WorldSoftware

Sales Order Management

Release A8.1
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Where Do I Look?

Online Help
- Program
- Form
- Field

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.

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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Advanced & Technical Operations

Advanced and Technical Operations

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<td>A-37</td>
<td>State Data</td>
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<td>Jurisdiction Data</td>
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<td>County Data</td>
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<td>A-52</td>
<td>Intrastate Calculation Area</td>
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Glossary

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**Sales Order Management Overview**

Sales order management involves much more than taking an order and shipping it. Today's requirements include sophisticated order management, inventory allocation, kitting, and promotional pricing. The Sales Order Management system allows you to address these issues.

When with Load and Delivery Management and Bulk Stock Management, the Sales Order Management system also provides solutions to meet the specific needs of energy and chemical industries. These additional requirements include ambient and standard temperature readings, trip-building, load and delivery confirmation, and quality test results.

The Sales Order Management system provides many features:

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

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

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

You must manage pricing efficiently, given the complexity of customer- and market-specific contracts, special promotions, allowances, and date effectiveness. The Sales Order Management system allows you to set up a flexible base pricing structure. You can then define price adjustments to revise and update prices when necessary.
**System Integration**

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

**Integration with Accounting and Distribution Systems**

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

**Sales Order Management**

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

The system updates the general ledger and creates accounts receivable entries for invoices. In addition, the system records inventory, cost of goods sold (COGS), revenue, and tax transactions for cash receipts processing.
General Accounting

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

Address Book

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

Inventory Management

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

Procurement

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

Advanced Pricing

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

Advanced Warehouse Management

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

Load and Delivery Management System

The Sales Order Management can be closely integrated with the Load and Delivery Management system to provide advanced sales order (ECS) functionality.
If you set the Sales Order Management system to interface with Load and Delivery Management, you process sales orders through the Load and Delivery Management system to:

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

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

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

**Load confirm only with an invoice date in the future**
- System creates in-transit entries
- Cycle Billing creates deferred costs of goods sold, revenue, and accounts receivable entries

**Load confirm only without a future invoice date**
- System creates in-transit entries

**Load and delivery confirm with an invoice date in the future**
- Cycle Billing creates inventory, deferred costs of goods sold, and Accounts Receivable entries

**Electronic Data Interchange**

Electronic Data Interchange (EDI) is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format that most computers can process.

The Electronic Commerce system consists of J.D. Edwards System 47, which is the application interface containing application files and interface programs. System 47 works in conjunction with a third party translation software that translates EDI standard data into a J.D. Edwards file format so that the J.D. Edwards application software can manage the data.

**Processing EDI Documents**

When you receive documents, your translator software:

- Retrieves the data via network communications
- Translates the data from EDI Standard format to J.D. Edwards application file format
- Moves the translated data into the J.D. Edwards EDI interface files

The J.D. Edwards Electronic Commerce system then moves the data into the appropriate application files.

When you send documents, the system performs the procedures above in reverse order. The following graphic illustrates the EDI process:

Diagram:
- Data
  - Network Communications
  - EDI Interface Files (System 47)
  - Translation Software (third party package)
    - Retrieves or sends data via network communications
    - Translates data to or from EDI standard format
    - Moves data to or from J.D. Edwards EDI interface files
  - J.D. Edwards Programs
    - Moves data in and out of appropriate application files
  - J.D. Edwards Application Files
    - Transaction Files
      - Sales
      - Procurement
      - Inventory
      - General Ledger
      - Accounts Receivable
      - Accounts Payable
  - Edit/Update Programs
  - Extraction Programs
  - J.D. Edwards Application File Format
**Electronic Documents Supported by J.D. Edwards**

The EDI documents that J.D. Edwards currently supports appear in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standards organizations.

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>ANSI</th>
<th>EDIFACT</th>
<th>Inbound To</th>
<th>Outbound From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>850</td>
<td>ORDERS</td>
<td>Sales</td>
<td>Procurement</td>
</tr>
<tr>
<td>Purchase Order Acknowledgement</td>
<td>855</td>
<td>ORDRSP</td>
<td>Procurement</td>
<td>Sales</td>
</tr>
<tr>
<td>Shipping Notice</td>
<td>856</td>
<td>CODEPA</td>
<td>Procurement</td>
<td>Sales</td>
</tr>
<tr>
<td>Invoice</td>
<td>810</td>
<td>INVOIC</td>
<td>A/P, Procurement</td>
<td>Sales</td>
</tr>
<tr>
<td>Receiving Advice</td>
<td>861</td>
<td>IFTMAN</td>
<td>Procurement</td>
<td>Procurement</td>
</tr>
<tr>
<td>Request for Quote</td>
<td>840</td>
<td>REQUOT</td>
<td>Sales</td>
<td>Procurement</td>
</tr>
<tr>
<td>Response to Request for Quote</td>
<td>843</td>
<td>QUOTES</td>
<td>Procurement</td>
<td>Sales</td>
</tr>
<tr>
<td>Purchase Order Change</td>
<td>860</td>
<td>ORDCHG</td>
<td>Sales</td>
<td>Procurement</td>
</tr>
<tr>
<td>Purchase Order Change Acknowledgement</td>
<td>865</td>
<td>ORDRSP</td>
<td>Procurement</td>
<td>Sales</td>
</tr>
<tr>
<td>Product Transfer and Resale</td>
<td>867</td>
<td>SLSRPT</td>
<td>Sales, A/R, Inventory, G/L</td>
<td>Sales</td>
</tr>
<tr>
<td>Payment Order</td>
<td>820</td>
<td>PAYEXT</td>
<td>A/P</td>
<td></td>
</tr>
<tr>
<td>Planning Schedule</td>
<td>830</td>
<td>DELFOR</td>
<td>DRP/MRP</td>
<td>DRP/MRP</td>
</tr>
<tr>
<td>Price Sales Catalog</td>
<td>832</td>
<td>PRICAT</td>
<td>PDM</td>
<td>PDM</td>
</tr>
<tr>
<td>Lockbox</td>
<td>823</td>
<td>DEBADV</td>
<td>A/R</td>
<td></td>
</tr>
<tr>
<td>Product Activity Data</td>
<td>852</td>
<td>INVRPT</td>
<td>Sales/Inventory</td>
<td>Inventory</td>
</tr>
</tbody>
</table>

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Features of Sales Order Management

Order Entry

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

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

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

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

You use credit orders to accept returned items from a customer and to issue credit to the customer. When you enter credit information manually, the system applies the current unit price for the credited item. When you create a credit order, the system retrieves the credit information based on the unit price that the customer actually paid instead of today’s current or average cost.

Templates

With some advance preparation and setup, you can significantly speed up the order entry process. One way to do this is to create and assign order templates for your customers. Templates speed the order entry process by reducing repetition.
An order template displays frequently ordered items and quantities. You can create the two types of templates:

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

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

**Order Release**

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

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

**Processing Orders**

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

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

If you use Load and Delivery Management and have activated ECS Control, the process that you define for your sales order may include additional steps to accommodate ECS advanced functionality. You can monitor order processing from order entry through delivery confirmation.
Sales Order Management Overview

Preference Profiles → Enter Sales Order → Pricing

Build Trip

Bulk

Print Bulk Loading Note → Confirm Bulk Load by Trip/Order → Print Bulk Delivery Documents → Confirm Bulk Delivery and Disposition Remainder → Determine Billable/Payable Freight → Determine Invoice Cycle and Print Daily/Periodic Invoices → Update General Ledger Records (Customer Sales Update)

Packaged

Print Packaged Picking Ticket → Print Packaged Loading Note → Confirm Packaged Load by Trip/Order → Print Packaged Delivery Documents → Confirm Packaged Delivery/Return Undelivered Products

ECS Advanced Functionality Order Process

Print Picking Document

Ship Confirm Order

Print Shipping Notes

Print Picking Document → Ship Confirm Order → Print Shipping Notes

Repricing (optional) → Purge
**Sales Order Management**

### Updating Status Codes

Each step of the order process has user defined status codes that you define in the order activity rules. The system uses each status code to track where an order is within the sales order process. For example, if you are ready to confirm for shipment, the order might have a status code of 560.

If you use Load and Delivery Management and have activated ECS Control, the process that you define for your sales order may include additional steps to accommodate ECS advanced functionality. The following graphic illustrates the relationship between processing steps and status codes.

<table>
<thead>
<tr>
<th>Standard Functionality Order Process</th>
<th>Advanced Functionality Order Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Status</strong></td>
<td><strong>Next Status</strong></td>
</tr>
<tr>
<td>520 Enter Sales Order</td>
<td>540</td>
</tr>
<tr>
<td>540 Print Pick Slips</td>
<td>560</td>
</tr>
<tr>
<td>560 Confirm Shipments</td>
<td>578</td>
</tr>
<tr>
<td>578 Run Cycle Billing</td>
<td>580</td>
</tr>
<tr>
<td>580 Print Invoices</td>
<td>600</td>
</tr>
<tr>
<td>999 Closed</td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

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

### Sales Order Information

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

When entering or reviewing a sales order, you can quickly access item information, such as the item number, availability, quantity cost-breaks, and so on. This is helpful when you are speaking directly to the customer.
You can also access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program to compare a customer’s total accounts receivable and open orders with their credit limit. You can also review sales history information and billing information that doesn’t print on the invoice that the customer receives.

**End of Day Processing**

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

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

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

- Keep accounts receivable records current
- Provide daily activity reports
- Keep general ledger accounts current for inventory, cost of goods sold, sales, and freight
- Keep inventory on-hand balances accurate
- Keep interim sales and commission reports accurate

**Pricing**

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

After you define base prices, you can set up price adjustments that might include the following types of price calculations:

- Contract pricing, which applies special pricing for an item to a single customer or customer group
- Trade discount pricing, which is a discount percentage on all items for a specific customer
- Cash discount pricing, which you can apply to individual sales order detail lines
• Repricing, which are additional discounts or markups that you can set up or to recalculate sales orders

Preferences

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

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

• Your customer’s specific requirements
• Your company’s policies
• Regulatory agencies’ rules

System Setup

You can customize the Sales Order Management system to meet your company’s needs and customer demand.

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

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

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

- Purging data
- Working with subsystems

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

Menu Overview - Sales Order Management
Sales Order Management G42

Daily Operations

- Sales Order Processing G4211
- Additional Order Processes G4212
- End of Day Processing G4213

Periodic Operations

- Customer Revisions G4221
- Price Management G4222

Setup Operations

- Sales Tax Definition G0021
- Sales User Defined Codes G42411
- Sales Order Management Setup G4241

Advanced and Technical Operations

- Advanced Price and Adjustments G42311
- Data File Purges G42312
- Flexible File Definition G42313

Reports and Inquiries

- Sales Order Reports G42111
- Sales Order Inquiries G42112
- Commission/Royalty Management G4223
If you use Load and Delivery Management and have activated ECS Control, you can make menu selections from the ECS Sales Order Management menu. The following diagram identifies the commonly used menus for the Sales Order Management system that may include additional menu options to accommodate this advanced functionality.

**Menu Overview - ECS Sales Order Management**

**ECS Sales Order Management G4910**

**Daily Operations**
- ECS Sales Order Processing G491011
- Additional Order Processes G491012
- ECS End of Day Processing G491013

**Periodic Operations**
- Customer Revisions G4221
- Price Management G4222
- Commission/Royalty Management G4223

**Setup Operations**
- ECS Sales Order Management Setup G491041
- Sales Order Management User Defined Codes G42411
- Tax Processing and Reporting G0021

**Advanced and Technical Operations**
- ECS Sales Order Advanced and Technical Ops G4231
- Price Management G4222
- Advanced Price and Adjustments G42311
- Data File Purges G42312
- Flexible File Definition G42313

**Reports and Inquiries**
- ECS Sales Order Reports G491011
- ECS Sales Order Inquiries G4910112
Daily
Sales Order Entry

Objectives

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

About Sales Order Entry

You enter sales orders to input information about your customers and the items that they order. When you complete the required fields for the sales order, the system retrieves the appropriate customer, item, preference and pricing records from the following tables:

- Address Book
- Customer Billing Instructions
- Customer Master Information
- Item Master Information
- Price Management
- Preferences

You can review the information and make any necessary changes. If you change the default information in an order, the new values do not affect information in the master records. To change the default information, you can access the appropriate form.

Sales order entry includes the following tasks:

- Working with header information
Sales Order Management

☐ Working with detail information
☐ Entering sales orders in line mode
☐ Working with recurring and batch sales orders
☐ Working with kits and configured items
☐ Entering sales orders with templates
☐ Entering sales orders with manual invoices

You can enter international sales orders using the same procedures as domestic sales orders if you activate the multi-currency conversion option.

A sales order has two types of information:

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

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

You can enter customer and item information on either the header or detail information form. You might choose to access the header information before entering an order to review customer and shipping information or if you change multiple fields. If you do not want to change default values, the Sales Order Management system can directly access the detail information form.
You can enter sales orders in the following ways:

**Page mode** Add several items to a single order. This method uses full functionality but processes orders more slowly than line mode.

**Line mode** Add items to an order one at a time. This method has less functionality than page mode but processes orders more quickly.

**Batch mode** Processes several orders at the same time.

If you have installed additional programs to accommodate ECS advanced functionality, such as Load and Delivery Management, you must enter orders in one of the following ways:

**ECS format** If you use Load and Delivery Management system and activate the ECS Control in Sales Order Management system constants, you can use this format to enter orders and review load and delivery information.

**Scale ticket format** If you use Load and Delivery Management system and activate the ECS Control in Sales Order Management system constants, you can use this format to enter orders and assign it to a ticket or account number.
Before You Begin

- For ECS processing, verify that the following tasks are complete:
  - Turn on ECS Control in the System Constants.
  - Activate the appropriate ECS screen format in the Sales Order Entry processing options.

- Verify that you have either set the prompting control processing option to first display header information.

- Verify that the following information is set up prior to entering sales orders:
  - Address information for each customer in the Address Book table (F0101). See Entering Address Book Records in the Address Book Guide.
  - Master information for each customer in the Customer Master table (F0301). See Entering Customers the Accounts Receivable Guide.
  - Billing instructions for each customer in the Billing Instructions (F0301) and Customer Master tables. See Setting Up Customer Billing Instructions.
  - Item Information in the Item Master (F4101) an Bulk Item Master (F4011) tables. See Entering Item Master Information in the Inventory Management Guide.
  - Commission codes and rate information. See Setting Up Commission Information.
  - Branch/plant information for each of your branch/plants in the Branch/Plant Constants table (F41001). See Setting Up Constants.
  - Item and branch/plant information in the Item Branch table (F4102), the Item Location table (F41021), and Item Master table (F4101) for each item that you stock.
  - Preferences for customer and item combinations. See Working with Preferences.
  - Default location and printers for your terminal or user profile in the Default Location and Printers table (F40095).
  - Multi-currency, if you are processing orders using different currencies. See Setting Up Multi-Currency in the General Accounting I Guide.

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

Working with Header Information

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

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

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

Most of the remaining header information consists of default values from the Address Book, Customer Billing Instructions, and Customer Master tables, such as tax code and area, shipping address, and freight information. You can review and change the values for the entire order. To change the default values, you can access the appropriate form to change the master information.

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

Complete the following tasks to work with header information:

- Enter header information
- Update header default information
- Add messages to sales orders

Before You Begin

- Verify that the processing options in the Sales Order Entry program are set up to display header information before the detail information.
- Verify that you can process multi-currency sales orders, if necessary.
What You Should Know About

Recording order numbers
The system assigns an order number and document type to the order. Record this number so you can locate the sales order later.

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

Accessing the header information form
You can enter the required customer and order information on either the header or detail information form. You might choose to access header information before detail information to review the default values before you enter the order. You must set the appropriate prompting control processing option to display header information first. By default, the Sales Order Management system accesses the detail information form when you enter a sales order.

Entering Header Information

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

Complete the following tasks to enter header information:

- Enter order information
- Review currency information
- Review invoice information
- Review accounts receivable information
- Review shipping information
To enter order information

On Enter Orders (Page Mode)

1. Complete the following fields and press Enter:
   - Branch/Plant
   - Sold To or Ship To
   - Mark-For (optional)

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

3. Revise the information in the following fields, as necessary.

4. To review additional header information, choose Additional Info from the Form menu.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Branch/Plant | 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  
This is the branch/plant that originates the order. |
| Sold To      | 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. |
| Order Date   | The date that an order was entered into the system. This date determines which effective level that the system uses for inventory pricing.                                                                         |
| Ship To      | The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.               |
| Hold Code    | A user defined code (table 42/HC) that identifies why an order is on hold.                                                                                                                                   |
|             | Form-specific information  
A value in this field prevents the system from processing an order.                                                                                                                                 |
<p>| Cancel Date  | The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing. |
| Ordered By   | SALES ORDER SYSTEM: An optional entry field, intended for the name of the customer placing the order.                                                                                                          |
| Taken By     | SALES ORDER SYSTEM: The system uses the sign on ID to identify the individual taking the customer’s order.                                                                                                    |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer PO</td>
<td>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</td>
</tr>
<tr>
<td>Requested</td>
<td>The date that an item is to arrive or that an action is to be complete.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Changing header information**

Most default values in the header information fields originate in the Address Book, Customer Master, and Customer Billing Instructions forms. You can change the header information for a specific order or access the appropriate form to change the master information.

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

**Changing customer addresses**

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

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

**Defining Sold To and Ship To addresses**

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

See *Defining Default Address Types*. 
**Entering Mark-For addresses**

You can set the Mark-For Address processing options in Sales Order Entry – Detail to display the Mark-For Address.

You use the Mark-For address to specify the location of the final destination of the order. In the retail industry, you can use this address to distinguish from the Ship To address, which can often represent a Distribution Center rather than a retail outlet.

You can only enter customers that you have set up in the Address Book Master and Customer Billing Instructions. If you enter a Mark-For address, the system assesses the tax based on the information that you set up in the Customer Billing Instructions for the Mark-For address instead of the Sold To address.

---

▲ **To review currency information**

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

On Enter Orders (Page Mode)

Review the following fields:

- Mode
- Currency Code
- Exchange Rate

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode (F)</td>
<td>A code that specifying whether amounts are in the domestic currency of the company that the transaction is associated with or in the foreign currency of the customer.</td>
</tr>
<tr>
<td></td>
<td>Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>D  Domestic</td>
</tr>
<tr>
<td></td>
<td>F  Foreign</td>
</tr>
<tr>
<td>Currency Code</td>
<td>A code that specifies the currency of the transaction. This can be any code defined for your system on the Designate Currency Codes screen.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>If you do not specify a currency code, the default is the currency code of the customer. You can override the currency code when you enter an order.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the exchange rate is supplied from the Exchange Rate table on the Set Daily Transaction Rates form.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Changing currency information**

You cannot edit the currency information on this form after you enter a sales order. To change the information, access the Customer Master Information for the customer to whom the items are being sold.

**Changing multi-currency sales orders**

You cannot edit the exchange rate in Enter Orders (Page Mode). You can override the currency code and the exchange rate information only in line mode. If you change the exchange rate, you must remove both the price and cost amounts so that the system can recalculate the new amounts.

See *Entering Sales Orders in Line Mode* for more information.

**Reviewing currency conversion information**

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

**To review invoice information**

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

On Enter Orders (Page Mode)

Complete the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Copies</td>
<td>The number of invoice copies that the customer requires. The system prints the number of invoices specified in this field. The system always prints at least one invoice. Form-specific information You set up the default in the billing instructions for the ship to address.</td>
</tr>
<tr>
<td>Price Pickslip</td>
<td>Code that indicates whether price information will appear on the customer's pick list, purchase order, or sales order. Valid codes are: Y Yes, which is the default N No.</td>
</tr>
<tr>
<td>Delivery Instructions</td>
<td>One of two fields that you use to enter delivery instructions. Form-specific information Both lines print on the invoice and can originate from the billing instructions for the ship to address. You set up the default on the Customer Billing Instructions form.</td>
</tr>
<tr>
<td>Print Message</td>
<td>A user defined code (system 40/type PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.</td>
</tr>
</tbody>
</table>

What You Should Know About

**Changing invoice information**

You can edit the invoice information only for the sales order. To permanently change the information, access the customer billing instructions for the customer to whom the items are being sold.

To review accounts receivable information

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

On Enter Orders (Page Mode)

Complete the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Discount</td>
<td>Percentage by which the system reduces the price of each item. This is the only discount that will be applied. You can override it if you enter a price. Enter the percentage as a whole number (that is, 5 for 5%).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>You set up the default in the billing instructions for the sold to address.</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example:</td>
</tr>
<tr>
<td></td>
<td>blank Net 15</td>
</tr>
<tr>
<td></td>
<td>1 1/10 net 30</td>
</tr>
<tr>
<td></td>
<td>2 2/10 net 30</td>
</tr>
<tr>
<td></td>
<td>N Net 30</td>
</tr>
<tr>
<td></td>
<td>P Fixed day of 25th</td>
</tr>
<tr>
<td></td>
<td>Z Net 90</td>
</tr>
<tr>
<td></td>
<td>This code prints on customer invoices.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>These terms originate from the Customer Master Information form for the sold to address.</td>
</tr>
<tr>
<td>Payment Instr</td>
<td>The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:</td>
</tr>
<tr>
<td></td>
<td>C Check</td>
</tr>
<tr>
<td></td>
<td>D Draft</td>
</tr>
<tr>
<td></td>
<td>T Electronic funds transfer</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>This information originates from the Customer Master Information for the sold to address.</td>
</tr>
</tbody>
</table>
### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Tax Code/Area  | A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).  
  Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.  
  The system uses this code to properly calculate the tax amount.                                                                                                                                 |
|                | *Form-specific information*                                                                                                                                 |
|                | You can set up this default information in the Customer Master Information for the sold to address.                                                                 |
| Tax Cert No    | A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.                        |
|                | *Form-specific information*                                                                                                                                 |
|                | You can set up the default information in the Customer Master Information for the ship to address.                                                                 |
| Acct No        | The first of three fields available to record credit card transactions. This field allows you to record the customer’s account number with the credit card company or bank. It is for information purposes only. |
| Exp Date       | This field is to record the account number and expiration date of credit cards used by your customers who make purchases from you. It is for information purposes only. |
| Auth No        | This field lets you record the authorization number provided by the credit card company or bank which issued the card. It is for information purposes only. |

### What You Should Know About

**Changing accounts receivable information**  
You can edit the accounts receivable information only for the sales order. To permanently change the information, access the customer master information for the customer to whom the items are being sold.
To review shipping information

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

On Enter Orders (Page Mode)

Complete the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Freight</td>
<td>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y yes, perform calculations</td>
</tr>
<tr>
<td></td>
<td>N no, do not perform calculations</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system automatically enters Y.</td>
</tr>
</tbody>
</table>

\[\text{Form-specific information}\]

You must set up the freight tables in Freight/Additional Rate Revisions and then assign the appropriate zone to the customer’s billing instructions before the system can perform freight calculations.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOB</td>
<td>A user defined code (system 42/type FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier’s dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.</td>
</tr>
<tr>
<td>Display WT/VM</td>
<td>A user defined code (system 00, type UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form. You can set up this default information in the billing instructions for the ship to address.</td>
</tr>
<tr>
<td>Carrier Number</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements. You can set up this default information in the billing instructions for the ship to address. For ECS Sales Order Management The Confirm Bulk Load and Confirm Packaged Load programs in Load and Delivery Management override the preferred carrier with the owner of the vehicle.</td>
</tr>
</tbody>
</table>
What You Should Know About

Changing shipping information

You can edit the shipping information on this form only for the sales order. To permanently change the information, access the customer billing instructions for the customer to whom the items are being shipped.

Updating Header Default Information

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

Most of the header information consists of default values from the Address Book, Customer Billing Instructions, and Customer Master tables, such as tax code and area, shipping address, and freight information. You can select fields in the header information that you want the system to copy to the detail information form.

You select the header fields that will default to the detail information form. For example, if you select freight information that you set up in the customer's billing instructions, the system will display the default on each of the detail lines in the sales order.
To update header default information

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.
2. Press F20 to access Header File Defaults.
3. On Header File Defaults, review the following fields:
   - Field
   - Description
4. Select each header field from which you want the system to copy information to the detail.

What You Should Know About

Updating detail information with header information

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

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

To add a message, you can:

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

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

To add messages to sales orders

On Enter Sales Orders (Page Mode)

1. Access Associated Text.

2. On Associated Text, enter the message.
What You Should Know About

**Printing associated text on invoices**

To print the associated text on the invoice, you must set the appropriate processing option in the Print Invoices program.

See *Printing Invoices* for more information.
Work with Detail Information

Working with Detail Information

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

If you use Load and Delivery Management and have activated ECS control, you can enter additional detail information, such as mode of transport, duty status, and load and delivery dates.

Working with detail information consists of:

- Entering detail information
- Entering detail information using ECS advanced functionality
- Changing order detail information
- Entering substitute and associated items
- Adding a message using a text line type
- Duplicating sales order information

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

Detail Line Format

The information you must enter for detail lines depends on the order detail line format that you choose. Processing options allow you to choose from five formats, including those that contain:

- Item details for bulk products, aviation and marine orders
- Transportation details for load and delivery
Format 1 appears on Sales Order Detail above. If you do not specify a format, the system uses the first format. Column Headings for formats 2, 3, 4, and 5 are shown below.

To use the ECS and Scale Ticket formats, you must activate ECS Constants in Branch/Plant Constants and install the additional software, such as Load and Delivery Management, that meets your business needs.

**Format 2**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Description</th>
<th>Price/Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

You can use this format to display the item's description that is set up in Inventory Master. In this format, you must access the full detail area to display the extended price.

**Format 3**

<table>
<thead>
<tr>
<th>Item</th>
<th>UM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>LT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Depending on your business needs, you might choose that format that requires you to enter the item and unit of measure before you enter the quantity.

**Format 4 - ECS Format**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>UM</th>
<th>Unit Price</th>
<th>Pr</th>
<th>Mod</th>
<th>Du</th>
<th>LOB</th>
<th>LT</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can use the ECS format for bulk product orders, such as liquids or petrochemicals. You can review and edit additional information that defaults in from the Load and Delivery Management system. You can:

- Review load and delivery information
- Review end use information
- Access agreement management information

**Format 5 - Scale Ticket Format**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Item</th>
<th>Quantity</th>
<th>UM</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can use the scale ticket format to:

- Enter a quote order for aggregate materials, such as rocks, sand or gravel, and assign the order to a customer or internal account number
- Reference the scale ticket number that records the calculated difference in weight between the full truck and the empty truck
- Create a sales order for aggregate materials against a quote order. The amount of the sale (load amount) is deducted from the original quote, and the remaining balance of the quote order is shown in the detail area.

**See Also**

- Entering, Reviewing and Processing Scale Tickets in the Scale Ticket Processing Guide.

**Entering Detail Information**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

Detail information relates to individual lines in a sales order. You can enter the detailed item, price, shipping, accounts receivable, and commission information for each sales order line.

Because the system retrieves most of the information from other tables, you need to enter only a minimum of information. Entering detail information includes the following tasks:

- Entering item information
• Reviewing price and cost information
• Reviewing order information

What You Should Know About

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

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

You must use a purge program to remove an order from the system.

*See Purging Data.*

**Accessing the detail information form**
By default, the Sales Order Management system accesses the detail information form when you enter a sales order. If you have set the prompting control processing option to display header information before detail information, you must choose the appropriate function to exit to the order detail form. You can review and change the values as necessary.
To enter item information

On Enter Sales Order (Page Mode)

1. Access Sales Order Entry.
2. On Sales Order Entry, complete the following fields and press Enter:
   - Detail Branch/Plant
   - Quantity
   - Item
3. Review the following fields and make any necessary changes:
   - Unit of Measure
   - Unit Price
   - Extended Price
   - Line Type
4. Access the detail area.

5. Review the following fields and make any necessary changes:
   - Branch/Plant
   - Lot
   - Location
   - Description 1
   - Description 2
- Stocking Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Br/Plt</td>
<td>This is the default branch/plant for the order detail lines. You must enter a valid branch/plant from the Business Unit Master (F0006).</td>
</tr>
<tr>
<td>Skip To Line #</td>
<td>Number identifying the line you want the system to display at the top of the detail information.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The quantity of units affected by this transaction.</td>
</tr>
<tr>
<td>Item</td>
<td>The number assigned to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
<tr>
<td>Price/Ext</td>
<td>The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).</td>
</tr>
<tr>
<td>Extended Price</td>
<td>The extended price is the quantity available for shipping multiplied by the unit price. The system calculates this price. If you enter the extended amount and quantity, the system can calculate the unit price.</td>
</tr>
<tr>
<td>Line Type</td>
<td>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:</td>
</tr>
<tr>
<td></td>
<td>S       Stock item</td>
</tr>
<tr>
<td></td>
<td>J       Job cost</td>
</tr>
<tr>
<td></td>
<td>N       Non-stock item</td>
</tr>
<tr>
<td></td>
<td>F       Freight</td>
</tr>
<tr>
<td></td>
<td>T       Text information</td>
</tr>
<tr>
<td></td>
<td>M       Miscellaneous charges and credits</td>
</tr>
<tr>
<td></td>
<td>W       Work order</td>
</tr>
</tbody>
</table>
Work with Detail Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brn/Plt</td>
<td>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.</td>
</tr>
<tr>
<td>Lot</td>
<td>A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.</td>
</tr>
<tr>
<td>Location</td>
<td>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.</td>
</tr>
<tr>
<td>Desc 1</td>
<td>A brief description of an item, a remark, or an explanation.</td>
</tr>
<tr>
<td>Description 2</td>
<td>A second, 30-character description, remark, or explanation.</td>
</tr>
<tr>
<td>Stocking Ty</td>
<td>A user defined code (41/I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard-coded and you should not change them: B Bulk floor stock C Configured item F Feature K Kit parent item N Non-stock</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Skipping order lines** When you inquire on orders that have multiple order lines, you can skip to the one that you want to display on the first line of the order information by entering the line number in the Skip To Line # field.
Reviewing commitment information

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

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

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

See Setting Up Preferences for more information.

Viewing item flash messages

Flash messages for order lines contain information that people need to know when selling an item, such as engineering change orders. If a flash message exists for an order line, the system highlights the Item field. You can view the message by selecting the appropriate function key.

Searching for items

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

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

Searching by cross-reference information

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

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

Reviewing item quantity information

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

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

Reviewing item price information

During order entry you can review price information before selecting a price for an item on the Check Price and Availability form. Display this information by entering the appropriate option selection.

See Reviewing Price and Availability Information.
To review price and cost information

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

On Enter Sales Order (Page Mode)

1. Access Sales Order Entry.
2. Access the detail area.
3. Review the following fields and make any necessary changes:
   - Unit Cost
   - Ext. Cost
   - Pricing Unit of Measure
   - Item Price Group
   - Pricing Category Level
   - Factor
   - Taxable

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Cost</td>
<td>The amount per unit (the total cost divided by the unit quantity).</td>
</tr>
<tr>
<td>Ext. Cost</td>
<td>For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units. The extended cost is the quantity available for shipping multiplied by the unit price—not the quantity ordered.</td>
</tr>
<tr>
<td>Pricing UOM</td>
<td>A code (system 00/type UM) that indicates the unit of measure in which you usually price the item. If the pricing unit of measure is different from the stocking unit of measure, the unit price or extended field can appear inconsistent.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Item Group | A user defined code (40/PI) that identifies an inventory price group for an item.

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

You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.

Factor | The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.

Taxable(Y/N) | A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable.

### To review order information

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

On Enter Sales Order (Page Mode)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stat(L/N)</td>
<td>A user defined code (40/AT) that indicates the next step in the order process.</td>
</tr>
<tr>
<td>Print Msg</td>
<td>A user defined code (system 40/type PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.</td>
</tr>
<tr>
<td>Ship</td>
<td>The promised shipment date for either a sales order or purchase order. The Supply and Demand program (P4021) uses this date to calculate Available to Promise information. This value can be automatically calculated during sales order entry. This date represents the day the item can be shipped from the warehouse.</td>
</tr>
<tr>
<td></td>
<td>The promised shipment date for either a sales order or purchase order. The Supply and Demand program (P4021) uses this date to calculate Available to Promise information. This value can be automatically calculated during sales order entry. This date represents the day the item can be shipped from the warehouse.</td>
</tr>
<tr>
<td>Pick</td>
<td>The scheduled pick date for a sales order. If the scheduled pick date is not within the specific commitment days that are defined in the Branch/Plant Constants, the system future commits the order.</td>
</tr>
<tr>
<td>Shipped</td>
<td>The number of units committed for shipment in Sales Order Entry, using either the entered or the primary unit of measure defined for this item.</td>
</tr>
<tr>
<td></td>
<td>In the Manufacturing system and Work Order Time Entry, this field can indicate completed or scrapped quantities. The quantity type is determined by the type code entered.</td>
</tr>
<tr>
<td>Backordered</td>
<td>The number of units backordered in Sales Order Management or in Work Order Processing, using either the entered or the primary unit of measure defined for this item.</td>
</tr>
<tr>
<td>Cancel</td>
<td>The number of units canceled in Sales Order or Work Order Processing, using either the entered or the primary unit of measure defined for this item.</td>
</tr>
<tr>
<td></td>
<td>In manufacturing, this can also be the number of units scrapped to date.</td>
</tr>
</tbody>
</table>
### Entering Detail Information using ECS Advanced Functionality

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing.

From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

If you use Load and Delivery Management and have activated the ECS control in Sales Order Management system constants, you can enter additional detail information, such as mode of transport, duty status, and load and delivery dates.

Because the system retrieves most of the information from other tables, you need to enter only a minimum of information. You can only change the information for this sales order.

**To enter detail information using advanced functionality**

On Enter Sales Order (Page Mode)

1. Access Sales Order Entry.
2. On Sales Order Entry, complete the following fields and press Enter:
   - Detail Branch/Plant
   - Skip to Line #
   - Quantity
   - Item
3. Review the following fields and make any changes:
   - Unit of Measure
   - Unit Price
   - Pricing Unit of Measure
   - Mode of Transport
   - Duty Status
   - Line of Business
4. Access the detail area.
5. Review the following price information and make any changes:
   - Extended Price
   - Accounting Branch/Plant
   - Loan/Borrow Agreement Number (Loan/Brw)
   - Agreement Supplement
   - Payment Terms
   - Factor
   - Payment Instrument
   - Taxable
   - Price Codes

6. Review the following load and delivery information:
   - End Use
   - Route Code
   - Carrier
   - Lot
   - Location
   - Requested
   - Cancel
   - Scheduled Load
   - Delivery
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Trn</td>
<td>A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.</td>
</tr>
<tr>
<td>Duty Status</td>
<td>A user defined code (system 40, type DS) identifying the duty status of an order line. You should only specify this value for duty reporting. The system supplies a default value based on the End Use preference. You can override this value at order entry.</td>
</tr>
<tr>
<td>LOB</td>
<td>A user defined code (system 40, type LB) identifying a customer's line of business.</td>
</tr>
<tr>
<td>Extended Price</td>
<td>The extended price is the quantity available for shipping multiplied by the unit price. The system calculates this price. If you enter the extended amount and quantity, the system can calculate the unit price.</td>
</tr>
</tbody>
</table>
| Acct Br/Pl | A business unit is an accounting entity required for management reporting. It can be a profit center, department, warehouse location, job, project, work center, branch/plant, and so forth.  
This business unit is from the business unit entered on the header of a sales/purchase order for reporting purposes.  
This data is always right justified on entry (for example, CO123 would appear as _______CO123). A security mechanism has been provided to inhibit users from entering or locating business units outside the scope of their authority. |
| Loan/Brw Agr | 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. |
| Factor    | The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price. |
| Pay Instr | The user defined code (system 00, type PY) that specifies how payments are made by the customer. For example:  
C Check  
D Draft  
T Electronic funds transfer |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable(Y/N)</td>
<td>A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable.</td>
</tr>
<tr>
<td>End Use</td>
<td>User defined code (system 40, type EU) identifying the end use of an order line and used for duty reporting only. The system supplies a default value based on the End Use preference. You may override this value at order entry.</td>
</tr>
<tr>
<td>Route</td>
<td>The route field is a user defined code (system 42, type RT) that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order. For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route. You set up a default for each of these fields on the Customer Billing Instruction form.</td>
</tr>
<tr>
<td>Carrier</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements.</td>
</tr>
<tr>
<td>Sched Load</td>
<td>The date that the product from an order line is loaded onto a vehicle for delivery.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Entering an agreement number**
If you enter an customer and item combination that matches an agreement number, the system enters the agreement. If the customer and item combination matches multiple agreements from which you can choose the appropriate agreement. You must be in the ECS format to access this additional field.

If an agreement is assigned to a detail line, the system performs agreement processing.

See About Agreement Management in the Agreement Management Guide.

**Entering an order type**
If you are entering orders using advanced sales order functionality, you can specify a unique order type to follow additional order activity rules.
Selecting a detail line format  

If you use the Load and Delivery Management system or the Scale Ticket Processing module and have activated ECS Control in Sales Order Management system constants, you must select the ECS or Scale Ticket format to enter orders.

Changing Order Detail Information

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

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

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

Changing order detail information for each sales order line includes the following tasks:

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

On Enter Orders (Page Mode)

1. Locate the sales order that you want to change.
3. On Sales Order Entry, select the order detail line that you want to change.
4. Choose the Detail option to access Order Detail Information.
5. On Order Detail Information, review the following fields and make any necessary changes:
   - Ship To
   - Shipping Commodity
   - Shipping Condition
   - Carrier Number
   - Apply Freight
   - Rate Code
   - Route
   - Stop
   - Zone
   - Mode of Transport
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To</td>
<td>The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.</td>
</tr>
<tr>
<td>Shipping Commodity Class</td>
<td>A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items. This field is one of three classification categories available primarily for inventory and shipping purposes.</td>
</tr>
<tr>
<td>Shipping Conditions Code</td>
<td>A code (table 41/C) that represents an item property type or classification, such as special shipping conditions. The system uses this code to sort and process like items. This field is one of three classification categories available primarily for inventory and shipping purposes.</td>
</tr>
<tr>
<td>Carrier Number</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements. Form-specific information You can set up this default information in the billing instructions for the ship to address. For ECS Sales Order Management The Confirm Bulk Load and Confirm Packaged Load programs in Load and Delivery Management override the preferred carrier with the owner of the vehicle.</td>
</tr>
<tr>
<td>Apply Freight</td>
<td>A code indicating whether the system should perform freight calculations during processing. Valid codes are: Y yes, perform calculations N no, do not perform calculations If you leave this field blank, the system automatically enters Y.</td>
</tr>
<tr>
<td>Rate Code</td>
<td>The user defined code (system 41/type RT) for freight rate. This designates the amount that the customer is charged for postage, freight, or other miscellaneous expenses for an order. Form-specific information For ECS Sales Order Management The Load and Delivery Management system does not use this field to calculate billable or payable freight.</td>
</tr>
</tbody>
</table>
**Field** | **Explanation**
--- | ---
Route/St/Zone/MOT | The zone field is a user defined code (system 40, type ZN) that represents the delivery area in which the customer resides. This field is one of several factors used by freight summary facility to calculate potential freight charges for an order.

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

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

**To review accounts receivable information**

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

**On Enter Orders (Page Mode)**

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

**Field** | **Explanation**
--- | ---
Subledger | A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
### To review code and order information

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

**On Enter Orders (Page Mode)**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Code</td>
<td>A code that tells the system to handle this customer’s orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions. This field is informational only and can be used in DREAM Writer selection to expedite order lines. In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first.</td>
</tr>
<tr>
<td>Reason Code</td>
<td>A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped.</td>
</tr>
</tbody>
</table>
| Original Order| The original document number. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on. Matching document numbers are also used to identify related documents in the Accounts Receivable and Accounts Payable systems. The document number (DOC) is always the original document number. The matching document number (DOCM) is the check, adjustment, or credit to be applied against the original document.  

Form-specific information

The original document number for the release of a blanket order. |
| Related Order | A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only. |
Sales Order Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related PO/SO Line Number</td>
<td>A number of the detail line on the related order for which the current order was created. For example, on a purchase order created to fill open sales orders, this is the line number of the sales order on which the item you are ordering appears.</td>
</tr>
<tr>
<td></td>
<td>...........................................................................................................................................</td>
</tr>
<tr>
<td></td>
<td>The system assigns decimal values to kits and text.</td>
</tr>
</tbody>
</table>

What You Should Know About

**Entering Mark-For address and reference information**

You can set the Mark-For Address processing options in Sales Order Entry – Detail to display the Mark-For Address.

You use the Mark-For address to specify the location of the final destination of the order. In the retail industry, you use this address in addition to the Ship To address.

You can only enter customers that you have set up in the Address Book Master and Customer Billing Instructions. If you enter a Mark-For address, the system assesses the tax based on the information that you set up in the Customer Billing Instructions for the Mark-For address instead of the Sold To address.

▶ To review sales category and commission information

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

On Enter Orders (Page Mode)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Catalog Section</td>
<td>One of ten category codes for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sales Category 3</td>
<td>One of ten category codes for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sales Category 4</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sales Category 5</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Apply Commission (Y/N)</td>
<td>Used to indicate whether the sales value or gross margin earned in this order detail line should be included in the calculation of commission for the salesperson(s) responsible for this order.</td>
</tr>
<tr>
<td>Salesperson Cd 1</td>
<td>The first of two salespeople who have responsibility for or can receive a commission on sales to this customer. You create this code by using the Address Book system or the Related Salesperson form. You set up the default on the Customer Billing Instructions form.</td>
</tr>
<tr>
<td>Salesperson Cd 2</td>
<td>The second of two salespeople who have responsibility for or can receive a commission on sales to this customer. You create this code by using the Related Salespersons form or assigning the salesperson’s address book number in the customer’s billing instructions. You set up the default on the Customer Billing Instructions form.</td>
</tr>
</tbody>
</table>
What You Should Know About

Changing commission information

You can edit the commission information on this form only for the sales order. To permanently change the information, access the customer billing instructions for the customer to which the items are being sold.

To review item information

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

On Enter Orders (Page Mode)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext. Weight</td>
<td>The total weight of the items on an order line. This is the quantity ordered in primary unit of measure multiplied by the item’s unit weight.</td>
</tr>
<tr>
<td>Ext. Volume</td>
<td>The total volume of the items on an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item’s unit volume.</td>
</tr>
<tr>
<td>Related Kit Item</td>
<td>If an individual item of inventory is sold as a component of a kit or assembly (single level bill-of-materials), the item number of that kit is the ‘related’ item number.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Line | This line number indicates the relative sequence in which a component is added to a kit or single level bill of materials. For example, the system automatically assigns a whole number to the kit master line, for example, 1.0000. Each component line is assigned a consecutive subset of that line number, for example, the first component has line 1.010, and the second component has 1.020.
Component Line | A number that indicates the sequence of the components on a bill of material. It initially indicates the relative sequence in which a component was added to a kit or single level bill of material. You can modify this number to change the sequence in which the components appear on the bill of material.

 Skip To fields allow you to enter a component line number that you want to begin the display of information.

### Entering Substitute and Associated Items

From **Sales Order Management (G42)**, choose **Sales Order Processing**

From **Sales Order Processing (G4211)**, choose **Enter Orders (Page Mode)**

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

If there is only partial availability for an item, you can use a substitute item to provide the quantity that you need to complete an order. For example, our customer orders black staplers, but you find that they are backordered. If the customer allows it, you can specify a substitute item, such as white staplers, to fill the order.

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

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

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

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

**Before You Begin**

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

- Verify that the customer accepts substitute items in Customer Billing Instructions

**To enter substitute and associated items**

**On Enter Orders (Page Mode)**

1. Locate the order for which you want to enter a substitute or associate item.
3. On Sales Order Entry, locate the order line for which you want to enter substitute or associate items.
4. Choose the Exit to Substitute Items option to access Substitute/Associated Items.

![Substitute/Associated Items](image)
5. On Substitute/Associated Items, review the following fields:
   - Cross-Reference Type
   - Original Item
   - Original Quantity
   - Original Price
   - Available

6. Complete the following fields:
   - Quantity
   - Price

What You Should Know About

Setting up substitute or associated items during order entry

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

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

Adding a Message Using a Text Line Type

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

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

To add a message using a text line type

On Enter Orders (Page Mode)
1. Locate the order line to which you want to add a message.

3. On Text Line Entry, enter the line type for the text message and press Enter.
4. On Narrative Text, enter the message.
5. Return to Text Line Entry by pressing Enter.
6. Return to Sales Order Entry by pressing F3.

See Also

- *Adding Messages to Sales Orders*

**Duplicating Sales Order Information**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

You can streamline sales order entry by duplicating both header and detail information and adding it to a new sales order. Or, duplicate only the detail information and change the Ship To or Sold To information.

Depending on how the processing options are set, the following information might differ between the original and the duplicate sales order:

- Document type
• Beginning status code

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

▶ To duplicate sales order information

On Enter Orders (Page Mode)

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

   The system removes the order number and document type information from the form.

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

4. Review the remaining fields and make any changes as necessary.

5. Omit any of the order lines that you do not want to duplicate by entering 8 in the O (Option) field next to the line.

6. Return to Enter Orders (Page Mode) by pressing Enter.
### Processing Options for Sales Order Entry - Detail

#### SALES ORDER DEFAULT VALUES:
1. Document Type (Required) ____________
2. Line Type (Optional) ____________
3. Beginning Status (Optional) ____________
4. Override Next Status (Optional) ____________
5. Unit of Measure (Optional) ____________
6. Line Number Increment (Optional) ____________
7. Reason Code (Optional) ____________

#### UNIT OF MEASURE DEFAULT VALUES:
8. Enter ‘1’ to use the Pricing UOM as the default Transaction UOM. If left blank, the Primary UOM will be used instead.

#### WORK ORDER DREAM WRITER VERSIONS:
Enter the version for each program. If left blank, ZJDE0001 will be used:
9. Work Order Entry (P48013) ____________
10. WO Server for Sale Order (X4201WO) ____________

#### ORDER DUPLICATION DEFAULT VALUES:
11. Document Type ____________
12. Beginning Status ____________
13. Enter text duplication selection
   - ‘1’ to copy line text
   - ‘2’ to copy line and order text
   - ‘3’ to copy order text

#### ADDRESS BOOK DEFAULT VALUES:
14. Enter a ‘1’ to default the branch from the Address Book. If left blank, it will default from the user default location.

#### DOWNLOAD HEADER INFORMATION:
15. Enter ‘1’ to automatically load header values to the detail lines after a change. If left blank, it must be done manually.

#### PROMPTING CONTROL:
16. Enter the Screen Format:
   - 1 = Quantity, Item, Price
   - 2 = Quantity, Item, Description
   - 3 = Item, Quantity, Price
   - 4 = ECS format
   - 5 = Aggregates format
   (If left blank, format 1 is used.)
Enter a ‘1’ to:
17. Display Headings first.
18. Be prompted to accept the order.                

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

19. Allow the addition of a Customer Master record, if not set up.

20. Load Online Invoice information before the order is accepted.

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

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

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

ORDER HOLD CODES:
22. Customer Credit Checking
23. Order Margin Checking
24. Order Line Margin Checking
25. Order Minimum Value Checking
26. Order Maximum Value Checking
27. Partial Order Hold
28. Product Allocation Hold

LINE CONTROL STATUS:
29. Enter the next status code beyond which a detail line cannot be changed. If left blank, no restriction will be put on the changing of a line.

FIELD DISPLAY CONTROL:
Enter ‘1’ to protect or ‘2’ to suppress:
30. Cost Fields
31. Price Fields

Enter ‘1’ to protect the following:
32. Status Codes
33. Price adjustment driver fields
34. Sold To field on the header

Enter a ‘1’ to suppress the following:
35. Closed Detail Lines
36. Credit Card Information
37. Freight and Carrier Information
38. Commission Information

CREDIT ORDER PROCESSING:
39. Enter the status code to select when retrieving credit orders.
40. Enter ‘1’ if the previous status is the last status. If left blank it will be the Next Status.

CROSS REFERENCE INFORMATION:
41. Enter the Cross Reference Type for:
   - Substitute Items
   - Associated Items
   - Replacement Items

42. Enter ‘1’ to use the substitute item’s Unit Price. If left blank, the original item’s price will be
used to order the substitutes.

KIT PROCESSING:
43. Enter ‘1’ to suppress Kit Component lines.
44. Enter the version of Kit Inquiry to call. If left blank, version ZJDE0001 will be called.
45. Enter ‘1’ to suppress availability information in the Kit Window.

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

COMMITMENT CONTROL
47. Enter ‘1’ for commitment to Other Quantity 1 or ‘2’ for commitment to Other Quantity 2. This option is typically used in conjunction with a Blanket or Quote Order. If this option is used, the commitment preference will be ignored.

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

DREAM WRITER VERSIONS:
Enter the version for each program. If left blank, ZJDE0001 will be used:
51. Pick Slip Print (P42520)
52. Supply and Demand (P4021)
53. Std Order/Basket Reprice (P421301) or Adv Order/Basket Reprice (P42750)
54. Customer Service (P42045)
55. Online Invoice (P42230)
56. Preference Profile (P40400)
57. Check Price (Advanced) (P40721)
58. Customer Master (P01053)
59. TM Rate & Route server PSMR9100

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

TRANSFER PRICE UPDATE:
61. Enter the order type(s) that the system will use to invoke inter-branch updates. To specify more than one order type, type them one after the other along this field.
62. Enter the transfer pricing method to be used. Default method is 1.
   1 = Branch cost mark-up
   2 = Transfer pricing
63. Enter ’1’ to allow inter-branch invoicing. If left blank, no inter-branch invoice can be run.

WAREHOUSE PROCESSING:
64. Enter the request processing mode: ’ ’ = No pick requests
   ’1’ = Generate requests only
   ’2’ = Generate requests and process using the subsystem
65. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used.
   (See Form ID P46171.)
66. Enter an override next status for sales order lines for which requests have been generated.

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

BLANKET/QUOTE PROCESSING:
69. Enter ’1’ for automatic access to the blanket/quote release processing by Sold To address. Enter ’2’ for automatic access to the blanket/quote release processing by Ship To address. If left blank, no automatic access to the blanket/quote release processing will be performed.

PREFERENCE PROFILE PROCESSING:
70. Enter a ’1’ to use preference profile defaults. If left blank, no preference profile information will be defaulted.
71. Enter a '1' to use the Inventory Commitment Preference to source from multiple branches or to view grade or potent items in the commitment window.

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

LOAD CONFIRM PROCESSING: (ECS)
73. Enter '1' to automatically branch to load confirm when order are added.
74. Enter the version of Bulk Load Confirm (P49510) to be used.
75. Enter the version of Packaged Load Confirm (P49530) to be used.

AVIATION/MARINE PROCESSING: (ECS)
76. Enter the version of the Additional Parameters program (P49510A) to be used.

TRIP ASSIGNMENT WINDOW: (ECS)
77. Enter the version of the Trip Assignment window (P49200) to be used.

MARK-FOR ADDRESS PROCESSING:
78. Enter '1' to display Mark-for Address.

What You Should Know About Processing Options

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

- Copy both the order header information and the detail order information.
- Change the customer number in the Ship To or Sold To fields and duplicate only the detail order information.
- Omit specific lines from the duplicated order.
### Download header information processing option

You can have the information that you change in the header carry over to the detail information automatically. Otherwise, you must do it manually by pressing the appropriate function key.

See *Updating Header Default Information*.

### Prompting control processing options

When you enter a sales order, you can use one of the following methods to locate key item information, such as the item number and available quantities:

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

See *Copying Item Information to the Sales Order*.

### Accepting a configured item order

When you enter a sales order for a configured item, you must clear the prompting control processing option in the Order Entry – Detail processing options so that the system will not prompt you to accept the order.

### Order hold codes processing options

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. You must identify the appropriate hold code in the processing options for the system to check order hold information.

See *Setting Up Order Hold Information*.

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold.

- Product Allocation Hold — You must use this hold code in conjunction with the Product Allocation Preference.

See *Setting Up Preferences* for more information on the Product Allocation preference.
**Processing Options for Sales Order Entry**

**Field display control processing options**

You can protect the following fields:

- Unit cost
- Price
- Status codes
- Sold-To

The user can review but not edit the values that the system displays. If you do not enter values in the processing options, the system allows user input.

**Kit processing options**

If you suppress kit component lines, the system displays only the parent item.

If you display your components when you enter an order but suppress item availability in the Kit window, you can not see any available component inventory. If you suppress availability information in the kit window and one component is backordered, the system will backorder the kit.

See *Entering a Kit Order*.

**Availability checking processing options**

If you do not have inventory available for a sales order, the Sales Order Management system creates a backorder. You can set the processing options to do the following:

- Notify you when the system creates a backorder or cancels the order
- Notify you that inventory is not available but the system does not cancel the order or create a backorder
- Create a backorder and update the order without notification
- Do not check for availability.

You can generate reports to review order status reports.

See *Working with Customer and Sales Information*.

**Commitment control processing options**

You can set the commitment control processing options to check product availability for backorders. The system displays the Supply/Demand Inquiry form when you order items that are not available in the quantity that you need on the promised date. If you do not set this processing option, you can display this form manually.

See *Reviewing Supply and Demand Information*. 
Automatic processing options

You can enter values to automatically print pick slips or invoices through the subsystem when you accept the order. You must specify the appropriate processing options in the Print Pick Slips or Print Invoices programs to hard-commit your inventory.

If you enter the value to commit inventory online, the system activates Batch Inventory Commitment program to hard-commit the inventory when you accept the order.

You can enter the value to commit inventory through the subsystem. The subsystem will activate Batch Inventory Commitment program to hard-commit your order.

See Working with the Subsystem.

Automatic order repricing

If you enter a value in this processing option, the system calls the repricing program when the sales order is accepted. You can review the sales order and see the reprice line. Otherwise, you must press F18 to activate the reprice program.

Configurator processing options

You can enter a sales order for a configured item using one of the following methods:

- Text Mode – You can enter segments as a string of characters that are separated by the segment delimiter.
- Assisted mode – A form displays all segments with default values. You can select other values or accept the defaults.
- Assisted prompt mode – If you enter a lower level configured item, the system displays window for each lower level item.

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

Transfer price update processing options

You can set the following transfer price update processing options for use with interbranch orders. You can:

- Specify the interbranch order types that the system uses for sales updates.
- Allow interbranch invoicing

For transfer or interbranch orders, you can specify a pricing method for the supplying branch/plant. For example, the supplying branch/plant can charge a transfer price or a cost markup to the selling branch/plant.

See Work with Interbranch Orders or Entering Transfer Orders.
### Order template processing options

If you enter sales orders for multiple customers that order the same products, you can specify automatic template processing. You can:

- Specify the Ship To or Sold To address book number that the system should reference for automatic order template processing
- Specify the order template name for automatic order template processing

If you leave the order template processing option blank, the system will not perform automatic template processing.

See *[Working with Order Templates]*.

### Blanket/quote processing options

You must set up a user defined code for blanket orders in table 40/BT and set the blanket/quote processing option in Sales Order Entry – Detail program to process blanket orders and releases. If there is an outstanding blanket order for a customer, the Blanket Order Release form automatically appears when you enter the customer’s address book number and item number in the sales order entry form.

See *[Working with Blanket Orders]*.

### Blanket/quote order processing options

You must set up a user defined code for blanket orders and set the blanket/quote processing option to process blanket orders and releases. If there is an outstanding blanket order for a customer, the Blanket Order Release form automatically appears when you enter the customer’s address book number and item number in the sales order entry form.

### Preference profile processing options

You must set this processing option to allow preference profile processing for all of the versions of order entry programs to which you want to apply the preferences.

You can activate most preferences in the Preference Selection form. You must enter the appropriate value in the processing options to activate the Inventory Commitment preference.

See *[Setting Up Preferences]*.

### Load confirm processing options

If you use Load and Delivery Management and have activated ECS Control in the Sales Order Management system, you must activate this processing option to work with load confirmation after you enter a sales order.
**Aviation/marine processing options**

The Sales Order Management and Load and Delivery Management systems support the aviation and marine industries. You can enter additional order information, such as flight and vessel numbers, fueling times, and arrival and departure times, during sales order entry or load and delivery confirmation.

You must activate the ECS Control in the Sales Order Management system and use the ECS format to enter an aviation or marine order. Typically, you record aviation and marine information for bulk products, but you can also record this information for packaged products.

See *Entering Aviation and Marine Information* in the *Load and Delivery Management Guide*.

**Mark-for address processing**

You can set the Mark-For Address processing options in Sales Order Entry – Detail to display the Mark-For Address.

You use the Mark-For address to specify the location of the final destination of the order. In the retail industry, this address is used in addition to the Ship To address.

You can only enter customers that you have set up in the Address Book Master and Customer Billing Instructions. If you enter a Mark-For address, the system assesses the tax based on the information that you set up in the Customer Billing Instructions for the Mark-For address instead of the Sold To address.
Enter Sales Orders in Line Mode

Entering Sales Orders in Line Mode

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Line Mode)

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

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

When entering orders in line mode, you cannot:

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

What You Should Know About

Canceling and deleting line mode sales orders

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

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

You must use a purge program to remove an order from the system.

For more information about purges, see Purging Data.
Changing multi-currency sales orders

After you enter a sales order, you can override the currency code and the exchange rate information only in line mode. If you change the exchange rate, you must remove both the price and cost amounts so that the system can recalculate the new amounts.

Reviewing currency conversion information

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

▶ To enter sales orders in line mode

On Enter Orders (Line Mode)

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

   The item description, price, and date information appear along with a summary of the information that you just entered.

2. Continue entering information on detail lines until the order is complete.
**Processing Options for Sales Order Entry - Single Line**

**DEFAULT VALUES:**

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

**WORK ORDER DREAM WRITER VERSIONS:**
Enter the version for each program.
If left blank, ZJDE0001 will be used:
5. Work Order Entry (P48013) ____________
6. WO Server for Sales Order (X4201WO) ____________

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

**ORDER HOLD CODES:**
8. Credit Checking ____________
9. Order Margin Checking ____________
10. Line Margin Checking ____________
11. Minimum Order Value Checking ____________
12. Maximum Order Value Checking ____________
13. Partial Order Hold ____________

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

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

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

**COMMITMENT CONTROL:**
20. Enter a ‘1’ to have the system perform item availability check.
    If left blank, no availability checking will be performed.
21. Enter ‘1’ for commitment to Other Quantity 1 or ‘2’ for commitment to Other Quantity 2. This option is commonly used in association with Blanket or Quote orders.

22. Enter ‘1’ to be notified of an automatic backorder or cancel. Enter a ‘2’ to be notified but not create backorder or cancel.

23. Enter ‘1’ to automatically display the Supply and Demand Inquiry when a new line is backordered.

PROMPTING CONTROL:

24. Enter a Next Status to protect a detail line from modification. A line cannot be changed if its next status is greater than or equal to this value.

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

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

CROSS REFERENCE INFORMATION:

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

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

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

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

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

31. Sales Order Repricing (P421301)
32. Print Pick Slip (P42520)
33. Supply & Demand Inquiry (P4021)
34. Customer Service Inquiry (P42045)
35. Customer Master (P01053)

CURRENCY PROCESSING:

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

TRANSFER PRICE UPDATE:

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

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

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

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

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

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

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

BLANKET/QUOTE PROCESSING:
44. Enter a ’1’ for automatic access to the blanket/quote release processing. If left blank, no automatic blanket/quote release processing will be performed.
Work with Recurring and Batch Sales Orders

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

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

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

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

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

Working with batch sales orders includes the following tasks:

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

The system transfers header information that you enter to the Batch Header Receiver table (F4001Z) and detail information to the Batch Detail Receiver table (F4011Z). The information remains in those tables until you are ready to process the orders.
When you are ready to process multiple orders, you must run the Edit and Creation program. The system edits the order information and transfers it to the Sales Order Header (F4201) and the Sales Order Detail (F4211) tables.

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

What You Should Know About

**Entering multi-currency orders**  
Depending on how you set the processing options, you can process batch and recurring orders using multi-currency:
- Decimals for transaction amounts in foreign currency (ledger type CA or Mode F) are determined by the currency code of the transaction
- Decimals for summary amounts are based on the currency code in the total
- Decimals for transaction amounts or summary amounts representing domestic currency (ledger type AA or mode D) are determined by the currency code for the company

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

Before You Begin

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

Entering Batch Sales Orders

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Recurring & Batch Order Entry

From ECS Sales Order Management (G4910), choose Additional Order Processes. From Additional Order Processes (G491012), choose Recurring & Batch Order Entry.

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

On Recurring & Batch Order Entry

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

2. To review or change the values, choose the Detail option to access Batch Order Additional Detail.
3. Toggle to the update mode to change any detail lines.
4. Complete any fields as necessary.
5. Return to Recurring and Batch Order Entry.
6. Do one of the following:
   - Submit the order for processing, if you have not set the processing options to automatically submit the order
   - Process the sales orders later by running the Edit and Creation program separately

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

**What You Should Know About**

<table>
<thead>
<tr>
<th>Entering Mark-For address and reference information</th>
<th>You can set the Mark-For Address processing options in Sales Order Entry – Detail to display the Mark-For Address.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can set the processing options in Batch and Recurring Order Entry to suppress the Mark-For address.</td>
</tr>
<tr>
<td></td>
<td>You use the Mark-For address to specify the location of the final destination of the order. In the retail industry, this address is used in addition to the Ship To address.</td>
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<td></td>
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</tr>
</tbody>
</table>

**Entering Recurring Sales Orders**

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Recurring & Batch Order Entry

From ECS Sales Order Management (G4910), choose Additional Order Processes. From Additional Order Processes (G491012), choose Recurring & Batch Order Entry.
You can streamline order entry by creating recurring orders. By creating orders, you avoid manually re-entering orders that are always the same. You can have the system automatically re-enter an order on a weekly, monthly, or yearly basis.

**Order Frequency = M (monthly)**

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Serial</th>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>1401</td>
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<td>1/1/98</td>
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</tbody>
</table>

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

**To enter recurring sales order**

On Recurring & Batch Order Entry

1. Complete the following fields and press Enter:
   - Branch/Plant
   - Sold To or Ship To
   - Quantity
   - Item
2. Locate the order that you just entered.
3. Choose the Header function key to access Order Heading Information.
4. On Order Heading Information, complete any fields to add header information (optional).

5. Press F8 to access Recurring Order Information.

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

7. Complete the following optional field:
   - Suspend Date

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

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

Specifying order frequency dates

You can define the frequency that the system uses to processes orders:

- If you specify a daily frequency (D), you can indicate which day of the week the system should process the order.
- If you specify a weekly (W) or monthly (M) frequency, the system calculates the future dates to process orders based on the Next Order Date that you enter.

Processing Options for Batch Order Entry

ORDER ENTRY DEFAULT VALUES:
1. Order Type  
2. Line Type  
3. Beginning Status  
4. Next Status  
5. Line Number Increment

DREAM WRITER VERSIONS:
Enter the version for each program. If left blank, ZJDE0002 will be used.

6. Order Edit and Creation (P40211Z)

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

FIELD DISPLAY CONTROL:
8. Enter ‘1’ to protect pricing driver fields.
9. Enter ‘1’ to suppress Mark-for address.
10. Enter ‘1’ to protect Lot Number.

Processing Batch Sales Orders

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Batch Edit and Creation

From ECS Sales Order Management (G4910), choose Additional Order Processes. From Additional Order Processes (G491012), choose Batch Edit and Creation.
To process sales orders at a later time, you must run the Batch Edit and Creation program. The system edits the information you entered and creates all orders at one time. To ensure the integrity of the data, the system creates sales orders for batch orders only after the editing process is complete.

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

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

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

**What You Should Know About**

**Checking batch orders for discrepancies**

You can set the order hold code processing options in the Batch Edit and Creation program to check electronically transmitted information for the following discrepancies:

- Price tolerance
- Freight terms
- Payment terms

*See Receiving Inbound Documents* in the Electronic Commerce Guide.

If there is a discrepancy in the transmission, the system creates the order and places the order on a discrepancy hold. For example, the system places an order on hold if the transmitted extended price differs substantially from the system-generated price. You can review the hold warning in the Batch Order Creation Exception report. You can release the order using the Release Held Orders program.

*See Releasing Orders on Hold (P42070)*

**Reviewing the Batch Order Activity Register**

This report lists the orders that were created by the Batch Edit and Creation program.
Reviewing the Batch Order Creation Exception Report

This report lists any errors that were detected by the Batch Edit and Creation program. If any batch order appears on the Batch Order Creation Exception Report, you must correct the order and rerun the Batch Edit and Creation program to create the sales order.
Processing Options for Batch Order Edit and Creation - Sales

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

ORDER HOLD CODES:
7. Product Allocation Hold
8. Credit Check
9. Order Margin Check
10. Line Margin Check
11. Maximum Order Value
12. Minimum Order Value
13. Partial Order Hold
14. Customer Discrepancy Hold
   (Freight, Pymt Terms, Price Tol)

AVAILABILITY CHECK AND COMMITMENT:
15. ‘1’ = Perform availability check
    and online commitment.
    ‘2’ = Perform availability check
    but bypass online commitment.
    ‘ ’ = Bypass availability check
    and online commitment.

UPDATE OPTION:
16. Enter ‘1’ to use the override sales
    prices in the batch file (F4011Z)
    to create sales orders. If left
    blank, will use the Unit Price in
the Base Price File (F4106).

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

KIT PROCESSING:
20. Enter ‘1’ to prevent kit components from being written. If left blank kit component records will be written to the Sales Detail File.

WAREHOUSE PROCESSING:
21. Enter a ‘1’ to generate requests.
22. Enter an override next status for sales order lines for which requests have been generated.

PREFERENCE PROFILE PROCESSING:
23. Enter a ‘1’ to use preference profile defaults. If left blank, no preference profile information will be defaulted.
24. Enter a ‘1’ to use the Inventory Commitment Preference to source from multiple branches. If left blank, the branch from the Sales Order detail line will be used.

BLANKET/QUOTE PROCESSING:
25. Enter a ‘1’ for automatic blanket order release by sold-to address number.
   Enter a ‘2’ for automatic blanket order release by ship-to address number.
   If left blank, automatic blanket release processing will not be performed.

26. Enter a ‘1’ to commit to Other Quantity 1.
    Enter a ‘2’ to commit to Other Quantity 2.

AUTOMATIC PROCESSING:
27. Enter ‘1’ for auto order repricing.

ITEM CROSS-REFERENCE:
28. Enter the cross-reference type for Replacement items.

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

29. Preference Profiles       (P40400)              ____________
30. Std Order/Basket Reprice (P421301)            ____________
or Adv Order/Basket Reprice (P42750)              ____________
31. TM Rate and Basket server PSMR9100            ____________
32. WO Server for Sales Order (X4201WO)           ____________

SDQ PROCESSING:
33. Enter a '1' to consolidate the SDQ into one Sales Order. If left blank multiple Sales Order will be generated.

MARK-FOR ADDRESS PROCESSING:
34. Enter a '1' to perform Mark-for Address processing. If left blank no Mark-for address information will be defaulted or processed.

EDI PROCESSING:
35. Enter a '1' to perform Processing Control Edit to determine processing mode. If no Processing Control record is found, the EDI transaction will NOT be processed. Enter a '2' to perform Processing Control Edit. If no Processing Control record is found, the EDI transaction will be processed in the production mode. If left blank, all selected EDI transactions will be processed in the production mode.

Correcting Batch Sales Orders

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Recurring & Batch Order Entry

From ECS Sales Order Management (G4910), choose Additional Order Processes. From Additional Order Processes (G491012), choose Recurring & Batch Order Entry.

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

On Recurring & Batch Order Entry

1. Locate the sales order that you need to correct.
2. Access any of the following forms and correct any information:
   - Order Entry
   - Batch Order Additional Detail (update mode)
   - Order Heading Information
3. To process the order, run the Edit and Creation program.
Work with Kits and Configured Items

Working with Kits and Configured Items

You can enter sales orders for products that are an arrangement of components. You can set up simple arrangement of components, such as kits. A kit is a collection of inventory items, called components, that are associated with a description name, called a “parent” item. For example, you might store several computer components, such as the monitor, hard drive, keyboard, and mouse. When you sell the items, you might sell them collectively as a computer system. Kit processing enables feature and option processing. However, kit processing might not be appropriate for features that have complex specifications, such as conditional part requirements.

In a manufacturing environment, a manufacturer assembles a large variety of end products from relatively few components. A configured item is comprised of different features that are requested by a customer. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options. When you set up a configured item, you define segments (the features and options) to represent characteristics of a configured item, such as an optional paint color or power type. You can also set up a configured subassembly within a configured item. For example, the configured item, automobile, contains a configured subassembly of the transmission.

Working with kits and configured items includes the following tasks:

- Entering kit orders
- Understanding configured item orders

Entering Kit Orders

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).
Kit items are comprised of component items that are associated to a “parent” item. Kits are useful if your company sells products in conjunction with each other. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. You set up additional components, such as speakers or a compact disc player, which you typically sell together. You can have an item number for the kit that you enter on a sales order, but the parent item is not stocked as an inventory item. When you enter an order for kit, the system relieves the inventory at the component level.

When you enter an item number for a kit, you can review the preselected items and quantities that make up the kit. You can also select any optional items that you want to include on the sales order. You can only process fully-configured kits. The system backorders the entire kit if any components are backordered.

**Before You Begin**

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

- Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.

**To enter a kit order**

On Enter Orders (Page Mode)


5. On Sales Order Entry, complete the following fields and press Enter:
   - Item
   - Quantity
6. On Kit Window, select any optional features and components that you want to add to the order.

The components that you select may appear in the detail lines of the sales order after the order is accepted.

What You Should Know About

Kit processing options

You must activate the following kit processing options in Sales Order Entry – Detail:

- If you suppress kit component lines, the system displays only the parent item.
- If you display your components when you enter an order but suppress item availability in the Kit Window, you can not see any available component inventory.

Entering kit information on orders

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

Reviewing item information

You cannot perform item cross-reference checking for kit parent items or the associated components.

Entering freight for kit items

You cannot set up automatic freight calculations for the parent item. You must set up automatic freight calculations for each component for the system to calculate the appropriate charge.
Stocking a parent item in inventory

If you create a work order for a kit during sales order entry, the parent item can be built and stocked in inventory after you process and complete the work order. When you process and complete the work order, the system subtracts the components from the on-hand quantity adds the parent item into on-hand quantity in inventory. This is the only time that a parent item is stocked in inventory.

You must specify a “T” line type for all components in the processing options of the Work Order Processing program. This line type must be set up as a text to avoid writing journal entries for costs of goods sold and Inventory for the components at the time of sales update. This also ensures that the system does not subtract components again during shipment confirmation or sales update.

See Processing Work Orders in Shop Floor Control Discrete Manufacturing Guide.

Working with preferences and kit items

The following preferences do not function with kit items:

- Print Message
- Product Allocation
- Inventory Commitment

Changing kit orders

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

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

Entering orders for configured items

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

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

See Also

- Entering Kit Information in the Inventory Management Guide
Understanding Configured Item Orders

From Manufacturing Systems (G3), choose Configurator Operations

From Configurator (G32), choose Enter/Change Sales Order

You can manage your manufacturing and production process in conjunction with your sales to ensure that customer demand is being met. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options.

You can use the Configuration Management system in conjunction with the Sales Order Management system to sell items that:

- Are complex
- Require routing that change based on features or options
- Include features that are not compatible with other features
- Require multiple work orders to define an assembly

When you enter a sales order for a configured item, the Configuration Management system automatically prompts you to enter values for the segments of that configured item. A segment is a feature of a configured item, such as color, size, fabric, or power type. The system verifies each segment value against user defined information, such as rules and user defined code tables of choices. If the configuration is valid, the system processes the order.

After you have entered a sales order and generated work orders for a configured item, use the following programs in the Sales Order Management system to complete the sales order processing cycle:

- Print Pick Slips
- Shipment Confirmation
- Print Invoices
- Print Invoice Journal
- Print G/L Sales Recap
- Update Accounts Receivable (A/R) and General Ledger (G/L)
## What You Should Know About

### Limiting the additional order processing
For configured items, the Sales Order Management system does not support the following additional order processing:

- Backorders and release
- Credit orders
- Blanket orders
- Transfer orders
- Drop ship orders

### Working with Configuration Management
Before you enter orders with configured items, you must do the following:

- Verify that Configuration Management has been installed on your system.
- Verify that configured items have been set up.
- Verify that you have set the configurator processing option in Sales Order Entry – Detail processing options to select the appropriate sales order entry mode.

### Processing quote orders for configured items
To convert a sales quote to an order for a configured item, you should perform the sales quote and release in the Configuration Management system.

See *Converting Sales Quotes for Configured Items* in the *Configuration Management Guide*.

### Entering interbranch sales orders for configured items
You can enter a configured item sales order to fill demand from a warehouse other than from where the order was placed. The system supports interbranch sales orders with transfer pricing for configured items. However, the system does not support pricing rules for interbranch sales.

### Accepting a configured item order
When you enter a sales order for a configured item, you must clear the prompting control processing option in the Order Entry – Detail processing options so that the system does not prompt you to accept the order.

### Pricing configured items
Trade discounts do not function with configured item orders.

For pricing considerations for configured items, see *Setting Up Price Information* and *Setting Up Discounting Information* in the *Configuration Management Guide*.  
Checking availability for configured items

The Sales Order Management system does not support availability checking for configured items. To check availability of configured items during sales order entry, you must set the Check Availability field in Configurator Constants in the Configuration Management system. If the system finds the exact item and string match, a form displays all locations containing the specific configuration. However, the system does not perform availability checking.

See Checking Availability and Setting Up Constants in Configuration Management Guide.

Working with preferences and configured items

The following preferences do not function with configured items:

- Print Message
- Product Allocation
- Inventory Commitment

See Also

- Working with Configured Item Sales Orders in the Configuration Management Guide.
Enter Sales Orders with Templates

Entering Sales Orders with Templates

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

Using templates also reduces errors and redundant data entry.

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

- Customer
- Item
- Quantity

Entering sales orders with templates includes the following tasks:

- Entering an order using a standard template
- Entering an order using a customer template
- Creating a template using order history

You can complete order information using templates in the following ways:

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

Before You Begin

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

- Setting Up Order Templates

Entering an Order Using a Standard Template

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

You can use any of the standard templates that are set up for your system as the basis for a sales order. You can also add items to an existing template by entering the related item and quantity information to the Order Template form.

You can activate template processing and specify a template in the sales order entry processing options. To choose from available templates, you must activate template processing in sales order entry processing but do not identify a specific template name.

To enter an order using a standard template

On Enter Orders (Page Mode)

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

2. Select the Available Templates form by pressing F5.

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

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

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

**Entering a Sales Order Using a Customer Template**

From Sales Order Management (G42), choose Sales Order Processing.

From Sales Order Processing (G4211), choose Enter Orders (Page Mode).

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

▶ To enter a sales order using a customer template

On Enter Orders (Page Mode)

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

2. Access the Order Template form by pressing Enter twice.
Enter Sales Orders with Templates

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

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

What You Should Know About

Displaying template information When you specify a template for a customer in the Customer Billing Instructions, the system displays the template information in the Order Template form. If you do not specify a template in the Customer Billing Instructions, the Available Templates form displays with a list of all default templates. You must activate the order template processing option in Sales Order Entry – Detail.

Creating a Template Using Order History

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)
From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G49101), choose Enter Orders (Page Mode).

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

**To create a template using order history**

On Enter Orders (Page Mode)

1. Complete the following required fields and press Enter:
   - Branch/Plant
   - Sold To or Ship To
2. From the detail form, press F5 to display the Available Templates window.

   One of the following occurs:
   - If a default template is set up for your customer, the Order Template form appears
   - If no default template is set up for your customer, the Available Templates form appears
3. On Available Templates, do one of the following:
   - Select the template that you want to use for your sales order.
   - Blank out the customer number, press Enter to view standard templates, and select the template that you want to use for your sales order.
4. From the Order Template form, press F10 to access the Order History Inquiry form.
5. On Order History Inquiry, do one of the following:
   - To select the order that you want to copy, enter that option.
   - To review individual orders, enter the Details option. On Customer Inquiry, you can access sales order entry to review the order. Select the order that you want to copy.

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

7. Return to Sales Order Entry and continue adding any remaining order information.
Enter a Sales Order with Manual Invoice

Entering a Sales Order with Manual Invoice

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing

From ECS Sales Order Processing (G491011), choose Manual Invoices

If you use Load and Delivery Management and have activated ECS control in the system constants for Sale Order Management, you can enter a manual invoice to record a sale and produce an invoice number for accounting purposes without building a trip or printing documents. Typically, you use this method when you have sold, delivered, and sent an invoice for items without entering a sales order.

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

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

Before You Begin

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

- Sales Order Entry
- Bulk Load Confirmation
- Packaged Load Confirmation
To enter a sales order with manual invoice

On Manual Invoices

1. Complete the following fields:
   - Ship To
   - Quantity
   - Item

Depending on the items ordered, either the Bulk Load Confirmation or Package Load Confirmation form appears.
2. On either Bulk Load Confirmation or Package Load Confirmation, complete the following fields to reflect actual load and delivery information:
   - Load Date
   - Load Time
   - Delivery Date
   - Order Number

3. Choose the option to complete the load and delivery confirmation.
See Also

- Confirming a Bulk Load - Order (P49510) and Confirming a Packaged Load - Order (P49530) in the Load and Delivery Management Guide
Additional Order Entry and Release

Objectives

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

About Additional Order Entry and Release

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

If you use Load and Delivery Management and have activated ECS Control in the Sales Order Management system constants, you can use ECS advanced functionality to enter orders. Although you enter these additional orders in the same way that you enter a basic sales order in the ECS or Scale Ticket format, the system processes each order type differently. For example, for scale ticket processing the quote order is a prerequisite to the sales order.

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

Complete the following tasks:

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

Work with interbranch orders

When the system places an order on hold, the order is taken out of the processing cycle. When you release an order, you return it to the order processing cycle.

You use credit orders when a customer returns goods that you want to return to inventory. You can also use credit orders when a customer returns damaged goods that you cannot return to inventory. In both cases, you must issue the necessary credits and make adjustments for the returned merchandise.

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

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

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

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

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

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

Before You Begin

- Verify that you have set up status codes and order activity rules for additional types of orders. See Setting Up Order Activity Rules.
☐ Verify that you have set up the line types related to credit orders and direct ship orders. See Setting Up Order Line Types.

☐ Verify that you have set up the document types for additional types of orders. See Reviewing User Defined Codes in the Common Foundation Guide.
Work with Order Releases

Working with Order Releases

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

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

Working with order releases includes the following tasks:

- Releasing orders on hold
- Releasing backorders online
- Releasing backorders in a batch
- Reviewing order releases

See Also

- Setting Up Order Hold Information

Releasing Orders on Hold

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Release Held Orders

From ECS Sales Order Management (G4910), choose Additional Order Processes. From ECS Additional Order Processes (G491012), choose Release Held Orders.
You release orders to return an order to the processing cycle. For example, you enter an order for a customer who has exceeded their credit limit. The system places the order on hold. When the customer makes a payment, their credit status changes and their orders can be filled. However, the system will not continue to process this customer’s orders until you release them. You must have appropriate security access to release an order.

You can place multiple holds on an order, such as:

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

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

► To release orders on hold

On Release Held Orders

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

2. Complete any combination of the following fields:
   - Hold Code
   - Person Responsible
   - Order Number
Work with Order Releases

- Customer Number

3. Complete the following field:
   - Password

4. Choose the release option to release the orders.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Code</td>
<td>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Enter a specific code in the first Hold Code field to display only orders on hold for that particular reason.</td>
</tr>
<tr>
<td></td>
<td>The second Hold Code field contains the hold code assigned to that line of the order.</td>
</tr>
<tr>
<td>Person Responsible</td>
<td>The address book number of the person that is responsible for reviewing and releasing orders placed on hold.</td>
</tr>
<tr>
<td>Number</td>
<td>The number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The Order Number field at the top portion of the form is an inquiry field that you can use to have the system display a specific order number. When you inquire by a specific order number, you can see if there is more than one hold on an order.</td>
</tr>
<tr>
<td></td>
<td>The Order Number field in the lower portion of the form contains the number of the order whose information is displayed on the line.</td>
</tr>
<tr>
<td>Password</td>
<td>A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Releasing discrepancy holds**

When you run the Batch Edit and Creation program, the system generates sales orders that have been transmitted electronically. The system automatically edits the transmitted information for discrepancies.

If there is a discrepancy in the transmission, for example, the extended price in the transmission differs substantially from the system-generated price, the system creates the order with the system-generated price and places the order on a discrepancy hold.

You can review the hold and display the following discrepancies that apply to the order detail line:

- Price tolerance
- Freight terms
- Payment terms

You release discrepancies holds like other types of holds.

*See Receiving Inbound Documents in the Electronic Commerce Guide.*

**Printing held orders**

You can print the Held Sales Order report to review all sales orders that are on hold.

**Releasing blanket and quote orders**

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

*See Working with Blanket Orders and Working with Quote Orders for more information.*
Processing Options for Held Order Release

PROCESS CONTROL:
1. Enter the Document Type you wish to see displayed. ____________
2. Enter the release code you wish to see displayed. (This code will be entered in the hold code record (P4209)) ____________
3. Enter a 'Y' to display previously released held orders. ____________
4. Enter a '1' for automatic printing of Pick Slips. ____________
5. Enter the release status code of the work order. ____________
6. Enter a '1' to release purchase orders. If left blank, you will release sales orders. (NOTE - If the option is set to release PO's, this will only release the hold, it will not perform any budget checking or maintaining. If you are using purchasing budgets, you need to use program P43070.) ____________

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.
7. Sales Order Entry (P4211) ____________
8. Purchase Order Entry (P4311) ____________

WAREHOUSE PROCESSING:
9. Enter the request processing mode: ____________
   ' ' = No pick requests
   '1' = Generate requests only
   '2' = Generate requests and process using the subsystem
10. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used. (See Form ID P46171.) ____________
11. Enter an override next status for sales order lines for which requests have been generated. ____________

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Release Backorders - Online

From ECS Sales Order Management (G4910), choose Additional Order Processes. From ECS Additional Order Processes (G491012), choose Release Backorders - Online.
Releasing Backorders Online

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

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

To release backorders online

On Release Backorders - Online

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

**Limiting the additional order processing**

The Sales Order Management system does not support the backorder and release for configured items.

**Run Backorders To Fill report**

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

See *Generating Order Status Reports* for more information.

### Processing Options for Back Order Release (On-line)

**STATUS CODES:**

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

**DISPLAY OPTIONS:**

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

**RELEASING OPTIONS:**

9. Enter a ‘1’ to only soft commit Released Backorders. If left blank, Released Backorders will be hard committed.
10. Enter a ‘1’ to allow Backorders to be released when Quantity to Ship is greater than Quantity on Backorder.
11. Enter a ‘1’ to allow Backorders
to be released when Quantity on Hand is zero. If left blank, Backorders will not release when Quantity on Hand is zero.

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

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

ORDER HOLD PROCESSING:
14. Enter the partial order hold code that will be released when an order is completely filled.

AUTOMATIC PROCESSING:
15. Enter a ’1’ to print pickslips or a ’2’ to print invoices through the subsystem.

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

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

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

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

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

---

**Releasing Backorders in a Batch**

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Release Backorders - Batch

From ECS Sales Order Management (G4910), choose Additional Order Processes. From ECS Additional Order Processes (G491012), choose Release Backorders - Batch.
You can run a version of the Release Backorders - Batch program so the system can release backorders in batches. When inventory becomes available, the system releases backorders until the available inventory is completely committed.

The system automatically establishes the order in which backorders are filled. By default, the system fills the quantity for the order with the earliest date first. To fill an order based on the priority code that you set up in customer billing instructions, you can create an alternative version of the Release Backorders - Batch program and edit the data sequence values. This version fills any orders with priority codes first, then any orders with a specified request date.
Processing Options for Back Order Release (Batch)

STATUS CODES:
1. Override Next Status (Optional)

QUANTITY CALCULATIONS:
2. Enter a ‘1’ to add back in the Quantity on Backorder in Quantity Available calculations. If left blank, Quantity on Backorder will not be added in.

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

RELEASING OPTIONS:
4. Enter a ‘1’ to only soft commit Released Backorders. If left blank, Released Backorders will be hard committed.
5. Enter a ‘1’ to allow Backorders to be released when Quantity on Hand is zero. If left blank, Backorders will not be released when Quantity on Hand is zero.
6. Enter a ‘1’ to update Released Backorders with the current item cost. If left blank the original Sales Order cost will be used.

UPDATE FILES:
7. Enter a ‘1’ to update files. If left blank, no files will be updated.

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

WAREHOUSE PROCESSING:
9. Enter a ‘1’ to generate pick requests.

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

Reviewing Order Releases

From Sales Order Management (G42), choose Sales Order Reports
From Sales Order Reports (G42111), choose Credit Release Log
You use the Release Order Audit Report to review order and customer credit information when an order is released. You can release an entire order, a line, or multiple lines from an order, or multiple orders released at one time.

You might have orders on hold for several reasons. When an order is on hold, it must be released back into the processing cycle for any additional processing to take place. When you release an order back into the processing cycle, the system logs the following release information in an audit table:

- Order number
- Customer
- The release date
- The person that is responsible for the release

If you release an order that was on hold for credit reasons the system writes the customer’s credit information to audit report at the time of order release.

This program displays information from the Hold Order and Credit Check tables.
Enter Credit Orders

Entering Credit Orders

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

The system supports the following types of returns:

**Authorized return**
An authorized return requires that a customer attain authorization prior to returning or receiving credit for an item. If your company uses this type of return, you can print the credit order and send it to the customer. When the customer returns the item, you can use the credit order as proof of prior authorization.

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

You enter credit orders for both dock and authorized returns in the same way but at different points in the order process.

Entering credit orders consists of:

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

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

When the system creates a credit order, it retrieves the credit information from the Sales Order Detail Ledger table (F42199). The credit order amount is based on the unit price that the customer actually paid instead of the current price.
Before You Begin

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

What You Should Know About

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

See Setting Up Order Activity Rules.

Using ECS advanced functionality to enter credit orders
If you use Load and Delivery Management and have activated the ECS Control in Sales Order Management system constants, you must use the ECS format to enter credit orders. You complete the additional fields that the Load and Delivery Management system uses to process the credit order.

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

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

See Setting Up Automatic Accounting Instructions.

Limiting additional order processing for configured items
The Sales Order Management system does not support credit order processing for configured items.

Entering Credit Orders Manually

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4242), choose Credit Orders

From ECS Sales Order Management (G4910), choose Additional Order Processes. From ECS Additional Order Processes (G491012), choose Credit Orders.
You enter a credit order manually to record a returned item and apply the current unit price to the item. You can also override this default pricing information. You enter credit orders in the same way that you enter sales orders.

**To enter credit orders manually**

On Credit Orders

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

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

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

**See Also**

- *Working with Detail Information (P4211)*

**Entering System-Generated Credit Orders**

*From Sales Order Management (G42), choose Additional Order Processes*

*From Additional Order Processes (G4242), choose Credit Orders from History*

From ECS Sales Order Management (G4910), choose Additional Order Processes. From ECS Additional Order Processes (G491012), choose Credit Orders from History.

When the system creates a credit order, it retrieves the credit information from the Sales Order Detail Ledger table (F42199). The credit order amount is based on the unit price that the customer actually paid instead of the current price.
To enter system-generated credit orders

On Credit Orders from History

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

2. To enter a credit order for the applicable sales order, choose the credit memo option.

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

3. Type over, delete, or accept the default information.

Exercises

See the exercises for this chapter.
Enter Transfer Orders

Entering Transfer Orders

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Transfer Orders

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Transfer Orders.

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

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

To enter transfer orders

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Category Code 5</td>
<td>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.</td>
</tr>
</tbody>
</table>
What You Should Know About

<table>
<thead>
<tr>
<th>Entering kit items</th>
<th>You cannot enter kit information on a transfer order. To enter an order for kits, use the regular sales or purchase order entry programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Using ECS advanced functionality to enter transfer orders</strong></td>
<td>If you use Load and Delivery Management and have activated ECS Control in Sales Order Management system constants, you must use the ECS format to enter transfer orders. You complete the additional fields that the Load and Delivery Management system uses to process the transfer order.</td>
</tr>
<tr>
<td><strong>Entering an agreement number</strong></td>
<td>To automatically find an agreement number, you can access the Agreement Search program from the agreement number field in the detail area. You must be in the ECS format to access this additional field.</td>
</tr>
<tr>
<td></td>
<td>If an agreement is assigned to a detail line, the system performs agreement processing.</td>
</tr>
<tr>
<td></td>
<td>See About Agreement Management in the Agreement Management Guide.</td>
</tr>
<tr>
<td><strong>Entering configured items</strong></td>
<td>The Sales Order Management system does not support transfer order processing for configured items.</td>
</tr>
<tr>
<td><strong>Creating sales and purchase order records</strong></td>
<td>The program creates records in the following tables:</td>
</tr>
<tr>
<td></td>
<td>• Sales Order Header (F4201)</td>
</tr>
<tr>
<td></td>
<td>• Sales Order Detail (F4211)</td>
</tr>
<tr>
<td></td>
<td>• Purchase Order Header (F4301)</td>
</tr>
<tr>
<td></td>
<td>• Purchase Order Detail (P4311)</td>
</tr>
<tr>
<td><strong>Changing associated sales and purchase orders</strong></td>
<td>When you make a change to a sales order, the system updates the associated purchase order. However, if you make a change to a purchase order, you must revise the corresponding sales order.</td>
</tr>
<tr>
<td></td>
<td>The sales order and purchase order are associated with specific fields. On the Order Detail Information form and the Purchase Order Detail form, these fields are:</td>
</tr>
<tr>
<td></td>
<td>• Related Order Number</td>
</tr>
<tr>
<td></td>
<td>• Related Order Type</td>
</tr>
<tr>
<td></td>
<td>• Related Order Line Number</td>
</tr>
</tbody>
</table>
Transferring inventory

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

Processing Options for Transfer Order Entry

DEFAULT VALUES:
Common:
1. Line Type (Required)  
2. Unit of Measure (Optional)  

Sales Order:
3. Document Type (Required)  
4. Beginning Status (Optional)  
5. Override Next Status (Optional)  

Purchase Order:
6. Document Type (Required)  
7. Beginning Status (Optional)  
8. Override Next Status (Optional)  

ORDER HOLD CODES:
9. Sales Order Credit Checking  
10. Sales Order Margin Checking  
11. Sales Order Line Margin Checking  
12. Sales Order Minimum Order Value  
13. Sales Order Maximum Order Value  
14. Sales Partial Order Hold  
15. Purchase Order Minimum Order Value  

INVENTORY PROCESSING:
16. Enter a ‘1’ to hard commit inventory. If left blank, the inventory commitment will not change.

PROMPTING CONTROL:
17. Enter a ‘1’ to display the Item Search Window w/ multiple return capability. If left blank the single item return window will display.
18. Enter a ‘1’ to allow the addition of a Customer/Supplier Master record, if not setup.
19. Enter a ‘1’ to be prompted to accept the order.
20. Enter a ‘1’ to check availability. If left blank, no availability check will be done.
21. Enter ‘1’ to turn off all tax calculations for BOTH Sales and Purchase Order regardless of the setups in Line Type (F40205) and Item Locations (F4102). If left
blank, tax processing will be conducted based on setups in the F40205 and F4102.

22. Enter ‘1’ to display the ECS screen format. If left blank, the regular screen format will display.

LINE NUMBER INCREMENT:
23. Enter the line number increment desired. If left blank, the increment will be ‘1’.

FIELD DISPLAY CONTROL:
24. Enter ‘1’ to suppress cost fields
25. Enter ‘1’ to protect the price or ‘2’ to make it non-display.
26. Enter ‘1’ to protect all the fields which affect the price.
27. Enter ‘1’ to protect the status code fields.

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

PREFERENCE PROFILE PROCESSING:
30. Enter a ‘1’ to use the Delivery Date and/or Order Preparation Preference profiles. If left blank, no preference information will be used to calculate the Pick, Ship, and Delivery Dates.

APPROVAL PROCESSING:
31. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.
   1 = Originators Address Book Number
   2 = Originators User Profile
   3 = Branch/Plant Route Code
   4 = Default Locations Route Code

32. Enter the Awaiting Approval status.
33. Enter the Approved status.

SALES ORDER PRICING:
34. Enter a ‘1’ to use the cost plus any transfer cost markups for the sales order price. Enter a ‘2’ to use the Base Price file (F4106). If left blank, the cost alone will be used to price sales order lines.
DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.

35. Purchase Order Entry (P4311) ____________
36. Sales Order Entry (P4211) ____________
37. Preference Profile (P40400) ____________
38. Supplier Master (P01054) ____________
39. Customer Master (P01053) ____________
40. TM Rate & Route Server PSMR9100 ____________

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

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

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

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

CROSS REFERENCE INFORMATION:
45. Enter the cross reference code for retrieving item replacements for obsolete items.
**Enter Direct Ship Orders**

### Entering Direct Ship Orders

From **Sales Order Management (G42)**, choose **Sales Order Processing**

From **Sales Order Processing (G4211)**, choose **Direct Ship Orders**

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Direct Ship Orders.

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

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

You can process international direct ship orders if multi-currency processing is activated for your system. You can also set a processing option to compare the sales order exchange rates and determine whether to issue a warning message for significant currency rate changes.

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

- The extended price fields for the sales order display the decimals for the currency that you specified for the Sold To address number in the Customer Master Information.

- The system displays the extended cost for the purchase order portion using the decimals for currency from the Supplier Master Information.

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

You can only make changes to the order in one currency mode. The system updates both the foreign and domestic fields. You can view the updated order information in foreign or domestic modes, regardless of which mode you are in when you make the change.
The currency mode specifies whether amounts are in the domestic currency of the buyer. However, if the Sold To currency code, the supplier currency code, and the base currency code are the same, the system interprets the order to be domestic, regardless of the information that you enter in the mode field.

**To enter direct ship orders**

On Direct Ship Orders

1. Complete the following fields:
   - Branch/Plant
   - Sold To
   - Ship To
   - Vendor Number
   - Quantity
2. Complete the following optional field:
   - Landed Cost
## What You Should Know About

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

### Using ECS advanced functionality to enter direct ship orders
If you use Load and Delivery Management and have activated the ECS Control in Sales Order Management system constants, you must use the ECS format to enter direct ship orders. You complete the additional fields that the Load and Delivery Management system uses to process the direct ship order.

### Entering an agreement number
You must be in the ECS format to access this additional field. If you enter an customer and item combination that matches an agreement number, the system enters the agreement. If the customer and item combination matches multiple agreements from which you can choose the appropriate agreement.

If an agreement is assigned to a detail line, the system performs agreement processing.

See *About Agreement Management* in the *Agreement Management Guide*.

### Entering the Mark-For address
You can not enter a Mark-For address when you enter direct ship orders. After you enter the direct ship order, you can access the sales order header information to enter additional information.

### Entering configured items
You cannot enter configured items on an direct ship order.

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

### Entering kit items
You cannot enter kit information on a direct ship order. To enter an order for kits, use the regular sales or purchase order entry programs to process kits.
Changing associated sales orders and purchase orders

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

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

- Related Order Number
- Related Order Type
- Related Order Line Number

Creating sales and purchase order records

The program creates records in the following tables:

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

Processing Options for Direct Ship Order Entry

DEFAULT VALUES:

Common:
1. Line Type (Required)  
2. Unit of Measure (Optional)

Sales Order:
3. Document Type (Required)  
4. Beginning Status (Optional)  
5. Override Next Status (Optional)

Purchase Order:
6. Document Type (Required)  
7. Beginning Status (Optional)  
8. Override Next Status (Optional)

ORDER HOLD CODES:
9. Sales Order Credit Checking  
10. Sales Order Margin Checking  
11. Sales Order Line Margin Checking  
12. Sales Order Minimum Order Value  
13. Purchase Order Minimum Order Value

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.
14. Supplier Master (P01054)  
15. Purchase Order Entry (P4311)  
16. Sales Order Entry (P4211)  
17. Preference Profile (P40400)  
18. Customer Master (P01053)

PROMPTING CONTROL:
19. Enter a ‘1’ to display the Item Search Window with multiple return capability. If left blank the single item return
window will display.
20. Enter a ‘1’ to be prompted to accept the order.
21. Enter a ‘1’ to allow the addition of a Customer/Supplier Master record, if not setup.
22. Enter a ‘1’ to display the ECS screen format. If left blank, the regular format will display.

FIELD DISPLAY CONTROL:
23. Enter a ‘1’ to protect the cost or a ‘2’ to make it not display.
24. Enter a ‘1’ to protect the price or a ‘2’ to make it not display.
25. Enter a ‘1’ to protect all fields which can affect the price.
26. Enter a ‘1’ to protect the status codes.
27. Enter a ‘1’ to NOT display cancelled lines.
28. Enter a ‘1’ to default both the header branch and the detail branch from the Address Book. Enter a ‘2’ to default the header branch from the Address Book and the detail branch from the user default location. If left blank, both the header branch and the detail branch will default from the user default location.

APPROVAL PROCESSING:
29. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.
1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code
30. Enter the Awaiting Approval status.
31. Enter the Approved status.

LINE NUMBER INCREMENT:
32. Enter the line number increment desired. If left blank the increment will be ‘1’.

BLANKET/QUOTE PROCESSING:
33. Enter a ‘1’ for automatic access to the blanket/quote release processing, by sold-to address. Enter a ‘2’ for automatic access to the blanket/quote release processing, by ship-to address. If left blank, automatic access to blanket processing is not done.

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

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

CROSS REFERENCE INFORMATION:
36. Enter the cross reference code for retrieving item replacements for obsolete items.
Work with Quote Orders

Working with Quote Orders

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

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

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

Working with quote orders includes the following tasks:

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

Before You Begin

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

What You Should Know About

Processing quote orders for configured items

To convert a sales quote to an order for a configured item, you must perform the sales quote and release in the Configuration Management system.

See Converting Sales Quotes for Configured Items in the Configuration Management Guide.
Entering a Quote Order

From *Sales Order Management* (G42), choose *Sales Order Processing*

From *Sales Order Processing* (G4211), choose *Quote Orders*

From ECS *Sales Order Management* (G4910), choose ECS *Sales Order Processing*. From ECS *Sales Order Processing* (G491011), choose *Quote Orders*.

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

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

To enter a quote order

On Quote Orders

Complete the following fields:

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

What You Should Know About

**Entering aggregate quote orders**

For the construction industry, you can use quote orders to initiate the scale ticket process. You must use the aggregate format of the detail information form.

*See Working with Detail Information.*

See Also

- *Working with Detail Information (P4211)*
- *Printing Invoices (P42565)*
Creating a Sales Order from a Quote Order

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

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

To create a sales order from a quote order

Enter Orders (Page Mode)

3. Locate the quote order that you want to copy.
4. To duplicate the quote order, press F21.

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

What You Should Know About

Line type

When you are in the process of duplicating a quote order, you can edit the order information. However, after a sales order is created from a quote order, the line types are protected. You cannot change the line types on the duplicated order.

Entering aggregate sales orders

When your customer receives their aggregate materials, they can record the amount that they received on a scale ticket. The scale ticket is then uploaded from a non-J.D. Edwards scale ticket system to the Scale Ticket Processing system.

When you enter or upload scale tickets, the system translates the information into sales lines and matches the information to the correct quote order. When tickets are processed against quote orders, the system updates the shippable quantity with any remaining balance.
Creating a sales order from a quote order

You must set the blanket/quote processing option in Sales Order Entry – Detail program to process quote orders and releases.

Closing a quote order

After you create a sales order from a quote order, you must close the quote order. If you do not close the quote order, the quote order information can be duplicated again.

Releasing a Quote Order

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Release Quote Orders

From ECS Sales Order Management (G4910), choose ECS Additional Order Processes. From Additional Order Processes (G491012), choose Release Quote Orders.

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

To release a quote order

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

**What You Should Know About**

**Releasing quote orders during sales order entry** You can release quote orders during sales order entry if you set the blanket/quote processing option.
**Processing Options for Order Release**

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

ORDER HOLD CODES:
5. Sales Order Credit Limit Checking ____________
6. Sales Order Margin Checking ____________
7. Sales Order Line Margin Checking ____________

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.
8. Sales Order Entry (P4211) ____________
9. Customer Service Inquiry (P42045) ____________

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

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

12. Enter an override next status for sales order lines for which requests have been generated. ____________
Work with Blanket Orders

Working with Blanket Orders

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

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

Working with blanket orders includes the following tasks:

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

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

Before You Begin

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

See Also

- Locating On-Hand Quantity Information in the Inventory Management Guide for information about committing inventory
**Entering a Blanket Order**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Blanket Orders

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Blanket Orders.

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

▶ To enter a blanket order

On Blanket Orders

Complete the following fields:

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

**What You Should Know About**

**Entering configured items**

The Sales Order Management system does not support blanket order entry for configured items.

**Using ECS advanced functionality to enter blanket orders**

If you use Load and Delivery Management and have activated the ECS control in the Sales Order Management system constants, you can enter blanket orders in the ECS format. You complete the additional fields that the Load and Delivery Management system uses to process the blanket order.

**See Also**

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

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Blanket Orders

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Blanket Orders.

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

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

**Before You Begin**

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

**To create a sales order from a blanket order**

**On Blanket Orders**

5. Complete the following fields:
   - Branch/Plant
   - Order Number
   - Document Type
   - Sold To or Sold To
   - Requested


7. On Sales Order Entry, complete the following fields:
   - Quantity
   - Item
8. On Blanket Release, review the following field and make necessary changes:
   - Quantity

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

**What You Should Know About**

**Creating a sales order from a blanket order**
You must set up a user defined code for blanket orders in table 40/BT and set the blanket/quote processing option in Sales Order Entry – Detail program to process blanket orders and releases. If there is an outstanding blanket order for a customer, the Blanket Order Release form automatically appears when you enter the customer’s address book number in the sales order entry form.

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

**Releasing a Blanket Order**

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Release Blanket Orders
From ECS Sales Order Management (G4910), choose ECS Additional Order Processes. From ECS Additional Order Processes (G491012), choose Release Blanket Orders.

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

To release a blanket order

On Release Blanket Orders

1. Complete one of the following fields:
   - Order Number
   - Sold To
   - Item Number
2. Choose the blanket order from which to obtain inventory.
3. To order less than the available amount, type the amount in the following field:
   - Quantity
4. To release the order on a specific date, complete the following field:
   - Requested
5. To release the item and create the sales order, choose the release option.
What You Should Know About

**Multiple blanket orders**  If you have more than one blanket order for the same customer and item, all blanket orders appear in the Blanket Release form. The Quantity fields do not contain values. You must enter the quantity next to the appropriate blanket order.

**Releasing blanket orders by related addresses**  You can release a blanket order by the Ship To or the Sold To address.

**Entering configured items**  The Sales Order Management system does not support blanket order release for configured items.

See Also

- *Releasing a Quote Order* for a list of the processing options
- *Entering a Blanket Order*

**Exercises**

See the exercises for this chapter.
Work with Interbranch Orders

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

Working with interbranch sales orders includes the following tasks:

- Entering an interbranch sales order
- Printing an interbranch invoice
- Updating interbranch sales information

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

- During invoice processing, the system prints an invoice for the customer. You have the option to print an interbranch invoice for the selling branch/plant.
- During sales update, you can choose to have the system perform one of the following:
  - Create accounts payable and accounts receivable journal entries for the selling branch/plant and accounts receivable entries for the supplying branch/plant
  - Create accounts receivable entries only for the selling branch/plant
You choose a pricing method for the supplying branch/plant to use for interbranch orders in the same way as other sales orders. For example, the supplying branch/plant can charge a transfer price or a cost markup to the selling branch/plant.

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

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

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

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

**Before You Begin**

- Verify that you have set markup costs in the Branch Sales Markup table, if necessary

- Verify that you have set the transfer price update processing options in Sales Order Entry - Detail to used either the branch cost markup or transfer pricing method

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

**See Also**

- Setting Up Branch Sales Markups
- Setting Up User Defined Codes in the Technical Foundation Guide

**Entering an Interbranch Order**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)
From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G4091011), choose Enter Orders (Page Mode).

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

**To enter an interbranch order**

On Enter Orders (Page Mode)

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

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

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

Transfer Price Update processing options in Sales Order Entry
You can set the following Transfer Price Update processing options Sales Order Entry to use for interbranch orders:

- Specify the interbranch order types that the system will use for sales updates.
- Allow interbranch invoicing.
- Specify a pricing method for the supplying branch/plant. For example, the supplying branch/plant can charge a transfer price or a cost markup to the selling branch/plant.

See Working with Detail Information.

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

Interbranch sales orders for configured items
You can enter a configured item sales order to fill demand from a warehouse other than where the order was placed. Interbranch sales orders with transfer pricing are supported for configured items. However, pricing rules are not supported for interbranch sales.

Printing an Interbranch Invoice

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Invoice Processing

From Invoice Processing (G42113), choose Invoice Print

In addition to printing the customer invoice for the selling branch/plant, the system can also print an interbranch invoice for the supplying branch/plant. Set processing option 67 in the Enter Orders (Page Mode) program to enable the system to print interbranch invoices.
To print interbranch invoices, you must also set up a separate DREAM Writer version in the Print Invoices program. Set the appropriate processing option to print interbranch invoices.

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

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

Component for the JDE Stereo System package.

Before You Begin

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

Viewing invoices online

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

- Online Invoice
- Sales Ledger Inquiry
- Customer Service

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

Limitations of interbranch invoices

Understand the following limitations when using interbranch invoices:

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

See Also

- Processing Invoices

Updating Interbranch Sales Information

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose Update Customer Sales

From ECS Sales Order Management (G4910), choose ECS End of Day Processing. From ECS End of Day Processing (G4091011), choose Update Customer Sales.

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

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

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

\[ \text{I BATCH} \]

**Selling Branch:**

\[
\begin{array}{llll}
\text{DEBIT}^{+} & \text{CREDIT}^{+} & \text{DEBIT}^{+} & \text{CREDIT}^{+} \\
\text{AR TRADE} & \text{REVENUE} & \text{COGS} & \text{INVENTORY} \\
100 & <100> & 80 & <80> \\
\end{array}
\]

**Supplying Branch:**

\[
\begin{array}{llll}
\text{DEBIT}^{+} & \text{CREDIT}^{+} & \text{DEBIT}^{+} & \text{CREDIT}^{+} \\
\text{AR TRADE} & \text{I/B REVENUE} & \text{COGS} & \text{INVENTORY} \\
80 & <80> & 75 & <75> \\
\end{array}
\]

\[ \text{V BATCH} \]

**Selling Branch:**

\[
\begin{array}{llll}
\text{DEBIT}^{+} & \text{CREDIT}^{+} \\
\text{INVENTORY} & \text{AP TRADE} \\
80 & <80> \\
\end{array}
\]

Example: Accounts Receivable Entries

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

- Batch type I - Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.
- Batch type ST - Credits the revenue account and inventory for the selling branch/plant, and debits the COGS accounts and inventory for the supplying branch/plant.
Sales Order Management

I BATCH

Selling Branch:

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

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGS</td>
<td>INVENTORY</td>
</tr>
<tr>
<td>80</td>
<td>&lt;80&gt;</td>
</tr>
</tbody>
</table>

ST BATCH

Supplying Branch:

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

Interbranch Journal Entries:

<table>
<thead>
<tr>
<th>Debit + Selling Branch</th>
<th>Credit + Supplying Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVENTORY</td>
<td>INTERBRANCH REVENUE</td>
</tr>
<tr>
<td>80</td>
<td>&lt;80&gt;</td>
</tr>
</tbody>
</table>

Before You Begin

- Verify that the interbranch sales processing options in Update Customer Sales are set to:
  - recognize the order type used to identify interbranch orders
  - create necessary types of accounting entries
- Verify that the appropriate processing option in Update Customer Sales for creating the necessary types of accounting entries is set

See Also

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

Objectives

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

About Sales Order Information

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

Complete the following tasks:

☐ Work with item information

☐ Work with customer and sales information

☐ Work with billing information

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

You can access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program to compare a customer’s total accounts receivable and open orders with their credit limit. You can also access and review sales history information.

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

See Also

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

Working with Item Information

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

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

Working with item information includes the following tasks:

- Copying item information to sales orders
- Reviewing price and availability information
- Locating quantity information
- Committing and decommitting inventory
- Reviewing supply and demand information
- Restoring sales order information

See Also

- Locating Item Information in the Inventory Management Guide

Copying Item Information to Sales Orders

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Enter Orders (Page Mode)

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).
When you enter a sales order, you might need to locate key item information, such as the item number, and then copy it to the sales order. Depending on how you set the prompting control processing options for the Enter Orders (Page Mode) program, you can locate item information in one of the following ways:

**Single item search**  
Search the Item Master table and display a specific item.

**Multiple item search**  
Search the Item Location table and display multiple items.

**Full item search**  
Search all related tables with a general query (that is, a description of the item rather than the item number).

#### To copy item information to sales orders

On Sales Order Entry

1. To access Item Search, press F1 in the Item field.

2. On Item Search, complete one or more of the following fields to define your search:
   - Branch/Plant
   - Search Text
   - Item Number
• Supplier

3. To copy any item to the sales order, complete the following field and press Enter:
• Quantity

Reviewing Price and Availability Information

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Check Price and Availability

From ECS Sales Order Management (G4910), choose ECS Sales Order Inquiries. From ECS Sales Order Inquiries (G4910112), choose Check Price and Availability.

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

► To review price and availability information

On Check Price and Availability

Complete the following fields:
• Item Number
What You Should Know About

Accessing Check Price and Availability from a sales order

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

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

Processing Options for Check Price and Availability

PREFERENCE PROFILE PROCESSING:
(for Advanced Price Adjustments only)

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

2. Enter the version of the preference profile server (P40400). If left blank, version ZJDE0001 will be used.

Locating Quantity Information

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Summary Availability

From ECS Sales Order Management (G4910), choose ECS Sales Order Inquiries. From ECS Sales Order Inquiries (G4910112), choose Check Price and Availability.

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

- On-hand
- Held
- Hard and soft committed
Work with Item Information

- Available
- On purchase and work orders
- On backorders

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

▶ To locate quantity information

On Summary Availability

![Summary Availability](image)

1. Complete the following fields:
   - Branch/Plant
   - Item Number

2. Complete the following optional fields:
   - Summary or Detail
   - Unit of Measure
   - Lot Grade
   - Lot Potency

3. Review quantity information in the following fields:
   - Location
   - On Hand
   - Committed
- Available
- On Receipt

4. Access the detail area.

5. Review quantity information for each location in which an item is stored in the following fields:
   - Hard Commit on Sales Order
   - Quantity on Purchase Order
   - Soft Commit on Sales Order/Work Order
   - Quantity on Work Order
   - Hard Commit on Work Order
   - Future Commit
   - Backordered

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/D</td>
<td>A code that indicates whether the inquiry is to be in detail or summary mode. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>D  Detail mode</td>
</tr>
<tr>
<td></td>
<td>S  Summary mode</td>
</tr>
<tr>
<td>Quantity – Hard</td>
<td>The number of units committed to a specific location and lot.</td>
</tr>
<tr>
<td>Committed</td>
<td></td>
</tr>
<tr>
<td>Qty on PO</td>
<td>The number of units specified on the purchase order, in primary units of measure.</td>
</tr>
</tbody>
</table>
### Work with Item Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed</td>
<td>The number of units that are soft-committed to sales orders or work orders in the primary units of measure.</td>
</tr>
<tr>
<td>Qty on WO</td>
<td>The number of units on work orders, in primary units of measure.</td>
</tr>
<tr>
<td>Quantity – Work Order Hard Commit</td>
<td>The number of units hard committed to work orders in the primary unit of measure.</td>
</tr>
<tr>
<td>Future Commit</td>
<td>The quantity on the sales order whose requested shipment date is beyond the standard commitment period that is specified in the Inventory Management system constants for that branch. As an example, if you typically ship most orders within 90 days, then an order for an item with a requested ship date one year from now would reflect the quantity in this field.</td>
</tr>
<tr>
<td>Backordered</td>
<td>The number of units backordered, in primary units of measure.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Locating detailed quantity information**

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

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

**Locating quantity information by lot**

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

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

**Locating on-hand quantity information**

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

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

**Restrictions for using the commit/decommit workbench**

You cannot commit or decommit orders from the Commit/Decommit Workbench for branch/plants in which you have activated warehouse control.

*See Setting Up Constants.*
Committing and Decommitting Inventory

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Commit/Decommit Workbench

After you enter a sales order, the system commits inventory for it. At the time of order entry, you can choose the type of commitment that you want to use.

**Soft commitment**

When you use soft commitments, the system:

- Does not specify a location from where to remove inventory
- Uses the primary location as the default location

**Hard commitment**

When you use hard commitments, the system:

- Specifies a location from where to remove inventory

Note that this occurs most frequently during pick slip processing, but can occur at any time during the sales order process.

**Future commitment**

When you use future commitments, the system:

- Uses a future date that you define for completing a sales order

**Other Quantity 1 and 2**

When you commit inventory for other quantities, the system:

- Assigns inventory to different types of sales documents, such as quote and blanket orders, that do not affect availability

You can use the Commit/Decommit Workbench to edit the inventory commitment for a specific order detail line without canceling the order detail line. For example, if you enter orders for two customers, you can change the priority in which the system commits the available quantity. To fill the second customer's order, you decommit the first customer's order and commit the second customer's order.

The following table displays the commitment changes that you can perform in the Commit/Decommit Workbench:
### Commitment Changes allowed

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard</td>
<td>Soft</td>
<td>Soft</td>
<td>Future</td>
</tr>
<tr>
<td>Soft</td>
<td>Hard</td>
<td>Hard</td>
<td>Future</td>
</tr>
<tr>
<td>Future</td>
<td>Hard</td>
<td>Backorder</td>
<td>Soft</td>
</tr>
<tr>
<td>Future</td>
<td>Soft</td>
<td>Backorder</td>
<td>Hard</td>
</tr>
</tbody>
</table>

**Note**: You must first release the order detail line through the Backorder Release program.

### How the System Commits Inventory

The following diagram shows how the system commits inventory. You can use additional commitment methods if you are using lot processing.

![Diagram showing the commitment process]

#### To commit and decommit inventory

On Commit/Decommit Workbench

1. Complete the following fields:
• Branch/Plant
• Item Number
• Priority Code (optional)
• Status Range (optional)
• Unit of Measure (optional)

2. Review the following fields:
• Quantity on Hand
• Quantity on Hard Commit
• Quantity on Soft Commit
• Quantity Available

3. To change the committed quantity, complete the following fields:
• Quantity Ordered

4. To change the order detail line, enter 7 in the option field to access the sales order entry form.

   The system updates the Commit/Decommit Workbench if you edit the order detail line.

5. To return to the Commit/Decommit Workbench, press F3.

6. On the Commit/Decommit Workbench, choose the appropriate option to commit or decommit inventory.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>The number assigned to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
</tbody>
</table>
| Priority Code      | A code that tells the system to handle this customer's orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions.  
                       This field is informational only and can be used in DREAM Writer selection to expedite order lines.  
                       In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first. |
### Field

**Status Range – Based On**
Code identifying which status codes you want the system to use when it selects information to display on this screen. The system retrieves this code from the processing options if you set it up.

Valid codes are:
- **Blank**: Display all orders whose next status falls within this range.
- **1**: Display all orders whose last status falls within this range.

Blank is the default.

**Priority Code**
A code that tells the system to handle this customer’s orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions.

This field is informational only and can be used in DREAM Writer selection to expedite order lines.

In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first.

**Quantity on Hard Commit**
The number of units committed to a specific location and lot.

**Quantity on Soft Commit**
The number of units that are soft-committed to sales orders or work orders in the primary units of measure.

**Quantity Available**
The quantity available can be the on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up in branch/plant constants.

---

**What You Should Know About**

**Hard-committing inventory in the sales order process**
If you do not hard-commit inventory during order entry, you can set processing options in the following programs:

- Print Picksips
- Print Invoices
- Bill of Lading
- Backorder Lading
- Balance Inventory Commitment

You can specify in the processing options of the Commit/Decommit Workbench whether the system backorders or cancels the uncommitted quantity, based on the customer’s billing instructions. If you do not indicate in the processing options, the uncommitted quantity remains shippable.
| **Reviewing items that are future committed** | You can access the Summary Availability form from the Commit/Decommit Workbench to review future committed quantities and item availability. |
| **Releasing backorders** | Depending on the way you set the processing options for the Backorder Release program, the system hard- or soft-commits the quantity when you release the order. |
| **Using the inventory commitment preference** | The system does not apply the commitment preference for decommitment. |
| **Changing order lines** | You can not increase the quantity on the sales order detail line from the workbench. To change the order detail line, choose the Sales Order function to access the sales order entry form.  
To cancel an order detail line, you must use the sales order entry program.  
*See Entering Detail Information.* |
| **Reposting active sales orders** | Depending on how you set the Recommit Future Sales Order processing option, the Repost Active Sales Order program hard- or soft-commits future-committed quantities when the system recalculates commitments.  
*See Restoring Sale Order Information.* |
| **Utilizing warehouse control** | The system will not commit or decommit inventory for the branch/plant if you have activated warehouse control in the branch/plant constants.  
*See Setting Up Branch/Plant Constants.* |
| **Partial commitments** | You can commit or decommit partial quantities. The system splits the order detail line to display how corresponding quantities have been committed in the item location file. |
| **Committing kit components** | When you commit kit orders, you can not hard-commit a kit component without hard-committing the parent line.  
The system displays only the parent line. The system commits or decommits the components when you commit or decommit the parent line. |
## Processing Options for Commit/Decommit Workbench

### DEFAULT VALUES:
1. From Next Status (Optional)  
2. Thru Next Status (Optional) 

### VERSION OPTIONS:
Enter the version for each program. If left blank, ZJDE0001 will be used.
3. Sales Order Entry  
4. Back-Order Release  
5. Commitments  
6. Decommitments  
7. Supply/Demand  
8. Summary Availability  
9. Repost Active Sales Orders 

### PARTIAL COMMITMENT OPTIONS:
10. Enter ‘1’ to automatically back-order or cancel any remaining quantity not committed. If left blank, all remaining quantity will be left shippable.

END

## What You Should Know About Processing Options

**Commitment options**

You must set the commitment option to determine whether the system will backorder or cancel any quantity that is not hard-committed.

## Reviewing Supply and Demand Information

**From Sales Order Management (G42), choose Sales Order Inquiries**

**From Sales Order Inquiries (G42112), choose Supply/Demand Inquiry**

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

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

On Supply/Demand Inquiry

1. To locate the item, complete the following fields:
   - Branch/Plant
   - Item Number

2. To limit the items that display, complete the following fields:
   - Unit of Measure
   - Thru Date

3. Review supply and demand information in the following fields:
   - Demand
   - Supply
   - Available
   - Promise Date
   - Order Number
   - Type
   - Customer/Supplier Name

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>The quantity available can be the on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up in branch/plant constants.</td>
</tr>
<tr>
<td>Demand</td>
<td>The quantity subtracted from the available balance as a result of the record processed. Typically, the sources of demand are safety stock, sales orders, or work order parts lists. When using system forecasting, you can set up a processing option to include quantities used for forecast demands.</td>
</tr>
<tr>
<td>Supply</td>
<td>The quantity added to the available balance as a result of the record processed on each line. Sources of supply are typically on-hand inventory, purchase order receipts, or manufacturing work orders. A processing option allows for the inclusion of planned order receipts when using MPS/MRP/DRP.</td>
</tr>
</tbody>
</table>
### Field Explanation

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer/Supplier Name</td>
<td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</td>
</tr>
<tr>
<td></td>
<td>The customer or supplier name on a sales or purchase order.</td>
</tr>
</tbody>
</table>

---

**What You Should Know About**

**Supply and demand inclusion rules**

If you are using the Enterprise Requirements Planning and Execution (ERPx) system in conjunction with the Inventory Management system, you should set up the supply and demand inclusion rules.

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

**Available to promise**

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

The two methods of determining Available to Promise are:

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

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

---

**Processing Options for Supply/Demand Inquiry**

**DISPLAY OPTIONS:**

1. Enter a ‘1’ to deduct Safety Stock from Availability.

2. Enter a ‘1’ by the following Routing
Quantities to be considered on hand. Any quantity not included will be displayed on the appropriate date.
1 - Quantity in Transit
2 - Quantity in Inspection
3 - User Defined Quantity 1
4 - User Defined Quantity 2

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

DISPLAY OPTIONS (cont.):
4. Enter a '1' to summarize Item Location records.

5. Enter one of the following:
   ' ' = No Available to Promise Line
   '1' = Available to Promise Line
   '2' = Cumulative ATP Line

6. Enter the version of Supply/Demand Inclusion Rules to be used.

7. Enter a '1' to display the window format if called from another program.

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

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

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

17. Enter the Forecast Type to include
   a. Forecast Type
   b. Forecast Type
   c. Forecast Type
   d. Forecast Type
   e. Forecast Type

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

19. Enter a '1' to omit 'Bulk' Stocking Type records from screen. If left blank, 'Bulk' items will be included.
OPTIONAL RECORDS (cont.):
20. Enter the rate based Schedule Type to use. If left blank, no rate based schedules will be displayed.

POTENCY:
21. Enter '1' to convert Quantities to Standard Potency.

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

Restoring Sales Order Information

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose Repost Active Sales Orders

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

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

- Non-inventory items
- Cancelled detail lines

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

- Committed quantity (includes any committed quantities on held orders)
- Total quantity on an individual sales order
- Total quantity for all sales orders
What You Should Know About

**Recalculating sales orders that have future commitments**

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

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

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

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

RESET ITEM COMMITMENTS:
6. Enter a ‘1’ to bypass the reset of the item commitment fields. If the option is left blank, the Item Location file (F41021) will be updated with the quantities from the Sales Order Detail (F4211).

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

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

WAREHOUSE PROCESSING:
9. Enter a ‘1’ to generate requests.
10. Enter an override next status for sales order lines for which requests have been generated.
Work with Customer and Sales Information

You can access information about customer accounts, and open and closed sales orders. For example, you can use the Check Credit program to compare a customer’s total accounts receivable and open orders with their credit limit.

You can generate reports to review information about the status of sales orders. You can also access and review sales history information.

Working with customer and sales information includes the following tasks:

- Reviewing customer account information
- Reviewing sales orders
- Generating order status reports
- Reviewing sales ledger information
- Reviewing delivery notes
- Generating sales history reports

Reviewing Customer Account Information

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Check Credit

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

You can use the Check Credit program to review information about a customer’s account and credit status. You can compare the customer’s total accounts receivable and open orders to the customer’s current credit limit assigned in the Customer Master table to determine if the credit limit has been exceeded.
You can access the following types of information:

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

To review customer account information

On Check Credit

Complete the following required fields:

- As of Date
- Company
- Parent Number or Customer

**Processing Options for Credit Check**

SELECTION PROCESSING:

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

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Customer Service

From ECS Sales Order Management (G4910), choose ECS Sales Order Processing. From ECS Sales Order Processing (G491011), choose Enter Orders (Page Mode).

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

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

To review sales orders

From the Sales Order Management menu (G42), choose Sales Order Inquiries. From the Sales Order Inquiries (G42112), choose Customer Service.

On Customer Service

6. To locate a sales order, complete the following fields:
7. To locate orders based on associated orders, complete the following fields:
   - Invoice Number
   - Original Order Number
   - Original Order Type
   - Customer Purchase Order

8. To locate orders based on customer addresses, complete the following fields:
   - Sold To
   - Ship To

9. To locate orders that are assigned to a scale ticket, complete the following fields:
   - Ticket Number

10. To locate orders based on status, complete the following fields:
    - Status
    - Thru
    - Status Range - Based On

11. To locate orders based on dates, complete the following optional fields:
    - Date
    - Thru
    - Date Range - Based On

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document (Order No, Invoice, etc.)</td>
<td>The number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.</td>
</tr>
<tr>
<td>Original Order Number</td>
<td>The original document number. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on. Matching document numbers are also used to identify related documents in the Accounts Receivable and Accounts Payable systems. The document number (DOC) is always the original document number. The matching document number (DOCM) is the check, adjustment, or credit to be applied against the original document.</td>
</tr>
</tbody>
</table>
What You Should Know About

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Order Type</td>
<td>This code defines the order type. It is verified in user defined codes (system 40, type OT). Reserved document types have been defined for voucher entry, invoice entry, receipts entry, and time sheet entry. Because the offsetting entries for document types are created automatically during the post program, they will not be self-balancing on original entry. The reserved document types are: PR Purchase Requisition Orders PQ Purchase Quote PO Purchase Order PD Purchase Order – Direct Ship PB Purchase Order – Blanket SQ Sales Quote SO Sales Order SD Sales Order – Direct Ship SB Sales Order – Blanket</td>
</tr>
</tbody>
</table>

What You Should Know About

**Viewing different formats**
You can toggle between several different types of information that displays on this form, including:

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

**Searching by ticket number**
If you enter orders in the aggregate format and assign sales orders to scale tickets, you can review ticket information when you search by the ticket number. The system retrieves all orders that are associated to that scale ticket.

See *Working with Detail Information*.

**Searching with an asterisk**
You can use an asterisk (*) as a wildcard character in some fields, such as invoice number and item number, to have the system search on all values for the field. You can enter the first few letters or numbers of the item number followed by an asterisk (*) to locate all items that start with the values that you enter. For example, if you enter 10*, the system displays all numbers that begin with 10.
Locating order detail information  You can access Order Detail Information to review all of the detail information that is associated with each line of a sales order, such as:

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

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

- Order holds
- Online invoices
- Customer credit, billing, and address
- Item availability
- Supply and demand
- Item cross-reference
Processing Options for Customer Service Inquiry

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

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

DREAM WRITER VERSIONS:
Enter the version for each program: If left blank, ZJDE0001 will be used.
13. Sales Order Entry (P4211)
14. Check Credit (P42050)
15. Supply/Demand Inquiry (P4021)
16. Item Summary Availability (P41202)
17. A/R Inquiry (P032002)
18. Address Book Information (P01051)
19. Online Invoice Inquiry (P42230)
20. Sales Ledger Inquiry (P42025)
21. Customer Master (P01053)

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

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

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

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

Generating the Open Orders by Item Report

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G4211), choose Print Open Orders by Item

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

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

Before You Begin

- Verify that all necessary backorders have been released for processing

See Also

- Working with Order Releases (P42570)
Generating the Open Orders by Customer Report

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Print Open Orders by Customer

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

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

You can generate different versions of this report to review:

- Open orders and their total amount
- Open orders beyond a specific date
- Open orders for a specific document type or line type

This report includes backordered items if you have set a processing option in sales order entry to create a backorder when inventory is not available. You
Sales Order Management

must release backorders into the order process before generating this report to reflect accurate backorder and open order information.

See Also

- Working with Order Releases (P42570)

```
42620
J.D. Edwards & Company
Open Sales Orders by Customer
Page 2
Date 11/10/98

10-Denver Warehouse

<table>
<thead>
<tr>
<th>Customer Name/ Number</th>
<th>Ord No/ Date</th>
<th>Item Number/ Item Description</th>
<th>Date Promised UM</th>
<th>Ordered</th>
<th>To Ship</th>
<th>Open</th>
<th>Extended Amount Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Office Supply-USA</td>
<td>100 SO 372-OAK</td>
<td>03/06/98 Oak Filing Cabinet</td>
<td>03/06/98 EA</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
</tr>
<tr>
<td>4252</td>
<td>03/06/98 Oak Filing Cabinet</td>
<td>04/06/98 EA</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
<td></td>
</tr>
<tr>
<td>03/06/98 Oak Filing Cabinet</td>
<td>05/06/98 EA</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>584.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/06/98 Oak Filing Cabinet</td>
<td>2 Drawer, Brass Lock &amp; Ke</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Total 1,754.19
Customer Total 1,754.19
Cost Center . . . . . . . 1,754.19
Company Total 1,754.19
Blanket Sales Order 1,754.19

Data Sequence

The following data sequence is mandatory:

- Order type
- Company
- Branch or warehouse
- Customer
- Transaction date
- Order number
- Line number
```
Processing Options for Open Sales Orders

CURRENCY PROCESSING:

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

Generating the Held Orders Report

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Print Held Orders

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

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

Generating the Backorders to Fill Report

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

- Item numbers
- Descriptions
- Backordered quantities
- Quantities available to fill those backorders

What You Should Know About

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

See Releasing Backorders – Online.

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

See Releasing Backorders – Batch.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Order Or</th>
<th>Customer</th>
<th>Pr Promised</th>
<th>Quantity UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1091</td>
<td>Desk Set</td>
<td>1802 SO Office Systems Service C 0 11/15/98</td>
<td>6 EA</td>
<td>6 EA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>372-OAK</td>
<td>Oak Filing Cabinet</td>
<td>1802 SO Office Systems Service C 01/19/98</td>
<td>3 EA</td>
<td>3 EA</td>
<td></td>
</tr>
</tbody>
</table>

Data Sequence

The following data sequence is mandatory:

- Branch/plant
- Second item number
- Requested quantity
- Priority processing code
Processing Options for Back Orders to Fill Print

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

Reviewing Sales Ledger Information

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Sales Ledger Inquiry

You can review sales ledger information for any orders that have been processed through the sales order process. You review sales ledger information to track sales orders and determine when an order was entered or printed. You can also use this information for internal audit purposes.

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

Before You Begin

- Verify that the correct status codes are set up to record an entry in the Sales Ledger table. See Setting Up Order Activity Rules.

To review sales ledger information

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

2. To limit the ledger items that display, complete the following fields:
   - Branch/Plant
   - Status
   - Thru
   - Status Range - Based On
   - Date
   - Thru
   - Date Range - Based on

3. To review detail information for individual ledger items, access Sales Ledger Detail:
What You Should Know About

Creating a credit order from history

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

See *Entering a System-Generated Credit Order*.

Viewing different formats

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

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

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

- Customer information
- Status information
**Processing Options for Sales Ledger Inquiry**

**DEFAULT VALUES:**
1. Order Type __________________
2. From Status Code __________________
3. Thru Status Code __________________
4. Currency Code __________________

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

**DREAMWRITER VERSIONS:**
Enter the version for each program:
If left blank, ZJDE0001 will be used.
9. Credit Order Entry (P4211) ____________
10. Sales Order Entry (P4211) ____________

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

---

**Reviewing Delivery Notes**

From Sales Order Management (G42), choose Sales Order Inquiries

From Sales Order Inquiries (G42112), choose Delivery Notes Inquiry

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

**Before You Begin**

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

- Verify that the Print Delivery Notes program has been run.
To review delivery notes

On Delivery Notes Inquiry

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Number</td>
<td>A automatic next number assigned by the system that can be used to track deliveries through the system. This number is assigned during the printing of delivery notes.</td>
</tr>
<tr>
<td>Carrier Number</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements.</td>
</tr>
</tbody>
</table>
Generating Sales History Reports

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

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

What You Should Know About

Troubleshooting printing problems

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

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

Generating the Sales Ledger Detail Report

From Sales Order Management (G42), choose Sales Order Reports
From Sales Order Reports (G4211), choose Sales Ledger Detail

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

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

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

See Setting Up Order Activity Rules.

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

<table>
<thead>
<tr>
<th>Item Description/Number</th>
<th>Customer Name/Number</th>
<th>Order Num/Invoice Num</th>
<th>Branch/Date</th>
<th>Quantity</th>
<th>UM</th>
<th>Sales/UM Cost</th>
<th>Amount/ %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Markette Red Highlighter</td>
<td>Corporate Office Systems</td>
<td>19238-000 SO</td>
<td>30/06/98</td>
<td>100</td>
<td>EA</td>
<td>119.00</td>
<td>50.94</td>
</tr>
<tr>
<td>Markette Red Highlighter</td>
<td>Corporate Office Systems</td>
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<td>50.94</td>
</tr>
<tr>
<td>Adv. Pricing, Order Level</td>
<td>Custom Athletic Brokers</td>
<td>2087-000 SO</td>
<td>30/06/98</td>
<td>100</td>
<td>EA</td>
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<td>100</td>
<td>EA</td>
<td>119.00</td>
<td>50.94</td>
</tr>
</tbody>
</table>
Processing Options for Sales Ledger Detail Report

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

Generating the Sales Analysis Summary Report

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Sales Analysis Summary

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

Before You Begin

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

See Also

- See Update Customer Sales
### Work with Customer and Sales Information

#### Processing Options for Sales Analysis Summary

1. Enter requested period start date
2. Enter requested period end date
Work with Billing Information

Working with Billing Information

Working with billing information includes the following tasks:

- Reviewing online invoices
- Printing order acknowledgements

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

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

Reviewing Online Invoices

From Sales Order Management (G42), choose Sales Orders Inquiries

From Sales Order Inquiries (G42112), choose Online Invoice

From ECS Sales Order Management (G4910), choose ECS Sales Order Inquiries. From ECS Sales Orders Inquiries (G4910112), choose Online Invoice.

You use the Online Invoice program to review invoice information. The program displays the same information that appears on a printed invoice. You can also access information about an order that has not been invoiced or that has only been partially invoiced.

You can also use Online Invoice to:

- Review open and closed invoice information
- Display the invoice with or without backordered lines
- Review information about shipping conditions, discounts, payment terms, and taxes
- Display estimated billable freight charges
• Review transaction dates of lines within the invoice
• Print a single invoice

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

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

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

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

▶ To review online invoices

On Online Invoice

3. To locate an invoice, complete one of the following fields:
   • Invoice
   • Order Number

4. To limit your search, complete the following fields:
• From Status
• Thru
• Based On Status

5. Complete the following optional fields:
• Date to Display
• Include Backorders

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date to Display</td>
<td>A code identifying the type of dates that the system searches for when finding information to display on this form. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>blank  Requested date</td>
</tr>
<tr>
<td></td>
<td>1  Transaction/order date</td>
</tr>
<tr>
<td></td>
<td>2  Promised ship date</td>
</tr>
<tr>
<td></td>
<td>3  Original promised delivery date</td>
</tr>
<tr>
<td></td>
<td>4  Actual ship date</td>
</tr>
<tr>
<td></td>
<td>5  Invoice date</td>
</tr>
<tr>
<td></td>
<td>6  Cancel date</td>
</tr>
<tr>
<td></td>
<td>7  General ledger date</td>
</tr>
<tr>
<td></td>
<td>8  Promised delivery date</td>
</tr>
<tr>
<td>Include Backorders</td>
<td>Code that specifies whether to include backordered quantities in the calculation of the order total. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>blank  Exclude backorders: No backordered quantities display.</td>
</tr>
<tr>
<td></td>
<td>1  Include backorders for calculation of order quantity.</td>
</tr>
<tr>
<td></td>
<td>2  Include backorders for calculation of order quantities and extended prices. The order total is recalculated to include backordered amounts.</td>
</tr>
</tbody>
</table>

What You Should Know About

**Locating invoices within a sales order** If more than one invoice is associated with a sales order, the system displays the Invoice Selection form. You can select the invoice from a list of invoices that are associated with a sales order.
Printing invoices
You can print an invoice from the Online Invoice form. The system uses the version of the Print Invoice that you specify in the processing options. You can enter information in the following fields to override default information from the processing options:

- Status From
- Thru
- Include Backorders

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

- Quantity and extended price
- Extended weight and extended volume
Processing Options for Online Invoice Inquiry

DEFAULT VALUES:
1. Order Type
2. From Status Code
3. Thru Status Code

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

INCLUDE/EXCLUDE BACKORDERS:
6. Enter a ‘1’ to INCLUDE backorders but bypass extending their prices. Enter a ‘2’ to INCLUDE backorders and extend prices for backorders. If left blank, backorders will be excluded.

TAX INFORMATION:
7. Enter a ‘1’ to display by Tax Group. Enter a ‘2’ to display by Tax Area. Enter a ‘3’ to display by Tax Authority.

DREAM WRITER VERSIONS:
Enter the version for each program: If left blank, ZJDE0001 will be used.
8. Print Invoices (P42565)

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

ESTIMATED FREIGHT CALCULATION:
10. Enter a ‘1’ if a freight line should be written for each type (distance, zone, fixed) of freight. Blank ‘ ’ is the default and will summarize all types of freight in one line.
11. Enter the Last Status at and beyond which Billable Freight estimates should not be computed. If left blank, Billable Freight will not be estimated.
What You Should Know About Processing Options

Estimated freight calculation processing options

If you use ECS advanced functionality, you can set up the freight preference and activate the processing option to calculate billable freight. The system itemizes the following types of freight for each sales detail line:

- Distance based freight
- Zone based freight
- Fixed fee freight

Unless you activate the processing option, the system summarizes all types of freight in one detail line.

You must specify the next order status beyond which the system will not calculate estimated freight. If you do not enter a status, the system will not calculate freight.

Printing Order Acknowledgements

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Print Acknowledgements

You can print a confirmation of a sales order that you send to your customer. You can include the same information that is on the sales invoice, such as the following:

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

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

Choosing the information to include

When you print acknowledgements, the system uses a version of the Print Invoice program. You can specify whether the system assigns invoice numbers when you print sales acknowledgements or invoices by the setting the appropriate processing option for each version. You must set the processing options for this program to select the items to include based on status codes.

See Also

- Printing Invoices (P42565)
- Setting Up Order Activity Rules (P40204)
Sales Order Management

ORDER ACKNOWLEDGEMENT

Page Number: 1

J.D. Edwards & Company

Not an Invoice - Do Not Pay

Date: 6/20/98

Customer: 4242

Brn/Plt: 30

Related PO: -

Order Nbr: -

Invoice: -

Sold To: Corporate Office Systems Company

1156 Inverness

Denver

CO

80239

Ship To: Corporate Office Systems Company

1156 Inverness

Denver

CO

80237

Tax ID: 11-1111111

Request Date: 7/15/98

Customer P.O.: Blank - Handling Code

F.O.B.: Inst:

Enter yard from East end--

Ln/Rq Dt Description Item Number Um Ship/Back/Canc Price Extended Price Tax Extended Cost Pct

1.000 Pen & Pencil Set 1001 EA S 7.5 37.50 Y 56.25 50

11/10/93 Gold Filled, with case

Sales Tax: 3.00

Total Order: 40.50

The order detailed below was entered into our system within the last 48 hours.

Although we are confident that this order is correct, please take a moment and review it for accuracy and completeness.

We value your business and want to make sure that when we ship these goods to you, they are precisely what you ordered.

Thanks again for your business!!!

Processing Options for Sales Order Acknowledgements

STATUS CODES:

1. Enter the range of status codes to be selected for processing.

   Next Status Code From (Required)

   Next Status Code To   (Required)

2. Override Next Status   (Optional)

3. Enter a ‘1’ to prevent updating the Next Status Code from Order Activity Rules. If left blank the Next Status Code will be updated.

NOTE: If using EDI processing, a ‘1’ will prevent updating EDI files. If left blank, EDI files will be updated.
TAX INFORMATION:
4. Enter a '1' to print by Tax Group.
   Enter a '2' to print by Tax Area.
   Enter a '3' to print by Tax Authority. If left blank, no tax information will print.

REPORT DISPLAY:
5. Enter the date to be printed as invoice date. If left blank, the system date will be used.
6. Enter a '1' to prevent A/R number from being assigned (used when creating a consolidated proof).
7. Enter an index number (1-10) used to assign the A/R Next Number. If left blank, index 01 will be used as the default.
8. Enter the document type to be used for the invoice. If left blank, 'RI' will be used for the customer invoice and 'RT' will be used for the inter-branch invoice.
9. Enter the global print message to print on each invoice.
10. Enter a '1' to print serial numbers. If left blank, no serial numbers will print.
11. Enter a '1' to print sales order associated text. If left blank, no associated text will print.
12. Enter a '1' to extend the price on backordered lines. If left blank, the price will not be extended. NOTE: This is for print purposes only.
13. Enter a '1' to print the available discount. If left blank, the discount will not print.

LINE DISPLAY:
14. Enter a '1' to print backordered and cancelled lines only once. If left blank, the backordered and cancelled lines will continue to print.
15. Enter a '1' to print backordered lines. Enter a '2' to print cancelled lines. Enter a '3' to print both. Enter a '4' to print neither.
16. Enter a '1' to print kit component lines. If left blank, no kit component lines will print.
17. Enter a '1' to print future committed inventory lines. If left blank, future lines will not print.

ITEM NUMBER DISPLAY:
18. Enter a '1' to print only our item number. Enter a '2' to print
both our item number and the customer item number. If left blank, only our item number will print.

19. If you wish to print the customer item number, enter the type of cross reference to retrieve.

20. Enter a ‘1’ to summarize by item. Enter a ‘2’ to summarize items within each whole line number (Kit Grouping).
   Note: Do not use if consolidating.

INVENTORY PROCESSING:
21. Enter a ‘1’ to hard commit inventory. If left blank the inventory commitment will not change.

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

SALES COST UPDATE:
23. Enter ‘1’ to update the item cost with the current inventory cost by running the Sales Cost Update (P42950) prior to invoice print.

24. Enter the version of Sales Cost Update to run. If left blank, will use version ZJDE0001.

INTER-BRANCH INVOICE:
25. Enter ‘1’ to print an inter-branch invoice. If left blank, customer invoices will be printed.

CURRENCY PROCESSING:
26. Enter a ‘1’ to print amounts in foreign currency. If left blank, only domestic currency amounts will print.

DRAFT PRINTING:
28. Enter a ‘1’ to print drafts. If left blank, no drafts will print for any customer.

29. Enter the city name where the draft is being originated. This city will print on the draft. If left blank, no city will appear on the draft.

PROCESSING CONTROL EDIT:
30. Specify one of the following:
   Enter a ‘1’ to perform Processing Control Edit to determine which customers to process.
   Enter a ‘2’ to perform Processing Control Edit to determine which customers to process, but default to EDI, PRINT, and FAX setup listed below if not found.
If left blank, Processing Control Edit will not be performed to determine which customers to process. EDI, PRINT, and FAX options listed below will be used.

EDI PROCESSING:
31. Select the EDI transaction to be created. If left blank, no EDI transactions will be created.
   1 = Invoice
   2 = Order Acknowledgment
   3 = Respone to Quote
   4 = Change Order Acknowledgment
   5 = Prod. Transfer/Resale Report

32. Enter a '1' to extract advanced pricing history information from P4074 (valid for 810 and 855 only). If left blank, pricing history will not be extracted.

33. Enter the following EDI defaults:
   EDI Document type (EDCT)               ____________
   EDI Transaction Set (EDST)               ____________
   EDI Translation Format (EDFT)            ____________
   Trading Partner ID (PNID)                ____________
   Transaction Set Purpose (TPUR)           ____________
   Acknowledgement Type Code (ACKT)        ____________
   Lines Status Code (LSTS)                ____________
   Change Code (CHGC)                      ____________

PRINT PROCESSING:
34. Enter a '1' to print the document. If left blank, the document will not be printed.

FAX DOCUMENT PROCESSING:
35. Enter a '1' to fax the document. If left blank, the document will not be faxed.

36. Enter the Fax Output Queue. If left blank, the fax will be written to the same output queue as printed documents.

37. Enter a '1' to create outbound EDI Unutilized Information records. If left blank, Unutilized Information records will not be created.
UCC 128 Compliance

Objectives

- To understand the requirements of UCC 128 Compliance
- To set up the features and functions that allow you to process orders that conform to UCC 128 compliance
- To process shipments according to your customer’s preferences

About UCC 128 Compliance

To reduce cycle times, limit inventory and increase profitability, most large retailers require that their suppliers receive electronic purchase orders and send electronic invoices.

The Uniform Code Council (UCC) in the United States, the Product Code Council of Canada (PCCC) and the EAN (outside the United States and Canada) have established standard identification and information transmission procedures. These standards, UCC 128 Compliance, facilitate uniform product identification and the exchange of shipment information between suppliers and customers (retailers).

- Understanding UCC 128 Compliance
- Setting up UCC 128 processing
- Processing shipments
Understand UCC 128 Compliance

Understanding UCC 128 Compliance

To reduce cycle times, limit inventory and increase profitability, most large retailers require that their suppliers conform to UCC 128 Compliance procedures. Standard identification and communications procedures ensure that the distribution process remains efficient for the supplier and the retailer.

To adapt UCC 128 Compliance practices, suppliers and retailers adopt the following standard procedures:

- **Identification codes** The defined structure for each code.
- **Bar code labels** Fixed or variable codes that are used to encode information for a single product unit, a consumer pack, or a collection or packages for shipment.
- **Shipping labels** Shipping labels that follow a specific standard, the UCC Common Label. This standard sets up specific label segments and the information that is contained in each segment.
- **EDI (Electronic Data Interchange)** The exchange of structured machine-readable information over a telecommunications network.

The benefits to large retailers are:

- **Improved sales** By reducing warehouse cycle time, retailers can get their products on the shelf much earlier. For example, a retailer can increase the sell-through revenue by displaying the product to the customer a week and a half earlier.
- **Reducing safety stock** By receiving information on shipments prior to arrival, companies can react more quickly to shortages and less safety stock is needed.
Increased forecasting accuracy
Retailers are able to measure lead time of shipments, which can contribute to reduced safety stocks.

Reduced receiving costs
When the shipping label is scanned, the retailer can collect bar coded data faster than manual key entry. Scanning shipping labels is not as labor-intensive and there are fewer errors and omissions than in manual data entry.

Improved warehouse management
By having better shipping statistics and reducing warehouse cycle time, retailers can plan floor space and labor schedules.

The benefits for suppliers to adopt UCC 128 Compliance practices are:

Improved cash flow
By reducing the payment cycle times with retailers, suppliers can reduce borrowing requirements and improve cash flow.

Improved sales
Retailers penalize those suppliers that cannot adopt UCC 128 Compliance practices. Typically, this is a per transaction penalty to the supplier. If the supplier cannot adopt UCC 128 Compliance practices within a given time frame, the supplier can lose their business with the retailer.

Understanding UCC Identification Codes
Each company can assign product identification codes. The Uniform Code Council (UCC), the Product Code Council of Canada (PCCC) and the EAN (outside of Canada and the United States) assign member companies the company identification. In the company identification codes, the first digit is the region code. For North America, the region code is “0.” Therefore, the company identification can be seven digits if you include the first digit, “0.” Because each UCC code contains the company number, all numbers are unique.

The following are the three key UCC identification codes:

- A product (UPC and EAN-13 codes)
- A container of product (SCC-14 and EAN-14 codes)
- A transaction that contains multiple containers and/or products (SSCC-18)
**Universal Product Code (UPC)**

Each company can assign the Universal Product Code (identified as UPC in North America and EAN-13 outside of North America) to a “consumer unit” or the lowest saleable unit for a specific product. For example, a can of soda would have the UPC identification on the can because it can be sold individually. The UPC code is a fixed code that identifies one unit of a specific product.

The following graphic illustrates the structure of UPC code.

**UPC/EAN-13 Code Structure**

<table>
<thead>
<tr>
<th>Company ID</th>
<th>Product ID</th>
<th>Chk</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 12 11 10 9 8 7 6 5 4 3 2 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The code is made up of the following:

- A single-digit check character
- A 5-digit Product ID assigned by the company.
- A 7-digit company (or manufacturer) ID that is assigned by the UCC/EAN. For North American companies, the company ID is represented by only 6 characters, since the leading 7th digit is always 0 and can be left off the code.

Typically, a company will maintain its own product identification codes for internal use but will cross-reference the internal product identification codes to the UPC code.

**Shipping Container Code (SCC)**

Companies assign the Shipping Container Code (identified as the SCC-14 in North America and EAN-14 outside of North America) to an “intermediate pack” for a specific product. For example, cans of soda are sold in various configurations. One possible configuration is four six-packs in each case. Therefore, the case would have an intermediate pack identifier (SCC-14) on it.

The Shipping Container Code, like the UPC, is a fixed code that identifies the specific number of consumer packs of a specific product. The SCC code on the case of soda represents four consumer packs, each with six sodas or a total of 24 sodas.
The following graphic illustrates the structure of SCC-14 code:

**SCC-14/EAN-14 Code Structure**

```
Pk  Company ID  Product ID  Chk
14 13 12 11 10  9  8  7  6  5  4  3  2  1
```

The code is made up of the following:

- A single-digit check character
- a 5-digit Product ID assigned by the company.
- A 7-digit company (or manufacturer) ID assigned by the UCC/EAN.
- A single digit Packaging Indicator that identifies the packaging. This identifier is assigned by the company and may vary from product to product. This identifier is fixed and has the following values:
  - 0 indicates that the Product ID on the SCC is not the same as the product identification on the UPC codes contained within the package.
  - 1 – 8 indicates company-defined packaging. For example, for soda, a 1 might mean a case containing six packs and a 2 might mean a case containing 12-pack boxes.
  - 9 indicates that the amount of product inside the package varies from package to package even though there is the same product identification in the UPC codes of the consumer pack contained within the package.

In the J.D. Edwards system, an SCC code is equivalent to an item code for a specific unit of measure. For any item, there would be one UPC code but several SCC codes.

**Serial Shipping Container Code (SSCC)**

Serial Shipping Container Code (SSCC-18) is a unique serial number that is assigned to cartons or shipping containers including entire truck loads or shipments.

The SCC code is a variable code that can be a hierarchical structure of SCCs and UPCs that are represented by a single SCC. The code is a key to a database record that contains what is under that number. For example, an SCC may be put on a pallet that has 10 cases of soda and 10 cases of juice.
The following graphic illustrates the structure of SSCC-18 code:

**SSCC-18 Code Structure**

*Pt*  
*Company ID*  
*Serial Number*  
*Chk*  

<table>
<thead>
<tr>
<th>Pt</th>
<th>Company ID</th>
<th>Serial Number</th>
<th>Chk</th>
<th>Meaning</th>
<th>Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>17</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>13</td>
</tr>
</tbody>
</table>

The code is made up of the following:

- A single digit check character
- A 9-digit serial number that identifies the shipping method that is assigned by the company
- A 7-digit company (or manufacturer) ID that is assigned by UCC/EAN.
- A single digit packaging type. This identifier is fixed and has the following values:
  - 0 indicates the shipping container is a case or carton.
  - 2 indicates that shipping container is a pallet (larger than a case).
  - 3 indicates the shipping container is undefined.
  - 4 indicates the shipping container that is used internally for intra-company use.
  - 5 – 9 are reserved for future use.
Understanding Bar Code Labels

Bar codes are machine-readable symbols that are used to encode information on physical product, intermediate packages and collections of packages for shipment.

Bar Code Labels for UPC/EAN-13

The UPC symbology has different formats, depending on your business needs:

- UPC-A: A format that displays all 12 or 13 digits.
- UPC-E: A format that compresses the 12 or 13 digit numbers to eight by removing zeroes from the number. Although this version displays only eight digits, when it is scanned and decoded by the bar reader, the transmission includes all digits to the computer.

Bar Code Labels for SCC-14/EAN-14

The Shipping Container Code has different formats, depending on where you print the label and the information that you want to include. For example, you can use the ITF format if you print the bar codes on corrugated cartons. You might want to use the UPC/EAN-128 if you encode an Application Identifier (AI) prefix. An AI prefix is important when scanning multiple bar codes on a shipping label as they allow the scanner to identify what the encoded number represents.

- Interleaved 2-of-5 (ITF): This format encodes the 14 digits and is often used on corrugated cartons because it can be printed more reliably than UPC/EAN-128.

- UPC/EAN 128: This format encodes the 14 digits of the SCC and an Application Identifier (AI) prefix.
Bar Code Labels for Serial Shipping Container Code (SSCC-18)

The Serial Shipping Container Code is encoded with the UPC/EAN-128 standard. This standard encodes both the 18 digits of SSCC-18 code and an Application Identifier (AI) prefix. The AI identifies the type of information that is encoded. An AI of 00 identifies the bar code as a SSCC-18.

The SSCC is the label that is affixed to the shipment, the pallet, or a container. It may be applied as the shipment is being assembled or at the dock as the shipment is being loaded for transport to the customer.
**Understanding Shipping Labels**

Although they can vary in size, shape, and content, shipping labels follow a specific standard, the UCC Common Label. This standard setup specific label segments and defines the type of information that is contained in each segment.

The following graphic illustrates an example of a shipping label.

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
</tr>
</thead>
</table>
| Supplier  
1155 Battery Street  
San Francisco  
CA 94111 | Customer  
DC 1478  
5241 San Antonio Drive NE  
Albuquerque, NM 87109 |

<table>
<thead>
<tr>
<th>SHIP TO POST</th>
<th>CARRIER</th>
</tr>
</thead>
</table>
| (420) 871009 | Best Freight  
PRO: 28957698660  
B/L: 853930 |

<table>
<thead>
<tr>
<th>PO: 345–896779–0</th>
<th>DEPT: 092</th>
</tr>
</thead>
</table>
| (91) 1528 | Customer  
Store 1528  
1815 N Main  
Roswell  
NM 88201 |

| SSCC–18 | | |
|---------| | |
| (00) 0 0052177 513895717 2 | | |
The following table illustrates each segment and the information contained in each:

<table>
<thead>
<tr>
<th>Zone A - Ship From</th>
<th>Zone B - Ship To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents: The Ship From name and address</td>
<td>Contents: Ship To name and address</td>
</tr>
<tr>
<td>Characteristics: Conditional for full trailer shipments, mandatory for other shipments</td>
<td>Characteristics: Conditional for full trailer shipments, mandatory for other shipments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone C - Carrier Routing Bar Code</th>
<th>Zone D - Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents: Ship To postal code or PRO Number bar code</td>
<td>Contents: Carrier Name, SCAC Bill of Lading Number, PRO Number Carrier Assigned Packaged ID, Carrier Assigned Shipper ID</td>
</tr>
<tr>
<td>Characteristics: Conditional</td>
<td>Characteristics: Conditional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone E - Trading Partner Data</th>
<th>Zone F - Trading Partner Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents: The agreed-upon data for the trading partners. Both bar code and text data can appear in this zone. For example, you can enter purchase order numbers, serial numbers, and product numbers.</td>
<td>Contents: This is the agreed-upon data for the trading partners. This data is supplemental to the data that is in Zone E.</td>
</tr>
<tr>
<td>Characteristics: Optional</td>
<td>Characteristics: Optional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone G - Final Destination Code</th>
<th>Zone H - Final Destination Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents: Can be large human-readable location number or bar code. For example, you can use this zone for the Mark-For number.</td>
<td>Contents: The Final Destination ID, Mark-For name and address</td>
</tr>
<tr>
<td>Characteristics: Conditional</td>
<td>Characteristics: Conditional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone I - SSCC-18 Bar Code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents: The Serial Shipping Container Code</td>
<td></td>
</tr>
<tr>
<td>Characteristics: Mandatory</td>
<td></td>
</tr>
</tbody>
</table>
The J.D. Edwards integrated system depends on accurate data flow from one process to another. You can transmit order and shipment detail information electronically between the supplier and the customer.

The following graphic illustrates the process and identifies EDI transmissions.

**See Also**

- *About EDI Document Transmission* in the *Electronic Commerce Guide*
Set Up UCC 128 Processing

Setting Up UCC 128 Processing

To process orders that comply to UCC 128 specifications, you must set up customer and item information. For example, you can define customer preferences for transmitted information and standard identification codes for your products.

To set up UCC 128 Processing, complete the following tasks:

- Set up customer information
- Set up item information

Setting Up Customer Information

You must set up customer specifications that are maintained for UCC 128 Compliance. These specifications might include the customer-specific format for transmitted information and additional UCC 128 processing information, such as transportation equipment, routing, and reference numbers.

Setting up customer information includes the following tasks:

- Set up hierarchical configurations
- Set up ship/notice manifest requirements
Setting Up Hierarchical Configurations

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Hierarchical Configuration Definition

When you transmit order information, you can establish a format that relays the information about the shipment, the orders within the shipment, and the items within the order. You define hierarchical configurations to transmit information that meet your customer's needs.

You can set up any structure based on your business needs. The following are examples of hierarchical structures:

**Pick and Pack**

This is the most flexible configuration because you can combine products at the tare and pack levels.

**Standard Carton Pack**

Within this configuration, there can only be one UPC present in subordinate tare and pack levels.

Within the configurations, you can define hierarchies based on the customer preferences. The following are examples of configuration levels:

**Shipment (S)**

There can only be one Shipment level in each transaction set that is transmitted. This contains information such as the bill of lading number, ship to, and sold from information.

**Order (O)**

This level contains information related to the supplier's sales order and the customer's purchase order.

**Tare (T)**

This optional level contains information related to pallets and other large product collections.

**Pack (P)**

This optional level contains information related to intermediate packs.

**Item (I)**

This level contains information about the product that is shipped, such as UPC number and quantity.

For example, one customer may need shipment/order/item information, in that order, while another may prefer shipment/order/tare/pack/item information, in
that order. You define hierarchical configurations to transmit information that meet your customer’s needs.

**Pick and Pack Structure**

- Identified by a shipment ID. Only one Bill of Lading is associated with one shipment. SSCC could be present at this level.
- Many orders can be contained in one shipment.
- The Tare level is optional. SSCC can be present at this level.
- The pack level is optional. SSCC can be present at this level. If all items in a pack are the same, SCCs can also be present at this level.
- UPC code at this level.

**Standard Carton Pack Structure**

- Identified by a shipment ID. Only one Bill of Lading is associated with one shipment. SSCC could be present at this level.
- Many orders can be contained in one shipment.
- All subordinate tare and pack levels contain the same items. UPC code at this level.
- The tare level is optional. SSCCs and/or SCCs could be present at this level.
- The pack level is optional. SSCCs and/or SCCs could be present at this level.

**To set up hierarchical configurations**

On Hierarchical Configuration Definition
1. Complete the following fields:
   - Address Book Number
   - Hierarchical Configuration
   - Hierarchical Structure Code

2. Complete the following fields for each level:
   - Associated Fields
   - Sequence (Ascending/Descending)
   - Level of Totaling

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hierarchical Configuration</td>
<td>The EDI 856 transaction set hierarchy configuration codes that specify the levels present in the Ship Notice/Manifest. This field is made up of a combination of 2 character Hierarchical Level Codes (values from the X12 specification for data element 735 – Hierarchical Level Code). There can be up to 9 combinations of HLC’s in this field.</td>
</tr>
<tr>
<td>Hierarchical Structure Code</td>
<td>A code indicating the hierarchical application structure of an EDI transaction set that utilizes the HL segment to define the structure of the transaction set.</td>
</tr>
</tbody>
</table>
## Field Explanation

**Sequence (A/D)**

A code to designate sorting sequence as ascending or descending. The following codes apply:

- A Ascending
- D Descending

Note: For use within OPNQRYF command to designate the UNIQUEKEY parameter. The number of key sequence fields specified with the following codes represents the number assigned to the UNIQUEKEY parameter. This parameter eliminates duplicate records for the specified keys.

- U Ascending
- V Descending

**Level of Totaling**

A level break, not to be confused with Account Master or Business Unit Master level of detail concept (see LDA and LDM respectively). You may specify the level of totaling that you wish to place on this field. Up to 9 levels of totals are permissible. If levels of totals are not specified in an order consistent with the sequence parameters, unpredictable results will occur.

For example:

- Level 01 – Department Totals – Sort Sequence 03
- Level 02 – Branch Totals – Sort Sequence 02
- Level 03 – Division Totals – Sort Sequence 01
- Level 10 – Grand Totals

If you specify the same totaling level on more than one data field, you must enter a 1 in the 1st position of total level for all secondary fields.

For example:

- Level 01 – Business Unit (description comes from here)
- Level 11 – Object (description ignored)
- Level 11 – Subsidiary (description ignored)

### Setting Up Ship Notice/Manifest Requirements

**From Sales Order Management (G42), choose Shipment Management**

**From Shipment Management (G4215), choose Customer Master Information**

You can assign the hierarchical configuration according to your customer’s requirements. For example, you can specify additional UCC 128 information, such as transportation equipment, routing, and reference numbers.

**To set up ship notice/manifest requirements**

On Customer Master Information
1. Complete the steps to Set Up Customer Master Information.

2. To access customer billing instructions, press F13.


4. On Customer Ship Notice/Manifest, complete the following required fields:
   - Default Configuration
   - Pick and Pack Configuration or Standard Carton Configuration

5. Complete the following optional fields:
   - Shipping Label Program
   - Packaging Code
   - Transportation method
   - Equipment
   - Identification Code 1 and Default
   - Identification Code 2 and Default
   - Reference Number 1 and Default
   - Reference Number 2 and Default

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Configuration</td>
<td>The default configuration (either Pick and Pack or Standard carton) required by a customer.</td>
</tr>
<tr>
<td></td>
<td>1 = Pick and Pack Configuration is the default</td>
</tr>
<tr>
<td></td>
<td>2 = Standard Carton Configuration is the default</td>
</tr>
</tbody>
</table>
### Setting Up Item Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration Pick and Pack</td>
<td>The default Pick and Pack configuration required by a customer.</td>
</tr>
<tr>
<td>Configuration Standard Carton Pack</td>
<td>The default Standard Carton Pack configuration required by a customer.</td>
</tr>
<tr>
<td>Program Name – Shipping Labels</td>
<td>The name of the program that will be used to print shipping labels for a customer.</td>
</tr>
<tr>
<td>Requires Packaging Code</td>
<td>A flag indicating whether a packaging code is required for this customer.</td>
</tr>
<tr>
<td>Requires Transportation Method</td>
<td>A flag indicating whether a transportation method is required for this customer.</td>
</tr>
<tr>
<td>Requires Equipment</td>
<td>A flag indicating whether an equipment code is required for this customer.</td>
</tr>
<tr>
<td>Requires Identification – Code 1</td>
<td>A flag indicating whether an id code 1 is required for this customer.</td>
</tr>
<tr>
<td>Requires Reference Number 1</td>
<td>A flag indicating whether a reference number 1 is required for this customer.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Entering customer requirements**

You can enter ship notice/manifest requirements based on customer preferences. For example, you might only specify that a customer uses a customer shipping label program while another customer has specific transportation needs and requires reference numbers.

### Setting Up Item Information

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Item Master Information

You must provide the system with information about the items that you stock. When you enter item master information, you provide the system with details such as:

- Item identifiers
- Item descriptions

For UCC 128 processing, your item identifiers can be the UPC or SCC codes that you assign to the product unit and intermediate packs.
Companies can assign the Universal Product Code (identified as UPC in North America and EAN-13 outside of North America) to a “consumer unit” or the lowest saleable unit for a specific product. For example, a can of soda would have the UPC identification on the can since it can be sold individually. The UPC is a fixed code that identifies one unit of a specific product.

The Shipping Container Code (identified as the SCC-14 in North America and EAN-14 outside of North America), is assigned to an “intermediate pack” for a specific product. For example, cans of soda are sold in various configurations. One possible configuration is four six-packs in each case. Therefore, the case would have an intermediate pack identifier (SCC-14) on it.

The Shipping Container Code, like the UPC, is a fixed code that identifies the specific number of consumer pack of a specific product. The SCC on the case of soda represents four consumer packs, each with six sodas or a total of 24 sodas.

You can set up aggregate SCCs to represent kits with non-inventory components. A kit is a collection of inventory items, called components, that are associated with a description name, called a “parent” item. The aggregate SCC represents the “parent” item. You can access the Item Cross-Reference Revisions form to assign component UPCs to the aggregate SCC for the kit. You only enter cross-reference information for non-inventory items. For example, you do not stock bandages, an item for which you do not record inventory or UPCs. You do sell first aid kits, which include bandages. Depending on your customer requirements, you can enter the aggregate SCC for the first aid kit and item-cross reference information for the components, such as bandages, that make up the first aid kit.

If the components are inventory items, you do not have to enter cross-references. When you enter an order for a kit, the system retrieves the kit information, which include the component UPCs, from the Item Master Information.

To set up item information

On Item Master Information

1. To access Item Master Maintenance - UCC 128, press F18.
2. On Item Master Information - UCC, complete the following fields for UPCs:
   - UPC Number
   - Unit of Measure
   - UCC Code
   - SCC (PI=1)
   - SCC (PI=2)
   - SCC (PI=3)
   - SCC (PI=4)
   - SCC (PI=5)
   - SCC (PI=6)
   - SCC (PI=7)
   - SCC (PI=8)
3. To set up item information for a kit, complete only the following fields:
   - Aggregate SCC code
   - SCC Unit of Measure
   - Default Aggregate UPC Unit of Measure
4. To assign UPCs for non-inventory components to the aggregate SCC, press F9 to access Item Cross-Reference Revisions.
5. On Item Cross-Reference Revisions, complete the steps to enter item cross-reference information.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate SCC Code (PI=0)</td>
<td>The SCC number for a code with a Packaging Indicator of “0” (aggregate SCC code). Must conform to UCC conventions for SCC numbers.</td>
</tr>
<tr>
<td>Unit of Measure – SCC(PI=0)</td>
<td>The unit of measure that is associated with an SCC pack that has a Packaging Indicator of “0”.</td>
</tr>
</tbody>
</table>

## What You Should Know About

### Working with SCCs
In the J.D. Edwards system, an SCC is equivalent to an item code at a specific unit of measure. For any item, there would be one UPC but several SCCs.

### Entering UPCs and SCCs
You can enter UPCs and SCCs with product identifiers 1–8.

### Setting up aggregate SCCs
To set up identification for kits with non-inventory items, you can set up an SCC with a product identifier equal to 0, which indicates that the SCC is not the same as the product identification on the UPCs it contains. To assign the UPCs to the aggregate, you can make the entries in the Item Cross-Reference field.

In Item Cross-Reference Revisions, you must enter the cross-reference type, UP, to indicate UPCs. The cross-reference item number is the UPC code and the cross-reference description is the unit of measure.

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

### Identifying the type of packaging
If you are setting up the SCC, you use the following Packaging Indicators to identify the type of packaging:

- 0 indicates that the Product ID on the SCC is not the same as the product identification on the UPC contained within the package. You can use this product identifier for kits.
- 1–8 indicates company-defined packaging. For example, for soda, a 1 might mean a case containing six packs and a 2 might mean a case containing 12-pack boxes.
- 9 indicates that the amount of product inside the package varies from package to package even though there is the same product identification in the UPC of the consumer pack contained within the package. J.D. Edwards does not support variable unit of measures.
Process Shipments

Processing Shipments

After you create the sales order, you can prepare the product for picking and shipment.

Processing shipments involves the following tasks:

- Preparing the shipment
- Working with pack information
- Shipping the product
- Generating the Ship Notice/Manifest

You can use the Shipment Workbench to create and transmit shipping information. You can perform the following shipment-specific operations for UCC 128 compliance from the Shipment Workbench:

- Updating a shipment
- Selecting sales orders for shipment
- Pack confirming sales orders
- Confirming sales order lines for shipment
- Confirming the shipment
- Holding the shipment
- Generating the EDI Ship Notice/Manifest
- Deleting the shipment
- Canceling the shipment
- Printing shipment labels

Like order activity rules, you can define the status at which the system performs shipment processing.

- Pending – When you enter shipment information, the shipment starts the process at this point. The shipment remains at pending until you perform shipment confirmation.
Preparing the Shipment

When you send an EDI transaction that tells the customer exactly what was shipped as well as how it was shipped, you are transmitting information that you have collected as you prepared the shipment. You must enter shipment information, such as how the product will be transported, routing instructions, and reference numbers. After you enter shipment information, you can select sales orders for the shipment.

Preparing the shipment includes the following tasks:

☐ Entering shipment information

☐ Selecting sales orders for shipment

☐ Printing the UPC/SCC labels

Before You Begin

☐ Verify that you have set up hierarchical configurations, and UCC 128 information for your customers and items.

What You Should Know About

**Printing pick slips**

A pick slip is a document that contains information about the items to be shipped, such as quantity and location, for a single sales order. You can print pick slips by shipment number.
See Also

- *Working with Picking Documents* to review printing pick slips

Entering Shipment Information

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

You must define the shipment to which you will be assigning sales orders. When you perform shipment confirmation, the system verifies the shipment information against customer requirements.

▶ To enter shipment information

On Shipment Workbench

1. To access Shipment Entry, press F6.

2. On Shipment Entry, complete the following fields:
   - Sold To
   - Ship To
   - Trading Partner
   - Shipment Configuration
   - Transportation Method
- Routing
- Identification Codes
- Reference Codes
- Equipment Code
- Equipment Initial
- Weight Type
- Packaging Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Status</td>
<td>A code that represents the status that a shipment is at. Statuses typically refer to events such as “Confirmed”, “Hold”, etc.</td>
</tr>
<tr>
<td>Hierarchical Configuration</td>
<td>The EDI 856 transaction set hierarchy configuration codes that specify the levels present in the Ship Notice/Manifest. This field is made up of a combination of 2 character Hierarchical Level Codes (values from the X12 specification for data element 735 – Hierarchical Level Code). There can be up to 9 combinations of HLC’s in this field.</td>
</tr>
<tr>
<td>Mode of Transport</td>
<td>A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.</td>
</tr>
<tr>
<td>Routing</td>
<td>A description of the routing used for the shipment.</td>
</tr>
<tr>
<td>Identifier Code 1</td>
<td>A code that (when qualified by the Identification Code Qualifier code) helps to identify a shipment.</td>
</tr>
<tr>
<td>Reference Number 1</td>
<td>A Reference number or identification number as defined for a particular EDI transaction set or as specified by the Reference Number Qualifier.</td>
</tr>
<tr>
<td>Equipment Description Code</td>
<td>A code identifying the type of equipment used for a shipment.</td>
</tr>
<tr>
<td>Equipment Initial</td>
<td>The prefix or alphabetic part of an equipment unit’s identifying number.</td>
</tr>
<tr>
<td>Weight Qualifier</td>
<td>A code identifying the type of weight. The value should conform to one of the accepted values for EDI X12 data element 187.</td>
</tr>
<tr>
<td>Packaging Code</td>
<td>A code corresponding to one of the accepted values in the EDI X12 definition for data element 103. It is a combination of a Packaging Form (3 chars) and a Packaging Material (2 digits).</td>
</tr>
</tbody>
</table>
What You Should Know About

Receiving the Ship Notice/Manifest

You can enter the Ship Notice/Manifest Acknowledged type, date and time when you receive notice that the Ship Notice/Manifest has been received. After you enter this information in Shipment Entry, the system automatically updates the status of the shipment to “ASN Receipt Acknowledged”.

Selecting Sales Orders for Shipment

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

After you enter the shipment information, you determine the shipment on which each order is shipped. You can review orders that are not on shipments or orders that have been assigned to shipments.

To select sales orders for shipments

On the Shipment Workbench

1. To locate available shipments, complete any of the following fields:
   - Branch/Plant
   - Order Number
   - Invoice Number
   - Original Order number
   - Sold To
   - Ship To
   - Item Number
   - Customer PO
   - Shipment Number

2. To access Select Sales Orders for Shipment, enter 2 in the option field.
3. On Select Sales Orders for Shipment, press F17 to toggle between order lines that are not on shipments and orders that are matched to shipments and all orders.

   For order lines that are not on shipment, you can enter shipment information before selecting the order line for shipment.

4. To enter shipment information from the Shipment Workbench, enter 11 in the option field to access Shipment Entry and complete the steps to enter shipment information.

5. To select sales orders for shipment, you can do one of the following:
   - Enter 4 in the Option field of the order line that you are assigning to a shipment
   - Press F16 to assign all order lines to the shipment.

If the product is not bar coded, you can print the UPC/SCC bar coded labels to affix to the product.
What You Should Know About

**Reviewing sales orders**  
To review or edit the orders, you can select an option to access the following forms from Select Sales Orders for Shipments:
- Sales Order Entry
- Associated Text
- Order Detail Information
- Online Invoice Inquiry
- Item Summary Availability
- Credit Check
- Address Book Information
- Customer Master Information
- Customer Billing Instructions
- Sales Ledger Inquiry
- Supply/Demand Inquiry
- Tare/Pack Detail for the order line
- Work Order Entry
- Item Cross-Reference Inquiry
- Warehouse Detail

**Removing orders for shipment**  
You can remove orders from a shipment by entering a 9 in the appropriate Option field on the Select Sales Orders for Shipment form.

**Assigning identification codes to the shipment**  
To assign tare and pack SCCs and SSCCs to the order lines, you can enter a 17 in the option field to access the Tare/Pack Detail form from the Select Sales Order for Shipment form.

See Working with Pack Information.

**Selecting sales orders to assign to shipments automatically**  
After you enter shipment information, you can set the processing option in Shipment Workbench to automatically display Select Sales Orders for Shipment.

---

**Printing the UPC/SCC Labels**

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose UPC/SCC Bar Code Label Print

After you print the pick list by shipment, you can attach the label to the product if the UPCs or SCCs are not imprinted on the item or package. You can use the UPC/SCC Bar Code Label Print program to print UPC or SCC bar coded labels and attach the labels to the product as you retrieve it from the warehouse. You must specify the type of label, the format and the quantity in the processing options.
Working with Packing Information

After you enter the shipment, assign orders to shipment and pick the items for the shipment, you can record the packing information and confirm the intermediate packs or pallets.

You can set up the order activity rules to include packing and confirming the pack in the sales order process.

Working with packing information includes the following tasks:

- Recording Tare/Pack information
- Confirming the Pack

See Also

- Setting Up Order Activity Rules (P40204)
- Working with Shipments (P4205)

Recording Tare and Pack Information

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

For each shipment, you can enter the information about the way products and orders are packed. When you enter tare information, you are recording information about the pallets and large product collections that you are shipping. When you enter pack information, you are recording the intermediate packs. For example, you can record the information for a pallet contains two different models of microwaves that are packed two to a carton. The system retrieves the UPC for each microwave and the SCC for the pre-packaged carton of microwaves in the Item Master Information. To record tare and pack information, you can enter the type of pallet onto which the microwaves were loaded.

To record tare/pack information

On Confirm Shipments

1. Locate the shipment that you want to confirm.
2. To ship from multiple locations, enter 4 in the option field and complete the steps for Confirming Shipments from Multiple Locations.
3. To access Tare/Pack Detail, enter 7 in the Option field.
4. On Tare/Pack Detail, complete the following:
   - To generate a tare level SSCC number, enter 7 in the Option field.
   - To generate a pack level SSCC number, enter 10 in the Option field.
5. To print labels for the tare and pack, complete the following:
   - To print the Tare Shipping label, enter 5 in the Option field.
   - To print the Pack Shipping label, enter 6 in the Option field.
6. Press F3 to return to Confirm Shipments.

**What You Should Know About**

**Recording tare/pack detail for aggregate SCCs**
If you enter an aggregate SCC, the system displays two asterisks (**) to indicate the associated UPCs. To review the UPCs, you can access Item Cross-Reference Revisions from the Item Master Information – UCC form.

**Recording tare/pack information for order lines**
You can record tare/pack information for an order detail line by selecting the appropriate option on Select Sales Orders for Shipment.

**Shipping from multiple locations**
If you are shipping from multiple locations, you must specify the additional locations before you record tare and pack information.
Confirming Tare/Pack Detail

When you perform shipment confirmation, the system verifies tare and pack information.

The system verifies that the appropriate SSCCs and SCCs are entered for each record and they correspond with the hierarchical configuration that is specified in Shipment Entry. For example, if you enter an SOTPI configuration in Shipment Entry but you have not entered a pack SCC or an SCC, the system displays an error message.

You can set the processing options for Confirm Shipments to display a hard error message if the system does not find corresponding SSCCs or SCCs.

The system verifies that the SCC and the unit of measure for each item correspond to the information in the Item Master and Item Cross-Reference Revisions.

The system verifies that the sum of the Tare/Pack quantities add up to the shipped quantity on the sales order line. The system converts the SCC unit of measure to the UPC quantity if an SCC has been entered. For example, if you confirm the shipment of 24 cases of soda, the system verifies that you are confirming shipment of 144 cans of soda.

Confirming the Pack

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

You can create a version of Confirm Shipments to confirm the pack before confirming the shipment.

To confirm the pack

On Shipment Workbench

1. Locate the shipment that you want to confirm.
2. Enter 3 in the option field for pack confirmation.
3. On Confirm Shipments, enter the Confirm option.
4. After you confirm the pack, press F3 to return to the Shipment Workbench to confirm the sales order.
Shipping the Product

After you have picked and packed the product, you must confirm the sales order. After all sales orders that are assigned to a shipment have been confirmed, you must confirm the shipment.

Shipping the product includes the following tasks:

- Confirming the sales order
- Confirming the shipment
- Printing the shipping labels

Confirming the Sales Order

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

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

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

To confirm the sales order

On Shipment Workbench

1. Locate the shipment that you want to confirm.
2. Enter 3 in the option field for sales order confirmation.
3. On Confirm Shipments, enter the Confirm option.
4. After you confirm the pack, press F3 to return to the Shipment Workbench to confirm the shipment.
What You Should Know About

Confirming shipments after confirming sales orders

You can set the processing option in the Shipment Workbench to run the Shipment Confirmation program automatically after the sales order confirmation is complete. The system runs the Shipment Edit program and verifies all sales order information.

Confirming the Shipment

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

After you confirm each order that has been selected for a shipment, you confirm the shipment to advance the orders to a “confirmed” status. When you select the option to confirm the shipment, the system runs the Shipment Edit program (P42071) and verifies the following information before advancing the shipment:

Sales Order Information

The system verify that the fields that are specified as required are complete.

Status Codes

The system verifies that all sale order lines are at a status of ship confirmed.

Tare/Pack Detail

The system verifies that the appropriate SSCCs and SCCs are entered for each record and they correspond with the hierarchical configuration that is specified in Shipment Entry. For example, if you enter an SOTPI configuration in Shipment Entry but you have not entered a pack SCC or an SCC, the system displays an error message.

You can set the processing options for Shipment Edit (P42071) to display a hard error message if the system does not find corresponding SSCCs or SCCs.

The system verifies that the SCC and the unit of measure for each item correspond to the information in the Item Master and Item Cross-Reference Revisions.

The system verifies that the sum of the Tare/Pack quantities add up to the shipped quantity on the sales order line. If you enter an SCC, the system converts the SCC unit of measure to the UPC quantity. For example, if you confirm the shipment of 24 cases of soda, the system verifies that you are confirming shipment of 144 cans of soda.
If the system displays an error message, the system automatically produces a Shipment Edit report which you can print out to review the errors.

**Printing the Shipping Labels**

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipping Label/SSCC Print

You can use the Shipping Label/SSCC Label Print program to print both SSCC labels and standard shipping labels. It will prompt for a range or quantity of SSCC numbers and will print only the SSCC bar code labels. If you set the processing options in Shipment Workbench to print shipping labels, the system will print the shipping labels.

**To print shipping labels**

On Shipping Label/SSCC Label Print

Complete the following fields:

- Quantity
- Packaging Type
- Start SSCC Number
- End SSCC Number
What You Should Know About

Print shipping labels for a shipment
You can print shipping labels from the Shipment Workbench by entering the appropriate option next to the corresponding shipment. The system will print the following labels based on the processing options:
- Tare/Pack
- Tare only
- Pack only

Generating the Ship Notice/Manifest

From Sales Order Management (G42), choose Shipment Management

From Shipment Management (G4215), choose Shipment Workbench

After you confirm the shipment, you can generate the Ship Notice/Manifest for your customer. A Ship Notice/Manifest is an EDI transaction that tells the retailers what was shipped as well as how it was shipped. You transmit the Ship Notice/Manifest as soon as the shipment leaves your warehouse. When the shipment arrives at the retailer's dock, warehouse personnel have the transmitted information to verify the shipment.

To generate the ship notice/manifest

On Shipment Workbench

1. Locate the confirmed shipment.
2. Enter 8 in the Option field to generate the ship notice/manifest.
What You Should Know About

**Processing shipments** If you have assigned a status code for ASN Generated, you can enter a value in Shipment Processing processing options. After the system generates the ship notice/manifest, it advances the shipments to the status for ASN Generated.

In the Shipment Workbench, you can only enter the Ship Notice/Manifest type, date and time if you enter status codes to correspond to ASN Generated and ASN Receipt Acknowledged in the processing options.

See *Preparing the Shipment* for more information.
Sales Order Processing

Objectives

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

About Sales Order Processing

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

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

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

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

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

After you print final invoices, you are ready to update all of the system information to complete the sales order processing cycle.

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

- Working with picking documents
- Working with shipments
- Working with invoice cycles
- Processing invoices
- Updating status codes

### Using ECS Advanced Functionality to Process Orders

If you use Load and Delivery Management and have activated the ECS control in Sales Order Management system constants, you can advance the orders through the processing cycle in the Load and Delivery Management system to:

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

After you enter an order and assign a trip, you perform load confirmation to verify the quantities of product loaded, according to the specifications of the sales order or the trip.

You can use the Load and Delivery Management system for several preload documents, such as picking tickets and loading notes, to help smooth your depot’s loading process. These documents provide such information as the picking locations and product quantities that the staff uses to pick or load products for delivery. After you load the product, the vehicle operator uses another preload document, the trip worksheet, to record information while on a trip.

You can provide your customer with an invoice that contains the following additional information:

- Ambient or standard temperature and density
- For aviation or marine orders, meter readings
- Invoice totals that are printed in words instead of numbers
- Quality standards results
- Vehicle seal information

After you print final invoices, you are ready to update all of the system information to complete the sales order processing cycle. You also update all tables that are associated with the sales order and customer and the general ledger.
The following graphic illustrates the process flow for an order in the Sales Order Management and Load and Delivery Management systems.
Sales Order Management

- Preference Profiles
- Enter Sales Order
- Pricing
- Build Trip
- Print Picking Document
- Ship Confirm Order
- Print Shipping Notes
- Bulk
  - Print Bulk Loading Note
  - Confirm Bulk Load by Trip/Order
  - Print Bulk Delivery Documents
  - Confirm Bulk Delivery and Disposition Remainder
  - Determine Billable/ Payable Freight
  - ECS Advanced Functionality
  - Order Process
- Packaged
  - Print Packaged Picking Ticket
  - Print Packaged Loading Note
  - Confirm Packaged Load by Trip/Order
  - Print Packaged Delivery Documents
  - Confirm Packaged Delivery/ Return Undelivered Products
  - ECS Advanced Functionality
  - Order Process
- Determine Invoice Cycle and Print Daily/Periodic Invoices
- Update General Ledger Records (Customer Sales Update)
  - (optional) Repricing
  - Purge
Status Codes

You set up a status code for each of the steps in the sales order process using order activity rules. The system uses these codes to track the status of an order within the sales order process. For example, an order that is confirmed for shipment has a status code of 578.

The following graphic illustrates the relationship between status codes and the main steps within the standard sales order process and the sales order process using ECS advanced functionality.

<table>
<thead>
<tr>
<th>Standard Order Process</th>
<th>ECS Advanced Functionality Order Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Status</strong></td>
<td><strong>Next Status</strong></td>
</tr>
<tr>
<td>520 Enter Sales Order</td>
<td>540</td>
</tr>
<tr>
<td>540 Print Pick Slips</td>
<td>560</td>
</tr>
<tr>
<td>560 Confirm Shipments</td>
<td>578</td>
</tr>
<tr>
<td>578 Run Cycle Billing</td>
<td>580</td>
</tr>
<tr>
<td>580 Print Invoices</td>
<td>600</td>
</tr>
<tr>
<td>999 Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

See Also

- Setting Up Order Activity Rules
- Setting Up Delivery Documents in the Load and Delivery Management Guide
- Printing Preload Documents in the Load and Delivery Management Guide
- Confirming Load and Delivery in the Load and Delivery Management Guide
Work with Picking Documents

Working with Picking Documents

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

Working with picking documents includes the following tasks:

- Printing a control pick list
- Printing a pick slip

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

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

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

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

The following graphic illustrates how the system uses pick slips and a control pick list to fill sales orders.
Sales Order Management

| Sales Order Management |

<table>
<thead>
<tr>
<th>Order 1</th>
<th>Order 2</th>
<th>Order 3</th>
<th>Order 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
<td>Item</td>
<td>Qty</td>
<td>Item</td>
</tr>
<tr>
<td>10</td>
<td>M001</td>
<td>15</td>
<td>M001</td>
</tr>
<tr>
<td>6</td>
<td>1001</td>
<td>10</td>
<td>1001</td>
</tr>
</tbody>
</table>

Control Pick List

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>M001</td>
</tr>
<tr>
<td>25</td>
<td>1001</td>
</tr>
</tbody>
</table>

Staging Area

<table>
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<tr>
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<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>M001</td>
</tr>
<tr>
<td>6</td>
<td>1001</td>
</tr>
</tbody>
</table>

Pick Slips

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>M001</td>
</tr>
<tr>
<td>10</td>
<td>1001</td>
</tr>
</tbody>
</table>

Packing Boxes

<table>
<thead>
<tr>
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<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>M001</td>
</tr>
<tr>
<td>4</td>
<td>1001</td>
</tr>
</tbody>
</table>

Printing Preload Documents using ECS Advanced Functionality

You can use the Load and Delivery Management system in conjunction with Sales Order Management to print the following preload documents:

**Trip worksheet**

You can use the trip worksheet for the vehicle operator to record data while on a trip, such as arrival and departure times for each delivery address and stop times for maintenance.

**Loading notes**

A loading note provides the loading instructions for a trip or sales order. Loading notes provide additional information, such as temperature and density information, for the products. Depending on the type, a loading note also serves to transfer responsibility for the products to the vehicle operator or the purchaser.
See Also

- Print Preload Documents in the Load and Delivery Management Guide.

### Printing a Control Pick List

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Print Control Pick List

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

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

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

Printing a Pick Slip

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Print Pick Slips

A pick slip is a document that contains information about the items to be shipped, such as quantity and location for a single sales order.

If you hard-commit inventory when you pick slips, a pick slip can include several locations from which you can pick items. It lists the primary location of an item first. If the primary location is out of stock, it lists the secondary location.

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

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

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

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

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

Processing Options for Pick Slips Print

STATUS CODES:
1. Enter the Range of Status Codes to be selected for processing.
   Cycle sheets will be printed.
   Next Status Code Thru (Required)
2. Override Next Status (Optional)
3. Enter a '1' to prevent updating the Next Status Code from Order Activity Rules. If left blank the Next Status Code will update.
REPORT DISPLAY:
4. Enter the Global Print Message to print on each pick slip.

5. Enter a '1' to print Sales Order Header & Detail associated text. Enter a '2' to print only Header associated text. Enter a '3' to print only Detail associated text.

LINE DISPLAY:
6. Enter a '1' to print Kit Component Lines.

7. Enter a '1' to print Future Committed Inventory Lines.

8. Enter a '1' to print Sales Order Detail Text Lines.

9. Enter a '1' to print lines with zero Quantities Shipped.

ITEM NUMBER DISPLAY:
10. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the customer item number. If left blank, only our item number will print.

11. If you wish to print the customer item number, enter the type of cross reference to retrieve.

INVENTORY PROCESSING:
12. Enter a '1' to Hard Commit Inventory. If left blank the inventory commitment from Order Entry will not change.

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

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

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

BARCODE OPTIONS:
16. Enter which barcode symbology to print. '1' = Code 39 (3 of 9) '2' = Code 128 If left blank, bar codes will not print.
Work with Shipments

Working with Shipments

After warehouse personnel pick the items for an order, you must verify that the item and shipping information is correct before shipping the order. You use the Confirm Shipments program to verify that the inventory has left the warehouse. You can verify the location from which the item was picked, the quantity, all item and shipping information, additional charges, and serial numbers before shipping the order.

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

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

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

Working with shipments includes the following tasks:

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

Understanding Load and Delivery Confirmation

If you use Load and Delivery Management and have activated the ECS Control in Sales Order Management system constants, you can track the transport of bulk or packaged goods from the warehouse or depot to the customer site.

Accurate and timely load confirmation is key to successful bulk product transportation. You perform load confirmation to verify the quantities of
product loaded, according to the specifications of the sales order or trip. The Load and Delivery Management system enables the rapid load confirmation of bulk and packaged products.

The delivery of a product is the moment when ownership is transferred to your customer. You perform delivery confirmation to verify the quantities of product delivered, according to the specifications of the load confirmation. Delivery confirmation can be completed for all types of deliveries, such as for bulk products, packaged products, and milk run trips. You can confirm the delivery of one trip or one order at a time, or you confirm multiple deliveries at the same time.

The system improves inventory accuracy by:

- Making the necessary inventory adjustments to account for temperature and density readings taken during the loading process
- Allowing you to record valid test results of a bulk product before you can successfully load confirm
- Changing the status of an order to be eligible for batch document product or automatically triggering the printing of delivery documents
- Creating historical records of each transaction in the item ledger and preventing load confirmation if predefined requirements, such as quality standards, are not met
- Allowing you to record the disposition of remaining bulk quantities during delivery confirmation
- Making the necessary journal entries to the system

Use the Load and Delivery Management system to support the aviation and marine industries. When you confirm load and delivery of products for the aviation and marine industries, the programs allow you to enter additional order information, such as flight or vessel numbers, fueling times, and arrival and departure times.

See Also

- *Load and Delivery Confirm* in the *Load and Delivery Management Guide* to perform load and delivery confirmations

Confirming Shipments

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

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

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

To confirm shipments, complete the following tasks:

- Confirm an order
- Confirm shipments from multiple locations

**Before You Begin**

- Verify that a status code is set up for shipment confirmation

**What You Should Know About**

**Confirming kits**

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

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

**Updating inventory during shipment confirmation**

If the document type for the sales order is set up in the inventory update user defined code table (40/1U), the system updates the on-hand inventory, adjusts the hard-committed and soft-committed quantities, and updates item ledger and item history information.

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

If the shipment quantity is less than the order quantity, you can adjust the shipment quantity on the sales order. If the system still cannot fill a quantity of items, it processes the order depending on how you set the following:

- You must set the update processing options in Confirm Shipments program to backorder, cancel, or ship available items.
- You can define in the customer billing instructions if the customer allows backorders.

**Transfer orders**

When you create a transfer order in the Sales Order Management system, the system generates a sales order and a purchase order. The sales order is for the branch from which you are transferring items. The purchase order is for the branch to which you are transferring items. The system inputs the branch from which you are transferring items as the supplier on the purchase order.

When you confirm shipment of the items on the sales order, you can have the system initiate receipt routing for the items on the purchase order. For example, you can have the system initiate receipt routing to show that the items are in transit to your warehouse.

You use the processing options for Shipment Confirmation to specify that the system searches for a receipt route based on the route that is assigned to the supplier (branch) and item. You can specify a default receipt route, or the route type code that applies to the receipt route.

See *Working with Items in Receipt Routing* in the *Procurement Guide*.

---

**Confirming an Order**

**From Sales Order Management (G42), choose Sales Order Processing**

**From Sales Order Processing (G4211), choose Confirm Shipments**

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

On Confirm Shipments

5. Complete the following fields:
   - Order Number
   - Branch/Plant

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

7. Access the detail area.
8. Review the following fields:
   - Quantity
   - Item
   - Location
   - Lot

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

**Confirming Shipments from Multiple Locations**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Confirm Shipments

If the items on an order are picked from multiple locations, you can specify the locations and the quantity, and confirm shipment. Unless you have specified lot control during shipment confirmation, you can also choose quantity from a lot within the location.

► **To confirm shipments from multiple locations**

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

2. Choose the locations option to access the Multiple Locations window for each line item.

   The system displays the inventory available for the line item at the branch/plant from which the sales order originated.
3. To access information for inventory that is available from another location, complete the following field:
   - Branch/Plant

4. Complete the following fields for each location that you review:
   - Quantity
   - Item
   - Location
   - Lot

5. Save the quantity allocation and exit to Confirm Shipments.

   The Confirm Shipments form displays the quantities that are allocated to multiple locations. You only confirm shipment to the original order line.

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

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

**Processing Options for Order Confirmation**

**RECORD SELECTION:**

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

2. Enter Sales Order Type (Required) ____________

**DEFAULT VALUES:**

3. Line Type for new Sales Detail Lines entered through Additional Line Entry. If left blank, you will need to enter it manually for each line.
   - NOTE: You cannot enter new inventory items.

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

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

PROMPTING CONTROL:
5. Enter ‘1’ to be allowed to enter additional non-inventory lines. If blank, the Additional Line Entry Display will be suppressed.
6. Enter ‘1’ to display kit component lines. If left blank kit component lines will be suppressed and confirmed with the parent item.
7. Enter ‘1’ to display text lines. If left blank, all text lines will be suppressed from display and their status will be updated automatically.
8. Enter ‘1’ to be prompted to accept the order.
9. Enter ‘1’ to receive an error when the item location is on hold. If left blank, you will receive a warning.
10. Enter ‘1’ to have the system pre-load the update option (‘1’) to option field.
11. Enter ‘1’ to check availability and receive a warning if lack of availability. If left blank, no warning will be given.
12. Enter ‘1’ to prevent shipment from a location which currently has zero or negative On Hand Quantity, or if the result of the shipment will produce negative On Hand Quantity. If left blank, the item will be allowed to be confirmed regardless of the On Hand Quantity.
13. Enter ‘1’ to have the system prevent shipping a quantity that is greater than the quantity on the order. If left blank, you will be able to over ship an order.

UPDATE OPTIONS:
14. Enter ‘1’ to allow the Line Type of confirmed items to be overridden. If blank, field will be protected.
15. Enter ‘1’ to allow Ship-To-Address to be overridden. If left blank, Ship-To fields will be protected.
16. Enter ‘1’ to automatically backorder or cancel any remaining quantity not shipped. If left blank, will leave all remaining quantities shippable. For kit master lines, all remaining quantities will be backordered or cancelled.
FREIGHT PROCESSING:
17. Enter ‘1’ to call the Freight and Additional Charges Calculation program (P40210) after an order is confirmed for shipment and have the freight charges calculated automatically.

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

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

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

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

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

What You Should Know About Processing Options

Freight Processing
The system can calculate freight charges automatically after an order is confirmed for shipment. If you do not use automatic freight calculations, you must enter freight charges manually.

Receipt Routing from Ship Confirm processing options
For transfer orders, you must activate receipt routing from shipment confirm or no receipt routing will be performed.

You use the processing options for Shipment Confirmation to specify that the system searches for a receipt route based on the route that is assigned to the supplier (branch) and item or you can specify a default receipt route. You can also specify the route type code that applies to the receipt route.

The system performs receipt routing regardless of whether receipt routing is initiated for the version of the receipt program is being called.

See Creating Receipt Routes in the Procurement Guide.
**Entering Serial Numbers at Shipment**

From *Sales Order Management (G42)*, choose *Sales Order Processing*

From *Sales Order Processing (G4211)*, choose *Confirm Shipments*

For tracking purposes, certain items, such as appliances, require you to enter serial numbers. You set up serial number requirements in the Inventory Management or Purchase Order Management system.

You can assign serial numbers in the following ways:

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

If the serial number requirement is set up for an item in the item’s master information, but the serial number is not entered prior to shipment confirmation, you must enter one before you confirm the item for shipment.

**To enter serial numbers at shipment**

On Confirm Shipments

1. Complete the steps to confirm an order.

   If the serial number requirement is set up for an item, the Serial Number Selection form appears.
2. On Serial Number Selection, review the following fields:
   - Serial Numbers
   - Item
   - Order
   - Line

3. Choose a serial number for the item by choosing the Update option next to the serial number for the item.

4. To add a serial number, press F15 to access Serial Number Revisions.
5. Complete the following fields:
   - Branch/Plant
   - Item Number

6. Complete the fields in the following column:
   - Serial Number 1

7. To add a secondary serial number for an item, complete the following field:
   - Serial Number 2

8. Press F15 to return to the Serial Number Selection Form.

9. Choose a serial number for the item or items by entering the Update option next to each serial number.

**See Also**

- See Setting Up Item Master Information in Inventory Management for more information.
- See Assigning Lots, Locations, and Serial Numbers to Receipt Items in Purchase Order Management for more information.

**Printing Shipping Documents**

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

Printing shipping documents includes the following tasks:

- Printing bills of lading
- Printing delivery notes

**Printing Bills of Lading**

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G42111), choose Print Shipping Documents

You run a version of the Print Shipping Document program to print bills of lading. A bill of lading lists the following information about the order:

| Item | Includes item description, quantity, weight, and volume. |
Billing
Includes customer address and price.

Shipping
Includes shipping instructions, total weight, and total volume.

Delivery
Includes signature lines for the driver and the customer.

You can specify the heading that prints at the top of the document, such as “Bill of Lading”, when you run the program. Because a shipping document has signature lines for the delivery person and the customer, you can also use it as a receipt.
Processing Options for Bill of Lading

STATUS CODES:
1. Next Status Code (Required) ____________
2. Override Next Status (Optional) ____________
3. Enter a '1' to prevent updating the next status code from the Order Activity Rules. If left blank, the next status will be updated.

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

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

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

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

CURRENCY PROCESSING:
14. Enter a '1' to print amounts in Foreign Currency. Enter a '2' to print amounts in both Foreign and Domestic Currency. If left blank only Domestic Currency amounts will print.
Printing Delivery Notes

From Sales Order Management (G42), choose Sales Order Reports

From Sales Order Reports (G4211), choose Print Delivery Notes

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

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

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

Before You Begin

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

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

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

2. Enter a ’1’ to prevent updating the Next Status Code from the Order Activity Rules. If left blank, the Next Status Code will be updated.

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

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

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

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

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

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

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

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

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

Exercises

See the exercises for this chapter.
Work with Invoice Cycles

Working with Invoice Cycles

You can create invoices for different customer and item combinations in different cycles. For example, you might have a customer who receives weekly shipments but prefers to receive only one invoice at the end of each month.

Working with invoice cycles includes the following tasks:

- Creating the Invoice Cycle preference
- Setting up invoice cycle calculation rules
- Running the Schedule Invoice Cycle
- Verifying the G/L entries

You set up invoice cycles to control how the Schedule Invoice Cycle program calculates scheduled invoice dates. When you set up invoice cycles, you apply different cycle calculation rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments that were made during that month, and another customer might prefer a weekly invoice for specific items.

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. After you set up invoice cycles, you can assign them to customer and item combinations with the Invoice Cycle preference. You can later revise scheduled invoice dates, if necessary.

You can set up customer billing schedules, such as weekly or monthly, that are based on customer and item combinations in the Invoice Cycle preference. Within the invoice cycle preference, you can indicate the parameters that the system uses to calculate scheduled invoice dates in the cycle calculation rule. For example, you might create an invoice for one customer weekly, bi-weekly, or monthly. You can also specify that another customer receives an invoice one week after the actual shipment date.

The Schedule Invoice Cycle program updates deferred G/L accounts for costs of goods sold, revenue, and unbilled accounts receivable. You can run the program in proof mode for review purposes or in final mode to perform the updates.
By setting up an invoice cycle preference for a customer, you create an interim step between shipment confirmation and invoicing.

**Before You Begin**

- Verify that you have set up the preference master, preference profiles, and hierarchies to fit your business requirements. See *Understanding Preferences*.

**What You Should Know About**

**AAIs for invoice cycles**
You must set up the following AAIs when processing invoice cycle information:

- 4221 - deferred costs of goods sold
- 4231 - deferred revenue
- 4232 - unbilled accounts receivable

See *Setting Up Automatic Accounting Instructions*.

**User defined codes for invoice cycles**
You must set up the following code tables for use with invoice cycle processing:

- Invoice cycle - 40/CY
- Day of week - 42/DW
- Based on date name - 42/DM
- Calculation rule - 42/CR (hard-coded)

See *Working with User Defined Codes* in the *Technical Foundation Guide*.

**See Also**

- *Working with Preferences* for more information about preferences, profiles, and hierarchies

**Creating the Invoice Cycle Preference**

From Sales Order Management (G42), choose hidden selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Management Advanced & Technical Operations (G491031), choose Preference Profiles.
A preference is information that you define for a customer, an item, or any combination of customer (sold to, ship to, or parent addresses), customer group, item, or item group.

You use the Invoice Cycle preference to define a specific invoice cycle for a customer and item combination. The Schedule Invoice Cycle program works in conjunction with the Invoice Cycle preference and the invoice cycle calculation rule to calculate scheduled invoice dates for a customer and item combination.

**To create the Invoice Cycle preference**

On Preference Profiles

1. To access the Preference Inquiry, choose the Inquiry option that corresponds to Invoice Cycle preference.
2. On Invoice Cycle, choose the Revisions option to access the Preference Profile Revisions form.

3. On the Preference Profile Revisions, complete one or more of the following fields to define customer and item combinations:
   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

4. To define specific preference information, complete the following fields:
   - Effective From
   - Effective Thru
   - Quantity From
   - Quantity Thru
   - Sequence Number
   - Branch/Plant
   - Invoice Cycle
What You Should Know About

Document sets
When you set up the Invoice Cycle preference, verify that it does not conflict with the document set you assign to the customer and item combination in the Document Set preference.

See Setting Up Preferences.

Primary invoice
You must ensure that the document set that was printed before and during the load confirm process does not include a primary invoice. If it includes a primary invoice, the system will not apply the Invoice Cycle preference.

See Also

- Understanding Preferences and Setting Up Preferences

Setting Up Invoice Cycle Calculation Rules

From Sales Order Management (G42), choose hidden selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose ECS Sales Order Management Setup. From ECS Sales Order Management Setup (G491041), choose Invoice Cycle Calculation Rule.

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. For example, you can set up daily, bi-weekly, or based-on-date invoicing. You can then enter test dates to review the calculated invoice dates and ensure that you have set up the calculation correctly.

If the calculation rules are bi-weekly, semi-monthly, or at the end of each month, you must also set up scheduled invoice date ranges.

The following invoice cycle calculation rules are hard-coded and require specific settings:

Daily invoicing
- Based On Date Name and Day of Week must be blank
- Days to Increment is optional
**Weekly invoicing**
- Requires Based On Date Name and Day of Week
- Days to Increment is optional

**Bi-weekly invoicing**
- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

**Semi-monthly invoicing**
- Requires Based On Date Name
- Day of Week must be blank
- Days of Increment is optional

**End-of-month invoicing**
- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

**Based-on-date invoicing**
- Requires Based On Date Name
- Day of Week must be blank
- Days to Increment is optional

### Example: Scheduled Invoice Date Calculation

This example illustrates how the Schedule Invoice Cycle program calculates the scheduled invoice date and how the calculation affects the generation of invoices. The following values are entered for the invoice cycle calculation rule:

- Based On Date is Order/Transaction Date (9/27/98)
- Days to Increment is 0
- Calculation Rule is End of Month
- Scheduled Invoice Date Ranges are as follows:
  - Start Dates = 9/1/98 and 10/1/98
  - End Dates = 9/30/98 and 10/31/98
  - Invoice Dates = 9/30/98 and 10/31/98

If the delivery confirmation occurs on 9/29/98, the following events occur:

**On 9/29/98** The Schedule Invoice Cycle program processes the order line and calculates the scheduled invoice date as 9/30/98. Because the scheduled invoice date is later than the system date (9/29/98), the Cycle Billing program creates deferred journal entries.
On 9/30/98

Because the scheduled invoice date is before or on the system date, the Periodic Invoice program generates the invoice and the Update Customer Sales program reverses the deferred entries and completes the required G/L entries.

To set up invoice cycle calculation rules

On Invoice Cycle Calculation Rule

1. Complete one or more of the following fields:
   - Invoice Cycle
   - Calculation Rule
   - Number of Days Increment
   - Based on Date Name

2. To set up a calculation rule for a weekly invoice schedule, complete the following field:
   - Day of Week
3. To enter a bi-weekly, semi-monthly, or end-of-month invoice cycle, access Scheduled Invoice Dates.

![Scheduled Invoice Dates](image)

4. On Scheduled Invoice Dates, complete the following fields:
   - Start Date
   - Ending Date
   - Invoice Date

5. Return to the Invoice Cycle Calculation Rule form.

6. Complete the following field:
   - Test Dates

7. Choose the option to calculate the test scheduled invoice date.

**Running the Schedule Invoice Cycle**

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Invoice Processing

From Invoice Processing (G42113), choose Schedule Invoice Cycle

From ECS Sales Order Management (G4910), choose ECS End of Day Processing. From ECS End of Day Processing (G491013), choose Cycle Billing.

You use the Schedule Invoice Cycle program to calculate scheduled invoice dates. Schedule Invoice Cycle is a batch program that works in conjunction with the Invoice Cycle preference and the invoice cycle calculation rule. If you have
not set up the Invoice Cycle preference, the system applies the default invoice cycle identified in the appropriate processing option.

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

The Schedule Invoice Cycle program updates deferred G/L accounts for costs of goods sold, revenue, and unbilled accounts receivable. You can run the program in proof mode for review purposes or in final mode to perform the updates.

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

If the scheduled invoice date for an order is before or on today’s date, this indicates one of the following:

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

The program does not create deferred entries because the order is included in the sales update that night.

**Verifying the G/L Entries**

The Cycle Billing program generates two reports. To review the G/L entries or determine if there are any errors, you can:

- Review the Cycle Billing Transaction report
- Review the Cycle Billing Exception report

**Before You Begin**

- Set the appropriate processing option to run Cycle Billing in proof or final mode.
- Verify that the Invoice Cycle Calculation Rule has been set up.
- Verify that the Invoice Cycle preference has been set up.
Verify that a user defined code for the default invoice cycle exists. The system applies this code when no preference is found for a customer and item combination. See Working with User Defined Codes in the Technical Foundation Guide.

What You Should Know About

Repricing sales orders at the end of the month

If the price of an item fluctuates or is not known until the end of the month, you can perform month-end repricing for the item.

You create a User Defined Price Code preference to flag the customer and item combination for month-end repricing (for example, EM). The system enters this code in the Price Codes field on the sales order to identify the orders to be repriced at the end of the month.

At the end of the month, you run the version of the Update Sales Price/Cost program that performs repricing by preference at month end. You should set the data selection for this version to select the sales orders with a price code of EM. These orders are updated with the most current price for the item.

The Update Sales Price/Cost program creates a separate record in the Sales Order Detail table. The next time you run the Cycle Billing program, it processes this record.

See Updating Prices for a Customer and Understanding the User Defined Price Code Preferences.

Viewing G/L deferred entries

You can view deferred entries using the General Journal Review (batch type G) on the General Accounting Daily Operations menu.

For example, the system creates the following entries for an item with base price equal to 1000.00 and the cost equal to 500.00:

- Credit to Deferred Revenue of 1000.00
- Debit to Unbilled Accounts Receivable of 1000.00
- Credit to Inventory In-Transit of 500.00
- Debit to Deferred Costs of Goods Sold of 500.00

Reviewing the Cycle Billing Transaction Report

The Cycle Billing program generates the Cycle Billing Transaction report for deferred entries. This report details the G/L entries for a particular order line. The system allows up to four G/L entries for a single order line. When you run
the Cycle Billing program in proof mode, this report shows the G/L entries that will occur when you run the program in final mode. When you run the program in final mode, the report shows the updates that have been made.

**Reviewing the Cycle Billing Exception Report**

The Cycle Billing program generates the Cycle Billing Exception report if any errors occur that prevent a G/L update. For example, the program generates this report if an incorrect AAI exists. The report lists each error and explains the error. You should run the Cycle Billing program in proof mode to determine what errors will occur. You should then correct each error.
Processing Options for Cycle Billing Program

**Default Values**

1. Enter the value of the override next status to be used for an order that is already invoiced. (Required) 

2. Enter the value of the override next status for processing orders. If nothing is entered, the value of the next status from the Order Status Flow will be used. 

3. Enter the value of the version of Sales Order Update to retrieve processing options from. 

4. Enter a ’1’ to run the program in final mode. A blank will indicate proof mode. 

6. Enter the value of the default invoice cycle to be used for those lines for which a preference is not found. 

---

**Exercises**

See the exercises for this chapter.
Process Invoices

Processing Invoices

An invoice provides the following information about an order:

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

If you use ECS advanced functionality, you print invoices with the following information:

- Ambient or standard temperature, and density
- For aviation or marine orders, meter readings
- Invoice totals that are printed in words instead of numbers

Complete the following tasks to process invoices:

- Print invoices
- Using ECS advanced functionality to print invoices

After you confirm the shipment of orders, you can run the Schedule Invoice Cycle program. This program accesses the invoice cycle preference information for your customer and item combination, and, using the Invoice Cycle Calculation Rule program, calculates the scheduled invoice date. The scheduled invoice date determines whether the system writes deferred journal entries to G/L accounts. If the scheduled invoice date occurs after today’s date, the invoice is on a billing cycle.

Typically, you print invoices after you confirm the shipment of an order. You can use the Print Invoices program to print invoices with current scheduled invoice dates.

If you use Load and Delivery Management and have activated ECS Control in the Sales Order Management system constants, you can use the ECS advanced functionality to print invoices through the Periodic Invoice program.
Printing Invoices

From Sales Order Management (G42), choose Sales Order Processing

From Sales Order Processing (G4211), choose Invoice Processing

From Invoice Processing (G42113), choose Print Invoices

You run the Print Invoices program to print invoices with current scheduled invoice dates. You print periodic invoices after you run the Cycle Billing program. The program selects all sales order detail lines with a scheduled invoice date before or on today’s date and creates a print batch for them.

You can set the report display processing option to print invoices immediately or at a later time. If you set up the system to use preprinted invoice forms, the program prompts you to choose the documents to print.

The Print Invoice program updates the following fields in the Sales Order Detail table:

- Invoice number
- Invoice date
- Invoice document type
- Status codes (the program sets the next status code to run the Update Customer Sales program)

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

**Unconsolidated invoice**  The system prints a separate invoice for each order that the customer places.

**Consolidated invoice**  The system combines multiple sales orders on one invoice. You can set up the option to consolidate invoices in the customer's billing instructions. When you choose to consolidate invoices, the system consolidates the accounts receivable and general ledger entries.
Summarized invoice

The system combines multiple line items for the same item if the item number and cost and price of each line item are identical. For example, if you ship the same item to multiple locations, you might want to summarize line items for the invoice that is sent to the bill to location.

You can consolidate or summarize invoices, but cannot do both.

Before You Begin

☐ Verify that the Cycle Billing program has been run
☐ Verify that sales orders have the correct status code for printing invoices

What You Should Know About

Calculating tax amounts

The system calculates tax amounts only for items that you ship. Any backordered items on the invoice do not have tax amount information.

Reviewing and printing invoices online

You can view invoices online for active and closed orders, and orders with backordered items.

With the Online Invoice program, you can print a single invoice faster than you can submit one order at a time to batch.

Process and print individual invoices

You can print an invoice through the subsystem each time you confirm shipment of an order.

See Working with the Subsystem.

Process and print interbranch invoices

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

See Working with Interbranch Orders for information about processing interbranch sales orders.
Sales Order Management

INV O I C E

Date - 05/22/98

Customer - 4243
Bro/Plt - 30
Related PO - 100
Order Nbr - 100 SD
Invoice - 6522 RI

Sold To: Custom Athletic Brokers
Ship To: Custom Athletic Brokers
53104 Peachtree Lane
Atlanta GA 30439

Tax ID:
Tax Cert:

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

Request Date Customer P.O. F.O.B. Ship :
06/20/98

In/Rq Dt Description Item Number UM Ship/Back/Cance Price Extended Price Tax Extended Cost Pct
–––––––– –––––––––––––––––––––––––––––– ––––––––––––––––––––––––– –– ––––––––––––––– ––––––––––––––– ––––––––––––––– –––

1.000 Issel Pump Court Shoes TS001 EA S 500 135.0000 67,500.00 Y 25,612.85 62
06/20/98 Per EA
* Not Eligible for Discount *

2.000 Air–Shaq Children’s X-Trainee TS002 S 525 99.9500 52,473.75 Y 23,077.58 56
06/20/98 Per EA
* Not Eligible for Discount *

Sales Tax Total Order

Terms Net 30 Days Net Due Date 06/21/98 Tax Rt 119,973.75

Processing Options for Sales Order Invoices Print

STATUS CODES:

1. Enter the range of status codes to be selected for processing.
   
   Next Status Code From (Required) 
   Next Status Code To (Required) 

2. Override Next Status (Optional)

3. Enter a ‘1’ to prevent updating the Next Status Code from Order Activity Rules. If left blank the Next Status Code will be updated.

NOTE: If using EDI processing, a ‘1’ will prevent updating EDI files. If left blank,
EDI files will be updated.

TAX INFORMATION:
4. Enter a ‘1’ to print by Tax Group.
   Enter a ‘2’ to print by Tax Area.
   Enter a ‘3’ to print by Tax Authority. If left blank, no tax information will print.

REPORT DISPLAY:
5. Enter the date to be printed as invoice date. If left blank, the system date will be used.
6. Enter a ‘1’ to prevent A/R number from being assigned (used when creating a consolidated proof).

7. Enter an index number (1-10) used to assign the A/R Next Number. If left blank, index 01 will be used as the default.
8. Enter the document type to be used for the invoice. If left blank, ‘RI’ will be used for the customer invoice and ‘RT’ will be used for the inter-branch invoice.
9. Enter the global print message to print on each invoice.
10. Enter a ‘1’ to print serial numbers. If left blank, no serial numbers will print.
11. Enter a ‘1’ to print sales order associated text. If left blank, no associated text will print.
12. Enter a ‘1’ to extend the price on backordered lines. If left blank, the price will not be extended.
    NOTE: This is for print purposes only.
13. Enter a ‘1’ to print the available discount. If left blank, the discount will not print.

LINE DISPLAY:
14. Enter a ‘1’ to print backordered and cancelled lines only once. If left blank, the backordered and cancelled lines will continue to print.
15. Enter a ‘1’ to print backordered lines. Enter a ‘2’ to print cancelled lines. Enter a ‘3’ to print both. Enter a ‘4’ to print neither.
16. Enter a ‘1’ to print kit component lines. If left blank, no kit component lines will print.
17. Enter a ‘1’ to print future committed inventory lines. If left blank, future lines will not print.

ITEM NUMBER DISPLAY:
18. Enter a ‘1’ to print only our item
number. Enter a ‘2’ to print both our item number and the customer item number. If left blank, only our item number will print.

19. If you wish to print the customer item number, enter the type of cross reference to retrieve.

20. Enter a ‘1’ to summarize by item. Enter a ‘2’ to summarize items within each whole line number (Kit Grouping).
   Note: Do not use if consolidating.

INVENTORY PROCESSING:
21. Enter a ‘1’ to hard commit inventory. If left blank the inventory commitment will not change.

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

SALES COST UPDATE:
23. Enter ‘1’ to update the item cost with the current inventory cost by running the Sales Cost Update (P42950) prior to invoice print.

24. Enter the version of Sales Cost Update to run. If left blank, will use version ZJDE0001.

INTER-BRANCH INVOICE:
25. Enter ‘1’ to print an inter-branch invoice. If left blank, customer invoices will be printed.

CURRENCY PROCESSING:
26. Enter a ‘1’ to print amounts in foreign currency. If left blank, only domestic currency amounts will print.

DRAFT PRINTING:
28. Enter a ‘1’ to print drafts. If left blank, no drafts will print for any customer.

29. Enter the city name where the draft is being originated. This city will print on the draft. If left blank, no city will appear on the draft.

PROCESSING CONTROL EDIT:
30. Specify one of the following:
   Enter a ‘1’ to perform Processing Control Edit to determine which customers to process.
   Enter a ‘2’ to perform Processing Control Edit to determine which customers to process, but default to EDI, PRINT, and FAX setup
listed below if not found. If left blank, Processing Control Edit will not be performed to determine which customers to process. EDI, PRINT, and FAX options listed below will be used.

EDI PROCESSING:
31. Select the EDI transaction to be created. If left blank, no EDI transactions will be created.
   1 = Invoice
   2 = Order Acknowledgment
   3 = Response to Quote
   4 = Change Order Acknowledgment
   5 = Prod. Transfer/Resale Report

32. Enter a ’1’ to extract advanced pricing history information from F4074 (valid for 810 and 855 only). If left blank, pricing history will not be extracted.

33. Enter the following EDI defaults:
   EDI Document type (EDCT)
   EDI Transaction Set (EDST)
   EDI Translation Format (EDFT)
   Trading Partner ID (PNID)
   Transaction Set Purpose (TPUR)
   Acknowledgement Type Code (ACKT)
   Lines Status Code (LSTS)
   Change Code (CHGC)

PRINT PROCESSING:
34. Enter a ’1’ to print the document. If left blank, the document will not be printed.

FAX DOCUMENT PROCESSING:
35. Enter a ’1’ to fax the document. If left blank, the document will not be faxed.

36. Enter the Fax Output Queue. If left blank, the fax will be written to the same output queue as printed documents.

37. Enter a ’1’ to create outbound EDI Unutilized Information records. If left blank, Unutilized Information records will not be created.
What You Should Know About Processing Options

Status codes processing options
You must specify the next status codes that the system will select for processing.

If you run proof versions of invoices prior to final versions, you can prevent the system from advancing the status codes until you run final versions.

Report display processing options
If you run consolidated invoices and prevent the system from assigning accounts receivable numbers, you must choose the version in Sales Update that assigns invoice numbers.

See Updating Customer Sales.

Using ECS Advanced Functionality to Print Invoices

If you use Load and Delivery Management and have activated ECS control in the Sales Order Management system constants, you can print invoices with the following information:

- Ambient or standard temperature, and density
- Vehicle sampling/quality standards results
- Meter readings for aviation or marine orders
- Invoice totals that are printed in words instead of numbers

You run the Periodic Invoice program to print invoices for bulk and packaged products with current scheduled invoice dates. You print periodic invoices after you run the Cycle Billing program. The program selects all sales order detail lines with a scheduled invoice date that occurs before or on today’s date and creates a print batch for them.

If periodic invoice printing is interrupted for any reason or you have problems with preprinted forms, you can access and print the invoices again.

Complete the following tasks to print invoices using ECS advanced functionality:

- Print periodic invoices
- Print interrupted invoices batches
Printing Periodic Invoices

From ECS Sales Order Management (G4910), choose End of Day Processing

From ECS End of Day Processing (G491013), choose Periodic Invoice

You can set the appropriate processing option to print invoices immediately or at a later time. If you set up the system to use preprinted invoice forms, the program will prompt you to choose the documents to be printed.

The Periodic Invoice program updates the following fields in the Sales Order Detail table:

- Invoice number.
- Invoice date.
- Invoice document type.
- Status codes. The program sets the next status code to run the Update Customer Sales program.

Periodic Invoice is a DREAM Writer batch program.

Before You Begin

☐ Verify that the Cycle Billing program has been run.

☐ Verify that you have set up the following:

- Document next numbers
- Document codes
- Depot print instructions

What You Should Know About

**Printing price adjustments**

If you work with advanced price adjustments, you can indicate the appropriate adjustment control code of the Price Adjustment Definition form to determine whether the system prints the adjustments as a separate line on a invoice.

See Working with Price Adjustments in the Advanced Pricing Guide.
Setting up delivery documents to allow for periodic invoicing

If you print a primary invoice document as part of the delivery document set, you cannot print periodic invoices for your customer and item combination. To produce a periodic invoice, you must set the primary invoice flag on the Delivery Document Maintenance form as non-primary.

You assign a primary invoice to print with delivery documents for customers who want their invoices delivered with the products. If you print a primary invoice with the delivery documents, the Cycle Billing program advances the status of the invoiced sales order lines beyond the periodic invoice step.


Using preprinted invoice forms

If you use preprinted invoice forms, you must set the Document Control Required flag on the Depot Document Print Setup form to Yes. You then set up the control fields on the Document Next Number form for the Document Type code that you used on the Delivery Document Maintenance form.

See Setting Up Load and Delivery Documents in the Load and Delivery Management Guide.

Reprinting invoices

You might need to reprint the invoices or any delivery documents if you need additional copies. Use Document Reprint to specify the particular delivery documents to print.

See Printing Delivery Documents in the Load and Delivery Management Guide.

Invoice number audit trail

You can Document Register to review information on delivery documents, delivery invoices and periodic invoices that are generated during the course of daily operations.

See Reviewing the Document Register in the Load and Delivery Management Guide.

See Also

- Setting Up Delivery Documents in Load and Delivery Management Guide
Processing Options for Periodic Invoice Processing

Periodic Invoice Submit Processing Opt.

1. Enter the date to be used as the invoice date. This date is also used to retrieve document next number information. Leave blank if using processing option no. 2 below.

OR

2. Select the date or date hierarchy to determine the invoice date. Leave blank if date entered on processing option no. 1.

'1' = System Date
'2' = Promised Delivery Date
'3' = Actual Delivery Confirmation Date
   Promised Delivery Date
'4' = Trip Load Date
   Order Load Date
'5' = Actual Load Confirmation Date
   Trip Load Date
   Order Load Date

3. Enter the document code to be used for periodic invoice.

4. Enter the desired Print Control MCU (Cost Center).

Periodic Invoice Submit Proc. Opt. (Cont)

5. Enter the Output Queue number for periodic invoice.

6. Enter a '1' to run this job interactively. If a blank is entered, the job will be submitted to batch.

7. Enter the dreamwriter version of the batch creation program to run (X49580A).

Processing Options for Periodic Invoice Print

Status Codes:

1. Enter the range of status codes to be selected for processing.
   Next Status Code From (Required)
   Next Status Code To (Required)

2. Override Next Status (Optional)

3. Enter a '1' to prevent updating the Next Status Code from the Order Activity Rules. If left blank, the Next Status Code will be updated.
Tax Information:  
4. Enter a ‘1’ to print by Tax Group.  
Enter a ‘2’ to print by Tax Area.  
Enter a ‘3’ to print by Tax Authority.  If left blank, no tax information will print.

Report Display:  
5. Enter a ‘1’ to prevent A/R number from being assigned (used when creating a consolidated proof).
6. Enter the global print message to print on each invoice.
7. Enter a ‘1’ to print sales order associated text.  If left blank, no associated text will print.

Line Display:  
8. Enter a ‘1’ to print kit component lines.  If left blank, no kit component lines will print.

Item Number Display:  
9. Enter a ‘1’ to print only our item number.  Enter a ‘2’ to print both our item number and the customer item number.  If left blank, only our item number will print.
10. If you wish to print the customer item number, enter the type of cross reference to retrieve.
11. Enter a ‘1’ to summarize by item.  Enter a ‘2’ to summarize items within each whole line number (Kit Grouping).

Currency Processing:  
12. Enter a ‘1’ to print amounts in foreign currency.  If left blank, only domestic currency amounts will print.

Invoice Printing Options:  
13. Enter the program name that translates total amounts from numbers to words.  
(See User Defined Codes, system code 98, type “CT” for program numbers.)

Aviation/Marine:  
14. Enter a ‘1’ to print meter readings.  If left blank, no meter readings will print.

Quality Results/Seal Number Lines:  
15. Enter a ‘1’ if the On Vehicle Sampling/Quality results should be printed.  Otherwise default is ‘ ’.
16. Enter a ‘1’ if the Vehicle Seal information should be printed.  Otherwise, the default is ‘ ’.
Printing Interrupted Invoice Batches

From ECS Sales Order Management (G4910), choose End of Day Processing

From ECS End of Day Processing (G491013), choose Periodic Invoice

If periodic invoice printing is interrupted for any reason or you have problems with preprinted forms, you can access and print the invoices again. After the Periodic Invoice program selects a sales order detail line for printing, it updates the status code. After the line is printed, the program updates the status code again.

The Periodic Invoice program includes a double update of the status code so that you can print the batch again, if necessary. If you run the Periodic Invoice program while you have an interrupted print batch, the program does not select the detail lines that were included in the interrupted batch, nor does the system process them again.

▶ To print interrupted invoice batches

On Document Print Batch Inquiry

1. Complete the following field:
   - Business Unit

2. Choose the appropriate batch number under the Control Number heading.
3. On Document Print Control, choose the option to print the batch.

   After the system has printed the invoices, the Document Print Control Confirm form appears.

4. To verify that all of the invoices have printed correctly, complete the following field on Document Print Control Confirm:
   - Reply (Y/N)

See Also

- Using ECS Advanced Functionality to Print Invoices for the processing options for this program
What You Should Know About Processing Options

Document type (3)  You must set up a document type (PP) for periodic invoice in user defined code table 03/DT.
Update Status Codes

Updating Status Codes

From Sales Order Management (G42), choose Additional Order Processes

From Additional Order Processes (G4212), choose Status Code Update

From ECS Sales Order Management (G4910), choose ECS Additional Order Processes. From Additional Order Processes (G491012), choose Status Code Update.

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

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

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

Before You Begin

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

To update status codes

On Status Code Update
1. Complete the following field:
   - Sold To

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

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

4. Complete the following field:
   - Update Status To

5. Update the status code of each order line by choosing the Update Status option.
### What You Should Know About

**Limitations of status code updates**

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

### See Also

- *Setting Up Order Activity Rules*
**Processing Options for Sales Order Speed Release**

Enter the default Status Codes to be selected for processing:
- Status Code (Last) ____________
- Status Code (Next) ____________

Enter the “Next Status” value to be used for update. ____________

Enter a ’1’ to protect the Update to Next Status field. ____________

Enter the Order Type you wish to see. (Default of blanks will display all Order Types.) ____________

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

Enter a ’1’ to preload the update option. ____________

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

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

Enter an override next status for sales order lines for which requests have been generated. ____________
End of Day Processing

Objectives

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

About End of Day Processing

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

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

End of day processing includes the following tasks:

- Updating sales information
- Working with sales update information

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

- Accounts receivable transactions
- General ledger account balances for inventory, cost of goods sold, revenue, and accounts receivable
- Inventory balances for on-hand quantities
- Daily activity reports
- Interim sales reports
• Commission reports

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

• Inventory balances for on-hand quantities
• Amounts posted to the sales, inventory, cost of goods sold, tax, and freight accounts
• Amounts posted to the accounts receivable ledger
• Reports for interim sales
• Reports for commissions
Update Sales Information

Update Sales Information

To maintain the most accurate sales information, you can update your records in the sales order management system daily. You run a version of the Update Customer Sales program each day to maintain the most accurate sales information. After you run the program, you can review and post sales transactions, and review sales reports.

Updating sales information includes the following tasks:

- Updating customer sales
- Reviewing sales journals and reports

Updating Customer Sales

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose Update Customer Sales

From ECS Sales Order Management (G4910), choose ECS End of Day Processing. From ECS End of Day Processing (G491013), choose Update Customer Sales.

When you run the Update Customer Sales program, the system generates reports that include summary or detail information about the following:

- Update information about customer sales
- Accounts receivable and G/L entries
- Sales for different categories, such as stock sales and freight, cost of goods sold, and profit percentages
- Errors that result from running the program

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

- Updates the Sales Order Header table (F4201) and the Sales Order Header History table (F42019)
• Updates the Sales Order Detail table (F4211) and the Sales Order Detail History table (F42119)
• Updates on-hand inventory for bulk items in the Item Location table and writes a record to the Bulk Product Transaction table (F41511)
• Updates invoice information, such as the dates of the first and last invoices, and year-to-date totals for invoices
• Updates the General Ledger table (F0911), the Accounts Receivable table (F0311), and the Sales Ledger table (F42199)
• Creates invoices and assigns invoice numbers to sales orders that you do not process through the Print Invoices program (P42565) or the Schedule Invoice Cycle program
• Updates inventory balances in the Item Location table (F41021), the Item History table (F4115), and the Item Ledger table (F4111)
• Updates commission information in the Commissions table (F42005), and summarizes cost of goods sold and sales by item in the Sales Summary table (F4229)
• Updates costs with the current information in the Item Cost table (F4105) and prices in the Sales Price Adjustment table (F4074)
• Updates interbranch sales information
• Updates the Text table (F4314) with current messages

You must choose the appropriate version of the Sales Update program to update your tables. Choose one of the following versions based on your process:

**Sales Update**

You can use the proof or final mode of this version when the sales order has been processed through Invoice Print and contains a document number and type in the Sales Order Detail file.

**Assign Invoice Numbers**

You must use the proof or final version when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an A/R number.

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

- Notify the system operator before you run the sales update or consider running the program during non-business hours.

- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the G/L and accounts receivable.

- Verify that the status code for sales update and any status codes that follow are set up in the order activity rules.

What You Should Know About

<table>
<thead>
<tr>
<th>Updating interbranch sales orders</th>
<th>The system can create entries for interbranch orders for both the supplying branch/plant and the selling branch/plant, and the subsequent sale to the customer. See Working with Interbranch Orders for more information about how the system processes interbranch sales during the sales update.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updating multi-currency sales orders</td>
<td>You can run the Update Customer Sales program for multi-currency sales orders.</td>
</tr>
<tr>
<td>Updating inventory for bulk items</td>
<td>During the load confirmation process, the system updates the quantity of on-hand inventory for bulk items in the Item Location table. If you do not process a detail line through Load Confirmation, the Update Customer Sales program updates inventory for bulk items and writes a record to the Bulk Production Transaction table (F41511). If you process a sales order detail line through load confirmation, the system does not update inventory quantity during sales update.</td>
</tr>
<tr>
<td>Updating sales costs manually</td>
<td>In standard cost environments, it is important to run the Sales Cost Update program to update the sales order cost information with the item cost from the Item Cost table (F4105). Run this program daily to keep the Item Ledger table (F4111) synchronized with the General Ledger table (F0911).</td>
</tr>
</tbody>
</table>
Updating the on-hand quantity and the Cardex

You can relieve the on-hand quantity for an item during shipment confirmation or sales update. The method you choose affects the history files that are written to the Cardex.

- If you subtract the on-hand quantity from inventory during shipment confirmation, the system creates a record in the Cardex with the sales order as the document number and the order type as the document type. During sales update, the system overwrites the record with the invoice number and type, G/L date and batch number.

- If you subtract the on-hand quantity from inventory during sales update, the system writes the invoice number, type, and G/L date to the Cardex. No record is written during shipment confirmation.

For more information on the Cardex, see Locating On-Hand Quantity Information in the Inventory Management Guide.

Bypassing records during sales update

You can bypass updates to the following tables, depending on how you set a processing option:

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

Running Sales Update in proof or final mode

When you run the sales update in proof mode, you can:

- View the journal entries and correct any errors.
- Review proof copies of Invoice Journal, an Error Report and depending on the processing options, a Sales Journal.

The system does not perform updates to status codes or any files.

When you run the the sales update in final mode, you can:

- Review the Invoice journal, a complete Error report, and depending on the processing options, a Sales Journal.

The system updates status codes and files, performs edits, such as checking for duplicate records, against the G/L, A/R, and A/P functional servers.
Processing Options for Sales Update

DEFAULT VALUES:

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

OR

2. Select the date to be used as the A/R Invoice date:
   ’1’ = Date of the Sales Invoice
   ’2’ = Actual Shipment date
   ’3’ = Sales Update execution date
   If both options 1 and 2 are blank, the Sales Invoice date will be used.
   If both options 1 and 2 are not blank, the date in option 1 will be used.

3. Enter the specific date to be used as the General Ledger date

OR

4. Select the date to be used as the General Ledger date:
   ’1’ = Date of the Sales Invoice
   ’2’ = Actual Shipment date
   ’3’ = Sales Update execution date
   If both options 3 and 4 are blank, the sales update execution date will be used.
   If both options 3 and 4 are not blank, the date in option 3 will be used.

5. Specify the G/L Account Cost Center (CC) if the AAI CC is blank. If left blank, the default is ’3’.
   ’1’ = Use the Subsequent CC. If it is also blank, use the CC from the order detail.
   ’2’ = Sold to address number
   ’3’ = Use the Subsequent CC. If it is also blank, use the CC from the order header for sales entries and the CC in the detail for inventory entries.

6. Enter the override next status code for lines processed. If left blank, will use status code ’999’ to close out the line.

7. Enter the 3 character code to be used to update the billing remarks in the G/L file (F0911).

PRINT SALES JOURNAL:

8. Enter ’1’ to print a Sales Journal.

9. Enter the version of Sales Journal (P42810) to print. If left blank, version ZJDE0001 will be used.

SUMMARIZATION:

10. Enter ’1’ to summarize your A/R entries within the Invoice Number.
    If left blank, A/R entries will be written in detail.

11. Enter ’1’ to summarize your G/L
entries within the Invoice Number. If left blank, G/L entries will be written in detail.

12. Enter ‘1’ to summarize your Cost of Goods and Inventory G/L entries to a separate batch. These entries will be summarized at the batch level. This option is not allowed in currency mode. More...

UPDATE OPTIONS:
13. Enter ‘1’ to run this program in final mode. If left blank, this program will produce only the reports and will perform no file or status update.

14. Enter ‘1’ to bypass updating any or all of the following systems:
   . Accounts Receivables (F0311)
   . Inventory (F41021/F4115)
   . Commissions (F42005)
   . Sales History Summary (F4229)
   . Sales Rebate History (F4079)
   . Accounts Payable (F0411)

15. Enter ‘1’ to purge all associated text lines in the Text Detail File (F4314). These are text lines entered through a selection exit from Sales Order Entry.

16. Enter ‘1’ to leave completed records in the F4211 file. If left blank, the F4211 record will be purged to the Sales History file (F42119).

17. Enter ‘1’ to leave Sales Header records in the F4201 file. If left blank, AND all associated detail records have been purged, the F4201 records will be purged to the Sales Header History file (F42019).

   NOTE: If you have specified to update the order number to the Subledger field in the G/L, this option must be set to ‘1’.

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

19. Select the type of information to be updated to the Subledger field in the journal entries (F0911):
   ‘1’ = Order Number
   ‘2’ = Salesman Number
   ‘3’ = Sold To Address Number
   ‘4’ = Ship To Address Number
   ‘5’ = Item Number (Short)

INVOICE NUMBER UPDATE:
20. Enter an index number (1-10) used
to assign the A/R Next Number.
If left blank, index 01 will be
used as the default.

21. Enter the document type to be used
for the invoice. If left blank,
'RI' will be used.

NOTE: You will have to use the
above options if you have
not already assigned the
A/R number at the time of
invoice print.

SALES COST UPDATE:
22. Enter '1' to update the item cost
with the current inventory cost by
running the Sales Cost Update
(P42950) prior to sales update.

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

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

INTER-BRANCH SALES:
25. Enter the Order Type used to record
inter-branch sales. To specify
more than one, type them one after
the other along this field.

26. Enter a '1' to create A/R (F0311)
and A/P (F0411) batches. If left
blank, an inter-branch JE (F0911)
batch will be created.

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

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

BULK PRODUCT OPTIONS:
30. Enter a '1' if the quantity
shipped is at standard for sales
lines without bulk quantities.
Leave blank if the quantity
shipped is at ambient.

31. Enter the address book number
to be used as the owner for
duty paid when the tank is
commingled for duty and the
owner has not been specified.

32. Enter the address book number
to be used as the owner for
duty free when the tank is
commingled for duty and the
owner has not been specified.

33. Enter a '1' to record temperature
gain/loss based on cost. Enter a ‘2’ to record temperature gain/loss based on revenue. Leave blank if no temperature gain/loss is to be recorded.

AGREEMENT MANAGEMENT CONTROL:
34. If the agreement management system is in use and the depot from which product will be relieved is a foreign depot, an agreement search will be performed to find a valid borrow agreement. Specify which destination should be used by the search program.

Enter the specific branch/plant to be used as the destination.
OR
Enter ‘1’ to use *ANY or enter ‘2’ to use the user’s default br/plt.

INTERNAL SALES OPTION
35. Enter a ‘1’ to use the Account number from the sales detail as the Revenue account or leave blank to use the account number as the Cost of Goods Sold account number.

What You Should Know About Processing Options

**Default values processing options**
You can specify the priority that the system uses to select the cost center to track G/L entries for an order. If the AAI definition is not associated with a cost center, the system imports the subsequent cost center from the project number in the Revise Single Business Unit form. If this is not specified in the Revise Single Business Unit, the system references the branch/plant field in the order header for sales entries or detail lines for inventory entries.

**Summarization processing options**
If you enter a value to summarize your costs of goods sold and Inventory G/L entries, the system creates batches I and G for posting to journals.

If you do not enter a value, the system creates batch type I for posting to journals.

See Working with Sales Update Information.
Sales flexible accounting processing options
You must enter a value to activate sales flex accounting.

For more information, see Define Flexible Account Numbers.

Recording bulk product gain/loss
You can set the bulk product processing options for the Update Customer Sales program to write temperature gain/loss records for customers billed at ambient temperature when the inventory has been relieved at standard temperature. The gain or loss is calculated in one of the following ways:

- Cost basis, which computes the difference between the extension of ambient volume multiplied by cost and standard volume multiplied by cost. The calculation uses the primary unit of measure.
- Revenue basis, which computes the difference between the extension of ambient volume multiplied by price and standard volume multiplied by price. The calculation uses the pricing unit of measure.

See Calculating a Gain or Loss for Received Products in the Bulk Stock Control Guide for more information about bulk product gain/loss.

Bulk product processing options
You can update quantities based on the quantity that was invoices, which can be ambient or standard. However, the item ledger is updated at standard. If you update ambient quantities, you might receive unpredictable errors.

Updating prices when you update customer sales
You can set the Sales Cost Update processing options for the Update Customer Sales program to run the Update Sales Price/Cost program prior to sales update. The system updates all selected sales orders with current costs, exchange rates, and prices before you create A/R and G/L records.

Sales cost update processing options
You might run a sales cost update if your purchasing or manufacturing costs change frequently. This ensures that the system accurately calculates your profit margins.
### Interbranch sales processing options

If you set the processing option to create A/R and A/P entries for both the selling and supplying branch/plants, the system creates the following types of batches:

- Batch type I – Debits the cost of goods sold account, and credits the receivables account and inventory for the supplying branch/plant and selling branch/plant
- Batch type V – Credits the payables accounts and debits the inventory for the selling branch/plant

If you set the processing option to create only A/R entries, the system creates the following types of batches:

- Batch type I – Credits the revenue accounts and inventory, and debits the cost of goods sold account of the selling branch/plant
- Batch type ST – Credits the revenue account and inventory for the selling branch/plant, and debits the cost of goods sold accounts and inventory for the supplying branch/plant

### Agreement management control processing options

If you have installed the Agreement Management system, you can search for a valid borrow agreement number based on the destination branch/plant.

### Internal sales processing options

If you use the Scale Ticket format for order entry, you can specify whether the system should use the account number from the detail form as the revenue account or as an cost of goods sold account.

### Reviewing Sales Journals and Reports

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

- **Invoice Journal** Details all accounts receivable and general ledger entries.
- **Sales Journal** Analyze amounts by category, such as stock sales and freight with summary or detail entries. Also, review costs of goods sold and profit percentages.
- **Exception Report** Lists any errors that result from the update process.

Reviewing journals includes the following tasks:

- Reviewing the Invoice Journal
Reviewing the Sales Journal

Reviewing the Invoice Journal

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

The Invoice Journal lists the G/L transactions by:

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Co</th>
<th>Customer Name</th>
<th>Customer Number</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ty Invoice</td>
<td>Inv Date</td>
<td>G/L Date</td>
<td>Account Description</td>
<td>Account Number</td>
</tr>
<tr>
<td>RI</td>
<td>8176 000 06/05/98 00071 British Electronics</td>
<td>306</td>
<td>1,300.00</td>
<td></td>
</tr>
<tr>
<td>RT</td>
<td>8177 000 06/05/98 00070 Paris Customer Service Center</td>
<td>308</td>
<td>6,000</td>
<td></td>
</tr>
</tbody>
</table>

Store Sales 7130.5010 1,300.00- AA I
Prime COGS-Transfer 7130.6020 1,000.00- AA I
Inventory/Paris 7130.1411 1,000.00- AA I
Interplant Sales 7012.5050, 7012.5020 6,000- AA I
Prime Cost of Goods 7012.6020 5,000- AA I
Inventory/Brussels 7012.1411 5,000- AA I

Total for - Invoice Amount 7,300.00
- G/L Distribution 7,300.00-

Reviewing the Sales Journal

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

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

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

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

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

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

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

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

RECORD SELECTIONS:
1. Enter '1' to update the Status Codes of the Sales Order. If left blank the Status Codes of the order will not be changed.
2. Enter the override Next Status code for the sales order. If left blank the next available status code from the Order Activity Rule (F40203) will be used. This option will only be in effect if processing option one is set to '1'.

PRINT OPTION:
3. Select the currency printing mode of this report:
   ' ' – Print in Domestic Only
   '1' – Print in Foreign Only
   '2' – Print in Both Domestic and Foreign currencies.

Reviewing the Exception Report

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

Correct any errors and run the Update Customer Sales program again to verify that no more errors exist.
<table>
<thead>
<tr>
<th>Doc No.</th>
<th>TY</th>
<th>Order #</th>
<th>TY</th>
<th>Line #</th>
<th>Field Value</th>
<th>Code</th>
<th>Message Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 RI</td>
<td>49</td>
<td>S3</td>
<td></td>
<td></td>
<td>1.000 0311  DDJ</td>
<td>2370 Due Date Invalid or Missing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000 0311  DGJ</td>
<td>2367 G/L Date Invalid or Missing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000 0311  DIVJ 000000</td>
<td>2368 Invoice Date Invalid</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000 0311  DSVJ</td>
<td>2369 Service/Tax Date Invalid or Missing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000 0911  DGJ 000000</td>
<td>2367 G/L Date Invalid or Missing</td>
<td></td>
</tr>
<tr>
<td>1 RI</td>
<td>2</td>
<td>S0</td>
<td></td>
<td></td>
<td>1.000 0911  ANI 000000</td>
<td>0028 Account Number Invalid</td>
<td></td>
</tr>
<tr>
<td>2 RI</td>
<td>4</td>
<td>S0</td>
<td></td>
<td></td>
<td>1.000 0911  ANI 000000</td>
<td>0028 Account Number Invalid</td>
<td></td>
</tr>
<tr>
<td>3 RI</td>
<td>5</td>
<td>S0</td>
<td></td>
<td></td>
<td>1.000 0911  ANI 000000</td>
<td>0028 Account Number Invalid</td>
<td></td>
</tr>
<tr>
<td>4 RI</td>
<td>149</td>
<td>S3</td>
<td></td>
<td></td>
<td>1.000 0311  DDJ</td>
<td>2370 Due Date Invalid or Missing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.000 0311  DDJ</td>
<td>2367 G/L Date Invalid or Missing</td>
<td></td>
</tr>
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<td>2368 Invoice Date Invalid</td>
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<tr>
<td>4 RI</td>
<td>6</td>
<td>S0</td>
<td></td>
<td></td>
<td>1.000 0911  ANI 000000</td>
<td>0028 Account Number Invalid</td>
<td></td>
</tr>
</tbody>
</table>
Work with Sales Update Information

Working with Sales Update Information

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

Working with sales update information includes the following tasks:

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

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

- **Customer sales (batch type I)**
  - Posts the sales, cost of goods sold, and inventory entries to the Customer Sales Journal.

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

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

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

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

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

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

You use this information to do the following:

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

**What You Should Know About**

**Limitations for changing transactions**

You cannot change the following information for transactions:

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

**See Also**

- *Reviewing Journal Entries and Posting Journal Entries* in the *General Accounting Guide 1*
Reviewing Journal Entries

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose a review form

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

To review journal entries

On the selected review form

6. Display all batches for all users and for all statuses or, to limit your search, complete one or more of the following fields:
   - User ID
   - Batch Number
   - Batch Date From
   - Batch Date Thru
   - Batch Status

7. Choose the appropriate batch job for detailed batch review.
8. Choose the option to review the individual document.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Status</td>
<td>A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are: blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it.</td>
</tr>
</tbody>
</table>
What You Should Know About

Displaying decimal places for foreign currencies

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

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

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

Approving Journal Entries

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose a review form

If your company requires management approval before posting a batch to the general ledger, users with an authorized approval user ID can change a batch status to approved.

To approve journal entries

On the selected review form

1. Choose the appropriate batch.
2. Complete the following field:
   - Approved
Work with Sales Update Information

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

Posting Journal Entries

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose Customer Sales Post

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

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

What You Should Know About

Posting interbranch sales

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

Recording transfer costs

To record the cost of transferring goods between two branch/plants, you can use the Transfer Cost Markup table.

See Setting Up Branch Sales Markups.

Processing Options for Post General Ledger

BATCH SELECTION:
1. Enter Batch Number ____________
   or   Batch Date ____________
   or   Batch User ID ____________

PRINT SELECTION:
2. Identify how to print amount fields on Post Journal:
Sales Order Management

'1' = to Millions (w/ commas)  ____________
'2' = to Billions (w/o commas)
Blank (Default) = No Journal Printed.

3. Identify which account number to
print on report:
'1' = Account Number  ____________
'2' = Short Account ID
'3' = Unstructured Account
'4' = (Default) Number Entered
   During Input

FIXED ASSETS:
4. Enter a '1' to post F/A entries
   to Fixed Assets.
   NOTE: DREAM Writer version ZJDE0001
   of Post G/L Entries to Assets(P12800)
   is executed when this option is
   selected. All transactions selected
   from that DREAM Writer will be posted
   rather than just the current entries
   being posted to G/L.

5. Enter a 'Y' if you wish to explode
   parent item time down to the
   assembly component level. Component
   billing rates will be used. (This
   applies to batch type ‘T’ only.)

CASH BASIS ACCOUNTING:
6. Enter a '1' to create and post Cash
   Basis accounting entries. (Applies
   to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash
   Basis Accounting entries. (Default
   of blank will use “ZU” ledger type.)

ACCOUNTING FOR 52 PERIODS:
8. Enter a ‘1’ for 52 Period Post.
   NOTE: DREAM Writer data selection is
   used for 52 period posting ONLY. It
   is NOT used for the standard post to
   the F0902. Additionally, 52 period
   date patterns must be set up.

TAX FILE UPDATE:
9. Identify when to update the Tax Work
   file (F0018):
   '1' = V.A.T. or Use Tax only
   '2' = for All Tax Amounts
   '3' = for All Tax Explanation Codes
   Blank (Default) = No Update to File.
   Note: When using Vertex Taxes the
   Vertex Tax Register file will be
   updated instead of the Tax Work
   file for methods ‘1’, ‘2’, and ‘3’.

10. Adjust VAT Account for Cash Receipt
    Adjustments and Write Offs. Tax
    explanation must be a ‘V’.
    '1' = update VAT amount only
    '2' = update VAT amount, extended
    price and taxable amount

11. Adjust VAT Account for Discount
Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a ‘V’. ‘1’ = update VAT amount only ‘2’ = update VAT amount, extended price and taxable amount

PROPERTY MANAGEMENT:
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types ‘2’ and ‘/’.)

UPDATE OPTION:
13. Enter ‘1’ to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)

REPORT FORMAT:
14. Enter a ‘1’ to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.

DETAILED CURRENCY RESTATEMENT:
15. Enter a ‘1’ to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

RECONCILIATION FILE PROCESSING
17. Enter a ‘1’ to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.

Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.

BATCH TYPE SELECTION:
NOTE: This option should NOT be changed by User.
Printing Unposted Transactions

From Sales Order Management (G42), choose End of Day Processing

From End of Day Processing (G4213), choose Print Unposted Inventory/COGS

You can print the General Journal report to print a list of unposted batches for inventory cost of goods sold and interbranch sales. Use this information to identify and edit any batches that the system did not post due to errors.

Processing Options for General Journal Report

PRINT OPTIONS:
1. Select Account number to print:
   '1' = account number
   '2' = short account ID
   '3' = unstructured account
   '4' = number entered during input
   If left blank, the number entered during input will be printed.

2. Enter a '1' to print units. If left blank, units will not be printed.

ALTERNATE CHART OF ACCOUNTS PRINT:
3. Select which account category code (1 – 23) to print in place of the account number. Default of blank will print the account number specified in option number 1.

GENERIC TEXT:
4. Enter a '1' to print the generic text for journal entry lines in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed.
Periodic
Pricing

Objectives

- To understand pricing hierarchies
- To establish base prices for your items
- To define varying prices based on customers, customer groups, items, and item groups
- To define price adjustments, such as discounts and price breaks, based on quantities, amounts, or weight
- To set up contract pricing
- To update prices for items or customers

About Pricing

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

Pricing includes the following tasks:

- Setting up a base pricing structure
- Working with complex price groups
- Working with price adjustments
- Working with base pricing

You can set up a pricing structure before you define base prices. The system uses this pricing structure to retrieve base prices and to calculate price adjustments and updates. The base price structure must be flexible enough to accommodate the pricing schemes that you set up for various combinations of items and customers. You can set up customer groups and item groups and assign prices to any combination of items, item groups, customers, or customer groups. You define a hierarchy to determine how the system searches for prices.

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

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

The following graphic illustrates how the system calculates prices:

```
Is there a User Override Price?
   Y  Use the Override price.
   N

System Applies the Base Price
   N

Is there a Trade Discount?
   Y  Applies discount to base price
   N

Is there a Contact Price?
   Y  Uses contract override price or applies rule discount to base price
   N

Is there an Inventory Pricing Rule?
   Y  Uses rule override price or applies rule discount to base price
   N

Uses Base Price
```

Pricing can be based on the Parent, Ship To, or Sold To address. You can define base prices with effective dates, so that you can define prices for future use or for limited time promotions and specials. You can also define credit prices that you want the system to use when items are returned.

To allow for greater flexibility in your pricing structure, you can define complex customer and item groups. Within each customer or item group, you can create subgroups based on specific address book and category codes.

You can use repricing to set up additional discounts and markups, or to recalculate sales orders. You use the Standard Order/Basket Reprice program to:
- Reprice lines containing items that belong to product families, which are called baskets
- Reprice an entire order

You use the Update Sales Price/Cost program to recalculate sales orders based on the most current base price or price adjustments. This program allows you to update sales order:

- Costs and prices
- Exchange rates
Set Up a Base Pricing Structure

Setting Up a Base Pricing Structure

For each item that you sell, you must define the base price at which you want to sell it. The system retrieves this price when you enter an item on a sales order.

Before you define base prices, you must set up a base price structure. The base price structure is the basis for the system's calculations of price breaks and discounts, and must be flexible enough to accommodate the pricing schemes that you set up for various combinations of items and customers.

Complete the following tasks to set up a base pricing structure:

- Set up customer price groups
- Set up item price groups
- Define the pricing hierarchy
- Define base prices

You can define the base price for an item or any combination of items, item groups, customers, or customer groups. To simplify the process of defining and maintaining base prices, you set up price groups for customers and items with similar characteristics.

When the system retrieves prices, it uses the hierarchy for the Base Price Preference to determine the order in which the system searches for base price records. For example, if you classify all your items and customers into groups, you can define a hierarchy so that the system first searches for records defined for the customer group and item group combination. If it does not find a price defined for that combination, the system searches for the combination that follows in the hierarchy, such as the customer group and single item combination, and so forth. The system uses this pricing structure to retrieve base prices and to calculate price adjustments and updates.

Before You Begin

- Verify that customer information has been set up in the address book and customer master. See Entering Address Book Records in the Address Book Guide, and Entering Customers in the Accounts Receivable Guide.
Sales Order Management

- Verify that customer billing instructions have been set up for your customers. See Setting Up Customer Billing Instructions.

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

Setting Up Customer Price Groups

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Define Customer Groups

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Define Customer Groups.

You set up customer price groups to apply pricing schemes to specific groups of customers.

For example, you use customer price groups to retrieve base price information for sales orders. For example, you create a customer group named RETAIL. You then set up this group to buy markers at $1.20 each, while all other customers buy the markers at $1.50 each.

Before You Begin

- Verify that you have set up price group names in the user defined codes table (40/PC). See Reviewing User Defined Codes in the Common Foundation Guide.

To set up customer price groups

On Define Customer Groups

3. Complete the following field:
   - Price Group

4. To attach the customer group to a customer, access Customer Billing Instructions.
5. On Customer Billing Instructions, complete the following field:
   - Customer Price Group

What You Should Know About

**Creating complex pricing groups**
To allow for greater pricing flexibility, you can set up complex customer price groups. You can create subgroups within your pricing groups to charge a different price based on category codes.


**Setting Up Item Price Groups**

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Define Item Groups

From ECS Sales Order Management (G4910), choose Price Management. From ECS Price Management (G491022), choose Define Item Groups.

Item price groups are similar to customer price groups. You set up item price groups so that you can define base price information for a group of items rather than for many items on an individual basis.
For example, you create a user defined code for the group, such as PENS, and assign the pens to the group name. You can then define one price for this group. For example, if you sell several types of pens whose characteristics are identical except for their color, you can group these items to simplify pricing.

Before You Begin

- Verify that you have set up price group names in the user defined codes table (40/PI). See Reviewing User Defined Codes in the Common Foundation Guide.

To set up item price groups

On Define Item Groups

1. Complete the following fields:
   - Price Group

2. To attach the item group to an item, access Item Master Information.

3. On Item Master Information, complete the following field to define a simple item group:
   - Item Price Group
What You Should Know About

**Setting up item price groups by branch/plant**
You can assign price groups to item and branch/plant combinations. For example, you can assign markers in a one branch/plant to price group PENS and in another branch/plant to price group OFFICE. You assign the group name to the item in Item Branch/Plant Information.

**Creating complex pricing groups**
To allow for greater pricing flexibility, you can set up complex item price groups. You can create subgroups within your pricing groups to charge a different price based on category codes.

See **Setting Up Complex Item Price Groups**.

### Defining the Pricing Hierarchy

**From Sales Order Management (G42), choose Price Management**

**From Price Management (G4222), choose Preference Hierarchy**

From ECS Sales Order Management (G4910), choose Price Management. From ECS Price Management (G491022), choose Preference Hierarchy.

When the system retrieves prices, it uses the hierarchy that you set up for the Base Price Preference to determine the order in which it searches base price records. You define the base pricing hierarchy (51) on the Preference Hierarchy form, which contains rows that identify customers and customer groups, and columns that identify items and item groups. You use the intersection of the rows and columns to enter your hierarchy sequence.

When the system searches for a price, the hierarchy begins with the intersection in which you enter 1. The system searches for records defined for that customer and item combination. If it does not find prices defined for that combination, it searches for the combination defined by the intersection in which you entered 2, and so forth.

For example, you establish the following base prices:

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

If the pricing hierarchy indicates that the system should search first for a price that is defined for an item and customer combination, and you enter a sales
order for item XXX and Customer A, the system selects $0.98 as the price. If you change the pricing hierarchy so that item and all addresses is the first search criterion, the system selects $1.10 as the price for customer A and item XXX.

When you define hierarchies, you can start with the most general groups (that is, begin with item only and customer only, and then define the more specific groups). When the system searches for a price, it searches for the most specific combinations before general combinations.
To define the pricing hierarchy

On Preference Hierarchy

Type consecutive numbers at the intersections of rows and columns to define the pricing hierarchy.

What You Should Know About

Limiting processing time for a search

It is possible to enter up to 14 numbers in the preference hierarchy. However, you should limit your hierarchy to three or four numbers. Each number represents a search by the system through the Base Price table (F4106). Therefore, each number that you add to the hierarchy increases system processing time.

Defining Base Prices

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Base Price Revisions

From ECS Sales Order Management (G4910), choose Price Management. From ECS Price Management (G491022), choose Base Price Revisions.
You must define the base price for each item that you sell. The system retrieves the base price information when you enter the item on a sales order. You can define base prices for any combination of items, item groups, customers, or customer groups.

When you enter an item in the Item Master table (F4101), you should enter the sales price level. The sales price level determines how you define the base price for an item. You can define prices at the following levels:

- **Item level**: Define one overall price for an item. You cannot include branch/plant, lot, or location information.

- **Item/branch level**: Set up different prices for each item/branch combination. You cannot include location and lot information.

- **Item/Branch/Location level**: If you define pricing by location and lot, you can also define branch/plant information.

You can assign effective dates when you define the base price for an item. If you do not assign effective dates, the system will assign them. You also specify the sales price based-on date in the system constants to determine which date on the sales order to compare to the effective dates. The sales price based-on date can be the promised date, the order date, or any other date that you entered on the sales order. The system retrieves the price whose effective date range includes this sales price based-on date.

You can also use effective dates to enter a new price while an old price is still in effect. For example, you can overlap the dates for the base price and the dates for a discount price that you are offering for a limited period. When you set up date ranges that overlap, the system retrieves the price that expires first.

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

When you define any special pricing or discounts for an item or customer, the system bases the calculation of the discounted price on the base price.

**Before You Begin**

- Verify that the pricing hierarchy has been defined. See *Defining the Pricing Hierarchy*.

- Verify that the sales price based-on date has been specified in the system constants. See *Setting Up Constants*.
What You Should Know About

**Pricing hierarchy**

During sales order entry, the system searches the following combinations, based on the pricing hierarchy that you have defined, to retrieve a price:

- Item only
- Item group only
- Item and customer
- Item and customer group
- Item group and customer
- Item group and customer group

You can order your search sequence so that the system retrieves prices from most specific (Item only) to least specific (Item group and customer group) combinations.

**To define base prices**

On Base Price Revisions

1. Access the Base Price Revisions form for the item and customer combination for which you want to enter a base price.

   If your pricing hierarchy consists of only one item and customer combination, the Base Price Hierarchy Sequence does not appear.
2. On Base Price Revisions, complete the following fields:
   - Item Number
   - Customer Number

3. Based on the sales price levels that you defined on the Item Master Information form, complete the following optional fields:
   - Branch/Plant
   - Location
   - Lot

4. To enter base prices, complete the following fields:
   - Unit of Measure
   - Unit Price
   - Effective From
   - Effective Thru

5. To enter credit prices, access the detail area.
6. Complete the following field:
   - Credit Price

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Price</td>
<td>The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).</td>
</tr>
<tr>
<td>UM</td>
<td>A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).</td>
</tr>
<tr>
<td>Date – Effective</td>
<td>The date on which a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>The date on which this price becomes effective.</td>
</tr>
<tr>
<td>Date – Expired</td>
<td>The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>The date on which this price expires.</td>
</tr>
<tr>
<td>Credit Price</td>
<td>Use this price to enter credit orders in the Sales Order Processing System. To enter a credit order, you should use a Line Type that has the Reverse Sign Flag (RSGN) set to Y in the Line Type Master (F40205). All credit prices are stored in the Base Price File (F4106).</td>
</tr>
</tbody>
</table>
What You Should Know About

**Generating the base price report**
You can run the base price report version of the Base Price Maintenance – Batch program to print a report of the existing prices for each record that you select. This version of the Base Price Maintenance program does not perform adjustments or updates. To create this version, you should leave all processing options blank.

**Entering multi-currency base prices**
You can use Sales Order Management pricing to add prices for items in your domestic currency and as many other currencies as necessary. For example, you can set up base prices for one item in U.S. dollars and French francs.

Currency code and unit of measure are both keys to the Base Price table. If you are using multi-currency, the system searches for a price in the following sequence:

- Customer's currency and the user-specified unit of measure
- Customer's currency and the item's primary unit of measure
- Domestic currency and the user-specified unit of measure
- Domestic currency and the item's primary unit of measure

If the system does not find a match, it moves to the next level in the pricing hierarchy structure and searches in the same sequence.

**Entering credit prices**
The system uses credit prices any time you enter a negative quantity or amount on a sales order. To enter a credit order, you should use a line type that has the reverse sign flag set to Y (yes).

See Setting Up Order Line Types.

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

Exercises
See the exercises for this chapter.
Work with Complex Price Groups

Working with Complex Price Groups

To allow for greater flexibility in your pricing structure, you can define complex customer and item groups. Within each customer or item group, you can create subgroups based on specific item type, customer geographic location, line of business or sales volume.

Working with price groups includes the following tasks:

- Setting up complex customer price groups
- Setting up complex item price groups
- Generating price group relationships

Setting Up Complex Customer Price Groups

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Define Customer Price Groups

From ECS Sales Order Management (G4910), choose Price Management (G491022). From Price Management (G491022), choose Define Customer Price Groups.

You can set up complex customer groups to allow for greater flexibility in your pricing structures. You can use up to four category codes to set up complex customer groups. For example, within the customer group RETAIL, you can create subgroups to charge a different price for an item to customers based on their line of business, geographic region, or sales volume.

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

☐ Verify that you have set up price group names in the user defined codes table (40/PC). See Reviewing User Defined Codes in the Common Foundation Guide.

To set up customer price groups

On Define Customer Price Groups

7. On Define Customer Price Groups, complete the following field:
   - Price Group

8. To identify subgroups used in a customer price group, complete up to four of the following fields:
   - Category Code

   The Category Code fields might be numbered or named, such as Category Code 01 and Line of Business, depending on how your company has set them up.

9. To attach a customer price group to a customer, you must specify the customer price group in the customer billing instructions.

After you create complex price groups, you must generate price groups relationships.
### Setting Up Complex Item Price Groups

#### 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 skip 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.

Other Codes: | This numerical value is used to specify the sequence of category codes within Group Codes. The value must be equal to or between 1 and 4. Also, any sequence entered may not skip values (that is, you may not enter the sequence 1,3 with 2 missing.)

---

### What You Should Know About

#### Searching for available price groups
You can select the appropriate function to access the Price Group Definition Search to get a list of available groups.

The system displays information on the Price Group Search form only if you have run the Generate Customer Price Groups or Generate Item Price Groups programs.

#### Viewing category codes
To display fields into which you enter values for the category codes that are attached to complex item and customer groups, you must enter the price group code in the appropriate field. Press Enter to have the system display the category code fields below the group field.

#### Changing customer price group information
To make changes to a price group that has already been assigned to customers, access the Define Customer Price Groups form from the Price Management menu.

### Setting Up Complex Item Price Groups

- From Sales Order Management (G42), choose Price Management
- From Price Management (G4222), choose Define Item Price Groups
- From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Define Item Price Groups.
You can also set up complex item groups to allow for greater flexibility in your pricing structures. You can use up to four category codes to define complex item groups.

For example, if you have two types of pens within the group PENS (marker and ball point), you can specify a different price for each type of pen. When you enter an order for pens, the system checks the category codes that are assigned to the item to determine if the pen is a marker or a ball point and then retrieves the appropriate price.

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

▶ To set up complex item price groups

On Define Item Price Groups

1. Complete the following field:
   - Price Group

2. To define subgroups in an item price group, complete from one to four of the following fields:
   - Sales Category Codes
   - Purchasing Category Codes
   - Other Category Codes 1 – 10
3. To attach an item price group to an item, you must specify the item price group in the Item Master Information.

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

4. After you create complex price groups, you must generate price groups relationships.

What You Should Know About

**Setting up item price groups by branch/plant**

You can assign price groups to item and branch/plant combinations. For example, you can assign markers in a one branch/plant to price group PENS and in another branch/plant to price group OFFICE. You assign the group name to the item in Item Branch/Plant Information.

Generating Price Group Relationships

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Generate Price Group Relationships

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Generate Price Group Relationships.

After you set up price groups and assign the group names to customers and items, you generate customer and item price group relationships. You generate price group relationships to define the possible combinations of customer and item groups that you can use for pricing.

You use two batch programs to generate price group relationships:

- Customer Price Group Generation
- Item Price Group Generation

These programs generate records in the Item/Customer Groups Relationships table, which contains the allowable combinations for customer or item groups and category codes. You can set the processing options to specify up to five group codes for which you want the system to create detail records. If you do not specify any codes, the system will generate relationships for all groups.
Processing Options for Generate Customer Group Relationships

GROUP CODES:
1. Specify up to five customer group codes to be processed. If no customer group codes are specified, all group codes will be used.

   - Customer Group Code 1
   - Customer Group Code 2
   - Customer Group Code 3
   - Customer Group Code 4
   - Customer Group Code 5

Processing Options for Generate Item Group Combinations

GROUP CODES:
1. Specify up to five item group codes to be processed. If no item group codes are specified, all group codes will be processed.

   - Item Group Code 1
   - Item Group Code 2
   - Item Group Code 3
   - Item Group Code 4
   - Item Group Code 5
Work with Price Adjustments

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

- Price adjustments for groups of items
- Contract pricing, which applies special pricing for an item to a single customer or customer group
- Trade discount pricing, which applies special discounts for all items that the customer orders
- Cash discount pricing, which applies special discounts during order entry only if you set up the line type to allow discounts

To work with price adjustments, complete the following tasks:

- Set up inventory pricing rules
- Assign pricing rules to customers and customer groups
- Work with basket and order repricing

You define pricing rules to set up a pricing scheme for an item or a group of items. An inventory pricing rule is a pricing rule that defines a price and quantity for a customer or customer group. For each item or item group, you define levels of pricing. You can determine price breaks by quantity. You can indicate whether the price adjustment is a markup or discount. You can set up contract prices to guarantee a price for a particular customer. You can also enter a price that you want the system to use to override the base price for a specified period.

After you define the inventory pricing rules, you assign the inventory pricing rules to customers or customer groups. For example, you might want preferred customers to always receive a 5% discount on specific items. You first define a discount level of 5% in the inventory pricing rules for these items. You then assign the preferred customers, or a customer group called PREFER to this discount level in the inventory pricing rules.

The system will not adjust prices until you assign a customer or customer group to an inventory pricing rule.
To adjust the price for specific items or create special discounts based on the total quantity, you complete the steps to define inventory pricing rules for basket and order repricing. You define the pricing method in the inventory pricing rule as either basket repricing or order repricing.

**Before You Begin**

- Verify that item price groups have been set up. See *Setting Up Item Price Groups*.
- Verify that customer price groups have been set up. See *Setting Up Customer Price Groups*.

**What You Should Know About**

**Entering prices during sales order entry**

When you enter an item in an order, you can enter the price into the detail information. Any price that you enter in the order overrides the base price that the system retrieves. You can set a processing option in Sales Order Entry – Detail to protect the sales order detail price fields.

**Pricing considerations**

The system prices an order in the following sequence:

- A trade discount that you define through customer billing instructions overrides all other pricing or repricing. A trade discount is the simplest way to offer a discount to a customer. The system apply the discount to all items sold to the customer. The trade discount overrides all other pricing. If a trade discount exists for a customer, the system does not apply any other discounts.
- A contract price for a specific customer takes precedence over a contract price for a group of customers. It also overrides other inventory pricing rules. If a contract price for a specific customer does not exist, the system searches for a contract price for a customer group.
- The system retrieves inventory pricing rules for a specific customer, if you have defined them, before it retrieves rules defined for a group of customers.

**Setting up cash discount pricing**

You can enter an additional cash discount to any order detail line on the Order Detail Information form. The system applies the discount only if the line type of the order line is set up to allow discounts.

See also *Entering Additional Order Information* and *Setting Up Order Line Types*.
**Setting up trade discount pricing**

You set up trade discount pricing through the customer billing instructions. You enter a flat percentage that the system applies to all items that are ordered by this customer. Trade discount pricing overrides all other pricing.

**Using trade discounts with configured items**

Trade discounts do not function with configured items that are entered on a sales order.

---

**Setting up Inventory Pricing Rules**

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Inventory Pricing Rules

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Inventory Price Rules.

You define inventory pricing rules to set up pricing schemes for items or groups of items. For each item or item group, you define levels of pricing. You then assign these levels to specific customers or customer groups. Each level can define a pricing rule, such as a markup or a discount. You can use these levels to define price breaks by quantity, amount, or weight. You can also define a price that you want the system to use to override the base price for a specified period.

**Before You Begin**

- Verify that you have set up pricing rules in user defined codes (40/PI).
  See Reviewing User Defined Codes in the Common Foundation Guide.

**To set up inventory pricing rules**

On Inventory Pricing Rules
5. Complete the following field:
   - Pricing Rule

6. To set up a contract pricing rule, complete the following field:
   - Contract

7. To define pricing rules, complete the following fields:
   - Pricing Method
   - Level
   - Up to Quantity
   - Basis
   - Factor Value
   - Factor Value Type
   - Override Price
   - Effective Date
   - Expire Date

8. Access the detail area.
9. To define additional inventory pricing rule information, complete the following fields:
   - Base on Unit Of Measure
   - Line Type
   - Related Price
   - Item
   - Limit
   - Reference

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing Rule</td>
<td>User defined code (table 40/PI) used to classify inventory by pricing rules. Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. A single code can be used for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Contract Pricing (C)| A code that indicates a special pricing relationship between the item and one or more of your customers. The inventory pricing rule code for a contract is the item number. Valid codes are:  
  Blank  No contract  
  C  Indicates contract price  
  If you indicate that a pricing type is a contract, you must enter the quantity that may be sold at this contract price and the contract number, if there is one.  
  You must also attach the contract pricing rule to the customer or customer group for the rule to become effective.                                                                 |
| Pricing Method      | A user defined code (system 42, type CT) that indicates the basis for the price rule. Valid values are:  
  P  Purchase order discounts  
  O  Order repricing  
  R  Line repricing (basket repricing)                                                                 |
| Skip to Level       | An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.                                                                 |
| Basis               | A costing method on which the system bases the order’s net price.  
  The following codes are valid for pricing and repricing:  
  1  Last-In Cost  
  5  Future Cost  
  P  Unit Price  
  2  Average Cost  
  6  Lot Cost  
  3  Memo Cost 1  
  7  Standard Cost  
  4  Current Cost  
  The system uses the method you enter here to determine the order’s net price.  
  In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value between 1 to 8 to use the unit cost in the sales detail as the base on value for all reprice calculations.                                                                 |
| Up To Quantity      | The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities. |
### Field | Explanation
---|---
Factor Value | The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10% markup would be expressed as 1.10.

Override | Any price you enter here overrides all other rules or prices.

Reprice Line or Order | Code that is applicable only if you are using pricing method R (Basket Repricing). Y (yes) tells the system to apply the pricing rule to the unit and calculate the extended price. N (no) tells the system to write a new order detail line for the amount of the additional discount into the sales order.

The Order Repricing Program (P421301) provides an option to reprice orders that had already been repriced. You can alter the results of this process by adjusting this field. If you would like to re-discount the order based on the original unit price, you must have this field set to N or blank PRIOR TO repricing the order. However, if you would like to re-discount based on the discounted unit price, set this field to Y to adjust the individual detail lines. For more detail on this process, please refer to the help instructions of the Order Repricing Program (P421301).

Ln Type | A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Stock item</td>
</tr>
<tr>
<td>J</td>
<td>Job cost</td>
</tr>
<tr>
<td>N</td>
<td>Non-stock item</td>
</tr>
<tr>
<td>F</td>
<td>Freight</td>
</tr>
<tr>
<td>T</td>
<td>Text information</td>
</tr>
<tr>
<td>M</td>
<td>Miscellaneous charges and credits</td>
</tr>
<tr>
<td>W</td>
<td>Work order</td>
</tr>
</tbody>
</table>

Use this field when you offer a “Buy X Quantity, Get One Free” promotion. The line type code is a user defined code that tells the system what kind of item (for example, stock or non-stock) that you are adding to the order and how the order line should be treated during order processing.
# Sales Order Management

## Field  |  Explanation
--- | ---
Price  |  The price of a related item in a pricing or discount policy. For example, with a policy of “Buy one, get one free,” the free item is the related item. Enter this price in the unit of measure of the related item quantity.

| Field  | Explanation |
---|---|
Item  |  The number assigned to an item. It can be in short, long, or 3rd item number format.  
**Form-specific information**  
Use this field to indicate the item number of the item that you are including as the free item in the “Buy X Quantity, Get One Free” promotion described in the Free Goods: Line Type and Price fields. If you enter an item number in this field, the system adds this item to the order when the X quantity is sold.

Limit  |  This quantity is established in the inventory pricing rules as the number of items that the customer may purchase from us at this contract price.  
**Form-specific information**  
The amount that limits the quantity of items you are willing to sell at a contract price. You use this field when a C appears in the Contract Pricing (C) field at the top of the form.

Reference  |  The number or identifier of the document on which this contract is based. Complete this field only if you are creating a contract price between you and a specific customer.

## What You Should Know About

### Creating new item groups
When you define inventory pricing rules, you enter the user defined codes that you previously set up for item price groups. To create new user defined codes for item price groups, you can choose the Inventory Pricing Groups option from the Price Management menu.
Setting up contract pricing rules

You can set up contract prices to guarantee a price for a particular customer. When you enter an order for a contract item, the system checks the remaining quantity to be sold at the contract price.

If the quantity on the order exceeds the remaining quantity allowed, the system writes two lines on the order:

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

You set up contract pricing by defining an inventory pricing rule and assigning the rule to a customer.

NOTE: You must use the item's short ID number to identify the pricing rule. To set up the pricing rule in the user defined code table (40/PI), see **Reviewing User Defined Codes in the Common Foundation Guide**.

Assigning Pricing Rules to Customers and Customer Groups

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Customer Pricing Rules

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Customer Pricing Rules.

You use the Customer Pricing Rules program to establish the pricing relationship between an inventory pricing rule and a customer or customer group. You must assign a customer or customer group to a specific pricing level in an item's inventory pricing rule before the system adjusts prices. You can also use the Customer Pricing Rules program to remove the relationship between the inventory pricing rule and the customer or customer group.

To assign rules to customers and customer groups

On Customer Pricing Rules
1. Complete one of the following fields:
   - Customer Group
   - Specific Address Book Number

2. Complete the following optional fields:
   - Pricing Rule
   - All Levels

3. To assign the customer to a specific level in the inventory pricing rule, enter 5 in the Option field.

**What You Should Know About**

**Creating new customer groups**

When you assign inventory pricing rules to customer groups, you enter the user defined codes that you previously set up for customer price groups. To create new user defined codes for customer price groups, you can choose the Customer Pricing Groups option from the Price Management menu.
Setting Up Basket and Order Repricing

Complete the following tasks to perform basket and order repricing:

- Define repricing groups
- Process basket and order repricing
- Updating prices for an item

You define repricing groups similar to the way you define customer and item groups. You first create user defined codes for basket and order repricing groups and enter this information for specific items in the Item Master table. You then set up either basket or order repricing in the inventory pricing rules.

When you run the Standard Order/Basket Reprice program, the system searches the detail lines of a sales order for items in either a basket or order repricing group. If the system must perform both basket and order repricing, it will perform the basket repricing calculations first.

What You Should Know About

**Limitations to repricing**  If you have defined a trade discount or manually entered a price, the system will not reprice the order line.

**Order entry repricing**  You can run the Standard Order/Basket Reprice program when you enter a sales order by choosing the appropriate option on the Enter Orders (Page Mode) form. You can also set the processing options for the Enter Orders (Page Mode) program to automatically run the Standard Order/Basket Reprice program.

**Performing repeated repricing**  If you need to reprice an order line that has already been repriced, you can set the appropriate processing option for the Standard Order/Basket Reprice program to allow order detail lines to be repriced repeatedly.

Defining Repricing Groups

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Inventory Pricing Rules

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G491022), choose Inventory Pricing Rules.
You define repricing groups similar to the way you define customer and item groups. After you create user defined codes for basket and order repricing groups, you enter this information for specific items on the Item Branch/Plant Information form. You then complete the steps to define inventory pricing rules for basket and order repricing. You define the pricing method in the inventory pricing rule as either basket repricing or order repricing.

For example, you group pens, rulers, and erasers in the basket group called SUPPLIES. You can then define an inventory pricing rule for the SUPPLIES basket repricing group so that the system will reprice each of the items in this group at a discount of $.025.

If you define both basket and order repricing for an item, the system will perform the basket repricing calculations first.

**Before You Begin**

- Verify that user defined codes for order and basket repricing groups have been created. See [Setting Up User Defined Codes](#) in the [Technical Foundation Guide](#).

- Enter the user defined codes for order and basket repricing groups in Item Master Information. See [Setting Up Item Price Groups](#).

**To define repricing groups**

On Inventory Pricing Rules
1. Complete the following fields:
   - Pricing Rule
   - Pricing Method

2. For basket repricing, access the detail area.

3. Complete the following field:
   - Reprice Line

**Processing Basket and Order Repricing**

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Standard Order/Basket Reprice

From ECS Sales Order Management (G4910), choose Price Management. From Price Management (G4910), choose Standard Order/Basket Reprice.

You process basket and order repricing to adjust the price for specific items or create special discounts based on the total weight, amount, or quantity. For example, you could define the discount quantity as aggregated pounds, dollars, or units. These discounts are given in addition to the inventory and contract pricing rules.

An order repricing rule combines the quantities of related items to calculate the price adjustments. When you perform order repricing, the system searches the detail lines of a sales order for items in an order group. If it finds items that belong to the order group, it creates an adjustment for the order as a whole and writes a new order detail line with the amount of the adjustment.
A basket reprice rule combines the quantities of related items to calculate the price adjustments. When you perform basket repricing, you can indicate in the full detail area if the system should search the details lines of a sales order for items in an basket group. If it finds items that belongs to the basket group, it creates an adjustment for the order detail line. Depending on how you complete the Reprice Line field on the Inventory Pricing Rules form, you can inform the system to do one of the following:

- Update the unit and extended cost in the order line with the new price
- Write a new order line with the amount of the change

For example, you attach a pricing rule to the SUPPLIES order repricing group so that the system will discount the entire order by $0.25 if it identifies an item from the SUPPLIES group. The system does not recalculate prices but adds a new line to the order to reflect the order discount.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Unit Price</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>PEN</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 2</td>
<td>RULER</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 3</td>
<td>ERASER</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Line 4</td>
<td>Discount</td>
<td>$0.25</td>
</tr>
</tbody>
</table>

### What You Should Know About Processing Options

#### Performing repeated repricing

If you need to reprice an order line that has already been repriced, you can set the appropriate processing option for the Standard Order/Basket Reprice program to allow order detail lines to be repriced repeatedly. If you reprice immediately, the adjustments are re-calculated. For example, if you reprice an order to discount 10%, and then reprice again, the system will deduct another 10%.
Processing Options for Sales Order Repricing (Basket Pricing) - Batch

RECORD SELECTION:
1. Enter the next status code to be selected for processing. Any sales detail records with a different Next Status will be bypassed. If option is left blank, will select all.

DEFAULT VALUE:
2. Enter the override next status code for the new sales detail records. If left blank, will default to the Order Activity Rule (F40203).

UPDATE OPTIONS:
3. Enter a '1' to make this program recognize the preset starting pricing category level associated with the corresponding Customer Pricing Group. If left blank, the default starting level will be the first pricing category level in the Inventory Pricing Rule.

Note: Please refer to the help instructions for more detail on this processing option.

4. Enter '1' to allow sales order detail records to be repriced repeatedly. If left blank, will only allow each detail line to be repriced once.

Note: Please refer to the help instructions for more detail on this processing option.

PRINT OPTION:
5. Enter '1' to print amounts in foreign currency or '2' to print in both foreign and domestic currency. If left blank, will print in domestic currency only.
Work with Base Pricing

Working with Base Pricing

After you define base prices, you can update them as needed, for example, to change a price or create a price that will be effective on a future date. You can update base prices individually, or you can run the Base Price Maintenance - Batch program to update multiple prices at one time. When you update multiple prices in batch mode, the system either overrides the existing price with a new price or calculates an adjustment to the existing price, depending on how you set the Item Sales Price Level Conversion processing options.

You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs.

To work with base pricing, complete the following tasks:

- Update base prices
- Update prices for a customer
- Convert price levels

Updating Base Prices

From Sales Order Management (G42), choose Price Management

From Price Management (G4222), choose Base Price Revisions

After you define base prices, you can update them as needed (for example, to change a price or create a price that will be effective on a future date). You can use the Base Price Revisions program to update base prices individually. Or, you can run the Base Price Maintenance - Batch program to update multiple prices at one time.
Updating base prices includes the following tasks:

- Changing existing prices
- Creating future prices

The system creates new prices based on the current price that is selected by the batch program. When you run a version of the Base Price Maintenance - Batch program in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

When you set up a version of this program, you choose the specific fields that you want the system to select. For example, you can set up a version to select customer, customer group, item, or item group. Or, you can exclude certain types of prices that you do not want to update.

Any new prices that the system creates are included in the report, as well as their effective dates and the old price that the system used as the basis for the new prices. You can run this program in proof mode as many times as necessary.

### Changing Existing Prices

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

When you run the base price revisions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode. You must set the update processing option for this program to perform updates to the Base Price table (F4106).
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Group</th>
<th>Customer Number</th>
<th>Customer Group</th>
<th>Cur Cod UM</th>
<th>Old Unit Price</th>
<th>New Unit Price</th>
<th>From Thru</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD–SINGLE LOAD</td>
<td>Compact Disk – single load</td>
<td>Branch/Plant . .</td>
<td>. . 30</td>
<td>. . Location . .</td>
<td>7,776.5868</td>
<td>7,932.1185</td>
<td>12/31/10</td>
</tr>
<tr>
<td>BEF EA</td>
<td>321.2973</td>
<td>327.7232</td>
<td>12/31/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAD EA</td>
<td>172.5252</td>
<td>176.9757</td>
<td>12/31/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GBP EA</td>
<td>349.7683</td>
<td>349.7683</td>
<td>12/31/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USD EA</td>
<td>264.1800</td>
<td>264.1800</td>
<td>01/20/95</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CD–5 DISK TRAY | Compact Disk – 5 Disk Tray | Branch/Plant . . | . . 30 | . . Location . . | 10,478.8756 | 10,688.4531 | 12/31/10 |
| BEF EA | 432.9450 | 441.6039 | 12/31/10 |
| CAD EA | 232.4760 | 237.1255 | 12/31/10 |
| GBP EA | 349.7683 | 349.7683 | 12/31/10 |
| USD EA | 355.9800 | 355.9800 | 01/20/95 |

Creating Future Prices

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

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

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Customer Group</th>
<th>New Unit Price</th>
<th>From</th>
<th>Thru</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD-SINGLE LOAD</td>
<td>Branch/Plant: 30</td>
<td>Location: Lot</td>
<td>BEF EA</td>
<td>7,776.5868</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BEF EA</td>
<td>7,776.5868</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAD EA</td>
<td>321.2973</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAD EA</td>
<td>321.2973</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GBP EA</td>
<td>172.5252</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GBP EA</td>
<td>172.5252</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITL EA</td>
<td>342,910.1019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITL EA</td>
<td>342,910.1019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USD EA</td>
<td>259.0000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USD EA</td>
<td>259.0000</td>
</tr>
</tbody>
</table>

### CD-5 DISK TRAY

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Customer Group</th>
<th>New Unit Price</th>
<th>From</th>
<th>Thru</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD-5 DISK TRAY</td>
<td>Branch/Plant: 30</td>
<td>Location: Lot</td>
<td>BEF EA</td>
<td>10,478.8756</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BEF EA</td>
<td>10,478.8756</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAD EA</td>
<td>432.9450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CAD EA</td>
<td>432.9450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GBP EA</td>
<td>232.4760</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GBP EA</td>
<td>232.4760</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITL EA</td>
<td>462,068.0524</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITL EA</td>
<td>462,068.0524</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USD EA</td>
<td>349.0000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USD EA</td>
<td>349.0000</td>
</tr>
</tbody>
</table>
**Processing Options for Base Price Maintenance - Batch**

**UPDATE OPTIONS:**
1. Enter a ‘1’ to perform updates to the Base Price file.

**ADJUSTMENT OPTIONS:**
If either option 2 or 3 is left blank, no price adjustments will take place.

2. Enter the base price adjustment type.
   - ‘A’ – adjust price by amount
   - ‘%’ – adjust price by percentage
   - ‘*’ – adjust price to an override price

3. Enter the amount used to add, multiply, or override the price.
   - For ‘A’ (amount) adjustment:
     - Enter 10 to increase price by 10
     - Enter -10 to decrease price by 10
   - For ‘%’ (percentage) adjustment:
     - Enter 10 to increase price by 10%
     - Enter -10 to decrease price by 10%
   - For ‘*’ (price override) adjustment:
     - Enter 10 to change price to 10

**PRICE ADDITIONS:**
4. Enter the effective date and the expiration date for the creation of new base price records. If left blank, the selected price records will be changed. NOTE: The effective date must be less than the expiration date.
   - Effective From Date
   - Effective Thru Date

**Data Selection**

When you run this program in final mode, you should include the Unit of Measure field in the data selection to ensure that the system applies the adjustment value consistently.

**Data Sequence**

You can define the data sequence only for the base price report and base price revisions versions of this program.

You should not change the sequence for versions that create future prices. Doing so can cause the system to use the wrong base price when calculating the future price.
### Updating Prices for a Customer

From Sales Order Management (G42), choose Price Management.

From Price Management (G4222), choose Update Sales Price/Cost.

You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs. If multi-currency processing is activated in your system, the system also updates the foreign unit and extended costs fields.

Update Sales Price/Cost is a batch program that you can use to:

- **Update sales order costs**
  The system replaces the unit and extended costs in any open, unshipped orders with current costs from the Item Cost Ledger table (F4105).

- **Update sales order prices**
  The system recalculates the unit and extended prices in the Sales Order Detail table (F4211) using the most current base price and price adjustments. The system bases this recalculation on the date that you enter in the processing options.

- **Replace sales order exchange rates**
  You can use this program to update the currency exchange rate that the system uses to calculate costs and prices on an order. The system replaces the currency exchange rate that was in effect at the time you entered the order with the existing currency exchange rate.

You can set the processing options for the Update Sales Price/Cost program to define which date on the sales order that the system uses to determine if it should recalculate costs or prices. For example, you can base the recalcuations on the promised date. The system updates only those order lines with a promised date that is before or equal to today’s date. Sales order prices can be updated more than once.

When you run the Update Sales Price/Cost program, the system updates the order detail information for open sales orders and replaces the current price with the new base price. The program disregards any special pricing discounts that you have previously defined for the customer or item.
What You Should Know About

Updating prices when you update customer sales

You can set the Sales Cost Update processing options for the Update Customer Sales program to run the Update Sales Price/Cost program prior to sales update. The system updates all selected sales orders with current costs, exchange rates, and prices before you run invoices and create G/L records.

Processing Options for Update Sales Order Cost/Price

UPDATE OPTIONS:

1. Enter '1' to update Sales Order with the most current unit cost. If left blank, will not update cost.

2. Enter '1' to update the currency exchange rate. Please note that only the domestic amounts will be re-calculated, the foreign amounts will remain the same. If left blank the currency exchange rate will remain the same.

3. Enter '1' to update the inter-company currency exchange rate. Foreign amounts will not be re-calculated. If left blank, will not update the inter-company exchange rate.

UPDATE PRICE OPTIONS:

4. Enter '1' to recalculate the unit price of the sales order. If left blank, the unit price will remain the same.

5. Enter '1' to recalculate the Transfer Price for inter-branch sales. The pricing method specified when the order was entered will be used.

6. Specify the date on which all base price and advanced price adjustment recalculations will be based:

   - ' ' – Transaction/Order Date
   - '1' – Requested Ship Date
   - '2' – Promised Ship Date
   - '3' – Original Promised Date
   - '4' – Actual Ship Date
   - '5' – System Date
   - '6' – Invoice Date
   - '*' – Use System Constants value

NOTE: Processing options 7 thru 9 are supported only by the Advanced Price Adjustment Module (45).

7. Enter the Line Type of the new sales detail line item. This line item will contain the difference between
the old sales price and the newly recalculated price. If left blank, will update the new price directly to the item. This must be a non-inventory Line Type.

8. If you have specified in the last processing option to create a sales detail record to record the price difference, enter the override next status of the detail line. If left blank, will use the original detail line’s next status.

9. Enter ‘1’ to base recalculation on the original order quantity. If left blank, the system will recalculate based on the current quantities of the order.

What You Should Know About

Updating price options

You can specify dates or preferences on which all base price and advanced price adjustment recalculations are based.

If you specify that recalculations are based on preferences, the system calculates the adjustment based on information in the following preference:

- Order Preparation Days
- Delivery Date Preferences

Converting Price Levels

From Sales Order Management (G42), choose hidden selection 27

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

You use the Sales Price Level Conversions program to change the sales price level of an item or a group of items that you have previously entered in the Item Master table.

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

The Sales Price Level Conversion program deletes all price records at the previous level and creates new price records at the new level. For example,
when converting from the item/branch/plant level to the item level, the program deletes all price records for each item/branch/plant and creates a new price record for the item.

You should not attempt to access the Item Master or Base Price tables when this program is running in final mode.

**Processing Options for Item Sales Price Level Conversion**

PROCESS CONTROL:
1. Enter the price level to update to. ____________

2. If updating to price level '1', enter the branch to default the price from. If updating from a price level '3', the price will default from the primary location. ____________

3. Enter a '1' to run in final mode and update files. If blank, no file updates will occur. ____________

4. Enter a '1' to print only exceptions on the edit report. A blank will print all items. ____________

5. Enter a '1' to delete expired records. If blank, expired records will not be deleted. ____________
Preferences

About Preferences

You can use preferences to customize the way sales orders are processed. J.D. Edwards provides predefined standard preferences. You can use the predefined preferences or you can create variations of each preference to meet your specific business requirements.

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

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

Before you use preferences, you must perform some setup tasks to customize preferences for your specific business requirements. As your business grows and changes, you perform the same setup tasks to further customize preferences.

Complete the following tasks to apply preferences to sales orders:

- Work with preference master and hierarchy
- Assign customers and items to groups
- Set up preferences
- Work with preferences

Setup and use of each preference requires careful planning. For example, consider your business purpose for using preferences in conjunction with the efficient use of the system’s processing time.

Do not use preferences for occasional variances. In those instances, manually enter exception information in the applicable fields of the customer or item information.

What Is a Preference?

A preference is a piece of information that you define for a customer, an item, or any combination of customer (sold to, ship to, or parent addresses),
customer group, item, or item group. The system uses preferences to override normal customer and item setup information when you enter orders.

**How Does the System Use Preferences?**

Each preference contains standard header lines. You can use the fields on these lines to define a preference for:

- A customer
- A customer group
- An item (product)
- An item (product) group
- Any combination of customers (or groups) and items (or groups)

You must activate preferences before the system can use them. When activated, preferences are used by such programs as Sales Order Entry, Trip Creation and Maintenance, Customer Freight Calculation, Supplier Freight Calculation, and Schedule Cycle Billing. These programs search for applicable preferences that contain information affecting the customer and item combination for each order line.

For sales order entry, the system uses this information to complete parts of the order. The system uses a hierarchy that you define to find the appropriate customer and item preference.

The system runs a set of programs for each preference that you create. When you enter an order and are using preferences, the system uses the hierarchy that you set up to search preference profiles for information that affects the customer and item combination for each order line. It uses this information to complete parts of the sales order.

Some preferences override default information, while others add more information that the system uses during stages of the sales order processing cycle. For example, the system applies the Invoice Cycle preference when the Cycle Billing program runs. As a result, some preference information might not be immediately displayed on the sales order.

**Example: Applying a Preference**

By default, payment is due upon request when an item is delivered to your customer. For example, you have defined your retail customers in the Payment Terms preference customer group RETAIL. Customer A, a member of RETAIL, orders red pens. The red pen is a member of the Payment Terms preference item group PENS, in which the payment terms for this group is set at Net 30 Days. Based on the hierarchy for this preference, the payment terms for the customer group and item group combination, Net 30 Days, overrides the customer’s payment terms that you set up in Customer Master.
When you enter the order for Customer A, the customer’s payment terms appear on the order header, which defaults from Customer Master. After you accept the order, you can view the new payment terms in the fold area of the order detail lines.

Enter a sales order for “Customer A”
1 Box Paper
Payment term = Due Upon Request

1 Box Red Pens
Payment term = Net 30 days
This overrides the customer’s payment term for the item

What You Should Know About

Preference feature limitation
The preference feature is not available in line order entry.

What Are the Preference Types?
Preferences fields are generally categorized as:

- Key fields
- Search fields
- Definition fields
Key fields are shared by all preferences. You use these fields to enter standard preference information. Key fields are optional. You can use key fields as search criteria to have the system match preferences to sales orders. These fields are found in the header portion of the Preference Profiles Revisions form.

The key fields Customer and Customer Group are mutually exclusive. Likewise, the key fields Item and Item Group are mutually exclusive. That is, you cannot simultaneously use a preference with a customer and a customer group, or with an item and an item group. The system always uses the Customer (or Customer Group) and/or the Item (or Item Group) fields to match preferences to sales orders.

Search fields are marked with a greater than (>) sign next to the field name. The system uses these fields in the same way as it uses key fields. Each preference has search fields unique to its requirements. These fields are found in the detail portion of each preference’s Preference Profiles Revisions form. Search fields are optional. You use these fields to further narrow the search criteria specified by key fields. For example, if you indicate that the search field called Branch/Plant should be used as additional selection criteria, the system selects sales orders that match the unique combination of customer, item, and branch/plant criteria.

Preference definition fields are the fields that the system uses to resolve the preferences. Each preference has one or more definition fields unique to its requirements. These fields are found in the detail portion of each preference’s Preference Profiles Revisions form. Definition fields are required, although in some cases a valid value can be a blank. Typically, the system uses the values you input in these fields to override or add information on a sales order.
The system uses preference information in a number of ways:

- Adds it to order detail records during order entry and displays it on the order header or detail forms. For example, inventory commitment information is added to the Sales Order Detail table and displays on the Sales Order Entry form.
- Adds it to order detail records during order entry but does not display it. For example, revenue cost center information is added to the Sales Order Detail table but does not display on the Sales Order Entry form.
- Applies it after order entry. For example, Invoice Cycle preference information is applied when you run the Schedule Invoice Cycle program.
- Uses it to override default information, such as priority codes, or to provide additional information, such as invoice cycle dates.

The following table provides a brief overview of each preference:

- The purpose of the preference
- Any information that the preference overrides
- How and when the system applies the preference during the sales order process and where you can view related information

<table>
<thead>
<tr>
<th>Preference</th>
<th>Business Purpose</th>
<th>Overrides</th>
<th>When Applied and Where to View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Date</td>
<td>Calculate the delivery date based on the number of days that your items are in transit.</td>
<td>None</td>
<td>Applied during order entry. View the delivery date in the order detail.</td>
</tr>
<tr>
<td>End Use</td>
<td>Define a product’s end use and duty status. Used for regulatory, pricing, and market analysis purposes.</td>
<td>None</td>
<td>Applied during order entry. View results in World Writer reports.</td>
</tr>
<tr>
<td>Grade and Potency</td>
<td>Ensure that packaged products selected for delivery are within the customer’s allowable grade or potency range. Designed to work in conjunction with the Inventory Commitment preference.</td>
<td>Default grade/potency range on Plant Manufacturing Data (included in the item branch/plant information)</td>
<td>Applied during order entry to the Sales Order Detail table (F4211). View the grade/potency ranges on the Order Detail Information form.</td>
</tr>
<tr>
<td>Inventory Commitment</td>
<td>Specify one or more branch/plants to use as the supply source when a customer orders a product or group of products. You also specify the minimum percentage in any order that must be filled for a branch/plant to be selected.</td>
<td>Default branch/plant in order detail that comes from the order header Branch/Plant field</td>
<td>Applied during order entry. View the source branch/plant, mode of transport, carrier, and route code in the sales order detail.</td>
</tr>
<tr>
<td>Preference</td>
<td>Business Purpose</td>
<td>Overrides</td>
<td>When Applied and Where to View</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Line of Business</td>
<td>Identify a customer's line of business to use as a basis for price adjustments,</td>
<td>None</td>
<td>Applied during order entry. View results in World Writer reports.</td>
</tr>
<tr>
<td></td>
<td>sales analysis, or other business needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Specify the standard terms of payment for a customer. Payment terms affect invoice</td>
<td>Payment terms or</td>
<td>Applied during order entry. View payment terms in the order detail information.</td>
</tr>
<tr>
<td></td>
<td>due dates and discounts.</td>
<td>instrument that appear on the order header and are set up on Customer Master</td>
<td></td>
</tr>
<tr>
<td>Pricing Unit of Measure</td>
<td>Set the unit of measure used to price an item. This information is used to</td>
<td>Pricing unit of</td>
<td>Applied during order entry. View in the Pricing Unit of Measure field that follows the Unit Price on an order detail line.</td>
</tr>
<tr>
<td></td>
<td>determine the correct price when invoices are printed.</td>
<td>measure on Item Master Information</td>
<td></td>
</tr>
<tr>
<td>Print Messages</td>
<td>Print specific messages on selected documents. You can vary print messages based</td>
<td>None</td>
<td>Applied when printed. Documents are printed at different stages in the order processing cycle. Unlike other</td>
</tr>
<tr>
<td></td>
<td>on branch/plant, customer/group, or item/group combination.</td>
<td></td>
<td>preferences, all print messages at all selected hierarchy positions are cumulative. That is, the system adds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>print message preferences to any other print messages that is set up for the order.</td>
</tr>
<tr>
<td>Preference</td>
<td>Business Purpose</td>
<td>Overrides</td>
<td>When Applied and Where to View</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Product Allocation</td>
<td>Restrict the amount of product that a customer can purchase. Use this preference if demand exceeds supply. You can also use it if a product is produced only for a specific customer or group of customers, and you need to ensure that it is not distributed to others.</td>
<td>None</td>
<td>Applied during order entry. Note: You receive a warning message if you enter a quantity on the order detail line that exceeds the allocation limit for a customer. The order is placed on hold if you do not reduce the quantity to the amount of the remaining allocation. You can bypass the message and accept the excess amount, or accept the balance and cancel the excess.</td>
</tr>
<tr>
<td>Revenue Cost Center</td>
<td>Assign the business unit (Accounting Branch/Plant) based on customer, product, or combinations. You might use this preference for a distributed warehouse operation, where revenue is recognized centrally.</td>
<td>Default business unit that comes from the order header Business Unit field</td>
<td>Applied during order entry.</td>
</tr>
</tbody>
</table>
Work with the Preference Master and Hierarchy

Working with the Preference Master and Hierarchy

When you determine that you have a consistent business requirement that differs from the system’s default values for sales order processing, you can set up preferences to accommodate those requirements.

The system displays all preferences in logical groups on the Preference Profiles form. You use Preference Master to specify where a preference displays on this form and whether effective dates and quantities are a part of the preference.

For each preference, you must define a hierarchy to indicate the order in which you want the system to apply preferences to sales orders.

Working with the preference master and hierarchy includes the following tasks:

- Setting up preference master information
- Arranging the preference hierarchy

Before You Begin

- Analyze your business requirements and the selection criteria for creating a preference.

What You Should Know About

Alternate selection

You can also create preferences using the Profiles by Customer/Item form.

Adding a memo to a preference

You might find it helpful to attach descriptive or informational comments to a preference. These memos can help you identify which preference you want to work with.

Access the Preference Text form to review or add informational text to a preference. After you enter the memo, the system highlights the Option field.
Setting Up Preference Master Information

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Profiles.

The system displays all preferences in logical groups on the Preference Profiles form. You use Preference Master to specify where a preference displays on this form and whether effective dates and quantities are a part of the preference.

To set up preference master information

On Preference Profiles

4. Choose a preference.
6. On Preference Master, complete one or more of the following fields:
   - Preference Type
   - Description
   - Preference Classification
   - Sequence Number
   - Enable Effective Dates
   - Enable Effective Quantities

What You Should Know About

Enabling effective quantities

If you activate quantities for a preference in the master preference information, no unit of measure conversions take place. Therefore, the system searches only for a preference with exactly the same unit of measure as the unit of measure entered on the order.

For example, if you set up a preference with the unit of measure as LT (liters) and enter a sales order in gallons, the system does not select the preference because it does not convert the gallons to liters when searching preference records.

If you need the effective quantity fields active for a particular preference, you must create separate preferences for each unit of measure that can be used as the sales order transaction unit of measure.
Arranging the Preference Hierarchy

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Profiles.

For each preference type, you must define a hierarchy to indicate the order in which you want the system to apply preferences to sales orders.

The Preference Hierarchy form contains rows that identify customers and customer groups and columns that identify items or item groups. You use the intersections of the rows and columns to enter your hierarchy sequence.

When the system searches for preference information, it uses the hierarchy to determine the order in which to search preference information. The system begins with the intersection in which you entered 1 and searches for records that are defined for that customer and item combination. If no preference for that intersection is found, the system identifies the intersection in which you entered 2, and so forth.

When you define hierarchies, you can start with the most general groups (that is, begin with item only and customer only, and then define the more specific groups). When the system searches for a price, it searches for the most specific combinations before general combinations.

Example: Preference Hierarchy for Payment Terms

When you enter an order, the system determines from the hierarchy for this preference that it should search first for information for a single Sold To address/item group combination, and then for a group of Sold To addresses/item group combinations. In this case, the system overrides the
normal payment term for orders to that customer for items from the group with a due upon receipt payment term.

Override customer’s payment term with that defined in the preference for the item group.

J.D. Edwards suggests that when you define hierarchies, you start with the most general groups (that is, begin with item only and customer only, and then define the more specific groups.

To arrange the preference hierarchy

On Preference Profiles
1. Choose a preference.
3. On Preference Hierarchy, type consecutive numbers to arrange the preference hierarchy for the specific preference.

**What You Should Know About**

**Using the Profiles by Customer/Item form**

You can perform the same setup tasks from the Profiles by Customer/Item form as you can from the Preference Profiles form.
Assign Customers and Items to Groups

Assigning Customers and Items to Groups

J.D. Edwards provides predefined preferences. Before you use preferences, you must perform some setup tasks to customize preferences for your specific business requirements. As your business grows and changes, you perform the same tasks to further customize preferences.

To save time while defining preferences, you can assign a customer or an item to a group. You can then define preferences once for a group rather than many times for several customers or items. For example, you can group all customers with the same payment terms. Then, when you create a payment terms preference, you can define one preference for the group.

Assigning customers and items to groups includes the following tasks:

- Assigning a customer to a group
- Assigning an item to a group

Before You Begin

- Verify that user defined codes for customer groups and item groups are set up. See Reviewing User Defined Codes in the Common Foundation Guide for information about user defined code tables for preference groups.

Assigning a Customer to a Group

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Profiles by Customer/Item

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Profiles by Customer/Item.

You can assign a customer to a customer group for any preference.
For example, you can identify some customers as seasonal customers and create specific payment terms for them. To do this:

- Set up a SEASON customer group user defined code
- Assign all seasonal customers to this group
- Create one Payment Terms preference for the seasonal customer group

You can assign any new seasonal customers to the seasonal customer group. The system automatically applies the Payment Terms preference to all of the new customer's sales orders.

★ To assign a customer to a group

On Preference Profiles


5. On Customer Preference Groups, complete the following fields:
   - Customer Number
   - Group
Assigning an Item to a Group

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Profiles by Customer/Item

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Profiles by Customer/Item.

You can assign items to preference groups and define a preference for the entire group with user defined codes.

To assign an item to a group

On Preference Profiles


2. On Item Preference Groups, complete the following field:
   - Item Number

3. Complete the following field for each preference type to which you want to assign a user defined code:
   - Group
Set Up Preferences

Setting Up Preferences

All preferences share standard preference information that applies to all of the preference types in a category. You enter this information for each preference in the header portion of the Preference Revisions form.

There are also fields that are unique to each preference where you enter specific preference information. You enter this information for each preference in the detail portion of the Preference Revisions form.

If you set up multiple preferences for a customer and item combination, you can specify a sequence number that the system uses to search the preferences to process the order.

To set up preferences, complete the following tasks:

- Entering standard preference information
- Entering custom preference information

What You Should Know About

Using the Profiles by Customer/Item form

You can perform the same setup tasks from the Profiles by Customer/Item form as you can from the Preference Profiles form.

Entering Standard Preference Information

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Profiles.
All preferences share common fields, called key fields, where you enter standard preference information. You must enter this information for each preference in the header portion of the Preference Profiles Revisions form.

When entering standard preference information, you can also specify a sequence number that the system uses to search for preference records. For example, to set up a preference for a customer and item combination and vary the preference by an additional key field, you need to sequence your preference records. If you set the sequence for a preference with Branch/Plant A at 1, the sequence for Branch/Plant B at 2, and all other branch/plants at 999, you can ensure that the system searches for the preferences for Branch/Plants A and B before using the preference that applies to all other branch/plants.

Consequently, you need to use care when sequencing preference records. If the preference that applies to all branch/plants has a sequence number of 1, the system will not find the more specific preferences for Branch/Plants A and B, because the system first finds the preference that applies to all branch/plants. If you set up sequence numbers in increments, you can insert new preferences at a later date.

**To enter preference information**

On Preference Profiles

4. Choose a preference.

5. To access the Preference Inquiry form, choose the Inquiry option.

7. On the Preference Revisions form, complete one or more of the following fields:
   - Customer Number
   - Customer Group
   - Item Number
   - Item Group
   - Sequence Number

8. Complete the following fields, if available on the form:
   - Effective From
   - Effective Thru
   - Quantity From
   - Quantity Thru
   - Unit of Measure

9. Complete the steps to enter custom preference information.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity From</td>
<td>The quantity at which a preference or price adjustment becomes valid.&lt;br&gt;Form-specific information&lt;br&gt;If you do not enter a quantity, the system uses 0.&lt;br&gt;Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.</td>
</tr>
<tr>
<td>Effective From</td>
<td>The date on which a transaction, text message, contract, obligation, or preference becomes effective.&lt;br&gt;Form-specific information&lt;br&gt;Leave this field blank if you want the preference to become effective today.&lt;br&gt;Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.</td>
</tr>
<tr>
<td>Effective Thru</td>
<td>The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.&lt;br&gt;Form-specific information&lt;br&gt;If you do not enter a date in this field, the system enters a date that you defined during system setup.&lt;br&gt;If you want the preference in effect for an unlimited amount of time, leave this field blank and allow the system to enter the default. The system checks for the effective period during sales order processing.&lt;br&gt;Use the Enable Effective Dates (Y/N) field on Preference Master to activate or deactivate the display of this field.</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>For World, a sequence or sort number that the system uses to process records in a user defined order.&lt;br&gt;For OneWorld, The sequence by which users can set up the order in which their valid environments are displayed.&lt;br&gt;Form-specific information&lt;br&gt;Use this field when you have multiple preferences for the same customer/item combination, effective period, and quantity range. The sequence determines the order that the system searches for preference records with otherwise identical fields. The system searches records in ascending numerical order, that is, from lowest to highest.</td>
</tr>
</tbody>
</table>
**Field** | **Explanation**
--- | ---
Quantity Thru | The quantity at which a preference becomes invalid.  

*Form-specific information*  

If you do not enter a quantity, the system enters a number defined during system setup.

Use the Enable Effective Quantity (Y/N) field on Preference Master to activate or deactivate the display of this field.

You must also enter the unit of measure for the quantity in the unmarked field next to Quantity Thru. If the preference is in effect for all quantities, leave the Quantity From and Thru fields blank. The system supplies the default minimum and maximum quantities. You must enter a valid unit of measure for the quantities.

---

**What You Should Know About**

**Preferences with kits and configured items**

The following preferences do not function with kits and configured items:

- Print Message
- Product Allocation
- Inventory Commitment

**Using group fields**

Although functionally identical, the system assigns unique codes for the Customer Group and Item Group fields for each preference. Use these fields to specify a code that identifies a group that you can assign customers/items for a specific preference.

You can define the preference for a customer or item group alone or for a combination of customer group and item group. If you leave both the Customer Number and Customer Group field blank, the system applies the preference to all customers. Likewise, if you leave both the Item Number and the Item Group fields blank, the system applies the preference to all fields.

---

**Entering Custom Preference Information**

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles
From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Profiles.

All preferences have unique fields where you enter specific preference information. You enter this information for each preference in the detail portion of the Preference Profile Revisions form. These specific preference fields are:

- Search fields
- Definitions fields

Search fields are marked with a greater than (>) sign next to the field name. The system uses these fields in the same way as it uses key fields. Each preference has search fields unique to its requirements. These fields are found in the detail portion of each preference’s Preference Profiles Revisions form. Search fields are optional. You use these fields to further narrow the search criteria specified by key fields. For example, if you indicate that the search field called Branch/Plant should be used as additional selection criteria, the system selects sales orders that match the unique combination of customer, item, and branch/plant criteria.

Preference definition fields are the fields that the system uses to resolve the preferences. Each preference has one or more definition fields unique to its requirements. These fields are found in the detail portion of each preference’s Preference Profiles Revisions form. Definition fields are required, although in some cases a valid value can be a blank. Typically, the system uses the values you input in these fields to override or add information on a sales order.

To enter custom preference information

After you enter standard preference information, you can information that is specific to each preference.

On Preference Profiles

1. Choose a preference.

3. On the Preference Inquiry form, access the Preference Profile Revisions form.

4. On the Preference Profile Revisions form, complete the specific preference information in the detail portion for each preference.

The following describes each preference in greater detail. The descriptions in this chapter are presented in alphabetical order.
Container Deposit/Rental Preference

Use the Container Deposit/Rental preference to specify three aspects of Container Management:

**Deposit or Rental for a Customer/Item**
You can specify that a customer/item combination is billed for rentals or deposits on the containers.

**Transaction or Summary Level Billing**
You can specify that a customer/item combination is billed for container deposits on a transaction basis or on a summary period. You can specify summary periods over a given period (set up in the Invoice Cycle preference) for the empty container.

**Override the G/L Offset from the Item Master**
When you define a Container Deposit/Rental preference, Container Management uses the preference’s G/L offset in the sales order it creates for container deposits and rentals. The system uses this G/L offset instead of that defined in the Item Master. This allows you to separate potential sales of empty containers from the actual deposits.

**Before You Begin**

- Ensure that you create the G/L offset account for container deposits and rentals

**What You Should Know About**

**Using default information**
The Container Deposit/Rental preference is applied by the Container Management Extraction program. Typically, you run this program during end-of-day operations. It extracts a sales order from the Sales Order Management system and applies preference information for each matched customer/item combination. If no match is found, the system uses the data dictionary default and assigns each customer as a deposit customer with summary level billing.

**Viewing the Container Billing Report**
You can use the Container Billing Report to determine how preferences are applied. This report shows items that either have a transaction by transaction detail or a summary detail level. Also, the report presents different formats for deposit and rental customers.
Customer Currency Preference

Use the Customer Currency preference to assign a currency code to a customer number or to a customer group. Unlike other preferences, this preference does not include the item or item group, because the currency code must be the same for all items on an order.

This preference overrides the default currency code from Customer Master Information in the order header record. You must still include the customer currency in the Customer Master Information. This is because accounts receivable processing does not check preferences. Instead, it uses currency from each order detail line.

The header currency code applies to all detail lines in the order. Therefore, when you rely solely on the Customer Currency preference to set the order's currency code, you can have only one currency code per order.

The Customer Currency preference can be defined for a specific selling branch/plant or for all branch/plants. For example, if your company sells jet fuel to international airlines, the order might be in French francs from a depot in France and British pounds from a depot in the United Kingdom.

Before You Begin

- Activate foreign currency to process this preference
- Set up exchange rates for the foreign currency to the base currency

Delivery Date Preference

You can use the Delivery Date preference to have the system calculate the delivery date based on the number of days that your items are in transit.

A sales order has several dates that the system uses to determine a delivery date:

<table>
<thead>
<tr>
<th>Date Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order date</td>
<td>The date that you enter the order into the system or the date that you want on the order.</td>
</tr>
<tr>
<td>Requested date</td>
<td>The date the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.</td>
</tr>
<tr>
<td>Pick date</td>
<td>The date that warehouse personnel picks the items from inventory.</td>
</tr>
</tbody>
</table>
**Ship date**

The date that you promise to ship the order. You can enter dates for individual detail lines.

**Delivery date**

The date that you tell the customer that the order will arrive.

The system calculates the ship and delivery dates under the following circumstances:

- Preferences are activated.
- One or more of the Branch/Plant, Route Code, Mode of Transport, Priority Code, and Carrier Number fields match the key fields of the preference.

Except for the Mode of Transport field, the fields display in the order detail from either the Inventory Commitment preference or the Customer Billing Instructions. If they are blank, no match is necessary for the system to calculate dates.

- Work Day Calendar is set up to calculate planned shutdowns, holidays, and weekends.

When you set up this preference, you must define:

- The minimum number of days between order entry and scheduled load date
- The number of days that goods are in transit between load and delivery

**Before You Begin**

- Verify that the priority code information for the customer is set up in Customer Billing Instructions

**Example: Applying Dates for Products**

You must set up the Work Day calendar to calculate load dates for bulk product orders. The system then adds the delivery leadtime to the load date.

The following examples are based on the November 1998 Route Work Day calendar and assume that four lag days and five leadtime transit days are specified in the preference.

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>

A8.1 (8/97) 9-29
Order taker manually enters a load date

The program enters the promised date in advance:

- Sales Order Entered: Friday 11/6/98
- Load Date Entered: Thursday 11/12/98
- Promised Date Calculated: Tuesday 11/17/98

The system calculates the promised date by adding the leadtime transit days to the load date.

Order taker manually enters a promised date

The program back schedules the load date. The system subtracts the leadtime transit days from the promised date to calculate the load date:

- Sales Order Entered: Friday 11/6/98
- Promised Date Entered: 11/23/98
- Load Date Calculated: Wednesday 11/18/98

A warning appears if the ship date is prior to today.

Order taker leaves Promised Date and Load Date fields blank

The program calculates the promised date by adding the lag days to the leadtime transit days from the preference to the sales order date:

- Sales Order Entered: 11/3/98
- Load Date Calculated: 11/9/98
- Promised Date Calculated: Saturday 11/14/98

System calculates a load date that is less than the sales order entry date

The program schedules the promised date in advance by placing the order date plus the lag time into the load date and then adding the leadtime to the load for the promised date:

- Sales Order Entered: 11/6/98
- Requested Date Entered: Friday 11/13/98
- Load Date Would Need To Be: Monday 11/2/98

The system recalculates to indicate the actual load and promise dates:

- Sales Order Entered: Friday 11/6/98
- Load Date Calculated: Thursday 11/12/98
- Promised Date Calculated: Tuesday 11/17/98

See Also

- Setting Up the Work Day Calendar

Document Distribution Preference

Use the Document Distribution preference to define how many extra copies of a delivery document you want printed and who you want to the receive copies. For a customer and item combination, you define:
• The trip depot
• The document code of the document to be printed
• The person who will receive each copy
• The number of copies to print

You use this preference to control printing of delivery tickets, priced delivery tickets, and invoices. You can also use this preference to print custom documents (those not programmed by J.D. Edwards), such as certificates of analysis.

The system applies Document Distribution preferences either during the Bulk/Packaged Load Confirm process or at Preprint Delivery Documents.

The system allows you to specify this preference with multiple line entries. In this case, you should include the sequence number with the unique preference information in place of the standard information fields.

**Example: Document Distribution Preference**

As defined in the sample form above, the system applies the following preference setup whenever a customer assigned to customer group “ABC” orders a product assigned to item group “123”.

### Document Set Preference

Use the Document Set preference to identify the set of delivery documents for a particular customer and item combination. The Document Set name is linked to the Document Set Assignment form where the individual document sets are assigned.

If you are using delivery documents, you must define at least one Document Set preference. How you define the preference depends on types of products, such as bulk or lubes, or whether your customer is foreign or domestic. You can also vary the preference by branch/plant.

The system applies Document Set preferences when documents print during the following stages:

- Bulk/Packaged Load Confirm
- Preprint Delivery Documents

At the end of each stage, you can view or change the document set information on the Document Selection form.

### Example: Document Set Preference

Generally, companies create separate Document Set preferences for bulk and packaged products. This example summarizes an efficient method to set up two Document Set preferences so that the appropriate document sets are shipped with each product.

1. Create an item group for bulk products.
2. Assign a Document Set preference to the bulk item group.
7. Set up another Document Set preference for all items and all customers by leaving the Customer, Customer Group, Item, and Item Group fields blank.

8. Set up the preference hierarchy for the Document Set (ECS) preference so that:
   - Item Group/All Addresses is first in the hierarchy.
   - All Items/All Addresses is second in the hierarchy.

When the system processes the Document Set preference during Load Confirm, the preference hierarchy causes the system to first search for an Item Group preference. If the item in the sales order line is a bulk item and you have assigned it to the item group, the system uses the document set for bulk products. Otherwise, the system uses the default values and issues the document set for all items and all customers. In this case, the system uses the document set for packaged products because you have not assigned packaged products to the bulk product item group.

What You Should Know About

**Document sets and cycle billing requirements**

When you set up a Document Set preference, verify that it does not conflict with an Invoice Cycle preference for the customer and item combination. Cycle billing (deferred invoicing) and delivery document invoicing are mutually exclusive.

- To generate the invoice with the delivery documents, choose a document set that includes a primary invoice.
- To generate the invoice on a cyclical basis (such as weekly or monthly), run the Cycle Billing and Periodic Invoice programs.

See also *Understanding the Invoice Cycle Preference*.

See Also

- *Creating Document Sets* and *Creating a Document Set Preference* in the *Load and Delivery Management Guide* for information on creating document set codes

End Use Preference

Use the End Use preference as system criteria for applying price adjustments. You can also use this preference to set up a paid or free status for stock that is commingled for duty.
End use refers to the customer’s end use of the product. For example, you might be required to charge different prices for the same item depending on its end use. A product specific to aviation might have a special duty applied in which the amount of duty might depend on end use (in this case, different duty amounts that are based on different airports).

End Use and Duty Status are key fields. You can create different End Use preferences to assign values for various customer and item combinations. You can then assign the applicable End Use and Duty Status field values for each customer and item combination to suit your business needs.

**Freight Preference**

Use the Freight preference to link the sales order detail line to a freight table. The system uses freight tables to determine freight charges based on distance, zone, or fixed fee. The system also uses freight tables to determine whether the freight is billable, payable, or both. Use the Freight preference to specify a freight table for a customer/customer group and item/dispach group.

The Freight preference differs from other preferences in that it does not have an Item Group selection. Instead, it uses the same dispatch groups that are used by the Load and Delivery Management system to group products for dispatch.

The Freight preference works in conjunction with freight tables. You define your Freight preferences based on your distance-based, zone-based, or fixed-fee-based freight tables. You can specify one or more freight tables, for example, if you charge a customer a fixed fee and an additional distance-based fee for the same item or dispatch group.

You must also designate whether the freight charge is billable to customers, payable to contractors, or both. Branch/Plant and Mode of Transport are optional search fields.

The system applies the Freight preferences when you run the Customer Freight Calculator and Supplier Freight Calculator batch programs to determine billable and payable freight charges. Normally, this is part of end-of-day processing. However, billable freight charges can also be calculated prior to printing delivery documents.
1. Freight Calculator programs read Sales Order Detail table.

2. System matches data to Freight (ECS) preferences.

3. Sales detail and information from matching preference are used to select a freight table.

**Before You Begin**

Before setting up Freight preferences, determine the following:

- Whether freight is billable to the customer, payable to a contractor, or both
- If freight will be calculated by each delivery to a customer, by each sales detail line, or for each trip by a contractor
- If the distance-based, zone-based, fixed-fee-based, or a combination of freight tables will be used
- If the tariff code will be used for any of the freight tables in this preference

**Example: Freight Preference**

A contractor delivers the following items to Customer A (the lines can be from the same sales order or from different sales orders):

- Line 1 10,000 GA UNLEAD
- Line 2 5,000 GA DIESEL

On the same trip, the contractor delivers the following items to Customer B:

- Line 1 50,000 GA UNLEAD
- Line 2 16,000 GA DIESEL
If the Delivery/Line/Trip field is L (line), each customer's freight charges are calculated separately for Line 1 and Line 2.

If the Delivery/Line/Trip field is D (delivery), each customer's freight charges are calculated for the sum of all lines in the delivery. This means that for Customer A, the quantities are added and the freight is calculated based on the total of 15,000 gallons. Freight charges for Customer B are based on a total of 66,000 gallons. If freight rates give the customer or carrier a price break based on quantity, the freight charges will be lower when they are calculated for a delivery.

If the Delivery/Line/Trip field is T (trip), the carrier's freight charges are calculated for the sum of all lines in the trip. This means that the quantities in the lines for both Customer A and Customer B are added and the freight is calculated based on a total of 81,000 gallons.

See Also

- Creating Freight Tables and Working with Freight Calculator Programs in the Load and Delivery Management Guide

What You Should Know About

Using the dispatch group for the Freight preference

The Freight preference forms (P40200EC and P40300EC) do not have an Item Group field. Instead, the system supplies the Dispatch Group field. Generally, you specify freight according to the type of products that you are delivering. You organize similar products by dispatch group.

This field is typically more restrictive than the Item Group field. For example, you typically assign freight to items of a similar dispatch group, such as fuels or lubricants.

Grade and Potency Preference

Use the Grade and Potency preference to select inventory for a customer that is based on a specific grade or potency range for an item. You can set up base pricing by an item's grade or potency. You could use this preference if a customer requires a grade/potency range that differs from the standard range that you define for an item through item branch/plant information.

Because bulk products cannot be selected by grade or potency or load confirmed by lot, you should use this preference only for packaged products.

The Grade and Potency preference works in conjunction with the Inventory Commitment preference and the commitment method to determine the
availability of products. The preference causes the system to ensure that available quantities are within a customer’s specified grade/potency parameters.

In addition, the system uses the value that you enter in the Days Expired Before field of the Grade and Potency preference to determine if the expiration date is within the customer’s allowable days. This ensures that the availability of product will be the quantity of the grades or potencies that the customer allows and within an expiration date.

You can only use the Grade and Potency preference if either the Potency Control or the Grade Control is activated for the item. This is done on the Plant Manufacturing Data form that is part of the Item Branch/Plant Information. You typically use this preference only if a customer requires a grade or potency range that differs from the standard ranges that are set up in the Item Branch/Plant Information.

You cannot specify both grade and potency for the same item. However, when you create the Grade and Potency preference, the system displays both the Grade and Potency fields. This display occurs regardless of the status of the Potency Control and Grade Control setting on the Plant Manufacturing Data form.

The system does not check the status of the activation settings in the Plant Manufacturing Data form when you create a Grade and Potency preference. Therefore, you will not be prevented from entering values into the From Grade, Thru Grade, From Potency, or Thru Potency fields. You could also enter data in both fields. In either case, the system will not apply preference information that conflicts with activation settings or data entry rules.

**Example: Applying a Grade and Potency Preference for Grades**

If a customer preference is set to accept grades A and B only, the system checks for product availability of those grades only. For example:

- Location 1 has 500 quantity available of Grade A stock.
- Location 2 has 1000 quantity available of Grade B stock.
- Location 3 has 2000 quantity available of Grade C stock.

Only Locations 1 and 2 have product available for this customer. The quantity available is 1500 because this customer does not accept grade C. The system performs availability checking using the values of the Grade and Potency fields. The system eliminates any grades or potencies that are not within the range.

**Example: Applying a Grade and Potency Preference for Potency**

When you set up a potency preference, you define the allowable percentage of active ingredients for an item. The From Potency field should contain a smaller percentage than the Thru Potency field. For example:
Sales Order Management

- From Potency: 60.000
- Thru Potency: 75.000

The system commits inventory for this customer and item combination only for lots when the potency is greater or equal to 60 percent and less than or equal to 75 percent.

What You Should Know About

Sales order fields updated

When you place orders that meet the criteria of a Grade or Potency preference, the following fields are updated in the Sales Order Detail table:

- From Grade (SDFRGD)
- Thru Grade (SDTHGD)
- From Potency (SDFRMP)
- Thru Potency (SDTHMP)
- Days Before Expiration (SDEXDP)

See Also

- Defining Base Prices for information on pricing by grade or potency

Inventory Commitment Preference

Use the Inventory Commitment preference to:

- Specify that each order line be filled from one or more branch/plants based on customer/customer group or item/item group
- Specify the branch/plants from where you want products shipped
- Determine the percentage of the order to be filled from each branch/plant
- Specify the mode of transport and carrier information in the sales detail line

If you use this preference to specify the branch/plants from where you want products shipped, use the Sequence Number and Branch/Plant fields to control the product’s Ship From location. You can then sequence the preferences to establish a priority order.

If you use this preference to determine the percentage of the order to be filled from each branch/plant, use preference sequences to establish an order. If you are unable to fill the order from any branch, the system creates a backorder on
the branch/plant with the lowest sequence number. Normally, only packaged products, not bulk products, are backordered.

The system applies this preference during sales order entry or when you hard-commit items. You can view the specified source branch/plant in the Branch/Plant field in the fold area of an order detail line.

**Example: Inventory Commitment Preference**

The Percent To Fill field provides you with the flexibility to fill an order line from one or more branch/plants. The Inventory Commitment preferences work in conjunction with the system’s normal checking that is done for quantity available, and adds a check on all branches that are defined in the preference.

As each branch is checked, the order will be shipped from any one branch that can fill the entire order. Depending upon the number in the Percent To Fill field, a portion of the order line can be filled from one or more branch/plants.

**Percent-To-Fill Value and Related System Actions**

If the percent-to-fill value is zero percent, the system performs normal processing. The system performs no checking for the quantity on hand, and regardless of the quantity on hand, it is shipped to fill the order.

If the percent-to-fill value is between 1 and 99 percent, the system requires that any branch must be able to fill the percentage that is specified. If the branch can fulfill the percentage, the quantity available is shipped and the remainder is transferred to the next branch. The system checks each branch to determine if the quantity can be shipped.

If you specify a percent-to-fill value of 100 percent for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is put on backorder or partially shipped from the first preference branch/plant that it can satisfy.

If the percent to fill value is 100 percent, the system requires that the branch must be able to ship the entire quantity. This prevents shipping from multiple branches, but allows the system to check all branches to determine if the entire quantity can be shipped. If you specify a percent-to-fill value of 100% for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is backordered or partially shipped from the first preference.
The following table shows an example of an order that is placed for a quantity of 500.

<table>
<thead>
<tr>
<th>Branch/Plant: quantity available</th>
<th>Percent-to-fill as set up on preference</th>
<th>Minimum order quantity available</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant A: 100</td>
<td>50percent</td>
<td>200</td>
<td>Do not ship from this branch because the available branch/plant quantity is less than the minimum order quantity.</td>
</tr>
<tr>
<td>Branch/Plant B: 400</td>
<td>80percent</td>
<td>400</td>
<td>Ship 400 from this branch.</td>
</tr>
<tr>
<td>Branch/Plant C: 96</td>
<td>95percent</td>
<td>95</td>
<td>Ship 96 from this branch because the available branch/plant quantity is at least 95% of the order balance of 100.</td>
</tr>
</tbody>
</table>

The system backorders the remaining quantity of 4 to Branch/Plant B.

**Before You Begin**

- Verify that the sales order entry preference options for inventory commitment are blank

**What You Should Know About**

**Activating the Inventory Commitment preference**

You must activate the Inventory Commitment preference through a separate processing option in the Sales Order Entry program.

**Working with kits and configured items**

The Inventory Commitment preference does not function with kits or configured items.

**Invoice Cycle Preference**

You can set up customer billing schedules, such as weekly or monthly, that are based on customer and item combinations. For example, you might have a customer who receives weekly shipments but prefers to receive only one invoice at the end of each month.

By setting up an invoice cycle preference for a customer, you create an interim step between shipment confirmation and invoicing that the system uses to determine when to print invoices.

After you confirm the shipment of orders, the system processes them through the Schedule Invoice Cycle program. This program accesses the invoice cycle
preference information and, using the Invoice Cycle Calculation Rule program, calculates the scheduled invoice date using the following information:

- Invoice cycle
- Invoice calculation rules
- Invoice date ranges

If the scheduled invoice date is prior to or equal to the system date, the system does not create any deferred entries. However, if the scheduled invoice date is later than the system date, the system creates deferred entries for COGS, revenue, and the unbilled accounts receivable during sales update. Then, during journal entry, these amounts are allocated into the appropriate accounts.

**Example: Invoice Cycle Preference**

In the following example, an item with a price of 100.00, a cost of 50.00, and an invoice cycle date that is later than the current date creates the following entries:

**Account entries based on invoice cycle date**
- Deferred COGS = 50.00
- Unbilled accounts receivable = 100.00
- Inventory = (50.00)
- Deferred revenue = (100.00)

When you run sales update, the system creates offsetting entries for any entries that are deferred, as well as the usual journal entries for accounts receivable, COGS, and revenue:

**Account entries created during sales update**
- Accounts receivable = 100.00
- Deferred revenue = 100.00
- COGS = 50.00
- Revenue = (100.00)
- Unbilled accounts receivable = (100.00)
- Deferred COGS = (50.00)
**What You Should Know About**

**Consolidating invoices**  The Schedule Invoice Cycle program uses the Invoice Cycle preference to schedule the invoice date only. When you run the DREAM Writer for the Invoice Cycle program, the system uses the consolidated version.

You must set the Invoice Consolidation flag in Customer Billing Instructions to Y (yes). Then, set up an invoice cycle preference to schedule invoicing according to the customer's requirements.

**See Also**

- *Working with Invoice Cycles* for complete information about setting up the Schedule Invoice Cycle.

**Line of Business Preference**

Use this preference to specify a customer's line of business, such as aviation. Line of business preferences can be set for customer and item combinations.

Your business can derive useful data for sales analysis when you define line of business preferences. You can write your own World Writer reports to produce reports by line of business. Price adjustments can be based on line of business.

This preference is applied during sales order entry.

**See Also**

- *Setting Up Adjustment Definitions* in the *Advanced Pricing Guide*

**Next Order Status Preference**

Use the Next Order Status preference to skip or insert processing steps after sales order entry. The processing flow is determined by the order activity rules. The Next Order Status preference overrides the next step in the order activity rules. You should only use this preference to change the steps after you enter an order.

For example, you might want to send an Electronic Data Interchange (EDI) order acknowledgement for a specific customer and item combination. For another customer, you might want to skip the trip maintenance and load confirmation steps defined in the order activity rules.

The order activity rules determine which steps you can skip. For example, to skip from Enter Sales Order (Status 520) to another status step, you must choose
one of the Other Allowed status codes. You could not skip from Enter Sales Order to Cycle Billing (Status 580) because the order activity rules stipulate that the next status can only be 562 or 564.

During preference setup, the system does not prohibit you from entering invalid activity/status codes. However, during sales order processing, the system highlights fields on the sales order to indicate that you have entered an invalid activity/status code.

**Before You Begin**

- Determine the order activity rules and the steps that can be skipped in the process flow.

- Verify that the order activity rules and the Other Allowed status information are valid. The Other Allowed codes for order activity rules can vary by company. Anyone with authority to set up a Next Order Status preference should have the rules and information available.

**Order Preparation Days Preference**

You can set up information about the amount of time that it takes to prepare an order for shipping in the Order Preparations Days preference. This helps you to accurately determine the number of days that it takes to deliver your sales orders from the date that the customer places the order.

Order preparation days are the number of days that it takes to pick and pack the items on the sales order, prior to shipping. The system uses the priority code that you set up for your customer in the Customer Billing Instructions to determine the amount of preparation time. However, you can override the priority code for a single order on Order Detail Information during order entry.

When you enter an order, the system uses information in the Order Preparation Days preference and first attempts to obtain dates by back scheduling. Back scheduling involves calculating the pick, ship, and delivery dates for an order, starting with the delivery date and working backwards.

If the pick date is before the current date, the system forwards schedules starting with the order date to obtain pick, ship, and delivery dates.

**Payment Terms Preference**

Use the Payment Terms preference to identify payment terms and instruments for specific customer and item combinations. The system applies payment terms only at the item detail level. For any items that are not included in this preference, the system applies the payment terms from the customer master information at the order level.
Price Adjustment Schedule Preference

Use the Price Adjustment Schedule preference in conjunction with the Advanced Pricing system. You can use this preference to assign a different price adjustment schedule for items sold to a specific customer. You can also use this preference to create penalty schedules for agreements with business partners.

This preference overrides the default schedule from Customer Billing Instructions. The system applies this preference during sales order entry.

See Also

- Setting Up Adjustment Definitions in the Advanced Pricing Guide

Pricing Unit of Measure Preference

Use the Pricing Unit of Measure preference for the following:

- To override the Pricing Unit of Measure field (in the default sales detail line)

The system completes the sales detail line based on information in the Item Master. You might use this preference when your company has negotiated a price with a customer in a specific unit of measure. You then need to set up pricing for the customer and item in that unit of measure and enter a Pricing Unit of Measure preference to ensure that the system automatically adds the pricing unit of measure to the order. The pricing unit of measure can differ from the transaction unit of measure and can vary by branch/plant.

- To override the Sales Price Based On Date field (in system constants)

The Sales Price Based On Date field determines how the system updates the Price Effective Date field in the sales order detail tables

- To calculate the Price at Ambient/Standard

The system uses this flag at the time of delivery confirmation to re-extend the price using the standard or ambient temperature, depending on which value you choose.

Before You Begin

☐ Set the sales price retrieval unit of measure in system constants. See Setting Up System Constants.

☐ Confirm that a base price record exists for the pricing unit of measure to be entered in this preference.
See Also

- Defining Base Prices

Print Messages Preference

Use the Print Messages preference to choose the messages you want to automatically print on documents for a particular customer and item combination. This preference provides several key fields to use in conjunction with the customer/item combination.

The system applies this preference when a document is printed, not during order entry. The Print Messages preference does not override any other messages you set up in Customer Billing Instructions and Item Branch/Plant information.

Unlike other preferences, the system applies print messages cumulatively. The system selects all messages that match the customer and item selection criteria and prints them on documents. Print messages are also cumulative for all levels in the preference hierarchy. For example, if you choose three hierarchy levels and set up multiple preferences at each hierarchy level, the system applies all print messages at all hierarchy levels that match the customer and item combination you enter on an order.

Leaving any of the key fields blank indicates you want to specify all valid values for that field. For example, a blank in the Business Unit field causes the system to apply the Print Messages preference to all business units.

Before You Begin

☐ You must create print messages before you can use this preference

What You Should Know About

Working with kits and configured items

The Print Messages preference does not function with kits or configured items.

Product Allocation Preference

Use the Product Allocation preference to restrict the amount of an item or item group that a customer or customer group can purchase. For example, use this preference if the demand for a product exceeds the supply or if government regulations restrict limits for certain products.

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is
allowed to be sold. The system checks for allocation limits before it checks availability. Product allocation indicates how product is distributed among customers. Product availability indicates how much of any product is at any branch/plant location.

Product allocations can be set up as either:

- A fixed number of item units
- A percentage of the available product

If the order quantity exceeds allocated quantity, a warning message appears when you enter a sales order. At that time, you can put the order on hold or reduce order quantity to the allowable or available quantity.

Each time you place an order for an allocated product, the quantity ordered during the effective date range accumulates toward the allocation limit. The system updates the Quantity Sold field each time you enter an order. This field shows the quantity that was ordered at the time the allocation went into effect. When you change or cancel an order, the system subtracts the quantity from the running total. The system applies the product allocation preference before checking availability.

You should disable the Quantity From and Quantity Thru fields on Preference Master for the Product Allocation preference. This enables the system to automatically perform unit of measure conversions for this preference.

When you enter an order that exceeds the Product Allocation preference information, you can access the Product Allocation Information window to adjust the information.

**Before You Begin**

- You must identify the product allocation hold code in the sales order entry processing options if both of the following apply:
  - You create Product Allocation preferences
  - You want to place orders on hold if a customer’s order exceeds their allocation

**What You Should Know About**

**Working with kits and configured items** The Product Allocation preference does not function for kits and configured items.
Set Up Preferences

Quantity sold and balance calculations

The balance column on the Product Allocation inquiry form updates with the quantity available to purchase if one of the following apply:

- Allocation Method 1 is used.
- Allocation Method 2 is used with the amount remaining in the Quantity Pool.

If you place an order on hold because it exceeds the allocated amount, the balance will show as a negative amount for either Allocation Method 1 or 2.

Activating product allocation

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold.

You must use the Product Allocation Hold code in conjunction with the Product Allocation Preference.

See Also

- Defining Hold Codes

Quality Management Preference

Use a Quality Management preference to either request or require that a test be run and certain quality standards be met for a particular customer and item combination.

The system applies the preference when confirming a bulk load by trip. If a test is requested or required, you can either exit to On Vehicle Sampling/Quality or return to the menu to enter test results.

Before You Begin

☐ Set up test specifications, which require the system to run a test or set a quality standard. See Setting Up a Product Specification Master in the Load and Delivery Management Guide.

See Also

- Confirming a Bulk Load by Trip in the Load and Delivery Management Guide
Revenue Cost Center Preference

Use the Revenue Cost Center preference to recognize revenue for a business unit that is different from the central business unit. This preference allows you to override the default accounting branch/plant cost center from the Branch/Plant or Detail Branch/Plant fields. The Revenue Cost Center preference does not apply to interbranch sales.

Sales Order #1458

Customer = 2727
Header Business Unit = 20

Detail Line 1
Item 1001
Dtl Bus Unit = 20

Detail Line 2
Item 1001
Dtl Bus Unit = 45

Preference for customer 2727 is that its revenue business unit must be 10.

1. Enter an order with the preference for revenue business unit turned on.

2. Run the Sales Update. The system recognizes revenue in the business unit specified by the preference.

Journal Entries after sales update

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Inventory</th>
<th>Cost of Goods Sold</th>
<th>Revenue</th>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45 and 20</td>
<td>45 and 20</td>
<td>10</td>
<td>45 and 20</td>
</tr>
</tbody>
</table>

Additionally, you can use this preference for a salesperson that might be located at the revenue business unit that is associated with the preference.

Example: Revenue Cost Center Preference

This example summarizes how to set up the Revenue Cost Center preference to ship items from multiple sites while posting revenue to a single site.

1. Create a Southwest customer group for an item.
2. Set up a Revenue Business Unit preference.
3. Set the preference hierarchy for the Revenue Business Unit preference at the intersection of Ship to Customer Group and Item Number.
4. In the Business Unit field on the Revenue Business Unit form, enter a branch/plant.
5. In the Revenue Business Unit field on the Revenue Business Unit form, enter a different branch/plant than you entered in the Business Unit field.

**Before You Begin**

☐ Set the Update Customer Sales processing option to blank or 3 to specify the revenue business unit.

**Sales Commission Preference**

Use the Sales Commission preference to set up sales personnel and commission rates based on customer and item combinations. Line of Business and Branch/Plant are additional search fields for this preference. You can assign different commission preferences for various customer and item combinations based on the line of business and branch/plant values.

The system normally provides default values from Customer Billing Instructions for the sales commission fields in the sales order header. If the billing instructions Rate fields are blank for the Commission Royalty Information, the system can provide default values for the commission rate. Normally, the system provides default values for each line on the sales order. The preference overrides the header information at the line level.

**Before You Begin**

☐ You must set up all salespeople in the address book and on the Commission/Royalty Information form before you can enter them on a preference. See *Setting Up Commission Information*.

**User Defined Price Code Preferences**

Use the User Defined Price Code preferences to define your own codes and use them for your unique pricing needs.

Price codes can be used in the Advanced Pricing system to define price adjustments. They can also be used for your reporting requirements.

For example, you might use a price code for temporary pricing. You define a price code to identify order lines that need to be repriced when commodity prices are published for a specific period. If you don't want the price code to be manually changed during order entry, use the Price Code 3 preference.

**See Also**

- *Defining Base Prices*
Work with Preferences

Working with Preferences

You can activate each preference that you use during order processing. With interactive processing, you activate each preference within a Preference Processing version. This version contains a list on which you activate or deactivate each preference for processing by the system.

You can use batch processing of preferences as an alternative to interactive processing during sales order entry. You can run preference batch processing after you have entered orders. Batch processing preferences can speed sales order entry because the system does not have to search for and apply each preference as you enter each order.

You can locate a specific preference to view how the preference has been defined. You can also locate preferences to determine if preferences exist for a customer and item combination before creating a new preference.

Working with preferences includes the following tasks:

- Activating preferences
- Running preferences in batch
- Locating preferences

Activating Preferences

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Selection

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Selection.

You must activate each preference that you want the system to use during processing. Preferences are activated within a version for the Preference Selection program. The prompts contain a list on which you activate or deactivate each preference for processing by the system.
You must set the processing options for Preference Profile Processing for all of the versions of order entry programs to which you want to apply preferences.

**To activate preferences**

On Preference Selection

1. Choose the option to change the Preference Processing version that you want to use.
2. To display the Processing Options Revisions form, choose Processing Option value(s).
3. On Processing Options Revisions, choose each of the preferences you want to activate.

What You Should Know About

Activating the Inventory Commitment preference

You must activate the Inventory Commitment preference through a separate processing option in the Sales Order Entry program.

Preference status

To determine whether a preference is active, see the Preference Status field on the preference inquiry or revision forms that are specific to the preference you are reviewing.

Restrictions for batch processing

You cannot use batch processing for the Inventory Commitment, Product Allocation or Delivery Date preference.

Using processing options with preferences

The processing options that you choose affect the values that the system uses to process the batch.

Overriding preferences

Values that you enter manually on the sales order line item override preference values.
Work with Preferences

**Overriding default values**
Preference values override default values that the system uses from the Item Master, Item Branch/Plant Information, Customer Master Information, or data dictionary tables.

**Deactivating preferences**
If you do not activate preferences in the sales order program or in the preference profile program, the system uses normal default values.

### Running Preferences in Batch

**From Sales Order Management (G42), choose Hidden Selection 27**

**From Sales Order Advanced & Technical Ops (G4231), choose Preference Batch Processing**

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Batch Processing.

You can use batch processing of preferences as an alternative to interactive processing during sales order entry.

You can run preference batch processing after you have entered orders. Batch processing preferences can speed sales order entry because the system does not search for and apply each preference as you enter each order.

### Before You Begin

- Create preferences by entering standard and specific information
- Enter sales orders for the customers and item combinations that you defined when creating preferences
To run preferences in batch

On Preference Batch Processing

Choose the option to run the Preference Batch Processing version you want to use.

**Processing Options for Preference Profile - Batch**

**PROCESSING CONTROL:**

1. Enter a ‘1’ to default preference profile values into sales detail lines for blank fields, or a ‘2’ to override the value in the sales detail line for blank and non-blank fields. If left blank, the preference profile values will default into sales detail lines for blank fields.

2. Enter the DREAM Writer version to call for preference profile processing (P40400). If left blank, ZJDE0001 will be used.
Locating Preferences

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Preference Profiles

From ECS Sales Order Management (G4910), choose hidden selection 27. From ECS Sales Order Advanced & Technical Operations (G491031), choose Preference Profiles.

You can locate a specific preference to view how the preference has been defined. You can also locate preferences to determine if preferences exist for a customer and item combination before creating a new preference.

If preferences already exist for the customer and item combination, you should determine the strategy of their use before creating another preference that might conflict with existing preferences.

To locate preferences

On Preference Profiles

1. Choose the preference that you want to locate.
3. Complete one of the following fields or leave both fields blank to locate a preference that applies to all customers:
   - Customer Number
   - Customer Group
4. Complete one of the following fields or leave both fields blank to locate a preference that applies to all items:
   - Item Number
   - Item Group
5. Choose the preference with which you want to work.
Setup
System Setup

Objectives

- To understand how to set up the features and functions that allow you to process sales order information

About System Setup

Before you use the Sales Order Management system, you need to define certain information that the system will use during processing. You use this information to customize the system for your business needs. For example, you might want to set up default customer information to simplify the order entry process and avoid repetition.

System setup includes the following tasks:

- Define related addresses
- Set up customer billing instructions
- Set up constants
- Set up order line types
- Set up order activity rules
- Set up order templates
- Set up order hold information
- Set up commission information
- Set up branch sales markups
- Set up workday calendar
- Set up freight information
- Set up automatic accounting instructions
- Define flexible account numbers
The following describes the information that you must set up for this system.

**Related addresses**
You must specify the address to which you send the invoice and shipment. These two addresses can be different. You can also designate related addresses or a parent address for a customer. For example, you might send all invoices to a parent address and send all shipments to subsidiary addresses.

**Customer billing instructions**
You can set up customer information that the system uses as default order, shipping, billing, and freight information. The system retrieves this information every time you enter an order for a customer.

**Constants**
Constants provide the system with the following types of default information:
- System constants determine which functions to perform.
- Batch control constants determine whether an application requires management approval and batch control.
- Branch/plant constants control day-to-day transactions within a branch/plant.
- Location format determines how you identify item storage locations in a branch/plant.
- Item availability defines how the system calculates the number of items that each branch/plant contains.

**Order line types**
You can define codes that determine how the system processes a detail line in an order.

**Order activity rules**
You can establish the sequence of steps to process an order.

**Order templates**
You create and assign order templates to speed up the order entry process. A template contains information about frequently ordered items.

**Order hold information**
You can set up the information that the system uses to place sales orders on hold.

**Commission information**
You can set up commission information for a specific salesperson or a group of salespeople.

**Branch sales markups**
You can define the additional costs that are associated with interbranch sales orders.
### Work Day calendars
You can set up a calendar for a depot in which you record the days that the depot is closed, such as weekends, holidays, or planned shutdowns.

### Freight information
You can establish standard freight rates by associating each rate with a zone, commodity class, rate code, and carrier.

### Automatic accounting instructions (AAIs)
AAIs provide the Sales Order Management system with accounting information and general ledger relationships that are needed to interact with the General Accounting system.

### Flexible account numbers
You use flexible sales accounting for account numbers that use the standard J.D. Edwards format, which is business.unit.subsidiary. The flexible format lets you customize each segment of the account number.

The following describes the information that you must set up in other systems, including the Inventory Management system, the Technical Foundation system, and the General Accounting system:

### Warehouse locations
Warehouse locations group items in branch/plants.

### Messages
Messages display depending on which programs you specify and which messages you determine should print.

### Default location and printers
Default location and printer settings provide the system with branch/plant, printer output queue, and approval route code information to use as default settings.

### Next numbers
Next numbers allows the system to automatically assign the next available number for document types and address book numbers when applicable.

### Standard Units of Measure
The system applies the standard units of measure to all items across all branch/plants.

### User Defined Codes
You can set up user defined codes to customize each system in your environment.

### Item cross-references
Item cross-reference numbers allow the system to connect internal and external items.
See Also

- Setting Up Warehouse Locations in the Inventory Management Guide
- Setting Up Work Day Calendars in the Load and Delivery Management Guide
- Setting Up Messages in the Inventory Management Guide
- Setting Up Default Locations for Printers in the Inventory Management Guide
- Setting Up Next Numbers in the General Accounting Guide
- Defining Standard Units of Measure in the Inventory Management Guide
- Setting Up User Defined Codes in the Technical Foundation Guide
- Setting Up Item Cross-References in the Inventory Management Guide
Define Related Addresses

Defining Related Addresses

When you create a sales order, you must specify the address to which you send the invoice (Sold To address) and the address to which you send the shipment (Ship To address). These two addresses can be different.

You can simplify the process of entering more than one address for a sales order by defining default addresses for each customer. For a given Ship To address, you can define a related Sold To address. For a Sold To address, you can define a related Ship To address. When you enter either address in a sales order, the system automatically fills in the other.

You can also designate other related addresses or a parent address for a customer. For example, a customer might have a Parent address to which you send all invoices and multiple subsidiary addresses to which you send shipments.

Complete the following tasks to define related customer addresses:

- Enter related addresses
- Define the invoicing address
- Define default address types

Before You Begin

- Verify that the customer address and all related addresses have been entered in the Address Book table (F0101). See Entering Address Book Information in the Address Book Guide.

- Verify that the customer has been set up in the Customer Master table (F0301). See Entering Customer Master Information in the Accounts Receivable Guide.
Entering Related Addresses

From Sales Order Management (G42), choose Customer Revisions

From Customer Revisions (G4221), choose Address Book Revisions

The Address Book table allows you to maintain information about all the companies and people with whom you do business. For each customer, you must define all related addresses - Ship To, Sold To, and Parent - in the Address Book.

To enter related addresses

On Address Book Revisions

1. Complete the following field to access the record for a specific customer:
   - Address Number

3. On Address Book - Additional Info, complete one or more of the following fields:
   - 1st Address Number
   - 2nd Address Number
   - 3rd Address Number
   - 4th Address Number
   - 5th Address Number
   - Parent Number

**What You Should Know About**

**Assigning address numbers to related addresses** A related address must have an assigned number from the address book before it can be included on the Address Book - Additional Info form. If no related addresses exist, these fields contain the same address book number assigned to the customer.
Defining the Invoicing Address

From Sales Order Management (G42), choose Customer Revisions

From Customer Revisions (G4221), choose Customer Master Information

After you enter related addresses in the address book, you must define the address to which you will send all invoices. You must also enter the Parent address here, if you have entered it in the address book.

To define the invoicing address

On Customer Master Information

Complete one or more of the following fields:

- Parent Number
- Hold Invoices
- Print Statement
- Send Invoice to
- Send Statement to
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Print Stmt(Y/N) | A code that indicates whether the system prints invoices and statements for the customer. Valid codes are:  
  | Y  Yes, print invoices and statements  
  | N  No, do not print invoices and statements  |
| Hold Invoices | A code that allows you to put all A/R invoices for a customer on hold.  
  | Valid codes are:  
  | blank  No, do not hold invoices.  
  | Y  Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders)  
  | This code is maintained in the Customer Master table (F0301). |
| Send Invoice to | A code that identifies the address where accounts receivable invoices are sent. Valid codes are:  
  | C  Customer  
  | P  Parent  
  | 1  1st Address Number  
  | 2  2nd Address Number  
  | 3  3rd Address Number  
  | 4  4th Address Number  
  | 5  5th Address Number  
  | 6  6th Address Number (Factor/Special Payee) |
| Send Stmt To | A code that indicates the address to which A/R statements, payment reminders, and delinquency mailers are sent.  
  | Examples:  
  | C  Customer  
  | P  Parent  
  | 1  1st Address Number  
  | 2  2nd Address Number  
  | 3  3rd Address Number  
  | 4  4th Address Number  
  | 5  5th Address Number  
  | 6  6th Address Number (Special Factor/Payee) |
Defining Default Address Types

From Sales Order Management (G42), choose Customer Revisions

From Customer Revisions (G4221), choose Customer Billing Instructions

You can simplify the process of entering more than one address for a sales order by defining default address information. You can define which of the following address types the system uses as the default for a customer:

- Sold To address only (Billing Address Type B)
- Ship To address only (Billing Address Type S)
- Sold To and Ship To address (Billing Address Type X)

You can also define a related address in the customer billing instructions. This is the same as the related address you entered in the address book.

To define default address types

On Customer Billing Instructions

Complete the following fields:

- Billing Address Type
- Related - Address Number
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related – Address No</td>
<td>Use this field to relate a ship-to address to a sold-to address or vice versa. For example, if you enter only a ship-to address in sales order entry, it uses this field to determine which address number to select from the list of related address numbers which is then defaulted to the order's blank Sold To field.</td>
</tr>
<tr>
<td>Billing Address Type</td>
<td>Code that tells the system to use this address as a Sold To address, a Ship To address, or both. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>X Indicates a bill to and a ship to address</td>
</tr>
<tr>
<td></td>
<td>S Indicates a ship to address only</td>
</tr>
<tr>
<td></td>
<td>B Indicates a bill to address only</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>When you enter an order for a Ship To customer, the Related Sold To customer defaults into the Sold To field of the sales order entry screen. If you enter the Sold To address, the related Ship To address will default.</td>
</tr>
</tbody>
</table>
Set Up Customer Billing Instructions

Setting Up Customer Billing Instructions

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Customer Billing Instructions

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Customer Billing Instructions.

Before you process sales orders, you must set up default customer information in the customer billing instructions. Setting up customer billing instructions includes the following tasks:

- Enter order processing information
- Enter shipping information
- Enter freight information
- Enter commission information
- Enter billing information
- Enter credit information

For example, if a customer wants you to bill the parent company for items that are shipped to several branch offices, you can specify this information in the customer billing instructions. The system retrieves this default information every time that you enter an order for this customer.

Before You Begin

- Verify that address book records exist for your customers
To enter order processing information

On Customer Billing Instructions

Complete the following fields:

- Address Number
- Customer PO Required
- Credit Check Level
- Exempt from Credit Hold
- Customer Price Group
- Item Restrictions
- Trade Discount
- Minimum Order Value
- Maximum Order Value
- Allow Backorders
- Allowed Substitutes
- Print Message
- Order Template
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Exempt from Credit Hold| Code indicating if the customer is exempt from credit checking in the Sales Order Processing cycle. Valid codes are:  
Y  Sales order entry should not check the customer’s credit.  
N  This customer is not exempt from credit checking. If credit checking is activated through the Sales Order Entry processing options and the customer goes over the limit, the order will be put on hold. (You set up a credit limit for the customer in the address book). |
| Credit Check Level     | A code that controls the way the system conducts credit checking. Codes are:  
P  Credit check based on the customer’s parent number (P for Parent)  
C  Credit check against the customer number only  
S  Credit check against the customer number only  
If you use method P, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. Use this, for example, when a customer with multiple offices or branches, each of which order from you, asks that all credit checking be reflected in a single account.  
NOTE: Even though credit checking can be conducted at the parent or customer number level, all accounts receivable will be posted to the customer number (SDAN8) during Sales Update (P42800). |
| Customer PO Required   | This field is used to indicate if the Customer Purchase Order Number field is required to be entered for the customer. This field is edited during Sales Order Entry. |
| Customer Price Group   | A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing. |
| Trade Discount         | Percentage by which the system reduces the price of each item. This is the only discount that will be applied. You can override it if you enter a price. Enter the percentage as a whole number (that is, 5 for 5%). |
| Minimum Order Value    | Value below which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is less than the minimum order value, the system displays an error message.  
This field is maintained as an integer without decimals. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Order Value</td>
<td>Value above which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is more than the maximum order value, the system displays an error message. This field is maintained as an integer without decimals.</td>
</tr>
<tr>
<td>Print Message</td>
<td>A user defined code (system 40/type PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.</td>
</tr>
<tr>
<td>Item Restrictions</td>
<td>A code that designates whether restrictions have been placed on the sale of items to this customer. Valid codes are: Blank No restrictions. I A customer can be sold only those items set up on the Item Restrictions screen. E A customer cannot be sold the items set up on the Item Restrictions screen.</td>
</tr>
<tr>
<td>Allow Backorders</td>
<td>A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), or by customer (through Billing Instructions). Y Yes, allow backorders for this item. N No, do not allow backorders for this item, regardless of the backorders code assigned to the customer. NOTE: The system does not use this information if you have set the option on Branch/Plant Constants to indicate that you do not allow backorders in your operating environment.</td>
</tr>
<tr>
<td>Substitutes Allowed (Y/N)</td>
<td>Code associated with each customer specifying whether that customer will accept substitute items. Enter N to disallow or Y to allow substitutions. The system will interpret a blank value as a Y. Form-specific information If you enter Y here and activate the substitution processing option for sales order entry, the system displays a list of defined substitute items when there is not enough of an item to fill a sales order for that customer.</td>
</tr>
<tr>
<td>Order Template</td>
<td>A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth.</td>
</tr>
</tbody>
</table>
What You Should Know About

Restricting items from a sale
If you specify items in customer billing instructions, you can list any items that are not to be shipped to a customer in Item Restrictions Revisions.

If you specify items to include in Item Restrictions Revisions, you can limit your customer's orders to the items that are listed in Item Restrictions Revisions.

To enter shipping information

On Customer Billing Instructions

4. Complete the following fields:
   - Address Number
   - Delivery Note (Y/N)
   - Partial Line Shipment
   - Partial Order Shipments
   - Delivery Instructions


6. On Billing Instructions - Page 2, complete the following fields:
   - Held Orders Code
- Priority Code
- Display Weight UOM
- Display Volume UOM

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Note (Y/N)</td>
<td>Code that indicates whether the system prints delivery notes for this customer. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y The customer's order can produce delivery notes.</td>
</tr>
<tr>
<td></td>
<td>N The system will not generate delivery notes for the customer.</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses N.</td>
</tr>
<tr>
<td>Partial Line Shipments</td>
<td>Code that indicates whether the customer requires the entire line be shipped at one time or whether the customer will accept multiple partial shipments instead. Valid codes are Y (yes), which is the default, and N (no).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>This field is used in conjunction with the Allow Backorders field. Backorders must be allowed before the system will make partial shipments to a customer.</td>
</tr>
<tr>
<td>Partial Order Shipments</td>
<td>Code that indicates if the customer requires that the entire order be shipped at one time or if the customer will accept multiple partial shipments instead.</td>
</tr>
<tr>
<td></td>
<td>NOTE: This feature is only activated when adding orders in Sales Order Entry with availability checking on since Sales Order Entry is the only time that all lines can be grouped together as an order. Availability checking performed at Pick Slips or Shipment Confirmation does not guarantee that all lines are together for the order.</td>
</tr>
<tr>
<td>Deliver Instructions</td>
<td>One of two fields that you use to enter delivery instructions.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The system copies this text to the Sales Order Header Information form.</td>
</tr>
<tr>
<td>Held Orders Code</td>
<td>A user defined code (table 42/HC) that identifies why an order is on hold.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Priority Code</td>
<td>A code that tells the system to handle this customer’s orders on a priority basis. Use this value to set up print pick slips so you can choose to print them on a priority basis. This code is assigned from the Customer Billing Instructions. This field is informational only and can be used in DREAM Writer selection to expedite order lines. In addition, the backorder print report and automatic batch release program can be sequenced by this code to release those orders with the highest priority first.</td>
</tr>
<tr>
<td>Display Weight UOM</td>
<td>A user defined code (system 00, type UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.</td>
</tr>
<tr>
<td>Display Volume UOM</td>
<td>A user defined code (system 00/type UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants – Page 2 (P410012). You can override this default value.</td>
</tr>
</tbody>
</table>

**To enter freight information**

On Customer Billing Instructions

1. Complete the following field:
   - Address Number
3. On Billing Instructions - Page 2, complete the following fields:
   - Apply Freight (Y/N)
   - Freight Handling Code
   - Route Code
   - Stop Code
   - Zone Code
   - Preferred Carrier
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Apply Freight (Y/N)          | A code indicating whether the system should perform freight calculations during processing. Valid codes are:  
  Y yes, perform calculations  
  N no, do not perform calculations  
If you leave this field blank, the system automatically enters Y. |
| Freight Handling Code        | A user defined code (system 42/type FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock.  
You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination. |
| Route/Stop/Zone               | The route field is a user defined code (system 42, type RT) that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order.  
For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route.  
You set up a default for each of these fields on the Customer Billing Instruction form. |
| Preferred Carrier            | The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements. |

To enter commission information

On Customer Billing Instructions

1. Complete the following field:
   - Address Number
3. On Billing Instructions - Page 2, complete the following fields:
   - Commission Code 1
   - Commission Rate 1
   - Commission Code 2
   - Commission Rate 2
### Set Up Customer Billing Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Code/Rate 1</td>
<td>The first of two eight-character codes used to designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.</td>
</tr>
<tr>
<td>Commission Code/Rate 2</td>
<td>The second of two eight-character codes used to designate the salespeople who should receive credit for a sale to the customer. This code is first created in either the Address Book or through the Related Salespersons program.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Setting up standard freight rates**

You can define standard freight rates by associating a zone, a commodity class, a delivery zone, and a carrier with a charge amount.

*See Setting Up Freight Rates for more information.*

**Setting up commissions**

You can customize the default commission information for a salesperson or a sales group.

*See Setting Up Commission Information for more information.*

### To enter billing information

On Customer Billing Instructions

1. Complete the following fields:
   - Address Number
   - Billing Address Type
   - Related - Address Number
   - Invoice Consolidation

2. Access Billing Instructions - Page 2

3. On Billing Instructions - Page 2, complete the following fields:
   - Invoice Copies
   - Price Pick List
   - Tax Service Date Selection
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address Type</td>
<td>Code that tells the system to use this address as a Sold To address, a Ship To address, or both. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>X Indicates a bill to and a ship to address</td>
</tr>
<tr>
<td></td>
<td>S Indicates a ship to address only</td>
</tr>
<tr>
<td></td>
<td>B Indicates a bill to address only</td>
</tr>
<tr>
<td></td>
<td>Form-specific information Form-specific information</td>
</tr>
<tr>
<td></td>
<td>When you enter an order for a Ship To customer, the Related Sold To customer defaults into the Sold To field of the sales order entry screen. If you enter the Sold To address, the related Ship To address will default.</td>
</tr>
<tr>
<td>Invoice Consolidation</td>
<td>Code that tells the system whether a customer wants consolidated invoices. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Customer wants consolidation.</td>
</tr>
<tr>
<td></td>
<td>N Customer does not want consolidation.</td>
</tr>
<tr>
<td></td>
<td>If you specify consolidation, the system generates a single invoice from multiple sales orders.</td>
</tr>
<tr>
<td>Invoice Copies</td>
<td>The number of invoice copies that the customer requires. The system prints the number of invoices specified in this field. The system always prints at least one invoice.</td>
</tr>
<tr>
<td>Price Pick List</td>
<td>Code that indicates whether price information will appear on the customer’s pick list, purchase order, or sales order. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Yes, which is the default</td>
</tr>
<tr>
<td></td>
<td>N No.</td>
</tr>
<tr>
<td>Tax Service Date Selection</td>
<td>Code which indicates what date will be used as the tax service date for orders entered through the sales order processing system. Values are:</td>
</tr>
<tr>
<td></td>
<td>1 Order date is used as tax service date</td>
</tr>
<tr>
<td></td>
<td>2 Invoice date is used as tax service date</td>
</tr>
<tr>
<td></td>
<td>3 Ship date is used as tax service date</td>
</tr>
<tr>
<td></td>
<td>Blank Order date defaults as tax service date</td>
</tr>
<tr>
<td></td>
<td>Value can be specified at the ship to address number level or the header branch plant company level. If the ship to address number value is blank, the header branch plant company value will be retrieved. If both values are blank, the order date will default as the tax service date.</td>
</tr>
</tbody>
</table>
Set Up Constants

Setting Up Constants

A constant is a piece of information that you associate with a branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

- Define branch/plant constants
- Define item availability
- Define system constants
- Define batch control constants
- Define the location format

Before You Begin

- Create an address book record for the branch/plant
- Set up a branch/plant named ALL
- Set up the branch/plant as a business unit

See Also

- Set Up Pricing Constants in Advanced Pricing for more information on additional system constants that you can define

Defining Branch/Plant Constants

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Branch/Plant Constants
From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Branch/Plant Constants.

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

From the Sales Order Management Setup menu, choose Branch/Plant Constants.

> **To define branch/plant constants**

On Branch/Plant Constants

4. Select a branch/plant using the constants option.

The Branch/Plant Constants - Page 1 form appears.
5. On Branch/Plant Constants - Pg 1, complete the following fields:
   - Branch/Plant
   - Branch/Plant Address Number
   - Current Inventory Period
   - Interface G/L (Y/N)

6. To enter commitment information, complete the following fields:
   - Commitment Method
   - Specific Commitment
   - Number of Days in Year
   - Approval Route Code
   - ABC Codes
   - Backorders Allowed

7. To enter cost information, complete the following fields:
   - Purchase Order Issue Cost
   - Inventory Carrying Cost
   - Sales/Inventory Cost Method
   - Purchasing Costing Method

8. To enter location information, complete the following fields:
   - Location Control
   - Warehouse Control
   - Foreign Depot
Sales Order Management

- Quality Management
- Branch/Plant Type
- Inventory Lot Creation

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbol to Identify Short No</td>
<td>A blank here indicates that the 8-character item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &amp;, and so forth.</td>
</tr>
<tr>
<td>Symbol to Identify 2nd No</td>
<td>A blank here indicates that the 25-character second item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &amp;, and so forth.</td>
</tr>
<tr>
<td>Symbol to Identify 3rd No</td>
<td>A blank here indicates that the 25-character third item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &amp;, and so forth.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Symbol for Customer/Supplier</td>
<td>A character that you use to identify the customer’s or supplier’s number in your system. When you enter a number preceded by this character, the system recognizes the number as the customer’s or supplier’s number. The system then goes to the cross-reference table to match the number to your item number. You cannot leave this field blank if you want the system to perform cross-referencing.</td>
</tr>
<tr>
<td>Interface G/L (Y/N)</td>
<td>A code that indicates whether inventory transactions that are processed through this branch/plan create general ledger entries. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Yes</td>
</tr>
<tr>
<td></td>
<td>N No</td>
</tr>
<tr>
<td>Update Units to G/L</td>
<td>A code that indicates whether the system should move units to the general ledger after the system records a journal entry for the following programs:</td>
</tr>
<tr>
<td></td>
<td>P4114 (Inventory Adjustments)</td>
</tr>
<tr>
<td></td>
<td>P41413 (Cycle Count Update)</td>
</tr>
<tr>
<td></td>
<td>P4113 (Inventory Transfers)</td>
</tr>
<tr>
<td></td>
<td>P41610 (Tag Update)</td>
</tr>
<tr>
<td></td>
<td>P4112 (Inventory Issues)</td>
</tr>
<tr>
<td></td>
<td>P4116 (Item Re-Classification)</td>
</tr>
<tr>
<td></td>
<td>P4512 (Receipts)</td>
</tr>
<tr>
<td></td>
<td>P42800 (Sales Update)</td>
</tr>
<tr>
<td></td>
<td>P4314 (Voucher Match)</td>
</tr>
<tr>
<td></td>
<td>P31111 (Work Order Inventory Issues)</td>
</tr>
<tr>
<td></td>
<td>P31112 (Work Order Completions)</td>
</tr>
<tr>
<td></td>
<td>P31802 (Work Order Journal Entries)</td>
</tr>
<tr>
<td></td>
<td>P31842 (Rate Base Journal Entries)</td>
</tr>
<tr>
<td>Commitment Method</td>
<td>A code that indicates the method that the system uses to commit lot items from inventory. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>1 The normal commitment method for inventory (default). The system commits inventory from the primary location and then from secondary locations. The system commits inventory from the locations with the most inventory before committing inventory from locations with the least. The system commits backorders to the primary location.</td>
</tr>
<tr>
<td></td>
<td>2 The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots.</td>
</tr>
<tr>
<td></td>
<td>3 The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Specific Commitment (Days)</td>
<td>Number used to determine when to commit inventory to an order in sales order processing. This value in days is added to today’s date and compared with the Promised Ship Date for the order line. If the Promised Date is greater than the calculated date, then the order line will be future committed in the Item Location record (F41021). Entering ‘999’ eliminates future commits.</td>
</tr>
<tr>
<td>Number of Days in Year</td>
<td>The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.</td>
</tr>
<tr>
<td>Approval Route Code</td>
<td>A code that determines to whom an order is routed for approval.</td>
</tr>
<tr>
<td>ABC Codes Sales %</td>
<td>Percentage that tells the system how to define the A group during ABC analysis. This number is the total of the A percentage added to the percentage you want the system to use when it assigns items to the B group. For example, you want items that make up the top 75% of your selling items in the A group and items that make up the next 20% in the B group. You would enter 95% in this field, which is the total of 75% and 20%. You enter each percentage as a decimal amount. For example, enter 75% as .75. During ABC analysis, the system compares the total sales of a single item to the total sales of all items to calculate the “value” of each item. An item’s value is its percentage of the total sales. The system then arranges the values of all items from those of highest value to those of lowest value and adds the values together beginning with the highest. After it reaches the limit for A items, it continues to add values until it reaches the limit for B items. All items whose value is included in the total between the A limit and the B limit are B items. If an item’s value causes the total to go over the B limit, the system assigns that item to the C group.</td>
</tr>
</tbody>
</table>
| Backorders Allowed (Y/N)      | A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), or by customer (through Billing Instructions).  
Y    Yes, allow backorders for this item.  
N    No, do not allow backorders for this item, regardless of the backorders code assigned to the customer.  

NOTE: The system does not use this information if you have set the option on Branch/Plant Constants to indicate that you do not allow backorders in your operating environment.  |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Cross Ref. Code</td>
<td>A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for:</td>
</tr>
<tr>
<td></td>
<td>1. Substitutes</td>
</tr>
<tr>
<td></td>
<td>2. Replacements</td>
</tr>
<tr>
<td></td>
<td>3. Bar Codes</td>
</tr>
<tr>
<td></td>
<td>4. Customer Numbers</td>
</tr>
<tr>
<td></td>
<td>5. Supplier Numbers</td>
</tr>
<tr>
<td>Supplier Cross Ref. Code</td>
<td>User defined code (system 41, type DT) identifying the type of cross-reference you have set up for this supplier. Example cross-references have been set up for:</td>
</tr>
<tr>
<td></td>
<td>1. Substitutes</td>
</tr>
<tr>
<td></td>
<td>2. Replacements</td>
</tr>
<tr>
<td></td>
<td>3. Bar Codes</td>
</tr>
<tr>
<td></td>
<td>4. Customer Numbers</td>
</tr>
<tr>
<td></td>
<td>5. Supplier Numbers</td>
</tr>
<tr>
<td>Purchase Order Issue Cost</td>
<td>The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example:</td>
</tr>
<tr>
<td></td>
<td>S  Purchase Order Issue Cost = 15.0</td>
</tr>
<tr>
<td></td>
<td>I  Inventory Carrying Cost = .09 (9%)</td>
</tr>
<tr>
<td></td>
<td>Y  Annual Sales in Units = 3,000</td>
</tr>
<tr>
<td></td>
<td>C  Unit cost of Item = 10.0</td>
</tr>
<tr>
<td></td>
<td>Economic Order Quantity = Square root of ((2S/I) x (Y/C))</td>
</tr>
<tr>
<td></td>
<td>Square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23</td>
</tr>
<tr>
<td>Inventory Carrying Cost (%)</td>
<td>The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value.</td>
</tr>
<tr>
<td></td>
<td>The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage:</td>
</tr>
<tr>
<td></td>
<td>S  Purchase Order Issue Cost = 15.0</td>
</tr>
<tr>
<td></td>
<td>I  Inventory Carrying Cost = .09 (9%)</td>
</tr>
<tr>
<td></td>
<td>Y  Annual Sales in Units = 3,000</td>
</tr>
<tr>
<td></td>
<td>C  Unit Cost of Item = 10.0</td>
</tr>
<tr>
<td></td>
<td>EOQ = Square root of ((2S/I) x (Y/C)) = the square root of (2(15) divided by .09) * (3000 divided by 10) = 316.23</td>
</tr>
<tr>
<td></td>
<td>NOTE: Access field help for the Economic Order Quantity field for information on the EOQ formula.</td>
</tr>
<tr>
<td>Sales/Inventory Cost Method</td>
<td>A code (table 40/CM) that indicates the cost method that the system uses to calculate the cost of goods sold for the item. Cost methods 01-08 are hard-coded.</td>
</tr>
</tbody>
</table>
Defining Item Availability

**From Sales Order Management (G42), choose Hidden Selection 29**

**From Sales Order Management Setup (G4241), choose Branch/Plant Constants**

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Branch/Plant Constants.

You must define how to calculate item availability for each branch/plant. This calculation impacts how the system calculates backorders, cancellations, and customer delivery time.
**To define item availability**

On Branch/Plant Constants

1. Choose Availability to select a branch/plant.

2. On Item Availability, enter a minus (-) or plus (+) sign in fields with quantities that you want to subtract from or add to, respectively, the quantity on hand.

**What You Should Know About**

**Checking availability for configured items**

The Sales Order Management system does not support availability checking for configured items. To check availability during sales order entry, you must set the Check Availability field in Configurator Constants in the Configuration Management system. If the system finds the exact item and string match, a window displays all locations containing the specific configuration. However, no component availability checking is performed.

See *Checking Availability and Setting Up Constants in Configuration Management Guide*. 

---

**A8.1 (8/97) 10-31**
See Also

- *Reviewing Performance Information (P4115)* for more information about quantities

Defining System Constants

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Branch/Plant Constants

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Branch/Plant Constants.

Set up system constants to determine which functions to perform. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

System constants apply to all branch/plants. You cannot customize the settings for each branch/plant.

If you use Load and Delivery Management or other J.D. Edwards ECS systems, you must activate the ECS control for the system to process orders with advanced ECS functionality.

➢ To define system constants

On Branch/Plant Constants

2. On System Constants, complete the following fields:
   - Unit of Measure Conversions by Branch
   - Supplemental Data Base by Branch
   - Allow Duplicate Lots
   - Update Average Cost On-Line
   - Sales Price Retrieval Unit of Measure
   - Purchase Price Retrieval Unit of Measure
   - Sales Price Based On Date
   - Purchase Rebate Category Code
   - ECS Control (Y/N)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Unit Of Measure Conversions by Branch | A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are:  
   - Y: The system displays the item specific conversion table when you add an item to a specific branch/plant.  
   - N: The system displays the item specific conversion table for all branch/plants from the Item Master table. |
| Supplemental Data Base by Branch | A code that indicates how the system uses the branch/plant within the Inventory Management Supplemental Database. Valid values are:  
   - Y: The supplemental data is unique by item and branch.  
   - N: The supplemental data is unique by item only. |
| Allow Duplicate Lots | A flag that determines whether the system can assign the same lot to multiple items. Valid values are:  
   - 1: Do not allow duplicate lots. The lot is restricted to one item and one branch/plant.  
   - 2: Allow duplicate lots. You can create a lot that contains multiple items and branch/plants.  
   - 3: Do not allow duplicate lots. The lot is restricted to one item, but can contain quantities in multiple branch/plants. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Update Average Cost On–Line       | A code that indicates when the system calculates the new average cost for an item.  
Valid values are:  
Y: The system calculates a new average cost online immediately after any transaction that affects the average cost of an item.  
N: All processes that affect average cost create transactions to an Average Cost Work table (F41051). The system calculates a new average cost when you run the Average Cost Update program. |
| Sales Price Retrieval UOM          | A value that specifies the unit of measure that the system uses for retrieving base prices and price adjustments during sales order processing. The system allows you to define your base prices in the Base Price table (F4106) and price adjustments in the Adjustment Detail table (F4072) in various unit of measures.  
If you specify the Transaction or Pricing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item. |
| Purchase Price Retrieval UOM       | A value that represents the unit of measure that the system retrieves for the purchase base price (F41061) during purchase order processing.  
If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item. |
| Sales Price Based On Date          | A value that determines how the system updates the Price Effective Date in the Sales Order Header (F4201) and Detail (F4211) tables. In the Sales Order Management system, the system uses the Price Effective Date to retrieve the base price from F4106 and price adjustments from F4072. |
| Purchase Rebate Category Code      | A number in the system constants that determines which category code the system uses in the criteria for inclusion comparison. |
| ECS Control (Y/N)                  | The Energy and Chemical System Control code that you use to indicate whether to use the ECS application. |
Defining Batch Control Constants

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Branch/Plant Constants

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Branch/Plant Constants

Defining batch control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

➤ To define batch control constants

On Branch/Plant Constants

1. Access Application Constants.

2. On Application Constants, complete the following fields:
   - Management Approval
   - Batch Control
### Defining the Location Format

#### From Sales Order Management (G42), choose Hidden Selection 29

#### From Sales Order Management Setup (G4241), choose Branch/Plant Constants

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Branch/Plant Constants.

Defining the location format allows you to determine how to set up item locations. For example, assume that you store pencils in a branch/plant. You can define elements that contain more specific information about the actual location. For example, an element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant.

You can define a location’s format using up to 10 different elements, such as aisle, shelf, and bin. For each element, you can define the following:

- Length
- Justification
- Separator character

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Apprv | A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are:  
  Y Yes, assign a status of Pending to each batch that you create within the listed systems.  
  N No, assign a status of Approved to each batch. |
| Ctrl  | A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form where you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are:  
  Y Yes. In Inventory Management, Y displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y displays a batch control form before you enter receipts.  
  N No, do not require entry of batch control information. |
If you are using the Advanced Warehouse Management system, you must also define default units of measure for volumes, dimensions, and weights.

**To define the location format**

On Branch/Plant Constants

1. Select a branch/plant.

   Branch/Plant Constants - Page 2 appears.

   ![Branch/Plant Constants - Page 2](image)

2. On Branch/Plant Constants - Page 2, complete the following fields to define the location format:
   - Length (of Aisle, of Bin, of Code 3 – 10)
   - Left/Right
   - Separator Character

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Aisle</td>
<td>Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8.</td>
</tr>
<tr>
<td>Justify – Aisle</td>
<td>A character (L or R) that specifies left or right justification for the Aisle element in the location format.</td>
</tr>
</tbody>
</table>
### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separator Character</td>
<td>A character that divides the elements of the location when you display them on forms or reports. For example, you might use a slash (/) as a separator character to divide elements such as aisle, bin, and shelf in a location code. Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank. However, you must enter characters and spaces to equal the correct length of each element in the location code. The system then displays the location as one string of characters.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Location length**

The total length of all elements, including separators, cannot exceed 20 characters. The system does not store separators in the tables, but uses separators to edit a location on a form or report. If you do not want to use separators, leave the separator field blank. The system displays the location as one string of characters.

### See Also

- *Setting Up Locations* in the *Warehouse Management Guide*
Set Up Order Line Types

Setting Up Order Line Types

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Order Line Types

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Order Line Types.

When you enter detail information for a sales or purchase order, you enter the quantity, price, and cost for each item or service. You can also enter a credit item, a non-stock item, and text information in the same sales or purchase order.

Each entry is a line. A line is the information for an item or service that you are ordering as it pertains to the order. The system processes each line based on a line type.

A line type is a code that the system uses to process each detail line that you enter for a specific order type. For example, you can specify line type S for stock items. The system determines whether it should increase or decrease the quantity of the item in inventory. You can specify line type F for freight charges. The system determines from your definition of the line type that this item is not an inventory item.

You can specify how the system uses line types in the general ledger and with the Inventory Management system. For example, when you purchase or sell an inventory item, you might assign a line type for stock items. The system records the transaction according to the information that you specified for the line type. In this case, the system reflects the cost or price of the item in the general ledger. The transaction line also affects item availability in the Inventory Management system.

The line types that you define are applicable throughout distribution systems. For example, the system processes line types in the same way for the Sales Order Management system as it (the system) processes for the Purchase Management system.
To set up order line types

On Order Line Types

3. Complete the following fields:
   - Line Type
   - Description
   - General Ledger Interface
   - Inventory Interface
   - Reverse Sign
   - Text
   - Include Sales/COGS for Gross Profit
   - Include in Cash Discount Calculation
   - Include in Tax 1
   - Apply Retainage
   - Apply Freight
   - Generate Work Order

4. Access the detail area.
5. Complete one or more of the following fields:
   - General Ledger class
   - Journal Column
   - Variance

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ln Ty</td>
<td>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:</td>
</tr>
<tr>
<td>Description</td>
<td>The first 30 characters of the description that identifies each defined line type. The system uses this description as the default description for all non-inventory line items you create through order entry.</td>
</tr>
</tbody>
</table>

   S    Stock item
   J    Job cost
   N    Non-stock item
   F    Freight
   T    Text information
   M    Miscellaneous charges and credits
   W    Work order
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/L Interface (Y/N)</td>
<td>A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger. Valid codes are Y (yes), which is the default, and N (no).</td>
</tr>
</tbody>
</table>
| Inventory Interface (Y/N)   | A code that identifies the type of interface to the Inventory Management system. Valid codes are:  
Y  The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item you enter to ensure that it is a valid item. Y is the default.  
A  The number entered will be recognized as a G/L account number. This code is used in purchasing only.  
B  The system edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update to the quantity on the purchase order. This code is valid only when the G/L Interface field is Y (yes). Budget checking is fully functional with this interface type.  
D  The item in this line is an inventory item that will not affect availability or quantities.  
N  This item is not an inventory item.                                                                                                                                                                                                 |
| A/R Interface (Y/N)         | Code that indicates whether the system will reflect the dollar or unit value of any activity containing this order line type in Accounts Receivable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.                                                                                   |
| A/P Interface (Y/N)         | A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in accounts payable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.                                                                                                         |
| Rev Sgn                     | A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. Valid codes are:  
Y  Yes  
N  No. This is the default                                                                                                                                                                                                                                           |
| Txt Y/N                     | A code that indicates whether this line contains only memo information. Valid codes are:  
Y  Yes  
N  No, which is the default                                                                                                                                                                                                                                           |
| Include In G/P              | A code indicating that the system includes sales and cost of goods sold in gross profit calculations. Valid codes are Y (yes) and N (no, which is the default).                                                                                                                                  |
### Field | Explanation
--- | ---
C/D | A code indicating whether the system includes the extended dollar amount of the transaction in the cash discount or payment terms discount calculation. Valid codes are Y (yes) and N (no). N is the default.

T1 | A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Valid values are:
- Y: Yes, the line is subject to applicable taxes.
- N: No, the line is not subject to applicable taxes.
- 3-8: Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax).

A R | A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Purchasing system and Accounts Payable system is active.
Valid codes are:
- Y: Include the item's values in the accounts payable retainage calculation.
- N: Do not include the item's values in the accounts payable retainage calculation.
If you leave this field blank, the system automatically enters N.

A F | This is the fiscal year beginning date for Accounts Receivable.

W O | A code indicating whether the system automatically generates an internal work order for this line. Valid codes are Y (yes) and N (no, which is the default).

G/L Class | A user defined code that identifies the G/L offset that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.
The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems.
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
- Stock Inventory (Debit) xxxxx.xx
- Stock COGS (Credit) xxxxx.xx
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jn1 Col</td>
<td>The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Allowed codes are 1, 2, 3, and 4.</td>
</tr>
</tbody>
</table>
| Variance | Code that tells the system to which account it should book a variance. Valid codes are:  
- Y  
  Tells the system that a variance generated during voucher match should be booked to the variance account.  
- N  
  Indicates to the system that it should book any variance back to the expense account for the order line.  

NOTE: This field is used in conjunction with an inventory interface of A or B in the Purchasing system only.
Set Up Order Activity Rules

Setting Up Order Activity Rules

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Order Activity Rules

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Order Activity Rules.

To advance an order line through the order process, you must create order activity rules to establish a sequence of steps for processing.

The system processes an order line based on the order activity rules that you set up for the order type and line type combination. For example, you could set up the order activity rules for stock line types in sales orders as follows:

- Enter order
- Print pick slip
- Confirm shipment

For stock line types on purchase orders, you could set up the order activity rules as follows:

- Enter order
- Approve order
- Print

You must assign a status code for every step in the order process. A status code is a number that the system uses to identify the current status of an order line. You must also identify next status codes that determine the next step to which the system will advance the order. You must arrange status codes in ascending numerical order for the system to establish the sequence of steps.

You can change the progression of steps or include alternate steps in the order activity rules. For example, you can set up order activity rules for non-stock items in sales orders so that the system bypasses the step to print pick slips and advances the order line to shipment confirmation.
You can specify at which point in the order process the system writes records to the general ledger for sales and purchasing.

**Before You Begin**

- Verify that you have set up the status codes in the user defined codes table (system 40, type AT). See *Setting Up User Defined Codes* in the *Technical Foundation Guide*.

- Verify that you have set up order types in the user defined codes table (system 00, type DT). See *Setting Up User Defined Codes* in the *Technical Foundation Guide*.

- Verify that you have set up line types. See *Setting Up Order Line Types*.

**To set up order activity rules**

On Order Activity Rules

![Order Activity Rules](image)

Complete the following fields:

- Order Type
- Line Type
- Next Number
- Status Code
- Description
- Next Status Code
- Other Allowed
- Ledger

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Type</td>
<td>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents</td>
</tr>
<tr>
<td>Line Type</td>
<td>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order</td>
</tr>
</tbody>
</table>

Form-specific information

Header field: Use this field to help define an inquiry. You can enter a specific code or you can enter an asterisk (*) to indicate all line types.

Detail field: The code identifying the line type of the order activity rule.
### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Next Number           | A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series.  
                         
                         This field addresses the following:  
                         - Purchase requisitions that carry order numbers different from bid requests and purchase orders  
                         - Blanket sales orders numbered in a different number range from standard sales orders |
| Stat                  | A user defined code (40/AT) that indicates the next step in the order process.                                                               |
| Description           | Text describing the order status that the system retrieves from the user defined code table (system 40/type AT).                                |
| Other Allowed         | This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as “override next status codes.” |
| Ledger Record (Y/N)   | A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are:  
                         - Y Write a record for selected fields to the history table  
                         - N Do not write a record to the history table |

### What You Should Know About

**Using status codes** You can use the order activity rules for the following:  
- To locate the status of an order  
- To select orders for a procedure  
- To prepare reports based on the current status of an order

**Copying an order activity rule** You can copy an order activity rule by accessing a current combination of an order type and a line type combination and making the necessary changes.
Set Up Order Templates

Setting Up Order Templates

You create and assign order templates to speed up the order entry process. A template contains information about frequently ordered items.

Setting up order templates includes the following tasks:

- Creating a standard template
- Updating an existing template
- Creating a system-generated template

A standard template applies to all customers. For example, you might want to create a OFFICE template that lists the most frequently ordered office supplies. Or, you could identify a standard template that lists all of the most frequently ordered items regardless of their classification.

You should regularly update existing order templates to ensure that the order entry process remains accurate and efficient. For example, you might need to change the quantities or sequences on an existing template.

After a customer has an established ordering history, you can have the system automatically create order templates. The Customer Template Rebuild program is a standard J.D. Edwards batch program. After you have entered orders for a customer and run the Update Customer Sales programs, the system creates a record of the customer's ordering history in the Sales Order Detail History table. You can identify the appropriate data selection criteria and run the Customer Template Rebuild program to do the following:

- Create a standard template based on sales history
- Update a template based on current sales patterns

Before You Begin

- Create a user defined code name for all templates. See Setting Up User Defined Codes in the Technical Foundation Guide.
What You Should Know About

Deleting a template
You can delete any order template, whether you created it manually or automatically. When you delete a template name, you should also remove the user defined code on User Defined Code Revisions. If you delete a customer's default template, you should also change the information in the customer billing instructions.

Creating a customer-specific template
A customer-specific template contains the customer's Address Book number and includes only that customer's most frequently ordered items and quantities. You can create multiple templates for a customer, or you can use the same template for more than one customer.

See Working with Detail Information for more information and procedures.

See Also

Entering Sales Orders with Templates

Creating a Standard Template

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced and Technical Operations (G4231), choose Order Template Revisions

From ECS Sales Order Management (G4910), choose Hidden Selection 27. From ECS Sales Order Advanced and Technical Operations (G491031), choose Order Template Revisions.

You create a template for frequently ordered items to speed the order entry process. You can create a standard template that applies to all customers and assign it to display every time you enter an order.

To create a standard template

On Order Template Revisions
6. Access the User Defined Codes Window from the following field:
   - Order Template

7. Complete the steps to set up user defined codes.

8. Return to Order Template Revisions.

9. On Order Template Revisions, complete the following fields:
   - Order Template
   - Item

10. Access the detail area.
11. Complete the following optional fields for each item:
   - Effective From
   - Effective Thru

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Template</td>
<td>A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth.</td>
</tr>
<tr>
<td>Usual Quantity</td>
<td>The quantity that is usually ordered.</td>
</tr>
<tr>
<td>Seq</td>
<td>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.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Assigning a standard template**

You can create as many standard templates as you need. You assign one standard template to a customer through Customer Billing Instructions. This template will then display each time you enter an order for the customer. However, you can also access all of the other templates during sales order entry.
Processing Options for Order Template Revisions

PROCESSING CONTROL:
1. Select the format for order template processing. If left blank, ’1’ will be used:
   1 = Sold-to Number (Sales)
   2 = Ship-to Number (Sales)
   3 = Supplier Number (Purchasing)
   4 = User Number (Purchasing)

DREAM WRITER VERSIONS:
Enter the version of each program:
If left blank, ZJDE0001 will be used.
2. Customer Service Inquiry (P42045)
3. Open Purchase Orders (P430301)

Updating an Existing Template

From Sales Order Management (G42), choose Hidden Selection 27
From Sales Order Advanced and Technical Operations (G4231), choose Order Template Revisions

From ECS Sales Order Management (G4910), choose Hidden Selection 27. From ECS Sales Order Advanced and Technical Operations (G491031), choose Order Template Revisions.

To ensure the accuracy and efficiency of the order entry process, you should maintain current templates. You can change the items, quantities, or sequences on any existing template at any time.

To update an existing template

On Order Template Revisions
1. Complete one of the following fields:
   • Ship To
   • Sold To
2. Access the Available Templates window.
The system displays all of the templates assigned to the customer.

3. On Available Templates, choose the template you want to review and update.

4. Change the information in one or more of the following fields:
   - Usual Quantity
   - Unit of Measure
   - Sequence
   - Effective From
   - Effective Thru

**Creating a System-Generated Template**

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced and Technical Operations (G4231), choose Order Template Rebuild

From ECS Sales Order Management (G4910), choose Hidden Selection 27. From ECS Sales Order Advanced and Technical Operations (G491031), choose Order Template Rebuild.

You can use the Customer Template Rebuild program to automate the process of creating templates. Customer Template Rebuild is a batch program that creates a template from a customer’s established ordering history.

**Before You Begin**

- Verify that orders exist for the customer in the Sales Order Detail History
To create a system-generated template

1. From the Customer Template Rebuild versions list, choose the version you want to run.
2. Set the data selection criteria to choose a specific customer and to control the selection of items that will appear on the template.
3. Submit the batch job.

Processing Options for Customer History Template Rebuild

PROCESSING CONTROL:
1. Enter the Order Template Type to be created.

2. Enter how the order template lines should be sequenced. If left blank, ‘1’ will be used:
   1 = DREAM Writer Data Sequencing
   2 = Most frequently ordered

3. Enter the maximum number of lines to be included on the template. If left blank, all items will be included.

4. Enter the minimum times an item must be ordered to be included on the template. If left blank, all items will be included.

5. Enter the effective dates to be used on the order template lines.
   - Effective From Date
   - Effective Thru Date
Set Up Order Hold Information

Setting Up Order Hold Information

You can put an order on hold to prevent the order from being processed. You might want to do this because the order:

- Does not meet the minimum order amount
- Exceeds the customer’s credit limit
- Does not meet or exceeds your sales margin

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. For example, you can define minimum and maximum order values. If the total order amount is not within this range, the system assigns the hold code to the order to place the order on hold and stop further processing.

You can also define sales margin and credit holds. Based on this information, the system places an order on hold if the order or order line does not meet the sales margin. The system also places an order on hold if the order exceeds the customer’s credit limit.

Setting up order hold information includes the following tasks:

- Defining order hold codes
- Setting up minimum and maximum order amounts
- Setting up order hold codes for credit checking
- Setting up order hold codes for margin checking

You must specify hold codes in the sales order entry processing options to activate hold codes. To continue processing an order, you must release all orders in the Order Release program.

Before You Begin

- Verify that you have set up the hold codes in user defined codes. See Reviewing User Defined Codes in the Common Foundation Guide.
Verify that you have specified hold codes in the sales order entry processing options. See *Working with Detail Information* for the processing options that activate hold codes.

**See Also**

- *Releasing Orders on Hold*

## Defining Order Hold Codes

From *Sales Order Management (G42)*, choose *Hidden Selection 29*

From *Sales Order Management Setup (G4241)*, choose *Order Hold Information*

From ECS *Sales Order Management (G4910)*, choose *Hidden Selection 29*. From ECS *Sales Order Management Setup (G491041)*, choose *Order Hold Information*.

You can set up order hold information that the system uses to place orders on hold. The system applies this information if you set the appropriate processing options for the Enter Orders (Page Mode) program.

### To define order hold codes

On *Order Hold Information*

![Image of Order Hold Information form]

1. Complete the following fields:
Set Up Order Hold Information

- Branch/Plant
- Hold Code
- Responsible Person

5. Access the detail area.

6. Complete the following fields:
- Password

What You Should Know About

**Locating existing hold codes**
You can search existing hold codes by hold code, branch/plant or responsible person.

**Setting up hold codes in customer billing instructions**
If you specify a hold code in customer billing instructions, the system displays an error message and does not process any order for that customer.

See *Setting Up Customer Billing Instructions* for field information.
**Updating order hold information**

You can use the Batch Order Holds program to update a customer’s existing order with a hold code that has been entered in customer billing instructions. For example, if you have entered an order before you have reconciled administrative issues with a customer, you can withdraw the order from the processing cycle by placing the order on hold.

After you set up the hold code in customer billing instructions, you can run the Batch Order Holds program to update a customer’s open sales orders. This batch program can be run on an individual customer or all customers with hold code fields that are non-blank.

---

**Setting Up Minimum and Maximum Order Amounts**

From *Sales Order Management (G42)*, choose *Customer Revisions*

From *Customer Revisions (G4221)*, choose *Customer Billing Instructions*

From ECS Sales Order Management (G4910), choose Customer Revisions. From Customer Revisions (G4221), choose Customer Billing Instructions.

You can set minimum and maximum order amounts that your customer must order before the system advances the order through the processing cycle. For example, you might offer your customer a trade discount if the customer orders a minimum amount.

After you have activated this hold process with the corresponding processing options in the sales order entry program, the system compares the minimum and maximum values with the order amount. If the order amount is not within the appropriate range, the system displays an error message and does not process the order.

▶ **To set up minimum and maximum order amounts**

On Customer Billing Instructions
Complete the following fields:

- Minimum Order Value
- Maximum Order Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Order Value</td>
<td>Value above which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is more than the maximum order value, the system displays an error message. This field is maintained as an integer without decimals.</td>
</tr>
<tr>
<td>Minimum Order Value</td>
<td>Value below which an order is placed on hold. This process is activated by a processing option in Sales Order Entry. If you try to enter an order whose total is less than the minimum order value, the system displays an error message. This field is maintained as an integer without decimals.</td>
</tr>
</tbody>
</table>
Setting Up Order Hold Codes for Credit Checking

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Order Hold Information

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Order Hold Information.

You can set up a credit hold code to automatically compare the credit limit that you set up for your customer in Customer Master Information against the order and any outstanding balances in accounts receivable. For example, you can set a customer's credit limit to $1,000. If your customer has an accounts receivable balance of $100, the order must be $900 or less or the system will place the order on hold.

You can also specify a hold based on the percentage of the outstanding balance in accounts receivables. You must specify aging periods, such as 0 to 30 days or 31 to 60 days, to verify balance information. If you specify the 31 to 60 day period, the system does not include balance information from the first period in its comparison.

For example, a customer has a total accounts receivable balance of $6,000, $5,000 in the 0 to 30 day period and $1,000 in the 31 to 60 day period. You set up a hold based on the percentage of the outstanding balance to be 20% of the total accounts receivable balance. You specify the 31 to 60 day aging period for the system to compare against the allowable percentage. Based on this information, the maximum allowable outstanding balance for the 31 to 60 day period is $1,200. With an outstanding balance of $1,000 in the 31 to 60 day aging period, this customer would pass a credit check.

► To set up order hold codes for credit checking

On Order Hold Information

1. Complete the following fields:
   - Branch/Plant
   - Hold Code
   - Responsible Person

2. Access the fold area.
3. Complete the following fields:

- Aging From
- Allowable Percent
- Password

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Type</td>
<td>A code that determines whether the hold code applies to an individual line within an order (L) or the order as a whole (O). For credit holds, the hold code applies to the whole order. For margin holds, you can apply the hold code to a line or the whole order. Form-specific information Use the first Code Type field for inquiries. You can enter the code that identifies the type of hold code you want to review. You must complete the second Code Type field when you add a new hold code.</td>
</tr>
</tbody>
</table>
Sales Order Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Code</td>
<td>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</td>
</tr>
</tbody>
</table>

Form-specific information

Enter the Hold Code that you want to review in the first Hold Code field. You define hold codes (user defined code table 42/HC) to identify why a particular order was placed on hold.

Enter each hold code that you want to define in the Hold Code column. This is a required field when you add a new code. The system retrieves the description from the user defined code table 42/HC.

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>The address book number of the person that is responsible for reviewing and releasing orders placed on hold.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lm</td>
<td>A code that indicates whether there is an amount limit (A) or a percentage limit (%) for the order. Limit type typically applies only on order or line gross margin limits.</td>
</tr>
</tbody>
</table>

| Age From          | Number that designates the aging period the system should use when you specify a credit check based on the aging of the customer's accounts receivable. |

Form-specific information

This field is required for credit checking when you enter a value in the Allowable % field.

| Allowable %       | Number that tells the system what percentage of total receivables to accept in the column specified in the Age From field. When aging credit checking is used, the allowable % field is required entry. |

For example, Your customer has a total A/R balance of 10,000 and 2,500 of that is in the 31-60 day column. The Age From value is 3 (31-60 days) and the Acceptable % value is 10 (10%). Therefore, this customer could have as much as 1,000 (10,000 x 10%) in columns 3 through 6 and still pass this credit check. Since the customer has more, the system will place its orders on hold.

Setting Up Order Hold Codes for Margin Checking

From Sales Order Management (G42), choose Hidden Selection 29

From System Setup (G4241), choose Order Hold Information

You can set up a hold code to verify that all sales orders or sales order detail lines meet any margin that you specify.
The system uses the following equation to calculate margin:

\[
\frac{\text{Price} - \text{Cost}}{\text{Price}} = \text{Margin}
\]

For example, if you purchase an item for $.42 and sell it for $1.00, the calculation is:

\[
\frac{1 - .42}{1} = .58 \text{ or } 58\%
\]

You can set up a hold code that verifies the sales margin percentage of a detail line or an entire order. If you set up a hold code that compares the sales margin to detail lines in the sales order, the system verifies that each detail line is between the minimum and maximum margins that you specify. For example, if your sales margin is between 25% and 27%, but the margin for one item is 28%, the system places the order on hold.

You can set up hold code information that verifies the sales margin of the order total. The system verifies that the order total meets the minimum and maximum margins that you specify. For example, if your sales margin is between 25% and 27%, and the margin for one item is 28%, but the margin for your order total is 25%, the system will not place the order on hold.

**To set up order hold codes for margin checking**

On Order Hold Information

1. Complete the following fields:
   - Branch/Plant
   - Code Type
   - Hold Code
   - Limit Type
   - Responsible Person
2. Access the detail area.
3. To enter margin information, complete the following fields:
   - Password
   - Upper Limit
   - Lower Limit

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.</td>
</tr>
<tr>
<td>Upper Limit</td>
<td>The upper or maximum amount to be compared.</td>
</tr>
<tr>
<td>Lower Limit</td>
<td>A number that indicates the lower limit that the system uses as the low end of the range of acceptable margin percentages or amounts. You can establish a minimum gross margin percentage or amount for an order or for an individual order line.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Placing a hold on sales orders during sales order entry**

You can manually enter a hold code in the order heading information. A value in the hold code field prevents the system from processing the order.

See *Working with Header Information* for more information.

**Placing a hold in customer billing instructions**

You can specify a hold code in customer billing instructions. The system does not process the customer's orders until the person responsible for reviewing that customer's orders releases the order into the processing cycle.

See *Setting Up Customer Billing Instructions* for more information.
Set Up Commission Information

Setting Up Commission Information

To define commission information in the Sales Order Management system, you must associate a salesperson or a sales group, a commission percentage, a customer, and an order type.

You can specify the method that the system uses to calculate commission percentages. A commission percentage is the percentage of an order calculated from the gross margin, or the order total that is distributed to a salesperson or a group of salespeople. If you set up commissions based on the gross margin, the system will calculate the sales margin for the order or line before calculating commissions.

Setting up commission information includes the following tasks:

- Setting up a sales group
- Assigning commission information
- Setting up additional commission information
- Setting up variable commission percentages within a group
- Reviewing commission information

You can set up your commission information to reflect your company’s sales environment. You can assign a maximum of two salespeople or two sales groups to each customer. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson’s address book number or the address book number of each salesperson in the sales group. After the sales update, you can review commission information to ensure that your salespeople receive the correct amount.

You can set up a sales group to distribute commissions to a group of two or more salespeople who contribute to a customer’s sale. For example, if your sales group consists of a sales manager, account representative, and sales assistant, you assign a group code that represents the three salespeople. Sales groups are useful for identifying salespeople who are responsible for a customer’s orders and maintaining multiple commission percentages.
You can set up commission percentages according to your company's commission payment policies. You can distribute commissions by entering a fixed commission percentage or variable commission percentages. When you set a fixed commission percentage, the system applies the same percentage for any order type that generates a commission.

You can also set variable commission percentages for an individual salesperson. The system includes variables, such as effective dates, order types, fixed costs and minimum amounts, before calculating commissions. For example, you might have a different commission percentage for sales orders than you have for blanket orders. Or, you might need to deduct fixed costs from an order before you calculate commissions.

If you assign a sales group to a customer, you can distribute commissions on a fixed commission percentage. You can set a fixed percentage that distributes the same commission percentage to each salesperson within a group.

You can also set a variable commission percentage for the group or variable commission percentages for salespeople within the sales group. If commission percentages differ within a group, you can set up different commission percentages for each salesperson. For example, a manager might have a higher rate of commission than a sales assistant.

Before You Begin

☐ Verify that address book numbers exist for all salespeople. See Working with Basic Address Book Information in the Address Book Guide.

☐ Verify that you have set the processing options for the Sales Update program to update the commission information. See Updating Sales Information.

What You Should Know

Applying commissions during order entry To apply salesperson or sales group and commission information to a single order, enter the information in the order header during order entry. The salesperson and commission information overrides any default information for the order.

See Working with Header Information.
Applying commissions to an order detail line

To apply salesperson or sales group and commission information to a single line within an order, enter the commission information in the order detail information. The commission information applies only to this order line. The system also calculates the commission percentages for the sales number that you specified in the order header information.

See Working with Detail Information.

Locating commission information

You can review the commission information on the Commission/Royalty Inquiry form to verify that the salespeople received the correct amount, or, to change the commission information, if necessary.

You must perform a sales update before you review commission information. You must set the appropriate processing options for the Update Customer Sales program to update the Sales Commission table (F42005).

Creating commission reports

You can create reports of commission information from the Sales Order Ledger table (F42199) and the Sales Order History table (F42119).

Setting Up a Sales Group

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Commission/Royalty Setup

From Commission/Royalty Setup (G4223), choose Related Salesperson

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Commission/Royalty Setup. From Commission/Royalty (G4223), choose Related Salesperson.

You set up a sales group to distribute commissions to a group of two or more salespeople who are responsible for a customer’s order. For example, if your sales group consists of a sales manager, account representative, and sales assistant, you assign a group code that represents the three salespeople.

After you enter an order and update customer sales, the system applies the corresponding commission amounts to the address book numbers of the salespeople in the sales group.
Before You Begin

- Verify that you have set up a code for the sales group in the user defined code table (system 42, type RS). See Setting Up User Defined Codes in the Technical Foundation Guide.

To set up a sales group

On Related Salesperson

![Related Salesperson Interface]

Complete the following fields:

- Sales Code
- Salesperson Number
- Effective Date
- Expire Date

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Code</td>
<td>A code that you use in place of the salesperson number when more than 2 salespersons are responsible for an order.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Salesprsn Number</td>
<td>The standard for commission calculations requires a maximum of two salespersons and respective commission rates for each order line. To create a commission liability for more than two salespersons, you can relate individuals or entities (for royalties) to a single order line. To do so, set up a sales/commission/salesperson code that represents not one but many salespersons in the related salesperson file. The system inserts this code in the billing instructions record for any customer or during sales order entry to create multiple commission records at the appropriate point in the order processing cycle (one record for each related salesperson).</td>
</tr>
<tr>
<td>Effect Date</td>
<td>The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.</td>
</tr>
<tr>
<td>Expire Date</td>
<td>The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.</td>
</tr>
</tbody>
</table>

*Form-specific information* 

The address book number of this salesperson.

The date on which this commission percentage is effective.

The date on which this commission percentage expires.
Assigning Commission Information

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Customer Billing Instructions

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management (G491041), choose Customer Billing Instructions.

You can set up your commission information to reflect your company's sales environment. You can assign a maximum of two salespeople or two sales groups to each customer. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson's address book number or the address book number of each salesperson in the sales group.

Assigning commission information includes the following tasks:

- Assigning a salesperson or group to a customer
- Assigning fixed commission percentages

You can set up commission percentages according to your company's commission payment policies. You can distribute commissions by entering a fixed commission percentage or variable commission percentages.

When you set a fixed commission percentage, the system applies the same percentage rate for any order. If you assign a group of salespeople to a customer, you can distribute commissions on a fixed commission percentage. However, when you assign a fixed commission percentage in the customer billing instructions for a group, the system distributes the commission amount to the group number. You can use this option if you distribute commissions to an entity, such as a branch office. The system will not automatically divide the fixed commission percentage between the salespeople within the group.

You cannot assign commission percentages in Customer Billing Instructions for a salesperson if you want to calculate variable commission percentages or set up additional commission information. To distribute the same commission percentage to the salespeople within a group, you must specify the commission percentage for each salesperson.

See Also

- Setting Up Additional Commission Information
To assign a salesperson or group to a customer

On Customer Billing Instructions

1. To locate a customer, complete the following field:
   - Address Number

3. On Billing Instructions - Page 2, complete the following fields:
   - Commission Code 1
   - Commission Code 2

To assign fixed commission percentages

On Customer Billing Instructions

1. You must complete the steps to assign a salesperson or a group to a customer.
3. On Billing Instructions - Page 2, complete the following fields:
   - Commission Rate 1
   - Commission Rate 2
What You Should Know About

Calculating fixed commission percentages
When you assign a fixed commission percentage in Customer Billing Instructions, the system calculates the commission amount based on the order total.

Setting Up Additional Commission Information

From Sales Order Management (G42), choose Hidden Selection 29

From System Setup (G4241), choose Commission/Royalty Setup

From Commission/Royalty Setup (G4223), choose Commission/Royalty Information

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Commission/Royalty Setup. From Commission/Royalty (G4223), choose Commission/Royalty Information.

You can include additional information before calculating the commission amount for a salesperson, a sales group, or salespeople within a group. The system compares the additional commission information such as order type, fixed costs, and effective dates against the order information before calculating the commission percentage. You can designate different commission percentages for order types. For example, you can designate that a salesperson earns 5% commission on a sales order, 2% on a direct ship order, and 7% on a blanket order.

You can also designate commission percentages for a limited period of time with variables that apply during the effective dates. For example, you might specify that a sales trainee earns a 7% commission on sales order totals during the training period. During that time, the order must meet a minimum gross margin amount or the system does not calculate commissions. If the order qualifies for a commission, then you must deduct fixed costs before calculating the commission percentage. After the training period, the salesperson earns a 5% commission on the gross margin of all orders after the system deducts the fixed costs. You can enter multiple commission percentages at one time when you anticipate changes in the future.

You can assign additional information to a sales group or salespeople within a group. To specify additional commission information for the group, you must assign the additional information to the group code. For example, you can specify that the group must meet the assigned minimum gross margin before the system will calculate the commission. To calculate additional commission information for salespeople within the group, you can assign additional information to each salesperson's number.
Before You Begin

☐ Verify that you set up a code for the salesperson group in the user defined code table (system 42, type RS).

☐ Verify that the commission rate codes are blank for each customer in Customer Billing Instructions.

► To set up additional commission information

After you complete the steps to assign a salesperson or group to a customer, you can set up additional information.

On Commission/Royalty Information

1. Complete the following fields:
   - Commission Number
   - Code Type
   - Effective Date
   - Expire Date
   - Order Type
   - Load Factor
   - Fixed Costs
   - Minimum Gross Margin
2. To set a commission percentage for the group, complete the following field:
   - Commission Percent

3. Access the detail area.

4. Complete the following fields:
   - Division
   - Trade Class
   - Ship Method
   - Password

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm Code Type</td>
<td>A code that designates whether the system calculates commission using Invoice Amount or Gross Margin. No matter which item the system uses, you should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins and so on.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
Or Ty | A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

The following document types are defined by J.D. Edwards and should not be changed:
- P: Accounts Payable documents
- R: Accounts Receivable documents
- T: Payroll documents
- I: Inventory documents
- O: Purchase Order Processing documents
- J: General Accounting/Joint Interest Billing documents
- S: Sales Order Processing documents

A code that indicates the type of order for which this commission percentage is valid. A salesperson (or related salesperson) can receive a higher rate for one type of order over another.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Factor</td>
<td>The factor that the system uses as multiplier of product cost.</td>
</tr>
</tbody>
</table>

A fixed percentage that the system deducts from the sales invoice total (if the commission type is I) or from the gross margin (if the commission type is G).

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Costs</td>
<td>The dollar amount of processing overhead per order.</td>
</tr>
<tr>
<td>Min. Grs Margin $</td>
<td>The order-based minimum gross margin. If the gross margin is not equal to at least this amount, then the order does not qualify for a commission.</td>
</tr>
<tr>
<td>Comm %</td>
<td>The percentage of an order sales amount payable to the salesperson.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Division   | One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples: Category code 01 – Location or Branch  
Category code 02 – Salesperson  
Category code 03 – New tenant  
Category code 04 – Credit officer  

**Form-specific information**
User-defined code (system 01, type 01) that indicates the branch for which this is a valid commission percentage. |
| Trade Class| One of thirty reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples: Category code 01 – Location or Branch  
Category code 02 – Salesperson  
Category code 03 – New tenant  
Category code 04 – Credit officer  

**Form-specific information**
User-defined code (system 01, type 04) that indicates the trade class for which this is a valid commission percentage. |
| Ship Method| A user defined code (system 42/type FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier’s dock.  
You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination. |
| Password   | A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password. |
What You Should Know About

**Setting up variable commission percentages**

You can set up variable commission percentages with additional commission information. You must verify that the commission percentage in Commission and Royalty Information is blank.

See *Setting Up Variable Commission Percentages within a Group.*

**Setting commission information with passwords**

If you have set up a password in Commission/Royalty Information, you must enter a password to locate commission information in Commission/Royalty Inquiry or to change commission information.

### Setting Up Variable Commission Percentages within a Group

From Sales Order Management (G42), choose Hidden Selection 29

From System Setup (G4241), choose Commission/Royalty Setup

From Commission/Royalty Setup (G4223), choose Related Salesperson

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Commission/Royalty Setup. From Commission/Royalty Setup (G4223), choose Related Salesperson.

You can set a variable commission percentage for the group or variable commission percentages for salespeople within the sales group. If commission percentages differ within a group, you can set up different commission percentages for each salesperson. For example, a manager might have a higher rate of commission than a sales assistant.

### Before You Begin

- Verify that a code for the salesperson group is set up in the user defined code table (system 42, type RS) See *Setting Up User Defined Codes* in the *Technical Foundation Guide.*

- Verify that the commission rate code fields are blank for each customer in Customer Billing Instructions.

- If you set up variable commission percentages that have additional commission information, verify that the commission percentage field in Customer Royalty Information is blank.
To set up variable commission percentages within a group

On Related Salesperson

1. Complete the steps to assign a salesperson or group to a customer.

2. Complete the following fields:
   - Salesperson Number
   - Effective Date
   - Expiration Date
   - Basis
   - Line Order
   - Related Percent

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>asis</td>
<td>A code that designates whether the system calculates commissions using Invoice Amount or Gross Margin.</td>
</tr>
<tr>
<td>L/O</td>
<td>A code that indicates whether the system bases commissions on order totals (O) or line amounts (L).</td>
</tr>
<tr>
<td>Related Percent</td>
<td>The percent of the sale for which a related salesperson is responsible. A related salesperson is any salesperson in a designated (related) sales group. For a given group, the percent of the sale does not have to equal 100%.</td>
</tr>
</tbody>
</table>
What You Should Know About

Setting fixed commissions with additional variables

You must assign each salesperson’s address book number to the group code in Related Salesperson but specify the additional commission information and fixed commission percentage in Commission/Royalty Information.

Reviewing Commission Information

From Sales Order Management (G42), choose Hidden Selection 29

From System Setup (G4241), choose Commission/Royalty Setup

From Commission/Royalty Setup (G4223), choose Commission/Royalty Inquiry

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Commission/Royalty Setup. From Commission/Royalty Setup (G4223), choose Commission/Royalty Inquiry.

You can set up your commission information to reflect your company’s sales environment. You can assign a maximum of two salespeople or two sales groups to each customer. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson’s address book number or the address book number of each salesperson in the sales group.

After the sales update, you can review commission information to ensure your salespeople receive the correct amount. If necessary, you can modify existing information if you have proper security access.

To review commission information

On Commission/Royalty Inquiry
1. Complete one of the following fields:
   - Salesperson
   - Customer
   - Order Number
   - Item Number

2. Review the information in the following fields:
   - Order/Amount Margin
   - Line Amount/Margin
   - Salesperson
   - Commission Code Type
   - Commission Percent
   - Commission Amount
   - Load Factor
   - Fixed Cost

3. To revise any information, complete the following field:
   - Password
<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Explanation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission $</td>
<td>The system computes this dollar amount as a potential commission liability. Based upon the sales amount at the order or line level, this amount might be the result of cost of sales, overhead “load” factor, minimum gross margin, and so forth. See Commission Constants.</td>
</tr>
<tr>
<td>Comm %</td>
<td>The percentage of an order sales amount payable to the salesperson.</td>
</tr>
<tr>
<td>Ld Fact</td>
<td>The factor that the system uses as multiplier of product cost.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>A fixed percentage that the system deducts from the sales invoice total (if the commission type is I) or from the gross margin (if the commission type is G).</td>
</tr>
<tr>
<td>Fx Cost</td>
<td>The dollar amount of processing overhead per order.</td>
</tr>
</tbody>
</table>
Set Up Branch Sales Markups

Setting Up Branch Sales Markups

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Branch Sales Markups

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management (G491041), choose Branch Sales Markups.

You use branch sales markups to set up the additional costs that are associated with an interbranch sales order. You enter an interbranch sales order to fill a sales order from a different branch/plant where you placed the order. For example, if your company sells from one location but fills and ships orders from another location, such as a central supply warehouse, you can have the order shipped from the central supply warehouse directly to the customer.

Companies can apply additional costs to interbranch sales. The additional costs that you set in the Branch Sales Markup program are the amounts that the branch/plant charges in addition to the base price.

You can use the Branch Sales Markup program to set the markup amount for any interbranch sales order. You can also define the relationship between the selling branch/plant and the supplying branch/plant. For example, if you are setting up the branch sales markup table from the perspective of a central supply warehouse, you can define the amount that you charge every location that places an order.

You can also set markup amounts that are specific to either an item or an item group. For example, any time you fill an order that contains an item with an additional markup amount, the system adds the markup amount for that item to the order total. Or, any time that you fill an order that contains an item from a specific group, the system adds the markup amount for the group. You cannot set a markup for both an item and a markup for a group that includes the item.

Before You Begin

- Verify that you have set the processing option in Enter Orders (Page Mode) to use the cost markup pricing method.
- Verify that you have set up item groups in user defined codes. See Setting Up User Defined Codes in the Technical Foundation Guide.
To set up branch sales markups

On Branch Sales Markups

4. Complete the following required fields:
   - Supply/Demand
   - From Branch/Plant
   - To Branch/Plant
   - Item
   - Percent

5. To set up a markup table for an item group, complete the following field:
   - Sales Catalog Section

6. To set up an item-specific markup table, complete the following field:
   - Item

7. Access the fold area.
8. Complete the following fields:
   - Effective From
   - Thru

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply/Demand</td>
<td>This field allows you to view messages from the viewpoint of either the supply or demand branch. Changing this field from S to D also changes the Supply Plant field immediately below the Action Code field to Demand Plant.</td>
</tr>
<tr>
<td>S</td>
<td>Supply branch/plant</td>
</tr>
<tr>
<td>D</td>
<td>Demand branch/plant</td>
</tr>
</tbody>
</table>

*Form-specific information*

If you are viewing messages for the supply branch/plant, the fold area shows branch/plants generating demand for each resupply order.

If you are viewing messages for the demand branch/plant, the fold area shows branch/plants to which each resupply order is directed.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| From Branch/Plant   | A code that represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:  
  - Branch/Plant (MMCU)  
  - Dept A (MCU)  
  - Dept B (MCU)  
  - Job 123 (MCU)  
  Business unit security is based on the higher-level business unit.  
  
  
  Form-specific information  
  
  Depending on the entry in the Supply/Demand field, this field will be either the branch/plant receiving the items (the demand branch/plant) or the branch/plant producing the items (the supply branch/plant). |
| Item Number         | The number assigned to an item. It can be in short, long, or 3rd item number format.  
  
  
  Form-specific information  
  
  On this form, this is the item involved in transfers between supply and demand branches. You can leave this field blank to see all items involved in transfers regardless of item number. You can enter a value in this field or in the Planning Family field, but not both.  
  For more information, see the cursor-sensitive help for the Planning Family field. |
| Markup Percent      | The percent markup is the percent of the cost that the system uses as mark up when the item is transferred from one branch to another.  
  
  
  Sales Catalog Section | One of ten category codes for sales coding purposes. These codes can represent such things as color, material content, or use. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective From</td>
<td>A date that indicates one of the following:</td>
</tr>
<tr>
<td></td>
<td>• When a component part goes into effect on a bill of material</td>
</tr>
<tr>
<td></td>
<td>• When a routing step goes into effect as a sequence on the routing for an item</td>
</tr>
<tr>
<td></td>
<td>• When a rate schedule is in effect</td>
</tr>
<tr>
<td></td>
<td>The default is the current system date. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>On this form, this field shows, along with the Effective To field, the dates for which a branch relationship is effective. If the Effective From and Thru dates are no longer in effect, the relationship has expired, and the planning system plans for supply at one of the following alternate locations:</td>
</tr>
<tr>
<td></td>
<td>• The demand branch</td>
</tr>
<tr>
<td></td>
<td>• Another supply branch for which an effective from/through date has been defined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thru</th>
<th>A date that indicates one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• When a component part is no longer in effect on a bill of material</td>
</tr>
<tr>
<td></td>
<td>• When a routing step is no longer in effect as a sequence on the routing for an item</td>
</tr>
<tr>
<td></td>
<td>• When a rate schedule is no longer active</td>
</tr>
<tr>
<td></td>
<td>The default is December 31 of the default year defined in the Data Dictionary for Century Change Year. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</td>
</tr>
</tbody>
</table>

**See Also**

- Working with Interbranch Orders
- Working with Transfer Orders
Set Up the Work Day Calendar

Setting Up the Work Day Calendar

From Sales Order Management (G42), choose hidden selection 29.

From Sales Order Management Setup (G4241), choose Workday Calendar Setup

You set up the work day calendar to meet your specific business needs. You enter and maintain work day calendars by calendar type. For example, you might set up a calendar specifically for a branch/plant or depot in which you record the days that the branch/plant or depot is closed, such as weekends, holidays, or planned shutdowns. When the dispatcher builds trips, the system uses the information you set up in the work day calendar to track valid work days.

Before You Begin

☐ Set up user defined codes. See Reviewing User Defined Codes in the Common Foundation Guide.
To set up the work day calendar

On Work Day Calendar Setup

1. Complete the following required fields:
   - Source Depot
   - Calendar Year
   - Calendar Month
   - Calendar Type
2. Complete the following optional field:
   - Calendar Value
3. Accept the entries.

The system displays the calendar.

4. Complete the following field for each day of the month:
   - Type of Day

5. Accept the entries to add the record.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Branch         | A code that represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:  
   - Branch/Plant (MMCU)  
   - Dept A (MCU)  
   - Dept B (MCU)  
   - Job 123 (MCU)  
   Business unit security is based on the higher-level business unit.  
   Form-specific information  
   This value identifies the branch or plant in which the calendar resides. It must be a valid business unit. |
<p>| Calendar Year  | The calendar year. |
| Calendar Month | The calendar month. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Type</td>
<td>Type of calendar used to describe which days are valid work days. A valid value can be “blank”. The Trip Maintenance program uses a work day calendar with a type of blank.</td>
</tr>
<tr>
<td>Calendar Value</td>
<td>Enter the value of the calendar which corresponds to the calendar type. For example, if the calendar type is ROUTE, enter a valid route code to display the calendar for a particular route.</td>
</tr>
<tr>
<td>Day – Type</td>
<td>A user defined code (00/TD) that indicates the type of day, that is, how work should be scheduled. Examples are: W Work Day, E Weekend, H Holiday, M Maternity Leave, L Leave of Absence</td>
</tr>
<tr>
<td></td>
<td>With the exception of W, which is hard coded, you can use and revise these and add new codes.</td>
</tr>
</tbody>
</table>
Setting Up Freight Information

From Sales Order Management (G42), choose Hidden Selection 29

From System Setup (G4241), choose Freight/Additional Rate Revisions

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Freight/Additional Rate Revisions.

When you enter orders that require shipment, you can transfer the shipping costs to the customer by setting up freight rates. A freight rate is the amount that your company charges to deliver a customer’s order. You can set up freight rates by assigning an amount to a combination of commodity class, carrier, and zone. For example, it costs your company $5.00 to ship paper products to customers in Zone A, but only $3.00 to ship office products to customers in Zone B. With the Freight and Additional Rate Revisions program, you can calculate the freight rate based on shipping and item information in a sales order and then add the amount to the order.

During sales order entry, the system identifies the items in the order, where the order is being delivered, and the carrier that is delivering the order to the customer to calculate the appropriate freight rate. The system automatically adds the freight rate as a non-stock item to the order total. For example, every time that you enter an order to deliver 50 paper products to a customer in Zone B by UPS (United Parcel Service), the system adds the same freight rate to the order total. However, the freight rate might vary if the order is delivered by the U.S. Postal Service.

You can define more specific rates based on quantity information, effective dates, and postal codes. For example, you can set a rate for all paper products up to 100 pounds and another rate for all paper products between 100 and 200 pounds.

Before You Begin

- Verify that you have set up the zone, commodity class, and rate codes in user defined codes. See Reviewing User Defined Codes in the Common Foundation Guide.

- Verify that address book numbers exist for the carriers.
- Verify that you have set up a line type for freight. See Setting Up Order Line Types.

- Verify that you have set processing options in the Shipment Confirmation program to the default line type for additional sales detail lines. See Working with Shipments.

- Verify that you have set processing options in the Shipment Confirmation program to allow entry of additional non-inventory items. See Working with Shipments.

**See Also**

- Setting Up User Defined Codes in the Technical Foundation Guide
- Setting Up Order Line Types
- Setting Up Item Branch/Plant Information in the Inventory Management Guide
- Setting Up Customer Billing Instructions
- Work with Shipments for more information on the processing options that affect freight rates

**To set up freight information**

On Freight/Additional Rate Revisions

![Freight/Additional Rate Revisions](image)

1. Complete any combination of the following fields:
- Zone Number
- Commodity Class
- Rate Code
- Carrier Number

2. Complete the following fields:
   - Effect From
   - Expire Date
   - Zone
   - Commodity Class
   - Carrier
   - Up to Quantity
   - Unit of Measure
   - Charge Rate

3. Access the detail area.

4. Complete any of the following fields:
   - Postal
   - Maximum Quantity
   - Container Type
   - Base Charge
- Base Code
- Minimum Charge
- Maximum Charge
- Charge Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Code</td>
<td>The user defined code (system 41/type RT) for freight rate. This designates the amount that the customer is charged for postage, freight, or other miscellaneous expenses for an order.</td>
</tr>
<tr>
<td>Up to Quantity</td>
<td>This quantity is established in the inventory pricing rules as the number of items that the customer may purchase from us at this contract price.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The maximum quantity receiving the rate.</td>
</tr>
<tr>
<td>Charge Rate</td>
<td>The dollar amount that the customer is charged for postage or freight on the order.</td>
</tr>
<tr>
<td>Postal Code</td>
<td>The 10-character code used to contain the 9-character hyphenated U.S. Postal code or any postal code used outside the United States.</td>
</tr>
<tr>
<td>Max Qty</td>
<td>Use this memo field when a maximum quantity limitation must be observed, due to the nature of the goods being shipped or restrictions imposed by the carrier.</td>
</tr>
<tr>
<td>Cn Ty</td>
<td>Use this memo field to indicate that the customer's requirements or the nature of the items being shipped makes it necessary to use only certain types of cartoning or certain methods of transport.</td>
</tr>
<tr>
<td>Bs Chg</td>
<td>The flat amount that the customer will be charged for postage/freight. The system adds calculated freight, typically based upon weight and destination to this base charge.</td>
</tr>
<tr>
<td>Bs Cd</td>
<td>Indicate whether the calculation to be performed on the order is to be treated as a freight charge (F) or a miscellaneous charge (blank).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The code for the base charge.</td>
</tr>
<tr>
<td>Mn Chg</td>
<td>The minimum amount that you charge a customer for freight. For example, to minimize your freight expenses for small orders, you might want to specify a minimum charge.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Mx Chg | When you choose to reward customers for large orders, you can choose to specify that the amount paid for freight does not exceed a certain amount or rate per pound.

---

**What You Should Know About**

**Changing the default freight information**

You can override the default freight information for a single sales order by entering information over existing information.

During sales order entry, the system uses the freight information from the header information to calculate the appropriate rate. In the header information form, the system identifies where the order is being delivery and the carrier that is responsible for delivery.

See *Working with Header Information*.

**Adding freight during sales order entry**

You can add freight rate costs to a sales order by using a line type for freight on the Sales Order Entry Detail form.

See *Working with Detail Information*.

**Entering freight for kit items**

You cannot set up automatic freight calculations for the parent item. You must set up automatic freight calculations for each component in order for the system to calculate the appropriate charge.

**Viewing freight calculated for a sales order**

To view the freight rates that were calculated for a sales order, access the Freight Summary Information from the Sales Order Detail form.

See *Working with Detail Information*.

**Viewing freight during shipment confirmation**

You can set processing options to automatically display the Freight/Additional Charges form during shipment confirmation. You can accept the freight charges that are calculated by the system or you can change them.

See *Working with Shipments*.
### Adding charges during shipment confirmation

If you set processing options to allow entry of additional non-inventory items, you can manually add freight rates during shipment confirmation.

See *Working with Shipments*.

### Assigning rate codes to indicate billing and shipping

You can assign the commodity class in the freight rate table to item locations that use this type of shipping.

You can also assign rate and zone codes from the Freight Rate table to Customer Billing Instructions for each customer.
Set Up Automatic Accounting Instructions

Setting Up Automatic Accounting Instructions

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Automatic Accounting Instructions

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From ECS Sales Order Management Setup (G491041), choose Automatic Accounting Instructions.

Automatic accounting instructions (AAIs) are the links between your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates. For example, in the Sales Order Management system, AAIs indicate how to record the transaction when you sell a stock item to a customer.

For distribution systems, you must create AAIs for each unique combination of company, transaction, document type, and G/L class that you anticipate using. Each AAI is associated to a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

AAIs for the Sales Order Management System

<table>
<thead>
<tr>
<th>AAI Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Goods (COGS)</td>
<td>Provides the expense/cost amount to the cost of goods sold account.</td>
</tr>
<tr>
<td>Sold (4220)</td>
<td></td>
</tr>
<tr>
<td>Deferred COGS (4221)</td>
<td>Provides the journal entries for deferred COGS that were created during the Invoice Cycle Billing program.</td>
</tr>
<tr>
<td>Revenue (4230)</td>
<td>Provides the actual sales price of inventory in the sales revenue account.</td>
</tr>
</tbody>
</table>
Deferred Revenue (4231) Provides the journal entries for deferred revenue that were created during the Invoice Cycle Billing program.

Unbilled A/R (4232) Provides the journal entries for unbilled accounts receivable that were created during the Invoice Cycle Billing program.

Inventory (4240) Credits the cost amount to an inventory account.

A/R Trade (4245) Debits the sales amount to an accounts receivable account. The system writes the accounts receivable offset entries to the general ledger only if the accounts receivable update option is turned off.

Tax Liability (4250) Provides journal entries to tax liability accounts that were created during a sales update.

Price Adjustments (4270) Provides the journal entries for individual price adjustments that were created during a sales update.

Rebates Payable (4280) Provides the offset entries of accrued accounts.

The Distribution Automatic Account form shows each predefined AAI item and information about the document type, G/L class, and accounts that are affected by transactions.
Before You Begin

- Set up companies
- Determine transaction types
- Set up document types
- Set up G/L class codes
- Determine the account numbers for recording transactions
- Set up account master information

To set up AAI

On Automatic Accounting Instructions

Complete the following fields:

- Company
- Document Type
- General Ledger Class
- Business Unit
- Object
- Subsidiary

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. Form-specific information In the inquiry field at the top of the form, the asterisk (*) is the default value. It causes the system to display AAIs for all companies.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 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. |
| **G/L** | A user defined code that identifies the G/L offset that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.  
The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems.  
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  
Stock Inventory (Debit) xxxxx.xx  
Stock COGS (Credit) xxxxx.xx |
### Field          | Explanation                                                                                                                                 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Unit</td>
<td>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.</td>
</tr>
<tr>
<td>Object Account</td>
<td>The object account portion of a general ledger account. The term &quot;object account&quot; 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.</td>
</tr>
<tr>
<td>Sub</td>
<td>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</td>
</tr>
</tbody>
</table>

---

**What You Should Know About**

**Adding memo text** You can enter memo text for each AAI table on the generic text window.
Define Flexible Account Numbers

Defining Flexible Account Numbers

From Sales Order Management (G42), choose Hidden Selection 29

From Sales Order Management Setup (G4241), choose Flexible Sales Accounting

From ECS Sales Order Management (G4910), choose Hidden Selection 29. From Sales Order Management Setup (G491041), choose Sales Flex Accounting.

You use flexible sales accounting to create a flexible format for account numbers in your chart of accounts. Flexible account numbers use the standard J.D. Edwards format, which has three segments, business unit.object.subsidiary. The flexible format lets you customize each segment of the account number.

For example, you might use a format that includes more information, such as, salesperson, branch, sales territory, and other address book category codes. Or, you can set up the structure of the flexible account number based on how you track the performance of items and customers through sales detail and the general ledger.

The standard J.D. Edwards account structure is formatted with the following segments:

- Business unit
- Object account
- Subsidiary account
- Subledger

Flexible format accounts have the same segments. The length of all segments cannot exceed 34 characters. Each segment of the flexible format account has a character limit:

- **Business unit**: 12 characters
- **Object account**: 6 characters
Subsidiary account 8 characters

Subledger 8 characters

To create a flexible account number, you define one or more of these segments. To do this, you associate one or more pieces of information with each segment. Each piece of information is associated with a field and is stored in one of the following tables:

- Address Book Master (F0101)
- Price Adjustment History (F4074)
- Item Master (F4101)
- Item Branch (F4102)
- Sales Order Header (F4201)
- Sales Order Detail (F4211)

To associate information with a segment, you must know the data item name that J.D. Edwards has defined for the corresponding field in the table.

You cannot define an object segment. You must define the object account through AAIs.

The subledger account is not visible online, but is stored in the Account Ledger table (F0911).

You activate flexible sales accounting through the processing options for the Update Customer Sales program.

Before you create a flexible account number, consider the following:

**Using a consistent account structure**

You must use the same account structure for all companies and all business units in your organization. This is necessary for multi-company consolidations and automated intercompany settlements.

If you use flexible accounting in the J.D. Edwards financial systems, the business unit and subsidiary account that you define through distribution flexible sales accounting must have the same number of characters as the business unit and subsidiary account that you define through financial flexible accounting.
Defining one subledger per account

You can define only one subledger type for each account. It is important that you review your account structure before you set up flexible accounts to determine how you will use subledgers.

Example: Flexible Account Number

A pharmaceutical company sells its products nationwide to hospitals and pharmacies. It also sells non-prescription products to retail outlets.

The company tracks sales by region of the country, hospital versus retail pharmacies, and pharmacy (prescription) versus over-the-counter (non-prescription) sales. The company can direct the sales, COGS, and inventory charges to accounts that are made up of different combinations of these three categories to track their sales information.

The company could define the flexible account number as follows:

- Business unit, in two segments:
  - Address book category code, such as sales region (for example, W for West)
  - Address book category code, such as line of business (for example, HOS for hospital or RET for retail)
- General ledger object account from the AAI, such as 5010
- Subsidiary account, in one segment (optional):
  - Item master reporting code, such as sales catalog section (for example, PHR for pharmacy, or OTC for over-the-counter)

In this example, if a hospital buys a prescription drug for its pharmacy, the revenue would go to the following account:

WHOS.5010.PHR
What Are the Rules for Defining a Flexible Format?

Consider the following rules about flexible account numbers:

**Total length**  The total account number cannot exceed 34 characters, including the separator character. Each element is also limited to a specific number of characters:
- Business unit, less than or equal to 12
- Object account, less than or equal to 6
- Subsidiary account, less than or equal to 8
- Subledger, less than or equal to 8

**Information associated with each segment**  Each piece of information that you associate with a segment corresponds to a J.D. Edwards field. Each of these fields is hard-coded in user defined code table 40/DL. You can view valid fields on Flexible Sales Accounting.

To use a field that is not included in these tables, you must develop custom programming.
Base Sales Order Management AAIs

You can define a flexible account number only for the following base sales order management AAI tables:

- 4220 (Cost of Goods Sold)
- 4230 (Sales)
- 4240 (Inventory)
- 4250 (Sales Tax Payable)

When the system searches for an account for these AAIs, it searches the Flexible Sales Accounting table (F4096) as follows:

- The system checks for a flexible account number that has been defined for a specific AAI and a specific company.
- If no account has been defined for a specific AAI and a specific company, the system checks for an account that has been defined for a specific AAI and company 00000.

Advanced Pricing AAIs

You can define a flexible account number for only the following advanced pricing AAI tables:

- 4270 (Adjustments)
- 4280 (Accruals)

When the system searches for an account for these AAIs, it searches the Flexible Sales Accounting table (F4096) as follows:

- The system checks for a flexible account number that has been defined for a specific AAI, a specific company, and an adjustment name.
- If no account has been defined for a specific AAI, a specific company, and an adjustment name, the system checks for a flexible account number that has been defined for a specific AAI and a specific company.
- If no account has been defined for a specific AAI and a specific company, the system checks for a flexible account number that has been defined for a specific AAI, company 00000, and an adjustment name.
- If no account has been defined for a specific AAI, company 00000, and an adjustment name, the system checks for a flexible account number that has been defined for a specific AAI and company 00000.
How Does the System Determine Account Information?

When you process a transaction that requires the system to record information to the general ledger, it searches for each part of the flexible account number as follows:

<table>
<thead>
<tr>
<th>Determining the business unit</th>
<th>To determine the business unit, the system:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Searches for the business unit in the AAI.</td>
</tr>
<tr>
<td></td>
<td>• If no business unit has been defined in the AAI, the system uses the flexible format business unit you define.</td>
</tr>
<tr>
<td></td>
<td>• If no flexible format business unit exists, the system uses the business unit that you specify through the processing options of the sales update program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Determining the subsidiary account</th>
<th>To determine the subsidiary account, the system:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Searches for a subsidiary account that has been defined in the AAI.</td>
</tr>
<tr>
<td></td>
<td>• If no subsidiary account has been defined in the AAI, the system uses the flexible format subsidiary account that you define.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Determining the subledger</th>
<th>To determine the subledger, the system:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Searches for the subledger account that you specified in sales order detail.</td>
</tr>
<tr>
<td></td>
<td>• If no subledger account has been specified in sales order detail, the system uses the flexible format subledger account that you define.</td>
</tr>
<tr>
<td></td>
<td>• If no flexible format subledger account exists, the system uses the subledger that you specify through the processing options of the sales update program.</td>
</tr>
</tbody>
</table>

The system searches for flexible account information only if you have set up the appropriate processing options in the Update Customer Sales program.

Before You Begin

☐ Determine the information that you want to associate with each segment of the account number

☐ Define AAI with object account information only
To define a flexible account number

On Flexible Sales Accounting Inquiry

1. Access Flexible Sales Accounting.

2. On Flexible Sales Accounting, complete the following fields:
   - AAI
• Company

3. To associate the flexible segment to the standard format segment, complete one of the following fields:
   • Business Unit
   • Sub Account
   • Subledger

4. To associate the data item with this segment, complete the following field:
   • Data Item

5. Complete the following field if the data item you entered is a field that is stored in the Address Book Master table.
   • Data Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAI Table Number</td>
<td>The system uses this number to sequence and retrieve accounting information.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information. In this field, you can enter the AAI table for which you want to display AAI information.</td>
</tr>
<tr>
<td>Company</td>
<td>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</td>
</tr>
<tr>
<td></td>
<td>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</td>
</tr>
<tr>
<td>Subledger Type</td>
<td>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:</td>
</tr>
<tr>
<td></td>
<td>A Alphanumeric field, do not edit</td>
</tr>
<tr>
<td></td>
<td>N Numeric field, right justify and zero fill</td>
</tr>
<tr>
<td></td>
<td>C Alphanumeric field, right justify and blank fill</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>B</td>
<td>An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Business Unit field (MCU) in the database. For flex account numbers, you can define up to 6 segments, and use a total of 12 characters for the Business Unit field. If you define multiple segments for the business unit, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is right-justified in the database field.</td>
</tr>
<tr>
<td>S</td>
<td>An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Subsidiary Account field (SUB) in the database. For flex account numbers, you can define up to four segments and use a total of eight characters for the Sub field. If you define multiple segments for the subsidiary, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left-justified in the database field.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Segment Size</th>
<th>The size of each segment in the AAI/Adjustment CC/SUB/SBL activity based accounting format. The size of each individual segment must be greater than 0 and not exceed as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CC - Cost Center - 12 characters</td>
</tr>
<tr>
<td></td>
<td>SUB - Subsidiary - 8 characters</td>
</tr>
<tr>
<td></td>
<td>SBL - Subledger - 8 characters</td>
</tr>
</tbody>
</table>

| Data Item | This data field has been set up as a 10 byte field for future use. At the present time, it is restricted to 4 bytes. This field is used in Flexible Sales Accounting in order to make up the account number. |

<table>
<thead>
<tr>
<th>Data Type</th>
<th>The data type used for Flexible Sales Accounting. The allowed values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bill To</td>
</tr>
<tr>
<td>2</td>
<td>Ship To</td>
</tr>
<tr>
<td>3</td>
<td>Parent</td>
</tr>
</tbody>
</table>

This field is used in conjunction with the data item field (SFIT). If the data item is from the address book master file, then the data type field is required.
Advanced & Technical
Advanced and Technical Operations

Objectives

- To use the advanced features of the Sales Order Management system
- To maximize your system efficiency and performance by increasing storage space, updating information, and ensuring accurate sales commitments

About Advanced and Technical Operations

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

- Purging data
- Working with the subsystem

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.
Purge Data

Purging Data

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild the file structure

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data.

You can run two types of purges within distribution systems:

- Running general purges
- Running special purges

General purges are versions of the J.D. Edwards general purge program that removes data from a specified file. You run them when you want to remove a large amount of data.

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are programs that have predefined criteria that the system checks before removing any data so you avoid removing associated data located in other files.

What You Should Know About

Customizing a purge

You can create a customized purge by changing the data selection to fit your needs. For example, you could use a range of fiscal years rather than all dates.

Processing options

You can set processing options that save files in a special library and allow you to reorganize the purged files. These options are very similar in all purge programs.
Technical considerations

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for BNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.
- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time that the system takes to perform the file reorganization.

Before You Begin

☐ Back up the files that will be affected
☐ Determine the data you want to purge
☐ Verify that no users are working with the data that you want to purge and reorganize

See Also

- Technical Foundation Guide

Running General Purges

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Data File Purges

From Data File Purges (G42312), choose an option

General purges for the Sales Order Management system include:

- Sales Order Detail purge
- Sales Order Detail History purge
- Sales Order Ledger purge

General purges are versions of the J.D. Edwards general purge program that removes data from a specified file. You run general purges when you want to remove a large amount of data.
You can create versions of the general purge program to purge data from any J.D. Edwards file. However, J.D. Edwards recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that have associated data in other files. Running a general purge for such files could cause you to lose data.

The general purges remove records with a next status of 999, or closed, from the specified file.

**What You Should Know About**

**Sales Order Detail purge**  When you set up order line types, you specify whether the system writes closed order lines to the Sales Order Detail History and leaves only cancelled order lines in the Sales Order Detail file when you run the Update Customer Sales program.

You use the Sales Order Detail purge to remove records from the Sales Order Detail file. Optionally, you can move the records from the Sales Order Detail file to the Sales Order Detail History file.

See *Running Move Sales Order Detail to History.*

**Processing Options for Generic Purge Program**

**SAVE PURGED RECORDS:**
1. Enter a ‘1’ to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

**REORGANIZE FILE:**
2. Enter a ‘1’ to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

**Running Special Purges**

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Data File Purges

From Data File Purges (G42312), choose an option

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are programs that
have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Running special purges involves:

- Running the Sales Order Header purge
- Running the Extended Text purge
- Running the Batch Order Files purge
- Running Move Sales Order Detail to History

**Running the Sales Order Header Purge**

Use the Sales Order Header purge to purge sales order header records from the Sales Order Header file. Records are purged from the Sales Order Header file only if no open detail lines with a matching order type and order number combination exist in the Sales Order Detail file. In addition to purging records, you can optionally move information to the Sales Order Header History file. You specify in the processing options whether you want to move information.

**What You Should Know About**

| Purging header information during sales update | You can purge sales order header information from the Sales Order Header file and move it to the Sales Order Header History file during sales update. See Updating Sales Information. |

**Processing Options for Sales Order Header (F4201) - Purge**

**PURGE OPTIONS:**

1. Enter a '1' to save purged records to a special purge library. If left blank, will not save any purged records.

2. Enter a '1' to reorganize the purged file. If left blank, will not reorganize.

3. Enter a '1' to purge header records to the Sales Header History File (F42019).
Running the Extended Text Purge

You use the Extended Text purge to delete specific information from the Text Line file (F4314).

This purge checks the Sales Order Detail and the Purchase Order Detail files for open detail lines with matching order type and order number combinations. One of the following occurs:

- If the system does not find matching records, it deletes the extended text from the Text Line file.
- If the system finds matching records, it deletes the Extended Text from the Text Line file only if the matching detail files have a status of 999.

What You Should Know About

Purging active order lines

The Extended Text purge removes closed text lines only if all other lines on the order are closed. Order lines whose status is not 999 cannot be purged.

You can use the Sales Order Text Lines program to change the status of text lines to 999 (closed) on orders with no open detail lines. You use this program only if you have not set up the processing options for the Update Customer Sales program to purge text lines for closed orders.

Processing Options for Extended Text Purge - F4314

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Running the Batch Order Files Purge

Delete processed sales orders from the batch receiver files by using the Batch Order Files purge. The system selects only records with Y in the Processed (Y/N) field of the batch receiver files.

This purge does not remove records from the Destination Quantity file (F4012Z) or the Unmappable Data file (F4014Z). Use the general purge program to remove data from these files.
Running Move Sales Order Detail to History

Run the Move Sales Order Detail to History program to purge detail lines with a status of 999 from the Sales Order Detail file and move them to the Sales Order History file.

You can run this program when you update customer sales.

See Also

- Updating Sales Information

Processing Options for Purge Details to History

UPDATE OPTION:
1. Enter ’1’ to purge detail records (F4211) to history only if ALL of the detail lines of an order have been closed. If left blank, all DreamWriter selected records at a status of “999” will be purged.

2. Enter ’1’ to purge all associated pricing history (F4074). If left blank, pricing history will remain in file.
Work with the Subsystem

Working with the Subsystem

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Your system might comprise one or more subsystems. You use subsystems to run specific sets of jobs, such as a group of print jobs. Subsystems create a suitable environment in which those jobs can run. It is easier to control a group of jobs through subsystems because you can individually start and stop subsystems.

Working with the distribution subsystem includes the following tasks:

- Defining the subsystem
- Starting jobs in the subsystem
- Stopping jobs in the subsystem

To define the subsystem, you specify:

- The version of the program that you want to run
- The environment in which the system should run the program

You use the Start Subsystem program to begin running specified jobs in the subsystem.

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

Before You Begin

- Define default output queues for print programs. See Defining Default Print Queues in the Technical Foundation Guide.
Defining the Subsystem

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Define the Subsystem

For distribution systems, you can print several documents through the subsystem, as well as run some processes. To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

To define the subsystem

On Define Subsystem

1. For each program you want to run through the subsystem, complete the following fields:
   - Version
   - Environment
2. Access the detail area.
3. To specify a library, complete the following optional field:
   - Library

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>For World, the RPG program name defined in the Software Versions Repository Master table. See also J.D. Edwards Standards.</td>
</tr>
<tr>
<td></td>
<td>T SS XXX</td>
</tr>
<tr>
<td></td>
<td>T Specific member ID number</td>
</tr>
<tr>
<td></td>
<td>SS System number (for example, 01 for Address Book)</td>
</tr>
<tr>
<td></td>
<td>XXX Member type (for example, P for Program, R for Report, and so on)</td>
</tr>
<tr>
<td></td>
<td>For OneWorld, the name of the OneWorld batch or interactive application (APPL or UBE object).</td>
</tr>
<tr>
<td></td>
<td>................ Form-specific information  ................</td>
</tr>
<tr>
<td></td>
<td>This code identifies the print program that you want to define within the subsystem.</td>
</tr>
</tbody>
</table>
### Sales Order Management

#### Field | Explanation
--- | ---
Version | For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.<br>For OneWorld, the name of the version. It is created when the version is added.<br>Form-specific information<br>The DREAM Writer version of the print control or gantry program identified in the program field.

Environment | The name associated with a specific list of libraries. The J98INITA initial program uses these library list names to control environments that a user can sign on to. These configurations of library lists are maintained in the Library List Master table (F0094).<br>For OneWorld, this field represents a valid environment that can be used to run OneWorld. The environment encompasses both a path code (objects) and a data source (data). When put together, users have a valid workplace within OneWorld.

Parameter 1 | A generalized 10 character parameter value passed to a called program.<br>Form-specific information<br>For Gantry Subsystem:<br>You must enter the name of the library where the Download Data Queue (DTAQGD) exists. For example, *LIBL.

Length 1 | The length of the parameter which the called program is expecting.<br>Form-specific information<br>For Gantry Subsystem:<br>You must enter a value of 10.

---

### What You Should Know About

**Displaying specific subsystems**<br>The Define Subsystem form displays subsystem information about the subsystem you specified in the processing options. If you did not specify a subsystem, or if you want to display a different subsystem, enter the subsystem name in the Subsystem ID field.
Starting Jobs in the Subsystem

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Define the Subsystem

You use the Start Subsystem program to begin running specified jobs.

You can start the subsystem for:

- A specific program
- All programs

To start jobs in the subsystem

On Define Subsystem

For each job you want to start, complete the following field:

- Option

The status field displays *ACTIVE for each program you started.

What You Should Know About

Starting all jobs in the subsystem

You can start all jobs in the subsystem:

- By choosing the function that starts all jobs in the subsystem from the Define Subsystem form
- By choosing the Start Subsystem selection from the menu

Stopping Jobs in the Subsystem

From Sales Order Management (G42), choose Hidden Selection 27

From Sales Order Advanced & Technical Ops (G4231), choose Define the Subsystem

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.
You can stop jobs in the subsystem for:

- A specific program
- All programs

**To stop jobs in the subsystem**

On Define Subsystem

For each job you want to stop, complete the following field:

- Option

This stops the job in the subsystem, but the subsystem is still active.

**What You Should Know About**

**Stopping all jobs** You can stop all jobs in the subsystem:

- By choosing the function to stop all jobs from the Define Subsystem form
- By choosing the Stop Subsystem menu option

Either method stops all jobs, but the subsystem remains active.

**Stopping the subsystem** When you use the Stop All function on Define Subsystem, you stop all jobs, but you do not stop the subsystem. To stop the subsystem, use the Stop Subsystem menu option and verify that you run the version defined to both stop all jobs and stop the subsystem.

**Processing Options for Start/Stop Subsystem**

SUBSYSTEM MODE:

1. Enter one of the following:
   - '1' - to Start the Job/Subsystem
   - '2' - to Stop the Job
   - '3' - Stop all Jobs and Terminate the Subsystem
Appendix A - Work with Vertex

Working with Vertex

If your company wants to apply sales taxes automatically, you can use the Vertex SalesTax Compliance system with the following J.D. Edwards systems:

- Sales Order Management
- Purchase Management
- Accounts Receivable
- Accounts Payable

Vertex software can co-exist with the J.D. Edwards tax calculation software, which means that you can perform tax calculations using either the Vertex software or the J. D. Edwards tax calculation software or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Vertex system, but maintain tax rates for foreign locations using the Vertex Tax Decision Maker

Working with Vertex consists of:

- Setting up the J.D. Edwards/Vertex interface
- Overriding GeoCodes
- Understanding the Link/Parm Area
**J.D. Edwards Components**

The J.D. Edwards/Vertex interface transfers selected J.D. Edwards parameters to Vertex and then returns sales tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software has the following components:

**Tax authorities**

You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. If you use Vertex, you define tax authorities in the Address Book system only for foreign tax authorities because those for the U.S. and Canada are stored by Vertex.

Although foreign tax authority addresses cannot be stored in Vertex, they are represented on Vertex register reports.

**Tax rates and tax areas**

For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Vertex to identify the correct taxing jurisdictions.

**Tax explanation codes**

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Because the tax explanation code is a user defined code (system 00, type EX), you can set up additional codes to meet specific business needs.

In the Vertex software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any sales order or accounts receivable invoice line item can be coded with E to make that specific transaction exempt.

Other available codes are U (use) for use in Purchase Management and Accounts Payable, and S (sales) for use in Sales Order Management and Accounts Receivable.

**Automatic Accounting Instructions (AAIs)**

For U.S. and Canadian taxes, you use the AAI code TXTX on the Vertex Tax Constants form.

For foreign taxes, you assign an AAI to each taxing authority within each tax rate/area.
**Tax rules by company**

You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Purchase Management, and General Accounting systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:

- Calculate discounts on a gross amount that already includes tax.
- Calculate tax on a gross amount that includes the discount amount.
- Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax.

This feature applies to foreign, U.S., and Canadian taxes.

**Vertex Components**

The Vertex SalesTax Compliance system includes the following components:

**Data Module**

The Data Module stores tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 60,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the Data Module.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues a new Data Module file to its subscribers.
**Calculation Module**

The Calculation Module interfaces with J.D. Edwards Sales Order Management, Purchase Management, Accounts Receivable, and Accounts Payable systems.

When a J.D. Edwards program calls the Calculation Module, the Calculation Module determines:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Calculation Module then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail, and management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Vertex can calculate the four levels individually.

See the Vertex *SalesTax Data/Calculation* manual for more information.

**Tax Decision Maker**

You can customize the Vertex system for your special needs. You use the Calculation Module in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions. You can also override customer and product exemptions from sales order entry and purchase order entry.

**Sales Tax Register file**

From the Sales Tax Register file, the Calculation Module produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Vertex menus.

See the Vertex *SalesTax Data/Calculation* manual for more information.
**Returns Module**

The Returns Module completes the sales tax cycle by automating state and local returns preparation. Data is downloaded from the Sales Tax Register file to a PC into the Returns Module, which automatically generates signature-ready sales and use tax forms and check requests.

See the Vertex *SalesTax Data/Calculation* manual for more information.

**Interface Considerations**

Before you set up the J.D. Edwards/Vertex SalesTax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and foreign tax obligations.

**Company and Divisional Considerations**

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider if tax returns are filed for just one company or for multiple companies.

**Product Considerations**

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to code the taxing policies for J.D. Edwards and Vertex software.

**Customer and Supplier Considerations**

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax grouping. Decide how you will code customers and suppliers into both the J.D. Edwards and Vertex software modules.

**Foreign Tax Considerations**

Be aware of foreign tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Vertex to manage and process foreign tax transactions.

**See Also**

- *J.D. Edwards Tax Reference Guide*
- Vertex SalesTax Compliance System Reference Guide
- Vertex GeoCode Master List
- Vertex National SalesTax Rate Directory
- Vertex Tax Decision Maker Taxability Guide
Set Up the J.D. Edwards/Vertex Interface

Setting Up the J.D. Edwards/Vertex Interface

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can co-exist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Vertex consists of:

- Activating Vertex
- Assigning GeoCodes
- Assigning non-stock product categories to order types
- Defining tax information for items

Before You Begin

- Review order line types. See Setting Up Order Line Types.
- Verify that each ship to and ship from address has a corresponding Vertex record.
- Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information. Both are necessary for you to use the Sales Update program without errors.
What You Should Know About

**Tax only calculations**
For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

For records with these tax types, records will not be written to the Vertex Tax Register file, even if Vertex is active.

**Returns Module**
If you plan to use the Vertex SalesTax Returns Module, you should install it after performing all other setup steps.

See the *Vertex SalesTax Returns Module* guide for information on its installation and operation.

Activating Vertex

From Master Directory (G73), choose G73

From M & D Complementary Products (G73), choose Vertex Sales and Use Tax

From Vertex Sales and Use Tax (G731), choose Vertex Tax System Constants

You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

Before You Begin

☐ Read the *Vertex SalesTax Compliance System Modules* and *Reference Manuals* for more information about installation
To activate Vertex

On Vertex Tax System Constants

1. Complete the following fields:
   - Use Vertex System
   - U.S. Country Code
2. Complete the following fields for sales tax category codes:
   - Address Book Category
   - Item Balance Category
3. Complete the following optional fields for use tax category codes:
   - Address Book Category
   - Item Balance Category
   - Canada Country Code
   - G/L Offset
4. Do one of the following:
   - For WorldSoftware, press Enter
   - For WorldVision, click Add
Assigning GeoCodes

After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. The Calculation Module uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYZZZZ

where

XX = State
YYY = County
ZZZZ = City

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems.

You must set up GeoCodes for every customer, supplier, ship to, ship from, warehouse, or branch/plant in the address book.

Assigning GeoCodes consists of:

- Assigning GeoCodes to address book records
- Assigning GeoCodes to customers (for sales and accounts receivable transactions)
- Assigning GeoCodes to suppliers (for purchasing and accounts payable transactions)

What You Should Know About

Foreign jurisdictions

Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions, and does not maintain tax rates for these jurisdictions. However, you can create foreign GeoCodes, by beginning each with “77” (in the state field), which lets you create records in TDM for each foreign jurisdiction.

Additionally, you can set up the Vertex Override table to maintain tax rates for each foreign taxing authority.
See Also

- Manually Assigning GeoCodes to Address Book Records for more information about these prefix characters

Assigning GeoCodes to Address Book Records

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

- Assigning GeoCodes globally to address book records
- Assigning GeoCodes manually to address book records

Assigning GeoCodes Globally to Address Book Records

From Master Directory (G73), choose G73

From M & D Complementary Products (G73), choose Vertex Sales and Use Tax

From Vertex Sales and Use Tax (G731), choose Batch GeoCodes Assignment

After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

1. Populate the Vertex disk file. This J.D. Edwards program moves the address book records for customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

   The address book records that you want to move in the CUSTEXT file are defined by the search type in a user defined code list (73/ST).

2. Populate the outfile with Vertex information. These Vertex programs do the following:
   - Process records from the CUSTEXT file identifying GeoCodes
   - Move the information to the Vertex CUSTFO file
   - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched

3. Update the address book with GeoCodes. This is a J.D. Edwards program that moves customer information with GeoCodes from the CUSTFO file to
the customer master record. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master Information (F0301) and Supplier Master Information (F0401) tables.

The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.

---

**To assign GeoCodes globally to address book records**

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
   - Reformat Customer File
   - Match GeoCode File with Customer File
3. Run the Update Address Book GeoCodes program.

**See Also**

- *Setting Up User Defined Codes (P00051)* in the Address Book Guide
- *Working with Basic Address Book Information (P01051)* in the Address Book Guide

**Assigning GeoCodes Manually to Address Book Records**

From Master Directory (G), choose Address Book

From Address Book (G01), choose Address Book Revisions

After you run the batch GeoCode assignment program, you might have to manually change or assign GeoCodes because:

- The address falls outside city limits.

When you run the update program that populates Address Book records with GeoCodes, the system produces reports that you use to review unmatched records and records that you might want to match.

When you manually assign a code, you must be aware of the appropriate prefix character to the Vertex GeoCode. Allowed prefix characters are:

**V (Vertex GeoCode)** A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.

**M (Multi-County Situation)** The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county. After you assign the correct GeoCode, change the M to a V.

**O (Outside City Limits)** If an address that is specified in the address book record is not physically located within the city limits, and, therefore, is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Vertex not to calculate the city tax for that GeoCode.

See the Vertex GeoCoder Geographical Coding System manual and the GeoCoder Master List.
What You Should Know About

**GeoCode Select form**

When an address book record can have more than one GeoCode assigned to it, you use Vertex GeoCode Select to choose a GeoCode. The Vertex GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

**To assign GeoCodes manually to address book records**

On Address Book Revisions

1. Locate the address book record whose GeoCode you want to change or add.
2. Access Address Book Additional Information.
3. On Address Book Additional Information, access Vertex GeoCode Select.

**Assigning GeoCodes to Customers**

From Accounts Receivable (G03), choose Customer & Invoice Entry

From Customer & Invoice Entry (G0311), choose Customer Master Information

After you globally assign GeoCodes to your address book records, you might need to assign a GeoCode to a customer.

**To assign a GeoCode to a customer**

On Customer Master Information
1. Enter basic customer information.

   See *Entering Customers*.

2. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
   
   • Tax Rate/Area

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Rate/Area</td>
<td>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.</td>
</tr>
</tbody>
</table>

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

   The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer’s city, state, and zip code.
What You Should Know About

Changing an address  When you change an address for a customer, the system updates the GeoCode if one was previously entered.

Assigning GeoCodes to Suppliers

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Supplier Master Information

After you globally assign GeoCodes to your Address Book records, you might need to assign a GeoCode to a supplier.

▶ To assign a GeoCode manually to a supplier

On Supplier Master Information

1. Enter basic supplier information.

   See Entering Suppliers (P01054).

2. For WorldVision, choose the Additional Information tab.

3. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
• Tax Rate/Area

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Area</td>
<td>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Changing an address**  
When you change an address for a supplier, the system updates the GeoCode if one was previously entered.

**Assigning Non-Stock Product Categories to Order Types**

From Master Directory (G73), choose G73

From M & D Complementary Products (G73), choose Vertex Sales and Use Tax

From Vertex Sales and Use Tax (G731), choose Non-Stock Product Categories

For non-stock order lines (for example, lines for freight charges or other miscellaneous charges), you must define non-stock product categories within the Vertex system. The J.D. Edwards/Vertex interface uses these codes when you enter order lines to determine tax information.

You must specify a Vertex product category and a Vertex transaction type for each order type and line type combination. The Vertex product category is used for product exceptions in TDM. The Vertex transaction type indicates to Vertex the type of transaction that is being processed (for example, sales, purchase, rental, or service), so Vertex can apply the appropriate tax type. You define tax types on the Vertex TDM Override Subtable form.

**To assign non-stock product categories to order types**

On Non-stock Product Categories
Complete the following fields:

- Order Type
- Line Type
- Vertex Product Category
- Vertex Transaction Type

**See Also**

- Vertex *Tax Decision Maker Taxability* guide for product and service taxability information. Other reference materials that are available from Vertex include:
  - *The National SalesTax Manuals*
  - *The National SalesTax Manuals Topical Reference*

**Defining Tax Information for Items**

From Inventory Management (G41), choose *Inventory Master/Transactions*

From Inventory Master/Transactions (G4111), choose *Item Branch/Plant Information*

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:
• Activate the tax fields for the item on Item Branch/Plant Information to yes
• Assign the item to a tax category

In Vertex, the tax category corresponds to product categories that you define in TDM for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Vertex system.

Before Vertex calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, dictates how Vertex specifies a tax. If it does not find a match, Vertex taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable.

See Also

• The Vertex SalesTax Data/Calculation Module Guide
• The Vertex Tax Decision Maker Taxability Guide for product and service taxability information

▶ To define tax information for items

On Item Branch/Plant Information

1. Locate the item whose tax information you want to define.
2. Complete the following fields:
   • Sales Taxable
   • Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
   • For sales tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Sales Tax Category Code on Vertex Tax System Constants
   • For use tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on Vertex Tax System Constants
Override GeoCodes

Overriding GeoCodes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice or voucher.

Complete the following tasks:

☐ Override GeoCodes on invoices
☐ Override GeoCodes on vouchers

Overriding GeoCodes on Invoices

From Accounts Receivable (G03), choose Customer & Invoice Entry
From Customer & Invoice Entry (G0311), choose Standard Invoice Entry

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. To override the tax information supplied by the system, you can do so when you enter the invoice.

To override a GeoCode on an invoice

On Standard Invoice Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter an invoice with taxes.

   See Entering an Invoice with Taxes (P03105).

3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Expl Code</td>
<td>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</td>
</tr>
<tr>
<td></td>
<td>........................................ Form-specific information ..................</td>
</tr>
<tr>
<td></td>
<td>If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes. U is not used in Accounts Receivable.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
Taxable Amount | The amount on which taxes are assessed.

Form-specific information: You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.

---

**What You Should Know About**

Use taxes | The system makes accounting entries for use taxes when you post the invoice. AAI item RT (no G/L offset) points to the use tax account.

---

**Overriding GeoCodes on Vouchers**

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose an option

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

> **To override a GeoCode on a voucher**

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

See Entering Standard Vouchers (P04105).
3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

**What You Should Know About**

**Use taxes**  The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.
Understand Link/Parm Area

Understanding the Link/Parm Area

The J.D. Edwards/Vertex SalesTax Interface uses the Link/Parm Area to communicate between J.D. Edwards programs and the Vertex Calculation Module. Vertex provides the link areas as an external interface to the Vertex Calculation Module, which carries selected information to Vertex and returns tax information to the user.

The following tables describe how J.D. Edwards populates the Link/Parm Area. The columns in the tables contain information as follows:

- The I/O column identifies the field as an “input to” or an “output from” the Vertex system.
- The Field Name and the Field Description columns contain the file names and descriptions, respectively, for the Vertex parameters.
- The A/N/P column indicates a field’s attributes (alpha, numeric, or packed).
- The Comments column contains information about the Vertex field.
GeoCode Conversion - Program VGEO100

The J.D. Edwards/Vertex SalesTax Interface passes address information from J.D. Edwards to the Vertex GeoCoder system. The GeoCoder system determines the GeoCode(s) for the address and returns it to the J.D. Edwards system.

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
</table>
| I   | LSTABB     | State Abbr.        | 2    | A     | ABADDS                  | Although the J.D. Edwards field is a three-character field, only the first two characters of the J.D. Edwards field are used. Special Processing (for Canadian addresses):
If the country code (ABCTR) for the address is equal to the Canadian country code PS$VCN (passed as a parameter), substitute CN in this field.
Note: The Canadian country code field is set up in the Vertex Constants (F7301) table. |
| I   | LCITYN     | City Description   | 30   | A     | ABADDZ                  | Use the last non-blank line of the six address lines (ABADD1–ABADD6) for the city name. The city name is limited to 30 characters. The J.D. Edwards city name is up to 40 characters long. |
| I   | LZIP       | Postal Code        | 5    | A/N   | ABADDZ                  | Only the first five characters of this field are used. |
| O   | LRETID     | Return Code        | 5    | A/N   |                         | 1 = Matched Records  
2 = Possible Matched Records  
3 = Unmatched Records  
4 = State Match Only  
5 = Print Report |
| O   | LFILL      | Filler             | 2    | A/N   |                         | Leave blank. |
| O   | LGEO1      | GeoCode #1         | 9    | N     |                         | Mapped to PSTXZ1 described above. |
| O   | LCOUN1     | County Name #1     | 10   | A     |                         | Used for multi-county selection. |
| O   | LMCO1      | Multi-County Code #1 | 1 | A/N |                         | If returned value of 1, assign tax area prefix of M for multi-county.  
If LMCO1 = 1, the GeoCode Select Window (PVGEO) displays so you can select the appropriate GeoCode. |
<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LZIPR1</td>
<td>Postal Code Range #1</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO2</td>
<td>GeoCode #2</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN2</td>
<td>County Name #2</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO2</td>
<td>Multi-County Code #2</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR2</td>
<td>Postal Code Range #2</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO3</td>
<td>GeoCode #3</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN3</td>
<td>County Name #3</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO3</td>
<td>Multi-County</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO4</td>
<td>GeoCode #4</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN4</td>
<td>County Name #4</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO4</td>
<td>Multi-County Code #4</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR4</td>
<td>Postal Code Range #4</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO5</td>
<td>GeoCode #5</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN5</td>
<td>County Name #5</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO5</td>
<td>Multi-County Code #5</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR5</td>
<td>Postal Code Range #5</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LGEO6</td>
<td>GeoCode #6</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCOUN6</td>
<td>County Name #6</td>
<td>10</td>
<td>A</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LMCO6</td>
<td>Multi-County Code #6</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LZIPR6</td>
<td>Postal Code Range #6</td>
<td>10</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
<tr>
<td>O</td>
<td>LCUSTN6</td>
<td>Customer ID</td>
<td>20</td>
<td>A/N</td>
<td></td>
<td>Used for multi-county selection.</td>
</tr>
</tbody>
</table>
## Sales Order Processing Tax Calculations - Program VTS110

### Jurisdiction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LJUR01</td>
<td>Ship-to GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Pass field SDTOX1.</td>
</tr>
<tr>
<td>1</td>
<td>LJUR02</td>
<td>Ship-to inside or outside city limits</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default)</td>
<td>The passed value is formatted by interpreting the prefix of SDTOX1:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0 = outside city limits</td>
<td>V = 1 – inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M = 1 – inside</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = 0 – outside</td>
</tr>
<tr>
<td>1</td>
<td>LJUR03</td>
<td>Ship-from GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>/* Retrieve the Address Book Number of the detail branch/plant */</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use XS41001 common subroutine to retrieve the branch/plant constants using SDMCU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If the return code is N, move *Blanks to the LJUR03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>else /* Retrieve the Address Book record */</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use the XF0101 common subroutine to retrieve the address book record using</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the address book number (CIAN8) retrieved from the branch/plant constants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If the Return Code is normal, move A5TXA1 to LJUR03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>else move blanks to LJUR03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End;</td>
</tr>
<tr>
<td>1</td>
<td>LJUR04</td>
<td>Ship-from-in-out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default)</td>
<td>The passed value is interpreted as described for field LJUR02, using the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0 = outside city limits</td>
<td>A5TXA1 of the ship-from branch/plant.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>----------------------------------</td>
<td>------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| I   | LJUR05     | Order Acceptance GeoCode         | 9    | N     | Defaults to the ship-from GEO                                           | /* Retrieve the address book number of the header branch/plant */  
Use XS41001 common subroutine to retrieve the branch/plant constants using SHMCU.  
If the return code is = N, move *blanks to the LJUR05 else /* Retrieve the address book record */  
Use the XF0101 common subroutine to retrieve the address book record using the address book number (CIAN8) retrieved from the branch/plant constants.  
If the return code is normal, move A5TXA1 to LJUR05 else, move blanks to LJUR05  
End;  
End;                                                                                                                                                        |
| I   | LJUR06     | Order Acceptance in-out          | 1    | A/N   | 1 = inside the city (default)  
0 = outside city limits                                                 | The passed value is interpreted as described for field LJUR02, using the A5TXA1 of the order header branch/plant.                                                                                                                                                                |
## Invoice Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LINV01</td>
<td>Invoice Number</td>
<td>12</td>
<td>A/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LINV02</td>
<td>Invoice Date</td>
<td>8</td>
<td>A/N</td>
<td>Required (the invoice date - CCYYMMDD)</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LINV03</td>
<td>Invoice Gross Amount</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>The returned value is mapped to the J.D. Edwards field #XAG (gross amount).</td>
</tr>
<tr>
<td>O</td>
<td>LINV04</td>
<td>Total Tax</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>The returned value is mapped to the J.D. Edwards field #XSTAM (Tax Amount).</td>
</tr>
<tr>
<td>O</td>
<td>LINV05</td>
<td>Combined Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>The returned value is mapped to J.D. Edwards field #XTXR5 (Tax Rate Authority 5)</td>
</tr>
<tr>
<td>I</td>
<td>LINV06</td>
<td>Invoice Control #</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>SDDOCO (Sales Order Number).</td>
</tr>
</tbody>
</table>
## Customer Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCUS01</td>
<td>Customer Code/ID</td>
<td>15</td>
<td>A/N</td>
<td>A</td>
<td>SDSHAN (Ship to Customer Number).</td>
</tr>
<tr>
<td>I</td>
<td>LCUS02</td>
<td>Customer Exempt Flag</td>
<td>1</td>
<td>A/N</td>
<td>Blank = let Calculation Module determine taxability of customer using Tax Decision Maker 1 = Customer is tax-exempt If a customer is tax-exempt, the entire invoice is exempt from tax.</td>
<td>If the order line is coded as tax exempt (SDEXR1 = E), pass 1. Otherwise, pass blank.</td>
</tr>
<tr>
<td>O</td>
<td>LCUS03</td>
<td>Customer Exempt Certificate #</td>
<td>15</td>
<td>A/N</td>
<td>An</td>
<td>Pass value of blanks. This field contains the returned certificate number.</td>
</tr>
<tr>
<td>I</td>
<td>LCUS04</td>
<td>Customer Certificate Flag</td>
<td>1</td>
<td>A/N</td>
<td>1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.</td>
<td>Pass 1 - The tax exempt certificate number is returned in J.D. Edwards field LCUS03.</td>
</tr>
</tbody>
</table>
## Company Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOM01</td>
<td>Company Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Use the company code of the ship-from business unit or branch/plant in the Sales Order Detail table (F4211).</td>
</tr>
<tr>
<td>I</td>
<td>LCOM02</td>
<td>Division/ Store Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate category code from the address book record of the header business unit or branch/plant. For example, if the address book Category Code Number field is set to 5, use category code 5 (ABAC05) from the address book.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM03</td>
<td>Register File Indicator</td>
<td>1</td>
<td>A/N</td>
<td>0 = No register record is written 1 = Register record is written 2 = Register record is rewritten if a duplicate record is encountered</td>
<td>0 for all programs except for the General Ledger Post (P09801) and Sales Update (P42800). Use 1 for the General Ledger Post and Sales Update. Sales Update writes the vertex tax register for vertex-coded detail lines. The post to the General Ledger writes the tax register record for all other systems.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM04</td>
<td>Filler</td>
<td>4</td>
<td>A/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LCOM05</td>
<td>Filler</td>
<td>3</td>
<td>A/N</td>
<td>Reserved</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LCOM06</td>
<td>Return Code</td>
<td>2</td>
<td>A/N</td>
<td>Reserved</td>
<td>If a value is returned, test against the table of warning messages. If it is a warning, accumulate the Gross Amount (#XAG). If an error, bypass the Gross Amount.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM07</td>
<td>File Access Mode</td>
<td>1</td>
<td>A/N</td>
<td>B = Batch mode (default) 1 = Interactive</td>
<td>B = batch programs 1 = interactive programs.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM08</td>
<td>Number of occurrences</td>
<td>2</td>
<td>N</td>
<td>Default = 01</td>
<td></td>
</tr>
</tbody>
</table>
**Transaction Data**

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LTRN01</td>
<td>Taxed GeoCode Indicator</td>
<td>1</td>
<td>A/N</td>
<td>Taxes calculated for:</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T = ship-to location</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F = ship-from location</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = order</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>acceptance location</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LTRN02</td>
<td>Status Code</td>
<td>1</td>
<td>A/N</td>
<td>To be defined.</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN03</td>
<td>Invoice Line Item #</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>SDLNID - move without decimals. For example, line number 1.010 in J.D. Edwards should be moved as 1010.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN04</td>
<td>Transaction Type</td>
<td>6</td>
<td>A/N</td>
<td>Possible values:</td>
<td>The passed values is determined by the order type/line type defined through Non-Stock Product Categories table (F7305). SALE = default value</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• PURCH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SALE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• LEASE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• RENTAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SERVIC</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LTRN05</td>
<td>Transaction Sub-Type</td>
<td>3</td>
<td>A/N</td>
<td>Further identifies the</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>transaction type, for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>example, property,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>freight, expense,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>labor, and so on.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LTRN06</td>
<td>Transaction Code</td>
<td>1</td>
<td>A/N</td>
<td>N = normal</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A = adjustment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B = tax-only debit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C = tax-credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = distribute rate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = distribute tax</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LTRN07</td>
<td>Transaction Date</td>
<td>8</td>
<td>N</td>
<td>default = current system</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>J.D. Edwards Field Name Description</td>
<td>Comments</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>---------------------------</td>
<td>------</td>
<td>-------</td>
<td>-------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>I</td>
<td>LPRO01</td>
<td>Product Category Code</td>
<td>15</td>
<td>A/N/A</td>
<td>A user defined field used to check the product’s taxability using the Tax Decision Maker Product table.</td>
<td>Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate item category code from the Item Balance table (F4102) using the XF4102 file server. Also uses Non-Stock Product Category for non-stock items. Called Product Category/ID in the Tax Decision Maker.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO02</td>
<td>Line Item Exempt Flag</td>
<td>1</td>
<td>A/N</td>
<td>1 = exempt this particular line item from tax blank = let Calculation Module determine the line item’s taxability</td>
<td>If SDTAX1 = Y, pass value of blank. (Allow TDM table to determine exempt status.) If SDTAX1 = N, pass value of 1 = exempt.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO03</td>
<td>State Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>blank = Vertex determines state tax liability 0 = no state tax liability 1 = state tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO04</td>
<td>County Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>blank = Vertex determines county tax liability 0 = no county tax liability 1 = county tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO05</td>
<td>City Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>blank = Vertex determines city tax liability 0 = no city tax liability 1 = city tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO06</td>
<td>District Taxability Flag</td>
<td>1</td>
<td>A/N</td>
<td>blank = Vertex determines district tax liability 0 = no district tax liability 1 = district tax liability</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>J.D. Edwards Field Name</td>
<td>Comments</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>--------------------------</td>
<td>------</td>
<td>-------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>I</td>
<td>LPRO07</td>
<td>Quantity</td>
<td>11.4 P</td>
<td></td>
<td>Four decimal places</td>
<td>SDSOQS quantity shipped (scrub to 4 decimals). Always pass a positive quantity (reverse sign for credits).</td>
</tr>
<tr>
<td>I</td>
<td>LPRO08</td>
<td>Extended Price Amount</td>
<td>13.3 P</td>
<td></td>
<td>Three decimal places</td>
<td>SDAEXP extended line price (scrub to 3 decimals).</td>
</tr>
<tr>
<td>I</td>
<td>LPRO09</td>
<td>State Tax Inclusion Flag</td>
<td>1 A/N</td>
<td></td>
<td>0 = State tax not included in amount (default)    1 = State tax included in amount</td>
<td>Blank, unreferenced. Applies only for Canada. If the tax is already included in the extended price, it needs to be distributed among state, county, city and district.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO10</td>
<td>County Tax Inclusion Flag</td>
<td>1 A/N</td>
<td></td>
<td>0 = County tax not included in amount (default)    1 = County tax included in amount</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO11</td>
<td>City Tax Inclusion Flag</td>
<td>1 A/N</td>
<td></td>
<td>0 = City tax not included in amount (default)    1 = City tax included in amount</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO12</td>
<td>District Tax Inclusion Flag</td>
<td>1 A/N</td>
<td></td>
<td>0 = District tax not included in amount (default)    1 = District tax included in amount</td>
<td>Blank, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO13</td>
<td>User Area</td>
<td>25   A/N</td>
<td></td>
<td>For customer use. This field shows on Vertex reports.</td>
<td>Blanks.</td>
</tr>
</tbody>
</table>
## State Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSTA01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>The highest value of LSTA01, LCOU01, LCIT01, LDIS01 is mapped to J.D. Edwards field #XATXA (Taxable Amount)</td>
</tr>
<tr>
<td>O</td>
<td>LSTA02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 1)</td>
</tr>
<tr>
<td>O</td>
<td>LSTA06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current (default)</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P = previous</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSTA07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = override</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E = exempt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = non-taxable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LSTA08</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT1 (Tax Amount Authority 1)</td>
</tr>
</tbody>
</table>
## County Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>J.D. Edwards Field Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LCOU01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)</td>
</tr>
<tr>
<td>O</td>
<td>LCOU06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>Defaults to C.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P = previous</td>
<td></td>
</tr>
<tr>
<td>IO</td>
<td>LCOU07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks; the Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
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<td>O = override</td>
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<td>E = exempt</td>
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<td>N = non-taxable</td>
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<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
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<td>X = invalid jurisdiction</td>
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</tr>
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</tr>
<tr>
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<td>7</td>
<td>P</td>
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<td>Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2)</td>
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## City Data

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<tr>
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<td>X = invalid jurisdiction</td>
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<td>Z = zero tax rate</td>
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### District Data

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<th>Comments</th>
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<td>*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
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<td>U = use</td>
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<td>V = service</td>
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</tr>
<tr>
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<td>X = invalid jurisdiction</td>
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<td>Z = zero tax rate</td>
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<td>P</td>
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<td>Mapped to J.D. Edwards field #XAMT4 (Tax Amount Authority 4)</td>
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### Intrastate Data

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<th>Comments</th>
<th>Specific Instructions</th>
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<tr>
<td>O</td>
<td>LSPE01</td>
<td>Taxed GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>In the invoicing program P42565, if the returned field is not blank, format and display the individual tax authority amounts. Unreferenced in all other programs.</td>
</tr>
<tr>
<td>O</td>
<td>LSPE02</td>
<td>County Taxed Amount</td>
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<td>Field Description</td>
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<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>O</td>
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<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>See LSPEC01.</td>
</tr>
</tbody>
</table>
| O   | LSPE04     | Rate Indicator    | 1    | A/N   | C = current  
|     |            |                   |      |       | P = previous                                                            | Unreferenced.         |
| O   | LSPE05     | Tax Type          | 1    | A/N   | S = sales  
|     |            |                   |      |       | U = use  
|     |            |                   |      |       | R = rental  
|     |            |                   |      |       | O = override  
|     |            |                   |      |       | E = exempt  
|     |            |                   |      |       | N = non-taxable  
|     |            |                   |      |       | V = service  
|     |            |                   |      |       | X = invalid jurisdiction  
|     |            |                   |      |       | Z = zero tax rate                                                       | Unreferenced.         |
| O   | LSPE06     | Tax               | 7    | P     | Three decimal places                                                    | See LSPEC01.          |
| O   | LSPE07     | City Taxed Amount | 7    | P     | Three decimal places                                                    | Unreferenced.         |
| O   | LSPE08     | Rate              | 6    | N     | Six decimal places                                                      | See LSPEC01.          |
| O   | LSPE09     | Rate Indicator    | 1    | A/N   | C = current  
|     |            |                   |      |       | P = previous                                                            | Unreferenced.         |
| O   | LSPE10     | Tax Type          | 1    | A/N   | S = sales  
|     |            |                   |      |       | U = use  
|     |            |                   |      |       | R = rental  
|     |            |                   |      |       | O = override  
|     |            |                   |      |       | E = exempt  
|     |            |                   |      |       | N = non-taxable  
|     |            |                   |      |       | V = service  
|     |            |                   |      |       | X = invalid jurisdiction  
|     |            |                   |      |       | Z = zero tax rate                                                       | Unreferenced.         |
| O   | LSPE11     | Tax               | 7    | P     | Three decimal places                                                    | See LSPEC01.          |
| O   | LSPE12     | District Taxed Amount | 7  | P     | Three decimal places                                                    | Unreferenced.         |
| O   | LSPE13     | Rate              | 6    | N     | Six decimal places                                                      | See LSPEC01.          |
| O   | LSPE14     | Rate Indicator    | 1    | A/N   | C = current  
<p>|     |            |                   |      |       | P = previous                                                            | Unreferenced.         |</p>
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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| O   | LSPE15     | Tax Type          | 1    | A/N   | S = sales  
U = use 
R = rental 
O = override 
E = exempt 
N = non-taxable 
V = service 
X = invalid jurisdiction 
Z = zero tax rate | Unreferenced. |
| O   | LSPE16     | Tax               | 7    | P     | Three decimal places | See LSPEC01. |
| I   | LSTA09     | State Non-taxed Reason Code | 1    | A/N   | * = default | Blanks. |
| I   | LCOU09     | County Non-taxed Reason Code | 1    | A/N   | * = default | Blanks. |
| I   | LCIT09     | City Non-taxed Reason Code | 1    | A/N   | * = default | Blanks. |
| I   | LDIS09     | District Non-taxed Reason Code | 1    | A/N   | * = default | Blanks. |
| O   | LDIS10     | District Apply Flag | 1    | A/N   | 1 - District tax applies to the city  
2 - District tax applies to the county | Unreferenced. |

**Address Data**

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<th>Field Description</th>
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<td>A/N</td>
<td>State Code</td>
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</tr>
<tr>
<td>O</td>
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<td>Ship-to (Postal)</td>
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<td>A/N</td>
<td>Five-digit postal code</td>
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<tr>
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<td>Field Description</td>
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<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
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<td>1 = inside the city limits (default)</td>
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<td>A/N</td>
<td>Five-digit postal code</td>
<td>Unreferenced.</td>
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<tr>
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<td>LSFRCT</td>
<td>Ship-from (city)</td>
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<td>A/N</td>
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<td>1 = inside the city limits (default)</td>
<td>Unreferenced.</td>
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### Accounts Receivable Tax Calculations - Program VTS110

#### Jurisdiction Data

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<th>Field Name</th>
<th>Field Description</th>
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<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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<tbody>
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<td>LJUR01</td>
<td>Ship-to GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Loaded from the tax area field of the customer invoice line, field name RPTXA1.</td>
</tr>
<tr>
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<td>LJUR02</td>
<td>Ship-to inside or outside city limits</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>The passed value is formatted by interpreting the prefix of the field RPTXA1. V = 1 – inside M = 1 – inside O = 0 – outside</td>
</tr>
<tr>
<td>I</td>
<td>LJUR03</td>
<td>Ship-from GeoCode</td>
<td>9</td>
<td>N</td>
<td></td>
<td>Loaded with the identical value of LJUR01.</td>
</tr>
<tr>
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<td>LJUR04</td>
<td>Ship-from-in-out</td>
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<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>Move *blanks to LJUR04. The Vertex tax calculator will use the default value of LJUR02.</td>
</tr>
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<td>I</td>
<td>LJUR05</td>
<td>Order Acceptance GeoCode</td>
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<td>N</td>
<td></td>
<td>Loaded with the identical value of LJUR01.</td>
</tr>
<tr>
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<td>A/N</td>
<td>1 = inside the city (default) 0 = outside city limits</td>
<td>The passed value is interpreted as described for field LJUR02, using the ABTXA1 of the order header branch/plant.</td>
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#### Invoice Data

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<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
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</thead>
<tbody>
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<td>Invoice Number</td>
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<td>A/N</td>
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<td>RPDOC (Document Number). This is a system-assigned number at the time the invoice is created.</td>
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<tr>
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<td>LINV02</td>
<td>Invoice Date</td>
<td>8</td>
<td>A/N</td>
<td>Required. The invoice date (CCYMMDD)</td>
<td>Use invoice date fields: RPDID, RPDIM, RPDY.</td>
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<tr>
<td>O</td>
<td>LINV03</td>
<td>Invoice Gross Amount</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XAG, amount gross in X4008C.</td>
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</tbody>
</table>
### Sales Order Management

<table>
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<tr>
<th>I/O</th>
<th>Field Name</th>
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<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LINV04</td>
<td>Total Tax</td>
<td>13,3</td>
<td>N</td>
<td>Three decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XSTAM, tax amount in X4008C.</td>
</tr>
<tr>
<td>O</td>
<td>LINV05</td>
<td>Combined Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Value returned from the tax calculator. Formatted to field #XTXR5, combined rate, in X4008C. This field reflects the true tax rate.</td>
</tr>
<tr>
<td></td>
<td>LINV06</td>
<td>Invoice Control #</td>
<td>5</td>
<td>A/N</td>
<td>Pass blank.</td>
<td></td>
</tr>
</tbody>
</table>

### Customer Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCUS01</td>
<td>Customer Code/ID</td>
<td>15</td>
<td>A/N</td>
<td>A user-defined field used to check the customer’s taxability using the TDM Customer Table.</td>
<td>RPAN8 (Customer Number).</td>
</tr>
<tr>
<td>I</td>
<td>LCUS02</td>
<td>Customer Exempt Flag</td>
<td>1</td>
<td>A/N</td>
<td>Value of blank = let Calculation Module determine taxability of customer using TDM.</td>
<td>If the order line is coded as tax exempt (RPEXR1 = E ) pass value of 1. If the order line is not coded as exempt (RPEXR1 = blank) pass blank to allow TDM table to determine exempt statuses.</td>
</tr>
<tr>
<td>I</td>
<td>LCUS03</td>
<td>Customer Exempt Certificate #</td>
<td>15</td>
<td>A/N</td>
<td>Pass blanks. This field contains the returned certificate number.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LCUS04</td>
<td>Customer Certificate Flag</td>
<td>1</td>
<td>A/N</td>
<td>1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.</td>
<td>Pass value of 1. The tax exempt certificate number is returned in field LCUS03.</td>
</tr>
</tbody>
</table>
## Company Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCOM01</td>
<td>Company Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Pass RPCO, company code.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM02</td>
<td>Division/Store Code</td>
<td>5</td>
<td>A/N</td>
<td>Default = 00000</td>
<td>Based on the setup in the Vertex Constants (F7301) table, retrieve the appropriate category code from the address book of the customer (RPAN8). For example, if the Address Book Category Code Number field is set up with a value of 5, use the category code 5 (ABAC05) from the address book.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM03</td>
<td>Register File Indicator</td>
<td>1</td>
<td>A/N</td>
<td>0 = No register record is written &lt;br&gt; 1 = Register record is written &lt;br&gt; 2 = Register record is rewritten if a duplicate record is encountered</td>
<td>0 for all programs except for the P09801 (Post General Ledger) program. Use 1 for P09801 program.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM04</td>
<td>Filler</td>
<td>4</td>
<td>A/N</td>
<td></td>
<td>Blanks.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM05</td>
<td>Filler</td>
<td>3</td>
<td>A/N</td>
<td>Reserved</td>
<td>Blanks.</td>
</tr>
<tr>
<td>O</td>
<td>LCOM06</td>
<td>Return Code</td>
<td>2</td>
<td>A/N</td>
<td>Reserved</td>
<td>Test returned value against user defined code table 73/EC of Vertex warning messages. The user defined code table code is defined in the data dictionary for field VVEC. Warnings are ignored, errors show as no tax.</td>
</tr>
<tr>
<td></td>
<td>LCOM07</td>
<td>File Access Mode</td>
<td>1</td>
<td>A/N</td>
<td>Blank = Batch mode (default) &lt;br&gt; I = Interactive</td>
<td>Always pass value I.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM08</td>
<td>Number of occurrences</td>
<td>2</td>
<td>N</td>
<td>Default = 01</td>
<td>Blanks.</td>
</tr>
<tr>
<td>I</td>
<td>LCOM09</td>
<td>Filler</td>
<td>8</td>
<td>A/N</td>
<td>Reserved for future use</td>
<td>Blanks.</td>
</tr>
</tbody>
</table>
## Transaction Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LTRN01</td>
<td>Taxed GeoCode Indicator</td>
<td>1</td>
<td>A/N</td>
<td>Taxes calculated for: T = ship-to location F = ship-from location O = order acceptance location</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LTRN02</td>
<td>Status Code</td>
<td>1</td>
<td>A/N</td>
<td>To be defined.</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN03</td>
<td>Invoice Line Item #</td>
<td>5</td>
<td>A/N</td>
<td></td>
<td>Pass the value of RPSFX – pay item.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN04</td>
<td>Transaction Type</td>
<td>6</td>
<td>A/N</td>
<td>PURCH SALE (default) LEASE RENTAL SERVIC</td>
<td>Test if the invoice document type, field RPDCT, is coded in the F7305 Vertex transaction code cross reference. Line type is ignored. The resulting field #U$VTY will contain a valid value. Default the value of SALE.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN05</td>
<td>Transaction Sub–Type</td>
<td>3</td>
<td>A/N</td>
<td>Further identifies the transaction type, for example, property, freight, expense, labor and so on.</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN06</td>
<td>Transaction Code</td>
<td>1</td>
<td>A/N</td>
<td>N = normal (default) A = adjustment Blank = tax-only debit C = tax-only credit R = distribute rate X = distribute tax</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LTRN07</td>
<td>Transaction Date</td>
<td>8</td>
<td>N</td>
<td>Default = current system date</td>
<td>Pass invoice date; fields RPDID, RPDIM, RPDY.</td>
</tr>
<tr>
<td>I</td>
<td>LPRO01</td>
<td>Product Category Code</td>
<td>15</td>
<td>A/NA</td>
<td>A user-defined field used to check the product's taxability using the TDM Product table.</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I/O</td>
<td>Field Name</td>
<td>Field Description</td>
<td>Size</td>
<td>A/N/P</td>
<td>Comments</td>
<td>Specific Instructions</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>------------------------------------</td>
<td>------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| I   | LPRO02     | Line Item Exempt Flag              | 1    | A/N   | Value of 1 = exempt this particular line item from tax  
Value of blank = let Calculation Module determine the line item’s taxability                                                                                                               | Blanks, unreferenced.             |
| I   | LPRO03     | State Taxability Flag              | 1    | A/N   | Blank = Vertex determines state tax liability  
0 = no state tax liability  
1 = state tax liability                                                                                                                                  | Blank, unreferenced.              |
| I   | LPRO04     | County Taxability Flag             | 1    | A/N   | Blank = Vertex determines county tax liability  
0 = no county tax liability  
1 = county tax liability                                                                                                                                     | Blank, unreferenced.              |
| I   | LPRO05     | City Taxability Flag               | 1    | A/N   | Blank = Vertex determines city tax liability  
0 = no city tax liability  
1 = city tax liability                                                                                                                                     | Blank, unreferenced.              |
| I   | LPRO06     | District Taxability Flag           | 1    | A/N   | Blank = Vertex determines district tax liability  
0 = no district tax liability  
1 = district tax liability                                                                                                                                  | Blank, unreferenced.              |
| I   | LPRO07     | Quantity                           | 11,4 | P     | Four decimal places                                                                                                                                   | RPU – units. Scrub to 4 decimals.  |
| I   | LPRO08     | Extended Price Amount              | 13,3 | P     | Three decimal places                                                                                                                                | RPAG – Gross Amount. Scrub to 3 decimals. |
### State Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSTA01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>The highest value of LSTA01, LCOU01, LGIT01, LDIS01 is mapped to J.D. Edwards field #XTAXA (Taxable Amount).</td>
</tr>
<tr>
<td>O</td>
<td>LSTA02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSTA05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>State rate, mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 2).</td>
</tr>
</tbody>
</table>
### LSTA06

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LSTA06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P = previous</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Default to C</td>
<td></td>
</tr>
</tbody>
</table>

### LSTA07

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LSTA07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U = use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R = rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O = override</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E = exempt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N = non-taxable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
<td></td>
</tr>
</tbody>
</table>

### County Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LCOU01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See LSTA01</td>
</tr>
<tr>
<td>O</td>
<td>LCOU02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCOU05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)</td>
</tr>
<tr>
<td>O</td>
<td>LCOU06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P = previous</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Default is C</td>
<td></td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| IO  | LCOU07     | Tax Type          | 1    | A/N   | S = sales  
U = use  
R = rental  
O = override  
E = exempt  
N = non-taxable  
V = service  
X = invalid jurisdiction  
Z = zero tax rate | *Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules. |
| O   | LCOU08     | Tax               | 7    | P     | Three decimal places | Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2) |

### City Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LCIT01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>See ISTA01.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT02</td>
<td>Non-taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LCIT05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Mapped to J.D. Edwards field #XTXR3 (Tax Rate Authority 3)</td>
</tr>
</tbody>
</table>
| O   | LCIT06     | Rate Indicator    | 1    | A/N   | C = current  
P = previous  
Default to C. | Unreferenced. |
<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCIT07</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td></td>
<td>S = sales&lt;br&gt;U = use&lt;br&gt;R = rental&lt;br&gt;O = override&lt;br&gt;E = exempt&lt;br&gt;N = non-taxable&lt;br&gt;V = service&lt;br&gt;X = invalid jurisdiction&lt;br&gt;Z = zero tax rate</td>
</tr>
<tr>
<td>O</td>
<td>LCIT08</td>
<td>Tax</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Mapped to J.D. Edwards field #XAMT3 (Tax Amount Authority 3)</td>
</tr>
</tbody>
</table>

### District Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LDIS01</td>
<td>Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS02</td>
<td>Non–taxable Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS03</td>
<td>Exempt Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS04</td>
<td>Exempt Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS05</td>
<td>Rate</td>
<td>6</td>
<td>N</td>
<td>Six decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LDIS06</td>
<td>Rate Indicator</td>
<td>1</td>
<td>A/N</td>
<td>C = current&lt;br&gt;P = previous</td>
<td>Default is C.</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>
| IO  | LDIS07     | Tax Type          | 1    | A/N   | S = sales  
|     |            |                   |      |       | U = use    
|     |            |                   |      |       | R = rental  
|     |            |                   |      |       | O = override 
|     |            |                   |      |       | E = exempt   
|     |            |                   |      |       | N = non-taxable 
|     |            |                   |      |       | V = service  
|     |            |                   |      |       | X = invalid  
|     |            |                   |      |       | jurisdiction |
|     |            |                   |      |       | Z = zero tax rate |
| O   | LDIS08     | Tax               | 7    | P     | Three decimal places |
|     |            |                   |      |       | Unreferenced. |

### Intrastate Calculation Area

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
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<tbody>
<tr>
<td>O</td>
<td>LSPE01</td>
<td>Taxed GeoCode</td>
<td>9</td>
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<tr>
<td>O</td>
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<td>7</td>
<td>P</td>
<td>Three decimal places</td>
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</tr>
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<tr>
<td>O</td>
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<td>Rate</td>
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<td>N</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Unreferenced.</td>
<td></td>
</tr>
</tbody>
</table>
| O   | LSPE04     | Rate Indicator           | 1    | A/N   | C = current  
|     |            |                           |      |       | P = previous |
|     |            |                           |      |       | Unreferenced. |
| O   | LSPE05     | Tax Type                 | 1    | A/N   | S = sales  
|     |            |                           |      |       | U = use    
|     |            |                           |      |       | R = rental  
|     |            |                           |      |       | O = override 
|     |            |                           |      |       | E = exempt   
|     |            |                           |      |       | N = non-taxable 
|     |            |                           |      |       | V = service  
|     |            |                           |      |       | X = invalid  
<p>|     |            |                           |      |       | jurisdiction |
|     |            |                           |      |       | Z = zero tax rate |
| O   | LSPE06     | Tax                      | 7    | P     | Three decimal places |
|     |            |                           |      |       | See LSPEC01. |
| O   | LSPE07     | City Taxed Amount        | 7    | P     | Three decimal places |
|     |            |                           |      |       | Unreferenced. |
| O   | LSPE08     | Rate                     | 6    | N     | Six decimal places |
|     |            |                           |      |       | See LSPEC01. |</p>
<table>
<thead>
<tr>
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<th>Field Name</th>
<th>Field Description</th>
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<th>Comments</th>
<th>Specific Instructions</th>
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<tbody>
<tr>
<td>O</td>
<td>LSPE09</td>
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<td>P = previous</td>
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<tr>
<td>O</td>
<td>LSPE10</td>
<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
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<td>U = use</td>
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<td>R = rental</td>
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<td>O = override</td>
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<td>E = exempt</td>
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<td>N = non-taxable</td>
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<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
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</tr>
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<td>Z = zero tax rate</td>
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</tr>
<tr>
<td>O</td>
<td>LSPE11</td>
<td>Tax</td>
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</tr>
<tr>
<td>O</td>
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<td>District Taxed Amount</td>
<td>7</td>
<td>P</td>
<td>Three decimal places</td>
<td>Unreferenced.</td>
</tr>
<tr>
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<td>N</td>
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<td>C = current</td>
<td>Unreferenced.</td>
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<td>P = previous</td>
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<tr>
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<td>Tax Type</td>
<td>1</td>
<td>A/N</td>
<td>S = sales</td>
<td>*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>U = use</td>
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<td></td>
<td></td>
<td></td>
<td>R = rental</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td>O = override</td>
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<td>E = exempt</td>
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<td></td>
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<td>N = non-taxable</td>
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<td></td>
<td></td>
<td></td>
<td>V = service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X = invalid jurisdiction</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Z = zero tax rate</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>LSPE16</td>
<td>Tax</td>
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<td>P</td>
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<td>See LSPEC01.</td>
</tr>
<tr>
<td>I</td>
<td>LSTA09</td>
<td>State Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LCOU09</td>
<td>County Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
</tbody>
</table>
### Sales Order Management

<table>
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<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>LCIT09</td>
<td>City Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
<tr>
<td>I</td>
<td>LDIS09</td>
<td>District Non-taxed Reason Code</td>
<td>1</td>
<td>A/N</td>
<td>* = default</td>
<td>Blanks, unreferenced.</td>
</tr>
</tbody>
</table>
| O   | LDIS10     | District Apply Flag                | 1    | A/N   | 1 = District tax applies to the city  
2 = District tax applies to the county | Unreferenced. |

### Address Data

<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LACTC</td>
<td>Action Code</td>
<td>2</td>
<td>A/N</td>
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<td>Unreferenced.</td>
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<tr>
<td>O</td>
<td>LSHTC</td>
<td>Ship-to (state)</td>
<td>2</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
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<tr>
<td>O</td>
<td>LSHTZP</td>
<td>Ship-to (postal)</td>
<td>5</td>
<td>A/N</td>
<td>Five-digit Postal code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTCT</td>
<td>Ship-to (city)</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LSHTCO</td>
<td>Ship-to (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
</tbody>
</table>
| O   | LSHTJI     | Ship-to Jurisdiction In-Out        | 1    | A/N   | 1 = inside the city limits (default)  
0 = outside the city limits | Unreferenced. |
| O   | LFILLI     | Filler                             | 1    | A/N   |                              | Unreferenced.         |
| O   | LSHFR      | Ship-from (state)                  | 2    | A/N   | State Code                   | Unreferenced.         |
| O   | LSFRZP     | Ship-from (Postal)                 | 5    | A/N   | Five-digit Postal code       | Unreferenced.         |
| O   | LSFRCT     | Ship-from (city)                   | 25   | A/N   | City name                    | Unreferenced.         |
| O   | LSFRCO     | Ship-from (county)                 | 15   | A/N   | County name                  | Unreferenced.         |
| O   | LSFRJI     | Ship-from Jurisdiction In-Out      | 1    | A/N   | 1 = inside the city limits (default)  
0 = outside the city limits | Unreferenced. |
<p>| O   | LFILL2     | Filler                             | 1    | A/N   |                              | Unreferenced.         |
| O   | LSFRRT     | Ship-from Return Code              | 2    | A/N   |                              | Unreferenced.         |</p>
<table>
<thead>
<tr>
<th>I/O</th>
<th>Field Name</th>
<th>Field Description</th>
<th>Size</th>
<th>A/N/P</th>
<th>Comments</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>LORST</td>
<td>Order Acceptance (state)</td>
<td>2</td>
<td>A/N</td>
<td>State Code</td>
<td>Unreferenced.</td>
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<tr>
<td>O</td>
<td>LORZP</td>
<td>Order Acceptance (postal)</td>
<td>5</td>
<td>A/N</td>
<td>Five-digit postal code</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCT</td>
<td>Order Acceptance (city)</td>
<td>25</td>
<td>A/N</td>
<td>City name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORCO</td>
<td>Order Acceptance (county)</td>
<td>15</td>
<td>A/N</td>
<td>County name</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LORJI</td>
<td>Order Acceptance Jurisdiction In-Out</td>
<td>1</td>
<td>A/N</td>
<td>1 = inside the city limits (default) 0 = outside the city limits</td>
<td>Unreferenced.</td>
</tr>
<tr>
<td>O</td>
<td>LFILL3</td>
<td>Filler</td>
<td>1</td>
<td>A/N</td>
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<td>Unreferenced.</td>
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<tr>
<td>O</td>
<td>LSTOR</td>
<td>Store Code</td>
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<tr>
<td>O</td>
<td>LFILL4</td>
<td>Filler</td>
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<td>A/N</td>
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<td>Unreferenced.</td>
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</table>

**Accounts Payable**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJUR01</td>
<td>Use A6TXA2 for Business Unit Address, then MCTXA1 for Business Unit, then AGTXA2 for company address.</td>
</tr>
</tbody>
</table>
| LJUR02    | Use the GeoCode prefix in LJUR01:  
V = 1 – inside  
M = 1 – inside  
O = 0 – outside |
<p>| LJUR03    | Use RPTXA1 from A/P Ledger. |
| LJUR04    | Use the prefix of GeoCode in LJUR03. |
| LJUR05    | Set to the same value as LJUR03. |
| LJUR06    | Set to the same value as LJUR04. |
| LINV01    | Blanks. |
| LINV02    | Use RPDIVJ (invoice date). If blank, use today’s date. |
| LINV06    | Blanks - Not valid for purchasing. |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCUS01</td>
<td>Address book number of ship-to RPA08.</td>
</tr>
<tr>
<td>LCUS02</td>
<td>1 if RPEXRI = E, else blank.</td>
</tr>
<tr>
<td>LCUS03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCUS04</td>
<td>Set to 1 to retrieve the certificate number if valid.</td>
</tr>
<tr>
<td>LCOM01</td>
<td>RPO (company number)</td>
</tr>
<tr>
<td>LCOM02</td>
<td>Retrieve the address book number for RMCU then retrieve the address book category code set up in the Vertex Constants table.</td>
</tr>
<tr>
<td>LCOM03</td>
<td>If this is the posting program P09801, set to 1 to write the register records. Otherwise, set to 0.</td>
</tr>
<tr>
<td>LCOM04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM07</td>
<td>Set to 1 for interactive.</td>
</tr>
<tr>
<td>LCOM08</td>
<td>Set to zeros - only one line item at a time will be passed.</td>
</tr>
<tr>
<td>LOCM09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN03</td>
<td>Set to RPSF for the line item number.</td>
</tr>
<tr>
<td>LTRN04</td>
<td>Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the user defined code table for the document type.</td>
</tr>
<tr>
<td>LTRN05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN07</td>
<td>Zeros.</td>
</tr>
<tr>
<td>LPRO01</td>
<td>Retrieve the category code set up in the Constants table.</td>
</tr>
<tr>
<td>LPRO02</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO03</td>
<td>Blanks.</td>
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<tr>
<td>LPRO04</td>
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</tr>
<tr>
<td>LPRO05</td>
<td>Blanks.</td>
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<tr>
<td>LPRO06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO07</td>
<td>Use RPU.</td>
</tr>
<tr>
<td>LPRO08</td>
<td>Use AXTA from line item.</td>
</tr>
<tr>
<td>LPRO09</td>
<td>Blanks.</td>
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<tr>
<td>LPRO10</td>
<td>Blanks.</td>
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<tr>
<td>Parameter</td>
<td>Description</td>
</tr>
<tr>
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<td>-------------</td>
</tr>
<tr>
<td>LPRO11</td>
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</tr>
<tr>
<td>LPRO12</td>
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</tr>
<tr>
<td>LPRO13</td>
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<tr>
<td>LSTA07</td>
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<tr>
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<td>LCIT07</td>
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<tr>
<td>LDIS07</td>
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<tr>
<td>LSTA09</td>
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</tr>
<tr>
<td>LCOU09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCIT09</td>
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</tr>
<tr>
<td>LDIS09</td>
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<tr>
<td>LACTC</td>
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</table>

**Purchasing**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
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<tbody>
<tr>
<td>LJUR01</td>
<td>PDTXA1/PRTXA1.</td>
</tr>
</tbody>
</table>
| LJUR02    | The passed value is formatted by interpreting the prefix of PDTXA1/PRTXA1:  
V = 1 – inside  
M = 1 – inside  
O = 0 – outside |
<p>| LJUR03    | Retrieve the tax area from the Ship From (PDAN8/PRAN8) supplier master record. |
| LJUR04    | Same as LJUR02. |
| LJUR05    | Set to the same value as LJUR03. |
| LJUR06    | Set to the same value as LJUR04. |
| LINV01    | Blanks - Not valid for purchasing. |
| LINV02    | Use PDTRDJ/PRTRDJ. If blank, use today's date. |
| LINV06    | Blanks - Not valid for purchasing. |
| LCUS01    | Address book number of ship-to (PDAN8/PRAN8). |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCUS02</td>
<td>PDEXR1/REXR1.</td>
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<tr>
<td>LCUS03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCUS04</td>
<td>Set to 1 to retrieve the certificate number if valid.</td>
</tr>
<tr>
<td>LCOM01</td>
<td>PDCO or PRCO for company.</td>
</tr>
<tr>
<td>LCOM02</td>
<td>Retrieve the address book number from the branch/plant constants (PDMCU/PRMCU) then retrieve the address book category code set up in the Vertex Constants table.</td>
</tr>
<tr>
<td>LCOM03</td>
<td>If this is the posting program P09801, set to 1 to write the register records. Otherwise set to 0.</td>
</tr>
<tr>
<td>LCOM04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LCOM07</td>
<td>Set to I for interactive.</td>
</tr>
<tr>
<td>LCOM08</td>
<td>Set to zeros - only one line item at a time will be passed.</td>
</tr>
<tr>
<td>LCOM09</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN03</td>
<td>Set to PDLNID/PRLNID for the line item number.</td>
</tr>
<tr>
<td>LTRN04</td>
<td>Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the UDC for the document type.</td>
</tr>
<tr>
<td>LTRN05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LTRN07</td>
<td>Zeroes.</td>
</tr>
<tr>
<td>LPRO01</td>
<td>Retrieve the category code set up in the Constants table.</td>
</tr>
<tr>
<td>LPRO02</td>
<td>Set based on PDTX and PRTX.</td>
</tr>
<tr>
<td>LPRO03</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO04</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO05</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO06</td>
<td>Blanks.</td>
</tr>
<tr>
<td>LPRO07</td>
<td>Set to PDUORG or PRUREC.</td>
</tr>
<tr>
<td>LPRO08</td>
<td>Set to PDECST or PRAREC.</td>
</tr>
<tr>
<td>LPRO09</td>
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<tr>
<td>LPRO10</td>
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<tr>
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Appendix B - Data Model
Glossary

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

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. A code that points to an account in the chart of accounts. AAlS define rules for programs that automatically generate journal entries.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the expedient method and the fast path method. Contrast with General Ledger (G/L) method.

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

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

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

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

application. See system.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.
**audit trail.** The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

**AZ ledger.** The ledger type that the system uses for cash basis accounting.

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

**BACS.** Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

**balance forward receipt application method.** A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

**bank tape (lock box) processing.** The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

**batch.** (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

**batch control.** A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

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

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

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

**batch job.** See batch.

**batch number.** A unique identifier that the system assigns to a batch for identification purposes.

**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 receipts entry.** An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

**batch status.** A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

**batch type.** A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

**Boolean logic.** See *operand.*

**broadcast message.** 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

**business unit.** A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center.*

**cash basis accounting.** A method of accounting that recognizes revenue and expenses when monies are received and paid.

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

**character.** Any letter, number, or other symbol that a computer can read, write, and store.
chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See payment.

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

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

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

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See business unit.

credit message. A code that indicates information about a customer’s account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

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

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

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

customer. An individual or organization that purchases goods and services.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See receipt.

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.

data types. Supplemental information attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

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

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

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

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

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

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction and Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a 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 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. For example, the date a change of 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.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

e-mail. Electronic mail.

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.


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.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company’s tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. See detail area.

form. A specific set of fields and information displayed on your monitor. Also known as a screen.

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

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

general ledger receipt. A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Formerly known as the tough/right method. Contrast with A/P Ledger method.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See printout.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

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

**indexed allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

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

**input field.** An area on a form where you type data, values, or characters. See **field**. Contrast with **display field**.

**install system code.** See **system code**.

**integrity test.** A process that supplements a company’s internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

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

**interest invoice.** An invoice calculated on paid invoices for which payment was received after the specified due dates.

**interest rate computation code.** A code that designates the rates and effective dates used for calculating interest charges.

**invalid account.** A G/L account that has not been set up in the Account Master table (F0901).

**invoice match.** A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

**job.** A single identifiable set of processing actions you instruct 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 submitted for processing. When the computer completes a job, the system removes the job’s identifier from the list.

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

**key field.** A field that is 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 that specifies a language for the computer to use when displaying information.

**leading zeros.** A series of zeros that certain programs 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 system places four zeros in front of the four numbers you enter. The result appears as 00004567.

**ledger type.** A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a **ledger**.
level of detail. The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

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

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. 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

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

mode. A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

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

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer’s bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with alphabetic character, alphanumeric character, and special 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 form in a J.D. Edwards system, you are online. See interactive processing. Contrast with offline.

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. The Boolean logic operand instructs 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

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

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

output queue. See print queue.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See default.

P&L. Profit and loss statement.

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

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

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

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Also known as a hard copy.
print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table’s identifier from the list. Also known as an output queue.

processing options. A feature 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 formats, control the format in which information is printed on reports, change the way a form displays information, and enter “as of” dates.

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

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

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

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

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with unrealized gain or loss.

receipt. The payment you receive from a customer.

receipt logging. See logged receipt.

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

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month’s) of recurring invoices or vouchers.

refresh. A process that updates a customer’s credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.
reverse image. Text on a form 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).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

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

screen. See form.

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. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow 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 instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with alphabetic character, alphanumeric character, and numeric character.

special period/year. The date that determines the source balances for an allocation.

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

spool. The function by which the system stores generated output 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. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See detail area.

submit. See run.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also known as a vendor.
**supplier ledger.** The record of transactions between your company and a particular supplier.

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

**suspense account.** A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account.*

**system.** A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application.*

**system code.** The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**table.** A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file.*

**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.

**TI (type input) code.** A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

**time log.** An email method for tracking employees’ time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

**tolerance range.** The amount by which the taxes you enter manually may vary from the tax calculated by the system.

**transaction code.** A code that distinguishes the type of transaction on a bank statement.

**transit account.** See *suspense account.*

**translation adjustment account.** An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

**unapplied receipt.** A receipt that is applied to a customer’s account balance instead of being matched to an invoice or group of invoices.

**unrealized gain or loss.** Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with real*ized gain or loss.*

**update payments.** For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

**user defined code.** The individual codes that 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 user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards
provides a number of these lists for each system. You can create and define lists of your own.

**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 verifies the information you enter against the list of valid codes.

**variable numerator allocations.** A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

**VAT.** Value-added tax. A recoverable tax assessed in some countries.

**vendor.** See *supplier*.

**vocabulary overrides.** A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void.** A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** See *logged voucher*.

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

**who's who.** The contacts at a particular company. Examples include billing, collections, and sales personnel.

**window.** A 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 program, 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 or avenue.

**worked.** A code that indicates whether a customer’s account has been reviewed and updated. For example, you work an account by changing a customer’s credit limit or customers who are eligible for a credit review.

**write-off.** A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

**write payment.** A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
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