Where Do I Look?

Online Help
- Program
- Form
- Field

CD-ROM Guides

Guides

Technical Foundation
System Administration and Environment Fundamentals
- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation
Prerequisite
J.D. Edwards Software Fundamentals
- Using Menus
- Getting Help
- Customizing Data
- Reporting
Important Note for Students in Training Classes

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

About this Guide

This guide provides overviews, illustrations, procedures, 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.
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**Glossary**

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**Exercises**
Sales Order Management Overview

Sales order management involves much more than taking an order and shipping it. Today’s requirements include sophisticated order management, inventory allocation, and promotional pricing. Other important functions include:

- Up-to-the-minute credit checking
- Item availability
- Available-to-promise inventory

You must also manage pricing efficiently, given the complexity of customer- and market-specific contracts, special promotions, allowances, and date effectiveness.

Customer service is another key ingredient to your company’s success. You can enhance customer service by using the Sales Order Management system to create order templates, standing or blanket orders, and quote orders. Also, the Sales Order Management system provides additional customer service support through online displays that provide the following:

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

System Integration

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

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

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. In addition, the system records inventory, cost of goods sold (COGS), revenue, and tax transactions for cash receipts processing:

- Inventory
- Cost of Goods Sold (COGS)
- Revenue
- Tax transactions
**General Accounting**

The hub of the integration circle is J.D. Edwards General Accounting system which tracks sales order accounting. All distribution systems interface with the General Accounting system through the use of automatic accounting instructions (AAIs).

**Address Book**

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

**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 Sales Order Management system. This system integrates with many of the price-related programs in the 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 Sales Order Management system. This system integrates with many of the programs related to items and provides additional reporting, picking, and setup functionality.
Distribution Processes

J.D. Edwards recognizes five main distribution processes and provides corresponding systems for each of them:

- Purchase items — Purchase Management system
- Manufacture items — Manufacturing planning and production management systems
- Manage items in inventory — Inventory Management and Advanced Warehouse Management systems
- Sell items to customer — Sales Order Management system

You may use some or all of them, depending upon the nature of your business. Of these, Sales Order Management is the system you use to sell items to customers and to record those sales.

Sales Order Process

Sales Order Management includes the following basic steps:

1. Enter an order — Identify the customer, item number, quantity, and perhaps the location of items being sold on a sales order.
2. Print a pick slip — Inform the warehouse of activity.
3. Confirm a shipment — Validate and record the quantity shipped and the location. This information comes from the pick slip that the warehouse returns.
4. Print an invoice — Create a billing copy. The invoice specifies for the customer what items they are being charged for, the shipping address for those items, and any additional charges, such as taxes or shipping.
5. Update the records — Record invoice information to the general ledger and accounts receivable. After you ship an order, the system updates the inventory and sales history records, and transfers financial information to the general ledger and accounts receivable files.

The process that you define for your sales orders may include additional steps, depending on the types of customers that you have.
**Processing Steps and Status Codes**

Each step of the order process has user defined status codes that you define in the order activity rules. The system uses each status code to track where an order is within the sales order process. For example, an order that is confirmed for shipment may have a status code of 560. The following graphic illustrates the relationship between processing steps and status codes.

![Diagram of Processing Steps and Status Codes]

**Activities Related to Sales Order Management**

File updates, reports, and sales order document generation, including invoices and pick slips, are the types of activity resulting from sales order entry. The following graphic illustrates the sales order processing flow.
Sales Order Activity Flow

1. Transaction Input
   - Sales Order Entry
   - Back Order Release

2. Sales Order Header
   - F4211

3. Sales Order Detail
   - F4231

4. Print Pick Slips
   - P42520

5. Shipment Confirmation

6. Sales Order Invoices
   - P42565

7. Bill of Lading
   - P42530

8. Print Delivery
   - P42535

9. Sales Update
   - P42800

10. Sales Summary History Table
    - F4229

11. Sales Analysis
    - Report

12. Sales Analysis
    - Reports

13. Sales Order Documents
    - Invoice
    - Bill of Lading
    - Delivery Notes

14. Sales Analysis
    - Reports

15. Sales Order History
    - Header History
    - Account Ledger
    - Item Ledger Inquiry
    - Item Location
    - Accounts Receivable
    - F0911
    - F311
    - F4102
Features

The Sales Order Management system provides many features:

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

Sales Order Management

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- Customer Revisions G4221
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- Sales Tax Definition G0021
- Sales User Defined Codes G42411
- Sales Order Management Setup G4241
Daily
Sales Order Entry

Objectives

- To enter and change sales order information using the page, line, and batch modes
- To understand the standard features of each type of order entry
- To understand the different tasks that you can perform using header and detail information
- To add and view messages to header and detail information in sales orders
- To add a sales order using templates
- To copy sales orders using order history
- To create international sales orders
- To create recurring sales orders

About Sales Order Entry

You enter sales orders to record information about your customers and the items that they order.

Sales order entry includes the following tasks:

- Working with header information
- Working with detail information
- Entering sales orders in line mode
- Working with batch sales orders
- Entering recurring sales orders
- Entering kit orders
- Entering sales orders with templates

You can enter international sales orders using the same procedures as domestic sales orders if you activate the multi-currency conversion option.
A sales order has two types of information:

**Header information** This information relates to an entire order but primarily to customers. The system maintains this information in the Sales Order Heading table (F4201). The system also retrieves information from the Address Book (F0101), the Customer Master, and the Billing Instructions (F0301) tables to complete the order.

**Detail information** This information primarily relates to individual lines in a sales order and to items. The system maintains this information in the Sales Order Detail table (F4211). The system also retrieves information from the Sales Order Heading (F4201), the Item Master (F4101), the Item Location (F41021), the Billing Instructions (F0301) and the Customer Master tables to complete the order.
You can enter sales orders in four different ways:

- Page mode — Add several items to a single order. This method uses full functionality but processes orders more slowly than line mode.
- Line mode — Add items to an order one at a time. This method has less functionality than page mode but processes orders more quickly.
- Batch mode — Process several orders at the same time.
- Electronic Data Interchange (EDI) — Add and process one or more orders electronically. The *Electronic Commerce Guide* provides information about using EDI.

**Before You Begin**

☐ Verify that the following information is set up prior to entering sales orders:

- Address information for each customer in the Address Book table (F0101)
- Billing instructions for each customer in the Billing Instructions (F0301) and Customer Master tables
- Branch/plant information for each of your branch/plants in the Branch/Plant Constants table (F41001)
- Item and branch/plant information in the Item Branch table (F4102), the Item Location table (F41021), and Item Master table (F4101) for each item that you stock
- Default location and printers for your terminal or user profile in the Default Location and Printers table (F40095)

☐ Verify that multi-currency processing is set up if you are processing international orders that use different currencies
Work with Header Information

Each sales order has header information that is primarily customer-related and can pertain to the entire order, including:

- Billing address
- Currency code and exchange rate
- Payment terms and payment instrument
- Order hold codes
- Order dates

Header information also contains information about the conditions that affect how the system processes a sales order, such as billing instructions and delivery dates.

Most of the remaining header information consists of default values from the Address Book and the Customer Master tables, such as tax code and area, shipping address, and freight information. You can review and change the values for the entire order or for individual detail lines.

In addition to the header information that you enter, you can create a message and attach it to a sales order so that it appears on the sales order header when you print it.
Complete the following tasks to work with header information:

☐ Enter header information

☐ Add messages to sales orders

**Before You Begin**

☐ Verify that multi-currency information is set up for your system, if necessary

☐ Verify that the processing options in the Sales Order Entry program are set up for:
  - Processing multi-currency sales orders, if necessary
  - Displaying header information first

☐ Verify that the processing options in Sales Order Entry are set up to display header information first.

**Entering Header Information**

To create a sales order, you must enter header information that is primarily customer-related and pertains to the entire order.

Complete the following tasks to enter header information:
• Enter order information
• Review currency information
• Review invoice information
• Review accounts receivable information
• Review shipping information

What You Should Know About

Sales order entry processing options
The processing options are the same for both header and detail information on sales orders.

See Working with Detail Information for a list of the processing options for the Sales Order Entry program.

Sales order entry processing options
The processing options are the same for both header and detail information on sales orders.

See Working with Detail Information for a list of the processing options for Sales Order Entry.

Changing header information
The only header information that you cannot change is the order number and document type because they uniquely identify the record.

Recording order numbers
In addition to a document type, the system displays an order number when you enter header information. Record this number so you can locate the sales order later.

To enter header information

Each sales order has header information that is primarily customer-related and that pertains to the entire order, such as billing address and payment terms.

On Enter Orders (Page Mode)

1. Complete the following fields and press Enter:
   • Branch/Plant
   • Sold To

2. Review the following fields and make any necessary changes:
   • Order Date
• Ship To
• Hold Code
• Cancel Date
• Ordered By
• Taken By
• Customer PO
• Requested Date

On Work With Sales Order Headers

3. Click Add.
4. On Sales Order Header, complete the following fields:
   • Branch/Plant
   • Sold To
5. Review the following fields and make any necessary changes:
   • Order Total
   • Customer PO
   • Print Message
   • Hold Code
   • Tax Area
   • Tax Code
   • Tax Certificate No.
   • Price Pickslip
   • Invoice Copies
   • Ordered By
6. From the Form menu, choose Additional Info.
7. Review the pricing and payment information and make any necessary changes:
   • Payment Terms
   • Payment Instruments
   • Trade Discount
8. Review the credit and bank information and make any necessary changes:
   • Account Number
   • Expiration Date
   • Authorization Number
• Delivery Instructions

9. Review the freight information and make any necessary changes:
• Apply Freight
• Carrier Number
• Freight Code
• Route Code
• Stop Code
• Zone Number
• Display VM
• Display WT

10. Click OK.

After you enter header information, follow the steps to enter detail information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant</td>
<td>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. 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. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. Form-specific information This is the branch/plant that originates the order.</td>
</tr>
<tr>
<td>Sold To</td>
<td>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.</td>
</tr>
<tr>
<td>Date – Order/Transaction</td>
<td>The date that an order was entered into the system. This date determines which effective level is used for inventory pricing.</td>
</tr>
<tr>
<td>Date – Requested</td>
<td>The date that an item is to arrive or that an action is to be complete.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Address Number – Ship To</td>
<td>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.</td>
</tr>
<tr>
<td>Document (Order No., Invoice, and so on)</td>
<td>The number that identifies an original document. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on.</td>
</tr>
</tbody>
</table>
| Order Type | 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.) The following document types are defined by J.D. Edwards and should not be changed:  
- 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 | User defined code (table 42/HC) that identifies why the order is on hold.  

............ Form-specific information ..............  
A value in this field prevents the system from processing an order. |
| Cancel Date | 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. |
| Order Taken By | SALES ORDER SYSTEM: An optional entry field, intended for the name of the individual taking the customer's order. If you do not enter a user ID in this field, the system uses the ID of the person who is signed on. |
| Ordered By | SALES ORDER SYSTEM: An optional entry field, intended for the name of the customer placing the order.  

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. |
**What You Should Know About**

**Changing customer addresses**

If a customer wants you to ship an order to a different address than the one that is typically used, you can change the Sold To or Ship To address. From the Enter Orders (Page Mode) form, access the Order Address Information form and change the address.

Changing the address on this form changes it for the sales order only. It does not permanently change the information in the Address Book system.

---

**To review currency information**

After you enter order information, you must review currency information.

On Enter Orders (Page Mode)

Review the following fields and make any necessary changes:

- Base Co
- Mode
- Currency Code
- Exchange Rate

---

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Code – From</td>
<td>A code that indicates the currency of a customer's or a supplier's transactions.</td>
</tr>
</tbody>
</table>
| Currency Mode–Foreign or Domestic Entry | A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier. Valid codes are:  
  D Domestic  
  F Foreign  
  For conversions, D indicates domestic to foreign, and F indicates foreign to domestic. |
### Field

**Currency Code – To**

The foreign currency code as entered for conversion. This code is used to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer/supplier. The key for locating the proper exchange rate is:

- To Currency (from company constants)
- From Currency (from data entry form)
- Customer/Supplier Address (if there is a currency contract)
- Effective Date (Invoice Date from data entry)

Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate.

*Form-specific information*

If you do not specify a currency code, the default is the currency code of the customer. You can override the currency code when you enter an order.

---

**Exchange Rate**

The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor.

*Form-specific information*

If you leave this field blank, the exchange rate is supplied from the Exchange Rate table on the Set Daily Transaction Rates form.

---

### What You Should Know About

**Entering sales orders using multi-currency**

You must set the processing options to display the header information first because it contains the necessary multi-currency fields.

If you enter an exchange rate that exceeds the tolerance limit that is set in the processing options, a warning message appears when you enter the sales order. You can override this warning and enter the sales order if you want to use the exchange rate that exceeds the tolerance limit.

If you change the exchange rate, you must remove price and cost amount information from the order detail information before you add the order so that the system can recalculate and enter the new amounts.
Reviewing currency conversion information

You can review a sales order using multi-currency in both the foreign and domestic modes to see the conversion amounts.

To review invoice information

After you review currency information, you must review invoice information.

On Enter Orders (Page Mode)

Complete the following fields:

- Invoice Copies
- Print Message
- Price Pickslip
- Delivery Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Copies</td>
<td>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.</td>
</tr>
<tr>
<td>Print Message</td>
<td>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.</td>
</tr>
<tr>
<td>Price Pickslip</td>
<td>Code that indicates whether price information will appear on the customer's pick list, purchase order, or sales order. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Yes, which is the default</td>
</tr>
<tr>
<td></td>
<td>N No.</td>
</tr>
<tr>
<td>Delivery Instructions</td>
<td>One of two fields that you use to enter delivery instructions.</td>
</tr>
<tr>
<td>Line 1</td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Both lines print on the invoice and can originate from the billing instructions for the ship to address. You set up the default on the Customer Billing Instructions form.</td>
</tr>
</tbody>
</table>
To review accounts receivable information

After you review invoice information, you must review accounts receivable information.

On Enter Orders (Page Mode)

Complete the following fields:

- Trade Discount
- Payment Terms
- Payment Instruments
- Tax Code
- Tax Area
- Tax Certification Number
- Account Number
- Expiration Date
- Authorization Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Discount</td>
<td>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%).</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>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: blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th Z Net 90</td>
</tr>
</tbody>
</table>

This code prints on customer invoices.

__________________________ Form-specific information ________________

These terms originate from the customer information for the sold to address.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Instrument</td>
<td>The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:</td>
</tr>
<tr>
<td></td>
<td>C  Check</td>
</tr>
<tr>
<td></td>
<td>D  Draft</td>
</tr>
<tr>
<td></td>
<td>T  Electronic funds transfer</td>
</tr>
<tr>
<td>Tax Rate/Area</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</td>
</tr>
<tr>
<td></td>
<td>The system uses this code to properly calculate the tax amount.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Tax Expl Code 1</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Tax Certificate Number</td>
<td>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</td>
</tr>
<tr>
<td>Account Number</td>
<td>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.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>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.</td>
</tr>
<tr>
<td>Authorization Number</td>
<td>This field lets you record the authorization number provided by the credit card company or bank which issued the card.</td>
</tr>
</tbody>
</table>
To review shipping information

After you review accounts receivable information, you must review shipping information.

On Enter Orders (Page Mode)

Complete the following fields:

- Promised Ship
- Apply Freight
- FOB
- Display Weight
- Display Volume
- Carrier Number
- Route
- Stop
- Zone

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Freight</td>
<td>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y yes, perform calculations</td>
</tr>
<tr>
<td></td>
<td>N no, do not perform calculations</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system automatically enters Y.</td>
</tr>
<tr>
<td>FOB</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Display Weight</td>
<td>A user defined code (system 00, type UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
Display Volume | A user defined code (system 00/type UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants – Page 2 (P410012). You can override this default value.

Carrier Number | 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.

| Form-specific information |
---|---
For ECS Sales Order Management

The Confirm Bulk Load and Confirm Packaged Load programs in Load and Delivery Management override the preferred carrier with the owner of the vehicle.

Route | 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.

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

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

| Form-specific information |
---|---
For ECS Sales Order Management

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.

Stop | 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.

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

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

| Form-specific information |
---|---
For ECS Sales Order Management

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.
 Adding Messages to Sales Orders

You can attach a message, such as special packing instructions, to a sales order.

To add a message, you can:

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

Regardless of the method that you use to add a message, you can view it online and print it on the invoice and pick slip.

 ► To add a message to a sales order

On Enter Sales Orders (Page Mode)

1. Access Associated Text.
2. On Associated Text, enter the message.

On Sales Order Header

1. From the Form menu, choose Attachments.
2. From the Attachments menu, choose Notes.
3. On Associated Text for Sales Order Headers, enter the message and click OK.
Work with Detail Information

After adding header information to a sales order, you must add detail information about the items on the order, such as quantities, prices, and costs. You can specify information that prints on the customer’s invoice, such as backordered and shipped quantities. You can also add messages to individual detail lines using a text line type.

Working with detail information consists of:

- Entering detail information
- Changing order detail information
- Updating header default information
Entering substitute and associated items

Adding a message using a text line type

Duplicating sales order information

Because the system retrieves most of the detail information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary.

You can set a processing option in the Sales Order Entry program to display detail information using one of three formats. The main difference between the different formats is the order in which fields display on the Sales Order Entry form.

**Entering Detail Information**

After you enter header information, you must enter detail information for each line in the sales order.

Because the system retrieves most of the information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary.

Entering detail information includes the following tasks:

- Entering item information
- Reviewing price and cost information
- Reviewing order information
What You Should Know About

**Canceling and deleting sales orders**

You can cancel but not delete an entire order, or cancel only specific order lines:

- When you cancel an entire order, all of the order lines on Sale Order Entry display “Closed” and a next status is 999 (complete and ready to purge).
- When you cancel individual order lines, only 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.*

**Canceling and deleting sales orders**

You can cancel but not delete an entire order, or cancel only specific order lines:

- When you cancel an entire order, all of the order lines display “Closed” and the next status is 999 (complete and ready to purge).
- When you cancel individual order lines, only 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.*
### Skipping order lines
When you have multiple order lines, you can skip to the one that you want to display on the first line of the order information by entering the line number in the Skip To Line # field.

### Viewing item flash messages
Flash messages for order lines contain information that people need to know when selling an item, such as engineering change orders. If a flash message exists for an order line, the system highlights the Item field.

### Changing multi-currency sales orders
You can override the currency code and the exchange rate information on the Enter Orders (Page Mode) form only if you have not entered the sales order. If you change the exchange rate, you must remove both the price and cost amounts so that the system can recalculate the new amounts.

See Working with Header Information.

### Correcting errors on sales orders
If you make an error while changing a line item, you can bypass processing the line and start a new line entry.

#### To enter item information

**On Enter Sales Order (Page Mode)**

1. Access Sales Order Entry.
2. On Sales Order Entry, complete the following fields and press Enter:
   - Detail Branch/Plant
   - Skip to Line #
   - Quantity
   - Item
3. Review the following fields and make any necessary changes:
   - Unit of Measure
   - Unit Price
   - Extended Price
   - Line Type
4. Access the fold area.
5. Review the following fields and make any necessary changes:
   - Branch/Plant
   - Lot
   - Location
   - Description 1
   - Description 2
   - Stocking Type

After you enter header information, you must enter detail information for each line in the sales order.

On Customer Service Inquiry

1. Click on Add.
2. On Sales Order Detail Revisions, complete the following fields:
   - 
   - 
   - 
   - 
   - 

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<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>This is the default branch/plant for the order detail lines. You must enter a valid branch/plant from the Business Unit Master (F0006).</td>
</tr>
<tr>
<td>Skip To Line Number</td>
<td>Number identifying the line you want the system to display at the top of the detail information.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The quantity of units affected by this transaction. For credit orders, the quantity changes to a negative amount once the order is accepted.</td>
</tr>
<tr>
<td>Item</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses the default unit of measure from the Basic Item Master Data form.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>NOTE: If you enter the extended price, the system can calculate the unit price.</td>
</tr>
<tr>
<td>Amount – Extended Price</td>
<td>The number of units multiplied by the unit price.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Line Type</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td><strong>S</strong> Stock item</td>
</tr>
<tr>
<td></td>
<td><strong>J</strong> Job cost</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> Non-stock item</td>
</tr>
<tr>
<td></td>
<td><strong>F</strong> Freight</td>
</tr>
<tr>
<td></td>
<td><strong>T</strong> Text information</td>
</tr>
<tr>
<td></td>
<td><strong>M</strong> Miscellaneous charges and credits</td>
</tr>
<tr>
<td>Lot</td>
<td>A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>If you use lot processing, the system uses the default from the branch/plant item information or you can enter a lot code.</td>
</tr>
<tr>
<td>Location</td>
<td>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).</td>
</tr>
<tr>
<td>Description 1</td>
<td>A brief description of an item, a remark, or an explanation.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Description – Line 2</td>
<td>A second, 30-character description, remark, or explanation.</td>
</tr>
<tr>
<td>Stocking Type</td>
<td>A user defined code (system 41/type I) that indicates how you stock an item (for example, as finished goods, or as raw materials). The following stocking types are hard coded and you should not change them:</td>
</tr>
<tr>
<td></td>
<td><strong>B</strong> Bulk Floor Stock</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> Configured item</td>
</tr>
<tr>
<td></td>
<td><strong>F</strong> Feature</td>
</tr>
<tr>
<td></td>
<td><strong>K</strong> Kit parent item</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> Non-stock</td>
</tr>
</tbody>
</table>
What You Should Know About

Searching for items
If you do not know the item number, you can access the Item Search window to find it.

For more information about searching for items, see Locating Item Information in the Inventory Management Guide.

The system can also retrieve item information using a customer's part number if the cross-reference information is set up in the Item Cross-Reference Revisions program.

See Setting Up Item Cross-References in the Inventory Management Guide.

Reviewing item quantity information
When you order an item that is not available in the quantity that you need, the Supply/Demand form might display, depending on how you set the processing options. Or, you can display this information manually.

See Reviewing Supply and Demand Information for more information about item quantities.

To review price and cost information

After you enter item information, you can review price and cost information for each line in the sales order.

On Enter Sales Order (Page Mode)

1. Access Sales Order Entry.
2. On Sales Order Entry, review the following fields and make any necessary changes:
   - Unit Cost
   - Ext. Cost
   - Pricing Unit of Measure
   - Item Price Group
   - Pricing Category Level
   - Factor
   - Taxable
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Unit Cost                 | The amount per unit (the total cost divided by the unit quantity).  

  Form-specific information

  The system uses the sales costing method from the branch/plant item information. |
| Amount – Extended Cost    | For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units. |
| Pricing Unit of Measure   | A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.                                                                                                       |
| Item Price Group          | A user defined code (system 40/type PI) that identifies an inventory price group for an item.  

  Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure defined for the inventory price group.  

  You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders. |
| Pricing Category Level    | A pricing category or price rule can contain a variety of levels. Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override. |
| Purchasing Taxable        | A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.                                                                 |
| Discount Factor           | The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price. |
What You Should Know About

**Reviewing item price information**

During order entry you can review price information before selecting a price for an item on the Check Price and Availability form.

See *Reviewing Price and Availability Information*.

You can also review basic price information for each item on a sales order, such as the pricing unit of measure and currency on the Pricing Audit Trail form.

**To review order information**

After you review price and cost information, you can review order information for each line in the sales order.

On Enter Sales Order (Page Mode)

1. Access Sales Order Entry.
2. On Sales Order Entry, review the following fields and make any necessary changes:
   - Last Status
   - Next Status
   - Print Message
   - Requested
   - Ship
   - Pick
   - Delivery
   - S (Quantity Shipped)
   - B (Quantity Backorder)
   - C (Quantity Canceled)
   - Partial Shipment

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Status</td>
<td>A code (system 40/type AT) specifying the last step in the processing cycle that this order line has successfully completed.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Next Status</td>
<td>A user defined code (system 40/type AT) indicating the next step in the order flow of the line type.</td>
</tr>
<tr>
<td>Date – Promised Shipment</td>
<td>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.</td>
</tr>
<tr>
<td>Date – Future Use 1</td>
<td>The promised shipment date for a sales order. This date represents the day that the item can be shipped from the warehouse.</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>The date an item will be delivered to the customer.</td>
</tr>
<tr>
<td>S – Quantity Shipped</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>B – Units – Qty Backordered/Held</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>C – Units – Qty Canceled/Scrapped</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>In manufacturing, this can also be the number of units scrapped to date.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Partial Line Shipments Allowed (Y/N)</td>
<td>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. Valid codes are Y (yes), which is the default, and N (no).</td>
</tr>
</tbody>
</table>

*Form-specific information*
Changing Order Detail Information

You can change how the system processes each line of a sales order by changing the following information on a line-by-line basis:

- Header information, such as subledger account and sales category codes that affect billing, internal processing, and history tables
- Detail information, such as Ship To addresses and other shipping information

Because the system retrieves most of the order detail information from other tables, you need to enter only a minimum of information. You determine the values to change by reviewing them first and then making any necessary changes.

Changing order detail information includes the following tasks:

- Reviewing shipping information
- Reviewing accounts receivable information
- Reviewing code and order information
- Reviewing sales category and commission information
- Reviewing item information
To review shipping information

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Access Order Detail Information.
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Ship To
   - Shipping Commodity
   - Shipping Condition
   - Carrier Number
   - Apply Freight
   - Rate Code
   - Route
   - Stop
   - Zone
   - Mode of Transport

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Commodity Class</td>
<td>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. This field is one of three classification categories available primarily for inventory and shipping purposes.</td>
</tr>
<tr>
<td>Shipping Conditions Code</td>
<td>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. This field is one of three classification categories available primarily for inventory and shipping purposes.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apply Freight – Y/N</td>
<td>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y: yes, perform calculations</td>
</tr>
<tr>
<td></td>
<td>N: no, do not perform calculations</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system automatically enters Y.</td>
</tr>
<tr>
<td>Rate Code – Freight/Misc</td>
<td>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.</td>
</tr>
<tr>
<td>Route Code</td>
<td>The route code 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.</td>
</tr>
<tr>
<td>Stop Code</td>
<td>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.</td>
</tr>
<tr>
<td>Zone Code</td>
<td>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 the freight summary facility to calculate potential freight charges for an order.</td>
</tr>
<tr>
<td>Mode of Transport</td>
<td>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.</td>
</tr>
</tbody>
</table>
To review accounts receivable information

After you review shipping information, you can review accounts receivable information for each line in the sales order.

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Access Order Detail Information.
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Subledger
   - Subledger type
   - G/L Offset
   - Cash Discount %

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subledger – G/L</td>
<td>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.</td>
</tr>
<tr>
<td>Subledger Type</td>
<td>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:   - A  Alphanumeric field, do not edit   - N  Numeric field, right justify and zero fill   - C  Alphanumeric field, right justify and blank fill</td>
</tr>
</tbody>
</table>
### Field  

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Category – G/L               | A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows:  
  - IN20 Direct Ship Orders  
  - IN60 Transfer Orders  
  - IN80 Stock Sales  

The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:  
  - Sales–Stock (Debit) xxxxx.xx  
  - A/R Stock Sales (Credit) xxxxx.xx Posting Category: IN80  
  - Stock Inventory (Debit) xxxxx.xx  
  - Stock COGS (Credit) xxxxx.xx  

Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI. |
| Discount Percent – Cash      | 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 |

#### To review code and order information

After you review accounts receivable information, you can review code and order information for each line in the sales order:

**On Enter Orders (Page Mode)**

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Access Order Detail Information.
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Priority Code
   - Reason Code
- Original Order
- Original Order Type
- Original Line Number
- Related Order
- Related Order Type
- Related Line Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority – Processing</td>
<td>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. This field is informational only and can be used in DREAM Writer selection to expedite order lines. 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.</td>
</tr>
<tr>
<td>Reason Code</td>
<td>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.</td>
</tr>
<tr>
<td>Original Order Number</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Original Order Type          | 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:  
   - 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 Line Number         | A number identifying which line on the original order that the current line matches.                                                        |
| Related PO/SO/WO Number      | A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only. |
| Related PO/SO/WO Order Type  | A user defined code (system 00, type DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO. |
| Related PO/SO Line Number    | 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. |

➤ To review sales category and commission information

After you review code and order information, you can review sales category and commission information for each line in the sales order.

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Access Order Detail Information.
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Sales Catalog Section
   - Family
   - Sales Category 3
   - Sales Category 4
   - Sales Category 5
   - Apply Commission
   - Salesperson Code 1
   - Salesperson 1 Rate
   - Salesperson Code 2
   - Salesperson 2 Rate

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Catalog Section</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sub Section</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use. This field represents one of ten property type categories available for sales purposes.</td>
</tr>
<tr>
<td>Sales Category Code 3</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sales Category Code 4</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sales Category Code 5</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Apply Commission (Y/N)</td>
<td>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.</td>
</tr>
<tr>
<td>Salesperson Code 1</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field

**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 1 Commission Rate**

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

---

**Form-specific information**

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 Commission Rate**

The percentage commission rate that the system uses in computing commission liability on sales made by salesperson 02.

---

**Form-specific information**

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.

---

### To review item information

After you review sales category and commission code information, you can review item information for each line in the sales order.

**On Enter Orders (Page Mode)**

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Access Order Detail Information
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Extended Weight
   - Weight Unit of Measure
   - Extended Volume
   - Volume Unit of Measure
- Related Kit Item
- Line
- Component Line

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Weight</td>
<td>The weight of one unit in the primary unit of measure.</td>
</tr>
<tr>
<td>Weight Unit of Measure</td>
<td>The unit of measure that indicates the weight of an individual item. Typical weight units of measure are:</td>
</tr>
<tr>
<td></td>
<td>- GM Gram</td>
</tr>
<tr>
<td></td>
<td>- OZ Ounce</td>
</tr>
<tr>
<td></td>
<td>- LB Pound</td>
</tr>
<tr>
<td></td>
<td>- KG Kilogram</td>
</tr>
<tr>
<td></td>
<td>- CW Hundredweight</td>
</tr>
<tr>
<td></td>
<td>- TN Ton</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Volume</td>
<td>The cubic units occupied by one inventory item.</td>
</tr>
<tr>
<td></td>
<td>The definition of the unit itself (cubic feet, yards, meters, and so on) is defined in the volume unit of measure.</td>
</tr>
<tr>
<td>Volume Unit of Measure</td>
<td>The unit of measure for the cubic space occupied by an inventory item. Typical volume unit of measures are:</td>
</tr>
<tr>
<td></td>
<td>- ML Milliliter</td>
</tr>
<tr>
<td></td>
<td>- OZ Fluid Ounce</td>
</tr>
<tr>
<td></td>
<td>- PT Pint</td>
</tr>
<tr>
<td></td>
<td>- LT Liter</td>
</tr>
<tr>
<td></td>
<td>- CF Cubic Foot</td>
</tr>
<tr>
<td></td>
<td>- CM Cubic Meter</td>
</tr>
<tr>
<td></td>
<td>- CY Cubic Yard</td>
</tr>
<tr>
<td></td>
<td>- CF Cubic Foot</td>
</tr>
<tr>
<td></td>
<td>- CY Cubic Yard</td>
</tr>
<tr>
<td></td>
<td>- CM Cubic Meter</td>
</tr>
<tr>
<td>Related Kit Item</td>
<td>If an individual item of inventory is sold as a component of a kit or assembly (single level bill-of-materials), the item number of that kit is the 'related' item number.</td>
</tr>
<tr>
<td>Kit Master Line Number</td>
<td>This line number indicates the relative sequence in which a component is added to a kit or single level bill of materials. For example, the system automatically assigns a whole number to the kit master line, for example, 1.0000. Each component line is assigned a consecutive subset of that line number, for example, the first component has line 1.010, and the second component has 1.020.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
Component Line Number | A number that indicates the sequence of the components on a bill of material. It initially indicates the relative sequence in which a component was added to a kit or single level bill of material. You can modify this number to change the sequence in which the components appear on the bill of material. Skip To fields allow you to enter a component line number that you want to begin the display of information.

---

## Updating Header Default Information

Of the fields that are common to both the Enter Sales Order (Page Mode) and the Sales Order Entry forms, you can specify the ones that you want to have on the detail information. For example, you can change the Ship To number on the header information and have that information on each of the detail lines in the sales order.

### To update header default information

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.

![Header File Defaults](image)

3. On Header File Defaults, review the following fields:
   - Field
   - Description
4. Select each header field from which you want the system to copy information to the detail.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Item</td>
<td>The data dictionary item name. Examples include F#MMCO or F#CO for company; F#MMC1 or F#MCU for business unit; and F#RP01-30 for business unit category codes 01 through 30. Special characters are not allowed as part of the data item name, with the exception of #, @, $. If you want to create protected data names without J.D. Edwards’ interference, use $xxx and @xxx, with xxx being user-defined. DREAM Writer NOTE: Within the Processing Options Setup form, the field name is used during data entry to edit field size and other field attributes.</td>
</tr>
<tr>
<td>Description–Alpha</td>
<td>Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions: Dates – Begin all Date fields with Date - Amounts – Begin all Amount fields with Amount - Units – Begin all Unit, Quantity, and Volume fields with Units - Name – Begin all 30-byte description fields with Name - Prompt – Begin any Y/N prompting field with Prompt - Address Number – Begin all address numbers (employee, customer, owner) with Address Number</td>
</tr>
</tbody>
</table>

What You Should Know About

**Updating detail information with header information**

Depending on how the processing options are set, you can have the information that you change in the header carry over to the detail information automatically. Otherwise, you can must do it manually by pressing F18.

**Changing multi-currency sales orders**

You can override the currency code and the exchange rate information on the Enter Orders (Page Mode) form only if you have not entered the sales order. If you change the exchange rate, you must remove both the price and cost amounts, so that the system can recalculate the new amounts.
Entering Substitute and Associated Items

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. For example, your customer orders black staplers, but you find that they are backordered. If the customer allows it, you can specify a substitute item, such as white staplers, to fill the order.

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

Depending on how the processing options are set, the Substitute/Associated Items form might automatically appear during sales order entry.

If your company sells items in conjunction with each other, you can set up the system to prompt you to ask the customer whether they want to add the “associated” items to the order. For example, you can associate a box of staples with staplers. When you enter the item number for staplers on a sales order, the system displays information about any associated items. If you choose to add the item, the system adds lines for associated items to the sales order.

You can also replace obsolete items on a sales order if the item and a replacement for it are set up in the Item Cross-Reference Revisions program. You activate the system to check for item obsolescence and to replace the item in the processing options for the Sales Order Entry program.

Before You Begin

- Verify that processing options are set in the Sales Order Entry program to display item cross-reference information for substitute, associated, and replacement items
- Verify that the customer accepts substitute items in Customer Billing Instructions

To enter substitute and associated items

On Enter Orders (Page Mode)

1. Locate the order for which you want to enter substitute or associate items.
3. On Sales Order Entry, locate the order line for which you want to enter substitute or associate items.

5. On Substitute/Associated Items, review the following fields:
   - Cross-Reference Type
   - Original Item
   - Original Quantity
   - Original Price
   - Available

6. Complete the following fields:
   - Quantity
   - Price

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type – Cross-Reference Type Code</td>
<td>A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers</td>
</tr>
</tbody>
</table>
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

The commitment information that displays depends on how you set up the Inventory Commitment preference.

See *Setting Up Preference Types* for more information about the Inventory Commitment preference.

**Setting up substitute or associated items during order entry**
You can set up substitute or associated items during sales order entry. From Substitute/Associated Items, access the Item X-Reference Revisions form and enter cross-reference information.

See *Setting Up Item Cross-References* in the *Inventory Management Guide*.

**Reviewing quantity and price information**
When you order items that are not available in the quantity that you need, the Supply/Demand Inquiry form might appear, depending on how the processing options are set.

See *Reviewing Supply and Demand Information* for more information about how to determine available quantities.

You can review item price and availability information for items during sales order entry by accessing the Check Price and Availability form.

Adding a Message Using a Text Line Type

You can add a message to an order line in two ways:

- Select the order line that you want to add the message to and enter the message on the Associated Text form. After you add the text message, the system highlights the Option field next to the order line.
- Create a separate line type on the order for the text message and then enter the message.
To add a message using a text line type

On Enter Orders (Page Mode)

1. Locate the order line to which you want to add a message.
3. On Sales Order Entry, locate the order line to which you want to add a message.

5. On Text Line Entry, enter the line type for the text message and press Enter.

The Narrative Text form appears.

6. On Narrative Text, enter the message.
7. Return to Text Line Entry by pressing Enter.
8. Return to Sales Order Entry by pressing F3.

See Also

- Adding Messages to Sales Orders

Duplicating Sales Order Information

You can streamline sales order entry by duplicating both header and detail information and adding it to a new sales order. Or, duplicate only the detail information and change the Ship To or Sold To information.
Depending on how the processing options are set, the following information might differ between the original and the duplicate sales order:

- Document type
- Beginning status code

The order number for the duplicate sales order is always different from the original order.

To duplicate sales order information

On Enter Orders (Page Mode)

1. Locate the sales order from which you want to duplicate information.
2. Choose the function to duplicate the sales order information.

   The order number and document type information disappears.

3. Change the following fields as necessary:
   - Ship To
   - Sold To

4. Review the remaining fields and make any changes as necessary.
5. Omit any of the order lines that you do not want to duplicate by entering 8 in the O (Option) field next to the line.
6. Return to Enter Orders (Page Mode) by pressing Enter.
### 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 text duplication selection
   - ‘1’ to copy line text
   - ‘2’ to copy line and order text
   - ‘3’ to copy order text

**ADDRESS BOOK DEFAULT VALUES:**
17. Enter a ‘1’ to default the branch from the Address Book. If left blank, it will default from the user default location.
18. Enter a ‘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, it must be done manually.

**PROMPTING CONTROL:**
20. Enter the Screen Format:
   - 1 = Quantity, Item, Price
   - 2 = Quantity, Item, Description
   - 3 = Item, Quantity, Price
Enter a '1' to:

21. Display Headings first.  ____________
22. Be prompted to accept the order.  ____________

NOTE: Two-cycle order entry is not recommended for configured items.

23. Allow the addition of a Customer Master record, if not set up.  ____________
24. Load Online Invoice information before the order is accepted.  ____________
25. 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:
26. Customer Credit Checking  ____________
27. Order Margin Checking  ____________
28. Order Line Margin Checking  ____________
29. Order Minimum Value Checking  ____________
30. Order Maximum Value Checking  ____________
31. Partial Order Hold  ____________
32. Product Allocation Hold  ____________

LINE CONTROL STATUS:
33. 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:
Enter '1' to protect or '2' to suppress:
34. Cost Fields  ____________
35. Price Fields  ____________

Enter '1' to protect the following:
36. Status Codes  ____________
37. Price adjustment driver fields  ____________

Enter a '1' to suppress the following:
38. Closed Detail Lines  ____________
39. Credit Card Information  ____________
40. Freight and Carrier Information  ____________
41. Commission Information  ____________

CREDIT ORDER PROCESSING:
42. Enter the status code to select when retrieving credit orders.  ____________
43. Enter '1' if the previous status is the last status. If left blank it will be the Next Status.  ____________

CROSS REFERENCE INFORMATION:
44. Enter the Cross Reference Type for:
   - Substitute Items  ____________
   - Associated Items  ____________
   - Replacement Items  ____________
45. 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:
46. Enter ‘1’ to prevent Kit Components from being written. If left blank, they will be added to the sales detail file.
47. Enter ‘1’ to suppress Kit Component lines.
48. Enter the version of Kit Inquiry to call. If left blank, version ZJDE0001 will be called.
49. Enter ‘1’ to suppress availability information in the Kit Window.

AVAILABILITY CHECKING:
50. Enter ‘1’ to be notified of an automatic backorder or cancel. Enter ‘2’ to be notified but not create the backorder or cancel. Enter ‘3’ to create the backorder or cancel automatically and update the order without issuing the warning. If left blank, no availability checking will be done.

COMMITMENT CONTROL
51. 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.

AUTOMATIC PROCESSING:
52. Enter ‘1’ to automatically display the Supply and Demand screen when a new sales detail line is backordered.
53. Enter ‘1’ to print pick slips or a ‘2’ to print invoices through the subsystem. Enter ‘3’ for on-line commitment or a ‘4’ for subsystem commitment.
54. Enter ‘1’ for auto order repricing

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

55. Pick Slip Print (P42520)
56. Supply and Demand (P4021)
57. Std Order/Basket Reprice (P421301) or Adv Order/Basket Reprice (P42750)
58. Customer Service (P42045)
59. Online Invoice (P42230)
60. Preference Profile (P40400)
61. Check Price (Advanced) (P40721)
62. Customer Master (P01053)
63. SMS Rate & Route server PSMR9100

CONFIGURATOR PROCESSING:
64. Enter one of the following for the mode of Specification Entry.
   If left blank, ’2’ will be used:
   ’1’ = Text Mode
   ’2’ = Assisted Mode
   ’3’ = Assisted Prompt Mode

TRANSFER PRICE 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.
66. Enter the transfer pricing method to be used. Default method is 1.
   1 = Branch cost mark-up
   2 = Transfer pricing
67. Enter ’1’ to allow inter-branch invoicing. If left blank, no inter-branch invoice can be run.

WAREHOUSE PROCESSING:
68. Enter the request processing mode:
   ’ ‘ = No pick requests
   ’1’ = Generate requests only
   ’2’ = Generate requests and process using the subsystem
69. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used.
   (See Form ID P46171.)

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

ORDER TEMPLATE PROCESSING:
71. Enter a ’1’ to use the Sold-to address number for order templates, or a ’2’ to use the Ship-to address number. If left blank, no automatic order template processing will be performed.

BLANKET/QUOTE PROCESSING:
72. Enter a ’1’ for automatic access to the blanket/quote release processing. If left blank, no automatic blanket/quote release processing will be performed.

PREFERENCE PROFILE PROCESSING:
73. Enter a ’1’ to use preference profile defaults. If left blank, no preference profile information
will be defaulted.

74. Enter a '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:
75. 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.

Exercises
See the exercises for this chapter.
**Enter Sales Orders in Line Mode**

You can enter orders using line mode when you need to enter large numbers of sales orders. You can do the following using line mode:

- Enter items and quantities quickly
- Change a single order line instead of an entire sales order

When entering orders in line mode, you cannot:

- Copy multiple items and locations to a sales order using Item Search
- Perform online commitments or protect cost status codes
- Use alternate formats for sales orders
- Use templates
- Duplicate sales orders
- Use preferences

**To enter sales orders in line mode**

On Enter Orders (Line Mode)
What You Should Know About

Processing Options for Sales Order Entry - Single Line

DEFAULT VALUES:

Common:
1. Document Type (Required)
2. Line Type
3. Unit of Measure
4. Line Number Increment

Work Orders:
5. Document Type (default is ‘WO’)
6. Beginning Status
7. Held Status
8. Cost Center
9. Change Status

ADDRESS BOOK DEFAULT VALUE:
10. Enter ‘1’ to default the Brn/Plt
from the Sold To Address (AN8). If left blank, it will default from the Default Location (F40095).

**ORDER HOLD CODES:**
- **11. Credit Checking**
- **12. Order Margin Checking**
- **13. Line Margin Checking**
- **14. Minimum Order Value Checking**
- **15. Maximum Order Value Checking**
- **16. Partial Order Hold**

**AUTOMATIC PROCESSING:**
- **17.** Enter ‘1’ to hard commit orders with the Commitment Subsystem. If left blank, all orders will be excluded from commitment subsystem processing.

**FIELD DISPLAY CONTROL:**
- **18.** Enter a ‘1’ to protect the price fields or a ‘2’ to make the prices non-display. If left blank, all price fields will be displayed and unprotected.
- **19.** Enter ‘1’ to protect pricing driver fields.

**KIT PROCESSING:**
- **20.** Enter ‘1’ to prevent kit components from being written. If left blank kit components will be written to the Sales Detail File (F4211).
- **21.** Enter ‘1’ to suppress the display of kit component lines. If left blank, kit component lines will be displayed.
- **22.** Enter ‘1’ to suppress availability information in the Kit Window. If left blank, availability will be displayed.

**COMMITMENT CONTROL:**
- **23.** Enter a ‘1’ to have the system perform item availability check. If left blank, no availability checking will be performed.
- **24.** Enter ‘1’ for commitment to Other Quantity 1 or ‘2’ for commitment to Other Quantity 2. This option is commonly used in association with Blanket or Quote orders.
- **25.** Enter ‘1’ to be notified of an automatic backorder or cancel. Enter a ‘2’ to be notified but not create backorder or cancel.
- **26.** Enter ‘1’ to automatically display the Supply and Demand Inquiry when a new line is backordered.

**PROMPTING CONTROL:**
- **27.** Enter a Next Status to protect a detail line from modification. A line cannot be changed if its
next status is greater than or equal to this value.

28. Enter a Next Status to protect the line from cancellation. A line cannot be cancelled if its next status is greater than or equal to this value.

29. Enter ‘1’ to use the Item Search Video with Query capabilities. If left blank, the Item Search Window will be used.

CROSS REFERENCE INFORMATION:

30. Enter the cross reference type to use when searching for substitute items.

31. Enter the cross reference type to use when searching for replacement items.

32. Enter the cross reference type to use when searching for associated items.

33. Enter ‘1’ to order the substitute item with its own Unit Price. If left blank, will use the original item’s Unit Price.

DREAM WRITER VERSIONS:

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

34. Sales Order Repricing (P421301)
35. Print Pick Slip (P42520)
36. Supply & Demand Inquiry (P4021)
37. Customer Service Inquiry (P42045)
38. Customer Master (P01053)

CURRENCY PROCESSING:

39. Enter a tolerance limit percentage to warn of radical currency rate change (enter 15 to indicate a 15% +/- change).

TRANSFER PRICE UPDATE:

40. Specify the Order Type(s) that the system uses to invoke transfer cost update (SDTCST). If more than one Order Type is required, type them one after the other along this field.

41. Enter the transfer pricing method to be used. Default method is 1.
   1 = Branch cost mark-up.
   2 = Transfer pricing.

42. Enter ‘1’ to allow inter-branch invoicing. If left blank, no inter-branch invoices can be run.

CONFIGURATOR PROCESSING:

43. Enter one of the following for the mode of Specification Entry.
   If left blank, ‘2’ will be used:
   ’1’ = Text Mode
   ’2’ = Assisted Mode
`3` = Assisted Prompt Mode

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

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

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

BLANKET/QUOTE PROCESSING:
47. Enter a `'1'` for automatic access
    to the blanket/quote release
    processing. If left blank, no
    automatic blanket/quote release
    processing will be performed.

Canceling and deleting line mode sales orders
You can cancel but not delete an entire order, or cancel
only specific order lines:

- When you cancel an entire order, all of the order
  lines on Sale Order Entry display “Closed” and have a
  next status is 999 (complete and ready to purge).
- When you cancel individual order lines, only 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.

For more information about purges, see *Purging Data*. 
Work with Batch Sales Orders

You can enter batch sales orders to provide the following for a fast-paced, high-volume environment:

**Quick entry of large quantities of items**
You only need to enter limited information because the system uses most of the default information from the Customer Master Information and Customer Billing Instructions to create the orders.

**Optimal information processing**
You can collect sales orders during the day and process them later.

**Automatic creation of recurring orders**
You can have the system automatically re-enter an order on a weekly, monthly, or yearly basis.

See *Entering Recurring Sales Orders* for more information on recurring order entry.
Working with batch sales orders includes the following tasks:

- Entering batch sales orders
- Processing batch sales orders
- Correcting batch sales orders

The system transfers 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 are ready to process the orders.

When you are ready to process the orders, you run the Edit and Creation program. The system edits the order information and transfers it to the Sales Order Header (F4201) and the Sales Order Detail (F4211) tables.

You must run the Edit and Creation program to generate the sales orders. Optionally, you can also change any detail information on these orders on a line-by-line basis.

**Before You Begin**

- Verify that the Customer Billing Instructions information is set up to process batch orders

See Also

- Entering Recurring Sales Orders
Entering **Batch Sales Orders**

You can enter sales orders in batches to accommodate a fast-paced, high-volume environment.

**To enter batch sales orders**

On Recurring & Batch Order Entry

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

2. Access Batch Order Additional Detail to change any detail lines as necessary.

3. On Batch Order Additional Detail, toggle to the update mode.
4. Complete any fields as necessary.
5. Return to Recurring and Batch Order Entry by pressing F3.
6. Do one of the following:
   - Submit the order for processing, if the processing options are not set to automatically submit the order
   - Process the sales orders later by running the Edit and Creation program separately

Regardless of when you process the orders, the Edit and Creation program edits the information and creates the sales orders. If there are no errors, the system
adds information to the Sales Order Header table (F4201) and the Sales Order Detail table (F4211).

**Processing Batch Sales Orders**

To process sales orders at a later time, you must run a DREAM Writer version of the Edit and Creation program.

Run the Edit and Creation program in one of the following modes, depending on your processing needs:

- **Test** — The system performs a detailed edit of the order but does not create a sales order. You must run the Edit and Creation program again to create the sales orders.

- **Production** — The system edits all orders, prints a detailed error report, creates sales orders, and prints the Order Activity Register.

Any of the orders that contain errors remain in the batch receiver tables as unprocessed. You must correct this information and then re-run the Edit and Creation program.

**Correcting Batch Sales Orders**

You must correct both header and detail information for any orders that contain errors when you run the Edit and Creation program. After you correct the information, you can run the program again to process the orders.

▶ **To correct batch sales orders**

**On Recurring & Batch Order Entry**

1. Locate the sales order that you need to correct.
2. Access any of the following forms and correct any information, as necessary:
   - Order Entry
   - Batch Order Additional Detail (update mode)
   - Order Heading Information
3. Run the Edit and Creation program to process the order.
What You Should Know About

Entering multi-currency batch sales orders

Depending on how the processing options are set, you can process multi-currency orders for batch and recurring orders:

- Decimals for transaction amounts in foreign currency (ledger type CA or Mode F) are determined by the currency code of the transaction
- Decimals for summary amounts are based on the currency code in the total
- Decimals for transaction amounts or summary amounts representing domestic currency (ledger type AA or mode D) are determined by the currency code for the company
Entering Recurring Sales Orders

You can streamline order entry by creating recurring orders to avoid manually re-entering the orders that are always the same. You can have the system automatically re-enter an order on a weekly, monthly, or yearly basis.

The system does not mark recurring sales orders as “processed” in the batch receiver tables. This allows the system to re-create the sales orders from the batch receiver tables on a recurring basis, such as weekly, monthly, or yearly.

To enter recurring sales orders

On Recurring & Batch Order Entry
1. Complete the following fields and press Enter:
   - Branch/Plant
   - Sold To or Ship To
   - Quantity
   - Item

2. Locate the order that you just entered.

3. Access Order Heading Information.
4. On Order Heading Information, complete any fields to add header information (optional).

5. Access Recurring Order Information.

![Image of Recurring Order Information window]

6. On Recurring Order Information, complete the following required fields:
   - Order Frequency
   - Next Order Date

7. Complete the following optional field:
   - Suspend Date

8. Return to Order Heading Information by pressing Enter twice.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency – Order</td>
<td>Indicates how often a recurring order is automatically generated.</td>
</tr>
<tr>
<td>Date – Next Order</td>
<td>The next date that a recurring order is to be processed.</td>
</tr>
<tr>
<td>Date – Suspend</td>
<td>The date when a recurring order is no longer to be processed.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Entering multi-currency recurring orders**

Depending on how the processing options are set, you can process recurring orders using multi-currency:

- Decimals for transaction amounts in foreign currency (ledger type CA or Mode F) are determined by the currency code of the transaction
- Decimals for summary amounts are based on the currency code in the total
- Decimals for transaction amounts or summary amounts representing domestic currency (ledger type AA or mode D) are determined by the currency code for the company
Exercises

See the exercises for this chapter.
**Enter Kit Orders**

You can enter sales orders for kits. A kit consists of a descriptive name, called a parent, and individual items, called components.

Kits are useful if your company sells products in conjunction with each other. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. You set up additional components, such as speakers or a compact disc player, which you typically sell together.

When you enter an item number for a kit, 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.

You can only process fully-configured kits. The system backorders the entire kit if any components are backordered.

**Before You Begin**

- Verify that you have set or cleared the appropriate processing option in the Sales Order Entry – Detail program that suppresses kit component lines.
To enter kit orders

On Enter Orders (Page Mode)

1. Access Sales Order Entry.
2. On Sales Order Entry, complete the following fields and press Enter:
   - Item
   - Quantity

   The Kit Window form appears.

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

   The components that you select may appear in the detail lines of the sales order after the order is accepted.
What You Should Know About

Changing kit orders
You can change quantity and price information for both parent and component items on kit orders. The system recalculates the price. Any price changes affect only the current order. You make permanent price changes in the base price records.

Change the quantity of the parent item by removing the existing quantity and entering an asterisk (*) to the far left space of the field, followed by the quantity that you want to order.

Entering orders for configured items
You can add orders for configured items that are set up in the Configuration Management system.

See Working with Configured Item Sales Orders in the Configuration Management Guide.

See Also

- Entering Kit Information in the Inventory Management Guide
Enter Sales Orders with Templates

You can use templates to speed order processing by displaying your customer's most frequently ordered items. A template is a system-generated “best guess” about what your customer will order.

Using templates also reduces errors and redundant data entry.

You can use a default template for your customer if one is set up, or choose from any available template that is set up for your system. Also, you can create a sales order for one customer by using another customer's template. You can set up a template that is specific to any of the following:

- Customer
- Item
- Quantity

Entering sales orders with templates includes the following tasks:

- Entering an order using a standard template
- Entering an order using a customer template
- Creating a template using order history
Regardless of the template that you use, you can complete order information using templates in the following ways:

- Copy all items and quantities on the template
- Change item and quantity information on a line-by-line basis
- Leave quantity information blank for those items that you do not want to add to your sales order

**Before You Begin**

- Verify that the processing options for the Sales Order Entry program are set to permit order template processing
- Verify that standard and customer templates are set up for your system

**See Also**

- Working with Order Templates

**Entering an Order Using a Standard Template**

You can use any of the standard templates that are set up for your system as the basis for a sales order.

▶ **To enter an order using a standard template**

On Enter Orders (Page Mode)

1. Complete the following required fields and press Enter twice:
   - Branch/Plant
   - Sold To or Bill To
2. Select the Available Templates form by pressing F5.
Enter Sales Orders with Templates

3. On Available Templates, do one of the following:
   - Select the template that you want to use for your sales order.
   - Blank out the customer number, press Enter to view standard templates, and select the template that you want to use for your sales order.

4. Review the following fields for each item on the template that you select:
   - Item
   - Usual Quantity
   - Unit of Measure

5. Complete the following fields next to each item that you add to the order:
   - Quantity
   - Unit of Measure

What You Should Know About

Adding an item that is not on a template

You can add items to an existing template by entering the related item and quantity information to the Order Template window.

Entering a Sales Order Using a Customer Template

You can enter a sales order that is specific to one of your customers by using a default template that you set up for that customer.

To enter a sales order using a customer template

On Enter Orders (Page Mode)
1. Complete the following required fields:
   - Branch/Plant
   - Sold To or Ship To

2. Access the Order Template form by pressing Enter twice.

3. On Order Template, review information in the following fields:
   - Quantity
   - Item
   - Usual Quantity

4. Do one of the following:
   - Select all of the items and quantities on the template
   - Change item and quantity information on a line-by-line basis
   - Omit items that you do not want on the sales order by leaving quantity information blank

When you specify a template for a customer in the Customer Billing Instructions, it displays in the Order Template form. When you set up a default template for a customer but do not specify a template for them in the Customer Billing Instructions, the Available Templates form displays with the list of all default templates for the customer.

**Creating a Template Using Order History**

In addition to using a template to create a sales order, you can select an existing or previous order and copy its contents to the Order Template form. Then, you can use it as the basis for your new sales order, just as if it was a template.
To create a template using order history

On Enter Orders (Page Mode)

1. Complete the following required fields and press Enter:
   - Branch/Plant
   - Sold To or Ship To

2. From the detail form, press the appropriate function to display the Available Templates window.

   One of the following occurs:
   - If a default template is set up for your customer, the Order Template form appears
   - If no default template is set up for your customer, the Available Templates form appears

3. Choose the appropriate function from the Order Template form to access the Order History Inquiry form.

4. On Order History Inquiry, do one of the following:
   - Enter the option to select the order that you want to copy.
   - Enter the appropriate option to review individual orders on Customer Inquiry. Then select the order that you want to copy.

5. Do one of the following:
   - Select and copy all of the items and quantities on the template by pressing F6 and then pressing Enter twice
- Change item and quantity information for any item that you want to add and press Enter twice
- Omit any items that you do not want to add to your sales order by leaving quantity information blank

6. Return to Sales Order Entry and continue adding any remaining order information.
Additional Order Entry and Release

Objectives

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

About Additional Order Entry and Release

The Sales Order Management system provides different order types to accommodate specific ordering situations. Although you enter these additional orders in the same way that you enter a basic sales order, the system processes each order type differently. For example, quote orders are printed but not picked, whereas direct ship orders are not picked. Some additional orders, such as blanket orders, are prerequisites to actual sales orders.

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

Complete the following tasks:

- Work with order releases
- Enter credit orders
- Enter transfer orders
- Enter direct ship orders
- Work with quote orders
- Work with blanket orders
- Work with interbranch orders

When the system places an order on hold, the order is taken out of the processing cycle. When you release an order, you return it to the order processing cycle.
You use credit orders when a customer returns goods that you want to return to inventory. You can also use credit orders when a customer returns damaged goods that you cannot return to inventory. In both cases, you must issue the necessary credits and make adjustments for the returned merchandise.

You can use transfer orders for internal purposes. You can transfer inventory between branch/plants within your company and maintain an accurate on-hand inventory count.

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

You use quote orders to record price quotes. You can:

- Access quote orders through the same review, maintenance, and inquiry form that you use to work with sales orders
- Convert an entire or partial quote order to a sales order
- Use quote orders to ensure effective controls over price guarantees
- Use quote orders to avoid committing inventory until the customer authorizes the order

You use blanket orders when you have an agreement with a customer for multiple releases of an item over a specified period of time. For example, you can place an order for 100 items that will be delivered over a period of four months in increments of 25 items per month. At the agreed-upon time, the quantity that you enter in an actual sales order is subtracted from the blanket order.

You can use interbranch orders to fill a customer's sales order from a branch/plant other than the selling branch/plant. This is helpful if your company places an order from one location but fills and ships the order from another location, such as a central supply warehouse.

**Before You Begin**

- Verify that you have set up status codes and order activity rules for special orders. See *Setting Up Order Activity Rules*.

- Verify that you have set up the line types related to credit orders. See *Setting Up Order Line Types*.

- Verify that you have set up the document types for additional types of orders. See *Setting Up User Defined Codes* in the *Technical Foundation Guide*. 
Work with Order Releases

Working with Order Releases

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

The system can withhold an order or order line from the processing cycle if you do not have the quantity to fill the order or order line. This type of hold is a backorder. When an order or order line is placed on backorder, you must release backorders back into the processing cycle when inventory becomes available.

Working with order releases includes the following tasks:

- Releasing orders on hold
- Releasing backorders online
- Releasing backorders in a batch

See Also

- Setting Up Order Hold Information (P42090)

Releasing Orders on Hold

G42 Sales Order Management
Choose Additional Order Processes

G4211 Additional Order Processes
Choose Release Held Orders
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 an order.

You can place 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 that 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

1. To display held orders, complete the following field:
   - Branch/Plant

2. Complete any combination of the following fields:
   - Hold Code
   - Person Responsible
• Order Number
• Customer Number

3. Complete the following field:
   • Password

4. Choose the release option to release the orders.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Code</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>........ Form-specific information ........</td>
</tr>
<tr>
<td></td>
<td>Enter a specific code in the first Hold Code field to display only orders on hold for that particular reason.</td>
</tr>
<tr>
<td></td>
<td>The second Hold Code field contains the hold code assigned to that line of the order.</td>
</tr>
<tr>
<td>Person Responsible</td>
<td>The address number of the person responsible for reviewing and releasing orders placed on hold.</td>
</tr>
<tr>
<td>Password</td>
<td>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.</td>
</tr>
</tbody>
</table>

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**
You can create sales orders from blanket orders and quote orders by releasing the blanket order or the quote order.

See *Working with Blanket Orders* and *Working with Quote Orders* for more information.
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 Online

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.

You can review backorder information for a specific customer, item, or order before you release a backorder.

▶ To release backorders online

On Release Backorders - Online Form

1. Complete the following fields:
   - Branch/Plant
2. Complete any combination of the following fields:
   - Item Number
   - Sold To or Ship To
   - Order Number
   - Customer Purchase Order
3. Complete the following fields:
   - Option
   - Quantity To Ship
4. Choose the option to release the order.

What You Should Know About

Release by item number  If you locate held order information by item, the system performs the available quantity calculation immediately after you press Enter.

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 for more information.

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 version 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**

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. By default, the system fills the quantity for the order with the earliest date first. To fill an order based on the priority code set up in customer billing instructions, you can set up an alternative DREAM Writer version. This version fills any orders with priority codes first, then any orders with a specified request date.
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.
Enter Credit Orders

Entering Credit Orders

You use credit orders when a customer returns goods that you might return to inventory, or when you receive back damaged goods that you cannot return to inventory. In both cases, you need to issue the necessary credits and make adjustments for the returned merchandise.

The system supports the following types of returns:

**Authorized return**
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 and send it to the customer. When the customer returns the item, you can use the credit order as proof of prior authorization.

**Dock return**
A dock return 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 authorized and dock returns, you enter credit orders in the same way but at different points in the order process.

Entering credit orders consists of:

- Entering credit orders manually
- Entering system-generated credit orders

When you enter the 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 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 the current price or the average cost.
Before You Begin

☐ Verify that you have set up a line type for credit orders. See Setting Up Order Line Types.

What You Should Know About

Defining the steps for credit order processing
You can set up status codes for credit order types. Status codes define the steps in which the system must process an order.

See Setting Up Order Activity Rules.

Tracking credit orders
You can set up a specific document type for credit orders to track credits in specific general ledger accounts and to record a separate credit history.

You can set up automatic accounting instructions to direct entries to special accounts that are based on the credit order document type. This allows the system to track returns and create general ledger entries for credits when you run the Update Customer Sales program.


Entering Credit Orders Manually

You enter a credit order manually to record a returned item and apply either the current unit price or the current average cost to the item. You can also override this default pricing information. You enter credit orders in the same way that you enter sales orders.
To enter credit orders 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.

See Also

- Working with Detail Information (P4211)

Entering System-Generated Credit Orders

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.
To enter system-generated credit orders

On Credit Orders from History

1. Complete any of the following fields:
   - Order Number
   - Invoice Number
   - Sold To
   - Ship To
   - Item Number
   - Customer P.O.

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.
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.

Exercises
See the exercises for this chapter.
**Enter Transfer Orders**

Enter Transfer Orders

![Diagram](image)

**Entering Transfer Orders**

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 order program does the following:

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

**To enter transfer orders**

On Transfer Orders
1. Complete the following fields:
   - Ship From Branch
   - Ship To Branch
   - Item Number
   - Quantity
2. Complete the following optional field:
   - Landed Cost
3. Display the default values for the remaining fields by pressing Enter.
4. Do one of the following:
   - Accept the default values for all remaining fields
   - Complete the default values in any remaining fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landed Cost</td>
<td>A code (table 41/P5) that indicates the landed cost rule for an item, which defines purchasing costs that exceed the actual price of the item. These costs might be for broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.</td>
</tr>
</tbody>
</table>
What You Should Know About

Entering kit items
You cannot enter kit information on a transfer order. To enter an order for kits, use the regular sales or purchase order entry programs to process kits.

Creating sales and purchase order records
The program creates records in the following tables:
- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)

Changing associated sales and purchase orders
When you make a change to a sales order, the system updates the associated purchase order. However, if you make a change to a purchase order, you must revise the corresponding sales order.

The sales order and purchase order are associated by specific fields. On the Order Detail Information form and the Purchase Order Detail form, these fields are:
- Related Order Number
- Related Order Type
- Related Order Line Number

Transferring inventory
Use the Transfers program in Inventory Management for inventory purposes only because:
- It does not create sales or purchase order documents
- It records inventory transfers immediately
- It does not provide an adequate trail for transferring sales and purchase orders

Processing Options for Transfer Order Entry

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 make cost fields non-display.
24. Enter a ‘1’ to protect the price or a ‘2’ to make it non-display.
25. Enter a ‘1’ to protect all the fields which could effect the price.
26. Enter a ‘1’ to protect the status codes.

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 Delivery Date and/or Order Preparation Preference profiles. If left blank, no preference information will be used to calculate the Pick, Ship 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.

SALES ORDER PRICING:
33. Enter a ‘1’ to use the cost plus any transfer cost markups for the sales order price. Enter a ‘2’ to use the Base Price file (F4106). If left blank, the cost alone will be used to price sales order lines.

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 (P4211)
36. Preference Profile (P40400)
37. Supplier Master (P01054)
38. Customer Master (P01053)
39. SMS Rate & Route Server PSMR9100

WAREHOUSE PROCESSING:
40. Enter the request processing mode:
   ‘ ’ = No pick requests
   ‘1’ = Generate requests only
   ‘2’ = Generate requests and process using the subsystem

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

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

CURRENCY PROCESSING:
43. 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.

CROSS REFERENCE INFORMATION:
44. Enter the cross reference code for retrieving item replacements for obsolete items.

Exercises

See the exercises for this chapter.
Enter Direct Ship Orders

You enter a direct ship order to record the sale of an item that you purchase from a supplier 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.

You can process international direct ship orders if multi-currency processing is activated for your system.

Comparing exchange rates

You can set a processing option to compare the sales order exchange rates and determine whether to issue a warning message for significant currency rate changes.
### Viewing an order in foreign currency mode

You can toggle between foreign and domestic modes. When you view an order in foreign mode, the following occurs:

- The extended price fields for the sales order display the decimals for the currency that you specified for the Sold To address number in the Customer Master Information.
- The system displays the extended cost for the purchase order portion using the decimals for currency from the Supplier Master Information.

### Viewing an order in domestic currency mode

If you view an order in the domestic mode, the system displays the extended detail portion of both sales and purchasing using the decimals that you specified for the base currency of the company.

### Updating the currency

You can only make changes to the order in one currency mode. The system updates both the foreign and domestic fields. You can view the updated order information in foreign or domestic modes, regardless of which mode you are in when you make the change.

### Processing a multi-currency order

The currency mode specifies whether amounts are in the domestic currency of the buyer. However, if the Sold To currency code, the supplier currency code, and the base currency code are the same, the system interprets the order to be domestic, regardless of the information that you enter in the mode field.

---

#### To enter direct ship orders

On Direct Ship Orders
1. Complete the following fields:
   - Branch/Plant
   - Sold To
   - Ship To
   - Vendor Number
   - Quantity

2. Complete the following optional field:
   - Landed Cost

What You Should Know About

Line type

The line type for direct ship orders is always D. During direct ship order entry, the system verifies the item number in the Item Branch table (F4102) and the cost and price information in the Cost (F4105), and Base Price tables (F4106). However, the system does not:

- Create commitments
- Perform availability checks
Changing associated sales orders and purchase orders

When you change information on a sales order, the system updates the associated purchase order. However, if you change the information on a purchase order, you must revise the associated sales order.

The sales order and purchase order are associated by specific fields. On the Order Detail Information form and the Purchase Order Detail form, these fields are:
- Related Order Number
- Related Order Type
- Related Order Line Number

Creating sales and purchase order records

The program creates records in the following tables:
- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)

Processing Options for Direct Ship Order Entry

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 (P4211) ____________
  17. Preference Profile (P40400) ____________
  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 all fields which can effect the price.

25. Enter a '1' to protect the status codes.

26. Enter a '1' to NOT display canceled lines.

27. Enter a '1' to load the branch from the address book.

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. If left blank, no automatic blanket/quote release processing will be performed.

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.
CROSS REFERENCE INFORMATION:
35. Enter the cross reference code for retrieving item replacements for obsolete items.

Exercises
See the exercises for this chapter.
Work with Quote Orders

Working with Quote Orders

You use quote order entry 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 price and availability of items
- Honor an obligation for a quoted price for a period of time

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

Working with quote orders includes the following tasks:

- Entering a quote order
- Creating a sales order from a quote order
- Releasing a quote order

Before You Begin

- Verify that you have specified how quote orders affect inventory availability in the processing options for quote orders
Entering a Quote Order

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 that 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

Complete the following fields:

- Branch/Plant
- Document Type
- Sold To or Ship To
- Quantity
- Item

What You Should Know About

Printing invoices  You can set up a version of the Print Invoice program to print an invoice for a quote order. Also, you can set a processing option that will print a message on the invoice to inform your customer that the invoice is a quote.

See Working with Invoices for more information.
See Also

- Working with Detail Information (P4211)

Creating a Sales Order from a Quote Order

When your customer requests or authorizes the actual sales order, you can create a sales order by copying a quote order. You use this method to create a sales order that reflects all or most of the quantities and items on a quote order.

Copying a quote order ensures that the sales order reflects the actual quoted amount.

To create a sales order from a quote order

Enter Orders (Page Mode)

1. Locate the quote order that you want to copy.
2. Choose the available function to duplicate the quote order.

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

What You Should Know About

Line type

When you are in the process of duplicating a quote order, you can edit the order information. However, after a sales order is created from a quote order, the line types are protected. You cannot change the line types on the duplicated order.
Closing a quote order  After you create a sales order from a quote order, you must close the quote order. If you do not close the quote order, the quote order information can be duplicated again.

Releasing a Quote Order

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 that 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 or Ship 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.
Work with Blanket Orders

Working with Blanket Orders

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 released orders, and the remaining quantities.

Working with blanket orders includes the following tasks:

- Entering a blanket order
- Creating a sales order from a blanket order
- Releasing a blanket order

Before You Begin

- Verify that you have set the processing option in the Sales Order Entry – Detail program to process blanket orders and releases

Entering 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. 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 enter a blanket order

On Blanket Orders

Complete the following fields:

- Branch/Plant
- Document Type
- Ship To
- Quantity
- Item

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 Enter Sales Orders for information about the inventory commitment processing option.

See Also

- Working with Detail Information (P4211)
Creating a Sales Order from a Blanket Order

You can create a sales order and have the system deduct a partial quantity from an existing blanket order and apply it to the sales order. The system maintains any remaining balance on the blanket order for future orders.

You can create a blanket order in the same way that you enter a sales order, except that the quantity that you enter represents the entire quantity to be released during the blanket order period. In the same way, the requested date that you enter represents the last date on which the blanket order is effective.

Before You Begin

- Verify that you have created a blanket order for the customer and the item

To create a sales order from a blanket order

On Blanket Orders

1. Complete the following fields:
   - Branch/Plant
   - Order Number
   - Document Type
   - Sold To or Sold To
   - Requested
3. On Sales Order Entry, complete the following fields:
   - Quantity
   - Item
4. On Blanket Release, review the following field and make necessary changes:
   - Quantity

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

What You Should Know About

If order quantity exceeds blanket quantity

If your order quantity exceeds the quantity that is 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 will price the two order lines accordingly.

Releasing a Blanket Order

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

To release a blanket order

On Release Blanket Orders

1. Complete one of the following fields:
   - Order Number
   - Sold To
   - Item Number
2. Choose the blanket order from which to obtain inventory.
3. To order less than the available amount, type the amount in the following field:
   - Quantity
4. To release the order on a specific date, complete the following field:
   - Requested
5. Enter the release option to release the item and create the sales order.
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 form. The Quantity fields do not contain values. You must enter the quantity next to the appropriate blanket order.

---

**Exercises**  See the exercises for this chapter.
Working with Interbranch Orders

You can use an interbranch order to fill a sales order from a branch/plant other than the selling branch/plant. This is helpful if your company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

Working with interbranch sales orders includes the following tasks:

- Entering an interbranch sales order
Sales Order Management

☐ Printing an interbranch invoice (optional)

☐ Updating interbranch sales information

The system processes interbranch sales orders in the same way as other sales orders with the following exceptions:

- During invoice processing, the system prints an invoice for the customer. You have the option to print an interbranch invoice for the selling branch/plant.
- During sales update, you can choose to have the system perform one of the following:
  - Create accounts payable and accounts receivable journal entries for the selling branch/plant and accounts receivable entries for the supplying branch/plant
  - Create accounts receivable entries only for the selling branch/plant

You choose a pricing method for the supplying branch/plant to use for interbranch orders in the same way as other sales orders. For example, the supplying branch/plant can charge a transfer price or a cost markup to the selling branch/plant.

The transfer price can be any price that is set by the supplying branch/plant. The cost markup price is a specific price that you set up in the Branch Sales Markup table. This markup is applied to the inventory cost.

You specify the pricing method to use in a processing option in the Sales Order Entry program.

The system retrieves payment terms and payment instrument information for the selling branch/plant and the customer from the Customer Master table. You can override payment information for the customer and the branch/plant.

The system also retrieves exchange rate information from the currency code that is set up in Customer Master table for the supplying branch/plant to the selling branch/plant and the selling branch/plant to the customer. You can override the currency information for the customer, which is helpful if you process international sales orders in different currencies.

Before You Begin

☐ Verify one of the following, depending on the pricing method that you use:
  - Markup costs are set up in the Branch Sales Markup table and the appropriate processing option is set in the processing options for the Sales Order Entry – Detail program to use the cost markup pricing method
The appropriate processing option is set in the processing options for the Sales Order Entry – Detail program to use transfer pricing.

Verify that an order type is set up for interbranch sales orders in the user defined code table.

See Also

- Setting Up Branch Sales Markups
- Setting Up User Defined Codes in the Technical Foundation Guide
- Processing Options for Sales Order Entry – Detail

Entering an Interbranch Order

To enter an interbranch order

On Enter Orders (Page Mode)

1. Complete the following fields for the selling branch/plant:
   - Branch/Plant
   - Document Type
   - Sold To or Ship To
3. On Sales Order Entry, complete the following fields to fill the order from one branch/plant:
   - Detail Branch/Plant
   - Item
   - Quantity
4. Access the fold area.
5. Complete the following fields to fill the order from more than one branch/plant:
   - Branch/Plant
   - Item
   - Quantity
6. Review the following fields and make any necessary changes:
   - Unit Price
   - Unit Cost
What You Should Know About

**Updating price, cost, and exchange rate information**
You can update the price, cost, and exchange rate for an item if it changes after you enter the interbranch sales order. Set the appropriate processing options in the Update Sales Price/Cost program before running the program to update the following information:

- Price information for interbranch orders
- Exchange rate for both the supplying and selling branch/plants

**Creating a separate DREAM Writer version for interbranch orders**
You can create a separate DREAM Writer version of the Enter Orders (Page Mode) program for interbranch orders. You must specify the order type, order activity rule, and line type for interbranch orders in the version.

Printing an Interbranch Invoice

In addition to printing the customer invoice for the selling branch/plant, the system can also print an interbranch invoice for the supplying branch/plant. Set processing option 67 in the Enter Orders (Page Mode) program to enable the system to print interbranch invoices.

To print interbranch invoices, you must also set up a separate DREAM Writer version in the Print Invoices program. Set the appropriate processing option to print interbranch invoices.

J.D. Edwards recommends that you copy the following demonstration versions to ensure that the system uses the correct data sequence to update records:
J.D. Edwards recommends that you copy the following demonstration versions to ensure that the system uses the correct data sequence to update records:

- “Sales Invoices - Interbranch - Batch” to print interbranch invoices by batch
- “Sales Invoices - Interbranch - History” to print interbranch invoices from history

Note: J.D. Edwards recommends that you copy the following demonstration versions to ensure that the system uses the correct data sequence to update records:

- “Sales Invoices - Interbranch - Batch” to print interbranch invoices by batch
- “Sales Invoices - Interbranch - History” to print interbranch invoices from history

Before You Begin

- Verify that the processing option for printing interbranch invoices is set in the Enter Orders (Page Mode) program
- Verify that the processing option in the Print Invoices program for printing interbranch invoices or customer invoices is set, depending on the type of invoice that you want to print
What You Should Know About

**Viewing invoices online**  You can view interbranch and customer invoices on the following forms:

- Online Invoice
- Sales Ledger Inquiry
- Customer Service

You must specify the order type in a processing option in each of the programs.

**Limitations of interbranch invoices**  Keep the following limitations in mind when using interbranch invoices:

- You cannot print interbranch invoices from the Online Invoice program.
- You cannot use the Invoice Cycle preference for the interbranch invoices. However, you can use this preference to set up invoice cycles for the customer’s invoice.
- You can print customer invoices during shipment confirmation. However, you can print interbranch invoices only after shipment confirmation.

See Also

- *Processing Invoices*

**Updating Interbranch Sales Information**

During the sales update process, you can run the Update Customer Sales program to create journal entries for interbranch sales.

If you set the appropriate processing option to create accounts receivable and accounts payable entries for both the selling and the supplying branch/plants, the system creates the following types of batches:
Example: Accounts Receivable and Accounts Payable Entries

- Batch type I — Debits the COGS account, and credits the receivables accounts and inventory for the supplying branch/plant and selling branch/plant.
- Batch type V — Credits the payables accounts and debits the inventory for the selling branch/plant.

I BATCH

Selling Branch:

<table>
<thead>
<tr>
<th>DEBIT+</th>
<th>CREDIT+</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TRADE</td>
<td>REVENUE</td>
</tr>
<tr>
<td>100</td>
<td>&lt;100&gt;</td>
</tr>
</tbody>
</table>

Supplying Branch:

<table>
<thead>
<tr>
<th>DEBIT+</th>
<th>CREDIT+</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TRADE</td>
<td>I/B REVENUE</td>
</tr>
<tr>
<td>80</td>
<td>&lt;80&gt;</td>
</tr>
</tbody>
</table>

V BATCH

Selling Branch:

<table>
<thead>
<tr>
<th>DEBIT+</th>
<th>CREDIT+</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVENTORY</td>
<td>AP TRADE</td>
</tr>
<tr>
<td>80</td>
<td>&lt;80&gt;</td>
</tr>
</tbody>
</table>

Example: Accounts Receivable Entries

If the appropriate processing option is set to create only the accounts receivable entries, the system creates the following types of batches:

- Batch type I — Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.
- Batch type ST — Credits the revenue account and inventory for the selling branch/plant, and debits the COGS accounts and inventory for the supplying branch/plant.
Selling Branch:

<table>
<thead>
<tr>
<th></th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TRADE</td>
<td>&lt;100&gt;</td>
<td>100</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
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</table>

Supplying Branch:

<table>
<thead>
<tr>
<th></th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGS</td>
<td>&lt;75&gt;</td>
<td>75</td>
</tr>
<tr>
<td>Inventory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interbranch Journal Entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selling Branch: 80</td>
<td>Supplied Branch: &lt;80&gt;</td>
</tr>
<tr>
<td>Inventory</td>
<td>Interbranch Revenue</td>
</tr>
</tbody>
</table>

Before You Begin

- Verify that the appropriate processing option in Update Customer Sales for processing interbranch sales orders is set
- Verify that the appropriate processing option in Update Customer Sales for creating the necessary types of accounting entries is set

See Also

- *Updating Sales Information* for more information on running the Update Customer Sales program
- *Defining Branch/Plant Constants*
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

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
- Work with billing 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 working directly with 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 access and review sales history information.

You can review billing information that doesn’t print on the invoice that the customer receives, such as the status of any related orders. This is helpful when you need to provide information to a customer during order entry.
See Also

- *Locating Quantity Information* in the *Inventory Management Guide* for more information about inventory quantities
Work with Item Information

Working with Item 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 working directly with the customer.

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

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
- Restoring sales order information

See Also

- *Locating Item Information* in the *Inventory Management Guide*
Copying Item Information to Sales Orders

When you enter a sales order, you might need to locate key item information, such as the item number, and then copy it to the sales order. Depending on how you set the prompting control processing options for the Enter Orders (Page Mode) 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. To access Item Search, press F1 in the Item field.
2. On Item Search, complete one or more of the following fields to define your search:
   - Branch/Plant
   - Search Text
   - Item Number
   - Supplier

3. Complete the following field to copy any item to the sales order and press Enter:
   - Quantity

**Reviewing Price and Availability Information**
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 and Availability

Complete the following fields:

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

### 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.

### Form-specific information

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.
What You Should Know About

Accessing Check Price & Availability from a sales order

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

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

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

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

You use the Summary Availability program to review quantity information and determine your current and future inventory needs. You can view the 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

![Summary Availability Screenshot]

1. Complete the following fields:
   - Branch/Plant
   - Item Number
2. Complete the following optional fields:
   - Summary or Detail
   - Unit of Measure
   - Lot Grade
   - Lot Potency
3. Review quantity information in the following fields:
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary/Detail</td>
<td>A code that indicates whether the inquiry is to be in detail or summary mode. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>D      Detail mode</td>
</tr>
<tr>
<td></td>
<td>S      Summary mode</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>From Grade</td>
<td>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.</td>
</tr>
<tr>
<td>From Potency</td>
<td>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.</td>
</tr>
<tr>
<td>Quantity – Hard Committed</td>
<td>The number of units committed to a specific location and lot.</td>
</tr>
<tr>
<td>Quantity on Purchase Order–primary units</td>
<td>The number of units specified on the purchase order in primary units of measure.</td>
</tr>
<tr>
<td>Quantity Soft Committed</td>
<td>The number of units soft committed to sales orders or work orders in the primary units of measure.</td>
</tr>
<tr>
<td>Quantity on Work Order Receipt</td>
<td>The number of units on work orders in primary units of measure.</td>
</tr>
<tr>
<td>Quantity – Work Order Hard Commit</td>
<td>The number of units hard committed to work orders in the primary unit of measure.</td>
</tr>
<tr>
<td>Quantity on Future Commit</td>
<td>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.</td>
</tr>
<tr>
<td>Quantity on Backorder</td>
<td>The number of units backordered in primary units of measure.</td>
</tr>
</tbody>
</table>

**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.

Reviewing Supply and Demand Information

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.
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demand</td>
<td>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.</td>
</tr>
<tr>
<td>Supply</td>
<td>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.</td>
</tr>
<tr>
<td>Available</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Customer/Supplier Name</td>
<td>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. The customer or supplier name on a sales or purchase order.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Supply and demand inclusion rules**  If you are using the Enterprise Requirements Planning and Execution (ERPx) 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 *Materials and Distribution Planning 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 that customers will consume the quantity within that period. The system also determines 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 determine that customers will consume the quantity within a period.

You must set the appropriate processing option to choose which method to use.
Restoring Sales Order Information

If you think that 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 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
- Cancelled 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 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 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 Heading table with information from the Sales Order Detail table
Work with Customer and Sales Information

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 generate reports to review information about the status of sales orders. 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
- Generating order status reports
- Reviewing sales ledger information
- Reviewing delivery notes
- Generating sales history reports

Reviewing Customer Account Information

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 (F0301) table 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)
- Account history (for example, customer ABC ranking, invoice, and payment information)
- Open sales orders (for example, order dates and amounts)

To review customer account information

On Check Credit

Complete the following required fields:

- As of Date
- Company
- Parent Number or Customer
Reviewing Sales Orders

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

On Customer Service
1. Complete the following fields to locate a sales order:
   - Order Number

2. Complete the following optional fields to locate orders based on associated orders:
   - Invoice Number
   - Original Order Number
   - Original Order Type
   - Customer Purchase Order

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document (Order No., Invoice, and so on)</td>
<td>The number that identifies an original document. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on.</td>
</tr>
<tr>
<td>Original Order Number</td>
<td>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.</td>
</tr>
</tbody>
</table>
What You Should Know About

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Order Type</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>PR  Purchase Requisition Orders</td>
</tr>
<tr>
<td></td>
<td>PQ  Purchase Quote</td>
</tr>
<tr>
<td></td>
<td>PO  Purchase Order</td>
</tr>
<tr>
<td></td>
<td>PD  Purchase Order – Direct Ship</td>
</tr>
<tr>
<td></td>
<td>PB  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>
</tbody>
</table>

**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. You can enter the first few letters or numbers of the item number followed by an asterisk (*) to locate all items that start with the values that you enter. For example, if you enter 10*, the system displays all numbers that begin with 10.

**Viewing different formats**

You can toggle between several different types of information that displays 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 that is associated with each line of a sales order, such as:

- Address numbers
- Order dates
- Hold codes
- Prices
- Messages

Locating additional information

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

- Order holds
- Online invoices
- Customer credit, billing, and address
- Item availability
- Supply and demand
- Item cross-reference

Generating Order Status Reports

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

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. It prints the on-hand quantities for each item within a warehouse location.

You can generate different versions of this report to review:

- Open orders for direct ship items
- Backordered items that allow substitutes

This report includes backordered items if you have set a processing option in Enter Orders (Page Mode) to create a backorder when inventory is not available. You must release backorders into the order process before generating this report to reflect accurate backorder and open order information.

Before You Begin

☐ Verify that all necessary backorders have been released for processing

See Also

- Working with Order Releases
- Processing Options for Sales Order Entry – Detail (P4211)
## Generating the Open Orders by Customer Report

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 if you have set a processing option in Enter Orders (Page Mode) to create a backorder when inventory is not available. You must release backorders into the order process before generating this report to reflect accurate backorder and open order information.

<table>
<thead>
<tr>
<th>Item Number/Description</th>
<th>Customer or Vendor Name/Number</th>
<th>Promised Date</th>
<th>On Order</th>
<th>On P/O</th>
<th>Avail On Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>E001 Commercial Business Envel</td>
<td>18972 Corporate Office Systems Comp 07/10/98 BX</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19254 Corporate Office Systems Comp 06/18/98 BX</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1883 Corporate Office Systems Comp 08/05/98 BX</td>
<td>5000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Item Number Total</td>
<td>5650</td>
<td>13,515 BX</td>
<td></td>
</tr>
<tr>
<td>M001 Marketette Red Highlighter</td>
<td>18972 Corporate Office Systems Comp 07/10/98 EA</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19254 Corporate Office Systems Comp 06/18/98 EA</td>
<td>1500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1883 Corporate Office Systems Comp 08/05/98 EA</td>
<td>10000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1906 Corporate Office Systems Comp 07/15/98 EA</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2073 Corporate Office Systems Comp 05/31/95 EA</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2081 Corporate Office Systems Comp 06/30/98 EA</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Item Number Total</td>
<td>12610</td>
<td>26,450</td>
<td>21,109 BX</td>
</tr>
</tbody>
</table>
See Also

- **Working with Order Releases**
- **Processing Options for Sales Order Entry – Detail (P4211)**

---

### Budget Office Supply-USA

<table>
<thead>
<tr>
<th>Customer Name/Number</th>
<th>Ord No/Date</th>
<th>Item Number/Ty</th>
<th>Item Description</th>
<th>Promised UM</th>
<th>Ordered</th>
<th>To Ship</th>
<th>Open</th>
<th>Extended Amount Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>4252</td>
<td>100 SO 372-OAK 03/06/98</td>
<td>EA</td>
<td>Oak Filing Cabinet 2 Drawer, Brass Lock &amp; Ke</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td>584.73</td>
</tr>
<tr>
<td>03/06/98</td>
<td>Oak Filing Cabinet 2 Drawer, Brass Lock &amp; Ke</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/06/98</td>
<td>Oak Filing Cabinet 2 Drawer, Brass Lock &amp; Ke</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/06/98</td>
<td>Oak Filing Cabinet 2 Drawer, Brass Lock &amp; Ke</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Order Total**

1,754.19

**Customer Total**

1,754.19

**Cost Center**

1,754.19

**Company Total**

1,754.19

**Blanket Sales Order**

1,754.19

---

### Data Sequence

The following data sequence is mandatory:

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

---

### Generating the Held Orders Report

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

<table>
<thead>
<tr>
<th>HC Acct No</th>
<th>Customer Name</th>
<th>Ty</th>
<th>Order Number</th>
<th>Line No</th>
<th>Request Date</th>
<th>Promised Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>1126</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>1134</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SO</td>
<td>1142</td>
<td>SO</td>
<td>1142</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>1151</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>6002 Abbott, Dominique</td>
<td>SO</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Generating the Backorders to Fill Report

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
### Data Sequence

The following data sequence is mandatory:

- Branch/plant
- Second item number
- Requested quantity
- Priority processing code
Reviewing Sales Ledger Information

You can review sales ledger information for any orders that have been processed through the Update Customer Sales program. You review sales ledger 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 Ledger (F42199) table, which is a flexible file. Flexible files contain history records of field information that you want to review, such as order entry dates.

The system writes information to the Sales 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 correct status codes are set up to record an entry in the Sales Ledger table. See *Setting Up Order Activity Rules*.

- Verify that flexible file information has been defined. See *Defining Flexible Files*.

**To review sales ledger information**

On Sales Ledger Inquiry
6. Complete one or more of the following fields:
   - Order Number
   - Order Type
   - Sold To
   - Ship To
   - Item Number
   - Customer PO

7. 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

8. Access Sales Ledger Detail to review detail information for individual ledger items.
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 that display 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 that display on the Sales Ledger Detail form, including:

- Customer information
- Status information
Reviewing Delivery Notes

You use Delivery Notes Inquiry to review information about items that are transported. Delivery personnel can use delivery notes to compare what they deliver to what they have on the truck. Delivery Notes Inquiry displays records in the Delivery Note History (F4290) table that are created by the Print Delivery Notes program.

Before You Begin

- Verify that the customer billing instructions for the customer are set up to allow delivery note printing. See Setting Up Customer Billing Instructions.

- Verify that the Print Delivery Notes program has been run.

To review delivery notes

On Delivery Notes Inquiry
1. Complete the following required field:
   - Branch/Plant

2. Complete one or more of the following fields to limit the items that display:
   - Delivery Number
   - Carrier Number
   - Ship To
   - Order Number
   - Order Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Number</td>
<td>A automatic next number assigned by the system that can be used to track deliveries through the system. This number is assigned during the printing of delivery notes.</td>
</tr>
<tr>
<td>Carrier Number</td>
<td>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.</td>
</tr>
</tbody>
</table>
Generating Sales History Reports

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 (F4229) table when you ran the Update Customer Sales program.

Generating the Sales Ledger Detail Report

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 charges
- By order status, such as shipped, backordered, or cancelled
- By customer, salesperson, or order entry person
Sales Order Management

- By customer payment terms
- By price amounts

What You Should Know About

**Specifying information for the Sales Ledger Detail report**

In the order activity rules, you can specify the steps in the process where the system records entries to Sales Ledger table.

See *Setting Up Order Activity Rules*.

**Specifying status codes for record selection**

Because the Sales 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.
### Generating the Sales Analysis Summary Report

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 (F4229) table.

### 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.

---

<table>
<thead>
<tr>
<th>Item Description/Number</th>
<th>Customer Name/Number</th>
<th>Order Num/Invoice Num</th>
<th>Branch/Date</th>
<th>Quantity</th>
<th>UM</th>
<th>Sales/UM</th>
<th>Gross Profit Amount/ %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Red Highlighter</td>
<td>Corporate Office Systems</td>
<td>4242 19238-000 SO</td>
<td>30 06/01/98</td>
<td>100 EA</td>
<td>119.00</td>
<td>50.94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corporate Office Systems</td>
<td>4242 19238-000 SO</td>
<td>30 06/01/98</td>
<td>100 EA</td>
<td>119.00</td>
<td>50.94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corporate Office Systems</td>
<td>4242 19238-000 SO</td>
<td>30 06/01/98</td>
<td>100 EA</td>
<td>119.00</td>
<td>50.94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corporate Office Systems Compa</td>
<td>4242 19238-000 SO</td>
<td>30 06/01/98</td>
<td>100 EA</td>
<td>119.00</td>
<td>50.94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corporate Office Systems Compa</td>
<td>4242 19238-000 SO</td>
<td>30 06/01/98</td>
<td>100 EA</td>
<td>119.00</td>
<td>50.94</td>
<td></td>
</tr>
<tr>
<td>Adv. Pricing, Order Level</td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
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</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
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</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 2097-000 SO</td>
<td>30 06/05/98</td>
<td>PR</td>
<td>181.47</td>
<td>181.47</td>
<td></td>
</tr>
<tr>
<td>Stanley Staple Remover</td>
<td>Custom Athletic Brokers</td>
<td>4243 19300-000 SO</td>
<td>30 07/02/98</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 19300-000 SO</td>
<td>30 07/02/98</td>
<td>10 EA</td>
<td>725.88</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Athletic Brokers</td>
<td>4243 19300-000 SO</td>
<td>30 07/02/98</td>
<td>10 EA</td>
<td>725.88</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Superwides Wheel Set</td>
<td>SK8 Inc. – Store #12</td>
<td>4412-000 SO</td>
<td>30 06/30/98</td>
<td>10 BX</td>
<td>624.00</td>
<td>127.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SK8 Inc. – Store #12</td>
<td>4412-000 SO</td>
<td>30 06/30/98</td>
<td>10 BX</td>
<td>624.00</td>
<td>127.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SK8 Inc. – Store #12</td>
<td>4412-000 SO</td>
<td>30 06/30/98</td>
<td>10 BX</td>
<td>624.00</td>
<td>127.90</td>
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<td>487.88</td>
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## Sales Analysis Summary

**Start Date:** 01/01/98  
**Period Ended:** 12/31/98  
**Period to Date:** . . . . . .  
**Year to Date:** . . . . . . .

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Work with Billing Information

Working with Billing Information

Working with billing information includes the following tasks:

- Reviewing online invoices
- Printing order acknowledgements

You can review billing information that doesn’t print on the invoice that the customer receives, such as the status of any related orders. This is helpful when you need to provide information to a customer during order entry. You can also review sales orders, including those that have been only partially invoiced, before printing the invoice.

You print order acknowledgements to send to your customer to confirm that you are processing the order.

Reviewing Online Invoices

You use the Online Invoice program to review invoice information. 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 that 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 shipping conditions, 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 online invoices

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

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<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Date Range – Based On</td>
<td>A code identifying the type of dates that the system searches for when finding information to display on this form. Valid codes are: 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</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Include Backorders</td>
<td>Code that specifies whether to include backordered quantities in the calculation of the order total. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>blank Exclude backorders: No backordered quantities display.</td>
</tr>
<tr>
<td></td>
<td>1 Include backorders for calculation of order quantity.</td>
</tr>
<tr>
<td></td>
<td>2 Include backorders for calculation of order quantities and extended prices. The order total is recalculated to include backordered amounts.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Locating invoices within a sales order**

If more than one invoice is associated with a sales order, the system displays the Invoice Selection form. You can select the invoice from a list of invoices that are associated with a sales order.

**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

*See Working with Invoices.*

**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
Printing Order Acknowledgements

Use Print Acknowledgements to print an acknowledgement of a sales order that you send to your customer to confirm that you are processing the sales order. You can include the same information that is on the sales invoice, such as the following:

- Item quantities, including those on backorder or cancelled
- Total price, taxes, and discounts
- Delivery date
- Payment terms
- Associated text, print messages

You usually print order acknowledgements for those order lines that are ready to print on a pick slip. You should set up a separate status code for printing order acknowledgements in the order activity rules. You do this to prevent the system from bypassing the status for printing pick slips. If you do not set up a separate status code, you should set up the processing options for the Print Invoice program to prevent the system from updating the sales order's status after you print the order acknowledgement.

What You Should Know About

Choosing the information to include  When you print acknowledgements, the system uses a version of the Print Invoice program. You must set the processing options for this program to select the items to include based on status codes.

See Also

- Printing a Pick Slip


- **Setting Up Order Activity Rules**


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<th>Page Number</th>
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<td>Brn/Plt -</td>
<td>Related PO -</td>
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<tr>
<td>Order Nbr -</td>
<td>Invoice -</td>
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</table>

Sold To: Corporate Office Systems Company
               1156 Inverness
               Denver
               CO
               80239

Ship To: Corporate Office Systems Company
               1156 Inverness
               Denver
               CO
               80237

Tax ID: 11-1111111
Tax Cert: 

Request Date: 7/15/98
Customer P.O.: Blank - Handling Code: Enter yard from East end--ask for Spence.
Inst.: 

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<th>Extended Price</th>
<th>Tax Extended</th>
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<td>Per EA</td>
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</table>

Sales Tax: 3.00
Total Order: 40.50
```

Release A7.3 (June 1996)
Processing Sales Orders

Objectives

- To understand how to process sales orders after order entry
- To be able to generate picking documents, ship sales orders, and bill customers

About Processing Sales Orders

After you enter sales orders, you typically advance them through the processing cycle in the following sequence:

1. Print pick slips and control pick lists
2. Confirm shipment
3. Generate invoices
4. Update information to the general ledger (G/L)

Picking documents, such as pick lists, are documents that warehouse personnel use for picking inventory to fill sales orders. After warehouse personnel pick the appropriate items to fill an order, you can verify that the billing and shipping information on the sales order is correct. You can enter any changes, such as additional charges for freight or taxes, on the sales order before the merchandise leaves your warehouse.

After the customer receives the shipment, you can provide your customer with an invoice that contains the following information:

- The item and quantity that was shipped
- The total cost of the order and payment due date
- The requested shipment date for the order
- Additional charges and applicable discounts

After you print final invoices, you are ready to update all of the system information to complete the sales order processing cycle.
You set up a status code for each of the steps in the sales order process using order activity rules. The system uses these codes to track the status of an order is within the sales order process. For example, an order that is confirmed for shipment has a status code of 560.

The following graphic illustrates the relationship between status codes and the main steps within the sales order process.

You can set up as many status codes as your company needs to complete the sales order process. For example, you can set up an additional status code for credit approval between sales order entry and printing pick slips.

You can also skip steps in the processing cycle by manually advancing the status code on order lines. This is helpful if you have customers who come to your warehouse and purchase items directly. After you enter their order, you can bypass the picking and shipment confirmation steps by advancing the status code on the order line to the status code for processing invoices.

Processing sales orders includes the following tasks:

- Working with picking documents
- Working with shipments
- Working with invoices
☐ Updating status codes

See Also

- Setting Up Order Activity Rules
Work with Picking Documents

Warehouse personnel can use pick slips and control pick lists to pick items for sales orders. A pick slip is a document that contains information about the items to be shipped, such as quantity and location, for a single sales order. A control pick list has information about the items to be shipped for multiple sales orders. A control pick list groups the items by item number and sequences them by quantity and location. Locations with the greatest quantity are listed first.

Control pick lists enable warehouse personnel to fill multiple sales orders efficiently. Pick lists reduce the amount of time that warehouse personnel spend locating the necessary quantities.

If you print a control pick list first instead of a pick slip, you can later print a pick slip for each sales order on the control pick list. The warehouse personnel can use these pick slips to determine the items and quantities to pack for each of the sales orders that they are shipping. The pick slips help warehouse personnel work efficiently because they can pack multiple orders from one area.

Before you confirm the shipment of a sales order, you can use pick slips to verify that the quantity and shipping information is correct. The system assigns a number to each pick slip that you can later use to confirm a shipment.

You use a DREAM Writer version of the Print Pick Slips program to print pick slips and a version of the Print Control Pick List to print control pick lists.

The following graphic illustrates how the system uses pick slips and a control pick list to fill sales orders.
Working with picking documents includes the following tasks:

- Printing a pick slip
- Printing a control pick list

**Printing a Pick Slip**

A pick slip is a document that contains information about the items to be shipped, such as quantity and location for a single sales order.
A pick slip can include several locations from which you can pick items. It lists the primary location of an item first. If the primary location is out of stock, it lists the secondary location.

You can assign a priority code to customers in the customer billing information to have the system fill customer orders and generate pick lists according to the codes. This helps to ensure that you have sufficient inventory for certain customers.

Warehouse personnel can use pick slips to pick items to fill the sales order. You can also use pick slips for the following:

- Review prices for line items and the entire order
- Identify delivery personnel
- Verify that a customer has signed for the items at the time of delivery
- Use as a receipt if the customer returns any items

You use a version of the DREAM Writer for the Print Pick Slips program to print pick slips.
What You Should Know About

Reprinting pick slips
You can reprint pick slips if the printing process is interrupted or if you need additional copies. To do this, choose Reprint Pick Slips from the Sales Order Processing menu. The system reprints the pick slip without advancing the status codes for that order.

Printing multi-currency pick slips
To print pick slips in the customer’s currency, you can override the default currency in the customer’s master information by specifying another currency in the Print Pick Slips program.

Processing Options for Pick Slips Print

STATUS CODES:
1. Enter the Range of Status Codes to be selected for processing.
   Next Status Code From (Required)
   Next Status Code Thru (Required)
2. Override Next Status (Optional)
3. Enter a ‘1’ to prevent updating the Next Status Code from Order Activity Rules. If left blank the Next Status Code will update.

REPORT DISPLAY:
4. Enter the Global Print Message to print on each pick slip.
5. Enter a ‘1’ to print Sales Order Associated Text.

LINE DISPLAY:
6. Enter a ‘1’ to print Kit Component Lines.
7. Enter a ‘1’ to print Future Committed Inventory Lines.
8. Enter a ‘1’ to print Sales Order Detail Text Lines.
9. Enter a ‘1’ to print lines with zero Quantities Shipped.

ITEM NUMBER DISPLAY:
10. 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.
11. If you wish to print the customer item number, enter the type of cross reference to retrieve.

INVENTORY PROCESSING:
12. Enter a ‘1’ to Hard Commit Inventory. If left blank the
13. Enter a ‘1’ to use the Inventory Commitment Preference to source from multiple branches. If left blank, the branch from the Sales Order detail will be used.

CURRENCY PROCESSING:
14. 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.

SMS PROCESSING:
15. Enter the version of the SMS shipment server (PSMR9100) to call.

Printing a Control Pick List

A control pick list has information about the items to be shipped for multiple sales orders. The control pick list groups the items by item number and sequences them by quantity and location. Locations with the greatest quantity are listed first.

Control pick lists enable warehouse personnel to fill multiple sales order efficiently. Pick lists reduce the amount of time that warehouse personnel spend locating necessary quantities.

You use a version of the DREAM Writer for the Print Control Pick List program to print control pick lists.
### Pick Slip #. 10099

#### Control Pick List

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<th>Item Number/Location, Lot</th>
<th>Line</th>
<th>Descip</th>
<th>UM</th>
<th>Order#</th>
<th>DT Ship To</th>
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<th>Shipped</th>
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<td>3.000 Commercial Business Envelope</td>
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<td>1896 SO</td>
<td>4243</td>
<td>250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V001</td>
<td>2.000 Natureway High Energy Vitamins</td>
<td>EA</td>
<td>19158 SO</td>
<td>6728</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V001</td>
<td>3.000 Natureway High Energy Vitamins</td>
<td>EA</td>
<td>19158 SO</td>
<td>6728</td>
<td>200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Processing Options for Control Pick List

1. Enter the Override Next Status Code
2. Enter '1' to not commit inventory.
3. Enter '1' to use Inventory Commitment Preference to source from multiple branches. If left blank, the branch from the Sales Order Detail will be used.
4. Enter a '1' to not see future committed inventory
5. Enter a '1' to print Backordered Lines. If left blank, Backordered Lines will not be printed.

---

#### Exercises

See the exercises for this chapter.
Work with Shipments

Working with Shipments

After warehouse personnel pick the items for an order, you must verify that the item and shipping information is correct before shipping the order. You can also confirm that the inventory has left the warehouse. You can use the Confirm Shipments program to record additional information or changes to an order.

How you set the processing options for the Confirm Shipments program determines how the system commits inventory, the information that displays, and the changes that you can make during shipment confirmation. For example, you can set a processing option to add detail lines for non-inventory items, such as handling charges. You can also set a processing option to calculate any additional charges and add them to the order.

For tracking purposes, certain items, such as appliances, require serial numbers. If serial number requirement is set up for an item in the item’s master information, but the serial number is not entered prior to shipment confirmation, you must enter one.

To ensure proper delivery and billing, you can use a version of the DREAM Writer for the Print Shipping Documents program to print the documents, such as bills of lading, that you send with a shipment.

Working with shipments includes the following tasks:

- Confirming shipments
- Entering serial numbers at shipment
- Printing shipping documents
Confirming Shipments

You can verify sales order information, record additional information, such as packing or handling fees, and determine when the inventory leaves the warehouse when you use the Confirm Shipments program.

Although you cannot add items to a sales order during shipment confirmation, you can add amounts for non-stock items, such as handling charges, depending on how a processing option is set. You can have the system calculate and add any additional charges, such as freight, by setting a processing option.

When you confirm an order, the system advances the status codes for sales orders to the next status code following shipment confirmation. For example, an order with a status code of 540 advances to 560 after you confirm shipment.

If the document type for the sales order is set up in the inventory update user defined code table (40/IU), the system updates the on-hand inventory, adjusts the hard committed and soft committed quantities, and updates item ledger and item history information.

If the document type is not set up in the user defined code table, the system only hard commits the inventory quantities and performs no other updates.

Before You Begin

- Verify that a status code is set up for shipment confirmation
What You Should Know About

Confirming partial shipments
If the shipment quantity is less than the order quantity, you can adjust the shipment quantity on the sales order. If the system still cannot fill a quantity of items, it cancels, backorders, or indicates as available to ship, any remaining items, depending on how you set the processing options.

For partial shipments, the system splits the original detail line into two lines. The first line contains the shipped quantity and the second line contains any unshipped quantities. This quantity can be cancelled or backordered quantities.

Confirming shipments from multiple locations
If the items on an order are picked from multiple locations, you can confirm shipment of items from those locations. Access the Select Multiple Locations form from the Confirm Shipments program and specify the locations.

Confirming kits
You can confirm the shipment of kits in the following ways:

- Manually — Set a processing option to display all kit components. You must manually confirm each component and balance the remaining quantity for each component in the kit.
- Automatically — Set a processing option to prevent the display of kit components. The system confirms the components and balances the remaining quantities for each component in the kit.

To confirm shipments

On Confirm Shipments
1. Complete the following fields:
   - Order Number
   - Branch/Plant

2. Review the following fields and make any necessary changes:
   - Pick Slip #
   - Container I.D.
   - Customer PO
   - Carrier Number
   - Shipment Date

3. Access the fold area.
4. Review the following fields:
   - Quantity
   - Item
   - Location
   - Lot

5. Confirm each order line by choosing the Confirm option.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick Slip Number</td>
<td>A automatic next number assigned by the system that can be used to track picking information through the system. This number is assigned during the printing of pick slips. The shipment confirmation program allows inquiry and confirmation by this number.</td>
</tr>
<tr>
<td>Container I.D.</td>
<td>Identifier on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.</td>
</tr>
</tbody>
</table>

**Entering Serial Numbers at Shipment**

For tracking purposes, certain items, such as appliances, require you to enter serial numbers. If the serial number requirement is set up for an item in the item's master information, but the serial number is not entered prior to shipment confirmation, you must enter one.
You can assign serial numbers at any of the following times:

- When you first receive the item into your inventory
- While the item is stored in the warehouse
- When you confirm the item for shipment

**To enter serial numbers at shipment**

On Confirm Shipments

1. Complete the following fields:
   - Order Number
   - Branch/Plant
2. Review the following fields and make any necessary changes:
   - Pick Slip #
   - Container I.D.
   - Customer PO
   - Carrier Number
   - Shipment Date
3. Review the following fields:
   - Quantity
   - Item
   - Location
   - Lot
4. Confirm each order line by choosing the Confirm option.

The Serial Number Selection form appears.
5. On Serial Number Selection, review the following fields:
   - Serial Numbers
   - Item
   - Order
   - Line

6. Choose a serial number for the item by choosing the Update option next to the order line for the item.

See Also

- *Setting Up Item Branch Master* in the *Inventory Management Guide* for information about assigning a serial number during item entry.
- *Assigning Lots, Locations, and Serial Numbers to Receipt Items* in the *Purchase Management Guide* for information about assigning a serial number when you first receive it.
- *Setting Up Serial Numbers* for information about creating a new serial number for an item.

Processing Options for Order Confirmation

**RECORD SELECTION:**

1. Enter the ranges of status codes to be selected for processing:
   - Next Status From (Required) ____________
   - Next Status Thru (Required) ____________

2. Enter Sales Order Type (Required) ____________
DEFAULT VALUES:
3. Line Type for new Sales Detail Lines entered through Additional Line Entry. If left blank, you will need to enter it manually for each line. 
   NOTE: You cannot enter new inventory items.

4. Enter a Next Status Override code for the following:
   - Sales Detail lines confirmed
   - Additional Line Items entered
   - Sales Detail line created by backorder of remaining quantities

   For confirmed and additional lines, if the options are left blank, will default the Next Status from the Order Activity Rules (F40203).

PROMPTING CONTROL:
5. Enter '1' to be allowed to enter additional non-inventory lines. If blank, the Additional Line Entry Display will be suppressed.
6. Enter '1' to display kit component lines. If left blank kit component lines will be suppressed and confirmed with the parent item.
7. Enter '1' to display text lines. If left blank, all text lines will be suppressed from display and their status will be updated automatically.

8. Enter '1' to be prompted to accept the order.
9. Enter '1' to receive an error when the item location is on hold. If left blank, you will receive a warning.
10. Enter '1' to have the system pre-load the update option ('1') to option field.
11. Enter '1' to check availability and receive a warning if lack of availability. If left blank, no warning will be given.

12. Enter '1' to prevent shipment from a location which currently has zero or negative On Hand Quantity, or if the result of the shipment will produce negative On Hand Quantity. If left blank, the item will be allowed to be confirmed regardless of the On Hand Quantity.
13. Enter '1' to have the system prevent shipping a quantity that is greater than the quantity on the order. If left blank, you will be able to over ship an order.

UPDATE OPTIONS:
14. Enter ‘1’ to allow the Line Type of confirmed items to be overridden. If blank, field will be protected.

15. Enter ‘1’ to allow Ship-To-Address to be overridden. If left blank, Ship-To fields will be protected.

16. Enter ‘1’ to automatically backorder or cancel any remaining quantity not shipped. If left blank, will leave all remaining quantities shippable. For kit master lines, all remaining quantities will be backordered or cancelled.

FREIGHT PROCESSING:
17. Enter ‘1’ to call the Freight and Additional Charges Calculation program (P40210) after an order is confirmed for shipment and have the freight charges calculated automatically.

18. Enter ‘1’ to allow either the line item weight or the gross freight charges to be overridden when inside the Freight program (P40210).

PRINT OPTIONS:
19. Enter ‘1’ to automatically print invoices at completion of confirmation using subsystem.

DREAM WRITER CONSIDERATIONS:
20. Enter the version of Sales Order Entry to call. If left blank, will default to ‘ZJDE0001’.

WAREHOUSE PROCESSING:
21. Enter ‘1’ if this program is to be used for pack confirmation.

SMS PROCESSING:
22. Enter the version of SMS Shipment Confirmation (PSMR9120) to call.

Printing Shipping Documents

You can print shipping documents, such as bills of lading and delivery reports, before you ship the order. Shipping documents accompany the order to its destination. Delivery personnel can use these documents to compare what they are supposed to deliver with what they are transporting.

Printing shipping documents includes the following tasks:

- Printing bills of lading
- Printing delivery notes
Printing Bills of Lading

You run a version of the DREAM Writer for the Print Shipping Document program to print bills of lading. A Bill of Lading lists the following information about the order:

- **Item** — Includes item description, quantity, weight, and volume.
- **Billing** — Includes customer address and price.
- **Shipping** — Includes shipping instructions, total weight, and total volume.
- **Delivery** — Includes signature lines for the driver and the customer.

You can specify the heading that prints at the top of the document, such as “Bill of Lading” when you run the program.

Because a shipping document has signature lines for the delivery person and the customer, you can also use it as a receipt.

---

**Sold To:** Sun River Products  
1111 Stony Brook Rd.  
Denver  
CO  
80237-1234

**Ship To:** Sun River Products  
1111 Stony Brook Rd.  
Denver  
CO  
80237-1234

**Shipping Instructions:**

<table>
<thead>
<tr>
<th>Item Number/Description</th>
<th>Ordered</th>
<th>UM</th>
<th>Shipped</th>
<th>Price</th>
<th>UM</th>
<th>Ext Amount</th>
<th>Ext Volume</th>
<th>UM</th>
<th>Ext Weight</th>
<th>UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencil Gold Filled, with case</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Driver Signature**

**Customer Signature**
Processing Options for Bill of Lading

**STATUS CODES:**
1. Next Status Code  (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 will be
   updated.

**INVENTORY PROCESSING:**
4. Enter a ‘1’ to NOT commit
   inventory. If left blank
   inventory will be hard committed.
5. Enter a ‘1’ to NOT display future
   committed inventory.
6. Enter a ‘1’ to use the Inventory
   Commitment Preference to source
   from multiple branches. If left
   blank, the branch from the Sales
   Order detail will be used.

**UNIT OF MEASURE DISPLAY:**
7. Enter the volume unit of measure
   for all sales orders in total
   fields.
8. Enter the weight unit of measure
   for all sales orders in total
   fields.

**REPORT DISPLAY:**
9. Enter a ‘1’ to display Prices and
   Costs.
10. Enter a ‘1’ to display Serial
    Numbers.
11. Enter a ‘1’ to NOT print Kit
    Components.

**ITEM NUMBER DISPLAY :**
12. Enter a ‘1’ to print only our item
    number. Enter a ‘2’ to print
    both our item number and the
    Customers item number.
13. If you wish to print the customers
    item number, enter the type of
    Cross Reference Number to
    retrieve.

**CURRENCY PROCESSING:**
14. 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.
Printing Delivery Notes

You run a version of the Print Delivery Notes DREAM Writer program to print information that delivery personnel can use during delivery. For example, they can compare the items that they are supposed to deliver with the items that they have on the delivery vehicle. This is helpful if your company uses its own vehicle for deliveries instead of an outside company’s vehicle.

You can also provide delivery notes to a customer if the customer’s billing instructions are set up to allow delivery notes.

To ensure that the customer’s invoice is accurate, you can print delivery notes after shipment confirmation but before you generate a customer invoice for an order.

Before You Begin

- Verify that the customer billing instructions for the customer are set up to allow delivery note printing. See Setting Up Customer Billing Instructions.

- Verify that the order activity rules include a status code for printing delivery notes that is between shipment confirmation and printing invoices.
Processing Options for Print Delivery Notes

STATUS CODES:
1. Enter an override next status if desired. If left blank, the next status from the Order Activity Rules will be used.

2. 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.

REPORT DISPLAY:
3. Enter a ‘1’ to print Kit Component lines.

4. Enter a ‘1’ to print extended amount on the Delivery Note.

5. Enter the transport reason to be printed on the delivery notes.

6. Enter the global print message to print on each delivery note.

7. Enter a ‘1’ to print associated text, if option is left blank, no associated text will print.

ITEM NUMBER DISPLAY:
8. Enter a ‘1’ to print only our item number. Enter a ‘2’ to print both our item number and the Customers item number.

9. If you wish to print the customers item number, enter the type of Cross Reference Number to retrieve.

FILE UPDATE:
10. Enter a ‘1’ to write to Delivery Note History File. If left blank, no delivery note number or history records will be generated. It will be a proof mode only.

CURRENCY PROCESSING:
11. Enter a ‘1’ to print amounts in Foreign Currency. If left blank, only Domestic Currency amounts will print.

Exercises
See the exercises for this chapter.
Work with Invoices

An invoice provides the following information about an order:

- Item, quantity, and cost
- Shipping date and payment due date
- Additional charges and applicable discounts

Each day, you can process the line items on sales orders for which you need to generate invoices. Typically, you print invoices after you confirm the shipment of an order using the Print Invoice program. Optionally, you can use the Schedule Invoice Cycle program to identify any invoices that are scheduled to print on the current date.

The Schedule Invoice Cycle program works in conjunction with the Invoice Cycle preference and the Invoice Cycle Calculation Rule program by retrieving information to calculate the dates for printing invoices.

You can use different invoice cycles for each customer and item combination that is set up in the Invoice Cycle preference. For example, you can print an invoice for a customer on a daily, weekly, or monthly basis. However, you cannot process any detail lines for customers or item combinations that are not set up in the Invoice Cycle preference through the Invoice Cycle program.

The system processes orders differently depending on whether the dates on detail lines are less than, equal to, or greater than the current date. For example, if a customer receives delivery of items today, but the invoice cycle is set to print an invoice at the end of the month, the system creates deferred G/L entries for revenue, COGS, and accounts receivable for the order. If the dates are equal to the current date, the system does not create deferred entries and processes order information during the daily sales updates.

Deferred entries are necessary because, although you have delivered the order to the customer, the system does not include the order in the sales update information until you generate an invoice for the order. The system must update the records to indicate that inventory is no longer in transit and the accounting records must include the deferred billing information.

When you run the Schedule Invoice Cycle program in proof mode, the system does not advance the status of any of the orders. However, it does create
deferred entries for orders with future invoice dates. When you run the
program in final mode, the system processes invoices in the following ways,
depending on the scheduled invoice date:

**Invoice date is less than or equal to the current date**

The system advances the status to print invoices and does not create any deferred general ledger entries. The program does not create deferred entries because the order lines will be processed through sales update on the same day.

These order lines indicate a daily invoice cycle, no billing cycle, or that the current date is the cycle date.

**Invoice date greater than the current date**

The system advances the status of the order lines to the print invoice status. However, it calculates the invoice date and updates the Sales Order Detail Tag table (F49211) with the invoice cycle and invoice date information. It also writes deferred general ledger entries for COGS, revenue, and unbilled accounts receivable.

These order lines indicate an invoice cycle.

Working with invoices includes the following tasks:

- Processing invoices
- Verifying general ledger entries
- Printing invoices
Processing Invoices

Each day, you can process the line items on sales orders for which you generate invoices. You can use the Schedule Invoice Cycle program to identify the invoices that are scheduled to print on the current date.

This program works in conjunction with the Invoice Cycle preference and the Invoice Cycle Calculation Rule program to calculate the dates on which to print invoices.

You can use a DREAM Writer version of the Schedule Invoice Cycle program to run the program in proof or final mode. Running the program in proof mode allows you to review the G/L entries and make any necessary corrections before the system updates the G/L.

Before You Begin

- Verify that the Invoice Cycle preference and the Invoice Cycle Calculation Rule are set up.
- Set the processing option in the Schedule Invoice Cycle program to run in proof or final mode.
- Verify that a user defined code for a default invoice cycle is set up. The system applies this user defined code for all customer and item combinations that are not set up in the Invoice Cycle preference. See Setting Up User Defined Codes in the Technical Foundation Guide.

See Also

- Invoice Cycle Preference
Verifying General Ledger Entries

After you run the Schedule Invoice Cycle program, you can verify the deferred G/L entries that the Schedule Invoice Cycle program creates.

Verifying G/L entries includes the following tasks:

- Reviewing invoice cycle transactions
- Reviewing invoice cycle errors

Before You Begin

- Set the processing option in the Schedule Invoice Cycle program to run in proof or final mode

Reviewing Invoice Cycle Transactions

You can review deferred G/L entries on the Invoice Cycle Transaction report. This report lists up to four entries for each order line. You can run the Schedule Invoice Cycle program in proof mode to review the entries on this report. Then, you can make any necessary corrections before you run the program in final mode.

<table>
<thead>
<tr>
<th>G/L Date</th>
<th>Or Order</th>
<th>Ln Type</th>
<th>Customer Name/Account Description</th>
<th>Customer Number/Account Number</th>
<th>G/L Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/22/96</td>
<td>100 SO</td>
<td>2069</td>
<td>Viper Stereo Equipment</td>
<td>4347</td>
<td>30.5040</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Revenue</td>
<td></td>
<td>5,180.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unbilled Accounts Receivable</td>
<td>100.1280</td>
<td>5,180.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Cost of Goods Sold</td>
<td>30.6320</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inventory/Memphis, Prod A</td>
<td>100.1411.30A</td>
<td>3,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/22/96</td>
<td>100 SO</td>
<td>2069</td>
<td>Viper Stereo Equipment</td>
<td>4347</td>
<td>30.5040</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Revenue</td>
<td></td>
<td>5,235.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unbilled Accounts Receivable</td>
<td>100.1280</td>
<td>5,235.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Cost of Goods Sold</td>
<td>30.6320</td>
<td>3,375.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inventory/Memphis, Prod A</td>
<td>100.1411.30A</td>
<td>3,375.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/22/96</td>
<td>100 SO</td>
<td>2070</td>
<td>Viper Stereo Equipment</td>
<td>4347</td>
<td>30.5040</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Revenue</td>
<td></td>
<td>2,590.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unbilled Accounts Receivable</td>
<td>100.1280</td>
<td>2,590.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Cost of Goods Sold</td>
<td>30.6320</td>
<td>1,750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inventory/Memphis, Prod A</td>
<td>100.1411.30A</td>
<td>1,750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/22/96</td>
<td>100 SO</td>
<td>2070</td>
<td>Viper Stereo Equipment</td>
<td>4347</td>
<td>30.5040</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Revenue</td>
<td></td>
<td>1,745.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unbilled Accounts Receivable</td>
<td>100.1280</td>
<td>1,745.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deferred Cost of Goods Sold</td>
<td>30.6320</td>
<td>1,125.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inventory/Memphis, Prod A</td>
<td>100.1411.30A</td>
<td>1,125.00</td>
</tr>
</tbody>
</table>
Reviewing Invoice Cycle Errors

If you run the Schedule Invoice Cycle program and the system is unable to perform all of the G/L updates, the system creates the Invoice Cycle Exception report. This report provides a detailed list of the errors on a line-by-line basis.

<table>
<thead>
<tr>
<th>Order Or Line</th>
<th>Detail</th>
<th>Data Type</th>
<th>Item</th>
<th>Field Value</th>
<th>Code</th>
<th>Message Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANI</td>
<td>30.5040</td>
<td>0028</td>
<td></td>
<td></td>
<td>0028</td>
<td>Account Number Invalid</td>
</tr>
<tr>
<td>DGJ</td>
<td>052296</td>
<td>0064</td>
<td></td>
<td></td>
<td>0064</td>
<td>Prior End Balance Forward Invalid</td>
</tr>
<tr>
<td>ANI</td>
<td>30.5040</td>
<td>0028</td>
<td></td>
<td></td>
<td>0028</td>
<td>Account Number Invalid</td>
</tr>
<tr>
<td>DGJ</td>
<td>052296</td>
<td>0064</td>
<td></td>
<td></td>
<td>0064</td>
<td>Prior End Balance Forward Invalid</td>
</tr>
</tbody>
</table>

Printing Invoices

Typically, you print invoices after you confirm the shipment of the order and correct any errors for deferred G/L transactions. However, you can also print an invoice at any time during the processing cycle by advancing a sales order’s status code to the status code for printing invoices and running the Print Invoices program.

To print an invoice, select a version from the DREAM Writer version list. You should copy one of the demonstration versions because correct record updates depend on the data sequences that are set up in these versions.
You can generate an invoice for a sales order in the following ways:

**Process and print invoices in batches**
You can process and print a group of invoices in a batch using a proof or final DREAM Writer version. You can specify one of the following types of invoices for your customers:

- Unconsolidated invoice — A separate invoice for each order for a single customer.
- Consolidated invoice — A single invoice that includes multiple sales orders for a single customer. Each order number prints on a separate line of the invoice and the total amount due is equal to the total of the order lines on the invoice.

You specify the type of invoice to use for a customer in the customer’s billing instructions.

**Process and print individual invoices**
You can print an invoice each time you enter an order through the subsystem if the order has a status that is equal to shipment confirmation.

See **Working with the Subsystem**.

**Process and print interbranch invoices**
You can use the Print Invoices program to print interbranch invoices for interbranch sales orders.

See **Working with Interbranch Orders** for information about processing interbranch sales orders.

---

**Before You Begin**

- Verify that sales orders have the correct status code for printing invoices

**What You Should Know About**

**Calculating tax amounts**
The system calculates tax amounts only for items that you ship. Any backordered items on the invoice do not have tax amount information included.
You can view invoices online for active and closed orders, and orders with backordered items.

With the Online Invoice program, you can print a single invoice faster than you can submit one order at a time to batch. The invoice information that prints from an online invoice does not have as much detailed information as the invoice that prints when you use the Invoice Print program.
Exercises

See the exercises for this chapter.
Update Status Codes

You can use the Status Code Update program to manually advance the status codes for order lines that you select. This allows you to manage steps in the order process that are unique to your company. For example, you can bypass credit approval for several order lines by processing them through the Status Code Update program.

You can also manually change a single line's status code to the next status code. However, if an order or order line is on hold, you must first release the order. Advancing the status of a held order does not automatically release the order.

You can only bypass the status codes that are set up in your system's order activity rules.

Before You Begin

☐ Verify that the status codes are set up in order activity rules

See Also

- Setting Up Order Activity Rules
To update status codes

On Status Code Update

1. Complete the following field:
   - Sold To

2. Locate the order lines that you want to advance the status code for by completing the following fields:
   - Branch/Plant
   - Ship To
   - Order Number
   - Order Type
   - Last Status
   - Next Status

3. Review the following fields:
   - Customer Number
   - Customer Name
   - Item Number
   - Last Status
   - Next Status

4. Complete the following field:
• Update Status To

5. Update the status code of each order line by choosing the Update Status option.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Code – Last</td>
<td>The code that specifies what step in the processing cycle was last completed successfully for this order line.</td>
</tr>
<tr>
<td>Status Code – Next</td>
<td>User defined code (table 40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules screen.</td>
</tr>
<tr>
<td>Status Code – Next</td>
<td>A user defined code (system 40/type AT) indicating the next step in the order flow of the line type. Form-specific information Status to which you want to update orders selected in the lower part of this form. To correctly update these fields the order must be closed or canceled through sales order processing. You cannot update a line to a next status of 999. If you enter 999, the system displays an error message stating that you must go through sales order processing to close or cancel a sales order line.</td>
</tr>
</tbody>
</table>

What You Should Know About

Limitations of status code updates

You cannot use the Update Status Code program to advance order lines to a closed status, such as 999 or to a restricted status that is specified in during sales order entry. To assign a closed or canceled status to a sales order, you must advance the order through all of the steps in the sales order process.
### 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.
End of Day Processing

Objectives

- To understand how the system updates inventory and general ledger information, such as COGS and revenue, on a daily basis
- To understand how the system transfers information for closed sales orders into the sales order history tables
- To review and correct any errors that result from running the Update Customer Sales program
- To print the sales journals

About End of Day Processing

End of day processing is the last step in sales order processing and consists of updating, verifying, and posting daily sales information. This is perhaps the most important step in the sales order processing cycle because the system updates the records in the Sales Order Management system and the records in the other systems with which it interfaces, such as the Accounts Receivable and Inventory Management systems.

You perform end of day processing each day to maintain the most accurate sales information. After you run the program, you can review and post sales information, and print reports.

When you perform end of day processing, the system provides the following information:

- Accounts receivable transactions
- General ledger account balances for inventory, COGS, revenue, and accounts receivable
- Inventory balances for on-hand quantities
- Daily activity reports
- Interim sales and commission reports

If you do not update your sales records on a daily basis, the following information might be inaccurate:

- Inventory balances for on-hand quantities
• Amounts posted to the sales, inventory, COGS, tax, and freight accounts
• Amounts posted to the accounts receivable ledger
• Reports for interim sales or commissions

End of day processing includes the following tasks:

☐ Updating sales information
☐ Working with sales update information
**Update Sales Information**

You run a DREAM Writer version of the Update Customer Sales program each day to maintain the most accurate sales information. After you run the program, you can review and post sales transactions, and review sales reports.

Updating sales information includes the following tasks:

- Updating customer sales
- Reviewing sales journals and reports

Because of the number of transactions that occur when you run the Update Customer Sales program, J.D. Edwards recommends that you run the program in proof mode first to detect and correct any errors before you run it in final mode.

Note: Because of the number of transactions that occur when you run the Update Customer Sales program, J.D. Edwards recommends that you run the program in proof mode first to detect and correct any errors before you run it in final mode.

**Updating Customer Sales**

When you run the Update Customer Sales program, the system generates reports that include summary or detail information about the following:
- Update information about customer sales
- Accounts receivable and G/L entries
- Sales for different categories, such as stock sales and freight, COGS, and profit percentages
- Errors that result from running the program

Depending on how you set the processing options, the system:

- Updates the Sales Order Header table (F4201) and the Sales Order Header History table (F42019)
- Updates the Sales Order Detail table (F4211) and the Sales Order Detail History table (F42119)
- Updates invoice information, such as the dates of the first and last invoices, and year-to-date totals for invoices
- Updates the General Ledger table (F0911), the Accounts Receivable table (F0311), and the Sales Ledger table (F42199)
- Creates invoices and assigns invoice numbers to sales orders that you do not process through the Print Invoices program (P42565) or the Schedule Invoice Cycle program
- Updates inventory balances in the Item Location table (F41021), the Item History table (F4115), and the Item Ledger table (F4111)
- Updates commission information in the Commissions and Royalties table (F42005), and summarizes COGS and sales by item in the Sales Summary table (F4229)
- Updates costs with the current information in the Item Cost table (F4105) and prices in the Sales Price Adjustment table (F4074)
- Updates interbranch sales information
- Updates the Text table (F4314) with current messages

**Before You Begin**

- Notify the system operator before you run sales update or consider running the program during non-business hours
- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the G/L and accounts receivable
- Verify that the status code for sales update and any status codes that follow are set up in the order activity rules
What You Should Know About

**Updating interbranch sales orders**
The system can create entries for interbranch orders for both the supplying branch/plant and the selling branch/plant, and the subsequent sale to the customer.

See *Working with Interbranch Orders* for more information about how the system processes interbranch sales during the sales update.

**Updating sales costs manually**
In standard cost environments, it is important to run the Sales Cost Update program to update the sales order cost information with the item cost from the Item Cost table (F4105). Run this program daily to keep the Item Ledger table (F4111) synchronized with the General Ledger table (F0911).

**Updating multi-currency sales orders**
You can run the Update Customer Sales program for multi-currency sales orders.

**Bypassing records during sales update**
You can bypass updates to the following tables, depending on how you set a processing option:

- Accounts Receivable (F0311)
- Item Location (F41021)
- Commissions (F42005)
- Sales History Summary (F4229)
- Sales Rebate History (F4079)
- Accounts Payable (F0411)

---

**Processing Options for Sales Update**

**DEFAULT VALUES:**

1. Enter the specific date to be used as the A/R Invoice date

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 3 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.

UPDATE OPTIONS:

13. 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.

14. 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)
. Accounts Payable (F0411)

15. 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.

16. 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).

17. 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’.

18. Enter ‘1’ to purge all pricing history records (F4074). If left blank, pricing history will remain in file.

19. 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:
20. 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.

21. 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:
22. Enter ‘1’ to update the item cost with the current inventory cost by running the Sales Cost Update (P42950) prior to sales update.

23. Enter the version of Sales Cost
Update to run. If left blank, will use version ZJDE0002.

SALES FLEX ACCOUNTING:
24. Enter ’1’ to use sales flex accounting. If left blank, sales flex accounting will not be used.

INTER-BRANCH SALES:
25. Enter the Order Type used to record inter-branch sales. To specify more than one, type them one after the other along this field.
26. Enter a ’1’ to create A/R (F0311) and A/P (F0411) batches. If left blank, an inter-branch JE (F0911) batch will be created.

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

27. A/R Functional Server (XT0311Z1)
28. G/L Functional Server (XT0911Z1)
29. A/P Functional Server (XT0411Z1)

Reviewing Sales Journals and Reports

When you run the Update Customer Sales program, the system generates the following reports:

- Invoice Journal (R42800) — Details all accounts receivable and general ledger entries.
- Sales Journal (R42810) — Analyzes amounts by category, such as stock sales and freight with summary or detail entries. Also, reviews COGS and profit percentages.
- Exception Report (R42801) — Lists any errors that result from the update process.

Reviewing journals includes the following tasks:

- Reviewing the Invoice Journal
- Reviewing the Sales Journal
- Reviewing the Exception report

Reviewing the Invoice Journal

The system generates the Invoice Journal whenever you run the Update Customer Sales program. This report lists summary or detail G/L entries, depending on how you set a processing option.
The Invoice Journal lists the G/L transactions by:

- Customer account number
- Total amounts by invoice
- Total amounts for all orders

<table>
<thead>
<tr>
<th>Ty Invoice</th>
<th>Invoice Date</th>
<th>Document</th>
<th>Co</th>
<th>Customer Name</th>
<th>Customer Number</th>
<th>Account Description</th>
<th>Account Number</th>
<th>Amount</th>
<th>G/L Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>RI 00010 06/05/98</td>
<td>00010</td>
<td>Company</td>
<td>1</td>
<td>British Electronics</td>
<td>306</td>
<td>1,300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RT 00010 06/05/98</td>
<td>00010</td>
<td>Company</td>
<td>2</td>
<td>Paris Customer Service Center</td>
<td>308</td>
<td>6,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Store Sales 7130.5010 1,300.00 AA I
- Prime COGS-Transfer 7130.6020 1,000.00 AA I
- Inventory/Paris 7130.1411 1,000.00 AA I
- Interplant Sales 7012.5050,7012 6,000 AA I
- Prime COGS-Transfer 7012.6020 5,000 AA I
- Inventory/Brussels 7012.1411 5,000 AA I

Total for 7,300.00

Reviewing the Sales Journal

You can have the system generate the Sales Journal when you run the Update Customer Sales program by setting a processing option. Or, you can select the journal from the End of Day Processing menu and run it separately. This is helpful if you want to review how sales revenues are distributed.

If you frequently run the Sales Journal report from the menu, you might want to create a status code for it.

Note: If you frequently run the Sales Journal report from the menu, you might want to create a status code for it.

Unlike the Invoice Journal, the Sales Journal contains only summary information. The report includes total invoice amounts, COGS, and profit amounts and percentages.
What You Should Know About

Customizing the Sales Journal
You can customize the column headings on this report in the following ways:

- Customize the headings to reflect the different types of amounts that your company records, such as stock and non-stock sales
- Specify the columns in which amounts display

See the *Technical Foundation Guide* for information about changing titles and column headings on reports and journals.

See *Setting Up Line Types* for information about specifying where the amounts print on a report or journal.

Printing the Sales Journal in multiple currencies
You can set processing options to print this report in foreign currency, domestic currency, or both foreign and domestic currencies.

<table>
<thead>
<tr>
<th>Customer Name/Number</th>
<th>Invoice No</th>
<th>Inv Date</th>
<th>Stk Item</th>
<th>Sales</th>
<th>Non-Stock</th>
<th>Freight/ Sales</th>
<th>Taxes</th>
<th>Total</th>
<th>Cost of Goods</th>
<th>Profit Amount/Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Office Systems Compa 4242</td>
<td>857-R1</td>
<td>11/02/98</td>
<td>74.13</td>
<td>2.81</td>
<td>76.94</td>
<td>41.12</td>
<td>33.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Office Systems Compa 4242</td>
<td>868-R1</td>
<td>11/02/98</td>
<td>10.95</td>
<td>0.42</td>
<td>11.37</td>
<td>5.25</td>
<td>52.055</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Office Systems Compa 4242</td>
<td>869-R1</td>
<td>11/02/98</td>
<td>10.95</td>
<td>0.42</td>
<td>11.37</td>
<td>5.25</td>
<td>52.055</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Office Systems Compa 4242</td>
<td>870-R1</td>
<td>11/02/98</td>
<td>10.95</td>
<td>0.42</td>
<td>11.37</td>
<td>5.25</td>
<td>52.055</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total For Header Cost Center</td>
<td>10</td>
<td>106.98</td>
<td>4.07</td>
<td>111.05</td>
<td>56.87</td>
<td>56.11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total For All</td>
<td>106.98</td>
<td>4.07</td>
<td>111.05</td>
<td>56.87</td>
<td>46.841</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 the Exception Report

You can review the Exception Report (R42801) for details about any errors, such as invalid due dates, that occur when you run the Update Customer Sales program. The system generates this report only if there are errors.

Correct any errors and run the Update Customer Sales program again to verify that no more errors exist.
### Data Update - Error Report

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Order #</th>
<th>Line #</th>
<th>Type</th>
<th>Item</th>
<th>Field Value</th>
<th>Code</th>
<th>Message Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 RI</td>
<td>49 S3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.000 0311 DDJ</td>
<td>1.000 0311 DGJ</td>
<td>1.000 0311 DIVJ 000000</td>
<td>1.000 0311 DIVJ 000000</td>
<td>2370 Due Date Invalid or Missing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.000 0911 DDJ</td>
<td>1.000 0911 DGJ 000000</td>
<td>1.000 0311 DDJ</td>
<td>1.000 0311 DGJ 000000</td>
<td>2367 G/L Date Invalid or Missing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 RI</td>
<td>2 SO</td>
<td>1.000 0911 ANI</td>
<td>SCT.5010</td>
<td>0028 Account Number Invalid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 RI</td>
<td>4 SO</td>
<td>1.000 0911 ANI</td>
<td>SCT.5010</td>
<td>0028 Account Number Invalid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 RI</td>
<td>5 SO</td>
<td>1.000 0911 ANI</td>
<td>SCT.5010</td>
<td>0028 Account Number Invalid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 RI</td>
<td>149 S3</td>
<td>1.000 0311 DDJ</td>
<td>1.000 0311 DGJ</td>
<td>1.000 0311 DIVJ 000000</td>
<td>1.000 0311 DIVJ</td>
<td>1.000 0911 TKAI CO</td>
<td>1.000 0911 DGJ 000000</td>
</tr>
<tr>
<td>4 RI</td>
<td>6 SO</td>
<td>1.000 0911 ANI</td>
<td>SCT.5010</td>
<td>0028</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Work with Sales Update Information

You can ensure the accuracy of your sales transaction records by reviewing the G/L entries that the Update Customer Sales program creates before you post them to the sales journals.

The Update Customer Sales program groups transactions into four types of batches for posting to journals:

- **Customer sales (batch type I)**
  Posts the sales, COGS, and inventory entries to the Customer Sales Journal.

- **Inventory/COGS (batch type G)**
  Posts to the Inventory/COGS Journal.

- **Interbranch sales (batch type ST)**
  Posts to the Branch Sales Journal and includes offsetting entries for revenue only if you include interbranch sales in the update.

- **Intercompany sales (batch type V)**
  Posts to the Voucher Journal and debits the inventory accounts and credits the payables accounts for the selling branch/plant.
You can review the information in each batch at three different levels:

**General batch review** Displays batches by user ID, batch status, batch number, and entry date range.

**Detailed batch review** Displays journal entry header information, such as invoice number, document type, and gross amount for a single batch.

**Individual journal entries review** Displays journal entry detail information, such as the amount charged to a COGS, inventory, or revenue account.

You use this information to do the following:

- Review information that is specific to each batch, such as status and date range
- Add and make changes to transactions within a batch
- Change the status of a batch

Working with sales update information includes the following tasks:

- Reviewing journal entries
- Approving journal entries
- Posting journal entries
- Printing unposted journal transactions

**What You Should Know About**

**Limitations for changing transactions** You cannot change the following information for transactions:

- Document type
- Document number
- Document company
- G/L date
- Currency code
- Ledger type
See Also


Reviewing Journal Entries

You can ensure the accuracy of your sales transactions by reviewing the G/L entries that the Update Customer Sales program creates before you post them to the sales journals.

To review journal entries

On the selected review form

1. Display all batches for all users and for 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Number</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Batch Status | A code that indicates the posting status of a batch. Valid codes are:
  - 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.

These valid codes are set up in user defined codes (system 98, type IC).

### What You Should Know About

#### Displaying decimal places for foreign currencies

The Journal Review program does not display any decimal places for foreign currencies. All batch amounts in a foreign currency display as an input total based on the data display decimals that are set up in the Data Dictionary.

For example, a batch with a two-decimal currency, such as 200.52, displays as 20052.

If you enter a batch in multiple currencies, the system ignores all decimals.

### Approving Journal Entries

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Approved for</td>
<td>A code that indicates whether a batch is ready for posting. Valid codes are:</td>
</tr>
<tr>
<td>Posting+</td>
<td>A Approved, ready for posting.</td>
</tr>
<tr>
<td></td>
<td>P Pending approval. The batch will not post.</td>
</tr>
<tr>
<td></td>
<td>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</td>
</tr>
</tbody>
</table>

**Posting Journal Entries**

After you review and approve a batch of journal entries, you can use the Post General Ledger (Pre-Post) program to edit and post each type of transaction.

This program also edits transaction batches for the Account Ledger table (F0911) and updates the batch status to allow the system to post transactions to the Account Balances table (F0902). If any errors occur during editing, the system assigns an error status to the batch and does not post it.

**What You Should Know About**

**Posting interbranch sales**

When the system posts interbranch sales transactions for different companies, the system creates intercompany settlement entries through the post program to balance accounts in the two companies.

**Recording transfer costs**

To record the cost of transferring goods between two branch/plants, you can use the Transfer Cost Markup table. See *Setting Up Branch Sales Markups*.

**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 Transactions

You can use the General Journal report to obtain a list of unposted batches for inventory COGS and interbranch sales. Use this information to identify and edit any batches that the system didn’t post due to errors.
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.

Exercises
See the exercises for this chapter.
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

For each item that you want to sell, you must define the price at which you want to sell it. You use Sales Order Management pricing to define the base prices that the system retrieves when you enter items on a sales order.

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. Pricing can be based on the Parent, Ship To, or Sold To address. 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 that are based on the most current base price or price adjustments. This program allows you to update sales order:

- Costs and prices
- Exchange rates

Any price that 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

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.

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 pricing 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 for the Base Price Preference 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 Enter Basic Address Information in the Address Book Guide, and Enter 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.

- Verify that item information has been set up in the Item Master (F4101), Item Branch (F4102), and Item Location (F41021) tables. See Enter Item Master Information in the Inventory Management Guide.
Setting Up Customer Price Groups

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 the customer 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 User Defined Codes form for the customer price group.

2. On User Defined Codes, 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


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 Define Customer Price Groups.
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 numbered or named, such as Category Code 01 and Line of Business, depending on how your company has set them up.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Price Group</td>
<td>A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.</td>
</tr>
<tr>
<td>Group Code Sequence Number</td>
<td>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.)</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Changing customer price group information**

To make changes to a price group that has already been assigned to customers, access the Define Customer Price Groups form from the Price Management menu.
Setting Up Item Price Groups

Item price groups are similar to customer price groups. You set up item price groups so that you can define base price information for a group of items rather than for many items on an individual basis. 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 (marker 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 that are assigned to the item to determine if the pen is a marker or a ball point and then retrieves the appropriate price.

The category code sequence that you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes does not affect how the system searches for prices.

Before You Begin

☐ To create item price group names, complete the steps for creating user defined codes for customer price group names. See Setting Up User Defined Codes in the Technical Foundation Guide.
To set up simple item price groups

G41  Inventory Management
Choose Inventory Master/Transactions

G4111  Inventory Master/Transactions
Choose Item Master Information

On Item Master Information

Complete the following field to define a simple item group:

- Item Price Group
To set up complex item price groups

G42 Sales Order Management
Choose Price Management

G4222 Price Management
Choose Define Item Price Groups

On Define Item Price Groups

1. Complete the following field:
   - Price Group

2. To define subgroups in an item price group, complete from one to four versions of the following field:
   - Category Code

The Category Code fields might be numbered or named, depending on how your company has set them up.
Generating Price Group Relationships

After you set up price groups and assign the group names to customers and items, you 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 use two DREAM Writer 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 Combinations

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 Pricing Hierarchy

When the system retrieves prices, it uses the hierarchy that you set up for the Base Price Preference to determine the order in which it searches base price records. You define pricing hierarchies on the Preference Hierarchy form, which contains rows that identify customers and customer groups, and columns that identify 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Customer</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td>A</td>
<td>$0.98</td>
</tr>
<tr>
<td>XXX</td>
<td>Group</td>
<td>$1.00</td>
</tr>
<tr>
<td>XXX</td>
<td>All</td>
<td>$1.10</td>
</tr>
</tbody>
</table>

If the pricing hierarchy indicates that the system should search first for a price that is 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 pricing 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 pricing hierarchy

On Preference Hierarchy

![Preference Hierarchy screenshot]

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

It is possible to 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). Therefore, each number that you add to the hierarchy increases system processing time.

Exercises

See the exercises for this chapter.
Work with Base Pricing

Working with Base Pricing

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 either overrides the existing price with a new price or calculates an adjustment to the existing price, depending on how you set the processing options.

What You Should Know About

Pricing hierarchy

During sales order entry, the system searches the following combinations, based on the pricing hierarchy that 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

You must define the base price for each item that 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.

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** — Define one overall price for an item. You cannot include branch/plant, lot, or location information.
- **Item/Branch level** — Set up different prices for each item/branch combination. You cannot include location and lot information.
- **Item/Branch/Location level** — If you define pricing by location and lot, you can also define branch/plant information.

You can assign effective dates when you define the base price for an item. If you do not assign effective dates, the system will assign them. You also specify the sales price based-on date in the system constants to determine which date on the sales order to compare to the effective dates. The sales price based-on date can be the promised date, the order date, or any other date that you 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 effect. For example, you can overlap the dates for the base price and the dates for a discount price that you are offering for a limited period. When you set up date ranges that overlap, the system retrieves the price that expires first.

For every price, you can also define a credit price to use for negative quantities.

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 Pricing Hierarchy.

☑ Verify that the sales price based-on date has been specified in the system constants. See Setting Up Constants in the Inventory Management Guide.

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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>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).</td>
</tr>
<tr>
<td>Amount – Price per Unit</td>
<td>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).</td>
</tr>
<tr>
<td>Effective From</td>
<td>The date that a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td></td>
<td>......................... Form-specific information  .........................</td>
</tr>
<tr>
<td></td>
<td>The date that this price becomes effective.</td>
</tr>
<tr>
<td>Effective Thru</td>
<td>The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.</td>
</tr>
<tr>
<td></td>
<td>......................... Form-specific information  .........................</td>
</tr>
<tr>
<td></td>
<td>The date that this price expires.</td>
</tr>
<tr>
<td>Amount – Credit Price</td>
<td>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).</td>
</tr>
</tbody>
</table>
What You Should Know About

Viewing category codes  To display fields into which you enter values for the category codes that are attached to complex item and customer groups, you must enter the price group code in the appropriate field. Then do one of the following:

- Press Enter to have the system display the category code fields below the group fields.
- Use the appropriate function key to view all values for the codes in the Price Group Search form and select them.

The system displays information on this form 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 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.*

**See Also**

- *Entering Item Master Information* in the *Inventory Management Guide*

**Updating Base Prices**

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.

Updating base prices includes the following tasks:

- Changing existing prices
- Creating future prices

The system creates new prices based on the current price that is 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

When you want to change multiple prices, you can run the base price revisions version of the Base Price Maintenance – Batch program. Depending on how you set the processing options, the program either overrides the existing price with a new price that you specify or calculates an adjustment to the existing price. The adjustment can be an addition, subtraction, or percentage adjustment.

When you run the base price revisions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode. You must set the update processing option for this program to perform updates to the Base Price table (F4106).

### Creating Future Prices

To create multiple base prices that you can use on a future date, you can run the future price additions version of the Base Price Maintenance – Batch program.
This version of the program writes new price records to the Base Price table that are based on the effective dates in the price additions processing option for this program. You must specify a from date and a through date or the program will end without creating the new prices.

When you run the future price additions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

The system creates future prices based on the existing price with the most recent expiration date. Depending on how you set the processing options, the program either overrides the existing price with a new price that you specify or calculates an adjustment to the existing price. The adjustment can be an addition, subtraction, or percentage adjustment. If you leave the adjustment type and factor blank, the system copies future prices from the current price and does not apply any adjustments.
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

You use the Sales Price Level Conversions 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 DREAM Writer program in proof or final mode. J.D. Edwards recommends that you always run the Sales Price Level Conversions program in proof mode first to identify errors. The program generates a report that displays any problems the system encounters during sales price level conversions. You can correct these errors before you run the program in final mode.

The 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.
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

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 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.
- Verify that customer price groups have been set up. See Setting Up Customer Price Groups.
What You Should Know About

**Pricing considerations**

The system prices an order based on the following:

- 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.
- A contract price for a specific customer takes precedence over a contract price for a group of customers. It also overrides other inventory pricing rules. If a contract price for a specific customer does not exist, the system searches for a contract price for a customer group.
- The system retrieves inventory pricing rules for a specific customer, if you have defined them, before it retrieves rules defined for a group of customers.

**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 quantity allowed, the system writes two lines on the order:

- One line for the quantity at the contract price
- One line for the quantity at the regular price

You set up contract pricing by defining an inventory pricing rule and assigning the rule to a customer. 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 that you enter is a flat discount that the system applies to all items that were ordered by this customer. Trade discount pricing overrides all other pricing.

*See Setting Up Customer Billing Instructions.*
**Define Price Adjustments**

**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* and *Setting Up Order Line Types*.

---

**Defining Inventory Pricing Rules**

G42 Sales Order Management
Choose Price Management

G4222 Price Management
Choose Inventory Pricing Rules

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
- Related Price
- Item
- Limit
- Reference

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Rule</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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:  
P: Purchase order discounts  
O: Order repricing  
R: Line repricing (basket repricing) |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Category Level</td>
<td>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.</td>
</tr>
<tr>
<td>Units – Over</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Basis – For Cost or Price | A costing method on which the system bases the order's net price.  
   The following codes are valid for pricing and repricing:  
   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  
   The system uses the method you enter here to determine the order's net price.  
   In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P 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. |
| 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** | 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:  
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** | 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.
**Limit – Quantity** | 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.

................. **Form-specific information** .................

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.

**Contract — Pricing** | 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.

---

**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. 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

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

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. 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

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, the 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

You update prices for an item to adjust the price for specific items or create special discounts. The Standard Order/Basket Reprice program is a DREAM Writer batch program that uses the following two methods to update the price of an item:

- Basket repricing
- Order repricing
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 Enter Orders (Page Mode) form. You can also set the processing options for the Enter Orders (Page Mode) 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

1. **G42** Sales Order Management
   - Choose Price Management
2. **G091** 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 $.025.

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 Setting Up 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.

To define repricing groups

On Inventory Pricing Rules
1. Complete the following fields:
   - Pricing Rule
   - Pricing Method
2. For basket repricing, access the fold area.

3. Complete the following field:
   - Reprice Line

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Reprice Line or Order  | 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. The Order Repricing Program (P421301) provides an option to reprice orders that had already been reprinted. 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).
Processing Basket and Order Repricing

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. Depending on how you set up the processing options for the Standard Order/Basket Reprice program, 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

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 $0.25 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Name</th>
<th>Unit Price</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>PEN</td>
<td>$10</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 2</td>
<td>RULER</td>
<td>$2</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 3</td>
<td>ERASER</td>
<td>$1</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 4</td>
<td>Discount</td>
<td>$0.25–</td>
<td></td>
</tr>
</tbody>
</table>

The Standard Order/Basket Reprice program generates a report that lists the order lines that the program repriced.
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.
Choosing G42 Sales Order Management

Choose Price Management

G42

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 system also updates the foreign unit and extended costs fields.

Update Sales Price/Cost is a DREAM Writer batch program that you can use 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 — 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.

- Replace sales order exchange rates — You can use this program to update the currency exchange rate that the system uses to calculate costs and prices on an order. The system replaces the currency exchange rate that was in effect at the time you entered the order with the existing currency exchange rate.

You can set the processing options for the Update Sales Price/Cost program to define which date on the sales order that the system uses to determine if it should recalculate costs or prices. For example, you can base the recalculations on the promised date. The system updates only those order lines with a promised date that is before or equal to today’s date. Sales order prices can be updated more than once.

When you run the 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 updates all selected sales orders with current costs, exchange rates, and prices before you run invoices and create G/L records.

Processing Options for Update Sales Order Cost/Price

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.
3. Enter ‘1’ to update the inter-company currency exchange rate. Foreign amounts will not be re-calculated. If left blank, will not update the inter-company exchange rate.

UPDATE PRICE OPTIONS:
4. Enter ‘1’ to recalculate the unit price of the sales order. If left blank, the unit price will remain the same.
5. Enter ‘1’ to recalculate the Transfer Price for inter-branch sales. The pricing method specified when the order was entered will be used.
6. 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’ – Actual Ship Date
‘5’ – System Date
‘6’ – Invoice Date
‘*’ – Use System Constants value

NOTE: Processing options 7 thru 9 are supported only by the Advanced Price Adjustment Module (45).

7. 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. This must be a non-inventory Line Type.

8. If you have specified in the last processing option to create a sales detail record to record the price difference, enter the override next status of the detail line. If left blank, will use the original detail line’s next status.

9. Enter ‘1’ to base recalculation on the original order quantity. If left blank, the system will recalculate based on the current quantities of the order.
Preferences

Objectives

- To understand the field information and processing that is standard for all preferences
- To make logical preference groupings to meet your business needs at the customer level, the item level, or a combination of these levels
- To understand how the system applies preferences to an order

About Preferences

You can use preferences to customize the way sales orders are processed. J.D. Edwards provides predefined standard preferences. You can use the predefined preferences or you can create variations of each preference to meet your specific business requirements.

Typically, you create preferences when you have consistent business requirements that differ from the default values for the 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

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 have the system apply preferences to sales orders:

- Assign customers and items to groups
- Set up preference master and hierarchy
- Set up preference types
- Work with preferences
Setup and use of each preference requires careful thought. For example, consider your business purpose for using preferences in conjunction with the efficient use of the system’s processing time.

Do not use preferences for occasional variances. In those instances, manually enter exception information in the applicable fields of the customer or item information.

What Is a Preference?

A preference is a piece of information that you define for a customer, an item, or any combination of customer (sold to, ship to, or parent addresses), customer group, item, or item group. The system uses preferences to override normal customer and item setup information when you enter orders.

You can create preferences for:

A customer

- and

- or

One item

- or

An item group

One item

A group of customers

- and

- or

An item group

How Does the System Use Preferences?

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

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

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

The system uses preferences to override the default information from the following tables:

- Item Master (F4101)
- Item Branch (F4102)
- Customer Master (F0301)

Some preferences override default information, while others add more information that the system uses during stages of the sales order processing cycle.
Example: Applying a Preference

Customer Master (F0301)
"Customer A" payment term = Due Upon Request

"Customer A" is a member of the Payment Terms
Customer Group = "Retail"

Item "Red Pens" is a member of the Payment Terms Item Group = "Pens"

Preference Profile
Customer Group: "Retail"
Item Group: "Pens"
Preference = Net 30 Days

Checks Preference

Enter a sales order for "Customer A":
• 1 Box Paper
  Payment term = Due Upon Request
• 1 Box Red Pens
  Payment term = Net 30 Days
  This overrides the customer’s payment term for the item

What You Should Know About

Preference feature limitation
The preference feature is not available in line order entry.

What Are the Preference Types?

You can specify a preference type for any combination of customer or customer group, and item or item group. Then, you can specify additional information in key fields that determines how the system selects a preference and when it applies it during sales order processing. For example, the Branch/Plant field is used as a key field for selection criteria in many preferences. Key fields are designated by a greater than (>) symbol on the preference forms.
The system uses preference information in a number of ways:

- Adds it to order detail records during order entry and displays it on the order header or detail forms. For example, inventory commitment information is added to the Sales Order Detail table and displays on the Sales Order Entry form.
- Adds it to order detail records during order entry but does not display it. For example, revenue cost center information is added to the Sales Order Detail table but does not display on the Sales Order Entry form.
- Applies it after order entry. For example, Invoice Cycle preference information is applied when you run the Schedule Invoice Cycle program.
- Uses it to override default information, such as priority codes, or to provide additional information, such as invoice cycle dates.

The following table provides a brief overview of each preference:

- The purpose of the preference
- Any information that the preference overrides
- How and when the system applies the preference during the sales order process and where you can view related information

<table>
<thead>
<tr>
<th>Preference</th>
<th>Business Purpose</th>
<th>Overrides</th>
<th>When Applied and Where to View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container Deposit/Rental</td>
<td>Specify how the system processes sales orders for container deposits and rentals. You can use this preference only if you are using the Container Management system in conjunction with the Sales Order Management system.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>Calculate the delivery date based on the number of days that your items are in transit.</td>
<td>None</td>
<td>Applied during order entry. View the delivery date in the order detail.</td>
</tr>
<tr>
<td>End Use</td>
<td>Define a product's end use and duty status. Used for regulatory, pricing, and market analysis purposes.</td>
<td>None</td>
<td>Applied during order entry. View results in World Writer reports.</td>
</tr>
<tr>
<td>Grade and Potency</td>
<td>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.</td>
<td>Default grade/potency range on Plant Manufacturing Data (included in the item branch/plant information)</td>
<td>Applied during order entry to the Sales Order Detail table (F4211). View the grade/potency ranges on the Order Detail Information forms.</td>
</tr>
<tr>
<td>Preference</td>
<td>Business Purpose</td>
<td>Overrides</td>
<td>When Applied and Where to View</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Inventory Commitment</td>
<td>Specify one or more branch/plants to use as the supply source when a customer orders a product or group of products. You also specify the minimum percentage in any order that must be filled for a branch/plant to be selected.</td>
<td>Default branch/plant in order detail that comes from the order header Branch/Plant field</td>
<td>Applied during order entry. View the source branch/plant, mode of transport, carrier, and route code in the sales order detail.</td>
</tr>
<tr>
<td>Invoice Cycle</td>
<td>Establish a special invoice cycle for customers who want to be billed periodically.</td>
<td>None</td>
<td>Applied when you run the Schedule Invoice Cycle batch program (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).</td>
</tr>
<tr>
<td>Line of Business</td>
<td>Identify a customer’s line of business to use as a basis for price adjustments, sales analysis, or other business needs.</td>
<td>None</td>
<td>Applied during order entry. View results in World Writer reports.</td>
</tr>
<tr>
<td>Order Preparation Days</td>
<td>Ensure that you accurately determine the number of days that it takes to deliver a sales order based on the number of days that it takes to pick, pack, and ship the items.</td>
<td>None</td>
<td>Applied during order entry.</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Specify the standard terms of payment for a customer. Payment terms affect invoice due dates and discounts.</td>
<td>Payment terms or instrument that appear on the order header and are set up on Customer Master</td>
<td>Applied during order entry. View payment terms in the order detail information.</td>
</tr>
<tr>
<td>Price Adjustment Schedule</td>
<td>Use multiple pricing schedules for a customer by item or item group.</td>
<td>Default schedule from Customer Billing Instructions</td>
<td>Applied during order entry. View the price adjustment schedule in the Schedule field in the fold area of an order detail line.</td>
</tr>
<tr>
<td>Pricing Unit of Measure</td>
<td>Set the unit of measure used to price an item. This information is used to determine the correct price when invoices are printed.</td>
<td>Pricing unit of measure on Item Master Information</td>
<td>Applied during order entry. View in the Pricing Unit of Measure field that follows the Unit Price on an order detail line.</td>
</tr>
<tr>
<td>Preference</td>
<td>Business Purpose</td>
<td>Overrides</td>
<td>When Applied and Where to View</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Print Messages</td>
<td>Print specific messages on selected documents. You can vary print messages based on branch/plant, customer/group, or item/group combination.</td>
<td>None</td>
<td>Applied when printed. Documents are printed at different stages in the order processing cycle. 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 that is set up for the order.</td>
</tr>
<tr>
<td>Product Allocation</td>
<td>Restrict the amount of product that a customer can purchase. Use this preference if demand exceeds 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.</td>
<td>None</td>
<td>Applied during order entry. Note: You receive a 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. You can bypass the message and accept the excess amount, or accept the balance and cancel the excess.</td>
</tr>
<tr>
<td>Revenue Business Unit</td>
<td>Assign the business unit (Accounting Branch/Plant) based on customer, product, or combinations. You might use this preference for a distributed warehouse operation, where revenue is recognized centrally.</td>
<td>Default business unit that comes from the order header Business Unit field</td>
<td>Applied during order entry.</td>
</tr>
<tr>
<td>User Defined Price Codes 1, 2, and 3</td>
<td>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.</td>
<td>None</td>
<td>Applied during order entry.</td>
</tr>
</tbody>
</table>
Assign Customers and Items to Groups

Assigning Customers and Items to Groups

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 tasks to further customize preferences.

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 with the same payment terms. Then, when you create a payment terms preference, you can define one preference for the group.

Assigning customers and items to groups includes the following tasks:

- Assigning a customer to a group
- Assigning an item to a group

Before You Begin

- Verify that user defined codes for customer groups and item groups are set up. See Setting Up User Defined Codes in the Technical Foundation Guide for information about user defined code tables for preference groups.
Assigning a Customer to a Group

You can assign a customer to a customer group for any preference.

For example, you can identify some customers as seasonal customers and create specific payment terms for them. To do this:

- Set up a SEASON customer group user defined code
- Assign all seasonal customers to this group
- Create one Payment Terms preference for the seasonal customer group

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

To assign a customer to a group

On Preference Profiles


2. On Customer Preference Groups, complete the following fields:
   - Customer Number
   - Group
Assign Customers and Items to Groups

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Group</td>
<td>Customer types that a customer can be grouped into for each of the different preference types.</td>
</tr>
</tbody>
</table>

**Assigning an Item to a Group**

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

**To assign an item to a group**

On Preference Profiles


![Item Preference Groups](image)

2. On Item Preference Groups, complete the following field:
   - Item Number

3. Complete the following field for each preference type to which you want to assign a user defined code:
   - Group
Set Up Preference Master and Hierarchy

Setting Up Preference Master and Hierarchy

When you determine that you have a consistent business requirement that differs from the system’s default values for sales order processing, you can set up preferences to accommodate those requirements.

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

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

Setting up preferences includes the following tasks:

- Setting up preference master information
- Arranging the preference hierarchy

Before You Begin

- Analyze your business requirements and the selection criteria for creating a preference. See About Preferences.
What You Should Know About

Alternate selection
You can also create preferences using the Profiles by Customer/Item form.

Adding a memo to a preference
You might find it helpful to attach descriptive or informational comments to a preference. These memos can help you identify which preference you want to work with.

Access the Preference Text form to review or add informational text to a preference. After you enter the memo, the system highlights the Option field.

Setting Up Preference Master Information

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

To set up preference master information

On Preference Profiles

1. Choose the preference that you want.

3. On Preference Master, complete one or more of the following fields:
   - Preference Type
   - Description
   - Preference Classification
   - Sequence Number
   - Enable Effective Dates
   - Enable Effective Quantities
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preference Type</td>
<td>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.</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark that describes a field. Form-specific information The name or remark you enter should describe the preference type. What you enter here becomes the title of the preference throughout the system. You can modify the description to suit your company’s needs.</td>
</tr>
<tr>
<td>Preference Classification</td>
<td>A classification or title that the system uses to group preferences on the Preference Profile form (P4007).</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>A sequence or sort number that the system uses to process records in a user defined order.</td>
</tr>
<tr>
<td>Enable Effective Dates</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Enable Effective Quantity   | A code that indicates if you want to use quantity ranges for this preference. Valid values are:  
  Y Yes, display the Quantity From and Quantity Thru fields on the Preference Profile Revisions forms (P40300 and P40300EC) for this preference.  
  N No, do not enable or display the quantity range fields.  
  Effective quantity fields are optional fields that you can disable prior to setting up any preference records, but not after you have created preference records.  
  If you assign effective quantity, you must assign effective dates.                                                                                                                                                                      |

**Arranging the Preference Hierarchy**

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 that identify customers and customer groups and columns that identify 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 that are defined for that customer and item combination. If no preference 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 the most general groups (that is, begin with item only and customer only, and then define the more specific groups.)
Note: J.D. Edwards suggests that when you define hierarchies, you start with the most general groups (that is, begin with item only and customer only, and then define the more specific groups.

**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 then 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.

![Diagram of preference hierarchy]

**To arrange the preference hierarchy**

On Preference Profiles

1. Choose the preference you want.
3. On Preference Hierarchy, type consecutive numbers to arrange the preference hierarchy for the specific preference.

**What You Should Know About**

**Using the Profiles by Customer/Item form**

You can perform the same setup tasks from the Profiles by Customer/Item form as you can from the Preference Profiles form.
Set Up Preference Types

Setting Up Preference Types

All preferences share common fields where you enter standard preference information. You enter this information for each preference in the header portion of the Preference Revisions form.

When entering standard preference information, you can also specify a sequence number that the system uses to search for preference records. 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 Branch/Plant A at 1, the sequence for Branch/Plant B at 2, and all other branch/plants at 999, you can ensure that the system searches for the preferences for Branch/Plants A and B before using the preference that applies to all other branch/plants.

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

There are also fields that are unique to each preference where you enter specific preference information. You enter this information for each preference in the detail portion of the Preference Revisions form.
Some of these fields are designated as key fields and are marked with a greater than (>) sign next to the field name.

Key fields are optional. You can use key fields as additional search criteria to have the system match preferences to sales orders. For example, if you indicate that the key 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.

All preferences share standard preference information that applies to all of the preference types in a category.

In addition, each preference has fields that are unique to its requirements where you enter specific preference information.

If you activate quantities for a preference in the master preference information, no unit of measure conversions take place. Therefore, the system looks only for a preference with exactly 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 set up preference types

On Preference Profiles

1. Choose the preference that you want to set up.
4. On the Preference Revisions form, complete one or more of the following fields:
   - Customer Number
   - Customer Group
   - Item Number
   - Item Group
   - Sequence Number

5. If displayed, complete the following fields:
   - Effective From
   - Effective Thru
   - Quantity From
   - Quantity Thru
   - Unit of Measure

6. Complete any additional fields that display to further customize the preference type.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence Number</td>
<td>A sequence or sort number that the system uses to process records in a user defined order.</td>
</tr>
<tr>
<td></td>
<td>.................... Form-specific information ....................</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Effective From</td>
<td>The date that a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td></td>
<td>.................... Form-specific information ....................</td>
</tr>
<tr>
<td></td>
<td>Leave this field blank if you want the preference to become effective today.</td>
</tr>
<tr>
<td></td>
<td>Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Effective Thru | The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.

- Form-specific information
- If you do not enter a date in this field, the system enters a date that you defined during system setup.
- 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.
- Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.

Quantity From | The quantity at which a preference or price adjustment becomes valid.

- Form-specific information
- If you do not enter a quantity, the system uses 0.
- Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.

Quantity Thru | The quantity at which a preference becomes invalid.

- Form-specific information
- If you do not enter a quantity, the system enters a number defined during system setup.
- Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.
- 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.
What You Should Know About

Using group fields

Although functionally identical, the system assigns unique codes for the Customer Group and Item Group fields for each preference. Use these fields to specify a code that identifies a group that you can assign customers/items for a specific preference.

You can define the preference for a customer or item group alone or for a combination of customer group and item group. If you leave both the Customer Number and Customer Group field blank, the system applies the preference to all customers. Likewise, if you leave both the Item Number and the Item Group fields blank, the system applies the preference to all fields.

The following describes each preference in greater detail. The descriptions in this chapter are presented in alphabetical order.

Delivery Date Preference

You can use the Delivery Date preference to have the system calculate the delivery date based on the number of days that your items are in transit.

A sales order has several dates that the system uses to determine a delivery date:

- Order date — The date that you enter the order into the system or the date that you want on the order.
- Requested date — The date that the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.
- Pick date — The date that warehouse personnel pick the items from inventory.
- Ship date — The date that you promise to ship the order. You can enter dates for individual detail lines.
- Delivery date — The date that you tell the customer that the order will arrive.

The system calculates the ship and delivery dates under the following circumstances:

- Preferences are activated.
• One or more of the Branch/Plant, Route Code, Mode of Transport, Priority Code, and Carrier Number fields match the key fields of the preference.

Except for the Mode of Transport field, the fields display in the order detail from either the Inventory Commitment preference or the Customer Billing Instructions. If they are blank, no match is necessary for the system to calculate dates.

**End Use Preference**

Use the End Use preference as system criteria for applying price adjustments. You can also use this preference to set up a paid or free status for stock that is commingled for duty.

End use refers to the customer's end use of the product. For example, you might be required to charge different prices for the same item depending on its end use. A product specific to aviation might have a special duty applied in which the amount of duty might depend on end use (in this case, different duty amounts that are based on different airports).

End Use and Duty Status are key fields. You can create different End Use preferences to assign values for various customer and item combinations. You can then assign the applicable End Use and Duty Status field values for each customer and item combination to suit your business needs.

**Grade and Potency Preference**

Use the Grade and Potency preference to select inventory for a customer that is based on a specific grade or potency range for an item. You can set up base pricing by an item's grade or potency. You could use this preference if a customer requires a grade/potency range that differs from the standard range that you define for an item through item branch/plant information.

Because bulk products cannot be selected by grade or potency or load confirmed by lot, you should use this preference only for packaged products.

Note: Because bulk products cannot be selected by grade or potency or load confirmed by lot, you should use this preference only for packaged products.

The Grade and Potency preference works in conjunction with the Inventory Commitment preference and the commitment method to determine the availability of products. The preference causes the system to ensure that available quantities are within a customer's specified grade/potency parameters.

In addition, the system uses the value that you enter in the Days Expired Before field of the Grade and Potency preference to determine if the expiration date is within the customer's allowable days. This ensures that the availability of
product will be the quantity of the grades or potencies that the customer 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 that are 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.

The system does not check the status of the activation settings in the Plant Manufacturing Data form when you create a Grade and Potency preference. Therefore, you will not be prevented from entering values into the From Grade, Thru Grade, From Potency, or Thru Potency fields. You could also enter data in both fields. In either case, the system will not apply preference information that conflicts with activation settings or data entry rules.

**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 or equal to 60 percent and less than or equal to 75 percent.

**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:

- **SDFRGRD**: From Grade
- **SDTHGD**: Thru Grade
- **SDFRMP**: From Potency
- **SDTHMP**: Thru Potency
- **SDEXDP**: Days Before Expiration

**See Also**

- *Setting Up Base Pricing* for information on pricing by grade or potency

**Inventory Commitment Preference**

Use the Inventory Commitment preference to:

- Specify that each order line be filled from one or more branch/plants based on customer/customer group or item/item group
- Specify the branch/plants from where you want products shipped
- Determine the percentage of the order to be filled from each branch/plant
- Specify the mode of transport and carrier information in the sales detail line

If you use this preference to specify the branch/plants from where you want products shipped, use the Sequence Number and Branch/Plant fields to control the product’s Ship From location. You can then sequence the preferences to establish a priority order.

If you use this preference to determine the percentage of the order to be filled from each branch/plant, use preference sequences to establish an order. If you are unable to fill the order from any branch, the system creates a backorder on the branch/plant with the lowest sequence number. Normally, only packaged products, not bulk products, are backordered.
The system applies this preference during sales order entry or when you hard-commit items. You can view the specified source branch/plant in the Branch/Plant field in the fold area of an order detail line.

**Example: Inventory Commitment Preference**

The Percent To Fill field provides you with the flexibility to fill an order line from one or more branch/plants. The Inventory Commitment preferences work in conjunction with the system’s normal checking that is done for quantity available, and adds a check on all branches that are defined in the preference.

As each branch is checked, the order will be shipped from any one branch that can fill the entire order. Depending upon the number in the Percent To Fill field, a portion of the order line can be filled from one or more branch/plants.

**Percent-To-Fill Value and Related System Actions**

If the percent-to-fill value is zero percent, the system performs normal processing. The system performs no checking for the quantity on hand, and regardless of the quantity on hand, it is shipped to fill the order.

If the percent-to-fill value is between 1 and 99 percent, the system requires that any branch must be able to fill the percentage that is specified. If the branch can fulfill the percentage, the quantity available is shipped and the remainder is transferred to the next branch. The system checks each branch to determine if the quantity can be shipped.

If you specify a percent-to-fill value of 100 percent for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is put on backorder or partially shipped from the first preference branch/plant that it can satisfy.

If the percent to fill value is 100 percent, the system requires that the branch must be able to ship the entire quantity. This prevents shipping from multiple branches, but allows the system to check all branches to determine if the entire quantity can be shipped. If you specify a percent-to-fill value of 100% for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is backordered or partially shipped from the first preference.
The following table shows an example of an order that is placed for a quantity of 500.

<table>
<thead>
<tr>
<th>Branch/Plant: quantity available</th>
<th>Percent-to-fill as set up on preference</th>
<th>Minimum order quantity available</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant A: 100</td>
<td>50percent</td>
<td>200</td>
<td>Do not ship from this branch because the available branch/plant quantity is less than the minimum order quantity.</td>
</tr>
<tr>
<td>Branch/Plant B: 400</td>
<td>80percent</td>
<td>400</td>
<td>Ship 400 from this branch.</td>
</tr>
<tr>
<td>Branch/Plant C: 96</td>
<td>95percent</td>
<td>95</td>
<td>Ship 96 from this branch because the available branch/plant quantity is at least 95% of the order balance of 100.</td>
</tr>
</tbody>
</table>

The system backorders the remaining quantity of 4 to Branch/Plant B.

Before You Begin

☐ Verify that the sales order entry preference options for inventory commitment are blank

Invoice Cycle Preference

You can set up customer billing schedules, such as weekly or monthly, that are based on customer and item combinations. For example, you might have a customer who receives weekly shipments but prefers to receive only one invoice at the end of each month.

By setting up an invoice cycle preference for a customer, you create an interim step between shipment confirmation and invoicing that the system uses to determine when to print invoices.

After you confirm the shipment of orders, the system processes them through the Schedule Invoice Cycle program. This program accesses the invoice cycle preference information and, using the Invoice Cycle Calculation Rule program, calculates the scheduled invoice date using the following information:

- Invoice cycle
- Invoice calculation rules
- Invoice date ranges

If the scheduled invoice date is prior to or equal to the system date, the system does not create any deferred entries. However, if the scheduled invoice date is later than the system date, the system creates deferred entries for COGS, revenue, and the unbilled accounts receivable during sales update. Then, during journal entry, these amounts are allocated into the appropriate accounts.
Example: Invoice Cycle Preference

In the following example, an item with a price of 100.00, a cost of 50.00, and an invoice cycle date that is later than the current date creates the following entries:

Account entries based on invoice cycle date
- Deferred COGS = 50.00
- Unbilled accounts receivable = 100.00
- Inventory = (50.00)
- Deferred revenue = (100.00)

When you run sales update, the system creates offsetting entries for any entries that are deferred, as well as the usual journal entries for accounts receivable, COGS, and revenue:

Account entries created during sales update
- Accounts receivable = 100.00
- Deferred revenue = 100.00
- COGS = 50.00
- Revenue = (100.00)
- Unbilled accounts receivable = (100.00)
- Deferred COGS = (50.00)

What You Should Know About

Consolidating invoices
The Invoice Cycle program uses the Invoice Cycle preference to schedule the invoice date only. When you run the DREAM Writer for the Invoice Cycle program, the system uses the consolidated version.

You must set the Invoice Consolidation flag in Customer Billing Instructions to Y (yes). Then, set up an invoice cycle preference to schedule invoicing according to the customer's requirements.

Line of Business Preference

Use this preference to specify a customer's line of business, such as aviation. Line of business preferences can be set for customer 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.

**See Also**

- Advanced Pricing Guide

**Order Preparations Days Preference**

You can set up information about the amount of time that it takes to prepare an order for shipping in the Order Preparations Days preference. This helps you to accurately determine the number of days that it takes to deliver your sales orders from the date that the customer places the order.

Order preparation days are the number of days that it takes to pick and pack the items on the sales order, prior to shipping. The system uses the priority code that you set up for your customer in the Customer Billing Instructions to determine the amount of preparation time. However, you can override the priority code for a single order on Order Detail Information during order entry.

When you enter an order, the system uses information in the Order Preparation Days preference and first attempts to obtain dates by back scheduling. Back scheduling involves calculating the pick, ship, and delivery dates for an order, starting with the delivery date and working backwards.

If the pick date is before the current date, the system forwards schedules starting with the order date to obtain pick, ship, and delivery dates.

**Before You Begin**

- Verify that the priority code information for the customer is set up in Customer Billing Instructions

**Payment Terms Preference**

Use the Payment Terms preference to identify payment terms and instruments for specific customer and item combinations. The system applies payment terms only at the item detail level. For any items that are not included in this preference, the system applies the payment terms from the customer master information at the order level.

**Price Adjustment Schedule Preference**

Use the Price Adjustment Schedule preference in conjunction with the Advanced Pricing system. You can use this preference to assign a different price adjustment schedule for items sold to a specific customer. You can also use this preference to create penalty schedules for agreements with business partners.
This preference overrides the default schedule from Customer Billing Instructions. The system applies this preference during sales order entry.

**See Also**

- *Advanced Pricing Guide*

**Pricing Unit of Measure Preference**

Use the Pricing Unit of Measure preference for the following:

- To override the Pricing Unit of Measure field (in the default sales detail line)

  The system completes the sales detail line based on information in the Item Master. 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 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.

- To override the Sales Price Based On Date field (in system constants)

  The Sales Price Based On Date field determines how the system updates the Price Effective Date field in the sales order detail tables

**Before You Begin**

- Set the sales price retrieval unit of measure in system constants. See *Setting Up System Constants* in the *Inventory Management Guide*.

- Confirm that a base price record exists for the pricing unit of measure to be entered in this preference.

**See Also**

- *Setting Up Base Pricing*
Print Messages Preference

Use the Print Messages preference to choose the messages you want to automatically print on documents for a particular customer and item combination. This preference provides several key 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 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 key 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 preference to all business units.

Note: Leaving any of the key 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 preference to all business units.

Before You Begin

☐ You must create print messages before you can use this preference

Product Allocation Preference

Use the Product Allocation preference to restrict the amount of an item or item group that a customer or customer group can purchase. For example, use this preference if the demand for a product exceeds the supply or if government regulations restrict limits for certain products.

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold. The system checks for allocation limits before it checks availability. Product allocation indicates how product is distributed among customers. Product availability indicates how much of any product is at any branch/plant location.

Product allocations can be set up as either:

- A fixed number of item units
• A percentage of the available product

If the order quantity exceeds allocated quantity, a warning message appears when you enter a sales order. At that time, you can put the order on hold or reduce order quantity to the allowable or available quantity.

Each time you place an order for an allocated product, the quantity ordered during the effective date range accumulates toward the allocation limit. The system updates the Quantity Sold field each time you enter an order. This field shows the quantity that was ordered at the time the allocation went into effect. When you change or cancel an order, the system subtracts the quantity from the running total. The system applies the product allocation preference before checking availability.

!] You should disable the Quantity From and Quantity Thru fields on Preference Master for the Product Allocation preference. This enables the system to automatically perform unit of measure conversions for this preference.

CAUTION: You should disable the Quantity From and Quantity Thru fields on Preference Master for the Product Allocation preference. This enables the system to automatically perform unit of measure conversions for this preference.

When you enter an order that exceeds the Product Allocation 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 preferences
  - You want to place orders on hold 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 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 Hold Codes

Revenue Business Unit Preference

Use the Revenue Business Unit preference to recognize revenue for a business unit that is different from the central business unit. This preference allows you to override the default accounting branch/plant cost center from the Branch/Plant or Detail Branch/Plant fields. The Revenue Business Unit preference does not apply to interbranch sales.

Additionally, you can use this preference for a salesperson that might be located at the revenue business unit that is associated with the preference.

Example: Revenue Business Unit Preference

This example summarizes how to set up the Revenue Business Unit preference to ship items from multiple sites while posting revenue to a single site.

1. Create a Southwest customer group for an item.
2. Set up a Revenue Business Unit preference.
3. Set the preference hierarchy for the Revenue Business Unit preference at the intersection of Ship to Customer Group and Item Number.
4. In the Business Unit field on the Revenue Business Unit form, enter a branch/plant.
5. In the Revenue Business Unit field on the Revenue Business Unit form, enter a different branch/plant than you entered in the Business Unit field.

Before You Begin

☐ Set the Update Customer Sales processing option to blank or 3 to specify the revenue business unit.

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 can be used in the Advanced Pricing system 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.
See Also

- Advanced Pricing Guide
- Setting Up Base Pricing
Work with Preferences

You must activate each preference that you want the system to use during processing. Preferences are activated within a Preference Processing version. This version contains a list on which you activate or deactivate each preference for processing by the system.

You can use batch processing of preferences as an alternative to interactive processing during sales order entry. You can run preference batch processing after you have entered orders. Batch processing preferences can speed sales order entry because the system does not have to search for and apply each preference as you enter each order.

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.

Working with preferences includes the following tasks:

- Activating preferences
- Running preferences in batch
- Locating preferences

Activating Preferences

G42 Sales Order Management
Enter 27

G4231 Sales Order Advanced
and Technical Ops
Choose Preference Selection
You must activate each preference that you want the system to use during processing. Preferences are activated within a DREAM Writer version for the Preference Selection program. The prompts contain a list on which you activate or deactivate each preference for processing by the system.

The preferences you activate are used by the Sales Order Entry program as well as other programs, such as Schedule Invoice Cycle. You must set the processing options for Preference Profile Processing for all of the versions of order entry programs to which you want to apply preferences.

► **To activate preferences**

On Preference Selection

1. Choose the option to change the Preference Processing version that 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**

**Activating the Inventory Commitment preference**

You must activate the Inventory Commitment preference through a separate processing option in the Sales Order Entry program.

**Preference status**

To determine whether a preference is active, see the Preference Status field on the preference inquiry or revision forms that are specific to the preference you are reviewing.
Running Preferences in Batch

You can use batch processing of preferences as an alternative to interactive processing during sales order entry.

You cannot use batch processing for the Inventory Commitment, Product Allocation, or Delivery Date preferences.

Note: You cannot use batch processing for the Inventory Commitment, Product Allocation, or Delivery Date preferences.

You can run preference batch processing after you have entered orders. Batch processing preferences can speed sales order entry because the system does not search for and apply each preference as you enter each order.

Before You Begin

- Create preferences by entering standard and specific information
- Enter sales orders for the customers and item combinations that you defined when creating preferences
To run preferences in batch

On Preference Batch Processing

Choose the option to run the Preference Batch Processing version you want to use.

**Processing Options for Preference Profile - Batch**

**PROCESSING CONTROL:**
1. Enter a ‘1’ to default preference profile values into sales detail lines for blank fields, or a ‘2’ to override the value in the sales detail line for blank and non-blank fields. If left blank, the preference profile values will default into sales detail lines for blank fields.
2. Enter the DREAM Writer version to call for preference profile processing (P40400). If left blank, ZJDE0001 will be used.

**What You Should Know About Processing Options**

- The processing options you choose affect the values that the system uses to process the batch.
- Values that you enter manually on the sales order line item override preference values.
- Preference values override default values that the system uses from the Item Master, Item Branch/Plant Information, Customer Master, or Data Dictionary tables.
- If you do not activate preferences in the sales order program or in the preference profile program, the system uses normal default values.

**Locating Preferences**

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.

Note: 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.

**To locate preferences**

On Preference Profiles

1. Choose the preference that you want to locate.
3. Complete one of the following fields or leave both fields blank to locate a preference that applies to all customers:
   - Customer Number
   - Customer Group
4. Complete one of the following fields or leave both fields blank to locate a preference that applies to all items:
   - Item Number
   - Item Group

5. Choose the preference with which you want to work.
Setup
System Setup

Objectives

- To understand how to set up the features and functions that allow you to process sales order information

About System Setup

Before you use the 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 want to set up default customer information to simplify the order entry process and avoid repetition.

System setup includes the following tasks:

- Set up customer billing instructions
- Set up constants
- Set up order line types
- Set up order activity rules
- Set up order hold information
- Set up commission information
- Set up branch sales markups
- Set up freight information
- Set up automatic accounting instructions
- Define flexible account numbers

The following describes the information that you must set up for this system.
Customer billing instructions

You can set up customer information that the system uses as default order, shipping, billing, and freight information. The system retrieves this information every time you enter an order for a customer.

Constants

Constants provide the system with the following types of default information:

- System constants determine which functions to perform.
- Batch control constants determine whether an application requires management approval and batch control.
- Branch/plant constants control day-to-day transactions within a branch/plant.
- Location format determines how you identify item storage locations in a branch/plant.
- Item availability defines how the system calculates the number of items that each branch/plant contains.

Order line types

You can define codes that determine how the system processes a detail line in an order.

Order activity rules

You can establish the sequence of steps to process an order.

Order 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 salespeople.

Branch sales markups

You can define the additional costs that are associated with interbranch sales orders.

Freight information

You can establish standard freight rates by associating each rate with a zone, commodity class, rate code, and carrier.

Automatic accounting instructions (AALs)

AALs provide the Sales Order Management system with accounting information and general ledger relationships that are needed to interact with the General Accounting system.

Flexible account numbers

You use flexible sales accounting for account numbers that use the standard J.D. Edwards format, which is business.unit.subsidiary. The flexible format lets you customize each segment of the account number.
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:

<table>
<thead>
<tr>
<th><strong>Warehouse locations</strong></th>
<th>Warehouse locations group items in branch/plants.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Messages</strong></td>
<td>Messages display depending on which programs you specify and which messages you determine should print.</td>
</tr>
<tr>
<td><strong>Default location and printers</strong></td>
<td>Default location and printer settings provide the system with branch/plant, printer output queue, and approval route code information to use as default settings.</td>
</tr>
<tr>
<td><strong>Next numbers</strong></td>
<td>Next numbers allows the system to automatically assign the next available number for document types and address book numbers when applicable.</td>
</tr>
<tr>
<td><strong>Standard Units of Measure</strong></td>
<td>The system applies the standard units of measure to all items across all branch/plants.</td>
</tr>
<tr>
<td><strong>User Defined Codes</strong></td>
<td>You can set up user defined codes to customize each system in your environment.</td>
</tr>
<tr>
<td><strong>Item cross-references</strong></td>
<td>Item cross-reference numbers allow the system to connect internal and external items.</td>
</tr>
</tbody>
</table>

**See Also**

- *Setting Up Warehouse Locations* in the *Inventory Management Guide*
- *Setting Up Messages* in the *Inventory Management Guide*
- *Setting Up Default Locations for Printers* in the *Inventory Management Guide*
- *Setting Up Next Numbers* in the *General Accounting Guide*
- *Defining Standard Units of Measure* in the *Inventory Management Guide*
- *Setting Up User Defined Codes* in the *Technical Foundation Guide*
- *Setting Up Item Cross-References* in the *Inventory Management Guide*
Set Up Customer Billing Instructions

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:

- Enter order processing information
- Enter shipping information
- Enter freight information
- Enter commission information
- Enter 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 that you enter an order for this customer.

Before You Begin

- Verify that address book records exist for your customers
To enter order processing information

On Customer Billing Instructions

Complete the following fields:

- Address Number
- Customer PO Required
- Credit Check Level
- Exempt from Credit Hold
- Customer Price Group
- Item Restrictions
- Trade Discount
- Minimum Order Value
- Maximum Order Value
- Allow Backorders
- Allowed Substitutes
- Print Message
- Order Template
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hold Exempt</td>
<td>Code indicating if the customer is exempt from credit checking in the Sales Order Processing cycle. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Sales order entry should not check the customer’s credit.</td>
</tr>
<tr>
<td></td>
<td>N This customer is not exempt from credit checking. If credit checking is activated through the Sales Order Entry processing options and the customer goes over the limit, the order will be put on hold. (You set up a credit limit for the customer in the address book).</td>
</tr>
<tr>
<td>Credit Check Level</td>
<td>A code that controls the way the system conducts credit checking.</td>
</tr>
<tr>
<td></td>
<td>Codes are:</td>
</tr>
<tr>
<td></td>
<td>P Credit check based on the customer’s parent number (P for Parent)</td>
</tr>
<tr>
<td></td>
<td>C Credit check against the customer number only</td>
</tr>
<tr>
<td></td>
<td>S Credit check against the customer number only</td>
</tr>
<tr>
<td></td>
<td>If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. Use this, for example, when a customer with multiple offices or branches, each of which order from you, asks that all credit checking be reflected in a single account.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Even though credit checking can be conducted at the parent or customer number level, all accounts receivable will be posted to the customer number (SDAN8) during Sales Update (P42800).</td>
</tr>
<tr>
<td>Customer PO Required (Y/N)</td>
<td>This field is used to indicate if the Customer Purchase Order Number field is required to be entered for the customer. This field is edited during Sales Order Entry.</td>
</tr>
<tr>
<td>Customer Price Group</td>
<td>A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.</td>
</tr>
<tr>
<td>Discount – Trade</td>
<td>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%).</td>
</tr>
<tr>
<td>Minimum Order Value</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>This field is maintained as an integer without decimals.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maximum Order Value</td>
<td>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.</td>
</tr>
<tr>
<td>Print Message</td>
<td>A user defined code (system 40/type PM) that represents a predefined message set up on Print Message Revisions. You can have the message print for the item on sales orders, purchase orders, and so forth.</td>
</tr>
<tr>
<td>Item Restrictions</td>
<td>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.</td>
</tr>
<tr>
<td>Backorders Allowed</td>
<td>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.</td>
</tr>
<tr>
<td>Substitutes Allowed (Y/N)</td>
<td>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. Form-specific information 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.</td>
</tr>
<tr>
<td>Order Template</td>
<td>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.</td>
</tr>
</tbody>
</table>
What You Should Know About

Restricting items from a sale
If you specify items in customer billing instructions, you can list any items that are not to be shipped to a customer in Item Restrictions Revisions.

If you specify items to include in Item Restrictions Revisions, you can limit your customer’s orders to the items that are listed in Item Restrictions Revisions.

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

3. On Billing Instructions - Page 2, complete the following fields:

- Held Orders Code
- Priority Code
- Display Weight UOM
- Display Volume UOM

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Note</td>
<td>Code that indicates whether the system prints delivery notes for this customer.</td>
</tr>
<tr>
<td></td>
<td>Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y   The customer's order can produce delivery notes.</td>
</tr>
<tr>
<td></td>
<td>N   The system will not generate delivery notes for the customer.</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses N.</td>
</tr>
<tr>
<td>Partial Line Shipments Allowed (Y/N)</td>
<td>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. Valid codes are Y (yes), which is the default, and N (no).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Partial Order Shipments Allowed (Y/N)</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Delivery Instructions Line 1</td>
<td>One of two fields that you use to enter delivery instructions.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The system copies this text to the Sales Order Header Information form.</td>
</tr>
<tr>
<td>Delivery Instructions Line 2</td>
<td>The second of two fields that you use to enter delivery instructions.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The system copies this text to the Sales Order Header Information form.</td>
</tr>
</tbody>
</table>
Set Up Customer Billing Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority – Processing</td>
<td>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. This field is informational only and can be used in DREAM Writer selection to expedite order lines. 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.</td>
</tr>
</tbody>
</table>

To enter freight information

On Customer Billing Instructions

1. Complete the following field:
   - Address Number


3. On Billing Instructions – Page 2, complete the following fields:
   - Apply Freight (Y/N)
   - Freight Handling Code
   - Route Code
   - Stop Code
   - Zone Code
   - Preferred Carrier

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Apply Freight – Y/N    | A code indicating whether the system should perform freight calculations during processing. Valid codes are:  
Y  yes, perform calculations  
N  no, do not perform calculations |
If you leave this field blank, the system automatically enters Y.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Handling Code</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Route Code</td>
<td>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. For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route. You set up a default for each of these fields on the Customer Billing Instruction form.</td>
</tr>
<tr>
<td>Stop Code</td>
<td>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. For picking, you can use the stop code with the route and zone codes to group all items that are to be loaded onto a delivery vehicle for a specific route. You set up the default for each of these fields on the Customer Billing Instructions form.</td>
</tr>
<tr>
<td>Zone Code</td>
<td>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. For picking you can use the zone code with the route and stop codes to group all item that are to be loaded onto a delivery vehicle for a specific route. You set up the default for each of these fields on the Customer Billing Instructions form.</td>
</tr>
</tbody>
</table>

To enter commission information

On Customer Billing Instructions
1. Complete the following field:
   - Address Number
3. On Billing Instructions – Page 2, complete the following fields:
   - Commission Code 1
   - Commission Rate 1
   - Commission Code 2
   - Commission Rate 2

### Field | Explanation
--- | ---
Commission Code 1 | 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.
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.
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.

### What You Should Know About

**Setting up standard freight rates**
You can define standard freight rates by associating a zone, a commodity class, a delivery zone, and a carrier with a charge amount.

See *Setting Up Freight Rates* for more information.

**Setting up commissions**
You can customize the default commission information for a salesperson or a sales group.

See *Setting Up Commission Information* for more information.
# To enter billing information

On Customer Billing Instructions

1. Complete the following fields:
   - Address Number
   - Billing Address Type
   - Related - Address Number
   - Invoice Consolidation

2. Access Billing Instructions – Page 2

3. On Billing Instructions – Page 2, complete the following fields:
   - Invoice Copies
   - Price Pick List

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address Type</td>
<td>Code that tells the system to use this address as a Sold To address, a Ship To address, or both. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>X  Indicates a bill to and a ship to address</td>
</tr>
<tr>
<td></td>
<td>S  Indicates a ship to address only</td>
</tr>
<tr>
<td></td>
<td>B  Indicates a bill to address only</td>
</tr>
</tbody>
</table>

   Form-specific information

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Consolidation</td>
<td>Code that tells the system whether a customer wants consolidated invoices. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y  Customer wants consolidation.</td>
</tr>
<tr>
<td></td>
<td>N  Customer does not want consolidation.</td>
</tr>
</tbody>
</table>

If you specify consolidation, the system generates a single invoice from multiple sales orders.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Copies</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Pick List (Y/N)</td>
<td>Code that indicates whether price information will appear on the customer’s pick list, purchase order, or sales order. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y  Yes, which is the default</td>
</tr>
<tr>
<td></td>
<td>N  No.</td>
</tr>
</tbody>
</table>
Set Up Constants

Setting Up Constants

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
☐ Define item availability
☐ Define system constants
☐ Define batch control constants
☐ Define the location format

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
Defining Branch/Plant Constants

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. Select a branch/plant using the constants option.

The Branch/Plant Constants – Page 1 form appears.
2. On Branch/Plant Constants – Pg 1, complete the following fields:
   - Branch/Plant
   - Branch/Plant Address Number
   - Current Inventory Period
   - Interface G/L (Y/N)
   - Number of Days in Year

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>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. 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. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</td>
</tr>
<tr>
<td>Address Number</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
**Period Number – Current** | 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).

**Interface G/L (Y/N)** | A code that indicates whether inventory transactions processed through this branch/plant create general ledger entries when appropriate. Valid values are:
- **Y** Yes
- **N** No

**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 – Page 2.

---

**Defining Item Availability**

You must define how to calculate item availability for each branch/plant. This calculation impacts how the system calculates backorders, cancellations, and customer delivery time.

---

**To define item availability**

On Branch/Plant Constants

1. Choose Availability to select a branch/plant.
2. On Item Availability, enter a minus (−) or plus (+) sign in fields with quantities that you want to subtract from or add to, respectively, the quantity on hand.

See Also

- *Reviewing Performance Information (P4115)* for more information about quantities

Defining System Constants

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

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

To define system constants

On Branch/Plant 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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process UOM Conversions by Branch</td>
<td>A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y The system displays the item specific conversion table when you add an item to a specific branch/plant.</td>
</tr>
<tr>
<td></td>
<td>N The system displays the item specific conversion table for all branch/plants from the Item Master file.</td>
</tr>
<tr>
<td>Process Supplemental Data Base by Branch</td>
<td>A code that indicates how the system uses the branch/plant within the Inventory Supplemental Database. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y The supplemental data is unique by item and branch.</td>
</tr>
<tr>
<td></td>
<td>N The supplemental data is unique by item only.</td>
</tr>
<tr>
<td>Allow Duplicate Lots</td>
<td>A flag that determines if the system can assign the same lot to multiple items.</td>
</tr>
</tbody>
</table>
### Defining Batch Control Constants

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Average Cost On–Line</td>
<td>A code that indicates when the system calculates the new average cost for an item.</td>
</tr>
<tr>
<td></td>
<td>Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y  The system calculates a new average cost online immediately after any transaction that affects the average cost of an item.</td>
</tr>
<tr>
<td></td>
<td>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).</td>
</tr>
<tr>
<td>Sales Price Retrieval UOM</td>
<td>A value that specifies the unit of measure the system uses for retrieving base prices and price adjustments during sales order processing.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Purchase Price Retrieval UOM</td>
<td>A value that represents the unit of measure the system retrieves for the purchase base price (F41061) during purchase order processing.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Sales Price Based On Date</td>
<td>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 (PEF) to retrieve the base price from F4106 and price adjustments from F4072.</td>
</tr>
<tr>
<td>Purchase Rebate Category Code</td>
<td>A number contained in the system constants that dictates which category code is to be used in the criteria for inclusion comparison.</td>
</tr>
<tr>
<td>Control Code – ECS</td>
<td>The Energy and Chemical System Control code is used to indicate if the ECS application will be used.</td>
</tr>
</tbody>
</table>
You must define management approval and batch control separately for each distribution and manufacturing system that you use.

▲ 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Batch Management Approval Required – Inv | A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are:  
   Y Y (yes) instructs the system to assign a status of Pending to each batch that you create within the listed systems.  
   N N (no) instructs the system to assign a status of Approved to each batch. |
### Defining the Location Format

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

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

- Length
- Justification
- Separator character

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

#### To define the location format

On Branch/Plant Constants

1. Select a branch/plant.

Branch/Plant Constants – Page 2 appears.
2. On Branch/Plant Constants – Page 2, complete the following fields to define the location format:

- Length (of Aisle, of Bin, of Code 3 – 10)
- Left/Right
- Separator Character

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Aisle</td>
<td>Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8.</td>
</tr>
<tr>
<td>Justify – Aisle</td>
<td>A character (L or R) that specifies left or right justification for Aisle in the location format.</td>
</tr>
<tr>
<td>Separator – Location</td>
<td>A character that divides the elements of the location when you display them on forms or reports. 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.</td>
</tr>
</tbody>
</table>
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* in the *Warehouse Management Guide*
Set Up Order Line Types

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

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

A line type is a code that the system uses to process each detail line that you enter for a specific order type. For example, you can specify line type S for stock items. The system determines whether it should increase or decrease the quantity of the item in inventory. You can specify line type F for freight charges. The system determines from 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, the system processes line types in the same way for the Sales
Order Management system as it (the system) processes for the Purchase Management system.

To set up order line types

On Order Line Types

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>I/L</th>
<th>Inv</th>
<th>V/1</th>
<th>R/H</th>
<th>M/Syn</th>
<th>Text</th>
<th>Include</th>
<th>P</th>
<th>P</th>
<th>P</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Sales or Disc Tax</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>H</td>
<td>Asset Movements</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>D</td>
<td>GL Account &amp; Item Number-Bulk</td>
<td>Y</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>C</td>
<td>Credit Line</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>S1</td>
<td>Consumable Stock</td>
<td>N</td>
<td>V</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>D1</td>
<td>Container Transactions</td>
<td>Y</td>
<td>V</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>D2</td>
<td>Direct Ship Item</td>
<td>Y</td>
<td>D</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>E1</td>
<td>External Aggregates</td>
<td>Y</td>
<td>V</td>
<td>V</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>E2</td>
<td>Container Deposit/Refund</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>P1</td>
<td>Freight</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>I1</td>
<td>Internal Aggregate</td>
<td>Y</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>D1</td>
<td>GL Account Number</td>
<td>Y</td>
<td>R</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>K</td>
<td>Adv. Pricing, Order Level Disc</td>
<td>N</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>M</td>
<td>Miscellaneous</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>N</td>
<td>Non-Stock</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>P2</td>
<td>Price Discount</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

1. Complete the following fields:
   - Line Type
   - Description
   - General Ledger Interface
   - Inventory 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:
   - General Ledger class
   - Journal Column
   - Variance

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Line Type                    | 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:  
   S  Stock item  
   J  Job cost  
   N  Non-stock item  
   F  Freight  
   T  Text information  
   M  Miscellaneous charges and credits |
<p>| 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). |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Interface Y/N – Distribution</td>
<td>A code that identifies the type of interface to the Inventory Management system. Valid codes:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>A  The number entered will be recognized as a G/L account number. This code is used in purchasing only.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>D  The item in this line is an inventory item that will not affect availability or quantities.</td>
</tr>
<tr>
<td></td>
<td>N  This item is not an inventory item.</td>
</tr>
<tr>
<td>Reverse Sign</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>Y  Yes</td>
</tr>
<tr>
<td></td>
<td>N  No. This is the default</td>
</tr>
<tr>
<td>Text</td>
<td>A code that indicates whether this line contains only memo information. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y  Yes</td>
</tr>
<tr>
<td></td>
<td>N  No, which is the default</td>
</tr>
<tr>
<td>Include Sales/COGS for Gross Profit</td>
<td>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).</td>
</tr>
<tr>
<td>Include in Cash Discount Calculation</td>
<td>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.</td>
</tr>
<tr>
<td>Include in Tax 1</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>Y  Yes, the line is subject to applicable taxes.</td>
</tr>
<tr>
<td></td>
<td>N  No, the line is not subject to applicable taxes.</td>
</tr>
<tr>
<td></td>
<td>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).</td>
</tr>
</tbody>
</table>
### Field: Apply Retainage – Y/N
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.

Valid codes are:
- **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.

If you leave this field blank, the system automatically enters **N**.

### Field: Apply Freight – Y/N
A code indicating whether the system should perform freight calculations during processing. Valid codes are:
- **Y**: yes, perform calculations
- **N**: no, do not perform calculations

If you leave this field blank, the system automatically enters **Y**.

### Field: Generate Workorder
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).

### Field: Category – G/L
A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.

The table of Automatic Accounting Instructions (AAIs) allows you to redefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows:

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

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

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

Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column to Include on Sales Journal</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Record Variance (Y/N)        | Code that tells the system to which account it should book a variance. Valid codes are:  
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.                                                                 |

NOTE: This field is used in conjunction with an inventory interface of A or B in the Purchasing system only.
Set Up Order Activity Rules

G42 Sales Order Management
Enter 29

G421 Sales Order Management
Setup
Choose Order Activity Rules

Setting Up Order Activity Rules

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

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

- Enter order
- Print pick slip
- Confirm shipment

For stock line types on purchase orders, you could set up 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 next status codes that determine 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 Setting Up 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 Setting Up User Defined Codes in the Technical Foundation Guide.

- Verify that you have set up line types. See Setting Up Order Line Types.

**To set up order activity rules**

On Order Activity Rules

![Order Activity Rules](image)

Complete the following fields:

- Order Type
- Line Type
Set Up Order Activity Rules

- Next Number
- Status Code
- Description
- Next Status Code
- Other Allowed
- Ledger

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Type</td>
<td>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.) The following document types are defined by J.D. Edwards and should not be changed: 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</td>
</tr>
<tr>
<td>Line Type</td>
<td>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: S Stock item  J Job cost  N Non-stock item  F Freight  T Text information  M Miscellaneous charges and credits</td>
</tr>
</tbody>
</table>

Form-specific information

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.

Detail field: The code identifying the line type of the order activity rule.
### Field | Explanation
--- | ---
Next Number | 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. This field addresses the following:
- 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
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.”

#### Ledger
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:
- 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 combination of an order type and a line type combination and making the necessary changes.
Set Up Order Hold Information

Setting Up Order Hold Information

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

- Does not meet the minimum order amount
- Exceeds the customer's credit limit
- Does not meet or exceeds your sales margin

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 sales order entry processing options to activate hold codes. To continue processing an order, you must release all orders in the Order Release program.

Before You Begin

- Verify that you have set up the hold codes in user defined codes. See Setting Up User Defined Codes in the Technical Foundation Guide.
Verify that you have specified hold codes in the sales order entry processing options. See Processing Options for Sales Order Entry – Detail for the processing options that activate hold codes.

See Also

- Releasing Held Orders

Defining Order Hold Codes

You can set up order hold information that the system uses to place orders on hold. The system applies this information if you set the appropriate processing options for the Enter Orders (Page Mode) program.

To define order hold codes

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:
   - 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 displays an error message and does not process any order for that customer.

See Setting Up Customer Billing Instructions 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 administrative issues with a customer, you can withdraw the order from the processing cycle by placing the order on hold.

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

Setting Up Minimum and Maximum Order Amounts

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 of 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 displays an error message and does not process the order.

To set up minimum and maximum order amounts

On Customer Billing Instructions

![Customer Billing Instructions](image)

Complete the following fields:

- Minimum Order Value
- Maximum Order Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Order Value</td>
<td>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.</td>
</tr>
</tbody>
</table>
Sales Order Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Order Value</td>
<td>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.</td>
</tr>
</tbody>
</table>

Setting Up Order Hold Codes for Credit Checking

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 against the order and any outstanding balances in accounts receivable. For example, you can set a customer's credit limit to $1,000. If your customer has an accounts receivable balance of $100, the order must be $900 or less or the system will place the order on hold.

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

For example, a customer has a total accounts receivable balance of $6,000, $5,000 in the 0 to 30 day period and $1,000 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 against the allowable percentage. Based on this information, the maximum allowable outstanding balance for the 31 to 60 day period is $1,200. With an outstanding balance of $1,000 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:
   - Aging From
   - Allowable Percent
   - Password
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Type</td>
<td>A code that determines whether the hold code applies to an individual line within an order (L) or the order as a whole (O). For credit holds, the hold code applies to the whole order. For margin holds, you can apply the hold code to a line or the whole order. <strong>Form-specific information</strong>. Use the first Code Type field for inquiries. You can enter the code that identifies the type of hold code you want to review. You must complete the second Code Type field when you add a new hold code.</td>
</tr>
<tr>
<td>Hold Code</td>
<td>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). <strong>Form-specific information</strong>. 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. 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.</td>
</tr>
<tr>
<td>Person Responsible</td>
<td>The address number of the person responsible for reviewing and releasing orders placed on hold.</td>
</tr>
<tr>
<td>Limit Type</td>
<td>A code that indicates whether there is an amount limit (A) or a percentage limit (%) for the order. Limit type typically applies only on order or line gross margin limits.</td>
</tr>
<tr>
<td>Age From</td>
<td>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. <strong>Form-specific information</strong>. This field is required for credit checking when you enter a value in the Allowable % field.</td>
</tr>
</tbody>
</table>
Setting Up Order Hold Codes for Margin Checking

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

The system uses the following equation to calculate margin:

\[
\frac{(\text{Price} - \text{Cost})}{\text{Price}} = \text{Margin}
\]

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

\[
\frac{(1 - .42)}{1} = .58 \text{ or } 58\%
\]

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 information, complete the following fields:
   • Password
   • Upper Limit
   • Lower Limit

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>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.</td>
</tr>
<tr>
<td>Limit – Upper Comparison</td>
<td>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.</td>
</tr>
</tbody>
</table>
Set Up Order Hold Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit — Lower Comparison</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 *Working with Header Information* for more information.

**Placing a hold in customer billing instructions**

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

See *Setting Up Customer Billing Instructions* for more information.
## Set Up Commission Information

### Setting Up Commission Information

To define commission information in the 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 will calculate 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
- Reviewing commission information

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. After the sales update, you can review commission information to ensure that your salespeople receive the correct amount.

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. See *Working with Basic Address Book Information* in the *Address Book Guide*.

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

### What You Should Know

**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 *Working with Header Information*. 
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 also calculates the commission percentages for the sales number that you specified in the order header information.

See Working with Detail Information.

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 Ledger table (F42199) and the Sales Order History table (F42119).

Setting Up a Sales Group

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 *Setting Up User Defined Codes* in the *Technical Foundation Guide*.

**To set up a sales group**

On Related Salesperson

![Related Salesperson](image)

Complete the following fields:

- Sales Code
- Salesperson Number
- Effective Date
- Expire Date

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Code</td>
<td>A code that you use in place of the salesperson number when more than 2 salespeople are responsible for an order.</td>
</tr>
</tbody>
</table>
### Set Up Commission Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date – Effective (Julian)</td>
<td>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.</td>
</tr>
</tbody>
</table>
|                               | **Form-specific information**  
|                               | The date on which this commission percentage is effective.                                                                                                                                                 |
| Date – Expiration (Julian)    | 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. |
|                               | **Form-specific information**  
|                               | The date on which this commission percentage expires.                                                                                                                                                      |

### Assigning Commission Information

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. However, when you assign a fixed commission percentage in the customer billing instructions for a group, the system distributes the commission amount to the group number. You can use this option if you distribute commissions to an entity, such as a branch office. The system will not automatically divide the fixed commission percentage between the salespeople within the group.

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

**See Also**

- *Setting Up Additional Commission Information*

▶ **To assign a salesperson or group to a customer**

On Customer Billing Instructions

1. To locate a customer, complete the following field:
   - Address Number

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. You must complete the steps to assign a salesperson or a group to a customer.
3. On Billing Instructions – Page 2, complete the following fields:
   - Commission Rate 1
   - Commission Rate 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate – Commission 1</td>
<td>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.</td>
</tr>
</tbody>
</table>
What You Should Know About

Calculating fixed commission percentages

When you assign a fixed commission percentage in Customer Billing Instructions, the system calculates the commission amount based on the order total.

Setting Up Additional Commission Information

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

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

**Before You Begin**

- Verify that you set up a code for the salesperson group in the user defined code table (system 42, type RS).
- Verify that the commission rate codes are blank for each customer in Customer Billing Instructions.

---

**To set up additional commission information**

1. Complete the steps to assign a salesperson or group to a customer.

On Commission/Royalty Information
2. Complete the following fields:
   - Commission Number
   - Code Type
   - Effective Date
   - Expire Date
   - Order Type
   - Load Factor
   - Fixed Costs
   - Minimum Gross Margin

3. To set a commission percentage for the group, complete the following field:
   - Commission Percent

4. Access the fold area.

5. Complete the following fields:
   - Division
   - Trade Class
   - Ship Method
   - Password
### Set Up Commission Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Code Type</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Order Type                   | 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.) The following document types are defined by J.D. Edwards and should not be changed:  
  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>| Load Factor                  | The factor that the system uses as multiplier of product cost.                                                                                                                                                      |
| 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 sales person.                                                                                                                                                   |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>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: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer. Form-specific information: User-defined code (system 01, type 01) that indicates the branch for which this is a valid commission percentage.</td>
</tr>
<tr>
<td>Trade Class</td>
<td>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: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer. Form-specific information: User-defined code (system 01, type 04) that indicates the trade class for which this is a valid commission percentage.</td>
</tr>
<tr>
<td>Ship Method</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Password</td>
<td>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.</td>
</tr>
</tbody>
</table>
Setting Up Variable Commission Percentages within a Group

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

Before You Begin

- Verify that a code for the salesperson group is set up in the user defined code table (system 42, type RS) See Setting Up User Defined Codes in the Technical Foundation Guide.
- Verify that the commission rate code fields are blank for each customer in Customer Billing Instructions.

- If you set up variable commission percentages that have additional commission information, verify that the commission percentage field in Customer Royalty Information is blank.

**To set up variable commission percentages within a group**

On Related Salesperson

1. Complete the steps to assign a salesperson or group to a customer.

   ![Related Salesperson](image)

2. Complete the following fields:
   - Salesperson Number
   - Effective Date
   - Expiration Date
   - Basis
   - Line Order
   - Related Percent

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis – Related Salesperson</td>
<td>A code that designates whether the system calculates commissions using Invoice Amount or Gross Margin.</td>
</tr>
</tbody>
</table>
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.

Reviewing Commission Information

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.

After the sales update, you can review commission information to ensure your salespeople receive the correct amount. If necessary, you can modify existing information if you have proper security access.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code – Line or Order</td>
<td>A code that indicates whether the system bases commissions on order totals (O) or line amounts (L).</td>
</tr>
<tr>
<td>Percent – Related</td>
<td>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%.</td>
</tr>
</tbody>
</table>
To review commission information

On Commission/Royalty Inquiry

1. Complete one of the following fields:
   - Salesperson
   - Customer
   - Order Number
   - Item Number

2. Review the information in the following fields:
   - Order/Amount Margin
   - Line Amount/Margin
   - Salesperson
   - Commission Code Type
   - Commission Percent
   - Commission Amount
   - Load Factor
   - Fixed Cost

3. To revise any information, complete the following field:
   - Password
Set Up Branch Sales Markups

You use branch sales markups to set up the additional costs that are associated with an interbranch sales order. You enter an interbranch sales order to fill a sales order from a different branch/plant 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 Markup program are the amounts that the branch/plant charges in addition to the base price.

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

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

- Verify that you have set the processing option in Enter Orders (Page Mode) to use the cost markup pricing method. See Entering Detail Information.

- Verify that you have set up item groups in user defined codes. See Setting Up User Defined Codes in the Technical Foundation Guide.

To set up branch sales markups

On Branch Sales Markups

1. Complete the following required fields:
   - Supply/Demand
   - From Branch/Plant
   - To Branch/Plant
   - 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
   - Thru

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply or Demand Plant</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

Form-specific information

If you are viewing messages for the supply branch/plant, the fold area shows branch/plants generating demand for each resupply order.

If you are viewing messages for the demand branch/plant, the fold area shows branch/plants to which each resupply order is directed.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Branch/Plant                 | 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:  
|                              | • Branch/Plant (MMCU)                                                                                                                       |
|                              | • Dept A (MCU)                                                                                                                            |
|                              | • Dept B (MCU)                                                                                                                            |
|                              | • Job 123 (MCU)                                                                                                                            |
|                              | Business unit security is based on the higher-level business unit.  
|                              | Form-specific information  
<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). |
| Item Number – Unknown Format Entered | The number assigned to an item. It can be in short, long, or 3rd item number format.                                                      |
| Percent Markup               | The percent markup is the percent the cost is to be marked up when the item is transferred from one branch to another.                     |
| Sales Catalog Section        | One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use. |
| Item Number – Unknown Format Entered | The number assigned to an item. It can be in short, long, or 3rd item number format.                                                      |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective – From</td>
<td>A date that indicates one of the following:</td>
</tr>
<tr>
<td></td>
<td>• When a component part goes into effect on a bill of material</td>
</tr>
<tr>
<td></td>
<td>• When a routing step goes into effect as a sequence on the routing for an item</td>
</tr>
<tr>
<td></td>
<td>• When a rate schedule is in effect</td>
</tr>
<tr>
<td></td>
<td>The default is the current system date. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>On this form, this field shows, along with the Effective To field, the dates for which a branch relationship is effective. If the Effective From and Thru dates are no longer in effect, the relationship has expired, and the planning system plans for supply at one of the following alternate locations:</td>
</tr>
<tr>
<td></td>
<td>• The demand branch</td>
</tr>
<tr>
<td></td>
<td>• Another supply branch for which an effective from/through date has been defined</td>
</tr>
<tr>
<td>Effective–Thru</td>
<td>A date that indicates one of the following:</td>
</tr>
<tr>
<td></td>
<td>• When a component part is no longer in effect on a bill of material</td>
</tr>
<tr>
<td></td>
<td>• When a routing step is no longer in effect as a sequence on the routing for an item</td>
</tr>
<tr>
<td></td>
<td>• When a rate schedule is no longer active</td>
</tr>
<tr>
<td></td>
<td>The default is December 31 of the default year defined in the Data Dictionary for Century Change Year. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</td>
</tr>
</tbody>
</table>

**See Also**

- *Working with Interbranch Orders*  
- *Working with Transfer Orders*
Set Up Freight Information

Setting Up Freight Information

When you enter orders that require shipment, you can transfer the shipping costs to the customer by setting up freight rates. A freight rate is the amount that your company charges to deliver a customer's order. You can set up freight rates by assigning an amount to a combination of commodity class, carrier, and zone. For example, it costs your company $5.00 to ship paper products to customers in Zone A, but only $3.00 to ship office products to customers in Zone B. With the Freight and Additional Rate Revisions program, you can calculate the freight rate based on shipping and item information in a sales order and then add the amount to the order.

During sales order entry, the system identifies the items in the order, where the order is being delivered, and the carrier that is delivering the order to the customer to calculate the appropriate freight rate. The system automatically adds the freight rate as a non-stock item to the order total. For example, every time that you enter an order to deliver 50 paper products to a customer in Zone B by UPS (United Parcel Service), the system adds the same freight rate to the order total. However, the freight rate might vary if the order is delivered by the U.S. Postal Service.

You can define more specific rates based on quantity information, effective dates, and postal codes. For example, you can set a rate for all paper products up to 100 pounds and another rate for all paper products between 100 and 200 pounds.

Setting up freight information includes the following tasks:

- Defining freight information
- Setting up freight rates

Before You Begin

- Verify that you have set up the zone, commodity class, and rate codes in user defined codes. See Setting Up User Defined Codes in the Technical Foundation Guide.

- Verify that address book numbers exist for the carriers.
Verify that you have set up a line type for freight. See Setting Up Order Line Types.

Verify that you have set processing options in the Shipment Confirmation program to the default line type for additional sales detail lines. See Working with Shipments.

Verify that you have set processing options in the Shipment Confirmation program to allow entry of additional non-inventory items. See Working with Shipments.

See Also

- Setting Up User Defined Codes in the Technical Foundation Guide
- Setting Up Order Line Types
- Setting Up Item Branch/Plant Information in the Inventory Management Guide
- Setting Up Customer Billing Instructions
- Work with Shipments for more information on the processing options that affect freight rates

Defining Freight Information

The freight information that you set up in Customer Billing Instructions and Item Branch/Plant Information is the default information that the system uses to identify the appropriate freight rate.

Defining freight information includes the following tasks:

- Setting up shipping information for a customer
- Setting up item information

The information that you enter during sales order entry is the information that the system uses to calculate the appropriate freight rate. In the sales order header form, the system identifies to where the order is being delivered and the carrier that is delivering the order to the customer. In the sales order detail form, the system identifies the item and quantity information.

You can use the Item Branch/Plant Information form to assign items to commodity classes. Instead of setting up freight rates for each item, you can group like items into commodity classes and set up standard rates for each commodity class. For example, you can group pens, pencils and notepads into the commodity class called “office products.” You can set up a standard rate for the group office products instead of a freight charge for each individual item.
If an item requires special handling, you can enter a preferred carrier for the item.

**To set up shipping information for a customer**

1. To locate a customer, complete the following field:
   - Sold To
3. On Billing Instructions - Page 2, complete the following fields:
   - Zone
   - Preferred Carrier
   - Apply Freight

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone Code</td>
<td>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. For picking you can use the zone code with the route and stop codes to group all item that are to be loaded onto a delivery vehicle for a specific route. You set up the default for each of these fields on the Customer Billing Instructions form.</td>
</tr>
</tbody>
</table>

**To set up item information**

On Item/Branch Plant Information

1. To locate an item, complete the following field:
   - Item Number
2. Access Item Branch Class Codes.
3. On Item Branch Class Codes, complete the following field:
   - Shipping Commodity Class

4. If you require that the same carrier always ship the item, complete the following field:
   - Preferred Carrier

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Commodity Class</td>
<td>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. This field is one of three classification categories available primarily for inventory and shipping purposes.</td>
</tr>
</tbody>
</table>
Setting Up Freight Rates

You can define freight rates by assigning a charge amount to various combinations of each item commodity class, carriers, and zones. To designate more specific rates, you can set up various rates based on quantity information, effective dates, and postal codes.

To set up freight rates

1. Complete any combination of the following fields:
   - Zone Number
   - Commodity Class
2. Complete the following fields:
   - Effect From
   - Expire Date
   - Zone
   - Commodity Class
   - Carrier
   - Up to Quantity
   - Unit of Measure
   - Charge Rate

3. Access the fold area.

4. Complete any of the following fields:
   - Postal
   - Maximum Quantity
   - Container Type
   - Base Charge
- Base Code
- Minimum Charge
- Maximum Charge
- Charge Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Code – Freight/Misc</td>
<td>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.</td>
</tr>
<tr>
<td>Limit – Quantity</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>............................................................................................................................................. Form-specific information ............................................................................................................................................. The maximum quantity receiving the rate.</td>
</tr>
<tr>
<td>Rate – Charge Rate</td>
<td>The dollar amount that the customer is charged for postage or freight on the order.</td>
</tr>
<tr>
<td>Zip Code – Ship to Postal Code</td>
<td>The 10-character code used to contain the 9-character hyphenated U.S. Postal code or any postal code used outside the United States.</td>
</tr>
<tr>
<td>Quantity – Maximum</td>
<td>Use this memo field when a maximum quantity limitation must be observed, due to the nature of the goods being shipped or restrictions imposed by the carrier.</td>
</tr>
<tr>
<td>Type Container</td>
<td>Use this memo field to indicate that the customer’s requirements or the nature of the items being shipped makes it necessary to use only certain types of cartoning or certain methods of transport.</td>
</tr>
<tr>
<td>Base Charge</td>
<td>The flat amount that the customer will be charged for postage/freight. The system adds calculated freight, typically based upon weight and destination to this base charge.</td>
</tr>
<tr>
<td>Base Code</td>
<td>Indicate whether the calculation to be performed on the order is to be treated as a freight charge (F) or a miscellaneous charge (blank).</td>
</tr>
<tr>
<td></td>
<td>............................................................................................................................................. Form-specific information ............................................................................................................................................. The code for the base charge.</td>
</tr>
<tr>
<td>Type – Maximum Charge Type</td>
<td>Indicate the type of charge that the customer is to pay. This is typically either a freight charge or a packaging charge. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>$          Dollar amount</td>
</tr>
<tr>
<td></td>
<td>%          Percent</td>
</tr>
</tbody>
</table>
What You Should Know About

<table>
<thead>
<tr>
<th>What You Should Know About</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Changing the default freight information</strong></td>
<td>You can override the default freight information for a single sales order by entering information over existing information. During sales order entry, the system uses the freight information from the header information to calculate the appropriate rate.</td>
</tr>
<tr>
<td><strong>Adding freight during sales order entry</strong></td>
<td>You can add freight rate costs to a sales order by using a line type for freight on the Sales Order Entry Detail form.</td>
</tr>
<tr>
<td>See Working with Detail Information.</td>
<td></td>
</tr>
<tr>
<td><strong>Viewing freight calculated for a sales order</strong></td>
<td>To view the freight rates that were calculated for a sales order, access the Freight Summary Information from the Sales Order Detail form.</td>
</tr>
<tr>
<td>See Working with Detail Information.</td>
<td></td>
</tr>
<tr>
<td><strong>Viewing freight during shipment confirmation</strong></td>
<td>You can set processing options to automatically display the Freight/Additional Charges form during shipment confirmation. You can accept the freight charges that are calculated by the system or you can change them.</td>
</tr>
<tr>
<td>See Working with Shipments.</td>
<td></td>
</tr>
<tr>
<td><strong>Adding charges during shipment confirmation</strong></td>
<td>If you set processing options to allow entry of additional non-inventory items, you can manually add freight rates during shipment confirmation.</td>
</tr>
<tr>
<td>See Working with Shipments.</td>
<td></td>
</tr>
<tr>
<td><strong>Assigning rate codes to indicate billing and shipping</strong></td>
<td>You can assign the commodity class in the freight rate table to item locations that use this type of shipping.</td>
</tr>
<tr>
<td>You can also assign rate and zone codes from the Freight Rate table to Customer Billing Instructions for each customer.</td>
<td></td>
</tr>
</tbody>
</table>
Set Up Automatic Accounting Instructions

Automatic accounting instructions (AAIs) are the links 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 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).

**Cost of Goods (COGS) Sold (4220)**

Provides the expense/cost amount to the COGS account.

**Deferred COGS (4221)**

Provides the journal entries for deferred COGS that were created during the Invoice Cycle Billing program.

**Revenue (4230)**

Provides the actual sales price of inventory in the sales revenue account.
Deferred Revenue (4231) Provides the journal entries for deferred revenue that were created during the Invoice Cycle Billing program.

Unbilled A/R (4232) Provides the journal entries for unbilled accounts receivable that were created during the Invoice Cycle Billing program.

Inventory (4240) Credits the cost amount to an inventory account.

A/R Trade (4245) Debits the sales amount to an accounts receivable account. The system writes the accounts receivable offset entries to the general ledger only if the accounts receivable update option is turned off.

Tax Liability (4250) Provides journal entries to tax liability accounts that were created during a sales update.

Price Adjustments (4270) Provides the journal entries for individual price adjustments that were created during a sales update.

Rebates Payable (4280) Provides the offset entries of accrued accounts.

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

- Set up companies
- Determine transaction types
- Set up document types
- Set up G/L class codes
- Determine the account numbers for recording transactions
- Set up account master information

Setting Up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

To set up AAIs

On Automatic Accounting Instructions

Complete the following fields:

- Company
- Document Type
- General Ledger Class
- Cost Center
- Object
- Subsidiary
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Company            | A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.  
NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.  

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

Form-specific information  
In the inquiry field at the top of the form, the asterisk (*) is the default and causes the system to display all document types. |
### Field: Category – G/L

A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.

The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN20</td>
<td>Direct Ship Orders</td>
</tr>
<tr>
<td>IN60</td>
<td>Transfer Orders</td>
</tr>
<tr>
<td>IN80</td>
<td>Stock Sales</td>
</tr>
</tbody>
</table>

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

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

Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI.

### Field: Cost Center

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.

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.

Business unit security can prevent you from locating business units for which you have no authority.

NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.

<table>
<thead>
<tr>
<th>Form-specific information</th>
</tr>
</thead>
</table>

If you leave this field blank, the system uses the business unit that you entered in the detail area of the transaction.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Account</td>
<td>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.</td>
</tr>
<tr>
<td>Subsidiary</td>
<td>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Adding memo text**

You can enter memo text for each AAI table on the generic text window.

See the *Technical Foundation Guide*. 
Define Flexible Account Numbers

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

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

The standard J.D. Edwards account structure is formatted with the following segments:

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

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

To create a flexible account number, you define one or more of these segments. To do this, you associate one or more pieces of information with each segment. Each piece of information is associated with a field and is stored in one of the following tables:

- Address Book Master (F0101)
- Price Adjustment History (F4074)
- Item Master (F4101)
- Item Branch (F4102)
- Sales Order Header (F4201)
- Sales Order Detail (F4211)

To associate information with a segment, you must know the data item name that J.D. Edwards has defined for the corresponding field in the table.

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

The subledger account is not visible online, but is stored in the Account Ledger table (F0911).

You activate flexible sales accounting through the processing options for the Update Customer Sales program.
Before you create a flexible account number, consider the following:

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

If you use flexible accounting in the J.D. Edwards financial systems, the business unit and subsidiary account that you define through distribution flexible sales accounting must have the same number of characters as the business unit and subsidiary account that you define through financial flexible accounting.

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

### Example: Flexible Account Number

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

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

The company could define the flexible account number as follows:

- Business unit, in two segments:
  - Address book category code, such as sales region (for example, W for West)
  - Address book category code, such as line of business (for example, HOS for hospital or RET for retail)
- General ledger object account from the AAI, such as 5010
- Subsidiary account, in one segment (optional):
  - Item master reporting code, such as sales catalog section (for example, PHR for pharmacy, or OTC for over-the-counter)
In this example, if a hospital buys a prescription drug for its pharmacy, the revenue would go to the following account:

WHOS.5010.PHR

What Are the Rules for Defining a Flexible Format?

Consider the following rules about flexible account numbers:

**Total length**
The total account number cannot exceed 34 characters, including the separator character. Each element is also limited to a specific number of characters:

- Business unit, less than or equal to 12
- Object account, less than or equal to 6
- Subsidiary account, less than or equal to 8
- Subledger, less than or equal to 8
Define Flexible Account Numbers

Information associated with each segment

Each piece of information that you associate with a segment corresponds to a J.D. Edwards field. Each of these fields is hard-coded in user defined code table 40/DI. You can view valid fields on Flexible Sales Accounting.

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

Base Sales Order Management AAIs

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

- 4220 (Cost of Goods Sold)
- 4230 (Sales)
- 4240 (Inventory)
- 4250 (Sales Tax Payable)

When the system searches for an account for these AAIs, it searches the Flexible Sales Accounting table (F4096) as follows:

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

Advanced Pricing AAIs

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

- 4270 (Adjustments)
- 4280 (Accruals)

When the system searches for an account for these AAIs, it searches the Flexible Sales Accounting table (F4096) as follows:

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

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

**How Does the System Determine Account Information?**

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

**Determining the business unit**

To determine the business unit, the system:

- Searches for the business unit in the AAI.
- If no business unit has been defined in the AAI, the system uses the flexible format business unit you define.
- If no flexible format business unit exists, the system uses the business unit that you specify through the processing options of the sales update program.

**Determining the subsidiary account**

To determine the subsidiary account, the system:

- Searches for a subsidiary account that has been defined in the AAI.
- If no subsidiary account has been defined in the AAI, the system uses the flexible format subsidiary account that you define.

**Determining the subledger**

To determine the subledger, the system:

- Searches for the subledger account that you specified in sales order detail.
- If no subledger account has been specified in sales order detail, the system uses the flexible format subledger account that you define.
- If no flexible format subledger account exists, the system uses the subledger that you specify through the processing options of the sales update program.

The system searches for flexible account information only if you have set up the appropriate processing options in the Update Customer Sales program.
Define Flexible Account Numbers

Before You Begin

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

To define a flexible account number

On Flexible Sales Accounting Inquiry

1. Access Flexible Sales Accounting.
2. On Flexible Sales Accounting, complete the following fields:
   - AAI
   - Company
3. To associate the flexible segment to the standard format segment, complete one of the following fields:
   - Business Unit
   - Sub Account
   - Subledger
4. To associate the data item with this segment, complete the following field:
   - Data Item
5. Complete the following field if the data item you entered is a field that is stored in the Address Book Master table.
   - Data Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAI</td>
<td>The system uses this number to sequence and retrieve accounting information.</td>
</tr>
</tbody>
</table>

......... Form-specific information ............

In this field, you can enter the AAI table for which you want to display AAI information.
### Define Flexible Account Numbers

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</td>
</tr>
<tr>
<td>Price Adjustment Name</td>
<td>A user defined code (system 40, type TY) that identifies an adjustment definition. You define adjustments on Price Adjustment Names.</td>
</tr>
<tr>
<td></td>
<td>For Agreement Penalty Schedules</td>
</tr>
<tr>
<td></td>
<td>Add a definition for each of the four types of penalties:</td>
</tr>
<tr>
<td></td>
<td>- Minimum quantity</td>
</tr>
<tr>
<td></td>
<td>- Maximum quantity</td>
</tr>
<tr>
<td></td>
<td>- Under commitment</td>
</tr>
<tr>
<td></td>
<td>- Over commitment</td>
</tr>
<tr>
<td>Subledger Type</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>A Alphanumeric field, do not edit</td>
</tr>
<tr>
<td></td>
<td>N Numeric field, right justify and zero fill</td>
</tr>
<tr>
<td></td>
<td>C Alphanumeric field, right justify and blank fill</td>
</tr>
<tr>
<td>Element – Element Number</td>
<td>The element number for the Flex Chart of Accounts coding structure.</td>
</tr>
<tr>
<td></td>
<td>The element number is a sequential number from one through ten that uniquely identifies the individual segments or elements of the flex account number.</td>
</tr>
<tr>
<td>Business Unit Segment Indicator</td>
<td>An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Business Unit field (MCU) in the database. For flex account numbers, you can define up to 6 segments, and use a total of 12 characters for the Business Unit field.</td>
</tr>
<tr>
<td></td>
<td>If you define multiple segments for the business unit, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is right–justified in the database.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Subsidiary Segment Indicator</td>
<td>An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Subsidiary Account field (SUB) in the database. For flex account numbers, you can define up to four segments and use a total of eight characters for the Sub field. If you define multiple segments for the subsidiary, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left-justified in the database field.</td>
</tr>
<tr>
<td>Subledger Segment Indicator</td>
<td>An X in this field indicates that this segment forms part of the Subledger field. If multiple segments are defined for the Subledger, they are concatenated left to right in ascending order according to their assigned sequence numbers. The result is then Left-justified in the Subledger database field.</td>
</tr>
</tbody>
</table>
| Segment Size                | The size of each segment in the AAI/Adjustment CC/SUB/SBL activity based accounting format. The size of each individual segment must be greater than 0 and not exceed as follows:  
  - CC – Cost Center – 12 characters  
  - SUB – Subsidiary – 8 characters  
  - SBL – Subledger – 8 characters |
| Description                 | A user defined name or remark that describes a field.                                                                                       |
| Data Item                   | This data filed has been set up as a 10 byte field for future use. At the present time, it is restricted to 4 bytes. This field is used in Flexible Sales Accounting in order to make up the account number. |
| Data Type                   | The data type used for Flexible Sales Accounting. The allowed values are:  
  1  Bill To  
  2  Ship To  
  3  Parent  

This field is used in conjunction with the data item field (SFTT). If the data item is from the address book master file, then the data type field is required.
Advanced & Technical
Advanced and Technical Operations

Objectives

- To use the advanced features of the Sales Order Management system
- To maximize your system efficiency and performance by increasing storage space, updating information, and ensuring accurate sales commitments

About Advanced and Technical Operations

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

- Working with flexible files
- Purging data
- Working with the subsystem
- Working with order templates

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 that is 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.

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

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 that is 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 that 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.
- Be sure you have the technical knowledge and the proper authority to create, delete, and recompile objects.

**Choosing Fields for Flexible Files**

J.D. Edwards initially defines flexible files to include all fields and preselects the fields for you. You must exclude fields that you do not want to store by deseleting 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, Define Sales History, or Define Sales Ledger
1. To choose a field, complete the following field:
   - Option
2. Save the file with your field information by pressing the appropriate function key.

   The system stores this information until you update the file.

### Processing Options for Define 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

After you choose the fields that you want to include in the flexible files, you must update those files for the changes to take effect. The update re-creates all objects that are 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
  - JDECPY
  - 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 specify the library where the system rebuilds the file in the processing options. 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 JDESC.

For more information about the QJDF data area, see the Technical Foundation Guide.

Error conditions

The update stops if the system 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 job log, which you can use to determine why the procedure stopped.

Processing Options for Compile Objects Related to 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 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.)
Purging Data

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.

CAUTION: You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data.

You can run two types of purges within distribution systems:

- Running general purges
- Running 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 them 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.

**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 processing options that save files in a special library and allow you to reorganize the purged files. These 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**

- *Technical Foundation Guide*
Running General Purges

General purges for the 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**  When you set up order line types, you specify whether the system writes closed order lines to the Sales Order Detail History and leaves only cancelled 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*. 
Processing Options for Generic 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

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 involves:

- 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

Use the Sales Order Header purge to purge sales order header records from the Sales Order Header file. Records are purged 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 Sales Information.
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

You use the Extended Text purge to delete specific information from the Text Line 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 Line file.
- If the system finds matching records, it deletes the Extended Text from the Text Line file only if the matching detail files have a status of 999.

What You Should Know About

Purging 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**

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**

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 History file.

You can run this program when you update customer sales.

**See Also**

- *Updating Sales Information*

**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

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 distribution subsystem includes 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 that 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 Technical Foundation Guide.

**Defining the Subsystem**

For distribution systems, you can print several documents through the subsystem, as well as run some processes. 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>Identifies a group of items that the system can process together, such as reports, business units, or subledgers.</td>
</tr>
</tbody>
</table>

............ Form-specific information ............

The DREAM Writer version of the print control or gantry program identified in the program field.

**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**

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**

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
Work with Order Templates

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
- Updating an existing template
- Creating a system-generated template

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

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

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

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

**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.

**Creating a customer-specific template**
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.

See Working with Detail Information for more information and procedures.

**See Also**

- Entering Sales Orders with Templates

**Creating a Standard Template**

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. Complete the steps to set up user defined codes.
3. Return to Order Template Revisions.
4. On Order Template Revisions, complete the following fields:
   - Order Template
   - Item
5. Access the fold area.
6. Complete the following optional fields for each item:
   - Effective From
   - Effective Thru

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Template</td>
<td>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.</td>
</tr>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Assigning a standard template**

You can create as many standard templates as you need. You assign one standard template to a customer through Customer Billing Instructions. This template will then display each time you enter an order for the customer. However, you can also access all of the other templates during sales order entry.
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

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.

![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**

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

**Before You Begin**

- Verify that orders exist for the customer in the Sales Order Detail History table.
- Create a user defined code name for the template you want the system to generate. See Setting Up User Defined Codes in the Technical Foundation Guide.

**To create a system-generated template**

1. From the Customer Template Rebuild versions list, choose the version you want to run.
2. Set the data selection criteria to choose a specific customer and to control the selection of items that will appear on the template.
3. Submit the batch job.
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
Appendices
Appendix A — Work with Vertex

Working with Vertex

If your company wants to apply sales taxes automatically, you can use the Vertex SalesTax Compliance system with the following J.D. Edwards systems:

- Sales Order Management
- Purchase Management
- Accounts Receivable
- Accounts Payable

Vertex software can co-exist with the J.D. Edwards tax calculation software, which means that you can perform tax calculations using either the Vertex software or the J. D. Edwards tax calculation software or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Vertex system, but maintain tax rates for foreign locations using the Vertex Tax Decision Maker

Working with Vertex consists of:

- Setting up the J.D. Edwards/Vertex interface
- Overriding GeoCodes
- Understanding the Link/Parm Area
**J.D. Edwards Components**

The J.D. Edwards/Vertex interface transfers selected J.D. Edwards parameters to Vertex and then returns sales tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software has the following components:

**Tax authorities**

You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. If you use Vertex, you define tax authorities in the Address Book system only for foreign tax authorities because those for the U.S. and Canada are stored by Vertex.

Although foreign tax authority addresses cannot be stored in Vertex, they are represented on Vertex register reports.

**Tax rates and tax areas**

For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Vertex to identify the correct taxing jurisdictions.

**Tax explanation codes**

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Because the tax explanation code is a user defined code (system 00, type EX), you can set up additional codes to meet specific business needs.

In the Vertex software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any sales order or accounts receivable invoice line item can be coded with E to make that specific transaction exempt.

Other available codes are U (use) for use in Purchase Management and Accounts Payable, and S (sales) for use in Sales Order Management and Accounts Receivable.

**Automatic Accounting Instructions (AALs)**

For U.S. and Canadian taxes, you use the AAI code TXTX on the Vertex Tax Constants form.

For foreign taxes, you assign an AAI to each taxing authority within each tax rate/area.
**Tax rules by company**
You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Purchase Management, and General Accounting systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:

- Calculate discounts on a gross amount that already includes tax.
- Calculate tax on a gross amount that includes the discount amount.
- Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax.

This feature applies to foreign, U.S., and Canadian taxes.

**Vertex Components**
The Vertex SalesTax Compliance system includes the following components:

**Data Module**
The Data Module stores tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 60,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the Data Module.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues a new Data Module file to its subscribers.
**Calculation Module**  
The Calculation Module interfaces with J.D. Edwards Sales Order Management, Purchase Management, Accounts Receivable, and Accounts Payable systems.

When a J.D. Edwards program calls the Calculation Module, the Calculation Module determines

- Whether the transaction is interstate or intrastate
- The transaction’s taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Calculation Module then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail, and management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Vertex can calculate the four levels individually.

See the Vertex *SalesTax Data/Calculation* manual for more information.

**Tax Decision Maker**  
You can customize the Vertex system for your special needs. You use the Calculation Module in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions. You can also override customer and product exemptions from sales order entry and purchase order entry.

**Sales Tax Register file**  
From the Sales Tax Register file, the Calculation Module produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Vertex menus.

See the Vertex *SalesTax Data/Calculation* manual for more information.
Returns Module

The Returns Module completes the sales tax cycle by automating state and local returns preparation. Data is downloaded from the Sales Tax Register file to a PC into the Returns Module, which automatically generates signature-ready sales and use tax forms and check requests.

See the Vertex SalesTax Data/Calculation manual for more information.

Interface Considerations

Before you set up the J.D. Edwards/Vertex SalesTax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and foreign tax obligations.

Company and Divisional Considerations

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider if tax returns are filed for just one company or for multiple companies.

Product Considerations

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to code the taxing policies for J.D. Edwards and Vertex software.

Customer and Supplier Considerations

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax grouping. Decide how you will code customers and suppliers into both the J.D. Edwards and Vertex software modules.

Foreign Tax Considerations

Be aware of foreign tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Vertex to manage and process foreign tax transactions.

See Also

- J.D. Edwards Tax Reference Guide
• Vertex SalesTax Compliance System Reference Guide
• Vertex GeoCode Master List
• Vertex National SalesTax Rate Directory
• Vertex Tax Decision Maker Taxability Guide
Set Up the J.D. Edwards/Vertex Interface

Setting Up the J.D. Edwards/Vertex Interface

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can co-exist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Vertex consists of:

- Activating Vertex
- Assigning GeoCodes
- Assigning non-stock product categories to order types
- Defining tax information for items

Before You Begin


- Review order line types. See Setting Up Order Line Types.


- Verify that each ship to and ship from address has a corresponding Vertex record.

- Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information. Both are necessary for you to use the Sales Update program without errors.
What You Should Know About

**Tax only calculations**
For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

For records with these tax types, records will not be written to the Vertex Tax Register file, even if Vertex is active.

**Returns Module**
If you plan to use the Vertex SalesTax Returns Module, you should install it after performing all other setup steps.

See the *Vertex SalesTax Returns Module* guide for information on its installation and operation.

Activating Vertex

```
G  Master Directory
  Choose G73

G73  M&D Strategic
     Complementary Products
     Choose Vertex Sales and Use Tax

G731  Vertex Sales and Use Tax
      Choose Vertex Tax System Constants
```

You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

Before You Begin

- Read the *Vertex SalesTax Compliance System Modules* and *Reference Manuals* for more information about installation.
To activate Vertex

On Vertex Tax System Constants

1. Complete the following fields:
   - Use Vertex System
   - U.S. Country Code

2. Complete the following fields for sales tax category codes:
   - Address Book Category
   - Item Balance Category

3. Complete the following optional fields for use tax category codes:
   - Address Book Category
   - Item Balance Category

   Do not complete the following fields (they are not applicable):

   - Canada Country Code
   - G/L Offset

4. Do one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, click Add
Assigning GeoCodes

After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. The Calculation Module uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYZZZZ

where

XX = State
YYY = County
ZZZZ = City

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems.

You must set up GeoCodes for every customer, supplier, ship to, ship from, warehouse, or branch/Plant in the address book.

Assigning GeoCodes consists of:

- Assigning GeoCodes to address book records
- Assigning GeoCodes to customers (for sales and accounts receivable transactions)
- Assigning GeoCodes to suppliers (for purchasing and accounts payable transactions)

What You Should Know About

**Foreign jurisdictions**

Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions, and does not maintain tax rates for these jurisdictions. However, you can create foreign GeoCodes, by beginning each with “77” (in the state field), which lets you create records in TDM for each foreign jurisdiction.

Additionally, you can set up the Vertex Override table to maintain tax rates for each foreign taxing authority.
See Also

- Manually Assigning GeoCodes to Address Book Records for more information about these prefix characters

Assigning GeoCodes to Address Book Records

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

- Assigning GeoCodes globally to address book records
- Assigning GeoCodes manually to address book records

Assigning GeoCodes Globally to Address Book Records

After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

1. Populate the Vertex disk file. This J.D. Edwards program moves the address book records for customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

The address book records that you want to move in the CUSTEXT file are defined by the search type in a user defined code list (73/ST).
2. Populate the outfile with Vertex information. These Vertex programs do the following:
   - Process records from the CUSTEXT file identifying GeoCodes
   - Move the information to the Vertex CUSTFO file
   - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched

3. Update the address book with GeoCodes. This is a J.D. Edwards program that moves customer information with GeoCodes from the CUSTFO file to the customer master record. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master Information (F0301) and Supplier Master Information (F0401) tables.

The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.
To assign GeoCodes globally to address book records

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
   • Reformat Customer File
   • Match GeoCode File with Customer File
3. Run the Update Address Book GeoCodes program.

See Also

• Setting Up User Defined Codes (P00051) in the Address Book Guide
• Working with Basic Address Book Information (P01051) in the Address Book Guide

Assigning GeoCodes Manually to Address Book Records

After you run the batch GeoCode assignment program, you might have to manually change or assign GeoCodes because:

• A multi-county situation exists for an address book record.
• The address falls outside city limits.

When you run the update program that populates Address Book records with GeoCodes, the system produces reports that you use to review unmatched records and records that you might want to match.

When you manually assign a code, you must be aware of the appropriate prefix character to the Vertex GeoCode. Allowed prefix characters are:

V (Vertex GeoCode) A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.
M (Multi-County Situation)  
The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county. After you assign the correct GeoCode, change the M to a V.

O (Outside City Limits)  
If an address that is specified in the address book record is not physically located within the city limits, and, therefore, is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Vertex not to calculate the city tax for that GeoCode.

See the Vertex GeoCoder Geographical Coding System manual and the GeoCoder Master List.

What You Should Know About

GeoCode Select form  
When an address book record can have more than one GeoCode assigned to it, you use Vertex GeoCode Select to choose a GeoCode. The Vertex GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

To assign GeoCodes manually to address book records

On Address Book Revisions

1. Locate the address book record whose GeoCode you want to change or add.
2. Access Address Book Additional Information.
3. On Address Book Additional Information, access Vertex GeoCode Select.
Assigning GeoCodes to Customers

After you globally assign GeoCodes to your address book records, you might need to assign a GeoCode to a customer.

To assign a GeoCode to a customer

1. Enter basic customer information.
   
   See Entering Customers.

2. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
   
   - Tax Rate/Area
What You Should Know About

Changing an address  When you change an address for a customer, the system updates the GeoCode if one was previously entered.

Assigning GeoCodes to Suppliers

After you globally assign GeoCodes to your Address Book records, you might need to assign a GeoCode to a supplier.

To assign a GeoCode manually to a supplier

On Supplier Master Information
Set Up the J.D. Edwards/Vertex Interface

1. Enter basic supplier information.

   See Entering Suppliers (P01054).

2. For WorldVision, choose the Additional Information tab.

3. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
   - Tax Rate/Area

### Field Explanation

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Area 2</td>
<td>A code that identifies a tax or geographical 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. Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate.</td>
</tr>
</tbody>
</table>

### What You Should Know About

#### Changing an address

When you change an address for a supplier, the system updates the GeoCode if one was previously entered.
Assigning Non-Stock Product Categories to Order Types

For non-stock order lines (for example, lines for freight charges or other miscellaneous charges), you must define non-stock product categories within the Vertex system. The J.D. Edwards/Vertex interface uses these codes when you enter order lines to determine tax information.

You must specify a Vertex product category and a Vertex transaction type for each order type and line type combination. The Vertex product category is used for product exceptions in TDM. The Vertex transaction type indicates to Vertex the type of transaction that is being processed (for example, sales, purchase, rental, or service), so Vertex can apply the appropriate tax type. You define tax types on the Vertex TDM Override Subtable form.

To assign non-stock product categories to order types

On Non-stock Product Categories
Complete the following fields:

- Order Type
- Line Type
- Vertex Product Category
- Vertex Transaction Type

**See Also**

- Vertex Tax Decision Maker Taxability guide for product and service taxability information. Other reference materials that are available from Vertex include:
  - *The National SalesTax Manuals*
  - *The National SalesTax Manuals Topical Reference*
Defining Tax Information for Items

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes
- Assign the item to a tax category

In Vertex, the tax category corresponds to product categories that you define in TDM for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Vertex system.

Before Vertex calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, dictates how Vertex specifies a tax. If it does not find a match, Vertex taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable.

See Also

- The Vertex SalesTax Data/Calculation Module Guide
- The Vertex Tax Decision Maker Taxability Guide for product and service taxability information

To define tax information for items

On Item Branch/Plant Information

1. Locate the item whose tax information you want to define.
2. Complete the following fields:
   - Sales Taxable
   - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
   - For sales tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Sales Tax Category Code on Vertex Tax System Constants
   - For use tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on Vertex Tax System Constants
Override GeoCodes

Overriding GeoCodes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice or voucher.

Complete the following tasks:

- Override GeoCodes on invoices
- Override GeoCodes on vouchers

Overriding GeoCodes on Invoices

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. To override the tax information supplied by the system, you can do so when you enter the invoice.

To override a GeoCode on an invoice

On Standard Invoice Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter an invoice with taxes. See *Entering an Invoice with Taxes (P03105)*.

3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Expl Code 1</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Amount – Taxable</td>
<td>The amount on which taxes are assessed.</td>
</tr>
</tbody>
</table>
What You Should Know About

Use taxes

The system makes accounting entries for use taxes when you post the invoice. AAI item RT (no G/L offset) points to the use tax account.

Overriding GeoCodes on Vouchers

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

To override a GeoCode on a voucher

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

See Entering Standard Vouchers (P04105).
3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Explanation 2</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Amount – Taxable</td>
<td>The amount on which taxes are assessed.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Use taxes**
The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ _ (no G/L offset) points to the use tax account.
Understanding the Link/Parm Area

The J.D. Edwards/Vertex SalesTax Interface uses the Link/Parm Area to communicate between J.D. Edwards programs and the Vertex Calculation Module. Vertex provides the link areas as an external interface to the Vertex Calculation Module, which carries selected information to Vertex and returns tax information to the user.

The following tables describe how J.D. Edwards populates the Link/Parm Area. The columns in the tables contain information as follows:

- The I/O column identifies the field as an “input to” or an “output from” the Vertex system.
- The Field Name and the Field Description columns contain the file names and descriptions, respectively, for the Vertex parameters.
- The A/N/P column indicates a field’s attributes (alpha, numeric, or packed).
- The Comments column contains information about the Vertex field.
**GeoCode Conversion - Program VGEO100**

The J.D. Edwards/Vertex SalesTax Interface passes address information from J.D. Edwards to the Vertex GeoCoder system. The GeoCoder system determines the GeoCode(s) for the address and returns it to the J.D. Edwards system.

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LSTABB</td>
<td>State Abbr.</td>
<td>2</td>
<td>A</td>
<td>ABADDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Although the J.D. Edwards field is a three-character field, only the first two characters of the J.D. Edwards field are used. Special Processing (for Canadian addresses): If the country code (ABCTR) for the address is equal to the Canadian country code PS$VCN (passed as a parameter), substitute CN in this field. Note: The Canadian country code field is set up in the Vertex Constants (F7301) table.</td>
</tr>
<tr>
<td>I</td>
<td>LCITYN</td>
<td>City Description</td>
<td>30</td>
<td>A</td>
<td>ABADDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use the last non-blank line of the six address lines (ABADD1–ABADD6) for the city name. The city name is limited to 30 characters, whereas the J.D. Edwards city name is up to 40 characters long.</td>
</tr>
<tr>
<td>I</td>
<td>LZIP</td>
<td>Postal Code</td>
<td>5</td>
<td>A/N</td>
<td>ABADDZ</td>
<td>Only the first five characters of this field are used.</td>
</tr>
<tr>
<td>O</td>
<td>LRETID</td>
<td>Return Code</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>1 = Matched Records 2 = Possible Matched Records 3 = Unmatched Records 4 = State Match Only 5 = Print Report</td>
</tr>
<tr>
<td>O</td>
<td>LFILL</td>
<td>Filler</td>
<td>2</td>
<td>A/N</td>
<td></td>
<td>Leave blank.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO1</td>
<td>GeoCode #1</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Mapped to PSTXA1 described above.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN1</td>
<td>County Name #1</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO1</td>
<td>Multi-County Code #1</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>If returned value of 1, assign tax area prefix of M for multi-county. If LMC01 = 1, the GeoCode Select Window (PVIGEO) displays so you can select the appropriate GeoCode.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>J.D. Edwards Field Name</td>
<td>Comments</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>-----------------------------</td>
<td>------</td>
<td>-------</td>
<td>-------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR1</td>
<td>Postal Code Range #1</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGE02</td>
<td>GeoCode #2</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN2</td>
<td>County Name #2</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO2</td>
<td>Multi-County Code #2</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR2</td>
<td>Postal Code Range #2</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGE03</td>
<td>GeoCode #3</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN3</td>
<td>County Name #3</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO3</td>
<td>Multi-County</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LGE04</td>
<td>GeoCode #4</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN4</td>
<td>County Name #4</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO4</td>
<td>Multi-County Code #4</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR4</td>
<td>Postal Code Range #4</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGE05</td>
<td>GeoCode #5</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN5</td>
<td>County Name #5</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO5</td>
<td>Multi-County Code #5</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR5</td>
<td>Postal Code Range #5</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGE06</td>
<td>GeoCode #6</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN6</td>
<td>County Name #6</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO6</td>
<td>Multi-County Code #6</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR6</td>
<td>Postal Code Range #6</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCUSTN6</td>
<td>Customer ID</td>
<td>20</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
</tbody>
</table>
### Jurisdiction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LJUR01</td>
<td>Ship-to GeoCode</td>
<td>9</td>
<td>N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>Pass field SDTXA1.</td>
</tr>
<tr>
<td>I</td>
<td>LJUR02</td>
<td>Ship-to inside or outside city limits</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>The passed value is formatted by interpreting the prefix of SDTXA1:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V = 1 - inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M = 1 - inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = 0 - outside</td>
</tr>
<tr>
<td>I</td>
<td>LJUR03</td>
<td>Ship-from GeoCode</td>
<td>9</td>
<td>N</td>
<td>/* Retrieve the Address Book Number of the detail branch/plant */</td>
<td>Use XS41001 common subroutine to retrieve the branch/plant constants using SDMCU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If the return code is N, move *Blanks to the LJUR03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>else /* Retrieve the Address Book record */</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use the XF0101 common subroutine to retrieve the address book record using the address book number (CIAN8) retrieved from the branch/plant constants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If the Return Code is normal, move A5TXA1 to LJUR03, else move blanks to LJUR03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End;</td>
</tr>
<tr>
<td>I</td>
<td>LJUR04</td>
<td>Ship-from-in-out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>The passed value is interpreted as described for field LJUR02, using the A5TXA1 of the ship-from branch/plant.</td>
</tr>
</tbody>
</table>
### Understand Link/Parm Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| I   | LJUR05     | Order Acceptance GeoCode | 9    | N     | Defaults to the ship-from GEO | /* Retrieve the address book number of the header branch/plant */  
Use XS41001 common subroutine to retrieve the branch/plant constants using SHMCU.  
If the return code is = N, move *blanks to the LJUR05 else /* Retrieve the address book record */  
Use the XF0101 common subroutine to retrieve the address book record using the address book number (CIAN8) retrieved from the branch/plant constants.  
If the return code is normal, move 5TXA1 to LJUR05 else, move blanks to LJUR05 End;  
End; |
| I   | LJUR06     | Order Acceptance in-out | 1    | A/N   | 1 = inside the city (default)  
0 = outside city limits | The passed value is interpreted as described for field LJUR02, using the 5TXA1 of the order header branch/plant. |

### Invoice Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LINV01</td>
<td>Invoice Number</td>
<td>12</td>
<td>A/N</td>
<td></td>
<td>SDDOC (Document Number), if not equal to zero. If SDDOC is equal to zero, use SDDOCO (Sales Order Number).</td>
</tr>
<tr>
<td>I</td>
<td>LINV02</td>
<td>Invoice Date</td>
<td>8</td>
<td>A/N</td>
<td>Required (the invoice date - CCYMMDD)</td>
<td>Use SDIVD (Invoice Date) if not equal to zero. If SDIVD is zero, use SDTRDJ. If SDTRDJ is also equal to zero, use today's date (UDATE).</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LINV03</td>
<td>Invoice Gross Amount</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>The returned value is mapped to the J.D. Edwards field #XAG (gross amount).</td>
</tr>
<tr>
<td>O</td>
<td>LINV04</td>
<td>Total Tax</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>The returned value is mapped to the J.D. Edwards field #XSTAM (Tax Amount).</td>
</tr>
<tr>
<td>O</td>
<td>LINV05</td>
<td>Combined Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>The returned value is mapped to J.D. Edwards field #XTXR5 (Tax Rate Authority 5)</td>
</tr>
<tr>
<td>I</td>
<td>LINV06</td>
<td>Invoice Control #</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>SDDOCO (Sales Order Number).</td>
</tr>
</tbody>
</table>

### Customer Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCUS01</td>
<td>Customer Code/ID</td>
<td>15</td>
<td>A/N</td>
<td>A user defined field used to check the customer's taxability using the Tax Decision Maker Customer table.</td>
<td>SDSHAN (Ship to Customer Number).</td>
</tr>
</tbody>
</table>
| I   | LCUS02     | Customer Exempt Flag            | 1    | A/N   | Blank = let Calculation Module determine taxability of customer using Tax Decision Maker  
1 = Customer is tax-exempt  
If a customer is tax-exempt, the entire invoice is exempt from tax. | If the order line is coded as tax exempt (SDEXRI = E), pass 1.  
Otherwise, pass blank. |
### Understand Link/Parm Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>IO</td>
<td>LCUS03</td>
<td>Customer Exempt Certificate #</td>
<td>15</td>
<td>A/N</td>
<td>An input-output field that works in conjunction with field LCUS04. The exempt certificate numbers coded in the Vertex tables are not in the J.D. Edwards Address Book.</td>
<td>Pass value of blanks. This field contains the returned certificate number.</td>
</tr>
<tr>
<td>I</td>
<td>LCUS04</td>
<td>Customer Certificate Flag</td>
<td>1</td>
<td>A/N</td>
<td>1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.</td>
<td>Pass 1 - The tax exempt certificate number is returned in J.D. Edwards field LCUS03.</td>
</tr>
</tbody>
</table>

### Company Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOM01</td>
<td>Company Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Use the company code of the ship-from business unit or branch/branch in the Sales Order Detail table (F4211).</td>
</tr>
<tr>
<td>I</td>
<td>LCOM02</td>
<td>Division/Store Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate category code from the address book record of the ship-from business unit or branch/branch. For example, if the address book Category Code Number field is set to 5, use category code 5 (ABAC05) from the address book.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM03</td>
<td>Register File Indicator</td>
<td>1</td>
<td>A/N</td>
<td>0 = No register record is written 1 = Register record is written 2 = Register record is rewritten if a duplicate record is encountered</td>
<td>0 for all programs except for the General Ledger Post (P09801). Use 1 for the General Ledger Post.</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOM04</td>
<td>Filler</td>
<td>4</td>
<td>A/N</td>
<td></td>
<td>Blanks.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM05</td>
<td>Filler</td>
<td>3</td>
<td>A/N</td>
<td>Reserved</td>
<td>Blanks.</td>
</tr>
<tr>
<td>O</td>
<td>LCOM06</td>
<td>Return Code</td>
<td>2</td>
<td>A/N</td>
<td>Reserved</td>
<td>If a value is returned, test against the table of warning messages. If it is a warning, accumulate the Gross Amount (#XAG). If an error, bypass the Gross Amount.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM07</td>
<td>File Access Mode</td>
<td>1</td>
<td>A/N</td>
<td>B = Batch mode (default)</td>
<td>B = batch programs</td>
</tr>
<tr>
<td>I</td>
<td>LCOM08</td>
<td>Number of occurrences</td>
<td>2</td>
<td>N</td>
<td>Default = 01</td>
<td>1 = interactive programs.</td>
</tr>
</tbody>
</table>

### Transaction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LTRN01</td>
<td>Taxed GeoCode Indicator</td>
<td>1</td>
<td>A/N</td>
<td>Taxes calculated for:</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T = ship-to location</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F = ship-from location</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = order acceptance location</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LTRN02</td>
<td>Status Code</td>
<td>1</td>
<td>A/N</td>
<td>To be defined.</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN03</td>
<td>Invoice Line Item #</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>SDLNID - move without decimals. For example, line number 1.010 in J.D. Edwards should be moved as 1010.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN04</td>
<td>Transaction Type</td>
<td>6</td>
<td>A/N</td>
<td>Possible values:</td>
<td>The passed values is determined by the order type/line type defined through Non-Stock Product Categories table (P7305).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• PURCH</td>
<td>SALE = default value</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SALE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• LEASE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• RENTAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SERVIC</td>
<td></td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>J.D. Edwards Field Name</td>
<td>Comments</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>--------------------------------</td>
<td>------</td>
<td>-------</td>
<td>-------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>I</td>
<td>LTRN05</td>
<td>Transaction Sub-Type</td>
<td>3</td>
<td>A</td>
<td>N</td>
<td>Further identifies the transaction type, for example, property, freight, expense, labor, and so on.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN06</td>
<td>Transaction Code</td>
<td>1</td>
<td>A</td>
<td>N</td>
<td>N = normal (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>A = adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B</td>
<td>B = tax-only debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>C = tax-credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td>R = distribute rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X = distribute tax</td>
</tr>
<tr>
<td>I</td>
<td>LTRN07</td>
<td>Transaction Date</td>
<td>8</td>
<td>N</td>
<td></td>
<td>default = current system date</td>
</tr>
<tr>
<td>I</td>
<td>LPRO01</td>
<td>Product Category Code</td>
<td>15</td>
<td>A</td>
<td></td>
<td>A user defined field used to check the product's taxability using the Tax Decision Maker Product table. Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate item category code from the Item Balance table (F4102) using the XF4102 file server. Also uses Non-Stock Product Category for non-stock items. Called Product Category/ID in the Tax Decision Maker.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO02</td>
<td>Line Item Exempt Flag</td>
<td>1</td>
<td>A</td>
<td>1</td>
<td>If SDTAX1 = Y, pass value of blank. (Allow TDM table to determine exempt status.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>blank = let Calculation Module determine the line item's taxability</td>
<td>If SDTAX1 = N, pass value of 1 = exempt.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO03</td>
<td>State Taxability Flag</td>
<td>1</td>
<td>A</td>
<td>blank = Vertex determines state tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0 = no state tax liability</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>1</td>
<td>1 = state tax liability</td>
</tr>
<tr>
<td>I</td>
<td>LPRO04</td>
<td>County Taxability Flag</td>
<td>1</td>
<td>A</td>
<td>blank = Vertex determines county tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
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<td>0</td>
<td>0 = no county tax liability</td>
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<td>1 = county tax liability</td>
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<td>Size</td>
<td>A/N/P</td>
<td>J.D. Edwards Field Name</td>
<td>Comments</td>
</tr>
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<td>------</td>
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<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| I   | LPRO05     | City Taxability Flag               | 1    | A/N   | blank = Vertex determines city tax liability  
0 = no city tax liability  
1 = city tax liability | Blank, unreferenced.                                                     |
| I   | LPRO06     | District Taxability Flag           | 1    | A/N   | blank = Vertex determines district tax liability  
0 = no district tax liability  
1 = district tax liability | Blank, unreferenced.                                                     |
| I   | LPRO07     | Quantity                           | 11,4 | P     | Four decimal places                                                                      | SDSOQS quantity shipped (scrub to 4 decimals). Always pass a positive quantity (reverse sign for credits). |
| I   | LPRO08     | Extended Price Amount              | 13,3 | P     | Three decimal places                                                                      | SDAEXP extended line price (scrub to 3 decimals).                         |
| I   | LPRO09     | State Tax Inclusion Flag           | 1    | A/N   | 0 = State tax not included in amount (default)  
1 = State tax included in amount | Blank, unreferenced.          
Applies only for Canada. If the tax is already included in the extended price, it needs to be distributed among state, county, city and district. |
| I   | LPRO10     | County Tax Inclusion Flag          | 1    | A/N   | 0 = County tax not included in amount (default)  
1 = County tax included in amount | Blank, unreferenced.                                                     |
| I   | LPRO11     | City Tax Inclusion Flag            | 1    | A/N   | 0 = City tax not included in amount (default)  
1 = City tax included in amount | Blank, unreferenced.                                                     |
| I   | LPRO12     | District Tax Inclusion Flag        | 1    | A/N   | 0 = District tax not included in amount (default)  
1 = District tax included in amount | Blank, unreferenced.                                                     |
| I   | LPRO13     | User Area                          | 25   | A/N   | For customer use. This field shows on Vertex reports.                                    | Blanks.                                                                 |

Sales Order Management

Release A7.3 (June 1996)
### State Data

<table>
<thead>
<tr>
<th>I/O</th>
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<th>Field Description</th>
<th>Size</th>
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<th>J.D. Edwards Field Name</th>
<th>Comments</th>
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<tr>
<td>O</td>
<td>LSTA01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>The highest value of LSTA01, LCOU01, LCIT01, LDIS01 is mapped to J.D. Edwards field #XATXA (Taxable Amount)</td>
</tr>
<tr>
<td>O</td>
<td>LSTA02</td>
<td>Non-taxable Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
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<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
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<td>Unreferenced.</td>
</tr>
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<td>O</td>
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<td>Rate</td>
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<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 1)</td>
</tr>
<tr>
<td>O</td>
<td>LSTA06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
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<td>Unreferenced.</td>
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<td>LSTA07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
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<tr>
<td></td>
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<td>U = use</td>
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<td>R = rental</td>
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<td></td>
<td>O = override</td>
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<td>E = exempt</td>
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<td>N = non-taxable</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
<td></td>
</tr>
<tr>
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<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT1 (Tax Amount Authority 1)</td>
</tr>
</tbody>
</table>

### County Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>O</td>
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<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
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### Sales Order Management

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<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
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<td>LCOU04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
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<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)</td>
</tr>
<tr>
<td>O</td>
<td>LCOU06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>Defaults to C.</td>
</tr>
<tr>
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<td>P = previous</td>
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</tr>
<tr>
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<td>LCOU07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks; the Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = override</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E = exempt</td>
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<tr>
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<td></td>
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<td></td>
<td>N = non-taxable</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>Z = zero tax rate</td>
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</tr>
<tr>
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<td>LCOU08</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2)</td>
</tr>
</tbody>
</table>

### City Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<tbody>
<tr>
<td>O</td>
<td>LCIT01</td>
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<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01.</td>
</tr>
<tr>
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<td>LCIT02</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced</td>
</tr>
<tr>
<td>O</td>
<td>LCIT04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
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<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR3 (Tax Rate Authority 3)</td>
</tr>
<tr>
<td>O</td>
<td>LCIT06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>Unreferenced.</td>
</tr>
<tr>
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<td>P = previous</td>
<td></td>
</tr>
<tr>
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<td>Defaults to C</td>
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### Understand Link/Param Area

<table>
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<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| I   | LCIT07     | Tax Type          | 1    | A/N   |          | S = sales
|     |            |                   |      |       |          | U = use
|     |            |                   |      |       |          | R = rental
|     |            |                   |      |       |          | O = override
|     |            |                   |      |       |          | E = exempt
|     |            |                   |      |       |          | N = non-taxable
|     |            |                   |      |       |          | V = service
|     |            |                   |      |       |          | X = invalid jurisdiction
|     |            |                   |      |       |          | Z = zero tax rate
| O   | LCIT08     | Tax               | 7    | P     | Three decimal places | Mapped to J.D. Edwards field #XAMT3 (Tax Amount Authority 3) |

### District Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LDIS01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LDSA01.</td>
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<td>Exempt Reason Code</td>
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<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
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<td>O</td>
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<td>Exempt Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
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<td>O</td>
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<td>Rate</td>
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<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR4 (Tax Rate Authority 4)</td>
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<td>A/N</td>
<td>C = current (default)</td>
<td>P = previous</td>
</tr>
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### Sales Order Management

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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<td>R = rental</td>
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<td>V = service</td>
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<td>X = invalid jurisdiction</td>
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<td>Z = zero tax rate</td>
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<td>Tax</td>
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<td>P</td>
<td>Three decimal places</td>
<td></td>
</tr>
</tbody>
</table>

*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.*

**Mapped to J.D. Edwards field #XAMT4 (Tax Amount Authority 4)**

### Intrastate Data

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<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<td>P = previous</td>
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<td>R = rental</td>
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<td>O = override</td>
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<td>E = exempt</td>
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<td>N = non-taxable</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
<td></td>
</tr>
</tbody>
</table>

Unreferenced.
<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSPE06</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSPEC01.</td>
</tr>
<tr>
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<td>City Taxed Amount</td>
<td>7</td>
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<tr>
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<tr>
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<td>LSPE10</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
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<tr>
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<td></td>
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<td></td>
<td></td>
<td>R = rental</td>
<td></td>
</tr>
<tr>
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<td>O = override</td>
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</tr>
<tr>
<td></td>
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<td>E = exempt</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>N = non-taxable</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Z = zero tax rate</td>
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</tr>
<tr>
<td>O</td>
<td>LSPE11</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSPEC01.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE12</td>
<td>District Taxed Amount</td>
<td>7</td>
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<td>Three decimal places</td>
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</tr>
<tr>
<td>O</td>
<td>LSPE13</td>
<td>Rate</td>
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<td>N</td>
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<td>See LSPEC01.</td>
</tr>
<tr>
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<tr>
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<tr>
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<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>O = override</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>E = exempt</td>
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</tr>
<tr>
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<td>N = non-taxable</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>X = invalid jurisdiction</td>
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<tr>
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</tr>
<tr>
<td>I</td>
<td>LSTA09</td>
<td>State Non-taxed Reason</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Code</td>
<td></td>
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</tr>
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</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOU09</td>
<td>County Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks.</td>
</tr>
<tr>
<td>I</td>
<td>LCIT09</td>
<td>City Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks.</td>
</tr>
<tr>
<td>I</td>
<td>LDIS09</td>
<td>District Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS10</td>
<td>District Apply Flag</td>
<td>1</td>
<td>A/N</td>
<td>1 - District tax applies to the city 2 - District tax applies to the county</td>
<td>Unreferenced.</td>
</tr>
</tbody>
</table>

### Address Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSHTI</td>
<td>Ship-to (state) 1</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city limits (default) 0 = outside the city limits</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILLI</td>
<td>Filler</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHFR</td>
<td>Ship-from (state)</td>
<td>2</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSFRZP</td>
<td>Ship-from (Postal)</td>
<td>5</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSFRCT</td>
<td>Ship-from (city) 2</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSFRCO</td>
<td>Ship-from (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
</tr>
<tr>
<td>-----</td>
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<td>------</td>
<td>-------</td>
<td>-----------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>O</td>
<td>LSFRJI</td>
<td>Ship-from Jurisdiction In-Out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city limits (default) 0 = outside the city limits</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILL2</td>
<td>Filler</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSFRRT</td>
<td>Ship-from Return Code</td>
<td>2</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORST</td>
<td>Order Acceptance (state)</td>
<td>2</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORZP</td>
<td>Order Acceptance (postal)</td>
<td>5</td>
<td>A/N</td>
<td>Five-digit postal code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCT</td>
<td>Order Acceptance (city)</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCO</td>
<td>Order Acceptance (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORJI</td>
<td>Order Acceptance Jurisdiction In-Out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city limits (default) 0 = outside the city limits</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILL3</td>
<td>Filler</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTOR</td>
<td>Store Code</td>
<td>10</td>
<td>A/N</td>
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<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILL4</td>
<td>Filler</td>
<td>95</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
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</table>
## Accounts Receivable Tax Calculations - Program VTS110

### Jurisdiction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LJUR01</td>
<td>Ship-to GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Loaded from the tax area field of the customer invoice line, field name RPTX1A.</td>
</tr>
<tr>
<td>I</td>
<td>LJUR02</td>
<td>Ship-to inside or outside city limits</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>The passed value is formatted by interpreting the prefix of the field RPTX1A.  V = 1 – inside M = 1 – inside O = 0 – outside</td>
</tr>
<tr>
<td>I</td>
<td>LJUR03</td>
<td>Ship-from GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Loaded with the identical value of LJUR01.</td>
</tr>
<tr>
<td>I</td>
<td>LJUR04</td>
<td>Ship-from-in-out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>Move *blanks to LJUR04. The Vertex tax calculator will use the default the value of LJUR02.</td>
</tr>
<tr>
<td>I</td>
<td>LJUR05</td>
<td>Order Acceptance GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Loaded with the identical value of LJUR01.</td>
</tr>
<tr>
<td>I</td>
<td>LJUR06</td>
<td>Order Acceptance in-out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>The passed value is interpreted as described for field LJUR02, using the ABTX1A of the order header branch/plant.</td>
</tr>
</tbody>
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### Invoice Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LINV01</td>
<td>Invoice Number</td>
<td>12</td>
<td>A/N</td>
<td></td>
<td>RPDOC (Document Number). This is a system-assigned number at the time the invoice is created.</td>
</tr>
<tr>
<td>O</td>
<td>LINV02</td>
<td>Invoice Date</td>
<td>8</td>
<td>A/N</td>
<td>Required. The invoice date (CCYYMMDD)</td>
<td>Use invoice date fields: RPDID, RPDIM, RPDY.</td>
</tr>
<tr>
<td>O</td>
<td>LINV03</td>
<td>Invoice Gross Amount</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XAG, amount gross in X4008C.</td>
</tr>
</tbody>
</table>
### Understand Link/Parm Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LINV04</td>
<td>Total Tax</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XSTAM, tax amount in X4008C.</td>
</tr>
<tr>
<td>O</td>
<td>LINV05</td>
<td>Combined Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XTXR5, combined rate, in X4008C. This field reflects the true tax rate.</td>
</tr>
<tr>
<td></td>
<td>LINV06</td>
<td>Invoice Control #</td>
<td>5</td>
<td>A/N</td>
<td>Pass blank.</td>
<td></td>
</tr>
</tbody>
</table>

### Customer Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCUS01</td>
<td>Customer Code/ID</td>
<td>15</td>
<td>A/N</td>
<td>A user-defined field used to check the customer’s taxability using the TDM Customer Table.</td>
<td>RPAN8 (Customer Number).</td>
</tr>
<tr>
<td></td>
<td>LCUS02</td>
<td>Customer Exempt Flag</td>
<td>1</td>
<td>A/N</td>
<td>Value of blank = let Calculation Module determine taxability of customer using TDM. Value of 1 = Customer is tax exempt. If a customer is tax exempt, the entire invoice is exempt from tax.</td>
<td>If the order line is coded as tax exempt (RPEXR1 = E) pass value of 1. If the order line is not coded as exempt (RPEXR1 = blank) pass blank to allow TDM table to determine exempt statuses.</td>
</tr>
<tr>
<td>I</td>
<td>LCUS03</td>
<td>Customer Exempt Certificate #</td>
<td>15</td>
<td>A/N</td>
<td>Pass blanks. This field contains the returned certificate number.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LCUS04</td>
<td>Customer Certificate Flag</td>
<td>1</td>
<td>A/N</td>
<td>Value of 1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.</td>
<td>Pass value of 1. The tax exempt certificate number is returned in field LCUS03.</td>
</tr>
</tbody>
</table>
## Company Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOM01</td>
<td>Company Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Pass RPCO, company code.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM02</td>
<td>Division/Store Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Based on the setup in the Vertex Constants (F7301) table, retrieve the appropriate category code from the address book of the customer (RPAN8). For example, if the Address Book Category Code Number field is set up with a value of 5, use the category code 5 (ABAC05) from the address book.</td>
</tr>
</tbody>
</table>
| I   | LCOM03      | Register File Indicator    | 1    | A/N   | 0 = No register record is written  
1 = Register record is written  
2 = Register record is rewritten if a duplicate record is encountered | 0 for all programs except for the P09801 (Post General Ledger) program. Use 1 for P09801 program. |
| I   | LCOM04      | Filler                     | 4    | A/N   |                                                                                            | Blanks.                                                                                 |
| I   | LCOM05      | Filler                     | 3    | A/N   | Reserved                                                                                   | Blanks.                                                                                 |
| O   | LCOM06      | Return Code                | 2    | A/N   | Reserved                                                                                   | Test returned value against user defined code table 73/EC of Vertex warning messages. The user defined code table code is defined in the data dictionary for field VVEC. Warnings are ignored, errors show as no tax. |
|     | LCOM07      | File Access Mode           | 1    | A/N   | Blank = Batch mode (default)  
I = Interactive                                                                 | Always pass value I.                                                                        |
| I   | LCOM08      | Number of occurrences      | 2    | N     | Default = 01                                                                               | Blanks.                                                                                 |
| I   | LCOM09      | Filler                     | 8    | A/N   | Reserved for future use                                                                    | Blanks.                                                                                 |
## Transaction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| O   | LTRN01     | Taxed GeoCode Indicator   | 1    | A/N   | Taxes calculated for:  
T = ship-to location  
F = ship-from location  
O = order acceptance location | Unreferenced.         |
| O   | LTRN02     | Status Code               | 1    | A/N   | To be defined.                                                           | Unreferenced.         |
| I   | LTRN03     | Invoice Line Item #       | 5    | A/N   | Pass the value of RPSFX – pay item.                                      |                      |
| I   | LTRN04     | Transaction Type          | 6    | A/N   | PURCH  
SALE (default)  
LEASE  
RENTAL  
SERVIC | Test if the invoice document type, field RPDCT, is coded in the F7305 Vertex transaction code cross reference. Line type is ignored. The resulting field #U$VTY will contain a valid value. Default the value of SALE. |
| I   | LTRN05     | Transaction Sub-Type      | 3    | A/N   | Further identifies the transaction type, for example, property, freight, expense, labor and so on | Blanks, unreferenced. |
| I   | LTRN06     | Transaction Code          | 1    | A/N   | N = normal  
(default)  
A = adjustment  
Blank = tax-only debit  
C = tax-only credit  
R = distribute rate  
X = distribute tax | Blanks, unreferenced. |
<p>| I   | LTRN07     | Transaction Date          | 8    | N     | Default = current system date                                             | Pass invoice date; fields RPIDID, RPDIM, RPD1Y. |
| I   | LPRO01     | Product Category Code     | 15   | A/NA  | A user-defined field used to check the product's taxability using the TDM Product table. | Blanks, unreferenced. |</p>
<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LPRO02</td>
<td>Line Item Exempt Flag</td>
<td>1</td>
<td>A/N</td>
<td>Value of 1 = exempt this particular line item from tax</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Value of blank = let Calculation Module determine the line item's taxability</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LPRO03</td>
<td>State Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>Blank = Vertex determines state tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0 = no state tax liability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 = state tax liability</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LPRO04</td>
<td>County Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>Blank = Vertex determines county tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0 = no county tax liability</td>
<td></td>
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<td>1 = county tax liability</td>
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<td>City Taxability Flag</td>
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<td>A/N</td>
<td>Blank = Vertex determines city tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
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<td>0 = no city tax liability</td>
<td></td>
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<td>1 = city tax liability</td>
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<tr>
<td>I</td>
<td>LPRO06</td>
<td>District Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>Blank = Vertex determines district tax liability</td>
<td>Blank, unreferenced.</td>
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<td>0 = no district tax liability</td>
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<td>1 = district tax liability</td>
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<tr>
<td>I</td>
<td>LPRO07</td>
<td>Quantity</td>
<td>11,4</td>
<td>P</td>
<td>Four decimal places</td>
<td>RPU – units. Scrub to 4 decimals.</td>
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<tr>
<td>I</td>
<td>LPRO08</td>
<td>Extended Price Amount</td>
<td>13,3</td>
<td>P</td>
<td>Three decimal places</td>
<td>RPAG – Gross Amount. Scrub to 3 decimals.</td>
</tr>
</tbody>
</table>
### Understand Link/Parm Area

<table>
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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<tbody>
<tr>
<td>I</td>
<td>LPRO09</td>
<td>State Tax Inclusion Flag</td>
<td>1</td>
<td>A/N</td>
<td>0 = State tax not included in amount (default)</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>1 = State tax included in amount</td>
<td>Applies to Canada only. If the tax is already included in the extended price, it needs to be distributed among state, county, city and district.</td>
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<td>LPRO10</td>
<td>County Tax Inclusion Flag</td>
<td>1</td>
<td>A/N</td>
<td>0 = County tax not included in amount (default)</td>
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</tr>
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<td>I</td>
<td>LPRO11</td>
<td>City Tax Inclusion Flag</td>
<td>1</td>
<td>A/N</td>
<td>0 = City tax not included in amount (default)</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
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<td>1 = City tax included in amount</td>
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<td>I</td>
<td>LPRO12</td>
<td>District Tax Inclusion Flag</td>
<td>1</td>
<td>A/N</td>
<td>0 = District tax not included in amount (default)</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
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<td>1 = District tax included in amount</td>
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<td>I</td>
<td>LPRO13</td>
<td>User Area</td>
<td>25</td>
<td>A/N</td>
<td>For customer use. This field shows on Vertex reports.</td>
<td>Blank, unreferenced.</td>
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#### State Data

<table>
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<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSTA01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>The highest value of LSTA01, LCOU01, LCIT01, LDIS01 is mapped to J.D. Edwards field #XATXA (Taxable Amount).</td>
</tr>
<tr>
<td>O</td>
<td>LSTA02</td>
<td>Non–taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>State rate, mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 2).</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| O   | LSTA06     | Rate Indicator           | 1    | A/N   | C = current  
     |     |                          |      |       | P = previous  
     |     |                          |      |       | Default to C                                         | Unreferenced.                                           |
| I   | LSTA07     | Tax Type                 | 1    | A/N   | S = sales  
     |     |                          |      |       | U = use  
     |     |                          |      |       | R = rental  
     |     |                          |      |       | O = override  
     |     |                          |      |       | E = exempt  
     |     |                          |      |       | N = non-taxable  
     |     |                          |      |       | V = service  
     |     |                          |      |       | X = invalid jurisdiction  
     |     |                          |      |       | Z = zero tax rate  
     |     |                          |      |       | *Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules. |                                                                                               |
| O   | LSTA08     | Tax                      | 7    | P     | Three decimal places  
     |     |                          |      |       | State tax amount, mapped to J.D. Edwards field #XAMT1. |                                                                                               |

### County Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LCOU01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01</td>
</tr>
<tr>
<td>O</td>
<td>LCOU02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)</td>
</tr>
</tbody>
</table>
| O   | LCOU06     | Rate Indicator            | 1    | A/N   | C = current  
     |     |                          |      |       | P = previous  
     |     |                          |      |       | Default is C                                         | Unreferenced.                                           |
### Understand Link/Parm Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IO</td>
<td>LCOU07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>S = sales</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U = use</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = override</td>
</tr>
<tr>
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<td></td>
<td>E = exempt</td>
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<tr>
<td></td>
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<td>N = non-taxable</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>V = service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
</tr>
<tr>
<td>O</td>
<td>LCOU08</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2)</td>
</tr>
</tbody>
</table>

### City Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LCIT01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT04</td>
<td>Exempt Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR3 (Tax Rate Authority 3)</td>
</tr>
<tr>
<td>O</td>
<td>LCIT06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>P = previous Default to C</td>
</tr>
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</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<tbody>
<tr>
<td>I</td>
<td>LCIT07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales&lt;br&gt;U = use&lt;br&gt;R = rental&lt;br&gt;O = override&lt;br&gt;E = exempt&lt;br&gt;N = non-taxable&lt;br&gt;V = service&lt;br&gt;X = invalid jurisdiction&lt;br&gt;Z = zero tax rate</td>
<td><em>Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</em></td>
</tr>
<tr>
<td>O</td>
<td>LCIT08</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT3 (Tax Amount Authority 3)</td>
</tr>
</tbody>
</table>

### District Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LDIS01</td>
<td>Taxed Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
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<td>O</td>
<td>LDIS02</td>
<td>Non–taxable Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
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<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS04</td>
<td>Exempt Amount</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
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<td>Rate</td>
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<td>N</td>
<td>Six decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current&lt;br&gt;P = previous</td>
<td>Default is C.</td>
</tr>
</tbody>
</table>
## Understand Link/Parm Area

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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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</thead>
<tbody>
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<tr>
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<td>U = use</td>
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<td>R = rental</td>
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<td>O = override</td>
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<td>E = exempt</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
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<td></td>
<td></td>
<td>Z = zero tax rate</td>
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</tr>
<tr>
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<td>LDIS08</td>
<td>Tax</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
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</table>

### Intrastate Calculation Area

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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<td>LSPE02</td>
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<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE03</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE04</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current P = previous</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE05</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate</td>
<td>*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE06</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSPEC01.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE07</td>
<td>City Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE08</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>See LSPEC01.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>-------------------</td>
<td>------</td>
<td>-------</td>
<td>----------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>O</td>
<td>LSPE09</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>C = current P = previous Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE10</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate *Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE11</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td></td>
<td>Three decimal places See LSPEC01.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE12</td>
<td>District Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE13</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td></td>
<td>Six decimal places See LSPEC01.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE14</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>C = current P = previous Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE15</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate *Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE16</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td></td>
<td>Three decimal places See LSPEC01.</td>
</tr>
<tr>
<td>I</td>
<td>LSTA09</td>
<td>State Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LCOU09</td>
<td>County Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
</tbody>
</table>
### Understand Link/Parm Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCIT09</td>
<td>City Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LDIS09</td>
<td>District Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
</tbody>
</table>
| O   | LDIS10     | District Apply Flag | 1    | A/N   | 1 = District tax applies to the city  
2 = District tax applies to the county | Unreferenced.  |

### Address Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LACTC</td>
<td>Action Code</td>
<td>2</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTO</td>
<td>Ship-to(state)</td>
<td>2</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTZP</td>
<td>Ship-to (postal)</td>
<td>5</td>
<td>A/N</td>
<td>Five-digit Postal code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTCT</td>
<td>Ship-to (city)</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTCO</td>
<td>Ship-to (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
</tbody>
</table>
| O   | LSHTJI     | Ship-to Jurisdiction In-Out | 1    | A/N   | 1 = inside the city limits (default)  
0 = outside the city limits | Unreferenced.          |
| O   | LFILLI     | Filler             | 1    | A/N   |          | Unreferenced.          |
| O   | LSHFR      | Ship-from (state)  | 2    | A/N   | State Code | Unreferenced.          |
| O   | LSFRZP     | Ship-from (Postal) | 5    | A/N   | Five-digit Postal code | Unreferenced.          |
| O   | LSFRCT     | Ship-from (city)   | 25   | A/N   | City name | Unreferenced.          |
| O   | LSFRCO     | Ship-from (county) | 15   | A/N   | County name | Unreferenced.          |
| O   | LSFRJI     | Ship-from Jurisdiction In-Out | 1    | A/N   | 1 = inside the city limits (default)  
0 = outside the city limits | Unreferenced.          |
| O   | LFILL2     | Filler             | 1    | A/N   |          | Unreferenced.          |
| O   | LSFRRT     | Ship-from Return Code | 2    | A/N   |          | Unreferenced.          |
## Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LORST</td>
<td>Order Acceptance (state)</td>
<td>2</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORZP</td>
<td>Order Acceptance (postal)</td>
<td>5</td>
<td>A/N</td>
<td>Five-digit postal code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCT</td>
<td>Order Acceptance (city)</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCO</td>
<td>Order Acceptance (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORJI</td>
<td>Order Acceptance Jurisdiction In-Out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city limits (default) 0 = outside the city limits</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILL3</td>
<td>Filler</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
</tbody>
</table>

### Accounts Payable

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJUR01</td>
<td>Use A6TXA2 for Business Unit Address, then MCTXA1 for Business Unit, then AGTXA2 for company address.</td>
</tr>
<tr>
<td>LJUR02</td>
<td>Use the GeoCode prefix in LJUR01: V = 1 – inside  M = 1 – inside  O = 0 – outside</td>
</tr>
<tr>
<td>LJUR03</td>
<td>Use RPTXA1 from A/P Ledger.</td>
</tr>
<tr>
<td>LJUR04</td>
<td>Use the prefix of GeoCode in LJUR03.</td>
</tr>
<tr>
<td>LJUR05</td>
<td>Set to the same value as LJUR03.</td>
</tr>
<tr>
<td>LJUR06</td>
<td>Set to the same value as LJUR04.</td>
</tr>
<tr>
<td>LINV01</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LINV02</td>
<td>Use RPDIVJ (invoice date). If blank, use today’s date.</td>
</tr>
<tr>
<td>LINV06</td>
<td>Blanks - Not valid for purchasing.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>LCUS01</td>
<td>Address book number of ship-to RPAN8.</td>
</tr>
<tr>
<td>LCUS02</td>
<td>1 if RPEXR1 = E, else blank.</td>
</tr>
<tr>
<td>LCUS03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCUS04</td>
<td>Set to 1 to retrieve the certificate number if valid.</td>
</tr>
<tr>
<td>LCOM01</td>
<td>RPCO (company number)</td>
</tr>
<tr>
<td>LCOM02</td>
<td>Retrieve the address book number for RPMCU then retrieve the address book category code set up in the Vertex Constants table.</td>
</tr>
<tr>
<td>LCOM03</td>
<td>If this is the posting program P09801, set to 1 to write the register records. Otherwise, set to 0.</td>
</tr>
<tr>
<td>LCOM04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM07</td>
<td>Set to 1 for interactive.</td>
</tr>
<tr>
<td>LCOM08</td>
<td>Set to zeros - only one line item at a time will be passed.</td>
</tr>
<tr>
<td>LOCM09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN03</td>
<td>Set to RPSFX for the line item number.</td>
</tr>
<tr>
<td>LTRN04</td>
<td>Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the user defined code table for the document type.</td>
</tr>
<tr>
<td>LTRN05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN07</td>
<td>Zeros.</td>
</tr>
<tr>
<td>LPRO01</td>
<td>Retrieve the category code set up in the Constants table.</td>
</tr>
<tr>
<td>LPRO02</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO07</td>
<td>Use RPU.</td>
</tr>
<tr>
<td>LPRO08</td>
<td>Use AXTA from line item.</td>
</tr>
<tr>
<td>LPRO09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO10</td>
<td>Blanks.</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPRO11</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO12</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO13</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LSTA07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOU07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCIT07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LDIS07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LSTA09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOU09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCIT09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LDIS09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LACTC</td>
<td>Blanks.</td>
</tr>
</tbody>
</table>

### Purchasing

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJUR01</td>
<td>PDTXA1/PRTXA1.</td>
</tr>
</tbody>
</table>
| LJUR02    | The passed value is formatted by interpreting the prefix of PDTXA1/PRTXA1:  
  \( V = 1 \) – inside  
  \( M = 1 \) – inside  
  \( O = 0 \) – outside  
<p>| LJUR03    | Retrieve the tax area from the Ship From (PDAN8/PRAN8) supplier master record. |
| LJUR04    | Same as LJUR02. |
| LJUR05    | Set to the same value as LJUR03. |
| LJUR06    | Set to the same value as LJUR04. |
| LINV01    | Blanks - Not valid for purchasing. |
| LINV02    | Use PDTRDJ/PRTRDJ. If blank, use today’s date. |
| LINV06    | Blanks - Not valid for purchasing. |
| LCUS01    | Address book number of ship-to (PDAN8/PRAN8). |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCUS02</td>
<td>PDEXR1/PREXR1.</td>
</tr>
<tr>
<td>LCUS03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCUS04</td>
<td>Set to 1 to retrieve the certificate number if valid.</td>
</tr>
<tr>
<td>LCOM01</td>
<td>PDCO or PRCO for company.</td>
</tr>
<tr>
<td>LCOM02</td>
<td>Retrieve the address book number from the branch/plant constants (PDMCU/PRMCU) then retrieve the address book category code set up in the Vertex Constants table.</td>
</tr>
<tr>
<td>LCOM03</td>
<td>If this is the posting program P09801, set to 1 to write the register records. Otherwise set to 0.</td>
</tr>
<tr>
<td>LCOM04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM07</td>
<td>Set to I for interactive.</td>
</tr>
<tr>
<td>LCOM08</td>
<td>Set to zeros - only one line item at a time will be passed.</td>
</tr>
<tr>
<td>LCOM09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN03</td>
<td>Set to PDLNID/PRLNID for the line item number.</td>
</tr>
<tr>
<td>LTRN04</td>
<td>Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the UDC for the document type.</td>
</tr>
<tr>
<td>LTRN05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN07</td>
<td>Zeroes.</td>
</tr>
<tr>
<td>LPRO01</td>
<td>Retrieve the category code set up in the Constants table.</td>
</tr>
<tr>
<td>LPRO02</td>
<td>Set based on PDTX and PRTX.</td>
</tr>
<tr>
<td>LPRO03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO07</td>
<td>Set to PDUORG or PRUREC.</td>
</tr>
<tr>
<td>LPRO08</td>
<td>Set to PDECST or PRAREC.</td>
</tr>
<tr>
<td>LPRO09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO10</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO11</td>
<td>Blanks.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>LPRO12</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO13</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LSTA07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOU07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCIT07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LDIS07</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LSTA09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOU09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCIT09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LDIS09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LACTC</td>
<td>Blanks.</td>
</tr>
</tbody>
</table>
Appendix B — Data Model
Glossary
Glossary

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

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAL. Automatic accounting instruction. A code that points to an account in the chart of accounts. AALs 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 AALs. For example, AALs 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.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the expedient method and the fast path method.

AZ ledger. The ledger type used for cash basis accounting.

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

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

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

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

approver number. The user ID of the person who approves vouchers for payment.

“as of” report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

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

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

**BACS.** Bank Automated Clearing System. An electronic process used in the United Kingdom.

**balance forward.** A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

**bank tape (lock box) processing.** The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

**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 control.** The verification of the number of transactions and the total amount in each batch entered into the system.

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

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

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

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

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

**batch receipts entry.** An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

**batch status.** A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

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

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

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

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

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

**calculation method.** When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.
cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

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.

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

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See payment.

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

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also currency restatement.

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

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See business unit.

credit message. A code used to display information about a customer’s account status, such as “Over Credit Limit”.

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

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

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

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

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

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.
data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

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

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

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

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

descriptive title. See user defined code.

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

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

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

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

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

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

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

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

EFT. Electronic funds transfer. A method of transferring funds from one company’s bank account to that of another company.

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

execute. See run.

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

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

fast path method. See A/P Ledger method.


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

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company’s tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

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

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

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

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

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See data dictionary.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the tough/right method.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

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

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.
header. Information at the beginning of a
table. This information is used to identify or
provide control information for the group of
records that follows.

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

helps. See help instructions.

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

indexed allocations. A procedure used to
allocate or distribute expenses, budgets,
adjustments, and so on, among business
units, based on a fixed percentage.

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

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

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

integrity test. A process used to
supplement a company’s internal balancing
procedures by locating and reporting
balancing problems and data
inconsistencies.

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

interest invoice. An invoice calculated on
paid invoices whose payment was received
after the specified due dates.

interest rate computation code. A code
used to define the rates and effective dates
used for calculating interest charges.

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

invalid account. A G/L account that has
not been set up in the Account Master table
(F0901).

invoice match. A receipt application
method where the receipt is applied to
specific invoices. A discount can be allowed
or disallowed using invoice match.

jargon. A J.D. Edwards term for
system-specific help text. You base your
help text on a specific reporting code you
designate in the Data Dictionary Glossary.
You can display this text as part of online
help.

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

job queue. A form that lists the batch jobs
you and others have told the computer to
process. When the computer completes a
job, the system removes the job’s identifier
from the list.
justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

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

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

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

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a ledger.

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

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

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

logged vouchers. See voucher logging.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

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

matching document. A document associated with an original document to complete or change a transaction.

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

menu levels. See level of detail.

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

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

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.
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 status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

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

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

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

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

operand. See Boolean logic operand.

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

original document. The document that initiates a transaction in the system.

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

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

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

P&L. Profit and loss statement.

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.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

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

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.
**payment control group.** A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a **payment group.**

**payment group.** See **payment control group.**

**payment instrument.** The method of payment, such as check, draft, EFT, and so on.

**payment stub.** The printed record of a payment.

**payment terms.** The amount of time allowed to pay a voucher or invoice, with or without a discount.

**posted code.** A code that indicates whether a transaction or batch has been posted.

**pre-note code.** A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

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

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

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

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

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

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

**pseudo company.** A fictitious company used in consolidations.

**PST.** Provincial sales tax. A tax assessed by individual provinces in Canada.

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

**rate type.** For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

**realized gain/loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also **unrealized gain/loss.**

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

**recurring frequency.** The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

**recurring invoice.** An invoice that becomes due for payment on a regular cycle, such as a lease payment.

**recurring voucher.** A voucher that comes due for payment on a regular cycle, such as a lease payment.
**recycle.** A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

**refresh.** A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

**reporting code.** See *category code*.

**reset.** The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

**reverse.** A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

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

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

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

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

**self-reconciling item.** An item that does not require reconciliation.

**sequence review ID.** Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

**single AAI revision.** The process of revising one automatic accounting instruction at a time.

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

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

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

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

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

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

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

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

**Standard Industry Code (SIC).** A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**stop date.** The date an allocation becomes inactive.
**structure type.** A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

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

**submit.** See *run.*

**supplemental data.** Additional information about a business unit not contained in the master tables.

**supplier.** An individual or organization that provides goods and services. Also called a *vendor.*

**supplier ledger.** The record of transactions between your company and a particular supplier.

**supplier payment.** The payment your company makes to a supplier.

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

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

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

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

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

**TL code.** A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

**time log.** An electronic mail method for tracking employees’ time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

**tolerance range.** The amount by which taxes entered manually can vary from the system-calculated tax.

**tough/right method.** See *G/L method.*

**transaction code.** A code that distinguishes the type of transaction on a bank statement.

**transit account.** A G/L account used to hold funds until they can be allocated to the correct account.

**translation adjustment account.** An optional G/L account used in currency restatement to record the total adjustments at a company level.

**undo.** To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

**unrealized gain/loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss.*

**update.** Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.
**user defined code.** The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

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

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

**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

**variable numerator allocations.** A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

**VAT.** Value-added tax. A recoverable tax assessed in some countries.

**vendor.** See *supplier*.

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

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

**void.** A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

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

**who’s who.** A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

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

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

**worked.** A code used to indicate whether a customer’s account has been reviewed and updated. For example, you “work” an account by changing a customer’s credit limit or customers who are eligible for a credit review.

**write-off.** A receipt application method where the receipt is applied to the invoice and the difference is written off. You can “write-off” both overpayments and underpayments.

**write payment.** A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
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