication of its degree of refinement.

combustible. The general term describing any material that will burn. However, in the case of petroleum products, only those that give off flammable vapors above 80°F are classed as combustible.

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

commingled stock. Stock of a product that is held in a single storage area and owned by several parties.

commodity price. A published price for commodity products. For example, Platt's price plus some additional pricing factor.

commonality. A condition wherein raw materials or ingredients are used in multiple formulas or parent bills of materials.

compartment. Container attached to a vehicle designed to transport bulk products. Also the term for individual compartments within a vehicle or for a separate tank. *See also* logical compartment.

compatibility. Indication of whether two products can be safely shipped together.

competitive thrust. The manufacturing strategy selected by a corporation by which they will gain market share. For example, lowest unit cost and customized engineering are two strategies.

composite sample. A sample that is a mixture of samples taken from the upper, middle, and lower thirds of a container.

composition. The make-up of an intermediate ingredient or finished item, typically expressing chemical rather than physical properties. *See also* specifications; assays.

compound. A distinct chemical substance formed by the combination of two or more elements in definite proportions by weight and possessing physical and chemical properties different from those of the combining elements. In lubricants, the term connotes the product formed by adding fatty oils and materials foreign to petroleum to lubricants to impart special properties.

compulsory stock. Stock level required to be held by agreement or governmental regulations.

conflict. The condition of being unable to run two products at the same time because of contamination or because they compete for the finite capacity of a single piece or series of equipment.

connected vehicle. One or more vehicles joined together to form a single entity. Rail cars joined temporarily to form a train, or trucks and trailers attached to one another are examples of connected vehicles.

consecutive-voyage charter. A written agreement covering ocean-going tanker transport. It is similar to a single-voyage charter, but covers either an extended number of consecutive trips or an extended time period. *See also* charter; bareboat charter.

consignment agreement. A retailer acts as an agent for the company. The product sold from the retail site is owned by the company. The agent does not pay for the product upon delivery, but only upon the sale of the product (at an agreed upon price).

consigned stock. Product stock that is held by a third party but is owned by the parent company (the stock is normally intended for distribution and consumption by the third party).

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. Once you set constants such as these, the system follows these rules until you change the constants.

consumed in operations. Using inventory for your own purposes. For example, using fuel in delivery trucks.

consumed resource. A raw material, ingredient, utility, or capacity used during a manufacturing process. Anything required

for production that is placed into the process (as opposed to taken out of the process).

contamination. The addition to a petroleum product of some material not normally present, such as dirt, rust, water, or another petroleum product.

continuous process run. A campaign of extended duration. The production is done on dedicated equipment that can produce one product (or product line of slightly varying specifications) without change over to other products also in demand. *See also* process/flow.

contract balance. A running balance of transactions that affect a distribution contract.

contract name. A user defined code entered on the Distribution Contract Master to describe a contract with a business partner in the Distribution Contract system.

contract of affreightment. An agreement providing for the ocean-going transportation of a given amount of petroleum products between two ports over an extended period of time but on such vessels and at such times as the owners find advantageous. A provision in the agreement may define "min/max" limits of monthly flows. These contracts, that are not very common, are used to alleviate frictional unemployment and utilize ballasted capacity.

contract price. A product's price is governed by a contractual agreement existing for a period of time between a buyer and seller. Contract prices protect buyers during a period of rising prices by limiting the price increases over the period of the contract.

contract reporting. Reporting of each instance and the accumulation to date of finished production against both the individual schedule and a customer's

blanket commitments to purchase a stated quantity. *See also* blanket order; blanket releases.

contract type. A user defined code used to indicate the general type of contract used in the Distribution Contracts system.

contract status. A value to indicate the current status of a contract in the Distribution Contracts system.

contractor. Third party supplier of transportation resources (for hire). —*SYN.* hauler, common carrier.

contribution to profit. Selling price of an item minus its variable costs.

control number. Typically the manufacturing order or schedule number used to identify a specific instance or period of production.

control technique. A method of managing material movement and assigning usage and costs to product/process or production.

controllable loss. Unfavorable usage or yield variance directly attributed to human or process errors, and that, once identified, can be prevented in the future.

controlled issue. A specific transaction of a resource in a schedule or manufacturing order of an exact quantity. For example, to indicate usage of materials to a specific production run or reporting of labor/machine hours. *See also* direct usage; planned issue.

conversion. The ratio of the quantity of feedstock converted to other products in any process.

conversion costs. The costs of transforming raw materials (ingredients) into salable product. *See also* added value.

conversion factor. The value used to convert one value to another.

Core. The central and foundation systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts

Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office.

cost accounting. The management discipline responsible for ascertaining product/process costs.

cost and freight (C & F). Similar to cost, insurance, freight (CIF), but under this transaction, the buyer gets his own insurance. *See also* cost, insurance, freight (CIF).

cost center. The lowest level of an accounting unit in an organization. For example, a cost center can be a department, a branch, warehouse, depot, job, project, and so forth. A cost center is nothing more than a small, logical grouping of general ledger and cost accounts. *See also* plants.

cost, insurance, freight (CIF). Term that refers to a sale in which the buyer agrees to pay a unit price that includes the free on board (FOB) value at the port of origin plus all costs of insurance and transportation. This type of transaction differs from a "delivered" agreement in that it is generally without duty, and the buyer accepts the quantity and quality at the loading port (as certified by the Bill of Lading and Quality Assurance Report), rather than pay on quality/quantity as determined at the unloading port. Risk and title are transferred from the seller to the buyer at the loading port, although the seller is obliged to provide insurance in a transferable policy at the time of loading.

cost of goods sold (COGS). The cost of products sold during an accounting period including material, labor, and factory overhead expenses.

costing elements. The individual classes of added value or conversion costs - typically material (raw, packaging) labor/machine costs, overhead (fixed, variable). Each corporation will define the necessary detail of product costs by defining and tracking cost categories and sub-categories.

count. The quantity of finished product. May have multiple units of measure over many product lines or may be standardized across all products.

cracking. The process by which an organic compound is split into two or more compounds of lower molecular weight. The cracking process has become increasingly important in the petroleum industry as a means for breaking down the heavier components of petroleum into gas, naphthas and distillates, thereby increasing the yield of gasoline and distillate fuels that can be obtained from crude oils. The cracking process may be carried out with heat and pressure (thermal cracking) or in the presence of a catalyst (catalytic cracking).

credit checking. The process of reviewing the credit worthiness of the organization. Typically entails a review of the organization's Accounts Receivable balance, including its size and its relative age, as well as the net equivalent balance of any loan or borrow arrangements. May include a method of checking credit limits of the parent company (the company a product is sold to, that might be different from the company a product is shipped to).

credit memo. *See* credit order; return order adjustment.

credit note. The physical document used to communicate the circumstances and value of a credit order.

credit order. A credit order is used to reflect products or equipment that's received or returned, so it may be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.

—*SYN.* credit memo, return order adjustment.

crude oil assay. A procedure for determining the distillation curve and quality characteristics of a crude oil. *See also* assays.

crude oil quality. There are two main aspects of crude oil quality that influence the price: the distillate content and the sulfur content. Additionally the price of crude oil varies with its location, the price differential naturally reflecting transportation costs.

crude oil, crude petroleum. A naturally occurring mixture, consisting predominately of hydrocarbons and organic compounds containing sulfur, nitrogen, oxygen and traces of metallic constituents, that is capable of being removed from the earth in a liquid state. Crude petroleum is commonly accompanied by varying quantities of extraneous substances such as water, inorganic matter, and gas. Basic types of crudes are asphaltic, naphthenic or paraffinic, depending on the relative proportion of these types of hydrocarbons present.

CUM. Acronym for cubic meter. One of many acronyms and abbreviations commonly used.

cumulative price. Price determined by some combination of these prices: internal list price, base price, contract price and promotional price.

current cost. Replacement cost using most recently stated recipe and process. When used in a standard costing system, current cost is synonymous to operational standard. May also be the last cost of production or an average for last period.

current tank. The tank currently being used for product sales. Only one tank per product can be designated as the current tank at one time.

cursor sensitive help. J.D. Edwards online help function, that 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.

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

customer business line. Describes the nature of the customer's business and controls the relationship with that customer, including such things as product pricing.

customer service representative

(CSR). Clerk, order capture clerk, order taker. May be a sales person who negotiates price and trading activity. May not be authorized to change prices.

customer's usuals list. A list of the products and quantities normally ordered by a customer.

—*SYN.* product order group, order template, customer's business line.

cut. A cut is a fraction of the charge stock separated by distillation. For example, kerosene is a cut of crude oil.

cycle billing. Describes a practice of invoicing a customer on a specific date for all sales within a specified date range. For example, a customer may request that all sales between the first and the 15th of the month be invoiced on the 25th. Invoicing is not done per delivery, but per sales period. When an invoice is not sent with the delivery, a delivery ticket is sent instead. Delivery tickets don't show prices or due dates. Also called periodic invoicing, invoice cycles. *See also* delivery ticket.

cycle count tag. Document numbering system used for packaged lubricants. This number is used through the entire product transportation and invoicing process.

cycle length. The time between major setups. The time between the start of one production run of similar items/models and the start of a run of the next product/manufacturing family. —*SYN.* cycle time/throughput time. *See also* build cycles.

cyclical scheduling. A method of scheduling product/manufacturing families. A technique to determine run times and quantities for each end item within the

family to produce enough of each individual product to satisfy demand until the family can be scheduled again. *See also* build cycles, product sequencing.

data dictionary. A database file consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary file does not contain the actual data itself.

data. Numbers, letters, or symbols that represent 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.

date code. The labeling of products with the date of production. This is often the lot number.

de-blend. Where blend off will not result in a product accepted by customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. *See also* blend-off.

deadweight. Total weight a vessel carries when immersed to her authorized load draft, including cargo, mail, fuel, water, stores, crew, passengers, baggage, and personal effects.

decant. Activity that serves to empty product from its existing package and return it to a larger container.

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.

delayed billing. The invoicing process is delayed until the end of some designated period (for example, accumulated volume discounts, Platt's published rates at month end).

delivered. The buyer pays on the basis of delivered quality/quantity. Risk and title are borne by the seller until such time as the product passes to the buyer's installation. The seller is responsible for clearance through customs and payment of all duties. Any in-transit contamination or loss of cargo is the liability of the seller. In delivered transactions, the buyer pays only for the quantity of product actually received in storage, not on the bill of lading figures that reflect the amount loaded.

delivery confirmation. The delivery confirmation process verifies that the goods on an order or trip were delivered to their destination. Part of the confirmation may include defining the disposition of product not delivered, for example, return to tank or left on board. *See also* return confirmation.

delivery date. The date the customer receives the product.

delivery invoice. Provides the delivery instructions for a specific order or trip, specifying the products and quantities that should be delivered. Shows the product price, value added tax (VAT), and any other additional charges associated with a delivery to the customer.

delivery ticket. An itemized list of goods shipped that is sent with the product to the ship-to customer location. It is like an invoice except it has no prices or due date listed. Invoices may go to a different address than the product. Delivery tickets are used when the customer does not want prices shown, when the customer wants to pay against a periodic invoice, or when the product quantity is not known until after delivery. Several delivery tickets can roll up into a single invoice, with either separate line items or aggregate amounts shown. *See also* priced delivery ticket.

demand rate. A statement of requirements in terms of quantity per time (hours, day, week, month).

demand. A record of the relative level of requirement for a product or intermediate or raw material, without regard for the company's ability to supply it.

demonstrated capacity. Actual average capacity utilization level expressed as a rate. Excludes downtime, planned, or unplanned. *See also* proven capacity; budgeted capacity.

demurrage. A term widely used in the shipping industry to quantify the amount of (and liability for) any additional costs incurred by a loading/unloading vessel arising from delays and lost time. In international tanker trade, the charter parties specify (and thereby strictly limit) the amount of time granted to load/unload cargo. Time spent in excess of this limit is demurrage.

density. The mass of a substance per unit volume. Its numerical expression varies with the units selected, most often in grams per cubic centimeter or in pounds per cubic foot or gallon. Density is usually related to a Celsius situation, whereas gravity is usually related to a Fahrenheit situation. *See also* gravity.

depot. Location from which stock is picked up, delivered, handled or stored. Handling may include blending and packing operations. Also called branch, plant, branch/plant, terminal, or warehouse.

Derv. *See* diesel fuel.

descriptive title. *See* user defined code.

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

deterioration. Any undesirable chemical or physical change that takes place in petroleum products while in storage or use.

Deutsche Industrie Norm

(DIN). Deutsche Industrie Norm. The German industry standard. The equivalent of the US ASTM and the UK BSI.

dew point. The temperature at which vaporized materials start to condense into liquid form.

diesel fuel. A general term covering light fuel oil derived from gas oil and used in diesel engines. Diesel fuel used in road diesel engines is called Derv (Diesel Engine Road Vehicle).

DIN. *See* Deutsche Industrie Norm.

dip reading. *See* gauge reading.

dip. Any one of a series of methods of product measurement that uses a device to determine the relative level of product contained in a storage container.

direct input. The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate prepared by an independent inspector. —*SYN.* certificate input, inspector input.

direct ship orders. A purchase order to a third-party supplier that designates the destination as the customer. Direct ship orders occur when a product is not available from a company-owned or operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Such transactions can result from loan/borrow or exchange agreements. —*SYN.* drop ship, back-to-back ship, third-party supply.

direct usage. Consumption of resources attributable to specific production runs because it was directly issued to the schedule/order. *See also* controlled issue; planned issue.

dirty cargo. Term that refers to crude oil cargoes or other non-refined petroleum cargoes. *See also* clean cargo.

discharge. The physical movement that effectively transfers custody and/or ownership of the product.

dispatch group. A group products grouped by the physical characteristics that are important when storing and transporting these products.

dispatch planning. Efficient planning and scheduling of product deliveries. Considerations include dispatch groups, scheduled delivery date and time, preferred delivery date and time, average delivery time for that geographical location, available resources, and special equipment requirements at the product's source or destination.

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

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

disposition. The indication of what should be done with bulk product left on board a vehicle after delivery.

dissimilar exchange transactions. *See* exchange transactions.

distillate. That portion of oil that is removed as a vapor and condensed during a distillation process. Also known as the overhead fraction as distinguished from the non-vaporizing residual components left in the still.

distillation. The general process of vaporizing liquids, crude oil, or one of its fractions in a closed vessel, collecting and condensing the vapors into liquids, thereby effecting a separation between those fractions that vaporize and those that remain in the bottoms.

distribution contracts. A system to enter into and track contracts with business partners. These may be formal or informal

contractual agreements. Examples include: exchange agreements, loan and borrow agreements, tonne per tonne agreements, throughput agreements consignment agreements, storage contracts, purchase contracts, and sales contracts.

document-export. Documents required to accompany a shipment of product across national boundaries.

document-safety. Documents required to accompany a product shipment that describe the product's properties and include handling, transport and emergency instructions.

dopes. Industry parlance for substances other than petroleum added to motor fuels, diesel fuels, heating oils, and lubricating oils to improve their performance characteristics. *See also* additives.

downgrade profile. A statement of the hierarchy of allowable downgrades. Substitutions of items meeting tighter specifications for those with wider or overlapping specification ranges.

downgrading. Assigning a petroleum product for use where a lower grade of product would normally be employed, provided it meets the requirements of the lower grade. May also occur after analysis of the actual specifications achieved during production reveals that the product does not fall within *prime product* specification ranges.

downstream operation. General description of all operations that occur following the exploration and production of petroleum and natural gas. This usually includes the refining, transportation and marketing of the product and byproducts of the refining processes.

downtime. The period of time when a plant or certain equipment is idle. May be due to breakdown (unplanned) or for

preventative maintenance and/or changeover (planned). —SYN. idle capacity, idle time.

drawdown. The act of reducing quantities authorized, previously committed or generally available. Typically occurs through the use of a sales order or as a release against a blanket or block order. Also called a release.

DREAM Writer. Acronym for Data Record Extraction And Manipulation facility. This is not a report writer, but a report processor. It allows users to create up to 999 variations of standard J.D. Edwards reports and videos. The DREAM Writer is unique to the software. It is one of the most useful tools that J.D. Edwards provides to give users the flexibility to tailor the software to meet their unique needs.

drop ship. *See* direct ship.

dry ticket. A tank inspection record form signed by shore and ship inspectors before loading and after discharging cargo.

dummy vehicle. A vehicle record that is created to use temporarily in place of an actual vehicle record for trip assignment.

dutiable. Necessitating payment of a duty or tax, as imported goods.

duty. A payment due to the government, especially a tax imposed on imports, exports or manufactured goods. Duty can be based on a product's end use and is subject to other taxes and discounts. Unlike taxes, that tend to be based on percentages, duties tend to be fixed amounts. The same ship-to customer may have two different customer ID numbers (duty-free and requires duty) to designate the duty attached to a sale. Depending upon the country, duty may be displayed as a line item on an invoice, or be built into an item's price.

duty-free. No payment of a duty or tax required. The records for the customer receiving the product (ship-to customer) indicate duty-free sales. The same ship-to

customer may have two different customer ID numbers (duty-free and requires duty) to designate the duty attached to a sale.

Product item codes or the Duty Status assigned on the End Use preference determine if a product is duty-free.

earned volume. A statement of capacity reflecting the standard hours for actual production reported during the period.

Easel. A software product known as interactive Easel. This software product provides a bridge between AS/400 video terminals and PCs. It enhances graphics processing and provides some programmer tools. Easel is sometimes thought of as a programmer's tool that simplifies the use of OS/2's presentation manager.

economy of scale. A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant, but fixed costs per unit are reduced, thereby reducing total unit cost.

EDA. Acronym for Estimated Date Available.

EDI. Acronym for Electronic Data Interchange. It is the transmission, in a standard syntax, of a given business document from computer to computer.

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

ending inventory. A statement of on-hand quantities at the end of a period often terminated by a verification of physical inventory. —SYN. inventory or finished goods inventory.

EOM. Acronym for End of Month.

equivalent fuel. A barrel of equivalent fuel supplies six million Btu of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.

evaporation loss. The loss of petroleum products, particularly gasoline, through the evaporation of the most volatile fractions.

excess issues. Removal from stockroom and assignment to a schedule of a quantity higher than the quantity per times the schedule quantity. Indicative of an unfavorable usage variance.

exchange agreement. 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 partner pays per unit of product exchange. The agreement may cover multiple locations (depots). Partners generally expect exchanges of physical product to remain roughly in balance; however, imbalances do occur and are usually monitored monthly. An annual rebalance is common and often repaid in product.

exchange transactions. Transactions that involve an exchange of products between two companies having an exchange agreement. An exchange transaction usually involves different products and different exchange differentials. Also called dissimilar exchanges.

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 screen that allows you to access another screen.

expense distribution. Assignment to product cost of those expenses that are neither material nor labor. Method of assignment has traditionally been a burden rate applied based upon labor dollars or machine dollars.

export invoice. Any one of several specially formatted invoices required for customs or commercial purposes and that contain mandated information in addition to that required by the customer.

F. Degrees Fahrenheit. On the Fahrenheit thermometer, the boiling point of water is 212°F and the freezing point is 32°F above the zero of the scale.

facilities. The physical plant and equipment. *See also* production facilities.

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

family. A group of end items whose similarity of design, composition, and manufacture facilitates being planned in aggregate, whose sales performance is monitored together, and occasionally whose cost is aggregated at this level, especially for process products whose differences are minor variations in specifications or specification ranges.

—*SYN.* manufacturing family, manufacturing group. *See also* product line.

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.

feeder work stations. A manufacturing area whose products are planned to be available for use in a primary work area, often for final assembly of filling and packaging. Primary work area planning drives the plan for the feeder work station. This plan may be stated as a rate.

feedstock. An intermediate product produced during the refining process. Feedstock requires additional processing to make an end product. Material supply for

multiple end items. For example, Base Grey Paint is the primary ingredient (feed stock) of all colors. *See also* feedstream.

feedstream. A supply source for a process.

field. (1) An area on a screen 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. (2) A defined area within a record that contains a specific piece of information. For example, a vendor record consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor. *See also* display field and input field.

FIFO. Acronym for First In, First Out. An accounting method used for inventory valuation. Physically, it is a material control technique for rotating stocks, primarily used where shelf life is a concern. *See also* LIFO.

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

fill note. Document that authorizes a filling activity and describes the ingredients, materials required, and the filling steps that are to occur.

fill. The act of putting a blended product into a container. Alternatively, the percent of a stock that is distilled at a given temperature is referred to as the fill at that temperature.

filling line. Equipment used to receive the bulk product that is needed to fill product containers.

finished goods reporting. A statement of products produced in terms of end item and grade. *See also* production reporting.

finished goods. A product ready for sale. Also used as an accounting classification of inventory for valuation and reporting.
—*SYN.* end item.

finished materials. *See* finished goods.

finite loading. To schedule up to the stated finite availability of a resource. Traditionally used to plan capacity where machine hours are loaded in day one to the stated limit and additional requirements are pushed into subsequent periods.

fire point. The lowest temperature at which, under specified test conditions, a petroleum product vaporizes rapidly enough to form above its surface an air-vapor mixture that burns continuously when ignited by a small flame. *See also* flash point.

fixture. Another term for a charter. *See also* charter.

flag of convenience/necessity vessel. A vessel registered in a nation with laws and regulations that are less restrictive than most maritime nations. The two most important flag of convenience/necessity nations are Liberia and Panama. Typically, vessel owners registered in these nations have limited liability, pay no taxes, and have the freedom to change the nationality of crews at will.

flammable liquids. Those liquids that give off combustible vapors.

flammable. Term describing any combustible material that can be easily ignited and that will burn rapidly. Petroleum products that have a flash point of 80F or lower are classed as flammable.

flash point. The lowest temperature at which, under specified test conditions, a petroleum product vaporizes rapidly enough to form above its surface an air-vapor mixture that gives a flash or slight explosion when ignited by a small flame. The flash point of an oil is an indication of the risk of fire or explosion associated with its use or storage. Flash point limits are included in the specifications of most products above the gasoline boiling range, but the test does not have any economic significance as long as the value recorded is inside the specification limit. *See also* fire point.

floating roof. A type of tank roof that actually floats on the surface of the oil or other liquid stored in the tank. It rides up and down inside the tank as the fluid level changes. A sealing system is used to close off the space between the roof and the inside wall. There are various designs of floating roofs in use.

floating terminal. Describes an operation wherein a water craft - often a barge - receives a load of product and delivers that product to a series of customers.

floating terminals. Boats that have an instrument or apparatus for measuring and recording the quantity of a product being unloaded. These boats are used in the Bahamas in much the same way as metered trucks are used elsewhere. *See also* metered trucks.

flush. The process of removing the last vestiges of product from a storage compartment, tank or vehicle. Clean a vehicle or tank.

fold area. In J.D. Edwards' software, it is an area on the screen that is used to display additional information associated with a particular record or data item. To view information in a fold area, press F4.

FOB. *See* free on board.

formula. A statement of ingredient requirements, although a formula may also include processing instructions and ingredient sequencing directions.

—SYN. bill of materials (BOM), recipe.

four-point analysis. The process that captures measured quantities at four separate points in the product movement cycle and reconciles any resulting gains or losses.

fraction. A separate, identifiable part of crude oil that is a product of a refining or distillation process. A portion of distillate (having a particular boiling range) separated from other portions in the fractional distillation of petroleum products.

free on board (FOB or F.O.B.). A transaction in which the seller provides a product or crude oil at an agreed unit price, at a specified loading location within a specified period. It's the buyer's responsibility to arrange for the transportation and insurance, and lift the material within the specified loading/unloading time (laytime).

freestock. The quantity of product that can be promised for sale or transfer at a particular time, taking into consideration current on-hand quantities, replenishments in process and anticipated demand.

freight (charge). Costs incurred for the transportation of product between two points, as well any charges for related services.

fuel oil. The heavy oils from the refining process that are used as fuel for power stations, industry, ships, and so forth. *See also* petroleum fuels.

full payout charter. Charter with a charter period that extends as long as the underlying debt that financed the acquisition of the vessel. At the end of the charter period, the vessel is free of all debt.

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 screen.

gain. (1) An increase in value of product attributed to an increase in its measured quantity. (2) An increase in profit attributable to the reduction of a transaction's quantity. (3) An increase in inventory when an actual measurement of the physical inventory is greater than the book inventory shown on the computer. As this is an unidentified gain, research might be done to determine if the gain is associated with temperature, over shipment, or for other reasons.

gallon (Imperial). Unit of volume used in the United Kingdom and other Commonwealth countries and defined as the volume of 10 pounds of water at 62°F. It is equivalent to 277.418 cubic inches or 1.2009 US gallons or 4.54596 liters.

gallon (US). Unit of liquid measure equal to 231 cubic inches or 3.785 liters.

gantry. An automated device operated by a process control system that releases a set quantity of product to a transport vehicle and records the volume loaded electronically as well as in printed form. *See also* loading rack.

gas oil. The medium oil from the refining process used as fuel in diesel engines, burned in central heating systems and used as feedstock for the chemical industry. Gas oil is the European designation for No. 2 heating oils and diesel fuels.

gasoline. A volatile, flammable liquid hydrocarbon refined from crude oils and used universally as a fuel for internal-combustion, spark-ignition engines.

—*SYN.* petrol.

gate-pass confirmation. *See* shipping confirmation.

gauge reading. A method used to measure products within a tank or compartment on a vehicle. An extended ruler is inserted into a tank to measure the depth of product within the container.

—*SYN.* dip reading.

graded products. An item whose specifications of critical chemical or physical properties will differentiate it from another with the same item number. The specification variation may determine its eventual use, cause alterations in other ingredients in formulas for which it is required, and/or alter its worth in the marketplace, although not necessarily its processing cost. Graded products may be raw ingredients, intermediates, or finished goods.

grades. The sub-labeling of items to identify particular specification make-ups and separate each lot from other production lots without changing the item number.

gravity. The displacement of the product that serves as an index of the weight of a measured volume of the product. Gravity determinations are necessary for the conversion of measured volumes to weight. Gravity is read with a hydrometer. There are two types of gravity: observed and API. Product at observed gravity will be different after it is converted to a standard temperature. Gravity is usually used in Fahrenheit situations.

gross registered tonnage. A vessel's internal volume, figured on the basis of 100 cubic feet (cf) per ton. Abbreviation: *grt*.

gross volume/gross quantity. The quantity or volume of a product at the ambient temperature. *See also* ambient temperature and standard temperature.

gross weight. *See* weight.

hard copy. A presentation of computer information printed on paper. —*SYN.* printout.

head box. A storage container for feedstock. *See also* hold tanks; surge tank.

header. Information presented at the beginning of a file or the top of a screen. It is used to identify or provide control or selection information for the group of records that follow.

heating oil. Generic term for oils used exclusively for home heating, and widely used as a synonym for No. 2 fuel.

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.

hold order. Suspend order, back order, or conditional order. If an order is on hold for credit reasons, a vehicle cannot be assigned.

hold tank. *See* holding tank.

holding costs. A calculation of the cost of money, storage, warehousing, personnel, insurance, and so forth, over the number of days material sits idle. *See also* carrying costs.

holding tank. A storage container designed to receive a blended product after the blend process is complete and before the fill process begins. Any storage container used temporarily for intermediates, finished goods, raw ingredients, feedstocks, base stocks, and so forth.

idle capacity. Available processing hours not used in producing products. May be budgeted in that demands do not consume the entire capacity or preventative maintenance is scheduled. May be unplanned downtime for emergency repair. This unplanned downtime may be budgeted by management knowing that they must expect some emergency downtime.

—*SYN.* idle time, downtime.

imbalance partner. A business partner who does not meet the terms of a distribution contract.

improvers. *See* additives.

in-line blending. In the industry, this generally refers to a blending process done with two converging pipelines, usually under pressure. This may occur at the loading rack when a vehicle (barge or truck) is being loaded. It can also occur on

a ship transporting the product. When combining products to create another product, each product may have its own unit of measure. Blending may also result in a Bill of Materials containing more than one product. *See also* splash blending.

in-process rework. Recycling for further processing a semi-processed product that doesn't meet acceptable standards out of a given operation back into the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run. *See also* return to production.

incubation period. The length of time required to hold a product in order to verify its quality or to allow a chemical/physical change to happen before further processing (for example, fermentation). *See also* quarantine.

indented bill of material. A multi-level statement of material requirements showing all fabrications and sub-assemblies required for end-item manufacture. It includes all bills of material for the product and its components.

indented tracing. The following of all lot numbers of intermediates and ingredients consumed in the manufacture of a given lot of product down through all levels of the bill of material, recipe, or formula.

indirect measurement. Determining the quantity on hand by (a) measuring the storage vessels and calculating the content's balance quantity; or (b) theoretically calculating consumption of ingredients and deducting them from the on-hand balance.

indirect usage. Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances. *See also* backflushing; key point backflushing.

infinite resource. Anything whose availability can be planned for in any quantity for any one-time period.

ingredient. A required material for the manufacture of a parent; specifically material that is purchased as opposed to a processed intermediate.

—*SYN.* component.

innage. Depth of liquid in tank, measured from the surface of the liquid to the tank bottom.

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

input field. An area on a screen, 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*.

inspector input. *See* direct input.

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.

inter-depot transfers. Stock transfers between depots.

inter-plant transfer. The movement of goods (raw ingredients, intermediates, or finished goods) from one production facility to another. The facilities are typically within a vertically integrated corporation with the receiving facility further processing the goods.

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. Contrast with *batch processing*. *See also* online.

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

intermediates. A semi-processed state that is not usually available for sale to the marketplace. Comparable to a sub-assembly in the discrete manufacturer but typically held as work in process in the process world often for material handling and storage reasons. —*SYN.* component, sub assemblies.

internal list price. Price as given in an internal list or catalog used by a company's employees for reference purposes. *See also* non-list price; list price.

invoice cycles. *See* cycle billing.

invoice. An itemized list of goods shipped and/or services rendered, stating quantities, prices, fees, shipping charges, and so forth. In the energy/chemical industry, the invoice format can vary based upon product group. Also, companies often have their invoices mailed to a different address than where they ship products. In such cases, the "bill-to" address differs from the "ship-to" address. Invoices sometimes show dual units of measure (for example, gallons and barrels equivalent in liters). *See also* delivery ticket.

ISO 9000. A series of standards established by the International Standards Organization, designed as a measure of product and service quality.

items. An item in the software is a product with a corresponding number.

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 check printing in the Accounts Payable system.

job costing. Determination of actual product cost by tracking material, labor, and overhead costs to each instance of production for that item. The typical control and collection mechanism is the manufacturing order or job order, consequently, the term job costing. —SYN. job order costing.

job queue. A screen 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.

joint-operated plant. A facility shared and managed in rotation by different companies. This is common at airports, because airports typically minimize the number of tanks and facilities.

justify. 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.

kerosene. A medium light oil from the refining process intermediate between gas oil and gasoline; used for lighting, heating, and as a fuel for jet and turbo-prop aircraft engines.

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

key general ledger account (Key G/L). See automatic accounting instruction.

key point backflushing. The theoretical consumption of resources triggered not upon the receipt of the end item but through reporting an intermediate quantity produced and passed forward to the next task. The theoretical consumption will consume only the resources required for this processing task and all previous

processing tasks that are defined as non-reporting (not serving as trigger points for key point backflushing). *See also* indirect usage.

labor cost. The dollar amount of added value due to labor performed during the manufacture of a product.

laytime (or layhours). Term that refers to the amount of time allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours and is fixed by prior agreement between the vessel owner and the company chartering the vessel. Laytime is stipulated in the charter that states exactly the total number of hours granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of the 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.

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 would look like this: 00004567.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. Also known as *menu levels*. 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

(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).

levels. The number of times products are received to inventory during the processing of initially purchased material into an end item for sale.

LIFO. Acronym for Last In, First Out. A stock accounting rule that assumes that each outbound movement of a product draws against the most recent inbound receipts of that same product. *See also FIFO.*

limited resource. Anything for which requirements above and beyond stated availability must be tagged, so planners may have sufficient time to acquire the resource often through expediting and rescheduling.

line of business. Describes a segment of the customer base and the products or product lines they typically purchase. Line of business may be a factor in pricing products.

line. A specific physical space for the manufacture of a product. In a flow plant, layout is often represented by a straight line. This may be in actuality a series of pieces of equipment connected by piping or conveyor systems.

liquid fuel. Any liquid used as fuel that can be poured or pumped.

list price. Retail price as given in a list or catalog, variously discounted in sales to dealers or industrial customers. The list price is calculated from the base price. *See also non-list price; internal list price.*

liter. Unit volume in the metric system equal to 61.025 cubic inches or 0.264178 gallons US liquid.

load balancing. Physically arranging components of a load by weight and height to ensure the safety of the trip.

load confirmation. *See shipping confirmation.*

load date. Date the product leaves the plant.

load slip. (1) A statement of required materials to fulfill a customer's order. (2) A statement of required materials to move to processing when manufacturing an end item. (3) A sub-lot control ticket designating precise production time required to bring a specific sample back to specifications.

loading note. Document that tells the delivery driver how much of the product to load and describes how the driver should load the product (unless the order is automated). The note includes trip number, sequence number and loading sequence information. There are both packaged and bulk loading notes. Also called pick list, pick slip, packing slip.

loading rack. The equipment used to load bulk products into a vehicle. An automated loading rack is computerized and can record and update orders and inventory based on computer entries. A non-automated loading rack simply records the information for later data entry.

loan/borrow agreement. An agreement with a business partner usually made in response to a potential stock shortage. It normally is for the same product and does not involve product or price differentials. In a shared facility, a simple borrow and loan agreement may occur when a partner exhausts its stock of a product. If another partner at the facility has stock available, it may agree to loan the stock against a planned replenishment. In another scenario, a company may pick up product from a partner at another depot and replace the product at a later date. Normally, loans and

borrows are informal agreements settled in product. *See also* loans; borrow; exchange agreement.

loans. Loaning product to another company. Repayment will be made by the borrower in the same product. *See also* borrow; loan/borrow agreement.

logical compartment. One of two ways identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if there are two vehicles on a trip and each vehicle has three compartments, the logical display is 1, 2, 3, 4, 5, 6. *See also* physical compartments.

logical file. A set of keys or indices used for direct access or ordered access to the records in a physical file. There can be several logical files with different accesses to a physical file.

logical shelf. A logical, not physical location for inventory, used to track inventory transactions in loan/borrow or exchange agreements with other companies. *See also* logical warehouse.

logical warehouse. Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow or exchange agreements with other companies.

long ton. An avoirdupois weight measure equaling 2,240 pounds or 1.0160 metric tons.

long-term rework. Rework materials that cannot be re-processed and brought up to specification immediately or within a very short period of time.

loss. The decrease in inventory when physical inventory is less than the book inventory shown on the computer. This is an unidentified loss and further research might be done to determine if the loss is associated with temperature, under shipment, or other reasons.

lot tracking. *See* batch/lot tracking.

lot. A quantity produced together and sharing the same resultant specifications and production costs.

LPG (Liquid Petroleum Gas). A product that consists of propane, butane, or a mixture of the two and which may be wholly or partially liquefied under pressure for transport and storage.

LRS. Acronym for Loading Rack System. *See also* loading rack.

lube oil. *See* lubricants.

lube. *See* lubricants.

lubricants. A class of petroleum-based products that are typically stored as intermediate products, then blended and packed for delivery. Also known as lube oil.

main fuels. Usually refers to bulk fuel products, but sometimes includes packaged products.

manual invoices. Invoices that are generated after recording manual or “milk run” product deliveries. Recorded after-the-fact into the system.

manufacturing family. *See* family.

manufacturing request. Work order issued to initiate the manufacturing of product for a specific customer or to replenish stock. —*SYN.* map order.

margin. The difference between the cost and the selling price of goods produced and sold. —*SYN.* profit margin.

marginal cost. The cost of making one more than the planned or stated volume; in essence, variable cost only, with the pricing strategy relying on originally planned production to absorb all fixed costs.

marketing unit. The unit of measure (UOM) for sales. UOM in which sales price is stated and customer orders are booked. May require conversion from stocking UOM and/or planning UOM.

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

master schedule. A statement of production, input into the material plan and the driver of requirements. —SYN. master production schedule.

material. General description applied to any blending or filling process component that is not petroleum based.

material list. A statement of ingredients (materials) required out of storage to support production. *See also* batch sheet.

material usage variance. The difference between planned or standard requirements for materials to produce the parent and the actual quantity used for a particular manufacturing run. Typically valued at standard dollars (purchase price variance stripped at receipt time) or at a calculated average cost whereupon a rate variance is also possible. —SYN. efficiency variance.

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

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 screen after you make a menu selection. It displays a warning, caution, or information about the requested selection.

metal content. A series of properties of a blended product that help to determine its suitability for a prescribed purpose.

metals management. Term applied to the process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.

meter. There are two types of meters: regular meters that measure the amount of flowing product, and temperature compensating meters that measure the temperature of the flowing product and convert it to standard temperature.

meter readings. The reported number from the meter used to calculate the actual inventory quantity of materials.

metered issue. A quantity of consumption wherein the determination of actual quantity used was not counted by hand, but rather by meters.

metered trucks. Trucks having an instrument or apparatus for measuring and recording the quantity of a product being unloaded. Metered trucks are often used for milk runs or topping off, where the truck follows some routes and delivers a product on-site to customers. *See also* milk run; unmetered trucks; floating terminals.

method of payment. Describes the financial instrument that can be used to retire the debt incurred. This may be cash, check, post-dated check, letter of credit, and so forth.

metric ton. A weight measure equal to 1,000 kilograms, 2,204.62 pounds. (avoir.) and 0.9842 long tons. For approximate conversion purposes, there are about 7.55 barrels of No. 2 distillate fuel in one metric ton, 8.51 barrels of gasoline, and 6.7 barrels of residual fuel.

milk runs. Industry terminology for delivering products to customers along an established route. The product is loaded into the vehicle at a depot, and the driver follows a regular route, topping off tanks for customers. The driver measures the amount of each delivery and creates manual invoices. The amount sold to a customer is

not known until the driver returns to the depot with manual invoices. Although metered trucks or barges are most frequently used on milk runs, packaged products may be delivered as well. *See also* manual invoices; metered trucks.

mixing. Blending or stirring.

MMbpd. Abbreviation for Million Barrels Per Day. A measure of crude oil consumption.

mobile inventory. Inventory transferred from a depot to a barge or truck for milk-run deliveries.

MOD. Acronym for Method Of Delivery.

mogas. Industry abbreviation for motor gasoline.

multiple stocking locations. Authorized storage locations for the same item number at locations in addition to the primary stocking location.

national flag vessel. A vessel registered in a nation other than a flag of convenience/necessity nation. National flag vessels are under the jurisdiction of the maritime authority of the nation and are bound by its laws and regulations.

net registered tonnage. The internal volume of a vessel's cargo-carrying spaces, measured at 100 cubic feet per ton.

net volume calculator. A program that converts product quantities to standard as the information to reduce inventory is entered. The net volume calculator can also be used to calculate entries for review without affecting inventory. *See also* standard temperature.

net volume. The volume of a product adjusted to reflect its volume at a standard (defined) temperature. For example, 100 gallons of a product measured at a temperature of 25°C might actually be 80 gallons at 15°C. There are different standard temperatures based on country. For multinational companies, local standards apply. There may be a difference between

booked inventory and what is billed. Billing can be based on the customer's standard. *See also* ambient; ambient volume.

net volume/net quantity. The quantity or volume of a product converted to standard. *See also* standard temperature.

net weight. *See* weight.

new buildings. Count of new vessels under construction.

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

next numbers. An automatic numbering feature built into J.D. Edwards' software products. When users enter data, J.D. Edwards' software frequently assigns unique numbers to documents or records. These might be invoice numbers, document numbers, employee numbers, and so forth.

non-list price. A price for bulk products that's determined by its own algorithms, such as a rolling average, commodity price plus. *See also* internal list price; list price.

non-prime product. A manufactured product with a revenue potential less than the product planned for, scheduled, and thought to be produced. *See also* off-specification; off spec product.

NOR. *See* notice of readiness.

notice of readiness (NOR). In international maritime practice, the ship captain is obligated to cable the receiver at port that his vessel is "ready, willing and able" to proceed to berth. In most Charter Parties, the official tendering of the notice of readiness to the receiver determines the commencement of laytime. Usually, laytime commences upon the arrival at berth of the vessel and its connection to receiver's hose connection or at the expiration of six full

hours after tendering the notice of readiness, berth or no berth, whichever first occurs.

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

off specification (off spec). Term describing a product that fails to meet requirements of applicable specifications.

off-spec product. A product whose physical or chemical properties fall outside the acceptable range(s). —*SYN.* offgrade.

offline. Computer functions that are not under the continuous control of the system. For example, if you were to run a certain job on a PC and then transfer the results to a host computer, that job would be considered an offline function. Contrast with *online*.

oil. General term for a water-insoluble viscous liquid.

olefins. A class of unsaturated (hydrogen deficient) paraffinic hydrocarbons having one or more double bonds per molecule. Although not normally found in crude petroleum, they are produced by various cracking processes. The most important olefins are ethylene, propylene, and the diolefins isoprene and butadiene. All are important petrochemical feedstocks.

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

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

operand. *See* Boolean logic operand.

operating efficiency. A ratio of the actual operating level of a piece of equipment, department, or plant as compared to the planned or standard level.

operating expense. The cost to run the facilities, maintain equipment, and carry a staff prepared to manufacture product.

operating point. The rate of output of a piece of equipment, department or plant.

operational reconciliation. The measured physical stock levels are compared with the book inventory values, and any differences can be reconciled, and any operational gains or losses recorded. This is the second reconciliation stage. *See also* throughput reconciliation.

operational standard. The statement of planned consumed resources and their quantity per relationship (with or without cost) to manufacture a product using the most recently authorized Production Model (BOM/ Batch Sheet), versus the Production Model (PM) used to generate financial standards at the beginning of the fiscal year.

optimal quantity. The quantity that meets demand, satisfies inventory and distribution requirements between this production run and the next cycle for this product, and also balances per unit production costs versus carrying costs.

option. A numbered selection from a J.D. Edwards screen 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 screen with a value from the current screen.

order capture clerk. *See* order taker.

order consolidation. *See* trip building.

order splitting. Process by which a single order is split into two or more orders. There may be various reasons for splitting an order, including: terms of trade (payment

terms), dispatch group, method of delivery, order size and vehicle capacity. *See also* trip building.

order taker. Referred to as clerk, order capture clerk, order taker or customer service representative. May be a sales person who negotiates price and trading activity. May not be authorized to change prices.

order-based pricing. Pricing strategy that grants reductions in price to a customer based upon the contents and relative size (volume or value) of the order as a whole.

outage. The difference between the full or rated capacity of a barrel, tank, or other container and the actual contents. With many petroleum products, it is important that some appreciable difference exist between a tank's capacity and its contents to allow the contents to expand with a rise in temperature.

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

output queue. A screen that lists the spooled files (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list. *See also* input queue.

outturn. Term that refers to the quantity of oil actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so forth) the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the

seller, or are covered by specialized insurance that covers partial as well as total loss of the cargo.

overhead. In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor.

overhead distribution. allocation, assignment. The apportionment of overhead expenses as a rate or percent of dollar cost of a resource that is directly costed to actual production.

overlap quantity. The amount of product that needs to be run and sent ahead to the following operation before the following "overlap" operation can begin.

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

pack. Process that fills containers with bulk product, attaches outer labels, and places containers in one or more outer cartons or shipping containers.

package total. The total number of cartons or shipping containers on an order or shipment.

packaged products. Products which by their nature must be delivered to the customer in containers suitable for discrete consumption or resale. —*SYN.* packed products.

packed products. *See* packaged products.

pallet. A low, portable platform, usually double-faced, on which materials are stacked for storage or transportation.

pallet ticket. A sub-lot label to track pallet size quantities of end-items produced at a precise time. Used to match the sub-lot with specifications determined by periodic sampling and analysis during production.

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.

partner. The name or Address Book number of a business partner in a distribution contract.

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

payment terms. Terms of trade. These can vary by product, customer and customer type. Many types of terms can be set up (for example, 30 days, first Friday of the following month, and so forth). Payment terms are specified during order capture.

pc. Personal computer.

pegging. A technique used to identify the parent that generated a specific requirement.

period costing. The costing of product in aggregate determined for a period of time by assigning costs to all production for a specific period.

periodic billing. Billing cycle in which the due date of an invoice is based on the delivery date of the product. *See also* cycle billing.

petrochemical. A chemical compound or intermediate chemical recovered from petroleum or natural gas or derived, in whole or in part, from petroleum or natural gas hydrocarbons and intended for chemical markets. Examples include ethylene, propylene, xylene, toluene, benzene.

petroleum. A generic name for hydrocarbons, including crude oils, natural gas liquids, natural gas, and their products. *See also* crude oil, crude petroleum.

physical compartment. One of two ways identified in the transportation constants to display compartments on

vehicles. Physical display numbers the compartments by vehicle. For example, if there are two vehicles on a trip and each vehicle has three compartments, the physical display is 1/1, 1/2, 1/3, 2/1, 2/2, 2/3. *See also* logical compartments.

physical inventory. Actual inventory in a storage location. *See also* book inventory; reconciliation.

pick list, pick slip, picking list. List that tells warehouse personnel what inventory to pick up and where it is located. Used for packed (packaged) products to let depot/warehouse personnel know what products to pull from inventory for an order. *See also* batch sheet; loading note; material list.

pickup order. Customer collects (or picks up) the order at the source, using a customer-owned or third-party vehicle. For pickup orders, shipping confirmation and delivery confirmation are combined into one step.

pipeline delivery. The product is delivered in a pipeline.

plant-to-plant transfer. Remove product from one location in a plant to another tank in a different plant (for example, to transfer from a sea port to an airport). Two basic types of transfers have been identified: planned and after-the-fact. Planned transfers work almost like sales/purchase orders, requiring formal documentation to initiate the transfer. Transfer pricing may be needed. After-the-fact transfers are informal transfers entered into the system after a transfer has occurred.

plants. A separate factory or production facility that may be physically separate or may be used only for planning or accounting purposes. *See also* cost center.

plastics. A large and varied group of materials that consists of, or contains as an essential ingredient, an organic substance of large molecular weight and which, while solid in the finished state, at some stage in

its manufacture has been or can be formed into various shapes by flow, usually through applications of heat and pressure or both.

post order assignment. A system function that produces suggested vehicle assignments that can be modified or confirmed by the dispatcher.

post-dated check slot. The system logs and tracks post-dated check payments that must be tracked for deposit and credited against a customer's account. Allows customers to provide post-dated checks for product.

post-deduct. Deduction of inventory required, at standard, made upon the start of production of an end item.

pour point. The lowest temperature at which an oil will pour when chilled without disturbance under specified conditions. It is the temperature at which an oil solidifies plus 5°F. Although widely used to indicate the temperature below which it may not be possible to use an oil without some heating to maintain flow from storage, the test is relatively imprecise. For residual fuel oils, the viscosity and pumpability are the important parameters, and for gas, oils, and kerosene, it is the cloud point that is important.

PPAT. Acronym for "People, Places and Things," J.D. Edwards' electronic mail system. This E-mail system provides an effective internal communications tool for sending and receiving messages online.

PPM. Acronym for Parts Per Million, usually by weight.

practical capacity. A statement of production rate or available capacity that can reasonably be expected for actual production, excluding all (anticipated) idle and non-productive time. *See also* proven capacity.

pratique. Permission from health authorities to proceed.

pre-planned order. An order, generated automatically by the system, that specifies either the purchase of material or the manufacture of product to meet anticipated future demand.

prepaid terms. Terms of trade (payment terms) that bypass the standard credit limit, because a credit check was done by product line.

price. *See* base price; commodity price; contract price; cumulative price; internal list price; list price; non-list price; promotional price; standard price.

price adjustment. A discount or surcharge added to the base price. May be based on factors such as contracts, customer line of business, duty status, payment terms, and so forth.

price calculation. The series of calculations required to derive the amount to be charged to a customer for the product that has been delivered.

priced delivery ticket. Provides the delivery instructions for an order or trip, specifying the products and quantities that should be delivered. Shows product price, value added tax (VAT), and any other additional charges associated with the delivery. A priced delivery ticket is also used to record information about what was actually delivered. The prices are for display purposes only, and no generations are made to accounts receivable. *See also* delivery ticket.

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

printout. A presentation of computer information printed on paper. —*SYN.* hard copy.

process controllers. Sophisticated, custom-programmed computers designed to monitor the manufacturing cycle during

production. Often with the capability to modify conditions (temperature, flow, pressure, and so forth) to return the production to prescribed ranges.

process hours. The time required for any specific operation or task to process product. A resource usually considered finite and corresponding to traditional statements of capacity requirements. *See also* run time.

process list. A listing of procedures in the manufacture of product that may or may not also include a statement of material requirements. *See also* product/process definition; routing; spec sheet.

process sheet. *See* process list, spec sheet.

process steps. The operations or stages within the manufacturing cycle required to transform raw ingredients into intermediate or finished goods. *See also* process list; spec sheet.

process stocks. Raw intermediate ingredients available for further processing into marketable products. *See also* feedstock.

process time. The hours, minutes, and seconds required to perform a specific task or operation.

process. The manufacturing procedure. *See also* process steps.

process/flow. Manufacturing technique with minimal interruptions in any one production run or between production runs of products that exhibit process characteristics such as liquids, fibers, powders, gases. Characterized by the difficulty of planning and controlling quantity and quality yield variances. Process manufacturing differs from discrete manufacturing. *See also* continuous process run; batch/mix.

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 screen displays, control the format in which information gets printed on reports, change the way a screen displays information, and enter "as of" dates.

product grade. The categorization of different lots of the same end item based upon each lot's specifications and where these lie within the range of acceptable specifications.

product group. *See* product line.

product line. A group of products whose similarity in manufacturing procedures, marketing characteristics, or specification allow them to be aggregated for planning, marketing, and occasionally, costing. *See also* family.

product mix. The proportion of one end item versus another inside the aggregate production output.

product mix variance. The difference in actual contribution or potential contribution of an actual production mix versus the planned mix of the original aggregated statement of production.

product quality giveaway. Product quality that exceeds specifications and results in higher manufacturing costs. The quality of petroleum products is strictly controlled. They are blended to manufacturing specifications that may cover one or more product or brand specifications. Most specification clauses are readily met without any economic incentive to make a blend nearer the specification limit. However, there may be a clause on which failure to blend near the limit does incur a cost penalty, examples being the sulfur content of fuel oil and the octane number of gasoline. For example, to market motor gasoline of 99 research octane, a target level of 99.4 may be used to ensure that 99% of blends have octane numbers greater than 99. This product giveaway of 0.4 octane numbers would result in higher manufacturing costs.

product sequencing. A natural progression from one product to another within a family to minimize set-up and clean-up (switch over) costs. *See also* cyclical scheduling; wash down.

product specification. A statement of acceptable physical and chemical properties or an acceptable range of properties that distinguish one product from another or one product grade from another. *See also* specifications.

product tank file. The program file that describes what product is in inventory, in which tanks it is stored, the gravity for the tank, the temperature of the tank, and when the temperature expires.

product transfer. *See* plant-to-plant transfer.

product variation. A phenomenon wherein actual finished product may differ in grade.

product/process definition. A combination of bill of material (recipe/formula) and the routing (process list). Organized into tasks with a statement of required consumed resources and produced resources. *See also* process list.

production model. A product/process definition that is organized into tasks with a statement of required consumed resources and produced resources.

production rate. A statement of output from a facility, department, or piece of equipment by product as a statement of product output per process hour.
—*SYN.* production levels.

production reporting. A statement of production received from the manufacturing floor that may or may not have all quality assurance performed and may or may not be a final statement of production in terms of grade or end- item number. *See also* finished goods reporting.

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.

projected cost. The target expenditure in adding value for material, labor and so forth during manufacture. *See also* standard cost.

promotional price. Special discount pricing during a specific time period done for advertising or promotional purposes.

Promotional pricing can affect contract **pricing.** Although typically its effect is additive, promotional pricing can also replace contract prices. Products sold during the promotional period must be invoiced at the promotional rate, even though they may be delivered and invoiced after the promotional period has ended. Promotional pricing is normally handled through price adjustments.

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.

proven capacity. The historically average availability of capacity for production excluding all idle maintenance time. *See also* demonstrated capacity; budgeted capacity; practical capacity; rated capacity.

PSI. Acronym for Pounds Per Square Inch.

PSIA. Acronym for Pounds Per Square Inch Absolute. Total pressure including that of the atmosphere.

PSIG. Acronym for Pounds Per Square Inch Gauge. Pressure above that of the atmosphere.

PTF. Acronym for Program Temporary Fix. A representation of changes to J.D. Edwards software that your organization receives on magnetic tapes or diskettes.

pumpability. The property of a fluid, especially any petroleum based product, that allows it to flow under pressure through the line, nozzle, and fittings of a product-dispensing system.

purchase contract. An agreement with a vendor to purchase specific products. It can govern volume rebates, based upon the amount ordered.

purchase price variance (PPV). The difference between actual invoice price per unit and the standard cost per unit.

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

quad. A quad is one quadrillion Btus or roughly about 25 million tons of oil.

qualified petroleum products. Products that have successfully passed certain tests required to determine whether or not they conform to all qualification test requirements of applicable specifications.

qualitative test. Laboratory procedure to determine the nature of a compound or mixture or the identity of the constituents, without regard to the amounts present.

quality assurance (QA). The discipline or function of verifying conformance to specification. May also include the responsibility for standard specification.

quantitative test. Laboratory procedure to determine the amount of the constituents present in a compound or mixture.

quarantine (QC- hold). The setting aside from availability for use or sale of finished product or raw ingredients until all required quality tests have been performed and conformance to specification or regulations certified. *See also* incubation period.

quotas. The practice of limiting the volume of product that may be delivered to a particular customer site during a specified period of time. *See also* allocation.

rate variance. The difference between actual output rate of product and planned or standard.

rated capacity. A statement of capacity reasonably expected to be available from a given piece of equipment. More narrowly, the statement of output performance as a rate, either from the manufacturer or from the internal engineering studies. *See also* proven capacity; demonstrated capacity.

raw materials. Purchased materials (ingredients) to which no processing has been done in house. In accounting, reporting of inventory valuations as a sub-class of inventory that may include intermediates.

rebate. Refund, calculated after the original pricing, on the stated price of a product or service.

reblend. The process of adding components to the results of a failed blend order in an attempt to produce a conforming blend product.

rebrand. The act of changing the identifier associated with a given lot, batch or container of product for the purpose of selling it as though it were a lesser product.

recipe. A statement of material requirements for the parent item. May include sequencing of ingredients and/or processing instructions. *See also* formula; bill of materials.

recon crude. Reconstituted crude. A crude oil that has been blended, usually in a producing country, to meet the needs of a refinery in a consuming country. A reconstituted crude often has a lower sulfur or higher distillate content than the natural crude oil.

reconciliation. The balancing of physical, actual, on-hand inventory to book inventory. Any difference between the two is written to a variance account for physical inventory adjustments. *See also* book inventory; physical inventory; operational reconciliation; throughput reconciliation.

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

reference height. The distance from the reference point to the datum plate or the bottom of the tank. It should be stamped on the fixed benchmark plate or stenciled on the tank roof near the gauging hatch. —SYN gauge height.

reference point. (1) The point at which a tape is lowered and read on a tank, usually at the rim of the hatch, manway, or expansion dome. (2) a point to which all subsequent measurements are related. (3) The point from which the reference height is determined and from which the ullages/innages are taken. —SYN gauge point, zero point.

reformulate. The practice of altering the percentage of one or more components of a formula as a first step in reblending a blend product.

regrade. The practice of mixing a product with one or more additional products to produce a third product. This is normally done when the first product no longer meets specifications.

release. Being able to associate a particular order with a block order. Also called a drawdown.

reletting. The practice of oil companies chartering out owned or chartered-in tonnage to competitors.

remote site. A site that cannot support an AS/400. Electronic interfacing with remote sites is needed. For example, efficient aviation transactions would allow airports to communicate directly with the head office rather than with an intermediary clearinghouse.

repack. Activity whose purpose is to remove product from one size or type of container and place it in a different size or type.

replacement cost. A method for setting the value of inventories based upon the cost of the next purchase.

reporting code. *See* category code.

reprice, repricing. The process of examining unshipped, uninvoiced orders and applying the most current pricing rules. Also includes finding orders that should have different pricing and applying a final price to them. Repricing occurs when the price of a product changes. *See also* time-based repricing.

resource availability. The act of predicting the availability of all the resources needed for an operation and scheduling the operation based on that prediction.

resource commitment. The act of reserving the resources required to accomplish a blending, filling, or delivery procedure.

restricted byproduct. A restricted secondary or incidental product produced while making another product. Such byproducts cannot be sold because they are restricted from sale by government policies. The company may have to forego making a product if a restricted byproduct is produced.

return confirmation. Recording the fact that product loaded on a vehicle and destined for a customer ship-to site was not delivered. *See also* delivery confirmation.

return order adjustment. Also called credit order, credit memo. *See also* credit order.

return to production (RTP). The removal of goods from a finished goods status for purposes of rework or recoup to bring the product into specification compliance. *See also* in-process rework.

revenue cost center. *See* cost center.

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

routing. *See* process steps, process list.

run out list. A statement of ingredients required to use up an available resource. For example, how much of ingredient "A" is required to consume 300 pounds of ingredient "X."

run size. Production quantity as stated on a schedule. May be calculated as number of batches times standard batch quantity (SBQ), or number of days times daily rate. Determined in planning to best match demand. *See also* standard batch quantity (SBQ).

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

run time. The length of time equipment is in use producing product. Distinct from set up and clean up. A portion of the total in use time of capacity. *See also* process hours.

sales contract. A commitment to supply a given product to a customer. The customer normally agrees to take a certain volume of product from a specific location over a specified time period. The contract can guarantee quantities of product, product price, or both. If a product reservation is made, the customer normally pays the agreed upon price at the commencement of the agreement in return for guaranteed

product availability during the term of the contract. It is critical to track the delivered quantities against the reserved quantities to ensure they don't exceed the reservation.

sales targeting. Attempting to sell as much product as possible to a customer. This is the opposite of allocation.

sampling. Removing a portion of material from receiving in process or finished goods for quality assurance analysis. —SYN. periodic sampling.

scheduled downtime. Planned shutdown of equipment plant for maintenance or to adjust to softening demand.

scrap. Produced material outside acceptable range of material and of such characteristics that rework is impossible or impractical. Not waste, which is an anticipated byproduct. Must be used in addition to yield loss in determining good output to input. *See also* waste.

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

seasonal specifications. Product specifications that are dependent on the season. The most important of these changes in product specifications with the season are those for motor gasoline. Low vapor pressure specifications in the summer permit the use of little or no butanes in the gasoline, whereas winter specifications may permit butanes to be blended. Butanes that cannot be blended into gasoline might otherwise have to be used for fuel at much reduced values.

sediment. Deposits of material that settle to the bottom of a tank or storage container. Several sediment tests are used to indicate the tendency of an oil to deposit sediment during storage. *See also* bottom sediment and water (BS & W).

sediment and water. Solids and aqueous solutions that may be present in an oil and that either settle out on standing or may be separated more rapidly by a centrifuge.

selection. Found on J.D. Edwards menus, numbered 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.

self-billing invoice. A document produced by the consignor as the official record of freight charges attributable to a trip conducted by a contractor, hauler or common carrier.

sequencing. The prioritizing of products within a family that is scheduled cyclically. Prioritization is intended to minimize lost time due to clean-up/set-up time between products.

set-up time. Preparing equipment and tools for the processing of product. For most process companies, this is tracked separately from clean-up time. *See also* change over; clean up; wash down.

shared facilities. *See* shared tankage; joint-operated plant.

shared tankage. An operating environment that requires that two or more companies share storage facilities simultaneously, so tracking product in/out movement is important. *See also* joint-operated plant.

shelf life control. A technique of physical FIFO aimed at reducing stock obsolescence through deterioration over time. Also the tracking of the number of days in storage.

shelf life. The expected number of days a product can be kept in storage and still retain acceptable properties within the standard range of specifications.

shift. The regular work period of a work group. Minimum time unit of planning for allocating human resources.

ship. Generally, any decked vessel that is used in deep water navigation.

shipment building. *See* trip building.

shipping confirmation. Confirm and capture actual shipping arrangements. The following information is recorded at shipping confirmation: vehicle ID, trip or voyage, standard/observed load volumes, seal numbers, weight. —SYN. gate pass confirmation, load confirmation.

short ton. An avoirdupois measure of weight equal to 2,000 pounds.

shrinkage. Component yield loss planning factor applied to the parent's required quantity. Cannot be used where yield loss is parent component specific.

single-level backflushing. Deduction from on hand balance of only those components or ingredients in the immediate recipe or formula. For example, it will not explode sub-assemblies or intermediates to consume their components. May or may not explode phantom intermediates. *See also* superflush.

single-level tracking. Finding all immediate parents where a specific lot has been used (consumed). Parallel logic to single-level pegging in planning.

single-voyage (spot) charter. An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.

softcoding. The characteristic of computer software that allows it to be user-programmable, so it can be tailored to a specific company's needs. This capability is a key component of J.D. Edwards' software, so a company can define its own menus, processing options, data dictionaries, vocabulary, DREAM Writer parameters, security levels, and so forth.

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

spec sheet. A routing expanded to include ingredients with specific detailed instructions as to their point and method of introduction into the process. —SYN. process sheet.

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

specific gravity. The ratio of the weight of a given volume of material to the weight of an equal volume of some standard substance. In the case of oil, the standard reference material is distilled water and the temperature of both the oil and water is 60F.

specifications. Statement of acceptable ranges for physical and chemical properties of a raw material, intermediate, or finished product. Specifications refer to the properties of a given crude oil or petroleum product that are “specified,” because properties often vary widely even within the same grade of product. Guaranteed specifications are part of the normal process of negotiation. The seller guarantees the buyer that a product or crude to be sold will meet certain specified limits, and the seller agrees to have such limits certified in writing (certificate of analysis). A seller may also declare typical specifications to the buyer that indicate the typical properties. Since most guarantees are conservative, a product, for example, that is sold as 1.0% sulfur max., may be actually 0.6% sulfur. This latter figure is the product’s “typical” sulfur that is well within the contractual limits. For buyers who blend products, typical specifications are essential in order to compute blend percentages. *See also* product specification.

splash blending. This generally refers to a blending process done by pouring products together, for example, manually pouring an additive into a shipping compartment. This may occur at the loading rack when a vehicle (barge or truck) is

being loaded, or enroute. Typically, analysis is only done for the splash blending of lubricants.

split order. An order that results from the analysis and segregation of portions of an order as originally submitted by a customer. *See also* order splitting.

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

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

spot charter. *See* single-voyage charter.

spot hire. The use of other than a contracted resource for the transportation of product.

stability. Property of petroleum product that enables it to retain its physical and chemical properties intact even during extended storage. Gum stability in gasoline means resistance to gum formation while in storage. Oxidation stability in lubricating oils and other products means resistance to oxidation to form sludge or gum in use.

staging. Preparing materials ahead of actual processing. Physically moving to point of use prior to schedule commencing. standard batch quantity (SBQ). The normal quantity of production. All ingredient quantities required for the production are stated in terms of the SBQ. *See also* run size.

standard cost. The target cost for a product if purchase price is held and it is manufactured per standard recipe and routing. *See also* projected cost.

standard price. The current, international price of a product. Used in negotiations.

standard temperature. Ambient volumes are converted to a standard temperature in order to record product volumes at a common base for all inventory calculations. The ambient measurement is converted to the standard temperature. For example, 1000 gallons of gasoline measured at an 80

F ambient temperature and converted to a 60 F would equal only 990 gallons of accountable inventory. In the US and many other countries, custody transfer of bulk petroleum products is at a base temperature (for example, 60°F and 15°C).

standardization. The function of bringing a raw ingredient into the standard (acceptable) specification prior introduction to the main process.

standardized ingredient. A raw ingredient that has been preprocessed to bring all specifications within standard ranges prior to introduction to the main process. Used to minimize variability in recipes. *See also* standardization.

standing order *See* blanket order.

stock checking. The act of physical verification of on-hand product quantities.

stock transfers. *See* plant-to-plant transfers.

storage contract. An agreement in which one business partner in a distribution contract provides storage facilities for another, and charges a fee based on the quantity stored (cost per unit volume) and for the time the product is stored or the storage space is reserved.

strapping. Measuring a tank in order to obtain certain of its dimensions, such as the depth of the tank inside and outside, the circumference of each ring on the tank, and the height of the liquid in the tank. Tanks are seldom perfectly round, are generally cone shaped at the bottom to hold water and sediment below the product line, and might have numerous dents. Therefore, circumference strapping points are measured and marked the length of the tank (1/16th inch US). Measurements are taken at every strapping point to account for the variances throughout the tank.

strapping tables. *See* strapping.

striking point. A spot on the bottom of a storage tank or on the datum plate that is directly below the reference point on the hatch. This location is where the innage bob comes to rest when the tank is gauged and serves as the zero point for all innage measurements.

stripping lines. Small suction lines from the pump room to each tank for removing the last of the cargo from the tank bottom.

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

submit. *See* run.

substitution. Act of selling a different product than was ordered or using a different component product in a formula. In such instances, the substituted product is always of comparable or higher quality or chemical composition than the product originally specified.

substitutions. An ingredient which may be used in a recipe/formula when standard ingredient is unavailable. *See also* substitution.

sumax tanker. A cargo ship with 50,000 - 60,000 deadweight tonnage. —*SYN.* super tanker.

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 screens and reports that are summaries of the information stored in certain files.

superflush. Theoretical consumption through multiple levels in the recipe or formula. Typically allows for consumption of sub-assemblies from stock in the discrete

world, but may be used to explode through intermediates in the process world, therefore, not expecting on-hand balances.

supersession. Specification that an active product is being replaced by a new product at a specified effective date.

supply point. Generic term used to describe all of the various kinds of physical facilities—terminals, depots and warehouses—that may be used to store and distribute product.

supply-point differential. A factor in pricing a product is the location from which the product is supplied. The price differential that is based on a product's source is called the supply-point differential.

swash plates. Vertical dividing plates in cargo tanks. They reduce the amount of movement of the oil when in a seaway and reduce the possibility of bulkhead damage.

switch loading. The mixing of products. As this can be dangerous, controls are put in the system to check for mixing. For example, if you try to receive a product other than what is specified in the Tank Master file, an error message is displayed.

switching cost. The cost of tearing down and setting up from one production cycle to another, or from one product to another.

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. —SYN. application.

T-2 equivalent. A rough measure of a vessel's capacity. In the absence of size homogeneity, the industry often uses the T-2 as a measure of capacity. To convert into T-2 equivalents, one has to multiply the deadweight by the speed of a vessel and divide by 16,500 x 14.5.

tailings. Remains or residues of final byproducts from refining crude petroleum or its fractions.

tank inventory. Goods stored in tanks or silos. These goods may be raw intermediates or finished. The description of the inventory as tank inventory indicates the necessity of calculating the quantity on hand from the levels within the tanks.

tank master file. The program file that describes the physical make-up of the tank, its dimensions, holding volume, and its shared pipeline volume. Information on the assigned plant and the current product is also included.

tank strapping. *See* strapping.

tank-to-tank-transfer. To take product from one specific tank and transfer it to another tank. Typically done at the same location.

tankage capacity. The capacity of a designated group of tanks. It's important to track customer tankage capacity and usage.

tare weight. *See* weight.

tariff. A scale or list of prices. Also, a system of taxes placed by a government on exports or, more often, imports. Additionally, the tables that describe the charges that will accrue for the transport of specific products over a given distance.

tax. A compulsory payment, usually a percentage, levied on income, property value, sales price, and so forth for the support of a government. Taxes can be displayed on invoices as separate items or can be rolled into the product's price. Each tax has its own unit of measurement. Taxes for rents and loans associated with bulk product sales change daily and are converted by indexes. *See also* duty.

temperature variance. The difference between gross volume or quantity and net volume or quantity due to temperature. For example, if 1000 gallons of product at 80 F

is 990 gallons at 60 F and no spillage occurred, this is a temperature variance of ten gallons.

template. A standard, user-defined form used during the order entry process. Templates are defined by type of transaction, for example, bulk, packaged, direct shipment, or customer transfers.

terminal. Term used for a large depot. Terminals can normally feed depots, but not vice-versa.

terms of trade. Payment terms. These can vary by product, customer and customer type. Many terms can be set up: for example 30 days, first Friday of the following month. Payment terms are specified during order capture.

theoretical consumption. *See* indirect usage, key point backflushing.

third-party supply. *See* direct ship order.

throughput. A volume of product movement based upon computing the difference between the meter reading at the beginning of a period and the reading taken at the end of that period. This is then modified by additions or withdrawals that were known not to have passed through the meter.

throughput agreement. A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock stored in the first partner's depot, but the first partner monitors the stock level, suggests replenishments, unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.

throughput reconciliation. Reconcile confirmed sales figures in a given period with the measured throughput based on the meter readings. This process is designed to catch discrepancies due to transactions not

being entered, theft, and/or faulty meters. This is the first reconciliation stage. *See also* operational reconciliation.

time charter. A contract of longer duration than a single voyage. The rent (hire) is paid usually on the basis of deadweight tons per month, and it does not include fuel for propulsion, port charter, or canal tolls.

time-based repricing. Procedure wherein the unit price charged for certain products for certain customers is restated periodically and all invoices previously generated using a null or original price are credited and rebilled. In some markets, the price is not known until the end of the month.

tolerance. An allowable variation from a specified limit for a product property.

tonne per tonne agreement. An agreement which involves moving product for a partner. Partner A transports its product, along with Partner B's product, and then unloads, stores, and delivers product to Partner B. Partner B does the same for Partner A at a different location. Imbalances usually are settled with a financial transaction, rather than transfers of physical product.

tonnes. Metric tons.

tons. Unless further qualified could be short tons, long tons, or metric tons. When used with tankers, the ton is most likely to be a long ton. A short ton contains 2,000 pounds and a long ton contains 2,240 pounds.

topping-off. Trading activities. Used to access the standard prices for use in negotiations.

transactions. Individual events reported to the computer system (for example, issue, receipts, transfers, adjustments).

trip. A scheduled delivery of one or more orders.

trip building. Process by which two or more orders are consolidated into shipments to optimize deliveries and keep transportation costs down. One order may also be split into two or more shipments, especially if the order contains both bulk and packaged products.

—*SYN.* order consolidation, shipment building. *See also* order splitting.

truck capacity. A product of the cubic capacities of all of the compartments, if any, on the truck.

truck history. Record of what product was last carried in the truck and whether or not the truck has been cleaned. The purpose of maintaining a truck history is to minimize the necessity of cleaning and avoid product contamination.

UDC. Acronym for user defined code. J.D. Edwards has created a simple, flexible method to allow companies to define specific codes, relate them to code descriptions and assign valid values. Sometimes this is referred to as a generic code table. Examples of such codes are: unit of measure code, state or country abbreviations, employee type codes, accounts receivable credit messages and so forth. User defined codes provide another means of tailoring the software to a company's specific needs.

ullage. The space in a tank not occupied by its contents, measured by the distance of the oil level from the top of the tank. It is used to measure the amount of oil in the tank. Opposite of innage.

unmetered trucks. Trucks that do not have an apparatus for measuring or "metering" the amount of product that is unloaded. Unmetered trucks can only deliver full compartment loads. *See also* metered trucks.

unpaid cash sales. Situation that can occur when the terms of trade (payment terms) for a sale are for cash on delivery. An unpaid cash sale occurs when the

product is delivered and no payment is made. For example, the manager went home before the delivery was made, so no cash was collected.

UOM. Abbreviation for unit of measure. Also abbreviated U/M, UM, or Um.

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

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 table ST (Search Type), a few codes are C for Customers, E for Employees, and V for Vendors. *See also* UDC.

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 ten characters long and can consist of alphabetic, alphanumeric, and numeric characters.

usuals, usuals list record. Indicates what products and quantities a customer normally or usually purchases. This is based on the customer's past order history. *See also* template.

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.

valuation. The technique of determining worth, typically of inventory. Valuation of inventories may be expressed in standard dollars, replacement dollars, current average dollars, or last purchased price dollars.

value-added tax. A form of indirect sales tax paid on products and services at each stage of production or distribution, based on the value added at that stage and included in the cost to the ultimate consumer. A VAT charge is not rolled up into the price, but shown on an invoice as a separate line item with both the amount and the rate shown. Customers need the VAT shown separately, so that a portion can be reclaimed.

variance. The difference between planned (standard) and actual performance.

VAT. See value-added tax.

vehicle identification number (VIN). A unique VIN is attached to each vehicle when it is manufactured. Companies can use the VIN to track all vehicles, including third-party vehicles, used to transport products. This becomes critical under certain responsible care situations. For example, in certain countries, the company may be responsible for the safety of the product's transportation, even if the customer provides the vehicle.

very large crude carrier (VLCC). Tanker over 200,000 deadweight tonnage.

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

VIN. See vehicle identification number (VIN).

viscosity index (VI). An empirical index relating the change in viscosity of an oil with a change in temperature. The higher the viscosity index, the less the change in viscosity with temperature. Used for evaluating lubricating oils.

viscosity. A critical property that describes a product's relative thickness as well as its ability to adhere to a surface.

vocabulary overrides. A form of softcoding provided by J.D. Edwards' software that lets a company change the vocabulary and terminology on J.D. Edwards' video displays and reports. It allows you to adapt the software to your corporate culture or national language and to override field, row, or column title text on a screen by screen or report by report basis.

volatility. A measure of the tendency for a material to vaporize, that is, the ease with which it changes from a liquid to a gaseous state. The more volatile a component, the easier it is vaporized and the higher its vapor pressure. For petroleum oils, it is determined by the volume percentage recovered at a specified temperature in a standard distillation test.

volume discount. A discount based on the monetary amount, weight, or quantity of an item or group of items on an order.

walk-in price. Standard list price of a product. Also known as posted price, scheduled price and published price.

warehouse. A physical location for storage of materials. A logical grouping of locations of specific materials. May or may not be within a production facility. One or more warehouses may supply one production facility.

wash down. Sometimes more specifically a minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant. *See also* clean up; change over; set-up time.

waste. A byproduct with negative value. Waste whose disposal is controlled, or a byproduct of a process or task with unique characteristics requiring special management control. Has a negative value. Waste production can usually be planned

and somewhat controlled. Scrap (off-spec) is typically not planned and may result from the same production run as waste. *See also* byproduct; restricted byproduct; scrap; off-spec material.

water level. The level of water found in a tank or other container. Water should be excluded when reading volume. To determine water level, measure product from the top of the water level to the top of the product. Measure from the top of the water level to the top of the container.

weighbridge. A device designed to capture the gross weight of the truck that is parked on it. From this weight is subtracted the weight of the truck itself to derive the weight of the product it is carrying.

weight (gross, net, and tare). Gross weight is the total weight of the product and the vehicle. Tare weight is the weight of the product. Net weight is the difference between gross weight and tare weight and is the weight used for net reduction of inventory.

weighted due date. Invoice due date is based on the amount owed.

where-used tracking. A procedure to determine every instance of use or sale of a specific lot number, including the use and or sale of all parent lot number's. Parallels the logic of where used tracing for ingredients/components on bills of materials.

white products. Products from the high or light end of the distillation process. This includes, gasoline, naphtha, kerosene, and gas oil. *See also* black products.

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

WIP. Acronym for work in process.

withdrawals. Removal of material from stores. A transaction issuing material to a specific location, run, or schedule.

working petroleum fleet. The working petroleum fleet is equal to the total fleet less government owned (commercial) vessels, special-purpose ships, and vessels idle because of tie-ups or repairs over 30 days.

worldscale. A schedule of tanker shipping rates published by an independent body, covering costs of transportation between any two ports. The basic rate established for any given voyage expressed in dollars per ton, and referred to as WS 100, is subject to negotiation.

zone. A defined geographic area.

Index

Index

A

A/P Interface Y/N – Distribution, defined, 11–26
A/R Interface Y/N – Distribution, defined, 11–26
AAIs. *See* Automatic accounting instructions
Account Number, defined, 2–12
Accounting Branch/Plant, defined, 2–19
Accounts receivable information, enter, 2–10
Activating preferences, 9–44
Activity rules. *See* Order activity rules
Additional orders, overview, 1–8, 5–1
Address Book Information form, 10–4
Address Book–Additional Information form, 10–5
Address Number – 2nd, defined, 10–5
Address types, defining defaults, 10–8, 11–21
Advanced and technical operations, overview, 1–11
Age From, defined, 11–39
Allow Duplicate Lots, defined, 11–10
Allowable _, defined, 11–39
Amount – Credit Price, defined, 7–19
Amount – Extended Price, defined, 2–20
Amount – Override List Price, defined, 7–32
Amount – Price per Unit, defined, 7–19
Amount – Fixed Cost, defined, 11–53
Amount – Minimum Gross Margin Dollars, defined, 11–53
Application Constants form, 11–11
Apply Commission (Y/N), defined, 2–26
Apply Freight – Y/N, defined, 11–27
Apply Retainage – Y/N, defined, 11–27
Applying markup costs for interbranch sales, 5–42
example, 5–42
Approved, defined, 6–32
Approving journal entries, 6–31
Arranging the preference hierarchy, 9–56
Assigning a customer to a customer group, 9–54
Assigning an item to an item group, 9–55

Assigning commission information, 11–47
Assigning customer and items to groups, 9–53
Assigning invoice numbers, 6–21
Assigning rules to customers and customer groups, 7–34
Associated items. *See* Substitute and associated items
Authorization Number, defined, 2–12
Automatic accounting instructions
adding memo text, 11–68
record types, 11–68
setup, 11–63
used in ecs sales order management, 11–63
Automatic Accounting Instructions form, 11–66
Availability, defining item availability, 11–8
Available, defined, 3–15
Available Templates form, 8–11
Available to promise, 3–16

B

B – Units – Qty Backordered/Held, defined, 2–20
Back Order Release (Batch), processing options, 5–12
Back Order Release (On-line), processing options, 5–10
Back Orders to Fill Print, processing options, 3–33
Backorders
releasing, 3–33, 5–8
releasing in batch, 5–12
releasing online, 5–9
Backorders Allowed, defined, 11–17
Backorders to fill, run report, 5–10
Backorders to Fill report, 3–33
Base Price Maintenance – Batch, processing options, 7–24
Base Price Revisions form, 7–17, 7–18
fold area, 7–19
viewing category codes, 7–20

Base Price Revisions/Adjustments report, 7-22

Base pricing, 7-15

- credits, 7-21
- defining, 7-16
- generating reports, 7-20
- multi-currency, 7-20
- preference hierarchy, 7-12
- setup, 7-3
- updating, 7-21
 - changing existing prices, 7-22
 - creating future prices, 7-23

Based On Date Name, defined, 10-16

Based-on-date invoicing, 10-13

Basic sales order entry, 2-1

Basis – For Cost or Price, defined, 7-32

Basis – Related Salesperson, defined, 11-56

Batch Control Required (Y/N) – Inv, defined, 11-12

Batch Date From, defined, 6-31

Batch Date Thru, defined, 6-31

Batch Management Approval Required – Inv, defined, 11-12

Batch Number, defined, 6-31

Batch Order Activity Register, 2-45

Batch Order Additional Detail window, 2-41

Batch Order Creation Exception report, 2-45

Batch Order Edit and Creation – Sales, processing options, 2-46

Batch Order Entry, processing options, 2-42

Batch orders, 2-1

- entering, 2-40
- processing, 2-44
- processing individually, 2-42

Batch Status, defined, 6-31

Bi-weekly invoicing, 10-13

Billing Address Type, defined, 10-9, 11-20

Billing cycles, 6-5

- See also* Cycle billing

Billing information, reviewing, 3-41

Billing instructions. *See* Customer billing instructions

Blanket orders, 5-21

- controlling inventory commitment, 5-15, 5-21
- creating, 5-22

creating a sales order from, 5-23

defined, 5-2

if sales order quantity exceeds blanket quantity, 5-23

multiple, 5-25

releasing, 5-7, 5-26

Blanket Orders form, 5-22

Blanket Release form, 5-25

Branch sales markups

- for a demand branch, 11-60
- setup, 11-57

Branch Sales Markups form, 11-58

- fold area, 11-59

Branch/Plant, defined, 2-8, 11-60

Branch/plant constants, setting up constants

- defining batch control constants, 11-11
- defining branch/plant constants, 11-6
- defining item availability, 11-8
- defining system constants, 11-9
- defining the location format, 11-12

Branch/Plant Constants form, 11-6

Branch/Plant Constants–Pg 1 form, 11-7

Branch/Plant Constants–Pg 2 form, 11-13

Build Flexible File, processing options, 12-5

Build Flexible File form, define header history (F42019), 12-4

Bulk Load Confirmation, processing options, 5-50

Bulk Load Confirmation form, 5-49

Bulk product, pricing, 9-37

Bulk product gain/loss, 6-21

C

C – Units – Qty Canceled/Scrapped, defined, 2-20

Calculation Rule, defined, 10-15

Calculation rules, 10-12

Cancel Date, defined, 2-8

Carrier Number, defined, 2-13

Cash Discount __, defined, 2-24

Category – G/L, defined, 11-28, 11-67

Changing existing prices, 7-22

Check Credit form, 3-22

Check Price & Availability form, 3-6

Check Price and Availability, processing options, 3–7

Check Price and Availability form, access from sales order, 3–7

Choosing fields for flexible files, 12–4

Code – Line or Order, defined, 11–56

Column to Include on Sales Journal, defined, 11–28

Commission and royalty information, enter, 2–14

Commission Code 1, defined, 2–14

Commission Code 2, defined, 2–15

Commission Code Type, defined, 11–53

Commission/Royalty Information form, 11–51

 fold area, 11–52

Commissions

 fixed percentages, 11–50

 additional variables, 11–56

 locating on, 11–45

 order detail line, 11–44

 order entry, 11–44

 reports, 11–45

 setup, 11–43

 additional commission information, 11–50

 assigning commission information, 11–47

 passwords, 11–54

 setting up a sales group, 11–45

 variable commission percentages, 11–54, 11–55

Commitment information, reviewing, 2–32

Complex item price groups, setup, 7–10

Consolidated invoices, 9–31

Constants, setup. *See* Branch/plant constants

Container Billing report, 9–20

Container Deposit/Rental preference, 9–5, 9–19

 Container Billing report, 9–20

 using default information, 9–20

Contract pricing, 7–28

Control Code – ECS, defined, 11–11

Converting a quote order into a sales order, 5–17

Converting price levels, 7–25

Copying a quote order to create a sales order, 5–17

Copying item information to sales orders, 3–4

Creating a blanket order, 5–22

Creating a customer-specific template, 8–8

Creating a recurring order, 2–42

Creating a sales order from a blanket order, 5–23

Creating a standard template, 8–4

Creating a system-generated credit order, 4–6

Creating a system-generated template, 8–12

Creating future prices, 7–23

Creating invoice cycle preferences, 10–17

Credit Check, processing options, 3–23

Credit order, creating from history, 3–36

Credit orders, 4–1

 entering, 4–3

 entering manually, 4–4

 overview, 1–7

 system generated, retrieving load confirm invoice amounts, 4–8

 system-generated, 4–6

 retrieving correct data, 4–7

Credit Orders form, 4–5

Credit Orders from History form, 4–7

Credit pricing, 7–21

Customer billing instructions

 item restrictions, 11–21

 setup, 11–15

Customer Billing Instructions form, 7–5, 10–9, 11–16, 11–38, 11–48

Customer Billing Instructions–Page 2 form, 11–18, 11–49

Customer Currency (ECS) preference, 9–5, 9–20

Customer groups

 assigning pricing rules, 7–34

 creating new for pricing, 7–35

 for repricing, 7–38

Customer History Template Rebuild, processing options, 8–12

Customer information

 account information, 3–21

 billing information, 3–41

 credit check, 3–22

 held orders, 3–32

 locating invoices, 3–43

 open orders by customer, 3–30

 open orders by item, 3–29

 order status reports, 3–29

- sales ledger detail, 3-38
- sales orders by customer, 3-23
- Customer Master Information form, 10-7
- Customer Number, defined, 9-14
- Customer P.O., defined, 2-9
- Customer Preference Groups form, 9-54
- Customer Price Group, defined, 3-7, 11-16
- Customer price groups
 - setup, 7-4
 - simple, 7-5
- Customer sales update. *See* Update customer sales
- Customer Service form, 3-24
 - different formats, 3-27
 - fold area, 3-25
- Customer Service Inquiry, processing options, 3-28
- Customer/Supplier Name, defined, 3-15
- Customer-specific templates. *See* Templates
- Cycle billing
 - calculation rules and scheduled invoice dates, 9-31
 - invoiced and not invoiced order lines, 6-8
 - running, 6-5
 - when to run, 6-2
- Cycle Billing Exception report, 6-10
- Cycle billing journal entries, 6-7
- Cycle Billing Program, processing options, 6-11
- Cycle billing requirements, and Document Set (ECS) preference, 9-24
- Cycle Billing Transaction report, 6-10
- D**
- Daily invoicing, 10-12
- Data purging. *See* Purging data
- Data sequence values
 - backorders to fill, 3-34
 - open orders by customer, 3-32
- Date – Effective, defined, 8-7, 10-16
- Date – Effective (Julian), defined, 11-46
- Date – Expiration (Julian), defined, 11-47
- Date – Expired, defined, 8-7, 10-16
- Date – Invoice, defined, 10-16
- Date – Invoice Cycle Test 1, defined, 10-16
- Date – Next Order, defined, 2-44
- Date – Order/Transaction, defined, 2-8
- Date – Promised Shipment, defined, 2-19
- Date – Requested, defined, 2-9
- Date – Suspend, defined, 2-44
- Date Range – Based On, defined, 3-43
- Day of Week, defined, 10-16
- Default address types, 10-8
 - customer billing instructions, 10-9
- Default locations and printers, 11-3
- Deferred entries, viewing, 6-9
- Define Customer Price Groups form, 7-7
- Define Item Price Groups form, 7-10
- Define Subsystem form, 12-16
 - fold area, 12-17
- Defining base prices, 7-16
- Defining batch control constants, 11-11
- Defining branch/plant constants, 11-6
- Defining default address types, 10-8
- Defining inventory pricing rules, 7-29
- Defining item availability, 11-8
- Defining locations, 11-12
- Defining order hold codes, 11-34
- Defining price adjustments, 7-27
- Defining related addresses, 10-3
- Defining repricing groups, 7-38
- Defining system constants, 11-9
- Defining the base price preference hierarchy, 7-12
- Defining the display of specific preference fields, 9-52
- Defining the display of specific preferences, 9-49
- Defining the invoicing address, 10-6
- Defining the order of preferences, 9-47
- Defining the subsystem, 12-16
- Delivery documents, for periodic invoicing, 6-12
- Delivery Instructions Line 1, defined, 11-19
- Delivery Note, defined, 11-19
- Demand, defined, 3-15
- Description, defined, 9-49
- Description 1, defined, 2-19
- Description – Line Type, defined, 11-25
- Detail information, entering, 2-15
- Detail Invoice Journal, 6-23
- Direct orders, defined, 5-2
- Direct Ship Order Entry (ECS), processing options, 5-31
- Direct ship orders
 - changing, 5-31

entering, 5-29
identifying sales and purchase orders, 5-31
line type, 5-31
non-stock and kit items, 5-30
Direct Ship Orders form, 5-30
Discount – Trade, defined, 11-17
Distribution Automatic Account form, 11-66
Division, defined, 11-54
Document, defined, 3-26
Document Distribution (ECS) preference, 9-5, 9-21
example, 9-22
Document Print Batch Inquiry form, 6-16
Document Print Control Confirm window, 6-17
Document Print Control form, 6-16
Document set, and Invoice Cycle preference, 10-20
Document Set (ECS) preference, 9-5, 9-22
and cycle billing, 9-24
example, 9-23
Document types, searching for, 8-10
Duty Status, defined, 2-19

E

ECS Sales Order Management, process flow, 1-3
ECS sales order management. *See* Sales order management
ECS sales orders. *See* Sales orders
Effective From, defined, 7-19, 9-15
Effective Thru, defined, 7-19, 9-15
Enable Effective Dates, defined, 9-52
Enable Effective Quantity, defined, 9-53
End of day processing, 6-1
overview, 1-8
running cycle billing, 6-5
End Use preference, 9-5, 9-24
End-of-month invoicing, 10-13
Enter Orders (Page Mode) form, 2-7
for interbranch sales orders, 5-44
Entering a credit order, 4-3
Entering a credit order manually, 4-4
Entering a direct ship order, 5-29
Entering a kit item, 2-28
Entering a quote order, 5-16

Entering a sales order from a blanket order, 5-24
Entering a sales order with manual invoice, 5-47
Entering a transfer order, 5-35
Entering additional order information, 2-21
Entering an interbranch sales order, 5-41
Entering an order from a template, 2-29
Entering batch orders, 2-40
Entering detail information, 2-15
Entering header information, 2-5
Entering related addresses, 10-4
Entering specific preference information, 9-17
Preference Profile Revisions (ECS), 9-19
Entering standard preference information, 9-12
Entering substitute and associated items, 2-31
Expiration Date, defined, 2-12
Extended Text Purge – F4314, processing options, 12-12
Extended Volume, defined, 2-27
Extended Weight, defined, 2-27

F

Factor Value – Numeric, defined, 7-32
Factor Value – Type, defined, 7-32
Fields
A/P Interface Y/N – Distribution, 11-26
A/R Interface Y/N – Distribution, 11-26
Account Number, 2-12
Accounting Branch/Plant, 2-19
Address Number – 2nd, 10-5
Age From, 11-39
Allow Duplicate Lots, 11-10
Allowable __, 11-39
Amount – Credit Price, 7-19
Amount – Extended Price, 2-20
Amount – Override List Price, 7-32
Amount – Price per Unit, 7-19
Amount – Fixed Cost, 11-53
Amount – Minimum Gross Margin Dollars, 11-53
Apply Commission (Y/N), 2-26
Apply Freight – Y/N, 11-27
Apply Retainage – Y/N, 11-27

Approved, 6–32
Authorization Number, 2–12
Available, 3–15
B – Units – Qty Backordered/Held, 2–20
Backorders Allowed, 11–17
Based On Date Name, 10–16
Basis – For Cost or Price, 7–32
Basis – Related Salesperson, 11–56
Batch Control Required (Y/N) – Inv, 11–12
Batch Date From , 6–31
Batch Date Thru, 6–31
Batch Management Approval Required – Inv, 11–12
Batch Number, 6–31
Batch Status, 6–31
Billing Address Type, 10–9, 11–20
Branch/Plant, 2–8, 11–60
C – Units – Qty Canceled/Scrapped, 2–20
Calculation Rule, 10–15
Cancel Date, 2–8
Carrier Number, 2–13
Cash Discount _, 2–24
Category – G/L, 11–28, 11–67
Code – Line or Order, 11–56
Column to Include on Sales Journal, 11–28
Commission Code 1, 2–14
Commission Code 2, 2–15
Commission Code Type, 11–53
Control Code – ECS, 11–11
Customer Number, 9–14
Customer P.O., 2–9
Customer Price Group, 3–7, 11–16
Customer/Supplier Name, 3–15
Date – Effective, 8–7, 10–16
Date – Effective (Julian), 11–46
Date – Expiration (Julian), 11–47
Date – Expired, 8–7, 10–16
Date – Invoice, 10–16
Date – Invoice Cycle Test 1, 10–16
Date – Next Order, 2–44
Date – Order/Transaction, 2–8
Date – Promised Shipment, 2–19
Date – Requested, 2–9
Date – Suspend, 2–44
Date Range – Based On, 3–43
Day of Week, 10–16
Delivery Instructions Line 1, 11–19
Delivery Note, 11–19
Demand, 3–15
Description, 9–49
Description 1, 2–19
Description – Line Type, 11–25
Discount – Trade, 11–17
Division, 11–54
Document, 3–26
Duty Status, 2–19
Effective From, 7–19, 9–15
Effective Thru, 7–19, 9–15
Enable Effective Dates, 9–52
Enable Effective Quantity , 9–53
Expiration Date, 2–12
Extended Volume, 2–27
Extended Weight, 2–27
Factor Value – Numeric, 7–32
Factor Value – Type, 7–32
Frequency – Order, 2–44
From Grade, 3–10
From Potency, 3–11
G/L Interface Y/N – Distribution, 11–26
G/L Offset, 2–24
Generate Workorder, 11–27
Group Code Sequence Number, 7–7
Hold Code, 2–9, 5–7, 11–36
Hold Orders Code, 11–19
Include Backorders, 3–43
Include in Cash Discount Calculation, 11–27
Include in Tax 1, 11–27
Include Sales/COGS for Gross Profit, 11–26
Interface G/L (Y/N), 11–7
Inventory Interface Y/N – Distribution, 11–26
Invoice Consolidation, 11–20
Invoice Copies, 2–10
Invoice Cycle, 10–19
Invoice Cycle , 10–15
Item, 2–18
Item Number, 9–15
Item Restrictions, 11–17
L/R, 11–13
Last Status, 2–20
Ledger, 11–32
Length, 11–13
Limit – Quantity, 7–33
Limit – Lower Comparison, 11–40
Limit – Upper Comparison, 11–40
Line of Business, 2–19

Line Type, 11-25, 11-31
Load Date, 2-20
Load Factor, 11-53
Location, 2-19
Lot, 2-19
Maximum Order Value, 11-17, 11-38
Minimum Order Value, 11-17, 11-38
Mode of Transport, 2-19, 2-24
Next Number, 11-32
Next Status, 2-20
Next Status Code, 11-32
Number of Days in Year, 11-8
Number of Days Increment, 10-16
Object Account, 11-67
Order Template, 8-7
Order Type, 2-9, 11-31, 11-53
Ordered By, 2-9
Original Order, 2-25
Original Order Line Number, 2-26
Original Order Number, 3-26
Original Order Type, 2-26, 3-26
Other Allowed Status Codes, 11-32
Parent Number, 10-6
Partial Line Shipments Allowed (Y/N), 11-19
Partial Order Shipments Allowed (Y/N), 11-19
Password, 5-7, 11-36, 11-54
Payment Instrument, 2-11
Payment Terms, 2-11
Percent – Commission, 11-53
Percent Markup, 11-60
Percent – Related, 11-56
Period Number – Current, 11-7
Person Responsible, 5-7, 11-36
Preference Classification, 9-49
Preference Type, 9-48
Price Code 1, 2-20
Price Group, 7-7
Price Pickslip, 2-9
Pricing Category Level, 7-32
Pricing Method, 7-31
Pricing Rule, 7-31
Pricing Unit of Measure, 2-18
Print Message, 2-10, 11-17
Priority – Processing, 11-20
Priority Code, 2-25
Process Supplemental Data Base by Branch, 11-10
Process UOM Conversions by Branch, 11-10
Purchase Price Retrieval UOM, 11-11
Purchase Rebate Category Code, 11-11
Quantity, 2-18, 4-5
Quantity – Hard Committed, 3-11
Quantity – Work Order Hard Commit, 3-11
Quantity From, 9-15, 10-19
Quantity on Backorder, 3-11
Quantity on Future Commit, 3-11
Quantity on Purchase Order-primary units, 3-11
Quantity on Work Order Receipt, 3-11
Quantity Soft Committed, 3-11
Quantity Thru, 9-16, 10-19
Quantity Type, 7-33
Rate – Commission 1, 2-14, 11-49
Rate – Commission 2, 2-15, 11-50
Rate Code, 2-24
Reason Code, 2-25
Record Variance (Y/N), 11-28
Reference, 7-33
Related – Price, 7-33
Related Order, 2-26
Related Order Line Number, 2-26
Related Order Type, 2-26
Reprice Line or Order, 7-40
Reverse Sign, 11-26
Route, 2-13
S – Quantity Shipped, 2-20
Sales Catalog Section, 2-26, 11-60
Sales Code, 11-46
Sales Price Based On Date, 11-11
Sales Price Retrieval UOM, 11-10
Salesperson Code 1, 2-27
Salesperson Code 1 Commission Rate, 2-27
Salesperson Code 2, 2-27
Salesperson Code 2 Commission Rate, 2-27
Send Invoice to, 10-7
Separator Character, 11-14
Sequence Number, 8-9, 9-16, 9-49, 10-19
Ship Method, 11-54
Ship To, 2-8
Shipping Commodity, 2-23
Shipping Condition, 2-24
Sold To, 2-8

- Special Handling Code, 9-51
- Status Code, 11-32
- Stop, 2-13
- Subledger – G/L, 2-25
- Subledger Type, 2-25
- Subsidiary, 11-67
- Substitutes Allowed (Y/N), 11-18
- Supply, 3-15
- Supply or Demand Plant, 11-59
- Tax Certificate Number, 2-12
- Tax Expl Code 1, 2-11
- Tax Rate/Area, 2-12
- Taxable, 2-20
- Text , 11-26
- Trade Discount, 2-11
- Unit of Measure, 2-18, 7-19, 8-9
- Unit of Measure as Input, 9-16
- Unit Price, 2-18
- Units – Over, 7-32
- Units – Usual Ordered, 8-8
- Update Average Cost On-Line, 11-10
- Version, 12-17
- Volume Unit of Measure, 2-28
- Weight Unit of Measure, 2-27
- Zone, 2-14
- Flash messages, viewing, 2-21
- Flexible File Rebuild, processing options, 12-6
- Flexible files, 12-3
 - choosing fields, 12-4
 - error conditions, 12-6
 - specifying a library, 12-6
 - updating, 12-5
- Foreign currency transactions, entering, 11-68
- Forms
 - Address Book Information, 10-4
 - Address Book–Additional Information, 10-5
 - Application Constants, 11-11
 - Automatic Accounting Instructions, 11-66
 - Available Templates, 8-11
 - Base Price Revisions, 7-17, 7-18
 - Batch Order Additional Detail window, 2-41
 - Billing Instructions–Page 2, 11-18, 11-49
 - Blanket Orders, 5-22
 - Blanket Release, 5-25
 - Branch Sales Markups, 11-58
 - Branch/Plant Constants, 11-6
- Branch/Plant Constants–Pg 1, 11-7
- Branch/Plant Constants–Pg 2, 11-13
- Build Flexible File, define header history (F42019), 12-4
- Bulk Load Confirmation, 5-49
- Check Credit, 3-22
- Check Price & Availability, 3-6
- Commission/Royalty Information, 11-51
- Credit Orders, 4-5
- Credit Orders from History, 4-7
- Customer Billing Instructions, 7-5, 10-9, 11-16, 11-38, 11-48
- Customer Master Information, 10-7
- Customer Preference Groups, 9-54
- Customer Service, 3-24
- Define Customer Price Groups, 7-7
- Define Item Price Groups, 7-10
- Define Subsystem, 12-16
- Direct Ship Orders, 5-30
- Distribution Automatic Account, 11-66
- Document Print Batch Inquiry, 6-16
- Document Print Control, 6-16
- Document Print Control Confirm window, 6-17
- Enter Orders (Page Mode), 2-7
- Inventory Pricing Rules, 7-30, 7-39
- Invoice Cycle (ECS) preference, 10-17
- Invoice Cycle Calculation Rule, 10-14
- Item Availability Definition, 11-8
- Item Master Information, 7-9
- Item Preference Groups, 9-55
- Item Search window, 3-5
- Manual Invoices, 5-48
- Online Invoice, 3-42
- Order Activity Rules, 11-30
- Order Detail Information, 2-22
- Order Heading Information, 2-43
- Order History Inquiry, 8-9
- Order Hold Information, 11-34
- Order Line Types, 11-24
- Order Template, 2-30
- Order Template Revisions, 8-5
- Packaged Load Confirmation, 5-49
- Preference Hierarchy, 7-13, 9-57
- Preference Inquiry (ECS), 9-13, 9-14, 9-19
- Preference Master, 9-48
- Preference Profile Revisions (ECS), 9-13, 9-14, 9-19
- Preference Profiles, 9-47, 9-57

Preference Selection, 9–45
Print Messages (ECS), 9–13, 9–14
Quote Orders, 5–16
Recurring and Batch Order Entry, 2–41
Recurring Order Information, 2–43
Related Salesperson, 11–46, 11–55
Release Backorders—Online, 5–9
Release Blanket Orders, 5–26
Release Held Orders, 5–6
Release Quote Orders, 5–19
Sales Ledger Detail window, 3–36
Sales Ledger Inquiry, 3–35
Sales Order Entry, 2–16, 3–5, 5–43
Scheduled Invoice Dates, 10–15
Status Code Update, 5–56
Substitute/Associated Items window, 2–32
Summary Availability, 3–9
Supply/Demand Inquiry, 3–13
System Constants, 11–9
Transfer Orders, 5–36
User Defined Code Revisions, 7–6, 8–6, 9–50, 9–51
User Defined Codes Window, 7–5, 8–5, 9–50
Freight, information on general ledger accounts, 11–68
Freight (ECS) preference, 9–5, 9–24
 dispatch group, 9–26
 example, 9–26
Frequency – Order, defined, 2–44
From Grade, defined, 3–10
From Potency, defined, 3–11
Future Price Additions report, 7–23

G

G/L. *See* General ledger
G/L Interface Y/N – Distribution, defined, 11–26
G/L Offset, defined, 2–24
Gain/loss, recording for bulk product, 6–21
General Journal Report, processing options, 6–36
General ledger deferred entries, 6–9
General Purge Program, processing options, 12–10

Generate Customer Group Relationships, processing options, 7–11
Generate Item Group Relationships, processing options, 7–11
Generate Workorder, defined, 11–27
Generating order status reports, 3–29
Generating price group relationships, 7–11
Generating sales history reports, 3–37
Generating the Backorders to Fill report, 3–32
Generating the Held Orders report, 3–32
Generating the Open Orders by Customer report, 3–30
Generating the Open Orders by Item report, 3–29
Generating the Sales Analysis Summary report, 3–40
Generating the Sales Ledger Detail report, 3–38
Grade and Potency preference, 9–6, 9–27
 grade example, 9–27
 potency example, 9–28
 sales order updates, 9–28
Group Code Sequence Number, defined, 7–7

H

Header information
 changing, 2–6
 entering, 2–5
Held Order Release, processing options, 5–7
Held orders
 batch, 11–36
 printing, 5–7
 releasing, 5–5
Held Sales Orders report, 3–32
Hold Code, defined, 2–9, 5–7, 11–36
Hold Orders Code, defined, 11–19
Holds. *See* Held orders; Order holds

I

Include Backorders, defined, 3–43
Include in Cash Discount Calculation, defined, 11–27

- Include in Tax 1, defined, 11-27
- Include Sales/COGS for Gross Profit, defined, 11-26
- Interactive sales orders, 2-1
- Interbranch sales, applying markup costs, 5-42
- Interbranch sales orders
 - by line item, 5-44
 - creating a version, 5-45
 - document types, 5-45
 - entering, 5-41
 - overview, 5-3
- Interface G/L (Y/N), defined, 11-7
- Inventory Commitment preference, 9-6, 9-28
 - example, 9-29
- Inventory Interface Y/N – Distribution, defined, 11-26
- Inventory pricing rules, defining, 7-29
- Inventory Pricing Rules form, 7-30, 7-39
 - fold area, 7-31, 7-40
- Invoice batches, printing when interrupted, 6-15
- Invoice Consolidation, defined, 11-20
- Invoice Copies, defined, 2-10
- Invoice Cycle, defined, 10-19
- Invoice Cycle , defined, 10-15
- Invoice Cycle Calculation Rule form, 10-14
- Invoice cycle calculation rules, 10-12
 - scheduled invoice date example, 10-13
- Invoice Cycle preference, 9-6, 9-30
 - and document sets, 9-31, 10-20
 - calculation rules and scheduled invoice dates, 9-31
 - consolidated invoices, 9-31
- Invoice cycle preference, and primary invoice, 10-20
- Invoice cycles
 - preference, 10-16
 - setting up, 10-11
- invoice information, enter, 2-10
- Invoice journal, reviewing, 6-23
- Invoice numbers, assigning, 6-21
- Invoice setup, 10-1
 - address book information, 10-4
 - customer master information, 10-7
 - default address types, 10-8
 - invoice cycle (ECS) preference, 10-16
- invoice cycle calculation rules, 10-12
- invoicing address, 10-6
- overview, 1-10
- related addresses, 10-3
- scheduled date calculation, 10-13
- scheduled invoice dates, 10-15
- Invoices, consolidated, 9-31
- Item, defined, 2-18
- Item Availability Definition form, 11-8
- Item Availability Summary, processing options, 3-12
- Item cross-references, 11-3
- Item groups
 - creating new for pricing, 7-33
 - for repricing, 7-38
- Item information
 - available to promise, 3-16
 - backorders to fill, 3-32
 - copying to sales orders, 3-4
 - detailed quantity information, 3-11
 - open orders by item, 3-29
 - price and availability, 3-6
 - quantity information, 3-8
 - repost, 3-18
 - repost future commitments, 3-19
 - supply and demand inclusion rules, 3-15
 - summary availability, 3-9
 - supply and demand, 3-13
- Item Master Information form, 7-9
- Item Number, defined, 9-15
- Item Preference Groups form, 9-55
- Item price groups
 - complex, 7-10
 - setup, 7-8
 - simple, 7-9
- Item Restrictions, defined, 11-17
- Item Sales Price Level Conversion, processing options, 7-26
- Item Search window, 3-5
- Items
 - commitment information, 2-32
 - entering kits, 2-28
 - flash messages, 2-21
 - locating numbers, 2-5
 - substitute and associated, entering, 2-31
 - substituting partial quantities, 2-33

J

Journal entries
 approving, 6-29, 6-31
 cycle and non-cycle billing, 6-7
 posting, 6-33
 reviewing, 6-29, 6-30
 revising an unposted batch, 6-32
 summarizing, 6-22

K

Kit items
 changing on sales orders, 2-29
 entering, 2-28

L

L/R, defined, 11-13
Lag day calculation, 9-34
Last Status, defined, 2-20
Leadtime calculation, 9-34
Ledger, defined, 11-32
Length, defined, 11-13
Limit – Quantity, defined, 7-33
Limit – Lower Comparison, defined, 11-40
Limit – Upper Comparison, defined, 11-40
Line of Business, defined, 2-19
Line of Business preference, 9-6, 9-31
Line Type, defined, 11-25, 11-31
Load Date, defined, 2-20
Load Factor, defined, 11-53
Load/Promise Date (ECS) preference, 9-6, 9-32
 example, 9-32
 lag day and lead time, 9-34
Locating quantity information, 3-8
Location, defined, 2-19
Locations
 defining the location format, 11-12
 length, 11-14
Lot, defined, 2-19

M

Manual invoice
 defined, 5-4
 entering, 5-47
 load confirmation, 5-49
Manual Invoices form, 5-48
Maximum Order Value, defined, 11-17, 11-38
Menu overview, 1-12
Messages, 11-3
 adding to an order line, 2-21
 adding to sales orders, 2-6
 flash, viewing, 2-21
Minimum Order Value, defined, 11-17, 11-38
Mode of Transport, defined, 2-19, 2-24

N

Next Number, defined, 11-32
Next numbers, 11-3
Next Order Status (ECS) preference, 9-6, 9-34
Next Status, defined, 2-20
Next Status Code, defined, 11-32
Non-cycle billing journal entries, 6-7
Number of Days in Year, defined, 11-8
Number of Days Increment, defined, 10-16

O

Object Account, defined, 11-67
Online Invoice form, 3-42
 different formats, 3-43
 printing invoices, 3-43
Online Invoice Inquiry, processing options, 3-44
Open Sales Orders, processing options, 3-31
Open Sales Orders by Customer report, 3-31
Open Sales Orders by Item report, 3-30
Order activity rules, 11-29
 copying, 11-32
 sales ledger detail, 3-39

status codes, 1–6
Order Activity Rules form, 11–30
Order entry, overview, 1–6
Order Heading Information form, Recurring orders, 2–43
Order History Inquiry form, 8–9
 searching for specific documents, 8–10
 to create customer-specific templates, 8–9
Order Hold Information form, 11–34
 fold area, 11–35
Order holds
 credit checking setup, 11–38
 customer billing instructions, 11–41
 locating, 11–35
 margin checking setup, 11–39
 minimum and maximum order amounts, 11–37
 order entry, 11–41
 releasing, 5–5
 setup, 11–33
 updating, 11–36
Order Line Types form, 11–24
 fold area, 11–25
Order Release, processing options, 5–20
Order release, 5–5
 overview, 1–8, 5–2
Order Repricing report, 7–42
Order status reports, 3–29
 backorders to fill, 3–33
 held orders, 3–32
 open sales orders by customer, 3–31
 open sales orders by item, 3–30
Order Template, defined, 8–7
Order Template Revisions, processing options, 8–10
Order Template Revisions form, 8–5
Order Template window, 2–30
Order templates. *See* Templates
Order Type, defined, 2–9, 11–31, 11–53
Ordered By, defined, 2–9
Orders. *See* Blanket orders; Direct ship orders; Interbranch sales orders; Quote orders; Sales orders; Transfer orders
Original Order, defined, 2–25
Original Order Line Number, defined, 2–26
Original Order Number, defined, 3–26
Original Order Type, defined, 2–26, 3–26
Other Allowed Status Codes, defined, 11–32

P

Packaged Load Confirmation, processing options, 5–52
Packaged Load Confirmation form, 5–49
Parent Number, defined, 10–6
Partial Line Shipments Allowed (Y/N), defined, 11–19
Partial Order Shipments Allowed (Y/N), defined, 11–19
Password, defined, 5–7, 11–36, 11–54
Payment Instrument, defined, 2–11
Payment Terms, defined, 2–11
Payment Terms (ECS) preference, 9–7, 9–35
Percent – Commission, defined, 11–53
Percent Markup, defined, 11–60
Percent – Related, defined, 11–56
Period Number – Current, defined, 11–7
Periodic Invoice Print, processing options, 6–13
Periodic Invoice Processing, processing options, 6–13
Periodic invoices, printing, 6–11
Periodic invoicing, 6–2
Person Responsible, defined, 5–7, 11–36
Post General Ledger, processing options, 6–33
Posting journal entries, 6–33
Preference Classification, defined, 9–49
Preference Hierarchy form, 7–13, 9–57
Preference Inquiry (ECS) form, 9–13, 9–14, 9–19
Preference Master form, 9–48
Preference Profile Revisions (ECS) form, 9–13, 9–14, 9–19
Preference Profiles form
 to arrange hierarchy, 9–57
 to define order of, 9–47
Preference Selection form, 9–45
Preference Type, defined, 9–48
Preferences
 about, 9–1
 adding notes and informational text, 9–12
 alternate entry, 9–12
 applying a preference example, 9–3
 Container Deposit/Rental, 9–19
 Container Billing report, 9–20
 using default information, 9–20

Customer Currency (ECS), 9–20
 customer groups, 9–54
 definition fields, 9–4
 dispatch group field, 9–26
 Document Distribution (ECS), 9–21
 example, 9–22
 Document Set (ECS), 9–22
 and cycle billing, 9–24
 example, 9–23
 End Use, 9–24
 entering specific preference information, 9–17
 key field definitions, 9–17
 entering standard information, 9–12
 group fields, 9–17
 fields, A–1
 Freight (ECS), 9–24
 dispatch group, 9–26
 example, 9–26
 Grade and Potency, 9–27
 grade example, 9–27
 potency example, 9–28
 sales order updates, 9–28
 group fields, 9–17
 hierarchy, 9–56
 how the system uses, 9–2
 Inventory Commitment, 9–28
 example, 9–29
 Invoice Cycle, 9–30
 and document sets, 9–31
 calculation rules and scheduled
 invoice dates, 9–31
 consolidated invoices, 9–31
 invoice cycle (ECS), 10–16
 item groups, 9–55
 key field table, 9–4, 9–17, A–1
 Line of Business, 9–31
 Load/Promise Date (ECS), 9–32
 example, 9–32
 lag day and leadtime, 9–34
 Next Order Status (ECS), 9–34
 overview, 1–10
 overview of each, 9–4
 Payment Terms (ECS), 9–35
 Price Adjustment Schedule, 9–35
 Pricing Unit of Measure (ECS), 9–36
 bulk product pricing, 9–37
 override Pricing UOM field, 9–36
 override Sales Price Based on Date
 field, 9–36

Print Messages (ECS), 9–38
 Product Allocation (ECS), 9–38
 quantity sold and balance calculations, 9–39
 Quality (ECS), 9–40
 Revenue Cost Center (ECS), 9–40
 Sales Commission (ECS), 9–40
 setup, 9–43
 activate display, 9–49
 activate effective date and quantity
 fields, 9–52
 activating, 9–44
 customer and item groups, 9–53
 define order, 9–47
 hierarchy, 9–56
 hierarchy example, 9–58
 preference master, 9–46
 status, 9–46
 understanding, 9–11
 used by programs, 9–2
 User Defined Price Code, 9–41
 variable field table, 9–4, 9–17, A–1
 Preprinted invoice forms, using, 6–12
 Price Adjustment Schedule preference, 9–7, 9–35
 Price adjustments, 7–27
 Price Code 1, defined, 2–20
 Price Group, defined, 7–7
 Price group relationships, generating, 7–11
 Price groups
 complex item, 7–10
 customer, 7–4
 item, 7–8
 simple customer, 7–5
 simple item, 7–9
 Price information, 2–21
 Price Pickslip, defined, 2–9
 Prices. *See* Base pricing
 Pricing, 7–1
 See also Base pricing; Repricing
 adjustments, 7–27
 ambient, standard, or by weight, 9–37
 assigning rules to customers, 7–34
 cash discount pricing, 7–29
 changing existing, 7–22
 converting levels, 7–25
 credit prices, 7–21
 define customer price groups, 7–7
 define item price groups, 7–10
 defining inventory rules, 7–29

- future, 7-23
- item master information, 7-9
- overview, 1-9
- preference hierarchy, 7-13, 7-15
- repricing, 7-37
- trade discount and contract pricing,
- setting up, 7-28
- updating
 - by customer, 7-43
 - during customer sales update, 7-44
 - for items, 7-37
- user defined code revisions, 7-6
- Pricing Category Level, defined, 7-32
- Pricing Method, defined, 7-31
- Pricing Rule, defined, 7-31
- Pricing structure, 7-3
- Pricing Unit of Measure, defined, 2-18
- Pricing Unit of Measure (ECS) preference, 9-7, 9-36
 - bulk product pricing, 9-37
 - override Pricing UOM field, 9-36
 - override Sales Price Based on Date field, 9-36
- Pricing Unit of Measure field, and Pricing Unit of Measure (ECS) preference, 9-36
- Primary invoice, and invoice cycle preference, 10-20
- Print Message, defined, 2-10, 11-17
- Print Messages (ECS) form, 9-13, 9-14, 9-19
- Print Messages (ECS) preference, 9-7, 9-38
- Printing interrupted invoice batches, 6-15
- Printing invoices, from online invoice, 3-43
- Printing periodic invoices, 6-11
- Printing problems, troubleshooting on sales reports, 3-38
- Printing unposted transaction reports, 6-36
- Priority – Processing, defined, 11-20
- Priority Code, defined, 2-25
- Process Supplemental Data Base by Branch, defined, 11-10
- Process UOM Conversions by Branch, defined, 11-10
- Processing basket and order repricing, 7-41
- Processing batch orders, 2-44
- Processing options
 - Back Order Release (Batch), 5-12
 - Back Order Release (On-line), 5-10
 - Back Orders to Fill Print, 3-33
- Base Price Maintenance – Batch, 7-24
- Batch Order Edit and Creation – Sales, 2-46
- Batch Order Entry, 2-42
- Build Flexible File, 12-5
- Bulk Load Confirmation, 5-50
- Check Price and Availability, 3-7
- Credit Check, 3-23
- Customer History Template Rebuild, 8-12
- Customer Service Inquiry, 3-28
- Cycle Billing Program, 6-11
- Direct Ship Order Entry (ECS), 5-31
- Extended Text Purge – F4314, 12-12
- Flexible File Rebuild, 12-6
- General Journal Report, 6-36
- General Purge Program, 12-10
- Generate Customer Group Relationships, 7-11
- Generate Item Group Relationships, 7-11
- Held Order Release, 5-7
- Item Availability Summary, 3-12
- Item Sales Price Level Conversion, 7-26
- Online Invoice Inquiry, 3-44
- Open Sales Orders, 3-31
- Order Release, 5-20
- Order Template Revisions, 8-10
- Packaged Load Confirmation, 5-52
- Periodic Invoice Print, 6-13
- Periodic Invoice Processing, 6-13
- Post General Ledger, 6-33
- Purge Details to History, 12-13
- Repost Active Sales Orders, 3-19
- Sales Analysis Summary, 3-40
- Sales Journal Print, 6-29
- Sales Ledger Detail Report, 3-40
- Sales Ledger Inquiry, 3-36
- Sales Order Entry – Detail, 2-33
- Sales Order Header (F4201) – Purge, 12-11
- Sales Order Repricing (Basket Pricing) – Batch, 7-42
- Sales Order Speed Release, 5-57
- Sales Transfer Cost Setup, 11-61
- Sales Update – ECS Version, 6-25
- Start/Stop Subsystem, 12-19
- Supply/Demand Inquiry, 3-16
- Transfer Order Entry (ECS), 5-37
- Update Sales Order Cost/Price (ECS), 7-45
- Processing Options Revisions form, 9-45

Product Allocation (ECS) preference, 9–8, 9–38
 quantity sold and balance calculations, 9–39
Programs and IDs
 P00051 (user defined code revisions), 7–6, 8–6, 9–50, 9–51
 P010513 (address book–additional information), 10–5
 P01053 (customer master information), 10–7
 P01501 (address book information), 10–4
 P3403 (branch sales markups), 11–58
 P4001Z (recurring and batch order entry), 2–41
 P4006 (base price revisions), 7–17
 P4007 (preference profiles), 9–47, 9–57
 P40070 (preference master), 9–48
 P40071 (customer preference groups), 9–54
 P40072 (item preference groups), 9–55
 P40073 (preference hierarchy), 7–13, 9–57
 P4009W (system constants), 11–9
 P40105 (define subsystem), 12–16
 P4014 (order template revisions), 8–5
 P40200EC (invoice cycle ECS), 10–17
 P40200EC (preference inquiry (ECS)), 9–13, 9–19
 P40204 (order activity rules), 11–30
 P40205 (order line types), 11–24
 P4021 (supply/demand inquiry), 3–13
 P40214 (order history inquiry), 8–9
 P40215 (order template), 2–30
 P40215W (available templates), 8–11
 P40216 (blanket release), 5–25
 P40300EC (invoice cycle ECS), 10–18
 P40300EC (preference profile revisions (ECS)), 9–14, 9–19
 P40400EC (preference selection), 9–45
 P40901 (automatic accounting instructions), 11–66
 P4092 (define customer price groups), 7–7
 P4092 (define item price groups), 7–10
 P40950 (distribution automatic account), 11–66
 P40flex (define header history), 12–4
 P40ITM2 (item search), 3–5

P41001 (branch/plant constants–pg 1), 11–7
P410011 (item availability definition), 11–8
P410012 (branch/plant constants–pg 2), 11–13
P41001S (application constants), 11–11
P4101 (item master information), 7–9
P4106 (base price revisions), 7–18
P4106 (customer billing instructions), 10–9
P41202 (summary availability), 3–9
P41204 (branch/plant constants), 11–6
P41261 (check price & availability), 3–6
P41816 (sales price level conversion), 7–25
P41830 (base price maintenance), 7–21
P420111 (release blanket orders), 5–26
P420111 (release quote orders), 5–19
P420120 (order detail information), 2–22
P42025 (credit orders from history), 4–7
P42025 (sales ledger inquiry), 3–35
P42025W (sales ledger detail), 3–36
P42040 (status code update), 5–56
P42045 (customer service), 3–24
P42050 (check credit), 3–22
P4206 (customer billing instructions), 7–5, 11–16, 11–38, 11–48
P42061 (billing instructions–page 2), 11–18, 11–49
P42070 (release held orders), 5–6
P42090 (order hold information), 11–34
P4210 (enter orders (page mode)), 2–7
P42100 (related salesperson), 11–46, 11–55
P42110 (commission and royalty information), 11–51
P42114 (sales order entry), 3–5
P42117 (release backorders — online), 5–9
P4211EC (blanket orders), 5–22
P4211EC (credit orders), 4–5
P4211EC (manual invoices), 5–48
P4211EC (quote orders), 5–16
P4211EC (sales order entry), 2–16, 5–43
P42230 (online invoice), 3–42
P4242EC (transfer orders), 5–36
P4243EC (direct ship orders), 5–30
P4271 (inventory pricing rules), 7–30, 7–39

P4281 (customer pricing rules), 7–34
P49080 (invoice cycle calculation rule), 10–14
P49085 (scheduled invoice dates), 10–15
P49510 (bulk load confirmation), 5–49
P49530 (packaged load confirmation), 5–49
P49580 (document print batch inquiry), 6–16
P49582 (document print control), 6–16
P49586 (document print control confirm), 6–17
P81QM (user defined codes window), 8–5, 9–50
Purchase Price Retrieval UOM, defined, 11–11
Purchase Rebate Category Code, defined, 11–11
Purge Details to History, processing options, 12–13
Purging data, 12–7
 active order lines, 12–12
 batch order files, 12–12
 customizing, 12–8
 extended text, 12–11
 general purges, 12–9
 processing options and technical considerations, 12–8
 sales order detail, 12–10
 sales order detail to history, 12–12
 sales order header, 12–10
 during sales update, 12–11
 special purges, 12–10

Q

Quality (ECS) preference, 9–8
Quantities, substituting on sales orders, 2–33
Quantity, defined, 2–18, 4–5
Quantity – Hard Committed, defined, 3–11
Quantity – Work Order Hard Commit, defined, 3–11
Quantity From, defined, 9–15, 10–19
Quantity information, reviewing, 2–21
Quantity on Backorder, defined, 3–11
Quantity on Future Commit, defined, 3–11

Quantity on Purchase Order–primary units, defined, 3–11
Quantity on Work Order Receipt, defined, 3–11
Quantity Soft Committed, defined, 3–11
Quantity Thru, defined, 9–16, 10–19
Quantity Type, defined, 7–33
Quote orders, 5–15
 converting into a sales order, 5–17
 copying to create a sales order, 5–17
 defined, 5–2
 entering, 5–16
 how to locate, 5–18
 line types for duplicates, 5–18
 releasing, 5–7, 5–18
 during sales order entry, 5–19
Quote Orders form, 5–16

R

Rate – Commission 1, defined, 2–14, 11–49
Rate – Commission 2, defined, 2–15, 11–50
Rate Code, defined, 2–24
Re–commit future orders, 3–19
Reason Code, defined, 2–25
Record Variance (Y/N), defined, 11–28
Recurring and Batch Order Entry form, 2–41
Recurring Order Information window, 2–43
Recurring orders, entering, 2–42
Reference, defined, 7–33
Related – Price, defined, 7–33
Related addresses, 10–4, 10–5
 assigning address numbers, 10–6
Related Order, defined, 2–26
Related Order Line Number, defined, 2–26
Related Order Type, defined, 2–26
Related Salesperson form, 11–46, 11–55
Release Backorders—Online form, 5–9
Release Blanket Orders form, 5–26
Release Held Orders form, 5–6
Release Quote Orders form, 5–19
Releasing a blanket order, 5–26
Releasing a quote order, 5–18
Releasing backorders, 3–33, 5–8
Releasing backorders in a batch, 5–12
Releasing backorders online, 5–9
Releasing orders on hold, 5–5

Reports

- Backorders to Fill, 3–33
- Base Price Revisions/Adjustments, 7–22
- Batch Order Activity Register, 2–45
- Batch Order Creation Exception, 2–45
- Cycle Billing Exception, 6–10
- Cycle Billing Transaction, 6–10
- Detail Invoice Journal, 6–23
- Future Price Additions, 7–23
- Held Sales Orders, 3–32
- Open Sales Orders by Customer, 3–31
- Open Sales Orders by Item, 3–30
- Order Repricing, 7–42
- Sales Analysis Summary, 3–40
- Sales Journal, 6–25
- Sales Ledger Detail, 3–39
- Sales Price Level Conversion, 7–26
- Sales Update Error, 6–24
- Summarized Invoice Journal, 6–23
- Unposted Transactions G/L Account, 6–36
- Repost Active Sales Orders, processing options, 3–19
- Reposting sales order information, 3–18
- Reprice Line or Order, defined, 7–40
- Repricing, 7–37
 - at month-end, 7–45
 - basket and order processing, 7–41
 - defining groups, 7–38
 - during order entry, 7–38
 - limitations, 7–38
 - repeating, 7–38
 - updating prices, 7–37
- Repricing sales orders, 6–9
- Revenue Cost Center (ECS) preference, 9–8, 9–40
- Reverse Sign, defined, 11–26
- Reviewing and approving journal entries, 6–29
- Reviewing billing information, 3–41
- Reviewing customer account information, 3–21
- Reviewing journal entries, 6–30
- Reviewing price and availability information, 3–6
- Reviewing sales history information, 3–34
- Reviewing sales orders by customer, 3–23
- Reviewing supply and demand information, 3–13
- Reviewing the Batch Order Activity Register, 2–44
- Reviewing the Batch Order Creation Exception report, 2–45
- Reviewing the Cycle Billing Exception report, 6–10
- Reviewing the Cycle Billing Transaction report, 6–9
- Reviewing the Sales Journal, 6–24
- Reviewing the Sales Update Error report, 6–24
- Reviewing the Summarized/Detail Invoice Journal, 6–23
- Route, defined, 2–13
- Royalties. *See* Commissions
- Running cycle billing, 6–5
- Running general purges, 12–9
- Running move sales order detail to history, 12–12, 12–15
- Running special purges, 12–10
- Running the batch order files purge, 12–12
- Running the extended text purge, 12–11
- Running the sales order header purge, 12–10, 12–11
- Running the sales update, 6–20

S

- S – Quantity Shipped, defined, 2–20
- Sales Analysis Summary, processing options, 3–40
- Sales Analysis Summary report, 3–40
- Sales Catalog Section, defined, 2–26, 11–60
- Sales Code, defined, 11–46
- Sales Commission (ECS) preference, 9–9, 9–40
- Sales history reports, 3–37
 - sales analysis summary, 3–40
 - sales ledger detail, 3–38
- Sales Journal Print, processing options, 6–29
- Sales Journal report, 6–25
- Sales Ledger Detail form, different formats, 3–36
- Sales Ledger Detail Report, processing options, 3–40
- Sales Ledger Detail report, 3–39
 - specifying information, 3–39

- Sales Ledger Detail window, 3-36
- Sales Ledger Inquiry, processing options, 3-36
- Sales Ledger Inquiry form, 3-35
 - different formats, 3-36
- Sales order, adding a message, 2-21
- Sales Order Entry – Detail, processing options, 2-33
- Sales Order Entry form, 2-16, 3-5
 - fold area, 2-17
 - for interbranch sales orders, 5-43
- Sales Order Header (F4201) – Purge, processing options, 12-11
- Sales order information, 3-1
 - backorders to fill, 3-32
 - billing information, 3-41
 - customer account, 3-21
 - customer information, 3-21
 - held orders, 3-32
 - item information, 3-3
 - locating invoices, 3-43
 - open orders by customer, 3-30
 - open orders by item, 3-29
 - order status reports, 3-29
 - price and availability, 3-6
 - quantity information, 3-8
 - repost, 3-18
 - review, 3-23
 - sales analysis summary, 3-40
 - sales history, 3-34
 - sales history reports, 3-37
 - sales ledger detail, 3-36
 - supply and demand, 3-13
- Sales order management
 - features, 1-6
 - integration with accounting and distribution systems, 1-4
 - integration with load and delivery, 1-2
 - menu overview, 1-12
- Sales order management system, automatic accounting instructions, 11-63
- Sales Order Repricing (Basket Pricing) – Batch, processing options, 7-42
- Sales Order Speed Release, processing options, 5-57
- Sales orders
 - accounts receivable information, 2-10
 - adding a message, 2-6
 - additional information, 2-21
 - batch, 2-1, 2-39
- canceling and deleting, 2-4
- changing header information, 2-6
- changing kit items, 2-29
- commission information, 2-14
- converted from a quote order, 5-17
- creating from a blanket order, 5-23
- duplicating, 2-5
- entering detail information, 2-15
- entering from a blanket order, 5-24
- entering from a template, 2-29
- entering from other systems, 2-40
- entering header information, 2-5
- entering kit items, 2-28
- entering shipping information, 2-12
- hold information setup, 11-33
 - minimum and maximum order amounts, 11-37
- how to enter, 2-1
- if quantity exceeds blanket order quantity, 5-23
- interactive, 2-1, 2-3
- invoice information, 2-10
- line type setup, 11-23
- locating an item, 2-5
- overview, 1-7
- price and quantity information, 2-21
- purge, 12-10
- purge header, 12-10
- purge header during update, 12-11
- purging active order lines, 12-12
- purging data, 12-7
- recurring orders, 2-39, 2-42
- repricing, 6-9
- repricing during order entry, 7-38
- reviewing by customer, 3-23
- substituting partial quantities, 2-33
- update, 6-20
- using additional templates, 2-31
- with manual invoice, 5-47
 - defined, 5-4

- Sales Price Based On Date, defined, 11-11
- Sales Price Based on Date field, and Pricing
- Unit of Measure (ECS) preference, 9-36
- Sales Price Level Conversion report, 7-26
- Sales Price Retrieval UOM, defined, 11-10
- Sales Transfer Cost Setup, processing options, 11-61
- Sales update. *See* Update customer sales
- Sales Update – ECS Version, processing options, 6-25

- Sales Update Error Report, 6-24
- Salesperson Code 1, defined, 2-27
- Salesperson Code 1 Commission Rate, defined, 2-27
- Salesperson Code 2, defined, 2-27
- Salesperson Code 2 Commission Rate, defined, 2-27
- Scheduled invoice date calculation, example, 10-13
- Scheduled Invoice Dates form, 10-15
- Searching, asterisk wildcard, 3-27
- Semi-monthly invoicing, 10-13
- Send Invoice to, defined, 10-7
- Separator Character, defined, 11-14
- Sequence Number, defined, 8-9, 9-16, 9-49, 10-19
- Setting up a base pricing structure, 7-3
- Setting up a sales group, 11-45
- Setting up additional commission information, 11-50
- Setting up automatic accounting instructions, 11-63
- Setting up branch sales markups, 11-57
- Setting up commission information, 11-43
- Setting up constants, 11-5
- Setting up customer billing instructions, 11-15
- Setting up customer price groups, 7-4
- Setting up invoice cycle calculation rules, 10-12
- Setting up invoice cycles, 10-11
- Setting up item price groups, 7-8
- Setting up minimum and maximum order amounts, 11-37
- Setting up order activity rules, 11-29
- Setting up order hold codes for credit checking, 11-38
- Setting up order hold codes for margin checking, 11-39
- Setting up order hold information, 11-33
- Setting up order line types, 11-23
- Setting up preferences, 9-43
- Setting up the preference master, 9-46
- Setting up variable commission percentages within a group, 11-55
- Setup
 - See also* System setup
 - base pricing, 7-3
 - complex item price groups, 7-10
 - customer price groups, 7-4
- default locations and printers, 11-3
- invoice cycles, 10-11
- Invoices, 10-1
- item cross-references, 11-3
- item price groups, 7-8
- messages, 11-3
- next numbers, 11-3
- preferences, 9-43
- pricing, cash discount, 7-29
- simple customer price groups, 7-5
- simple item price groups, 7-9
- standard units of measure, 11-3
- system, 11-1
- trade discount and contract pricing, 7-28
- user defined codes, 11-3
- warehouse locations, 11-2

- display specific subsystem, 12-17
- starting all jobs, 12-18
- starting jobs, 12-18
- stopping, 12-19
- stopping all jobs, 12-19
- stopping jobs, 12-18
- Summarized Invoice Journal report, 6-23
- Summary Availability form, 3-9
 - fold area, 3-10
- Supply, defined, 3-15
- Supply and demand inclusion rules, 3-15
- Supply or Demand Plant, defined, 11-59
- Supply/Demand Inquiry, processing options, 3-16
- Supply/Demand Inquiry form, 3-13
 - fold area, 3-14
- System Constants form, 11-9
- System setup, 11-1
 - automatic accounting instructions, 11-63
 - branch sales markups, 11-57
 - commission information, 11-43, 11-45, 11-47, 11-50, 11-55
 - credit checking, 11-38
 - customer billing instructions, 11-15
 - delivery documents for periodic invoicing, 6-12
 - margin checking, 11-39
 - order activity rules, 11-29
 - order hold information, 11-33
 - order line types, 11-23
 - overview, 1-11
 - setting up constants, 11-5
 - defining batch control constants, 11-11
 - defining branch/plant constants, 11-6
 - defining item availability, 11-8
 - defining system constants, 11-9
 - defining the location format, 11-12
- System-generated template. *See* Templates

- T**

- Tax Certificate Number, defined, 2-12
- Tax Expl Code 1, defined, 2-11
- Tax Rate/Area, defined, 2-12
- Taxable, defined, 2-20
- Templates, 8-1
 - additional templates, 2-31
 - Available Templates window, 8-11

- customer-specific, 8-1, 8-3
 - assigning default, 8-10
 - creating, 8-8
 - deleting, 8-4
 - entering an order from, 2-29
 - order history inquiry, 8-9
 - overview, 1-9
 - standard, 8-1, 8-3
 - assigning, 8-7
 - creating, 8-4
 - system-generated, 8-11
 - updating, 8-10
 - user defined code revisions, 8-6
- Text, defined, 11-26
- Trade Discount, defined, 2-11
- Trade discount pricing, 7-28
- Transaction reports, unposted, 6-35
- Transfer Order Entry (ECS), processing options, 5-37
- Transfer orders
 - changing, 5-36
 - defined, 5-3
 - entering, 5-35
 - identifying sales and purchase orders, 5-37
 - kit items, 5-36
- Transfer Orders form, 5-36

- U**

- UDCs. *See* User defined codes
- Understanding preference fields, A-1
- Understanding preferences, 9-11
- Understanding the Container
- Deposit/Rental preference, 9-19
- Understanding the Customer Currency (ECS) preference, 9-20
- Understanding the Document Distribution (ECS) preference, 9-21
- Understanding the Document Set (ECS) preference, 9-22
- Understanding the End Use preference, 9-24
- Understanding the Freight (ECS) preference, 9-24
- Understanding the Grade and Potency preference, 9-27

Understanding the Inventory Commitment preference, 9-28
Understanding the Invoice Cycle preference, 9-30
Understanding the Line of Business preference, 9-31
Understanding the Load/Promise Date (ECS) preference, 9-32
Understanding the Next Order Status (ECS) preference, 9-34
Understanding the Payment Terms (ECS) preference, 9-35
Understanding the Price Adjustment Schedule preference, 9-35
Understanding the Pricing Unit of Measure (ECS) preference, 9-36
Understanding the Print Messages (ECS) preference, 9-38
Understanding the Product Allocation (ECS) preference, 9-38
Understanding the Quality (ECS) preference, 9-40
Understanding the Revenue Cost Center (ECS) preference, 9-40
Understanding the Sales Commission (ECS) preference, 9-41
Understanding the User Defined Price Code preferences, 9-41
Unit of Measure, defined, 2-18, 7-19, 8-9
Unit of Measure as Input, defined, 9-16
Unit Price, defined, 2-18
Units – Over, defined, 7-32
Units – Usual Ordered, defined, 8-8
Units of measure, 11-3
Unposted batch, revising, 6-32
Unposted transaction reports, printing, 6-35
Unposted Transactions G/L Account report, 6-36
Update Average Cost On-Line, defined, 11-10
Update customer sales
 assigning invoice numbers, 6-21
 bulk gain/loss, 6-21
 posting journal entries, 6-33
 reviewing and approving journal entries, 6-29
 summarizing journal entries, 6-22
 updating inventory, 6-21
 when to run, 6-2

Update Sales Order Cost/Price (ECS), processing options, 7-45
Updating an existing template, 8-10
Updating base prices, 7-21
Updating customer sales, 6-19
Updating flexible files, 12-5
Updating inventory, 6-9, 6-21
Updating prices for a customer, 7-43
Updating prices for an item, 7-37
Updating status codes, 5-55
User Defined Code Revisions form, 7-6, 8-6, 9-50, 9-51
 fold area, 8-6, 9-51
User defined codes, 11-3
User Defined Codes Window, 7-5, 9-50
User Defined Codes Window form, 8-5
User Defined Price Code preferences, 9-9, 9-41

V

Valid order templates, from sales order entry, 2-31
Version, defined, 12-17
Volume Unit of Measure, defined, 2-28

W

Warehouse control specifications, 11-8
Warehouse locations, 11-2
Weekly invoicing, 10-12
Weight Unit of Measure, defined, 2-27
Working with base pricing, 7-15
Working with batch sales orders, 2-39
Working with billing cycles, 6-5
Working with blanket orders, 5-21
Working with customer and sales information, 3-21
Working with flexible files, 12-3
Working with interactive sales orders, 2-3
Working with item information, 3-3
Working with order release, 5-5
Working with order templates, 8-3
Working with quote orders, 5-15
Working with repricing, 7-37
Working with the subsystem, 12-15

Z

Zone, defined, 2-14