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Agreement Management

JDEdwards®

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- 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 the current release 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.

Section

Chapter
- Overview
- Tasks

- What You Should Know About
- Field Descriptions
- Processing Options
- Test Yourself

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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Agreement Management Overview

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

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

System Integration

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

- Allow you to enter transactions to move inventory to fulfill contracts

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

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

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

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

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

Statement

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

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

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

Tank 1

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

Types of Agreements

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

- Exchange agreements

- Loan or borrow agreements

- Tonne per tonne agreements

- Throughput agreements

- Consignment agreements

- Storage contracts

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

Exchange Agreements

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

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

Loan or Borrow Agreements

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

Tonne per Tonne Agreements

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

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

Throughput Agreements

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

Consignment Agreements

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

Storage Agreements

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

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

Information Structure

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

Master Maintenance Tables

Agreement Management Master (F38010)   Contains information on the partner, contract effective dates, and other information that the system uses to process the contract.

Contract Quantities (F38011)   Contains information on products and quantities, which partner is receiving or shipping the product, and the unit of measure used to measure the product.

Product Source/Destination Master (F38012)   Contains information on all sources from which product can be moved.

Quantity Schedule (F38013)   Contains information on the forecasted schedule for shipment and receipt of product between you and your business partner.

Exchange Ratios (F38014)   Includes the information to balance unlike products on an agreement.

Agreement Master Notes (F0016)   Contains notes attached to an agreement that were entered on the Agreement Management Master form.

Agreement Management Constants (F38001)   Contains the agreement constants that the system uses to process the search function.

Transaction Processing Tables

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

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

Menu Overview

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

```
Agreement Management
G38
```

Daily Operations

```
Agreement Management
Daily Operations
G381
```

Periodic Operations

```
Agreement Management
Reports
G382
```

Periodic

Agreement Management Processing

Objectives

- To create agreements that define the terms that you and your business partners agreed upon to move inventory

- To understand how to assign agreements to transactions

- To learn how to use the system to manage agreements

About Agreement Management Processing

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

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

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

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

Complete the following tasks:

❑ Create an agreement

❑ Assign agreements

❑ Manage agreements

Create an Agreement

Creating an Agreement

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

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

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

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

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

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

To create an agreement, complete the following tasks:

❏ Define agreement relationships

❏ Define agreement values

❏ Define product source (optional)

❏ Define time frames (optional)

❏ Define exchange ratios (optional)

Before You Begin

❏ Set up your partner in the address book and branch/plant constants. See *Setting Up Branch/Plant Constants (P41026)* in the *Inventory Management Guide*.

What You Should Know About

Multi–currency

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

Currency amount or quantity

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

Revising an agreement

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

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

Extending or renewing an agreement

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

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

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

You can also close an agreement while making agreement adjustments. See *Creating Adjustments (P38020)* for more information.

Attaching a note to an agreement You can choose from the following memo functions to attach an explanatory message to an agreement:

- Agreement notes
- Opening notes
- Closing notes

When you attach a note:
- The opening, closing, and transaction notes print on the Agreement Balance Statement.
- You can work with the notes in the transaction programs.
- The *Notes* message displays in the upper right corner of certain forms.

Defining Agreement Relationships

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Master

Choose Agreement Master to:

- Set up an agreement in the system

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

- Access other programs that define the agreement

▶   **To define agreement relationships**

On Agreement Master

1. Complete the following fields:

    - Depot

    - Agreement Number

    - Name/Description

    - Status

2. Complete the following optional fields:

    - Supplement Number

    - Agreement Type

    - Agreement Purpose

    - Agreement Manager

    - Agreement Administrator

    - Amendments

    - Partner Agreement

    - Edit Qty/Trans/Bal/Tol

    - Update at Ambient, Standard, or Weight

    - Commingled Agreement

    - Distribution Agreement Reporting Codes 1 through 4

3. To define relationships with other agreements, complete the following optional fields:

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

4. Complete the following fields or accept the defaults:

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

Field	Explanation
Agreement Nbr/Supp	A unique number your company assigns to identify a particular agreement. You might want to assign some significance to the agreement number (for example, an agreement type code, location, year, and so forth). An agreement might have multiple supplements to record addendum or changes, for example.
Name/Description	A user defined name or remark.
Status	A user defined code that indicates the current status of the agreement.
Agreement Type/Purpose	A user defined code that indicates the general type of the agreement.
Agreement Mgr/Admin	The Address Book Number of the manager of this particular contract. The coding considerations for this number are the same as for data item AN8 and this item is verified in the Address Master File.
Amendments (Y/N)	A flag used to indicate whether amendments exist for this agreement.

Field	Explanation
Partner Agreement	The agreement number assigned by your partner. Frequently, business partners maintain numbering systems that are different from yours. If your company requires both agreement numbers for tracking purposes, enter your partner's number in this field.
Edit Qty/Trans/Bal/Tol	A code that determines whether you want the system to enforce quantity requirements when you assign an agreement number to a transaction. Valid values are:
	Y or 1
	Yes, have the system verify that sufficient quantity remains on the agreement and that the transactions does not violate the minimum quantity.
	N or 0
	Do not consider quantity when performing an edit of an agreement number. If you set Agreement Quantity Type to A for amount, the quantity control is not valid and this field must be either N or 0.
Update at Amb/Std/Wgt (A,S,W)	This code determines the method the system uses to update the agreement. Valid values are:
	A Use the ambient volume, when available, to update agreement balances
	S Use the standard volume, when available, to update agreement balances
	W Use weight, when available, to update agreement balances
Commingled Agreement	A value that indicates the agreement uses commingled inventory. During load confirmation, if you load product from a commingled tank, you must enter an agreement number designated as commingled.
Reporting Code 1	A user defined code to group agreements that have similar attributes. Use reporting codes to link or group related agreement constants. The system uses this information in the Agreement Search and Online Balance Inquiry programs to determine the agreement information to display.
R/C 2	A user defined code to group agreements that have similar attributes. Use reporting codes to link or group related agreement constants. The system uses this information in the Agreement Search and Online Balance Inquiry programs to determine the agreement information to display.

Field	Explanation
R/C 3	A user defined code to group agreements that have similar attributes. Use reporting codes to link or group related agreement constants. The system uses this information in the Agreement Search and Online Balance Inquiry programs to determine the agreement information to display.
R/C 4	A user defined code to group agreements that have similar attributes. Use reporting codes to link or group related agreement constants. The system uses this information in the Agreement Search and Online Balance Inquiry programs to determine the agreement information to display.
Associated Agreement	A unique number assigned by the company to identify a particular agreement.
	Your company might base or associate the terms of a new or renewal agreement or supplement on an existing agreement. If so, enter the agreement number of that agreement here.
	The system uses the agreement number in the Agreement Search, Online Statement, and Online Balance Inquiry programs to determine the data to display.
Parent Agreement	You can use the parent agreement and supplement numbers define a relationship between two or more agreements. The system uses the agreement and supplement numbers in the Agreement Search, Online Statement, and Online Balance Inquiry programs to determine the data to display.
Created From Agreement	You can enter an agreement number and supplement to indentify a previous agreement as being related to this agreement and supplement. The system can use this field as a selection field during Agreement Search.
Closed To Agreement	If this contract is created from an existing contract, enter the number in this field.
	You can use this field as a selection field during Contract Search.
Date	The actual date the contract or agreement was signed. This may or may not be the same as the Effective Date.
Effective Date	The date the agreement becomes effective.
	. . . . *Form-specific information* . . . .
	If you have entered an agreement and assigned transactions to it, you cannot change this date to a date that excludes the assigned transactions.

Field	Explanation
Expiration Date	The date that the agreement ceases to be in effect. If you do not enter a date in this field, the system enters a date that you defined during system setup. . . . . *Form-specific information* . . . . If you have entered an agreement and assigned transactions to it, you cannot change the expiration date to a date that would exclude already assigned transactions.
New/Renewal	A flag that indicates whether this is a new agreement or a renewal agreement. Valid values are: 　N　　New (Default) 　R　　Renewal
Agreement Qty Type	A code that indicates if this agreement is based on quantity by item or currency amount. Valued values are: 　Q　　Quantity 　A　　Currency Amount If you specify Q, you can enter quantity and unit of measure for the products covered by the agreement. If you specify A, you can enter currency amounts covered by the agreement. The system calculates currency amounts on the price for sales order transactions or the cost for purchase transactions.
Write Accommodations	Y or 1 　　　Yes, include accommodations. N or 0 　　　No, do not include accommodations. If you include accommodations (Y), the system uses alternate AAIs during purchase order, sales order, and general stock movement processing.

Processing Options for Agreement Master

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

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

DREAMWRITER VERSIONS:
 8. Online Balance Inquiry      (P38375)     _____
```

What You Should Know About Processing Options

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

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

Defining Agreement Values

After you have entered basic information for the agreement, you can define the agreement values, including:

- Items included in the agreement

- Destinations where each item will be delivered

- Price overrides and cost rules

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

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

- When you borrow from your partner, product is due to your company.
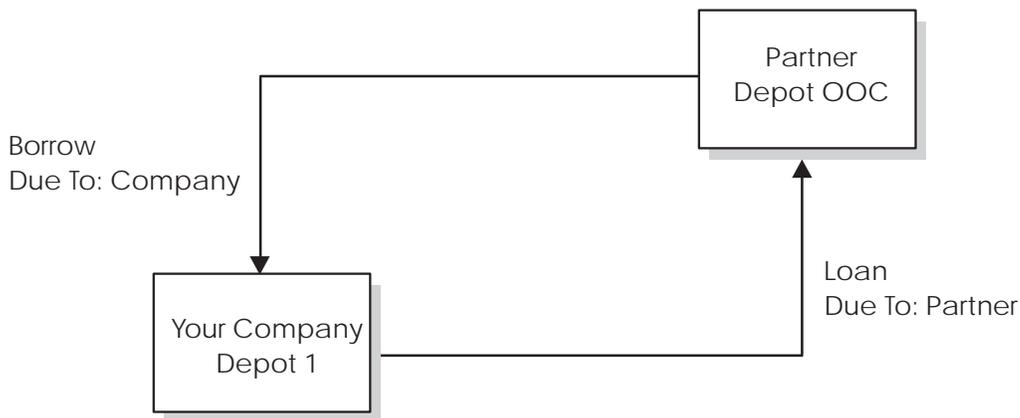
Some agreements stipulate pricing that might differ from the amounts you have set up for your direct customers. You can use this program to override the price when an agreement is assigned to a transaction.

You also can define a cost rule that the system uses to process costs that exceed the actual price of the item. For example, when you deliver a product to your partner's customer, you might charge a fee in addition to the price of the item. By defining a cost rule in the Agreement Management system, you indicate how the system should process the cost for the purchase order.

Complete the following tasks:

❑ Define items and destinations

❑ Define price overrides and cost rules (optional)
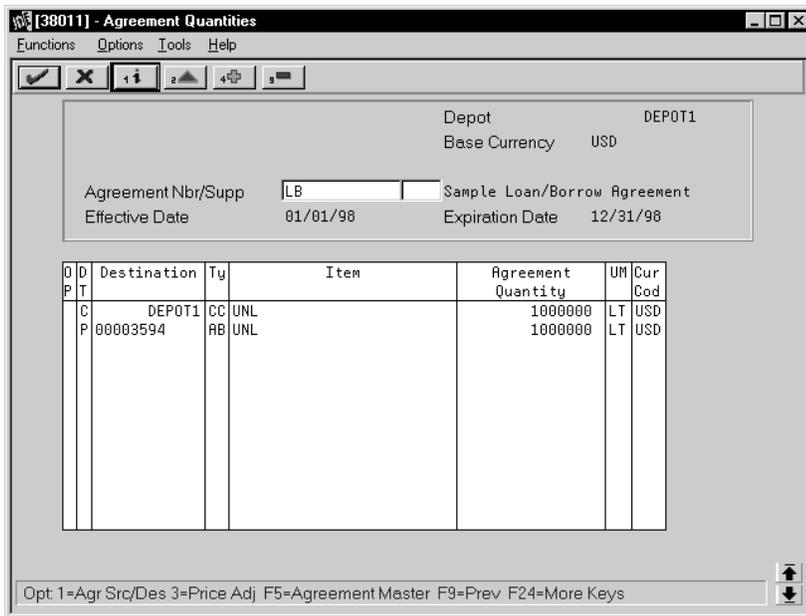
Defining Items and Destinations
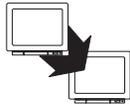
From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Quantities

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

▶ **To define items and destinations**

On Agreement Quantities

Complete the following fields:

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

Field	Explanation
Due To	A code that identifies which partner is due to receive the listed item. Valid values are: C Company - Your company expects to receive product from the partner. P Partner - Your partner expects to receive product from your company.
Destination	A value that identifies where an item on the agreement will be delivered. This required field must match the Destination Type code. If Destination Type is AB Destination must be an address book in F0101 If Destination Type is CC Destination must be a cost center in F006 If Destination Type is *A Destination must be *ANY

Field	Explanation
Ty	A code that identifies the type of destination. Valid values are: AB The destination must be an Address Book number. CC The destination must be a cost center. *A The destination can be any location.
Quantity	The gross quantity or currency amount for the life of the agreement. If you defined the agreement quantity type as Q, enter a quantity in this field. If you defined the agreement quantity type as A, enter a currency amount in this field.
UM	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).

What You Should Know About

Quantity or amount agreements	If you defined the agreement as a quantity type (Q) agreement, you enter the quantity of units of measure. If you defined the agreement as a currency amount type (A), you enter the currency amounts.
Quantity checking	Use the detail area of Agreement Quantities to define which of the following types of quantity checking that you want the system to perform:

- Agreement level
- Minimum/maximum agreement quantity level
- Balance level

You also can specify whether the system displays warnings during quantity checking and how the warnings appear.

Defining Price Overrides and Cost Rules
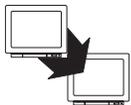
From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Quantities

You can establish a price for an item for your partner that differs from the price for your direct customers or in other agreements. The price information you

define here overrides the current price whenever you assign this agreement to a transaction.

You also can define a cost rule that the system uses as a default value for a purchase order. The cost rule tells the system how to process costs that exceed the actual price of the item.

Before You Begin

❏ Set up your pricing schedules. See *Building an Adjustment Schedule (P4070)* in the *Advanced Pricing Guide* for complete information on setting up pricing schedules.

❏ Set up your landed cost rules. See *Setting Up Landed Costs (P41291)* in the *Procurement Guide*.

▶ **To define price overrides and cost rules**

On Agreement Quantities

1. Access the detail area.
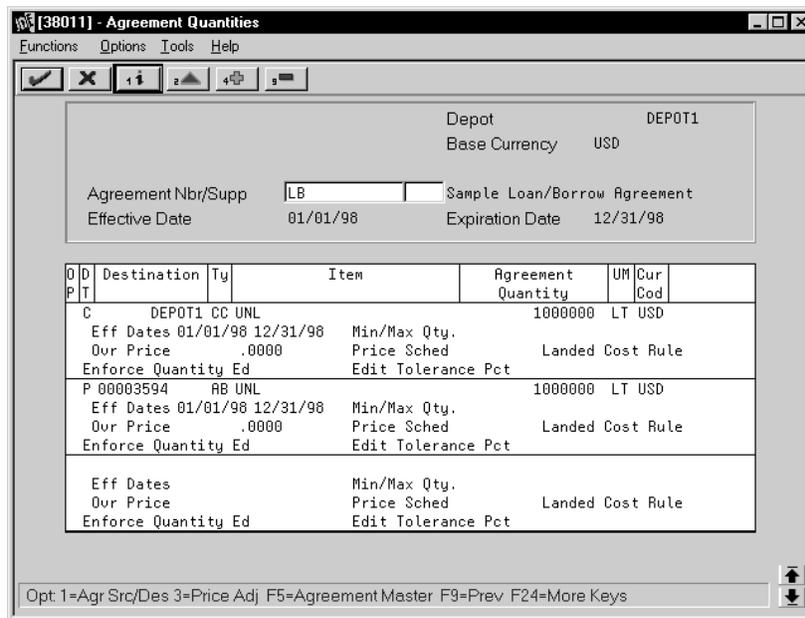
2. Accept the defaults, or complete the following optional fields:

    - Effective Dates

    - Minimum/Maximum Quantity or Amount

3. Complete one of the following fields:

- Override Price
- Price Schedule
- Landed Cost Rule

Field	Explanation
Eff Dates	The date the agreement becomes effective.
	. . . . *Form-specific information* . . . .
	This date only applies to the line for this item and destination. The system applies the agreement's effective date if you do not enter a different date.
Min/Max Amt	The maximum transaction quantity allowed for any transaction assigned to this agreement. If you apply quantity control to the agreement and a transaction is entered for more than this quantity, a penalty can be assessed.
Min/Max Qty	The minimum transaction quantity allowed for any transaction to fulfill the agreement.
	If you apply quantity control to the agreement, the system checks that each transaction meets the minimum allowed. If a transaction is entered for less than this quantity, a penalty can be assessed.
Ovr Price	The list or base price to charge for one unit of this item. The unit price you enter here overrides the current price whenever you assign this agreement to a transaction.
Price Sched	A user defined code (System 40/Type AS) that identifies a penalty schedule. If you or your business partner do not meet the agreement conditions you define here, you can apply the penalty schedule. You must set up penalty schedules with the Advanced Pricing and Adjustments programs.
Landed Cost Rule	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: - Color - Country of origin - Primary content (for example, brass, wood, etc.) - Seasonality - Rebate group J.D. Edwards has predefined reporting code 5 as a purchasing code for landed cost rules.

Processing Options for Agreement Quantities

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

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

Defining Product Source
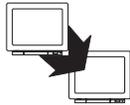
From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Quantities

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

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

▶ **To define product source**

On Agreement Quantities

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

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

- Product Source

- Product Source Type

- Quantity

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

4. Complete the following optional fields:

- Minimum Transaction Quantity

- Maximum Transaction Quantity

Field	Explanation

Source	A value that identifies the location that will supply the item to fulfill the agreement. The code must match the Source Type code.
	
	If Source Type is AB,
	    Transaction Source must be an address book number in F0101.
	
	If Source Type is CC,
	    Transaction Source must be a cost center in F006.
	
	If Source Type *A,
	    Transaction Source must be *ANY.

Ty	This field specifies what type of source was entered in the source field.
	    If Transaction Source is an Address Book number in F0101, – Source Type must be AB.
	    If Transaction Source is a cost center in F006, – Source Type must be CC.
	    If Transaction Source is *Any, – Source Type must be *A.

Min/Max Transaction Quantities	The minimum transaction quantity allowed for any transaction to fulfill the agreement. If you apply quantity control to the agreement, the system checks that each transaction meets the minimum allowed. If a transaction is entered for less than this quantity, a penalty can be assessed.

Processing Options for Agreement Source/Destination

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

Defining Time Frames
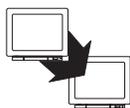
From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Quantities

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

▶ **To define time frames**

On Agreement Source/Destination

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

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

    - Scheduled Quantity
    - Effective Date
    - Expired Date

See Also

- *Reviewing Agreement Status (P38300)*

Processing Options for Agreement Quantities Schedule

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

Defining Exchange Ratios

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Exchange Ratios

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

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

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

Example: Defining Exchange Ratios

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

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

▶ **To define exchange ratios**

On Agreement Exchange Ratios

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▓▓ [38014] - Agreement Exchange Ratios                    _ □ ✕       │
│ Functions   Options   Tools   Help                                    │
│ ┌────┬────┬────┬────┬────┬────┐                                       │
│ │ ✔  │ ✕  │ ₁i │₂▲  │₄➕ │₉▬ │                                       │
│ └────┴────┴────┴────┴────┴────┘                                       │
│                              Depot              DEPOT1                │
│                              Base Currency    USD                     │
│                                                                       │
│   Agreement Nbr/Supp    │EXCHANGE      │  Sample Exchange Agreement   │
│   Effective Date        01/01/98 Expired Date    12/31/98             │
│                                                                       │
│  O D          Item        UM B . . . .Ratio. . . .│Effective│Expired  │
│  P T                         P Product │:│Bal Prod │  Date   │ Date    │
│    C PREM                 LT       .9000 │:│ 1.0000 │         │         │
│    P UNL                  LT X    1.0000 │:│ 1.0000 │01/01/98 │12/31/98 │
│                                          │:│        │         │         │
│                                          │:│        │         │         │
│                                          │:│        │         │         │
│                                          │:│        │         │         │
│                                          │:│        │         │         │
│                                          │:│        │         │         │
│                                          │:│        │         │    ▲    │
│  Opt: 9=Delete  F5=Agreement Master  F6=Agreement Quantities     ▼    │
└─────────────────────────────────────────────────────────────────────┘
```

1. Complete the following fields for the balancing item:

    • Due To

    • Item Number

    • Unit of Measure

    • Balancing Item Flag

    • Product

    • Balancing Product

    • Effective Date

    • Expired Date

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

    • Due To

    • Item Number

    • Unit of Measure

    • Product

    • Balancing Product

Note that you also can view a decimal representation of the item to balancing item ratio in the detail area.

Field	Explanation
B P	This field specifies that a product is to be viewed as the balancing product. A ratio may be specified for each products that expresses its relationship to the balancing product.
Product	This field specifies the numerator for the balancing product ratio. If you entered an X in the Balancing Product field, this entry should always be 1.0.
Bal Prod	This field specifies the denominator for the balancing product ratio. If you entered an X in the Balancing Product field, this entry should always be 1.0.
Effective Date	The date the agreement becomes effective.
Expired Date	The date that the agreement ceases to be in effect. If you do not enter a date in this field, the system enters a date that you defined during system setup.

Processing Options for Agreement Exchange Ratios

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

Assign Agreements

Assigning Agreements

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

You can:

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

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

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

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

```
                                        ┌──────────┐
                                        │ Partner  │
                                        └──────────┘
                                             ▲
                                             │  Sales orders assigned
                                             │  loan agreements
                                             │  Due To: Partner
                         ┌──────────────┐    │
                         │ Your Company │────┘
                         │    Depot     │
                         └──────────────┘
                              ▲
  Purchase orders assigned to │
  borrow agreements
  Due To: Company
  ┌──────────┐
  │ Partner  │
  └──────────┘
```
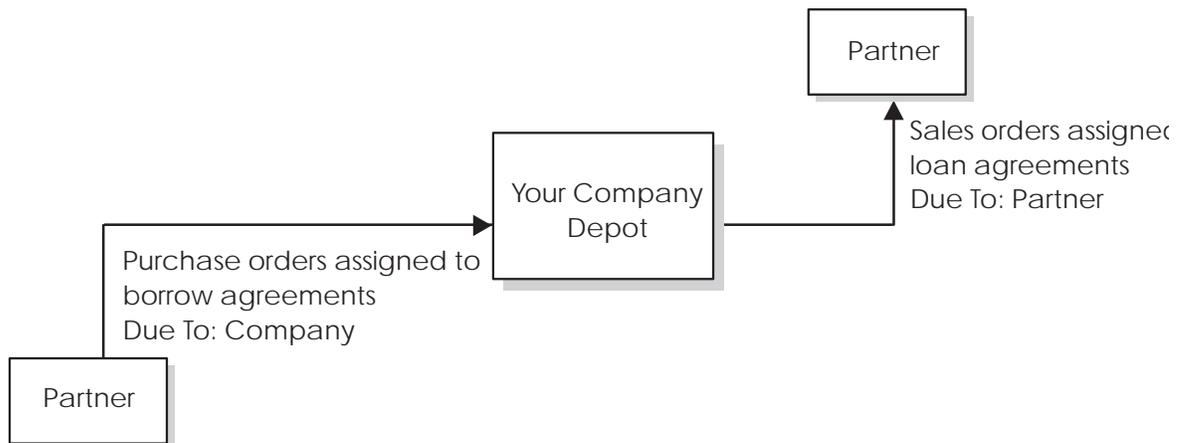
You can assign an agreement number to any of the following:

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

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

- Loan product and ship it to your partner
- Loan product and ship it to your partner's customer
- Borrow product and ship it from your partner's foreign depot to your customer
- Search for borrow agreements, provided that you have set the Agreement Management Constants to allow you to do so

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

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

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

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

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

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

- You want to change a previously assigned agreement number.

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

Complete one of the following tasks to assign agreements:

❑ Assign agreements manually

❑ Choose an agreement to assign

❑ Assign agreements during load confirmation

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

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

- The item on the sales order and agreement must be the same.

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

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

- The detail branch/plant or its owner on the sales order must be the source on the agreement.

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

- For agreements that have quantity control activated, the quantity on the sales order does not exceed the quantity remaining to be fulfilled before the system selects the agreement.

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

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

- The item on the purchase order and agreement must be the same.

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

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

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

- The branch/plant or its owner on the sales order must be the same as the destination on the agreement.

- For agreements that have quantity control activated, the quantity on the purchase order does not exceed the quantity remaining to be fulfilled before the system selects the the agreement.

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

- The item on the stock movement and agreement must be the same.

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

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

- For agreements that have quantity control activated, the quantity on the stock movement does not exceed the quantity remaining to be fulfilled before the system selects the agreement.

Before You Begin

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

What You Should Know About

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

Set the agreement constants for automatic assignment. See *Setting Up Agreement Selection or Assignment*.

See Also

- *Entering Purchase Order Header Information (P4310), Entering Purchase Order Detail Information (P4311),* and *Entering Receipts (P4312)* in the *Procurement Guide* for procedures on entering and receiving purchase orders

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

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

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

Assigning Agreements Manually

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

▶ **To assign agreements manually**

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

1. Complete the steps for entering the transaction.
2. Complete the following fields:
   - Agreement
   - Supplement

Choosing an Agreement to Assign

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

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

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

Before You Begin

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

▶ **To choose an agreement to assign**

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

1. Complete the steps for entering the appropriate transaction:
   - Sales orders

- Purchase orders

- Transfer orders

- Direct ship orders

- Bulk stock movements

The system searches for an agreement that matches the information on the transaction. If it locates an agreement, the Agreement Selection Window appears.
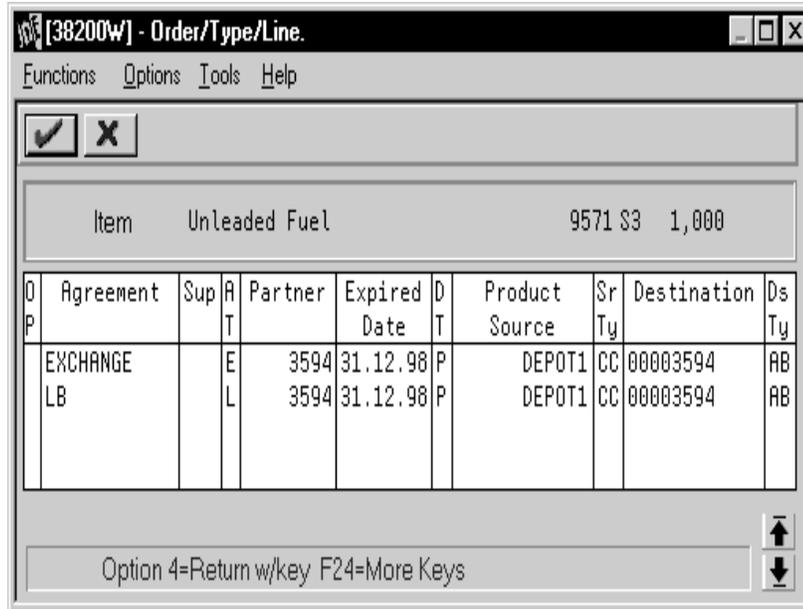
2. On the Agreement Selection Window, select the agreement that you want to assign.

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

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

5. Return to the transaction form.

    The system inserts the agreement number and supplement number.

6. Complete the transaction using the usual procedures.

Assigning Agreements during Load Confirmation

If you do not assign the agreement when you enter the order, you can assign agreements during load confirmation. Complete the following tasks:

❑ Assign loans or borrows

❑ Assign borrow agreements from foreign depots

What You Should Know About

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

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

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

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

Assigning Loans or Borrows
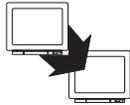
From Load and Delivery Management (G49), choose Picking/Loading Operations

From Picking and Loading Operations (G4912), choose the appropriate function

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

▶   **To assign loans or borrows**

On either of the load confirmation - trip forms

1. Complete the steps for confirming the load.

2. Access the Agreement Entry Window from any of the listed trips.

```
┌────────────────────────────────────────────────────────────────┐
│ ▓▌[49CT] - Agreement Entry Window                      _ □ X    │
│ Functions   Tools  Help                                          │
│ ┌─────┐ ┌─────┐                                                  │
│ │  ✔  │ │  X  │                                                  │
│ └─────┘ └─────┘                                                  │
│                                                                  │
│    ┌───────────────────────────────────────────────────┐        │
│    │ Trip Depot/Number/Ld Dt        DEPOT1      1 01.01.98│       │
│    │                                                     │        │
│    └───────────────────────────────────────────────────┘        │
│    ┌──────────┬────┬───────┬────────┬───────┬─────────┬──┐       │
│    │ Agreement│Sup │ Order │Ship To │ Item  │Quantity │UM│       │
│    │ Number   │No  │Number │Number  │Number │ Orde    │  │       │
│    ├──────────┼────┼───────┼────────┼───────┼─────────┼──┤       │
│    │ EXCHANGE │    │  8682 │   500  │526686 │  25000  │LT│       │
│    │          │    │  9572 │   500  │ 70666 │   2000  │LT│       │
│    │          │    │       │        │       │         │  │       │
│    │          │    │       │        │       │         │  │       │
│    └──────────┴────┴───────┴────────┴───────┴─────────┴──┘       │
│                                                            ┌─┐   │
│    ┌───────────────────────────────────────────────┐      │↑│   │
│    │    F24=More Keys                               │      ├─┤   │
│    └───────────────────────────────────────────────┘      │↓│   │
│                                                            └─┘   │
└────────────────────────────────────────────────────────────────┘
```
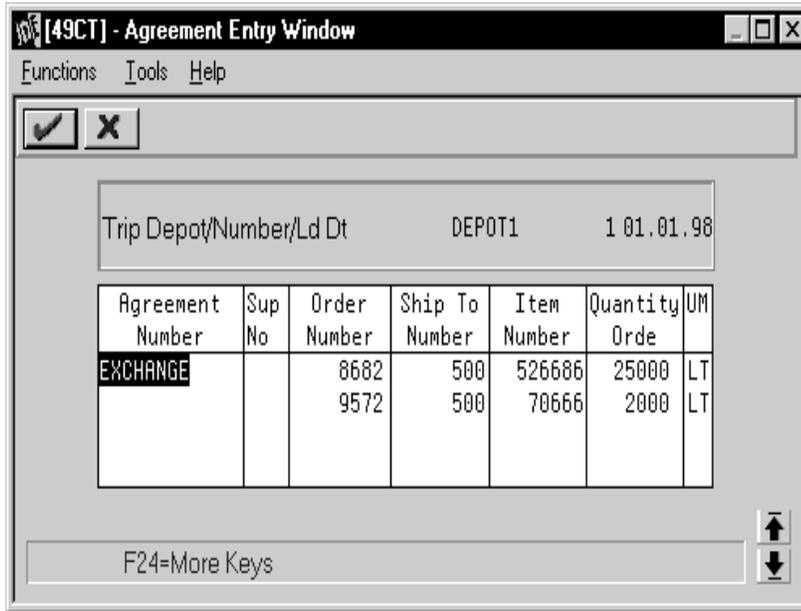
3. On Agreement Entry Window, complete the following fields:

- Order Number
- Order Type
- Line Number
- Ship To Number
- Sales/Loan Agreement
- Borrow Agreement

The system assigns the agreement number to the sales order.

What You Should Know About

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

Assigning Borrow Agreements from Foreign Depots

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

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

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

Before You Begin

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

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

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

On any of the sales order entry forms

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

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

    • Detail Branch/Plant

3. Access any of the load confirmation programs.

4. Complete the steps for confirming the load.

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

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

  ✔   ✗

                            Load Date        15.07.97
                            Load Time        10:25:14
                            Delivery Date    15.07.97
  Order Number      9572 S3      500 Gas StationA

  Print Depot         DEPOT1  Depot 1

  O       Item Number        Quantity Loaded UM Tank ID  Owner   Temp  T
                                               Location
  1 PREM                         1000  LT TKPREM
     Ln No   1,000  Qty to Ship  1000  LT   Density /Type
                Premium Fuel Depot       OOC Dens Tmp/Type
             Lot/SN                 VCF Standard Qty
        Borrow Agreement EXCHANGE       Stock UOM




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

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

    •   Borrow Agreement

Manage Agreements

Managing Agreements

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

Complete the following tasks:

❑ Review agreement status

❑ Review balance information

❑ Print balance statements

❑ Print the Agreement Balance report

❑ Review penalties

❑ Create adjustments

Reviewing Agreement Status

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

Complete the following tasks:

❑ Search for agreements

❑ Review agreement status

❑ Review transaction information

Searching for Agreements

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Search

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

▶ **To search for agreements**

On Agreement Search

```
[38200] - Agreement Search                              _ □ ✕
Functions  Options  Tools  Help

✔  ✕

                                            Depot        DEPOT1
                                            Eff Date   *
Description              *
Agreement Type          *
Agreement Status        *
Partner/Vend/Cust       *
Item                    *
Associated Agreement    *          *      Parent Agreement   *           *
Created From Agrmnt     *          *      Closed To Agreement *           *
Partner Agreement       *                 Disp Level         9
D/C Reporting Code 1    *    R/C 2    *    R/C 3    *    R/C 4    *

O  Agreement  Sup Type Effectiv Expired Stat Partner  Partner Name     Lvl
P   Number    No       Date     Date         Number
   CONSIGN1       N    01/01/98 12/31/98 A      505 Consignment Agent   *
   EXCHANGE       E    01/01/98 12/31/98 A     3594 Other Oil Company D *
   EXCHANGE1      E    01/01/98 12/31/98 A     3594 Other Oil Company D *
   EXXON          C    11/27/96 12/31/10 A     7077 Exxon               *
   LB             L    01/01/98 12/31/98 A     3594 Other Oil Company D *
   PURCH1         P    01/01/98 12/31/98 A      630 A-Z Fuels, Inc      *
   SALES1         S    01/01/98 12/31/98 A      500 Gas StationA        *
   SALES2         S    01/01/98 06/30/98 A      500 Gas StationA        *

Opt: 1=Agreement Master  2=Agreement Qty  4=Return w/Key  F24=More Keys
```

1. Complete one or more of the search fields.

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

2. Choose the agreement that you want to review.

Reviewing Agreement Status
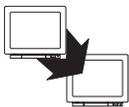
From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Online Statement

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

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

▶ **To review agreement status**

On Online Statement
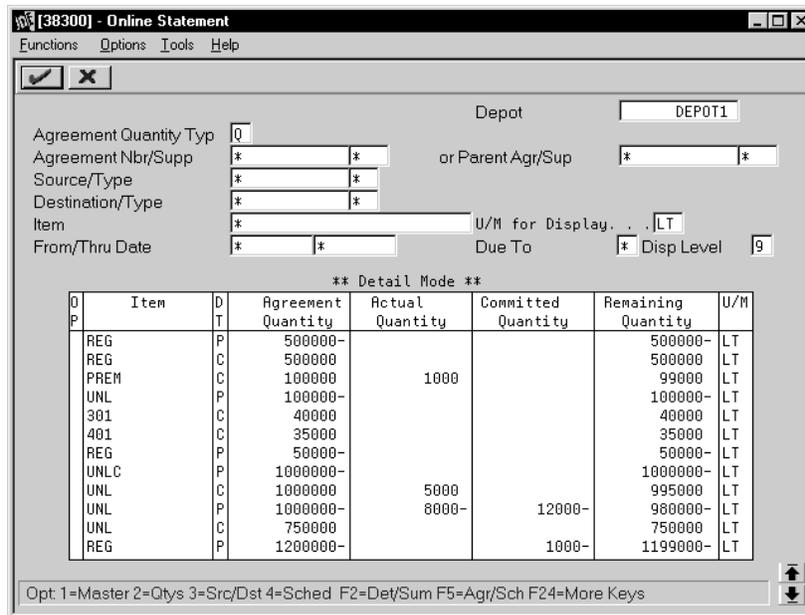
1. Complete one or more of the search fields.

2. To view the transaction detail lines for a specific committed quantity, access the Committed Transactions Window.
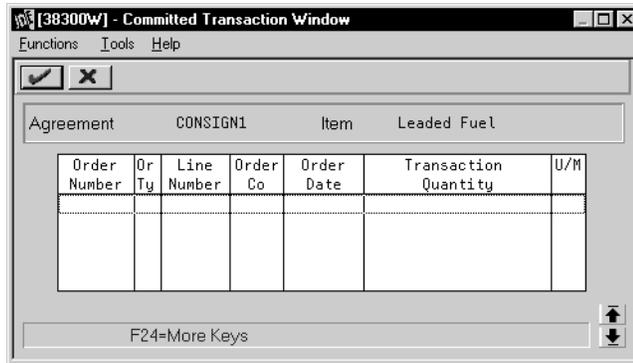
3. To view the agreement and transaction information for the actual quantity on a specific line, access the Agreement Transactions Window.
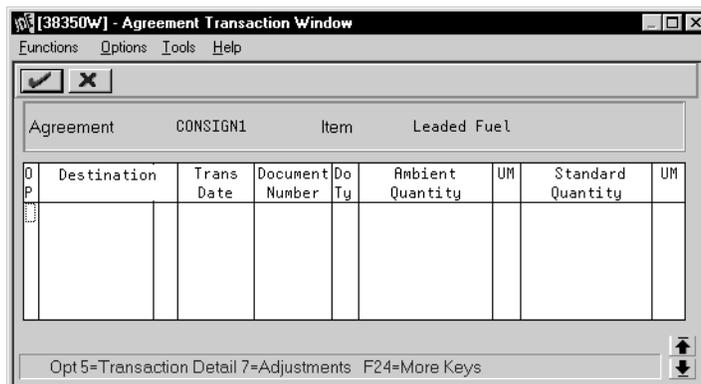
What You Should Know About

Quantity information

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

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

Currency–based agreements

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

Making agreement adjustments

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

Reviewing in summary mode

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

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

Viewing notes

Access the notes function from any of the transaction windows to work with notes at the individual transaction level.

Processing Options for Agreement Management Online Statement

```
DEFAULTS:
  1. Enter the default Unit of Measure.           _____
  2. Enter the default Currency Code.             _____
  3. Enter the default Agreement Type.            _____
  4. Enter 'C' to display Agreement              _____
     Quantities, 'S' to display
     Scheduled Quantities.  In the
     program, this option may be toggled
     with function key F5.
  5. Enter '1' to default to Detail              _____
     Mode.  Any other value will default
     to Summary Mode.
  6. Enter the default Due To for the            _____
     selection criteria.  Valid values
     are 'C', 'P', and ' ' (all).

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

PROGRAM PROCESSING
 13. Enter '1' to display Due To partner         _____
     transactions as positive.  Any
     other value entered will display
     them as negative.
 14.  Display Thru Level                         _____
      (If left blank, the default is 9.)
```

Reviewing Transaction Information

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Transaction Ledger

You can review all the transactions that have been assigned to an agreement as of today. Transaction Ledger provides a running balance of the transactions that affect a specific agreement with a partner.

▶   **To review transaction information**

On Agreement Transaction Ledger

```
[38350] - Transaction Ledger                                          _ □ X
Functions  Options  Tools  Help

 ✔  X

                                          Depot              DEPOT1
Agreement Quantity Typ   Q
Agreement Nbr/Supp       *            *      or Parent Agrmnt/Supp  *        *
Partner/Vend/Cust        *                                 Disp Level    9
Item                     *                     U/M for Balances . .
Assoc Agreement Nbr      *            *
Reporting Code 1         *    R/C 2  *    R/C 3  *   R/C 4   *
From/Thru Date           *         *      Beginning Balance
                                          Ending Balance
   O    Item       Trans    Trans    Transaction   Ratio/   Converted
   P               Date    Number/Ty   Quantity    Factor   Quantity
   Premium Fuel  07/15/98  112785 S3       1000   1.1111        1111
   Unleaded Fuel 06/16/98  112784 S3       5000   1.0000        5000
   Unleaded Fuel 07/15/98  112783 S3       8000-  1.0000        8000-
   Unleaded Fuel 01/01/98    8713 S3      15000-  1.0000       15000-
   Unleaded Fuel 03/15/98    8714 S3      25000-  1.0000       25000-
   Unleaded Fuel 04/15/98    8715 S3      12500-  1.0000       12500-
   Unleaded Fuel 04/16/98    8716 S3       7500-  1.0000        7500-




Opt: 1=Master 2=Agr Qty 3=Src/Dest 4=Qty Sched 5=Detail  24=More Keys
```

1. Complete one or more of the search fields.

2. To review specific transaction information, choose the option to display Transaction Detail.

```
[38250] - Agreement Transaction Detail                              _ □ X
Functions  Tools  Help

 ✔  X

                                  Depot              OOC

Agreement Number/Supp  EXCHANGE       Sample Exchange Agreement
Product Source/Type          OOC CC   Other Oil Company Depot
Destination/Type          DEPOT1 CC   Depot 1
Item                   PREM           Premium Fuel
Partner/Vend/Cust         3594        Other Oil Company Depot
Transaction Date       07/15/98       Adjustment Date/Type
Order No/Type/Doc        112785 S3  249 Line Number          1.000
Document No/Type/Co      112785 S3  249 Journal Entry Line No     1.0
G/L Date/Category      07/15/98 IN20    Batch Number/Type
Location               TKPREM
Lot/Receipt Date


Amount                     280.00    Currency Code   USD
Transaction Qty           1000 U/M LT Temp/Type         20.00  C
Ambient Volume            1000 U/M LT Dens/Type/Temp    75.90 A   20.00  C
Standard Volume            977 U/M LT Volume Correct     .9771
Weight Result              759 U/M KG
Vol in Stock UOM           977 U/M LT
Unit Value                .2800 Price at A Extended Value       280.00

      F14=Transaction Notes  F24=More Keys
```

Processing Options for Agreement Transaction Ledger

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

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

10. Display Thru Level                          _____
     (If left blank, the default is 9.)
```
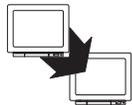
Reviewing Balance Information

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Online Balance Inquiry

You can view the item balances for one or more contracts. Use Online Balance Inquiry to identify the quantity of product that you have shipped, the quantity that you have received, and the quantity that is outstanding on the agreement.

▶ **To review balance information**

On Online Balance Inquiry
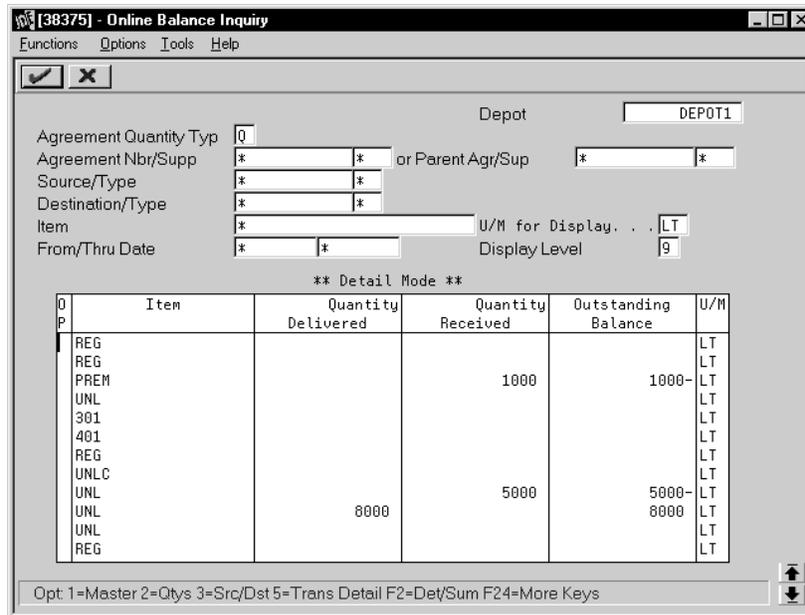
1. Complete one or more of the search fields.

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

What You Should Know About

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

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

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

Processing Options for Agreement Management Online Balance Inquiry

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

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

DREAMWRITER VERSIONS (CONTINUED)
  8. Agreement Qtys Schedule  (P38013)         _____
  9. Agreement Adjustments    (P38020)         _____

 10. Display Thru Level                        _____
     (If left blank, the default is 9.)
```

Printing Balance Statements

From Agreement Management (G38), choose Agreement Reports

From Agreement Management Reports (G382), choose Balance Statements

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

```
38400                                J.D. Edwards & Company                         Page – . . .         1
                                   Agreement Management Statement                    Date – . . . 01/10/98


Your Agreement Number:                                              Our Agreement Number: SALES2      /

Gas station
8700 Busy Road
Houston TX 77401

Agreement:        Sample Sales Agreement 2

    Item                   Trans     Trans      Trip    Vehicle    Transaction                      Balance
                                                                              Trn   Ratio/                     Bal
                           Date    Number/Type  Number    Id        Quantity                       Quantity
                                                                              U/M   Factor                     U/M
    ------------------------ -------- ----------- -------- ----------- ---------------- --- --------- ---------------- ---

Source:      DEPOT1 Depot 1                    Dest: 00000500    Gas StationA              Due To: Partner

                                        Beg Bal as of 01/07/98:                                 15000–
                                                                 ----------------        ----------------
          Agreement Qty:         500000    Total for Src/Dst/Due To:                             15000–
                     NOTE: Agreement Quantity could be
                           overstated due to date range


                                        Beginning Balance as of:      01/07/98   Ending Balance as of:       01/10/98
                                        Beginning Balance:             15000–    Ending Balance:             15000–
Balances Unit/Meas:
                                                             ================                     ================
Balances Updated At: Ambient
```

Processing Options for Agreement Management Statement

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

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

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

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

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

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

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

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

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

16. Enter part 1/4 of the 3rd footnote:      _____
17. Enter part 2/4 of the 3rd footnote:      _____
18. Enter part 3/4 of the 3rd footnote:      _____
19. Enter part 4/4 of the 3rd footnote:      _____
```
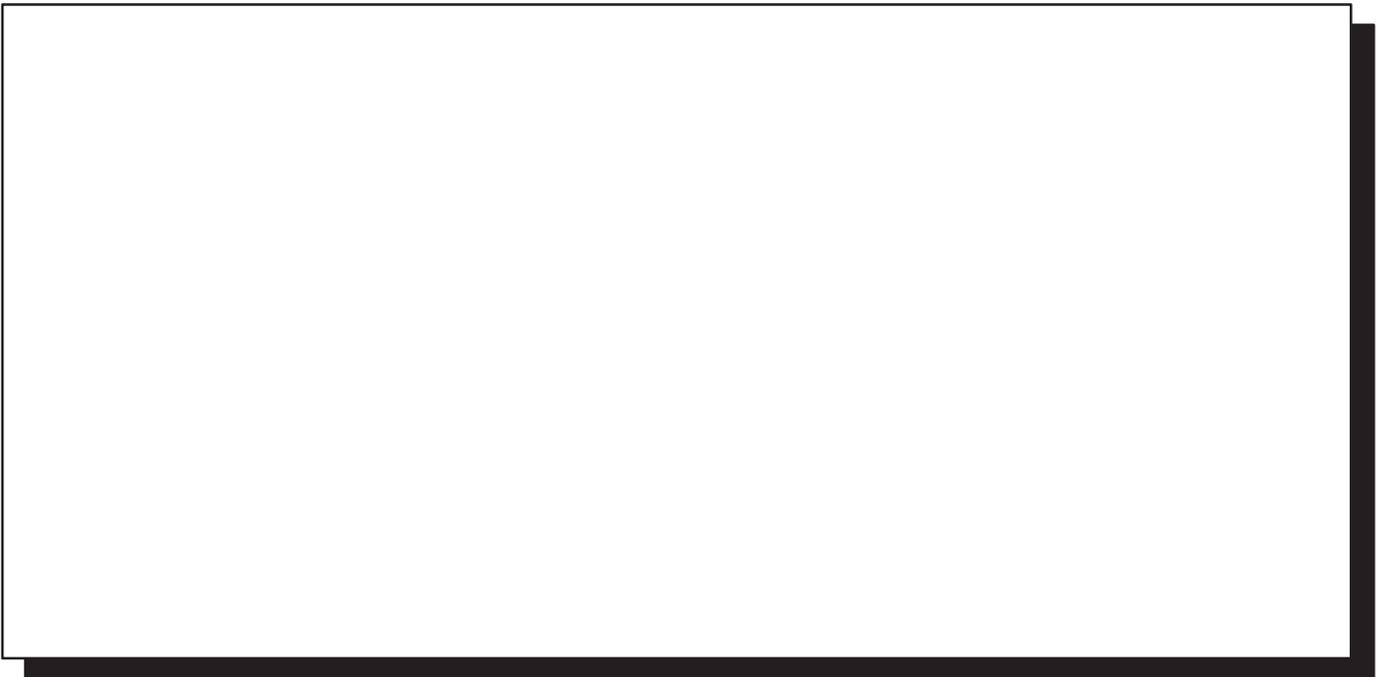
Printing the Agreement Balance Report

From Agreement Management (G38), choose Agreement Reports

From Agreement Management Reports (G382), choose Agreement Balance Report

The Agreement Balance report allows you to compare the movement of a product in and out of your inventory for a particular agreement. For example, you might want to review a product's source, the quantity that you currently have in your inventory, and the product's destination.

You can set processing options to print the following types of information:

- All transactions, including source and destination information, for a period that you specify

- A summary of movement and quantity information for the product in the agreement for a period that you specify

Reviewing Penalties

From Agreement Management (G38), choose Agreement Reports

From Agreement Management Reports (G382), choose Agreement Penalties Report

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

```
38450                                    J.D. Edwards & Company            Page . . . . . . . . .        1
                                        Agreement Penalties Report         Date . . . . . . . . .  07.05.96
                                                                           From Date. . . . . .    01.01.96
                                                                           Thru Date. . . . . .    31.12.96
Agreement Nbr. . . . . . CT100A1     /                                     Penalty Calc Date. .    31.12.96
Agreement Nbr. . . . . . Standard Sales Contract
                         Adj.    Trans    Trans            Agreement      Transaction   Pnlty Based On        Calculated
                                                 Agree
Item                     Schedule  Date   Number/Type      Quantity        Quantity       Quantity             Penalty
                                                  U/M
Source: Depot 1                           Dest: Gas Station              Due To: Partner
Leaded Fuel              UNDCOMIT            /               100000         17080-        117080
                                                  LT
                                                                        Total for Src/Dest/Due To:
                                                                                                           -----------------
Source: Depot 2                           Dest: Gas Station              Due To: Partner
Leaded Fuel              UNDCOMIT            /               100000                       100000
                                                  LT
                                                                        Total for Src/Dest/Due To:
                                                                                                           -----------------
Source: *ANY                              Dest: Gas Station              Due To: Partner

Leaded Fuel              UNDCOMIT            /               100000          4450-        104450
                                                  LT
                                                                        Total for Src/Dest/Due To:
                                                                                                           -----------------
                                                                        Total for Agreement:
                                                                                                           =================
                                                                        Total for Report:
                                                                                                           =================
```

See Also

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

Processing Options for Agreement Penalties Report

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

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

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

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

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

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

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

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

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

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

What You Should Know About Processing Options

Report Dates

The first two dates are required. These options identify which transactions to select.

The third date is the penalty calculation date. This date establishes the cutoff for the over– or under–commitment penalties. The system compares this date to the dates in Agreement Quantities and the date you included in the penalty schedule.

Penalty Calculations	The schedule names you enter in these options must be the same user defined codes you set up in the Price Adjustment Schedule program.

Creating Adjustments

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreement Adjustments

Alternatively, you also access Agreement Adjustments from the Online Statement and Online Balance Inquiry programs.

If an imbalance on an agreement exists, you can create an adjustment to bring the agreement to a status that is agreed upon by your company and your partner. For example, a transaction might not have been correctly assigned.

You must assign a document number and type for all adjustments so the system can track the adjustment.

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

- Make a manual adjustment and enter a specific quantity of a product
- Have the system reduce the product quantity to zero
- Create a sales order from the adjustment information
- Close the agreement

What You Should Know About

Changing or deleting adjustments	You cannot change or delete an existing adjustment. If you enter an incorrect adjustment, you must create a new adjustment to correct the error.
Protected fields	When you access Agreement Adjustments from either Online Statement or Online Balance Inquiry, the system uses the agreement information as default entries for certain fields. You cannot change these fields in Agreement Adjustments.

▶ **To create adjustments**

On Agreement Adjustments

1. Complete the following fields:

   - Adjustment Type

   - Adjustment Reason

   - Agreement Number

   - Supplement Number

   - Source

   - Source Type

   - Destination

   - Destination Type

   - Product

   - Due To

   - Transaction Quantity

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

   - Depot

   - Document Number

   - Document Company

   - Document Type

- General Ledger Date

- Adjustment Date

- Explanation

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

- Create Sales Order

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

- Close Agreement

- Cancel Date

- Cancel Reason

Field	Explanation
Create S.O.(Y/N)	A flag that identifies if the system should create a sales order from the adjustment information. Valid values are:
	Y or 1
	Yes, create a sales order based on the adjustment information entered.
	N or 0
	No, make the adjustment without creating a sales order. This is the default.
Close Agreement (Y/N)	Use this flag to denote whether an agreement is closed.

Setup

Agreement Management Setup

Objectives

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

About Agreement Management Setup

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

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

❑ Set up user defined code (UDC) lists

❑ Set up agreement penalties

❑ Set up agreement selection or assignment

❑ Set up automatic accounting instructions (AAIs)

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

Before You Begin

❏ To use all features and functionality of the Agreement Management system, verify that the following systems are installed:

- Load and Delivery Management
- Bulk Stock Management
- Sales Order Management
- Advanced Pricing

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

Set Up User Defined Code Lists

Setting Up User Defined Codes for Agreements

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

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

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

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

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

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

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

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

▶   **To set up UDC lists**

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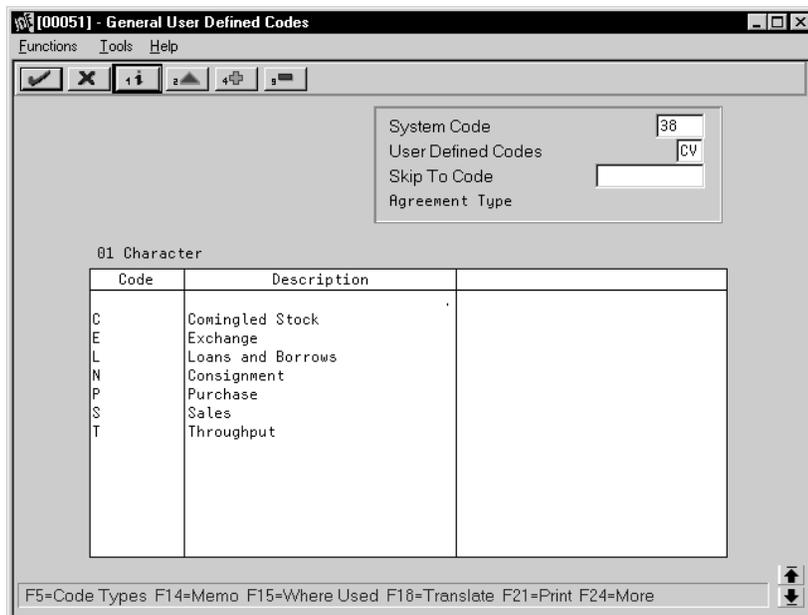
1. Complete the following fields:

    - System Code

    - User Defined Codes

    The system displays all UDCs for the system and type.

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

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

    - Code

    - Description

4. Access the detail area.

5. Complete the following optional fields:

    - Special Handling Code

    - Hard Coded Y/N

Set Up Agreement Penalties

Setting Up Agreement Penalties

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

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

- The maximum quantity is exceeded for a single transaction.

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

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

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

Complete the following tasks:

❏ Set up the preference for agreement penalties

❏ Define the order detail group for agreement penalties

❏ Define agreement penalty adjustments

❏ Define penalty adjustment schedules

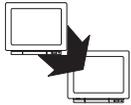❏ Create a preference for penalties

Before You Begin

❏ Verify that the Advanced Pricing system is installed

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

See Also

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

Setting Up the Preference for Agreement Penalties

From Sales Order Management (G42), enter 27

From Sales Order Advanced and Technical Operations (G4231), choose Advanced Price and Adjustments

From Advanced Price and Adjustments (G42311), choose Preference Hierarchy

When you set up the Preference Master, you tell the system to apply the penalty schedules to all addresses and items. You only need to set up one preference type and hierarchy using the penalty (PN) UDC.

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

On Preference Hierarchy

1. Access Preference Master.

2. On Preference Master, add the PN preference type.

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

3. Return to Preference Hierarchy.

4. On Preference Hierarchy, complete the following field:

   • Preference Type

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

   Do not create any other settings.

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

Defining the Order Detail Group for Agreement Penalties
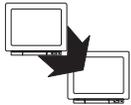
From Sales Order Management (G42), enter 27

From Sales Order Advanced and Technical Operations (G4231), choose Advanced Price and Adjustments

From Advanced Price and Adjustments (G42311), choose Define Order Detail Group
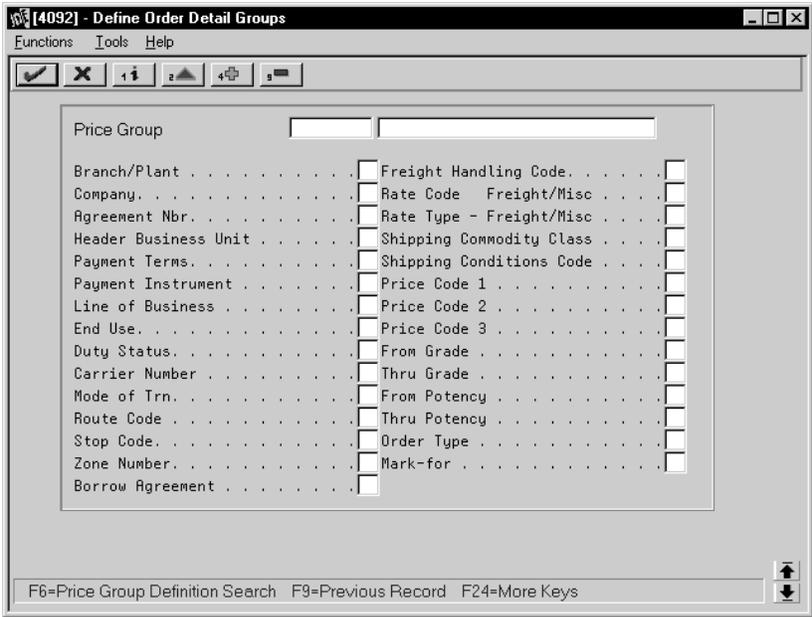
You must define the order detail group to create adjustments that the system uses to determine the price of order lines, including penalties.

See Also

*   *Defining Order Detail Groups (P4092)* in the *Advanced Pricing Guide*

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

On Define Order Detail Groups

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▓▒│[4092] - Define Order Detail Groups                    _ □ ☒       │
│ Functions  Tools  Help                                                │
│ ┌────┬────┬────┬────┬────┐                                            │
│ │ ✔  │ ✗  │ ₁i │ ₂▲ │ ₄✛ │ ₅▬│                                        │
│ └────┴────┴────┴────┴────┘                                            │
│                                                                       │
│    Price Group           ┌──────┐ ┌──────────────────────┐           │
│                          └──────┘ └──────────────────────┘           │
│                                                                       │
│    Branch/Plant . . . . . . . . .☐ Freight Handling Code. . . . . ☐   │
│    Company. . . . . . . . . . . .☐ Rate Code   Freight/Misc . . . .☐  │
│    Agreement Nbr. . . . . . . . .☐ Rate Type - Freight/Misc . . . .☐  │
│    Header Business Unit . . . . .☐ Shipping Commodity Class . . . .☐  │
│    Payment Terms. . . . . . . . .☐ Shipping Conditions Code . . . .☐  │
│    Payment Instrument . . . . . .☐ Price Code 1 . . . . . . . . . .☐  │
│    Line of Business . . . . . . .☐ Price Code 2 . . . . . . . . . .☐  │
│    End Use. . . . . . . . . . . .☐ Price Code 3 . . . . . . . . . .☐  │
│    Duty Status. . . . . . . . . .☐ From Grade . . . . . . . . . . .☐  │
│    Carrier Number . . . . . . . .☐ Thru Grade . . . . . . . . . . .☐  │
│    Mode of Trn. . . . . . . . . .☐ From Potency . . . . . . . . . .☐  │
│    Route Code . . . . . . . . . .☐ Thru Potency . . . . . . . . . .☐  │
│    Stop Code. . . . . . . . . . .☐ Order Type . . . . . . . . . . .☐  │
│    Zone Number. . . . . . . . . .☐ Mark-for . . . . . . . . . . . .☐  │
│    Borrow Agreement . . . . . . .☐                                    │
│                                                                  ⬆   │
│ F6=Price Group Definition Search  F9=Previous Record  F24=More Keys ⬇ │
└─────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- Price Group
- Agreement Number
- Borrow Agreement

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

Defining Agreement Penalty Adjustments

From Sales Order Management (G42), enter 27

From Sales Order Advanced and Technical Operations (G4231), choose Advanced Price and Adjustments

From Advanced Price and Adjustments (G42311), choose Price Adjustment Definitions

You must define each of the four penalty schedules that you use for your distribution agreements. You use the same forms to define penalty schedules that you use to define price adjustments.

▶ **To define agreement penalty adjustments**

On Price Adjustment Definitions

```
┌──────────────────────────────────────────────────────────────────────┐
│ ◪ [4071] - Price Adjustment Definitions                    _ □ ✕     │
│ Functions  Tools  Help                                                 │
│ ┌────┬────┬────┬────┬────┬────┐                                        │
│ │ ✔  │ ✕  │ ₁i │ ₂▲ │ ₄✚ │ ₅▬ │                                        │
│ └────┴────┴────┴────┴────┴────┘                                        │
│                                                                        │
│      Adjustment Name        ┌──────┬────────────────────┐             │
│                             └──────┴────────────────────┘             │
│      Item Price Group        ┌──────┐                                 │
│      Customer Price Group    ┌──────┐                                 │
│      Order Detail Group      ┌──────┐                                 │
│                                                                        │
│      Preference Type         ┌───┐                                    │
│      Adjustment Control Code ┌───┐                                    │
│      Adjustment Level        ┌───┐                                    │
│      Adjustment Line Type    ┌───┐                                    │
│                                                                        │
│      Override Price (Y/N)    ┌───┐                                    │
│      Level Break Type        ┌───┐                                    │
│      Manual Add/Change (Y/N) ┌───┐                                    │
│      Rebate Beneficiary      ┌───┐                                    │
│      Mandatory Adjustment    ┌───┐                                    │
│      Subledger in G/L        ┌───┐                                    │
│      G/L Class Code          ┌─────┐                                  │
│                                                                   ┌─┐  │
│                                                                   │▲│  │
│      F3=Exit     F24=More Keys                                     │▼│  │
└──────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

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

Field	Explanation
Adjustment Name	A user defined code (system 40, type TY) that identifies an adjustment definition. You define adjustments on Price Adjustment Definitions.

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

Field	Explanation
Adjustment Control Code	A code that specifies how you want the adjustment to appear on the invoice and whether you want the system to create a separate line in the Sales Order Detail table (F4211).

    1   The system rolls the adjustment amount into the unit price and records the adjustment detail to the Price Adjustment History table (F4074). The adjustment is not printed on the invoice.

    2   The system rolls the adjustment amount into the unit price and records the adjustment detail to the Price Adjustment History table (F4074). It prints the adjustment on the invoice

    3   The system creates a separate detail line in the Sales Order Detail table. It does not roll the adjustment into the unit price or record it to the history table. The system will not include this type of adjustment when it calculates the current net price.

    4   The system records the adjustment to history and posts it to the general ledger during a sales update. It does not roll the adjustment into the unit price or print it on the invoice. Use to create an accrual adjustment.

    5   The system records the adjustment to history and posts it to the general ledger during a sales update, as well as accumulate each order line's quantity, weight, and amount to rebate history (F4078). It does not roll the adjustment into the unit price or print it on the invoice. Use to create a rebate adjustment.

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

Defining Penalty Adjustment Schedules

From Sales Order Management (G42), enter 27

From Sales Order Advanced and Technical Operations (G4231), choose Advanced Price and Adjustments

From Advanced Price and Adjustments (G42311), choose Price and Adjustments Schedule

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

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

▶   **To define the penalty adjustment schedules**

On Price and Adjustment Schedule

```
[4070] - Price and Adjustment Schedule                          _ □ ×
Functions   Options   Tools   Help

 ✔  ✘  ₁i  ₂▲  ₄✛  ₅▬

        Schedule Name         ECS      ECS Bulk/Packaged Schedule

 O Seq  Adj Name    Description          . Override Search Groups . Pref
                                           Item    Customer  Order  Type
   010  BASEOVER  Base Override                                       E1
   020  FET       Federal Excise Tax     FUELS              TAX STAT  E2
   030  PORTDIFF  Port Differential      FUELS              MARINE    E2
   040  GALONREB  Gallon Rebate          FUELS                        E2
   100  PACKDIFF  Package Differential                                I
   110  LUBEBASK  Package Differential                                E2








 Opt: 1=Adjustment Detail  2=Adjustment Definition    F24=More Keys
```

1. Complete the following field:

   • Schedule Name

2. Accept the entry.

The system displays the penalty schedule definition.

3. Choose the penalty line.

4. Access Price Adjustment Detail.

```
┌────────────────────────────────────────────────────────────────────────┐
│ [4072] - Price Adjustment Detail                              _ □ ✕    │
│ Functions  Options  Tools  Help                                          │
│ ┌──┐ ┌──┐ ┌────┐ ┌────┐ ┌────┐                                          │
│ │ ✓ │ │ ✕ │ │ ₁i │ │₂▲  │ │₄✛  │ │₅▬ │                                  │
│ └──┘ └──┘ └────┘ └────┘ └────┘                                          │
│                                        Unit of Measure        [*]       │
│                                        Currency Code          [*]       │
│ Adjustment Name        BASEOVER    Base Override                         │
│ Item Number. . . . .  [            ]      Customer Number. . . [     ]  │
│                                                                          │
│  ┌─┬───┬──────────────┬──┬──────────┬─────────────┬────────────────┐   │
│  │O│Cur│ From Quantity │UM│  Factor  │    Basis    │ . .Effective. .│   │
│  │ │Cod│               │  │          │             │  From  │ Thru  │   │
│  │ │   │               │  │          │             │        │       │   │
│  │ │   │               │  │          │             │        │       │   │
│  │ │   │               │  │          │             │        │       │   │
│  │ │   │               │  │          │             │        │       │   │
│  │ │   │               │  │          │             │        │       │   │
│  └─┴───┴──────────────┴──┴──────────┴─────────────┴────────────────┘   │
│ Opt: 1=Free Goods  2=Variable  3=Formula  F9=Redisplay                  │
└────────────────────────────────────────────────────────────────────────┘
```
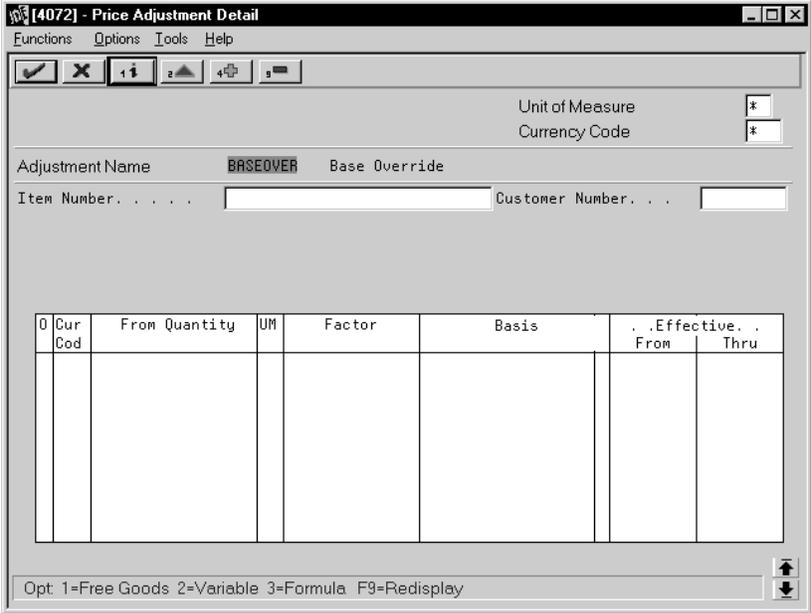
5. On Price Adjustment Detail, complete the following fields:

    *   Unit of Measure
    *   Factor
    *   Basis Code
    *   Effective From Date
    *   Effective Thru Date
    *   Agreement Number

6. Access the detail area.
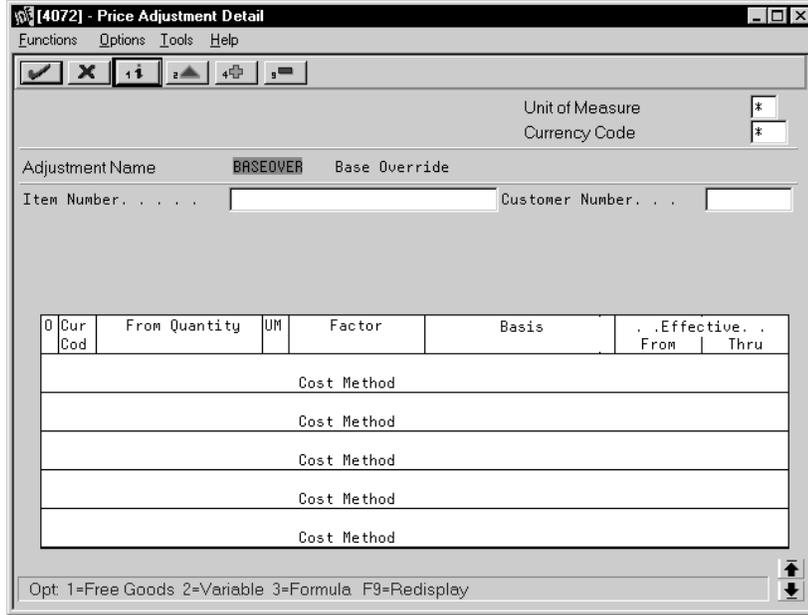
7. Complete the following field:

   • From Quantity

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

Field	Explanation
Schedule Name	A user defined code (system 40, type AS) identifying a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.
	For Agreement Management, this is the Penalty Adjustment Schedule. A penalty adjustment schedule, user defined code (system 40, type AS), contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.

Field	Explanation
Factor	A code that indicates how to adjust an order line. This field works in conjunction with the Basis field (BSCD). How you define the Basis field determines whether you enter a number or a code in this field.
	If your basis code is
	1–5 Enter a positive number for markups, for example, 10. Enter a negative number for discounts, for example, 10–.
	6 You want to base the adjustment on a variable table. Enter the code that identifies the variable table.
	7 You want to use a formula to calculate the price. Enter the code that identifies the formula.
	8 You want to calculate the adjustment using a custom program. Enter the program ID.
	For Agreement Penalty Schedules
	Because the basis code for penalties is 5, enter a number as the factor value. Most agreement penalties are for a currency amount. The system multiplies the factor you enter here times each unit of measure to calculate the penalty.

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

Valid codes for this field are:

1	The system multiplies the base price by the factor value. The adjusted price is a percentage of the base price.
2	The system multiplies the current net price by the factor value. The adjusted price is a percentage of the current net price.
3	The system multiplies the item cost by the factor value. The adjusted price is a percentage of the item cost. You can not use this basis code for a basket- or order-level adjustment.
4	The system adds the factor value to the item cost. You can not use this basis code for a basket- or order-level adjustment. NOTE: If you use basis codes 3 or 4, identify the item cost you want to use in the calculation in the Cost Method field (LEDG) in the fold area of the Price Adjustment Detail form.
5	The system adjusts the price by the factor value. If the value is positive, it increases the price by that amount; if the value is negative, it decreases the price by that amount.
6	The system retrieves the adjustment amount from the variable table. You specify the name or the variable table in the Factor Value field.
7	The system calculates the adjustment using a formula. You specify the name of the formula in the Factor Value field.
8	The system calls a user defined program to calculate the adjustment. You specify the program I.D. in the Factor Value field. NOTE: If you define an adjustment that uses a custom program, the program must be one you have developed for this purpose and that you are prepared to support. J.D. Edwards is not responsible for providing custom programs nor supporting those you have developed.

For Agreement Penalty Schedules

Enter 5 for all penalty schedules.

Creating a Preference for Penalties

From Sales Order Management (G42), enter 27

From Sales Order Advanced and Technical Operations (G4231), choose Preference Profiles

You must use the Price Adjustment Schedule preference to assign the penalty schedules to any combination of partner and item numbers. The system uses this preference to identify transactions that you could penalize.

▶ **To create a preference for penalties**

On Preference Profiles

1. Under the Pricing Preferences heading, choose Price Adjustment Schedule using the Inquiry option.

2. On Price Adjustment Schedule, enter 1 in the following field to access Price Adjustments Schedule:

    • O (Option)

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

 ✔  X  ₁i  ₂▲  ₄⊕  ₅▬

                                          Preference Status   □

        Customer Number     [        ]
   OR  Customer Group       [        ]

        Item Number         [                    ]
   OR  Item Group           [        ]

        Effective From      [        ]
        Effective Thru      [        ]

        Sequence Number     [     ]

        . . . . . . . . . . . . Preference Information . . . . . . . . . . . . . .

   >  Branch/Plant          [        ]
        Adjustment Sched    [        ]


   F9=Previous    F14=Memo    F24=More Keys
```
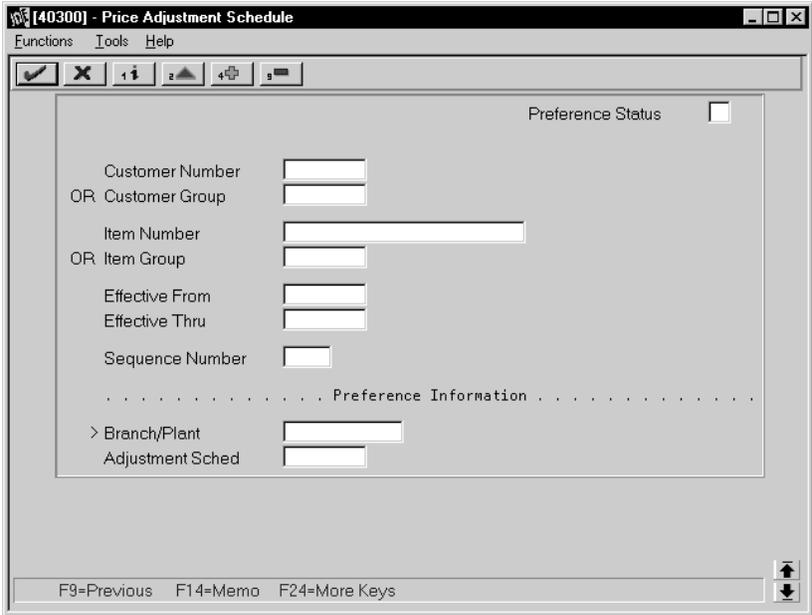
3. Complete one of the following fields:

    • Customer Number

    • Customer Group

4. Complete one of the following fields:

- Item Number

- Item Group

5. If displayed, complete the following fields:

   - Effective From

   - Effective Thru

6. Complete the following optional fields:

   - Sequence Number

   - Quantity From and Quantity Thru

7. Enter the penalty schedule in the following field:

   - Adjustment Schedule

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
	. . . . *Form-specific information* . . . .
	Enter an address number when you want to define a preference for a specific customer. The preference can be for the customer alone, or a combination of the customer and an item or item group.
	If you leave both the Customer Number and Customer Group fields blank, the system applies the preference to all customers.
	For Agreement Penalty Schedules:
	Enter the partner's address number.
Customer Group	Customer types that a customer can be grouped into for each of the different preference types.
Item Number	The number assigned to an item. It can be in short, long, or 3rd item number format.
	. . . . *Form-specific information* . . . .
	Enter the number of the item for which you want to define a preference. You can define the preference for the item only or for the item and a customer or customer group.
	If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.
Item Group	Item types that a item can be grouped into for each of the different preference types.

Field	Explanation
Sequence Number	For World, a sequence or sort number that the system uses to process records in a user defined order.
	For OneWorld, The sequence by which users can set up the order in which their valid environments are displayed.
	. . . . *Form-specific information* . . . .
	Use this field when you have multiple preferences for the same customer/item combination, effective period, and quantity range. The sequence determines the order that the system searches for preference records with otherwise identical fields. The system searches records in ascending numerical order, that is, from lowest to highest.

Field	Explanation
Adjustment Sched	A user defined code (system 40, type AS) identifying a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.
	For Agreement Management, this is the Penalty Adjustment Schedule. A penalty adjustment schedule, user defined code (system 40, type AS), contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.
	. . . . *Form-specific information* . . . .
	For Price Adjustment Schedule:
	When you specify an adjustment schedule on the Price Adjustment Schedule preference, the system fills or overrides the schedule attached to the detail lines for the customers/items to which this preference applies. If you leave this field blank in the Price Adjustment Schedule preference, the system does not override the default values supplied by the customer billing instructions.
	For Agreement Penalty Schedules
	The system applies the penalty you enter here to transactions for the partner/item combination for this preference. The penalty schedule you enter here must be defined in the Price Adjustment Detail.

What You Should Know About

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

See Also

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

Set Up Agreement Selection or Assignment

Setting Up Agreement Selection or Assignment

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

- Manually assign the agreement and supplement numbers during order entry

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

- Choose an agreement during order entry

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

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

Complete the following tasks:

- ❑ Set up the agreement management constants

- ❑ Set the load confirmation processing option for agreements

Setting Up the Agreement Management Constants

From Agreement Management (G38), choose Daily Operations

From Agreement Management Daily Operations (G381), choose Agreeement Constants

Constants provide instructions to the system. When you set up constants, the system performs exactly the same whenever you use it. If your business procedures change, you can change the constants to meet your needs. Because

your company might need to follow different procedures for different types of transactions, you can define different selection or assignment methods for each of the integrated systems.

```
[38001] - Agreement Constants                                    _ □ ×
Functions   Tools   Help

  ✔   ✘   ⁱⁱ   ₂▲   ₄⊕   ₃■

                    Sales Order Entry Search      2
                    Purch Order Entry Search      2
                    Stock Movement Search         □
                    Direct Ship O/E Search        □
                    Transfer O/E Search           □
                    Batch Order Entry Search      □
                    EDI Order Entry Search        □

                    Kit Search Option - Bulk      □
                    Kit Search Option - Packed    □
                    Borrow Agreement Search
                    at Sales Order Entry          □

                                                              ⬆
          F24=More Keys                                       ⬇
```
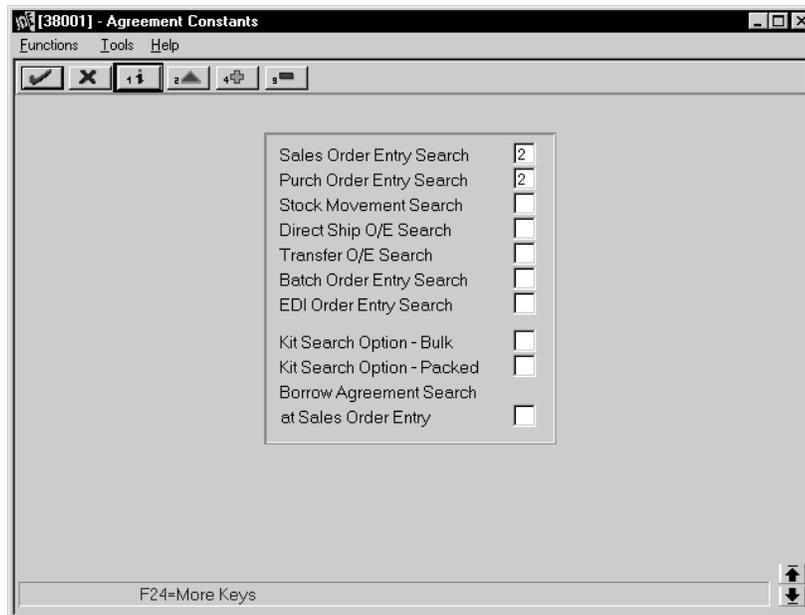
▶ **To set up the agreement management constants**

On Agreement Constants

   Complete the following fields:

- Sales Order Entry Search

- Purchase Order Entry Search

- Stock Movement Search

- Direct Ship Order Entry Search

- Transfer Order Entry Search

- Batch Order Entry Search

- EDI Order Entry Search

- Kit Search Option – Bulk

- Kit Search Option – Packed

- Borrow Agreement Search at Sales Order Entry

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

Field	Explanation
Borrow Agreement Search	This field specifies the handling of one or more agreements found when searching by an identified method. Valid codes are:
	Blank Don't perform the search.
	1 If only one agreement is found, choose it by default. If more than one agreement is found, display a window containing all agreements found.
	2 Always display a window containing all agreements found.
	3 If at least one agreement is found, always choose the one with the earliest expiration date.
	4 When processing by batch, if no agreements or more than one is found, print a message to that effect. Otherwise, choose the one agreement found.

Setting the Load Confirmation Processing Option for Agreements

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

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

Set Up Automatic Accounting Instructions

Setting Up Automatic Accounting Instructions

Access Automatic Accounting Instructions from the setup menu for the appropriate system, such as Sales Order Management, Procurement, or Bulk Stock Management.

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

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

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

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

Alternate AAIs for Loan or Borrow Agreements

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

Sales order processing

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

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

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

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

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

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

Purchase order processing

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

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

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

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

General stock movements

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

- Inventory (AAI 4122)

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

- Accommodations (AAI 4123)

▶ **To set up automatic accounting instructions**

On Automatic Accounting Instructions

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┌─────────────────────────────────────────────────────────────────────┐
│ [40901] - Automatic Accounting Instr.                    _ □ X       │
│ Functions  Options  Tools  Help                                      │
│ ┌──┐ ┌──┐                                                            │
│ │✔ │ │✗ │                                                            │
│ └──┘ └──┘                                                            │
│                                                                      │
│         Skip To AAI          4200  Sales Order Processing            │
│                                    Sales Activity                    │
│                                                                      │
│  OP │       Description         │    Description-2      │            │
│     │Sales Order Processing     │ Sales Activity        │            │
│     │  Cost of Goods Sold       │ - SOC                 │ See Memo   │
│     │  Deferred Cost of Goods Sold│                     │ See Memo   │
│     │COGS - Accomodations       │                       │            │
│     │Deferred COGS - Accomodations│                     │            │
│     │  Revenue                  │ - SOS                 │ See Memo   │
│     │  Deferred Revenue         │                       │ See Memo   │
│     │  Unbilled A/R             │                       │ See Memo   │
│     │  Inventory                │ - SOI                 │ See Memo   │
│     │  Inventory In Transit     │                       │ See Memo   │
│     │Accomodations              │                       │ See Memo   │
│     │Accomodations in Transit   │                       │            │
│     │  Accounts Receivable Trade│ - SOR                 │            │
│     │  Tax Liability            │ - SOT                 │ See Memo   │
│     │  Inter Branch Revenue     │                       │ See Memo   │
│     │  Price Adjustments        │                       │ See Memo   │
│                                                                      │
│ Opt 1=AAI Revisions  F5=AAI Types  F14=Memo  F21=Print  F24=More Keys│
└─────────────────────────────────────────────────────────────────────┘
```

1. Choose an AAI.

2. Choose the option to revise the AAI.

```
┌─────────────────────────────────────────────────────────────────────┐
│ [40950] - Distribution Automatic Account                 _ □ X       │
│ Functions  Tools  Help                                               │
│ ┌──┐┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐                                         │
│ │✔ ││✗ │ │₁↑││₂▲││₄✚││₅▬│                                            │
│ └──┘└──┘ └──┘ └──┘ └──┘ └──┘                                         │
│                                                     See Memo         │
│                                                                      │
│          AAI Table Number      4220    Cost of Goods Sold            │
│          Company               *    - SOC                            │
│          Document Type         *                                     │
│                                                                      │
│  Co   │Do │G/L │   Description      │ Account Distribution           │
│       │Ty │Cls │                    │ Bus. Unit │Object│ Sub         │
│ 00000 │SD │IN10│Direct Ship  /Stock Inventor │        │6020│         │
│ 00000 │SD │IN20│Direct Ship  /Inventory      │        │6020│         │
│ 00000 │SD │IN30│Direct Ship  /Components     │        │6020│         │
│ 00000 │SO │FT60│Sales Order  /Freight        │        │6040│         │
│ 00000 │SO │IN10│Sales Order  /Stock Inventor │        │6020│         │
│ 00000 │SO │IN20│Sales Order  /Inventory      │        │6020│         │
│ 00000 │SO │IN30│Sales Order  /Components     │        │6020│         │
│ 00000 │ST │IN10│Transfer Sale/Stock Inventor │        │6020│         │
│ 00000 │ST │IN20│Transfer Sale/Inventory      │        │6020│         │
│ 00000 │ST │IN30│Transfer Sale/Components     │        │6020│         │
│ 00000 │SZ │IN10│EDI Sales Orde/Stock Inventor│   10   │6020│STORE    │
│ 00000 │SZ │IN20│EDI Sales Orde/Inventory     │   20   │6020│STORE    │
│ 00000 │SZ │IN30│EDI Sales Orde/Components    │   30   │6020│STORE    │
│                                                                      │
│     F14=Memo      F21=Print      F24=More Keys                       │
└─────────────────────────────────────────────────────────────────────┘
```

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

- Company

- Document Type

- General Ledger Posting Category

- Business Unit

- Object Account

- Subsidiary

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

Field	Explanation
G/L	A user defined code that identifies the G/L offset to use when the system is searching 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, Purchase, 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.
Bus. Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	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 accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	. . . . *Form-specific information* . . . .
	If you leave this field blank, the system uses the business unit that you entered on the work order, in the Charge to Cost Center field.

Field	Explanation
Object Account	The object account portion of a general ledger account. The term "object account" refers 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). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

What You Should Know About

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

Appendices

Appendix A — Functional Servers

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

- Data dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are:

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

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

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

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

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

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

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

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

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

Example: Voucher Processing Functional Server

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

Speed voucher entry P041015

Standard voucher entry P04105

Void payment entry P04103

Credit tied to debit B.U. P041016

Multi–voucher P041017

Calculate with–holding P04580

XT0411Z1
Versions List

ZJDE0001
ZJDE0002
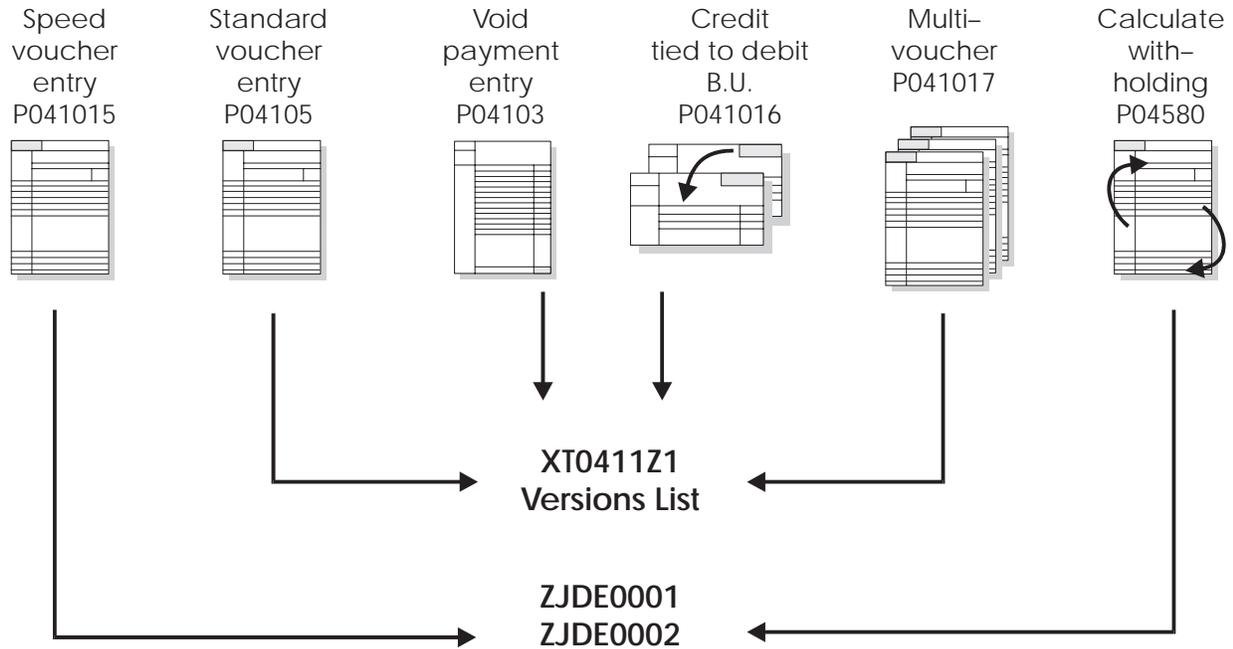
Glossary

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

cost center. See *business unit*.

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

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

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

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

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

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

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

descriptive title. See *user defined code*.

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

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

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

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

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

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

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

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

execute. See *run*.

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

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

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

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

file. See *table.*

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

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

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

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

glossary. See *data dictionary.*

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

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

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

helps. See *help instructions*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

    6=Advanced Programmers

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

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

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

menu levels. See *level of detail.*

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

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

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

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

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

considered an offline function. Contrast with *online*.

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

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

operand. See *Boolean logic operand.*

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

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

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

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

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

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

pay item. A line item in a voucher.

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

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

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

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

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

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

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

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

reporting code. See *category code.*

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

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

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

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

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

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

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

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

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

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

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

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

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

submit. See *run*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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