# Oracle® Retail Merchandising System

User Guide

16.0

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Primary Author: Seema Kamat and Gerlinde Rust

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Oracle Retail Merchandising System User Guide, 16.0

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- Do you need different information or graphics? If so, where, and in what format?
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# Preface

The *Oracle Retail Merchandising System User Guide* describes the application's user interface and how to navigate through it.

## Audience

This guide describes the Oracle Retail Merchandising System user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface. This User Guide is for users and administrators of Oracle Retail Merchandising System. This includes merchandisers, buyers, business analysts, and administrative personnel.

## Documentation Accessibility

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## Related Documents

For more information, see the following documents:

- *Oracle Retail Merchandising System Installation Guide*
- *Oracle Retail Merchandising System Operations Guide*
- *Oracle Retail Merchandising System Release Notes*
- *Oracle Retail Merchandising System Custom Flex Attribute Solution Implementation Guide*
- *Oracle Retail Merchandising System Data Model*
- *Oracle Retail Merchandising System Data Access Schema Data Model*
- *Oracle Retail Merchandising Security Guide*
- *Oracle Retail Merchandising Implementation Guide*

- *Oracle Retail Merchandising Data Conversion Operations Guide*
- *Oracle Retail Merchandising Batch Schedule*
- *Oracle Retail Xstore Suite 16.0/Merchandising 16.0 Implementation Guide*
- Oracle Retail Sales Audit documentation
- Oracle Retail Trade Management documentation

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When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

## Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 16.0) or a later patch release (for example, 16.0.1). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

## Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

If a more recent version of a document is available, that version supersedes all previous versions.

## Oracle Retail Documentation on the Oracle Technology Network

Oracle Retail product documentation is available on the following Web site:

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

(Data Model documents are not available through Oracle Technology Network. You can obtain them through My Oracle Support.)

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|---|---|
| **boldface** | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| *italic* | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| `monospace` | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

# 1 Common User Interface Controls

Oracle Retail applications, such as the, Oracle Retail Merchandising System, include some common interface options and controls that you can use throughout the application workflow. The following sections describe these user interface controls in more detail.

Although you may have more than one Oracle Retail application installed on your system, each application may use many of the same interface components and abide by common rules and constraints.

You can quickly access the tasks of current applications and switch to other applications from the Navigation bar. For more information on the Navigation bar, see the Navigation Area section.

The following topics are covered in this chapter:

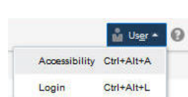
- Log on to the Application
- Using the Help
- Navigation Area
- Specifying Preferences
- Table Menu Options
- Searching for an Entity
- Viewing all the Sections Within a Window
- Logging Out of the Application

## Log on to the Application

To log on to the application:

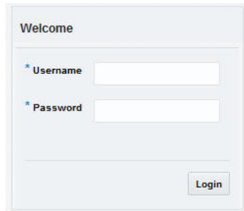
1. Click the **User** list which is to the top left of the Oracle Merchandising window.

***Figure 1–1 User List Screen***




2. Click **Login**. The Welcome screen appears.

***Figure 1–2 Welcome Screen***




3. Provide the following login information:
   a. Enter your user name in the **Username** field.
   b. Enter your password in the **Password** field.
4. Click **Login**.

# Using the Help

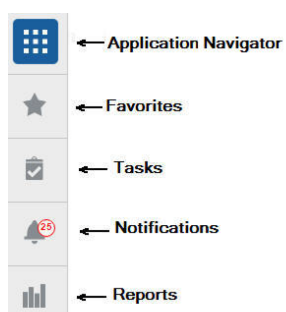
This application contains an online HTML help that can guide you through the user interface. User information is included to describe high-level processes and procedures, as well as provide step-by-step instructions for completing a task.

You can access online help for a particular page by clicking on the Help link at the top of the application home page or by clicking the Help icon on every page of the application. Once in the help, you can access additional information through the table of contents or by using the index.

# Navigation Area

You can quickly access the tasks of current applications and switch to other applications from the Navigation bar.

***Figure 1–3 Navigation Bar***




The following navigation bar options are common across all the applications:

- Application Navigator
- Favorites
- Tasks
- Notifications
- Reports

## Application Navigator

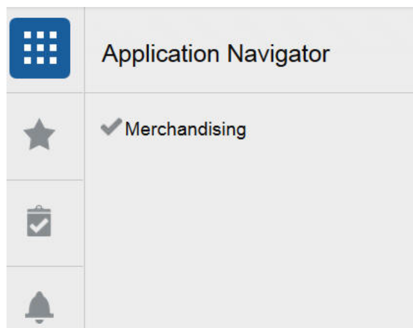
The Application Navigator is optional for the application and provides the ability to switch between applications.

> **Note:** Your view may vary, depending upon the features selected during the setup process.

To switch between applications:

1. At the top left of the application, click the Application Navigator icon to open the list of available applications.

***Figure 1–4 Application Navigator***



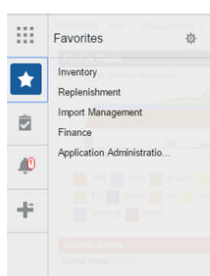

2. Select the listed applications. The application will open in a new tab.

## Favorites

You can select your favorite tasks without accessing the Tasks menu. It helps you quickly get into your frequently used tasks.

You can click the Favorites icon in the Tasks menu to access tasks designated as favorites. You can also select the cog icon from the Favorites menu to edit the favorite list. Tasks can be selected or deselected as favorites in the Tasks menu.

***Figure 1–5 Favorites Area***




## Tasks

Oracle Retail applications support a variety of navigational tools and methods that allow you to move efficiently between application pages. Information on how to use and manage each of the tools and methods is included in this section.

A task is a set of links to a series of task flows organized in a specific sequence to accomplish a business process or procedure. For example, tasks can be defined for common multi-step procedures or processes so that you can quickly step through tasks. By navigating sequentially to the pages outlined in the task, you are assisted in stepping through the business process or activity.

Your Tasks list appears on the top left side of the home page. All of the tasks to which you have access are listed on the Tasks window. You can either click on the specific task name to open, or use the Task Search component to search for a Task that you want to open.

To begin working with a task, choose the application feature or process from the list.

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**Note:** Your task menu may appear slightly different, depending on your retail application.

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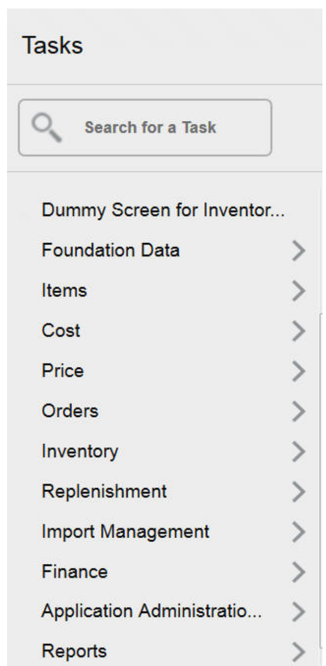
***Figure 1–6 Tasks Menu***



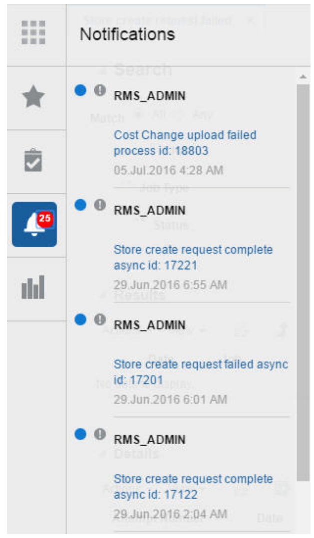

## Notifications

The notifications support bringing events within the application to your attention.

See the following examples:

- A simple, informative message indicating a long-running process has completed
- A message indicating a critical exception has occurred
- The store create request failed

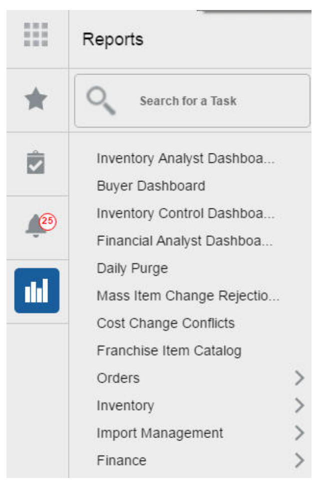
***Figure 1–7 Notifications***




## Reports

The functionality of Reports works similar to the Tasks menu.

***Figure 1–8 Reports Menu***




# Specifying Preferences

The Preferences pages are where you specify the default regional, language, and accessibility settings that you want to use throughout the system.

To set your preferred preferences, click **User** list > **Preferences** at the top of the application home page. The Preferences page appears. The standard preference options available are as follows:

- Regional
- Language
- Accessibility

To return to the application home page, click **Back to Home** at the top of the page. The Preferences pages are where you specify the default regional, language, and accessibility settings that you want to use throughout the system.

## Regional Options

Use the following options to specify the default formats for territory, date, time, number, and time zone you want to use throughout the system.

***Table 1–1 Regional Options***

| Value | Description |
|---|---|
| Territory | Specify the country details. |
| Date Format | Select the date format that you want to use. |
| Time Format | Select the time format that you want to use. |
| Number Format | Select the number format that you want to use. |
| Time Zone | Select the time zone you want to use. |

## Language Options

Use the following options to specify the default language you want to use throughout the system.

***Table 1–2 Language Options***

| Value | Description |
|---|---|
| Default | Specify the default language you want to use. |
| Current Session | Specify the language you want to use for the current session. |

## Accessibility Options

Use the following options to specify the default accessibility preferences you want to use throughout the system.

***Table 1–3 Accessibility Options***

| Value | Description |
|---|---|
| Accessibility | Select the accessibility option you want to apply. |
| Color Contrast | Specify the color contrast that you want to use. |
| Font Size | Specify the font size that you want to use. |

# Table Menu Options

**Note:**

- Deals is used as an example which is specific to the Oracle Retail Merchandising System, and may not be relevant to this application.
- Figure 1–9, Figure 1–10, Figure 1–11 are mere representation and may be different for every window/table/popup.

The Actions menu, View menu, and icons are displayed in the form of a table. For more information on these options, see the sections Action Menu and Icons and View Menu.

## Action Menu and Icons

The Actions menu provides the option to take different actions related to entries in the table. Depending on the nature of the table, these actions can be add, view, delete or edit table rows, create by moving to a new screen or export the table contents to the spreadsheet. Alternatively these actions can also be performed by using the icon buttons on the table toolbar. For more information on the icon/buttons, see the Screen Level Action - Icons and Buttons.

In some tables, it may also contain some table specific actions.

***Figure 1–9 Actions Menu and Icons of Components Section***

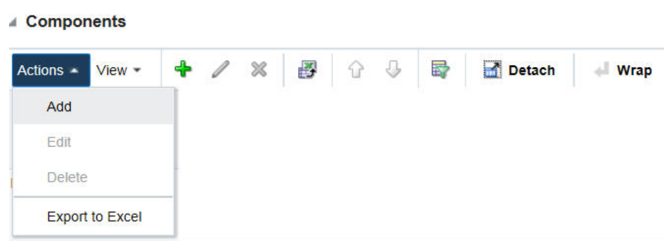



***Table 1–4 Actions Menu/Icons and Descriptions of Components Section***

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add a deal component by clicking **Add** from the Actions menu or clicking the Add icon.<br>For more information on adding a deal component, see Chapter 6, section Adding Deal Components. |
| Edit and Edit icon | You can edit a deal component by clicking **Edit** from the Actions menu or clicking the Edit icon.<br>For more information on editing a deal component, see Chapter 6, section Editing a Deal Component. |
| Delete and Delete icon | You can delete a deal component, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting a deal component, see Chapter 6, section Deleting a Deal Component. |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the Export to Excel option from the Actions menu or by clicking the Export to Excel icon. |
| Move Up and Down icon | You can move up and down the components to change the order in which they will be applied while calculating the deal by clicking the Move Up and Down icons. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon option. |

For more information on the Actions menu and icons, see Chapter 6, section Components - Actions Menu and Icons.

***Figure 1–10 Actions Menu and Icons of Managing a Deal***

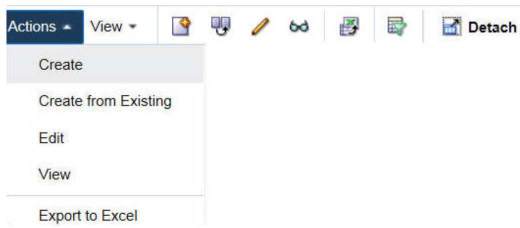



***Table 1–5 Actions Menu/Icons and Descriptions of Managing a Deal***

| Actions Menu/Icon | Description |
|---|---|
| Create and Create icon | You can create a deal by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating a deal, see Chapter 6, section Creating a Deal. |
| Create from Existing icon | You can create from a existing deal by clicking **Create from Existing** from the Actions menu or by clicking the Create from Existing icon.<br>For more information on create from existing deal, see Chapter 6, section Creating from an Existing Deal. |
| Edit and Edit icon | You can edit a deal by clicking **Edit** from the Actions menu or clicking the Edit icon.<br>For more information on editing a deal, see Chapter 6, section Editing a Deal. |
| View and View icon | You can view a deal by clicking View from the Actions menu or clicking the View icon.<br>For more information on viewing a deal, see Chapter 6, section Viewing a Deal |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the Export to Excel option from the Actions menu or by clicking the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon option. |

## View Menu

The View menu provides the options for managing the table columns and sorting and filtering the table data.

In some tables you have the option to choose a saved custom view, which is an arrangement of columns different from the default view of the table.

***Figure 1–11 View Menu of Components Section***

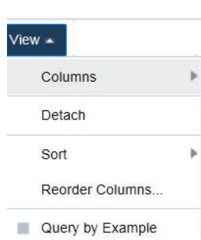


*Table 1–6 Components Section - View Menu and Descriptions*

| View Menu List | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach | You can view the tables in the application in a separate window by clicking Detach or by clicking the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example | You can filter the deal components by one of multiple column values by clicking the Query by Example option or by clicking the query by example icon. |

For more information on the View menu, see Chapter 6, section Components - View Menu and Icons.

## Screen Level Action - Icons and Buttons

The screen level actions display the icons and buttons.

*Figure 1–12 Screen Level Action - Icons and Buttons*

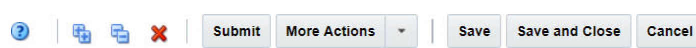



*Table 1–7 Screen Level Action - Icons/Buttons and Descriptions*

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access online help for a particular page by clicking the Help icon. |
| Expand and Collapse icon | You can view all and collapse all the sections in the application window by clicking the Expand and Collapse icon. |
| Delete icon | You can delete a deal component by selecting the Delete icon. |
| Status Action Button | Depending on the status of your deals, the status action button displays. For example, Submit.<br>Wherever applicable, this button will be available to change the status of an entity. The status will be changed to the label specified on the button. If there is more than one status to which the entity can be changed, clicking the arrow on the right side of the button will display the additional status options. |
| More Actions | The More Actions button will have any additional actions and options for navigating to other screens.<br>For information on the More Actions menu, see Chapter 6, Table 6–17. |
| **Save** | Click **Save**, to save the created deals and stay in the Deal window. |
| **Save and Close** | Click **Save and Close**, to save the deals and exit the Deal window. |

*Table 1–7 (Cont.) Screen Level Action - Icons/Buttons and Descriptions*

| Icon/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel**, to reject the deal and exit the Deal window. |

# Searching for an Entity

You can search for a particular entity by entering, selecting, or searching in the Merchandising Operations Management (MOM) application, for example to search for a deal.

To search for a deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. You can search for a deal by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search screen is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

## Searching for a Deal Through the Basic Search Criteria

To search for a deal through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 1–8 Basic Search Criteria*

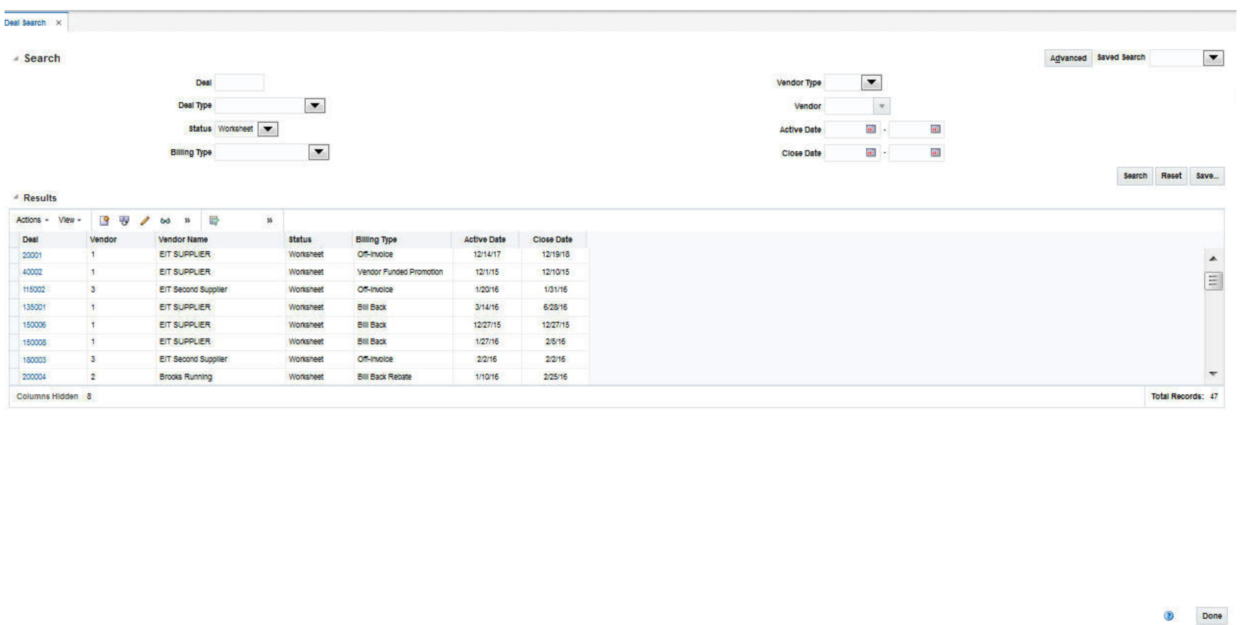
| Search Field | Description |
|---|---|
| Deal | Enter the deal ID. |
| Deal Type | Select the deal type. The options are: Annual, Promotional, PO Specific, and Vendor Funded Markdown. |
| Status | Select the status of the deal. The options are: Worksheet, Submitted, Approved, Rejected, Closed. |
| Billing Type | Select the type of deal being created. The options are: Off invoice, Bill Back, Bill Back Rebate, Vendor Funded Promotion, Vendor Funded Markdown. |
| Vendor Type | Select the vendor type. |
| Vendor | Enter, select or search for the vendor. |
| Active Date | Enter the date on which the deal becomes active, or click the calendar icon and select the date. |
| Close Date | Enter the date on which the deal ends, or click the calendar icon and select the date. |

***Figure 1–13 Search Section in Basic Search Mode***


2. You can also click on the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too. You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears. For more information on the Personalize Saved Searches, see the section Personalize Saved Search.

3. Click **Search**. The deals that match the search criteria are displayed in the Results section.

***Figure 1–14 Search Results***



4. Click **Reset** to execute the saved search.

5. Click the **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears. For information on the Create Saved Search window, see the section Create Saved Search.

6. Click **Done** to close the window.

## Searching for a Deal Through the Advanced Search Criteria

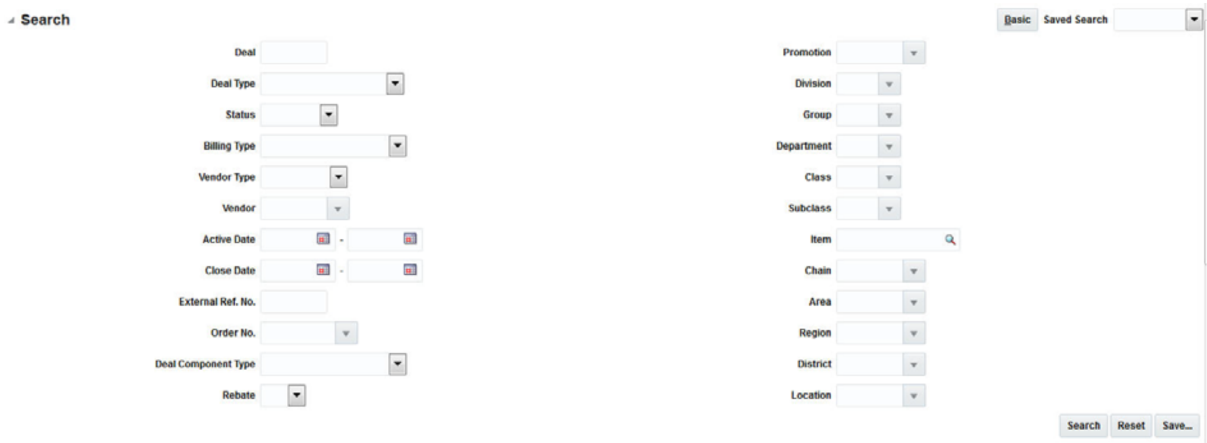
To search for a deal through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.

***Table 1–9 Advanced Search Criteria***

| Search Field | Description |
|---|---|
| Deal | Enter the deal ID. |
| Deal Type | Select the deal type. |
| Status | Select the status of the deal. |
| Billing Type | Select the type of deal being created. |
| Vendor Type | Select the vendor type. |
| Vendor | Enter, select or search for the vendor. |
| Active Date | Enter the date on which the deal becomes active, or click the calendar icon and select the date. |
| Close Date | Enter the date on which the deal ends, or click the calendar icon and select the date. |
| External Ref. No. | Enter the external reference number. |
| Order No. | Enter, select or search for the order number. |
| Deal Component Type | Select the deal component type. |
| Rebate | Select **Yes** if the rebate is included in the deal or select **No** if the rebate is not included in the deal. |
| Promotion | Enter, select or search the promotion from the list. |
| Division | Enter the division number, select or search for the division name and number. |
| Group | Enter the group number, select or search for the group name and number from the list. |
| Department | Enter the department number, select or search for the department name and number from the list. |
| Class | Enter the class number, select or search for the class name and number from the list. |
| Subclass | Enter the subclass number, select or search for the subclass name and number from the list. |
| Item | Enter the item number, or search by using the search icon. |
| Chain | Enter the chain number, select or search for the chain name and number from the list. |
| Area | Enter the area number, select or search for the area name and number from the list. |
| Region | Enter the region number, select or search for the region name and number from the list. |
| District | Enter the district number, select or search for the district name and number from the list. |
| Location | Enter the location number, select or search for the location name and number from the list. |

***Figure 1–15 Search Section in Advanced Search Mode***

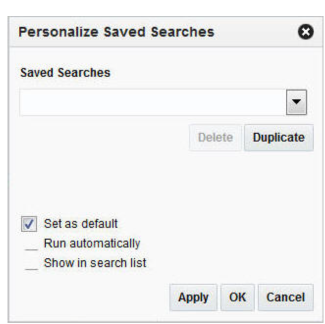



2. You can also click the **Saved Search** drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too. You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears. For more information on the Personalize Saved Searches, see the section Personalize Saved Search.
3. Click **Search**. The deals that match the search criteria are displayed in the Results section.
4. Click the **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears. For information on the Create Saved Search window, see the section Create Saved Search.
5. Click **Done** to close the window.

## Personalize Saved Search

Select Personalize from the **Saved Search** list to view the personalized saved search. The Personalize Saved Searches pop up allows you to edit, copy, or delete Saved Searches.

***Figure 1–16 Personalize Saved Searches Window***



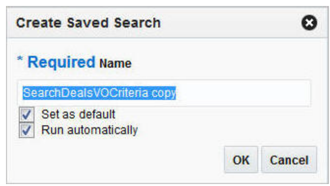
## Create Saved Search

You can create a Saved Search by selecting the **Save** button in the Search Criteria panel after you have entered the criteria for your search. The **Save** button will call up the Create Saved Search window where the search is given a name and the user determines whether it should be the default search as well as whether it should be run automatically.

To view the created saved search:

1. Click the **Save..** button. The Create Saved Search window appears.

***Figure 1–17 Create Saved Search Window***




2. Enter the name of the search.
3. You can also choose to save the combination of the search criteria by selecting the following check boxes:
   - Set as default
   - Run automatically

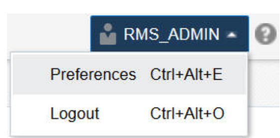
# Viewing all the Sections Within a Window

You can view all the sections in the Deal window by clicking the Expand icon. You can shrink all the sections in the Deal window by clicking the Shrink icon.

# Logging Out of the Application

Use the **User** list menu, which is to the top left of the Oracle Merchandising window, to log out of the application.

***Figure 1–18 Logging Out of the Application***



# 2
# Foundation Data

The following information describes the foundation data within RMS.

## Organizational Hierarchy Overview

The organizational hierarchy allows you to create the relationships that are necessary in order to support the operational structure of a company. You can create a preferred organizational structure to support consolidated reporting at various levels of the company. Also, you can assign responsibility for any level of the hierarchy to a person or persons in order to satisfy internal reporting requirements.

The following default organizational levels are used within RMS:

**Company:** The highest default organizational and merchandise unit defined in RMS. Only one company can be defined.

**Chain:** The first level below the company level in the organizational hierarchy. The definition of a chain is based on the needs of the company, but a chain can be used to group various store formats, concepts, and geographical locations within the organization.

**Area:** The second level below the company level in the organizational hierarchy. The definition of an area is based on the needs of the company, but an area is used typically to define a geographical group within the organization. An area can belong to only one chain.

**Region:** The third level below the company level in the organizational hierarchy. The definition of a region is based on the needs of the company, but a region can be used to group geographical locations within the organization. A region can belong to only one area.

**District:** The fourth level below the company level in the organizational hierarchy. The definition of a district is based on the needs of the company, but a district is used typically to group geographical locations within the organization. A district can belong to only one region.

**Channel:** A channel grouping mechanism for a multi-channel environment. You can associate a channel with a location when you create or edit a store or virtual warehouse.

## Organizational Hierarchy Window

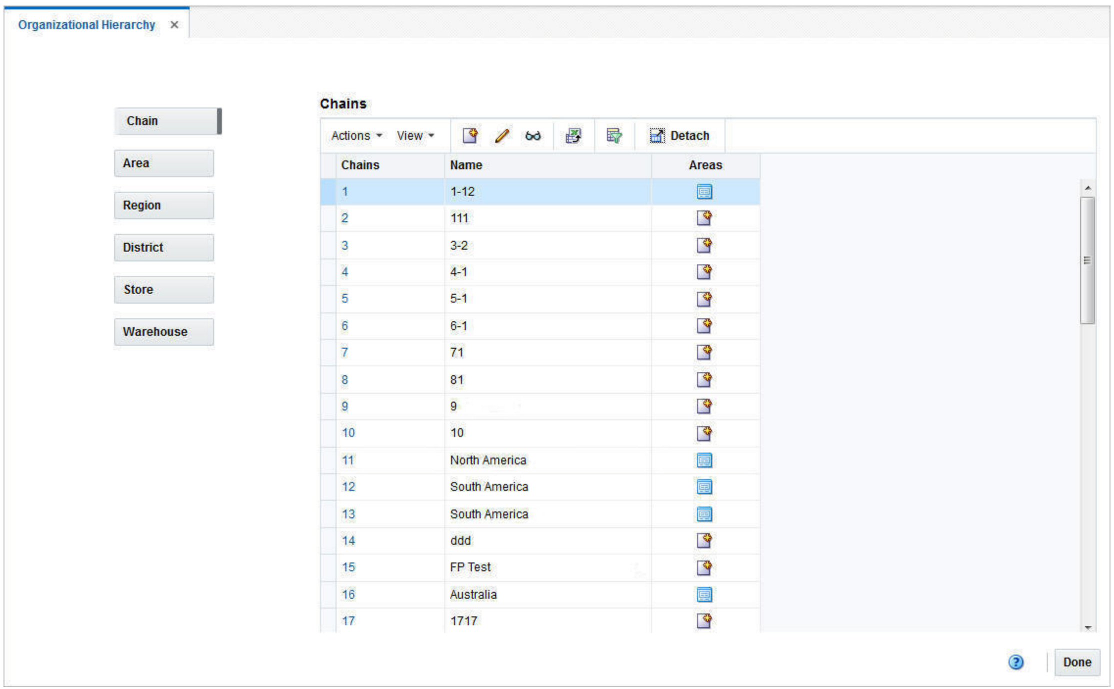
The Organizational Hierarchy window allows you to create, edit and view the organizational hierarchy of the company.

To access the Organizational Hierarchy window from the Task menu, select **Foundation Data > Locations > Organizational Hierarchy**.

The Organizational Hierarchy window contains the following sections.

- Hierarchy Structure
- Hierarchy Table
- Hierarchy Toolbar

***Figure 2–1 Organizational Hierarchy Window***




## Hierarchy Structure

The Organizational Hierarchy structure on the left side of the window contains the following buttons.

***Table 2–1 Hierarchy Structure - Buttons and Description***

| Buttons | Description |
|---|---|
| **Chain** | Displays the available chains in the table. |
| **Area** | Displays the available areas in the table. |
| **Region** | Displays the available regions in the table. |
| **District** | Displays the available districts in the table. |
| **Store** | Displays the available stores in the table. |
| **Warehouse** | Displays the available warehouse in the table. |

## Hierarchy Table

The Hierarchy table displays the available entries of the selected hierarchy level. For example, if you select the **Chain** button, all available chains are displayed in this table.

The table displays the following columns by default.

- Hierarchy ID, depending on the selected hierarchy button.
- Name of the hierarchy level, for example, the name of the chain.
- Next hierarchy level, for example, Area.

  This column contains either the Create or the Details icon.

  If the next level has been created, the Detail icon is displayed. Use the icon to maintain or view the details of the next level.

  If the next level has not been created, the Create icon is displayed. Use the icon to create the next level.

  This column is not available for stores and warehouses.

### Hierarchy Table - Actions Menu and Icons

Use the Actions menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–2 Hierarchy Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create a new hierarchy level by selecting **Actions** > **Create** or by using the Create icon.<br>For more information about how to create the individual hierarchy levels, see the following sections:<br>▪ Creating a Chain<br>▪ Creating an Area<br>▪ Creating a Region<br>▪ Creating a District<br>▪ Creating a Store<br>▪ Creating a Warehouse |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected hierarchy level.<br>▪ Editing Chains<br>▪ Editing Areas<br>▪ Editing Regions<br>▪ Editing Districts<br>▪ Editing Stores<br>▪ Editing Warehouses |
| View and View icon | To view a hierarchy level:<br>▪ Select a hierarchy button. For example, select **Chain**.<br>▪ Then select a record in the table.<br>▪ Select **Actions > View** or click the View icon.<br>▪ The window of the selected hierarchy level appears.<br>▪ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Hierarchy Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 2–3 Hierarchy Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Hierarchy Toolbar

The Toolbar contains the following icons and buttons.

***Table 2–4 Toolbar - Icon/Button and Description***

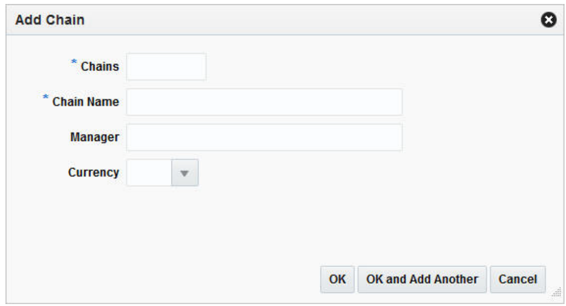
| Icon/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Creating a Chain

To create a chain, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Chain** button. All available chains are displayed in the table.
3. In the table, select **Actions > Create,** or use the Create icon. The Chains window appears.
4. Then select **Actions > Add**, or use the Add icon. The Add Chain window appears.

*Figure 2–2 Add Chain Window*




a. In the **Chains** field, enter a unique number. This field is a required field.

b. In the **Chain Name** field, enter the name of the chain. This field is a required field.

c. In the **Manager** field, enter the name of the manager who is responsible for the chain.

d. In the **Currency** field, enter, select or search for the chain's currency code.

e. Then choose one of the following options.

   – Click **OK** to save the chain and close the window.

   – Click **OK and Add Another** to save the current chain and add additional entries.

   – Click **Cancel** to reject all entries and close the window.

## Editing Chains

To edit a chain, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **Chain** button. The available chains are displayed in the table.
3. Select a record in the table.
4. Then click the chain ID link, or select **Actions > Edit**, or use the Edit icon. The Chains window appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Chain window appears.

   a. The **Chain** field displays the selected chain ID.

   b. Edit the chain name, manager and/or currency, if necessary.

   c. Then choose one of the following options.

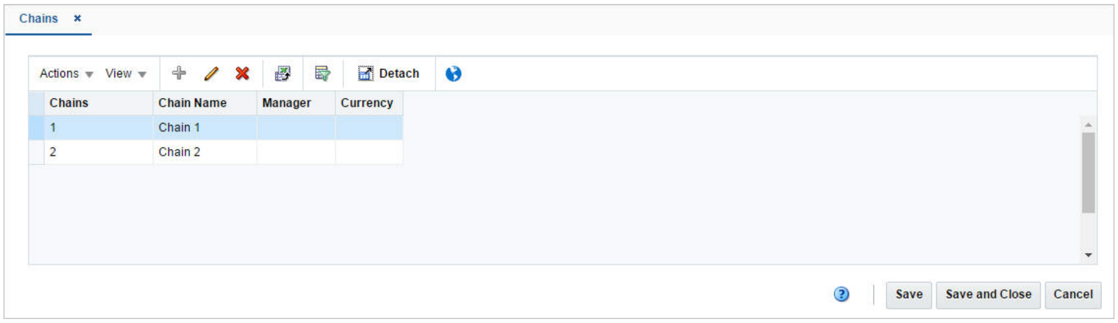
      – Click **OK** to add your to the table and close the window.

      – Click **Cancel** to reject all entries and close the window.

## Chains Window

The Chain window allows you to create, edit, view, and delete a chain in the organizational hierarchy. A chain is below the company and above the area in the organizational hierarchy. You can use the chain level to define a variety of store formats, concepts, or geographical groupings.

***Figure 2–3 Chains Window***




## Chains - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–5 Chains - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new chains by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new chains, see the Creating a Chain section.<br>This function is not available in edit mode. |
| Delete and Delete icon | You can delete chains:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions** > **Edit** or use the Edit icon to edit the selected chain.<br>For more information about how to edit a chain, see the Editing Chains section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions** > **Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions** > **Translate** or by using the Translate icon. |

## Chains - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

*Table 2–6 Chains - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Chains Toolbar

The toolbar contains the following icon and buttons.

*Table 2–7 Chains Toolbar - Icons/Buttons and Description*

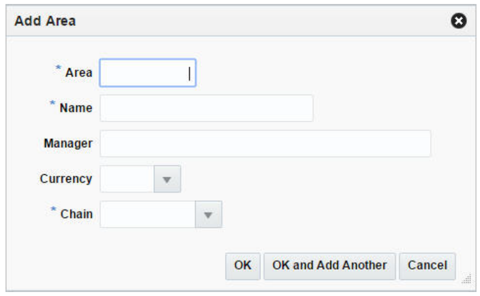
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Creating an Area

To create an Area, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Area** button. All available areas are displayed in the table.
3. In the table, select **Actions > Create**, or use the Create icon. The Areas window appears.
4. Then select **Actions > Add,** or use the Add icon. The Add Area window appears.

*Figure 2–4 Add Area Window*




a. In the **Area** field, enter a unique number. This field is a required field.

b. In the **Name** field, enter the name of the area. This field is a required field.

c. In the **Manager** field, enter the name of the manager who is responsible for the area.

d. In the **Currency** field, enter, select or search for the area's currency code.

e. In the **Chain** field, enter, select or search for the chain ID which is associated with the area. This field is a required field.

f. Then choose one of the following options.

   – Click **OK** to save the area and close the window.

   – Click **OK and Add Another** to save the current area and add additional entries.

   – Click **Cancel** to reject all entries and close the window.

# Editing Areas

To edit an area, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **Area** button. The available areas are displayed in the table.
3. Select a record in the table.
4. Then click the area ID link, or select **Actions > Edit**, or use the Edit icon. The Areas window appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Area window appears.

   a. The **Area** field displays the selected area ID.

   b. Edit the area name, manager, currency and/or chain, if necessary.

   c. Then choose one of the following options.

      – Click **OK** to add your changes to the table and close the window.

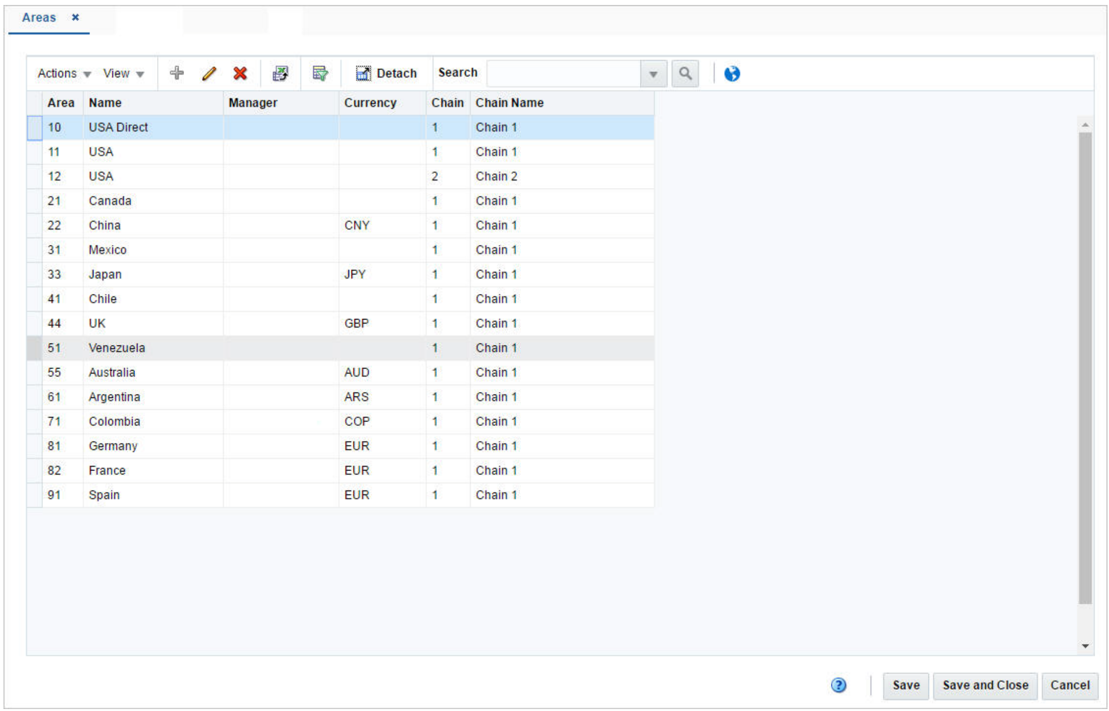
      – Click **Cancel** to reject all entries and close the window.

# Areas Window

The Areas window allows you to create, edit, delete, or view an area in the organizational hierarchy. Area is below chain and above region in the organizational hierarchy. Typically, an area is used to define a geographical grouping within the organization. An area can belong to only one chain within the organizational hierarchy.

You can associate location traits with an area. Location traits that are applied to an area are applied automatically to the regions, districts, and stores within the area.

***Figure 2–5 Areas Window***




## Areas - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–8 Areas - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new areas by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new areas, see the Creating an Area section.<br>This function is not available in edit mode. |

*Table 2–8 (Cont.) Areas - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete areas:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected area.<br>For more information about how to edit an area, see the Editing Areas section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Search and Search icon | You can search for the corresponding chain of an area:<br>■ Enter, select or search for the chain ID.<br>■ Press **Enter** or click the Search icon.<br>■ The search results are displayed in the table. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Areas - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu and icons, see Table 2–6, " Chains - View Menu/Icons and Description".

## Areas Toolbar

The toolbar contains the following icon and buttons.

*Table 2–9 Areas Toolbar - Icons/Buttons and Description*

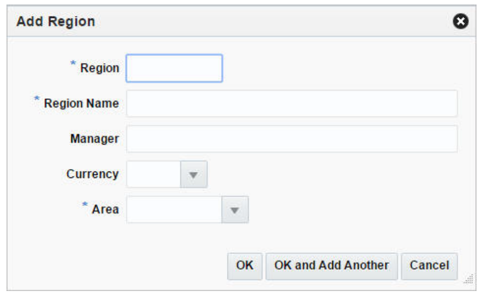
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Creating a Region

To create a region, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Region** button. All available regions are displayed in the table.
3. In the table, select **Actions > Create**. The Regions window appears.
4. Then select **Actions > Add,** or use the Add icon. The Add Region window appears.

***Figure 2–6 Add Region Window***




   a. In the **Region** field, enter a unique number. This field is a required field.
   b. In the **Region Name** field, enter the name of the region. This field is a required field.
   c. In the **Manager** field, enter the name of the manager who is responsible for the region.
   d. In the **Currency** field, enter, select or search for the region's currency code.
   e. In the **Area** field, enter, select or search for the area ID which is associated with the region. This field is a required field.
   f. Then choose one of the following options.
      – Click **OK** to save the region and close the window.
      – Click **OK and Add Another** to save the current region and add additional entries.
      – Click **Cancel** to reject all entries and close the window.

## Editing Regions

To edit a region, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **Region** button. The available regions are displayed in the table.
3. Select a record in the table.
4. Then click the region ID link, or select **Actions > Edit**, or use the Edit icon. The Regions window appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit Region window appears.
   a. The **Region** field displays the selected region ID.

**b.** Edit the region name, manager, currency and/or area, if necessary.

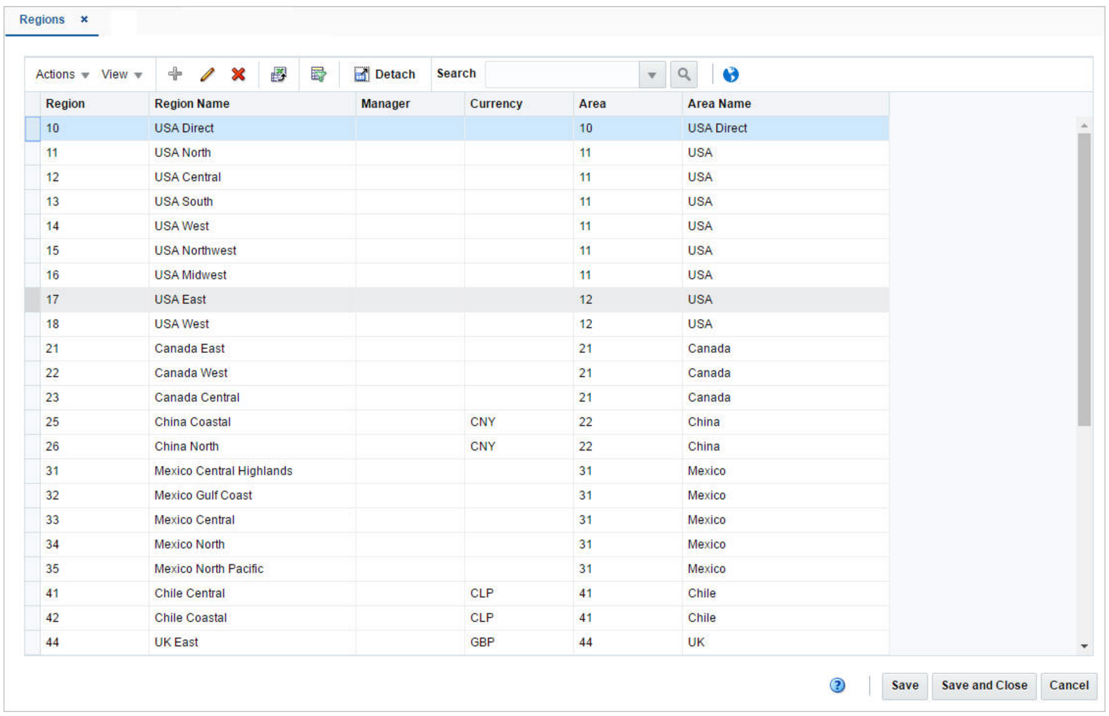
**c.** Then choose one of the following options.

- Click **OK** to add your changes to the table and close the window.
- Click **Cancel** to reject all entries and close the window.

# Regions Window

The Regions window allows you to add, edit, delete, and view a region in the organizational hierarchy. A region is below the area and above the district in the organizational hierarchy. Typically, the region is used to define a geographical grouping within the organization.

***Figure 2–7 Regions Window***




| Region | Region Name | Manager | Currency | Area | Area Name |
|---|---|---|---|---|---|
| 10 | USA Direct | | | 10 | USA Direct |
| 11 | USA North | | | 11 | USA |
| 12 | USA Central | | | 11 | USA |
| 13 | USA South | | | 11 | USA |
| 14 | USA West | | | 11 | USA |
| 15 | USA Northwest | | | 11 | USA |
| 16 | USA Midwest | | | 11 | USA |
| 17 | USA East | | | 12 | USA |
| 18 | USA West | | | 12 | USA |
| 21 | Canada East | | | 21 | Canada |
| 22 | Canada West | | | 21 | Canada |
| 23 | Canada Central | | | 21 | Canada |
| 25 | China Coastal | | CNY | 22 | China |
| 26 | China North | | CNY | 22 | China |
| 31 | Mexico Central Highlands | | | 31 | Mexico |
| 32 | Mexico Gulf Coast | | | 31 | Mexico |
| 33 | Mexico Central | | | 31 | Mexico |
| 34 | Mexico North | | | 31 | Mexico |
| 35 | Mexico North Pacific | | | 31 | Mexico |
| 41 | Chile Central | | CLP | 41 | Chile |
| 42 | Chile Coastal | | CLP | 41 | Chile |
| 44 | UK East | | GBP | 44 | UK |

## Regions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–10 Regions - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new region by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new region, see the Creating a Region section.<br>This function is not available in edit mode. |

*Table 2–10 (Cont.) Regions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete regions:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected region.<br>For more information about how to edit a region, see the Editing Regions section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Search and Search icon | You can search for the corresponding area of a region:<br>■ Enter, select or search for the regions belonging to the entered area ID.<br>■ Press **Enter** or click the Search icon.<br>■ The search results are displayed in the table. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Regions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu and icons, see Table 2–6, " Chains - View Menu/Icons and Description".

## Regions Toolbar

The toolbar contains the following icon and buttons.

*Table 2–11 Regions Toolbar - Icons/Buttons and Description*

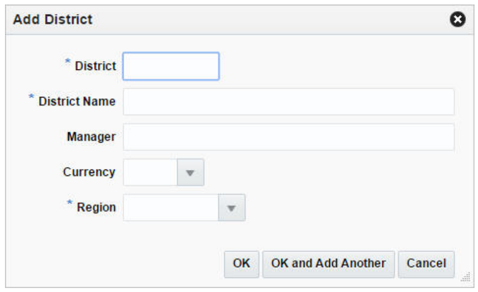
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Creating a District

To create a district, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **District** button. All available districts are displayed in the table.
3. In the table, select **Actions > Create**. The Districts window appears.
4. Then select **Actions > Add,** or use the Add icon. The Add District window appears.

***Figure 2–8 Add District Window***




   a. In the **District** field, enter a unique number. This field is a required field.
   b. In the **District Name** field, enter the name of the district. This field is a required field.
   c. In the **Manager** field, enter the name of the manager who is responsible for the district.
   d. In the **Currency** field, enter, select or search for the district's currency code.
   e. In the **Region** field, enter, select or search for the region ID which is associated with the district. This field is a required field.
   f. Then choose one of the following options.
      – Click **OK** to save the district and close the window.
      – Click **OK and Add Another** to save the current district and add additional entries.
      – Click **Cancel** to reject all entries and close the window.

## Editing Districts

To edit a district follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **District** button. The available districts are displayed in the table.
3. Select a record in the table.
4. Then click the district ID link, or select **Actions > Edit**, or use the Edit icon. The Districts window appears.
5. Select a record in the table.
6. Select **Actions > Edit**, or use the Edit icon. The Edit District window appears.
   a. The **District** field displays the selected region ID.

**b.** Edit the district name, manager, currency and/or region, if necessary.

**c.** Then choose one of the following options.

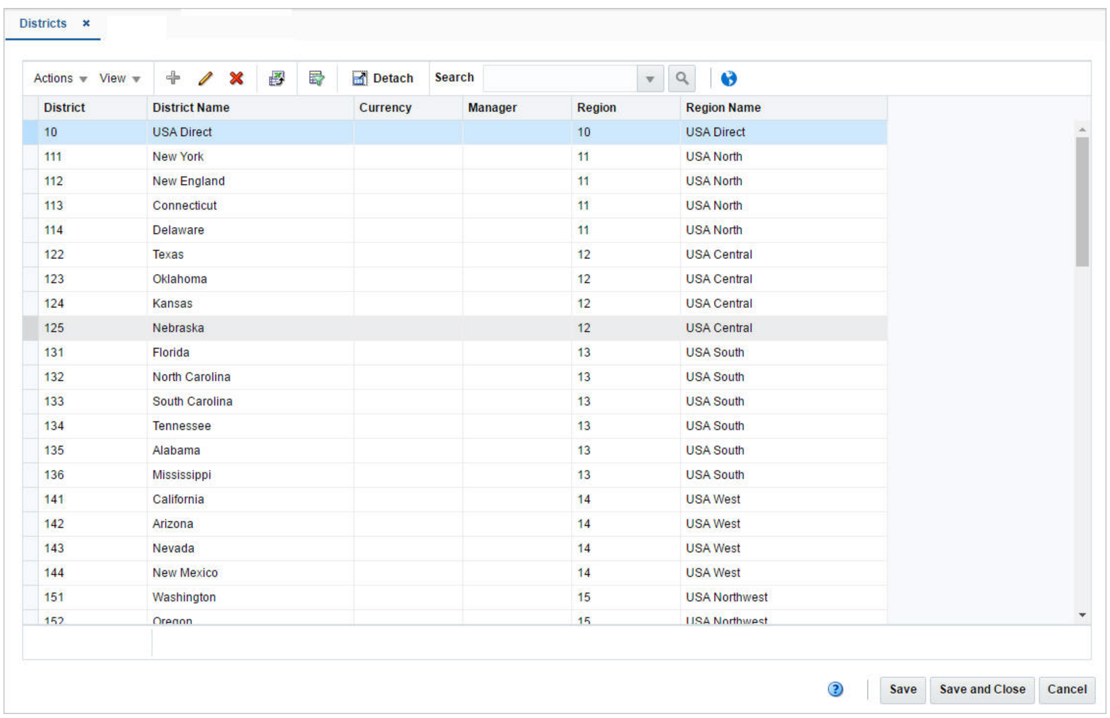
– Click **OK** to add your changes to the table and close the window.

– Click **Cancel** to reject all entries and close the window.

# Districts Window

The Districts window allows you to add, edit, delete, and view a district in the organizational hierarchy. A district is below the region and above the store in the organizational hierarchy. Typically, the district is used to define a geographical grouping within the organization.

***Figure 2–9 Districts Window***




## Districts - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–12 Districts - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new district by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new district, see the Creating a District section.<br>This function is not available in edit mode. |

*Table 2–12 (Cont.) Districts - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete districts:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected district.<br>For more information about how to edit a district, see the Editing Districts section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Search and Search icon | You can search for the districts belonging to the entered region:<br>■ Enter, select or search for the region ID.<br>■ Press **Enter** or click the Search icon.<br>■ The search results are displayed in the table. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Districts - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu and icons, see Table 2–6, " Chains - View Menu/Icons and Description".

## Districts Toolbar

The toolbar contains the following icon and buttons.

*Table 2–13 Districts Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Creating a Store

To create a store, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store** button. All available stores are displayed in the table.
3. In the table, select **Actions > Create**, or use the Create icon. The Store window appears.
4. Enter the necessary information for the store. For more information about the available fields in the Store window, see the Store Window section.

## Editing Stores

To edit a store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **Store** button. The available regions are displayed in the table.
3. Select a record in the table.
4. Then click the store ID link, or select **Actions > Edit**, or use the Edit icon. The Store window appears.
5. Edit the fields, if necessary. For more information about the available fields in the Store window, see the Store Window section.

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**Note:** You cannot edit the **Company Store ID**, **Currency**, **Org Unit** and **Transfer Entry**. Additionally you cannot select or deselect the **Stockholding** checkbox in edit mode.

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## Store Window

The Store window allows you to create, edit, delete, and view a store in the organizational hierarchy. The store is the lowest level of the organizational hierarchy. The store may be defined as the selling entity. The store is crucial because it is the level at which business transactions are processed. A store can belong to only one district within the organizational hierarchy.

You can navigate to other windows in order to set up attributes, the square area of the store's departments, location traits, associations with competitors' stores, activity and delivery schedules, and geocodes.

***Figure 2–10 Store Window***

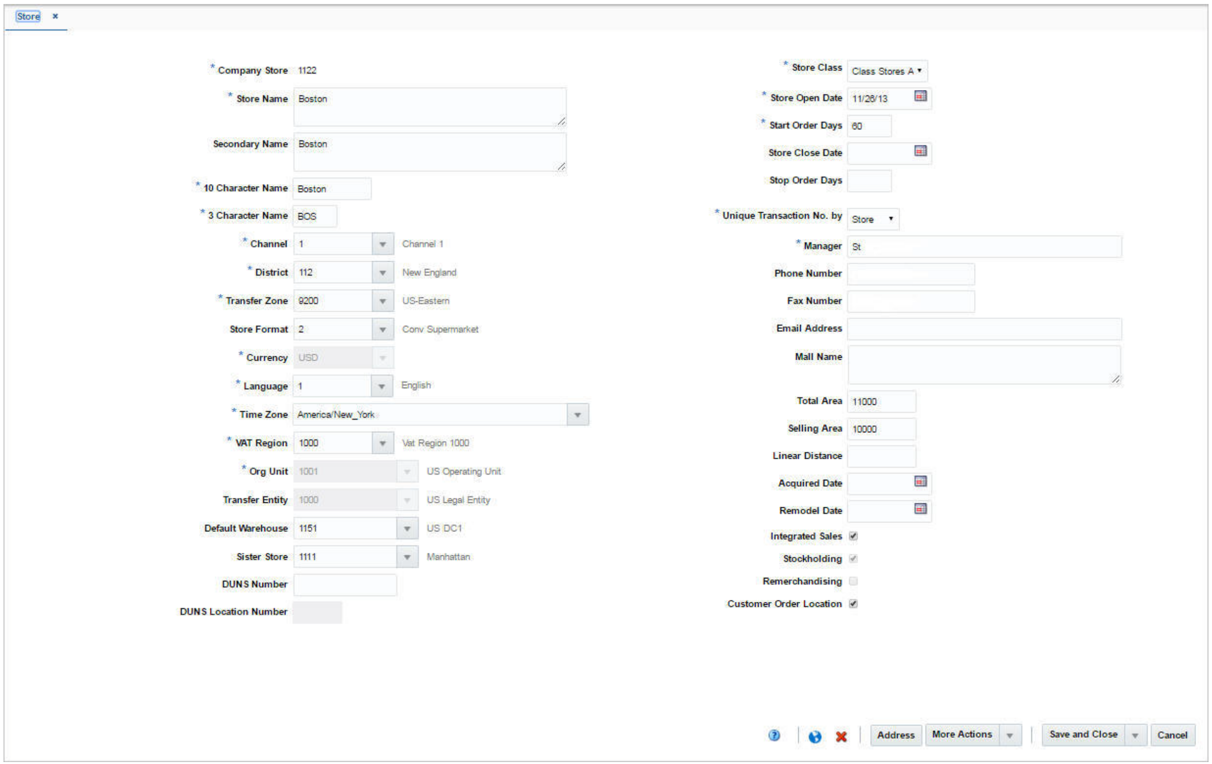



***Table 2–14 Store Window - Fields and Description***

| Fields | Description |
|---|---|
| **Store** | Select the store type from the list. Possible store types are:<br>■ Company<br>■ Franchise<br>The Store field next to the store type enables.<br>Enter a unique ID for the store.<br>This field is a required field. |
| **Store Name** | Enter a unique description for the store.<br>This field is a required field. |
| **Secondary Name** | Enter the secondary name for the store. |
| **10 Character Name** | Enter up to 10 character abbreviation for the store.<br>This field is a required field. |
| **3 Character Name** | Enter up to 3 character abbreviation for the store.<br>This field is a required field. |
| **Channel** | Enter, select or search for the channel of business to which the store belongs.<br>This field is a required field. |
| **District** | Enter, select or search for the district ID.<br>This field is a required field. |
| **Transfer Zone** | Enter, select or search for the transfer zone.<br>This field is a required field. |

*Table 2–14 (Cont.) Store Window - Fields and Description*

| Fields | Description |
|---|---|
| **Store Format** | Enter, select or search for the store format ID. For example, select Mall. |
| **Currency** | Enter, select or search for the currency code.<br>This field is a required field. |
| **Language** | Enter, select or search for the language code for the store.<br>This field is a required field. |
| **Time Zone** | Enter, select or search for the time zone of the store.<br>This field is a required field. |
| **VAT Region** | Enter, select or search for the VAT region code for the store.<br>This field is a required field. |
| **Org Unit** | Enter, select or search for the organizational unit ID.<br>This field is available if Oracle Financials is integrated.<br>This field is a required field, if available. |
| **Transfer Entity** | Enter, select or search for the transfer entity ID. |
| **Default Warehouse** | Enter, select or search for the default warehouse of the store.<br>This field is only enabled, if you have specified a channel ID.<br>For Franchise stores, this field is a required field. |
| **Sister Store** | Enter, select or search for the store number. This field is used to copy the store's history when defining allocations for new stores. |
| **DUNS Number** | Enter the Dun & Bradstreet Data Universal Numbering System (DUNS) number.<br>The DUNS number is a nine digit code that identifies your store. |
| **DUNS Location Number** | Enter the DUNS location number.<br>The DUNS location number is a four digit code that identifies the locations of your store.<br>This field is only enabled, if you have entered the DUNS number for your store. |
| **Store Class** | The Store Class field is disabled, if you selected the store type Company.<br>The Store Class field is defaulted to Class X if you selected the store type Franchise.<br>Select the Store Class from the list. A store is grouped under the class based on the sale or the location. |
| **Store Open Date** | Enter the date when the store opens or use the Calendar icon to select a date.<br>This field is a required field. |
| **Start Order Days** | Enter the number of days before the store opens to start ordering merchandise. |
| **Store Close Date** | Enter the date when the store closes or use the Calendar icon to select a date. |
| **Stop Order Days** | Enter the number of days before the store closes to stop ordering merchandise. |

*Table 2–14 (Cont.) Store Window - Fields and Description*

| Fields | Description |
|---|---|
| **Unique Transaction No. by** | Select the store or register for the Unique Transaction Number By from the list.<br>This field indicates if the transaction number in the store is generated uniquely across store or at each register.<br>This field is a required field. |
| **Manager** | Enter the name of the store manager. |
| **Phone Number** | Enter the phone number. |
| **Fax Number** | Enter the fax number. |
| **Email Address** | Enter the email address. |
| **Mall Name** | Enter the mall name, if necessary. |
| **Total Area** | Enter the total space of the store. |
| **Selling Area** | Enter the selling space available at the store. |
| **Linear Distance** | Enter the shelving space available at the store. |
| **Acquired Date** | Enter the date when the store has been acquired or use the Calendar icon to select a date. |
| **Remodel Date** | Enter the date when the store has been remodeled or use the Calendar icon to select a date. |
| **Integrated Sales** checkbox | The **Integrated Sales** checkbox is selected by default.<br>You cannot load the sales for that store in ReSa, if the Integrated Sales option is not selected. |
| **Stockholding** checkbox | If the store is intended to be stockholding, this option must be selected.<br>The Stockholding option is selected by default. |
| **Remerchandising** checkbox | Select the **Remerchandising** checkbox, if the store is undergoing a significant remerchandising effort as an indicator to Advanced Inventory Planning (AIP) application. |
| **Customer Order Location** checkbox | This option is available if the store type is Company and also for stock holding Franchise Stores. If the option is enabled, the store can be used to source or fulfill customer orders. |
| **Customer** | Only enabled, if the store type Franchise has been selected.<br>Enter, select or search for the customer the franchise store belongs to. |

## Like Store

The Like Store section of the Store window allows you to create a store with the same assortment of items as another store. Also, you can choose to copy replenishment information, delivery schedules, and dates when closed as well as items on clearance from the existing store to the new store.

1. In the Store window, expand the Like Store section.
2. In the **Like Store** field, enter, select or search for the desired store ID.
3. In the Information to Copy section, select the desired checkboxes to copy the following information from the selected store:
   - Select the **Replenishment Information** to copy the replenishment information.

- Select **Delivery Schedule** to copy delivery schedules.
- Select **Activity Schedule** to copy dates when the store is closed.
- Select **Clearance Items** to copy items on clearance to the new store.

## Add a Zoning Location to a Store

In the Zoning Location section of the Store window you can associate a store with a retail price and a cost location. To add this information follow the steps below.

1. In the Store window, expand the Zoning Location section.
2. In the **Pricing Store** field, enter, select or search for the pricing store ID.
3. In the **Cost Location** field, select the location type from the list.
4. The field next to the location type enables. Enter, select or search for the cost location ID.

## Store Toolbar

The toolbar contains the following icon and buttons.

***Table 2–15 Store Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |
| Delete icon | To delete a store:<br>■ Click the Delete icon.<br>■ You are prompted, if you want to delete the store. Select **Yes** to confirm the prompt.<br>■ The store is deleted. |
| **Address** | Opens the Address window.<br>For more information about how to add an address to a warehouse, see the Addresses Window section. |

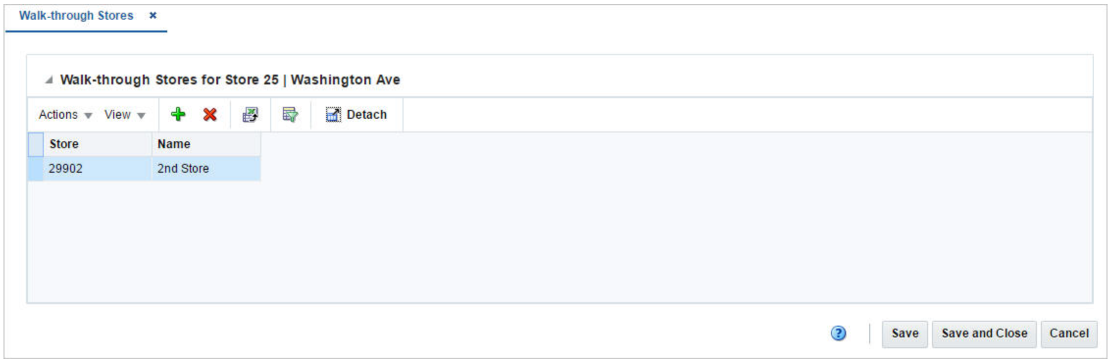
*Table 2–15 (Cont.) Store Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Store window.<br>■ **Location Traits**<br>Opens the Location Traits window.<br>For more information about this function, see the Store Location Traits Window section.<br>■ **Delivery Schedules**<br>Opens the Location Delivery Schedules window.<br>For more information about this function, see the Location Delivery Schedules Window section.<br>■ **Walk Through**<br>Opens the Walk-through window.<br>For more information about this function, see the Walk-through Stores Window section.<br>■ **Other Attributes**<br>Select an attribute. The corresponding attribute window appears.<br>For more information about this option, see the Application Administration chapter, section "Custom Flex Attributes Display". |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a store. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Walk-through Stores Window

The Walk-through Stores window allows you to define several stores in one location. Each store may operate as a separate entity, however the stores are located in the same physical location. You can associate multiple stores as walk through locations. Walk-through stores can be uploaded into the system, or you can add walk through locations to a store. You must set up the stores and then associate one with another.

***Figure 2–11 Walk-through Stores Window***




## Walk-through Stores - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–16 Walk-through Stores Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add walk-through stores to a store by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add walk-through stores, see the Adding a Walk-Through Store section. |
| Delete and Delete icon | You can delete a walk-through store from a store.<br>■ Select a record in the table.<br>■ Then select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions** > **Export to Excel** or by using the Export to Excel icon. |

## Walk-through Stores - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

***Table 2–17 Walk-through Stores Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 2–17 (Cont.) Walk-through Stores Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Walk-through Stores Toolbar

The toolbar contains the following icons and buttons.

*Table 2–18 Walk-through Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding a Walk-Through Store

To add walk through stores to a store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store window appears.
4. In the Store window, select **More Actions > Walk Through**. The Walk-through Stores window appears.
5. Then select **Actions > Add** or use the Add icon. The Add Walk-through Stores window appears.
6. In the **Store** field, enter the store ID.
7. In the **Name** field, enter the store name.
8. Then choose one of the following options.
   - Click **OK** to save the current store as walk-through store and close the window.
   - Click **OK and Add Another** to save the current store and add additional entries.
   - Click **Cancel** to reject all entries and close the window.
9. In the Walk-through Stores window, choose one of the following options.
   - Click **Save** to save your changes.

- Click **Save and Close** to save your changes and close the window.
- Click **Cancel** to reject all entries and close the window.

## Creating a Warehouse

To create a warehouse, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. All available warehouses are displayed in the table.
3. In the table, select **Actions > Create**. The Warehouse window appears.
4. Enter all the necessary information. For more information about the available fields in the Warehouse window, see the Warehouse Window section.

## Editing Warehouses

To edit a warehouse, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy.** The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Then click the warehouse ID link, or select **Actions > Edit**, or use the Edit icon. The Warehouse window appears.
5. Edit the fields, if necessary. For more information about the fields in the Warehouse window, see the Warehouse Window section.

> **Note:** You cannot edit the **Warehouse ID**, **Currency**, and **Primary Virtual Warehouse** fields.

## Warehouse Window

The Warehouse window allows you to create, edit, delete, and view a warehouse. The warehouse is the entity within RMS that defines the physical storage, cross-dock, or distribution facility in an organization. The warehouse has all of the transaction capability of the store, except for sales and price changes. You can specify at which organizational level a warehouse is reported.

You also have the option to designate a warehouse as a redistribution warehouse. A redistribution warehouse does not actually hold stock and cannot be used as a distribution center. With the existence of a redistribution warehouse, you can create purchase orders before the distribution center is known. Orders must be redistributed to actual warehouses or stores when the locations become known and before the merchandise is shipped.

You can access additional windows in order to set up attributes, activity schedules, and delivery schedules.

*Figure 2–12 Warehouse Window*

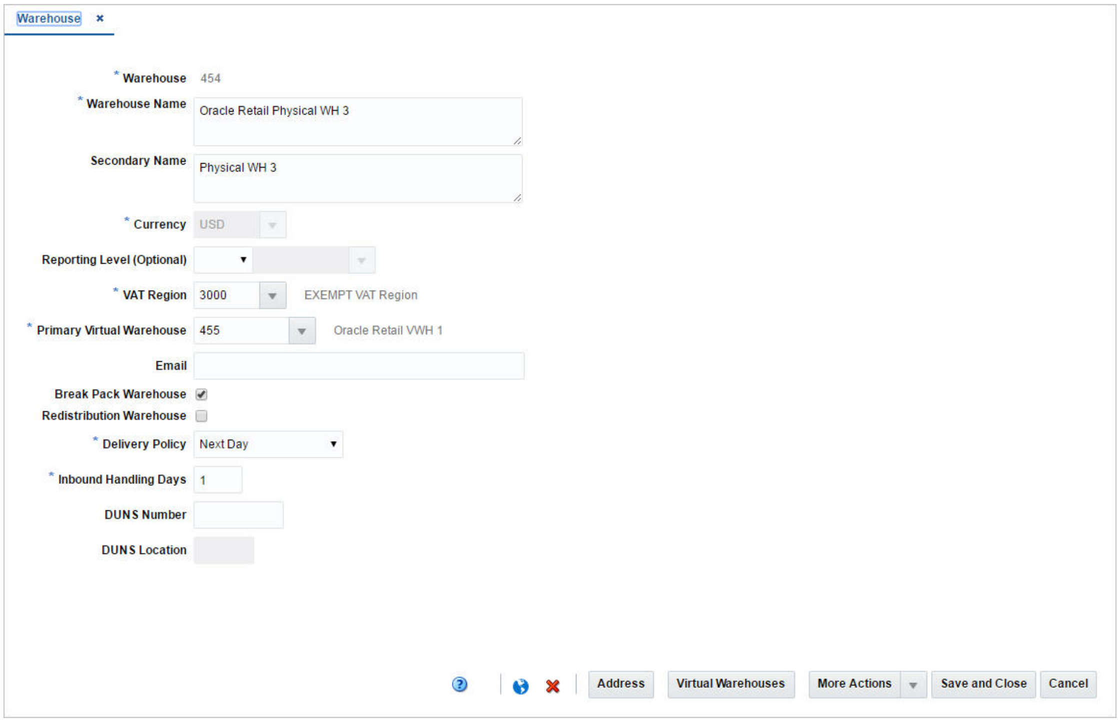



*Table 2–19 Warehouse Window - Fields and Description*

| Fields | Description |
|---|---|
| **Warehouse** | Enter a unique ID for the warehouse.<br>This field is a required field. |
| **Warehouse Name** | Enter a unique description for the warehouse.<br>This field is a required field. |
| **Secondary Name** | Enter the secondary name for the warehouse. |
| **Currency** | Enter, select or search for the currency code.<br>This field is a required field. |
| **Reporting Level (Optional)** | Select a reporting level from the list. |
| **VAT Region** | Enter, select or search for a VAT region for the warehouse.<br>This field is a required field. |
| **Primary Virtual Warehouse** | This field is enabled when at least one virtual warehouse is created.<br>Enter, select or search for the primary virtual warehouse. |
| **Email** | Enter an email address for the warehouse. |
| **Break Pack Warehouse** checkbox | Select the checkbox to indicate that the warehouse is capable of distributing less that the supplier case quantity. |
| **Redistribution Warehouse** checkbox | Select the checkbox to indicate that the warehouse distributes to other warehouses. |
| **Delivery Policy** | Select a delivery policy from the list. |

*Table 2–19 (Cont.) Warehouse Window - Fields and Description*

| Fields | Description |
|---|---|
| **Inbound Handling Days** | Enter the number of days that the warehouse requires to receive any item and move the item to the shelf, so that it is ready to be picked.<br>Next Day indicates that the if a location is closed, the warehouse will deliver on the next day.<br>Next Valid Delivery Day indicates that the warehouse will wait until the next scheduled delivery day before delivering the item. |
| **DUNS Number** | Enter the Dun & Bradstreet Data Universal Numbering System (DUNS) number.<br>The DUNS number is a nine digit code that identifies your store. |
| **DUNS Location Number** | Enter the DUNS location number.<br>The DUNS location number is a four digit code that identifies the locations of your store.<br>This field is only enabled, if have entered the DUNS number for your store. |
| Zoning Location section:<br>This section is only available, when you create a new warehouse | |
| **Cost Location** | Select a cost location type from the list. The location ID field enables, enter, select or search for the location. |

## Warehouse Toolbar

The toolbar contains the following icons and buttons.

*Table 2–20 Warehouse Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |
| Delete icon | To delete a warehouse:<br>■ Click the Delete icon.<br>■ You are prompted, if you want to delete the warehouse. Select **Yes** to confirm the prompt.<br>■ The warehouse is deleted. |
| **Address** | Opens the Address window.<br>For more information about how to add an address to a warehouse, see the Addresses Window section. |
| **Virtual Warehouses** | Opens the Virtual Warehouses window.<br>For more information about how to create a virtual warehouse, see the Virtual Warehouses Window section. |

*Table 2–20 (Cont.) Warehouse Toolbar - Icons/Buttons and Description*

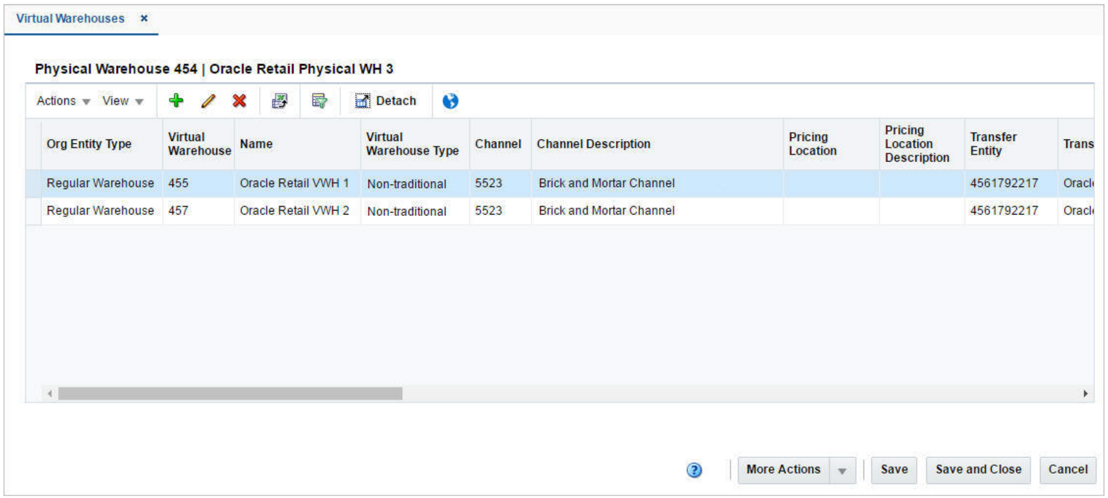
| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Warehouse window.<br>■ **Delivery Schedule**<br>Opens the Location Delivery Schedule window.<br>For more information about this function, see the Location Delivery Schedules Window section.<br>■ Other Attributes<br>Select an attribute from the Other Attributes Menu. The Attribute window appears.<br>For more information about this option, see the Application Administration chapter, section "Custom Flex Attributes Display". |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a warehouse. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Virtual Warehouses Window

The Virtual Warehouse window allows you to divide a physical warehouse into one or more virtual warehouses. Virtual warehouses are used in a multi-channel environment to track ownership of inventory by channel. You associate each virtual warehouse with a channel. If the virtual warehouse contains a finishing location, you can indicate an additional virtual warehouse within the channel.

Virtual warehouses are considered stockholding locations, while the physical warehouse is considered a non-stockholding location.

*Figure 2–13 Virtual Warehouses Window*




## Virtual Warehouses - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–21 Virtual Warehouses - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a virtual warehouse to a physical one by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add a virtual warehouse, see the Adding Virtual Warehouses section. |
| Edit and Edit icon | You can edit a virtual warehouse by selecting Actions > Edit or by using the Edit icon.<br><br>For more information about how to edit a virtual warehouse, see the Editing Virtual Warehouses section. |
| Delete and Delete icon | You can delete a virtual warehouse:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Virtual Warehouses - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–22 Virtual Warehouses - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Virtual Warehouse Toolbar

The toolbar contains the following icons and buttons.

*Table 2–23 Virtual Warehouse Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Virtual Warehouse window.<br>■ **Warehouse Department Parameters**<br>Opens the Warehouse Department Parameters window.<br>For more information about this function, see the Warehouse Department Parameters Window section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

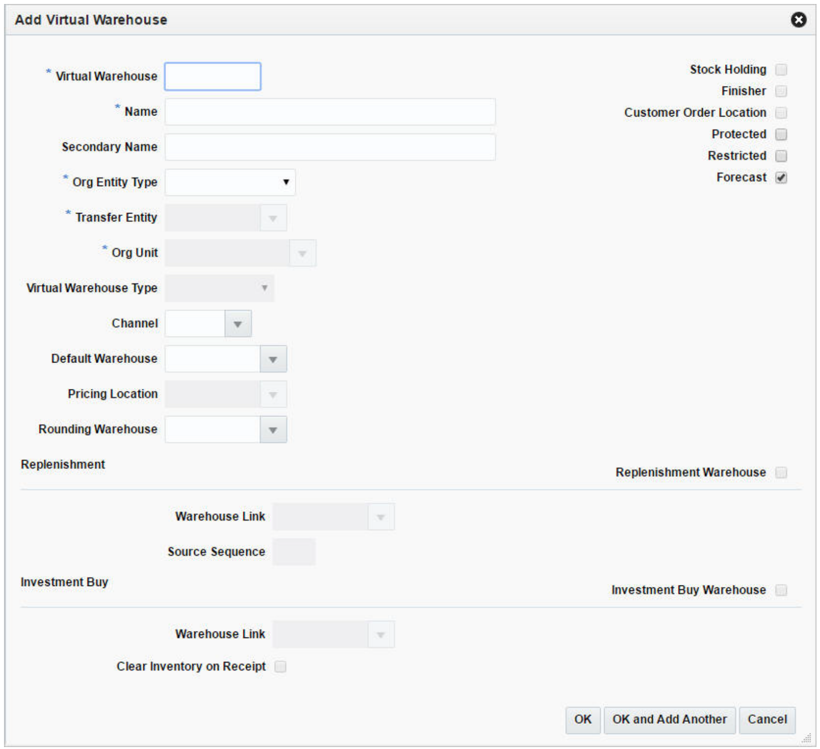
## Adding Virtual Warehouses

To add a virtual warehouse to a physical warehouse, follow the steps below.

1. From the Tasks menu select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Then, select **Actions > Edit** or use the Edit icon. The Warehouse window appears.
5. Click the **Virtual Warehouse** button. The Virtual Warehouses Window appears.

6. Select **Actions > Add** or use the Add icon. The Add Virtual Warehouse window appears.

***Figure 2–14 Add Virtual Warehouse Window***




a. In the **Virtual Warehouse** field, enter a unique warehouse ID. This field is a required field.

b. In the **Name** field, enter the name of the warehouse. This field is a required field.

c. In the **Secondary Name** field, enter the secondary name for the warehouse.

d. In the **Org Entity Type** field, select the org entity type from the list. This field is a required field.

e. In the **Transfer Entity** field, enter, select or search for the transfer entity. This field is a required field.

f. In the **Org Unit** field, enter, select or search for the org unit. This field is a required field.

g. In the **Virtual Warehouse Type** field, select a warehouse type from the list. This field is a required field.

h. In the **Channel** field, enter, select or search for a channel. This field is a required field.

i. In the **Default Warehouse** field, enter, select or search for the warehouse.

j. In the **Pricing Location** field, enter, select or search for the pricing location ID. This field is a required field.

k. In the **Rounding Warehouse** field, enter select or search for the warehouse.

l. Select the **Stock Holding** checkbox to indicate that the warehouse is a stock holding one.

> **Note:** If you select Regular Warehouse as the Org Entity Type, the **Stock Holding** checkbox is selected and disabled. You cannot deselect this checkbox.

m. Select the **Finisher** checkbox to indicate that the warehouse is a finisher location.

n. Select the **Customer Order Location** checkbox to indicate that the warehouse is a location where the customer places orders.

o. Select the **Protected** checkbox to indicate that the warehouse is affected last in transactions where inventory is removed or affected first in short-shipment type transactions where inventory is being added.

p. Select the **Restricted** checkbox to indicate that the virtual warehouses is restricted from receiving stock during an inbound transaction.

q. Select the **Forecast** checkbox to indicate that the warehouse should be included in forecast calculations.

r. Select the **Replenishment** checkbox to indicate that the virtual warehouse is included in the net inventory calculations for the replenish able warehouse.

s. In the **Warehouse Link** field, enter, select or search for the corresponding link.

t. Then select one of the following options.

   – Click **OK** to add the current warehouse and close the window.

   – Click **OK and Add Another** to add the current warehouse and add additional warehouses.

   – Click **Cancel** to reject all entries and close the window.

## Editing Virtual Warehouses

To edit a virtual warehouse to a physical warehouse, follow the steps below.

1. From the Tasks menu select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse window appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses Window appears.
6. Select a record in the table.
7. Select **Actions > Edit** or use the Edit icon. The Edit Virtual Warehouse window appears.

   a. Edit the fields, if necessary.

   b. Then select one of the following options.

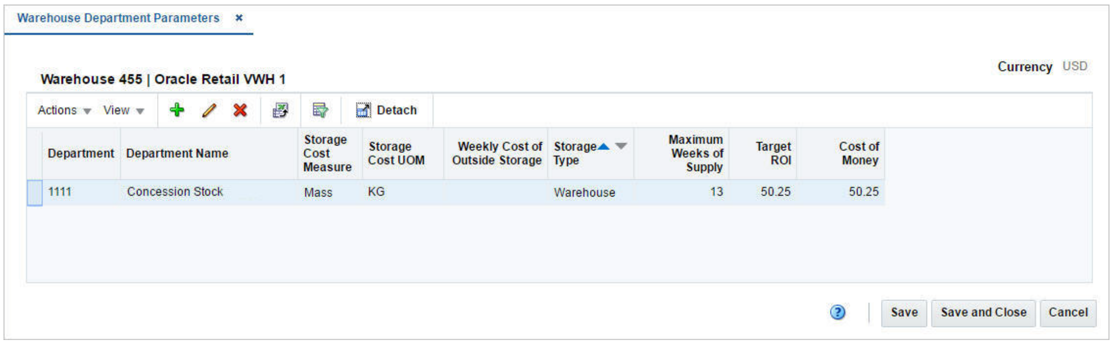
      – Click **OK** to save your changes and close the window.

      – Click **Cancel** to reject all entries and close the window.

# Warehouse Department Parameters Window

The Warehouse Department window allows you to specify investment buy parameters at the warehouse or warehouse/department level. You can set up costs of storage and other parameters for a specific warehouse. Within the warehouse, you can set up several sets of investment buy parameters which are specific for a set of items, such as frozen goods.

***Figure 2–15 Warehouse Department Parameters Window***




## Warehouse Department Parameters - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

***Table 2–24 Warehouse Department Parameters - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add parameters by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add parameters, see the Adding Warehouse Department Parameters section. |
| Edit and Edit icon | You can edit parameters by selecting Actions > Edit or by using the Edit icon.<br>For more information about how to edit parameters, see the Editing Virtual Warehouses section. |
| Delete and Delete icon | You can delete parameters:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Warehouse Department Parameters - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–25 Warehouse Department Parameters - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Warehouse Department Parameters Toolbar

The toolbar contains the following icons and buttons.

*Table 2–26 Warehouse Department Parameters Toolbar - Icons/Buttons and Description*

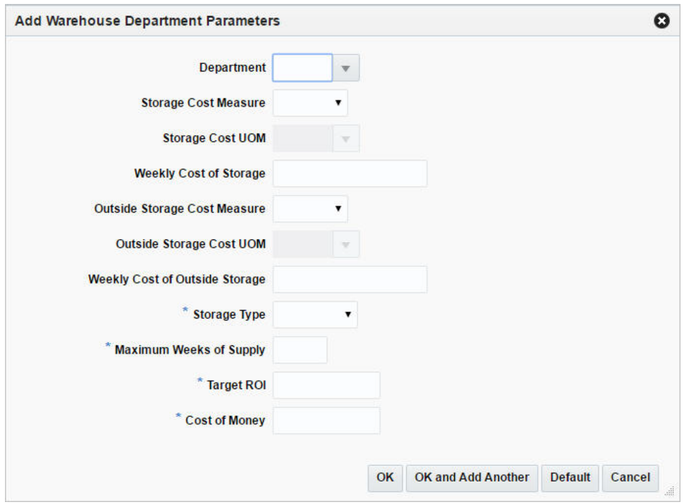
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Warehouse Department Parameters

To add warehouse department parameters, follow the steps below.

1. From the Tasks menu select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse window appears.
5. Click the **Virtual Warehouse** button. The Virtual Warehouses Window appears.
6. Select More **Actions > Warehouse Department Parameters**. The Warehouse Department Parameters window appears.
7. Then, select **Actions > Add** or use the Add icon. The Add Warehouse Department Parameter window appears.

***Figure 2–16 Add Warehouse Department Parameters Window***




a. In the **Department** field, enter, select or search for the department.

b. In the **Storage Cost Measure** field, select the cost measure from the list. The **Storage Cost UOM** field enables.

c. In the **Storage Cost UOM** field, enter, select or search for the unit of measure.

---

**Note:** This field is disabled, if you select Eaches as a storage cost measure.

---

d. In the **Weekly Cost of Storage** field, enter the weekly cost of storage value.

e. In the **Outside Storage Cost Measure** field, select an outside cost measure from the list. The **Outside Storage Cost UOM** field enables.

f. In the **Outside Storage Cost UOM** field, enter, select or search for the unit of measure.

g. In the **Weekly Cost of Outside Storage** field, enter the weekly cost of outside storage value.

h. In the **Storage Type** field, select the type from the list. This field is a required field.

i. In the **Maximum Weeks of Supply** field, enter the number of weeks. This field is a required field.

j. In the **Target ROI** field, enter the target ROI (Return of Investment). This field is a required field.

k. In the **Cost of Money** field, enter the cost.

l. Then choose one of the following options.

   – Click **OK** to save the current parameter and close the window.

   – Click **OK and Add Another** to save the current parameter and add additional entries.

   – Click **Default** to save the current parameter and set it as the default value.

   – Click **Cancel** to reject all entries and close the window.

## Editing Warehouse Department Parameters

To edit warehouse department parameters, follow the steps below.

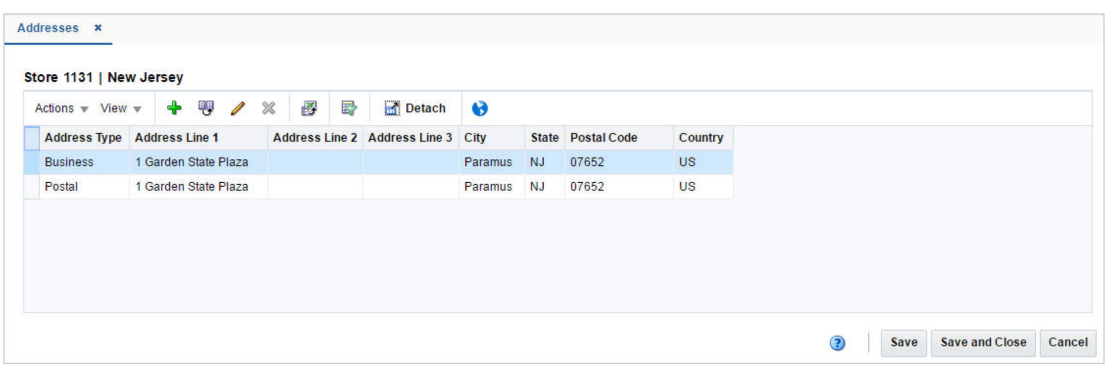
1. From the Tasks menu select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available warehouses are displayed in the table.
3. Select a record in the table.
4. Select **Actions > Edit** or use the Edit icon. The Warehouse window appears.
5. Click the **Virtual Warehouses** button. The Virtual Warehouses Window appears.
6. Select **More Actions > Warehouse Department Parameters**. The Warehouse Department Parameters window appears.

1. Select a record in the table.
2. Select **Actions > Edit** or use the Edit icon. The Edit Warehouse Department Parameter window appears. The parameters of the selected record are shown.
   a. Edit the values, if necessary.
   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the window.
      – Click **Default** to save the current parameter and set it as default value.
      – Click **Cancel** to reject all entries and close the window.

# Addresses Window

The Addresses window allows you to add, add from existing, edit, delete or view multiple addresses and contact information for either stores, warehouses, suppliers, or partners. You can set up multiple addresses per address type. Each location or vendor that is added requires that a mandatory address is added. Once you have entered a mandatory address, you cannot delete it. However, you can edit the mandatory address to maintain the correct address. Address types are defined as mandatory and/or permanent in the database.

***Figure 2–17 Addresses Window***




## Addresses - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 2–27 Addresses - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new addresses by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add addresses, see the Adding an Address section. |
| Add from Existing and Add from Existing icon | You can create a new address from an existing address by selecting **Actions > Add from Existing** or by using the Add from Existing icon.<br>For more information about how to add an address from an existing one, see the Adding an Address from Existing section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected address.<br>For more information about how to edit an address, see the Editing an Address section. |
| Delete and Delete icon | You can delete an address:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Other Attributes | Select an attribute from the Other Attribute Menu. The Attribute window displaying details of the selected attributes, appears.<br>For more information about this option, see the Application Administration chapter, section "Custom Flex Attributes Display". |
| Translate and Translate icon | You can create a translation by selecting **Actions** > **Translate** or by using the Translate icon. |

## Addresses - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–28 Addresses - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 2–28 (Cont.) Addresses - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Addresses Toolbar

The toolbar contains the following icons and buttons.

*Table 2–29 Addresses Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Addresses

To maintain addresses, follow the steps below.

### Maintaining Addresses for a Store

To maintain an address for a store:

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store window appears.
4. Then select More **Actions > Address**. The Addresses window appears.

### Maintaining Addresses for a Warehouse

To maintain an address for a warehouse:

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Warehouse** button. The available stores are displayed in the table.
3. In the Warehouse column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Warehouse window appears.
4. Then select More **Actions > Address**. The Addresses window appears.

### Maintaining an Address for a Supplier

To maintain an address for a supplier:

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier/Supplier Site column, click the supplier/supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier/Supplier Site window appears.
5. Select More **Actions > Address**. The Addresses window appears.

### Maintaining an Address for a Partner

To maintain an address for a partner:

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Partner**. The Partner Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner Site column, click the partner ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner window appears.
5. Select **More Actions > Address**. The Addresses window appears.

### Adding an Address

To add an address in the Addresses window:

1. In the table, select **Actions > Add** or use the Add icon. The Add Address window appears.
2. In the **Address Type** field, select the corresponding type.
3. The **Apply to all Undefined Required Types** checkbox, indicates that the current address information is added to each required address type. This checkbox is selected by default.
4. In the Address information section, enter the following details.
   a. In the **Address** field, enter the full address. This field is a required field.
   b. In the **City** field, enter the city in which the store is located. This field is a required field.
   c. In the **State** field, select a state from the list.
   d. In the **Postal Code** field, enter the postal code of the store.
   e. In the **Country** field, enter, select or search for the country. This field is a required field.
   f. Select the **Primary Address** checkbox to indicate that the current address is a primary address.
5. In the Contact information section, you can enter the following details.
   a. In the **Name** field, enter the name of the contact person associated to the store.
   b. In the **Phone** field, enter the phone number of the contact.
   c. In the **Fax** field, enter the fax number.

d. In the **Pager** field, enter the pager number.

e. In the **Email** field, enter the email address.

6. Then choose one of the following options.
   - Click **OK** to save the current address and close the window.
   - Click **OK and Add Another** to save the current address and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

### Adding an Address from Existing

To add a new address from an existing address, follow the steps below.

1. In the Address window, select a record in the table.
2. Select **Actions > Add from Existing** or use the Add from Existing icon. The Add Address window appears.
3. In the **Address Type** field, select the corresponding type.
4. The address and contact fields enable and display the data of the selected address. Change the entries as necessary.

> **Note:** The **Primary Address** field is disabled.

5. Then choose one of the following options.
   - Click **OK** to save the current address and close the window.
   - Click **OK and Add Another** to save the current address and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

### Editing an Address

To edit an address, follow the steps below.

1. In the Addresses window, select a record in the table.
2. Select **Actions > Edit** or use the Edit icon. The Edit Address window appears.
3. In the **Address Type** field shows the type of the selected address. You cannot edit this field.
4. The address and contact fields display the data of the selected address. Change the entries as necessary.

> **Note:** The **Primary Address** field is disabled.

5. Then choose one of the following options.
   - Click **OK** to save the your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

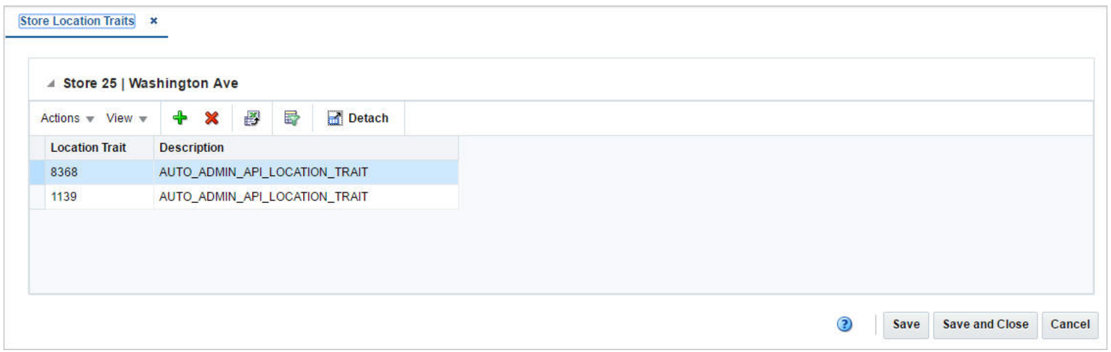
# Store Location Traits Window

The Store Location Traits window allows you to add, delete, and view location traits. You can group areas, regions, districts, or stores by location traits.

At the store level, location traits can be used as a grouping mechanism when you:

- Record Attributes for a Store
- Add Locations to a Location List

***Figure 2–18 Store Location Traits Window***




## Store Location Traits - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

***Table 2–30 Store Location Traits - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add location traits by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add location traits, see the Adding Store Location Traits section. |
| Delete and Delete icon | You can delete location traits:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Store Location Traits - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–31 Store Location Traits - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Store Location Traits Toolbar

The toolbar contains the following icons and buttons.

*Table 2–32 Store Location Traits Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Store Location Traits

To add a location trait to the store, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store** button. The available stores are displayed in the table.
3. In the Store column, click the store ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store window appears.
4. In the Store window, select **More Actions > Location Traits**. The Store Location Traits window appears.
5. Then select **Actions > Add** or use the Add icon. The Add Location Trait window appears.
6. In the Location Trait window. Enter, select or search for the desired location trait ID.
7. Then choose one of the following options.
   - Click **OK** to add the location trait and close the window.
   - Click **OK and Add Another** to save the current record and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

# Location Delivery Schedules Window

The Location Delivery Schedules window allows you to create, edit, and view delivery schedules for items from a supplier or warehouse to stores and warehouses. After you create a delivery schedule, you can define exceptions to the schedule by specifying which items are not to be delivered to the location on a specific delivery day.

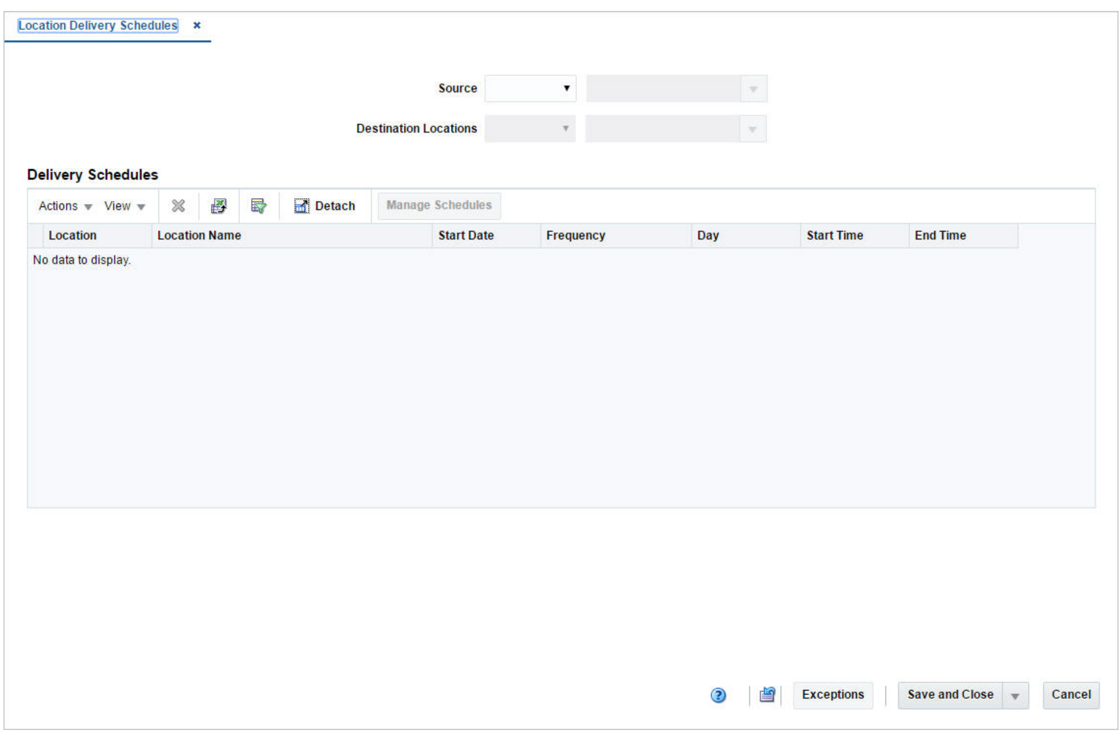
When the Use Location Delivery Schedule system parameter is selected, the replenishment feature uses the delivery schedule to calculate lead times for the items at the location. When there is a delivery schedule for a supplier or warehouse at a location, the specified lead times for the item are the minimum amount of time in which a purchase order can be delivered to that location.

When the delivery date of the purchase order does not fall on a delivery day of the supplier or warehouse, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day of the supplier or warehouse. Extending the lead time increases the number of units required to replenish the item. The lead time is only extended when the replenishment method is Dynamic, Dynamic - Seasonal, Dynamic - Issues, or Floating Point.

The Location Delivery Schedule window contains the following sections.

- Location Delivery Schedules Header
- Location Delivery Schedules Table
- Location Delivery Schedules Toolbar

***Figure 2–19 Location Delivery Schedules Window***




## Location Delivery Schedules Header

The header displays the Source and Destination Location field.

- In the **Source** field, select the source type, store or warehouse. Then, enter, select or search for the source ID.
- In the **Destination Location** field, select the destination type, store or warehouse. Then, enter, select or search for the destination ID.

When you access the Location Delivery Schedules window from the Warehouse window, the Destination Locations fields are populated with the selected warehouse. The Source fields are blank and enabled. Once you choose a source, the table displays records matching the source and destination locations values.

When you access the Location Delivery Schedules window from the Supplier Site window, the Source fields are populated with the selected supplier site. The Destination Locations fields are blank and enabled. Once you choose a destination, the table displays records for the source and destination values.

## Location Delivery Schedules Table

The table displays the available delivery schedules for the selected location.

### Location Delivery Schedules Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Delivery Schedules Table. You can perform the actions listed below.

*Table 2–33 Location Delivery Schedules Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete delivery schedules from the table.<br>■ Select an item record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The item is deleted from the table. |
| **Manage Schedules** button | Opens the Manage Delivery Schedules window.<br>For more information about how to manage delivery schedules for a location, see the Managing Location Delivery Schedules section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Location Delivery Schedules Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–34 Delivery Schedules Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 2–34 (Cont.) Delivery Schedules Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Location Delivery Schedules Toolbar

The Toolbar contains the following icons and buttons.

*Table 2–35 Location Delivery Schedules Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved.<br>This option is not available, if you enter the window through the Supplier Site window. |
| **Exceptions** | Opens the Source Delivery Exceptions window.<br>For more information about this function, see the Source Delivery Exceptions Window section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Select **Save and Create Another t**o save the current record and enter additional records.<br>This option is not available, if you enter the window through the Supplier Site window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Managing Location Delivery Schedules

To manage location delivery schedules, follow the steps below. You can enter the Location Delivery Schedules window in different ways.

### Adding a Delivery Schedule at the Store or Warehouse Level

To add a delivery schedule at the store or warehouse level:

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store/Warehouse** button. The available stores/warehouses are displayed in the table.
3. Select a record in the table.

4. In the Store/Warehouse column, click the store/warehouse ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store/Warehouse window appears.
5. Click **More Actions > Delivery Schedules**. The Location Delivery Schedules window appears.
   a. **Store/Warehouse Level:**
      - In the **Source** fields, select supplier site or warehouse. Then enter, select or search for the source ID.
      - The **Destination Locations** fields display the information of the selected store/warehouse.
      - To manage delivery schedules, see the Managing Delivery Schedules section.

### Adding a Delivery Schedule at the Supplier Level

To add a delivery schedule at the supplier level:

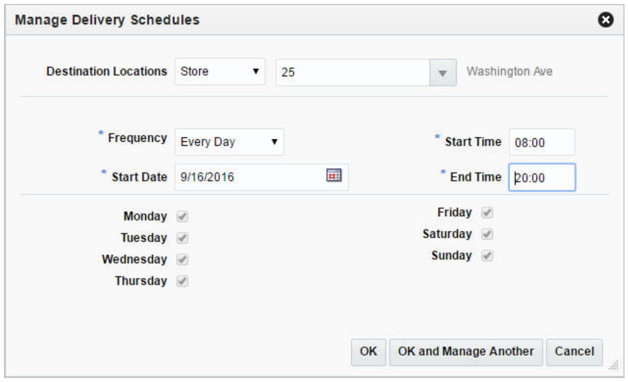
1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Delivery Schedule**. The Location Delivery Schedules window appears.
   a. **Supplier Level:**
      - In the **Source** fields display the information of the selected supplier.
      - The **Destination Locations** field, select a destination type from the list. Then select the location ID.
      - To manage delivery schedules, see the Managing Delivery Schedules section.

### Managing Delivery Schedules

In the Delivery Schedules window, follow the steps below.

1. In the table, select the **Manage Schedules** button. The Manage Delivery Schedules window appears.

***Figure 2–20 Manage Delivery Schedules Window***




2. The **Destination Location** fields display the store information.
3. In the **Frequency** field, select the desired time span from the list.
4. In the **Start Date** field, enter the start date or use the Calendar icon to select a date.
5. In the **Start Time** field, enter the starting time of the schedule.
6. In the **End Time** field, enter the end time of the schedule.
7. Select the checkboxes of the desired weekdays of the delivery schedule.
8. Then choose one of the following options.
   - Click **OK** to add the current schedule and close the window.
   - Click **OK and Manage Another** to add the current schedule and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

## Source Delivery Exceptions Window

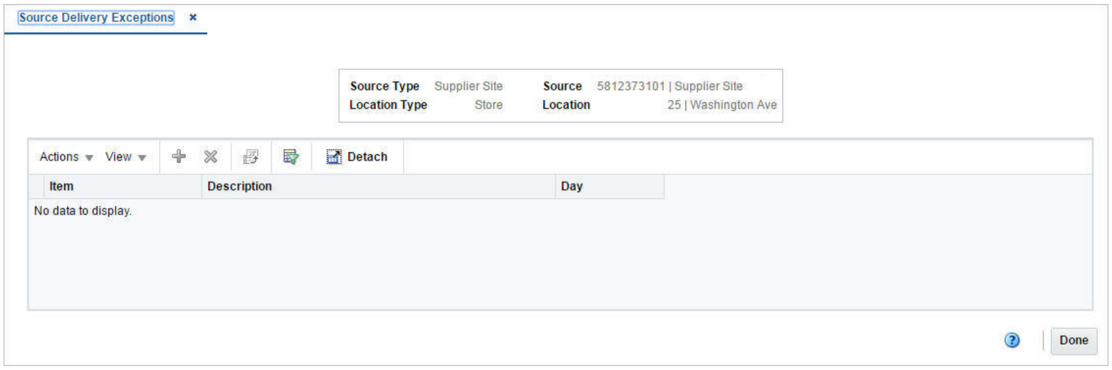
The Source Delivery Exceptions window allows you to define exceptions to the delivery date of a supplier at a store or warehouse. You specify which items are not to be delivered to the location on a specific delivery date.

The Source Delivery Exceptions Window contains the following sections.

- Header

  The header displays the source type, ID and name as well as the location type, ID and name.
- Source Delivery Exceptions Table
- Source Delivery Exceptions Toolbar

*Figure 2–21 Source Delivery Exceptions Window*




## Source Delivery Exceptions Table

The table displays the item for which the delivery exception is valid.

### Source Delivery Exceptions Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–36 Exceptions Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new exceptions for a delivery schedule by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new exceptions for a delivery schedule, see the Adding Source Delivery Exceptions section. |
| Delete and Delete icon | You can delete exceptions from a delivery schedule:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Source Delivery Exceptions Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–37 Exceptions Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 2–37 (Cont.) Exceptions Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Source Delivery Exceptions Toolbar

The toolbar contains the following icons and buttons.

*Table 2–38 Exceptions Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Source Delivery Exceptions

To add a delivery exception for a supplier to a warehouse or store, follow the steps below. You can enter the Source Delivery Exceptions window in different ways

**Navigate:** through Store/Warehouse window

1. From the Tasks menu, select **Foundation Data > Locations > Organizational Hierarchy**. The Organizational Hierarchy window appears.
2. Select the **Store/Warehouse** button. The available stores/warehouses are displayed in the table.
3. Select a record in the table.
4. In the Store/Warehouse column, click the store/warehouse ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Store/Warehouse window appears.
5. Click **More Actions > Delivery Schedules**. The Location Delivery Schedules window appears.
6. Click **Exceptions**. The Source Delivery Exceptions window appears.

**Navigate:** through Supplier Site window

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Delivery Schedule**. The Location Delivery Schedules window appears.
6. Click **Exceptions**. The Source Delivery Exceptions window appears.

### Adding Exceptions

In the Source Delivery Exceptions window, follow the steps below.

1. In the table, select **Actions > Add**, or use the Add icon. The Add Exceptions window appears.
2. In the **Item Type** field, select the type, item or item list.
3. In the **Item** field, enter select or search for the item.
4. In the **Date** field, enter the day on which you do not want the item or item list delivered or use the Calendar icon to select a date.
5. Then choose one of the following options.
   - Click **OK** to add the current exception and close the window.
   - Click **OK and Add Another** to add additional exceptions.
   - Click **Cancel** to reject all entries and close the window.

## Creating Location Lists

To create a location list, follow the steps below.

You can enter the Create Location List window in different ways.

- From the Tasks menu, select **Foundation Data > Locations > Create Location List**. The Create Location List window appears.
- From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. Search for location lists. Then select **Actions > Create** or use the Create icon. The Create Location List window appears.

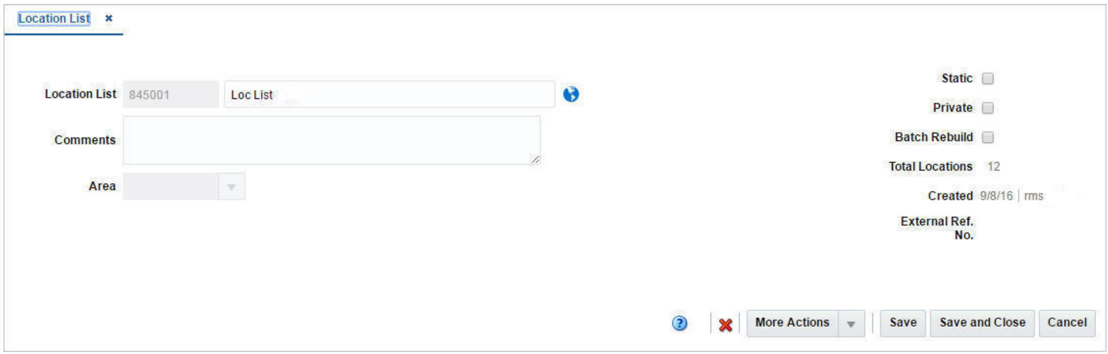
1. Enter the data, as necessary.

   For more information about the available fields in the Location List window, see the Location List Window section.

## Location List Window

The Location List window allows you to create, edit, or view basic information about a location list. You can indicate whether the location list is static or dynamic. Dynamic lists can be rebuilt on demand. You can indicate whether a dynamic location list can also be rebuilt by a scheduled batch program. The ID of the user who created the location list and the date on which it was created appear. You can also view the number of locations that make up the location list.

***Figure 2–22 Location List Window***




The Location List window contains the following fields.

***Table 2–39 Location List - Fields and Description***

| Fields | Description |
|---|---|
| **Location List** | Displays the location list ID and description of the selected list. |
| **Comments** | Add comments to the selected location list. |
| Hierarchy Level: | |
| | The name of this field depends on the hierarchy level the location list is associated to. |
| **Chain** | Enter, select or search for the chain. |
| **Area** | Enter, select or search for the area. |
| **Region** | Enter, select or search for the region. |
| **District** | Enter, select or search for the district. |
| **Store** | Enter, select or search for the store. |
| **Warehouse** | Enter, select or search for the warehouse. |
| **Static** checkbox | If selected, the location list is static. You can not add additional locations to the list.<br>If not selected, the location list is dynamic. |
| **Private** checkbox | This checkbox<br>Select the checkbox to indicate that the security for a location list is on. |
| **Batch Rebuild** checkbox | If selected, the dynamic location list is rebuilt automatically by a scheduled batch program based on the original criteria. |
| **Total Locations** | Displays the total number of locations on the selected location list. |
| **Created** | Displays the date, when list has been created, and the user, who created the list. |
| **External Ref. No** | Displays a reference number, if available. |

## Location List Toolbar

The Toolbar contains the following icons and buttons.

*Table 2–40 Toolbar Icon/Buttons and Description*

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete the current location list by selecting the Delete icon.<br>You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Location List window.<br>■ **Locations**<br>Opens the Location List Detail window.<br>For more information about this function, see the Location List Detail Window section<br>■ **Criteria**<br>Opens the Location List Criteria window.<br>For more information about this function, see the Location List Criteria Window section.<br>■ **Location List Rebuild**<br>Opens the Location List Rebuild window.<br>For more information about how to rebuild a location list, see the Rebuilding Location Lists section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Location List Detail Window

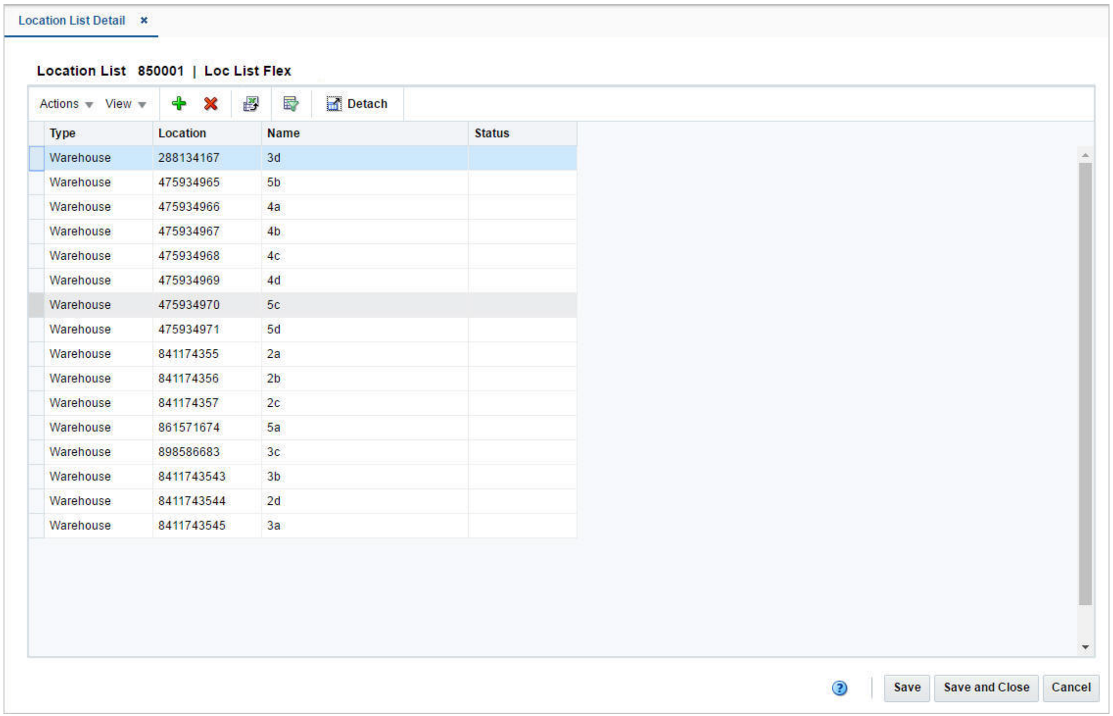
The Location List Detail window allows you to add, delete, and view the locations that make up a location list.

The Location List Detail window contains the following sections.

- Location List Detail Header

  The header contains the location list ID and description.
- Location List Detail Table
- Location List Details Toolbar

***Figure 2–23 Location List Detail Window***




## Location List Detail Table

The table displays all the locations making up the location list. The location type, location ID, name and status are displayed by default.

### Location List Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–41 Location List Details - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add locations to the current list, by selecting **Actions > Add**, or use the Add icon.<br>For more information about how to create/add a location to the location list, see the Adding Locations to Location Lists section. |
| Delete and Delete icon | You can delete a location from the location list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Location List Detail - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

**Table 2–42 Location List Detail - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Location List Details Toolbar

The Toolbar contains the following icons and buttons.

**Table 2–43 Location List Detail Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records.<br>Only displayed, if the location list is static. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window.<br>Only displayed, if the location list is static. |
| **Rebuild** | Opens the Location List Rebuild window.<br>Only displayed, if the location list is dynamic.<br>For more information about how to rebuild a location list, see the Rebuilding Location Lists section. |
| **Rebuild and Close** | Rebuilds the current location list and closes the window.<br>Only displayed, if the location list is dynamic.<br>For more information about how to rebuild a location list, see the Rebuilding Location Lists section. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Locations to Location Lists

To add a location to the selected location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Manage Location List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

5. Then select **Actions > Edit**, or use the Edit icon. The Location List window appears.
6. Select **More Actions > Locations**. The Location List Detail window appears.
7. Then select **Actions > Add** or use the Add icon. The Add Location window appears.
   a. In the **Type** field, enter the location type. For example, select Warehouse.
   b. In the **Location** field, enter, select or search for the location ID.
   c. Then select one of the following options.
      – Click **OK** to add the new location and close the window.
      – Click **OK and Add Another** to add additional entries.
      – Click **Cancel** to reject all entries and close the window.

# Location List Criteria Window

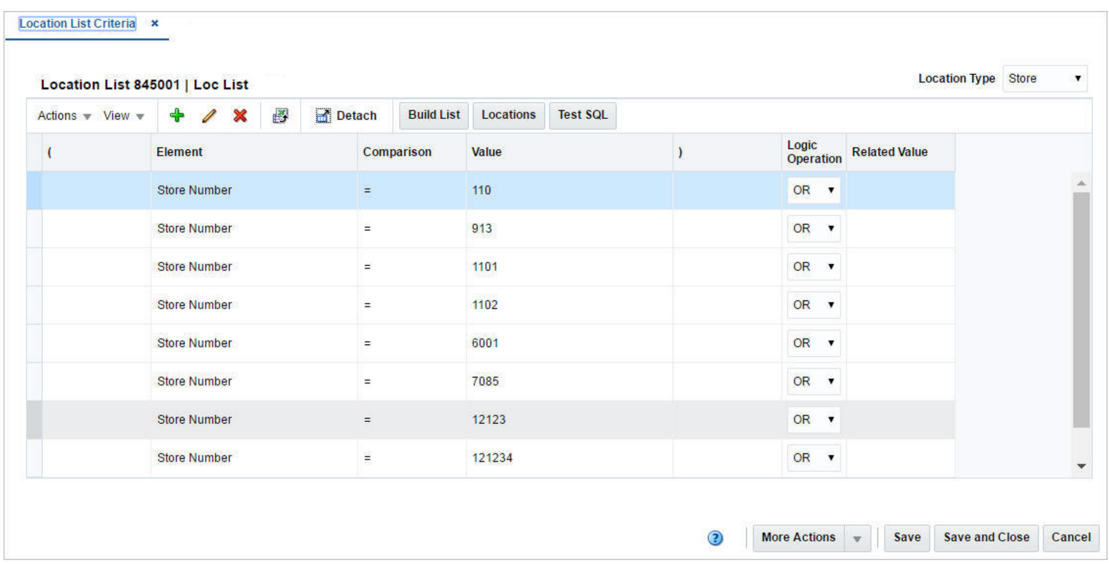
The Location List Criteria window allows you to add, edit, delete and view the criteria by which locations are grouped on a location list. The criteria that you enter become the conditions of a Where clause in a SQL statement. You can test the criteria and view the SQL statement before they are applied to the location list.

The Location List Criteria window contains the following sections.

- Location List Criteria Header

  The header contains the location list ID and description and location type.
- Location List Criteria Table
- Location List Criteria Toolbar

***Figure 2–24 Location List Criteria Window***




## Location List Criteria Table

The table lists the elements and values of the criteria.

### Locations List Criteria - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–44 Location List Criteria Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add location criteria to a location list by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a location criteria to a location list, see the Adding Location List Criteria section. |
| Edit and Edit icon | You can edit location criteria by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit location criteria, see the Editing Location List Criteria section. |
| Delete and Delete icon | You can delete location criteria from a location list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Build List and **Build List** button | After you have made all necessary changes in the table, click **Build List** to rebuild the location list. |
| Locations and **Locations** button | Opens the Location List Detail window to view the individual locations of the list.<br>For more information about this function, see the Location List Detail Window window. |
| Test SQL and **Test SQL** button | Click **Test SQL** to test the validity of the criteria. A prompt is displayed, if an error occurs. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Location List Criteria Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–45 Location List Criteria Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Location List Criteria Toolbar

The Toolbar contains the following icon and buttons.

*Table 2–46 Location List Criteria Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Location List Criteria window.<br>■ **Results of last SQL Test**<br>Opens the SQL Statement window, displaying the last statement. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you enter the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Location List Criteria

To maintain location list criteria, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Manage Location List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then click the location list link, or select **Actions > Edit**, or the Edit icon. The Location List window appears.
6. Select **More Actions > Criteria**. The Location List Criteria window appears.
7. Update the location list criteria, as necessary.

### Adding Location List Criteria

To add location list criteria, follow the steps below.

1. Go to the **Location Type** field, in the top right corner of the window. Select a location type.
2. Then select **Actions > Add** or use the Add icon. The Add Criteria window appears.
   a. In the **Element** field, select an element from the list.

   > **Note:** If the Element is Cost Zone or Store Grade, you can specify which group (cost zone group or store grade group) the zone or grade is a member of.

b. In the **Comparison** field, select a sign from the list.
c. In the **Value** field, enter a value.
d. In the **Logic Operation** field, select an option from the list.
e. In the **Related Value** field, enter, select or search for the value.
f. Then choose one of the following options.
   – Click **OK** to add your entries and close the Add Criteria window.
   – Click **OK and Add Another** to add additional entries.
   – Click **Cancel** to reject all entries and close the Add Criteria window.

3. Click the **Test SQL** button to test, if the entered criteria is valid.

> **Note:** If the location list criteria is not valid, a message is displayed.

4. Click **Build List** to rebuild the location list.
5. Then choose one of the following options.
   - Click **Save** to save your entries.
   - Click **Save and Close** to save your entries and close the window.
   - Click **Cancel** to reject all entries and close the window.

### Editing Location List Criteria

To edit location list criteria, follow the steps below.

1. Select a record in the table.
2. Then select **Actions > Edit** or use the Edit icon. The Edit Criteria window appears.
   a. Edit the fields, as necessary.
   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the Edit Criteria window.
      – Click **Cancel** to reject all entries and close the Edit Criteria window.
3. Click the **Test SQL** button to test, if the entered criteria is valid.

> **Note:** If the location list criteria is not valid, a message is displayed.

4. Click **Build List** to rebuild the location list.
5. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Rebuilding Location Lists

To rebuild a location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Manage Location List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon. The Location List window appears.
6. Select **More Actions > Location List Rebuild**. The Location List Rebuild window appears. The location list details are displayed.
7. Select the **Rebuild Location List** checkbox, to rebuild the current list.
8. Then choose one of the following options.
   - Click **Execute and Close** to rebuild the selected location list and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Managing Location Lists

The Manage Location Lists option opens the Location List Search window. In the Location List Search window you can perform the following actions.

- Search for a location list by various search criteria
- View the entered search results
- View a location list
- Create a location list
- Create a location list from an already existing location list
- Edit a location list

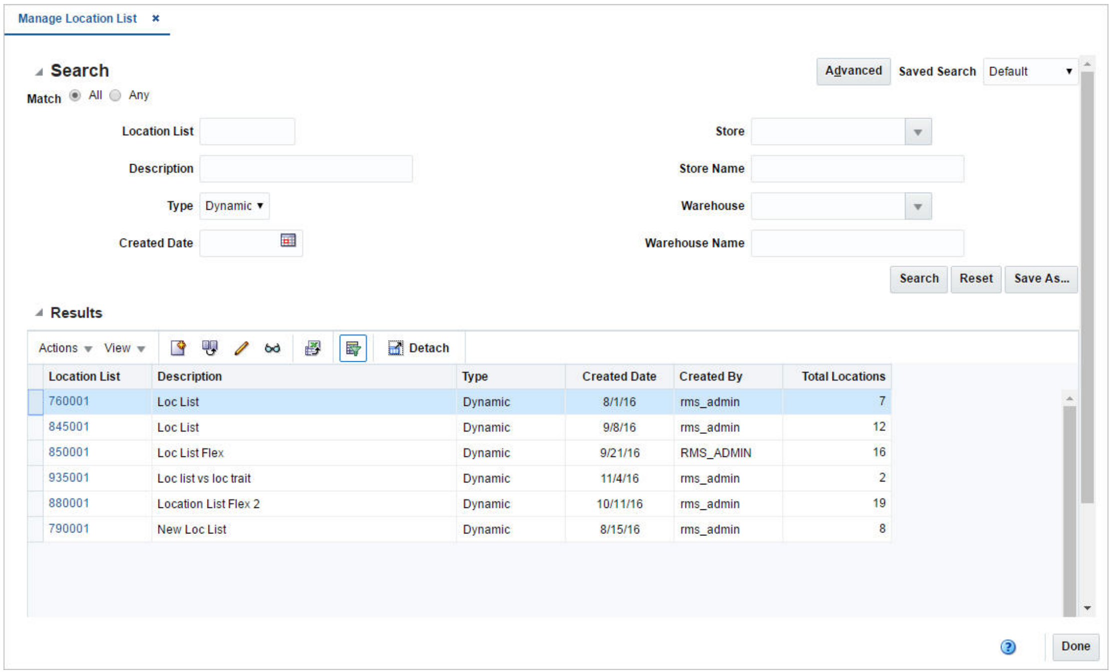
You can access the Location List Search window from the Task menu, select **Foundation Data > Locations > Manage Location Lists**. The Location List Search window appears.

The Location List Search window contains the following sections.

- Search

  For details about the search, see the Searching for a Location List section.
- Results
- Location List Search Toolbar

*Figure 2–25 Location List Search Window*




## Searching for a Location List

To search for a location list:

1. From the Task menu, select **Foundation Data > Locations > Manage Location Lists**. The Location List Search window appears.
2. You can search for a location list by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Location List Through the Basic Search Criteria

To search for a location list by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–47 Location List Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only location lists matching all entered search criteria are shown.<br>Any - location lists matching any of the entered search criteria are shown. |
| **Location List** | Enter the location list ID. |
| **Description** | Enter a location list description. |
| **Type** | Select the location list type, Static or Dynamic, from the list. |

*Table 2–47 (Cont.) Location List Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Created Date** | Enter the create date of the location list or use the Calendar icon to select a date. |
| **Store** | Enter, select or search for the store ID. |
| **Store Name** | Enter the store name. |
| **Warehouse** | Enter, select or search for the Warehouse ID. |
| **Warehouse Name** | Enter the name of warehouse. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The location lists that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Location List Through Advanced Search Criteria

To search for a location list by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The location lists that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Results

The Results section lists the retrieved location lists. The Results table shows the following columns by default.

- Location List
- Description
- Type
- Created and Last Rebuild Date
- Total Locations

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–48 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new location list.<br>For more details about how to create a location list, see the Creating Location Lists section. |
| Create from Existing and Create from Existing icon | Select **Actions > Create from Existing** or use the Create from Existing icon to create a new location list from an existing location list. The Location List window appears.<br>For more information about this function, see the Creating Location Lists from Existing section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected location list.<br>For more information about how to edit a location list, see the Editing Location Lists section. |
| View and View icon | To view a location list:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon. The Location List window appears. |

*Table 2–48 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Mass Change | The Mass Change menu contains the following options:<br>▪ Create Cost Zone Change<br>Opens the Change Cost Zones window.<br>For more information about changing cost zones, see the Changing Cost Zones section.<br>▪ Change Location Traits<br>Opens the Change Location Traits window.<br>For more information about changing location traits, see the Changing Location Traits section. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–49 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Location List Search Toolbar

The toolbar contains the following icons and buttons.

*Table 2–50 Location List Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Creating Location Lists from Existing

To create a location list from an existing location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Manage Location List window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Create from Existing**, or use the Create from Existing icon. The Location List window appears. The data of the existing location list is displayed.
6. Change the fields, if necessary.

   For more information about the available fields in the Location List window, see the Location List Window section.
7. Then choose one of the following options.
   - Click **Save** to save the new location list.
   - Click **Save and Close** to save the new location list and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Editing Location Lists

To edit a location list, follow the steps below.

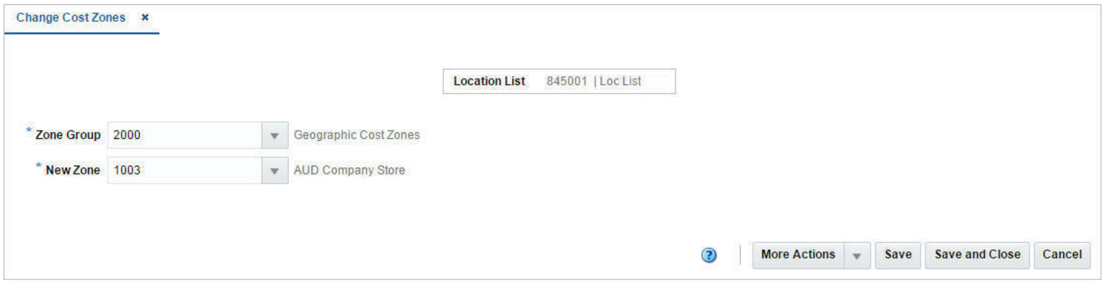
1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Manage Location List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon. The Location List window appears. The data of the selected location list is displayed.
6. Change the fields, if necessary.

   For more information about the available fields in the Location List window, see the Location List Window section.
7. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Changing Cost Zones

The Change Cost Zones window allows you to change the cost zone for all stores and warehouses on a location list.

*Figure 2–26 Change Cost Zones Window*




The Changing Cost Zones window contains the following fields.

*Table 2–51 Cost Zones - Fields and Description*

| Fields | Description |
|---|---|
| **Location List** | This field displays the location list number and description. |
| **Zone Group** | Enter, select or search for the current zone group.<br>This field is a required field. |
| **New Zone** | Enter, select or search for the new cost zone.<br>This field is a required field. |

## Change Cost Zones Toolbar

The toolbar contains the following icons and buttons.

*Table 2–52 Change Cost Zones Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Change Cost Zones window.<br>▪ **Rebuild Location List**<br>Opens the Location List Rebuild window.<br>For more information about how to rebuild location lists, see the Rebuilding Location Lists section. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Mass Update Cost Zones

To update the cost zone for all stores and warehouses on a location list, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Location List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The location lists that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Mass Update > Create Cost Zone Change**. The Change Cost Zones window appears.
6. In the **Zone Group** field, enter, select or search for the group.
7. In the **New Zone** field, enter, select or search for the new cost zone.
8. Then choose one of the following options.
   - Click **Save** to save the new cost zone.
   - Click **Save and Close** to a save the new cost zone and close the window.
   - Click **Cancel** to reject all entries and close the window.

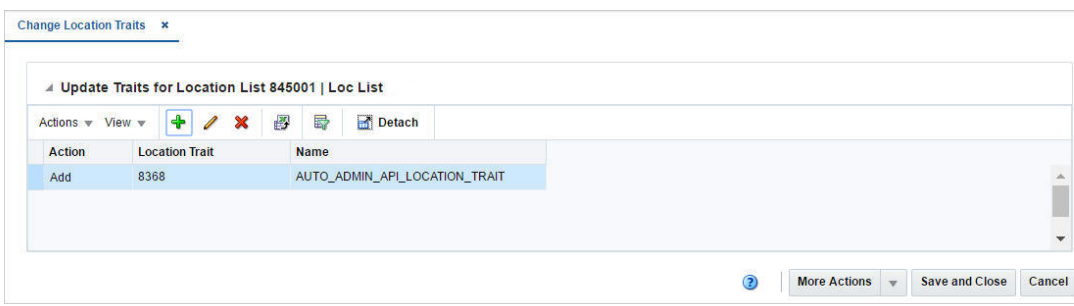
# Changing Location Traits

In the Change Location Traits window you can update location traits for a specific location list. The Change Location Traits window contains the following sections.

- Change Location Traits Header

  The header displays the location list ID and description.
- Change Location Traits Table
- Location List Toolbar

***Figure 2–27 Change Location Traits Window***




## Change Location Traits Table

In the table add, edit or delete traits of the selected location list.

### Change Location Traits Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–53 Change Location Traits Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a location trait to the location list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a location trait to the selected location list, see the Adding Location Traits section. |

*Table 2–53 (Cont.) Change Location Traits Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete a location trait from a location list:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected location trait.<br>For more information about how to edit a trait of a location list, see the Editing Location Traits section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Change Location Traits Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–54 Change Location Traits Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Change Location Traits Toolbar

The toolbar contains the following icons and buttons.

*Table 2–55 Change Location Traits Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 2–55 (Cont.) Change Location Traits Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Change Location Traits window.<br>■ **Rebuild Location List**<br>Opens the Location List Rebuild window.<br>For more information about this function, see the Rebuilding Location Lists section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Mass Update Location Traits

To update the location traits by location list, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Locations > Manage Location List**. The Location List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The location lists that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Mass Update > Change Location Traits**. The Change Location Traits window appears.
6. Update the traits for the selected location list.

### Adding Location Traits

To add a location trait, follow the steps below.

1. In the Change Location Traits window, select **Actions > Edit** or use the Edit icon. The Edit Location Trait window appears.
2. In the **Action** field, select if you want to **Add** or **Delete** the location trait. This field is a required field.

> **Note:** You can also delete a location trait by selecting the Delete icon in the table.

3. In the **Location Trait** field, enter, select or search for the location trait. This field is a required field.
4. Then choose one of the following options.
   - Click **OK** to add the trait and close the window.
   - Click **OK and Add Another** to add the current trait and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

### Editing Location Traits

To edit a location trait, follow the steps below.

1. In the Change Location Traits window, select **Actions > Edit** or use the Edit icon. The Edit Location Trait window appears.
2. In the **Action** field, change the action, if necessary.
3. In the **Location Trait** field, enter select or search for another location trait, if necessary.
4. Then choose one of the following options.
   - Click **OK** to edit the current trait and close the window.
   - Click **OK and Add Another** to add the current trait and add additional entries.
   - Click **Cancel** to reject all entries and close the window.

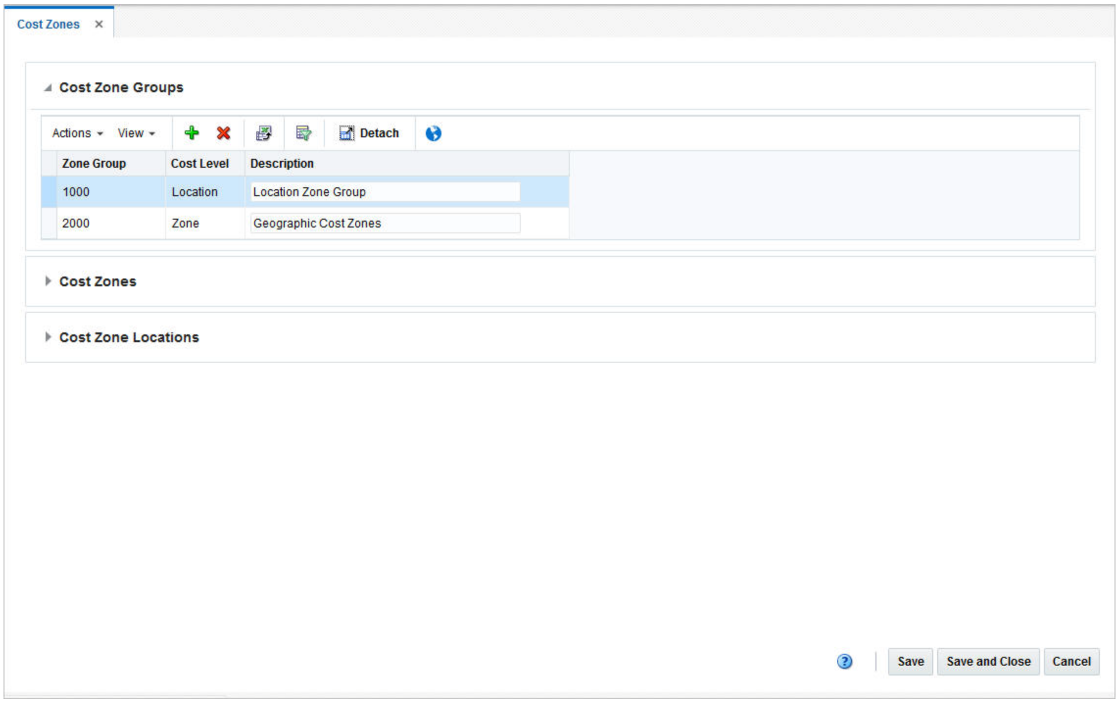
## Cost Zones Window

The Cost Zones window allows you to create, maintain, and view the cost zones for a selected cost zone group. You can categorize stores into zones based on a costing strategy. For each cost zone group, one cost zone is set as the base cost zone. The base cost zone indicates that the price for the item is based on the price of the item in the zone. When a new cost zone group is created, all locations must be added to the group. The locations can exist individually within a group or locations can be grouped into cost zones.

The Cost Zones window contains the following sections.

- Cost Zone Groups
- Cost Zones
- Cost Zone Locations
- Cost Zones Toolbar

*Figure 2–28 Cost Zones Window*




## Cost Zone Groups

The Cost Zone Groups section allows you to add, delete, or view cost zone groups. A cost zone group is a grouping mechanism that allows you to categorize stores into zones based on a costing strategy. This grouping mechanism is available only when you are tracking Estimate Landed Costs (ELC).

The table displays the zone group, cost level and description by default.

- **Description**

  You can edit the **Description** column directly in the table.

### Cost Zone Group - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–56 Cost Zone Group - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new cost zone groups by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new cost zone groups, see the Adding Cost Zone Groups section. |
| Delete and Delete icon | You can delete cost zone groups:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

*Table 2–56 (Cont.) Cost Zone Group - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Cost Zone Groups/Zones/Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–57 Cost Zone Groups/Zones/ Locations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost Zones

The Cost Zones section allows you to add, delete, and view the cost zones for a selected cost zone group.

The table displays the zone ID, description, locations, currency and base cost checkbox by default.

- **Description**

  You can edit the **Description** column directly in the table.

- **Base Cost**

  Select the **Base Cost** checkbox, to indicate that the price for the item is based on the price of the item in the zone.

### Cost Zones - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–58 Cost Zones - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new cost zones to a cost zone group by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new cost zone to a cost zone group, see the Adding Cost Zones section. |
| Delete and Delete icon | You can delete cost zones from a cost zone group:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Cost Zones - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu and icons of the table, see Table 2–57, " Cost Zone Groups/Zones/ Locations - View Menu/Icons and Description"

## Cost Zone Locations

The Cost Zone Locations section allows you to add, edit, delete, or view locations in the cost zone. In edit mode, you may add locations to a cost zone or move locations to a different cost zone.

Locations cannot be edited for any cost zone group at the location level because the location is a cost zone group.

The table displays the location type, ID and location name as well as the primary discharge port and port description by default.

- **Primary Discharge Port**

  You can edit the primary discharge port for a location directly in the table.

### Cost Zone Location - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–59 Cost Zone Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations to a cost zone by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new cost zone locations to a cost zone, see the Adding Cost Zone Locations section. |

*Table 2–59 (Cont.) Cost Zone Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected cost zone location.<br>For more information about how to edit cost zone locations, see the Editing Cost Zone Locations section. |
| Delete and Delete icon | You can delete cost zone locations from a cost zone:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Cost Zone Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu of the table, see Table 2–57, " Cost Zone Groups/Zones/ Locations - View Menu/Icons and Description"

## Cost Zones Toolbar

The Toolbar contains the following icons and buttons.

*Table 2–60 Cost Zones Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Maintaining Cost Zones

To maintain Cost Zones, follow the steps below.

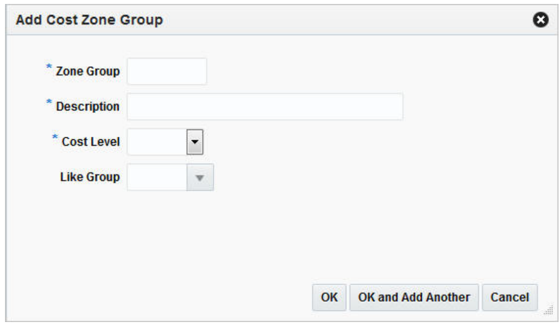
1. From the Tasks menu, select **Foundation Data > Locations > Cost Zones**. The Cost Zones window appears.
2. Update the cost zones, as necessary.

### Adding Cost Zone Groups

To add cost zone groups, follow the steps listed below.

1. Open the Cost Zones Group section.
2. Then select **Actions > Add** or use the Add icon. The Add Cost Zone Groups window appears.

***Figure 2–29 Add Cost Zone Group Window***



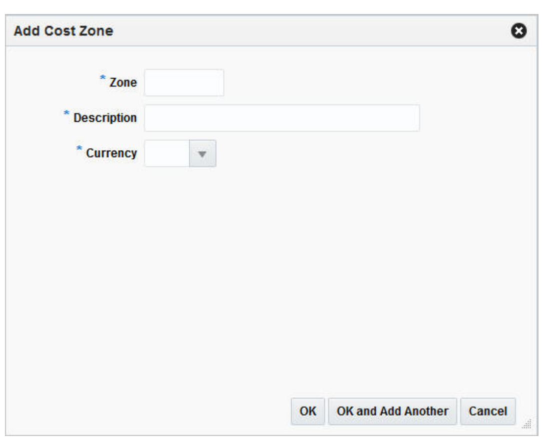

- **a.** In the **Zone Group** field, enter a unique zone group ID. This field is a required field.
- **b.** In the **Description** field, enter a unique description for the zone group.
- **c.** In the **Cost Level** field, select the cost level from the list.
- **d.** In the **Like Group** field, enter, select or search for a group to copy the zones and locations of the selected group to the new group.
- **e.** Then select one of the following options.
  - – Click **OK** to add the new cost zone group and close the window.
  - – Click **OK and Add Another** to add additional cost zone groups.
  - – Click **Cancel** to reject all entries and close the window.

## Adding Cost Zones

To add a new cost zone to a cost zone group, follow the steps below.

1. In the Cost Zones window, select a record in the Cost Zone Groups section.
2. All the available cost zones for the selected cost zone group are displayed in the Cost Zones section.
3. In the Cost Zones section, select **Actions > Add** or use the Add icon. The Add Cost Zone window appears.

***Figure 2–30 Add Cost Zone Window***




- **a.** In the **Zone** field, enter a unique Zone ID.

b. In the **Description** field, enter a unique zone description.

c. In the **Currency** field, enter, select or search for the currency ID.

d. Then choose one of the following options.

   – Click **OK** to add the new cost zone and close the window.

   – Click **OK and Add Another** to add additional cost zones.

   – Click **Cancel** to reject all entries and close the window.

---

**Note:** If the cost level of the new cost zone group is Location, a cost zone for each location is created automatically.

You have to add all locations for a new cost zone group. If any location is missing from the group, you will receive a message listing all missing locations when you save your changes in the Cost Zones window.

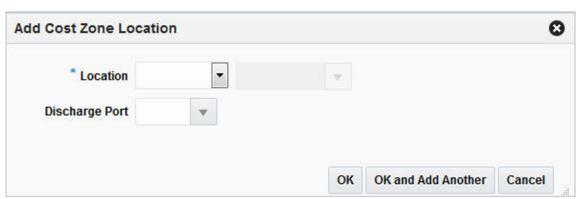
---

### Adding Cost Zone Locations

To add cost zone locations to a cost zone, follow the steps listed below.

1. In the Cost Zones window, select a record in the Cost Zones section.
2. The available locations for the selected cost zone are displayed in the Cost Zone Locations table.
3. In the Cost Zone Locations table, select **Actions > Add** or use the Add icon. The Add Cost Zone Locations window appears.

***Figure 2–31 Add Cost Zone Location Window***




a. In the **Location** field, select the location type from the list. The field next to the location type enables. Enter, select or search for the location ID.

b. In the **Discharge Por**t field, select, enter or search for the port.

c. Then choose one of the following options.

   – Click **OK** to add the location and close the window.

   – Click **OK and Add Another** to add additional locations.

   – Click **Cancel** to reject all entries and close the window.

### Editing Cost Zone Locations

To edit a cost zone location, follow the steps listed below.

1. In the Cost Zones window, select the record you want to edit in the Cost Zone Locations table.
2. Then select **Actions > Edit** or use the Edit icon. The Edit Cost Zone Location window appears.

a. The warehouse/store ID and description of the selected record are displayed.

b. In the **New Zone** field, enter, select or search for a new zone, if you want to move the current location to another zone.

c. In the **Discharge Port** field, enter, select or search for another port.

d. Then choose one of the following options.

   – Click **OK** to save your changes and close the window.

   – Click **Cancel** to reject all entries and close the window.

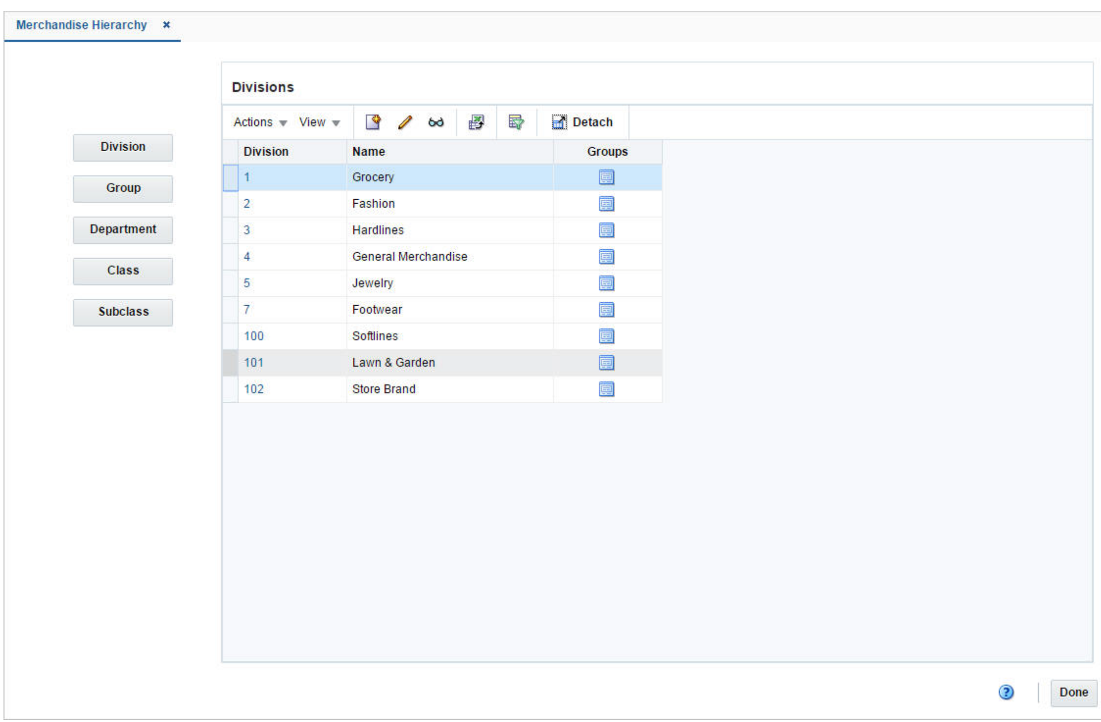
# Merchandise Hierarchy Window

The Merchandise Hierarchy window allows you to create, edit, and view a member of the selected level of the merchandise hierarchy.

The Merchandise Hierarchy window contains the following sections.

- Hierarchy Structure
- Hierarchy Table
- Hierarchy Toolbar

***Figure 2–32 Merchandise Hierarchy Window***




## Merchandise Hierarchy Structure

The Merchandise Hierarchy structure on the left side of the window contains the following buttons.

*Table 2–61 Merchandise Hierarchy Structure - Buttons and Description*

| Buttons | Description |
|---|---|
| **Division** | Displays the available divisions in the table. |
| **Group** | Displays the available groups in the table. |
| **Department** | Displays the available departments in the table. |
| **Class** | Displays the available classes in the table. |
| **Subclass** | Displays the available subclasses in the table. |

## Merchandise Hierarchy Table

The Hierarchy table displays the available entries of the selected hierarchy level.

For example, if you select the **Division** button, all available divisions are displayed in this table.

The table displays the following columns by default.

- Hierarchy ID, depending on the selected hierarchy button.
- Name of the hierarchy level, for example, the name of the chain.
- Next hierarchy level, for example, Group

  This column contains either the Create icon or the Details icon.

  If the next level has been created, the Detail icon is displayed. Use the icon to maintain or view the details of the next level.

  If the next level has not been created, the Create icon is displayed. Use the icon to create the next level.

  This column is not available for subclasses.

### Merchandise Hierarchy Table - Actions Menu and Icons

Use the Actions menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–62 Merchandise Hierarchy Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create a new hierarchy level by selecting **Actions** > **Create** or by using the Create icon.<br>For more information about how to create the individual hierarchy levels, see the following sections:<br>▪ Creating Divisions<br>▪ Creating Groups<br>▪ Creating Departments<br>▪ Creating Classes<br>▪ Creating Subclasses |

*Table 2–62 (Cont.) Merchandise Hierarchy Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected hierarchy level.<br>For more information about how to edit a hierarchy level, see the following sections.<br>▪ Editing Divisions<br>▪ Editing Groups<br>▪ Editing Departments<br>▪ Editing Classes<br>▪ Editing Subclasses |
| View and View icon | To view a hierarchy level:<br>▪ Select a hierarchy button. For example, select **Chain**.<br>▪ Then select a record in the table.<br>▪ Select **Actions > View** or click the View icon.<br>▪ The window of the selected hierarchy level appears. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Merchandise Hierarchy Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–63 Merchandise Hierarchy Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Merchandise Hierarchy Toolbar

The Toolbar contains the following icons and buttons.

*Table 2–64 Merchandise Hierarchy Toolbar - Icon/Button and Description*

| Icon/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 2–64 (Cont.) Merchandise Hierarchy Toolbar - Icon/Button and Description*

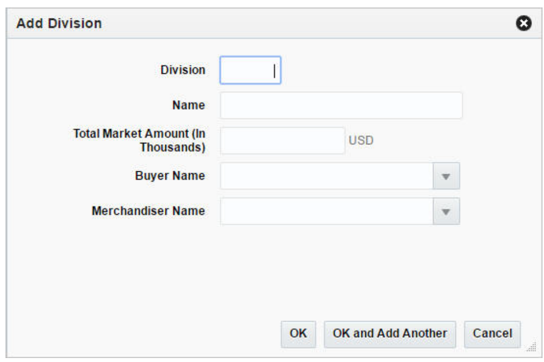
| Icon/Button | Description |
|---|---|
| **Done** | Click **Done** to close the window. |

## Creating Divisions

To create a division, follow the steps below.

1. Click the **Division** button. All available divisions are displayed in the table.
2. In the table, select **Actions > Create**, or use the Create icon. The Divisions window appears.
3. Select **Actions > Add**, or use the Add icon. The Add Division window appears.

*Figure 2–33 Add Division Window*




   a. In the **Division** field, enter a unique ID for the division.
   b. In the **Name** field, enter a name for the division.
   c. In the **Total Market Amount** field, enter the amount of annual sales that the division is expected to generate in thousands.
   d. In the **Buyer Name** field, enter, select or search for the buyer ID who is responsible for the division.
   e. In the **Merchandiser Name** field, enter, select or search for the merchandiser ID who is responsible for the division.
   f. Then choose one of the following options.
      – Click **OK** to add the division and close the window.
      – Click **OK and Add Another** to add additional divisions.
      – Click **Cancel** to reject all entries and close the window.

## Editing Divisions

To edit a division, follow the steps below.

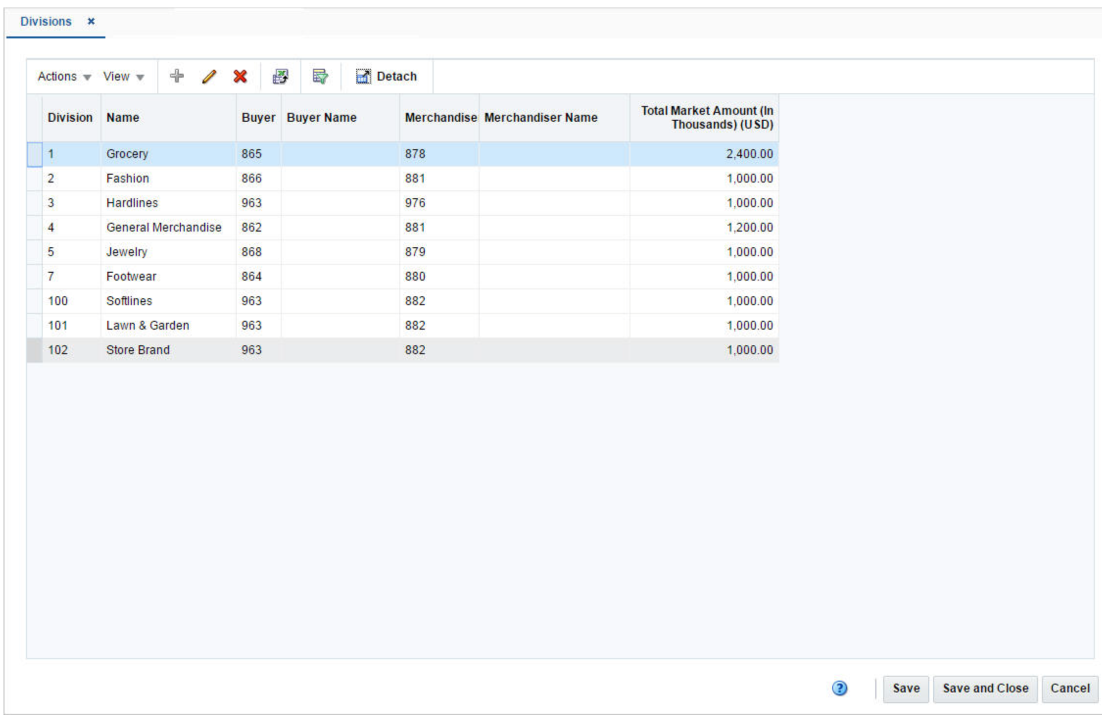
1. Click the **Division** button. All available divisions are displayed in the table.
2. Select **Actions > Edit**, or use the Edit icon. The Divisions window appears.
3. Select a record in the table.

4. Then select **Actions > Edit**, or use the Edit icon. The Edit Division window appears.
   a. The information of the selected division is displayed. Change the values, as necessary. You cannot change the division ID.
   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Divisions Window

The Divisions window allows you to add, edit, delete and view divisions in the merchandise hierarchy. A division is below the company and above the group in the merchandise hierarchy. Typically, the division is used to signify the type of merchandise that your organization offers, such as hardlines or apparel.

***Figure 2–34 Divisions Window***




## Divisions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–65 Divisions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new division by selecting **Actions** > **Add** or by using the Add icon.<br>The Add function is not available, if you are in edit mode.<br>For more information about how to add a new division, see the Creating Divisions section. |
| Delete and Delete icon | You can delete chains:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected division.<br>For more information about how to edit a division, see the Editing Divisions section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Divisions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

*Table 2–66 Divisions - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Divisions Toolbar

The toolbar contains the following icon and buttons.

*Table 2–67 Divisions Toolbar - Icons/Buttons and Description*

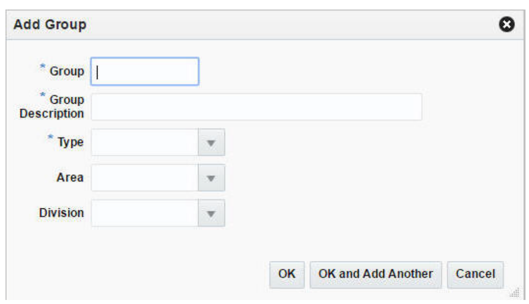
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating Groups

To create a group, follow the steps below.

1. Click the **Group** button. All available groups are displayed in the table.
2. In the table, select **Actions** > **Create**, or use the Create icon. The Groups window appears.
3. Select **Actions** > **Add**, or use the Add icon. The Add Group window appears.

*Figure 2–35 Add Group Window*




a. In the Group field, enter a unique ID for the group. This field is a required field.

b. In the **Name** field, enter a name for the group. This field is a required field.

c. In the Division field, enter, select or search for the division ID of the division associated with the group. This field is a required field.

d. In the **Buyer Name** field, enter, select or search for the buyer ID who is responsible for the group.

e. In the **Merchandiser Name** field, enter, select or search for the merchandiser ID who is responsible for the group.

f. Then choose one of the following options.

   – Click **OK** to add the group and close the window.

   – Click **OK and Add Another** to add additional divisions.

   – Click **Cancel** to reject all entries and close the window.

## Editing Groups

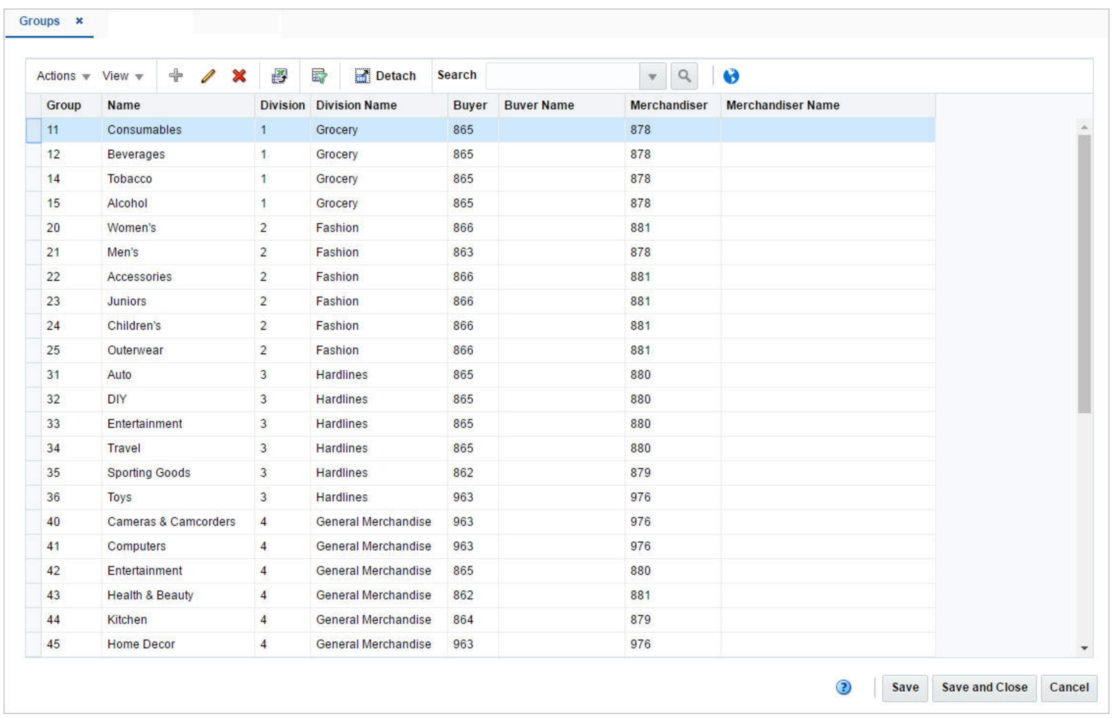
To edit a group, follow the steps below.

1. Click the **Group** button. All available groups are displayed in the table.
2. Select **Actions > Edit**, or use the Edit icon. The Groups window appears.
3. Select a record in the table.
4. Then select **Actions > Edit**, or use the Edit icon. The Edit Group window appears.
   a. The information of the selected group is displayed. Change the values, as necessary. You cannot change the group ID.
   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Groups Window

The Groups window allows you to add, edit, delete, and view a group in the merchandise hierarchy. A group is below the division and above the department in the merchandise hierarchy. A group can belong to only one division.

***Figure 2–36 Groups Window***




| Group | Name | Division | Division Name | Buyer | Buyer Name | Merchandiser | Merchandiser Name |
|---|---|---|---|---|---|---|---|
| 11 | Consumables | 1 | Grocery | 865 | | 878 | |
| 12 | Beverages | 1 | Grocery | 865 | | 878 | |
| 14 | Tobacco | 1 | Grocery | 865 | | 878 | |
| 15 | Alcohol | 1 | Grocery | 865 | | 878 | |
| 20 | Women's | 2 | Fashion | 866 | | 881 | |
| 21 | Men's | 2 | Fashion | 863 | | 878 | |
| 22 | Accessories | 2 | Fashion | 866 | | 881 | |
| 23 | Juniors | 2 | Fashion | 866 | | 881 | |
| 24 | Children's | 2 | Fashion | 866 | | 881 | |
| 25 | Outerwear | 2 | Fashion | 866 | | 881 | |
| 31 | Auto | 3 | Hardlines | 865 | | 880 | |
| 32 | DIY | 3 | Hardlines | 865 | | 880 | |
| 33 | Entertainment | 3 | Hardlines | 865 | | 880 | |
| 34 | Travel | 3 | Hardlines | 865 | | 880 | |
| 35 | Sporting Goods | 3 | Hardlines | 862 | | 879 | |
| 36 | Toys | 3 | Hardlines | 963 | | 976 | |
| 40 | Cameras & Camcorders | 4 | General Merchandise | 963 | | 976 | |
| 41 | Computers | 4 | General Merchandise | 963 | | 976 | |
| 42 | Entertainment | 4 | General Merchandise | 865 | | 880 | |
| 43 | Health & Beauty | 4 | General Merchandise | 862 | | 881 | |
| 44 | Kitchen | 4 | General Merchandise | 864 | | 879 | |
| 45 | Home Decor | 4 | General Merchandise | 963 | | 976 | |

### Groups - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

**Table 2–68 Groups - Actions Menu/Icons and Description**

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new group by selecting **Actions** > **Add** or by using the Add icon.<br>The Add function is not available, if you are in edit mode.<br>For more information about how to add a new group, see the Creating Groups section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected group.<br>For more information about how to edit a group, see the Editing Groups section. |
| Delete and Delete icon | You can delete chains:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Search and Search icon | You can search for the corresponding division of a group:<br>■ Enter, select or search for the chain ID.<br>■ Press **Enter** or click the Search icon.<br>■ The search results are displayed in the table. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Groups - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

**Table 2–69 Groups - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Groups Toolbar

The toolbar contains the following icon and buttons.

***Table 2–70 Groups Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating Departments

To create a department, follow the steps below.

1. Click the **Department** button. All available departments are displayed in the table.
2. In the table, select **Actions > Create**, or use the Create icon. The Department window appears.
3. Enter the necessary information. For more information about the available fields of the Department window, see the Department Window section.
4. Then select one of the following options.
   a. Click **Save and Close** to save the current department and close the window.
   b. Click **Save** to save the current department.
   c. Click **Save and Create Another** to create additional departments.
   d. Click **Cancel** to reject all entries and close the window.

## Editing Departments

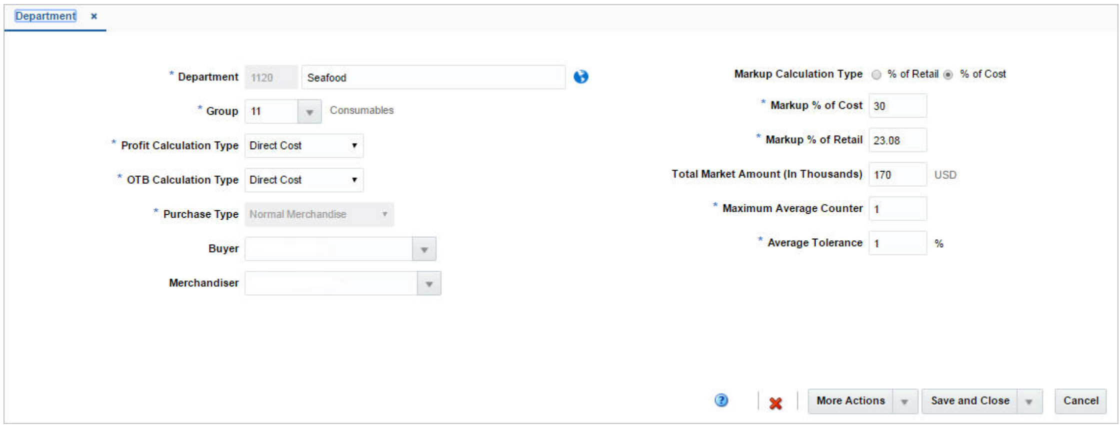
To edit a department, follow the steps below.

1. Click the **Department** button. All available departments are displayed in the table.
2. In the table, select the department you want to edit. The Department window appears.
3. The information of the selected department is displayed. Change the values, as necessary. You cannot change the department ID and purchase type.
4. Then choose one of the following options.
   a. Click **Save and Close** to save your changes and close the window.
   b. Click **Save** to save your changes.

## Department Window

The Department window allows you to create, edit, delete, and view a department in the merchandise hierarchy.

*Figure 2–37 Department Window*




The Department window contains the following fields.

*Table 2–71 Department - Fields and Description*

| Fields | Description |
|---|---|
| **Department** | Enter a unique ID for the department.<br>Enter a name for the department in the field next to the department ID.<br>These fields are required fields.<br>You cannot edit the department ID in edit mode. |
| **Group** | Enter, select or search for the group ID associated with the department.<br>This field is a required field. |
| **Profit Calculation Type** | Select a profit calculation type from the list. Possible values are:<br>■ Direct Cost<br>■ Retail Inventory<br>This field is a required field. |
| **OTB Calculation Type** | Select an OTB calculation type from the list. Possible values are:<br>■ Direct Cost<br>■ Retail Inventory<br>This field is a required field. |

*Table 2–71 (Cont.) Department - Fields and Description*

| Fields | Description |
|---|---|
| **Purchase Type** | The purchase type indicates the type of merchandise sold in the department.<br>Select a purchase type from the list. Possible values are:<br>■ **Normal**<br>The items in the department are ordered, invoiced, and recorded in the stock ledger.<br>■ **Consignment**<br>The items in the department are ordered, invoiced, and recorded in the stock ledger.<br>Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.<br>■ **Concession**<br>The items in the department are ordered, invoiced, and recorded in the stock ledger.<br>Accounts receivable and accounts payable are not recorded for this item type. The concession rate is recorded at the item/supplier level.<br>This field is a required field.<br>You cannot change the purchase type in edit mode. |
| **Buyer** | Enter, select or search the buyer ID associated with the department. |
| **Merchandiser** | Enter, select or search for the merchandiser ID associated with the department. |
| **Markup Calculation Type** | Select the markup calculation type. |
| **Markup % of Cost** | Enter the markup percent of the cost.<br>This field is a required field.<br>You cannot change the value in edit mode. |
| **Markup % of Retail** | Enter the markup percent of the retail value.<br>This field is a required field.<br>You cannot change the value in edit mode. |
| **Total Market Amount (in Thousands)** | Enter the amount of annual sales that the department is expected to generate. |
| **Maximum Average Counter** | Enter the maximum average counter.<br>This field is a required field. |
| **Average Tolerance** | Enter the average tolerance value in percent.<br>This field is a required field. |
| **Include VAT in Retail?** checkbox | The Include VAT in Retail checkbox indicates that all prices include VAT in the retail price for all classes in the department.<br>Clear the check box to indicate that VAT is not included in the retail price at the class level, and is applied at the POS.<br>The Include VAT in Retail checkbox is only available, if the default tax type is set to SVAT or GTAX. |

## Department Toolbar

The toolbar contains the following icon and buttons.

*Table 2–72 Department Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete the current department by selecting the Delete icon.<br><br>You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Department window.<br>▪ **Up Charges**<br>Opens the Department Up Charges window.<br>For more information about this function, see the Department Up Charges Window section<br>▪ **VAT Maintenance**<br>Opens the Department VAT window.<br>For more information about this function, see the Department VAT Window section.<br>▪ **Merchandise Hierarchy Defaults**<br>Opens the Merchandise Hierarchy Defaults window.<br>For more information about this function, see the Merchandise Hierarchy Defaults Windowsection. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br><br>Click **Done** to close the window. |

# Department Up Charges Window

The Department Up Charge window displays a department's from/to location combinations and associated up charges. Up Charges are incurred when transferring items within the department or within the from and the to locations.

> **Note:** This window will only be available if the RMS 'Estimated Landed Costs' indicator is set to 'Yes'.

Each Up Charge has a:

- Calculation Basis of either 'Value' or 'Specific.'
- Cost Basis of either 'Weighted Average Cost' (when using Average Cost Method) or 'Unit Cost' (when using Standard Cost Method).

Component Rate of:

- Monetary if Calculation Basis = 'Specific.'
- Percentage if Calculation Basis = 'Value.'
- Component Currency.

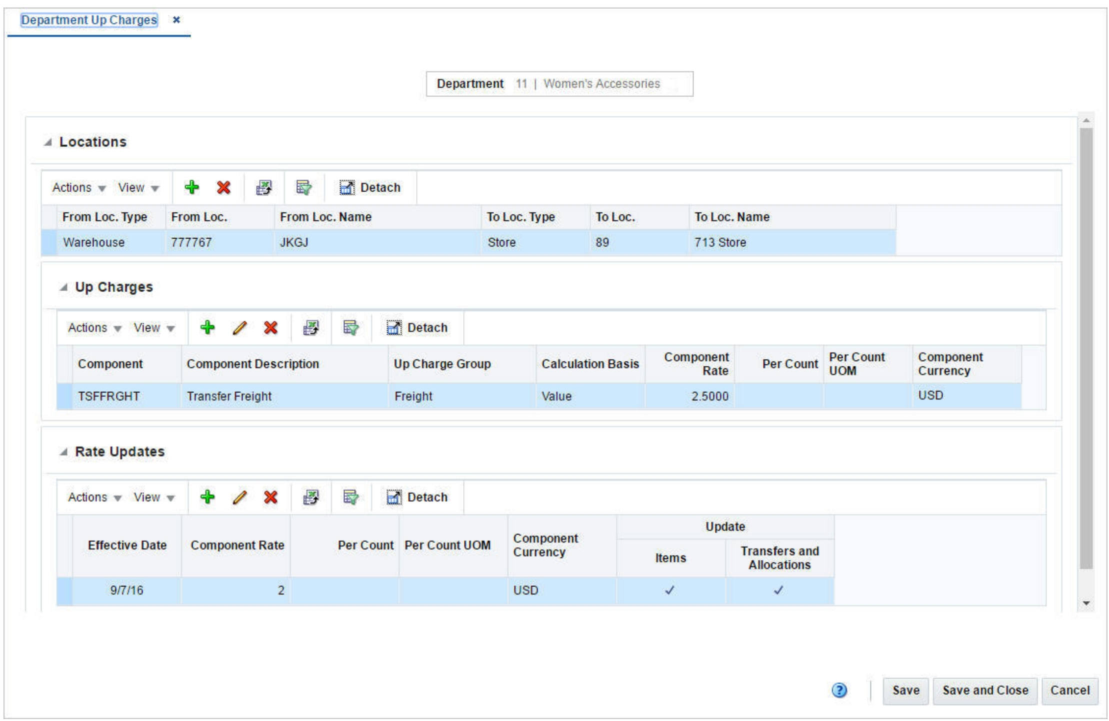
The Up Charge Group is used to group Up Charge Components together to show a total sum on the Transfer Up Charge window.

The Department Up Charges window contains the following sections.

- Header

  The header displays the department ID and description.
- Locations
- Up Charges
- Rate Updates
- Department Up Charges Toolbar

***Figure 2–38 Department Up Charges Window***




## Locations

The Locations section displays the from and to locations containing expenses for the department.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–73 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add new locations, see the Adding Locations section. |
| Delete and Delete icon | You can delete locations:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–74 Locations/Up Charges/Rate Updates - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Up Charges

The Up Charges section displays the details of the charges.

### Up Charges - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–75 Up Charges - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new components by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new up charges, see the Adding Components section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected component.<br>For more information about how to edit a charge, see the Editing Components section. |
| Delete and Delete icon | You can delete up charges:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Up Charges - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 2–74, " Locations/Up Charges/Rate Updates - View Menu/Icons and Description".

## Rate Updates

In the Rate Updates section you can apply rate updates to items and transfers and allocations.

### Rate Updates - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–76 Rate Updates - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new rate updates by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add rate updates, see the Adding Rate Updates section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected rate update.<br>For more information about how to edit a rate update, see the Editing Rate Updates section. |

*Table 2–76 (Cont.) Rate Updates - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete rate updates:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Rate Updates - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 2–74, " Locations/Up Charges/Rate Updates - View Menu/Icons and Description".

## Department Up Charges Toolbar

The toolbar contains the following icons and buttons.

*Table 2–77 Department Up Charges Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Department Up Charges

To maintain department up charges, follow the steps listed in the sections below.

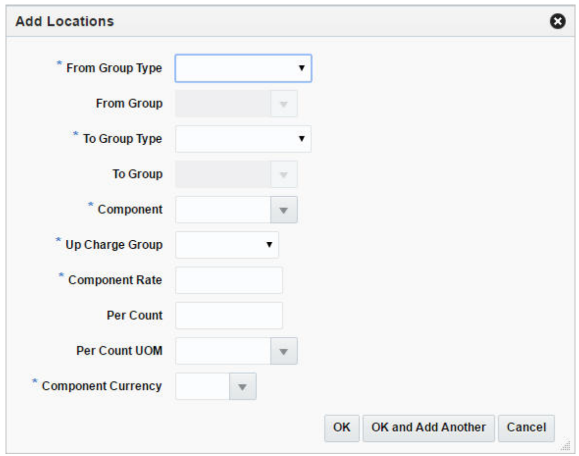
1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy window appears.
2. Click the **Department** button. The available Departments are displayed in the table.
3. In the Department column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department window appears.
4. Select **More Actions > Up Charges**. The Department Up Charges window appears.
5. Update the department up charges, as necessary.

### Adding Locations

To add locations for up charges, follow the steps listed below.

1. In the Locations section, select **Actions** > **Add**, or use the Add icon. The Add Locations window appears.

***Figure 2–39 Add Locations Window***



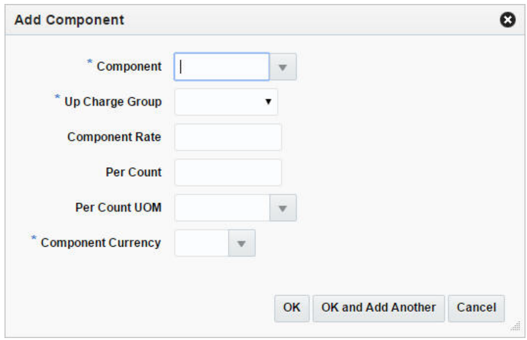

2. In the **From Group Type** field, select a group type from the list. This field is a required field.
3. In the **From Group** field, enter, select or search for the group ID, if enabled.
4. In the **To Group Type** field, select the group type from the list. This field is a required field.
5. In the **To Group** field, enter, select or search for the group ID, if enabled.
6. In the **Component** field, enter, select or search for the component. This field is a required field.
7. In the **Up Charge Group** field, select an up charge group from the list. This field is a required field.
8. In the **Component Rate** field, enter the rate. This field is a required field.
9. In the **Per Coun**t field, enter the number of counts.
10. In the **Per Count Unit of Measure**, enter, select or search for the UOM.
11. In the **Component Currency** field, enter, select or search for the currency.
12. Then choose one of the following options.
    - Click **OK** to save the location information and close the window.
    - Click **OK and Add Another** to add additional location information.
    - Click **Cancel** to reject all entries and close window.

### Adding Components

To add components, follow the steps listed below.

1. In the Up Charges section, select **Actions** > **Add**, or use the Add icon. The Add Component window appears.

*Figure 2–40 Add Component Window*




2. In the **Component** field, enter, select or search for the component. This field is a required field.
3. In the **Up Charge Group** field, select the group from the list.
4. In the **Component Rate** field, enter the rate.
5. In the **Per Coun**t field, enter the number of counts.
6. In the **Per Count Unit of Measure**, enter, select or search for the UOM.
7. In the **Component Currency** field, enter, select or search for the currency.
8. Then choose one of the following options.
   - Click **OK** to save the location information and close the window.
   - Click **OK and Add Another** to add additional location information.
   - Click **Cancel** to reject all entries and close the window.

### Editing Components

To edit existing components, follow the steps listed below.

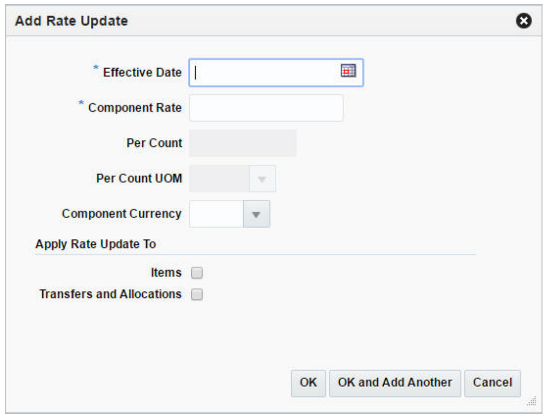
1. In the Up Charges section, select **Actions** > **Edit**, or use the Edit icon. The Edit Component window appears.
2. Edit the fields, as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

### Adding Rate Updates

To add rate updates for items and/or transfers and allocations, follow the steps below.

1. In the Rate Updates section, select **Actions** > **Add**, or use the Add icon. The Add Rates window appears.

***Figure 2–41 Add Rate Update Window***




2. In the **Effective Date** field, enter the effective date or use the Calendar icon to select a date. This field is a required field.
3. In the **Component Rate** field, enter the component rate. This field is a required field.
4. In the **Per Count** field, enter the number of counts.
5. In the **Per Count UOM**, enter, select or search for the unit of measure.
6. In the **Component Currency** field, enter, select or search for the component currency code.
7. Select the **Transfers and Allocations** checkbox to apply the rate updates to transfers and allocations.
8. Select the **Items** checkbox to apply the rate updates to items.
9. Then choose one of the following options.
   - Click **OK** to add the rate updates and close the window.
   - Click **OK and Add Another** to add additional rate updates.
   - Click **Cancel** to reject all entries and close the window.

### Editing Rate Updates

To edit rate updates for items and/or transfers and allocations, follow the steps below.

1. In the Rate Updates section, select **Actions > Edit**, or use the Edit icon. The Edit Rates window appears.
2. Edit the fields, as necessary.
3. Then choose one of the following options.
   - Click **OK** to add the rate updates and close the window.
   - Click **Cancel** to reject all entries and close the window.

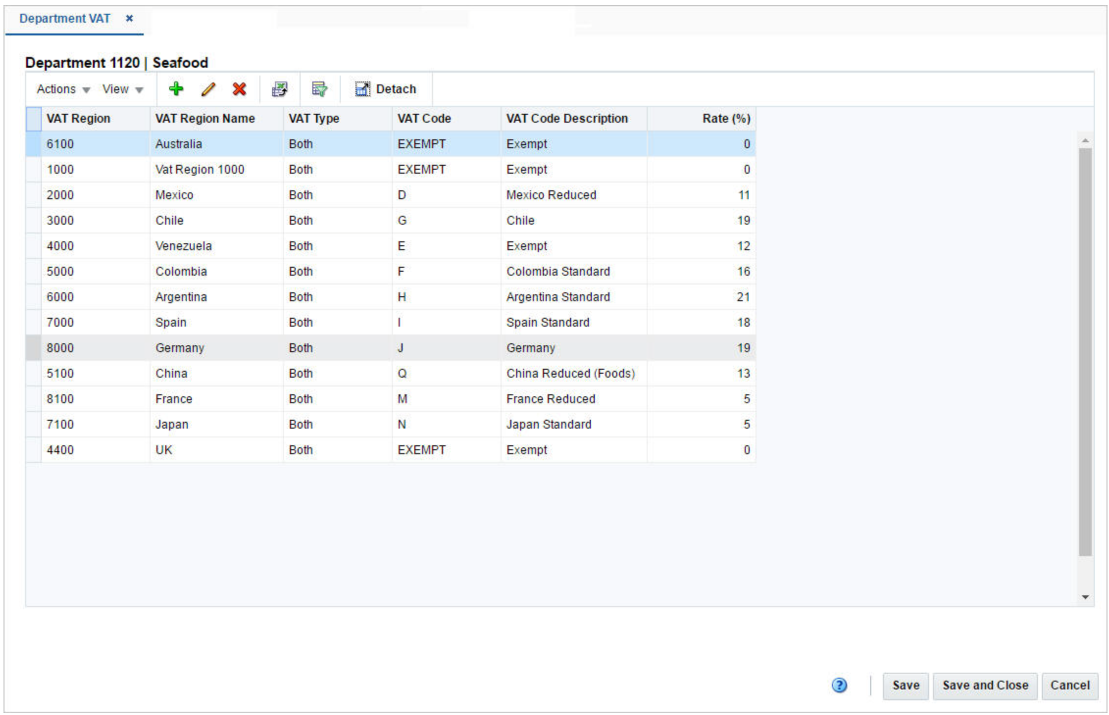
## Department VAT Window

The Department VAT window allows you to maintain and view value added tax (VAT) regions and VAT codes that are associated with a department. The VAT regions and VAT codes that are entered at the department level become the default VAT regions and VAT codes for items within the department.

The Department VAT Window contains the following sections.

- Header
- Department VAT Table
- Department VAT Toolbar

***Figure 2–42 Department VAT Window***




## Department VAT Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–78 Department VAT Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new VAT regions by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new VAT region, see the Adding VAT Regions section |
| Delete and Delete icon | You can delete VAT regions:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected VAT region.<br>For more information about how to edit a VAT region, see the Editing VAT Regions section. |

*Table 2–78 (Cont.) Department VAT Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Department VAT Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–79 Department VAT Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Department VAT Toolbar

The toolbar contains the following icons and buttons.

*Table 2–80 Department VAT Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Department VAT Regions

To maintain Department VAT regions, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy window appears.
2. Click the **Department** button. The available Departments are displayed in the table.
3. In the Department column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department window appears.
4. Select **More Actions > VAT Maintenance**. The Department VAT window appears.
5. Update the department VAT regions, as necessary.

### Adding VAT Regions

To add VAT regions to the selected department, follow the steps below.

1. Select **Actions > Add**, or use the Add icon. The Add VAT Region window appears.
2. In the **VAT Region** field, enter, select or search for the desired region. This field is a required field.
3. In the **VAT Type** field, select the type from the list. This field is a required field.
4. In the **VAT Code** field, enter, select or search for the VAT code.
5. The Rate(%) and the VAT Code Description are displayed.
6. Then choose one of the following options.
   - Click **OK** to add the VAT region and close the window.
   - Click **OK and Add Another** to add additional VAT regions.
   - Click **Cancel** to reject all entries and close the window.

### Editing VAT Regions

To edit VAT regions for the selected department, follow the steps below.

1. Select **Actions > Edit**, or use the Edit icon. The Edit VAT Region window appears.
2. In the **VAT Code** field, change the VAT code, as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Merchandise Hierarchy Defaults Window

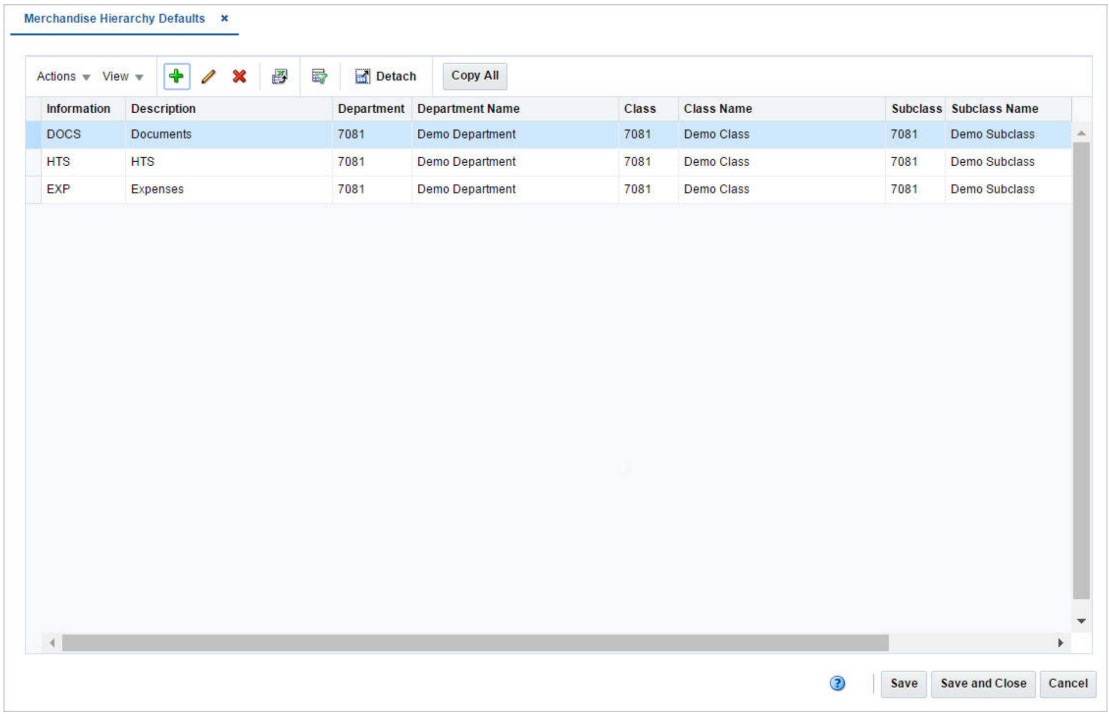
The Merchandise Hierarchy Defaults window allows you to make certain item details available and required. These item defaults are based on the department, class, and subclass in which the item resides. The defaults may include a variety of options, such as Harmonized Tariff Schedule (HTS), item attributes, and tickets. You can set up the defaults when creating a department, class, or subclass. For example, you can indicate that items in a selected department cannot be approved unless they have an HTS code. On the other hand, you can make the HTS option unavailable for items in the selected department.

When creating defaults at the department level, you can add information only for the classes and subclasses within that department. For example, if you enter department 1000 and make the default both available and required, every class and subclass within department 1000 inherits the same default settings. If you enter department 2000 and class 3000, every subclass within department 2000 and class 3000 inherits the same default settings.

The Merchandise Hierarch Defaults window contains the following sections.

- Table
- Merchandise Hierarchy Defaults Toolbar

***Figure 2–43 Merchandise Hierarchy Defaults Window***




## Merchandise Hierarchy Defaults Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–81 Merchandise Hierarchy Defaults - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new default information by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add default information, see the Adding Defaults section. |
| Delete and Delete icon | You can delete default information for a department:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected default information.<br><br>For more information about how to edit default information for a department, see the Editing Defaults section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 2–81 (Cont.) Merchandise Hierarchy Defaults - Actions Menu/Icons and*

| Actions Menu/Icons | Description |
|---|---|
| **Copy All** button | Use the **Copy All** button to copy item defaults from one subclass to another.<br>For more information about this function, see the Copy All section.<br>This button is only available at the subclass level. |

## Merchandise Hierarchy Defaults Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–82 Merchandise Hierarchy Defaults - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Merchandise Hierarchy Defaults Toolbar

The toolbar contains the following icons and buttons.

*Table 2–83 Merchandise Hierarchy Defaults Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Merchandise Hierarchy Defaults

To maintain merchandise hierarchy defaults, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Merchandise Hierarchy**. The Merchandise Hierarchy window appears.

2. Click the **Department/Class/Subclass** button. The available departments/classes/subclasses are displayed in the table.
3. In the Department/Class/Subclass column, click the department ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Department/Class/Subclass window appears.
4. Select **More Actions > Merchandise Hierarchy Defaults**. The Merchandise Hierarchy Defaults window appears.
5. Update the hierarchy default information, as necessary.

### Adding Defaults

To add item defaults for the selected hierarchy level, follow the steps below.

1. In the table, select **Actions > Add**, or use the Add icon. The Add Merchandise Hierarchy Defaults window appears.
2. In the **Information** field, select the default information you want to add.
3. In the **Class** field, enter, select or search for the class ID. This field is only enabled, if you add an item default for a department.
4. In the **Subclass** field, enter, select or search for the subclass ID. This field is only enabled, if you add an item default for a department.
5. Indicate, if the information is unavailable or available for the items in the selected department/class/subclass.
6. Select the **Required** checkbox to indicate that the information is required for items in the selected department/class/subclass.
7. Then choose one of the following options.
   - Click **OK** to add the default information and close the window.
   - Click **OK and Add Another** to add additional defaults.
   - Click **Cancel** to reject all entries and close the window.

### Editing Defaults

To edit item defaults for the selected hierarchy level, follow the steps below.

1. In the table, select **Actions > Edit**, or use the Edit icon. The Edit Merchandise Hierarchy Defaults window appears.
2. Change the checkboxes, as necessary. All other fields are disabled.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

### Copy All

To copy all item defaults from one subclass to another, follow the steps below.

1. In the table, select the **Copy All** button. The Copy From window appears.
2. In the **Department** field, enter, select or search for the department you want to copy from.
3. In the **Class** field, enter, select or search for the class ID.
4. In the **Subclass** field, enter, select or search for the subclass ID.

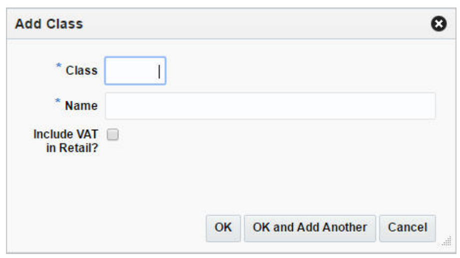
5. Then choose one of the following options.
   - Click **OK** to copy the item defaults from the selected hierarchy and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Creating Classes

To create a class, follow the steps below.

1. Click the **Class** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID.
3. In the table, select **Actions** > **Create**, or use the Create icon. The Classes window appears. The selected department ID and description are displayed in the header.
4. Select **Actions** > **Add**, or use the Add icon. The Add Class window appears.

***Figure 2–44 Add Class Window***




   a. In the **Class** field, enter a unique ID for the class. This field is a required field.
   b. In the **Name** field, enter a name for the class. This field is a required field.
   c. Select the **Include VAT in Retail** checkbox to indicate that the retail price includes VAT.

> **Note:** The **Include in VAT Retail** checkbox is only displayed, if VAT at the class level is indicated in the RMS system settings.
>
> If you do not select the checkbox, you indicate that VAT should be applied to the retail price at the point of sale when setting up a store.

   d. Then choose one of the following options.
      – Click **OK** to add the class and close the window.
      – Click **OK and Add Another** to add additional classes.
      – Click **Cancel** to reject all entries and close the window.

## Editing Classes

To edit a class, follow the steps below.

1. Click the **Class** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The classes for the selected department are displayed in the table.

3. Select **Actions > Edit**, or use the Edit icon. The Classes window appears.
4. Select a record in the table.
5. Then select **Actions > Edit**, or use the Edit icon. The Edit Class window appears.
   a. The information of the selected class is displayed. Change the values, as necessary. You cannot change the class ID.
   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Classes Window

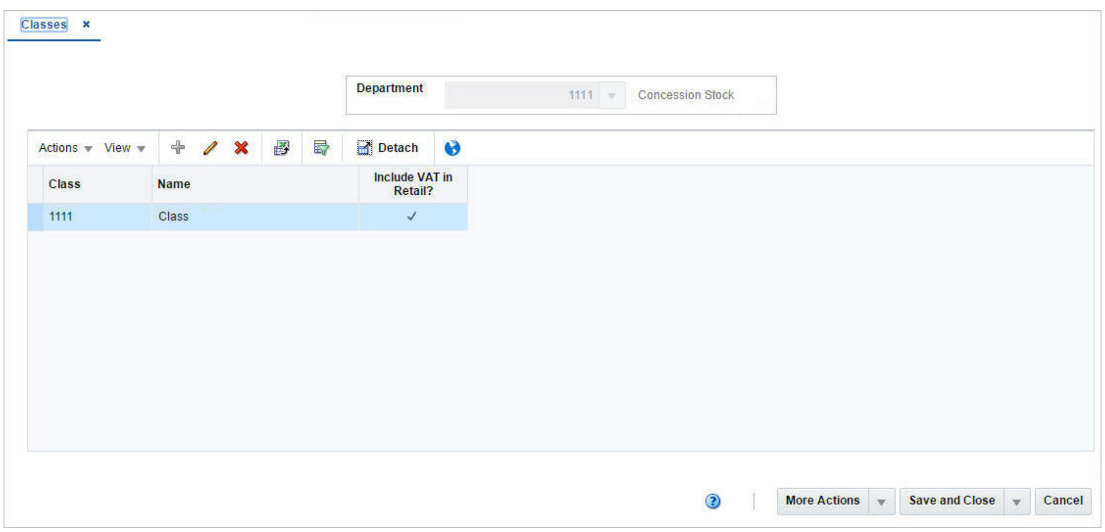
The Classes window allows you to add, edit, delete, and view a class in the merchandise hierarchy. A class is below the department and above the subclass in the merchandise hierarchy.

A class can belong to only one department. A class further defines the type of merchandise sold in a department. For example, a department for Men's Shirts might have the classes Casual, Business, and Formal.

When VAT is enabled at the class level in RMS, you can indicate whether the retail price should include the VAT or not. If you choose not to indicate that VAT is included at the class level, then you should indicate to include it at the POS.

Finally, you can associate user defined attributes with a class.

***Figure 2–45 Classes***




### Classes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–84 Classes - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new class by selecting **Actions** > **Add** or by using the Add icon.<br>The Add function is not available, if you are in edit mode.<br>For more information about how to add a new class, see the Creating Classes section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected class.<br>For more information about how to edit a class, see the Editing Classes section. |
| Delete and Delete icon | You can delete classes:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Classes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–85 Classes - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Classes Toolbar

The toolbar contains the following icon and buttons.

*Table 2–86 Classes Toolbar - Icons/Buttons and Description*

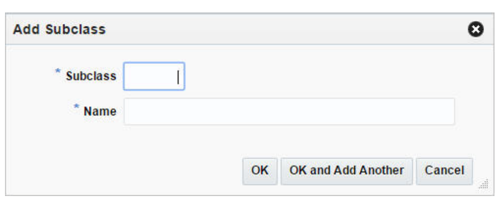
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Classes window.<br>■ **Merchandise Hierarchy Defaults**<br>Opens the Merchandise Hierarchy Defaults window.<br>For more information about this function, see the Merchandise Hierarchy Defaults Window section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating Subclasses

To create a subclass, follow the steps below.

1. Click the **Subclass** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The **Class** field enables.
3. In the **Class** field, enter, select or search for the class ID. The available subclasses are displayed in the table.
4. Select **Actions > Create**, or use the Create icon. The Subclasses window appears. The selected department/class ID and description are displayed in the header.
5. Select **Actions > Add**, or use the Add icon. The Add Subclass window appears.

*Figure 2–46 Add Subclass Window*




   a. In the **Subclass** field, enter a unique ID for the subclass. This field is a required field.
   b. In the **Name** field, enter a name for the subclass. This field is a required field.
   c. Then choose one of the following options.
      – Click **OK** to add the subclass and close the window.
      – Click **OK and Add Another** to add additional subclasses.
      – Click **Cancel** to reject all entries and close the window.

## Editing Subclasses

To edit a subclass, follow the steps below.

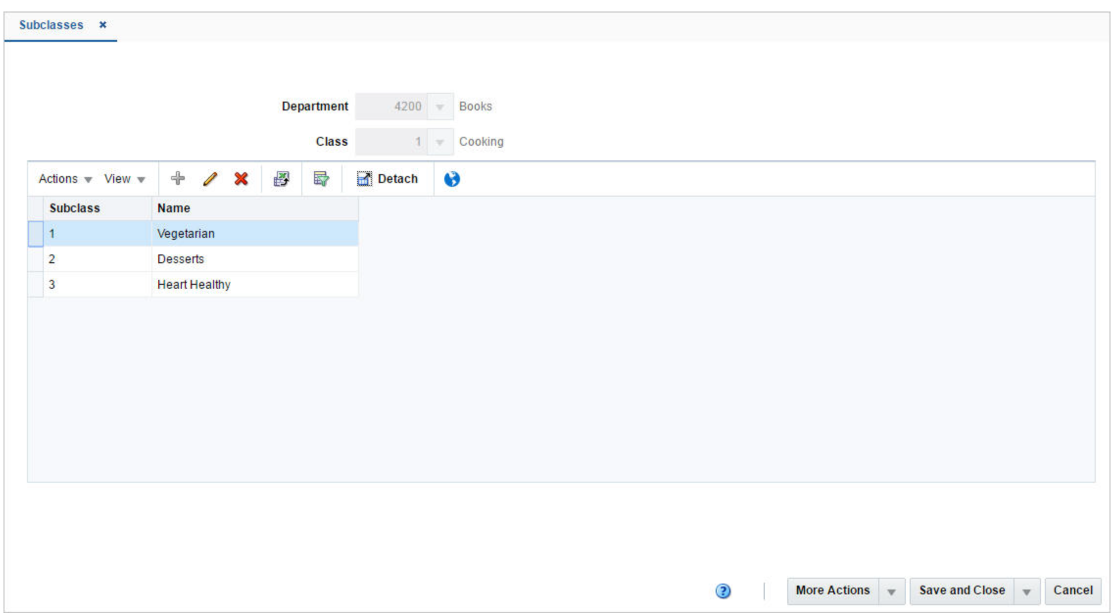
1. Click the **Subclass** button. The **Department** field is displayed.
2. In the **Department** field, enter, select or search for the department ID. The **Class** field is enabled.
3. In the **Class** field, enter, select or search for the Class ID. The available subclasses are displayed in the table.
4. In the table, select **Actions > Edit**, or use the Edit icon. The Subclasses window appears.
5. Select a record in the table.
6. Then select **Actions > Edit**, or use the Edit icon. The Edit Subclass window appears.
    a. The information of the selected subclass is displayed. Change the values, as necessary. You cannot change the subclass ID.
    b. Then choose one of the following options.
        – Click **OK** to save your changes and close the window.
        – Click **Cancel** to reject all entries and close the window.

## Subclasses Window

The Subclasses window allows you to add, edit, delete, and view a subclass in the merchandise hierarchy. A subclass is below a class in the merchandise hierarchy. A subclass can belong to only one class. A subclass further defines the type of merchandise sold in a department and class.

You can associate user defined attributes with a subclass.

***Figure 2–47 Subclasses Window***



## Subclasses - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–87 Subclasses - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new subclasses by selecting **Actions** > **Add** or by using the Add icon.<br>The Add function is not available, if you are in edit mode.<br>For more information about how to add a new subclass, see the Creating Subclasses section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected subclass.<br>For more information about how to edit a subclass, see the Editing Subclasses section. |
| Delete and Delete icon | You can delete subclasses:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

## Subclasses - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 2–88 Subclasses - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Subclasses Toolbar

The toolbar contains the following icon and buttons.

*Table 2–89 Subclasses Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Classes window.<br>■ **Merchandise Hierarchy Defaults**<br>Opens the Merchandise Hierarchy Defaults window.<br>For more information about this function, see the Merchandise Hierarchy Defaults Window section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Pending Merchandise Hierarchy Search

The Pending Merchandise Hierarchy option opens the Pending Merchandise Hierarchy Search window. In the Pending Merchandise Hierarchy Search window you can perform the following actions.

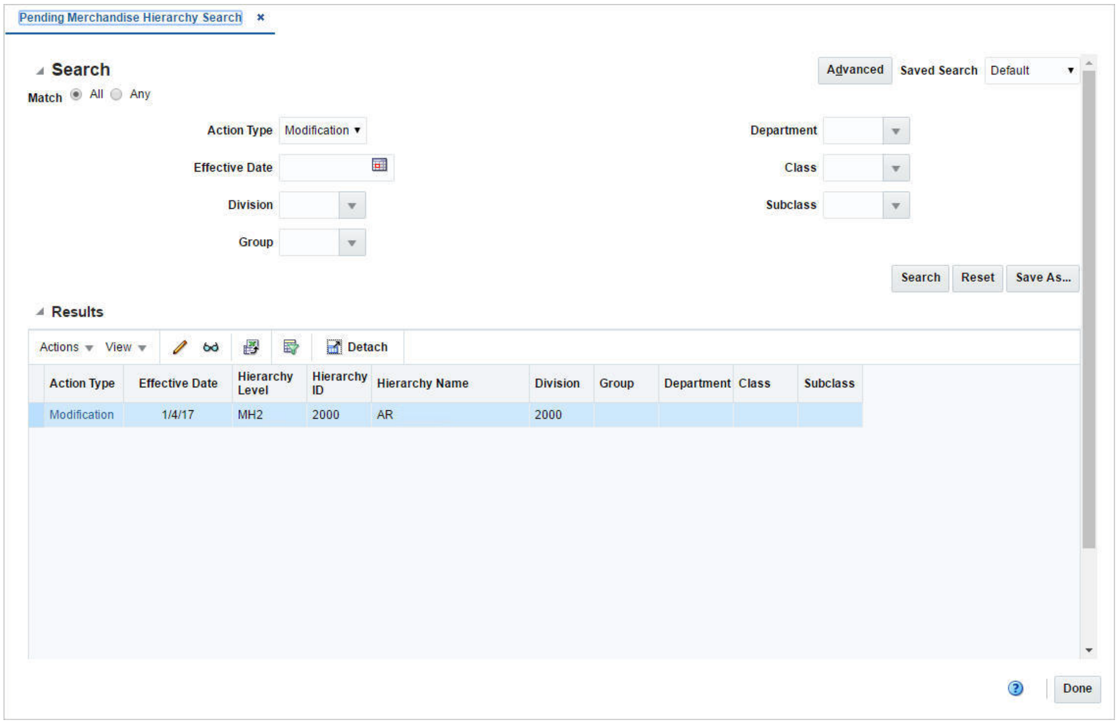
- Search for pending hierarchy levels by various search criteria
- View the entered search results
- View and edit the action type of the hierarchy level

The Pending Merchandise Hierarchy Search window contains the following sections.

- Search

  For more information about the search, see the Searching for a Pending Merchandise Hierarchy section.
- Results
- Toolbar

*Figure 2–48 Pending Merchandise Hierarchy Search*




## Searching for a Pending Merchandise Hierarchy

To search for a pending merchandise hierarchy level:

1. From the Task menu, select **Foundation Data > Items > Pending Merchandise Hierarchy**. The Pending Merchandise Hierarchy Search window appears.
2. You can search for a hierarchy by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Pending Merchandise Hierarchy Through the Basic Search Criteria

To search for a hierarchy level by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–90 Pending Merchandise Hierarchy Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only hierarchy levels matching all entered search criteria are shown.<br>Any - hierarchy levels matching any of the entered search criteria are shown. |
| **Action Type** | Select an action type from the list. Possible action types are:<br>■ Addition<br>■ Modification |

*Table 2–90 (Cont.) Pending Merchandise Hierarchy Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Effective Date** | Enter an effective date or use the Calendar icon to select a date. |
| **Division** | Enter, select or search for a division. |
| **Group** | Enter, select or search for a group. |
| **Department** | Enter, select or search for a department. |
| **Class** | Enter, select or search for a class. |
| **Subclass** | Enter, select or search for a subclass. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The pending hierarchy levels that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Pending Hierarchy Through Advanced Search Criteria

To search for a hierarchy level by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The pending hierarchy levels that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Results

The Results section lists the retrieved pending merchandise hierarchy levels.

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–91 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected merchandise hierarchy level.<br>For more information about how to edit a pending merchandise hierarchy level, see the Editing a Pending Merchandise Hierarchy section. |
| View and View icon | To view a pending merchandise hierarchy level:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon. The Pending Merchandise Hierarchy window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 2–92 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 2–92 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

### Toolbar

The toolbar contains the following icons and buttons.

*Table 2–93 Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Pending Merchandise Hierarchy Window

The Pending Merchandise Hierarchy window allows you to maintain movements within the merchandise hierarchy. Movements within the merchandise hierarchy will lead to the eventual reclassification of the items within the reclassified level. When an item is reclassified, sales history, purchase orders, inventory, and planning information is reclassified as well.

Only Level 1 items can be reclassified. Any prepacks, Level 2, or Level 3 items associated with the Level 1 item are also reclassified.

The Pending Merchandise Hierarchy window contains the following fields.

*Table 2–94 Pending Merchandise Hierarchy - Fields and Description*

| Fields | Description |
|---|---|
| **Action Type** | Displays, if you add or edit a merchandise hierarchy. |
| **Effective Date** | Enter an effective date or use the Calendar icon to select a date. |
| **Hierarchy Level** | Displays the hierarchy level. |
| **Hierarchy Level ID and Description** | Displays the hierarchy level. Enter a description.<br>You can create a translation by selecting the Translate icon. |
| **Buyer** | Enter, select or search for the buyer. |
| **Total Market Amount**<br>(in Thousands) | Enter the total market amount in thousands. |
| **Merchandiser** | Enter, select or search for the merchandiser. |
| **Domain** | This field contains the unique number representing the domain. The domain number is used when interfacing data to external systems using domains. |

*Table 2–94 (Cont.) Pending Merchandise Hierarchy - Fields and Description*

| Fields | Description |
|---|---|
| Markup Calculation Type: | |
| **% of Cost** | Indicates that the markup is calculated as a percentage of the cost. |
| **% of Retail** | Indicates that the markup is calculated as a percentage of the Retail value. |
| Profit Calculation Type: | |
| **Direct Cost** | Indicates that the profit is calculated by direct cost. |
| **Retail Inventory** | Indicates that the profit is calculated by retail inventory. |
| Open To Buy (OTB) Calculation Type: | |
| **Cost** | Determines that the OTB is calculated by costs in this hierarchy level. |
| **Retail** | Determines that the OTB is calculated by retail value in this hierarchy level. |
| Purchase Order Type: | |
| **Normal Merchandise** | Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger. |
| **Consignment Stock** | Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level. |
| **Concession Stock** | Indicates that the items in the department are ordered, invoiced, and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The concession rate is recorded at the item/supplier level. |
| For Departments the Markup Calculation Type, OTB Calculation Type and Purchase Order Type are not available. | |
| **Markup % of Cost** | Displays the budgeted markup as percentage of the costs. |
| **Markup % of Retail** | Displays the markup in %. When the retailer uses Simple VAT or Global Tax, this value excludes VAT. |
| **Maximum Average Counter** | Displays the maximum count of days with acceptable data to include on average for items within the hierarchy type. |
| **Average Tolerance %** | Displays a tolerance percentage value which is used as average for items within this value. This value sets a range for appropriate data and constrain outliers. |

## Pending Merchandise Hierarchy Toolbar

The toolbar contains the following icons and buttons.

*Table 2–95 Pending Merchandise Hierarchy Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 2–95 (Cont.) Pending Merchandise Hierarchy Toolbar - Icons/Buttons and*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

### Editing a Pending Merchandise Hierarchy

To edit the pending merchandise hierarchy, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Pending Merchandise Hierarchy**. The Pending Merchandise Hierarchy Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The actions that match the search criteria are displayed in the Results section.
4. In the Action Type column, click the action link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Pending Merchandise Hierarchy window appears.
5. Edit the fields, as necessary.
6. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Reclassification Window

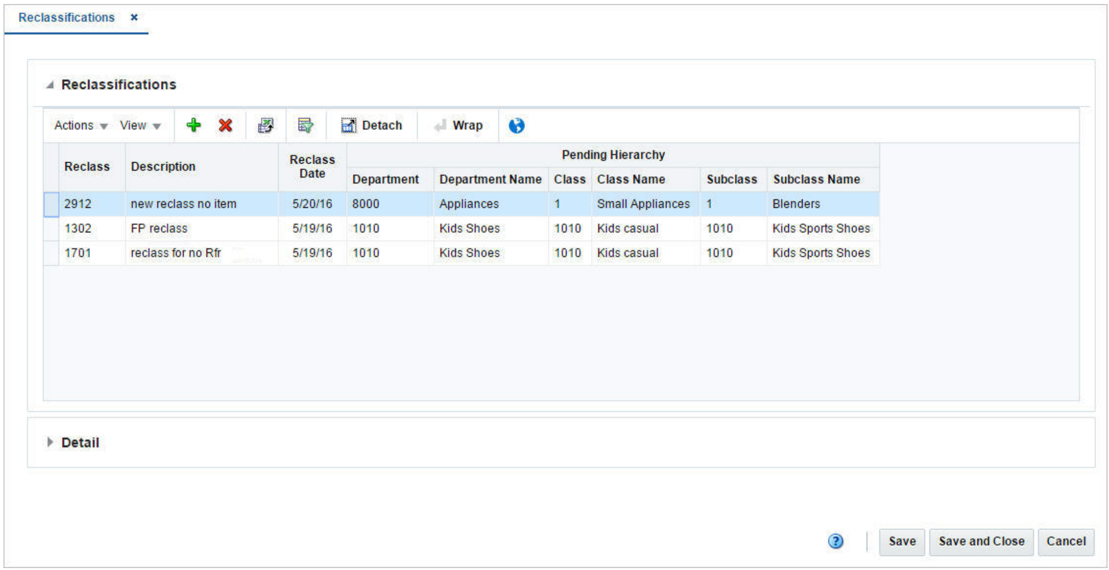
Reclassification window allows you to move an item or item list from one department/class/subclass to another.

You can determine which item or item list needs to be reclassified, under which department, class, subclass, and the effective date. A batch process reclassifies those items whose effective date is the next day.

The Reclassification window contains the following sections.

- Reclassifications
- Detail
- Reclassifications Toolbar

***Figure 2–49 Reclassifications Window***




## Reclassifications

The Reclassification table lists the reclassification ID, description, date as well as the pending hierarchy level information. In this table you can to add, delete, or view the reclassification events that have not been processed yet.

### Reclassification - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–96 Reclassification - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new reclassifications for an item or an item list by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add a new reclassification, see the Adding a New Reclassification section. |
| Delete and Delete icon | You can delete a reclassification:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Reclassification - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–97 Reclassification - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Detail

The Details section lists the item ID, description and current merchandise hierarchy level information.

### Detail - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–98 Reclassification - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete reclassification details:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Detail - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–99 Reclassification - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Reclassifications Toolbar

The toolbar contains the following icons and buttons.

*Table 2–100 Reclassifications Toolbar - Icons/Buttons and Description*

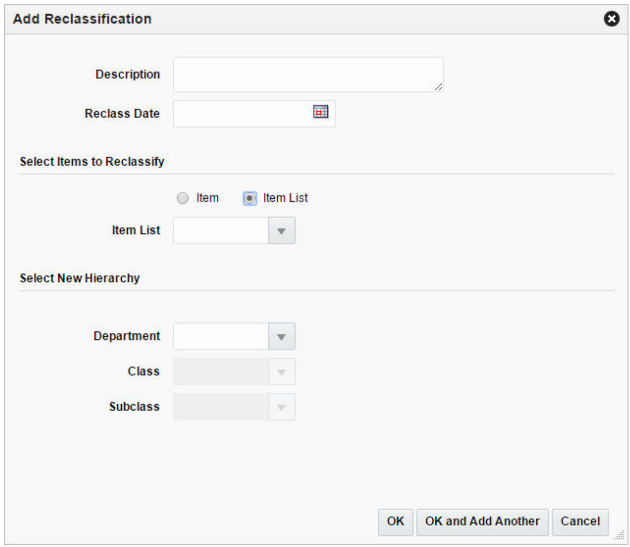
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding a New Reclassification

To add a reclassification, follow the steps below.

1. From Task Menu, select **Foundation Data > Items > Reclassification**. The Reclassification window appears.
2. In the table, select **Actions > Add**, or use the Add icon. The Add Reclassification window appears.

***Figure 2–50 Add Reclassification Window***




a. In the **Description** field, enter a description for the new reclassification event.

b. In the **Reclass Date** field, enter the date when the item/item list must be reclassified, or use the Calendar icon to select a date.

c. Then select, if you want to reclassify an item or item list.

d. Enter, select or search for the desired item or item list.

e. Then select the new hierarchy for the item or item list. In the **Department** field, enter select, or search for the new department.

f. In the **Class** field, enter, select or search for the new class.

g. In the **Subclass** field, enter, select or search for the new subclass.

h. Then choose one of the following options.

   – Click **OK** to save the new reclassification and close the window.

   – Click **OK and Add Another** to add additional reclassifications.

   – Click **Cancel** to reject all entries and close the window.

## The Effects of Reclassifying Items

When items are moved from one department, class, and subclass combination to another, several other modules can be affected.

- **Sales history:** A reclassification event does not rebuild sales history automatically. A reclassification does not affect previously recorded sales history. RMS maintains three levels of rolled up sales history: department, class, and subclass. Optional batch programs are available that can be used to rebuild the rolled up sales history.
- **Stock ledger:** Stock ledger transactions are written to move the inventory amount associated with an item from the old department, class, and subclass to the new. Existing stock ledger transactions are not updated to reflect the hierarchy change.
- **Open to buy:** Open to buy (OTB) records are updated for all orders that are approved, but have not yet been received.

- **Forecasts:** If the reclassified item is forecastable and the new hierarchy values move the item to a new forecast domain, then an indicator is reset for the item at the item/store level. This change indicates to the program responsible for extracting sales history that the next time sales history is extracted from RMS for that item and store combination, all sales history should be extracted. Normally, only the sales history that occurred since the last data export is extracted.

## Reclassification Edit Checks

The following check are preformed when you reclassify an item.

### Online Edit Checks

The following edit checks are performed as you set up a reclassification event. The event cannot be created if:

- The item exits in another reclassification event.
- The item is a consignment department, but the new department is not a consignment. Likewise, if the item is in a department that is not a consignment department, but the new department is a consignment department.
- One or more items on the reclassification event exist on approved partially received orders.

### Batch Processing Edit Checks

Other edit checks that can cause a reclassification event to fail also occur during the batch processing of the event. A reclassification cannot occur if:

- The item is on a Unit and Value stock count. The items to be counted have already been determined based on the department, class, and subclass specified when the stock count was created. The stock count is scheduled after the effective date of the reclassification event.
- The item is forecastable, but the new hierarchy values with which the item is associated do not have an associated forecast domain.
- The new department, class, and subclass contain a required user defined attribute that must be entered at the item level.
- The new department, class, and subclass contain a user defined attribute that defaults at the item level, but the item does not have this UDA defined.

# Item List Window

The Create Item List option opens the Item List window. In the Item List window you can create, edit, and view basic information about an item list.

You can indicate whether the item list is static or dynamic. The ID of the user who created the item list and the date on which it was created are displayed in this window. The number of items that make up the item list are also displayed. You can use this window for mass change or mass creation.

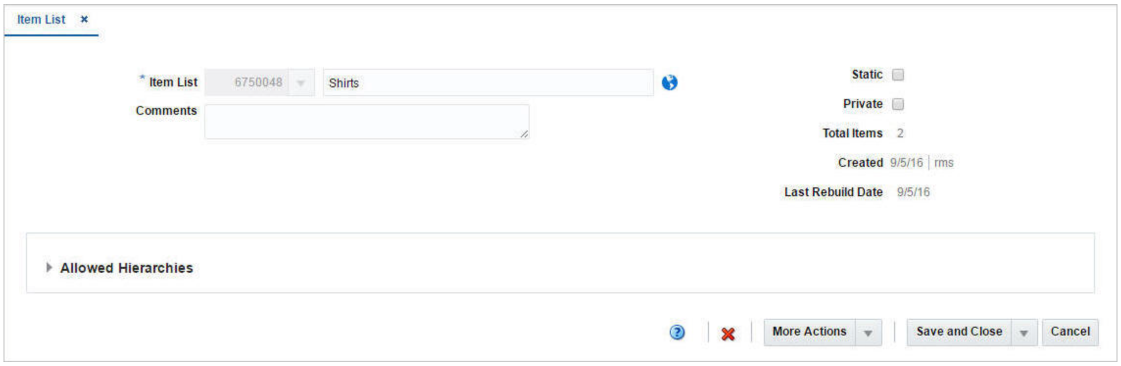
The Item List window contains the following sections.

- Item List Header
- Allowed Hierarchies

> **Note:** This section is only available, if the Data Level Security is enabled.

- Item List Toolbar

***Figure 2–51 Item List Window***




## Item List Header

The Item List header contains the following fields.

***Table 2–101 Item List - Fields and Description***

| Fields | Description |
|---|---|
| **Item List** | The **Item List** field displays the generated item list ID.<br>Enter the item list description in the field next to the item list ID. |
| **Comments** | Enter comments for the item list, if necessary. |
| **Static** checkbox | Select the Static checkbox to indicate that the item list cannot be rebuilt. |
| **Private** checkbox | Select the checkbox to indicate that the user level security for an item list is enabled. Only the user who created the item list can select the list for transactions. |
| **Created** | Displays the user who created the list as well as the date the list was created. |
| **Last Rebuild Date** | Displays the date of the last rebuild of the item list. |

## Allowed Hierarchies

The Allowed Hierarchies section displays organizational and merchandising hierarchies from which the items can be part of the item list. This section is only available, if the Data Level Security is enabled.

The table displays the following columns by default.

- Department ID and name
- Class ID and name
- Subclass ID and name

### Allowed Hierarchies - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–102 Allowed Hierarchies - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a merchandise hierarchy for the item list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a merchandise hierarchy for the item list, see the Creating Item Lists section, step 7. |
| Delete and Delete icon | You can delete cost zone locations from a cost zone:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Allowed Hierarchies - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–103 Allowed Hierarchies - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item List Toolbar

The toolbar contains the following icons and buttons.

*Table 2–104 Item List Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Use the Delete icon to delete the current item list. |

*Table 2–104 (Cont.) Item List Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the item list window.<br>■ **Criteria**<br>Opens the Item List Criteria window.<br>For more information about this function, see the Item List Criteria Window section.<br>■ **Items**<br>Opens the Item List Items window.<br>For more information about this function, see the Item List Items Window section.<br>■ **Rebuild**<br>Opens the Item List Rebuild window.<br>For more information about how to rebuild item lists, see the Rebuilding Item Lists section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create an item list. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating Item Lists

To create an item list, follow the steps below.

1. From the Task menu, select **Foundation Data > Items > Create Item List**. The Item List window appears.
2. The **Item List** field displays the generated list ID. Enter the description for the item list in the field next to the item list ID.
3. In the **Comments** field, enter comments for the list, if necessary.
4. Select the **Static** checkbox, as necessary.

   **Note:** If you create a static item list, you cannot rebuild the list on demand.

5. Select the **Private** checkbox to indicate whether the user level security for an item list is enabled or disabled.

If the user level security is enabled, only the person who created the item list can select the list for transactions.

6. The **Total Items** field, lists the total number of items on the item list.
7. If the Allowed Hierarchy section is enabled. Add a merchandise hierarchy to the item list, for which the list is available.

> **Note:** This section is only available, if the Data Level Security is enabled.

8. In the **Area** field, enter, select or search for the organizational value for which you have access.
9. Then select **Actions > Add**, or use the Add icon. The Allowed Merchandise Hierarchy window appears.
   a. In the **Group Type** field, select a group type from the list.
   b. In the **Department** field, enter, select or search for a department.
   c. In the **Class** field, enter, select or search for a class.
   d. In the **Subclass** field, enter, select or search for a subclass.
   e. Then choose one of the following options.
      – Click **OK** to save the hierarchy and close the window.
      – Click **OK and Add Another** to add additional merchandise hierarchies.
      – Click **Cancel** to reject all entries and close the window.
10. Then add items to the list. Select **More Actions > Items**. The Item List Items window appears.

    For more information about how to add items to an item list, see the Adding Items to Item Lists, step 6.
11. Add item criteria to the list, if necessary. Select More **Actions > Criteria**. The Item List Criteria window appears.

    For more information about how to add item list criteria, see the Adding Item List Criteria section, step 6.
12. Then choose one of the following options.
    - Click **Save and Close** to save your entries and close the Item List window.
    - Click **Save and Create Another** to create additional item lists.
    - Click **Cancel** to reject all entries and close the Item List window.

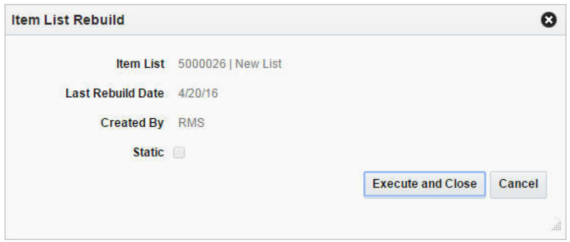
## Rebuilding Item Lists

To rebuild a location list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.

4. In the Item List column, click the item list ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item List window appears.
5. Select **More Actions > Rebuild**. The Item List Rebuild window appears. The item list details are displayed.

***Figure 2–52 Item List Rebuild Window***




6. Then choose one of the following options.
   - Click **Execute and Close** to rebuild the selected item list and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Item List Criteria Window

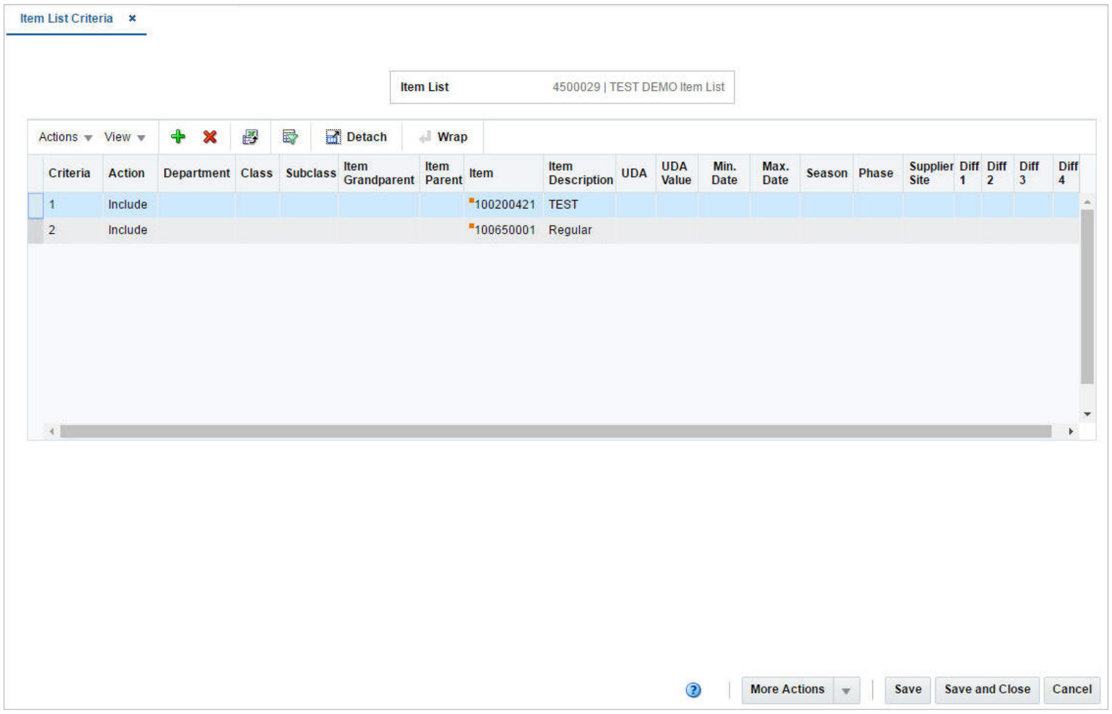
The Item List Criteria window allows you to add, delete and view the criteria by which items are grouped on an item list.

The Item List Criteria window contains the following sections.

- Item List Criteria Header

  The Item List Criteria header displays the item list ID and description.
- Item List Criteria Table
- Item List Criteria Toolbar

*Figure 2–53 Item List Criteria Window*




## Item List Criteria Table

The Item List Criteria table displays the already defined criteria.

### Item List Criteria - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–105 Item List Criteria - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new criteria to the item list by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add new criteria to the item list, see the Adding Item List Criteria section. |
| Delete and Delete icon | You can delete criteria from the item list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Item List Criteria - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 2–106 Item List Criteria - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item List Criteria Toolbar

The toolbar contains the following icons and buttons.

***Table 2–107 Item List Criteria Toolbar - Icons/Buttons and Description***

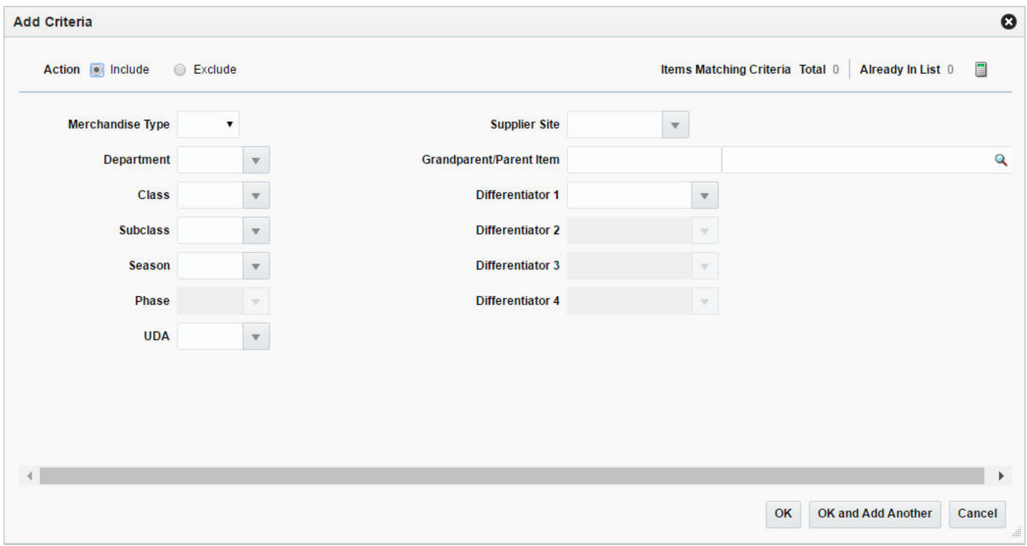
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Warehouse window.<br>▪ **Items**<br>Opens the Item List Items window.<br>For more information about this function, see the Adding Items to Item Lists section.<br>▪ **Rebuild**<br>Opens the Item List Rebuild window.<br>For more information about how to rebuild item lists, the Rebuilding Item Lists section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Item List Criteria

To add criteria to an item list, follow the steps below.

1. From the Tasks menu, select **Foundation Data** > **Items > Manage Item List**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Item List column, click the item list ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item List window appears.
5. Select **More Actions > Criteria**. The Item List Criteria window appears.
6. Select **Actions > Add**, or use the Add icon. The Add Criteria window appears.

***Figure 2–54 Add Criteria Window***




   a. Select **Include/Exclude** to indicate that items meeting the criteria should be included/excluded from the item list.
   b. In the **Merchandise Type** field, select the merchandise type from the list.
   c. In the **Department**, **Class** and **Subclass** field, enter, select or search for the corresponding IDs.
   d. In the **Season** field, enter, select or search for the season. The Phase field enables.
   e. In the **Phase** field, enter, select or search for the phase.
   f. In the **UDA** (User-defined Attributes) field, enter, select or search for the attribute.
   g. In the **Supplier Site** field, enter, select or search for the supplier site.
   h. In the **Diff 1-4** fields, enter, select or search for the desired differentiators.
   i. Use the Calculate Item List Count icon to calculate the total of items matching the selected criteria and how many items are already part of the current item list.
   j. Then choose one of the following options.

– Click **OK** to include/exclude the items with the selected criteria to/from the item list and close the window.

– Click **OK and Add Another** to include/exclude additional criteria.

– Click **Cancel** to reject all entries and close the window.

# Item List Items Window

The Item List Items window allows you to maintain and view the item details for an item list. You can add or remove items individually to/from an item list. Item lists may contain any type of items. However, you cannot add items below transaction level to the item list.

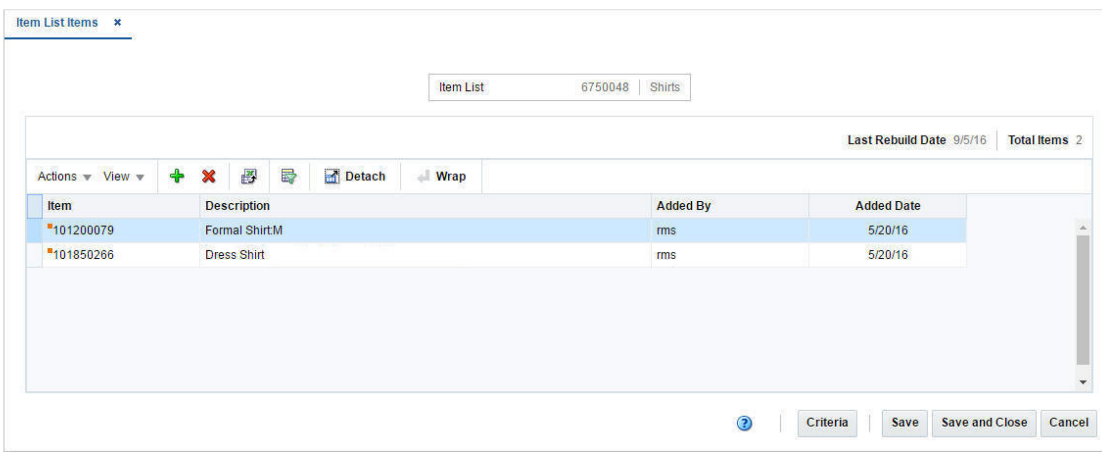
The Item List Items window contains the following sections.

- Item List Items Header

  The Item List Items header displays the item list ID and description.

- Item List Items Table
- Item List Items Toolbar

***Figure 2–55 Item List Items Window***




## Item List Items Table

The table displays the items of the selected item list.

### Item List Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–108 Item List Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new items to an item list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new items to an item list, see the Adding Items to Item Lists section. |

*Table 2–108 (Cont.) Item List Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete an item from an item list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Item List Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–109 Item List Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item List Items Toolbar

The toolbar contains the following icons and buttons.

*Table 2–110 Item List Items Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Criteria** | Opens the Item List Criteria window.<br>For more information about this function, see the Item List Criteria Window section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 2–110 (Cont.) Item List Items Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Items to Item Lists

To add an item to an item list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item Search List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Item List column, click the item list ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item List window appears.
5. In the table, select **More Actions > Items**. The Item List Items window appears.
6. Select **Actions > Add**, or use the Add icon. The Add Item window appears.
7. Enter, select or search for the desired item.
8. Then choose one of the following options.
   - Click **OK** to add the item to the list and close the window.
   - Click **OK and Add Another** to add additional items to the list.
   - Click **Cancel** to reject all entries and close the window.

# Managing Item Lists

The Manage Item Lists option opens the Item List Search window. In the Item List Search window you can perform the following actions.

- Search for an item list by various search criteria
- View the entered search results
- View an item list
- Create an item list
- Create an item list from an already existing item list
- Edit an item list

You can access the Item List Search window from the Task menu, select **Foundation Data > Items > Manage Item Lists**. The Item List Search window appears.

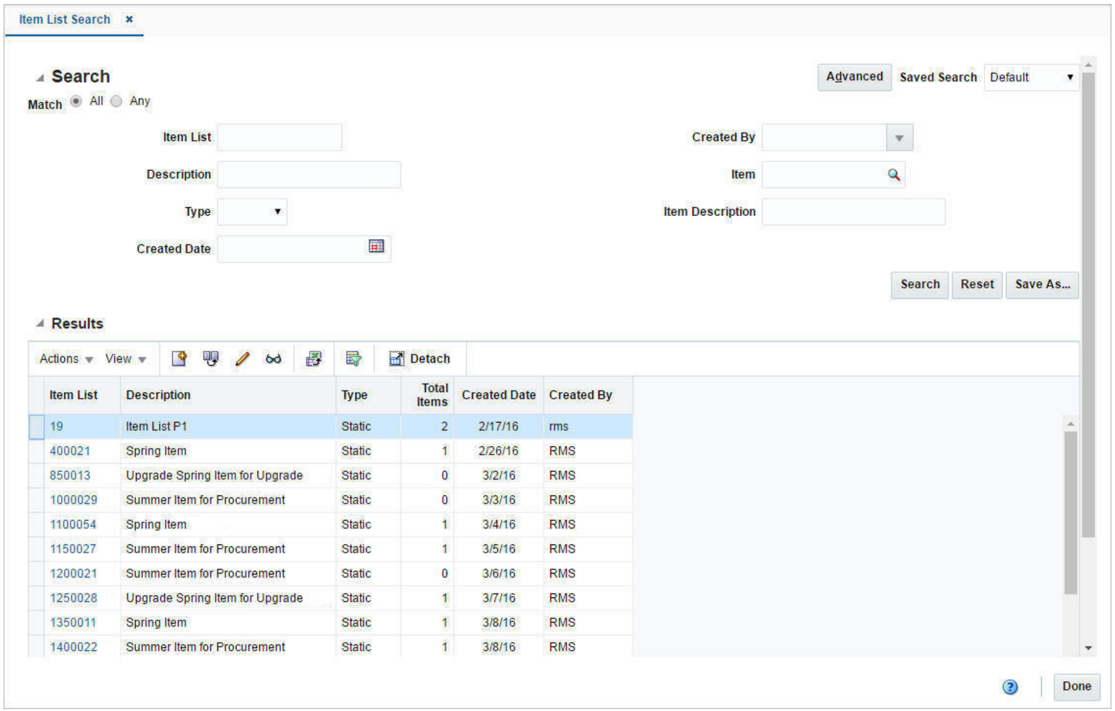
The Item List Search window contains the following sections.

- Search

  For more information about how to search for an item list, see the Searching for an Item List section.
- Results

- Item List Search Toolbar

*Figure 2–56 Item List Search Window*




## Searching for an Item List

To search for an item list:

1. From the Task menu, select **Foundation Data > Item > Manage Item Lists**. The Item List Search window appears.
2. You can search for an item list by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an Item List Through the Basic Search Criteria

To search for an item list by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–111 Item List Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only item lists matching all entered search criteria are shown.<br>Any - item lists matching any of the entered search criteria are shown. |
| **Item List** | Enter the item list ID. |
| **Description** | Enter the item description. |

*Table 2–111 (Cont.) Item List Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Type** | Select a type from the list. |
| **Created Date** | Enter a created date or use the Calendar icon to select a date. |
| **Created By** | Select the desired user from the list. |
| **Item** | Enter or search for an item. |
| **Item Description** | Enter the item description. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for an Item List Through Advanced Search Criteria

To search for an item list by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.

*Table 2–112 Item List Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Item List** | Enter the item list ID. |
| **Description** | Enter the item description. |
| **Type** | Select a type from the list. |
| **Created Date** | Enter a created date or use the Calendar icon to select a date. |
| **Created By** | Select the desired user from the list. |
| **Item** | Enter or search for an item. |
| **Item Description** | Enter the item description. |
| **Division** | Enter, select or search for the division. |
| **Group** | Enter, select or search for the group. |
| **Department** | Enter, select or search for the department. |

*Table 2–112 (Cont.) Item List Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter select or search for the subclass. |

2. To narrow down the search, use the list next to the search fields. For example, determine, if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved item lists. The Results table shows the following columns by default.

- Item List ID
- Description
- Type
- Total Items
- Created Date
- Created By

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–113 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new item list.<br><br>For more details about how to create an item list, see the Creating Item Lists section. |
| Create from Existing and Create from Existing icon | To copy from an existing item list:<br>▪ Select **Actions > Create from Existing** or use the Create from Existing icon. The Item List window appears.<br>▪ The values of the selected item list are displayed. Change the values, as necessary.<br>For more information about the available fields in the Item List window, see the Item List Window section. |
| Edit and Edit icon | To edit an item list:<br>▪ In the Item List column, click the item list link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item List window appears.<br>▪ The values of the selected item list are displayed. Change the values, as necessary.<br>For more information about the available fields in the Item List window, see the Item List Window section. |
| View and View icon | To view a item list:<br>▪ Select a record in the Results section.<br>▪ Select **Actions > View** or click the View icon. The Item List window appears in View mode.<br>▪ Click **Done** to close the window. |

*Table 2–113 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Mass Change | The Mass Change menu contains the following options:<br>■ Reclassification<br>Opens the Reclassification window.<br>For more information about this function, see the Reclassification Window section.<br>■ Item<br>Opens the Change Item Attributes window.<br>For more information about this function, see the Items chapter, section "Changing Item/Location Attributes".<br>■ Replenishment<br>Opens the Manage Replenishment Attributes window.<br>For more information about this function, see Replenishment, section "Managing Attributes at the Item List Level".<br>■ VAT Rates<br>Opens the Change VAT Rates window.<br>For more information about this function, see the Changing VAT Rates section.<br>■ Item/Locations<br>Opens the Change Item/Loc Attributes window.<br>For more information about this window, see the Items chapter, section "Changing Item/Location Attributes".<br>■ User Defined Attributes<br>Opens the User Defined Attributes (UDAs) window.<br>For more information about this function, see the Changing UDAs section.<br>■ Seasons/Phases<br>Opens the Change Season window.<br>For more information about this function, see the Changing Seasons section.<br>■ Item Ticket<br>Opens the Item Tickets window.<br>For more information about this function, see the Items chapter, section"Item Tickets".<br>■ Up Charges<br>Opens the Item Up Charges window.<br>For more information about this function, see the Items chapter, section "Item Up Charges". |

*Table 2–113 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create | The Create menu contains the following options:<br>■ Stock Count Request<br>For more information about this function, see the Inventory chapter, section"Creating a Stock Count Request".<br>■ Competitive Shop List<br>For more information about this function, see the Price chapter, section "Competitor Shop Request".<br>■ Orders for Contracted Items<br>For more information about this function, see the Orders chapter, section "Creating Orders for Contracted Items".<br>■ Cost Change<br>For more information about this function, see the Cost chapter, section "Creating Cost Changes by Item". |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 2–114 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Item List Search Toolbar

The toolbar contains the following icons and buttons.

*Table 2–115 Item LIst Search Toolbar - Icons/Buttons and Description*

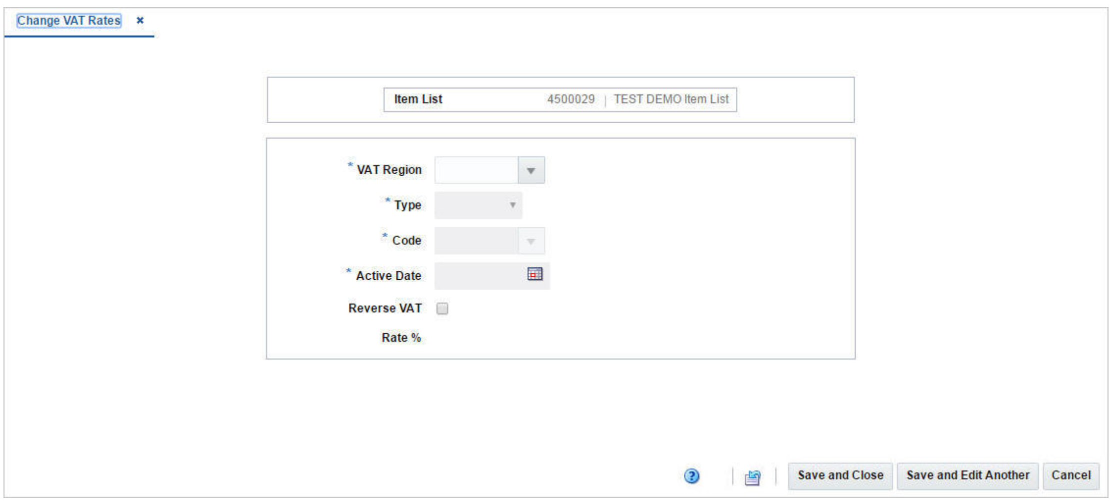
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Changing VAT Rates

The Change VAT Rates window allows you to edit a VAT code for multiple items by item list.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Mass Change > VAT Rates**. The Change VAT Rates window appears.

***Figure 2–57 Change VAT Rates Window***




6. Enter the necessary data.

The window contains the following fields.

***Table 2–116 Change VAT Rates - Fields and Description***

| Fields | Description |
|---|---|
| **VAT Region** | Enter, select or search for a VAT region ID.<br>This field is a required field. |
| **Type** | Select the desired type from the list.<br>This field is a required field. |
| **Code** | Enter, select or search for the desired VAT code.<br>This field is a required field. |
| **Active Date** | Enter an active date on which the VAT code becomes effective or use the Calendar icon to select a date.<br>This field is a required field. |
| **Reverse VAT** checkbox | Select the checkbox, if the reverse charge VAT is applicable for the item. |
| **Rate %** | Displays the VAT in percentage. |

## Change VAT Rates Toolbar

The toolbar contains the following icons and buttons.

*Table 2–117 Change VAT Rates Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | Use the Refresh icon to clear all fields in the window. |
| **Save and Close** | Click **Save and Close** to save the changed records and close the window. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the changed records and edit additional VAT rates. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Changing UDAs

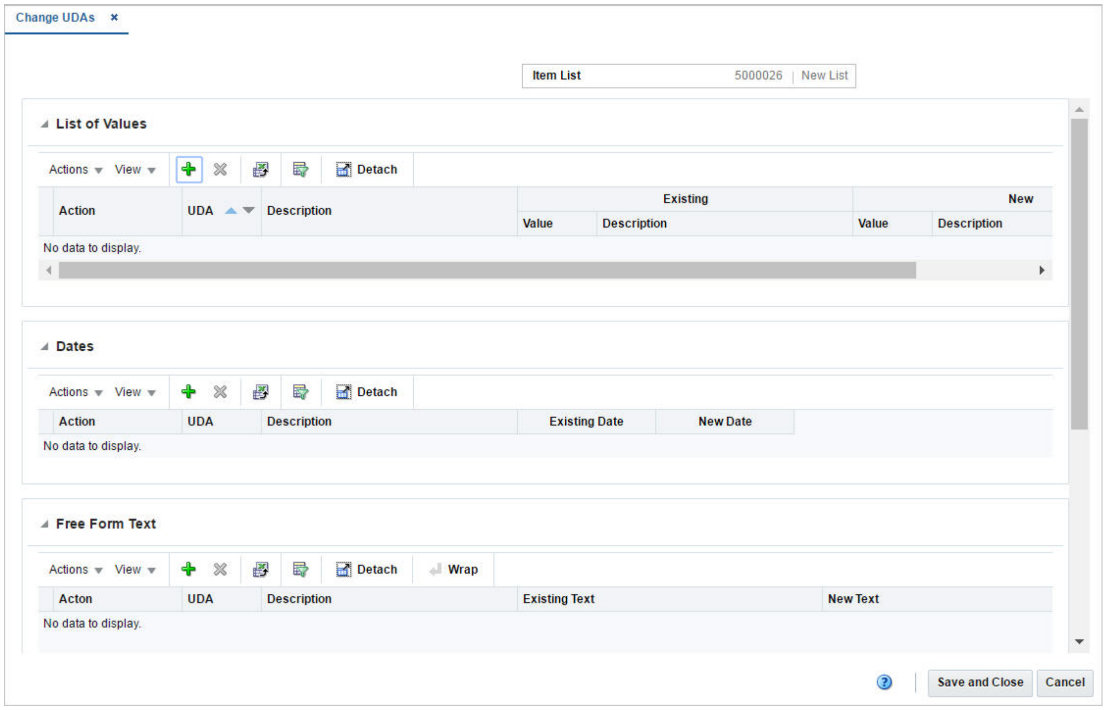
The Change UDAs window allows you to mass update the user defined attributes for all items in an item list.

The Change UDAs window contains the following sections.

- Header

  The header contains the item list ID and description.
- List of Values
- Dates
- Free Form Text
- Change UDAs Toolbar

*Figure 2–58 Change UDAs Window*




## List of Values

This section displays the user defined values for the item list.

### List of Values - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–118 List of Values - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new value to the item list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new values to the item list, see the Adding User Defined Values section. |
| Delete and Delete icon | You can delete UDA values from an item list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### List of Values - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–119 List of Values/Dates/Free Form Text - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Dates

This section contains the user defined dates for the item list.

### Dates - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–120 Dates - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new dates to the item list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new dates to the item list, see the Adding Dates for UDAs section. |
| Delete and Delete icon | You can delete dates from the item list:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Dates - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View menu, see Table 2–119, " List of Values/Dates/Free Form Text - View Menu/Icons and Description"

## Free Form Text

The Free Form Text section displays the user defined text for the item list.

### Free Form Text - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–121 Free Form Text - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new text to the item list by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new texts to the item list, see the Adding Text for UDAs section. |
| Delete and Delete icon | You can delete text from the item list:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Free Form Text - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 2–119, " List of Values/Dates/Free Form Text - View Menu/Icons and Description".

## Change UDAs Toolbar

The toolbar contains the following icons and buttons.

*Table 2–122 Change UDAs Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

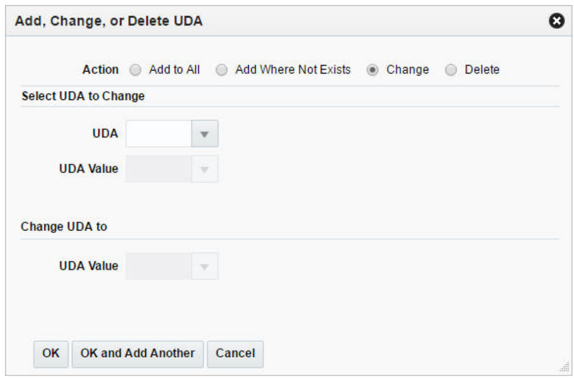
## Adding User Defined Values

To add, change, or delete UDAs, follow the steps below

1. From the Tasks menu, select **Foundation Data > Items > Manage Item Lists**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Mass Change > User Defined Attributes**. The Change UDAs window appears.
6. In the List of Values section select **Actions > Add**, or use the Add icon. The Add, Change, or Delete UDA window appears.

***Figure 2–59   Add, Change, or Delete UDA Window***




   a. Select one of the following actions
      – **Add All**

        Adds the attribute to all items of the selected item list.
      – **Add Where Not Exists**

        Adds the attribute only to items where the attribute does not yet exist.
      – **Change**

        Changes the attribute for the items on the item list.
      – **Delete**

        Deletes the attribute from all items on the item list.
   b. In the **UDA** field, enter, select or search for the desired attribute.
   c. In the **UDA Value** field, enter, select or search for the value.
   d. Then choose one of the following options.
      – Click **OK** to update the attribute in the item list.
      – Click **OK and Add Another** to update the attribute and add additional ones.
      – Click **Cancel** to reject all entries and close the window.

## Adding Dates for UDAs

To add, change or delete dates for user defined attributes, follow the steps below.

1. In the Dates section, select **Actions > Add**, or use the Add icon. The Add, Change, or Delete window appears.
   a. Select one of the following actions

- **Add All**

  Adds the date to all attributes.

- **Add Where Not Exists**

  Adds the date only to attributes where no date yet exists.

- **Change**

  Changes the dates for the selected attribute.

- **Delete**

  Deletes the date from the selected attribute.

b. In the **UDA** field, enter, select or search for the desired attribute.

c. In the **Date** field, enter the desired date or use the Calendar icon to select a date.

d. Then choose one of the following options.

   - Click **OK** to update the date in the item list.
   - Click **OK and Add Another** to update the date and add additional ones.
   - Click **Cancel** to reject all entries and close the window.

## Adding Text for UDAs

To add, change, or delete text for user defined attributes, follow the steps below.

1. In the Free Form Text section, select **Actions > Add**, or use the Add icon. The Add, Change, or Delete window appears.

   a. Select one of the following actions

   - **Add All**

     Adds the text to all items on the item list.

   - **Add Where Not Exists**

     Adds the text only to items on the item list where no text yet exists.

   - **Change**

     Changes the text for the items on the selected item list.

   - **Delete**

     Deletes the text from all items of the selected item list.

   b. In the **UDA** field, enter, select or search for the desired attribute.

   c. In the **Text** field, enter the desired text.

   d. Then choose one of the following options.

   - Click **OK** to update the text for the items of the list.
   - Click **OK and Add Another** to update the text and add additional ones.
   - Click **Cancel** to reject all entries and close the window.

# Changing Seasons

The Change Seasons window allows you to change the seasons and phases for all items in an item list. You can add, change, or delete existing seasons and phases.

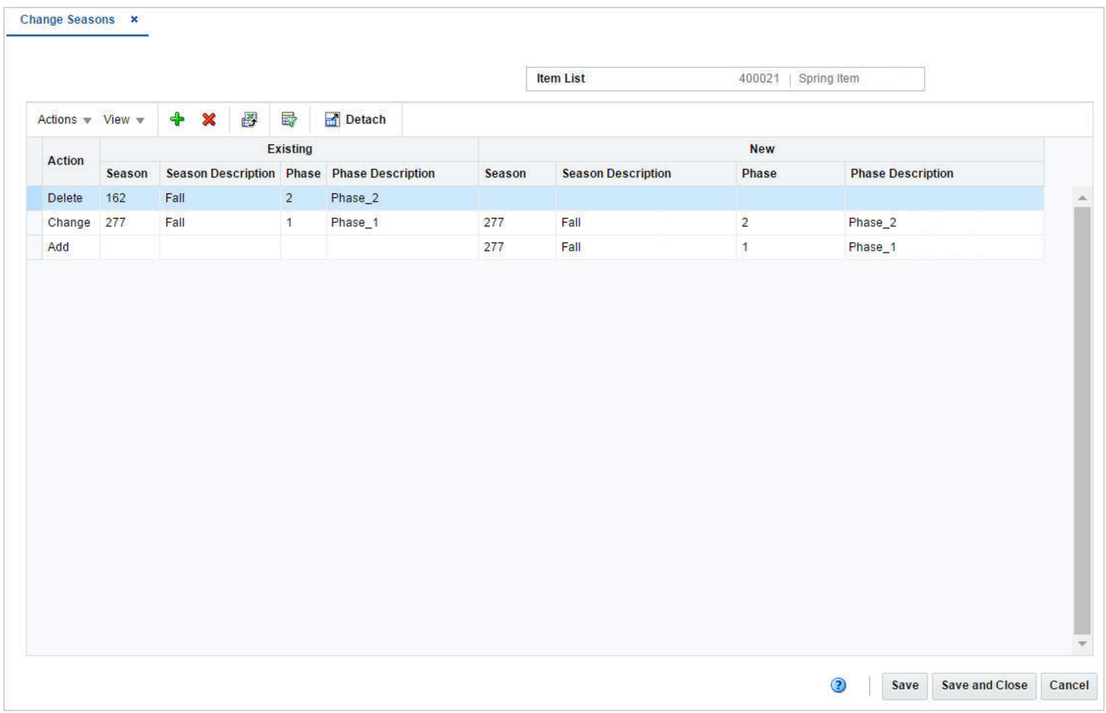
The Change Season window contains the following sections.

- Header

  The header displays the item list ID and description.

- Change Season Table
- Change Seasons Toolbar

***Figure 2–60   Change Seasons Window***




## Change Season Table

The table displays the actions to be performed, the existing seasons and phases to be changed or deleted as well as the new seasons and phases to be added for all items on the item list.

### Change Season Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–123   Change Season Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add, change, or delete seasons and phases by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to maintain seasons and phases, see the Maintaining Seasons and Phases section. |

*Table 2–123 (Cont.) Change Season Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete actions:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Change Seasons - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–124 Change Seasons - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Change Seasons Toolbar

The toolbar contains the following icons and buttons.

*Table 2–125 Change Seasons Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Seasons and Phases

To maintain seasons and phases for an item list, follow the steps below.

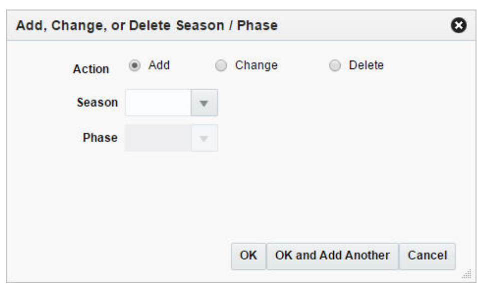
1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Mass Change > Seasons/Phases**. The Change Seasons window appears.

### Adding Seasons and Phases

To add a season and phase, follow the steps listed below.

1. Select **Actions > Add** or use the Add icon. The Add, Change, or Delete Season/Phase window appears.

***Figure 2–61 Add, Change, or Delete Season/Phase Window***




2. Select **Add**.
3. In the **Season** field, enter, select or search for the season you want to add.
4. In the **Phase** field, enter, select or search for the phase you want to add.
5. Then choose one of the following options.
   - Click **OK** to save the changes and close the window.
   - Click **OK and Add Another** to maintain additional entries.
   - Click **Cancel** to reject all entries and close the window.

### Changing Seasons and Phases

To change a season/phase, follow the steps below.

1. Select **Actions > Add** or use the Add icon. The Add, Change, or Delete Season/Phase window appears.
2. Select **Change**.
3. Select a Season/Phase you want to change.
   a. In the **Season** field, enter, select or search for the season you want to change.
   b. In the **Phase** field, enter, select or search for the phase.
4. Then select a new season/phase.

a. In the **Season** field, enter, select or search for the season you want to change.

b. In the **Phase** field, enter, select or search for the phase.

5. Then choose one of the following options.

   - Click **OK** to save the changes and close the window.
   - Click **OK and Add Another** to maintain additional entries.
   - Click **Cancel** to reject all entries and close the window.

### Deleting Seasons and Phases

To delete a season and phase, follow the steps listed below.

1. Select **Actions** > **Add** or use the Add icon. The Add, Change, or Delete Season/Phase window appears.
2. Select **Delete**.
3. In the **Season** field, enter, select or search for the season you want to delete.
4. In the **Phase** field, enter, select or search for the phase you want to delete.
5. Then choose one of the following options.

   - Click **OK** to save the changes and close the window.
   - Click **OK and Add Another** to maintain additional entries.
   - Click **Cancel** to reject all entries and close the window.

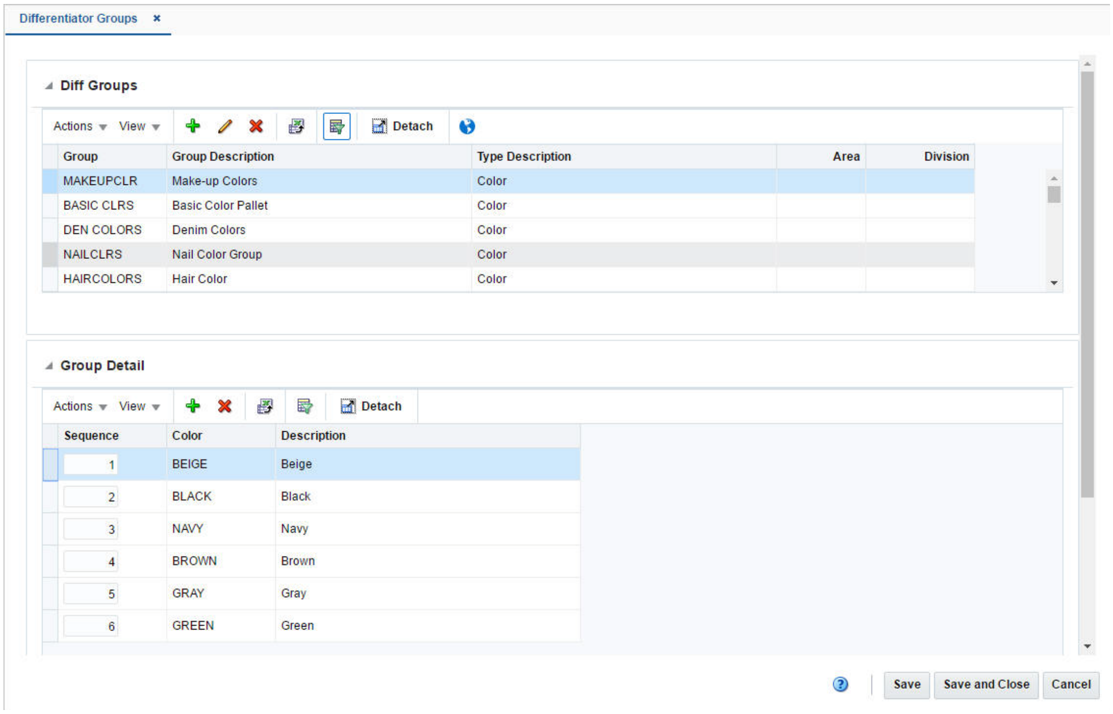
## Differentiator Groups Window

The Differentiator Groups window is used for maintaining differentiator groups. Differentiator groups are used to simplify associating items with multiple differentiators. Differentiator groups can also be assigned to levels of merchandise or organizational hierarchies. You can add, edit, delete or view differentiator groups in this window.

The Differentiator Groups window contains the following sections.

- Group
- Group Details
- Differentiator Groups Toolbar

*Figure 2–62 Differentiator Groups Window*




# Group

The Groups section displays the available differentiator groups.

## Groups - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–126 Groups - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new groups by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add groups, see the Adding a New Differentiator Group section. |
| Delete and Delete icon | You can delete differentiator groups:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected groups.<br><br>For more information about how to edit a group, see the Editing a Differentiator Group section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 2–126 (Cont.) Groups - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Groups - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–127 Groups/Group Details- View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Group Details

In the Group Details section you can maintain the differentiators that are members of the group and specify their listing order.

### Group Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–128 Group Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new groups by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add groups, see the Adding Group Details to Differentiator Groups section. |
| Delete and Delete icon | You can delete differentiator groups:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

*Table 2–128 (Cont.) Group Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected groups.<br>For more information about how to edit a group, see the Editing a Differentiator Group section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Group Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Groups/Group Details- View Menu/Icons and Description.

## Differentiator Groups Toolbar

The toolbar contains the following icons and buttons.

*Table 2–129 Differentiator Groups Toolbar - Icons/Buttons and Description*

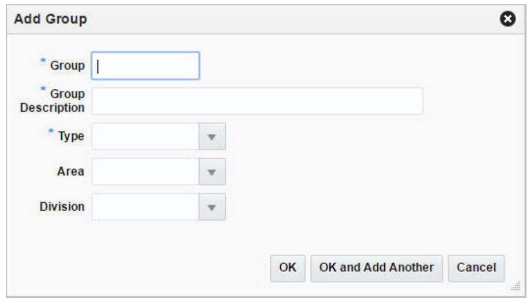
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding a New Differentiator Group

To add a new differentiator group, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Differentiator > Groups**. The Differentiator Groups window appears.
2. In the Groups section, select **Actions > Add**, or use the Add icon. The Add Group window appears.

*Figure 2–63 Add Group Window*




a. In the **Group** field, enter the group name. This is a required field.

b. In the **Group Description** field, enter a more detailed description for the group. This is a required field.

c. In the **Type** field, enter, select or search for a type ID. This field is a required field.

d. In the **Area** field, enter, select or search for an area.

e. In the **Division** field, enter, select or search for a division.

f. Then choose one of the following options.

   – Click **OK** to add the group and close the window.

   – Click **OK and Add Another** to add additional groups.

   – Click **Cancel** to reject all entries and close the window.

### Adding Group Details to Differentiator Groups

To add details to differentiator groups, follow the steps below.

1. In the Group Detail section, select **Actions > Add**, or use the Add icon. The Add Detail window appears.

2. In the **Sequence** field, enter the sequence number for the group detail.

   ---

   **Note:** You can also add the sequence number for the group detail, directly in the table.

   ---

3. In the **Diff Type Description** field, enter, select or search for the diff type description. This field is a required field.

4. Then choose one of the following options.

   - Click **OK** to add the detail to the diff group and close the window.
   - Click **OK and Add Another** to add additional details to the diff group.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Differentiator Group

To edit a diff group, follow the steps listed below.

1. From the Tasks menu, select **Foundation Data > Items > Differentiator > Groups**. The Differentiator Groups window appears.

2. In the Groups section, select **Actions > Edit**, or use the Edit icon. The Edit Group window appears.
   a. In the **Group Description** field, change the description for the group, as necessary.
   b. In the **Area** field, enter, select or search for another area, if necessary.
   c. In the **Division** field, enter, select or search for another division, if necessary.
   d. Then choose one of the following options.
      – Click **OK** to edit the group and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Creating Differentiator Ranges

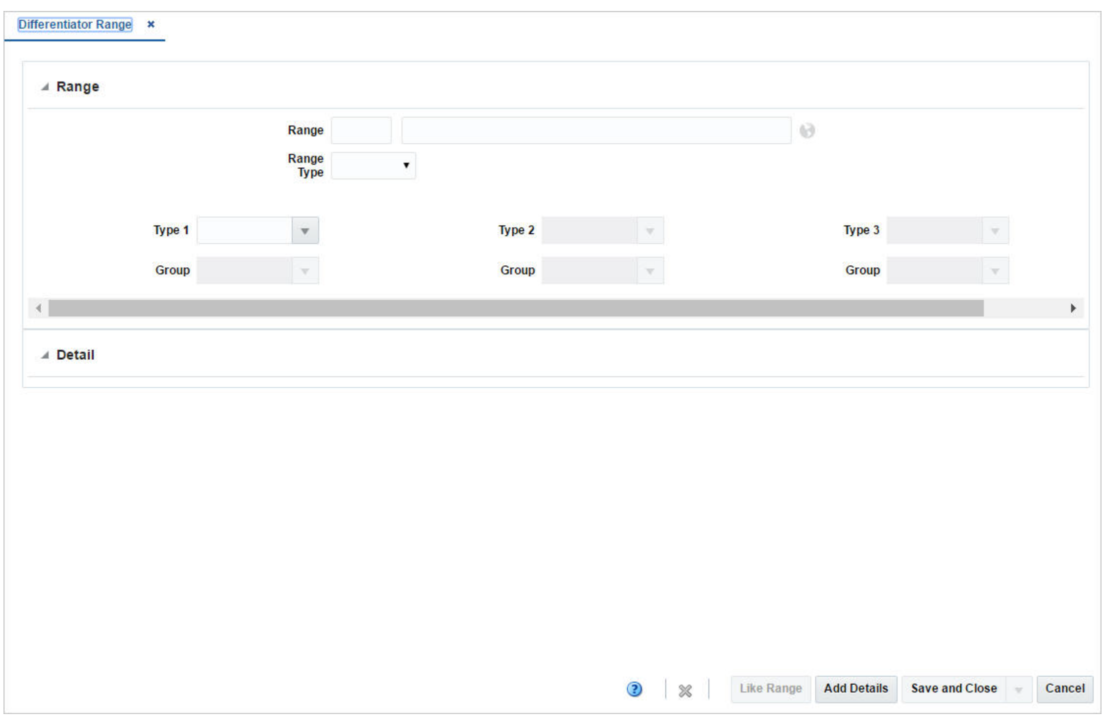
The Create Diff Range option opens the Differentiator Range window. In this window you can create, edit, delete and view ranges of differentiators.

A differentiator range is a list of differentiators that are grouped under one ID. A differentiator range can be used to apply multiple differentiators to an item with less repetition and effort than applying each differentiator ID individually.

The Differentiator Range window contains the following sections.

- Range
- Detail
- Differentiator Range Toolbar

***Figure 2–64 Differentiator Range Window***



## Range

The Range section contains the following fields.

*Table 2–130 Range - Fields and Description*

| Fields | Description |
|---|---|
| **Range** | Enter a range. |
| Translate and Translate icon | You can create a translation by using the Translate icon. |
| **Range Type** | Select a range type from the list. |
| **Type 1 - 3** | Enter, select or search for a type. You can add up to 3 diff types. |
| **Group** | Enter, select or search for groups for diff types 1-3. |

## Detail

In the Detail section you can add, edit, delete and view diffs of the diff range.

> **Note:** If you create a new diff range, press **Add Details** to open this section.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–131 Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new diffs to a diff range by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add diffs to a diff range, see the Adding Diff Group Details section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected diff of a diff range.<br>For more information about how to edit a diff, see the Editing Diff Group Details section. |
| Delete and Delete icon | You can delete details for diffs from a diff range:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–132 Details- View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Differentiator Range Toolbar

The toolbar contains the following icons and buttons.

*Table 2–133 Differentiator Range Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Use the Delete icon to delete the current differentiator range. |
| Refresh icon | Use the Refresh icon to clear the window.<br>This icon is only available in Edit mode, when entered through the Manage Range option. |
| **Like Range** button | Opens the Like Range Selection window, to create a diff range from an existing range.<br>■ In the **Range** field, enter, select or search for the diff range you want to copy from.<br>■ Click **OK**. The settings of the selected diff range are applied to the current diff range.<br>This button is only available, if you create a differentiator range. |
| **Add Details** button | Opens the Detail section, to enter the details for the diff range.<br>For more information about this section, see the Detail section.<br>This button is only available, if you create a differentiator range. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save** | Click **Save** to save the entered record. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a differentiator range. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit other entries.<br>This option is only available, in edit mode, when entered through the Manage Range window. |

*Table 2–133 (Cont.) Differentiator Range Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Creating a Differentiator Range

To create a diff range, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Differentiators > Create Range**. The Differentiator Range window appears.
2. In the **Range Field**, enter a range ID and description of the diff range.
3. In the **Range Type** field, select a type from the list.

> **Note:** After you have entered the diff range ID, description and type, the **Like Range** button enables. Use the button to create a diff range from an existing one.

4. In the **Type** fields, enter, select or search for the desired diff types you want to include in the range.
5. In the **Group** fields, enter, select or search for the desired diff groups you want to include in the range.

> **Note:** Repeat steps 4 - 5 for up to three diff type/group combinations.
>
> To include diffs in the diff range, see the Adding Diff Group Details section.

6. Then select one of the following options.
   - Click **Save and Close** to save the current diff range and close the window.
   - Click **Save** to save the current diff range.
   - Click **Save and Create Another** to save the current entry and create additional diff ranges.
   - Click **Cancel** to reject all entries and close the window.

### Adding Diff Group Details

To add a diff to a diff range, follow the steps below.

1. In the Differentiator Range window, click **Add Details** to enable the Detail section.
2. Then select **Actions > Add**, or use the Add icon. The Add Detail window appears.
   a. In the **Differentiator Group** field, enter, select or search for a new diff you want to add to the diff range.
   b. In the **Ratio/Percentage** field, enter the rate/percentage for the selected diff.
   c. Then choose one of the following options.
      – Click **OK** to add the diff to the table and close the window.

– Click **OK and Add Another** to add the current diff and add additional diffs.

– Click **Cancel** to reject all entries and close the window.

### Editing Diff Group Details

To edit a diff of a diff range, follow the steps below.

1. In the Differentiator Range window, open the Detail section.
2. Then select **Actions > Edit** or use the Edit icon. The Edit Detail window appears.
   a. In the **Differentiator Group** field(s), enter, select or search for a another diff.
   b. In the **Ratio/Percentage** field, enter the rate/percentage for the selected diff.
   c. Then choose one of the following options.
      – Click **OK** to save the changes and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Managing Diff Ranges

The Manage Diff Ranges option opens the Manage Range window. In this window you can delete a diff range or add, edit, delete or view diff range details.

To manage a diff range, follow the steps below.

For more information about the available fields and functions in this window, see the Creating Differentiator Ranges section.

1. From the Tasks menu, select **Foundation Data > Items > Differentiators > Manage Diff Ranges**. The Manage Range window appears.
2. In the **Range Field**, enter, select or search for the diff range ID you want to edit. The diff range description and range type as well as the diff types and groups are displayed.
3. Change the diff range description, if necessary.
4. In the Details section, add, edit or delete diff range details, as necessary.

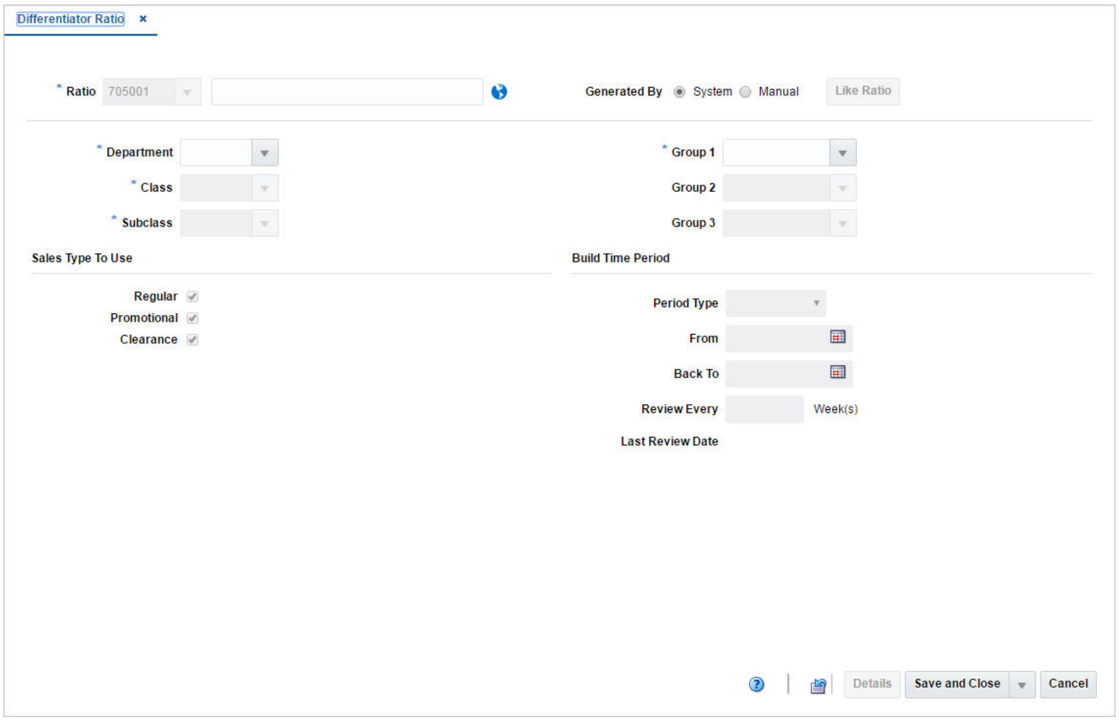
> **Note:** To include diffs in the diff range, see the Adding Diff Group Details section.
>
> To edit diffs of a diff range, see the Editing Diff Group Details section.

5. Then select one of the following options.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Save** to save your changes.
   - Click **Save and Edit Another** to save the current change and edit additional diff ranges.
   - Click **Cancel** to reject all entries and close the window.

# Differentiator Ratio Window

In the Differentiator Ratio window you can create, edit, or view a differentiator ratio. The differentiator ratio is based on the sales history for an item in the department, class, and subclass. You can select the type of sales (regular, promotional, or clearance) and the time period to include in the calculation of the differentiator ratio in this window. The ratio is calculated by a batch program.

***Figure 2–65 Differentiator Ratio Window***




The Differentiator Ratio window contains the following fields.

***Table 2–134 Differentiator Ratio - Fields and Description***

| Fields | Description |
|---|---|
| **Ratio** | The ratio ID is generated automatically.<br>Enter a description for the ratio.<br>This field is a required field. |
| Translate icon | You can create a translation by using the Translate icon. |
| **Generated By** | Select manual or system if the diff ratio is calculated manually or through a batch program'<br>If you select Manual, the **Like Ratio** button enables. All other fields are disabled. |
| **Like Ratio** button | Opens the Like Ratio Selection window, to create a diff ratio from an existing ratio.<br>This button is only available, if you create a differentiator ratio. |
| **Department** | Enter, select or search for the department.<br>This field is a required field. |

*Table 2–134 (Cont.) Differentiator Ratio - Fields and Description*

| Fields | Description |
|---|---|
| **Class** | Enter, select or search for the class.<br>This field is a required field. |
| **Subclass** | Enter, select or search for the subclass. |
| **Group 1 - 3** | Enter, select or search for the groups. |
| Sales Type to Use: | Select the sales type you want to use for the diff ratio. |
| **Regular** | Indicates that you want to use regular sales. |
| **Promotional** | Indicates that you want to use promotional sales. |
| **Clearance** | Indicates that you want to use clearance sales. |
| Build Time Period: | Select the time period for the diff ratio. |
| **Period Type** | Displays the type of period to take the sales history for.<br>Select the period type from the list. |
| **From** | Displays the starting date for the sales history to be used.<br>Enter a from date or use the Calendar icon to select a date. |
| **Back To** | Displays the weeks back of sales history to be used.<br>Enter a back to date or use the Calendar icon to select a date. |
| **Review Every** | Enter the number of weeks. |
| **Last Review Date** | Displays the last review date. |

## Differentiator Ratio Toolbar

The toolbar contains the following icons and buttons.

*Table 2–135 Differentiator Ratio Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Details** button | Opens the Differentiator Detail window.<br>For more information about this function, see the Differentiator Ratio Detail Window section |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new diff ratio. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

### Creating a Differentiator Ratio

To create a diff ratio, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Differentiators > Create Ratio**. The Differentiator Ratio window appears.
2. In the **Ratio** field, enter the description of the diff ratio.
3. In the Generated By area, select **System** or **Manual**.
4. If you select **System**:
   a. Enter, select or search for the department, class, and subclass.
   b. Enter, select or search for up to three diff groups to be associated with this ratio.
   c. In the Sales Type area, select the types of sales you want to include in the ratio.
   d. In Build Time Period area, select the type of time period. Then enter the dates.
   e. In the **Review Every** Week(s) field, enter how often the ratio should be reviewed.
5. If you select **Manual:**
   a. The **Like Ratio** button enables, all other fields are disabled.
   b. Select the **Like Ratio** button. The Select Like Ratio window appears.
   c. In the **Ratio** field, enter, select or search for the diff ratio you want to copy from.
   d. Then choose:
      – Click **OK**. The settings of the selected diff ratio are applied to the current diff ratio.
      – Click C**ancel** to reject all entries and close the window.

### Editing a Differentiator Ratio

To edit a diff ratio, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Differentiators > Manage Ratio**. The Differentiator Ratio window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The diff ratios that match the search criteria are displayed in the Results section.
4. In the Ratio column, click the ratio link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Differentiator Ratio window appears.
5. Edit the fields, as necessary.

## Differentiator Ratio Detail Window

In the Differentiator Ratio Detail window you can edit and view the results of a differentiator ratio that has been calculated by a batch program. In edit mode, if you select a store that is not yet associated with the current diff ratio, you can base the store's ratios on those for another store. After you select a store or all stores, you can edit the quantity for each diff or diff combination.

The Differentiator Ratio Detail window contains the following sections.

- Header

  The header displays the ratio, department, class and subclass ID and description.
- Diff Ratio Detail Table
- Diff Ratio Detail Toolbar

## Diff Ratio Detail Table

The table contains the diff IDs and description as well as the quantity.

### Diff Ratio Detail Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–136 Diff Ratio Detail Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Diff Ratio Detail Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 2–137 Diff Ratio Detail Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Diff Ratio Detail Toolbar

The toolbar contains the following icons and buttons.

***Table 2–138 Diff Ratio Detail Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 2–138 (Cont.) Diff Ratio Detail Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| Recalculate icon | Use the Recalculate icon to update the ratios in the Diff Ratio column. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the changed records and edit additional entries. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Editing Diff Ratio Details

To edit diff ratio details, follow the steps below.

1. Edit the description, sales types, and review number as necessary.
2. Click **Detail**. The Differentiator Ratio Detail window appears.
3. In the **Level** field, select if you want to edit the diffs at all stores, or at a specific store. Then enter, select or search for the store ID.
4. Click **Search**.
5. If you select a store that is not yet associated with the diff ratio, you are prompted to add the store using another store as template.
6. Select **Yes** to confirm the prompt. The Create Like Store window appears.
7. In the **Store** field, enter, select or search for the store.
8. Then choose one of the following options.
   - Click **OK** to copy the details and close the window.
   - Click **Cancel** to reject all entries and close the window.
9. Edit the quantity of each diff as necessary in the table.
10. Click the Recalculate icon to update the ratios in the Ratio column.
11. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the window.
    - Click **Save and Edit Another** to edit additional diff ratios.

# Managing Diff Ratios

The Manage Diff Ratios option opens the Differentiator Ratio Search window. In this window you can perform the following actions.

- Search for diff ratios by various search criteria
- View the search results

- View a diff ratio
- Create a diff ratio
- Edit diff ratio

You can access the Differentiator Ratio Search window from the Task menu, select **Foundation Data > Items > Differentiators > Manage Diff Ratios**. The Differentiator Ratio Search window appears.

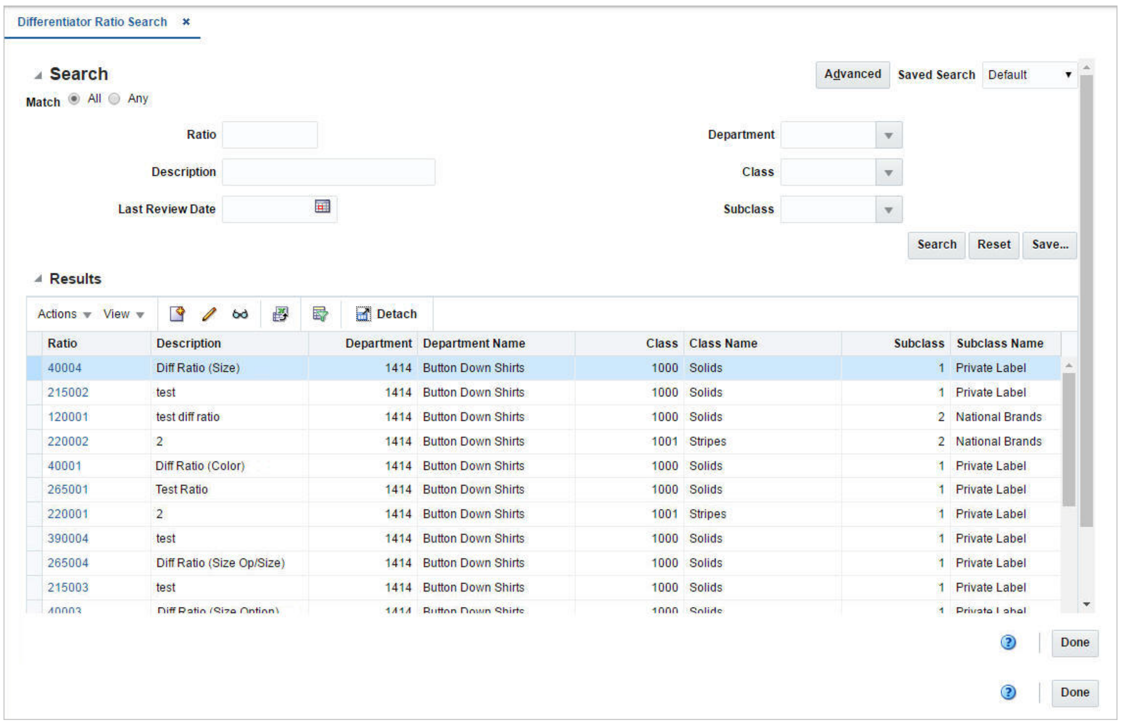
The Differentiator Ratio Search window contains the following sections.

- Search

  For more information about how to search for a diff ratio, see the Searching for a Diff Ratio section.

- Results
- Diff Ratio Search Toolbar

***Figure 2–66 Differentiator Ratio Search Window***




## Searching for a Diff Ratio

To search for a Diff Ratio:

1. From the Task menu, select **Foundation Data > Items > Differentiators > Manage Diff Ratios**. The Differentiator Ratio Search window appears.
2. You can search for a diff ratio by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Diff Ratio Through the Basic Search Criteria

To search for a diff ratio by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–139 Diff Ratio Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only diff ratios matching all entered search criteria are shown.<br>Any - diff ratios matching any of the entered search criteria are shown. |
| **Ratio** | Enter the ratio ID. |
| **Description** | Enter the ratio description. |
| **Last Review Date** | Enter the last review date or use the Calendar icon to select a date. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The diff ratios that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for Diff Ratios Through Advanced Search Criteria

To search for a diff ratio by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.

*Table 2–140 Diff Ratio Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only diff ratios matching all entered search criteria are shown.<br>Any - diff ratios matching any of the entered search criteria are shown. |
| **Ratio** | Enter the ratio ID. |
| **Description** | Enter the ratio description. |
| **Last Review Date** | Enter the last review date or use the Calendar icon to select a date. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Division** | Enter, select or search for the division. |
| **Group** | Enter, select or search for the group. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The diff ratios that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved diff ratios. The Results table shows the following columns by default.

- Ratio
- Description
- Department and Department Name
- Class and Class Name
- Subclass and Subclass Name
- Last Review Date

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–141 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new diff ratio. The Differentiator Ratio window appears.<br>For more details about how to create a new diff ratio, see the Creating a Differentiator Ratio section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected diff ratio.<br>For more information about how to edit a diff ratio, see the Editing a Differentiator Ratio section. |
| View and View icon | To view a diff ratio:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon. The Differentiator Ratio window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–142 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 2–142 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

### Diff Ratio Search Toolbar

The toolbar contains the following icons and buttons.

*Table 2–143 Diff Ratio Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close window. |

## Supplier Management

The supplier management feature allows you to add, edit, and view the following information about suppliers:

- **Multiple contact persons and addresses:** You can enter multiple addresses of different types, such as business, invoice, order, postal, remittance, and returned goods.
- **Financial arrangements**: You can indicate the payment terms, freight terms, currency, settlement code, and payment method.
- **Inventory management parameters:** You can set up a replenishment cycle, order attributes, scaling attributes and constraints, order minimum constraints, and due order processing. You can also indicate whether quality control checking is required and what percentage of the received goods must be checked.
- R**eturn to vendor (RTV) requirements:** You can indicate whether returns are allowed, whether an authorization number is required, the minimum value of a return, the preferred courier, and the handling charge.
- **Required documents:** You can select which documents, if any, are required by the supplier.
- **Expense profiles:** You can enter the supplier's costs by country or by cost zone.
- **Types of electronic data interchange (EDI) transactions:** You can indicate which EDI transactions the supplier can process.
- **Generic attributes:** You can indicate which attributes apply to the supplier, such as co-op agreement terms, volume rebate terms, whether a PO is required, or whether items are pre-ticketed.
- **Import attributes:** You can enter import-related information such as agent, advising and issuing banks, lading and discharge ports, manufacturer ID, and beneficiary.
- **Invoice matching attributes:** You can indicate when debit memos are sent, whether invoices and debit memos are approved automatically, whether the

supplier is allowed to charge freight, and whether invoices are pre-paid. (Oracle Retail Invoice Matching must be installed.)

- **Supplier traits:** You can select the traits by which you want to group the supplier with other suppliers.
- **Payment types by store:** You can select the methods by which the supplier can be paid, such as cash, money order, and by invoice. You can also indicate the payment type by store.
- **Delivery schedules at stores and warehouses:** After you create a delivery schedule, you can specify which items are not to be delivered to the location on a specific delivery day.
- V**endor managed inventory (VMI):** Use VMI to allow a supplier to manage the inventory levels of designated product at the warehouse. Inventory data is shared with the supplier, who uses the information to create inbound purchase orders, which will achieve and/or maintain budgeted inventory and service levels in the warehouse.

## Supplier/Supplier Site Window

The Supplier/Supplier Site window allows you to create, edit, and view suppliers and supplier sites. Suppliers are vendors that provide your stores and warehouses with merchandise.

Depending on how you enter the window, the label varies.

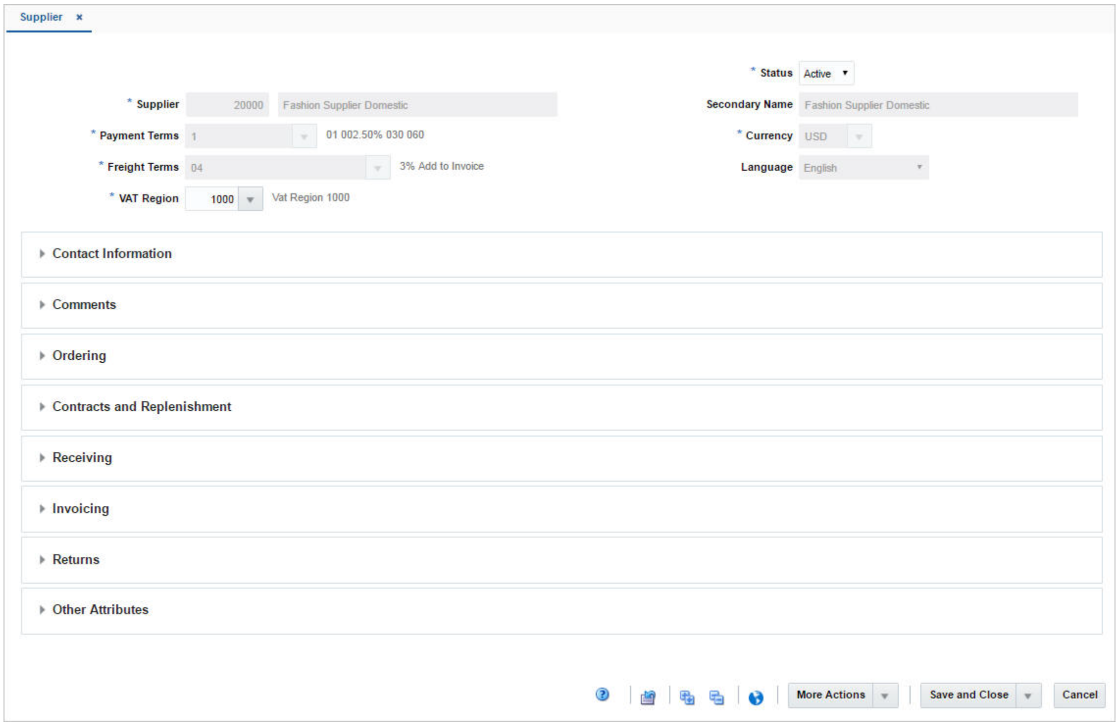
- If you enter the window for a parent supplier, the window is labeled Supplier. For more information about how to create a supplier, see the Creating a Supplier section.
- If you enter the window for another supplier site of a supplier, the window is labeled Supplier Site. For more information about how to create a supplier site, see the Creating a Supplier/Supplier Site section.

You can indicate whether the supplier/supplier site is active or inactive. You can also enter the primary contact, financial, shipping, and payment information.

The Supplier window contains the following sections.

- Header
- Contact Information
- Comments
- Ordering
- Contracts and Replenishment
- Receiving
- Invoicing
- Returns
- Other Attributes
- Importers/Exporters
- Routing Locations
- Supplier/Supplier Site Toolbar

*Figure 2–67 Supplier Window*




## Header

The header contains the following fields.

*Table 2–144 Header - Fields and Description*

| Fields | Description |
|---|---|
| **Supplier** | The supplier ID is generated automatically.<br>Enter the supplier name.<br>This field is a required field. |
| **Payment Terms** | Enter, select or search for the supplier's payment terms.<br>This field is a required field. |
| **Freight Terms** | Enter, select or search for the supplier's freight terms.<br>This field is a required field. |
| **VAT Region** | Enter, select or search for the supplier's VAT region.<br>This field is a required field. |
| **Status** | Select, if the current supplier is an active or inactive supplier.<br>This field is a required field. |
| **Secondary Name** | Enter the secondary name for the supplier. |
| **Currency** | Enter, select or search for the supplier's currency.<br>This field is a required field. |
| **Language** | Select the supplier's language from the list. |

## Contact Information

In the Contact Information section enter the name, phone number, email address, fax, telex and pager for the primary contact person at the supplier's location.

**Name** and **Phone** are required fields.

## Comments

In the Comments section you can enter any comments relevant for the supplier.

## Ordering

The Ordering section contains the following fields and checkboxes.

*Table 2–145 Ordering - Fields/Checkboxes and Description*

| Fields/Checkboxes | Description |
|---|---|
| **Inventory Management Level** | Select an inventory management level from the list.<br>This field is a required field. |
| **Ship Method** | Select a shipping method for the supplier from the list. |
| **Lead Time** | Enter the amount of time a supplier needs between receiving an order and having the order ready to ship.<br>This value will be defaulted to item/supplier relationships. |
| **Delivery Policy** | Select a delivery policy from the list.<br>This field is a required field. |
| **Quantity Level** | Select a quantity level from the list to indicate purchase order quantities that are communicated to the supplier in multiples of units (eaches) or cases.<br>This field is a required field. |
| **DSD** checkbox | Select the checkbox to indicate that the supplier can provide direct store deliveries. |
| **Premark** checkbox | Select the checkbox to indicate that the supplier will break orders into separate, marked boxes that can be shipped directly to stores. |
| **Bracket Costing** checkbox | Select the checkbox to indicate that the supplier uses bracket costing in its pricing. |
| **Back Orders** checkbox | Select the checkbox to indicate the supplier accepts back orders. |
| EDI: | |
| **Orders** checkbox | Select the checkbox to indicate that the orders are transmitted electronically. |
| **Order Changes** checkbox | Select the checkbox to indicate that order changes are transmitted electronically. |
| **Order Acknowledgments** checkbox | Select the checkbox to indicate that order acknowledgments are transmitted electronically. |

## Contracts and Replenishment

The Contracts and Replenishment section contains the following fields and checkboxes.

**Table 2–146 Contracts and Replenishment - Fields/Checkboxes and Description**

| Fields/Checkboxes | Description |
|---|---|
| **Scale AIP Orders** checkbox | Select the checkbox to indicate that AIP (Advanced Inventory Planning) is allowed to do order scaling.<br>Order scaling refers to the increase and decrease of the order quantity within constraints to meet purchasing objectives and increase efficiency. |
| **VMI Order Status** | Select the VMI order status from the list. |
| **VMI Channel** | Enter, select or search for the VMI channel. |
| **EDI Availability** checkbox | Select the checkbox to indicate that the supplier processes orders through EDI (Electronic Data Interchange). |
| **EDI Contracts** checkbox | Select the checkbox to indicate that the supplier process contracts through EDI. |
| **Auto Contract Approval** checkbox | Select the checkbox to indicate that contract orders are created in Approved status. |

## Receiving

The Receiving section contains the following fields and checkboxes.

**Table 2–147 Receiving - Fields/Checkboxes and Description**

| Fields/Checkboxes | Description |
|---|---|
| **QC Required** checkbox | Select the checkbox to indicate that goods received from the supplier must be inspected for quality. |
| **QC** % | Enter what percentage of the goods must be inspected. |
| **QC Frequency** | Enter how often the items will be inspected. |
| **EDI ASN** checkbox | Select the checkbox to indicate that the advanced shipping notice (ASN) is transmitted electronically. |
| **Vendor Control Required** checkbox | Select the checkbox to indicate that orders from this supplier require vendor control by default. |
| **Vendor Control** % | Displays the percentage of items per receipt that are marked for vendor checking. |
| **Vendor Control Frequency** | Displays the frequency in which items per receipt are marked for vendor checking. |

## Invoicing

This section contains the following fields and checkboxes.

**Table 2–148 Invoicing - Fields/Checkboxes and Description**

| Fields/Ceckboxes | Description |
|---|---|
| **Settlement Code** | Select the settlement code from the list.<br>This field is a required field. |
| **Payment Method** | Select the payment method from the list. |
| **Send Debit Memos** | Select how often debit memos should be sent to the supplier. |
| **Receive Invoice** | Select where invoices from this supplier are received, either at the store or centrally through corporate accounting.<br>This field is only enabled, if invoice matching is used. |

*Table 2–148 (Cont.) Invoicing - Fields/Checkboxes and Description*

| Fields/Ceckboxes | Description |
|---|---|
| **Pay Invoice** | Indicates where invoices from this supplier are paid, either at the store or centrally through corporate accounting. Valid values are S (paid at the store) and C (paid centrally).<br><br>This field only displays Store, if ReSA is used to accept payment at the store level. Additionally, the field is only enabled, if invoice matching is used. |
| **Invoice at** | Select, if invoice amounts are net or gross values. |
| **Final Match Destination** checkbox | Select this checkbox to indicate that the supplier can ship to the final destination as per allocation. |
| **EDI Invoice** checkbox | Select the checkbox to indicate that the invoices are transmitted electronically. |
| **Auto-approve Invoices** checkbox | Select this checkbox to indicate that the supplier's invoice matches can be automatically approved for payment.<br><br>This field is only enabled, if invoice matching is used. |
| **Auto-approve Debit Memos** checkbox | Select this checkbox to indicate that debit memos sent to the supplier can be automatically approved on creation.<br><br>This field is only enabled, if invoice matching is used. |
| **Allow Supplier to Charge-Freight** checkbox | Select this checkbox to indicate that the supplier is allowed to charge freight costs to the client.<br><br>This field is only enabled, if invoice matching is used. |
| **Invoices Pre-paid for Supplier** checkbox | Select this checkbox to indicate that all invoices for the supplier can be considered pre-paid invoices.<br><br>This field is only enabled, if invoice matching is used. |
| **Services Performed Confirmation Required** checkbox | Select this checkbox to indicate that all suppliers services, for example shelf stocking, must be confirmed before the invocie can be paid. |

## Returns

The Returns section contains the following fields and checkboxes.

*Table 2–149 Returns - Fields/Checkboxes and Description*

| Fields/Checkboxes | Description |
|---|---|
| **Returns Allowed** checkbox | Select the checkbox to indicate that this supplier allows returns. |
| **Authorization Required** checkbox | Select the checkbox to indicate that returns must be accompanied by an authorization number when sent back to the vendor. |
| **Maximum Return Amount** | Enter the maximum amount allowed for returns. |
| **Courier** | Enter the courier for the returns. |
| **Handling** % | Enter the handling percentage. |

## Other Attributes

The Other Attributes section contains the following fields

*Table 2–150 Other Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **DUNS Number** | Enter the appropriate Dun and Bradstreet codes to identify the supplier. |
| **DUNS Location Number** | Enter the appropriate Dun and Bradstreet codes to identify the supplier location. |
| **EDI Sales** | Select the EDI Sales from the list. |
| **External Ref. ID** | Displays the external reference ID, if available. |
| Cost Change Variance: | |
| **Amount** | This field displays the cost change variance as amount. |
| **Percent** | This field displays the cost change variance in percent. |

## Importers/Exporters

In the Importers/Exporters section you can add, edit, delete and view importers/exporters that the supplier uses. This section is only available for supplier sites.

### Importers/Exporters - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–151 Importers/Exporters - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new importers/exporters for the supplier by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new importers/exporters, see the Adding Importers/Exporters section. |
| Delete and Delete icon | You can delete importers/exporters:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected importer/exporter.<br>For more information about how to edit an importer/exporter, see the Editing Importers/Exporters section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Importers/Exporters - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–152 Importers/Exporters/Routing Locations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Routing Locations

In the Routing Locations section you can add, edit, delete and view routing locations for the supplier. This section is only available for supplier sites.

### Routing Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–153 Routing Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new routing locations for the supplier by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new routing locations, see the Adding Routing Locations section. |
| Delete and Delete icon | You can delete routing locations:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected routing location.<br>For more information about how to edit a routing location, see the Editing Routing Locations section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Routing Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu and icons, see Importers/Exporters/Routing Locations - View Menu/Icons and Description

## Supplier/Supplier Site Toolbar

The toolbar contains the following icons and buttons.

***Table 2–154 Supplier Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Supplier/Supplier Site window.<br>For more information about the More Actions menu, see the Supplier/Supplier Site - More Actions Menu section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new supplier/supplier site. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and add additional entries.<br>This option is only available, in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Supplier/Supplier Site - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

***Table 2–155 More Actions Menu - Buttons and Description***

| Action Buttons | Description |
|---|---|
| **More Actions** | You can navigate to the following windows by using the More Actions menu.<br>■ **Address**<br>Opens the Addresses window.<br>For more information about this function, see the Addresses Window section. |

The menu options below are only available for supplier sites.

*Table 2–155 (Cont.) More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| | ■ **Inventory Management**<br>Opens the Supplier Inventory Management window.<br>For more information about this function see, the Supplier Inventory Management section.<br>■ **Org Unit**<br>Opens the Supplier Org Unit window.<br>For more information about this function see, the Supplier Org Unit section.<br>■ **Supplier Traits**<br>Opens the Supplier Traits window.<br>For more information about this function see, the Supplier Traits section.<br>■ **Documents**<br>Opens the Required Documents window.<br>For more information about this function see, the Orders chapter, section "Required Documents".<br>■ **Import Attributes**<br>Opens the Supplier Import Attributes window.<br>For more information, see the Supplier Import Attributes section.<br>■ **Expenses**<br>Opens the Expense Profile window.<br>For more information about this function see, the Expense Profiles section.<br>■ **Delivery Schedule**<br>Opens the Location Delivery Schedules window.<br>For more information about this function, see the Location Delivery Schedules Window section. |

## Creating a Supplier

To create a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Create Supplier**. The Supplier window appears.
2. The supplier ID is generated automatically. Enter the necessary information in the individual sections.

   For more information about the available sections of the Supplier window, see the Supplier/Supplier Site Window section.
3. Then choose one of the following options.
   - Click **Save** to save the supplier.
   - Click **Save and Close** to save the supplier and close the window.
   - Click **Save and Create Another** to save the current supplier and create additional supplier entries.

- Click **Cancel** to reject all entries and close the window.

---

**Note:** You can also create a supplier in the Supplier Search screen, for more information about this function, see the Creating a Supplier/Supplier Site section.

---

## Adding Importers/Exporters

To add importers/exporters to a supplier site, follow the steps below.

1. In the Importers/Exporters section, select **Actions > Add** or use the Add icon. The Add Importer/Exporter window appears.
2. In the **Type** field, select if you want to add an importer or exporter. This field is a required field.
3. In the **Importer/Exporter** field, enter, select or search for the importer/exporter ID and description. This field is a required field.
4. Select the **Default** checkbox to indicate that the current importer/exporter is the supplier's default importer/exporter.
5. Then choose one of the following options.
   - Click **OK** to add the importer/exporter and close the window.
   - Click **OK and Add Another** to add additional importers/exporters.
   - Click **Cancel** to reject all entries and close the window.

## Editing Importers/Exporters

To edit importers/exporters for a supplier site, follow the steps below.

1. In the Importers/Exporters section, select **Actions > Edit** or use the Edit icon. The Edit Importer/Exporter window appears.
2. Change the **Type** and **Importer/Exporter** field as well as the **Default** checkbox, as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Adding Routing Locations

To add routing locations to a supplier site, follow the steps below.

1. In the Routing Locations section, select **Actions > Add** or use the Add icon. The Add Routing Locations window appears.
2. In the **Routing Location** field, enter, select or search for the location ID. This field is a required field.
3. Select the **Default** checkbox to indicate that the current routing location is the supplier's default routing location.
4. Then choose one of the following options.
   - Click **OK** to add the routing location and close the window.
   - Click **OK and Add Another** to add additional routing locations.

- Click **Cancel** to reject all entries and close the window.

### Editing Routing Locations

To edit routing locations for a supplier site, follow the steps below.

1. In the Routing Locations section, select **Actions > Edit** or use the Edit icon. The Edit Routing Locations window appears.
2. Change the **Routing Location** field and **Default** checkbox, as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Supplier Import Attributes

The Supplier Import Attributes window allows you to enter import information about a particular supplier. You can track information specific to the supplier, such as:

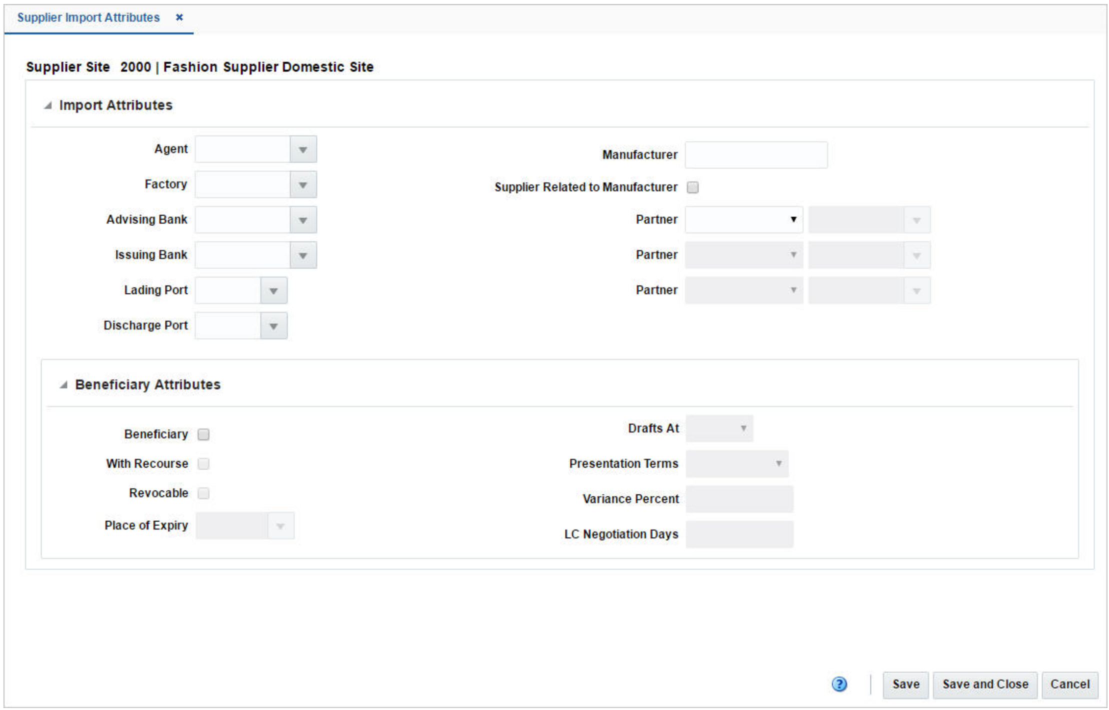
- Agent
- Factory
- Advising bank
- Issuing bank
- Lading port
- Discharge port
- Manufacturer ID
- Additional partner information
- Beneficiary information

The Supplier Import Attributes window contains the following sections.

- Header

  The header displays the supplier site ID and name.
- Import Attributes
- Beneficiary Attributes
- Supplier Import Attributes Toolbar

*Figure 2–68 Supplier Import Attributes Window*




## Import Attributes

The Import Attributes section contains the following fields.

*Table 2–156 Import Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **Agent** | Enter, select or search for the agent ID. |
| **Factory** | Enter, select or search for the factory ID. |
| **Advising Bank** | Enter, select or search for the ID of the advising bank. |
| **Issuing Bank** | Enter, select or search for the ID of the issuing bank. |
| **Lading Port** | Enter, select or search for the ID of the lading port. |
| **Discharge Port** | Enter, select or search for the ID if the discharge port. |
| **Manufacturer** | Enter the manufacturer. |
| **Supplier Related to Manufacturer** checkbox | Select the checkbox to indicate that the supplier is related to the manufacturer. |
| **Partner** | Select a partner type from the list. In the field next to the partner type, enter, select or search for the partner ID.<br>You can add up to three partners in this window. |

## Beneficiary Attributes

The Beneficiary Attributes section contains the following fields.

*Table 2–157 Beneficiary Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **Beneficiary** checkbox | Select the checkbox to indicate that the supplier can be a beneficiary in a Letter of Credit transaction. |
| **With Recourse** checkbox | Select the checkbox to indicate that the paying bank will be able to claim refunds from the beneficiary in case the letter of credit documents are not paid by the issuing bank. |
| **Revocable** checkbox | Select the checkbox to indicate that the Letter of Credit is revocable.<br>If the LC is revocable, it can be amended or cancelled by the buyer or buyers bank at any time.<br>If the LC is not revocable, the buyer as well as seller must approve any changes. |
| **Place of Expiry** | Enter, select or search for the place of expiry. |
| **Drafts At** | Select the drafts at entry from the list. |
| **Payment Terms** | Select the appropriate payment terms from the list. |
| **Variance Percent** | Enter the variance in percent. |
| **LC Negotiation Days** | Enter the negotiating days for the LC. |

### Supplier Import Attributes Toolbar

The toolbar contains the following icons and buttons.

*Table 2–158 Supplier Import Attributes Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Supplier Inventory Management

The Supplier Inventory Management window allows you to create, maintain, delete and view inventory management information for a supplier site, or for a department and supplier site.

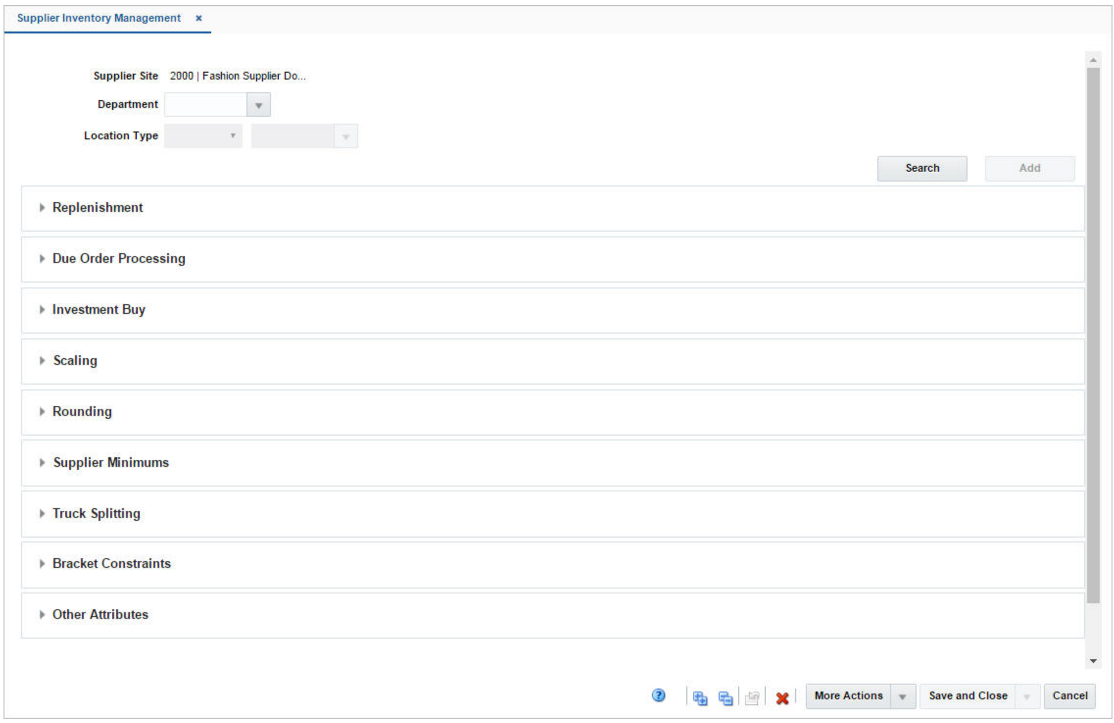
The Supplier Inventory Management window contains the following sections.

- Header

  The header contains the supplier site ID, name, department, location type and ID.
- Replenishment
- Due Order Processing
- Investment Buy

- Scaling
- Rounding
- Supplier Minimums
- Truck Splitting
- Bracket Constraints
- Supplier Inventory Management Toolbar

***Figure 2–69 Supplier Inventory Management Window***




## Replenishment

The Replenishment section contains the following fields.

***Table 2–159 Replenishment - Fields and Description***

| Fields | Description |
|---|---|
| **Order Control** | Select how the POs are processed for the supplier from the list. |
| **Review Cycle** | Select how often the items are reviewed for replenishment from the list. |
| **Weekdays** checkboxes | Select the day on which the items are reviewed.<br>■ If the review cycle is every day, all days of the week are selected automatically.<br>■ If the review cycle is every week, select the days of the week the items are reviewed for replenishment. You may select more than one day.<br>■ If the review cycle is over two or more weeks, select the day of the week. |

*Table 2–159 (Cont.) Replenishment - Fields and Description*

| Fields | Description |
|---|---|
| **Single Loc on Order** checkbox | Select the checkbox, if only one location can be on an order. |

## Due Order Processing

The Due Order Processing section contains the following fields.

*Table 2–160 Due Order Processing - Fields and Description*

| Fields | Description |
|---|---|
| **Due Order Processing** checkbox | Select the checkbox to have due order processing performed for replenishment items from the supplier. |
| **Create Non-Due Orders** checkbox | Select the checkbox to have purchase orders created in Worksheet status for items that are not due to be ordered. |
| **Due Order Level** | Select the level at which the due order processing is based from the list. |
| **Service Basis** | Select the parameter that is used in calculating the stock out level from the list |

## Investment Buy

The Investment Buy section contains the following fields.

*Table 2–161 Investment Buy - Fields and Description*

| Fields | Description |
|---|---|
| **Investment Buy Eligibility** | Select the checkbox to enable investment buy attributes. |
| **Order Control** | Select how POs are processed for the investment buy orders. |

## Scaling

The Scaling section contains the following fields.

*Table 2–162 Scaling - Fields and Description*

| Fields | Description |
|---|---|
| **Scale Orders to Constraints** checkbox | Select the checkbox to enable the scaling constraints area. |
| **Multiple Vehicles** checkbox | Select the checkbox to indicate that multiple vehicles may be used when delivering the order. |
| **Scaling Objective** | Select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints. |
| **Scaling Level** | Select the level at which the scaling is performed. |
| Primary: | In the Scaling Constraints Primary column, complete the following fields. |
| **Type** | Select the primary type of constraint to use when scaling orders. |
| **UOM** | If you select Mass or Volume as the primary type, enter, select or search for the unit of measure. |
| **Currency** | If you select Amount as the primary type, the currency code is displayed in this field. |

*Table 2–162 (Cont.) Scaling - Fields and Description*

| Fields | Description |
|---|---|
| **Maximum Value** | Enter the maximum value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the maximum value of constraint. |
| **Minimum Value** | Enter the minimum value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the minimum value of the constraint. |
| Secondary: | In the Scaling Constraints Secondary column, complete the following fields. |
| **Type** | Select the secondary type of constraint to use when scaling orders.<br>The secondary type cannot be the same as the primary type. |
| **UOM** | If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure. |
| **Currency** | If you select Amount as the secondary type, the currency code is displayed in this field. |
| **Maximum Value** | Enter the maximum value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the maximum value of the constraint. |
| **Minimum Value** | Enter the minimum value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the minimum value of the constraint. |

## Rounding

The Rounding section contains the following fields.

*Table 2–163 Rounding - Fields and Description*

| Fields | Description |
|---|---|
| **Rounding Level** | Select the level to which quantities should be rounded. |
| **Rounding to Inner Threshold** | Enter the percent of the inner needed to round to an additional inner. |
| **Round to Case Threshold** | Enter the percent of the case needed to round to an additional case. |
| **Round to Layer Threshold** | Enter the percent of the layer needed to round to an additional level. |
| **Round to Pallet Threshold** | Enter the percent of the pallet needed to round to an additional pallet. |

## Supplier Minimums

The Supplier Minimums section contains the following fields.

*Table 2–164 Supplier Minimums - Fields and Description*

| Fields | Description |
|---|---|
| **Purge Orders Failing Minimum** checkbox | Select the checkbox to create POs that meet the supplier minimum. |

*Table 2–164 (Cont.) Supplier Minimums - Fields and Description*

| Fields | Description |
|---|---|
| **Minimum Level** | Select the minimum order quantity at which the supplier accepts orders. |
| **Conjunction** | When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field. |
| Minimum 1: | In the Minimum 1 column, complete the following fields. |
| **Type** | Select the type for the first minimum order requirement. |
| **UOM** | If you select Mass or Volume as the first minimum order requirement type, enter, select or search for the unit of measure |
| **Currency** | If you select Amount as the first minimum order requirement type, the currency code is displayed in this field. |
| **Value** | Enter the value of the first minimum order requirement for the supplier. |
| Minimum 2: | In the Minimum 2 column, complete the following fields. |
| **Type** | Select the second type for the minimum order requirement. |
| **UOM** | If you select Mass or Volume as the first minimum order requirement type, enter, select or search for the unit of measure. |
| **Currency** | If you select Amount as the first minimum order requirement type, the currency code is displayed in this field. |
| **Value** | Enter the value of the first minimum order requirement of the supplier. |

## Truck Splitting

The Truck Splitting section contains the following fields.

*Table 2–165 Truck Splitting - Fields and Description*

| Fields | Description |
|---|---|
| **Split Orders into Truckloads** checkbox | Select the checkbox to enable the truck splitting constraints. |
| **Auto Approve LTL Orders** checkbox | Select the checkbox to allow Less than a Truckload (LTL) orders. |
| **Truck Split Method** | Select the method of truck splitting used with this supplier. |
| Constraint 1: | In the Constraint 1 column, complete the following fields. |
| **Type** | Select the primary type of constraint to use when splitting orders into truckloads. |
| **UOM** | If you select Mass or Volume as the primary type, enter, select or search for the unit of measure. |
| **Value** | Enter the value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the maximum value of the constraint. |
| Constraint 2: | In the Constraint 2 column, complete the following fields. |
| **Type** | Select the secondary type of constraint to use when splitting orders into truckloads.<br>The second constraint type cannot be the same as the first constraint type. |

*Table 2–165 (Cont.) Truck Splitting - Fields and Description*

| Fields | Description |
|---|---|
| **UOM** | If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure. |
| **Value** | Enter the value of the constraint. |
| **Tolerance** | Enter the percentage tolerance for the maximum value of the constraint. |

## Bracket Constraints

The Bracket Constraints section contains the following fields.

*Table 2–166 Bracket Constraints - Fields and Description*

| Fields | Description |
|---|---|
| **Threshold %** | Enter the percentage of the bracket value that the order must meet in order to be rounded up to that bracket. |
| Primary: | In the Primary column, complete the following fields. |
| **Type** | Select the type of the primary bracket costing constraint. |
| **UOM** | If you select Mass or Volume as the primary type, enter, select or search for the unit of measure. |
| Secondary: | In the Secondary column, complete the following fields. |
| **Type** | Select the type of secondary bracket costing constraints. |
| **UOM** | If you select Mass or Volume as the secondary type, enter, select or search for the unit of measure. |

## Other Attributes

The Other Attributes section contains the following fields.

*Table 2–167 Other Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **Pooled Supplier** | Enter, select or search for the supplier ID. |
| **Pooled Supplier Site** | Enter, select or search for the supplier site ID. |
| **Purchase Type** | Select the purchase order type from the list. |
| **Pickup Location** | Only enabled, if you select pick-up as purchase type.<br>Enter the pickup location. |

## Supplier Inventory Management Toolbar

The toolbar contains the following icons and buttons.

*Table 2–168 Supplier Inventory Management Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Expand and Collapse icons | You can view all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |

*Table 2–168 (Cont.) Supplier Inventory Management Toolbar - Icons/Buttons and*

| Icons/Buttons | Description |
|---|---|
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| Delete icon | Use the Delete icon to delete the inventory management record of the current supplier site. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Warehouse window.<br>■ **Bracket Costing**<br>Opens the Supplier Brackets window.<br>For more information about this function, see the Supplier Brackets section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new inventory management record for a supplier site. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Supplier Brackets

In the Supplier Brackets window, you can add, edit, delete and view primary and secondary bracket values. You can also specify default brackets, or delete the entire bracket structure.

The Supplier Brackets window contains the following sections.

- Header

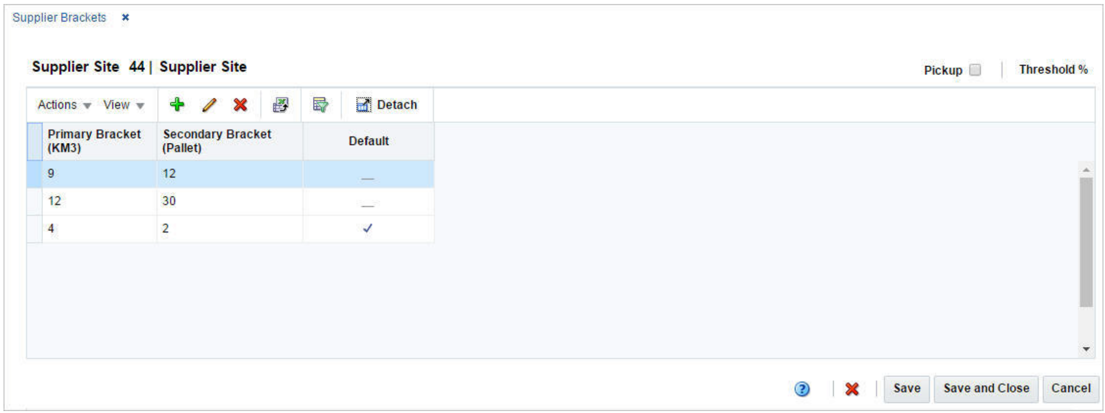
  The header displays the following information.

  - Supplier ID and name
  - **Pickup** checkbox

    Select the checkbox to indicate that the bracket pricing uses pickup prices.

    The pickup price is the price of the goods without shipping costs, as if the goods were picked up at the supplier's location.
  - Threshold amount in percent
- Supplier Brackets Table
- Supplier Brackets Toolbar

*Figure 2–70 Supplier Brackets Window*




## Supplier Brackets Table

In the table you can add, edit, delete and view primary as well as secondary brackets. Additionally you can also set default bracket values.

### Supplier Brackets Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–169 Supplier Brackets Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new bracket values by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add bracket values, see the Adding Bracket Values section. |
| Delete and Delete icon | You can delete bracket values:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected bracket value.<br>For more information about how to edit a bracket value, see the Editing Bracket Values section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Supplier Brackets Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–170 Supplier Brackets Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Supplier Brackets Toolbar

The toolbar contains the following icons and buttons.

*Table 2–171 Supplier Brackets Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Use the Delete icon to delete the entire bracket structure. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a bracket structure for a supplier site. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Bracket Values

To add bracket values for a supplier site, follow the steps below.

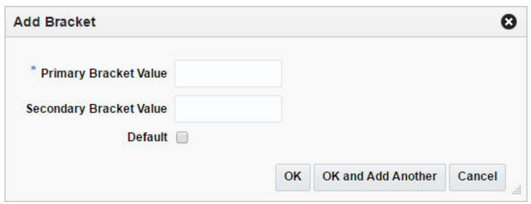
1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Restrict your search to suppliers with enabled Bracket Costing.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.

4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Inventory Management**. The Supplier Inventory Management window appears.
6. Select **More Actions > Bracket Costing**. The Supplier Brackets window appears.

> **Note:** The **Bracket Costing** checkbox must be selected in the Supplier/Supplier Site window in order to access the Supplier Brackets window.

7. Select **Actions > Add**, or use the Add icon. The Add Bracket window appears.

***Figure 2–71 Add Bracket Window***




   a. In the **Primary Bracket Value** field, enter the lower value of the primary bracket. This field is a required field.
   b. In the **Secondary Bracket Value** field, enter the lower value of the secondary bracket, if applicable.
   c. Select the **Default** checkbox to indicate that the bracket value is a default value for this bracket structure.
   d. Select the **Pickup** checkbox to indicate that the bracket pricing uses pickup prices. The pickup price is the price of the goods without shipping costs, as if the goods were picked up at the supplier's location.
   e. Then select one of the following options.
      – Click **OK** to add the bracket value and close the window.
      – Click **OK and Add Another** to add additional bracket values.
      – Click **Cancel** to reject all entries and close the window.

## Editing Bracket Values

To edit bracket values for a supplier site, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Restrict your search to suppliers with enabled Bracket Costing.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.

5. Select **More Actions > Inventory Management**. The Supplier Inventory Management window appears.
6. Select **More Actions > Bracket Costing**. The Supplier Brackets window appears.

> **Note:** The **Bracket Costing** checkbox must be selected in the Supplier/Supplier Site window in order to access the Supplier Brackets window.

7. Select a record in the table.
8. Then select **Actions > Edit**, or use the Edit icon. The Edit Bracket window appears.
   a. In the **Primary Bracket Value** and Secondary Bracket Value field, edit the values as necessary.
   b. Select/deselect the **Default** checkbox to indicate that the bracket value is a default value for this bracket structure.
   c. Select/deselect the **Pickup** checkbox to indicate that the bracket pricing uses pickup prices.
   d. Then choose one of the following options.
      – Click **OK** to save your changes value and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Supplier Org Unit

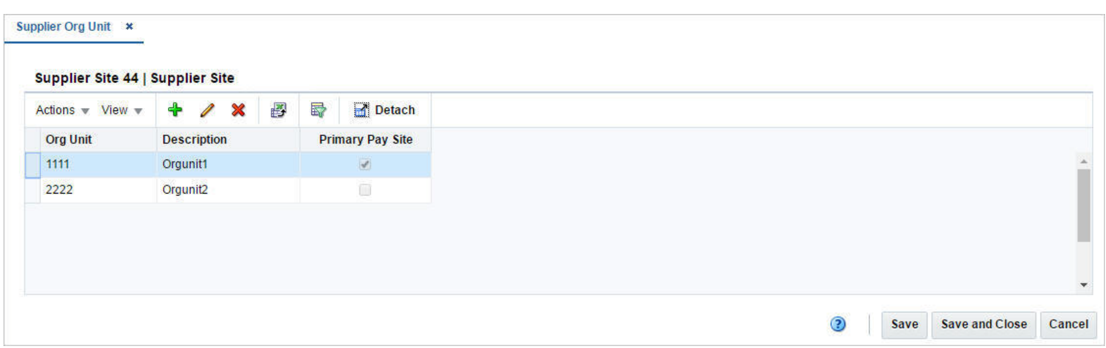
In the Supplier Org Unit window you can add, edit, delete and view organizational unit information for the selected supplier site.

The Supplier Org Unit window contains the following sections.

- Header

  The header displays the supplier ID and name.
- Supplier Org Unit Table
- Supplier Org Unit Toolbar

***Figure 2–72 Supplier Org Unit Window***



## Supplier Org Unit Table

In the table you can add, edit, delete and view organizational units for the selected supplier site or partner.

### Supplier Org Unit Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–172 Supplier Org Unit Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new organizational units by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add org units, see the Adding Organizational Unit Information for Suppliers section. |
| Delete and Delete icon | You can delete org units:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected org unit.<br>For more information about how to edit an org unit, see the Editing Organizational Unit Information for Suppliers section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Supplier Org Unit - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–173 Supplier Org Unit - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Supplier Org Unit Toolbar

The toolbar contains the following icons and buttons.

*Table 2–174 Supplier Org Unit Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Organizational Unit Information for Suppliers

To add organizational unit information for a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Org Unit**. The Supplier Org Unit window appears.
6. Then select **Actions > Add**, or use the Add icon. The Add Org Unit ID window appears.
   a. In the **Org Unit** field, enter select or search for the appropriate unit. This field is a required field.
   b. Select the **Primary Pay Site** to indicate that the current org unit is the primary pay site.
   c. Then choose one of the following options.
      – Click **OK** to add the org unit and close the window.
      – Click **OK and Add Another** to add additional org units.
      – Click **Cancel** to reject all entries and close the window.

## Editing Organizational Unit Information for Suppliers

To edit organizational unit information for suppliers, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.

4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Org Unit**. The Supplier Org Unit window appears.
6. Then select **Actions > Edit**, or use the Edit icon. The Edit Ord Unit ID window appears.
   a. In the **Org Unit** field, change the org unit, if necessary.
   b. Select/deselect the **Primary Pay Site** to indicate that the current org unit is the primary pay site.
   c. Then choose one of the following options.
      – Click **OK** to save your changes and close the window.
      – Click **Cancel** to reject all entries and close the window.

# Supplier Traits

The Supplier Traits window allows you to add, delete and view supplier traits. After you create supplier traits, you can then associate suppliers with a trait or associate traits with a supplier.

You can also use traits to indicate which of your suppliers have a master supplier. A master supplier is an outside source that provides merchandise to one or more of your suppliers, such as a manufacturer or distributor. You can enter an external ID for the master supplier as well.

The Supplier Traits window contains the following sections.

- Header

  The header displays the supplier ID and name.
- Supplier Traits Table
- Supplier Traits Toolbar

## Supplier Traits Table

In the table you can add, delete and view supplier traits.

### Supplier Traits Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–175 Supplier Traits Table- Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new supplier traits by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add supplier traits, see the Adding Supplier Traits section. |

*Table 2–175 (Cont.) Supplier Traits Table- Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete supplier traits:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Supplier Traits Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–176 Supplier Traits - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Supplier Traits Toolbar

The toolbar contains the following icons and buttons.

*Table 2–177 Supplier Traits Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Supplier Traits

To add supplier traits, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Supplier**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. In the Supplier Site column, click the supplier site ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Supplier Site window appears.
5. Select **More Actions > Supplier Traits**. The Supplier Traits window appears.
6. Then select **Actions > Add**, or use the Add icon. The Add Supplier Traits window appears.
   a. In the **Supplier Trait** field, enter, select or search for the supplier trait you want to associate with the supplier.
   b. Select the **Master Supplier** checkbox to indicate that the current trait is a master supplier trait.
   c. Then choose:
      – Click **OK** to add the supplier trait and close the window.
      – Click **OK and Add Another** to add additional supplier traits.
      – Click **Cancel** to reject all entries and close the window.

# Managing a Supplier

The Manage Suppliers option opens the Supplier Search window. In this window you can perform the following actions.

- Search for suppliers by various search criteria
- View the search results
- View supplier information
- Create supplier information
- Edit supplier information
- Edit supplier sites
- View supplier sites

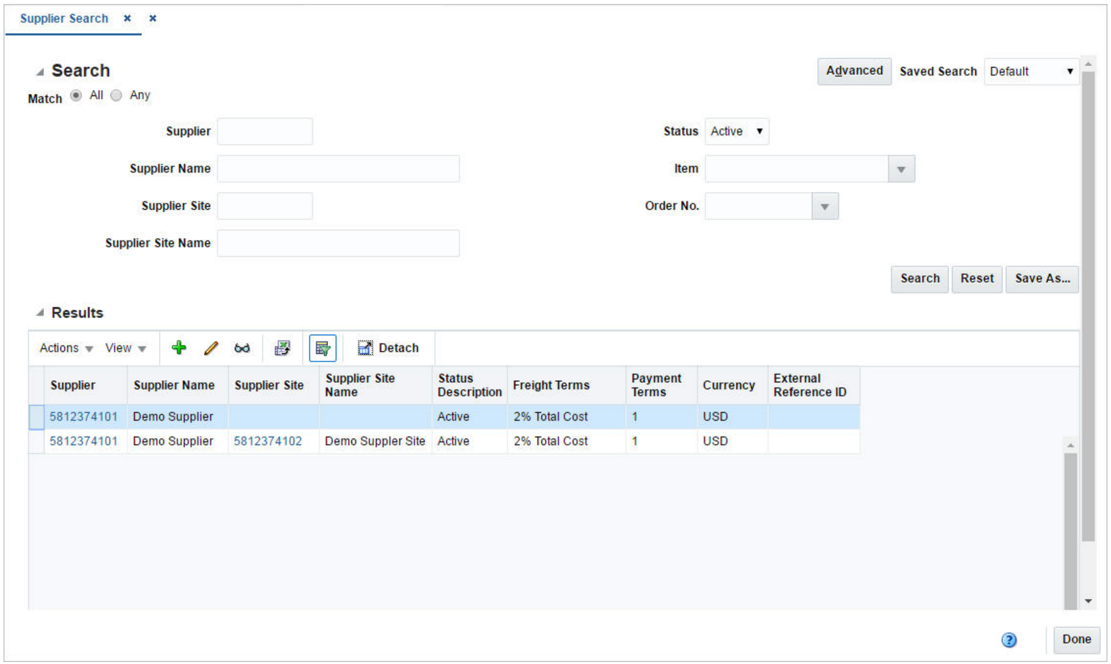
You can access the Supplier Search window from the Task menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.

The Supplier Search window contains the following sections.

- Search

  For more information about how to search for a supplier, see the Searching for a Supplier section.
- Results
- Supplier Search Toolbar

*Figure 2–73 Supplier Search Window*




## Searching for a Supplier

To search for a supplier:

1. From the Task menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.
2. You can search for a supplier by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Supplier Through the Basic Search Criteria

To search for a supplier by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–178 Supplier Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only suppliers matching all entered search criteria are shown.<br>Any - suppliers matching any of the entered search criteria are shown. |
| **Supplier** | Enter the supplier ID. |
| **Supplier Name** | Enter the supplier name. |
| **Supplier Site** | Enter the supplier site ID. |
| **Supplier Site Name** | Enter the supplier site name. |

*Table 2–178 (Cont.) Supplier Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Status** | Select the status of the supplier. |
| **Item** | Enter, select or search for the supplier's items. |
| **Order** | Enter, select or search for the supplier's orders. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Supplier Through Advanced Search Criteria

To search for a supplier by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.

*Table 2–179 Supplier Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only suppliers matching all entered search criteria are shown.<br>Any - suppliers matching any of the entered search criteria are shown. |
| **Supplier** | Enter the supplier ID. |
| **Supplier Name** | Enter the supplier name. |
| **Supplier Site** | Enter the supplier site ID. |
| **Supplier Site Name** | Enter the supplier site name. |
| **Status** | Select the status of the supplier. |
| **Division** | Enter, select or search for the division. |
| **Group** | Enter, select or search for the group. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |

*Table 2–179 (Cont.) Supplier Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Subclass** | Enter, select or search for the subclass. |
| **Item** | Enter, select or search for the supplier's items. |
| **Order No.** | Enter, select or search for the order number. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved suppliers and supplier sites.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

**Table 2–180 Results - Actions Menu/Icons and Description**

| Actions Menu/Icons | Description |
|---|---|
| Create Supplier and Create Supplier icon | Select **Actions > Create Supplier,** or use the Create Supplier icon to create a new supplier/supplier site.<br>For more details about how to create a supplier/supplier site, see the Creating a Supplier/Supplier Site section. |
| Edit Supplier and Edit Supplier icon | Select **Actions > Edit Supplier**, use the Edit Supplier icon, or click on the supplier link to edit the selected supplier.<br>For more information about how to edit a supplier, see the Editing a Supplier section. |
| View Supplier and View Supplier icon | To view a supplier:<br>■ Select a record in the Results section.<br>■ Select **Actions > View Supplier,** or click the View Supplier icon. The Supplier window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Edit Supplier Site | The Supplier Site window appears.<br>You can also click on the supplier site link in the table, to open the Supplier Site window in edit mode.<br>For more information about how to edit a supplier site, see the Editing a Supplier Site section.<br>This option is only available, if you select a supplier site in the Results section. |
| View Supplier Site | To view a supplier site:<br>■ Select a record in the Results section.<br>■ Select **Actions > View Supplier Site,** the Supplier Site window appears.<br>■ Click **Done** to close the window.<br>This section is only available, if you select a supplier site in the Results section. |

## Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

**Table 2–181 Results - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

**Table 2–181 (Cont.) Results - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Supplier Search Toolbar

The toolbar contains the following icons and buttons.

**Table 2–182 Supplier Search Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Creating a Supplier/Supplier Site

To create a supplier or supplier site in the Supplier Search window, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers/supplier sites that match the search criteria are displayed in the Results section.
4. Then select **Actions > Create Supplier**, or use the Create Supplier icon. The Create Supplier window appears.
   a. In the **Supplier Level** field, select supplier or supplier site from the list. This field is a required field.
   b. In the **Supplier** field, enter, select or search for the supplier you want to create the site for. If you selected supplier as the supplier level, this field is disabled.
   c. Click **OK**. The Supplier/Supplier Site window appears.
5. Enter the necessary information in the individual sections.

   For more information about the available sections of the Supplier/Supplier Site window, see the Supplier/Supplier Site Window section.
6. Then choose one of the following options.
   - Click **Save** to save the supplier/supplier site.
   - Click **Save and Close** to save the supplier/supplier site and close the window.
   - Click **Save and Create Another** to save the current supplier/supplier site and create additional entries.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Supplier

To edit a supplier, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. Select a supplier in the Results section.
5. Then select **Actions > Edit Supplier**, use the Edit Supplier icon, or click on the supplier link. The Supplier window appears.
6. Edit the information in the individual sections.

   For more information about the available sections of the Supplier/Supplier Site window, see the Supplier/Supplier Site Window section.
7. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Save and Edit Another** to your changes and edit additional suppliers.
   - Click **Cancel** to reject all entries and close the window.

### Editing a Supplier Site

To edit a supplier site, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Suppliers and Partners > Manage Suppliers**. The Supplier Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The suppliers that match the search criteria are displayed in the Results section.
4. Select a supplier site in the Results section.
5. Then select **Actions > Edit Supplier Site**, or click on the supplier site link. The Supplier Site window appears.
6. Edit the information in the individual sections.

   For more information about the available sections of the Supplier Site window, see the Supplier/Supplier Site Window section.
7. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Save and Edit Another** to your changes and edit additional supplier sites
   - Click **Cancel** to reject all entries and close the window.

## Partners Window

The Partner window allows you to create, edit, and view a partner. Partner status may be active or inactive. You can enter the currency, language, status, and primary contact information. Use this window to track the following information for specific types of partners:

**Bank partners:** Track a line of credit.

**Import authority partners:** Indicate whether they are the primary import authority for the principal country.

**All partners except banks:** Track manufacturer ID, principal country, Tax ID, and terms.

In some countries, inventory maintained with a third party must be controlled by the retailer. A retailer may send goods to the external finisher or supplier for finishing the work (such as printing, dyeing, and embroidery) or repair (in case of damaged goods). After the job is done, the finisher or the supplier returns the goods back to the same or a different location. All such movements must be accompanied by a Nota Fiscal.

**Auto Receive Stock Indicator:** Available only if the partner type is an external finisher.

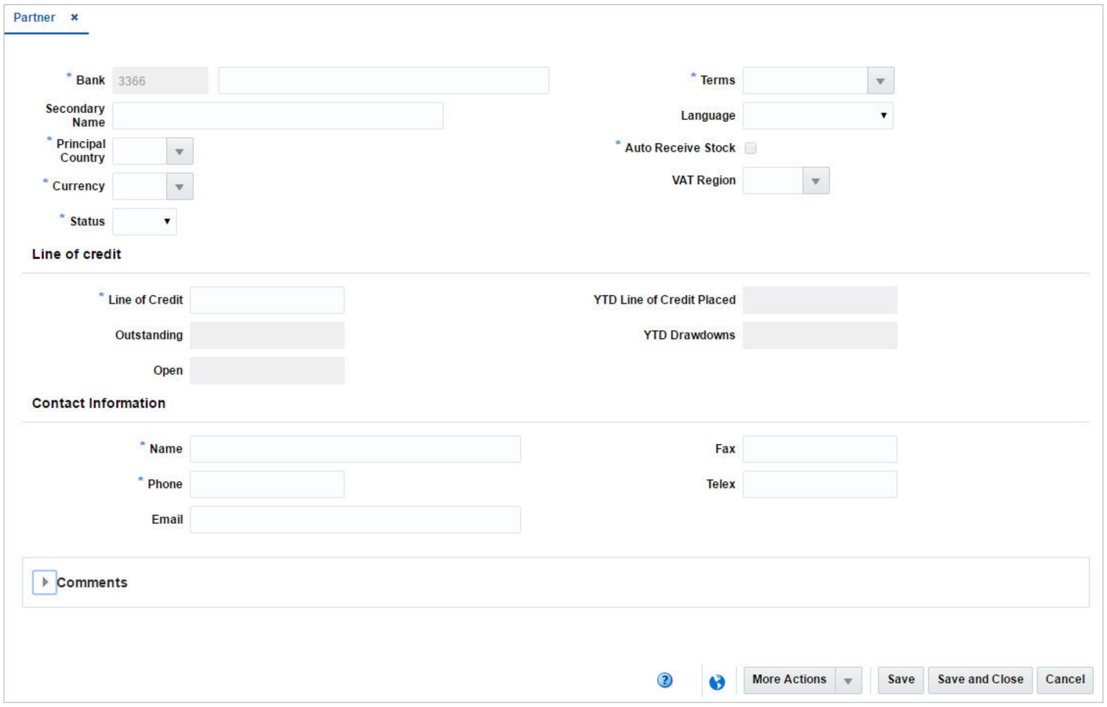
This flag is used in the two-legged transfer process to indicate, when the warehouse/store ships the stock for the first leg, the system should automatically update the stock at the external finisher. The system will not wait for confirmation from the external finisher, regardless of whether it has received the merchandise or not. If this indicator is unchecked, when the first leg of the transfer is shipped, the system should not update the stock at the external finisher until the external finisher sends across a message that it has received the merchandise.

At the system level, you can determine if partner IDs are unique to all partners or unique to a partner type. If IDs are unique to a partner type, partners with different partner types may have the same ID.

The Partner window contains the following sections.

- Header
- Comments
- Partner Toolbar

*Figure 2–74 Partner Window*




## Header

The header section contains the following fields.

*Table 2–183 Header - Fields and Description*

| Fields | Description |
|---|---|
| **Partner Type** | The **Partner Type** field is labeled according to the created partner, for example, Bank.<br>The partner ID is generated automatically.<br>Enter the name of the partner.<br>This field is a required field. |
| **Secondary Name** | Enter a secondary name for the partner, if available. |
| **Principal Country** | Enter, select or search for the principal country code of the partner.<br>This field is a required field. |
| **Currency** | Enter, select or search for the partner's currency code.<br>This field is a required field. |
| **Status** | Select the status of the partner from the list.<br>This field is a required field. |
| **Terms** | Enter, select or search for the payment terms.<br>This field is a required field. |
| **Language** | Select the partner's language from the list. |
| **Auto Receive Stock** checkbox | Select this checkbox to indicate that the system updates the stock for the external finisher when the 1st leg of the transfer is shipped. |

*Table 2–183 (Cont.) Header - Fields and Description*

| Fields | Description |
|---|---|
| Line of Credit: | |
| **Line of Credit** | Enter the credit limit.<br>This field is a required field. |
| **Outstanding** | Contains the total amount of credit that the company has used or has charged against in the partner's currency. |
| **Open** | Displays the open credit amount. |
| **YTD Line of Credit Placed** | Contains the total amount of credit the company has used this year to this date in the partner's currency. |
| **YTD Drawdowns** | Contains the year to date payments the bank has made on behalf of the company in the partner's currency. |
| Contact: | |
| **Name** | Enter the name of the primary contact at the partner's site.<br>This field is a required field. |
| **Phone** | Enter the phone number of the primary contact.<br>This field is a required field. |
| **Email/Fax/Telex** | Enter additional contact information in the appropriate fields. |

## Comments

In the Comments section you can enter any comments relevant for the partner, if necessary.

## Partner Toolbar

The toolbar contains the following icons and buttons.

*Table 2–184 Partner Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Use the Delete icon to delete the current partner information. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Partner window.<br>▪ **Address**<br>Opens the Addresses window.<br>For more information about this function, see the Addresses Window section.<br>▪ Invoicing Attributes<br>Opens the Invoicing Attribute window.<br>For more information about this function, see the Specifying Invoicing Attribute section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 2–184 (Cont.) Partner Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new partner. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available, if you are in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating a Partner

To create a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Suppliers and Partners > Create Partner**. The Create Partner window appears.
2. In the Partner Type field, select the type of partner you want to create.
3. Click **OK**. The Partner window appears. The partner ID is generated automatically.
4. Enter the necessary partner information in the available sections.

   For more information about the available sections of the Partner window, see the Partners Window section.
5. Then choose one of the following options.
   - Click **Save** to save the partner information.
   - Click **Save and Close** to save the partner and close the window.
   - Click **Save and Create Another** to create additional partners.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Partner

To edit a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Supplier and Partners > Manage Partners**. The Partner Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner column, click the partner link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner window appears.
5. Edit the fields as, necessary.
6. Then choose one of the following options.
   - Click **Save** to save the partner information.
   - Click **Save and Close** to save the partner and close the window.

- Click **Save and Edit Another** to edit additional partners.
- Click **Cancel** to reject all entries and close the window.

## Specifying Invoicing Attribute

The Invoicing Attribute window allows you to specify how invoices from the partner are handled. You can indicate where an invoice is received and where an invoice is paid. You can also indicate that the stores must confirm that the service was performed before the invoice from the partner is approved. You can select invoicing attributes for a partner if the Oracle Retail Invoice Matching product is installed.

To specify invoicing attributes for a partner, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Supplier and Partners > Manage Partner**. The Partner Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. In the Partner column, click the partner link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Partner window appears.
5. Select **More Actions > Invoicing Attributes**. The Invoicing Attribute window appears.
   a. In the **Receive Invoice**, field, select where the invoice is received.
   b. In the **Pay Invoice** field, select where the invoice is paid.
   c. Select the **Confirmation Required for Services Performed** checkbox, to indicate that the stores must confirm that the service was performed before the invoice from the partner is approved.
   d. Then choose:
      – Click **OK** to save the invoicing attributes and close the window.
      – Click **Cancel** to reject all entries and close the window.

## Managing Partners

The Manage Partners option opens the Partner Search window. In this window you can perform the following actions.

- Search for partners by various search criteria
- View the search results
- View partner information
- Create partner information
- Edit partner information

You can access the Partner Search window from the Task menu, select **Foundation Data > Suppliers and Partners > Manage Partners**. The Partner Search window appears.

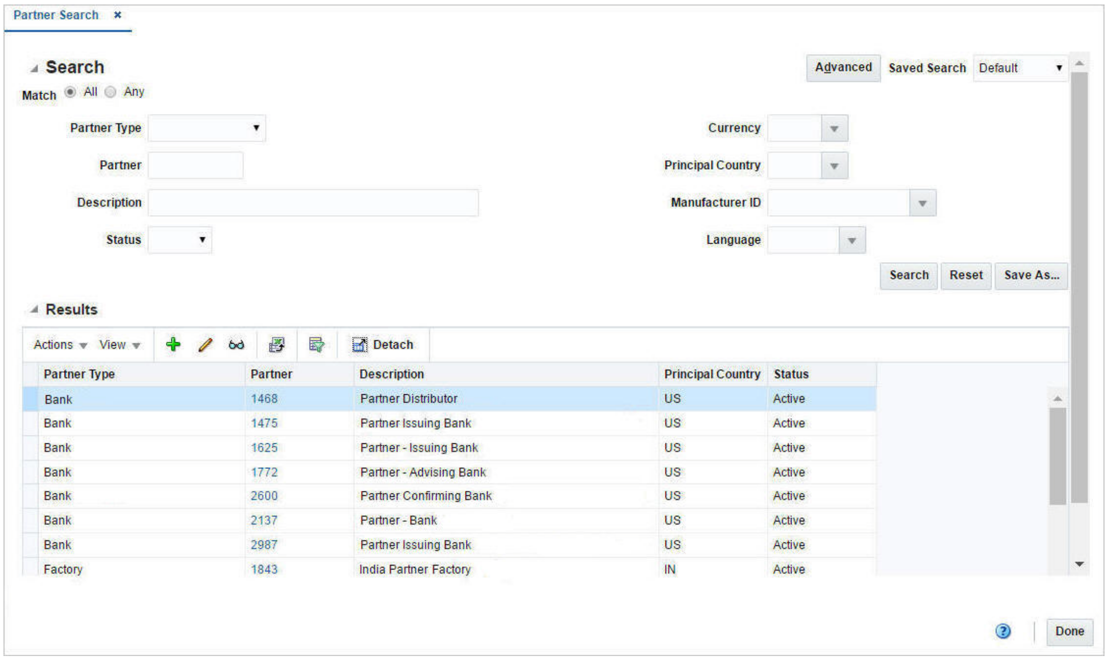
The Partner Search window contains the following sections.

- Search

For more information about how to search for a partner, see the Searching for a Partner section.

- Results
- Partner Search Toolbar

*Figure 2–75 Partner Search Window*




# Searching for a Partner

To search for a partner:

1. From the Task menu, select **Foundation Data > Suppliers and Partners > Manage Partners**. The Partner Search window appears.
2. You can search for a partner by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

## Searching for a Partner Through the Basic Search Criteria

To search for a partner by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 2–185 Partner Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only partners matching all entered search criteria are shown.<br>Any - partners matching any of the entered search criteria are shown. |

*Table 2–185 (Cont.) Partner Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Partner Type** | Select the partner type from the list. |
| **Partner** | Enter, select or search for the partner ID. |
| **Description** | Enter, select or search for the partner description. |
| **Status** | Select the status of the supplier. |
| **Currency** | Enter, select or search for the currency. |
| **Principal Country** | Enter, select or search for the principal country. |
| **Manufacturer ID** | Enter, select or search for the manufacturer ID. |
| **Language** | Enter, select or search for the language. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The partners that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Partner Through Advanced Search Criteria

To search for a partner by using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The partners that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved partners.

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 2–186 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new partner. The Create Partner window appears.<br>For more details about how to create a partner, see the Creating a Partner section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected partner.<br>For more information about how to edit a partner, see the Editing a Partner section. |
| View and View icon | To view a partner:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon. The Partner window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–187 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Partner Search Toolbar

The toolbar contains the following icons and buttons.

*Table 2–188 Partner Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Expense Profiles

Expense Profiles can be defined for suppliers, partners, and/or countries of sourcing. Supplier and country profiles default to items. Partner expense profiles default to PO/items when an item is added to an order.

You can divide supplier and partner expense profiles into Country or Zone level.

- Country level profiles are for expenses incurred when moving goods from a country of sourcing to the discharge port in the country of import.
- Zone level profiles are for expenses incurred when moving goods from a discharge port in the country of import to a final destination cost zone.

For a given supplier you may utilize one basic route from the supplier's country to the discharge port, but may have many different routes when moving the goods from the discharge port to the destination.

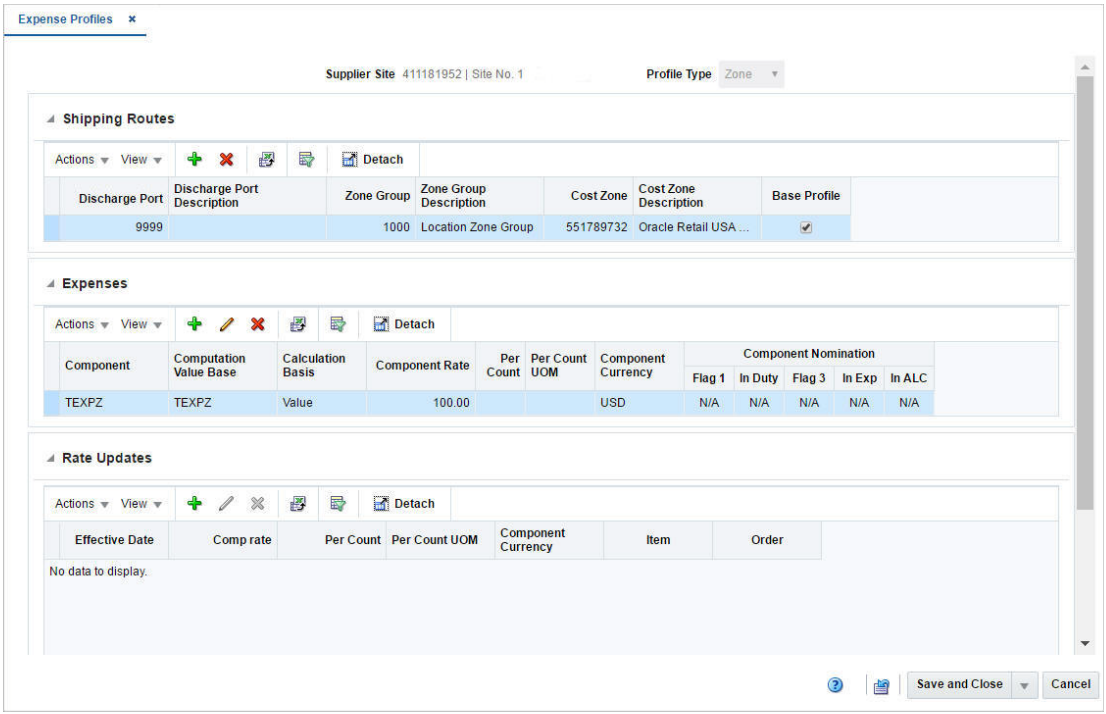
Additionally, you can change the rate on a cost component in expense profiles and automatically update item expenses and/or PO/item expenses on a designated date.

The Expense Profiles window contains the following sections.

- Header
- Shipping Routes
- Expenses
- Rate Updates

- Expense Profile Toolbar

***Figure 2–76 Expense Profiles Window***



## Header

The header section varies depending on, if you create or edit expense profiles for a supplier, partner or a country of sourcing.

- **Supplier Expense Profiles**

  The header displays the supplier site ID and name.

  In the **Profile Type** field, select the type.

  – Select **Zone** to make changes to the expense profile at the supplier/cost zone level.

  – Select **Country** to make changes to the expense profile at the supplier/country of sourcing level.

- **Partner Expense Profiles**

  The header displays the partner type, ID and name.

  In the **Profile Type** field, select, the type.

  – Select **Zone** to make changes to the expense profile at the partner/cost zone level.

  – Select **Country** to make changes to the expense profile at the partner/country of sourcing level.

- **Country Expense Profiles**

  The header displays the profile type country by default.

  In the **Country** field, select the country you want to create the expense profiles for.

## Shipping Routes

In the Shipping Routes section you can add, delete and view shipping routes. Additionally, you can define a shipping route as the default expense profile in this section.

### Shipping Routes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–189 Shipping Routes - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new shipping routes by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add shipping routes, see the following sections.<br>■ Adding Shipping Routes at Country Level<br>■ Adding Shipping Routes at Zone Level<br>■ Adding Shipping Routes to Country Expense Profiles |
| Delete and Delete icon | You can delete shipping routes:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Shipping Routes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 2–190 Shipping Routes/Expenses/Rate Updates - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Expenses

In this section you can add, edit, delete and view expenses for the supplier, partner or a country.

### Expenses - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–191 Expenses - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new expenses by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add expenses, see the Adding Expenses section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected expense component.<br>For more information about how to edit an expense component, see the Editing Expenses section. |
| Delete and Delete icon | You can delete expenses:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Expenses - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 2–190, " Shipping Routes/Expenses/Rate Updates - View Menu/Icons and Description".

## Rate Updates

In the Rate Updates section you can apply rate updates to items and orders.

### Rate Updates - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–192 Rate Updates - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new rate updates by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add rate updates, see the Adding Rate Updates section. |

*Table 2–192 (Cont.) Rate Updates - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected rate update.<br>For more information about how to edit a rate update, see the Editing Rate Updates section. |
| Delete and Delete icon | You can delete rate updates:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Rate Updates - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 2–190, " Shipping Routes/Expenses/Rate Updates - View Menu/Icons and Description".

## Expense Profile Toolbar

The toolbar contains the following icons and buttons.

*Table 2–193 Expense Profile Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new expense profile. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding Shipping Routes at Country Level

To add a new shipping route to an expense profile at the country level, follow the steps below.

1. In the **Profile Type** field, select Country from the list.
2. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route window appears.
3. In the **Origin Country** field, enter, select or search for the appropriate country. This field is a required field.
4. In the **Lading Port** field, enter, select or search for the lading port.
5. In the **Discharge Port** field, enter, select or search for the discharge port.
6. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
7. Then choose one of the following options.
   - Click **OK** to add the shipping route and close the window.
   - Click **OK and Add Another** to add additional shipping routes.
   - Click **Cancel** to reject all entries and close the window.

## Adding Shipping Routes at Zone Level

To add new shipping routes to an expense profile at the zone level, follow the steps below.

1. In the **Profile Type** field, select Zone from the list.
2. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route window appears.
3. In the **Discharge Port** field, enter, select or search for the discharge port. This field is a required field.
4. In the **Zone Group** field, enter, select or search for the zone group.
5. In the **Cost Zone** field, enter, select or search for the cost zone.
6. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
7. Then choose one of the following options.
   - Click **OK** to add the shipping route and close the window.
   - Click **OK and Add Another** to add additional shipping routes.
   - Click **Cancel** to reject all entries and close the window.

## Adding Shipping Routes to Country Expense Profiles

To add a new shipping route to a country expense profile, follow the steps below.

1. In the Shipping Routes section, select **Actions > Add**, or use the Add icon. The Add Shipping Route window appears.
2. In the **Lading Port** field, enter, select or search for the lading port.
3. In the **Discharge Port** field, enter, select or search for the discharge port. This field is a required field.

4. Select the **Base Profile** checkbox to indicate that you want to use this shipping route as the default.
5. Then choose one of the following options.
   - Click **OK** to add the shipping route and close the window.
   - Click **OK and Add Another** to add additional shipping routes.
   - Click **Cancel** to reject all entries and close the window.

## Adding Expenses

To add expenses to the profile follow the steps below.

1. In the Expense section, select **Actions > Add**, or use the Add icon. The Add Expense window appears.
2. In the **Component** field, enter, select or search for the expense component. This field is a required field.
3. In the **Component Rate** field, enter the component rate. This field is a required field.
4. In the **Computation Value Base**, enter, select or search for computation value base.
5. The **Calculation Basis** field, displays the calculation basis for the expense.
6. In the **Per Count f**ield, enter, select or search for the per count number.
7. In the **Per Count UOM** field, enter, select or search for the per count unit of measure. This field is a required field.
8. In the **Component Currency** field, enter, select or search for the currency ID. This field is a required field.
9. In the Component Nomination section, select the status of the expense in relation to the other components.
   - Select N/A if the expense is not included in the calculation.
   - Select + (plus sign) to add the expense.
   - Select - (minus sign) to subtract the expense.
10. Then choose one of the following options.
    - Click **OK** to add the expense and close the window.
    - Click **OK and Add Another** to add additional expenses.
    - Click **Cancel** to reject all entries and close the window.

## Editing Expenses

To edit expenses to the profile follow the steps below.

1. In the Expense section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Expense window appears. The values of the selected expense are displayed.
3. Edit the fields, as necessary.
4. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.

- Click **Cancel** to reject all entries and close the window.

### Adding Rate Updates

To add rate updates for items and/or orders, follow the steps below.

1. In the Rate Updates section, select **Actions > Add**, or use the Add icon. The Add Rates window appears.
2. In the **Effective Date** field, enter the effective date or use the Calendar icon to select a date. This field is a required field.
3. In the **Comp Rate** field, enter the component rate. This field is a required field.
4. In the **Component Currency** field, enter, select or search for the component currency code.
5. Select the **Item** checkbox to apply the rate updates to items.
6. Select the **Order** checkbox to apply the rate updates to orders.
7. Then choose one of the following options.
   - Click **OK** to add the rate updates and close the window.
   - Click **OK and Add Another** to add additional rate updates.
   - Click **Cancel** to reject all entries and close the window.

### Editing Rate Updates

To edit rate updates for items and/or orders, follow the steps below.

1. In the Rate Updates section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Rates window appears. The values of the selected rate update are displayed.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Data Loading Status

The Data Loading Status window allows you to view the status of the upload and download processes happening in RMS, so that you can rectify the issues associated with the upload/download process.

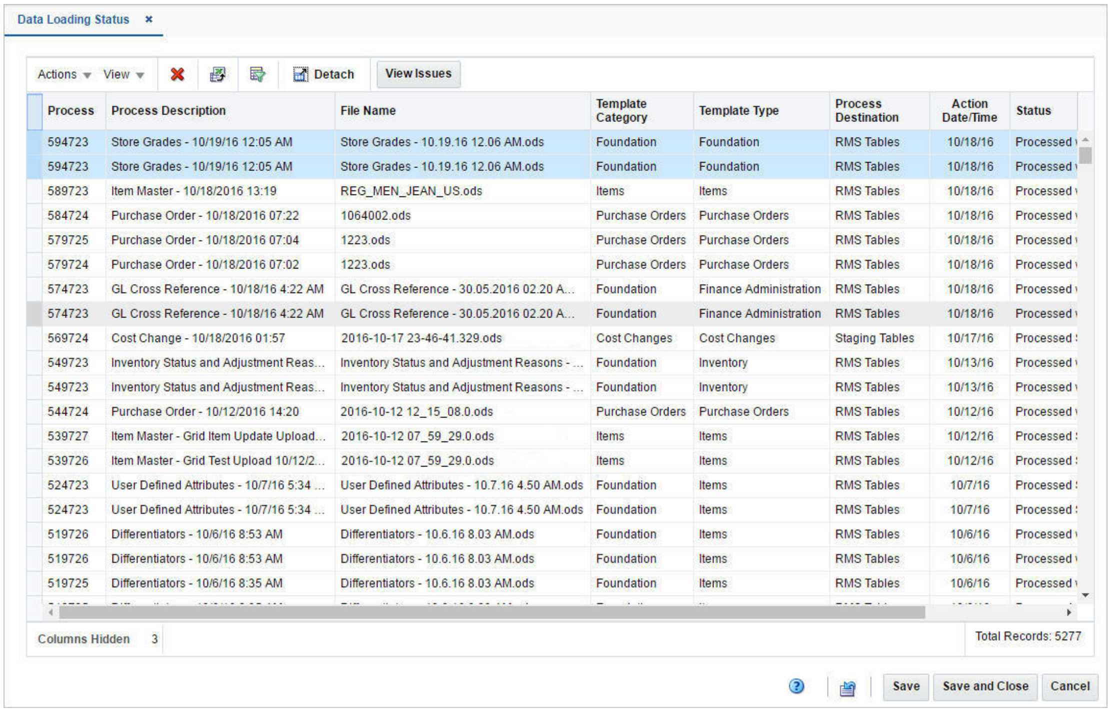
The window allows you to drill down to the errors or warnings associated with a selected upload/download request.

You can access the Data Loading Status window from the Task menu, select **Foundation Data > Data Loading > Review Status**. The Data Loading Status window appears.

The Data Loading Status window contains the following sections.

- Table
- Data Loading Status Toolbar

***Figure 2–77    Data Loading Status Window***




## Table

The table displays the process, process description, file name, template category and type, destination, action date and time, status and the user, who initiated the process.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 2–194    Data Loading Status Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete a process by using the following steps:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| View Issues and **View Issues** button | To view the warnings and errors associated with a selected upload/download request:<br>▪ Select a record in the table.<br>▪ Select **Actions > View Issues** or use the **View Issues** button. The Issues window appears.<br>▪ Click **Done** to close the window. |

*Table 2–194 (Cont.) Data Loading Status Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Upload to RMS | With this option you can upload the selected process from Staging to RMS.<br>This option is only enabled for records which have Staging Tables as a destination and do not hold the status "Processed with Errors". Additionally, this option is only enabled for Item induction, Cost Change induction and Order induction records. |
| Download Staged | This option allows you to download the staged records of a process to a spreadsheet.<br>■ Select a record in the table.<br>■ Select **Actions > Download Staged**. The staged record are downloaded to your desktop.<br>This option is only enabled for Item induction, Cost Change induction and Order induction records. |

### Data Loading Status - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 2–195 Table Data Loading Status - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Data Loading Status Toolbar

The toolbar contains the following icons and buttons.

*Table 2–196 Data Loading Status Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

***Table 2–196 (Cont.) Data Loading Status Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# 3

# Items

This chapter includes the following topics to help you understand and manage items:

- Creating Items
- Item Details
- Item Suppliers
- Item Supplier Countries
- Item Bracket Costing
- Item Supplier Countries
- Item Supplier Countries of Manufacture
- Item Supplier Units of Measure
- Item Expenses
- Viewing an Item Supplier Country List
- Retail by Cost Zone
- Item Locations
- Item Up Charges
- Create Children Window
- Item Children
- Item Children by Diff
- Item Approval Errors
- Item Location Traits
- Simple Pack Set Up
- Pack Item Details
- Item Transformation
- Substitute Items
- Item UDAs
- Related Items
- Recording Item Import Attributes
- Eligible Tariff Treatments
- Item HTS

# Creating Items

Items can be grouped into a one, two, or three level hierarchy. The naming conventions for the three item levels may vary by organization, but they are referred to here as item levels 1, 2, and 3. All item hierarchies begin at item level 1. You can customize item level names in LEVEL_1_NAME, LEVEL_2_NAME, LEVEL_3_NAME in table DEFAULT_UI_CONFIG_OPTIONS. After creating a level 1 item, you can create level 2 as child for level 1 item. If a third level is desired, you can create level 3 item as child for level 2 item.

## Regular Item

This section describes the regular item.

### Item Groups

An item group is an item hierarchy in which an item is broken into levels. The entire set of items (level 1 - 3) is an item group. The item is broken down in to factors which allow it to be distinguished from the more generic item.

After you have defined the item structure, you must add a supplier to the item, determine item cost, and assign the item to a location.

### Diffs

A differentiatior (diff) is a characteristic that can be used to make items distinct from one another. You can add levels to an item group if you identify a set of diffs or diff groups. Each unique diff or combination of diffs creates a new level in the item group. If you choose not to use diffs, you can manually create item levels.

Once you have selected the diffs, you can create all of the items for that item level, through RMS.

## Packs

A pack is a way of tracking multiple items under one item number. The Pack Item Overview contains additional information on simple and complex packs.

### Simple Pack

A simple pack contains multiples of one component item.

### Complex Pack

A complex pack contains different multiple component items.

## Deposit Items

A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is tracked separately in RMS.

- Deposit Contents Item: The item that is sold to the customer.
- Deposit Container Item: The item for which the deposit is taken. The deposit container item holds the deposit contents item.
- Deposit Crate Item: The item which holds the container and contents items.
- Deposit Returned Item: The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.

Deposit items can be maintained as a complex pack or a single item. Maintaining the deposit items as a complex pack ensures the appropriate components are grouped together and facilitates ordering. If you maintain the deposit items individually, you must associate the item with the appropriate container item.

## Consignment Items

A consignment item is a marketing arrangement where physical control of merchandise, but not the title of ownership, is transferred from one business (the consignor or supplier) to another (the consignee or retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee through an invoice.

## Concession Items

A concession item is an arrangement in which a retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method.

## Transformable Items

A transformable item is an item that can be ordered as one item and broken into smaller items. The smaller items can then be resold in the store. There are two types of transformable items:

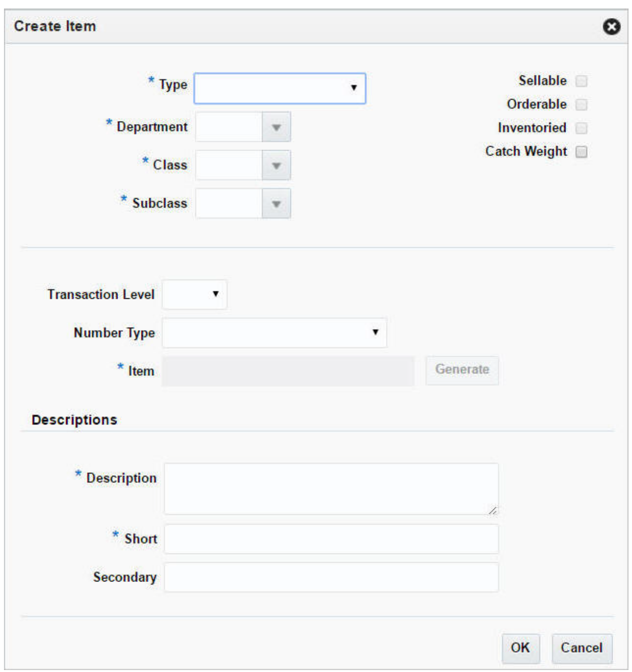
- **Transformed Orderable:** The item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.
- **Transformed Sellable:** The item that is sold to the customer. A transformed sellable item is different from the item ordered from the supplier, it is then broken or modified before selling.

## Create Item Window

To create an item:

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.

***Figure 3–1 Create Item Window***




2. In the **Type** field, select the following type of items you can create:
   - Regular Item
   - Simple Pack
   - Complex Pack
   - Deposit Contents
   - Deposit Container
   - Deposit Crate
   - Deposit Returned Item
   - Consignment/Concession

- Transformed Orderable
- Transformed Sellable

3. In the **Department** field, enter the ID of the department for the new item, select the department, or search and select the department.
4. In the **Class** field, enter the ID of the class for the new item, select the class, or search and select the class. You must select a department before you can select a class.
5. In the **Subclass** field, enter the ID of the subclass for the new item, select the subclass, or search and select the subclass. You must select a department and class before you can select a subclass.
6. Select the item type indicators:
   - **Sellable**: Select this check box to sell the item and send the item to POS.
   - **Orderable**: Select this check box to order an item, set up on replenishment, and to set up HTS and expenses.
   - **Inventoried**: Select this check box to track inventory and to have stock on hold in RMS.
   - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.

   **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

7. In the **Transactional Level** field, select the transaction level for the item.
8. In the **Item Number Type** field, select the type of item number that you want to associate with the item.
9. The **Item** field is the unique number used to identify the product.
10. In the Descriptions area:
    a. In the **Description** field, enter the description of the item.
    b. In the **Short** field, populates with the item description.
    c. In the **Secondary** field, enter alternate description of an item. This field can be used to enter the item description used by the supplier.
11. Then choose one of the following options.
    - Click **OK**. The Item window appears.

      For more information about this window, see the Item Window section.
    - Click **Cancel** to reject all entries close the window.

## Creating a One Level Item

To create a one level item, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select Regular Item.

3. Select the item type indicators:
   - **Sellable**: Select this check box to sell the item and send the item to POS.
   - **Orderable**: Select this check box to order an item, set up on replenishment, and to set up HTS and expenses.
   - **Inventoried**: Select this check box to track inventory and to have stock on hold in RMS.
   - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.

   > **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 1.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

   > **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.
10. Add the attributes for the item.

    In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.
11. Add a supplier and a sourcing country for the item.

    Select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section.
    - Add a supplier by selecting **Actions > Add**, or using the Add icon.
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.
12. Edit the retail price of the item.

    Select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

13. Save you entries.

## Creating a Two Level Item without Diffs

To create a two level item without diffs, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select Regular Item.
3. Select the item type indicators:
   - **Sellable**: Select this check box to sell the item and send the item to POS.
   - **Orderable**: Select this check box to order an item, set up on replenishment, and to set up HTS and expenses.
   - **Inventoried**: Select this check box to track inventory and to have stock on hold in RMS.
   - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.

   **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 2.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

   **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.
10. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.
11. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section

- Add a supplier by selecting **Actions > Add**, or using the Add icon.
- Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.

12. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

13. Add child items to the item.

    In the Item window, click **Create Children**. The Item Children window appears. For more information about this option, see the Item Children section.

14. Save you entries.

## Creating a Two Level Item with Diffs

To create a tow level item with diffs, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select Regular Item.
3. Select the item type indicators:
    - **Sellable**: Select this check box to sell the item and send the item to POS.
    - **Orderable**: Select this check box to order an item, set up on replenishment, and to set up HTS and expenses.
    - **Inventoried**: Select this check box to track inventory and to have stock on hold in RMS.
    - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.

    **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 2.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

    **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.

8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.

9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.

10. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.

11. Add the differentiators for the item.

    In the Differentiators section, add the diffs for the item. For more information about this section, see the Differentiators section.

12. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section

    - Add a supplier by selecting **Actions > Add**, or using the Add icon ✚.
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.

13. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

14. Add child items to the item.

    In the Item window, click **Create Children**. The Create Children window appears. For more information about this option, see the Create Children Window section.

15. Save you entries.

## Creating a Concession/Consignment Item

To create a concession/consignment item, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select Concession/Consignment.
3. The **Sellable** checkbox is selected by default.
   - **Sellable**: Indicates that the item is sold and is sent to the POS.

   ---

   **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

   ---

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 1 or 2.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

> **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.
10. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.
11. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section

    - Add a supplier by selecting **Actions > Add**, or using the Add icon.
      – When adding a supplier, enter a consignment/concession rate.
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.
12. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.
13. Save you entries.

## Creating a Deposit Item

To create a deposit item, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select the deposit item you want to create from the list. Possible options are:
   - **Deposit Container:** The item for which the deposit is taken. The deposit container item holds the deposit contents item.
   - **Deposit Contents:** The item that is sold to the customer.
   - **Deposit Crate:** The item which holds the container and contents items.
   - **Deposit Returned Item:** The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.
3. The necessary item type indicators for the selected deposit item are selected by default.

- **Sellable**: When selected, indicates that the item is sold and is sent to the POS.
- **Orderable**: When selected, the item can be ordered, set up on replenishment, and can have HTS and expenses set up.
- **Inventoried**: When selected, indicates that the inventory is tracked and held in RMS.

---

**Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

---

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 1, 2 or 3.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

---

**Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

---

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.
10. In the Grocery Attributes section add the attributes as necessary.
    - If you create a deposit content item, you have to associate a deposit container item to the deposit content item.
    - Once associated, the deposit container item lists all associated deposit content items in the Deposit Container table.

      For more information about this section, see the Grocery Attributes section.
11. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section
    - Add a supplier by selecting **Actions > Add**, or using the Add icon.
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.
12. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

13. Save you entries.

## Creating a Transformable Item

To create a transformable item, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select the type of the transformable item you are creating from the list.
   - **Transformed Orderable:** The item is ordered from the supplier in one form, but is changed by the retailer and sold to the customer in a different form.
   - **Transformed Sellable:** The item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form that it is sold.
3. The necessary item type indicators for the selected transformable items are selected by default. If necessary, select the **Catch Weight** checkbox.
   - **Sellable**: When selected, indicates that the item is sold and is sent to the POS.
   - **Orderable**: When selected, the item can be ordered, set up on replenishment, and can have HTS and expenses set up.
   - **Inventoried**: When selected, indicates that the inventory is tracked and held in RMS.
   - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.

   > **Note:** The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. In the **Transaction Level** field, select transaction level 1, 2 or 3.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

   > **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.

10. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.

11. In the Grocery Attributes section add the attributes as necessary. For more information about this section, see the Grocery Attributes section.

12. Add a supplier and a sourcing country for the item.

    **Note:** If you are creating a transformed sellable item, you will not be able to select the **Supplier** option from the More Actions menu.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section

    - Add a supplier by selecting **Actions > Add**, or using the Add icon .
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.

13. Edit the retail price of the item.

    **Note:** If you are creating a transformed orderable item, you will not be able to select the **Retail by Zone** option from the More Actions menu.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

14. Add child items to the item if necessary.

    In the Item window, click **Create Children**. For more information about this option, see the Create Children Window section or the Item Children section.

15. For transformed orderable item, enter the item transformation details. In the Item window select **More Actions > Transformation**. The Item Transformation window appears.

    a. In the **Description** field, enter the description of the item transformation.

    b. In the **Production Loss** field, enter the percentage of the orderable item which is wasted in producing the sellable items.

    c. Then add sellable items by selecting **Actions > Add**, or by using the Add icon in the Sellable Items section.

    d. If the **Multiple Parent** checkbox in the Sellable Items section is selected, the The Yield from Orderable section is displayed. Define the yield details for any sellable items that are associated with multiple orderable items.

       For more detailed information about how to transform an item, see the Item Transformation section.

16. Save you entries.

## Creating a Simple Pack

To create a simple pack, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select simple pack from the list.
3. The necessary item type indicators Orderable and Inventorable are selected by default. If necessary, select the **Sellable** and/or the **Catch Weight** checkbox.
   - **Sellable**: When selected, indicates that the item is sold and is sent to the POS.
   - **Orderable**: When selected, the item can be ordered, set up on replenishment, and can have HTS and expenses set up.
   - **Inventoried**: When selected, indicates that the inventory is tracked and held in RMS.
   - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.
4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. The **Transaction Level** field, defaults to level 1.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

   > **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

   For more information about the Item window, see the Item Window section.
9. Add the cost zone group.

   Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.
10. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.
11. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section
    - Add a supplier by selecting **Actions > Add**, or using the Add icon.
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.
12. Add the component item for the simple pack.

In the Simple Pack section, click the Pack Details icon. The Pack Item Detail window appears. For more information about the Pack Item Detail window, see the Pack Item Details section.

13. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

14. Save you entries.

> **Note:** To create a simple pack from an existing item, see the Creating a Simple Pack from an Existing Item section.

## Creating a Complex Pack

To create a complex pack, follow the steps below.

1. From the Tasks menu, select **Items** > **Create Item**. The Create Item window appears.
2. In the **Type** field, select simple pack from the list.
3. The necessary item type indicators are selected by default. If necessary, select the **Catch Weight** checkbox.
    - **Sellable**: When selected, indicates that the item is sold and is sent to the POS.
    - **Orderable**: When selected, the item can be ordered, set up on replenishment, and can have HTS and expenses set up.
    - **Inventoried**: When selected, indicates that the inventory is tracked and held in RMS.
    - **Catch Weight**: The Catch Weight functionality allows items that may be purchased and sold in varying weights to be better managed within RMS. The Catch Weight items are weighed at the receiving location.
4. In the **Department, Class,** and **Subclass** fields, enter, select or search for the IDs of the merchandise hierarchy.
5. The **Transaction Level** field, defaults to level 1.
6. In the **Number Type** field, select the type of item number that you want to associate with the item.

> **Note:** If you select Oracle Retail Item Number or UPC-A in the **Type** field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate**. If you select Manual, the description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.

7. In the **Description** and **Short** field, enter a description for the item.
8. Click **OK**. The Item window appears.

    For more information about the Item window, see the Item Window section.

9. Add the cost zone group.

Go to the Cost and Price section. In the **Cost Zone Group** field, enter, select or search for the cost zone group.

10. In the Complex Pack section, select the pack type from the list and select the necessary checkboxes.

    For more information about this Complex Pack section, see the Pack section.

11. In the Attributes section, enter, select or search for the attributes as necessary. For more information about attributes, see the Attributes section.

12. Add a supplier and a sourcing country for the item.

    In the Item window, select **More Actions > Suppliers**. The Item Supplier window appears. For more information about this window, see the Item Suppliers section

    - Add a supplier by selecting **Actions > Add**, or using the Add icon .
    - Add a sourcing country for the supplier of the item by select **Actions > Countries of Souring**, or by clicking the **Country of Sourcing** button.

13. Add the component items for the complex pack.

    In the Complex Pack section, click the Pack Details icon. The Pack Item Detail window appears. For more information about the Pack Item Detail window, see the Pack Item Details section.

14. Edit the retail price of the item.

    In the Item window, select **More Actions > Retail by Zone**. The Retail by Zone window appears. For more information about this window, see the Retail by Cost Zone section.

15. Save you entries.

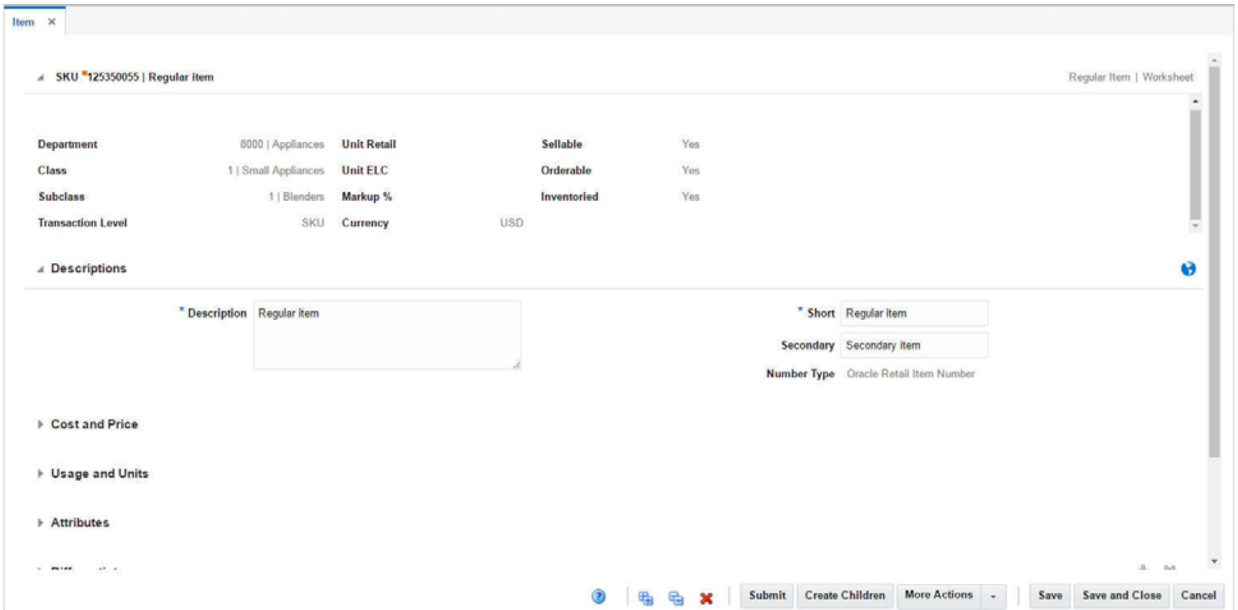
## Item Window

Once you fill in all the details in the Create Item window and click **OK**, the Item window appears.

The Item window includes the following sections:

- Item Header
- Descriptions
- Pack
- Cost and Price
- Usage and Units
- Attributes
- Differentiators
- Grocery Attributes
- Comments
- Item Toolbar

***Figure 3–2 Item Window***




## Item Header

The Item Header includes the following fields:

***Table 3–1 Item Header - Fields and Description***

| Fields | Description |
|---|---|
| Title | The title displays the Item level (SKU/Style/Reference Item), Item ID, and Item Description with a separator between them to the extreme left of the Item window. The type of item and item status is displayed with a separator between them to the extreme right of the Item window. The item number is populated by default. |
| Item Status | The description of the item status is displayed as text. When you create an item, the status is Worksheet. |

The following fields are populated by default: Style, SKU, Department, Class, Subclass, Transaction Level, Unit Retail, Unit ELC, Markup %, Currency, Sellable, Orderable, Inventoried.

## Descriptions

***Figure 3–3 Descriptions***


This section contains a Translate icon in the top right corner. You can create a translation by using the Translate icon.

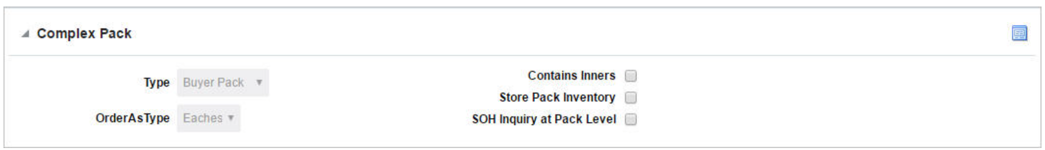
The Descriptions section includes the following fields:

*Table 3–2 Descriptions - Fields and Description*

| Fields | Description |
|---|---|
| **Description** | Enter the description of the item.<br>This field is a required field. |
| **Short** | Enter the short description of the item.<br>This field is a required field. |
| **Secondary** | Enter the alternate description of an item. This field can be used to enter the item description used by the supplier. |
| **Number Type** | This field is displayed by default. |

## Pack

*Figure 3–4 Pack*




The label of the Pack section varies, depending on whether you create a Simple Pack or a Complex Pack.

The top right corner of the section contains the Pack Details icon. If you click the icon, the Pack Item Details window appears. For more information about this window, see the Pack Item Details section.

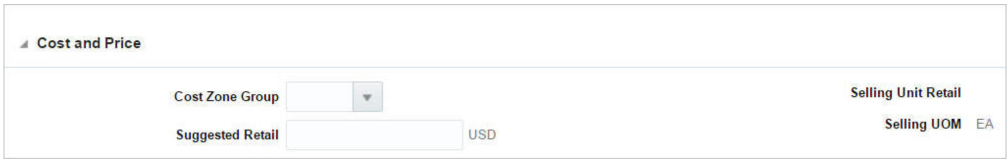
The pack section includes the following fields:

*Table 3–3 Pack - Fields and Description*

| Fields | Description |
|---|---|
| **Type** | For complex packs, select the pack type from the list. Possible types are Buyer Pack or Vendor Pack.<br>For simple pack the field defaults to Vendor Pack. |
| **Order As Type** | Only enabled if you select Buyer Pack as Pack Type.<br>Select pack or eaches to indicate how the item should be ordered. |
| **Contains Inner** | The **Contains Inner** checkbox indicates if the pack contains inner containers. |
| **Store Pack Inventory** | The **Store Pack Inventory** checkbox indicates whether inventory is tracked at the pack level in SIM for stores. |
| **SOH Inquiry at Pack Level** | The **SOH Inquiry at Pack Level** is used by SIM to determine how to reflect SOH for pack items in the store. |

## Cost and Price

*Figure 3–5 Cost and Price*



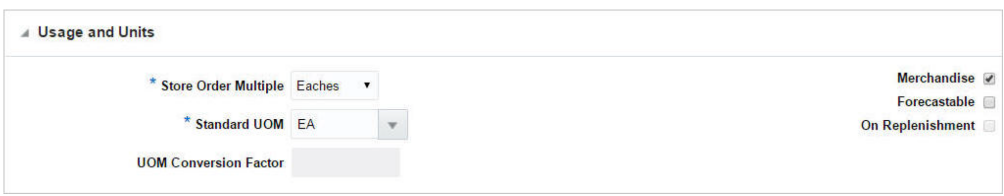

The Cost and Price section includes the following fields:

*Table 3–4 Cost and Price - Fields and Description*

| Fields | Description |
|---|---|
| **Cost Zone Groups** | Enter the cost zone group ID, or search for and select the cost zone group. |
| **Suggested Retail** | Enter the suggested retail price. |
| **Selling Unit Retail** | Enter the new retail price. |
| **Selling UOM** | Enter the Selling UOM as necessary. |

## Usage and Units

*Figure 3–6 Usage and Units*




The Usage and Units section includes the following fields:

*Table 3–5 Usage and Units - Fields and Description*

| Fields | Description |
|---|---|
| **Store Order Multiple** | The unit of measure by which items are shipped to stores.<br>The store order multiple may be each, inner, or case. The default store order multiple is set up at the item level. Store order multiples for specific locations are set up at the item/location level. Select the Store Order Multiple from the list.<br>This field is a required field. |
| **Standard UOM** | Enter the standard UOM, or search for and select the standard UOM. |
| **UOM Conversion Factor** | This factor will be used to convert sales and stock data when an item is retailed in eaches and does not have eaches as its standard unit of measure. |
| **Merchandise** | If the item is merchandised, select the Merchandise check box. |
| **Forecastable** | If the item is forecasted, select the Forecastable check box. |
| **On Replenishment** | This indicates if the item is put on replenishment. |

## Attributes

***Figure 3–7 Attributes***


The Attributes section includes the following fields:

***Table 3–6 Attributes - Fields and Description***

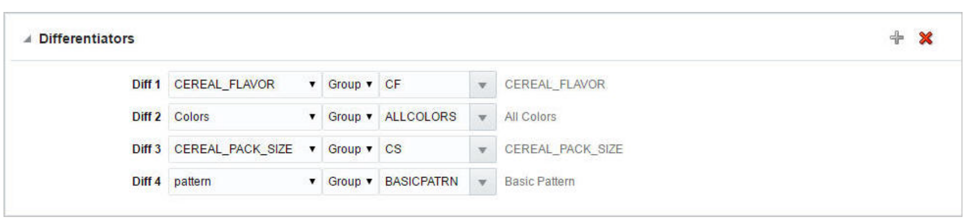
| Fields | Description |
|---|---|
| **Service Level** | Select the service level from the list. |
| **Product Classification** | Select the Product Classification from the list. |
| **Brand** | Enter the Brand or select from the list. |
| **Gift Wrap** | Select Gift Wrap, if this item is available with gift wrap. |
| **Ship Alone** | Select Ship Alone if this item is shipped alone and not grouped for shipment. |

## Differentiators

A differentiatior (diff) is a characteristic that can be used to make items distinct from one another. You can add levels to an item group if you identify a set of diffs or diff groups. Each unique diff or unique combination of diffs creates a new level in the item group. If you choose not to use diffs, you can manually create item levels.

Once you have selected the diffs, you can create all of the items for that item level through RMS.

***Figure 3–8 Differentiators***




The Differentiators section includes the following fields.

***Table 3–7 Differentiators - Fields and Description***

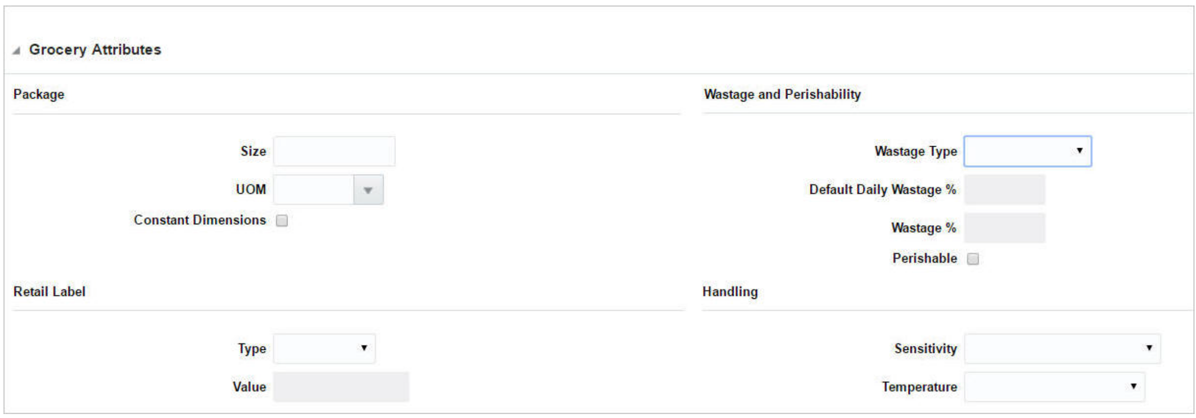
| Fields | Description |
|---|---|
| **Diff 1-4** | Select the Diff 1 from the list.<br>You can select up to four diffs by clicking the Add icon. You can delete the diffs by clicking the Delete icon. |
| **Group/ID** | Select the group or ID from the list. |
| **Diff Value** | Select the diff value, or enter, search and select. |

*Table 3–7 (Cont.) Differentiators - Fields and Description*

| Fields | Description |
|---|---|
| **Item Aggregate** checkbox | This checkbox is only enabled for diff groups.<br>▪ If you select the **Item Aggregate** checkbox, the **Aggregate** checkbox is added to the diff group rows.<br>▪ The **Aggregate** checkbox to aggregate inventory and sales for the item. |

## Grocery Attributes

*Figure 3–9 Grocery Attributes*




This section is only displayed, if you have the required privilege. The Grocery Attributes section includes the following fields:

*Table 3–8 Grocery Attributes - Sections and Description*

| Sections | Description |
|---|---|
| **Deposit Contents** area | Only available, if you create a deposit content item. You have to associate a container item to the deposit content item, in this area.<br>▪ In the **Container Item** field, enter or search for the container item.<br>▪ In the **Price Per UOM Calculation** field, select the appropriate option from the list. |
| **Package** area | ▪ In the **Size** field, enter the package size.<br>▪ Enter the unit of measure for a retail package of the current item in the **UOM** field, or search and select from the UOM list.<br>▪ Select the **Constant Dimensions** check box to indicate that the dimensions of the product are always the same, regardless of the supplier. |

*Table 3–8 (Cont.) Grocery Attributes - Sections and Description*

| Sections | Description |
|---|---|
| **Wastage and Perishability** area | ■ In the **Wastage Type** field, select the type of wastage.<br>■ In the **Default Daily Wastage %** field, enter the average percentage of spoilage an item is subject to on a daily basis.<br>■ In the **Wastage %** field, enter the average percentage of waste an item is subject to over its shelf life.<br>■ Select the **Perishable** check box to indicate if the item has short shelf life like fruits, vegetables, bakery items and so on |
| **Retail Label** area | ■ In the **Type** field, select the type of retail label applied to the package. In the Value field enter the value associated with the retail label type.<br>■ In the **Value** field enter the value associated with the retail label type. |
| **Handling** area | ■ In the **Sensitivity** field, select the type of sensitivity from the list.<br>■ In the **Temperature** list, select the type of temperature from the list. |
| **Deposit Container** area | Only available, if you create a deposit container item.<br>The table lists the content items associated to the deposit container item. |

## Comments

In the **Comments** field, enter any additional comments as necessary.

## Item Toolbar

The toolbar contains the following icons and buttons.

*Table 3–9 Item Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |
| Delete icon | You can delete the current item by using the Delete icon .<br>■ You are prompted, if you want to delete the item. Select **Yes** to confirm the prompt.<br>■ The records is deleted. |

*Table 3–9 (Cont.) Item Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Status** | If you click the **Status** button, the status of the item changes to the status specified on the button. When there is more than one status to which the item can be changed, click the arrow on the right side of the button to display the additional status options.<br>Possible status options are:<br>■ Worksheet<br>■ Submit<br>■ Approve<br>■ Approve Children<br>Only available if the item is a parent item with children that are not approved. |
| **Create Children** | Opens the Item Children window.<br>For more information about how to create child items, see the Create Children Window section. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Item window.<br>For more information about the available More Actions menu options, see the Item - More Actions Menu section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Item - More Actions Menu

The More Actions menu contains the options listed in the table below.

*Figure 3–10 More Actions Menu of Item Window*

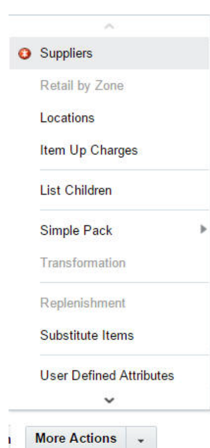


***Table 3–10 More Actions Menu - Buttons and Description***

| Action Buttons | Description |
|---|---|
| Checkmark icon ✔ | The checkmark icon indicates that data has already been entered for this option. |
| Required icon | This icon indicates that data is required, but has not been entered. |
| **Suppliers** | Opens the Item Supplier window.<br>For more information about this window, see the Item Suppliers section. |
| **Retails by Zone** | Opens the Retail by Zones window.<br>For more information about this window, see the Retail by Cost Zone section. |
| **Locations** | Opens the Item Locations window.<br>For more information about this window, see the Item Locations section. |
| **Item Up Charges** | Opens the Item Up Charges window.<br>For more information about this window, see the Item Up Charges section. |
| **List Children** | Opens the Item Children/Item Children by Diff window.<br>For more information about this window, see the Item Children and Item Children by Diff sections. |
| **Simple Pack** | Select one of the following options from the Simple Pack submenu:<br>■ Select **Setup** to open the Simple Pack Setup window.<br>For more information about this window, see the Simple Pack Set Up section.<br>■ Select **View** to open the Simple Pack window.<br>For more information about this window, see the Viewing Pack Items section. |
| **Transformation** | Opens the Item Transformation window.<br>For more information about this window, see the Item Transformation section. |
| **Replenishment** | Opens the Manage Replenishment Attributes window.<br>For more information about this window, see Replenishment chapter, section "Managing Attributes at the Item Level". |
| **Substitute Items** | Opens the Substitute Items window.<br>For more information about this window, see the Substitute Items section. |
| **User Defined Attributes** | Opens the Item UDAs window.<br>For more information about this window, see the Foundation Data chapter, section "Changing UDAs". |
| **Related Items** | Opens the Related Items window.<br>For more information about this window, see the Related Items section. |

*Table 3–10 (Cont.) More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **Import** | Select one of the following options from the Import submenu:<br>▪ **Attributes**<br>Opens the Item Import Attributes window.<br>For more information about this window, see the Recording Item Import Attributes section.<br>▪ **Eligible Tariff Treatments**<br>Opens the Eligible Tariff Treatments window.<br>For more information about this window, see the Eligible Tariff Treatments section.<br>▪ **HTS**<br>Opens the Item HTS window.<br>For more information about this window, see the Item HTS section. |
| **Timelines** | Opens the Timelines window.<br>For more information about timelines, see the Import Management chapter, section "Timelines". |
| **Required Documents** | Opens the Required Documents window.<br>For more information about this window, see the Orders chapter, section "Required Documents" |
| **VAT Maintenance** | Opens the Item VAT window.<br>For more information about this window, see the Item VAT section. |
| **Season/Phases** | Opens the Item Seasons window.<br>For more information about this window, see the Item Seasons section. |
| **Ticket Type** | Opens the Item Tickets window.<br>For more information about this window, see the Item Tickets section. |
| **Image** | Opens the Item Images window.<br>For more information about this window, see the Item Images section. |
| **Sales and Inventory** | Select one of the following options from the Sales and Inventory submenu:<br>▪ **Inventory**<br>Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, section "Inventory by Location" .<br>▪ **Unavailable Inventory**<br>Opens the Unavailable Inventory window.<br>For more information about this window, see Viewing Unavailable Inventory section.<br>▪ Sales/Issues<br>Opens the Sales / Issues by Location window.<br>For more information about this window, see the Inventory chapter, section "Sales/Issues by Location". |

*Table 3–10 (Cont.) More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **Order Details** | Opens the Open Order by Item window.<br>For more information about this window, see the Viewing Open Orders by Item section. |

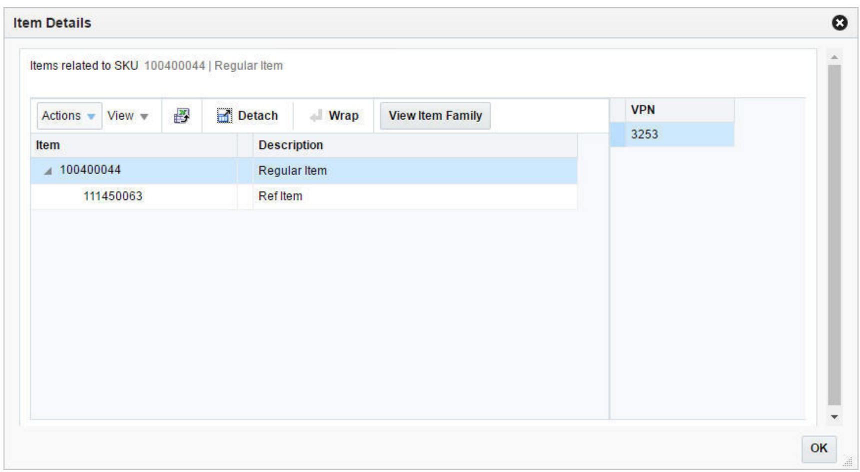
# Item Details

The Item Details window displays the passed in item's hierarchy, it's parent and children if they available and any VPNs associated with the passed in item. The VPN section displays the VPNs associated with the highlighted item in the table.

To access the Item Details window:

1. Click the orange square icon in the upper left corner of the item number. The Item Details window appears.
2. View the item details. Click **OK** to close the window.

*Figure 3–11 Item Details Window*




## Table

The Item table shows the parents, siblings and or children of the passed in item

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–11 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon option. |

*Table 3–11 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| **View Item Family** button | Depending on the passed in item, the displayed item level vary.<br>▪ Transaction Level Item (non-pack)<br>By clicking the **View Item Family** button the passed in item's parent if it available, all siblings and all children are displayed.<br>▪ Sub-Transaction Level Item<br>By clicking the **View Item Family** button the passed in item's siblings, the passed in item's parent if available, all siblings of the parent and its associated grandparent item are displayed.<br>▪ Above transaction level item or a pack item<br>The **View Item Family** button is disabled. |
| **View Item Hierarchy** button | Depending on the passed in item, the displayed item level vary.<br>▪ Transaction Level Item (non-pack)<br>By clicking the **View Item Hierarchy** button the passed in item's parent if available and any children are displayed in the table with the tree fully expanded and the passed in item highlighted in the table.<br>▪ Sub-Transaction Level Item<br>By clicking the **View Item Hierarchy** button the passed in item's parent items if they exist are displayed in the table with the tree fully expanded and the passed in item highlighted in the table.<br>▪ Above transaction level item or a pack item<br>The **View Item Hierarchy** button is disabled. |

## Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–12 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon  | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Collapse | You can collapse the current item level by clicking the Collapse option. |
| Expand | You can expand the current item level by clicking the Expand option. |
| Expand All Below | You can expand all levels below the current item level by clicking the Expand All Below option. |
| Collapse All Below | You can collapse all levels below the current item level by clicking the Collapse All Below option. |
| Expand All | You can expand all item levels in the table by clicking the Expand All option. |
| Expand All | You can collapse all item levels in the table by clicking the Collapse All option. |

*Table 3–12 (Cont.) Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Scroll to First | You can scroll to the first record in the table by clicking the Scroll to First option. |
| Scroll to Last | You can scroll to the last record in the table by clicking the Scroll to Last option. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

# Item Suppliers

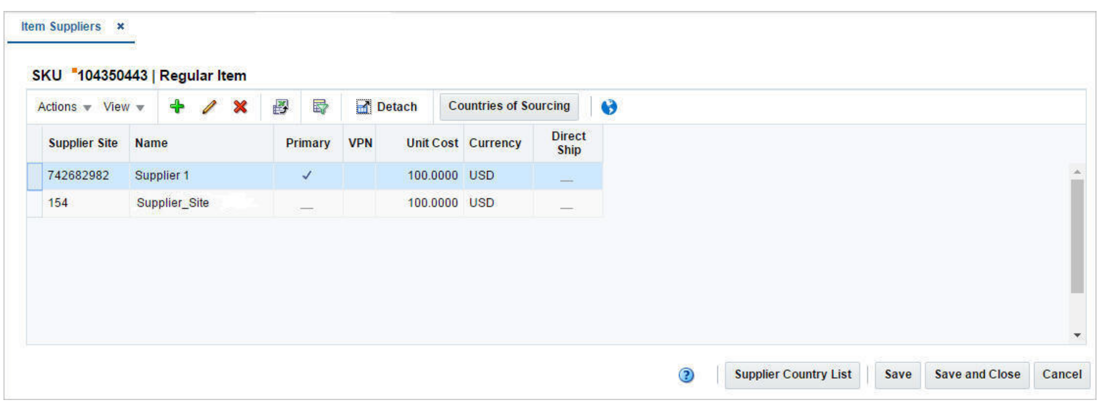
In the Item Supplier window you can add, edit, delete and view the suppliers for an item. By default, the first supplier is marked as the primary supplier for the item. After additional suppliers are added, the primary supplier can be redefined.

The Item Supplier window contains the following sections.

- Header

  The header displays the Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item Suppliers Toolbar

*Figure 3–12 Item Suppliers Window*




## Table

The table header contains the item number and item description. The table displays the supplier site, the supplier site name, the vendor product number (VPN), the unit cost as well as the currency. Additionally the table displays whether or not a direct shipment from the supplier to the customer is eligible.

---

**Note:** If the item is a consignment or concession item and the item is attached to a consignment/concession department, the field **Consignment Rate/Concession Rate** is displayed.

---

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–13 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new suppliers to an item by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new suppliers to an item, see the Adding Item Suppliers section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected supplier.<br>For more information about how to edit a supplier for an item, see the Editing Item Suppliers section. |
| Delete and Delete icon | You can delete item suppliers:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Checkmark icon | The checkmark icon indicates that data has already been entered for this option. |
| Required icon | This icon indicates that data is required, but has not been entered. |
| Countries of Sourcing and **Countries of Sourcing** button | Opens the Item Supplier Countries window.<br>For more information about this window, see the Item Supplier Countries section. |
| Countries of Manufacture | Opens the Item Supplier Countries of Manufacture window.<br>For more information about this window see, the Item Supplier Countries of Manufacture section. |
| UOM | Opens the Item Supplier UOM window.<br>For more information about this window, see the Item Supplier Units of Measure section. |
| Expenses | Opens the Item Expenses window.<br>For more information about this window, see the Item Expenses section. |
| Other Attributes | Select an attribute. The window of the corresponding attributes appears.<br>Foe more information about this function, see Application Administration chapter, "Custom Flex Attributes Display" section. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–14 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the supplier's and the system's primary currency. |
| Reset Views | Resets the window to the default currency (supplier's) view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Item Suppliers Toolbar

The toolbar contains the following icons and buttons.

*Table 3–15 item Suppliers Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Supplier Country List** | Opens the Item Supplier Country List window.<br>For more information about this window, see the Viewing an Item Supplier Country List section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Suppliers

To maintain item suppliers, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Restrict the search to items in Worksheet status.

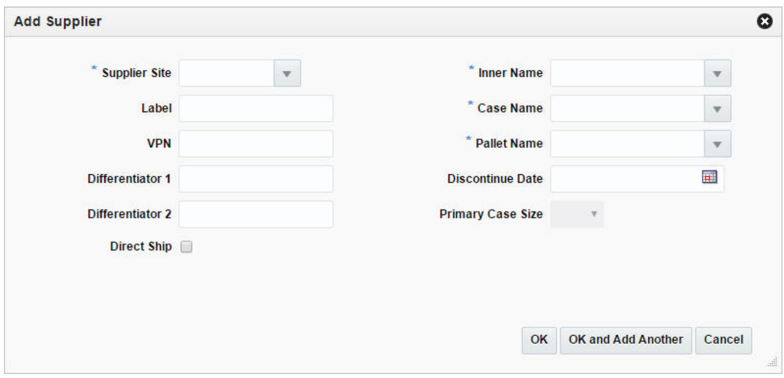
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.

## Adding Item Suppliers

To add item suppliers, follow the steps below.

1. In the Item Suppliers window, select **Actions > Add**, or use the Add icon. The Add Supplier window appears.

***Figure 3–13 Add Supplier Window***




   a. In the **Supplier Site** field, enter, select or search for the supplier site. This field is a required field.
   b. In the **Label** field, enter the supplier label for the item.
   c. In the **VPN** field, enter the vendor product number.
   d. In the **Differentiator** fields, enter the diff values, if applicable.
   e. Select the **Direct Ship** checkbox, if direct shipments from the supplier to the customer are permitted.
   f. The **Inner Name**, **Case Name** and **Pallet Name** fields, are defaulted to the name used by the supplier to refer to the inner, the case and the pallet. These fields are required fields.
   g. In the **Discontinue Date** field, enter the date at which the supplier discontinues the item or use the Calendar icon to select the discontinue date.
   h. In the **Primary Case Size** field, select the primary case size from the list.

   ---
   **Note:** This field is only enabled, if the Advanced Inventory Planning application is used.

   ---

   i. In the **Concession/Consignment Rate** field, enter the concession/consignment rate. This field is a required field.

   ---
   **Note:** Only available, if the item is a concession/consignment item.

   ---

j. Select the **Apply Modifications to Child Items** checkbox, to update the child items.

k. Then choose one of the following options.

---

**Note:** The first supplier added to the item, is marked as the primary supplier by default. You can change the primary supplier for the item, after you have added additional suppliers.

For more information about how to change the primary supplier for an item, see the Editing Item Suppliers section.

---

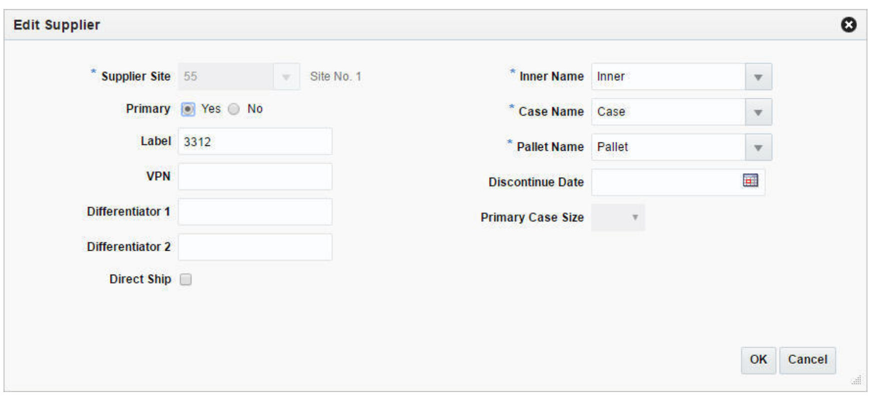
- Click **OK** to save the supplier for the item and close the window.
- Click **OK and Add Another** to add additional suppliers for the item.
- Click **Cancel** to reject all entries and close the window.

### Editing Item Suppliers

To edit item suppliers, follow the steps below.

1. In the Items Supplier window, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Supplier window appears.

***Figure 3–14 Edit Supplier Window***




3. Edit the fields, as necessary.

---

**Note:** If you want to define the current supplier as the primary supplier for the item, select the **Primary** option.

---

4. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Item Supplier Countries

The Item Supplier Countries window allows you to add, edit, and view the sourcing countries that are associated with an item supplier combination. You can enter the cost negotiated with the supplier. Additionally you can maintain location defaults, ordering, case, and packaging information.

You can view all countries associated to the item in the table of the Country of Sourcing section. For each country up to four dimension records can be created.

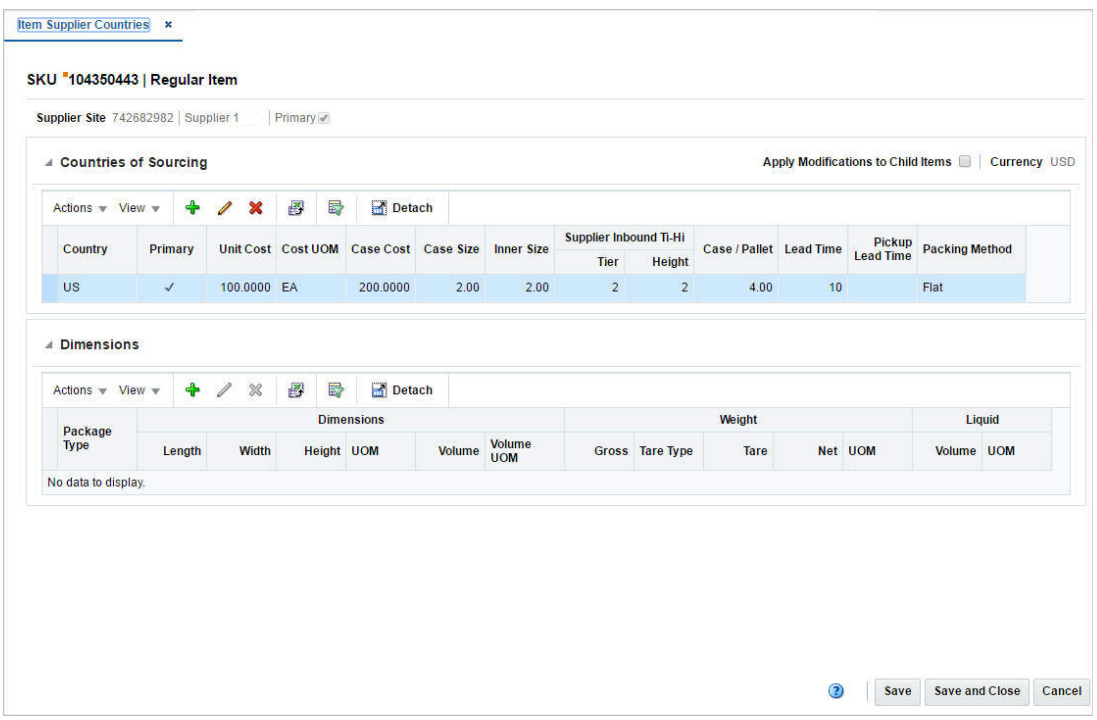
The Item Supplier Countries window contains the following sections.

- Header

  Depending on the item you have selected, the label of the header varies. The label displays Item Level (SKU/Style/ Reference Item), the item number and item description. Additionally, the header contains the supplier site number and name and indicates whether or not the selected supplier is the primary supplier for the item.

- Country of Sourcing
- Dimensions
- Item Supplier Countries Toolbar

***Figure 3–15 Item Supplier Countries Window***




## Country of Sourcing

The Country of Sourcing section displays the following columns by default.

- Country
- Primary
- Unit Cost

- Cost UOM (Unit of Measure)
- Case Cost
- Case Size
- Supplier Inbound Tier - Height
- Case/Pallet
- Lead Time
- Pickup Lead Time
- Packing Method

---

**Note:** If the selected item is a parent item, the **Apply Modifications to Child Item** checkbox is displayed in the right hand corner of this section. Select to checkbox to indicate that the changes are also applied for the child items.

---

### Countries of Sourcing - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–16 Countries of Sourcing - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new country of sourcing by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add new country of sourcing, see the Adding a Country of Sourcing for a Supplier of an Item section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected country of sourcing.<br>For more information about how to edit a country of sourcing, see the Editing Countries of Sourcing for a Supplier of an Item section. |
| Delete and Delete icon | You can delete a country of sourcing:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Checkmark icon | This icon indicates that data for this option has already been entered. |
| Required icon | This icon indicates that data for this option is required, but has not been entered. |
| Locations | Opens the Item Supplier Country Locations window.<br>For more information about this options, see the Item Locations section. |

*Table 3–16 (Cont.) Countries of Sourcing - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Expenses | Opens the Item Expenses window.<br>For more information about this option, see the Item Expenses section. |
| Bracket Costing | Opens the Item Bracket Costing window.<br>For more information about this option, see the Item Bracket Costing section. |
| Other Attributes | Select an attribute. The window of the corresponding attributes appears.<br>For more information about this function, see Application Administration chapter, "Custom Flex Attributes Display" section. |

### Countries of Sourcing - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–17 Countries of Sourcing - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the supplier's and the system's primary currency. |
| Reset Views | Resets the window to the default currency (supplier's) view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Dimensions

The Dimensions section displays the package type, as well as dimension, weight, and liquid information.

### Dimensions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–18 Dimensions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new dimensions for a country by selecting **Actions** > **Add** or by using the Add icon. <br> For more information about how to add new dimensions, see the Adding Dimensions for a Country of Sourcing section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected dimensions. <br> For more information about how to edit dimensions, see the Editing Dimensions for a Country of Sourcing section. |
| Delete and Delete icon | You can delete dimensions: <br> ■ Select a record in the table. <br> ■ Select **Actions > Delete** or use the Delete icon. <br> ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br> ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Dimensions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–19 Dimensions - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br> ■ Ascending <br> ■ Descending <br> ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Supplier Countries Toolbar

The toolbar contains the following icons and buttons.

*Table 3–20 Item Supplier Countries Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 3–20 (Cont.) Item Supplier Countries Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Countries of Sourcing for a Supplier

To maintain countries of sourcing for a supplier, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

> **Note:** The item should be in Worksheet, Submitted, or Approved Status.

3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions** > **Suppliers**. The Item Suppliers window appears.
6. In the Item Suppliers window, select **Actions > Countries of Sourcing**, or use the **Countries of Sourcing** button. The Item Supplier Countries window appears.

### Adding a Country of Sourcing for a Supplier of an Item

To add a new country of sourcing for an supplier of an item, follow the steps below.

1. In the Countries of Sourcing section select **Actions > Add**, or use the Add icon. The Add Country window appears.
   a. In the **Country of Sourcing** field, enter, select or search for the country.
   b. If you want to define the current supplier as the primary supplier for the item, select the **Primary** option.
   c. The Packaging, Cost, Sourcing, Rounding and Tolerances sections default to the suppliers default information. Edit the information as necessary.
   d. If the selected item is a parent item, the **Apply Modifications to Child Item** checkbox is displayed. Select to checkbox to indicate that the changes are also applied for the child items.
   e. Then choose one of the following options.
      – Click **OK** to add the country of sourcing for the supplier and close the window.
      – Click **OK and Add Another** to add additional countries of sourcing for suppliers.

– Click **Cancel** to reject all entries and close the window.

### Editing Countries of Sourcing for a Supplier of an Item

To edit a country of sourcing for a supplier of an item, follow the steps below.

1. In the Countries of Sourcing section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Supplier window appears.
3. Edit the fields, as necessary.

> **Note:** If you want to define the current supplier as the primary supplier for the item, select the **Primary** option.

4. Then choose one of the following options.
   – Click **OK** to save your changes and close the window.
   – Click **Cancel** to reject all entries and close the window.

### Adding Dimensions for a Country of Sourcing

To add dimensions for a country of sourcing, follow the steps below.

1. In the Countries of Sourcing section, select a country for which you want to add dimensions.
2. In the Dimensions section, select **Actions > Add**, or use the Add icon. The Add Dimensions window appears.
   a. In the **Package Type** field, select a package type from the list.
   b. The Dimensions, Weight and Liquid sections default to the suppliers default information. Edit the information as necessary.
   c. If the selected item is a parent item, the **Apply Modifications to Child Item** checkbox is displayed. Select to checkbox to indicate that the changes are also applied for the child items.
   d. Then choose one of the following options.
      – Click **OK** to add the dimensions for the country of sourcing and close the window.
      – Click **OK and Add Another** to add additional dimensions for the country of sourcing.

   > **Note:** You can add up to four dimensions for one country.

      – Click **Cancel** to reject all entries and close the window.

### Editing Dimensions for a Country of Sourcing

To edit dimensions for a country of sourcing, follow the steps below.

1. In the Countries of Sourcing section, select a country for which you want to edit the dimension information.
2. In the Dimensions section, select a record in the table.

3. Then select **Actions > Edit**, or use the Edit icon. The Edit Dimensions window appears.
4. Edit the fields, as necessary.
5. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Item Bracket Costing

The Item Bracket Costing window allows you to view the brackets for the item/supplier/country/location combination and edit unit and case bracket costs for items in worksheet status. Brackets are used by the suppliers to provide different costs based on the quantity ordered.

When a country-level bracket is modified, costs default down to all location brackets. When items above the transaction level are modified, costs are default down to children for all brackets. If a default bracket cost is changed, the cost is modified at the item-supplier-country-location level.

The Item Bracket Costing window contains the following sections.

- Header

  The header of the window displays the Item Level (SKU/Style/ Reference Item) and the item number. Additionally the header displays the supplier site and name, the country as well as the location and location name.

  Select the **Primary** checkbox for the supplier site, country and/or location to indicate if they are the primary supplier site, country or location.

- Table
- Item Bracket Costing Toolbar

## Table

The table displays the brackets for the item-supplier-country-location combination. You can edit the **Unit Cost** and **Case Cost** columns directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–21 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–22 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the supplier's, the system's primary currency and the local currency. |
| Reset Views | Resets the window to the default currency view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Bracket Costing Toolbar

The toolbar contains the following icons and buttons.

*Table 3–23 Item Bracket Costing Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Editing Bracket Costs for Worksheet Items

To edit bracket costs for items, follow the steps listed below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Restrict your search to items with the status Worksheet.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.

6. In the Item Suppliers window, select **Actions > Countries of Sourcing**, or use the **Countries of Sourcing** button. The Item Supplier Countries window appears.
7. In Countries of Sourcing section, select **Actions > Bracket Costing**. The Item Bracket Costing window appears.
8. Update the unit cost or the case cost.
   - In the **Unit Cost** field, enter the new unit cost. The case cost is calculated automatically.
   - In the **Case Cost** field, enter the new case cost. The unit cost is calculated automatically.
9. Save the entered records.

# Item Supplier Countries of Manufacture

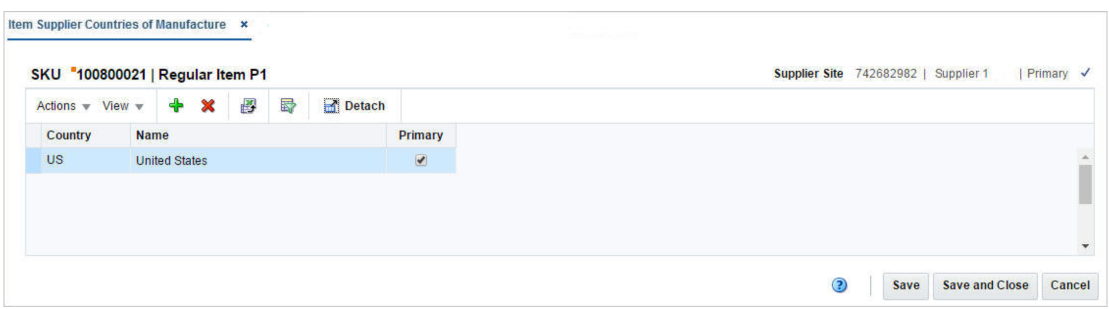
In the Item Supplier Countries of Manufacture window you can manage manufacturing countries for item suppliers. One of the countries can be indicated as primary.

The Item Supplier Countries of Manufacture window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item Supplier Countries of Manufacture Toolbar

***Figure 3–16 Item Supplier Countries of Manufacture***




## Table

Depending on the selected item the label of the header either displays the item description, or indicates if the selected item is a pack or reference item.

On the right hand side the supplier site information is displayed. Additionally **Primary** checkbox shows if the current supplier is the primary supplier for the item.

The table displays the following columns by default.

- Country
- Country Name
- Primary

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–24 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new country of manufacture by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new country of manufacture, see the Adding a Country of Manufacture for a Supplier of an Item section. |
| Delete and Delete icon | You can delete a country of manufacture:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–25 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Supplier Countries of Manufacture Toolbar

The toolbar contains the following icons and buttons.

*Table 3–26 Item Supplier Countries of Manufacture Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Manufacturing Countries for a Supplier

To maintain countries of manufacture for a supplier, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

   > **Note:** The item should be in Worksheet, Submitted, or Approved Status.

3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.
6. In the Item Suppliers window, select **Actions > Countries of Manufacture**. The Item Supplier Countries of Manufacture window appears.

### Adding a Country of Manufacture for a Supplier of an Item

To add a new manufacturing country for an supplier, follow the steps below.

1. In table, select **Actions > Add**, or use the Add icon . The Add Country of Manufacture window appears.
   a. In the **Country** field, enter, select or search for the country.
   b. If you want to define the current country as the primary manufacturing country for the supplier, select the **Primary** option.
   c. If the selected item is a parent item, the **Apply Modifications to Child Item** checkbox is displayed. Select to checkbox to indicate that the changes are also applied for the child items.
   d. Then choose one of the following options.
      – Click **OK** to add the country of manufacture for the supplier and close the window.

- Click **OK and Add Another** to add additional countries of manufacture for suppliers.
- Click **Cancel** to reject all entries and close the window.

# Item Supplier Units of Measure

In the Item Supplier UOM window you can add, delete, and view miscellaneous units of measure (UOM) for an item/supplier combination. You must enter a factor that can be used to convert the unit of measure to the standard unit of measure. In this window you can overwrite the unit of measure for all subordinate level items that are supplied by the supplier of the selected item.

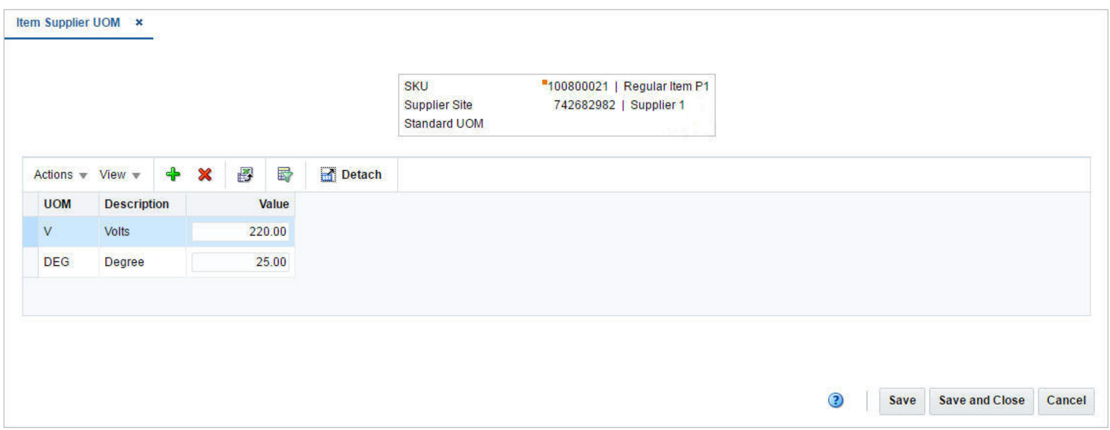
The Item Supplier UOM window contains the following sections.

- Header

  The header displays the item, the supplier site as well as the standard unit of measure.

- Table
- Item Supplier Countries of Manufacture Toolbar

***Figure 3–17 Item Supplier UOM***




## Table

The table displays the following columns by default.

- Unit of measure (UOM)
- Description
- Value

  You can enter the value of the unit of measure directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–27 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new unit of measure by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new unit of measure, see the Adding a Unit of Measure for a Supplier of an Item section. |
| Delete and Delete icon | You can delete a UOM:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–28 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Supplier UOM Toolbar

The toolbar contains the following icons and buttons.

*Table 3–29 Item Supplier UOM Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

**Table 3–29 (Cont.) Item Supplier UOM Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Units of Measure for a Supplier

To maintain units of measure for a supplier, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

> **Note:** The item should be in Worksheet, Submitted, or Approved Status.

3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.
6. In the Item Suppliers window, select **Actions > UOM**. The Item Supplier UOM window appears.

### Adding a Unit of Measure for a Supplier of an Item

To add a new unit of measure for an supplier, follow the steps below.

1. In table, select **Actions** > **Add**, or use the Add icon. The Add UOM appears.
   a. In the **UOM** field, enter, select or search for the unit of measure.
   b. In the **Value** field, enter a value of the UOM.
   c. Then choose one of the following options.
      – Click **OK** to add the unit of measure and close the window.
      – Click **OK and Add Another** to add additional UOMs for the supplier.
      – Click **Cancel** to reject all entries and close the window.

# Item Expenses

The Item Expense window allows you to view and maintain shipping routes and importing and exporting expenses associated with an item and shipping route. Expenses are tracked at the following two levels:

- **Country:**

  Country-level expenses track the costs of importing merchandise from the country of sourcing, through the lading port, to the discharge port.

- **Zone:**

Zone-level expenses track the costs of sending merchandise from the discharge port to the final destination. This screen can be accessed from Item Suppliers and Item Supplier Country screen.

The Item Expenses window contains the following sections.

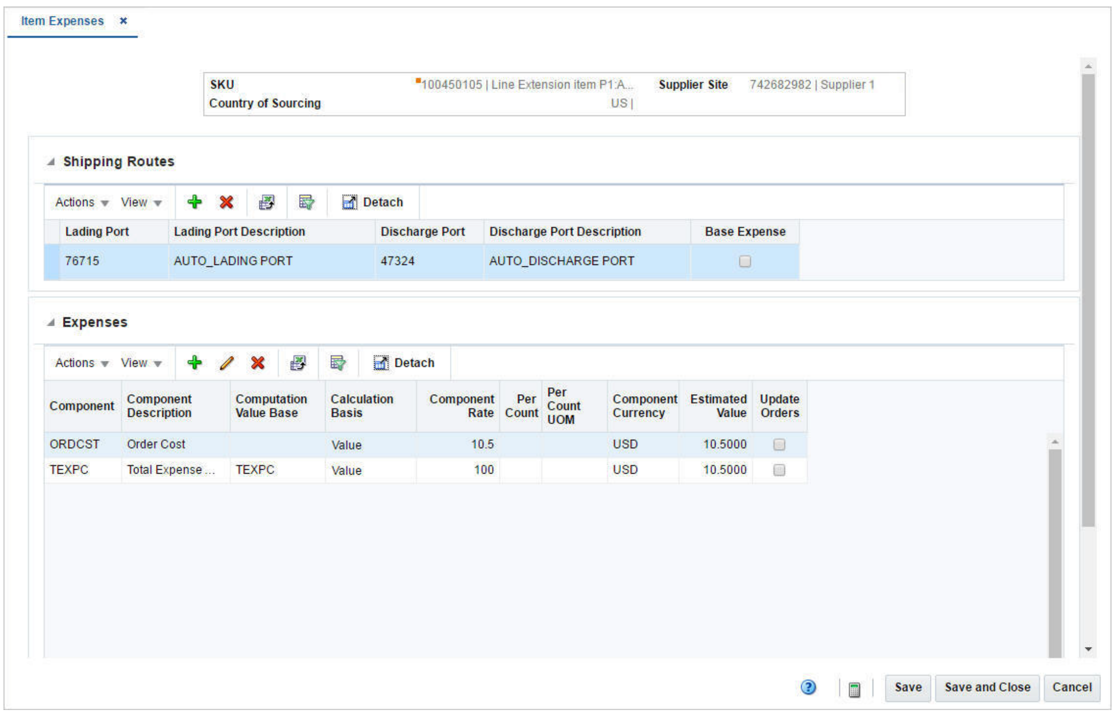
- Header

  When you access the Item Expenses window from Item Supplier window, the header displays the item, supplier site and cost zone group.

  When you access the Item Expense window from Item Supplier Country window, the header displays the item, the supplier site and the country of sourcing.

- Shipping Routes
- Expenses
- Item Expenses Toolbar

***Figure 3–18 Item Expenses Window***




## Shipping Routes

When you access the Item Expenses window from Item Supplier window, the Shipping ping Rout table displays the following columns by default: Discharge Port, Discharge Port Description, Cost Zone, Cost Zone Description and Base Expense.

Whereas when access the Item Expenses window from Item Supplier Country window, the Shipping Route table displays the following columns by default: Lading Port, Lading Port Description, Discharge Port, Discharge Port Description and Base Expense.

**Base Expense**:

The Base Expense option indicates whether or not this set of expenses is also the base set of expenses. You can select the Base Expense option directly in the table.

### Shipping Routes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–30 Shipping Routes - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new shipping route by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new shipping route, see the Adding a Shipping Route section. |
| Delete and Delete icon | You can delete a shipping route: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Shipping Routes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–31 Countries of Sourcing - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: ■ Ascending ■ Descending ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Expenses

The Expenses section displays the following columns by default:

- Component
- Component Description
- Computation Value Base
- Calculation Basis
- Component Rate

- Per Count
- Per Count Unit of Measure
- Component Currency
- Estimated Value
- Update Orders

### Expenses - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–32 Dimensions - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add expenses by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add expenses, see the Adding Expenses section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected expense.<br>For more information about how to edit expenses, see the Editing Expenses section. |
| Delete and Delete icon | You can delete an expense:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Expenses - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–33 Expenses- View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Saved Views | The Saved Views menu contains the following options:<br>■ Default<br>If you select Default, the initial view is displayed.<br>■ Nomination Flags<br>If you select Nomination Flags, the next columns are displayed.<br>■ Reset Views<br>Resets the table to the default view. |
| Currency Views | Toggle between the system's primary currency and the currency of the expenses. |

*Table 3–33 (Cont.) Expenses- View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Expenses Toolbar

The toolbar contains the following icons and buttons.

*Table 3–34 Item Supplier Countries Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Recalculate icon | Use the Recalculate icon to recalculate the expenses. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Expenses

To maintain item expenses, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.

Access from the **Item Supplier** window.

- In the Item Suppliers window, select **Actions > Expenses**. The Item Expenses window appears.

Access from the **Item Supplier Countries** window:

- In the Item Suppliers window, select **Actions > Countries of Sourcing**, or use the **Countries of Sourcing** button. The Item Supplier Countries window appears.
- In the Countries of Sourcing section, select **Actions > Expenses**. The Item Expenses window appears.

### Adding a Shipping Route

To add a new shipping route for an item, follow the steps below.

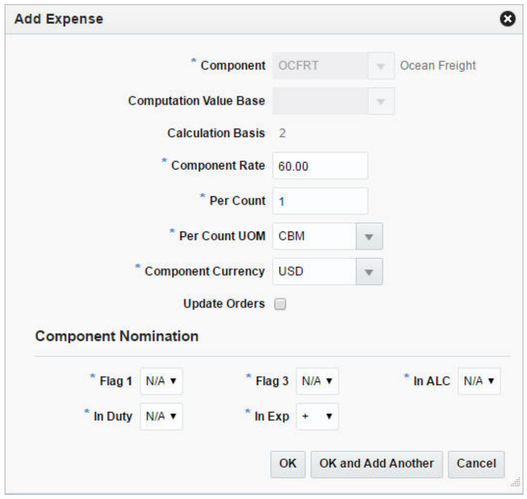
1. In the Shipping Route section select **Actions > Add**, or use the Add icon ✚. The Add Shipping Route window appears.
2. When accessed from the **Item Supplier** window:
   a. In the **Discharge Port** field, enter, select or search for the discharge port.
   b. In the **Cost Zone** field, enter, select or search for the cost zone.
   c. The **Base Expense** option indicates whether or not this set of expenses is also the base set of expenses. Select the Base Expense option, if necessary.
3. When accessed from the **Item Supplier Countries** window.
   a. In the **Lading Port** field, enter, select or search for the lading port.
   b. In the **Discharge Port** field, enter, select or search for the discharge port.
   c. The **Base Expense** option indicates whether or not this set of expenses is also the base set of expenses. Select the Base Expense option, if necessary.
4. Then choose one of the following options.
   – Click **OK** to add the shipping route for the item and close the window.
   – Click **OK and Add Another** to add additional shipping routes for item.
   – Click **Cancel** to reject all entries and close the window.

### Adding Expenses

To associated expenses with an item and shipping route, follow the steps below.

1. In the Expenses section, select **Actions > Add**, or use the Add icon ✚. The Add Expense window appears.

***Figure 3–19 Add Expense Window***




**a.** In the **Component** field, enter, select or search for the expense component.

**b.** The following fields default to the expense defaults. Edit the information as necessary.

– Computation Value Base

– Calculation Basis

– Component Rate

– Per Count

– Per Count Unit of Measure

– Component Currency

– Update Orders

---

**Note:** Required fields are marked with an asterisk.

---

**c.** In the Component Nomination section, edit the fields, if necessary.

**d.** Then choose one of the following options.

– Click **OK** to add the expense for the item/shipping route and close the window.

– Click **OK and Add Another** to add additional expenses for the item/shipping route.

– Click **Cancel** to reject all entries and close the window.

## Editing Expenses

To edit expenses for an item/shipping route, follow the steps below.

1. In the Expenses section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Expense window appears.
3. Edit the fields, as necessary.

4. Then choose one of the following options.
   – Click **OK** to save your changes and close the window.
   – Click **Cancel** to reject all entries and close the window.

## Viewing an Item Supplier Country List

The Item Supplier Country List window allows you o view the supplier and sourcing country relationships for an item.

To view an item supplier country list, follow the steps below.

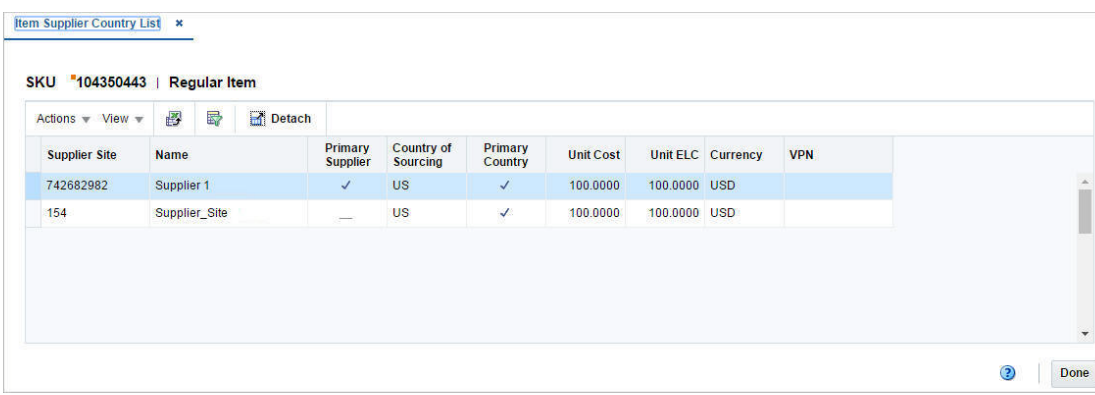
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit** or View or use the corresponding icons. The Item window appears.
5. Select **More Actions > Suppliers**. The Item Suppliers window appears.
6. In the toolbar, click **Supplier Country List**. The Item Supplier Country List window appears.

The Item Supplier Country List window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item Supplier Country List Toolbar

***Figure 3–20 Item Supplier Country List***




### Table

The table displays supplier site and country of sourcing information.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–35 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–36 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Saved Views | You can view all available custom views by selecting the Saved Views option.<br>Use the Reset Views option to revert back to the initial state of the custom views. |
| Currency | Toggle between the supplier's currency and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Supplier Country List Toolbar

The toolbar contains the following icons and buttons.

*Table 3–37 Item Supplier Country List Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Retail by Cost Zone

In the Retail by Zone window you can view and/or edit the initial retail price that is calculated by zone during the creation of a new item(s). The price zone retail is calculated based on the markup percent defined for the departments primary zone group. Retail values are calculated and displayed for all zones within a departments primary zone group. Locations tied to a zone are displayed in the Price Zone Locations section. You can edit the retail value as necessary prior to submitting or approving the item. Once an item is approved this screen is disabled, future retail price changes are done via the RPM system.

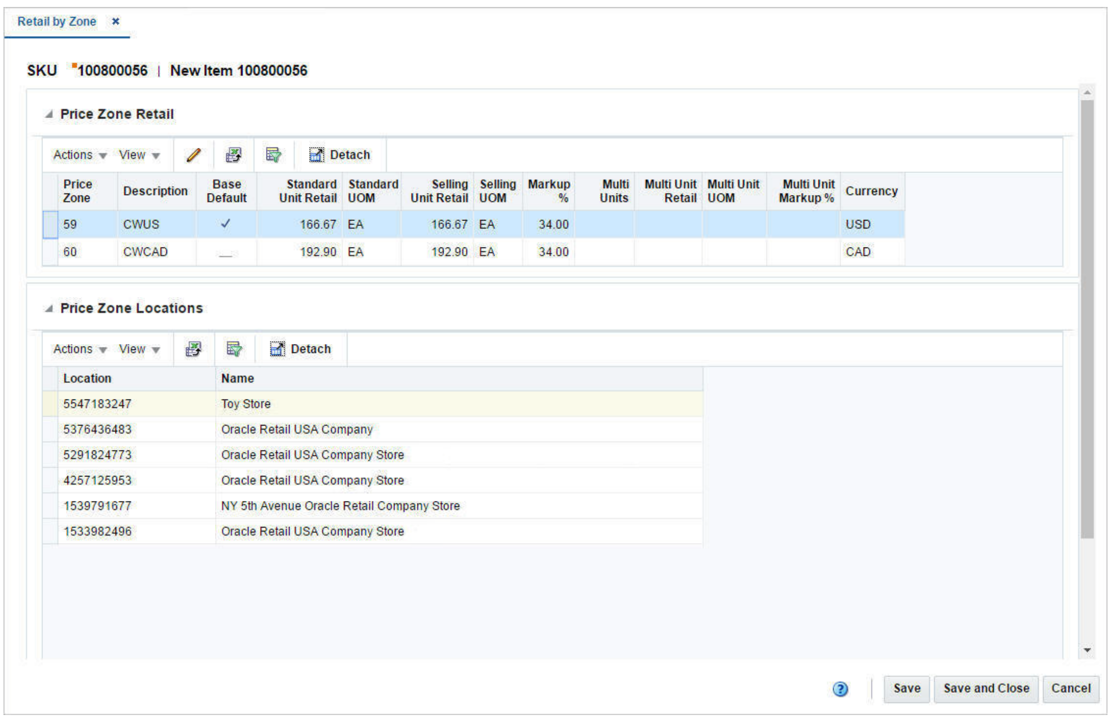
The Retail by Cost Zone window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.

- Price Zone Retail
- Price Zone Locations
- Retail by Zone Toolbar

***Figure 3–21 Retail by Zone Window***




## Price Zone Retail

The Price Zone Retail section displays all zones tied to the primary zone group designated for the merchandise hierarchy of the created item(s).

### Price Zone Retail - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–38 Price Zone Retail - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit,** or use the Edit icon to edit the selected price zone(s).<br>For more information about how to edit price zones, see the Editing a Retail Price of an Item by Zones section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Price Zone Retail - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–39 Price Zone Retail - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the system's primary currency and the local currency of the price zone. |
| Reset Views | Resets the window to the default currency view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Price Zone Locations

The, Price Zone Locations displays all of the locations tied to a zone that is highlighted in the Price Zone Retail section.

### Price Zone Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–40 Price Zone Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Price Zone Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–41 Price Zone Locations - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Retail by Zone Toolbar

The toolbar contains the following icons and buttons.

*Table 3–42 Retail by Zone Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Editing a Retail Price of an Item by Zones

To edit a retail price of an item by zone(s), follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Restrict your search to items in Worksheet status.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Retail by Zone**. The Retail by Zone window appears.
6. In the Price Zone Retail section, select one or more records in the table.

7. Then select **Actions > Edit**, or use the Edit icon. The Edit Zone Retail window appears.

8. The price zone information of the selected record is displayed. Edit the fields, as necessary.

> **Note:** If you have selected more than one price zone. The **Price Zone** field shows Multiple. Update the **Markup %** and the multi-units fields as necessary.

   a. In the **Selling Unit Retail** field, enter the new retail price. Then select the selling unit of measure.

   b. In the **Markup %** field, enter the percentage the price is marked up, based on the supplier's cost.

   c. Update the appropriate multi-units field as necessary.

9. Then choose one of the following options.

   – Click **OK** to save your changes and close the window.

   – Click **OK and Edit Another** to edit additional price zones.

   – Click **Cancel** to reject all entries and close the window.

## Item Locations

In the Item Locations window you can view and maintain the locations at which an item is stocked. Locations for items at or above the transaction level can be maintained. If the item is above the transaction level, an option to automatically apply changes to child items down to the transaction level can be selected.

Additional information can be added at the item location level that is different at the location than it is for the item.

You can add the following additional information:

- Item's active status
- Costing information, for the pack and the unit
- Tier - Height information
- Units of measure and the appropriate measure
- Type of the Unique Identification Number (UIN)
- Additional attributes, including wastage and inbound handling days

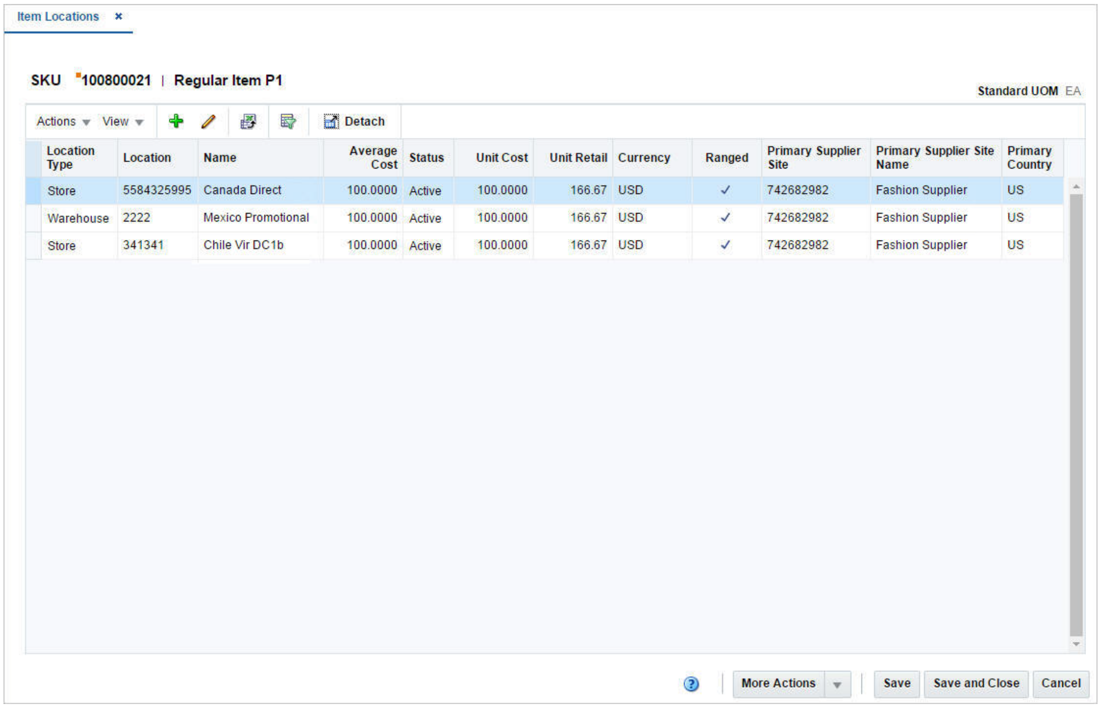
The Item Locations window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.

- Table
- Item Locations Toolbar

*Figure 3–22 Item Locations Window*




## Table

The table label displays the item number and either the item description or indicates whether the selected item is a pack or reference item. Additionally the standard unit of measure is displayed in the top right corner. The table displays the locations information for the selected item.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–43 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations for an item by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new locations for an item, see the Adding Locations section. |
| Edit and Edit icon | You can edit a location by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a location, see the Editing Locations section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Location Traits | Opens the Item Location Traits window.<br>For more information about this window, see the Item Location Traits section. |

*Table 3–43 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Substitute Items | Opens the Substitute Items window.<br>For more information about this window, see the Substitute Items section. |
| Inventory by Location | Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, section "Inventory by Location". |
| Sales/Issues by Location | Opens the Sales/Issues by Location window.<br>For more information about this window, see the Inventory chapter, section "Sales/Issues by Location". |
| Other Attributes | Select an attribute. The window of the corresponding attributes appears.<br>Fore more information about this option, see Application Administration chapter, section "Custom Flex Attributes Display". |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–44 Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the local and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Locations Toolbar

The toolbar contains the following icons and buttons.

*Table 3–45 Item Locations Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 3–45 (Cont.) Item Locations Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Item Locations window.<br>The Mass Change menu contains the following options:<br>■ **Location Attributes**<br>Opens the Change Item/Loc Attributes window.<br>For more information about this option, see the Changing Item/Location Attributes section.<br>■ **Location Traits**<br>Opens the Item Location Traits window.<br>For more information about this option, see the Item Location Traits section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Locations

To maintain item locations, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.

Access from the **Item** window:

- Select **More Actions > Locations**. The Item Locations window appears.

Access from the **Item Supplier Countries** window.

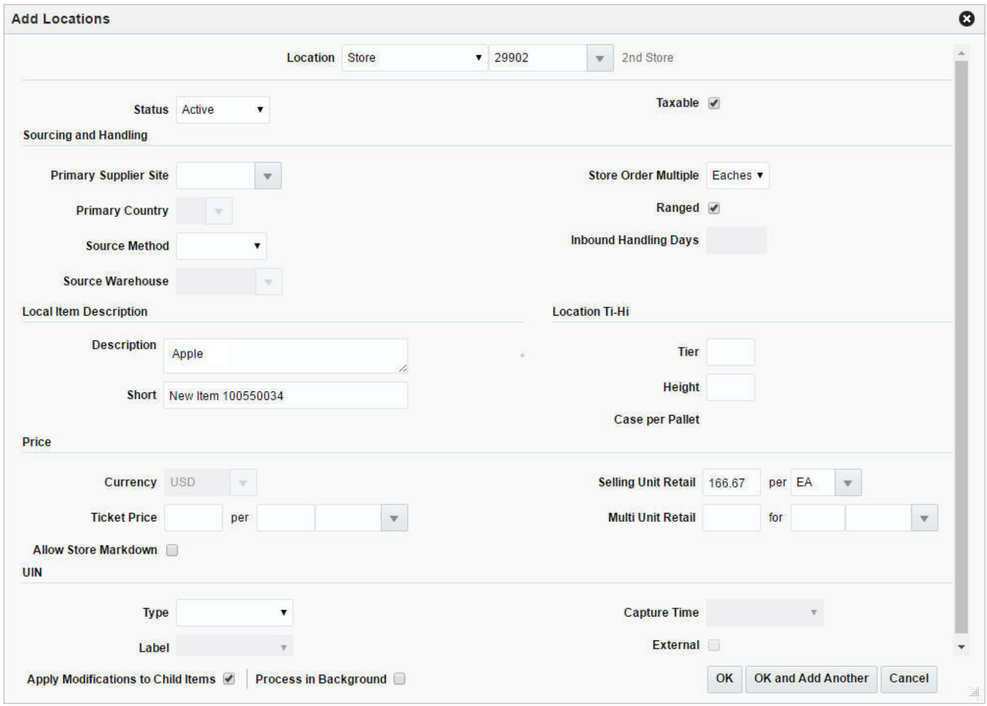
- In the Item window, select **More Actions > Suppliers**. The Item Suppliers window appears.
- Select **Actions > Countries of Sourcing**, or use the **Countries of Sourcing** button. The Item Supplier Countries window appears.
- In the Countries of Sourcing section, select **Actions > Locations**. The Item Locations window appears.

### Adding Locations

To add a new location for an item, follow the steps below.

1. In the Item Locations window, select **Actions > Add**, or use the Add icon. The Add Locations window appears.

*Figure 3–23 Add Locations Window*




2. In the **Location** field, select the location type from the list. Then choose the location.
3. The system displays the information of the selected location.
4. Add the information at the item location level that is different at the location than at the item level.

   Edit the displayed information in the following sections:

   a. Status of the Item

   b. Sourcing and Handling information

      – The **Ranged** checkbox determines if the location is ranged intentionally for replenishment/selling or incidentally ranged by the RMS transaction when the item is not ranged to a specific location on the transaction.

   c. Location Item Description

   d. Tier - Height information

   e. Costing information

      Edit the information for the pack and the unit.

   f. Type of the Unique Identification Number Type (UIN)

      – In the **Type** field, select the UIN type from the list. This number is used to identify the instance of the item at the location.

      – In the **Label** field, select the UIN label from the list. This number will be displayed in SIM.

5. If the selected item is a parent item, the **Apply Modifications to Child Items** checkbox is displayed. The checkbox indicates whether or not the updates are also applied to the child item. The checkbox is selected by default.

6. The **Process In Background** checkbox determines if the ranging of items to the selected locations happens immediately or the ranging is submitted in the background.

> **Note:** This checkbox must be checked if the list of locations ranged is big, so that you do not have to wait for the ranging to complete. Submitting the ranging to background disables this window and the Item window goes into View mode.
>
> You can check Asynchronous Job Log for status of the ranging happening in background. For more inforamtion about the asynchronous job log, see the Application Administration chapter, section "Asynchronous Job Log".

7. Then choose one of the following options.
   - Click **OK** to add the location for the item and close the window.
   - Click **OK and Add Another** to add additional locations for item.
   - Click **Cancel** to reject all entries and close the window.

### Editing Locations

To edit locations for an item, follow the steps below.

1. Select **Actions > Edit**, or use the Edit icon. The Edit Locations window appears.
2. Edit the fields, as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Item Up Charges

Item up charges refer to the set of expenses when moving an item from one store or warehouse to another within RMS.

Each up charge comprises of a calculation basis, cost basis, component rate and currency. The Item Up Charges window is only available when the Estimated Landed Costs option is set enabled.

The Item Up Charges window contains the following sections.

- Header

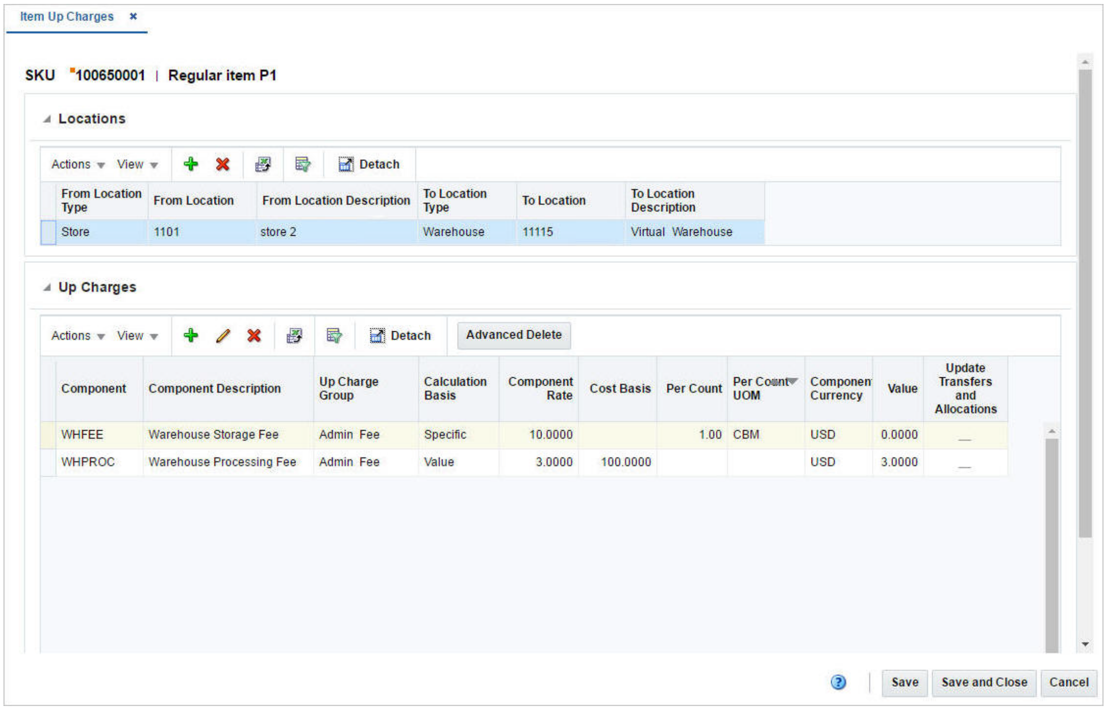
  The header varies depending on how you access the window:

  When you access the Item Up Charges window through the Item window, the header displays the item type, item number and item description.

  When you access the Item Up Charges window through the Item List Search window, the header displays the item list number and the item list description.

- Locations
- Up Charges
- Item Up Charges Toolbar

*Figure 3–24 Item Up Charges Window*




## Locations

The Locations section displays the from and to locations containing expenses for the item or the items of the item list.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–46 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations by selecting **Actions** > **Add**, or by using the Add icon.<br>For more information about how to add new locations, see the Adding Locations section. |
| Delete and Delete icon | You can delete a location:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Locations - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 3–47 Locations/Up Charges - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Up Charges

The Up Charges section displays the details of the up charges linked to a location.

### Up Charges - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–48 Up Charges - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new components by selecting **Actions** > **Add**, or by using the Add icon.<br>For more information about how to add new components, see the Adding Components section. |
| Edit and Edit icon | Select **Actions > Edit,** or use the Edit icon to edit the selected component.<br>For more information about how to edit component, see the Editing Components section. |
| Delete and Delete icon | You can delete a component:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table.<br>If all up charges are deleted from a location combination, then the location record is also deleted. |

*Table 3–48 (Cont.) Up Charges - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| **Advanced Delete** | Not available for item lists.<br>Opens the Advanced Delete window.<br>For more information about the **Advanced Delete** function, see Advanced Delete section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Up Charges - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view of the table. For more information about the View Menu, see Table 3–47, " Locations/Up Charges - View Menu/Icons Menu and Description".

## Item Up Charges Toolbar

The toolbar contains the following icons and buttons.

*Table 3–49 Item Up Charges Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Up Charges

To maintain item up charges, follow the steps listed below.

For **Items**:

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
6. Then select **More Actions > Item Up Charges**. The Item Up Charges window appears.

For **Item Lists**:

1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Mass Change > Up Charges**. The Item Up Charges window appears.

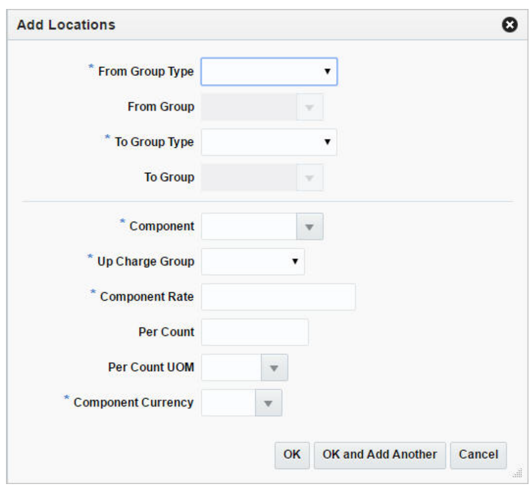
### Adding Locations

To add locations for up charges, follow the steps listed below.

> **Note:** If you add locations for an item or an item list you must enter an up charge component at the same time.
>
> After you have added locations you can select a location in the Locations section and add more components to this location.

1. In the Locations section select **Actions > Add**, or use the Add icon. The Add Locations window appears.

***Figure 3–25 Add Locations Window***




2. In the Locations section, enter the following fields.
   a. In the **From Group Type** field, select a from location type from the list. This field is a required field.
   b. In the **From Group** field, enter, select or search for the from location, if enabled.
   c. In the **To Group Type** field, select the to location type from the list. This field is a required field.
   d. In the **To Group** field, enter, select or search for the to location, if enabled.
3. In the Up Charges section, enter the following fields.

a. In the **Maintenance Type** field, select if you want to add or delete the component.

---

**Note:** The **Maintenance Type** field is only displayed for item lists. If you select Add and the up charge already exists, the details of the existing up charge will be overridden.

---

b. In the **Component** field, enter, select or search for the component. This field is a required field.

c. In the **Up Charge Group** field, select an up charge group from the list. This field is a required field. This field is a required field.

d. In the **Component Rate** field, enter the rate. This field is a required field.

e. In the **Per Count** field, enter the number of counts, if enabled.

f. In the **Per Count Unit of Measure**, enter, select or search for the UOM, if enabled.

g. In the **Component Currency** field, enter, select or search for the currency.

4. Then choose one of the following options.

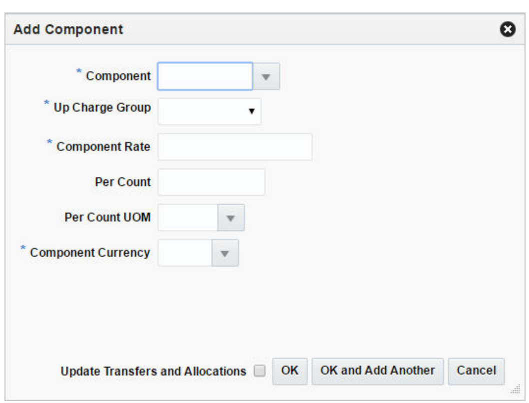
   - Click **OK** to add the location and close the window.
   - Click **OK and Add Another** to add additional locations.
   - Click **Cancel** to reject all entries and close window.

## Adding Components

To add more components to a location, follow the steps listed below.

1. In the Locations section, select a location in the table.
2. In the Up Charges section select **Actions > Add**, or use the Add icon. The Add Component window appears.

***Figure 3–26 Add Component Window***




3. In the **Maintenance Type** field, select a type from the list.

**Note:** The **Maintenance Type** field is only displayed for item lists. If you select Add and the up charge already exists, the details of the existing up charge will be overridden.

4. In the **Component** field, enter, select or search for the component. This field is a required field.
5. In the **Up Charge Group** field, select the group from the list.
6. In the **Component Rate** field, enter the rate.
7. In the **Per Coun**t field, enter the number of counts.
8. In the **Per Count Unit of Measure**, enter, select or search for the UOM.
9. In the **Component Currency** field, enter, select or search for the currency.
10. Select the **Update Transfers and Allocations** checkbox to indicate that the transfers and allocations should be updated.
11. Then choose one of the following options.
    - Click **OK** to add the component for the selected location and close the window.
    - Click **OK and Add Another** to add additional components for the location.
    - Click **Cancel** to reject all entries and close the window.

### Editing Components

To edit existing components, follow the steps listed below.

1. In the Up Charges section, select a record.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Component window appears. The values of the selected component are displayed.
3. Edit the fields as necessary.
4. Then choose one of the following options.
    - Click **OK** to save your changes and close the window.
    - Click **Cancel** to reject all entries and close the window.

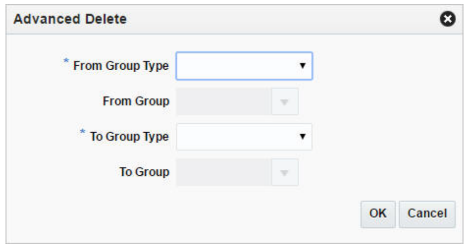
### Advanced Delete

Use the **Advanced Delete** function to specify the desired From/Location combinations from which the selected component should be deleted.

**Note:** This function is not available for item lists.

1. In the Up Charges section, select a record.
2. Then click the **Advanced Delete** button. The Advanced Delete window appears.

***Figure 3–27 Advanced Delete Window***




3. In the **From Group Type** field, select the from location type from the list. This field is a required field.
4. In the **From Group** field, select the from location, if enabled.
5. In the **To Group Type** field, select the to location type from the list. This field is a required field.
6. In the **To Group** field, select the to location, if enabled.
7. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Create Children Window

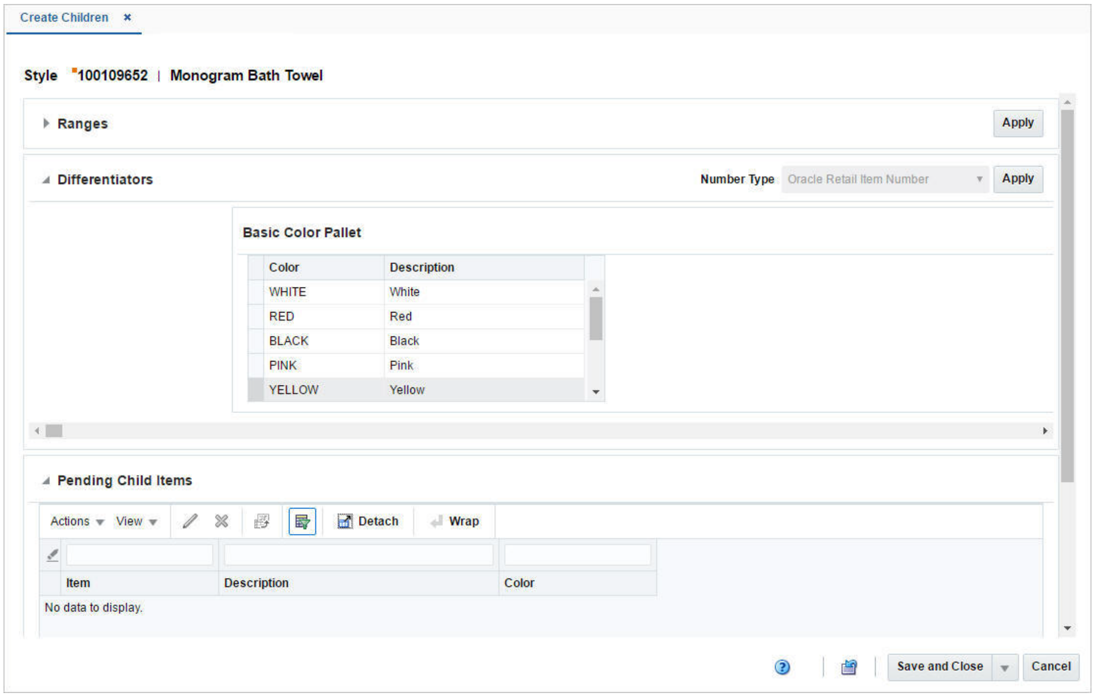
In the Create Children window you can select differentiators while creating child items for items with differentiators. Differentiators can be applied individually, by differentiator range, or by differentiator group. When two types of diff values are combined, a level 2 or level 3 item is created for each possible combination of the two types. The new child items appear in the Pending Child Items section.

The Create Children window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Ranges
- Differentiators
- Pending Child Items
- Create Children Toolbar

***Figure 3–28 Create Children Window***




## Ranges

This section is only available, if there are applicable differentiator ranges. Irrespective of the number of the possible ranges that can be applied, only one differentiator range is displayed by default.

## Differentiators

The Differentiator section can contain up to four possible differentiator tables, listing all the differentiators for each differentiator group or ID. Only differentitator tables containing values are displayed, therefore the number of visible tables equals to the number of diff group/value of the item.

For group type diffs, the table header contains the diff group description. For value type diffs, the table header contains the diff type description. The tables display the columns diff type description and description.

## Pending Child Items

The Pending Child Items table only lists new unique child items for further operations.

### Pending Child Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–50 Pending Child Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected pending child item.<br>For more information about how to edit a pending child item, see the Editing Pending Child Items section. |
| Delete and Delete icon | You can delete a pending child item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Pending Child Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–51 Pending Child Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Create Children Toolbar

The toolbar contains the following icons and buttons.

*Table 3–52 Create Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |

*Table 3–52 (Cont.) Create Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create More** | Click **Save and Create More** to save the entered records and add additional entries. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Create Child Items for Items with Diffs

To create children for Items with diffs, follow the steps listed below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Click **Create Children**. The Create Children window appears.

### Applying a Diff Range

To apply a diff range, follow the steps below.

1. Go to the Range section.

> **Note:** This section is only available, if there are applicable differentiator ranges.

2. In the **Range** field, enter select or search for the first range.
3. Then click the **Apply** button in the top right corner of the section.
4. If there are more possible ranges that can be applied, the Add icon enables next to the range field.
5. If you click on the Add icon, a second range field appears, with a disabled Add icon and an enabled Delete icon.
6. Repeat these steps to add up to four diff ranges.

> **Note:** When you have added the fourth differentiator range, only the Delete icon will be enabled, since you can only add up to four differentiator ranges.

### Applying Diffs

To apply diffs, follow the steps below.

1. In the **Item Number Type** field, select the type of item number that you want to associate with the item.

- If you select Oracle Retail Item Number or UPC-A in the **Item Number Type** field, the item number is automatically added and displayed in the Pending Child Items table.
- If you select EAN/UCC-13 in the **Item Number Type** field, you can automatically generate the EAN number by clicking the **Generate** button in the Edit Pending Child Item window.

  For more information about how to edit pending child items, see the Editing Pending Child Items section.
- If you select Manual in the **Item Number Type** field, the Description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation

2. Select all diffs or individual diffs rows in the diff tables.
3. Then click **Apply** to generate child items. The Pending Child table is populated with all possible combination of the diffs selected in the Differentiator section.
4. If a range is applied for the diff group/value, the message Applied is displayed in the upper right corner of the individual table header.

### Editing Pending Child Items

To edit pending child items, follow the steps below.

1. In the Pending Child Items section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Child Item window appears. The data of the selected child item is displayed.
3. If you edit a Variable Weight PLU, the format and prefix values are displayed.
4. Edit the **Item** and/or **Description** field, as necessary.

> **Note:** You can edit the description also directly in the table.
>
> If you edit an item with the item type number EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate** button.

5. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **OK and Edit Next** to edit the next child item in the table.
   - Click **Cancel** to reject your entries and close the window.

## Item Children

The Item Children window is used to create a subset of items from an item that is already entered into RMS. In this screen, you can perform the following actions:

- Edit level 2 or level 3 items that were created without differentiators.
- Edit the description of items at level 2 or level 3 of an item group.
- Use the Actions menu to edit details for the selected level 2 or level 3 item.

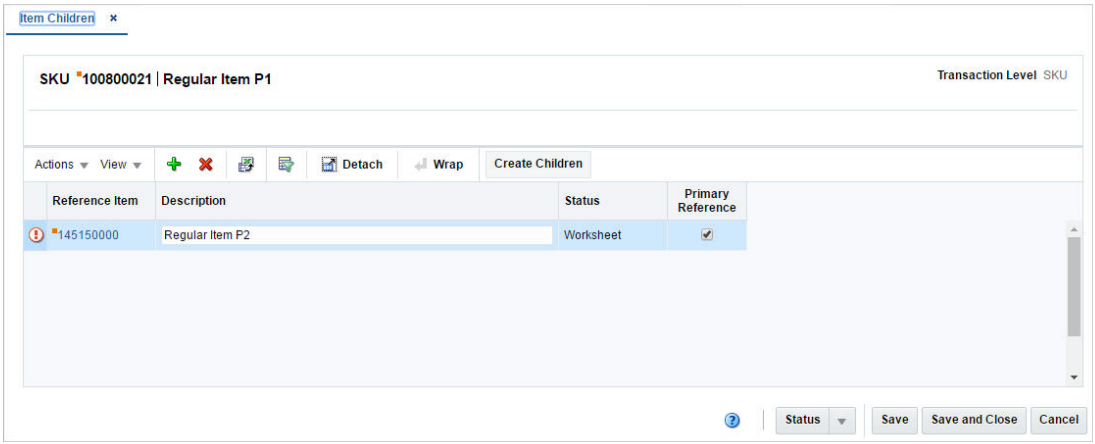
The Item Children window contains the following sections.

- Header

The header displays the Item Level (SKU/Style/ Reference Item),, item number and the item description. Additionally the transaction level is displayed in the right hand corner. If the parent item has differentiators associated, all differentiators are displayed.

- Table
- Item Children Toolbar

***Figure 3–29 Item Children Window***




## Table

The table lists the child items. The columns Reference Item, Description, Status and Primary Reference Item are displayed.

You can edit the **Description** column directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–53 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new child items by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new child item, see the Adding Items section. |
| Delete and Delete icon | You can delete a child item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 3–53 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |
| Checkmark icon | The checkmark icon indicates that data has already been entered for this option. |
| Required icon | This icon indicates that data is required, but has not been entered. |
| Create Children and **Create Children** button | Opens the Item Children window.<br>For more information about this window, see the Create Children Window section. |
| Edit Item Detail | Opens the Item window in Edit mode.<br>For more information about this window, see the Item Window section. |
| Suppliers | Opens the Item Supplier window.<br>For more information about this option, see the Item Suppliers section. |
| Retail by Zone | Opens the Retail by Zone window.<br>For more information about this window, see the Retail by Cost Zone section. |
| Locations | Opens the Item Locations window.<br>For more information about this window, see the Item Locations section. |
| Up Charges | Opens the Item Up Charges window.<br>For more information about this window, see the Item Up Charges section. |
| List Children | Opens the Item Children window.<br>For more information about this window, see the Item Children and Item Children by Diff sections. |
| Simple Pack | Opens the Simple Pack window.<br>For more information about this option, see the Simple Pack Set Up section. |
| Replenishment | Opens the Manage Replenishment Attributes window.<br>Fore more information about this, see Replenishment chapter, section "Managing Attributes at the Item Level". |
| Substitute Items | Opens the Substitute Items window.<br>For more information about this window, see the Substitute Items section. |
| User Defined Attributes | Opens the Item UDAs window.<br>For more information about this window, see the Item UDAs section. |
| Related Items | Opens the Related Items window.<br>For more information about this window, see the Related Items section. |

*Table 3–53 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Import | Select one of the following options from the Import submenu:<br>■ Attributes<br>Opens the Item Import Attributes window.<br>For more information about this option, see the Recording Item Import Attributes section.<br>■ Eligible Tariff Treatments<br>Opens the Eligible Tariff Treatments window.<br>For more information about this option, see the Eligible Tariff Treatments section.<br>■ HTS<br>Opens the Item HTS window.<br>For more information about this option, see the Item HTS section. |
| Timelines | Opens the Timeline window.<br>For more information about Timelines, see the Import Management chapter, section "Timelines". |
| Required Documents | Opens the Required Documents window.<br>For more information about this window, see the Orders chapter, section "Required Documents" |
| VAT Maintenance | Opens the Item VAT window.<br>For more information about this window, see the Item VAT section. |
| Season/Phases | Opens the Item Seasons window.<br>For more information about this window, see the Item Seasons section. |
| Ticket Type | Opens the Item Tickets window.<br>For more information about this window, see the Item Tickets section. |
| Image | Opens the Item Images window.<br>For more information about this window, see the Item Images section. |
| Sales and Inventory | Select one of the following options from the Sales and Inventory submenu:<br>■ Inventory<br>Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, "Inventory by Location" section.<br>■ Unavailable Inventory<br>Opens the Unavailable Inventory window.<br>For more information about this window, see the Viewing Unavailable Inventory section.<br>■ Sales/Issues<br>Opens the Sales / Issues by Location window.<br>For more information about this window, see the Inventory chapter, section "Sales/Issues by Location". |

*Table 3–53 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Order Details | Opens the Open Order by Item window.<br>For more information about this window, see the Viewing Open Orders by Item section. |
| Mass Change Item/Location | Opens the Change Item/Loc Attributes window.<br>For more information about this window, see the Changing Item/Location Attributes section. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–54 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Children Toolbar

The toolbar contains the following icons and buttons.

*Table 3–55 Item Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |

*Table 3–55 (Cont.) Item Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Status** button | If you click the **Status** button, the status of the item changes to the status specified on the button. When there is more than one status to which the item can be changed, click the arrow on the right side of the button to display the additional status options.<br>■ Approve<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>■ Worksheet<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>■ Submit<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>If an error occurs during the approval process, an exclamation mark is displayed next to the item.<br>Click the icon to open and view the Item Approval Errors. For more information about approval errors, see the Item Approval Errors section |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintain Item Children

To maintain item children, follow the steps listed below.

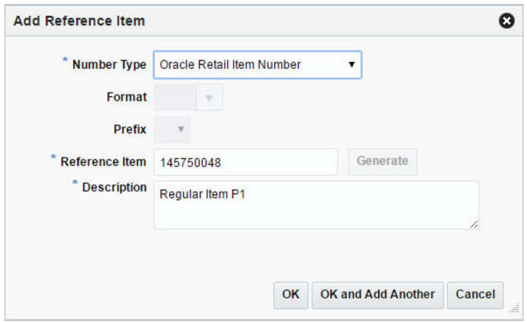
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Click **More Actions > List Children**. The Item Children window appears.

### Adding Items

To add items, follow the steps below.

1. Select **Action > Add**, or use the Add icon. The Add Item window appears.

***Figure 3–30 Add Item Window***




2. In the **Number Type** field, select a number type you want to add from the list. This field is a required field.
   - If you select Oracle Retail Item Number or UPC-A, the item number is automatically added.
   - If you select EAN/UCC-13, you can automatically generate the EAN number by clicking the **Generate**.
   - If you select Manual, the Description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation.
   - If you select Variable Weight PLU, the fields Format and Prefix enable.
3. In the **Reference Item** field, enter the item. This field is a required field.
4. In the **Description field**, enter the description of the item. This field is a required field.
5. Then choose one of the following options.
   - Click **OK** to add the item to the table and close the window.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

## Item Children by Diff

In the Item Children by Diff window you can edit child items created with differentiators, generate EAN13s or create grand children.

You can perform the following actions in this window.

- Edit the description and other details of level 2 or level 3 items that were created with differentiators.
- Generate EAN13s.
- Create children of level 2 transaction level items.

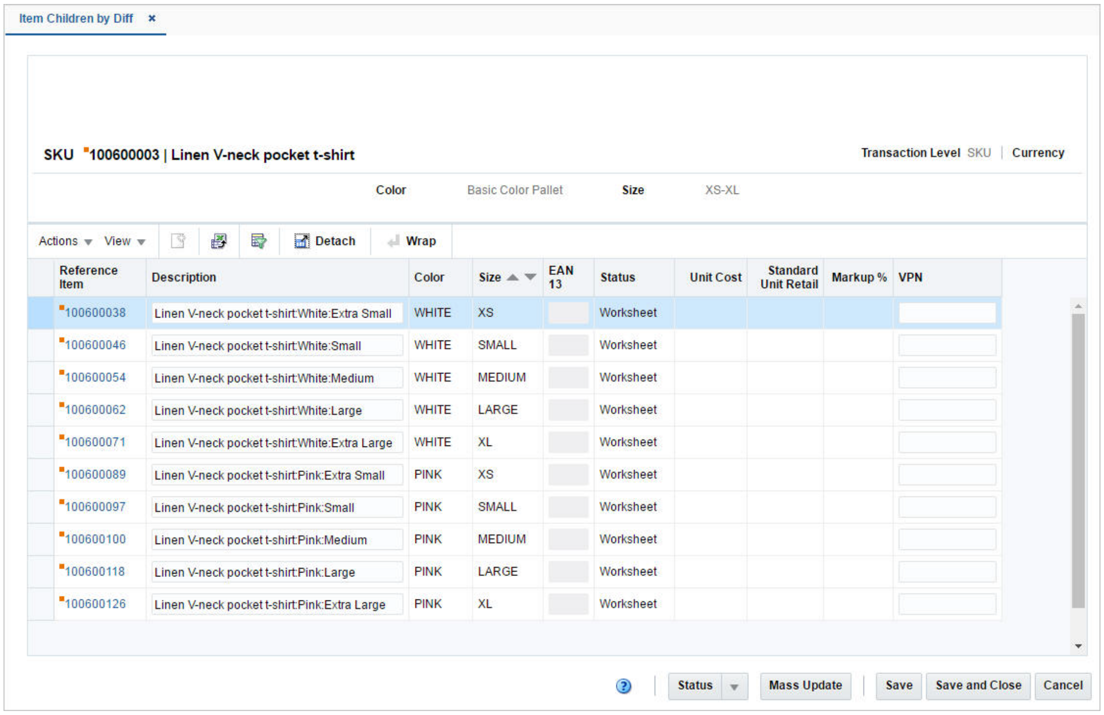
The Item Children by Diff window contains the following sections.

- Header

  The header displays the Item Level (SKU/Style/ Reference Item), the item number and the item description. Additionally the transaction level and the currency are displayed in the right hand corner. The differentiator groups/values associated with the parent item are displayed.

- Table
- Item Children Toolbar

*Figure 3–31 Item Children by Diff Window*




## Table

The table lists the child items. The item level description, description, EAN 13, status, unit cost, standard unit retail, markup % andVPN are displayed by default.

You can edit the **Description**, the **EAN 13** and the **VPN** (Vendor Product Number) column directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–56 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Checkmark icon | The checkmark icon indicates that data has already been entered for this option. |
| Required icon | This icon indicates that data is required, but has not been entered. |
| Create Children | Opens the Item Children window.<br><br>For more information about this option, see the Create Children Window section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 3–56 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |
| Edit Item Detail | Opens the Item window in Edit mode.<br>For more information about this window, see the Item Window section. |
| Suppliers | Opens the Item Supplier window.<br>For more information about this window, see the Item Suppliers section. |
| Retail by Zone | Opens the Retail by Zone window.<br>For more information about this window, see the Retail by Cost Zone section. |
| Locations | Opens the Item Locations window.<br>For more information about this window, see the Item Locations section. |
| Up Charges | Opens the Item Up Charges window.<br>For more information about this window, see the Item Up Charges section. |
| List Children | Opens the Item Children window.<br>For more information about this window, see the Item Children and Item Children by Diff sections. |
| Simple Pack | Opens the Simple Pack window.<br>For more information about this option, see the Simple Pack Set Up section. |
| Replenishment | Opens the Manage Replenishment Attributes window.<br>Fore more information about this, see Replenishment chapter, section "Managing Attributes at the Item Level". |
| Substitute Items | Opens the Substitute Items window.<br>For more information about this window, see the Substitute Items section. |
| User Defined Attributes | Opens the Item UDAs window.<br>For more information about this window, see the Item UDAs section. |
| Related Items | Opens the Related Items window.<br>For more information about this window, see the Related Items section. |

*Table 3–56 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Import | Select one of the following options from the Import submenu:<br>■ Attributes<br>Opens the Item Import Attributes window.<br>For more information about this option, see the Recording Item Import Attributes section.<br>■ Eligible Tariff Treatments<br>Opens the Eligible Tariff Treatments window.<br>For more information about this option, see the Eligible Tariff Treatments section.<br>■ HTS<br>Opens the Item HTS window.<br>For more information about this option, see the Item HTS section. |
| Timelines | Opens the Timeline window.<br>For more information about Timelines, see the Import Management chapter, section "Timelines". |
| Required Documents | Opens the Required Documents window.<br>For more information about this option, see the Orders chapter, section "Required Documents" |
| VAT Maintenance | Opens the Item VAT window.<br>For more information about this window, see the Item VAT section. |
| Season/Phases | Opens the Item Seasons window.<br>For more information about this window, see the Item Seasons section. |
| Ticket Type | Opens the Item Tickets window.<br>For more information about this window, see the Item Tickets section. |
| Image | Opens the Item Images window.<br>For more information about this window, see the Item Images section. |
| Sales and Inventory | Select one of the following options from the Sales and Inventory submenu:<br>■ Inventory<br>Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, section "Inventory by Location".<br>■ Unavailable Inventory<br>Opens the Unavailable Inventory window.<br>For more information about this window, see the Viewing Unavailable Inventory section.<br>■ Sales/Issues<br>Opens the Sales / Issues by Location window.<br>For more information about this window, see the Inventory chapter, section "Sales/Issues by Location". |

*Table 3–56 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Order Details | Opens the Open Order by Item window.<br>For more information about this window, see the Viewing Open Orders by Item section. |
| Mass Change Item/Location | Opens the Change Item/Loc Attributes window.<br>For more information about this window, see the Changing Item/Location Attributes section. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 3–54, " Items - View Menu/Icons and Description".

## Item Children by Diff Toolbar

The toolbar contains the following icons and buttons.

*Table 3–57 Item Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Status** button | If you click the **Status** button, the status of the item changes to the status specified on the button. When there is more than one status to which the item can be changed, click the arrow on the right side of the button to display the additional status options.<br>■ Approve<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>■ Worksheet<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>■ Submit<br>Select if you want to approve the selected item, the selected item and children, all items in the table, or all items and children listed in the table.<br>If an error occurs during the approval process, an exclamation mark is displayed next to the item.<br>Click the icon to open and view the Item Approval Errors. For more information about approval errors, see the Item Approval Errors section |
| **Mass Update** | Opens the Mass Update window.<br>For more information about this option, see the Mass Update section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

*Table 3–57 (Cont.) Item Children Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintain Item Children by Diff

To maintain item children, follow the steps listed below.

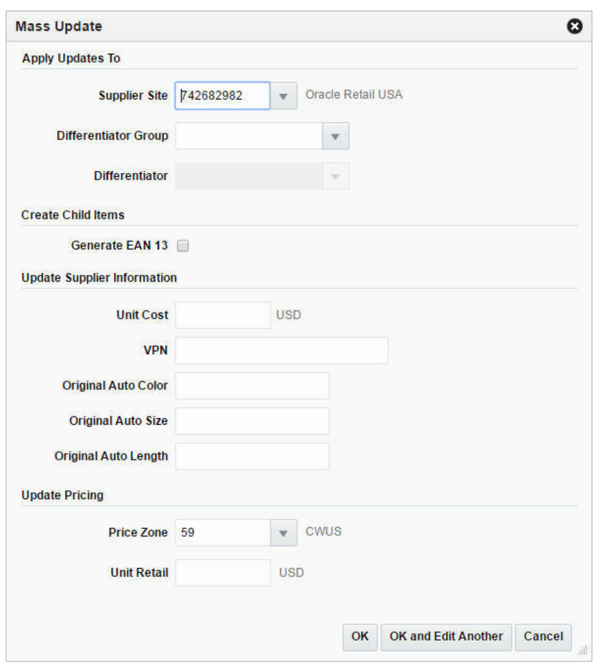
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Click **More Actions > List Children**. The Item Children by Diff window appears.

### Mass Update

To perform a mass update, follow the steps below.

1. Click **Mass Update**. The Mass Update window appears.

*Figure 3–32 Mass Update Window*




2. The **Supplier Site** field is populated with the parent item's primary supplier and the **Price Zone** field is populated with the price zone group's base zone.
3. In the **Differentiator** Group field, enter, select or search for a diff group.

4. If a diff group is selected. The **Differentiator** field enables, enter, select or search for the appropriate diff.
5. Select the **Generate EAN 13** checkbox, to generate EAN 13 for the child items.
6. In the Update Supplier Information section, enter the values as necessary.
   a. In the **Unit Cost** field, enter the unit cost, if necessary.
   b. In the **VPN** field, enter the vendor product number, if necessary.
   c. In the **Supplier Diff** fields, enter the diffs. All available diffs are displayed.
7. In the Update Pricing section, enter the values as necessary.
   a. In the **Price Zone** field, edit the price zone, if necessary.
   b. In the **Unit Retail** field, enter the unit retail price.

   **Note:** When the items are approved, the Update Pricing section is not available. You cannot update the price zone and the unit retail price.

8. Then choose one of the following options.
   - Click **OK** to add the item to the table and close the window.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

# Item Approval Errors

The Item Approval Error window allows you to view the reasons why an item cannot yet be submitted or approved.

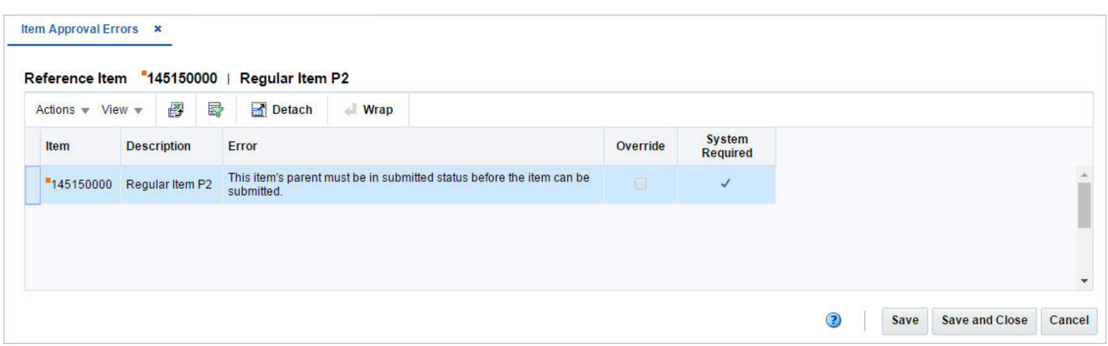
To access the window

The Item Approval Errors window contains the following sections.

- Header

  The header of the window displays the Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item Approval Erros Toolbar

***Figure 3–33 Item Approval Errors Window***



## Table

The table displays the following columns by default.

- Item
- Description
- Error
- Override
- System Required

If the details are not required by the system, you can override the error by selecting the **Override** checkbox in order to submit or approve the item.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–58 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–59 Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Approval Erros Toolbar

The toolbar contains the following icons and buttons.

*Table 3–60 Item Approval Errors Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

# Item Location Traits

The Item Location Traits window is used to define and maintain item attributes at a single location or at multiple locations. Some of these attributes are downloaded at the Point of Service (POS) or a ticketing system, while others are entered for information only and drive no processing.

The Item Location Traits window contains the following sections.

- Header

  The header contains the item number and description.

- Apply Updates To

  This section contains the following subsections:

  – Table

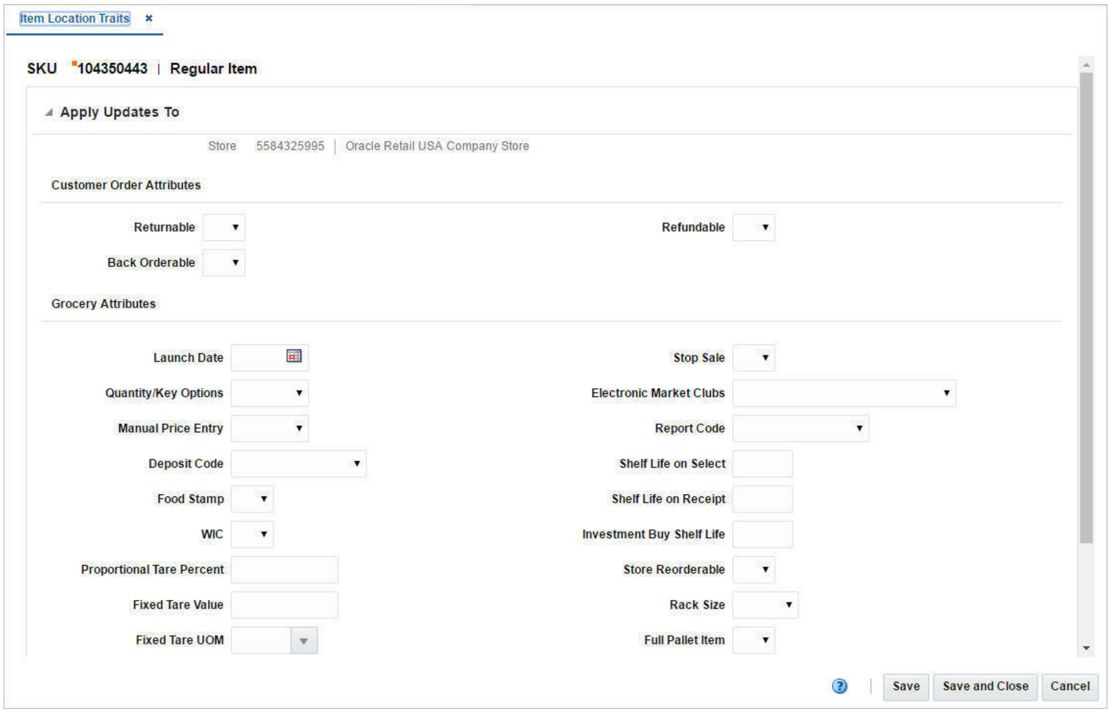
  > **Note:** Only available if you selected the **Mass Change > Locations Traits** option in the Item Locations window.

  – Customer Order Attributes

  – Grocery Attributes

- Item Location Traits Toolbar

*Figure 3–34 Item Location Traits Window*




## Table

In this table you can add and delete locations for the item attributes.

> **Note:** Only available if you selected the **Mass Change > Locations Traits** option in the Item Locations window.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–61 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new locations, see the Maintaining Item Location Traits section. |
| Delete and Delete icon | You can delete locations:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–62 Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Location Traits Toolbar

The toolbar contains the following icons and buttons.

*Table 3–63 Item Location Traits Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Location Traits

To define and maintain item location traits, follow the steps listed below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Locations**. The Item Locations window appears.

### Updating Multiple Locations

To updating multiple locations, by using the **Mass Change** option, follow the steps below.

1. In the Item Locations window select **Mass Change > Location Traits**. The Item Location Traits is displayed.
2. In the table of the Apply Updates To section, you can add one or more locations for which location traits may be updated.
3. Select **Actions > Add**, or use the Add icon. The Add Locations window appears.
   a. In the **Location** field, select a location type from the list. Then select the location.
   b. Then choose one of the following options.
      – Click **OK** to add the current location to the table and close the window.
      – Click **OK and Add Another** to add additional locations.
      – Click **Cancel t**o reject your entries and close the window.
4. Enter, select or search the new values for the desired traits.
5. Choose a saving option.

### Updating a Single Location

To update a single location, follow the steps listed below.

1. In the Item Locations window, select a location in the table.
2. Then select **Actions > Location Traits**. The Location Traits window appears with the highlighted location populated in the header of the Item Location Traits window.
3. Enter, select or search the new values for the desired traits.
4. Choose a saving option.

## Viewing Item Location Traits

To view item location traits, follow the steps listed below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Results section, mark a record and select **Actions > View**, or use the View icon. The Item window appears.
5. Select **More Actions > Locations**. The Item Locations window appears.
6. In the Item Locations window, select a location in the table.
7. Then select **Actions > Location Traits**. The Location Traits window appears. View the item location traits.
8. Click **Done** to close the window.

# Simple Pack Set Up

In the Simple Pack Set Up window you can create and view simple packs that contain the selected component item. A simple pack is a sellable and/or orderable vendor pack with multiples of only one item number as the component item.

When creating a simple pack for a component item, the following information needs to be provided:

- Type of number, pack number, and pack description
- Number of units of the component item that make up the pack
- Primary supplier and country of sourcing for the pack
- Unit cost of the pack
- Number of packs in a case, cases on a tier, and tiers on a pallet
- Base retail price of the pack if it is sellable as a pack

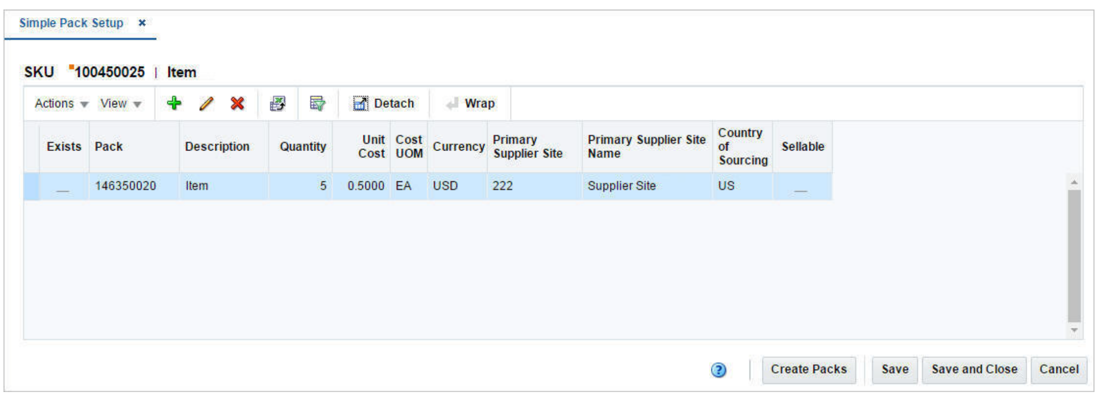
In addition you can define the dimensions, weights, and volumes of cases and pallets. After defining the attributes of the pack, you can choose to copy other details from the component item. The details may include suppliers, stores, warehouses, seasons, user defined attributes, ticketing, required documents, sales taxes, HTS numbers, and expenses.

The Simple Pack Set Up window contains the following sections.

- Header

  The header displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Simple Pack Setup Toolbar

***Figure 3–35 Simple Pack Setup Window***




## Table

In the table you can create and maintain the packs for the component item.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–64 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a pack by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add a pack, see the Adding Pack Information section. |
| Delete and Delete icon | You can delete a pack: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected pack. For more information about how to edit a pack, see the Editing Pack Items section. |
| Pack Item Details | Opens the Pack Item Details window. For more information about this option, see the Pack Item Details section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–65 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Simple Pack Setup Toolbar

The toolbar contains the following icons and buttons.

*Table 3–66 Simple Pack Setup Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Create Packs** | The Create Packs options builds any un-built packs, updates the Exists checkboxes for those that were built, posts changes and re-queries the table.<br>The option also opens the Create Packs window which has different attributes listed that can be copied from component item to the pack item.<br>For more information about creating packs, see the Creating Packs section |
| **Save** | Click **Save** to save the entered records for any packs that were already created, any un-built packs remain in the table. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window.<br>If un-built packs exist you are asked if you want to continue without building those packs. If you select **Yes**, any packs that were created are committed, any un-built packs are deleted and window is closed. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating a Simple Pack from an Existing Item

To create a simple pack from an existing item, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Search for the item that will be the component of the simple pack.
3. Click **Search**. The item is displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Then select **More Actions > Simple Pack > Setup**. The Simple Pack Setup window appears.

### Adding Pack Information

To add pack information for the selected item, follow the steps below.

1. In the table, select **Actions > Add**, or use the Add icon. The Add Pack window appears.
2. In the **Number Type** field, select the type of item number that you want to associate with the pack item. This field is a required field.
3. In the **Pack** field, enter the pack number of the pack item. This field is a required field.

> **Note:** If you select Oracle Retail Item Number or UPC-A in the Item Type field, the item number is automatically added. It is a 12-digit number starting with 3 that includes check digit validation.

4. In the **Description** field, enter a description for the pack item. This field is a required field.
5. In the **Secondary** field, specify the alternate name of the item.
6. In the **Quantity** field, specify the number of component items of the pack. This field is a required field.
7. If you select the **Sellable** checkbox, the item can be sold and sent to the POS.
8. The **Store Pack Inventory** checkbox indicates whether inventory will be tracked at the pack level in SIM for stores.
9. The **Pack Level SOH Inquiry** is used by SIM to determine how to reflect SOH for pack items in the store.
10. The **NIC is static** checkbox indicates if the Negotiated Item Cost (NIC) is static or not.
11. In the Sourcing section enter the following information:
    a. In the **Primary Supplier Site** field, enter, select or search for the primary supplier site. This field is a required field.
    b. In the **Country of Sourcing** field, enter, select or search for the code for the country. This field is a required field.
    c. In the **Country of Manufacture** field, enter, select or search for the country. this field is a required field.
    d. In the **Cost UOM** field, enter, select or search for the unit of measure. This field is a required field.
    e. In the **Unit Cost** field, enter the cost of the item in the indicated currency. This field is a required field.
    f. The **Markup %** field displays the percentage the price marked up, based on the supplier's cost.
    g. The **Unit Retail** field is displayed by default.
    h. The **Supplier Site Label** field is defined to describe the label or brand for the item supplied by the supplier.
    i. In the **VPN** field, specify the vendor product number.
    j. In the **Case Size** field, enter the case size. This field is a required field.
    k. In the **Tier** field, enter the tier. This field is a required field.
    l. In the **Height** field, enter the height. This field is a required field.
12. In the Dimensions section, enter the necessary information about the simple pack.
13. In the Tolerance section, the following fields are available.
    a. **Tolerance Type**: This is the unit of the tolerances for catch weight simple packs. The valid values are A (actual) and % (percentage).
    b. **Min**: This is the minimum tolerance value for the Catch Weight simple pack.
    c. **Max**: This is the maximum tolerance value for the Catch Weight simple pack.

14. In the Grocery Attributes section, the following fields are available.

> **Note:** The Catch Weight and Tolerance areas are enabled only if you select Catch Weight in the Attributes area of the Item window.

  a. Select the **Constant Dimensions** checkbox, if the pack dimensions are fixed.
  b. The **Order Type** field gets enabled only for Catch Weight pack.
  c. The **Sale Type** field gets enabled only for Catch Weight pack.

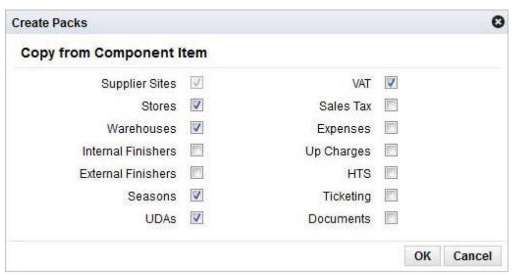
15. Then choose one of the following options.
   - Click **OK** to add the current pack to the table
   - Click **OK and Add Another** to add additional packs.
   - Click **Cancel** to reject all entries and close the window.

### Creating Packs

To create packs follow, follow the steps listed below.

1. In the toolbar, select **Create Packs**. The Create Packs window appears.

***Figure 3–36 Create Packs Window***




2. Select which details you want to copy from the component item to the simple pack.
3. Then choose one of the following options.
   - Click **OK** to add the simple pack to the table. The Exists checkbox is automatically selected and the selected component details are copied to the simple pack.

   > **Note:** When you click Create Packs, component details are copied to the new simple packs. If simple packs already exist, their details are not updated.

   - Click **Cancel** to reject all entries and close the window.

## Editing Pack Items

To edit a simple pack, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.

2. Search for and retrieve a simple pack item.
3. Click **Search**. The item is displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Then select **More Actions > Simple Pack > Setup**. The Simple Pack Setup window appears.
6. In the table, select a record.
7. Then select **Actions > Edit**, or use the Edit icon . The Edit Pack window appears. The pack information of the selected item is displayed.
8. Edit the fields as necessary.
9. Then choose one of the following options.
   - Click **OK** to save your changes.
   - Click **Cancel** to reject your entries and close the window.

### Viewing Pack Items

To view pack item, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Search for and retrieve a simple pack item.
3. Click **Search**. The item is displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit/View** or use the corresponding items. The Item window appears.
5. Then select **More Actions > Simple Pack > View**. The Simple Pack window appears.
6. Click **Done** to close the window.

## Pack Item Details

In the Pack Item Detail window you can add, edit, delete and view the component items of a pack item. A complex pack may be composed of multiple units of multiple items. A simple pack may be composed of multiple units of one item.

There are some restrictions depending on the how you define the purpose of the pack:

**Orderable pack**: You cannot add, delete, or edit the component items if the pack is already on order or stocked at any location.

**Sellable pack**: You cannot add, delete, or edit the component items after the pack item is priced.

The Pack Item Details window varies depending whether you maintain a complex or simple pack.

**Simple Pack**:

- Header

  The header displays the label **Simple Pack**, the pack number and description. The right hand side displays the Pack Cost and Currency.

- Component

  In this section you can search for a component item. You can add only component item in case of simple packs.

  – In the **Component Item** field, enter, select or search for the component item.

  – In the **Quantity** field, enter the quantity for the component item.

  – The Cost and Retail section displays the **Unit** and **Total** fields. These fields are populated when you enter the item.

- Pack Item Details Toolbar

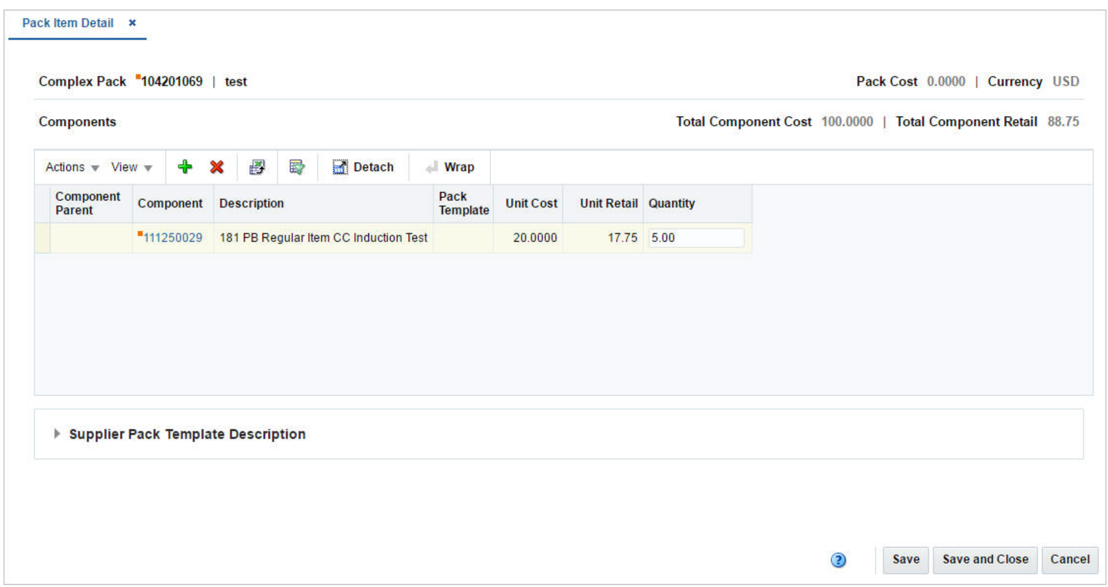
**Complex Pack**:

- Header

  The header displays the label **Complex Pack**, the pack number and description. The right hand side displays the Pack Cost and the Currency.

- Components
- Supplier Pack Template Description
- Pack Item Details Toolbar

***Figure 3–37 Pack Item Details - Complex Pack***




## Components

The Components section displays a table which contains all the component items that are part of the complex pack. The title displays the Total Component Cost and total Component Retail in the in right hand corner.

You can edit the **Quantity** column of the component item directly in the table.

### Components - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–67 Components - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new component by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add a new component, see the Adding Components for Complex Packs section. |
| Delete and Delete icon | You can delete a component item: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Item Details | Opens the Item window. For more information about the Item window, see the Item Window section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Components - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–68 Components - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Supplier Pack Template Description

If the pack item is associated with a pack template the table in the Supplier Pack Template Description expands. You can add more suppliers and descriptions in addition to the pack supplier in this section.

You can edit the **Pack Template Description** column directly in the table.

### Supplier Pack Template - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–69 Supplier Pack Template - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a supplier pack template by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to a supplier pack template, see the Adding Supplier Pack Templates section. |
| Delete and Delete icon | You can delete a supplier pack template:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Supplier Pack Template - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–70 Supplier Pack Template - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Pack Item Details Toolbar

The toolbar contains the following icons and buttons.

*Table 3–71 Pack Item Details Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Pack Item Details

To maintain pack item details, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Restrict your search to the item type Simple Pack or Complex Pack in Worksheet status.
4. Click **Search**. The items that match the search criteria are displayed in the Results section.
5. In the item column, click the item link, or mark a record and select **Actions** > **Edit**, or use the Edit icon . The Item window appears.
6. In the Simple/Complex Pack section, select the Pack Details icon . The Pack Item Details window appears.

## Simple Packs

For simple packs, enter the following details.

1. In the **Component Item** field, enter, select or search for the component item.
2. In the **Quantity** field, enter the quantity for the component item.
3. The Cost and Retail section displays the **Unit** and **Total** fields. These fields are populated when you enter the item.
4. Save your changes.

## Complex Packs

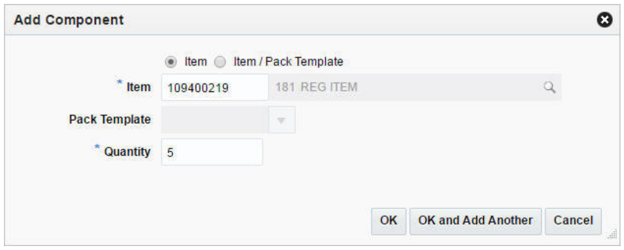
For complex packs, add component items and supplier pack templates.

### Adding Components for Complex Packs

To add components for complex packs, follow the steps below.

1. In the Components section, select **Actions** > **Add**, or use the Add icon . The Add Component window appears.

***Figure 3–38 Add Component Window***




2. Select if you want to add an item or an item/pack template.
3. In the **Item** field, enter or search for an item. This field is a required field.
4. In the **Pack Template** field, enter, select or search for the template. Only enabled if you select item/pack template.
5. In the **Quantity** field, enter the quantity for the component item.
6. Then choose one of the following options.
   - Click **OK** to add the component to the table.
   - Click **OK and Add Another** to add additional components.
   - Click **Cancel** to reject all entries and close the window.
7. Save your entries.

### Adding Supplier Pack Templates

To add supplier pack templates for complex packs, follow the steps below.

1. In the Supplier Pack Templates Description section, select **Actions > Add**, or use the Add icon. The Add Supplier Pack Template Description window appears.
2. In the **Supplier Site** field, enter or search for the supplier site.
3. In the **Pack Description** field, enter the description for the pack.
4. Then choose one of the following options.
   - Click **OK** to add the supplier pack template to the table.
   - Click **OK and Add Another** to add additional supplier pack templates.
   - Click **Cancel** to reject all entries and close the window.
5. Save your entries.

## Item Transformation

The Item Transformation window is only available for items with the item type Transformable Orderable.

The Item Transformation window contains the following sections.

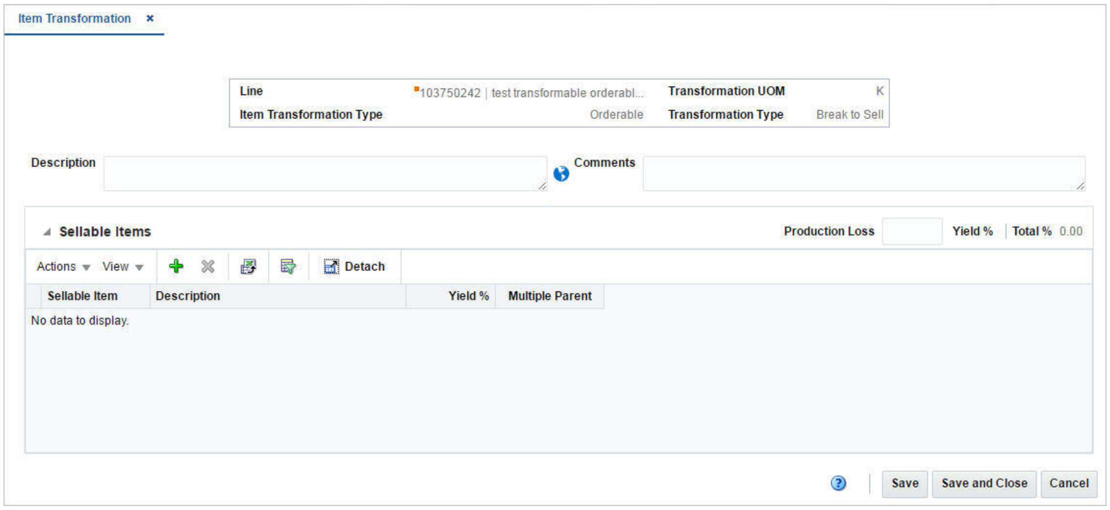
- Header

  The header contains transformable orderable item, unit of measure information, the item transformation type as well as the transformation type.

  In addition the section contains a **Description** field, for the description for the transformation template and **Comments** field. You can create a translation for the transformation template by using the Translate icon.

- Sellable Items
- Yield from Orderable
- Item Transformation Toolbar

***Figure 3–39 Item Transformation Window***




## Sellable Items

In the Sellable Items section you can map transformation sellable item(s) to a transformation orderable item and define the percentage of each sellable item that results from the transformation.

The Production Loss Yield % and the Total Yield % are displayed in right corner of the section. The Production Loss Yield % and the Total Yield % values must add up to 100%.

The table displays the sellable item, the item description, the yield % for each item as well as **Multiple Parent** checkbox.

The **Multiple Parent** checkbox indicates whether or not the sellable item is derived from multiple orderable items. If the checkbox is selected the Yield from Orderable section enables and is populated.

### Sellable Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–72 Sellable Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add sellable items by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add sellable items, see the Adding Sellable Items section. |

*Table 3–72 (Cont.) Sellable Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete a sellable item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Sellable Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–73 Sellable Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Yield from Orderable

The Yield From Orderable section is used to distribute yield percentages between multiple transformation orderable items for any transformable sellable items derived from multiple orderable items.

This section is available only for items that have the **Multiple Parent** checkbox selected, meaning the sellable item is derived from multiple orderable items and therefore the distribution yield percentages must be defined.

The table lists all of the transform orderable items from which the header level item is derived and allows you to enter a Yield % for each row. The Total Yield % values must add up to 100%.

### Yield from Orderable - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–74 Yield from Orderable - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Yield from Orderable - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–75 Yield from Orderable - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Transformation Toolbar

The toolbar contains the following icons and buttons.

*Table 3–76 Item Transformation Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Transforming an Item

To transform an item, follow the steps listed below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Restrict your search to the item type Transformed Orderable.

For more information about how to create a transformable item, see the Transformable Items section.

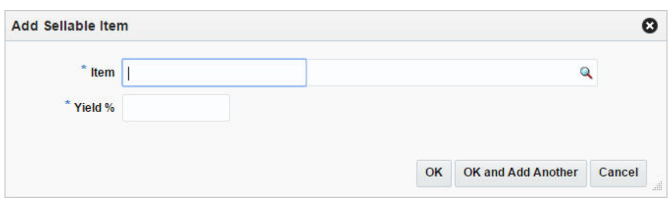
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Transformation**. The Item Transformation window appears.
6. In the **Description** field, enter the description of the item transformation.
7. In the **Production Loss** field, enter the percentage of the orderable item which is wasted in producing the sellable items. Then add the sellable items.
8. Then add the sellable items. For more information about how to add sellable items, see the Adding Sellable Items section.

### Adding Sellable Items

To add sellable items, follow the steps listed below.

1. In the Sellable Items section, select **Actions > Add**, or use the Add icon. The Add Sellable Item window appears.

***Figure 3–40 Add Sellable Item Window***




2. In the **Item** field, enter or search for the sellable item that is created from the orderable item.
3. In the **Yield %** field, enter percentage of the orderable item used to create the sellable item.

> **Note:** The Total Yield % field must equal 100% for the orderable item. The Total Yield % field is calculated by adding the Yield % and the Production Loss % field.

4. Then choose one of the following options.
   - Click **OK** to add the current sellable item to the table.
   - Click **OK and Add Another** to add additional sellable items.
   - Click **Cancel** to reject all entries and close the window.
5. In the Yield from Orderable section, define the yield details for any sellable items that are associated with multiple orderable items.

> **Note:** This section is only available, if the **Multiple Parent** checkbox is selected.

6. Save the entered records.

# Substitute Items

In the Substitute Items window you can designate and maintain substitute items with an item and all the related information. Substitute items are associated at the item/location level. Substitution relationship is primarily used by replenishment.

You can indicate whether the main item or the substitute item is primarily used to fill the recommended order quantities. For the warehouse, you can also select multiple substitute items for the main item and enter the order in which they are picked as substitute for the main item.

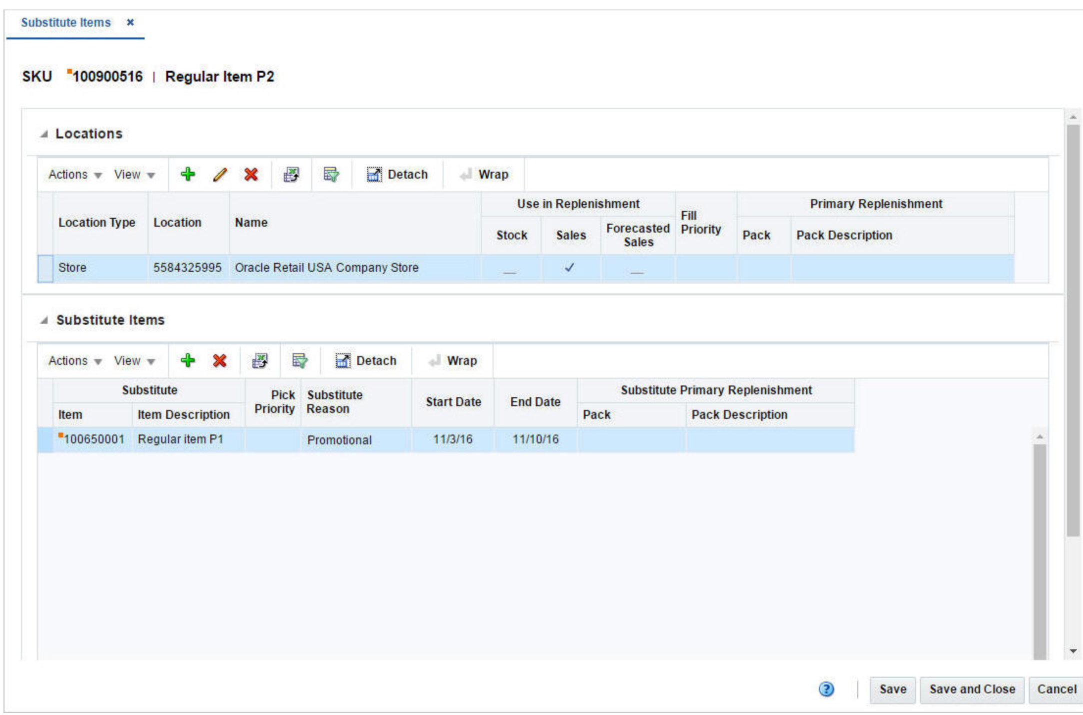
The Substitute Items window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.

- Locations
- Substitute Items
- Substitute Items Toolbar

***Figure 3–41 Substitute Items Window***




## Locations

In this section you can maintain locations for substitute items. The table lists the following columns by default.

- Location Type
- Location

- Location Name
- Use in Replenishment Indicators such as stock, sales and sales forecast
- Fill Priority
- Primary Replenishment such as pack and pack description

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–77 Locations - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new locations, see the Adding a Location section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected location. For more information about how to edit a location, see the Editing a Location section. |
| Delete and Delete icon | You can delete locations: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–78 Locations - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 3–78 (Cont.) Locations - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Substitute Items

In this section you can maintain substitute items for an item.

### Substitute Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–79 Substitute Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new items by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new items, see the Adding a Substitute Item section. |
| Delete and Delete icon | You can delete substitute items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Main Items | Opens the Main Items window. In this window you can view items the main item is a substitute for.<br>Click **OK** to close the window. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Substitute Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–80 Substitute Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 3–80 (Cont.) Substitute Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Substitute Items Toolbar

The toolbar contains the following icons and buttons.

*Table 3–81 Substitute Items Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Substitute Items

To maintain substitute items, follow the steps below.

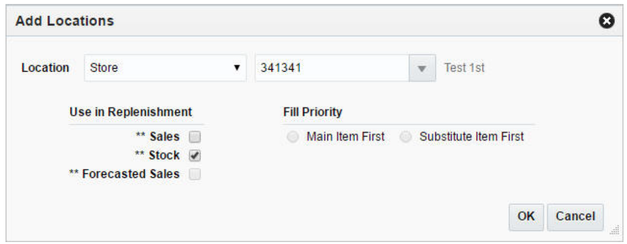
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Substitute Items**. The Substitute Items window appears.

### Adding a Location

To add a location, follow the steps below.

1. In the Locations section, select **Actions > Add**, or use the Add icon. The Add Locations window appears.

*Figure 3–42 Add Locations Window*

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**Note:** Only those locations which are ranged for the primary item can be added to the substitute items.

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2. In the **Location** field, select the location type from the list. Then select the location.
3. In the Use in Replenishment section, select the checkbox next to the replenishment calculation indicator. You need to select one of the following options.
   - **Stock**: Indicates that the substitute item is included in determining the net inventory of the main item.
   - **Sales**: Indicates that the sales history for the substitute item is included in determining the maximum stock level.
   - **Forecast Sales**: Indicates that sales forecasts for the substitute items is used in calculating the location demand for the main item.
4. In the Fill Priority section, select whether the main item or the substitute item is primarily used to fill the recommended order quantities.
5. Then choose one of the following options.
   - Click **OK** to add the location.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Location

To edit a location, follow the steps below.

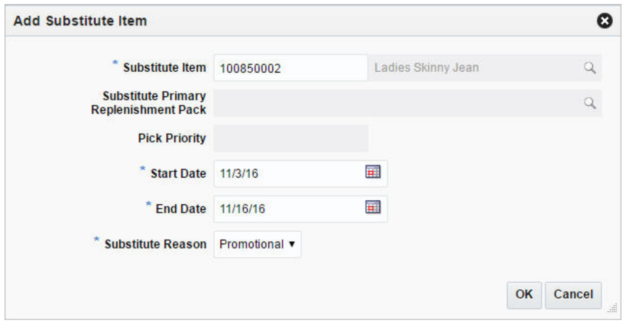
1. In the Locations section, select a location.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Locations window appears.
3. In the **Location** field, the location type and location are displayed.
4. In the Use in Replenishment section, edit the replenishment indicators, as necessary.
5. In the Fill Priority section, edit the options, as necessary.
6. Then choose one of the following options.
   - Click **OK** to save your changes.
   - Click **Cancel** to reject all entries and close the window.

## Adding a Substitute Item

To add an item, follow the steps below.

1. In the Substitute Items section, select **Actions > Add**, or use the Add icon. The Add Substitute Item window appears.

***Figure 3–43 Add Substitute Item Window***




2. In the **Substitute Item** field, enter or search for the item. This field is a required field.
3. In the **Substitute Primary Replenishment Pack** field, enter or search for the substitute primary replenishment pack.
4. In the **Pick Priority** field, enter the priority level of the substitute item.
5. In the **Start Date** field, enter the starting date for the substitute item or use the Calendar icon to select a date. This field is a required field.
6. In the **End Date** field, enter the ending date for the substitute item or use the Calendar icon to select a date. This field is a required field.
7. In the **Substitute Reason** field, select the corresponding reason from the list. This field is a required field.
8. Then choose one of the following options.
   - Click **OK** to add the substitute.
   - Click **Cancel** to reject all entries and close the window.

# Item UDAs

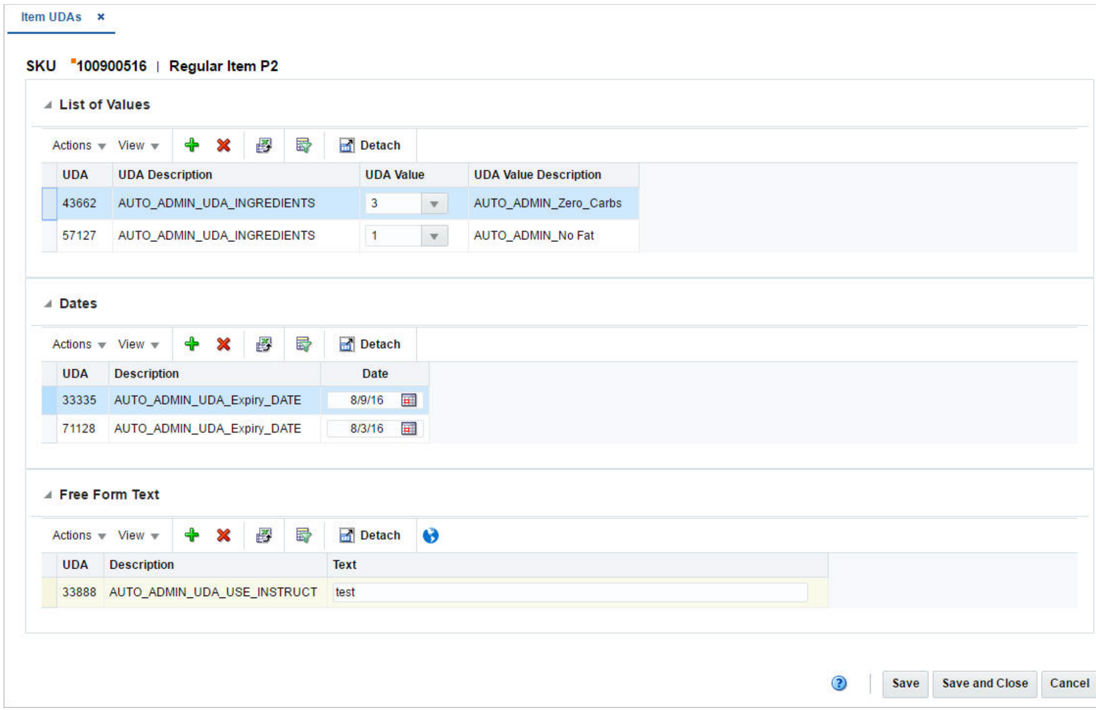
The Item UDA List window allows you to maintain and view the user defined attributes (UDA) that are associated with an item.

The Item UDAs window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- List of Values
- Dates
- Free Form Text
- Item UDAs Toolbar

*Figure 3–44 Item UDAs Window*




## UDA Defaults

When you create a new item and enter the Item UDAs window, the system verifies if any defaults are defined for the hierarchy in which the item is created. If defaults are defined, the UDA Defaults window appears.

The window displays the following defaults:

- List of Values
- Dates
- Free Form Text

For each user defined attribute a **Required** checkbox will be checked or unchecked letting you know if the value is required for the item.

You can enter UDA values, dates or texts for each required UDA as well as for each non-required UDA directly in the corresponding table.

You can also delete the non-required UDAs by selecting **Actions > Delete**, or using the Delete icon .

To close the window choose one of the following options.

- Click **OK** to add the UDA defaults to the corresponding tables in the Item UDAs window and exit the window.
- Click **Cancel** to exit the UDA Defaults as well as the Item UDAs window.

## List of Values

This section displays the user defined values for the selected item. You can edit the **UDA Value** field directly in the table.

### List of Values - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–82 List of Values - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new UDA values by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new values to the item, see the Adding List of Values section. |
| Delete and Delete icon | You can delete UDA values:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### List of Values - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–83 List of Values/Dates/Free Form Text - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Dates

This section contains the user defined dates for the item. You can edit the **Date** field, directly in the table.

### Dates - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–84 Dates - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new dates to the item by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new dates to the item, see the Adding Dates for UDAs section. |
| Delete and Delete icon | You can delete UDA dates: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Dates - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View menu, see Table 3–83, " List of Values/Dates/Free Form Text - View Menu/Icons and Description"

## Free Form Text

The Free Form Text section displays the user defined text for the item. You can edit the Text field directly in the table.

### Free Form Text - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–85 Free Form Text - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new text to the item by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new texts to the item, see the Adding Free Form Texts for UDAs section. |
| Delete and Delete icon | You can delete UDA texts: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate icon | You can create a translation by using the Translate icon. |

### Free Form Text - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

For more information about the View Menu, see Table 3–83, " List of Values/Dates/Free Form Text - View Menu/Icons and Description".

## Item UDAs Toolbar

The toolbar contains the following icons and buttons.

*Table 3–86 Item UDAs Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining User Defined Values

To maintain user defined attributes (UDAs) associated with an item, follow the steps below

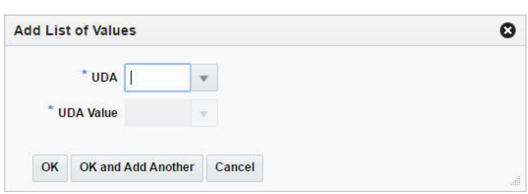
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Select **More Actions > User Defined Attributes**. The Item UDAs window appears.

### Adding List of Values

To add a new UDA value, follow the steps below.

1. In the List of Values section select **Actions > Add**, or use the Add icon . The Add List of Values window appears.

*Figure 3–45 Add List of Values Window*




2. In the **UDA** field, enter, select or search for the desired attribute.
3. In the **UDA Value** field, enter, select or search for the value.

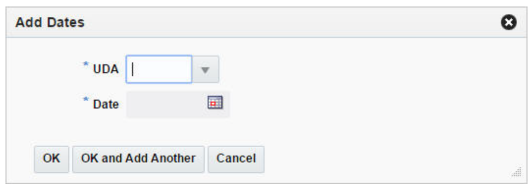
4. Then choose one of the following options.
   - Click **OK** to add the UDA value to the table and close the window.
   - Click **OK and Add Another** to add additional UDA values.
   - Click **Cancel** to reject all entries and close the window.

### Adding Dates for UDAs

To add dates for user defined attributes, follow the steps below.

1. In the Dates section, select **Actions > Add**, or use the Add icon. The Add Dates window appears.

***Figure 3–46   Add Dates Window***



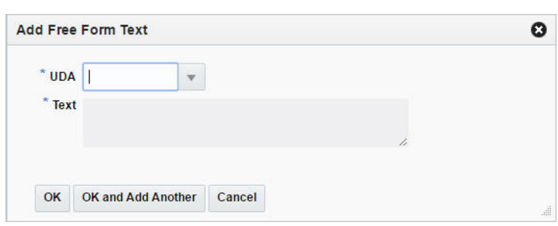

2. In the **UDA** field, enter, select or search for the desired attribute. This field is a required field.
3. In the **Date** field, enter the desired date or use the Calendar icon to select a date.This field is a required field.
4. Then choose one of the following options.
   - Click **OK** to add the date for the UDA to the table and close the window.
   - Click **OK and Add Another** to add additional UDA dates.
   - Click **Cancel** to reject all entries and close the window.

### Adding Free Form Texts for UDAs

To add free form texts for user defined attributes, follow the steps below.

1. In the Free Form Text section, select **Actions > Add**, or use the Add icon. The Add Free Form Text window appears.

***Figure 3–47   Add Free Form Text Window***




2. In the **UDA** field, enter, select or search for the desired attribute. This field is a required field.
3. In the **Text** field, enter the desired text. This field is a required field.
4. Then choose one of the following options.
   - Click **OK** to add the UDA text to the table and close the window.

- Click **OK and Add Another** to add additional UDA texts.
- Click **Cancel** to reject all entries and close the window.

# Related Items

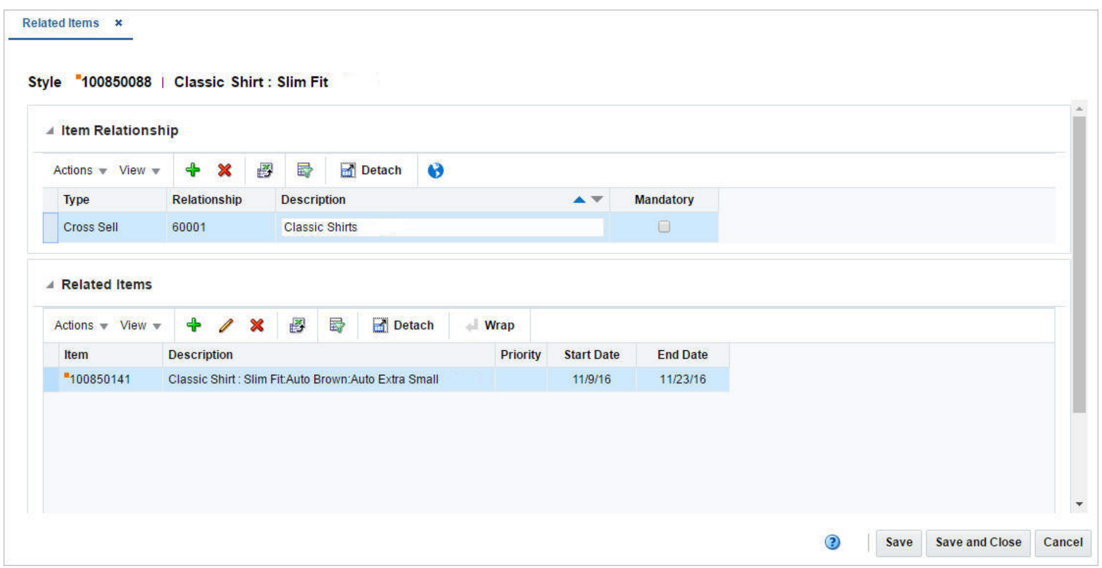
In the Rated Items window you can to add, delete or view item relationship details. Once the relationship type details have been created, items can be associated by providing an item number or an item list. The functionality of related items is used for the purpose of cross-selling, up-selling or defining substitution items for use by customer order applications, which assist in the selling process. Substitution relationships are also communicated to SIM for use during the fulfillment process.

The Related Items window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Item Relationship
- Related Items
- Related Items Toolbar

***Figure 3–48 Related Items Window***




## Item Relationship

In the Item Relationships section you can create the relationship. You have to add a relationship to enable the Related Items section.

You can edit the description as well as the **Mandatory** checkbox directly in the table.

### Item Relationship - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–87 Item Relationship - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an item relationship by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add an item relationship, see the Adding an Item Relationship section. |
| Delete and Delete icon | You can delete an item relationship:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Item Relationship - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–88 Item Relationship - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Related Items

In Related Items section you can add, edit and delete related items. The table displays the item, item description, priority, start an end date by default.

### Related Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–89 Related Items- Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
| --- | --- |
| Add and Add icon | You can add an item by selecting **Actions** > **Add** or by using the Add icon. <br> For more information about how to add an item, see the Adding Related Items section. |
| Edit and Edit icon | Select **Actions > Edit,** or use the Edit icon to edit the selected item. <br> For more information about how to edit a related, see the Editing Related Items section. |
| Delete and Delete icon | You can delete a related item: <br> ■ Select a record in the table. <br> ■ Select **Actions > Delete** or use the Delete icon. <br> ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br> ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Related Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–90 Related Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
| --- | --- |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br> ■ Ascending <br> ■ Descending <br> ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Related Items Toolbar

The toolbar contains the following icons and buttons.

*Table 3–91 Related Items Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
| --- | --- |
| Help icon | You can access the online help for a particular page by clicking the Help icon . |

*Table 3–91 (Cont.) Related Items Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Related Items

To maintain related items, follow the steps below.

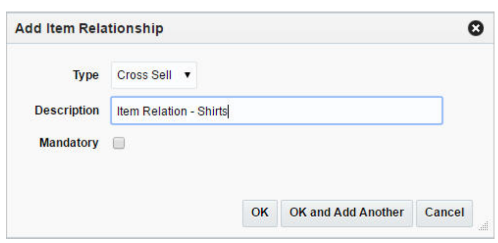
1. From the Tasks menu, select **Items > Manage Items**. The Items Search window appears.
2. Restrict your search to items in Worksheet status.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Related Items**. The Related Item window appears.

### Adding an Item Relationship

To add an item relationship, follow the steps below.

1. In the Item Relationship section, select **Actions > Add**, or use the Add icon. The Add Item Relationship window appears.

*Figure 3–49 Add Item Relationship Window*




2. In the **Type** field, select the relationship type. Possible relationship types are:
   - **Cross Sell**: This option is used to associate an item which is related as being an add-on or an accessory to the main item.
   - **Up-Sell**: This option is generally used to associate an item of greater quality and value then the item it is being associated to.
   - **Substitution**: This option is used to define which items should be considered valid for substitution when fulfilling a customer order in the event that the ordered item is out of stock.
3. In the **Description** field, enter a description for the item relationship.

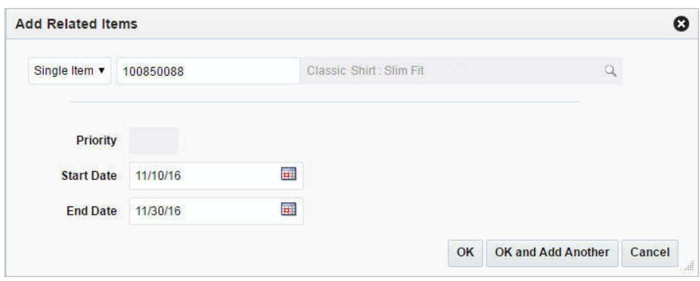
4. Select the **Mandatory** checkbox to indicate that the relationship is mandatory, meaning the main item cannot be purchased without selecting an item (or items) from the related list.
5. Then choose one of the following options.
   - Click **OK** to add the item relationship to the table and enable the Related Items section.
   - Click **OK and Add Another** to add additional item relationships.
   - Click **Cancel** to reject all entries and close the window.

### Adding Related Items

To add related items to an item relationship, follow the steps below.

1. Select a record in the Item Relationship section.
2. In the Related Items section, select **Actions > Add**, or use the Add icon. The Add Related Items window appears.

***Figure 3–50 Add Related Items Window***




3. Select if you want to add a single item or an item list. Then enter or search for an item or enter, select or search for an item list.
4. In the **Priority** field, set the priority for the related item. This field is only enabled when the Relationship Type is Substitute for the selected record in the Item Relationship section.

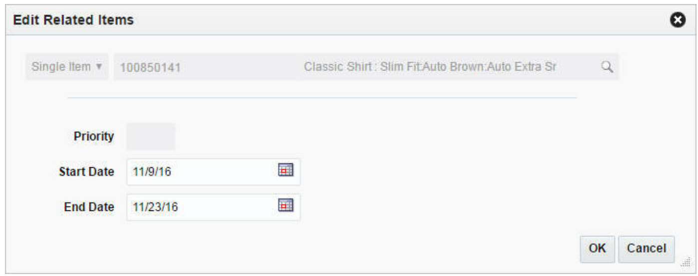
   You need to set a priority for that item when there is more than one related item.
5. In the **Start Date** field, enter a start date or use the Calendar icon to select a date.
6. In the **End Date** field, enter an end date or use the Calendar icon to select a date.
7. Then choose one of the following options.
   - Click **OK** to add the related item to the table.
   - Click **OK and Add Another** to add additional related items.
   - Click **Cancel** to reject all entries and close the window.

### Editing Related Items

To edit related items, follow the steps below.

1. Select a record in the Related Items section.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Related Items window appears.

*Figure 3–51 Edit Related Items Window*




3. Edit the enabled fields as necessary.
4. Then choose one of the following options.
   - Click **OK** to save your changes for the related item.
   - Click **Cancel** to reject all entries and close the window.

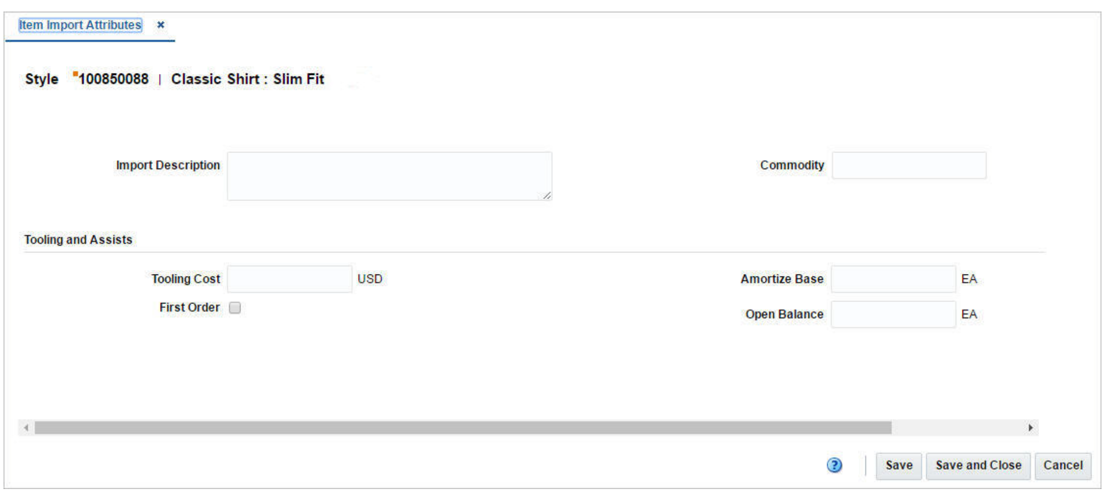
# Recording Item Import Attributes

The Item Import Attributes window allows you to record and edit import information for a selected item.

The header of the Item Import Attributes window displays the item level description, or indicates if the item is a pack or reference item. Additionally the header displays the item number and the item description.

The attributes stored at the item level are used to describe the item and provide high-level tracking information. These attributes are maintained at the 'header' level of each of the functional item types within RMS/RTM.

*Figure 3–52 Item Import Attributes Window*




To record item import attributes, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Items Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Import > Attributes**. The Item Import Attributes window appears.
6. Then enter the attributes listed in the table below.

***Table 3–92 Item Import Attributes - Fields and Description***

| Fields | Description |
|---|---|
| **Import Description** | Enter the Importer's description associated with the item.<br>This description is different from the standard item description, as it must be a minimum of 2000 characters in length to support a more detailed description of the item. |
| **Commodity** | Enter a generic entity used to group items together.<br>For example, ceramic products might be used to group all ceramic products (including bowls, vases, figurines, and so on) that are imported into the country. |
| Tooling and Assists: | |
| **Tooling Costs** | Displays the tooling/assist costs for the item. When you record import attributes, enter the tooling/assist cost for the item. |
| **First Order** | If selected, the checkbox indicates that duty must be paid on the total value of the tooling expense the first time the item is shipped.<br>Select or clear the **First Order** checkbox. |
| **Amortize Base** | Displays the number of units over which the tooling/assist cost will be amortized. This number is used to calculate the per unit amortization expense for estimated and actual landed cost records until the tooling costs are depleted.<br>Enter the number of units over which the tooling cost will be amortized. |
| **Open Balance** | Displays the open balance of the number of units yet to be received over which the tooling costs will be amortized. The open balance is the number of units that the tooling costs will be amortized over minus the number of units already received.<br>Enter the number of units in the open balance |

## Item Import Attributes Toolbar

The toolbar contains the following icons and buttons.

***Table 3–93 Item Import Attributes Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

*Table 3–93 (Cont.) Item Import Attributes Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Eligible Tariff Treatments

The Eligible Tariff Treatments window allows you to maintain which tariffs are associated with an item.

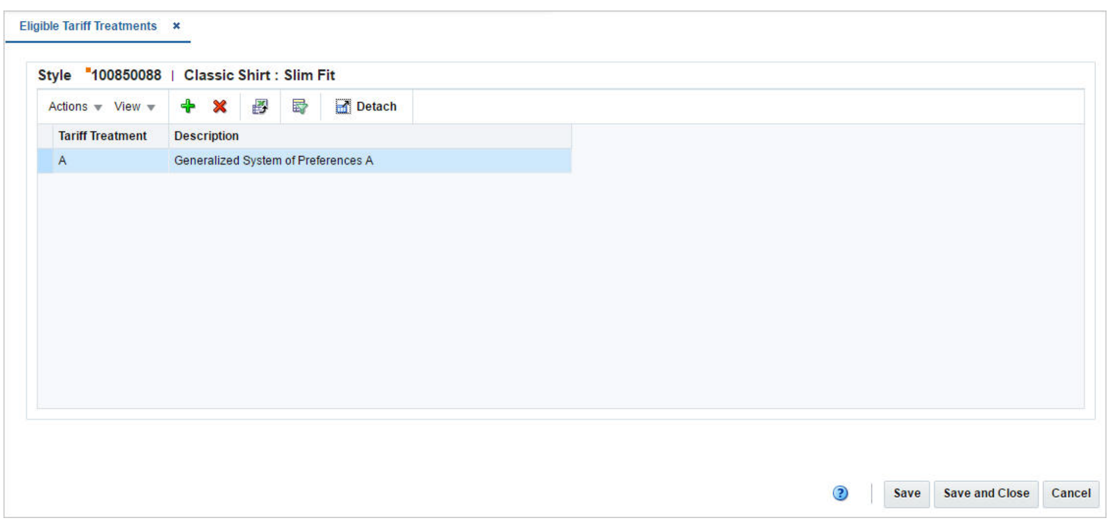
Tariff Treatments are used to determine the duty, tax, and fee rates that will apply. Some tariff treatments are conditional and apply to only those items that meet certain eligibility requirements. In this window you can maintain the conditional tariff treatments. These tariff treatments are the ones for which the item is eligible.

The Eligible Tariff Treatments contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Eligible Tariff Treatments Toolbar

*Figure 3–53 Eligible Tariff Treatments Window*




## Table

The table displays the tariff treatment and tariff description by default.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–94 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new tariff treatments by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new tariff treatments for an item, see the Adding Tariff Treatments section. |
| Delete and Delete icon | You can delete tariff treatments: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–95 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: ■ Ascending ■ Descending ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Eligible Tariff Treatments Toolbar

The toolbar contains the following icons and buttons.

*Table 3–96 Eligible Tariff Treatments Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

*Table 3–96 (Cont.) Eligible Tariff Treatments Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintain Tariff Treatments at the Item Level

To maintain which tariffs are associated with an item, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Items Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Import > Eligible Tariff Treatments**. The Eligible Tariff Treatments window appears.

### Adding Tariff Treatments

To add tariff treatments, follow the steps below.

1. In the Eligible Tariff Treatments table, select **Actions > Add**, or use the Add icon. The Add Tariff Treatment window appears.
2. In the **Tariff Treatment** field, enter, select or search for the tariff you want to associate with the item. This field is a required field.
3. Then choose one of the following options.
   - Click **OK** to add the tariff to the table.
   - Click **OK and Add Another** to add additional tariff treatments for the item.
   - Click **Cancel** to reject your entries and close the window.

# Item HTS

In the Item HTS window you can maintain the Harmonized Tariff Schedule classifications and assessments as well as view HTS details that are associated with an item.

Assessments are calculated at the item, country of sourcing, import country level. The cost components track the pertinent assessments for an item by HTS classification. They may be included in duty, expense, and actual landed cost calculations. Assessments differ from expenses in that they are defined by a government agency.

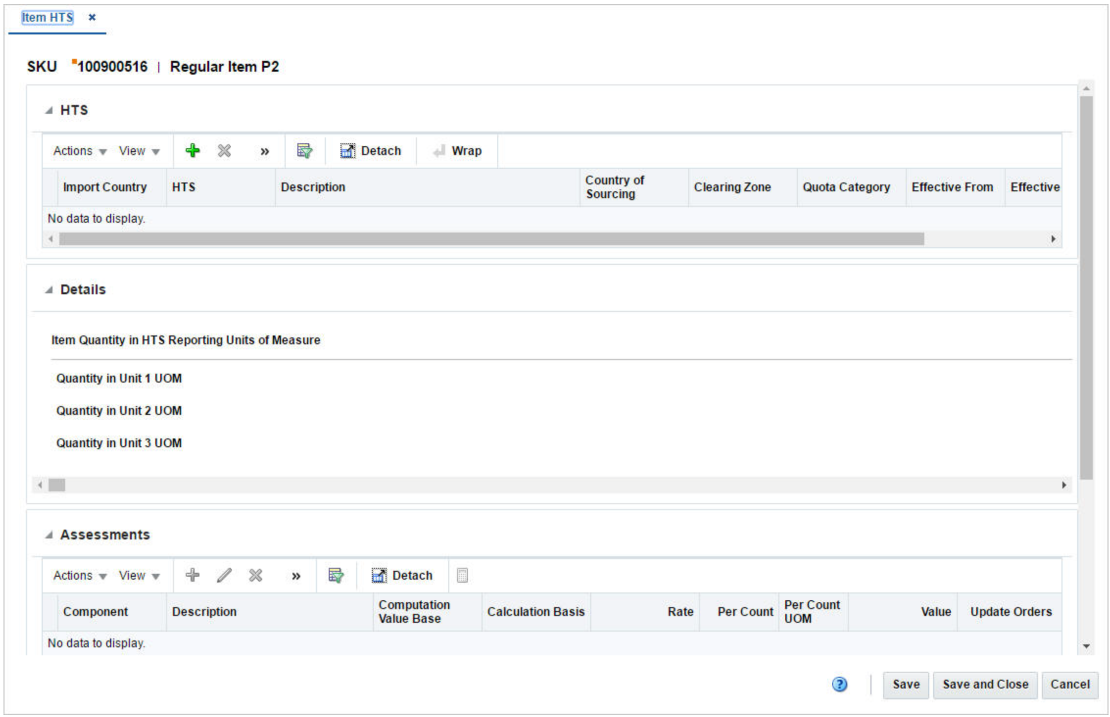
The Item HTS window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- HTS
- Details

- [Assessments]
- [Item HTS Toolbar]

***Figure 3–54 Item HTS Window***




# HTS

The HTS section contains the HTS records for the selected item. In this section you can add quota categories by import country. You can edit the **Clearing Zone** and the **Status** column directly in the table.

## HTS - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–97 HTS - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new HTS classifications by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new HTS classifications for an item, see the Adding HTS section. |
| Delete and Delete icon | You can delete HTS classifications:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

*Table 3–97 (Cont.) HTS - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### HTS - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–98 HTS - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Details

The Details section displays the Tariff Treatment in the top right corner of the section. Additionally, the section contains the following three columns.

- Item Quantity in HTS Reporting Units of Measure

  This column lists the applicable units of measure 1-3.

- Tariff Treatment Rates

  This column lists rates, for example, specific or ad valorem rate.

- HTS Details

  This column lists the duty computation code, anti-dumping case and countervailing duty case number.

## Assessments

The Assessments section displays the currency in the top right corner of the section. You can add, edit or delete assessments in this section.

The Assessments table shows the following columns by default.

- Component and component description
- Computation Value Base

- Calculation Basis Rate
- Per Count and Per Count UOM
- Estimated Value and Estimated Value UOP
- Update Orders

### Assessments - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–99 Assessments - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new assessments by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add assessments to an order, see the Adding Assessment section. |
| Edit and Edit icon | Select **Actions > Edit,** or use the Edit icon to edit the selected assessment.<br>For more information about how to edit an assessment, see the Editing Assessment section. |
| Delete and Delete icon | You can delete assessments:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Recalculate and Recalculate icon | Recalculates the values of the Assessment table. |

### Assessments - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 3–100 Assessments - View Menu and Description*

| View Menu | Description |
|---|---|
| Saved Views | The Saved Views menu contains the following options:<br>■ Default<br>If you select Default, the initial view is displayed.<br>■ Nomination Flags<br>If you select Nomination Flags, the saved nomination flags view is displayed.<br>■ Reset Views<br>Resets the table to the default view. |

*Table 3–100 (Cont.) Assessments - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item HTS Toolbar

The Toolbar contains the following icons and buttons.

*Table 3–101 Item HTS Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining HTS Classifications and Assessments for Items

To maintain HTS classifications and assessment for an item, follow the steps below.

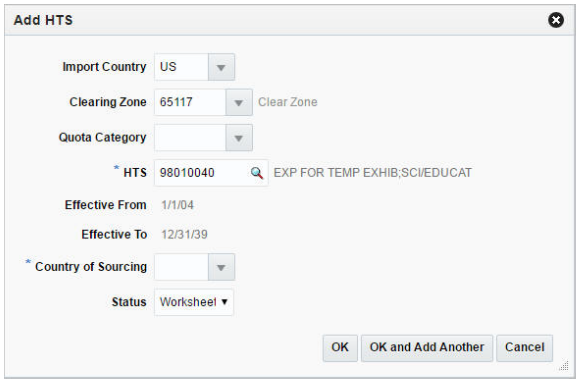
1. From the Tasks menu, select **Items > Manage Items**. The Items Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Import > HTS**. The Item HTSwindow appears.

### Adding HTS

To add a HTS classification for an item, follow the steps below.

1. In the HTS section, select **Actions** > **Add**, or use the Add icon. The Add HTS window opens.

***Figure 3–55 Add HTS Window***




2. The import country and clearing zone for the selected are displayed by default.
3. The **Quota Category** field is populated automatically, once you select the HTS code.
4. In the **HTS** field, enter, select or search for the HTS code you want to add to the for the item. This field is a required field.
5. The **Effective From** field is populated automatically, once you select the HTS code.
6. The **Effective To** field is populated automatically, once you select the HTS codes.
7. In the **Status** field, select the status of the HTS. For example, select Worksheet. This field is a required field.
8. Then choose one of the following options.
   - Click **OK** to add the selected HTS code to the table.
   - Click **OK and Add Another** to add additional HTS codes.
   - Click **Cancel** to reject all entries and close the window.

### Adding Assessment

To add an assessment for the selected item, follow the steps below.

1. In the Assessments section, click **Actions** > **Add**, or use the Add icon. The Add Assessment window opens.
2. In the **Component** field, enter or select the cost component. This field is a required field.
3. The **Computation Value Base** field is populated automatically, once you select the cost component.
4. The **Calculation Basis** field is populated automatically, once you select the cost component.
5. The **Rate** field is populated automatically, once you select the cost component. This field is a required field.
6. The **Per Count** field is populated automatically, once you select the cost component.

7. The **Per Count UOM** field is populated automatically, once you select the cost component.
8. Select the **Update Orders** checkbox to update the order with the entered information.
9. In the **Component Nomination** section, the following fields are populated automatically, once you select the cost component. These fields are required fields.
   - Nom Flag 1
   - In Duty
   - Nom Flag 3
   - In Exp
   - In ALC
10. Then choose one of the following options.
    - Click **OK** to add the assessment to the table and close the window.
    - Click **OK and Add Another** to add additional assessments.
    - Click **Cancel** to reject all entries and close the window.
11. In the Assessments section, select **Actions > Recalculate**, or use the Recalculate icon to update the values.

### Editing Assessment

To edit an assessment for the selected purchase order follow the steps below.

1. In the Assessments section, click **Actions** > **Edit** or use the Edit icon to add assessments. The Edit Assessment window opens.
2. The **Component** field is populated with the selected component of the Assessment table.
3. The **Computation Value Base** field is populated automatically. If necessary edit the value.
4. The **Calculation Basis** field is populated automatically.
5. The **Rate** field is populated automatically. If necessary, edit the value. This field is a required field.
6. The **Per Count** field is populated automatically. If necessary, edit the value.
7. The **Per Count UOM** field is populated automatically. If necessary, edit the value.
8. Select **Update Orders** checkbox to update the order with the entered information.
9. In the **Component Nomination** section, the following fields are populated automatically. Edit the values, if necessary. These fields are required fields.
   - Nom Flag 1
   - In Duty
   - Nom Flag 3
   - In Exp
   - In ALC

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**Note:** To edit the fields, select the status of the assessment in relation to the other components. Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs. Select + (plus sign) to add the assessment to the total. Select - (minus sign) to subtract the assessment from the total.

---

10. Then choose one of the following options.
    - Click **OK** to save your changes and close the window.
    - Click **Cancel** to reject entries and close the window.
11. In the Assessments section, select **Actions > Recalculate**, or use the Recalculate icon to update the values.

# Item VAT

The Item VAT window allows you to maintain and view the value added tax (VAT) codes that are associated with an item at or above the transaction level.

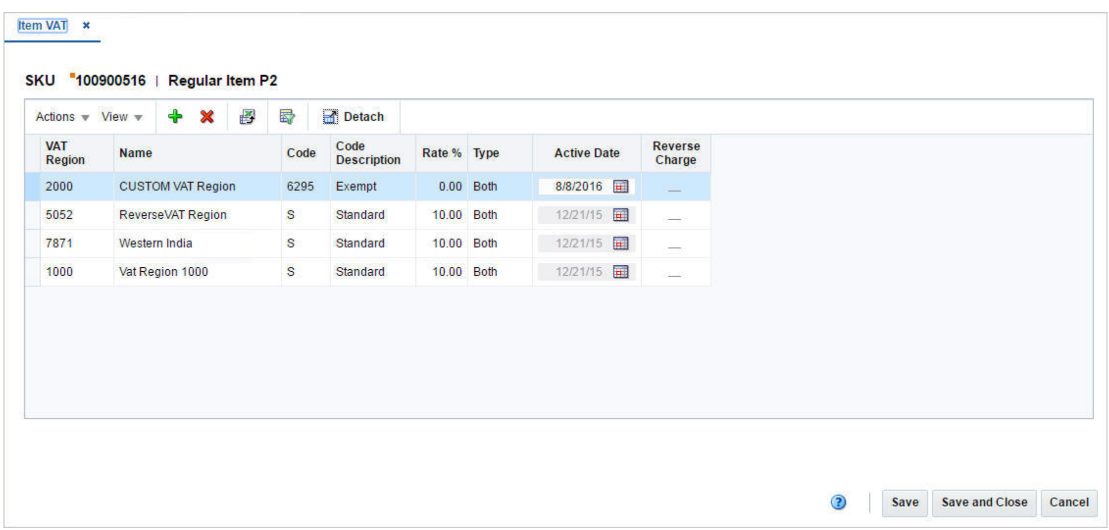
An audit record is kept of who added the VAT code to the item and when the VAT code was added.

The Item VAT window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item VAT Toolbar

***Figure 3–56 Item VAT Window***




## Table

The table displays the VAT Region, Name, Code, Code Description, Rate %, Type and Active Date as well as the Reverse Charge column by default.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–102 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new VAT codes by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new VAT codes for an item, see the Adding VAT Codes section. |
| Delete and Delete icon | You can delete a VAT code:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–103 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item VAT Toolbar

The toolbar contains the following icons and buttons.

*Table 3–104 Item VAT Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |

*Table 3–104 (Cont.) Item VAT Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining VAT Codes for Items

To maintain HTS classifications and assessment for an item, follow the steps below.

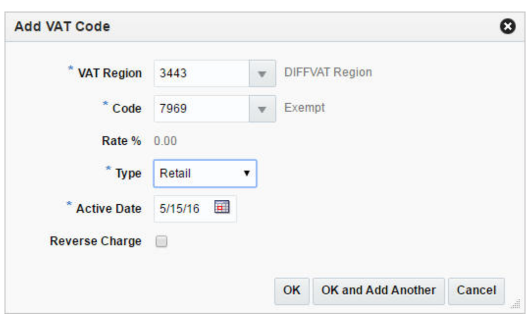
1. From the Tasks menu, select **Items > Manage Items**. The Items Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > VAT Maintenance**. The Item VAT window appears.

### Adding VAT Codes

To add VAT code for an item, follow the steps below.

1. Select **Actions** > **Add**, or use the Add icon. The Add VAT Code window appears.

*Figure 3–57 Add VAT Code Window*




2. The **VAT Region** field, enter, select or search for the VAT region. This field is a required field.
3. In the **Code** field, enter, select or search for the VAT code.This field is a required field.
4. In the **Type** field, select the type of calculations in which VAT amounts should be included
5. The **Active Date** field, enter a date on which the VAT code becomes effective or use the Calendar icon to select a date. This field is a required field.

6. Select the **Reverse Charge** checkbox if reverse charge VAT is applicable for the item.
7. Then choose one of the following options.
   - Click **OK** to add the VAT code to the table.
   - Click **OK and Add Another** to add additional VAT codes.
   - Click **Cancel** to reject all entries and close the window.

# Item Seasons

The Item Season window allow you to add and delete seasons and phases from items. When adding a season to an item, a season and a phase within the season is selected.

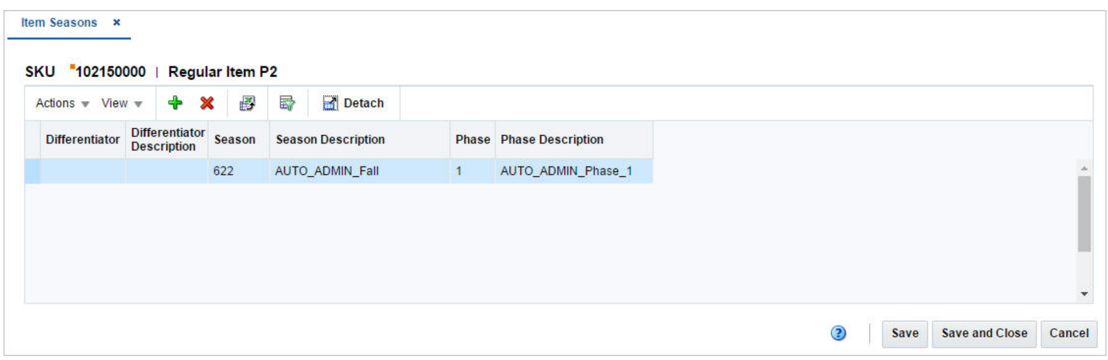
The seasons and phases of an item are used to track the sales of the item through reports. Season/phase records for items in a group can be added or overwritten if the passed item is above the item's group transaction level.

The Item Seasons window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Item Seasons Toolbar

***Figure 3–58 Item Seasons Window***




## Table

The table displays the actions to be performed, the existing seasons and phases to be changed or deleted as well as the new seasons and phases to be added for the selected item.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–105 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add seasons and phases by selecting **Actions** > **Add** or by using the Add icon. For more information about how to maintain seasons and phases, see the Adding Seasons and Phases section. |
| Delete and Delete icon | You can delete seasons and phases: <br>■ Select a record in the table. <br>■ Select **Actions** > **Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–106 Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Seasons Toolbar

The toolbar contains the following icons and buttons.

*Table 3–107 Item Seasons Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

*Table 3–107 (Cont.) Item Seasons Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Seasons and Phases

To maintain seasons and phases for items, follow the steps below.

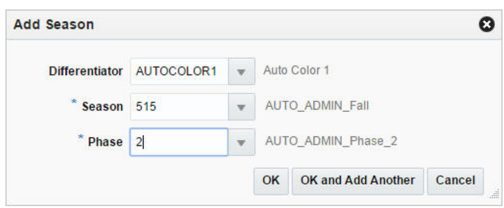
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Season/Phases**. The Item Season window appears.

### Adding Seasons and Phases

To add a season and phase, follow the steps listed below.

1. Select **Actions > Add** or use the Add icon. The Add Season window appears.

*Figure 3–59 Add Season Window*




2. In the **Differentiator** field, enter, select or search for the differentiator. This field is only enabled, if the selected item has differentiators.
3. In the **Season** field, enter, select or search for the season you want to add. This field is a required field.
4. In the **Phase** field, enter, select or search for the phase you want to add. This field is a required field.
5. Then choose one of the following options.
   - Click **OK** to add the season and phase to the table and close the window.
   - Click **OK and Add Another** to add additional seasons/phases.
   - Click **Cancel** to reject all entries and close the window.

## Item Tickets

The Item Ticket window allows you to associate ticket types or labels with a single item or multiple items. You can choose the conditions under which the tickets should be printed automatically, such as PO approval, item receipt or a permanent price change.

In case of a requirement for extra tickets, you can enter the percentage of extra tickets to be printed. If you add ticket types to items on an item list, any existing ticket types for those items are deleted and replaced with the new ticket types.

The Item Tickets window contains the following sections.

- Header

  **For Items:**

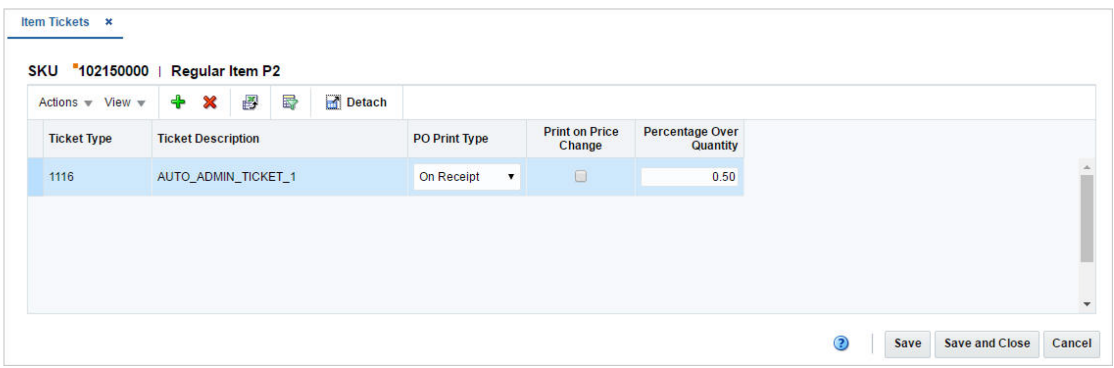
  The header of the window displays the Item Level (SKU/Style/ Reference Item), the item number and item description.

  **For Item Lists:**

  The header contains the item list number and description.

- Item Tickets Table
- Item Tickets Toolbar

***Figure 3–60 Item Tickets Window***




## Item Tickets Table

The Item Tickets table displays the ticket type, description as well as when the ticket should be printed automatically.

You can edit the following columns directly in the table.

- **PO Print Type**

  Select when the ticket should be printed.

- **Print on Price Change**

  Select the checkbox to indicate that the ticket should be printed upon a price change.

- **Percentage Over Quantity**

  Enter the percentage of extra tickets, if needed.

### Item Ticket Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–108 Item Tickets Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new ticket to an item list by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add item tickets to an item list, see the Adding a Ticket Type section. |
| Delete and Delete icon | You can delete ticket types: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Item Tickets Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 3–109 Item Tickets Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Tickets Toolbar

The toolbar contains the following icons and buttons.

*Table 3–110 Item Tickets Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save and Close** | Click **Save and Close** to save the entered records and close the Item Tickets window. |

*Table 3–110 (Cont.) Item Tickets Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the Item Tickets window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the Item Tickets window. |

## Adding a Ticket Type

**For Item Lists:**

To add a ticket type to an item list, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item List**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Mass Change > Item Ticket**. The Item Tickets window appears.

**For Items:**

To add a ticket type to an item, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Select **More Actions > Ticket Type**. The Item Tickets window appears.

To add a ticket type, follow the steps below.

1. Select **Actions > Add**, or use the Add icon. The Add Ticket Type window appears.
2. In the **Ticket Type** field, enter, select or search for the desired ticket type.
3. In the **PO Print Type** field, select when the ticket should be printed.
4. Select the **Print on Price Change** checkbox to indicate that the ticket should be printed in case of a price change.
5. In the **Percentage Over Quantity** field, enter the percentage of the extra tickets needed, if necessary.
6. Then choose one of the following options.
   - Click **OK** to save the ticket type and close the window.
   - Click **OK and Add Another** to add additional ticket types.
   - Click **Cancel** to reject all entries and close the window.

# Item Images

The Image window allows you to maintain, and view one or more images for an item. The location for an image must be a URL address. You can maintain images for items at the following levels:

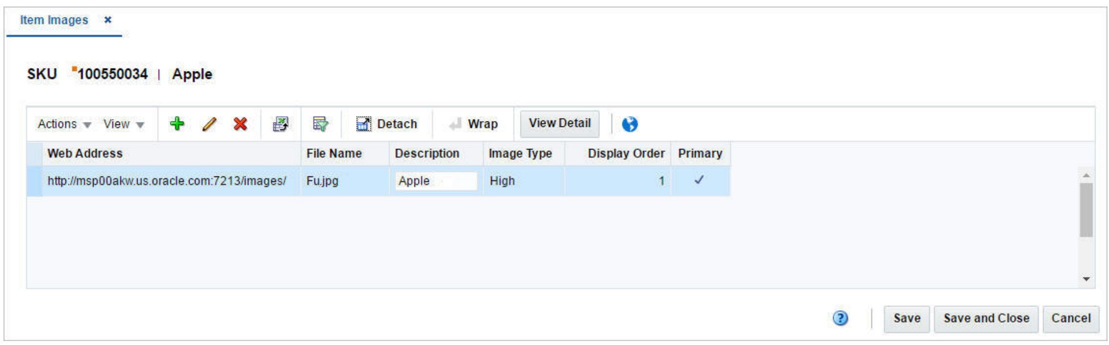
The Item Images window contains the following sections.

- Header

  The header of the window displays the Item Level (SKU/Style/ Reference Item), the item number and item description.

- Table
- Item Images Toolbar

*Figure 3–61 Item Images Window*




## Table

The table lists the images for an item. The table displays the Web Address, File Name, Description, Image Type, Display Order and Primary columns by default.

You can edit the **Description** column directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–111 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new item image by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add new items images, see the Adding Item Images section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected item image.<br><br>For more information about how to edit an item image, see the Editing Image Details section. |

*Table 3–111 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete item images:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| **View Detail** button | Opens the Web Address to view the item image. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–112 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item Images Toolbar

The toolbar contains the following icons and buttons.

*Table 3–113 Item Images Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |

*Table 3–113 (Cont.) Item Images Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Maintaining Item Images

To maintain item images, follow the steps below.

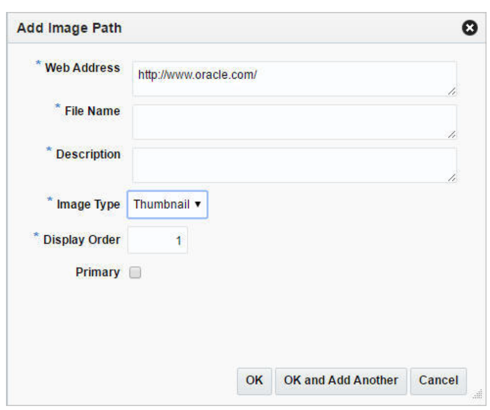
1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
5. Then select **More Actions > Images**. The Item Images window appears.

### Adding Item Images

To add an item image, follow the steps below.

1. Select **Actions > Add**, or use the Add icon. The Add Image Path window appears.

*Figure 3–62 Add Image Path Window*




2. In the **Web Address** field, enter the appropriate address.
3. In the **File Name** field, enter the file name and extension.
4. In the **Description** field, enter a brief description of the item image.
5. In the **Image Type** field, select an image type from the list.
6. The **Display Order** field indicates the priority of usage of each image file defined.

7. Select the **Primary** checkbox to indicate that the image is the primary image for the item.
8. Then choose one of the following options.
   - Click **OK** to add the current image to the table and close the window.
   - Click **OK and Add Another** to add additional images for the item.
   - Click **Cancel** to reject all entries and close the window.

### Editing Image Details

To edit item details, follow the steps below.

1. Select **Actions > Edit**, or use the Edit icon. The Edit Image Details window appears.
2. Edit the fields as necessary.
3. Then choose one of the following options.
   - Click **OK** to save your changes to the table and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Viewing Unavailable Inventory

The Unavailable Inventory window allows you to view stock on hand that is not available for sale for an item location or group of locations.

To view unavailable inventory, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Then select **More Actions > Sales and Inventory > Unavailable Inventory**. The Unavailable Inventory window appears.

The Unavailable Inventory window contains the following sections.

- Header

  The header of the window displays Item Level (SKU/Style/ Reference Item), the item number and item description.
- Table
- Unavailable Inventory Toolbar

## Table

The table lists the location type, the location, the location name, the status and the quantity.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–114 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–115 Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Unavailable Inventory Toolbar

The toolbar contains the following icons and buttons.

*Table 3–116 Unavailable Inventory Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Viewing Open Orders by Item

The Open Orders by Item window allows you to view a list of the outstanding orders for a selected item, item parent, or pack item.

To access the Open Orders by Item window, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Item window appears.
5. Then select **More Actions > Order Details**. The Open Orders by Item window appears.

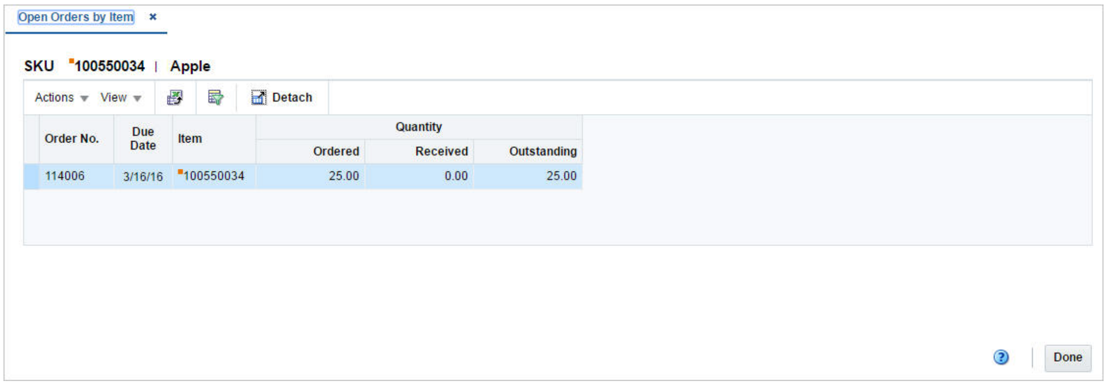
The window contains the following sections.

- Header

The header of the window displays the Item Level (SKU/Style/ Reference Item), the item number and item description.

- Table
- Open Orders By Item Toolbar

***Figure 3–63 Open Orders by Item Window***




## Table

The table displays open orders associated to the item.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–117 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–118 Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 3–118 (Cont.) Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Open Orders By Item Toolbar

The toolbar contains the following icons and buttons.

*Table 3–119 Open Orders by Item Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Managing an Item

The Manage Items option opens the Item Search window. In this window you can perform the following actions.

- Creating an item
- Creating like item
- Editing an item
- Viewing an item
- Cost change
- Mass change item/location

You can assess the Item Search window from the Task menu, select **Items** > **Manage Items**. The Item Search window appears.

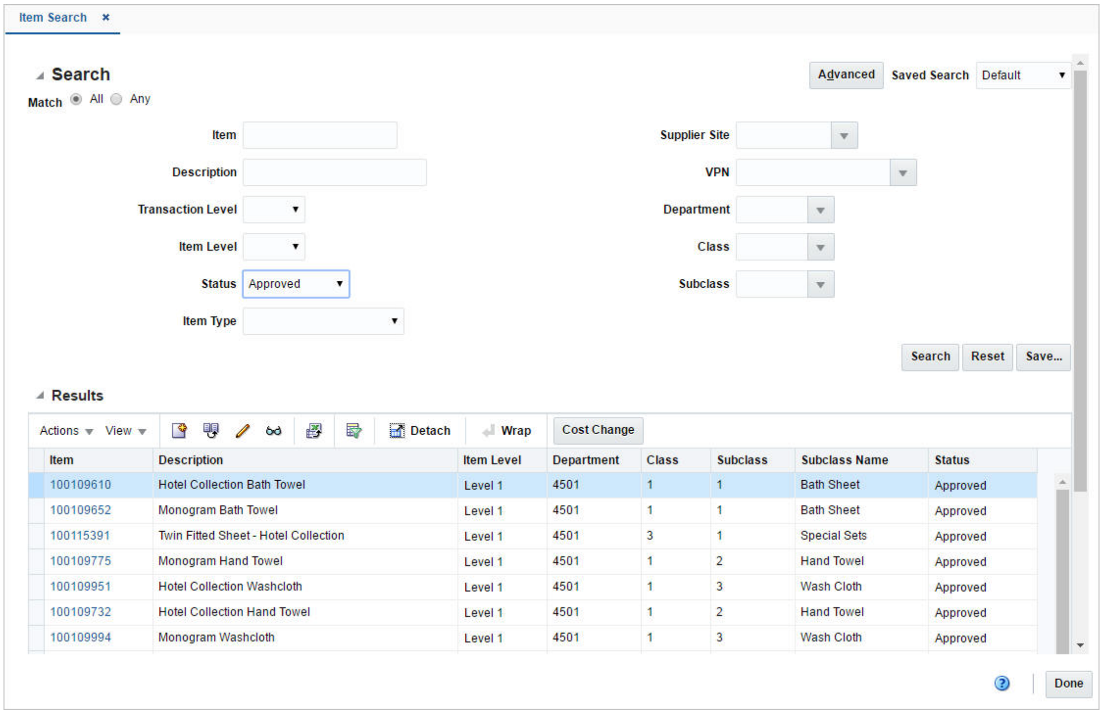
In the Item Search window you can search items by specifying various search criteria. You can choose to access items in the search results in edit or view mode depending on security privileges. There are also options for creating a new item or create like item.

The Item Search window includes the following sections:

- Search

  For more information on the Item Search window, see the Searching for an Item section.
- Results
- Item Search Toolbar

*Figure 3–64 Item Search Window*




## Searching for an Item

To search for an item:

1. From the Tasks menu, select **Items** > **Manage Items**. The Item Search window appears.
2. You can search for an item by providing search criteria in search section. Criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search screen is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for an Item Through the Basic Search Criteria

To search for an item through the basic search criteria:

1. Enter or select one or all of the following basic search criteria:

*Table 3–120 Item Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Item** | Enter an item. |
| **Description** | Enter a description of an item. |
| **Transaction Level** | Select the transaction level from the list. |
| **Item Level** | Select the item level from the list. |
| **Status** | Select one of the following statuses from the list: Worksheet, Submitted, Approved, Delete Pending. |

*Table 3–120 (Cont.) Item Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Item Type** | Select one of the following item types from the list:<br>Regular Item, Simple Pack, Complex Pack, Deposit Contents, Deposit Container, Deposit Crate, Deposit Returned Item, Consignment/concession, Transformed Orderable, Transformed Sellable. |
| **Supplier Site** | Enter the supplier site, select or search for the supplier site and number from the list. |
| **VPN** | Enter the VPN number, select or search for the VPN and number from the list. |
| **Department** | Enter the department number, select or search for the department name and number from the list. |
| **Class** | Enter the class number, select or search for the class name and number from the list. |
| **Sub Class** | Enter the sub class number, select or search for the sub class name and number from the list. |

2. You can also click on the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search populates the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalized Saved Search window appears.

   For more information on Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search criteria and results.
5. Click the **Save** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For information on the Create Saved Search window, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an Item Through the Advanced Search Criteria

To search for an item through the advanced search criteria:

1. Enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The items that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section displays the items that match the search criteria.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 3–65 Results - Actions Menu and Icons***


***Table 3–121 Results - Actions Menu/ Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create an item by clicking **Create** from the Actions menu or by clicking the Create icon. For more information on creating an item, see the Creating an Item section. |
| Create Like Item icon | You can create like item by clicking **Create Like Item** from the Actions menu or by clicking the Create Like Item icon. For more information on creating the like item, see the Creating the Like Item section. |

*Table 3–121 (Cont.) Results - Actions Menu/ Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | You can edit an item by clicking **Edit** from the Actions menu or by clicking the Edit icon. For more information on editing an item, see the Editing an Item section. |
| View and View icon | To view an item: ■ Select a record in the Results section. ■ Select **Actions > View,** or click the View icon. The Item window appears in View mode. ■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Cost Change or **Cost Change** button | The initial cost of an item is established at item set-up. The cost of the item can be adjusted in the item record until the status of the item is Approved or Unapproved. After you approve the cost change, the Item/Supplier cost record is updated and any outstanding purchase orders that have not been received are recalculated. For more information about this option, see the Cost chapter, section "Changing Costs by Item" |
| Mass Change Item/Location | You can access the Change Item/Loc Attributes window by clicking the Mass Change Item/Location option for the selected item. For more information about changing item location attributes, see the Changing Item/Location Attributes section. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 3–66 Results - View Menu and Icons*

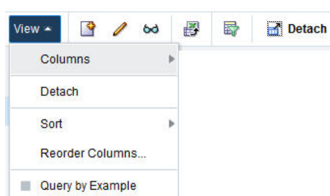



*Table 3–122 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |

*Table 3–122 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Item Search Toolbar

The toolbar contains the following icons and buttons.

*Table 3–123 Item Search Toolbar - Icons/Buttons and Description*

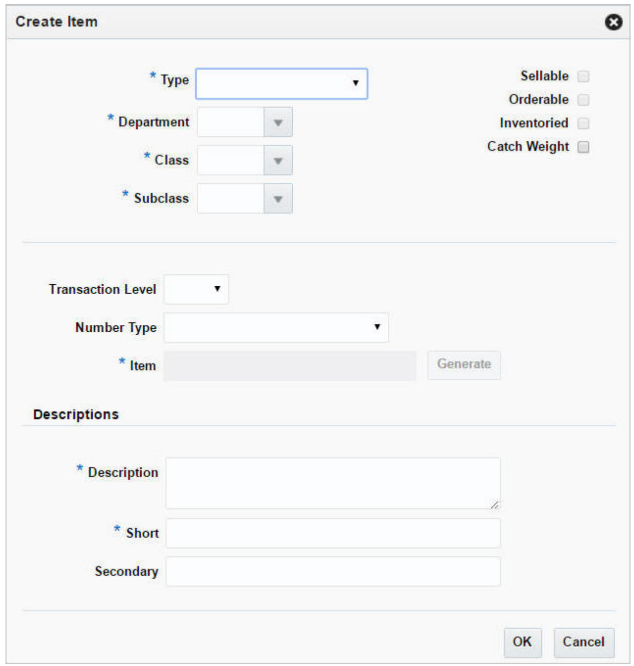
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Creating an Item

To create an item:

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Select **Actions > Create**, or click the Create icon. The Create Item window appears.

*Figure 3–67 Create Item Window*



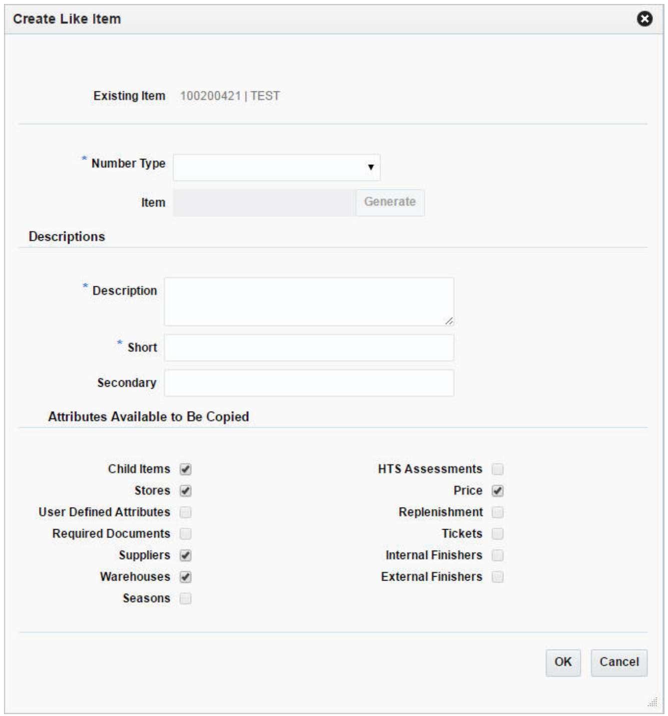

For more information on how to create an item, see the Creating an Item section.

## Creating the Like Item

To create like items:

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Select **Actions > Create Like Item**, or click the Create Like Item icon.The Create Like Item window appears.

***Figure 3–68 Create Like Item Window***




6. In the **Number Type** field, select the number type from the list. This field is a required field.
   - If you select Oracle Retail Item Number or UPC-A in the **Item Number Type** field, the item number is automatically added.
   - If you select EAN/UCC-13 in the **Item Number Type** field, you can automatically generate the EAN number by clicking the **Generate** button in the Edit Pending Child Item window.
   - If you select Manual in the **Item Number Type** field, the Description field accepts alphabetic text and does not validate digit, length, or characters. It is a 12-digit number starting with 3 that includes check digit validation
7. In the **Description** field, enter the description for the new item.
8. In the **Short** field, enter a short description for the new item.
9. In the Attributes to Be Copied section, select all attributes you want to copy from the like item.
10. Then choose one of the following options.
    - Click **OK** to navigate to Items window, which opens in edit mode with all the selected attributes copied from the like item.

      For more information about the Item window, see the Item Window section.
    - Click Cancel to reject all entries and close the window.

## Editing an Item

To edit an item:

1. From the Tasks menu, select **Items** > **Manage Item**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. From the Actions menu, select **Edit** or click the Edit icon. The Item window appears.
6. Make the necessary changes. For more information about the Item window, see the Item Window section.

## Changing Item/Location Attributes

In the Change Item/Loc Attributes window you can modify attribute values for an item, item parent or list of items at a designated location or group of locations.

Whether you change attributes for one item or multiple items depends on how you access the window. When you edit an item, you can change the attributes for the item. When you use an item list, you can change the attributes for all items on the item list.

For **items**:

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Items that match the search criteria are displayed in the Results section.
4. In the Results section, mark a record and select **Actions > Mass Change Item/Location**. The Change Item/Loc Attributes window appears.

For **item lists**:

1. From the Tasks menu, select **Foundation Data > Items > Manage Item Lists**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. In the Results section, mark a record and select **Actions > Mass Change > Item/Locations**. The Change Item/Loc Attributes window appears.

In a multi-channel environment, all changes at the warehouse level are applied at the virtual warehouse level. Each virtual warehouse within a physical warehouse can have a unique set of attributes.

The Change Item/Loc Attributes window contains the following sections.

- Header

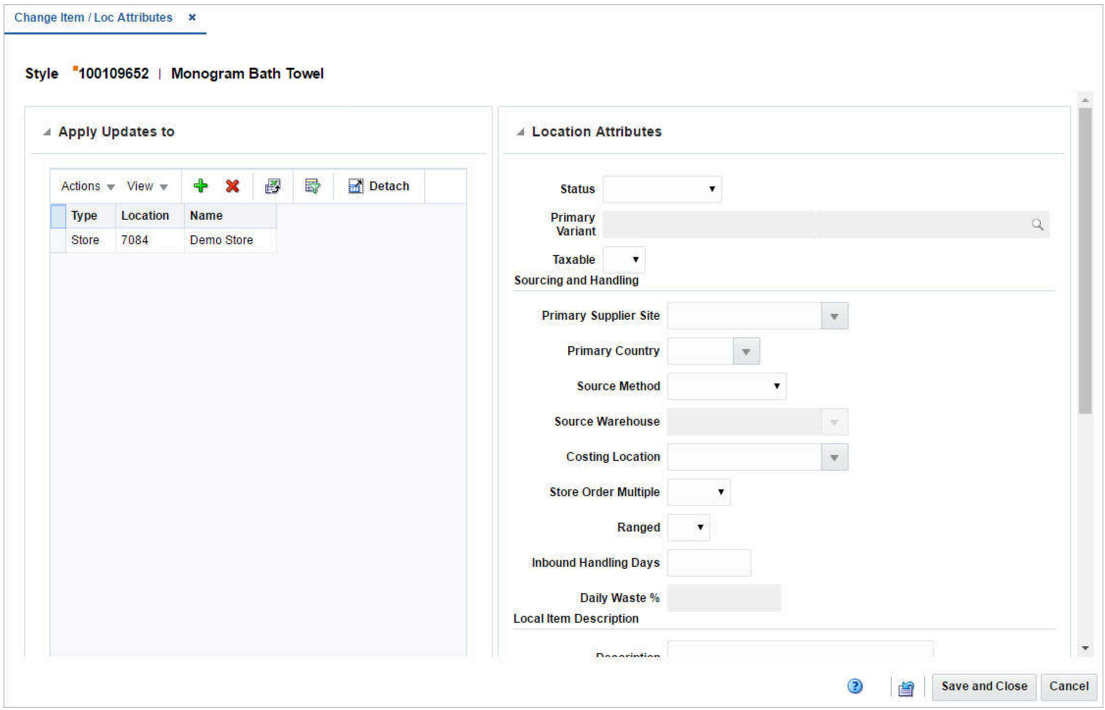
  For **items** the header displays the item level description, or indicates if the item is a pack or reference item. Additionally the item number and item description is displayed.

  For **item lists** the header displays the item list number and name.

- Apply Updates to

- Location Attributes
- Change Item/Loc Attributes Toolbar

***Figure 3–69 Change Item/Loc Attributes***




## Apply Updates to

In the Apply Updates to section you can enter a location or group of locations you want to change for the selected item or item list. The table displays the location type, location and location name by default.

### Apply Updates to- Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–124 Apply Updates to - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add a location, see the Adding Locations section. |
| Delete and Delete icon | You can delete one or more locations from the table:<br>■ Select one or more records in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record(s) is/are deleted from the table. |

*Table 3–124 (Cont.) Apply Updates to - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Apply Updates to - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–125 Apply Updates to - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Location Attributes

In the Location Attributes section enter the attributes you want to change. The changes to attributes are applied to the locations that remain in the table in the Apply Updates to section.

*Table 3–126 Location Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **Status** | Select the item status at the location from the list. |
| **Primary Variant** | Enter or search for an item as the primary variant.<br>This field is only available for items higher than transaction level. |
| **Taxable** | Indicate if the item is taxable at the location or not. |
| Sourcing and Handling: | |
| **Primary Supplier Site** | Enter, select or search for the supplier who will be the primary supplier for the item/location combination. |
| **Primary Country** | Enter, select or search for the primary country for the item/location combination. |
| **Source Method** | Select the sourcing method from the list. |
| **Source Warehouse** | Enter, select or search for the source warehouse. Only available, if you select Warehouse as the source method. |
| **Costing Location** | Enter, select or search for the costing location. |

*Table 3–126 (Cont.) Location Attributes - Fields and Description*

| Fields | Description |
|---|---|
| **Store Order Multiple** | Select the pack size level at which the item is shipped between warehouses and stores. |
| **Ranged** | Select if the locations is ranged for replenishment. |
| **Inbound Handling Days** | Enter the number of inbound handling days for the item. |
| **Daily Waste %** | Enter the average percentage lost form inventory on a daily basis due to natural wastage |
| Local Item Description: | |
| **Description** | Enter the item description. |
| **Short** | Enter a short description for the item |
| Location Tier Height: | |
| **Tier** | Enter the tier. |
| **Height** | Enter the height. |
| Price: | |
| **Ticketing Price** | Enter the ticket price. |
| UIN: | |
| **UIN Type** | Select the unique identification number UIN Type for the location from the list. |
| **UIN Label** | Select the UIN label for the locations from the list. |
| **Capture Time** | Select the capture time from the list. |
| **External UIN** | Select the external UIN from the list. |

## Change Item/Loc Attributes Toolbar

The toolbar contains the following icons and buttons.

*Table 3–127 Change Item/Loc Attributes Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon . All entries are reset and not saved. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Locations

To add one or more locations want to change for the selected item or item list, follow the steps below.

1. In the Apply Updates to section, select **Actions > Add**, or use the Add icon . The Add Location window appears.
2. In the **Location** field, select a location type from the list. Then enter the location.
3. Then choose one of the following options.

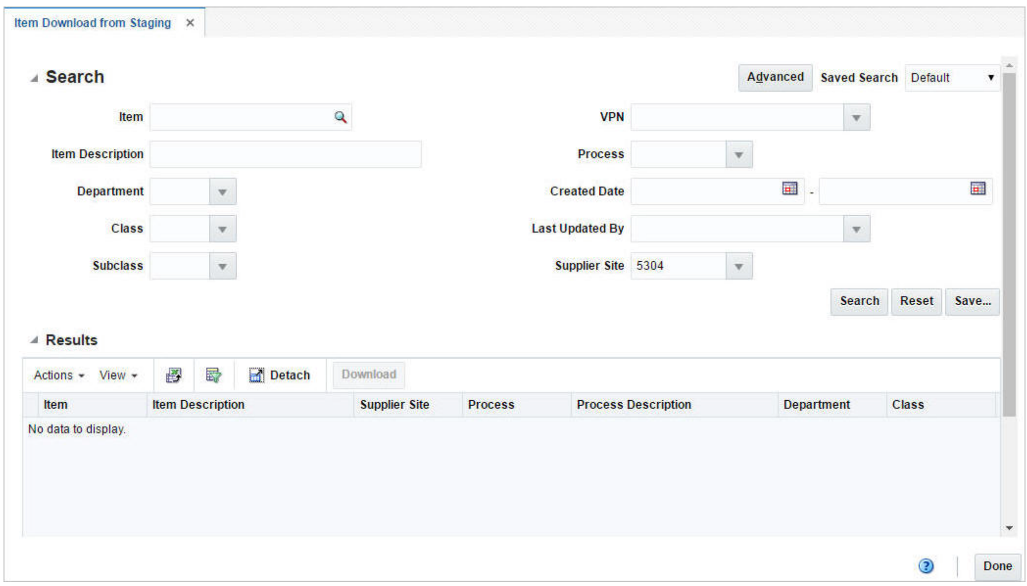
- Click **OK** to add the current locations to the table.
- Click **OK and Add Another** to add additional locations to the table.
- Click **Cancel** to reject all entries and close the window.

## Download from Staging

In the Item Download from Staging window you can download items from RMS to a spreadsheet.

1. From the Tasks menu, select **Items**> **Download from Staging**. The Item Download from Staging window appears.

***Figure 3–70 Item Download from Staging Window***

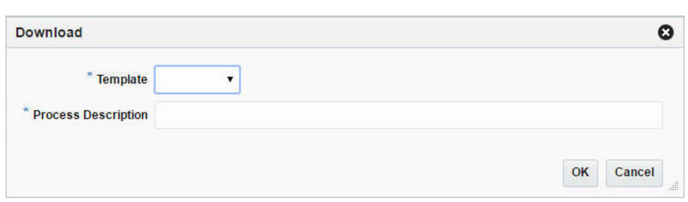



2. Search for the items you want to download according to basic or advanced search criteria. The search results are shown in the Result section.

   For more details regards the basic and advanced search function in RMS see the Common User Interface Controls chapter, sections "Searching for a Deal Through the Basic Search Criteria" and "Searching for a Deal Through the Advanced Search Criteria".

3. To download all items displayed in the Result section, select **Actions** > **Download**, or use the **Download** button. The Download window appears.

***Figure 3–71 Download from Staging Window***




4. In the **Template** field, select the template you want to download. This field is a required field.

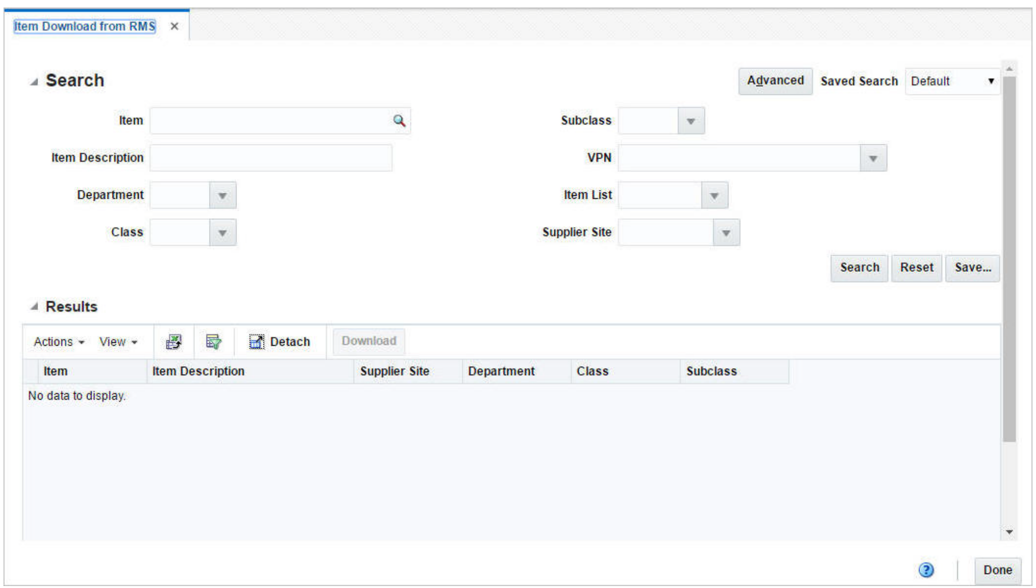
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field. This field is a required field.
6. Then choose one of the following options.
   - Click **OK** to open the spreadsheet with the selected items on your desktop.
   - Click **Cancel** to reject all entries and close the window.
7. Click **Done** to close the Item Download from Staging window.

## Download from RMS

In the Item Download from RMS window you can download items from RMS to a spreadsheet.

1. From the Tasks menu, select **Items**> **Download from RMS**. The Item Download from RMS window appears.

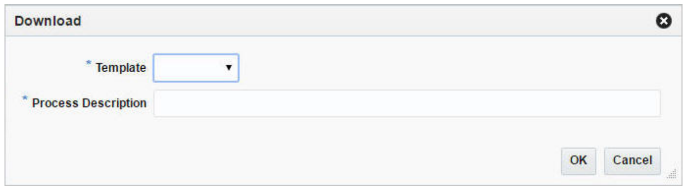
***Figure 3–72 Item Download from RMS***




2. Search for the items you want to download according to basic or advanced search criteria. The search results are shown in the Result section.

   For more details regards the basic and advanced search function in RMS see the Common User Interface Controls chapter, sections "Searching for a Deal Through the Basic Search Criteria" and "Searching for a Deal Through the Advanced Search Criteria".
3. To download all items displayed in the Result section, select **Actions** > **Download**, or use the **Download** button. The Download window appears.

***Figure 3–73 Download from RMS Window***



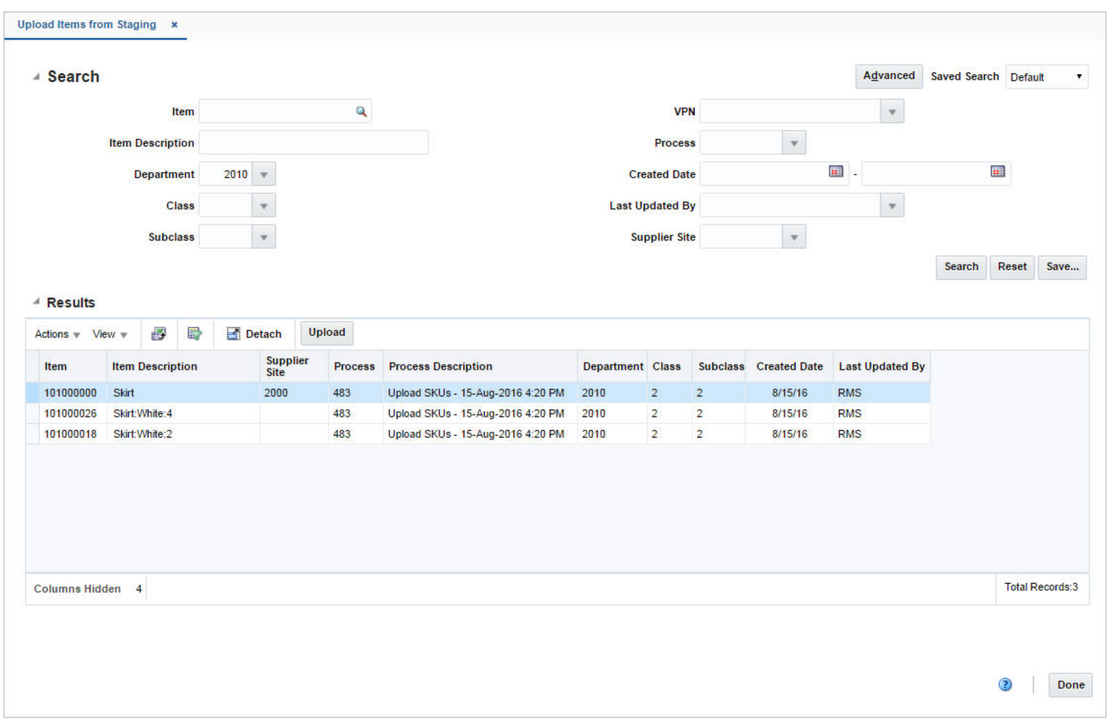

4. In the **Template** field, select the template you want to download. This field is a required field.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field. This field is a required field.
6. Then choose one of the following options.
   - Click **OK** to open the spreadsheet with the selected items on your desktop.
   - Click **Cancel** to reject all entries and close the window.
7. Click **Done** to close the Item Download from RMS window.

# Upload from Staging

In the Item Upload from Staging window you can upload items into RMS from staging tables, where additional details can be added to the items before loading them to RMS.

1. From the Tasks menu, select **Items** > **Upload from Staging**. The Item Upload from Staging window appears.

***Figure 3–74 Item Upload from Staging***



2. Search for the items you want to upload according to basic or advanced search criteria. The search results are shown in the Result section

   For more details regards the basic and advanced search function in RMS see the Common User Interface Controls chapter, sections "Searching for a Deal Through the Basic Search Criteria" and "Searching for a Deal Through the Advanced Search Criteria".

3. To upload all items displayed in the Result section, select **Actions** > **Upload**, or use the **Upload** button. The Upload window appears.

***Figure 3–75 Upload from Staging Window***

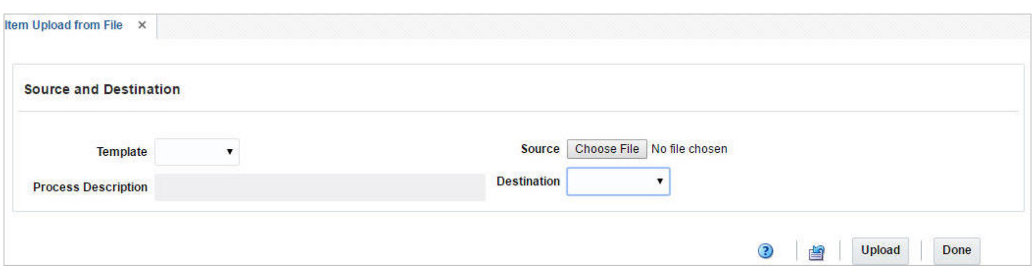

4. In the **Template** field, select the template you want to upload to RMS.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
6. Then choose one of the following options.
   - Click **OK** to upload the items to RMS. The Result section is cleared.
   - Click **Cancel** to cancel the upload and close the Upload window.
7. Click **Done** to close the Item Upload from Staging window.

# Upload from File

In the Item Upload from File window you can upload a file.

1. From the Tasks menu, select **Items** > **Upload from File**. The Item Upload from File window appears.

***Figure 3–76 Item Upload from File Window***




2. In the **Template** field, select the template you want to upload to RMS tables or Staging tables.
3. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
4. In the **Source** field, click the **Browse** button to upload the file.
5. In the **Destination** field, choose either RMS Tables or Staging Tables from the list.

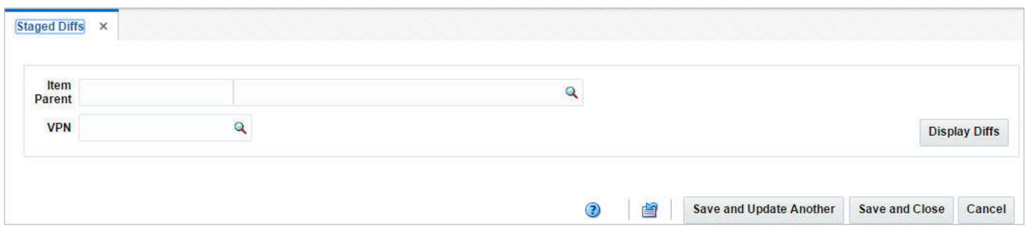
6. Then choose one of the following options:
   - Click **Upload** to upload the file to RMS Tables or Staging Tables.
   - Click **Revert** to undo any changes.
7. Click **Done** to close the Item Upload from File window.

## Update Staged Diffs

The Staged Diffs window allows you to add diff to parent items which are either present in RMS or in stating.

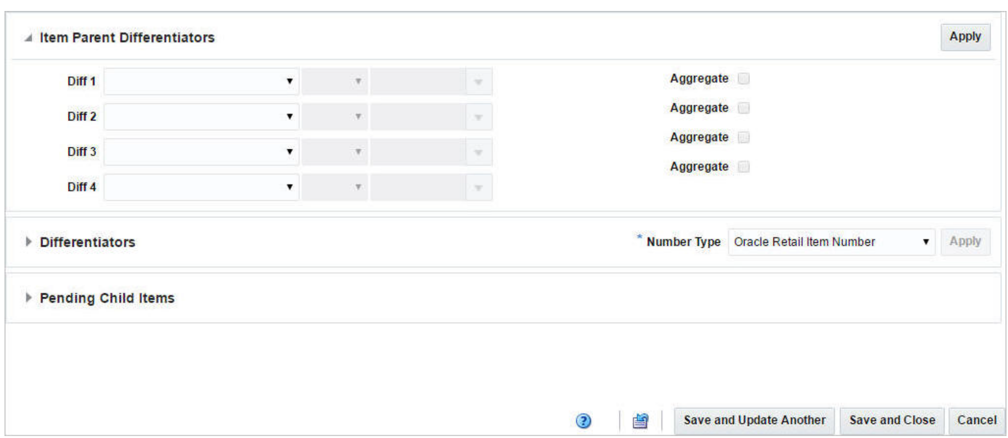
1. From the Tasks menu, select **Items** > **Update Staged Diffs**. The Staged Diffs window appears.

***Figure 3–77 Stage Diffs Window***




2. In the **Item Parent** field, enter or search for the item parent.
3. In the **VPN** field, enter or search for the VPN number.
4. Click **Display Diffs**. The sections Item Parent Differentiators, Differentiators and Pending Child Items appear.

***Figure 3–78 Sections Staged Diffs Window***




### Item Parent Differentiators

There are four differentiator fields in the Item Parent Differentiators section and each field will look for a different Diff Group ID or Diff ID. You need to manually select the value from the existing set of diff groups present in RMS using the diff values as a basis for the selection, or the Diff Group IDs or Diff IDs which are present in the staging table for the item parent. Specifying a diff group field or a diff value is mandatory to proceed with diff ID selection.

For a given Diff Group, the User Diff Value field will be populated with all Diff value variations available in the staging area for the parent item selected.

The **Aggregate** check box can be selected for three of the four diff groups specified. If any of the diff groups has the aggregate checkbox set, then the aggregate indicator flag should be set for the parent item during finalization.

The Diff ID and Diff Description are populated by the system, if the DIFF_VALUE populated in the result row exactly matches the description of any Diff ID present in RMS under the corresponding diff group. The user can also remap a Diff value to a different Diff ID.

Click **Apply**. The Differentiator tables are displayed in the Differentiator section.

## Differentiators

In the Differentiator section there are four possible tables listing all the differentiators, one for each Differentiator Group or ID.

### Differentiators - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–128 Differentiators - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add differentiators by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding a differentiator, see the Adding Differentiators section. |
| Edit and Edit icon | You can edit a differentiator by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a differentiator, see the Editing Differentiators section. |
| Delete and Delete icon | You can delete a differentiator:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

### Differentiator - View Menu

You can customize the view of the table by using the options in the View Menu.

*Table 3–129 Differentiator - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking **Show All** and **Manage Columns** options. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 3–129 (Cont.) Differentiator - View Menu and Description*

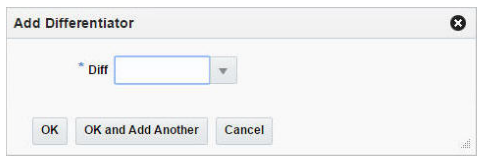
| View Menu | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Adding Differentiators

To add differentiators:

1. From the Actions menu, click **Add** or click the Add icon. The Add Differentiators window appears.

*Figure 3–79 Add Differentiator Window*




2. In the **Diff** field, enter, select or search for a diff. This field is a required field.
3. Then choose one of the following options.
   - Click **OK** to add the diff to the table and close the window.
   - Click **OK and Add Another** add additional diffs to the table.
   - Click **Cancel** to reject all entries and return to the Staged Diff Window.
4. In the Differentiator section, select diffs in the tables.
5. The number type is displayed by default.

   The field defaults to the parent item's number type if no other children exist in RMS. If the parent item already exists in RMS with one or more children, the number type is set to the number type of the child items and is disabled. If the item parent is from Staging, then the number type defaults to the item parent’s number type, but can be edited.
6. Click **Apply**. The Pending Child Items section expands and displays the child items in the table, based on the diffs that have selected in the diffs table.

## Editing Differentiators

To edit differentiator:

1. Select the differentiator you want to edit in one of the diff tables.
2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Differentiator window appears.
3. Edit the enabled fields as necessary.
4. Then choose one of the following options.
   - Click **OK** to save the changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Pending Child Items

The Pending Child Items table shows the child items that can be created using the selected Diffs.

You can edit the **Description** column directly in the table.

### Pending Child Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–130 Pending Child Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected pending child item.<br>For more information about how to edit a pending child item, see the Editing Pending Child Items section. |
| Delete and Delete icon | You can delete a pending child item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Pending Child Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–131 Pending Child Items - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Editing Pending Child Items

To edit pending child items, follow the steps below.

1. In the Pending Child Items section, select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Child Item window appears. The data of the selected child item is displayed.
3. If you edit a Variable Weight PLU, the format and prefix values are displayed.
4. Edit fields, as necessary.

> **Note:** You can edit the description also directly in the table.
>
> If you edit an item with the item type number EAN/UCC-13, you can automatically generate the EAN number by clicking **Generate** button.

5. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **OK and Edit Next** to edit the next child item in the table.
   - Click **Cancel** to reject your entries and close the window.

## Staged Diffs Toolbar

*Figure 3–80 Staged Diff Toolbar*

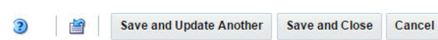



*Table 3–132 Staged Diffs Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save and Update Another** | Click **Save and Update Another** to save the current record and update another record. The Staged Diffs window appears. |
| **Save and Close** | Click **Save and Close** to save the staged diffs records and close the window. |
| **Cancel** | Click **Cancel** to reject the staged diffs records and close the window. |

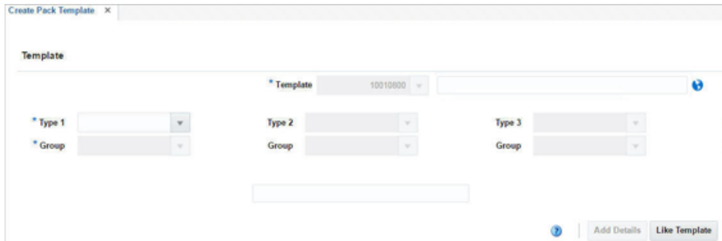
# Creating Pack Template

A pack template is used to order diffs that are frequently ordered as a set, rather than ordering individual items. When creating a pack item, you must specify a quantity for each combination.

To create a pack template:

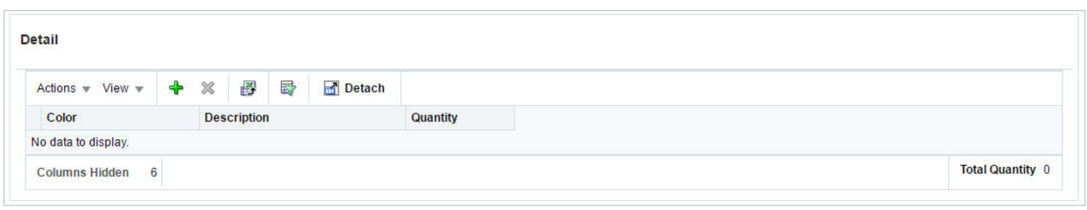
1. From the Tasks menu, select **Items** > **Create Pack Template**. The Create Pack Template window appears.

***Figure 3–81 Create Pack Template Window***




2. In the **Template** field, a Pack Template ID is automatically generated and displayed. Enter a description for the template.
3. In each **Type** field, enter the ID of a diff type you want to assign to this template for up to four diff types, or select the diff type.
4. In each **Group** field, select the diff group you want to assign to this template, for up to four diff groups.
5. For each **Diff** field, enter a diff ID, select or search for a diff for each diff group/type combination. The field label will display the value that you selected in the Diff Type field.
6. Click **Add Details**. The Detail section appears. For more information about adding details, see the Adding Details section.

***Figure 3–82 Detail Section***




# Detail

The detail table displays the differentiator values.

## Detail - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–133 Detail - Actions Menu/Table Toolbar Icons and Description***

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add details by clicking **Add** from the Actions menu or by clicking the Add icon. <br> For more information on adding the details see the Adding Details section. |

*Table 3–133 (Cont.) Detail - Actions Menu/Table Toolbar Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Delete and Delete icon | You can delete a detail by using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Detail - View Menu and Icons

*Figure 3–83 View Menu*

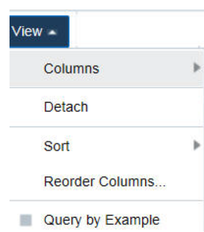



*Table 3–134 Detail - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Create Pack Templates Toolbar

The toolbar contains the following icons and buttons.

*Figure 3–84 Create Pack Template Toolbar*

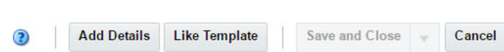


*Table 3–135 Create Pack Templates Toolbar - Icons/Buttons and Description*

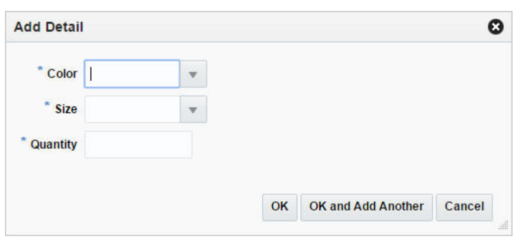
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Add Details** button | The **Add Details** button is enabled when you enter the ID and select the group of a diff type.<br>For information on the **Add Details** button, see the Adding Details section. |
| **Like Template** button | The **Like Template** button is enabled when you enter the value of a group.<br>For more information on the **Like Template** button, see the Adding a Like Template section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and create another pack template. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Details

To add details:

1. In the Detail section, select **Actions > Add,** or click the Add icon . The Add Detail window appears.

*Figure 3–85 Add Detail Window*




2. In the enabled fields, enter, select or search for the diffs.
3. In the **Quantity** field, enter the quantity.
4. Then choose one of the following options.
   - Click **OK** to add the diff details to the table and close the window.
   - Click **OK and Add Another** to add additional diff details.
   - Click **Cancel** to reject all entries and close the window.

## Adding a Like Template

The Like Template button is enabled when you enter the value of a group.

To add a like template:

1. In each **Type** field, enter the ID of a diff type you want to assign to this template for up to four diff types, or select the diff type.

2. In each **Group** field, select the diff group you want to assign to this template, for up to four diff groups.
3. Click **Like Template**. The Like Template window appears.

***Figure 3–86 Like Template Window***

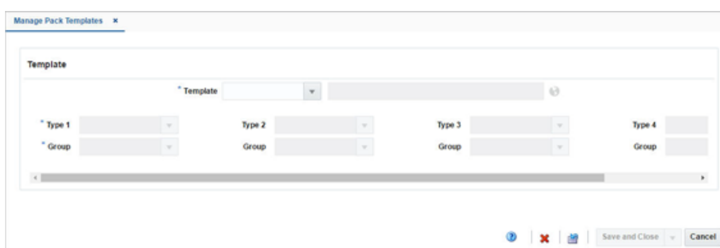

4. Then choose one of the following options.
   - Click **OK** to create the like template and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Managing Pack Templates

To manage pack templates:

1. From the Tasks menu, select **Items** > **Manage Pack Templates**. The Manage Pack Template window appears.

***Figure 3–87 Manage Pack Templates Window***




2. In the **Template** field, you can either enter, select or search for a template.
3. The **Type** and **Group** fields of that particular template gets populated by default.
4. The columns of the template get populated in the Details table.

## Detail

The detail table displays the differentiator values.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–136 Detail Section - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add details by clicking **Add** from the Actions menu or by clicking the Add icon. For more information on adding the details see the Adding Details section. |
| Delete and Delete icon | You can a detail: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the export to Excel option from the Actions menu or by clicking the Export to Excel icon. |

## Detail - View Menu and Icons

*Figure 3–88 View Menu and Icons*

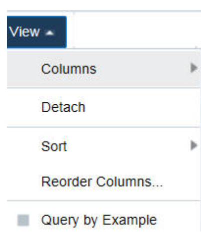



*Table 3–137 Detail - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: ■ Ascending ■ Descending ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |
| Query by Example | You can filter the details by one of multiple column values by clicking Query by Example option or by clicking the query by example icon. |

## Manage Pack Template Toolbar

The toolbar contains the following icons and buttons.

***Figure 3–89 Manage Pack Template Toolbar***

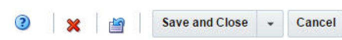



***Table 3–138 Manage Pack Template Toolbar - Icons/Buttons and Description***

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete a pack template, by clicking **Delete** from the Actions menu or by clicking the Delete icon . |
| Refresh | You can refresh the pack template details, by clicking the Refresh icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and create another pack template. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

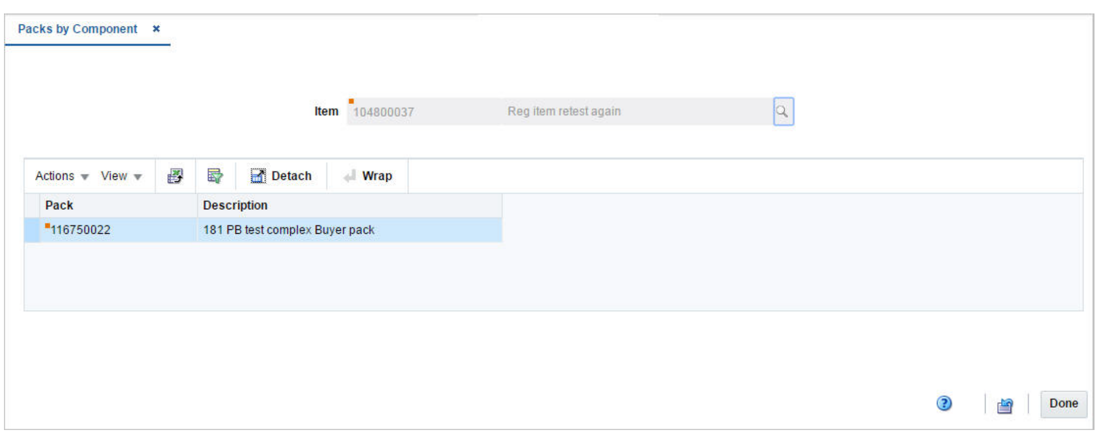
# Packs by Component

In the Packs by Component window you can search for and view all the pack items that contain a specified component item.

To view packs by component:

1. From the Tasks menu, select **Items** > **Packs by Component**. The Packs by Component window appears.

***Figure 3–90 Packs by Component Window***




2. To search by reference item, enter the item number of the reference item, or click the Search link to search and select the item.

3. The item numbers and descriptions of the item at and above the transaction level appear.
4. Click **Done** to close the window.

## Table

The table displays all pack items that contain the selected component item.

### Table - Actions Menu and Icons

***Table 3–139 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–140 Table -View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |
| Detach | You can view the tables in the application in a separate window by clicking Detach or by clicking the Detach icon. |

## Packs By Component Toolbar

The toolbar contains the following icons and buttons.

***Table 3–141 Packs By Component Toolbar - Icons/Buttons and Description***

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 3–141 (Cont.) Packs By Component Toolbar - Icons/Buttons and Description*

| Icon/Buttons | Description |
|---|---|
| Refresh | You can refresh the pack template details, by clicking the Refresh icon. |
| **Done** | Click **Done** to close the window. |

# Ticket Request

Items generally have tickets or labels affixed to them in the store. While shoppers may note the price and size, sales clerks may glean quite a bit of additional information from the tickets and labels. An item may have multiple tickets and labels.

You can choose what information is printed on tickets and labels and under what circumstances they should be automatically printed. When necessary, you can choose to print tickets on demand. Ticket requests are transmitted to an external ticketing system for printing.

Before you can use tickets and labels, you must add the types of tickets to the system. After entering a unique ID and description for a ticket type, you choose which attributes of an item are to be printed on the ticket type. You also indicate whether the ticket type is a shelf edge label. If the ticket type is a shelf edge label, only one label per request is printed.

After the ticket types are defined, you can associate one or more ticket types with an item. You can associate ticket types with multiple items by using an item list.

The Ticket Request window allows you to enter what type of information must be printed on the ticket. You can choose from two types of information:

- **Attributes:** System-defined characteristics of an item. For example, you can specify that the department, class, subclass, and retail price be printed on tickets.
- **User Defined Attributes:** User-defined characteristics of an item. For example, you can indicate that a user-defined date, free-form text, or value be printed on tickets.

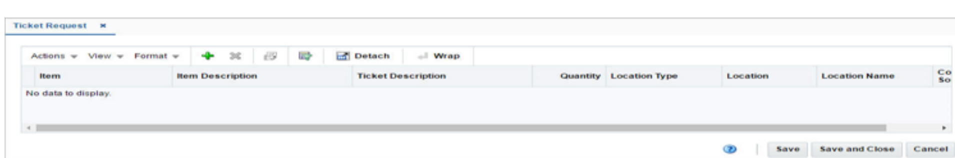
At this point, you indicate the circumstances under which tickets are automatically printed. The circumstances are:

- When a purchase order is approved
- When an order is received
- When a permanent price change takes effect

If you use an item list, the ticket types that you add to the item list supersede existing ticket types associated with the items on the item list. A message appears requesting if the same ticket types to any subordinate level items.

Should the need arise, you can request tickets on demand. The request may be for a single item, items on an item list, or items on a purchase order. Requests may be edited until the tickets are printed.

*Figure 3–91 Ticket Request Window*



## Table

The table displays the item and ticket information.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 3–142 Table - Actions Menu/Icons and Description***

| Actions Menu/ Icons | Description |
|---|---|
| Add and Add icon | You can add a ticket request by clicking **Add** from the Actions menu or by clicking the Add icon. For more information on adding a ticket request see the Adding Items section. |
| Delete and Delete icon | You can delete a ticket request:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the export to Excel option from the Actions menu or by clicking the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon option. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–143 Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking **Show All** and **Manage Columns** options. |
| Detach | You can view the tables in the application in a separate window by clicking Detach or by clicking the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example | You can filter the ticket request by one of multiple column values by clicking Query by Example option or by clicking the query by example icon. |

### Format Menu

Use the Format Menu to format the Ticket Request table.

***Figure 3–92 Table - Format Menu***

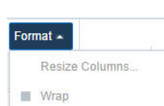


*Table 3–144 Table - Format Menu and Description*

| Format Menu | Description |
|---|---|
| Resize Columns | You can resize columns by clicking Reorder Columns option. |
| Wrap | You can wrap the values in the table column by using the Wrap option. |

## Ticket Request Toolbar

The toolbar contains the following icons and buttons.

*Table 3–145 Ticket Request Toolbar - Icons/Buttons and Description*

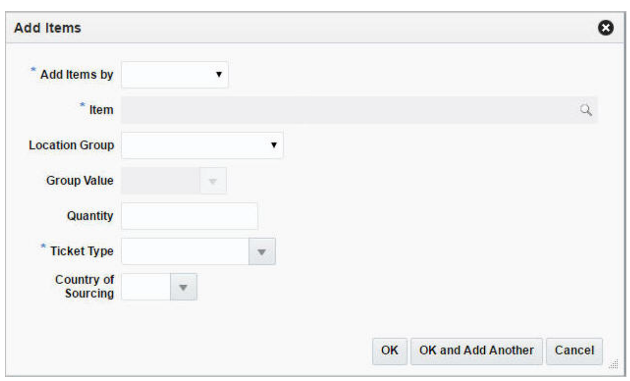
| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Items

To add items:

1. From the Tasks menu, select **Items** > **Ticket Request**. The Ticket Request window appears.
2. From the Actions menu, click **Add** or click the Add icon . The Add Items Window appears.

*Figure 3–93 Add items Window*




3. In the **Add Items By** field, select the items from the list. The options are: Single Item, Item List, Purchase Order. This field is a required field.
4. In the **Item** field, add the item number for which the tickets needs to be generated. This field is a required fiel.d
5. In the **Location Group** field, select the location group from the list.
6. In the **Group Value** field, enter the ID of the location group, select or search for the group.

7. In the **Quantity** field, enter the number of tickets that needs to be generated.
8. In the **Ticket Type** field, select or search for the ticket type. This field is a required field.
9. Then choose one of the following options.
   - Click **OK** to add the item to the table and close the window.
   - Click **OK and Add Additional** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

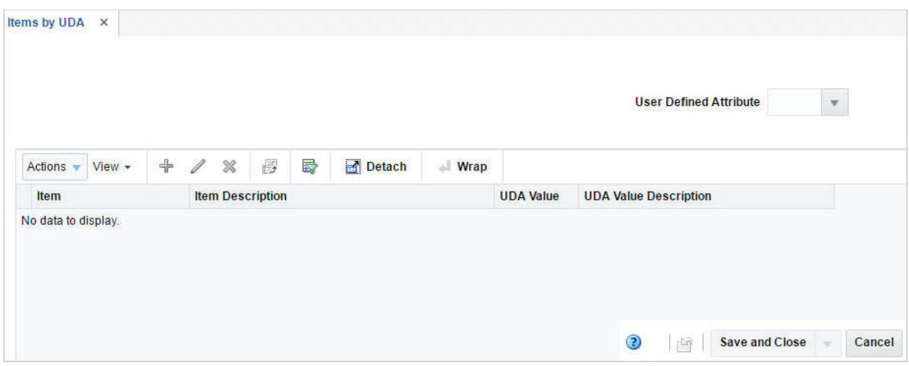
# Items by UDA

The Item by UDA window allows you to maintain and view the items that are associated with a user defined attribute (UDA). You can edit the default date, text, or value of the user defined attribute for each item.

To access the Items by UDA window, follow the steps below.

1. From the Tasks menu, select **Items** > **Items by UDA**. The Items by UDA window appears.

***Figure 3–94 Items by UDA Window***




2. To search by user defined attribute, enter the user defined attribute, or click the Search link to search and select the user defined attribute.
3. The item and descriptions of the items by UDA appear.
4. Click **Save and Close** to save your changes and close the window.

## Table

The table displays the item, item description and UDA value and description.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 3–146 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a UDA to items by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding an item by UDA see the Adding UDA to Items section. |
| Edit and Edit icon | You can edit the UDA of an item by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a deal, see the Editing UDAs of an Item section. |
| Delete and Delete icon | You can UDAs:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–147 Items by UDA Window - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Items by UDA Toolbar

The toolbar contains the following icons and buttons.

*Table 3–148 Items by UDA Toolbar - Icons/Buttons and Description*

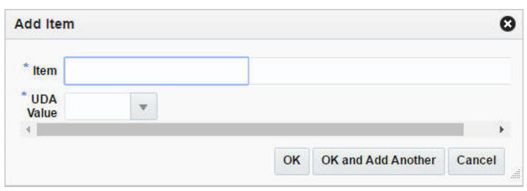
| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh | You can refresh the pack template details, by clicking the Refresh icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional UDAs. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding UDA to Items

To add a UDA to items:

1. From the Tasks menu, select **Items** > Items by UDA. The Items by UDA window appears.
2. From the Actions menu, click **Add** or click the Add icon . The Add Items Window appears.

*Figure 3–95 Add Item Window*




3. In the **Item** field, enter, select or search for the item from the list.
4. Add the UDA value, UDA date or UDA text.
5. Then choose one of the following options.
   - Click **OK** to add the UDA/Item combination to the table and close the window.
   - Click **OK and Add Another** to add additional item/UDA combinations.
   - Click **Cancel** to reject your entries and close the window.

## Editing UDAs of an Item

To edit UDAs of an item:

1. From the Tasks menu, select **Items** > Items by UDA. The Items by UDA window appears.
2. From the Actions menu, click **Edit** or click the Edit icon. . The Edit Items window appears.
3. The item is displayed by default in the Item field.
4. Edit the UDA value, UDA date or UDA text.
5. Then choose one of the following options.

- Click **OK** to add your changes and close the window.
- Click **Cancel** to reject all entries and close the window.

# Scheduled Item Maintenance

The Scheduled Item Maintenance window is used to view or edit lists of item list/location list links. After linking an item list with a location list, you may specify a date to use the item/location list as part of a scheduled item maintenance update.

Item lists are set up by selecting items either individually or by a group characteristic.At any time you may add items to or delete items from an item list. Item lists may also be linked with Location Lists using the Scheduled Item Maintenance window.

You can add items to a list one by one, or you can enter criteria in order to group the items. It becomes much simpler to apply changes to multiple items when the items are grouped on an item list.

The item list feature allows you to create, copy, edit, view, and use a group of items that are identified by one ID.

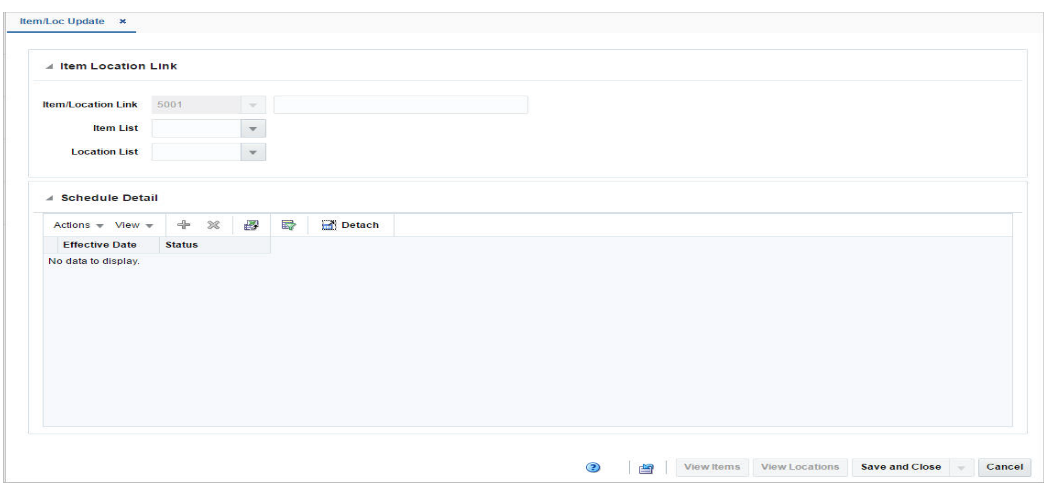
## Creating a Schedule

The Item/Loc Update window allows you to maintain and view lists of item list/location list links. After linking an item list with a location list, a date to use the item/location list as part of a scheduled item maintenance update should be specified.

To add an item/loc list link:

1. From the Tasks menu, select **Items** > **Scheduled Item Maintenance** > **Create Scheduled Item Update**. The Item/Loc Update window appears.

***Figure 3–96 Item/Loc Update Window***




2. In the Item Location Link section, enter the following:
   - In the **Item/Location Link ID** field, enter a name for the link you are creating. The ID number will be created by RMS.
   - In the **Item List** field, enter, select or search for an item list.
   - In the **Location List** field, enter, select or search for a location list.

**Note:** You will only be able to add item and location lists that do not have user security, or are created by you.

## Schedule Detail

In the Schedule Detail section add dates and statuses for the item/location link.

### Schedule Detail - Actions Menu and Icons

***Table 3–149 Schedule Detail - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a schedule detail by clicking **Add** from the Actions menu or by clicking the Add icon. <br>For more information on adding schedule detail, see the Adding Schedule Detail section. |
| Delete and Delete icon | You can delete schedule details: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Schedule Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 3–150 Schedule Detail - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br>■ Ascending <br>■ Descending <br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item/Loc Update Toolbar

The toolbar contains the following icons and buttons.

*Figure 3–97 Item/Loc Update Toolbar*

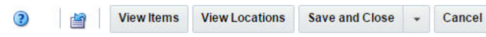



*Table 3–151 Item/Loc Update Toolbar - Icons/Buttons and Description*

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| Delete icon | Use the Delete icon to delete the current item/location link.<br>This option is only available in Edit mode, if you enter the window through the Mange Scheduled Item Updates option. |
| **More Actions** | You can navigate to open the following windows by clicking More Actions menu:<br>■ **View Items**<br>Opens the Item List Items window. View items of the item list.<br>For more information about this window, see the Foundation Data chapter, section "Item List Items Window".<br>■ **View Locations**<br>Opens the Location List Detail window. View items of the location list.<br>For more information about this window, see the Foundation Data chapter, section "Location List Detail Window". |
| **Save** | Click **Save** to save the entered records. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional item/location links.<br>This option is only available in Create mode, if you enter the window through the Create Scheduled Item Updates option. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional item/location links.<br>This option is only available in Edit mode, if you enter the window through the Mange Scheduled Item Updates option. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Schedule Detail

To add schedule detail:

1. From the Tasks menu, select **Items** > **Scheduled Item Maintenance** > **Create Scheduled Item Update**. The Item/Loc Update window appears.
2. In the Item/Loc Update window, go to Schedule Detail section.
3. From the Actions menu, select **Add** or click the Add icon. The Schedule Detail window appears.

4. In the **Effective Date** field, enter the date for this link to become effective in RMS or use the Calendar icon to select a date.
5. In the **Status** field, select the status that will be applied to this link on the effective date.
6. Then choose one of the following options.
   - Click **OK** to add the schedule detail to the table and close the window.
   - Click **OK and Add Another** to add additional effective dates.
   - Click **Cancel** to reject all entries and close the window.

### Manage Item/Loc Update Window

To maintain an item/loc list link:

1. From the Tasks menu, select **Items** > **Scheduled Item Maintenance** > **Manage Scheduled Item Updates**. The Item/Loc Update window appears.
2. In the Item Location Link section, enter the following details:
   - In the **Item/Location Link ID** field, enter a name for the link you are creating. The ID number will be created by RMS.

     If you enter the item/location link, the item list, the location list and scheduled details default to the values of the item/location link.
   - In the **Item List** field, enter an item list ID, select or search for an ID.
   - In the **Location List** field, enter a location list ID, select or search for an ID.

   **Note:** You will only be able to add item and location lists that do not have user security, or created by you.

3. In the Schedule Detail section the effective dates and statuses are displayed.

   For more information about the Item/Loc Update window, see the Scheduled Item Maintenance section.

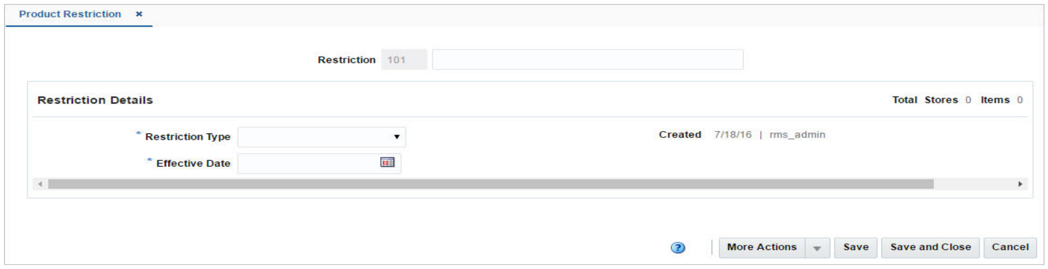
## Creating a Product Restriction

The Product Restriction window allows you to create, edit, and copy point of sale (POS) product restriction configurations. With product restriction configurations, you can restrict the sale of items for various reasons. You select the dates on which the configuration is valid at the stores.

To view product restriction:

1. From the Tasks menu, select **Items** > **Create Product Restriction**. The Product Restriction window appears

*Figure 3–98 Product Restriction Window*




2. In the **Restriction** field, a unique product restriction configuration ID is filled in automatically.
3. In the **Restriction** Type field, you can create product restrictions for the following restriction types:
   - **Food stamp:** Customers can use food stamps to purchase the associated items.
   - **Minimum age:** Customer must be at least a specified age to purchase the associated items. You specify the minimum age.
   - **Container deposit:** Customers must pay a deposit when purchasing the associated items. You specify the amount of the deposit.
   - **Container redemption value:** Customers may receive a refund if they return the containers for the associated items. You specify the amount of the refund.
   - **Day/time/date:** Customers cannot purchase the associated items before or after a specific time, on a specific day of the week, or on a specific date. You can also specify a combination of these time restrictions.
   - **Tender type:** Customers cannot use a specific type of tender to purchase the associated items.
   - **Non-discountable:** Customers cannot receive a discount on the associated items.
   - **Returnable:** Customers cannot return the associated items.
   - **Quantity Limit:** Customers are limited to a maximum quantity of the associated items that they can purchase in a single sale. You specify the quantity limit.

   When you copy a configuration, the basic configuration information, such as product restriction type, are copied into a new configuration and assigned a new ID. However, the associated stores and items are not copied, so you must add stores and items to the new configuration.
4. In the **Effective** Date field, enter the date, or select the calendar button and select a date.
5. The **Created** field displays the date and timestamp when the product restriction was created.

## Product Restriction Toolbar

The toolbar contains the following icons and buttons.

*Figure 3–99 Product Restriction Toolbar*

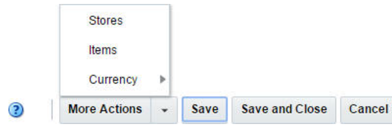



*Table 3–152 Product Restrictions Toolbar - Icons/Buttons and Description*

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **More Actions** | You can navigate to open the following windows by clicking More Actions menu:<br>■ **Stores**<br>Opens the Store Criteria window. Associate stores with the product restriction.<br>You can only associate stores that have the same currency as the product restriction. The product restriction downloaded to the POS registers of the associated stores in a nightly batch process.<br>For more information about this window, see the Price chapter, section "Store Criteria Window".<br>■ **Items**<br>Opens the Merchandise Criteria window. Associate items with the product restriction. You can also exclude items from the product restriction in this window.<br>For more information about this window, see the Price chapter, section "Merchandise Criteria Window".<br>■ **Currency**<br>Toggle between the currency of the product restriction and the system's primary currency. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered record and close the window. |
| **Cancel** | Click **Cancel** to reject the product restriction and close the window. |

# Managing Product Restrictions

The Manage Product Restrictions option opens the Product Restriction Search window.

Managing product restriction involves performing one or more of the following tasks:

- Searching for product restriction
- Creating a product restriction from an existing product restriction
- Editing a product restriction
- Viewing a product restriction

You can access the Manage Product Restriction window from the Task Menu, select **Items** > **Manage Product Restrictions**. The Product Restriction Search window appears.

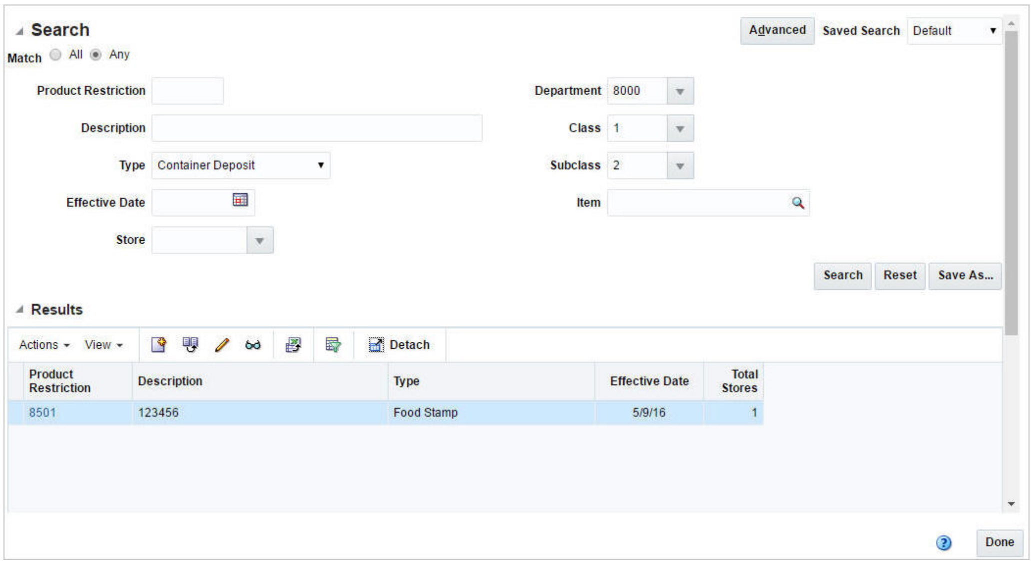
The Manage Product Restriction Search window includes the following sections:

- Search

  For more information on the Product Restriction Search window, see the Searching for a Product Restriction section.

- Results
- Product Restriction Search Toolbar

***Figure 3–100 Search Results Section***




## Searching for a Product Restriction

To search for a product restriction:

1. From the Tasks menu, select **Items** > **Manage Product Restrictions**. The Product Restriction Search window appears.
2. You can search product restriction by providing search criteria in search section. Criteria can be provided either in Basic or Advanced mode, depending on the requirement.

   Basic is the default mode when the search screen is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for a Product Restriction Through the Basic Search Criteria

To search for a product restriction through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

***Table 3–153 Product Restriction - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only product restrictions matching all entered search criteria are shown.<br>Any - product restrictions matching any of the entered search criteria are shown. |

*Table 3–153 (Cont.) Product Restriction - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Product Restriction** | Enter the product restriction configuration. |
| **Description** | Enter a description for the product restriction configuration. |
| **Type** | Select the restriction type. |
| **Effective Date** | Enter the date or click the calendar button and select a date. |
| **Store** | Enter, select or search for the store. |
| **Department** | Enter the department number, select or search for the department name and number from the list. |
| **Class** | Enter the class number, select or search for the class name and number from the list. |
| **Sub Class** | Enter the subclass number, select or search for the subclass name and number from the list. |
| **Item** | Enter the item or search the item by using the search icon. |

2. You can also click on the Saved Search drop down to select one of the saved set of search criteria. Selecting a saved search populates the criteria section with saved criteria. If the saved search is selected to run automatically then search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalized Saved Searched window appears.

   For more information on Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The product restrictions that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search criteria and results.
5. Click **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For information on Create Saved Search window, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

## Searching for a Product Restriction Through the Advanced Search Criteria

To search product restriction through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.

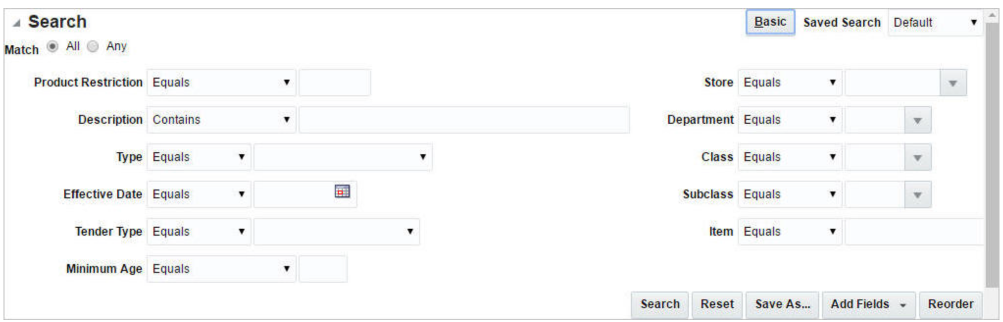
*Table 3–154 Product Restriction - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only product restrictions matching all entered search criteria are shown.<br>Any - product restrictions matching any of the entered search criteria are shown. |
| **Product Restriction** | Enter the product restriction configuration. |

*Table 3–154 (Cont.) Product Restriction - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Description** | Enter a description for the product restriction configuration. |
| **Type** | Select the restriction type. |
| **Effective Date** | Enter the effective date for the product restriction or click the calendar button and select a date. |
| **Tender Type** | Select the tender type from the list. |
| **Minimum Age** | Enter the minimum age for the product restriction. |
| **Store** | Enter, select or search for the store. |
| **Department** | Enter the department number, select or search for the department name and number from the list. |
| **Class** | Enter the class number, select or search for the class name and number from the list. |
| **Sub Class** | Enter the subclass number, select or search for the subclass name and number from the list. |
| **Item** | Enter the item or search the item by using the search icon. |

*Figure 3–101 Search Section in Advanced Search Mode*




2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The product restrictions that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results sections list the retrieved product restrictions.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

*Table 3–155 Results - Actions Menu/Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Create and Create icon | You can create product restriction by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating product restriction, see the Creating a Product Restriction section. |
| Create from Existing icon | You can create from a existing product restriction by clicking **Create from Existing** from the Actions menu or by clicking the Create from Existing icon.<br>For more information on create from existing product restriction, see the Creating from an Existing Product Restriction section. |
| Edit and Edit icon | You can edit product restriction by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing product restriction, see the Editing Product Restriction section. |
| View and View Supplier icon | To view a product restriction:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Product Restriction window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 3–156 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency Views | Toggle between the currency of the product restriction and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Product Restriction Search Toolbar

The toolbar contains the following icons and buttons.

*Table 3–157 Product Restriction Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

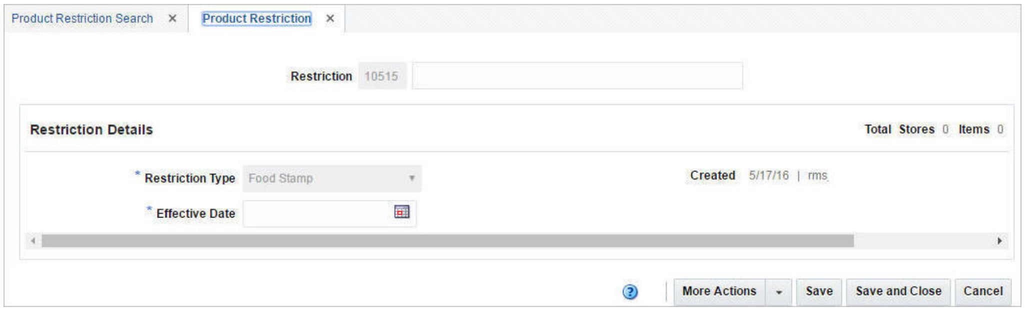
## Creating from an Existing Product Restriction

When you copy a configuration, the basic configuration information, such as product restriction type, are copied into a new configuration and assigned a new ID. However, the associated stores and items are not copied, you must add stores and items to the new configuration.

To create from an existing product restriction:

1. From the Tasks menu, select **Items** > **Manage Product Restrictions**. The Product Restriction Search window appears.
2. From the Actions menu, select **Create from Existing** or click the Create from Existing icon. The Product Restriction window appears.

***Figure 3–102 Product Restriction Window in Create from Existing Mode***




3. In the **Restriction** field, enter the restriction ID. A unique product restriction configuration ID is filled in automatically.
4. In the Effective Date field, enter the date or click the calendar button and select a date.

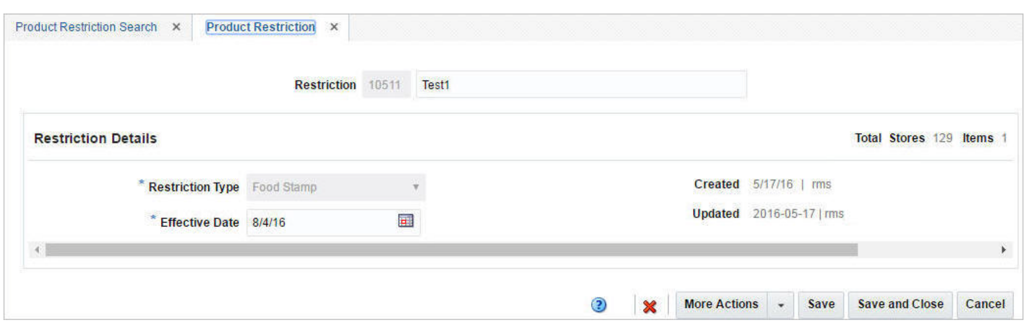
   For more information about the Product Restriction window, see the Creating a Product Restriction section.
5. Then choose one of the following options.
   - Click **Save** to save the product restriction.
   - Click **Save and Close** to save the product restriction and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Editing Product Restriction

To edit product restriction:

1. From the Tasks menu, select **Items** > **Manage Product Restrictions**. The Product Restriction Search window appears.
2. Select the product restriction you want to edit.
3. From the Actions menu, select **Edit** or click the Edit icon. The Product Restriction window appears.

***Figure 3–103 Product Restriction Window in Edit Mode***




4. Make the necessary changes and click **Save** to save the changes.

   For more information about the Product Restriction window, see the Creating a Product Restriction section.
5. Then choose one of the following options.

- Click **Save** to save the product restriction.
- Click **Save and Close** to save the product restriction and close the window.
- Click **Cancel** to reject all entries and close the window.

# 4 Orders

This chapter discusses the Purchase Ordering function that controls procurement of stock for retail. Open to Buy limits are discussed as a precursor to order creation. Purchase Orders can be raised in RMS through various automated, as well as manual means. Manual Orders may be raised for adhoc purchases against contracts and from replenishment generated Buyer worksheets. Automated orders are largely generated by the replenishment batches. Purchase orders in RMS provide support for capture and view of several ordering related attributes such as shipping information, import attributes, Harmonized Tariff Schedule (HTS), expenses, letter of credit information, and partner information. Inventory Management parameters such as scaling, truck splitting, supplier minimum, and rounding percentages may also be defined and enforced at the order level. The ordering screens also provide usability enhancers such as diff distribution and pack templates to ease the process of order creation.

Window details and specific navigation to achieve these functions is elaborated in the following sections of this chapter.

## Automatically Generated Purchase Orders

Purchase orders may be automatically generated through several ways:

- **Replenishment**: When inventory levels reach a point determined by the replenishment method assigned to an item, a purchase order can be created in Worksheet or Approved status.
- **Investment Buying**: When the investment buy calculations indicate a benefit to the company by purchasing additional inventory, a purchase order can be created in Worksheet or Approved status.
- **Vendor managed inventory (VMI)**: If your supplier uses a VMI system, the supplier can create purchase orders in Worksheet or Approved status.
- **Truck splitting**: When a purchase order is split into two purchase orders to accommodate truck splitting, a purchase order can be created in Worksheet status.
- **Warehouse Stocked/Cross Dock Docked Stock**: Accumulates store need at the item/location level. If the need cannot be fulfilled by the warehouse, a worksheet PO is created.

## Manually Creating a Purchase Order

In addition to auto generation, purchase orders can also be created manually in RMS. After creating the purchase order and specifying the header details, you would then need to add one or more items to the purchase order and distribute those items to one or more locations.

You can create the following purchase orders in RMS.

- Order/Import Order
- Contract Order
- Order for Contracted Items
- DSD Order
- Pre-issued Order
- Purchase Order for a Pack
- Customer Order

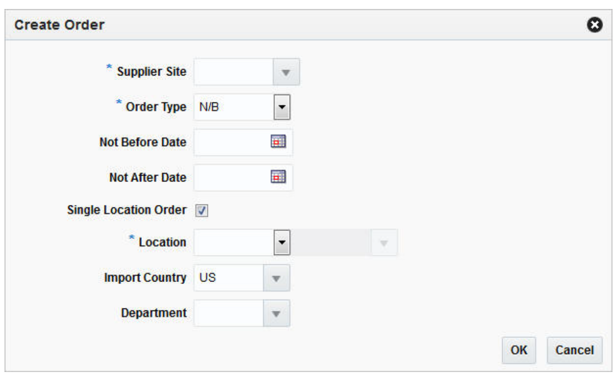
## Creating an Order

The creation of a purchase order starts with the Create Order window. You can open the Create Order window in two different ways.

- From the Tasks menu, select **Orders > Manage Orders > Actions > Create**. The Create Order window opens.
- From the Tasks menu, select **Orders** > **Create Order**. The Create Order window opens.

To create a purchase order follow the steps below.

***Figure 4–1 Create Order Window***




6. In the **Supplier Site** field, enter, select or search for the desired supplier site. This field is required to create a purchase order.
7. In the **Order Type** field, enter or select an order type form the list. This field is required to create a purchase order. Possible order types are:
   - ARB - Automatic replenishment of basic goods
   - BRB - Buyer replenishment of basic goods
   - Customer Order - For more information about how to create a customer order, see the Creating a Customer Order section.
   - N/B - Order of non-basic goods
8. In the **Not Before Date** field, enter the date before which the order deliveries are not expected, or use the Calendar icon to select a date.
9. In the **Not After Date** field, enter the date after which the order deliveries are not accepted, or use the Calendar icon to select a date.

10. Check the **Single Location Order** check box, if the items on the purchase order are distributed to only one location.

11. In the **Location** field, select the location type from the drop down list, for example, Store or Warehouse. Then the location list is enabled. Enter, select or search for the corresponding location.

> **Note:** The **Location** field is only shown, if you check the **Single Location Order** check box.
>
> If you select the **Single Location Order** check box, a location is required to create a purchase order.

12. In the **Import Country** field, enter, select or search for the import country.

> **Note:** When you create an import order, make sure all locations on the order exist within the import country.

13. In the **Departmen**t field, enter, select or search for the department.

14. After you have entered all the information for the order, you have the following options.

    - Click **OK** to create the purchase order and close window. The Order window opens in a new tab. For more information about the order window, see the Order section.
    - Click **Cancel** to reject all entries and close the window.

# Order

The Order window allows you to edit and view purchase orders. You can select special characteristics for a purchase order. Depending on which characteristics you select, you may be prompted to enter additional information.

Some of the special characteristics may be:

- If you create an import order and pay by letter of credit, you must provide additional information for the letter of credit.
- If you create an order for a prepack, you must provide the details for the prepack.
- If you create a purchase order for a customer, you must provide customer details.

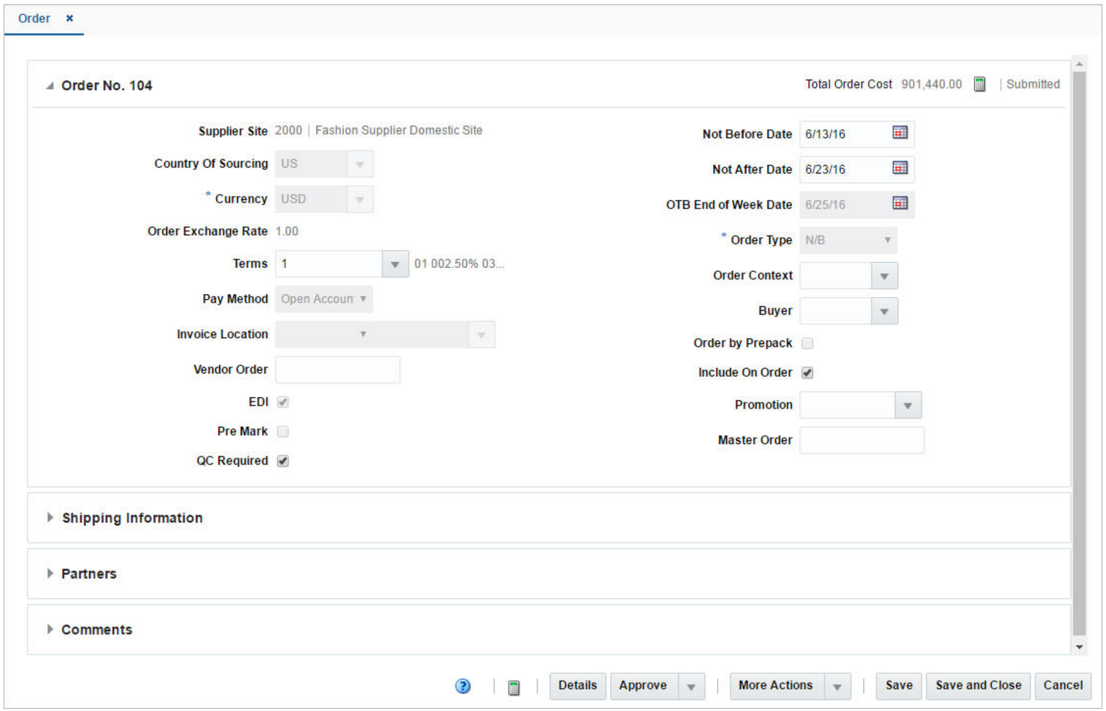
The Order window is called either through creating an order, or through the order search, for more information about how to create an order, see the Creating an Order section, and for more information on the order search refer to the Managing Orders section.

The Order window is divided in the following sections:

- Order or Import Order
- Shipping Information
- Partners
- Comments

- Order Toolbar

*Figure 4–2 Order Window*




## Order or Import Order

The Order or Import Order section contains the following fields.

*Table 4–1 Order or Import Order Section Fields and Description*

| Field | Description |
|---|---|
| **Order/Import Order** | The **Order/Import Order** field contains the order number by default. |
| **Total Order Cost** | The Total Order costs are only displayed when items have been added to the order.<br>If you hover over the Total Order Cost amount, the Totals hover window is displayed. For more information about this window see Table 4–2, " Totals Hover Window Fields and Description". |
| **Recalculate Totals Icon** | Use the Recalculate Totals icon to recalculate the total amounts. |
| **Revisions Exist** | The Revisions Exist text is only shown, if revisions are available for the order. |
| **Order Status** | The Order Status is displayed as text. Upon order creation, the purchase order is in Worksheet status. |
| **Supplier Site** | This field displays the supplier site. The supplier site can only be selected in the Create Order window. Once you have selected the supplier site in the Create Order window, you can no longer change this entry. |
| **Country of Sourcing** | Enter or select the country from which the items are sourced. |

*Table 4–1 (Cont.) Order or Import Order Section Fields and Description*

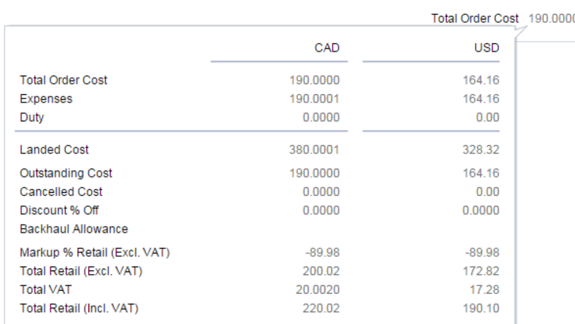
| Field | Description |
|---|---|
| **Location** | This field displays the location, when the order is a single location order. The location can only be selected in the Create Order window. Once you have selected the location in the Create Order window, you can no longer change the entry. |
| **Department** | This field displays the department. A department entered at this level signifies the order is a single department order. The department can only be selected in the Create Order window. Once you have selected the Department in the Create Order window, you can no longer change the entry. |
| **Currency** | Enter, select or search for a currency for the order from the list. The **Currency** field is a required field. |
| **Exchange Rate** | This field shows the exchange rate for import orders.<br>You can update the Exchange Rate when the currency is not the same as the primary currency. If you click the Edit Exchange Rate icon, the Edit Exchange Rate window opens. For more details, see the Editing an Exchange Rate section. |
| **Terms** | Enter, select or search for the payment terms, for example, Net 30 Days. |
| **Pay Method** | Select the payment method, for example, Wire Transfer or Letter of Credit. |
| **Invoice Location** | The store or warehouse where the invoice is issued.<br>This field is only enabled for import purchase orders. |
| **Vendor Order** | Enter the Vendor Order number. |
| **EDI** | Select the EDI check box, if the data exchange between retailer and supplier are done via electronic data interchange. |
| **Pre Mark** | Select the Pre Mark check box, if the supplier has agreed to break orders into separately marked boxes that can be shipped directly to stores. |
| **QC Required** | Select the QC Required check box, if quality control is required for shipments. |
| **Not Before Date** | Enter the date before which the order deliveries are not expected, or click the Calendar button to select the date. |
| **Not After Date** | Enter the date after which the order deliveries are not accepted, or click the Calendar button to select the date. |
| **OTB End of Week Date** | Enter the open to buy end of week date or click the Calendar to select the date. |
| **Order Type** | Select the Order Type from the list. Possible order types are:<br>■ ARB - Automatic replenishment of basic goods<br>■ BRB - Buyer replenishment of basic goods<br>■ Customer Order<br>■ N/B - Order of non-basic goods<br>If you have created a customer order, this field is defaulted to order type Customer Order and can not be changed. For more information about how to create a Customer Order, see the Creating a Customer Order section.<br>The **Order** Type field is a required field. |
| **Order Context** | Enter, select or search for the Order Context from the list. |

*Table 4–1 (Cont.) Order or Import Order Section Fields and Description*

| Field | Description |
|---|---|
| **Buyer** | Enter, select or search for a buyer from the list. |
| **Order by Prepack** | Select the Prepack check box, to enable pack creation for the purchase order. |
| **Include On Order** | This field determines, if the order's quantities should be included in On Order calculations. |
| **Promotion** | Enter, select or search for the promotion you want to add to the purchase order. |
| **Contract** | The **Contract** field displays the contract number associated to the purchase order, if any. |
| **Franchise Order** | The **Franchise Order** field displays the franchise order number. |
| **Master Order** | Enter the master order number. |

The Totals Hover window shows the cost break up.

*Figure 4–3 Totals Hover Window*




The Totals hover window contains the following fields.

*Table 4–2 Totals Hover Window Fields and Description*

| Fields | Description |
|---|---|
| Total Order Cost | This field shows the total cost of the order. |
| Expenses | This field shows the value of the expenses occurred for this order. |
| Duty | This field shows the duties, taxes, and fees the retailer must pay to import the goods on this purchase order. |
| Landed Cost | This field shows the sum of the cost, duty, and expenses for the shipments of the purchase order. |
| Outstanding Cost | This field shows the amount that is still open for this order. |
| Cancelled Cost | This field shows the value of any cancelled merchandise on the order. |
| Discount % Off | This field shows the price reduction in %. |
| Backhaul Allowance | The Backhaul Allowance is only displayed when you select the purchase type backhaul in the Shipping Information section. |
| Markup % Retail | This field shows the markup in %. When the retailer uses Simple VAT or Global Tax, this value excludes VAT. |

*Table 4–2 (Cont.) Totals Hover Window Fields and Description*

| Fields | Description |
|---|---|
| Total Retail | This field shows the total retail value of all items on the purchase order, excluding the VAT amount. When the retailer uses Simple VAT or Global Tax, this value excludes VAT. |
| Total VAT | This field shows the total VAT of the purchase order. This field only displays, if the retailer uses Simple VAT or Global Tax. |
| Total Retail (Incl. VAT) | This field shows the total retail value of all items on the purchase order, including the VAT amount. This field only displays, if the retailer uses Simple VAT or Global Tax. |

If the order currency is different from the system's primary currency, the totals will be displayed in both currencies, otherwise only the order currency is shown.

## Shipping Information

The Shipping Information section contains the following fields.

*Table 4–3 Shipping Information Section fields and Description*

| Field | Description |
|---|---|
| **Purchase Type** | Select the purchase type, such as Free on Board or Backhaul. |
| **Pickup Date** | Enter the pick up date or click the Calendar button to select a date. |
| **Backhaul Allowance** | The **Backhaul Allowance** field is only displayed, if the purchase type is Backhaul, otherwise the field is not available.<br>■ In the **Backhaul Allowance** field, select the Backhaul Allowance type.<br>■ If you select the Backhaul Allowance type Flat Fee, the input field next to the type is enabled. Enter the corresponding fee in the input field. |
| **Pickup Location** | The **Pickup Location** field is only available, if the purchase type is Pickup.<br>Enter the pickup location. |
| **Pickup No.** | The **Pickup No.** field is only available, if the purchase type is Pickup.<br>Enter the pickup number. |
| **Freight Terms** | Enter, select or search for the freight terms. For example, select 2% of Total Cost. |
| **Freight Payment Method** | Select the freight payment method. For example, select Prepaid Only. |
| **Freight Contract** | Enter the freight contract number. |
| **Transportation Responsibility** | The transportation responsibility refers to the location point where the buyer becomes responsible for transportation related costs.<br>■ In the **Transportation Responsibility** field, select the Transportation Responsibility type. For example, select City and State. Then the Transportation Responsibility location field is enabled.<br>■ Enter the Transportation Responsibility location. |

*Table 4–3 (Cont.) Shipping Information Section fields and Description*

| Field | Description |
|---|---|
| **Title Pass Location** | The title pass location, refers to the location where the ownership of the goods changes from the seller to the buyer of the goods.<br>■ In the **Title Pass Location** field, select the Title Pass Location type. Then the Title Pass Location field is enabled.<br>■ Enter the Title Pass Location. |
| **Import Country** | Enter, select or search for the import country of the goods. |
| **Shipment Method** | Select the shipment method. For example, select Rail Container. |
| **Earliest Ship Date** | Enter the earliest ship date or click the Calendar button to select a date. |
| **Latest Ship Date** | Enter the latest ship date or click the Calendar button to select a date. |
| **Appointment Date/Time** | Enter the appointment date or click the Calendar button to select a date. |
| **Estimated In Stock Date** | Enter a date or click the Calendar button to select an estimated date. |
| **Lading Port** | The port where goods are loaded onto the vessel.<br>Enter, select or search for the lading port of the goods. |
| **Discharge Port** | The location where the goods are unloaded from the shipment vessel.<br>Enter, select or search for the discharge port of the goods. |
| **Clearing Zone** | The field Clearing Zone is only available if the import country has one ore more clearing zones outside a location.<br>Enter or select the clearing zone. |

## Partners

In the Partners section you can enter additional partner information. This section contains the following fields. For more information about partners, see the Foundation Data chapter, section "Managing Partners".

*Table 4–4 Partners Section Fields and Description*

| Field | Description |
|---|---|
| **Factory** | Enter, select or search for the factory information. |
| **Agent** | Enter, select or search for the agent information. |
| **Routing Location** | Enter, select or search for the routing location. |
| **Partner 1 - 3** | These fields can contain up to three partners, that can be associated with the order.<br>Any type of partner can be added in these fields, such as consolidator, freight forwarder, or if desired additional factories or agents.<br>■ In the **Partner Type** field, select the corresponding partner type, for example, Agent. Then the partner list is enabled.<br>■ Enter, select or search for the corresponding partner. |

## Comments

The Comments section holds the comments field. You can enter any comments for the purchase order.

## Order Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the order such as deleting an order or navigating to the Order Details window to view details of the order. The Toolbar contains the following icons and buttons.

***Figure 4–4 Order Toolbar***

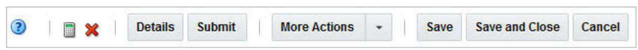



***Table 4–5 Toolbar - Icons/Buttons and Description***

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Calculate Dates icon | The Calculate Dates icon calculates the Not Before, Not After, OTB End of Week and Pickup Dates. |
| Delete icon | The Delete icon deletes the current purchase order.<br>For more information about deleting a purchase order, see Deleting a Purchase Order section. |
| **Details** | To view the details of the purchase oder, click **Details**. The Order Details window opens. For more information about order details, see the Order Details section.<br>If no items have been added to the purchase order yet, the **Details** button opens the Order Distribution window. For more information about distributing items, see the Order Distribution section. |
| **Status** | If you click the **Status** button, the status of the purchase order changes to the status specified on the button. When there is more than one status to which the order can be changed, click the arrow on the right side of the button to display the additional status options.<br>Possible purchase order status are:<br>■ Worksheet<br>■ Submitted<br>■ Approved<br>■ Closed<br>■ Cancel All Items<br>Only available, if order was previously approved.<br>■ Reinstate all Items<br>Only available, if all items were previously cancelled. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Order window.<br>For more information about the More Action Menu for orders, see the Order - More Actions Menu section. |
| **Save** | Click **Save**, to save changes to the purchase order and stay in the Order window. |

*Table 4–5 (Cont.) Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close**, to save changes to the purchase order and exit the Order window. |
| **Cancel** | Click **Cancel**, to cancel any changes made to the purchase order and exit the Order window. |

## Order - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Table 4–6 More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **More Actions** | You can navigate to the following windows by using the More Actions menu. |
| | ■ Customer<br>The Customer option is only available, if you created a customer order. The menu item Customer opens the Customer Details window. For more information about how to view, add or edit customer details of a purchase order, see the Customer Details section. |
| | ■ Order Dates<br>Opens the Order Dates window, displaying the written, original approval and, if available, the closed date of the current purchase order. |
| | ■ Supplier Details<br>Opens the Supplier Site window, displaying supplier information such as the supplier's address. |
| | ■ Order Revisions<br>Opens the Order Revisions window. |
| | ■ Appointments<br>Opens the Appointments window. |
| | ■ Shipments<br>Opens the Shipment List window. |
| | ■ Required Documents<br>Opens the Required Documents window. |
| | ■ Order Detail Report<br>Displays the Order Detail report in a new tab. |
| | ■ Timelines<br>Opens the Timeline window. For more information about Timelines, see the Import Management chapter, section "Timelines". |

*Table 4–6 (Cont.) More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| | ■ Work Orders<br>The menu item Work Orders opens a submenu.<br>Select **Create** to create a new work order for the current purchase order.<br>Select **Manage** to edit an existing work order for the current purchase order. |
| | ■ Letter of Credit<br>Opens the Order Letter of Credit window. |
| | ■ Recalculation<br>Opens the Order Recalculation window. |
| | ■ Inventory Management<br>Opens the Inventory Management window. |
| | ■ Deal Summary<br>Opens the Order Deal Summary window. |
| | ■ Order Detail Report.<br>The Order Details Report button displays the Order Detail report in a new tab. |

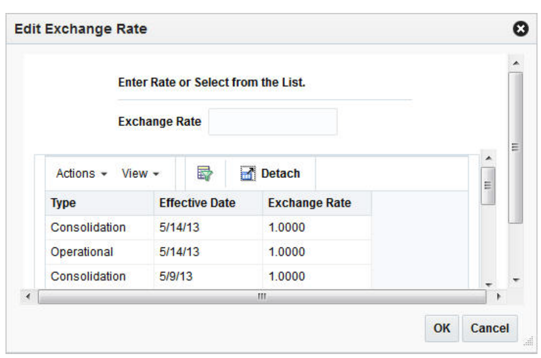
## Editing an Exchange Rate

The Edit Exchange Rate window allows you to view and maintain exchange rates for a selected currency. The exchange rates are used to convert monetary amounts to and from the primary currency of the company. You can only edit the exchange rate when the order's currency is different from the system's primary currency.

To edit the displayed exchange rate, follow the steps listed below.

1. Click the Edit Exchange Rate icon.
2. The Edit Exchange Rate window opens.

*Figure 4–5 Edit Exchange Rate Window*




3. In the **Exchange Rate** field, enter the exchange rate manually or select a record in the Exchange Rate table.

---

**Note:** The Exchange Rate table lists the following exchange rates - LC/bank, consolidation or operational. The consolidation exchange rate is only shown, if enabled.

---

4. After you have entered or selected the exchange rate, choose one of the following options.
   - Click **OK**. The system overwrites the value in the Letter of Credit window.
   - Click **Cancel** to reject your entries and close the window.

## Viewing a Purchase Order

To view a purchase order follow the steps below.

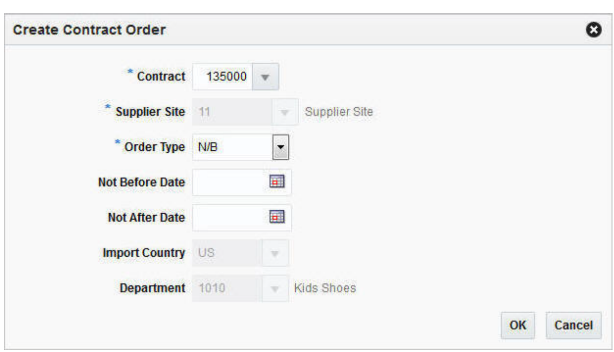
1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive. For more information about the order search function, see the Managing Orders section.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record.
5. Next select **Actions** > **View**, or use the View icon in the table toolbar. The Order window opens.
6. To exit the Order window click **Done** or use the Close tab.

## Creating a Contract Order

To create a contract order follow the steps below.

1. From the Tasks menu, select **Orders** > **Create Contract Order**. The Create Contract Order window opens.

***Figure 4–6 Create Contract Order Window***




2. In the **Contract** field, enter, select or search for the contract number. This field is required to create a contract order.
3. The **Supplier Site** field is populated with the contract's supplier site, once you select a contract number. This field is required to create a contract order.

4. In the **Order Type** field, select an Order Type from the drop down list. This field is required to create a contract order. Possible order types are:
   - ARB - Automatic replenishment of basic goods
   - BRB - Buyer replenishment of basic goods
   - N/B - Order of non-basic goods
5. In the **Not Before Date** field enter or use the Calendar to select the date before which the order deliveries are not expected.
6. In the **Not After Date** field enter or use the Calendar to select the date after which the order deliveries are not accepted.
7. The **Import Country** field is populated with the contract's import country, once you select a contract number.
8. The **Department** field is populated with the contract's department, once you select a contract number.
9. After you have entered all the information for the contract order, you have the following options.
   - Click **OK** to create the contract order and close Order window. The Order window opens automatically in a new tab.

     Enter the necessary order information. For more details about the Order window, see the Order section.
   - Click **Cancel** to reject the contract order and close the Create Contract Order window.

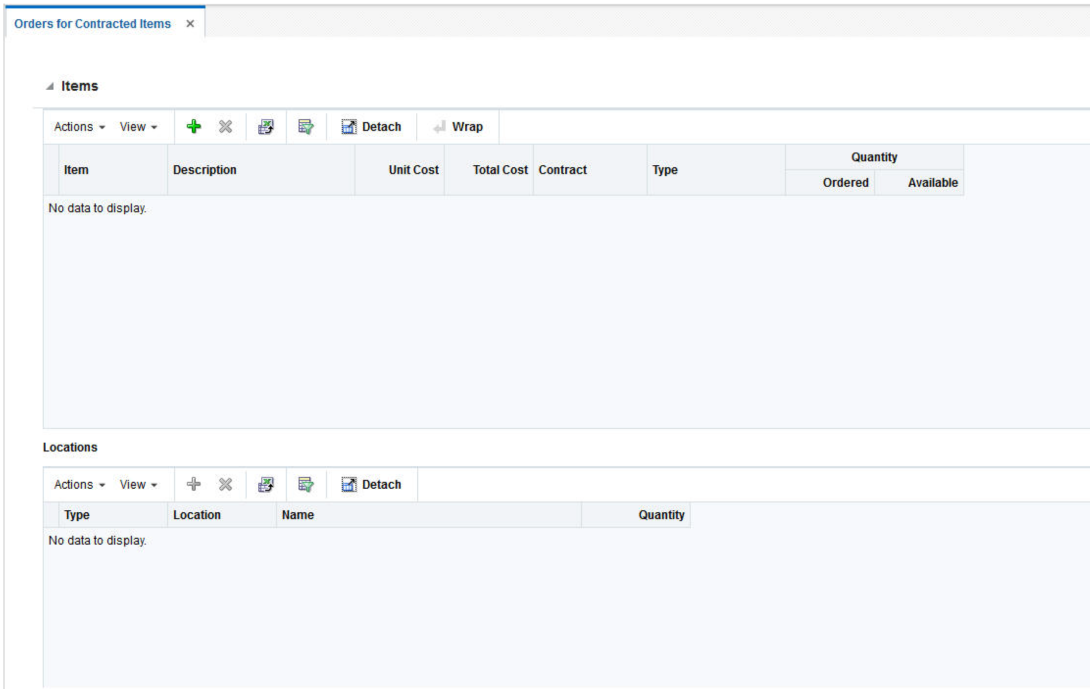
## Creating Orders for Contracted Items

In the Orders for Contracted Items window you can manually create orders with a contract. You can choose the items, associate them with a contract, select order locations, and quantities as well as create orders for the items.

The Orders for Contracted Items window consists of the following three sections:

- Items
- Locations
- Orders

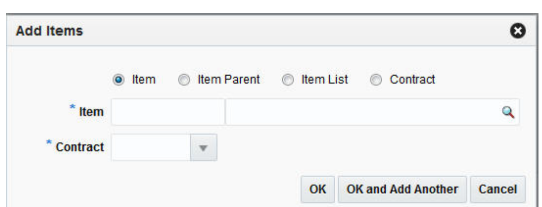
***Figure 4–7 Orders for Contracted Items Window***




To create orders for contracted items follow the steps below.

1. From the Tasks menu, select **Orders** > **Create Orders for Contracted Items**. The Orders for Contracted Items window opens.
2. In the Items section select **Actions** > **Add** or use the Add Item icon to add an item. The Add Items window opens.

***Figure 4–8 Add Items Window***




   a. You can add contracted items by selecting:
      * a transaction level item
      * an item parent
      * an item list
      * a contract
   b. Check the corresponding radio button.

---

**Note:** If the **Item/Item Parent/Item List** radio button is selected, the corresponding fields are displayed. If the **Contract** radio button is selected, then only the **Contract** field is shown.

---

**c.** In the **Item/Item Parent/Item List** field, enter, select or search for the item/item parent or item list.

***Table 4–7 Add Items Window***

| Field | Description |
|---|---|
| **Item** | Enter or search for the item.<br><br>If you select the contract before you enter any items, only items from this particular contract are available. |
| **Item Parent** | Enter or search for the item parent.<br><br>All contracted item parents are available for selection.<br><br>After you have entered the item parent, all diffs associated with the item are displayed.<br><br>All diff IDs will be available for selection. If there is no valid item for a particular diff ID then nothing is shown in the Items section.<br><br>If no diffs are selected, all transaction level items are shown in the Items section.<br><br>If not all parent diffs are selected all items fitting the criteria are added.<br><br>If you enter the contract before you enter the item parent, all contracted item parents are available for selection. If the combination of item parent and contract is not valid, then nothing is populated in the table.<br><br>If all the child items are not part of the selected contract, you receive a warning message that one or more child items are not part of the contract. |
| **Item List** | Enter or search for the item list.<br><br>All item lists, which have at least one contracted item, are available for selection.<br><br>If you enter the contract before you enter the item list, all item lists having at least one contracted item are available. As long as at least one valid combination of item-contract is possible, all the contracted items of the item list are populated in the items table.<br><br>If all the items in the item list are not part of the selected contract, you receive a warning message that one or more items are not part of the contract. |
| **Contract** | Enter the contract number.<br><br>All the items of the selected contract are populated in the Items table. |

**d.** In the **Contract** field, enter, select or search for the contract.

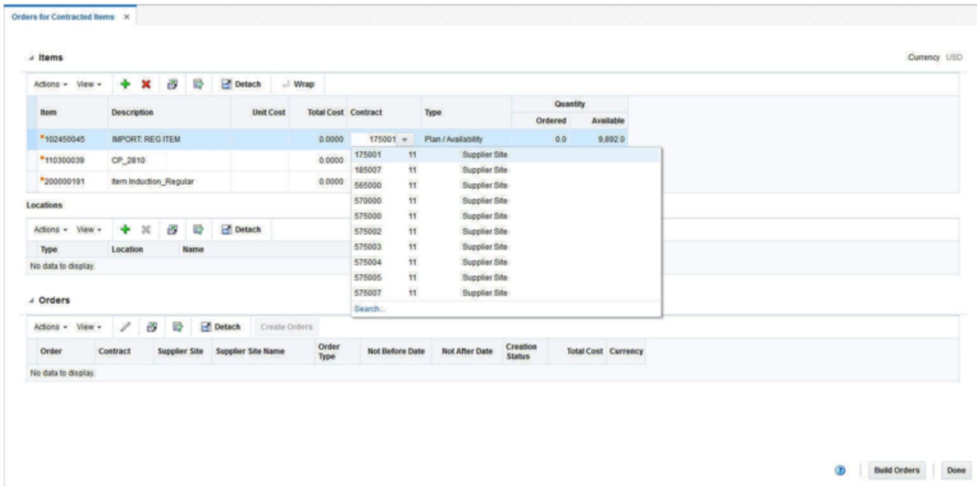
**Note:** If you enter the item parent first, only contracts containing the item/item parent are available for selection. For item lists, all contracts associated with at least one item of the item list are available for selection.

**e.** After you have entered all the item information, choose one of the following options.

* Click **OK** to add the selected item to the Items section and exit the Add Item window.

* Click **OK and Add Another** to add further entries.
* Click **Cancel** to reject all entries and exit the Add Item window.

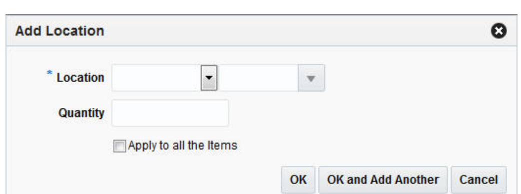
***Figure 4–9 Orders for Contracted Items Window - Items Added***




> **Note:** To delete an item, mark the corresponding record in the Items section. Then select **Actions > Delete** or use the Delete Icon.
>
> If an item is associated with multiple contracts or in the case of a parent item or item list, the selected contract combination is not valid. You can select the contract number in the Contract column from the drop down list.

3. After you have added items, assign a location or more locations to each item. Locations can only be assigned to one item at a time. Select an item on the table to assign locations to it.
4. In the Locations section select **Actions** > **Add** or use the Add icon to add a location. The Add Location window opens.

***Figure 4–10 Add Location Window***




   a. In the **Location** field, select a location type and enter, select or search for a location.
   b. In the **Quantity** field, enter the corresponding quantity to be ordered.

> **Note:** If you want to apply the location and the corresponding quantity to all items, check the **Apply to all the items** check box.

c. After you have entered all the location information, choose one of the following options.

   * Click **OK** to confirm the location and close the Add Location window.
   * Click **OK and Add Another** to add additional locations.
   * Click **Cancel** to reject all entries and close the Add Location window.

---

**Note:** To delete a location, mark the corresponding row in the Locations section. Then select **Actions > Delete** or use the Delete icon ✖.

If you want to edit the quantity for a location, enter the new quantity in the Quantity column.

---

5. After you have selected the location, you need to generate purchase orders for the selected contracted items.

   In the Toolbar, click **Build Orders** to populate the Order section with pending orders.

---

**Note:** The **Build Orders** button is only enabled, after you have associated each item with a location and a quantity.

---

6. Click the **Create Order** button or select **Actions > Create Orders** to create orders for the contracted items. The status of the order changes to Created.

---

**Note:** The **Order Type** field is set to N/B by default.

The **Not Before** and **Not After Date** fields contain the dates specified in the contract.

You can edit the **Order Type, Not Before** and **Not After Date** fields in the Orders section.

---

7. To edit the created purchase order, select the corresponding order. Then use one of the following options.

   - Select **Actions > Edit** or use the Edit icon ✎. The Order window opens. For more details about editing orders, see the Order section.
   - In the Order column, click the order number. The Order window opens. For more details about editing orders, see the Order section.

8. Click **Done**, to exit the Orders for Contracted Items window.

# Creating a DSD Order

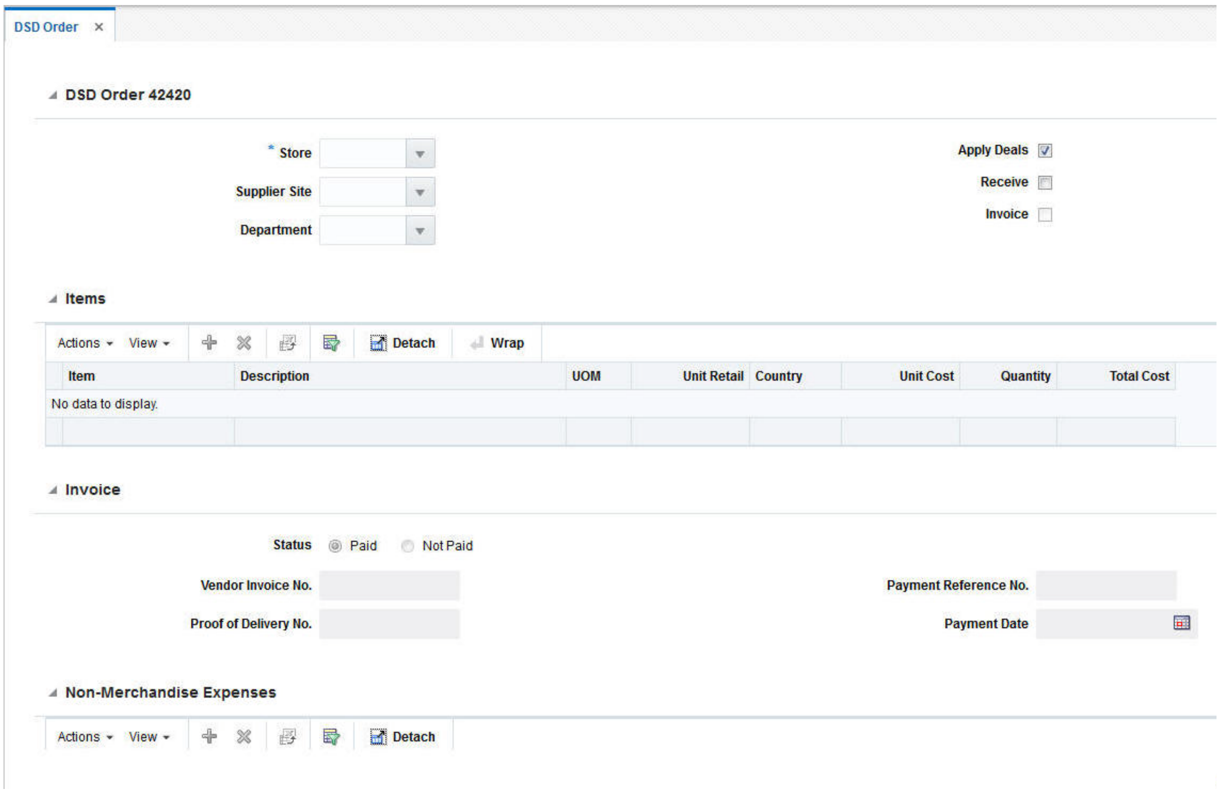
The Direct Store Delivery (DSD) is the delivery of merchandise and/or services directly to a store. In the DSD Order window you can create direct store deliveries.

The DSD Order window consists of the following sections:

- DSD Order
- Items

- Invoice
- Non-Merchandise Expenses

***Figure 4–11 DSD Order Window***

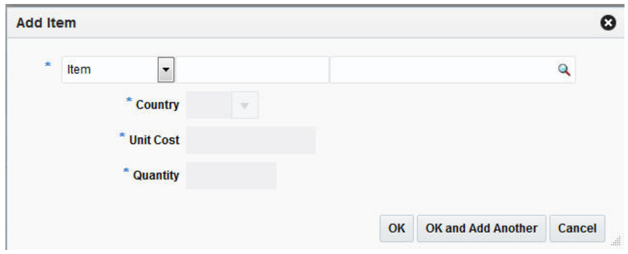



To create a DSD order follow the steps below.

1. From the Tasks menu, select **Orders** > **Create DSD Order**. The DSD Order window opens.
2. In the DSD Order section the title contains the order number as well as the order currency. In this section enter or select the following DSD order information.
   - Store - This field is required to create a DSD order.
   - Supplier Site
   - Department

   Furthermore, select the following check boxes, if necessary.
   - Apply Deals
   - Receive
   - Invoice
3. In the Items section, you can associate the item with the DSD order. To add an item select **Actions** > **Add**, or use the Add icon. The Add Item window opens.

***Figure 4–12 Add Item Window***




a. Select the item level. Then enter or search for the item/reference item number.

b. In the **Country** field, enter, select or search for the country information for the item.

c. In the **Unit Cost** field, enter the unit cost for the item.

d. In the **Quantity** field, enter the quantity for the item.

e. After you have entered all necessary information, choose one of the following options.

   – Click **OK** to add the entered item to the Item section and close the Add Item window.

   – Click **OK and Add Another** to add the entered item to the Item section and stay in the Add Item window to add additional items.

   – Click **Cancel** to reject all entries and close the Add Item window.

---

**Note:** To delete the item from the DSD order, select **Actions** > **Delete** or use the Delete icon .

---

4. The Invoice section displays invoice related information for the DSD order.

   a. In the **Status** field, select the valid status, paid or not paid, for the invoice.

   b. In the **Vendor Invoice No**. field, enter the vendor invoice number.

   c. In the **Proof of Delivery** field, enter the proof of delivery number.

   d. In the **Payment Reference No.** field, enter the payment reference number.

   e. In the **Payment Date** field, enter the payment date or click the Calendar button to select the date.

---

**Note:** To delete an entered invoice, use the Delete Invoice icon in the top right corner of the Invoice section.

---

5. In the Non-Merchandise Expenses section, select **Actions** > **Add** or use the Add icon. The Add Non-Merchandise Expense window opens.

   a. In the **Code** field, enter or search for the expense code of the non-merchandise expense, for example, select M (Miscellaneous).

   b. In the **Amount** field, enter the expense amount.

   c. In the VAT section, in the **Code** field, enter, select or search for the VAT code, for example, select Standard.

d. In the **Rate** field, the VAT rate is populated once you enter the VAT code.

e. In the **Amount** field, the VAT amount is populated once you enter the VAT code.

f. After you have entered all necessary information, choose one of the following options.

   – Click **OK** to add the entered expense information to the Non-Merchandise Expense section and close the window.

   – Click **OK and Add Another** to add the entered expense information to the Non-Merchandise Expense section and stay in the window to add additional non-merchandise expenses.

   – Click **Cancel** to reject all changes and close the window.

---

**Note:** To delete non-merchandise expenses from the DSD order, select **Actions** > **Delete** or use the Delete icon.

---

6. After you have entered all necessary information for the DSD order, choose one of the following options.

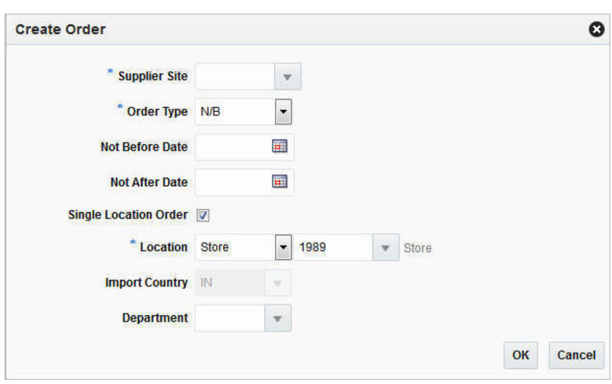
   - Click **Save and Close** to create the DSD order and close the DSD order window.
   - Click **Save and Create Another** to create the DSD order and stay in the DSD Order window to create additional DSD orders.
   - Click **Cancel** to reject all entries and close the DSD order window.

## Creating a Purchase Order for a Pack Item

To create a purchase order for a pack item follow the steps below.

1. From the Tasks menu, select **Orders** > **Create Order**. The Create Order window opens.

***Figure 4–13 Create Order Window***




2. In the **Supplier Site** field, enter, select or search the desired supplier site. This field is required to create a purchase order.

3. In the **Order Type** field, select an order type form the list. This field is required to create a purchase order. Possible order types are:

- ARB - Automatic replenishment of basic goods
- BRB - Buyer replenishment of basic goods
- Customer Order - For more information about how to create a customer order, see the Creating a Customer Order section.
- N/B - Order of non-basic goods

4. In the **Not Before Date** field, enter or use the Calendar icon to select the date before which the order deliveries are not expected.
5. In the **Not After Date** field, enter or use the Calendar icon to select the date after which the order deliveries are not accepted.
6. Select the **Single Location Order check box**, if the items on the purchase order are distributed to only one location.
7. In the **Location** field, select the location type from the drop down list, for example, Store or Warehouse. Then the location list is enabled. Select or search for the corresponding location.

> **Note:** The Location field is only shown, if you have selected the Single Location Order check box.

8. In the **Import Country** field, enter, select or search for the import country.

> **Note:** When creating an import order, make sure that the import country and the import location are the same.

9. In the **Departmen**t field, enter, select or search for the department.
10. After you have entered all the information for the order, you have the following options.
    - Click **OK** to create the purchase order and close the Create Order window. The Order window opens in a new tab. Refer to step 11 to complete the purchase order.
    - Click **Cancel** to reject all entries and close the Create Order window.
11. In the Order window enter or edit the enabled fields, as necessary. For more information see the Order section.
12. In the Order Head section, you need to select the **Order by Prepack** check box to create an order for a pack item.

> **Note:** To immediately add a prepack to the purchase order, click **Details**. The Order Distribution window opens. For more details about how to add a prepack to a PO, see the Adding a Prepack to the Purchase Order section, step 5.

13. To complete the order for a pack item, choose one of the following options.
    - Click **Save** to save the created purchase order for a pack item.
    - Click **Save and Close** to save the created purchase order for a pack item and close the Order window.

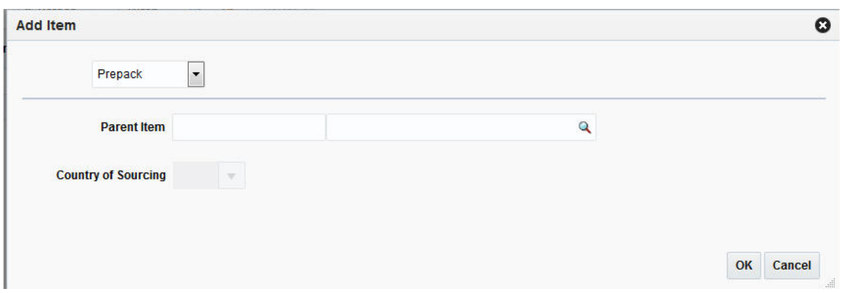
- Click **Cancel** to reject all entries and close the Order window.

## Adding a Prepack to the Purchase Order

To add a prepack to a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. In the Toolbar, click **Details** to open the Order Distribution window.
6. Select **Actions** > **Add** or use the Add icon to add a prepack to the purchase order. The Add Item window opens.

***Figure 4–14 Add Item Window***




   a. In the **Item Type** field select Prepack.

   ---

   **Note:** The Prepack Item Type is only available, if you selected the **Order by Prepack** check box in the Order window. For more details about creating orders for pack items, see the Creating a Purchase Order for a Pack Item section.

   ---

   b. In the **Parent Item** field, enter or search for the parent item.

   c. In the **Country of Sourcing** field, enter, select or search for a country.

   d. To complete the process, choose one of the following options.

      * Click **OK** to add the prepack the purchase order and open the Prepack Creation window. For more details see the Creating a Prepack Template section.
      * Click **Cancel** to reject all entries and close the Add Item window.

## Creating a Prepack Template

The Prepack Creation window allows you to create a pack for a purchase order. A prepack is a pack item that contains an assortment of diffs. You can add a diff, diff range, or diff template. You also enter a sequence number (for buyer packs) and the quantity that is to be distributed among the diff combinations.

You can create buyer packs or vendor packs. If you select buyer pack, you must indicate whether the pack is ordered and received as a pack or as eaches. If you select vendor pack, you must enter a unit cost for the pack. The unit cost for buyer packs is derived from the component items of the pack. The pack templates that you create here cannot be re-used for another purchase order.

In the Prepack Creation window enter the following information.

1. In the **Pack Type** field, select Buyer or Vendor.
2. If you select Buyer in the Pack Type field, select an option in the **Order A**s and **Receive As** fields.
3. If you select Vendor in the Pack Type field, enter the cost per component unit in the **Unit Cost** field.
4. In the Differentiations section click **Actions** > **Add** or use the Add icon to add differentiators to the prepack template. The Add Differentiator window opens.
5. In the Differerentiator fields, for example, flavor, enter, select or search for the diff you want to add.

   **Note:** If the item parent is assigned to a Diff ID instead of a Diff Group, then these fields are populated with the diffs of the item parent. You can not edit these diffs.

6. In the **Quantity** field, enter the quantity that you want to distribute among the diff combinations.
7. To complete the entry of the diff details, choose one of the following options.
   - Click **OK** to add the differentiator to the Differentiator section and close the Add Differentiator window.
   - Click **OK and Add Anothe**r to add the differentiator to the Differentiator section and add additional diffs to the template.
   - Click **Cancel** to reject all entries and close the Add Differentiator window.
8. In the Prepack Creation window, click **Build Cost** to calculate the unit cost of the prepack.
9. Click **Save and Close**. A confirmation prompt is shown.
10. Confirm the prompt with **Yes** to create the diff combinations for the item parent. The Order Distribution window opens.
11. The Buyer or Vendor Pack is shown in the Order Distribution window.

### Distributing the Prepack

In the Order Distribution window select a distribution method and enter the appropriate information in the window that opens.

- To distribute the prepacks by location, click **Location**. The Location Distribution window opens. For more details, see the Distributing Items by Location section.
- To distribute the items by store grade, click **Store Grade**. The Store Grade Distribution window opens. Fore more details, see the Distributing Items by Store Grade section.

### Editing a Differentiator

In the Edit Differentiator window you can update the diffs, sequences and the quantity of each record in the Differentiator section.

To edit an existing differentiator in a prepack template follow the steps below.

In the Prepack Creation window enter the following information.

1. Select an entry in the Differentiator section.
2. Select **Actions** > **Edit** or use the Edit icon to update the selected differentiator. The Edit Differentiator window opens.
   a. The **Differentiator** fields are populated with the diffs of the selected diff. Edit the fields, if necessary.

      **Note:** All diffs that hold any value are disabled.

   b. In the **Quantity** field, edit the quantity.
   c. Select the **Apply to All** check box, to apply the quantity or set the value of a possible missing diff to the records in the Differentiator table with the same diffs.

      **Note:** If the differentiator you are trying to apply already exists, you receive a corresponding message.

   d. After all necessary updates are made, choose one of the following options.
      * Click **OK** to update the selected differentiator in the table and close the Edit Differentiator window. The system returns to the Prepack Creation window
      * Click **Cancel** to reject all entries and close the Edit Differentiator window. The system returns to the Prepack Creation window.
3. In the Prepack Creation window, choose one of the following options.
   - Click **Save and Close** to save the updated prepack and return to the Order Details window.
   - Click **Cancel** to reject the prepack updates and return to the Order Details window.

### Applying a Range

In the Apply Range window you can add the range, or apply the range for all records or to just the selected record in the Differentiator table.

To apply a range for a prepack template follow the steps below.

In the Prepack Creation window enter the following information.

1. Select an entry in the Differentiator section.
2. Select **Actions** > **Apply Range** or use the Apply Range button to add or update the differentiator of the selected record. The Apply Range window opens.

---

**Note:** If the differentiator you are trying to apply already exists, you receive a corresponding message.

---

a. In the **Diff Range** field, enter or select the desired diff range.

b. In the **Quantity** field, enter the quantity.

c. Depending on whether you want to add or update a range in the prepack template, choose one of the following check boxs.

   * Select **Add Range** to add a new range to the prepack.
   * Select **Apply to Selected** to apply the update range to a selected diff.
   * Select **Apply to All** to apply the range to all records in the Differentiator section with the same diffs.

---

**Note:** The **Apply to All** check box and the Apply to All button are only enabled, if a differentiator has already been added to the prepack template.

---

d. After you have added/updated the diff range, choose on of the following options.

   * Click **OK** to apply the new/updated range to the prepack and close the Apply Range window. The system returns to the Prepack Creation window.
   * Click **Cancel** to reject all entries and close the Apply Range window. The system returns to the Prepack Creation window.

3. In the Prepack Creation window, choose one of the following options.

   - Click **Save and Close** to save the updated prepack and return to the Order Details window.
   - Click **Cancel** to reject the prepack updates and return to the Order Details window.

### Mass Update

In the mass update you can update the quantity of the records set in the diff filter. The quantity is applied to all entries with this diff value.

To carry out a mass update for diffs, follow the steps below.

1. In the Prepack Creation window, select **Mass Update**. The Mass Update window opens.
2. In the Apply Update To section. Update all necessary Diff fields.

---

**Note:** For item parents with assigned diff IDs, the Diff fields are populated and disabled.

---

3. If you select the **Apply Update to All** check box, all diffs are cleared and disabled. The entered quantity is applied to all entries.
4. In the **Quantity** field, enter the quantity.

5. After you have entered all necessary information, choose one of the following options.
   - Click **OK** to update the quantity for the diffs and close the Mass Update window. The system returns to the Prepack Creation window.
   - Click **OK and Edit Another** to update the quantity for the diffs and edit other diffs.
   - Click **Cancel** to reject all entries and close the Mass Update window. The system returns to the Prepack Creation window.
6. In the Prepack Creation window, choose one of the following options.
   - Click **Save and Close** to save the updated prepacks and return to the Order Details window.
   - Click **Cancel** to reject the prepack updates and return to the Order Details window.

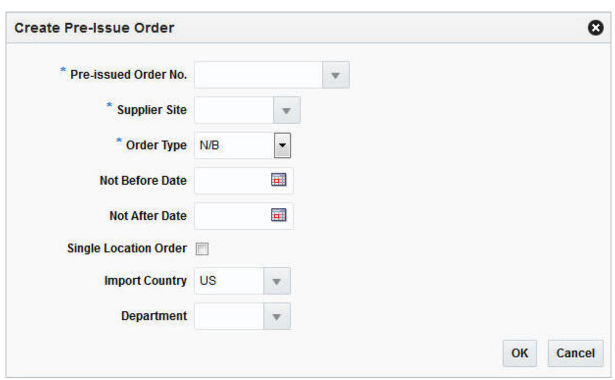
## Creating a Pre-Issue Order

In RMS you can create a purchase order using a pre-issued order number. For more details about how to generate pre-issue order numbers, see the Pre-Issued Order Numbers section.

To create a pre-issue order follow the steps below.

1. From the Tasks menu, select **Orders** > **Create Pre-Issue Order**. The Create Pre-Order window opens.

***Figure 4–15 Create Pre-Issue Order Window***




2. In the **Pre-Issued Order No.** field, enter, select or search for the previously created pre-issued order number.
3. In the **Supplier Site** field, enter, select or search for the supplier site.
4. In the **Order Type** field, select an order type form the list. Possible order types are:
   - ARB - Automatic replenishment of basic goods
   - BRB - Buyer replenishment of basic goods
   - Customer Order - For more information about how to create a customer order, see the Creating a Customer Order section.
   - N/B - Order of non-basic goods

5. In the **Not Before Date** field, enter the date before which the order deliveries are not expected, or use the Calendar icon to select a date.
6. In the **Not After Date** field, enter the date after which the order deliveries are not accepted, or use the Calendar icon to select a date.
7. Select the **Single Location Order check box**, if the items of the purchase order are shipped to only one location.
8. In the **Location** field, select the Location Type, for example, select Warehouse. Once you select the Location Type, enter, select or search for the location. After you have selected the location, the Location Name is displayed.

> **Note:** The **Location** fields are only shown, if you have selected the **Single Location Order** check box.

9. In the **Import Country** field, enter, select or search for the import country.

> **Note:** The **Import Country** field, is enabled when you create pre-issue orders.

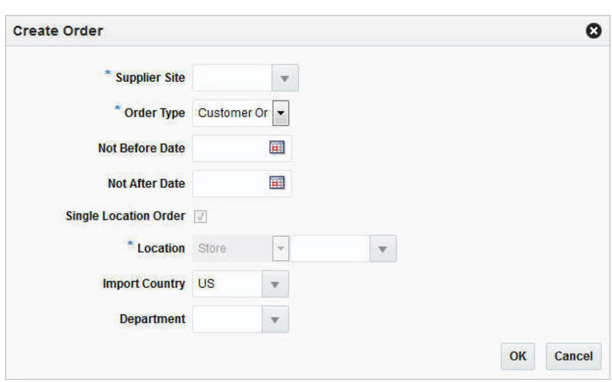
10. In the **Department** field, enter, select or search for the department.
11. After you have entered all information for the pre-issue order, you have the following options.
    - Click **OK** to create the pre-issue order and close the Create Order window. The Order window opens in a new tab. Enter the necessary order information. For more details about creating orders, see the Creating an Order section.
    - Click **Cancel** to reject all entries and close the Create Order window.

## Creating a Customer Order

To create an order for a customer follow the steps below.

1. From the Tasks menu, select **Orders** > **Create Order**. The Create Order window opens.

***Figure 4–16 Create Order Window***




2. In the **Supplier Site** field, enter, select or search for the supplier site. This field is required to create a purchase order.

3. In the **Order Type** field, select Customer Order.
4. In the **Not Before Date** field, enter the date before which the order deliveries are not expected, or use the Calendar icon to select a date.
5. In the **Not After Date** field, enter the date after which the order deliveries are not accepted, or use the Calendar icon to select a date.
6. The **Single Location Order** check box is checked by default, when you create a customer order. You cannot change this entry.
7. In the **Location** type field, the Location Type is set to Store by default, when you create a Customer Order. You cannot change the Location Type. Enter, select or search for the corresponding store location.
8. In the **Import Country** field, enter or select the import country.

> **Note:** The **Import Country** field, is only available for import orders.

9. In the **Department** field, enter, select or search for the department.
10. After you have entered all information for the customer order, choose one of the following options.
    - Click **OK** to create the customer order and close the Create Order window. The Order window opens in a new tab. Enter the necessary order information. For more details about creating orders, see the Order section. To add Customer Details, see the Customer Details section.
    - Click **Cancel** to reject all entries and close the Create Order window.

## Customer Details

In the Customer Details window you can view, add or edit customer details for the created customer purchase order.

The Customer Details window contains the following sections.

- Customer Header
- Billing Information
- Delivery Information
- Other Information
- Customer Details Toolbar

### Customer Header

The Customer header section contains the following fields.

***Table 4–8 Customer Header Section***

| Field | Description |
|---|---|
| **Customer** | Enter the customer in this field. |
| **Customer Order** | This field contains the created Customer Order Number.<br>The Customer Order will be the same as the Order Number of the Customer Order in RMS. |

*Table 4–8 (Cont.) Customer Header Section*

| Field | Description |
|---|---|
| **Fulfillment** | This field contains the Fulfillment Number.<br>The Fulfillment will be the same as the Order Number of the Customer Order in RMS. |

## Billing Information

The Billing Information section contains the following fields. Enter the details for the billing information in this section.

*Table 4–9 Billing Information Section*

| Field/Button | Description |
|---|---|
| **Address** | Enter the billing address.<br>This field is a required field. |
| **City** | Enter the city.<br>This field is a required field. |
| **State** | Enter, select or search for the state. |
| **Postal Code** | Enter the postal code of the city. |
| **Country** | Enter, select or search for the country.<br>This field is a required field. |
| **Jurisdiction** | Enter, select or search for the jurisdiction information. This further breaks down the tax rate, if the location is different from the transaction location. |
| **First Name** | Enter the first name of the customer. |
| **Phonetic First Name** | Enter the customer's phonetic first name. |
| **Last Name** | Enter the last name of the customer. |
| **Phonetic Last Name** | Enter the customer's phonetic last name. |
| **Company** | Enter the company name. |
| **Preferred Name** | Enter the preferred name of the billing address. |
| **Phone** | Enter the phone number of the billing location. |
| | |
| **Copy from Billing Address** | The **Copy from Billing Address** button copies the Billing Address details to the Delivery Information section. |

## Delivery Information

The Delivery Information section contains the following fields. Enter the details for the delivery information in this section.

*Table 4–10 Delivery Information Section*

| Field/Button | Description |
|---|---|
| **Address** | Enter the delivery address.<br>This field is a required field. |
| **City** | Enter the city.<br>This field is a required field. |

*Table 4–10 (Cont.) Delivery Information Section*

| Field/Button | Description |
|---|---|
| **State** | Enter, select or search for the state. |
| **Postal Code** | Enter the postal code of the city. |
| **Country** | Enter, select or search for the country.<br>This field is a required field. |
| **Jurisdiction** | Enter, select or search for the jurisdiction information. This further breaks down the tax rate, if the location is different from the transactio location. |
| **First Name** | Enter the first name of the customer. |
| **Phonetic First Name** | Enter the customer's phonetic first name. |
| **Last Name** | Enter the last name of the customer. |
| **Phonetic Last Name** | Enter the customer's phonetic last name. |
| **Company** | Enter the company name. |
| **Preferred Name** | Enter the preferred name of the delivery address. |
| **Phone** | Enter the phone number of the delivery location. |

## Other Information

The Other Information section contains the following fields. Enter additional delivery information in this section.

*Table 4–11 Other Information Section*

| Field | Description |
|---|---|
| **Partial Delivery** | This check box is unchecked by default.<br>**Note:** You cannot change the value of the Partial Delivery field. This field is only enabled when the window is accessed from the Transfer window. |
| **Delivery Date** | Enter the delivery date or use the Calendar button to select a date. |
| **Delivery Time** | Enter or select the delivery time. |
| **Delivery Charge** | This field contains the sum of all charges associated with the delivery of the order. |
| **Currency** | Indicates the currency of the order. |
| **Delivery Type** | Indicates the delivery type of the order. |
| **Carrier Code** | Indicates the carrier the order is shipped with, if specified on the order. |
| **Carrier Service Code** | Indicates the method selected for shipping by the customer placing the order. For example, Standard Shipping, Overnight and so on. |
| **Comments** | Enter any comments or special instructions that you might want to capture against the customer order. For example, services. |

## Customer Details Toolbar

The toolbar contains the following icons and buttons.

*Table 4–12 Customer Details Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

### Maintaining Customer Details

To view, add or edit customer details follow the steps below.

1. From the **More Actions** menu of the Order window, select **Customer**. The Customer Details window opens.
2. Add, edit or view the customer details information.

   For more information about how to maintain the customer details, see the Customer Details section.
3. After you have entered all necessary information, choose one of the following options from the Toolbar.
   - Click **Save** to save the entered customer details.
   - Click **Save and Close** to save the entered customer details and close the Customer Details window and return to the Order window.
   - Click **Cancel** to reject all entries and close the Customer Details window and return to the Order window.

## Managing Orders

The Manage Orders option opens the Order Search window. In the Order Search window you can perform the following actions:

- Search for purchase orders by various search criteria
- View the entered search results
- View a purchase order
- Create a purchase order
- Create a purchase order from an existing order
- Edit a purchase order
- Split a purchase order

You can access the Order Search window from the Task menu, select **Orders > Manage Orders**. The Order Search window appears.

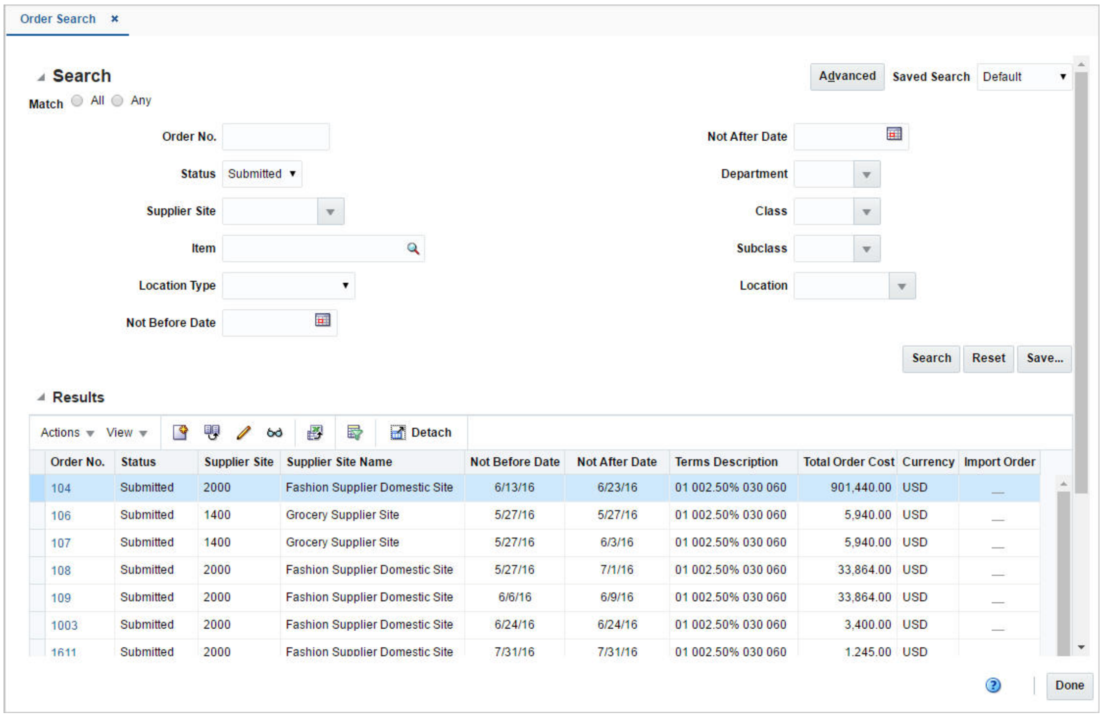
The Order Search window contains the following sections:

- Search

For more information about how to search for an order, see the Searching for an Order section.

- Results
- Order Search Toolbar

***Figure 4–17 Order Search Window***




## Searching for an Order

To search for an order:

1. From the Task menu, select **Orders > Manage Orders**. The Order Search window appears.
2. You can search for an order using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for an Order Through the Basic Search Criteria

To search for an order using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 4–13 Order Search - Basic Search Criteria and Description*

| Search Field | Description |
|---|---|
| Match | Check radio button All or Any.<br>All - only purchase orders matching all entered search criteria are shown.<br>Any - purchase orders matching any of the entered search criteria are shown. |
| **Order No.** | Enter the order number. |
| **Status** | Select the status of the purchase order, for example, approved. |
| **Supplier Site** | Enter or select the supplier site number. |
| **Item** | Enter or search for an item. |
| **Location Type** | Select the location type of a purchase order, for example, store or warehouse. |
| **Not Before Date** | Enter the date before which the item will be picked up by the customer or click the Calendar button to select the date. |
| **Not After Date** | Enter the date after which the item cannot be picked up by the customer or click the Calendar button to select the date. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Location** | Enter or select the location for the purchase order. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The purchase orders that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.

5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an Order Through Advanced Search Criteria

To search for an order using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The purchase orders that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved orders.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 4–14 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create,** or use the Create icon to create a new order.<br><br>For more details about how to create an order, see the Creating an Order section. |
| Create from Existing and Create from Existing icon | Use an existing purchase order as a template for a new purchase order, select a record in the Results section and choose **Actions > Create from Existing**, or use the Create from Existing icon. The Order window appears in a new tab.<br><br>For more information about the Order window, see the Order section. |

*Table 4–14 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit nd Edit icon | To edit a purchase order:<br>■ Select **Actions > Edit**, use the Edit icon, or click on the order link to edit the selected order.<br>■ The data of the selected purchase order is displayed.<br>■ Edit the purchase order, as necessary.<br>For more information about how to edit an order, see the Order section. |
| View and View icon | To view a purchase order:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Order window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Split Order | To split a purchase order:<br>■ Select a record in the results section.<br>■ Select **Actions > Split Order**.<br>The order must be in status Worksheet and truck splitting constraints must be set up for the order you want to split.<br>For more information about splitting the order quantities for an item across suppliers, see the Splitting an Order section. |

## Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 4–15 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | Toggle between the currency of the order and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Order Search Toolbar

The toolbar contains the following icons and buttons.

***Table 4–16 Order Search Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Splitting an Order

You can split order quantities for an item across suppliers in RMS. Follow the steps below to split the order quantities of your order.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Select **Actions** > **Split Orders**, the Split by Supplier window opens.
6. Click **Actions** > **Add** or use the Add icon, to add an additional supplier.
7. To remove the supplier, click **Delete** to remove the primary supplier from the table.
8. In the **Supplier Site** field, enter, select or search for the supplier ID.
9. In the **Country of Sourcing** field, enter, select or search for the country of sourcing ID.
10. In the **Unit Cost** field, enter the unit cost for the item.
11. In the **Order Quantity**, enter the quantity of the item for the selected supplier site.
12. After you have entered the supplier site information, choose one of the following options.
    - Click **OK** to save your changes.
    - Click **OK and Add Another** to enter an additional supplier site.
    - Click **Cancel** to reject all changes and exit the Add Supplier Site window.

> **Note:** If the Recommended Order Quantity does not equal the Actual Order Quantity, a warning message appears. Click **Yes** to continue, or **No** to return to the Split Supplier window and correct the order quantity.

# Order Dates

The Order Dates window, displays important order dates such as when the order has been created (Written Date), when the order is originally approved (Original Approval Date) as well as the Closed date.

To view the order dates of a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit/View**. The Order window opens.
5. In the Toolbar select **More Actions** > **Order Dates**. The Order Dates window opens. The order dates are displayed.

***Figure 4–18 Order Dates Window***


6. Click **OK**, to exit the Order Dates window.

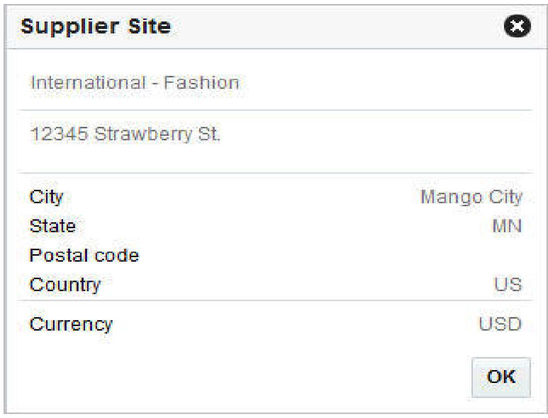
## Supplier Details

The Supplier Site window, displays supplier site details, including the name, address and currency.

To view the supplier site details follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search Window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit/View**, or use the corresponding icons. The Order window opens.
5. In the Toolbar select **More Actions** > **Supplier Details**. The Supplier Site window opens. The supplier site details are displayed.

**Figure 4–19 Supplier Site Window**

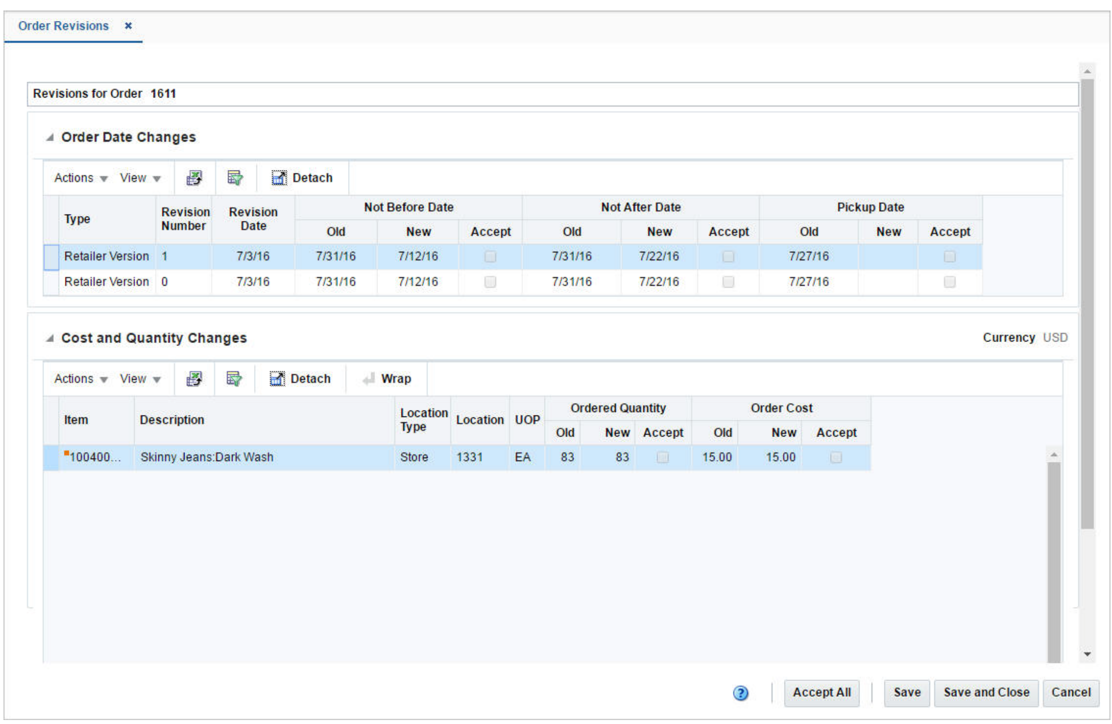



6. Click **OK** to close the Supplier Site window.

# Order Revisions

In the Order Revisions window you can view past changes and accept new changes for an approved purchase order. Changes can be made by the buyer, indicated as Retailer Version or by the supplier, indicated as Supplier Revision. The first version is the original purchase order. Changes are transmitted to and from the supplier through electronic data interchange (EDI). Versions or revisions can only be created for approved purchase orders.

**Figure 4–20 Order Revisions Window**



## Order Date Changes

The Order Date Changes section displays the following changes:

- Old and New Not Before Date, date before which the order deliveries are not expected.
- Old and New Not After Date, date after which the order deliveries are not accepted.
- Old and New Pickup Date, date when the item will be picked up.

### Order Date Changes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–17 Order Date Changes - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Oder Date Changes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 4–18 Order Date Changes - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost and Quantity Changes

The Cost and Quantity Changes section displays the following changes:

- Old and New Ordered Quantity
- Old and New Order Cost

### Cost and Quantity Changes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–19 Cost and Quantity Changes - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 4–19 (Cont.) Cost and Quantity Changes - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Cost and Quantity Changes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 4–20 Cost and Quantity Changes - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | Toggle between the order's currency and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Order Revisions Toolbar

The toolbar contains the following icons and buttons.

*Table 4–21 Order Revisions Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Accept All** | Click Accept All to accept the changes for an approved purchase order.<br>For more information about how to accept the changes, see the Accepting a Revision Order section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Viewing an Order Revision

To view an order revision follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.

2. Search for and retrieve a purchase order. Restrict the search to purchase order in Approved or Closed status. Click **Search**. The search results are shown in the Results section.
3. In the Results section, select a record.
4. Next select **Actions > View**. The Order window opens.
5. In the Toolbar, select **More Actions** > **Order Revisions.**
6. The Order Revisions window opens. You can view all past order date, cost and quantity changes for the selected purchase order.

> **Note:** RMS displays the latest changes at the top of the list, followed by the revision number in descending order.

7. Click **Done** or use the Close Tab icon to close the Order Revisions window.

## Accepting a Revision Order

To accept changes for an approved purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Search for and retrieve a purchase order. Restrict the search to purchase orders in Approved status. Click **Search**. The search results are shown in the Results section.
3. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit** or use the Edit icon. The Order window opens.
4. In the Toolbar select **More Actions** > **Order Revisions**.
5. The Order Revisions window opens. All Order Dates as well as Cost and Quantity Changes are displayed.
6. Select the **Accept** checkbox next to each change you want to accept. If you want to accept all of the changes, highlight the entire row, and click **Accept All**.

> **Note:** The **Accept All** button is only enabled, if there are unaccepted changes for the selected purchase order available.

7. After you have accepted the desired changes, you have the following options.
   - Click **Save** to save the accepted changes.
   - Click **Save and Close** to save the accepted changes and close the Order Revisions window.
   - Click **Cancel** to reject all changes and close the Order Revisions window.

# Appointments

For more information about appointments, see the Inventory chapter, section "Appointments".

# Shipments

The Shipment List window displays shipping details for purchase order shipments and franchise shipments, when accessed through the order windows. Three different ways to access the Shipment List are available.

1. From the Tasks menu, select **Orders** > **Manage Orders** (Search for the order)> **More Actions** > **Shipments**. The Shipment List opens.

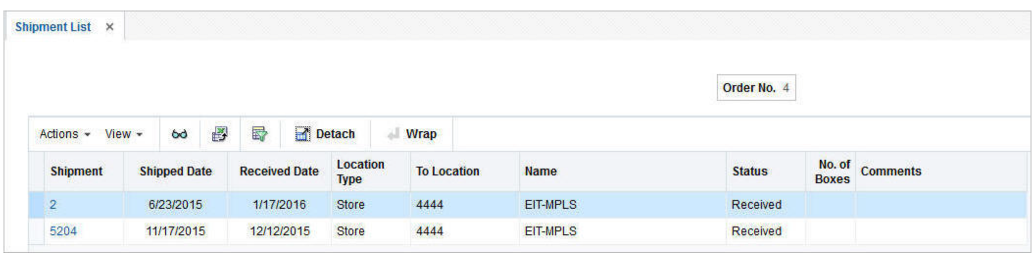
   You can also access the Shipment List for vendor sourced franchise orders.

   - From the Tasks menu, select **Inventory > Franchise Orders > Manage Franchise Orders.** The Franchise Order Search window appears. Search for the franchise order.
   - In the Results section click the franchise order link, or mark a record and select **Actions > Edit/View**. The Franchise Order window appears.
   - Then select **More Actions > Shipments**. The Shipment List window opens.

   Additionally, you can access the Shipment List for franchise returns.

   - From the Tasks menu, select **Inventory > Franchise Orders > Manage Franchise Returns.** The Franchise Return Search window appears. Search for the franchise return.
   - In the Results section click the RMA (Return Merchandise Authorization) link, or mark a record and select **Actions > Edit/View**. The Franchise Return window appears.
   - Then select **More Actions > Shipments**. The Shipment List window opens.

***Figure 4–21 Shipment List Window***




The Shipment List contains the following information:

- Shipment number
- Shipped Date
- Received Date
- Location Type, for example, Store or Warehouse
- To Location
- Name, name of the location
- Status, for example, Submitted.
- No. of Boxes
- Comments

  To open the Shipment window and view further shipment details follow one of the options below.

- In the Shipment List window, go to column Shipment and click the shipment number link. The Shipment window opens. For more information about shipment details, see the Inventory chapter, section "Shipments".
- In the Shipment List window, select **Actions** > **View** or use the View icon. The Shipment window opens. For more information about shipment details, see the Inventory chapter, section "Shipments".

2. Click **Done** to exit the Shipment List.

# Required Documents

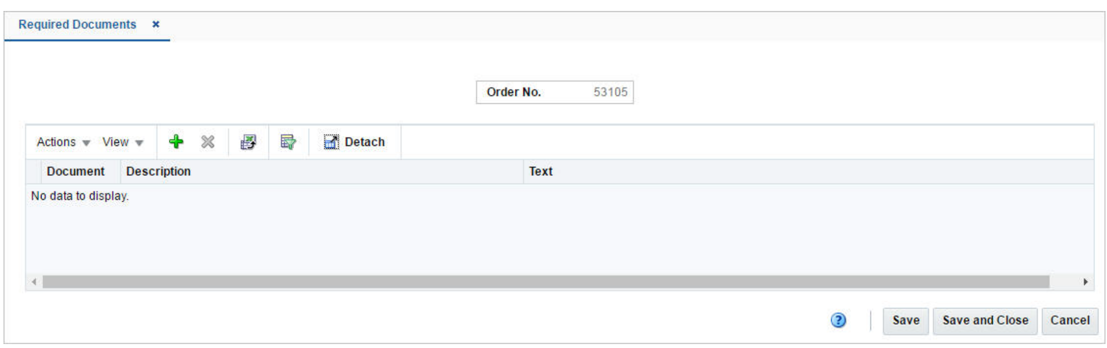
The Required Documents function allows you to add or delete required documents, for example, to a selected purchase order.

## Adding Required Documents to a Purchase Order

To add a required document to a purchase order follow the steps below.

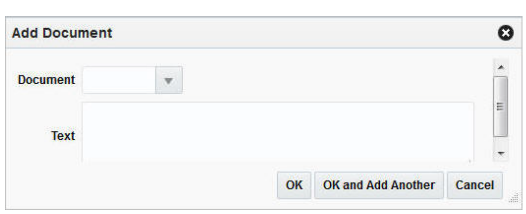
1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. In the Toolbar, select **More Actions** > **Required Documents**. The Required Documents window opens.

***Figure 4–22 Required Documents Window***




6. Select **Actions** > **Add** or use the Add icon. The Add Document window opens.

***Figure 4–23 Add Document Window***



a. In the **Document** field, enter, select or search for the document type you want to add to the purchase order.

b. The **Text** field populates automatically.

c. After you have selected the desired document, you have the following options.

   * Click **OK** to add the document to the table and exit the Add Document window.

   * Click **OK and Add Another** to add the current document to the table and stay in the Add Document window to add further documents.

   * Click **Cancel** to reject the selected document and exit the Add Document window.

7. After you have added all the desired documents to the table, you have the following options.

   - Click **Save** to save the document changes for the purchase order and remain in the Required Documents window.
   - Click **Save and Close** to save the document changes for the purchase order and exit the Required Documents window.
   - Click **Cancel** to reject all the document changes for the purchase order and exit the Required Document window.

## Deleting Required Documents from a Purchase Order

To delete a required document to a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. In the Toolbar, select **More Actions** > **Required Documents**. The Required Documents window opens.
6. In the table select the document you want to delete. The selected record is marked blue.
7. Select **Actions** > **Delete** or use the Delete icon.
8. You are prompted to confirm that you want to delete the selected document.
   - Click **Yes** to delete the selected document. The document is deleted from the table.
   - Click **No** to keep the selected document. The document is still shown in the table.
9. After you have deleted all desired documents from the table, you have the following options.
   - Click **Save** to save the document changes for the purchase order and remain in the Required Documents window.

- Click **Save and Close** to save the document changes for the purchase order and exit the Required Documents window.
- Click **Cancel** to reject all the document changes for the purchase order and exit the Required Document window.

### Viewing Required Documents of a Purchase Order

To view required documents of a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Results section, select a record.
5. Next select **Actions > View**. The Order window opens.
6. In the Toolbar, select **More Actions** > **Required Documents**. The Required Documents window opens. The documents for the selected purchase order are displayed.
7. Click **Done** to exit the Required Document window.

## Work Orders

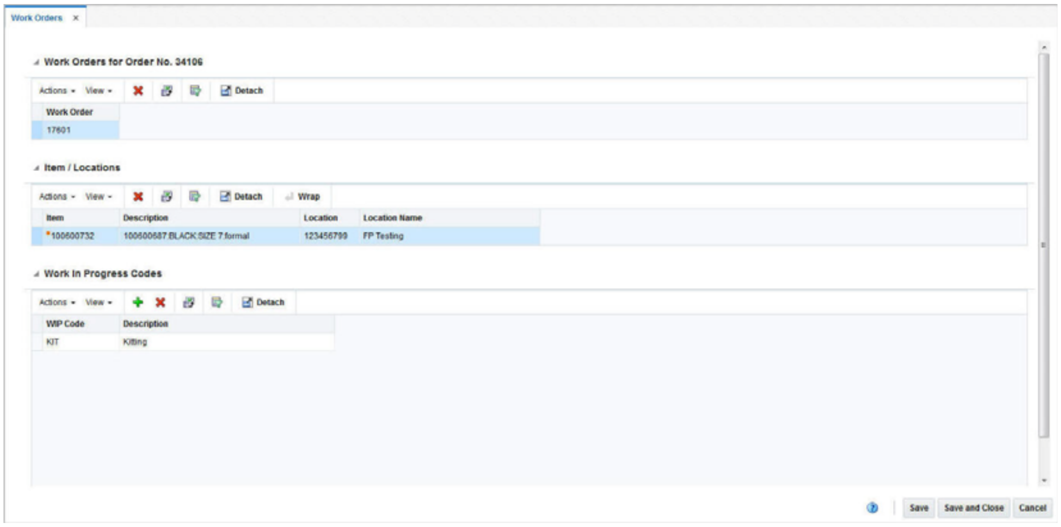
Work Orders are requests for certain activities to be done to an item in a warehouse before the delivery of an item to the final locations.

The Work Order window allows you to view or maintain one or more work orders for the purchase order. Next you assign work in progress codes (WIP) and indicate in which sequence the task must be completed.

The Work Orders window contains the following sections.

- Work Orders for Order No. Table
- Item/Locations Table
- Work In Progress Codes Table
- Work Orders Toolbar

*Figure 4–24 Work Order Window*




## Work Orders for Order No. Table

The Work Orders for the Order No. table displays all work orders associated with the current purchase order.

### Work Orders for Order No. Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–22 Work Orders for Order No. Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete work orders from a purchase order by selecting **Actions > Delete** or by using the Delete icon.<br>You cannot delete an existing work order while creating a new work order.<br>For more information about how to delete work orders, see the Deleting a Work Order section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |

### Work Orders for Order No. Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–23 Work Orders for Order No. Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 4–23 (Cont.) Work Orders for Order No. Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Item/Locations Table

The Item/Locations table displays items and locations associated with the work order. The items and locations are populated automatically.

### Item/Locations Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed in below.

*Table 4–24 Item/Location Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete item/locations combinations from a purchase order by selecting **Actions > Delete** or by using the Delete icon.<br>You can not delete item/locations combinations from a purchase while creating a new work order.<br>For more information about how to delete item/locations combinations, see the Deleting an Item/Locations Combination section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon. |

### Item/Locations Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–25 Item/Location Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 4–25 (Cont.) Item/Location Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Work In Progress Codes Table

The Work In Progress (WIP) Codes Table holds the WIP codes assigned to the item locations on the work order.

### WIP Codes Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–26 WIP Codes Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a WIP Code to a work order by selecting **Actions** > **Add** or using the Add icon.<br>For more information about how to add WIP code to a work order, see the Adding a WIP Code section. |
| Delete and Delete icon | You can delete a WIP code from a work order by selecting **Actions > Delete** or using the Delete icon.<br>For more information about how to delete a WIP code from a work order, see the Deleting a WIP Code section. |
| Export to Excel and Export to Excel icon | You can save the table to an Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |

### WIP Codes Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–27 WIP Codes Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 4–27 (Cont.) WIP Codes Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Work Orders Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Work Orders window. The Toolbar contains the following icons and buttons.

*Figure 4–25 Work Orders Toolbar*

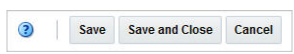



*Table 4–28 Work Orders Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save**, to save your changes and stay in the Work Orders window. |
| **Save and Close** | Click **Save and Close**, to save your changes and exit the Work Orders window. |
| **Cancel** | Click **Cancel**, to reject all entries and exit the Work Orders window. |

## Creating Work Orders

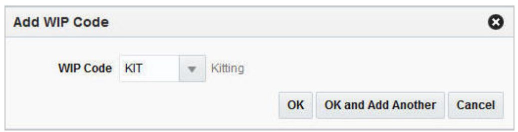
To create a work order, follow the steps below.

> **Note:** The system displays already existing work orders, if you add a new work order. However, you can not modify existing work orders during the creation of a new work order.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.

4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. Select **More Actions** > **Work Order** > **Create**. The Order Distribution window opens.
6. In the table click **Actions > Work Orders** or use the **Work Orders** button. The Work Orders window opens.
7. In the Work in Progress Codes table, select **Actions** > **Add WIP Code**, or use the Add icon. The Add WIP Code window opens.

***Figure 4–26 Add WIP Code Window***




8. Select, enter or search for the WIP code, for example, quality control.
   - Click **OK** to add the selected WIP code to the Work In Progress Code section.
   - Click **OK and Add Another** to add the current WIP code and create another.
   - Click **Cancel** to reject the WIP entry and exit the Add WIP window.
9. To save or reject the created work order, choose one of the following options.
   - Click **Save** to save the created work order.
   - Click **Save and Close** to save the created work order and exit the Work Orders window. The Order Distribution window is displayed without the item/locations that were associated to the new work order.
   - Click **Cancel** to reject all entries and close the Work Orders window.

## Managing Work Orders

To edit a work order, follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. Select **More Actions** > **Work Order** > **Manage**. The Work Orders window opens. The work orders for the selected purchase order are displayed. Choose one of the following options.
   - Deleting a Work Order
   - Deleting an Item/Locations Combination
   - Deleting a WIP Code
   - Adding a WIP Code

## Deleting a Work Order

To delete a work order, follow the steps below.

1. In the Work Orders for Orders No. table, select a record.
2. Then select **Actions > Delete** or use the Delete icon to delete a work order from a purchase order.
3. A confirmation prompt is displayed. Select **Yes** to confirm the prompt. The work order is deleted from the purchase order.

**Note:** The Work Orders window will close automatically, after you select **Yes** to confirm the deletion of the last work order for the purchase order.

4. To save or reject your changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Work Orders window.
   - Click **Cancel** to reject all entries and close the Work Orders window.

## Deleting an Item/Locations Combination

To delete an item/locations combination from the work order, follow the steps below.

1. In the Item/Locations table, select a record.
2. Then select **Actions** > **Delete** or use the Delete icon to delete the item/locations combination from the purchase order.
3. A confirmation prompt is displayed. Select **Yes** to confirm he prompt. The item/locations combination is deleted from the purchase order.

**Note:** You are not allowed to delete the last item/locations combination of a work order. You have to delete the whole work order instead. For more information about how to delete a work order, see the Deleting a Work Order section.

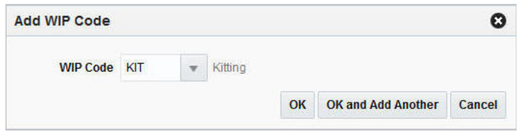
4. To save or reject your changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Work Orders window.
   - Click **Cancel** to reject all entries and close the Work Orders window.

## Adding a WIP Code

To add a WIP code to the work order, follow the steps below.

1. In the Work in Progress Codes section, select **Actions** > **Add WIP Code**, or use the Add icon. The Add WIP Code window opens.

*Figure 4–27 Add WIP Code Window*




2. Select, enter or search for the WIP code, for example, quality control.
   - Click **OK** to add the selected WIP code to the Work In Progress Code section.
   - Click **OK and Add Another** to add the current WIP code and create another.
   - Click **Cancel** to reject the WIP entry and exit the Add WIP window.
3. To save or reject your changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Work Orders window.
   - Click **Cancel** to reject all entries and close the Work Orders window.

## Viewing Work Orders

To view a work order, follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Results section, select a record.
5. Next select **Actions > View** or use the View icon. The Order window opens.
6. Select **More Actions** > **Work Order** > **Manage**. The Work Orders window opens. All work orders associated with the selected purchase order are displayed.
7. Click **Done** to exit the Work Orders window.

## Deleting a WIP Code

To delete a WIP code from the work order, follow the steps below.

1. In the WIP Codes table, select a record.
2. Then select **Actions** > **Delete** or use the Delete icon to delete the WIP code from the purchase order.
3. A confirmation prompt is displayed. Select **Yes** to confirm the prompt. The WIP code is deleted from the purchase order.
4. To save or reject your changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Work Orders window.
   - Click **Cancel** to reject all entries and close the Work Orders window.

# Letter of Credit

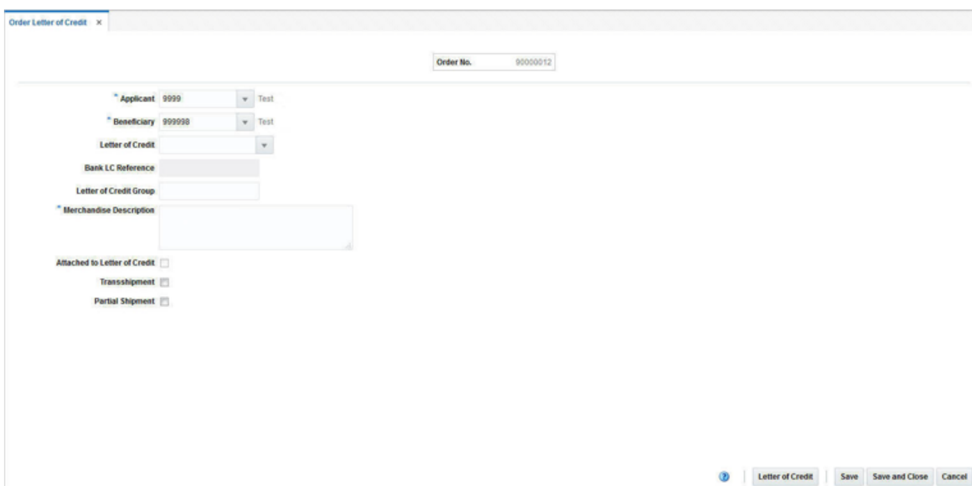
The Order Letter of Credit window allows you to maintain letter of credit information for a purchase order. You must enter letter of credit information, when you select Letter of Credit as the method of payment on a purchase order.

> **Note:** The Letter of Credit function is only available, if you selected Letter of Credit as the method of payment.

To add Letter of Credit information to a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. In the Toolbar, select **More Actions > Letter of Credit**. The Order Letter of Credit window opens.

***Figure 4–28 Letter of Credit Window***




6. In the **Order No**. field the order number is shown at the top of the window.
7. In the **Applicant** field, enter, select or search for the applicant.
8. In the **Beneficiary** field, enter, select or search for the beneficiary.
9. In the **Letter of Credit** field, enter, select or search for the letter of credit reference.
10. The **Bank Letter of Credit** field populates automatically.
11. In the **Letter of Credit Group** field, enter the letter of credit group.
12. In the **Merchandise Description**, enter a description of the goods.
13. If necessary select the following check boxes:
    - Attached to Letter of Credit

- Transshipment
- Partial Shipment

14. Click the **Letter of Credit** button to navigate to the Letter of Credit head window. For more information about Letter of Credit, see the Import Management chapter, section "Letter of Credit Window".
15. After you have entered all Letter of Credit information, you have the following options.
    - Click **Save** to save the entered Letter of Credit information for the purchase order and stay in the Order Letter of Credit window.
    - Click **Save and Close** to save the entered Letter of Credit information for the purchase order and exit the Order Letter of Credit window.
    - Click **Cancel** to reject all Letter of Credit entries and exit the Order Letter of Credit window.

## Viewing Letter of Credit Information

To view letter of credit information follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Search for and retrieve a purchase order. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The search results are shown in the Results section.
4. In the Results section, select a record.
5. Next select **Actions > View**. The Order window opens.
6. In the Toolbar, select **More Actions > Letter of Credit**. The Order Letter of Credit window opens. The Letter of Credit information for the selected purchase order is displayed.
7. Click the **Letter of Credit** button to navigate to the Letter of Credit window. For more information about Letter of Credit, see the Import Management chapter, section "Letter of Credit Window".
8. Click **Done** to close the Order Letter of Credit window.

## Recalculation

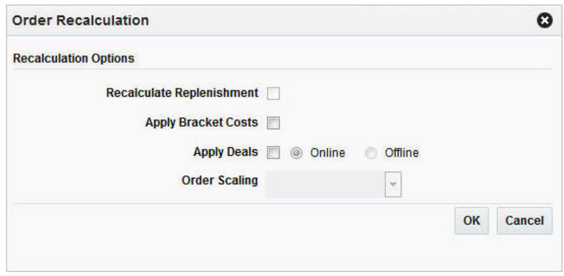
The Order Recalculation window allows you to change components of the current order that affect its price. These components include: the base cost of the items, scaling, replenishment, bracket costs, deals, and landed cost. The Order Recalculation window allows you to recalculate the total order cost. You can decide which component to choose when calculating the total cost of the order.

To recalculate costs of the current purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.

4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Order window opens.
5. In the Toolbar select **More Actions** > **Recalculation**. The Order Recalculation window opens.

***Figure 4–29 Order Recalculation Window***




6. In the Order Recalculation window, choose between the following recalculation options.
   - Recalculate Replenishment

   ---

   **Note:** The Recalculate Replenishment option is only displayed, if the order is a replenishment order.

   ---

   - Apply Bracket Costs
   - Apply Deals - online or offline
   - Order Scaling
7. Select the options you want to recalculate.
8. To complete the recalculation, choose one of the following options.
   - Click **OK** to recalculate the selected options and close the Order Recalculation window.
   - Click **Cancel** to reject all recalculation options and exit the Order Recalculation window.

## Inventory Management

The Order Inventory Maintenance window allows you to maintain and view inventory management information for purchase orders, for items on a purchase order, and for locations on a purchase order.

You can view the following inventory management information:

- Purchase order quantities before and after scaling
- Net cost of the purchase order before and after scaling
- Due order processing parameters for replenishment orders

You can edit the following inventory management information:

- Purchase order scaling
- Minimum constraints

- Truck splitting
- Supplier Pooling
- Order Quantity

The Order Inventory Management window contains the following sections.

- Order Header

  The header displays the order number, item, location and order costs.

  > **Note:** The fields **Item** and **Location** are only displayed if you enter the Order Inventory Management window through Order Details.

- Scaling Constraints

  For more information about the scaling constraints, see the Maintaining Scaling Constraints section.

- Minimum Constraints

  For more information about the minimum constraints, see the Maintaining Minimum Constraints section.

- Truck Splitting Constraints

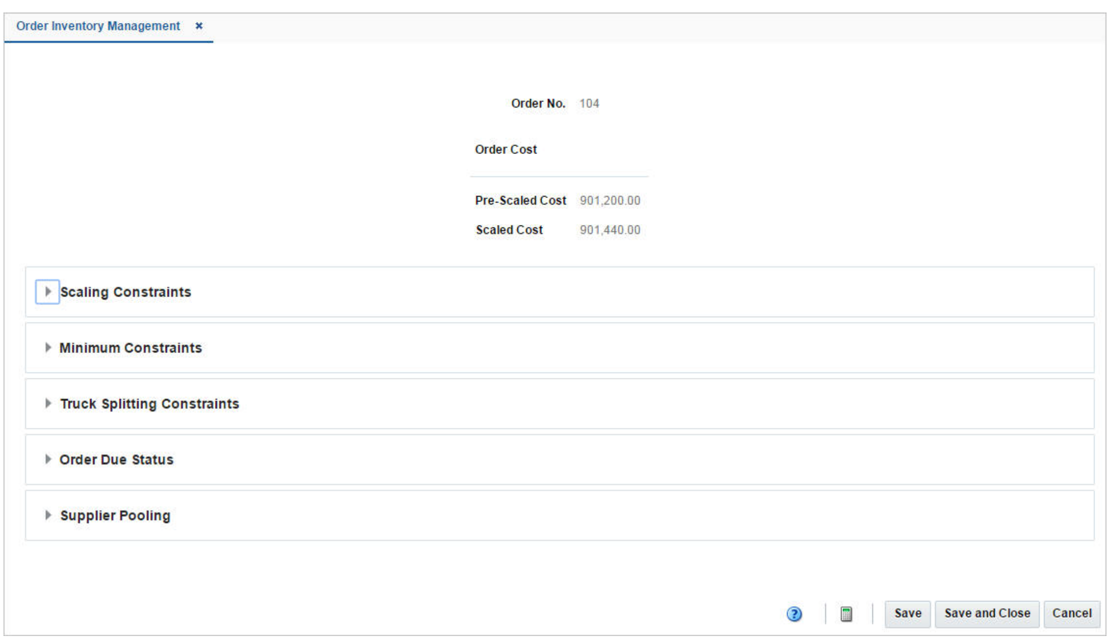
  For more information about the truck splitting constraints, see the Maintain Truck Splitting Constraints section.

- Order Due Status
- Supplier Pooling

  For more information about the supplier pooling, see the Maintaining Supplier Pooling section.

- Order Inventory Management Toolbar

***Figure 4–30 Order Inventory Management Window***



## Maintaining Order Inventory Information for a PO at the Order, Item, or Location Level

To maintain inventory information of a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window appears.
2. Restrict the search to purchase order in Worksheet status.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > Edit**, or use the Edit icon. The Order window appears.
   - To apply inventory management details to the entire **purchase order**:

     In the Toolbar select **More Actions** > **Inventory Management**. The Order Inventory Management window appears.
   - To apply inventory management details to an **item on the purchase order**:
     - In the Toolbar select **Details**. The Order Details window appears.
     - In the Items section, select an item. Then select **Actions > Inventory Management**. The Order Inventory Management window appears.
   - To apply inventory management details to an **item and location on the purchase order**:
     - In the Toolbar select **Details**. The Order Details window appears.
     - In the Locations section, select an location. Then select **Actions > Inventory Management**. The Order Inventory Management window appears.

## Maintaining Scaling Constraints

To maintain the scaling constraints, follow the steps below.

1. In the Scaling Constraints area, select the **Scale Order to Constraints** check box. The Scaling Constraints area is enabled.
2. In the **Objective** field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
3. In the **Maximum Iterations** field, enter the maximum number of times that the scaling process is performed for the purchase order.
4. In the **Level** field, select the level at which the scaling is performed. For example, select order or location level.
5. In the Scaling Constraints Primary column, edit the following fields:
   - **Type**: Enter or select the primary type of constraint to use when scaling orders. For example, Amount or Each.
   - **UOM**: If you select, Mass or Volume as the primary type, edit the unit of measure (UOM) code. Enter, select or search for the UOM.
   - **Maximum Value**: Edit the maximum value of the constraint. If you select Amount as the primary type, the currency is displayed next to this field.
   - **Tolerance**: Edit the percentage tolerance for the minimum value of the constraint.

- **Minimum Value**: Edit the minimum value of the constraint. If you select Amount as the primary type, the currency is displayed next to this field.
- **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.

6. In the Scaling Constraints Secondary column, edit the following fields:
   - **Type**: Select the secondary type of constraint to use when scaling orders.

     **Note:** The Secondary Type cannot be the same as the Primary Type.

   - **UOM**: If you select, Mass or Volume as the secondary type, edit the UOM code. Enter, select or search for the UOM.
   - **Maximum Value**: Edit the maximum value of the constraint. If you select Amount as the secondary type, the currency is displayed next to this field.
   - **Tolerance**: Edit the percentage tolerance for the minimum value of the constraint.
   - **Minimum Value**: Edit the minimum value of the constraint. If you select Amount as the secondary type, the currency is displayed next to this field.
   - **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
7. **Quantities:** Displays the primary and secondary pre-scaled and scaled quantities.
8. **Vehicle Information:**
   - The **Multiple Trucks** checkbox determines if an order should be scaled to one or multiple trucks. Select the checkbox to inidcate that the order should be scaled to multiple trucks.
   - The **Number of Trucks** fields contains the number of trucks required for the order.
9. **Issues:** Displays any issues that were encountered during the order scaling process.

## Maintaining Minimum Constraints

To maintain the minimum constraints, follow the steps below.

1. In the **Level** field, select the level at which the minimum order requirements of the supplier must be met.
2. When you define two minimum order requirements, select the relationship between the requirements in the **Conjunction** field.
3. In the Minimum 1 column, complete the following fields:
   - **Type**: Select how the first minimum order requirement is expressed.
   - **UOM**: If you select Mass or Volume as the primary type, edit the UOM code. Enter, select or search for the UOM.
   - **Value**: Edit the value of the first minimum order requirement of the supplier. If you select Amount as the first minimum, the currency is displayed next to the field.
4. In the Minimum 2 column, complete the following fields:

- **Type**: Select how the second minimum order requirement is expressed.

> **Note:** The Minimum 2 Type cannot be the same as the Minimum 1 Type.

- **UOM**: If you select Mass or Volume as the secondary type, edit the UOM code. Enter, select or search for the UOM.
- **Value**: Edit the value of the first minimum order requirement of the supplier. If you select Amount as the second minimum, the currency is displayed next to the field.

5. **Quantities:** Displays the primary and secondary pre-scaled and scaled quantities.

## Maintain Truck Splitting Constraints

To maintain truck splitting constraints, follow the steps below.

1. In the Truck Splitting Constraints section, select the **Split Order into Truckloads** check box. The Truck Splitting Constraints area is enabled.
2. In the **Truck Split Method** field, select the desired method from the list.
3. In the Constraint 1 column, complete the following fields:
   - **Type**: Select the primary type of constraint to use when splitting orders into truckloads.
   - **UOM**: If you select Mass or Volume as the primary type, edit the UOM code. Enter, select or search for the UOM.
   - **Value**: Edit the value of the constraint.
   - **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
4. In the Constraint 2 column, complete the following fields:
   - **Type**: select the primary type of constraint to use when splitting orders into truckloads.

   > **Note:** The Constraint 2 Type cannot be the same as the Constraint 1 Type.

   - **UOM**: If you select Mass or Volume as the secondary type, edit the UOM. Enter, select or search for the UOM.
   - **Value**: Edit the value of the constraint.
   - **Tolerance**: Edit the percentage tolerance for the maximum value of the constraint.
5. **Quantities:** Displays the primary and secondary pre-scaled and scaled quantities as well as the number of trucks.
6. **Issues:** Displays any issues that were encountered during the split order process.

## Order Due Status

This section displays the following fields.

- **Order Due** checkbox

  This checkbox determines if the Due Order Processing will be used when creating orders for the supplier or supplier/department. The checkbox is only used for replenishment orders.

- **Estimated Stock Out**
- **Accepted Stock Out**
- **Service Basis**
- **Due Order Processing** checkbox

  This checkbox determines if the Due Order Processing will be used when building the order. It is only used for replenishment orders.

- **Item Locations Due**
- **Due Order Level**

## Maintaining Supplier Pooling

To maintain the supplier pooling, follow the steps below.

1. In the **Supplier Site** field, enter, select or search for the supplier site.
2. In the **File ID** field, enter, select or search for the file ID.

## Recalculating Quantities

After you have entered all constraints, follow the steps below:

1. Click the Recalculate icon to recalculate the quantities.

   ---

   **Note:** When an order must be recalculated, a corresponding message is displayed.

   ---

2. Then choose one of saving options from the Order Inventory Management Toolbar.

## Order Inventory Management Toolbar

The toolbar contains the following icons and buttons.

*Table 4–29 Order Inventory Management Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Recalculate Quantities icon | Recalculate the pre-scaled and scaled quantities by using the Recalculate Quantities icon |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

*Table 4–29 (Cont.) Order Inventory Management Toolbar - Icons/Buttons and*

| Icons/Buttons | Description |
|---|---|
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Viewing Order Inventory Management Information

To view inventory management information follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window appears.
2. Restrict the search to purchase order in Worksheet status.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Results section, select a record.
5. Next select **Actions > View**. The Order window appears.
   - To view inventory management details to the entire **purchase order**:

     In the Toolbar select **More Actions** > **Inventory Management**. The Order Inventory Management window appears.
   - To view inventory management details to an **item on the purchase order**:
     – In the Toolbar select **Details**. The Order Details window appears.
     – In the Items section, select an item. Then select **Actions > Inventory Management**. The Order Inventory Management window appears.
   - To view inventory management details to an **item and location on the purchase order**:
     – In the Toolbar select **Details**. The Order Details window appears.
     – In the Locations section, select an location. Then select **Actions > Inventory Management**. The Order Inventory Management window appears.
6. The inventory management information for the selected purchase order is displayed.
7. Click **Done** to close the Order Inventory Management window.

## Deal Summary

In the Deal Summary window you can to view deals with transaction level discounts that apply to a purchase order. The screen provides details on the order discount, item/location discount and the total discount.

To view a deal summary follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.

4. In the Order No. column, click the order number link or select Actions > **Edit/View**, or use the corresponding icons. The Order window opens.
5. In the Toolbar, select **More Actions** > **Deal Summary**.
6. The Deal Summary window opens. The header section displays the selected order number, the total discount amount and the currency. The bottom section contains deal details, such as deal component, discounts on item/location level as well as on the order level.

> **Note:** If the selected order has a different currency than the system's primary currency, RMS also displays the field Total Discount Primary. This field displays the total discount amount in the system's primary currency.
>
> If the currency of the selected order has the same currency than the system's primary currency, only the Total Discount field is displayed.

7. Click **OK** to exit the Deal Summary window and return to the Order window.

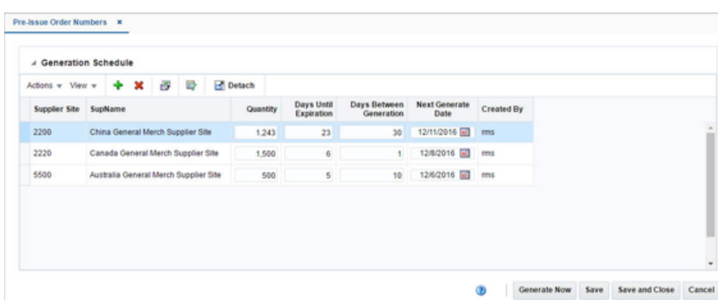
# Pre-Issued Order Numbers

Pre-issued order numbers are used to provide a supplier with a valid purchase order number. The items may be delivered to a warehouse or store against this pre-issued order number. In the Pre-Issue Order Numbers window you can create purchase order numbers immediately or create a schedule to generate purchase order numbers, through a batch process.

The Pre-Issue Order Numbers window contains the following sections.

- Generation Schedule Table
- Pre-Issue Order Numbers Toolbar

***Figure 4–31 Pre-Issue Order Numbers Window***




## Generation Schedule Table

In the Generation Schedule table you can create or delete a schedule, to generate PO numbers by a batch program.

### Generation Schedule Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–30 Generation Schedule Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a schedule to generate PO numbers by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to generate a schedule, see the Creating a Schedule for Pre-Issue Order Numbers section. |
| Delete and Delete icon | You can delete schedules to generate PO numbers in the Pre-Issue Order Numbers window.<br>▪ Select a record in the table.<br>▪ Then select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record.<br>▪ Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |

### Generation Schedule Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–31 Generation Schedule Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Pre-Issue Order Numbers Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the CE Forms and Protest window. The Toolbar contains the following icons and buttons.

*Figure 4–32 Pre-Issue Order Numbers Toolbar*

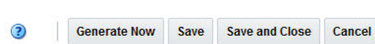



*Table 4–32 Pre-Issue Order Numbers Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 4–32 (Cont.) Pre-Issue Order Numbers Toolbar - Icons/Buttons and Description*

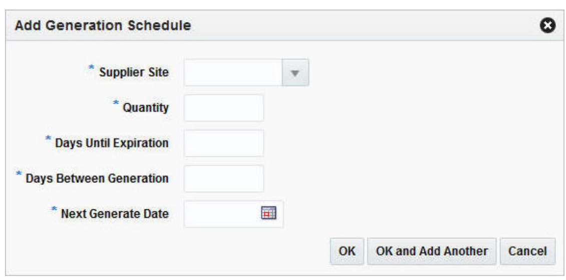
| Action Icons/Buttons | Description |
|---|---|
| **Generate Now** | Click Generate Now to immediately create a purchase order number.<br><br>For more information about manually creating a purchase order number, see the Generating Order Numbers section. |
| **Save** | Click **Save**, to save your changes and stay in the Pre-Issue Order Numbers window. |
| **Save and Close** | Click **Save and Close**, to save your changes and exit the Pre-Issue Order Numbers window. |
| **Cancel** | Click **Cancel**, to reject all entries and exit the Pre-Issue Order Numbers window. |

## Creating a Schedule for Pre-Issue Order Numbers

To create a schedule to generate pre-issue order numbers, follow the steps below.

1. From the Tasks menu, select **Orders** > **Pre-Issue Order Numbers**. The Pre-Issue Order Numbers window opens.
2. To create a schedule to generate pre-issue order numbers, select **Actions** > **Add** or use the Add icon. The Add Generation Schedule window opens.

*Figure 4–33 Add Generation Schedule Window*




   a. In the **Supplier Site field**, enter, select or search for the supplier site for which you want to create pre-issue order numbers.
   b. In the **Quantity** field, enter the quantity of pre-issue order numbers you want to create.
   c. In the **Days Until Expiration** field, enter the number of days that should elapse between the date each set of pre-issue order numbers is created and the date when the pre-issue order numbers expire.
   d. In the **Days Between Generation** field, enter the days between one generation to the next.
   e. In the **Next Generate Date**, enter the date when this set of pre-issue order numbers should be generated.
   f. Click **OK**, to add the current schedule to the Generation Schedule section and exit the Add Generation Schedule window.

      Click **OK and Add Another** to add the current schedule to the Generation Schedule section and create another schedule.

Click **Cancel** to reject all changes and exit the Add Generation Schedule window.

3. After you have entered the information for the pre-issue order numbers, you have the following options.
   - Click **Save**, to save the pre-issue order number schedule and/or pre-issue order number.
   - Click **Save and Close**, to save the pre-issue order number schedule and/or pre-issue order number and exit the Pre-Issue Order Numbers window.
   - Click **Cancel**, to reject all changes and exit the Pre-Issue Order Numbers window.

## Generating Order Numbers

To generate a pre-issue order number immediately, follow the steps below.

1. From the Tasks menu, select **Orders** > **Pre-Issue Order Numbers**. The Pre-Issue Order Numbers window opens.
2. In the toolbar, click **Generate Now**. The Generate Order Numbers Now window opens.
   a. In the **Supplier Site** field, enter, select or search for the supplier site you want to generate a pre-issue order number for.
   b. In the **Quantity** field, enter the quantity of pre-issue order numbers you want to generate.
   c. In the **Days Until Expiration** field, enter the number of days that should elapse between the date, the pre-issue order number is created and the date when the pre-issue order number expires.
   d. After you have entered the required information, choose one of the following options.
      – Click **OK**, to add the pre-issue order number to the Generation Schedule section and exit the Generate Order Numbers Now window.
      – Click **OK and Add Another**, to add the pre-issue order number to the Generation Schedule section and create another pre-issue order number.
      – Click **Cancel**, to reject all changes and exit the **Generate Order Numbers Now** window.
3. After you have entered the information for the pre-issue order numbers, you have the following options.
   - Click **Save**, to save the pre-issue order number schedule and/or pre-issue order number.
   - Click **Save and Close**, to save the pre-issue order number schedule and/or pre-issue order number and exit the Pre-Issue Order Numbers window.
   - Click **Cancel**, to reject all changes and exit the Pre-Issue Order Numbers window.

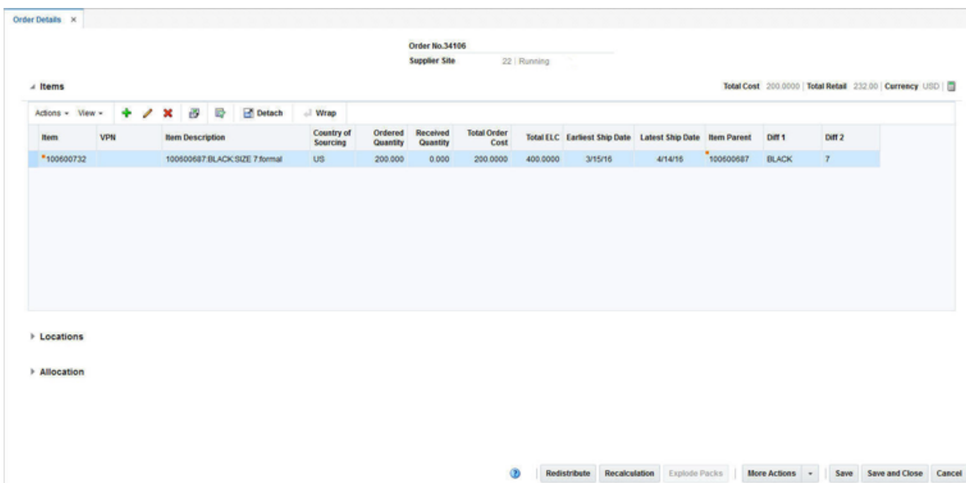
# Order Details

On a single purchase order, the same item might be delivered to different locations and can have different costs. In the Order Details window you can view and maintain the items, locations and allocation of a purchase order.

The Order Details window contains the following sections.

- Order Header
- Items
- Locations
- Allocation
- Order Details Toolbar

***Figure 4–34 Order Details Window***




## Order Header

The Order Header contains the order number, supplier site and department.

## Items

The Item section displays the total cost, total retail, currency as well as the Recalculate Totals icon in the top the right corner of the section. The table holds information about the item, country of sourcing, and quantities as well as the standard UOM/UOP, costs and ship dates.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–33 Items - Actions Menu, Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | Opens the Order Distribution window. You can add further items to the purchase order.<br>For more information about adding items to a purchase order, see the Order Distribution section. |
| Edit and Edit icon | Opens the Edit Item window.<br>For more information about editing items of a purchase order, see the Editing Items on an Existing Purchase Order section. |
| Delete and Delete icon | You can delete items from the purchase order:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table.<br>The Delete option as well as the Delete icon are only enabled, when the order is in Worksheet status and was not previously approved. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Appointments | Opens the Appointments window.<br>For more information on appointments, see the Appointments section. |
| HTS | Opens the HTS window.<br>For more information about Harmonized Tariff Schedule, see the Order HTS section. |
| Required Documents | Opens the Required Documents window.<br>For more information about required documents for a purchase order, see the Required Documents section. |
| Timelines | Opens the Timeline window. For more information about Timelines, see the Import Management chapter, section "Timelines". |
| Inventory Management | Opens the Inventory Management window.<br>For more information about inventory management, see the Inventory Management section. |
| Prepack | Only enabled, if you open a prepack order. Opens the Prepack Creation window.<br>For more information about prepacks, see the Creating a Prepack Template section. |
| Replenishment Results | Opens the Replenishment Results window.<br>For more information about replenishment results for orders, see the Replenishment chapter, section "Replenishment Results". |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Items - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 4–34 Items - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Locations

The Locations section contains information about the location type and name, quantities, costs, discounts, currency as well as estimated in-stock date.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed in below.

***Table 4–35 Locations - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Opens the Edit Locations window.<br>For more information about editing order locations, see the Editing Locations section. |
| Delete and Delete icon | You can delete locations from the purchase order:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table.<br>The Delete option as well as the Delete icon is only enabled, if the order has the status Worksheet and has not been approved yet. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon . |

*Table 4–35 (Cont.) Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Pack Components | This option is only enabled, if the selected item in the Items table is a pack item. Opens the Order Pack Details window.<br>For more information about the pack components of a prepack, see the Order Pack Details section. |
| Expenses | Opens the order Expenses window.<br>For more information about expenses, see the Order Expenses section. |
| Discounts | Opens the Discounts window.<br>For more information about discounts, see the Order Discounts section. |
| Inventory Management | Opens the Inventory Management window.<br>For more information about the Inventory Management window, see the Inventory Management section. |

### Locations - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–36 Locations - View Menu and Description*

| View Menu | Description |
|---|---|
| Saved Views | Toggle between the following views:<br>■ Default<br>■ Quantity<br>Select Reset Views to return to the Default view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Allocation

The Allocations section contains information about the allocation number and description, location type and name as well as quantities.

### Allocation - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–37 Allocation - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete allocations from the purchase order:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table.<br>The Delete option in the Actions menu as well as the Delete icon are only enabled, if the order has the status Worksheet and has not been approved yet. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |

### Allocation - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–38 Allocation - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order Details Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Order Details window. The Toolbar contains the following icons and buttons.

*Table 4–39 Order Details Toolbar - Icons/Buttons and Description*

| Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Redistribute** | Opens the Order Redistribution window.<br>For more information about redistributing items, see the Redistributing Items on a Purchase Order section. |

*Table 4–39 (Cont.) Order Details Toolbar - Icons/Buttons and Description*

| Buttons | Description |
|---|---|
| **Recalculation** | Opens the Order Recalculation window.<br>For more information on recalculating a purchase order, see the Recalculation section. |
| **Explode Pack** | The Explode Pack button is only enabled when you select a pack item, which can be ordered by eaches. The Explode Pack button explodes all pack items on the purchase order which can be ordered by eaches into its component items.<br>If you select an item or a pack item, which can only be ordered by pack, the button is disabled. |
| **More Actions** | The More Actions Menu lists the following further options:<br>■ Summary by Location<br>For more information about locations for an order, see the Order Summary section.<br>■ Deal Search<br>For more information about the deal search, see the Deals chapter, section "Managing a Deal".<br>■ PO-Specific Deal<br>For more information about PO-Specific Deals, see the Deals chapter, section "Creating Purchase Order (PO) Specific Deals".<br>■ Replenishment Results<br>For more information about replenishment results see the Replenishment chapter, section "Replenishment Results".<br>■ Round Quantities<br>Rounds quantities per item/supplier/country rounding level and for warehouse locations, the rounding sequence is also considered.<br>■ Currency<br>You can toggle between the currency of the order, the system currency (Primary) or the Order or Local currency.<br>■ Unit of Measure<br>You can toggle between the Unit of Purchase and the Standard UOM. |
| **Save** | Click **Save** to save the item, location and allocation changes and stay in the Order Details window. |
| **Save and Close** | Click **Save and Close** to save the item, location and allocation changes and exit the Order Details window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Order Details window. |

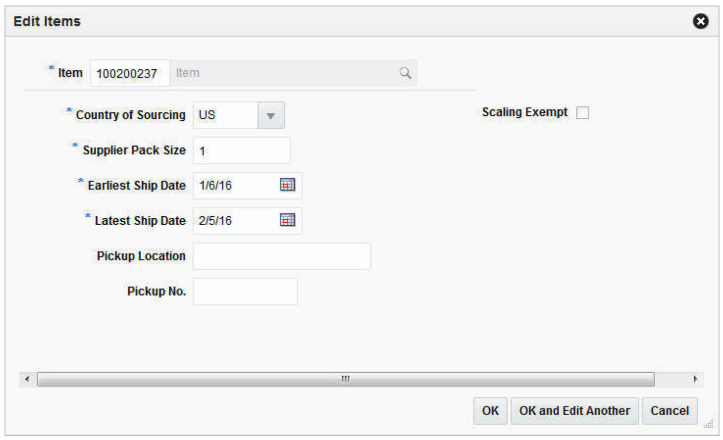
## Editing Items on an Existing Purchase Order

To edit an item to a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.

4. In the Order No. column, click the order number link or select **Actions > Edit**, or use the Edit icon. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Details window opens in a new tab.
6. In the Items section, select **Actions** > **Edit** or use the Edit icon. The Edit Item window opens.

***Figure 4–35 Edit Items***




a. In the **Item** field, edit or search for a new item number.
b. In the **Country of Sourcing** field, edit, select or search for another country of sourcing.
c. In the **Supplier Pack Size** field, edit the pack size.
d. In the **Earliest Ship Date** field, enter or click the Calendar button to select the earliest possible ship date.
e. In the **Latest Ship Date** field, enter or click the Calendar button to select the latest possible ship date.
f. Check the **Scaling Exempt** check box to indicate whether or not the order quantity of the item/location should be scaled during the order scaling process.
g. After you have made all necessary changes, choose one of the following options.
   * Click **OK** to save the changes and exit the Edit Items window.
   * Click **OK and Edit Another** to save the changes and edit the next item in the table.
   * Click **Cancel** to reject all changes and exit the Edit Items window.

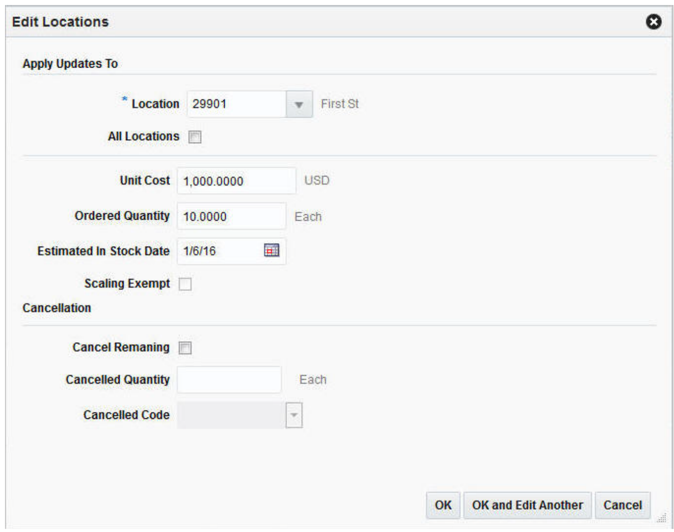
## Editing Locations

In the Edit Location window you can edit either one or all locations of the selected purchase order. To edit the locations of a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > Edit**, or use the Edit icon. The Order window opens.
5. In the Toolbar, click **Details** to open the Order Details window.
6. In the Locations section select the location you want to update.
7. Select **Actions** > **Edit** or use the Edit icon to update the selected location. The Edit Location window opens.

***Figure 4–36 Edit Locations***




a. In the Apply Updates To section enter, select or search either for a single location in the **Location** field, or select the All Locations check box.

   * If you selected a single location the fields of the Edit location window are populated with the information of the selected location.

   * If the **All Locations** check box is checked, all fields of the Edit Location window are empty.

b. In the **Unit Cost** field, edit the unit costs, if necessary.

c. In the **Ordered Quantity** field, edit the quantity, if necessary.

d. In the **Estimated In Stock Date** field enter or use the Calendar button to select a date.

e. Select the **Scaling Exempt** check box, if necessary.

> **Note:** If the **All Locations** checkbox is selected, the Scaling Exempt field contains a drop down list. If the scaling exempt is null, no change is applied to the locations. Otherwise, the selected scaling exempt is applied to all locations of the selected item.

f. Select the **Cancel Remaining** checkbox, if you want to cancel the available remaining item/location quantity.

g. In the **Cancelled Quantity** field, enter the quantity if you want to cancel a part of the available remaining item/location quantity.

h. In the **Cancelled Code** field, select the appropriate code from the list.

i. To complete the edit location process, choose one of the following options.

 * Click **OK** to save the location changes and exit the Edit Locations window.

 * Click **OK and Edit Another** to save the current location changes and edit further locations.

 * Click **Cancel** to reject all location changes and exit the Edit Locations window.

# Order HTS

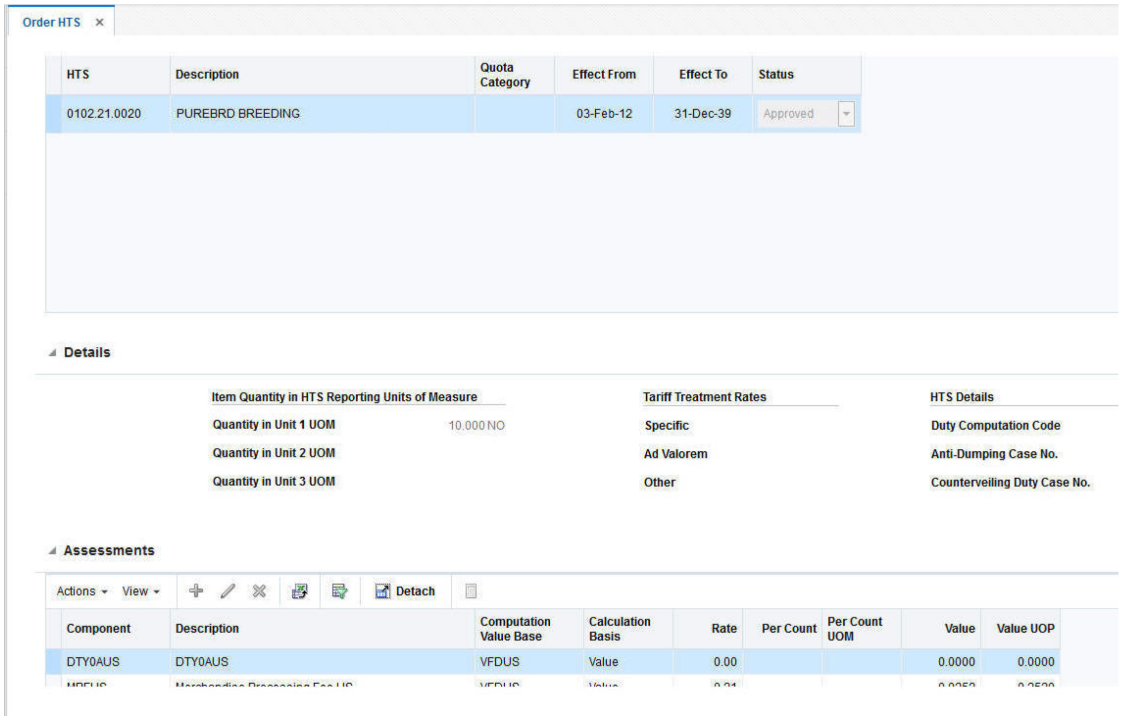
Within RTM, HTS codes are used to classify goods or products (that is assign one or more tariff classification numbers to an item) based on such things as its name, use, and/or the material used in its construction. HTS code definitions include formulas and rates for assessment calculations, as well as which, if any, taxes and fees must be paid. HTS codes have associated codes called Tariff Treatments or Special Programs. The codes indicate the free trade agreements or tariff preference programs for which the special rates are applicable. Assessments are charges incurred when clearing goods through customs. Assessments include duties, fees (Merchandise Processing Fee, Cotton Fee), and taxes (Tobacco, Alcohol).

In the Order HTS window you can add and delete HTS codes as well as add, edit and delete assessments for the selected order.

The Order HTS window contains the following sections.

- Order HTS Header
- HTS
- Details
- Assessments
- Order HTS Toolbar

*Figure 4–37 Order HTS Window*




## Order HTS Header

The Order HTS header contains the order number, the import country and the item or pack information. The pack information is only displayed, when the item of the order is a pack item.

## HTS

The HTS section contains the HTS associated to the order.

The Country of Sourcing is displayed in the top right corner of the section. The HTS tracking level determines if the Country of Manufacture is displayed. When the HTS is tracked at an item/supplier/country of manufacture level the Country of Manufacture is displayed next to the Country of Sourcing.

The HTS table shows HTS description, quota category, effective from/to dates as well as the status of the HTS.

### HTS - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–40 HTS - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | Opens the Add HTS window.<br>For more information about how to add a HTS code to an order, see the Adding HTS section. |

*Table 4–40 (Cont.) HTS - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | Deletes the HTS code from the order.<br>The Delete option as well as the Delete icon are only enabled when the order is in Worksheet status and was not previously approved.<br>For more information about how to delete HTS codes from an order, see the Deleting HTS section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon . |

### HTS - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–41 HTS - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Details

The Details section displays the Clearing Zone in the top right corner of the section. Additionally, the section contains the following three columns.

- Item Quantity in HTS Reporting Units of Measure

  This column lists the applicable units of measure 1-3.

- Tariff Treatment Rates

  This column lists rates, for example, specific or ad valorem rate.

- HTS Details

  This column lists the duty computation code, anti-dumping case and countervailing duty case number.

## Assessments

The Assessments section displays the Currency and the Unit of purchase (UOP) in the top right corner of the section. You can add, edit or delete assessments in this section. The Assessments table shows the following columns by default.

- Component ID and description
- Computation Value Base
- Calculation Basis
- Rate
- Per Count and Per Count UOM
- Estimated Value and Estimated Value UOP

### Assessments - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 4–42 Assessments - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | Opens the Add Assessment window.<br>For more information about how to add assessments to an order, see the Adding Assessment section. |
| Edit and Edit icon | Opens the Edit Assessment window.<br>For more information about how to edit an assessment, see the Editing Assessment section. |
| Delete and Delete icon | Deletes the Assessment from the purchase order.<br>The Delete option as well as the Delete icon are only enabled when the order is in Worksheet status and was not previously approved.<br>For more information about how to delete assessments from a purchase order, see the Deleting Assessment section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Recalculate icon | Recalculates the values of the Assessment table. |

### Assessments - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 4–43 Assessments - View Menu and Description***

| View Menu | Description |
|---|---|
| Currency | You can toggle between the Import, Order or Primary currency. The assessments are displayed in the selected currency. |
| Saved Views | Toggle between the following views:<br>■ Default<br>■ Quantity<br>Select Reset Views to return to the Default view. |

**Table 4–43 (Cont.) Assessments - View Menu and Description**

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order HTS Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Order HTS window. The Toolbar contains the following icons and buttons.

**Table 4–44 Order HTS Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Next and Previous icon | Only enabled for pack items.<br>Use the Next and Previous icon to toggle between the components of a pack item. |
| **Save** | Click **Save** to save the HTS and assessment changes and stay in the Order HTS window. |
| **Save and Close** | Click **Save and Close** to save the HTS and assessment changes and exit the Order HTS window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Order HTS window. |
| **Done** | Only enabled in view mode.<br>Click **Done** to exit the Order HTS window. |

## Viewing HTS

To view HTS information follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > View** or use the View icon. The Order window opens.
5. In the Toolbar, click **Details** to open the Order Details window.

6. In the Item section, click **Actions** > **HTS** to open the Order HTS window.
7. Click **Done** to exit the Order HTS window.

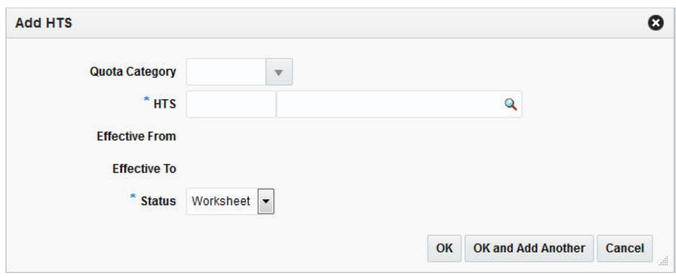
## Adding HTS

The Add HTS window allows you to add quota categories by import country. Customs agencies group items with related characteristics into quota categories. Restrictions can then be placed on the category rather than on individual items.

To add a HTS to a purchase order follow the steps below.

1. In the HTS section, select **Actions** > **Add** or use the Add icon to add an HTS code to the selected purchase order. The Add HTS window opens.

***Figure 4–38 Add HTS Window***




2. The **Quota Category** field is populated automatically, once you select the HTS code.
3. In the **HTS** field, enter, select or search for the HTS code you want to add to the purchase order. This field is a required field.
4. The **Effective From** field is populated automatically, once you select the HTS code.
5. The **Effective To** field is populated automatically, once you select the HTS codes.
6. In the **Status** field, select the status of the HTS. For example, select Worksheet. This field is a required field.
7. Choose one of the following options.
   - Click **OK** to add the selected HTS code to the purchase order and exit the Add HTS window.
   - Click **OK and Add Another** to add the selected HTS code to the purchase order and exit the Add HTS window.
   - Click **Cancel** to reject the entered HTS code and exit the Add HTS window.

## Deleting HTS

To delete a HTS code from a purchase order follow the steps below.

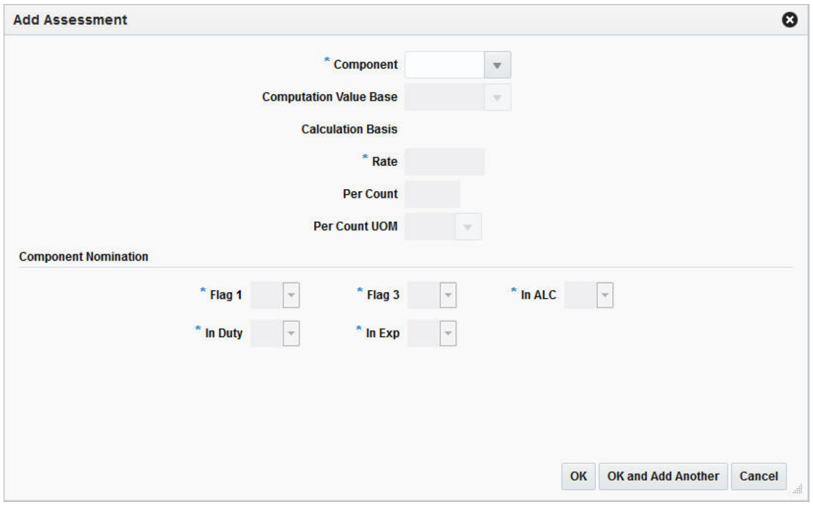
1. In the HTS section select a record.
2. You are prompted to delete the HTS code, choose one of the following options.
   - Click **Yes**. The HTS code is removed from the HTS section.
   - Click **No**. No HTS code is not deleted.

## Adding Assessment

To add an assessment to the selected purchase order follow the steps below.

1. In the Assessments section, click **Actions** > **Add** or use the Add icon to add assessments. The Add Assessment window opens.

***Figure 4–39 Add Assessment Window***




2. In the **Component** field, enter or select the cost component. This field is a required field.
3. The **Computation Value Base** field is populated automatically, once you select the cost component.
4. The **Calculation Basis** field is populated automatically, once you select the cost component.
5. The **Rate** field is populated automatically, once you select the cost component. This field is a required field.
6. The **Per Count** field is populated automatically, once you select the cost component.
7. The **Per Count UOM** field is populated automatically, once you select the cost component.
8. In the **Component Nomination** section, the following fields are populated automatically, once you select the cost component. These fields are required fields.
   - Nom Flag 1,
   - In Duty
   - Nom Flag 3
   - In Exp
   - In ALC
9. Choose one of the following options.
   - Click **OK** to add the assessment to the purchase order and exit the Add Assessment window.

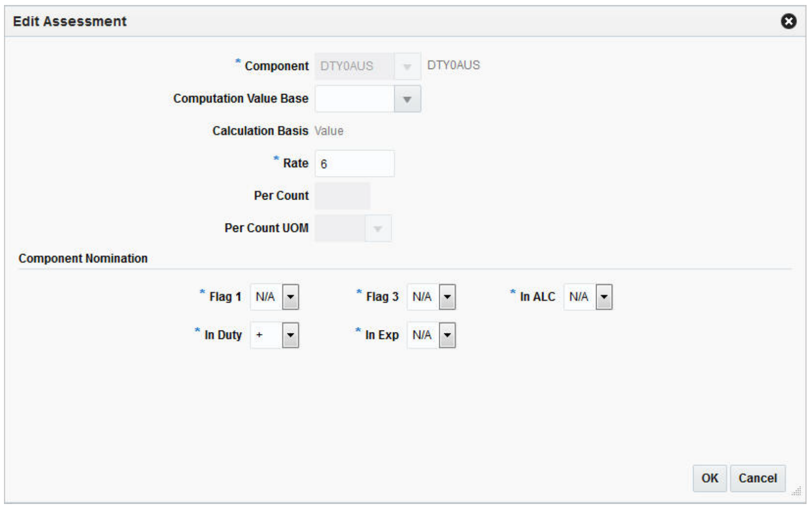
- Click **OK and Add Another** to add the assessment to the purchase order and exit the Add Assessment window.
- Click **Cancel** to reject all entered values and exit the Add Assessment window.

## Editing Assessment

To edit an assessment for the selected purchase order follow the steps below.

1. In the Assessments section, click **Actions** > **Edit** or use the Edit icon to add assessments. The Edit Assessment window opens.

***Figure 4–40 Edit Assessment Window***




2. The **Component** field is populated with the selected component of the Assessment table.
3. The **Computation Value Base** field is populated automatically. If necessary edit the value.
4. The **Calculation Basis** field is populated automatically.
5. The **Rate** field is populated automatically. If necessary, edit the value. This field is a required field.
6. The **Per Count** field is populated automatically. If necessary, edit the value.
7. The **Per Count UOM** field is populated automatically. If necessary, edit the value.
8. In the **Component Nomination** section, the following fields are populated automatically. Edit the values, if necessary. These fields are required fields.
   - Nom Flag 1
   - In Duty
   - Nom Flag 3
   - In Exp
   - In ALC
9. Choose one of the following options.
   - Click **OK** to add the assessment to the purchase order and exit the Add Assessment window.

- Click **Cancel** to reject all entered values and exit the Add Assessment window.

## Deleting Assessment

To delete an assessment from a purchase order follow the steps below.

1. In the Assessment section select a record.
2. You are prompted to delete the assessment, choose one of the following options.
   - Click **Yes**. The assessment is removed from the assessment section.
   - Click **No**. The assessment is not deleted.

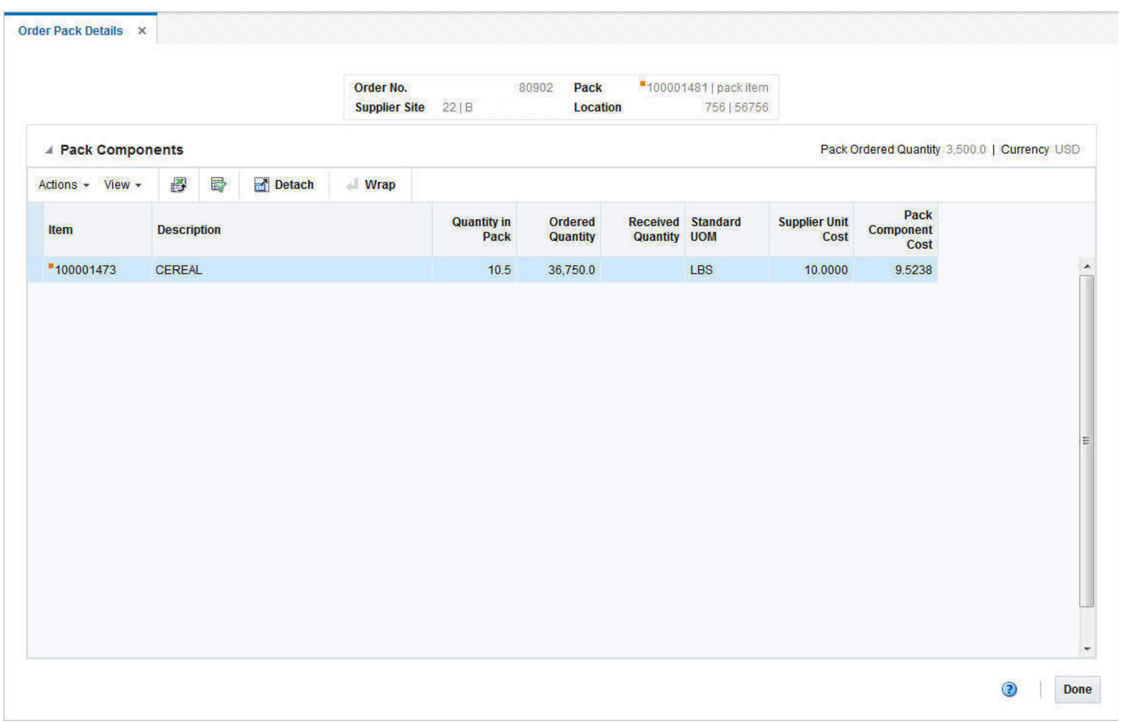
# Order Pack Details

In the Order Pack Details window you can view the details of the component items of a pack on a purchase order.

The Order Pack Details window contains the following sections.

- Order Pack Details Header
- Pack Components
- Order Pack Details Toolbar

***Figure 4–41 Order Pack Details***




## Order Pack Details Header

The Order Pack Details header contains the order number, the supplier site, and the pack as well as the location.

## Pack Components

The Pack Components section displays the Pack Ordered Quantity (quantity ordered for the pack/location) and Currency in the top right corner of the section.

The table displays the following columns by default.

- Item and Item Description
- Quantity In Pack

  Displays the quantity of the component item in the pack.
- Ordered and Received Quantity
- Standard UOM
- Supplier Unit Cost

  Displays the supplier unit cost of the component item, if bought individually.
- Pack Component Cost

  Displays the cost of the item as a component of the pack.

### Pack Components - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed in below.

***Table 4–45 Pack Components- Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon. |

### Pack Components - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 4–46 Pack Components - View Menu and Description***

| View Menu | Description |
|---|---|
| Currency | Toggle between the following currencies:<br>■ Order<br>■ Primary<br>■ Supplier |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 4–46 (Cont.) Pack Components - View Menu and Description*

| View Menu | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order Pack Details Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Order Pack Detials window. The Toolbar contains the following icons and buttons.

*Table 4–47 Order Pack Details Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to exit the Order Pack Details window. |

## Viewing Components of a Pack

To view the components of a pack on a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > Edit** or **View** or use corresponding icons. The Order window opens.
5. In the Order Toolbar, click **Details.** The Order Details window opens.
6. In the Locations section, click **Actions** > **Order Pack Details** to open the Order Pack Details window. The component items of the pack, the quantity of a pack, the ordered as well as the received quantity, the supplier unit cost and the pack component cost (the cost of the item as a component of the pack) are displayed.
7. Click **Done** to close the Order Pack Details.

# Order Expenses

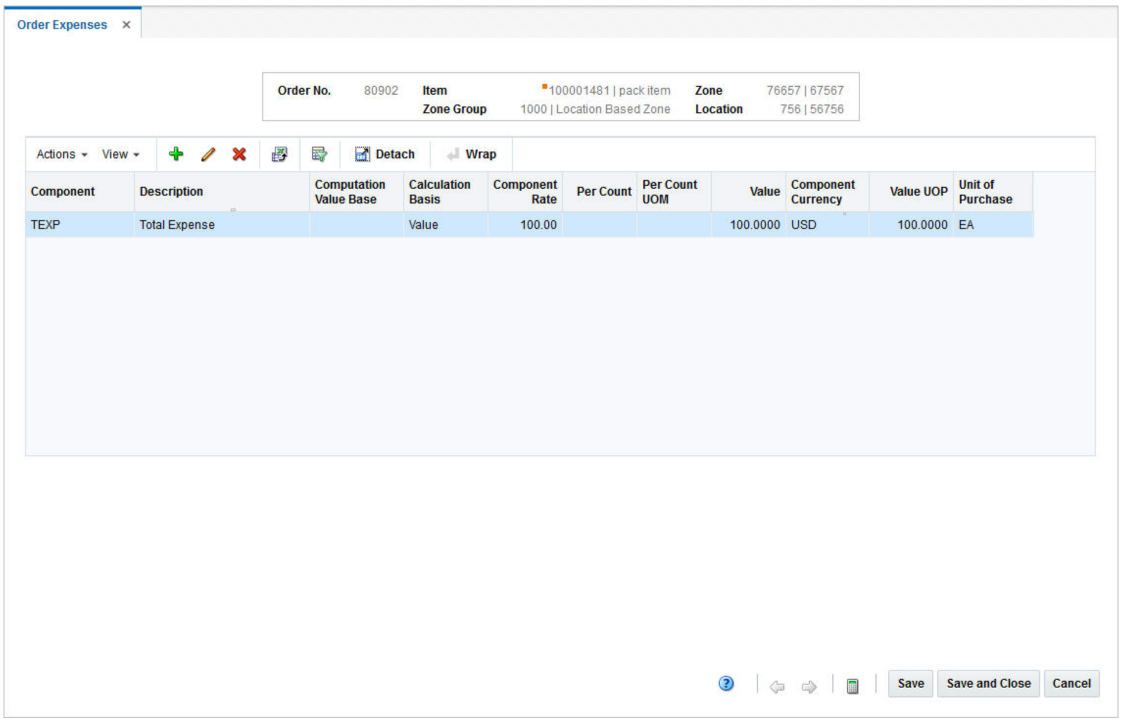
An expense is a cost component associated with moving a product from a supplier to the retailer, primarily dealing with importing. It is one of the components used to define landed costs in RMS. Examples include freight costs, shipping insurance, and so on.

Expenses can be set up to apply to different legs of the shipment. For example, there may be an ocean freight charged for transporting goods across the ocean (between the discharge and lading ports) and then other charges associated with moving the goods from the lading port to the warehouse that is inland (for example, land freight). The Order Location Expense Maintenance window allows users to maintain and view the importing and exporting expenses associated with a purchase order. The Order Location Expense Maintenance window may also be used to create and edit expense components for each order/item/location combination. Changes that are made at one location can be defaulted to all other locations within the same zone.

The Order Expense window contains the following sections.

- Order Expense Header
- Order Expense Table
- Order Expense Toolbar

***Figure 4–42 Order Expense Window***




## Order Expense Header

The Header section contains the order number, pack and item information, zone and zone group as well as the location. The pack information is only displayed when the item is a pack item.

## Order Expense Table

Order Expense Table contains the following columns by default.

- Component ID and Description
- Computation Value Base
- Calculation Basis
- Component Rate
- Per Count and Per Count UOM
- Value (estimated)
- Component Currency

- Value UOP (estimated)
- Unit of Purchase

## Order Expense Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Order Details window. The Toolbar contains the following icons and buttons.

***Table 4–48 Order Expenses Toolbar - Icons/Buttons and Description***

| Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Next and Previous button | Only enabled when the item on the order is a pack item.<br>Use the Next and Previous icon to toggle between the components of a pack item. |
| **Save** | Click **Save** to save the changes and stay in the Order Expenses window. |
| **Save and Close** | Click **Save and Close** to save changes and exit the Order Expense window. |
| **Cancel** | Click **Cancel** to reject entries and exit the Order Expenses window. |

## Viewing Order Expenses

To view the order expenses follow the steps below.

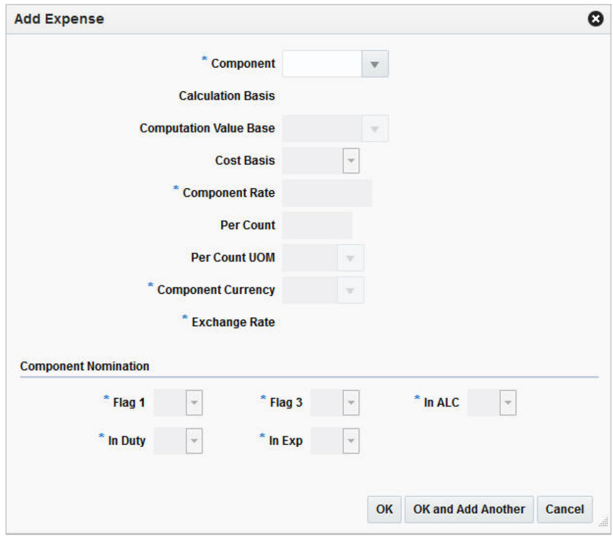
1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Details window opens in a new tab.
6. In the Item section, select an item and from the Location section select the corresponding location.
7. In the Location section, select **Actions** > **Expenses**. The Order Expense window opens in a new tab.

## Adding Expense

To add an expense to a purchase order follow the steps below.

1. Click **Actions** > **Add** or use the Add icon to add an expense to the selected purchase order. The Add Expense window opens.

*Figure 4–43 Add Expense Window*




2. In the **Component** field, enter or select the type of expense component. This field is a required field.
3. The **Calculation Basis** field is populated, once you select the component.

> **Note:** Country level expenses have a specific as a calculation basis. Zone level expenses have a value as a calculation basis, exclusive CVB.

4. The **Computation Value Base** field is populated, once you select the component. You can change the value, if necessary.
5. In the **Cost Basis** field is populated, once you select the component. You can change the value, if necessary.
6. The **Component Rate** field is populated, once you select the component. You can change the value, if necessary. This field is a required field.
7. The **Per Count** field is populated, once you select the component. You can change the value, if necessary. This field is a required field.
8. The **Per Count UOM** field is populated, once you select the component. You can change the value, if necessary.
9. The **Component Currency** field is populated, once you select the component. You can change the value, if necessary. This field is a required field.
10. The **Exchange Rate** field is populated, once you select the component. This field is a required field. Follow the steps below to change the value, if necessary.
    a. Select the Edit Exchange Rate icon. The system displays the Exchange Rate Type and Exchange Rate field. Additionally, the Revert icon is displayed.
    b. In the **Exchange Rate Type** field, select the corresponding type from the list. Available types are Existing and Manual.
       – If you select Existing, the **Exchange Rate** field is enabled. Enter, select or search for an already existing rate.

  - If you select Manual, the **Exchange Rate** field is enabled. Enter the corresponding rate manually.

11. In the Component Nomination section enter or select the following fields. These fields are required fields.
    - Flag 1
    - Flag 3
    - In ALC
    - In Duty
    - In Exp
12. After you have entered all values, choose one of the following options.
    - Click **OK** to add the expense to the selected purchase order and exit the Add Expense window.
    - Click **OK and Add Another** to add the current expense to the selected purchase order and exit the Add Expense window.
    - Click **Cancel** to reject all entered values and exit the Add Expense window.
13. In the Order Expense window, click the Recalculate icon .

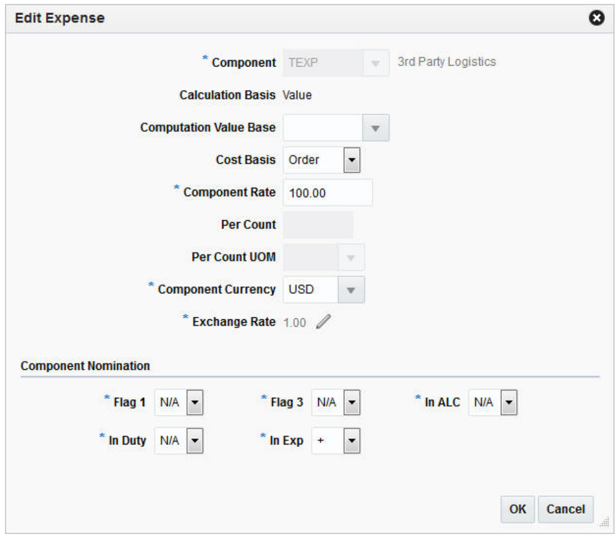
    The estimated expense value of individual expense components is recalculated.
    - For TEXP components the estimated value is calculated as a sum of estimated value of individual expense.
    - For Country level expenses the estimated expense value is recalculated based on the component rate/per count and per count UOM.
    - For zone level expenses the estimated expense value is calculated as a percentage of the order cost.

## Editing Expense

To edit an expense of a purchase order follow the steps below.

1. In the Order Expense table, select a record.
2. Then click **Actions** > **Edit** or use the Edit icon to edit an expense already associated with the selected order. The Edit Expense window opens. The current values of the selected expense are shown.

*Figure 4–44 Edit Expense Window*




3. The **Component** field is populated.
4. The **Calculation Basis** field is populated.

---

**Note:** Country level expenses have a specific as a calculation basis. Zone level expenses have a value as a calculation basis, exclusive CVB.

---

5. The **Computation Value Base** field is populated. Change the value, if necessary.
6. In the **Cost Basis** field is populated. Change the value, if necessary.
7. The **Component Rate** field is populated. Change the value, if necessary.
8. The **Per Count** field is populated. Change the value, if necessary.
9. The **Per Count UOM** field is populated. Change the value, if necessary.
10. The **Component Currency** field is populated. Change the value, if necessary.
11. The **Exchange Rate** field is populated. Follow the steps below to change the value, if necessary.
    a. Select the Edit Exchange Rate icon. The system displays the Exchange Rate Type and Exchange Rate field. Additionally, the Revert icon is displayed.
    b. In the **Exchange Rate Type** field, select the corresponding type from the list. Available types are Existing and Manual.
       – If you select Existing, the **Exchange Rate** field is enabled. Enter, select or search for an already existing rate.
       – If you select Manual, the **Exchange Rate** field is enabled. Enter the corresponding rate manually.
12. In the Component Nomination section edit the following fields, if necessary.
    - Flag 1
    - Flag 3
    - In ALC

- In Duty
- In Exp

13. After you have changed all necessary values, choose one of the following options.
    - Click **OK** to save the expense changes for the selected purchase order and exit the Edit Expense window.
    - Click **Cancel** to reject all entered values and exit the Edit Expense window.

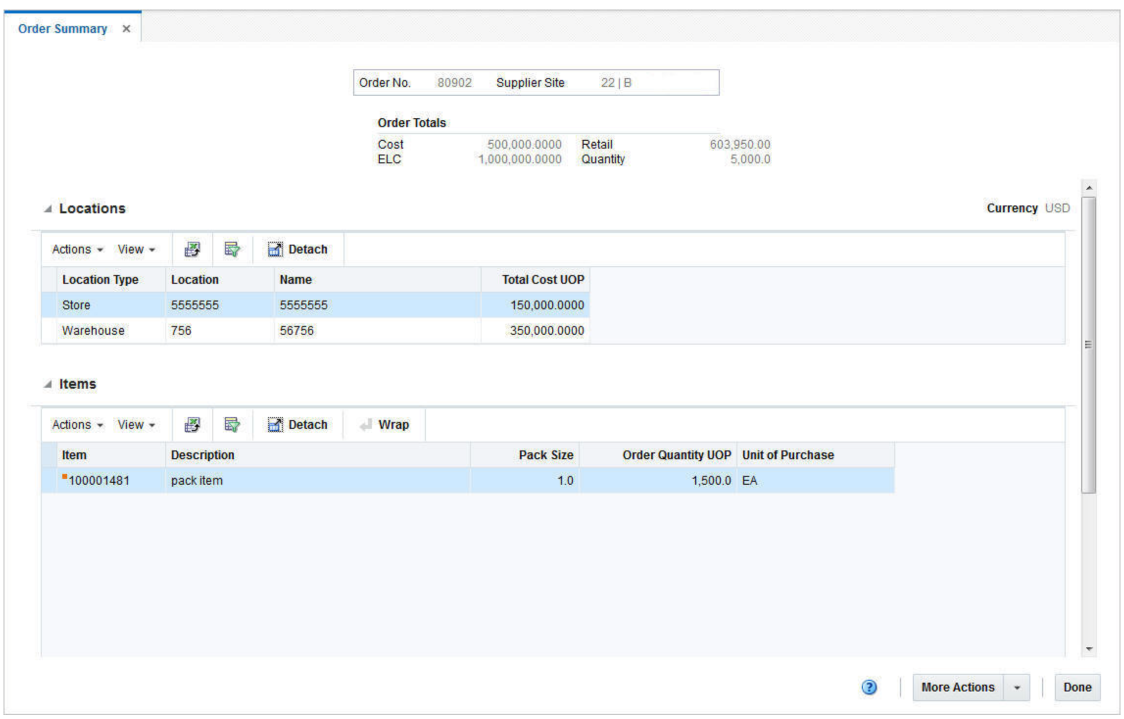
## Order Summary

In the Order Summary window you can view a summary of items on a purchase order for a particular location. Select the location to view the details of the items which are sent to the selected location.

The Order Summary window contains the following sections.

- Order Summary Header
- Locations
- Items
- Order Summary Toolbar

***Figure 4–45 Order Summary Window***




## Order Summary Header

The Order Summary Header contains the order number, supplier, the order totals such as cost, estimated landed cost, retail value and order quantity.

## Locations

The Locations section lists the available locations of the selected order. The section displays the currency in the top right corner. Additionally the section contains the Locations table. The table shows the location type and name as well as the total cost UOP by default.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed in below.

*Table 4–49 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |

### Locations - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 4–50 Locations - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Items

The Items section contains the Item table. This table displays all the items for the selected location. The item and item description, pack size, order quantity UOP and unit of purchase are shown by default.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–51 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon. |

### Items - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 4–52 Items - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order Summary Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Order Summary window. The Toolbar contains the following icons and buttons.

***Table 4–53 Order Summary Toolbar - Icons/Buttons and Description***

| Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see the following additional action.<br>■ Currency<br>Toggle between the currency of the order and the system's primary currency. |
| **Done** | Click **Done** to close the Order Summary window. |

## Viewing an Order Summary by Location

To view an order summary by location follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit/View**, or use the corresponding icon. The Order window opens.
5. In the Toolbar, click **Details** to open the Order Details window.
6. In the Toolbar, click **More Actions** > **Summary by Location** to open the Order Summary window.
7. In the Locations section, select the desired location.
8. The items, sent to the selected location, are shown in the Items section.

> **Note:** Select More **Actions > Currency > Order or Primary** to change the currency in the Order Totals section. The Retail label will not change regardless of the default tax type, only the value changes.

9. Close the tab or click **Done** to close the Order Summary window.

## Order Distribution

The Order Distribution window allows you to add items to a purchase order. You can add items by item number, reference item, or item list. You can choose to apply a template to an item parent or you can expand a buyer pack and item parent to their component items. You may also distribute the items, or a subset of the items, by diff values, store grade, and location.

The Order Distribution Window contains the following sections:

- Header

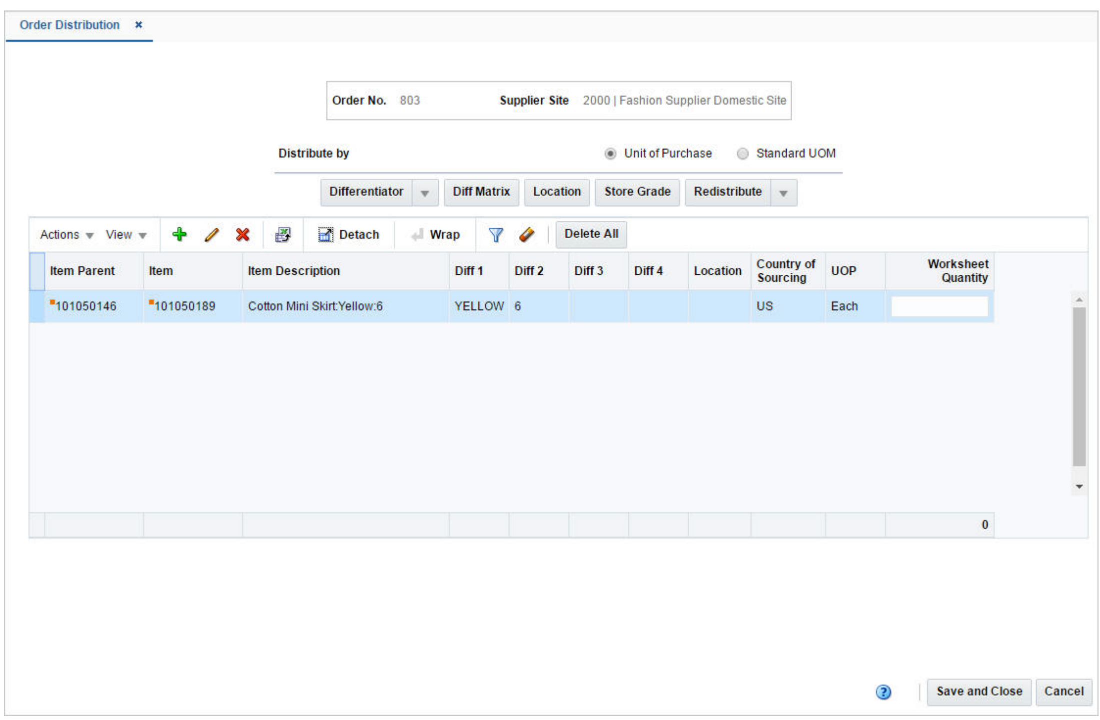
  The header contains the order number as well as the supplier site.

- Distribute By

  In the Distribute By section you can distribute/redistribute the items of a purchase order by individual differentiators (diffs), diff matrix, location and store grade

- Table

*Figure 4–46 Order Distribution Window*




### Table

The item table displays the item parent, item, item description, diffs, location, country of sourcing, UOP/UOM and the worksheet quantity.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 4–54 Table Actions/Icons/Buttons*

| Actions/Icons | Description |
|---|---|
| Add and Add icon | Adds items to the purchase order.<br>For more information about adding items, see the Adding Items to a Purchase Order section. |
| Edit and Edit icon | Updates the Country of Sourcing of the selected item.<br>For more information about editing items of a purchase order, see the Editing Items on a new Purchase Order section. |
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or using the Export to Excel icon. |
| Advanced Filter and<br>Advanced Filter icon | Opens the Oder Distribution Advanced Filter window.<br>For more information about the advanced filter, see the Order Distribution Advanced Filter section. |
| Clear Filter and Clear Filter cion | Clears the advanced search filter. |
| Delete All and **Delete All** button | Deletes all items in the Item table.<br>For more information about how to delete all item from the Item table, see the Deleting All Items from a new Purchase Order section. |
| Create Item | Opens the Create Item window. For more information about creating an item, see the Items chapter, section "Creating Items". |
| Round to Pack | Rounds the items to the required order quantity. The quantities are rounded based on the item's ordering restrictions from the supplier. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 4–55 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 4–55 (Cont.) Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order Distribution Toolbar

The toolbar contains the following icons and buttons.

*Table 4–56 Order Distribution Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Maintaining Items in the Order Distribution Window

To access the Order Distribution window and maintain items for a purchase order, follow the steps below.

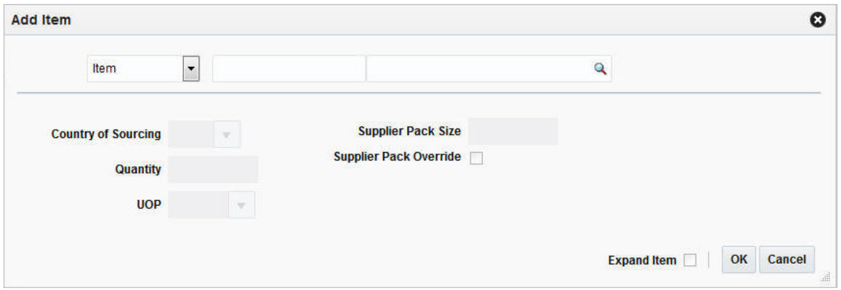
1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > View**. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Distribution window opens, if the purchase order is still in status Worksheet and no items have been distributed yet.
   - If items have already been added, distributed and the order is still in Worksheet status, the **Details** button opens the Order Details window.
     – In the Items section, select **Actions > Add** or use the Add icon to add items to the order. The Order Distribution window opens.
6. After you have added, edited, deleted or distributed items, choose one of the following options.
   - Click **Save and Close** to add the selected item to the purchase order and exit the Order Distribution window.
   - Click **Cancel** to reject the added items and exit the Order Distribution window.

## Adding Items to a Purchase Order

To add an item to a new or already existing purchase order follow the steps below.

1. In the Order Distribution window, select **Actions** > **Add** or use the Add icon to add items to the purchase order. The Add Item window appears.

***Figure 4–47 Add Item Window***



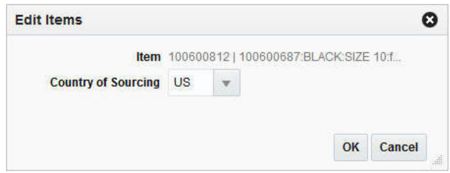

2. Select either the **Item**, **Reference Item**, or **Item List** option from the list.
3. Enter the item number of the item or the ID of the item list, or click the search icon to retrieve the desired item.
4. In the **Country of Sourcing** field, edit or select the country of sourcing, if required.
5. In the **Quantity** field, enter the number of units to be distributed for the item or among the components of an item list or item parent.
6. In the **UOP** field, enter or edit the unit of purchase as necessary.
7. If you want to edit the supplier pack size, check the **Supplier Pack Override** check box.
8. In the **Supplier Pack Size** field, edit the value accordingly.
9. To add the component items of an item parent or pack, click **Expand Item**.
10. After you have entered all the item information, choose one of the following options.
    - Click **OK** to add the current item, reference item, or item list and close the window. The system returns to the Order Distribution window. The item is shown in the table.
    - Click **Cancel** to reject all entries and close the window. The system returns to the Order Distribution window.
11. In the Order Distribution window, choose one of the following options.
    - Distribute the items according to individual diffs, diff matrix, location or store grade. For more information about distributing items, see the Distributing a Purchase Order section.
    - Click **Save and Close** to add the selected item to the purchase order and close the Order Distribution window.
    - Click **Cancel** to reject the added items and close the Order Distribution window.

## Editing Items on a new Purchase Order

To edit items on a new purchase order follow the steps below.

1. In the Order Distribution window, select **Actions** > **Edit** or use the Edit icon to edit the items of the created purchase order. The Edit Item window opens.

***Figure 4–48 Edit Items***




2. In the **Country of Sourcing** field, edit the country of sourcing.
3. Then choose one of the following options.
   - Click **OK** to add the current item, reference item, or item list and close the Add Item window. The system returns to the Order Distribution window.
   - Click **Cancel** to reject all entries and close the Add Item window. The system returns to the Order Distribution window.

## Deleting All Items from a new Purchase Order

To delete all items from the created purchase order, follow the steps below.

1. In the Order Distribution window, select **Actions** > **Delete All** or use the **Delete All** button to delete all items from the Item table.
2. The system displays a warning prompt.
   - Click **Yes** to delete all items. All items are removed from the Item table.
   - Click **No**. The items are not deleted.

## Distributing a Purchase Order

You have several options for distributing items when a purchase order is created. Before distributing items, you can filter the items in order to display a subset of the items. Any distribution instructions that you enter are then applied only to the subset of items.

The options for distribution may be:

First select whether you want to distribute the items by UOP or Standard UOM. Then choose one of the following options.

- Distribution by individual diffs: Distribute items by the differentiator groups attached to it.
- Distribution by diff matrix: Distribute items by any diff value associated with the purchase order.
- Distribution by store grade: Select the final destinations by store grade group and store grade. Enter the distribution amounts by percentage or ratio.
- Distribution by location: Select the final destinations one-by-one or by a list of values. Enter the distribution amounts by percentage or ratio.

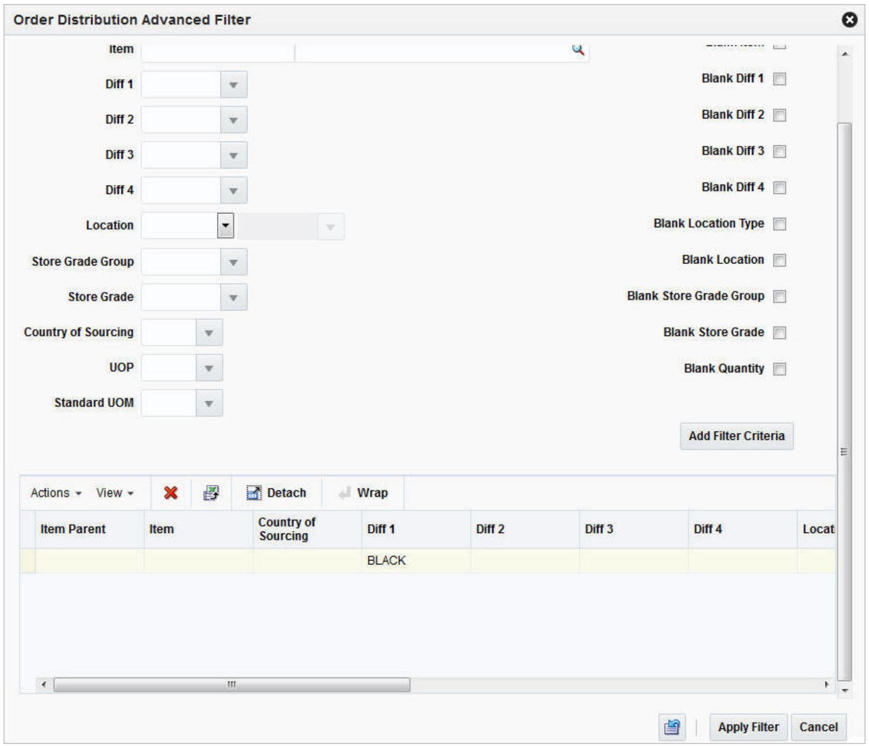
## Order Distribution Advanced Filter

The Order Distribution Filter window allows you to filter the items that appear on the Order Distribution window. You can then edit or distribute the resulting subset of items.

To filter the items on a purchase order follow the steps below.

1. To filter the items shown in the Item table, select **Actions > Advanced Filter** or use the Advanced Filter icon. The Order Distribution Advanced Filter window opens.

***Figure 4–49 Order Distribution Advanced Filter Window***




2. Enter, select or search for the criteria by which you want to filter the Item table.
3. Select **Add Filter Criteria**. The filter criteria are added to the Filter Criteria table.
4. To delete a criterion from the Filter Criteria table:
   a. Select the record.
   b. Select **Actions > Delete** or use the Delete icon. You are prompted to delete the record.
   c. Confirm with **Yes**. The record is removed from the Filter Criteria table.
5. After you have added all filter criteria, choose one of the following options.
   - Click **Apply Filter** to display the results of the filter in the Order Distribution window and close window.
   - Click **Cancel**, to reject the filter criteria and close the window.
6. Edit the filter results as needed.
7. To clear the filter, select **Actions > Clear Filter** or use the Clear Filter icon. All items are displayed in the Item table again.

## Distributing Items by Individual Diff

The Distribute by Diff window allows you to distribute an item by the differentiator groups attached to the item. The user may use differentiator ranges and ratios while performing the distribution or perform the process manually. For each selected differentiator, the distribution can be carried out on the basis of quantity, percentage or ratio.

To distribute an item by individual diffs, follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to orders with the status Worksheet.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > Edit,** or use the Edit icon. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Distribution window opens.
6. Add items to the purchase order. For more information about adding items to the purchase order, see the Adding Items to a Purchase Order section.
7. In the Distribute by section go to Differentiator. Select a diff from the list. The Differentiator Distribution window opens.
8. The Differentiator Distribution contains the following sections.
   - Header: The header contains the selected diff group.
   - Diff Range: The Diff Range section contains all the available differentiator values.
   - Diff Ratio: The Diff Ratio section shows applied differentiator values, once the values are selected.
9. To limit the available diffs, go to the **Diff Range** field and enter or select a diff range ID.
10. Click **Apply**. The Availalbe Differentiator column now only contains diff IDs limited to the chosen range.

    **Note:** To apply multiple diff ranges, choose more than one valid range.

11. In the Available Differentiator area, choose one of the following options.
    - Select a diff and click the right arrow button. The diff is moved to the Diff Ratio section to the Applied Differentiator column.
    - Select all diffs and click the move all right arrow button. All diffs are moved to the Diff Ratio section to the Applied Differentiator column.

    **Note:** To deselect diffs, select the individual diff or all diffs. Then use the left arrow or move all left arrow buttons. The selected diffs move from the Applied Differentiator to the Available Differentiator column.

12. Select one of the following distribution methods.
    - **Percent**: Enter the percentage of the items you want for each diff.
    - **Quantity**: Enter the number of items you want for each diff.

**Note:** You can only distribute by quantity, if you did not enter a quantity in the Order Distribution window.

- **Ratio**: Enter the proportion of the items you want for each diff.

**Note:** You can distribute the diffs and enter a percentage, quantity or ratio of zero (0).

13. After you have selected the diffs and the distribution method, choose one of the following options.
    - Click **OK** to distribute by the selected diffs and close the Differentiator Distribution window. The system returns to the Order Distribution window. The individual diff distributions are shown in the table.
    - Click **Cancel** to reject all entries and close the Differentiator window. The system returns to the Order Distribution window.

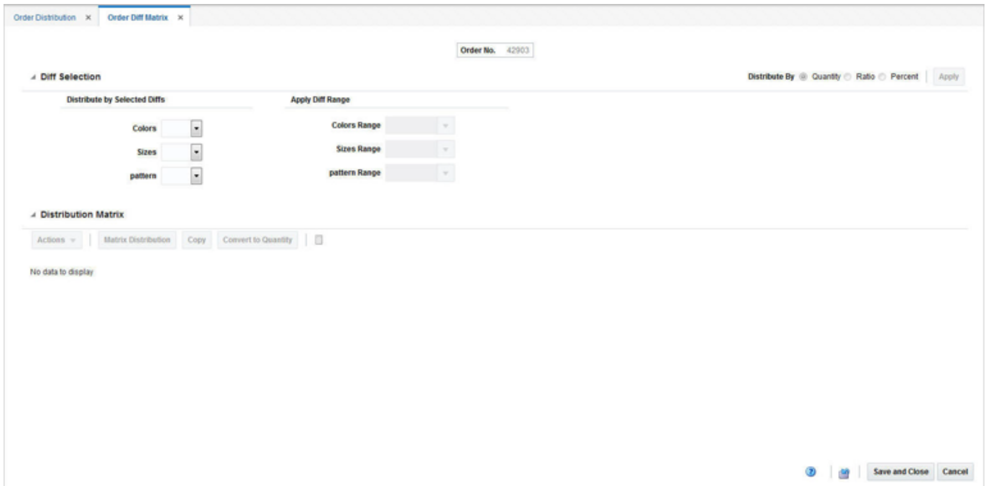
## Distributing Items with Diff Matrix

In the Diff Matrix window you can design a purchase order distribution based on up to three different group values.

To distribute items with a diff matrix follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to orders with the status Worksheet.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions >** Edit, or use the Edit icon. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Distribution window opens.
6. Add items to the purchase order. For more information about adding items to the purchase order, see the Adding Items to a Purchase Order section.
7. Then select **Diff Matrix**. The Order Diff Matrix window opens in a new tab.

*Figure 4–50 Order Diff Matrix Window*



The Order Diff Matrix Window contains the following sections:

- Header: The header displays the order number.
- Diff Selection
- Distribution Matrix

8. Go to the Diff Selection section. In the Distribute By area indicate that you want to enter values in either Quantity, Ratio, or Percent.

> **Note:** Quantity is automatically selected, if you do not enter the Worksheet Quantity in the Order Distribution window.

9. The Distribute by Selected Diffs column displays the available diffs, for example, colors, size or pattern. Each diff has a drop down list. Use the drop down list to assign an axis to the diff.

> **Note:** The values in the drop down list depend on the number of available diffs.

10. In the Apply Diff Range column you can apply diff Ranges for the selected diffs, for example, the color range.

> **Note:** The fields in the Apply Diff Range column are only enabled, once you select, the axis for the diffs.

11. Click **Apply**.
12. In the Distribution Matrix section the Actions menu and the buttons are only enabled, once you select and apply the diffs. The Distribution Matrix Actions menu contains the following options.

    - Click **Matrix Distribution** to display the matrix distribution. The Matrix Distribution window opens. For more information about the matrix distribution, see the Matrix Distribution section.

- Click **Copy** to copy a diff, for example, Copy Color. Only one diff can be selected as copy form. The Copy window opens. For more information about the Copy window, see the Copying Z Axis section.

> **Note:** The Copy function is only available, if the parent item has three or more associated diffs.

- Click **Apply Diff Ratio** to modify the ratio. The Apply Diff Ratio window opens. For more information about applying diff Ratios, see the Applying Diff Ratio section.

> **Note:** The Apply Diff Ratio function is only available, if the parent item has three or more associated diffs.

- Click **Recalculate Totals** or use the Recalculate icon to recalculate all the totals in the distribution matrix.

13. Click **Convert to Quantity** to convert the Worksheet quantity, entered in the Order Distribution window, according to the ratio/percentage set for the individual diffs.

> **Note:** If you select distribute by quantity, the function is not available.

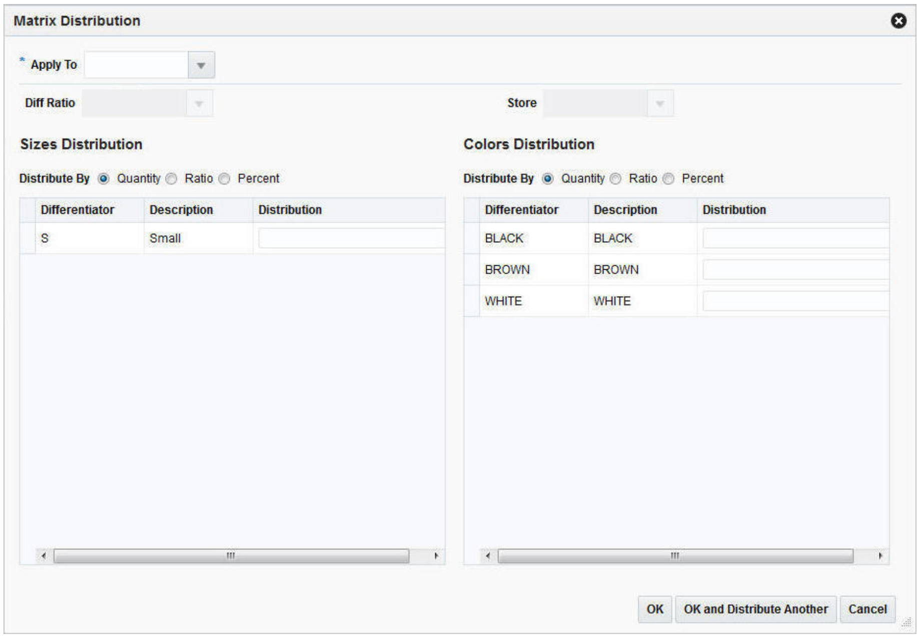
14. After you have entered all necessary information, choose one of the following options.
    - Click **Save and Close** to save your entries and close the Order Diff Matrix Window.
    - Click **Cancel** to reject all entries and close the Order Diff Matrix window.

### Matrix Distribution

The Matrix Distribution window contains two sections, the Y axis distribution, for example size option distribution such as S small and the X axis distribution, for example, color distribution such as black, brown, white.

The valid combinations of Distribute By values for X axis and Y axis distribution is based on the values you selected in the Order Distribution window. If no quantity was identified in the Order Distribution window, all three Distribute By options are available in the Matrix Distribution. If you entered a quantity in the Order Distribution window, only the Ratio and Percent distribution option is available.

***Figure 4–51 Matrix Distribution Window***




To apply a distribution to a diff follow the steps below.

1. In the **Apply To** field, enter, select or search for the matrix distribution you want to apply to one or more Z axis diffs.

> **Note:** The **Apply To** field is only available, if you select three diffs.

2. In the **Diff Ratio** field, enter or select a X axis and/or Y axis diff.

> **Note:** Once you select the diff ratio, the details are displayed in the X or Y Distribution, in case the diff ratio is an X or a Y diff ratio.

3. In the **Store** field, enter, select or search for the store. This field is only enabled, if the Diff Ratio is associated to stores.
4. In the Y Axis Distribution section, select the desired distribute by option, for example, percentage.
5. The differentiators and description are shown in the table. In the Distribution column, enter the distribution value.
6. In the X Axis Distribution section, select the desired distribute by option, for example, ratio.
7. The differentiators and description are shown in the table. In the Distribution column, enter the distribution value.
8. After you have entered all values, choose one of the following options.
   - Click **OK** to save the entered distribution values and close the Matrix Distribution window.
   - Click **OK and Distribute Another** to save the entered distribution and enter additional distribution values for other diffs.

- Click **Cancel** to reject all entries and close the Matrix Distribution window.

### Copying Z Axis

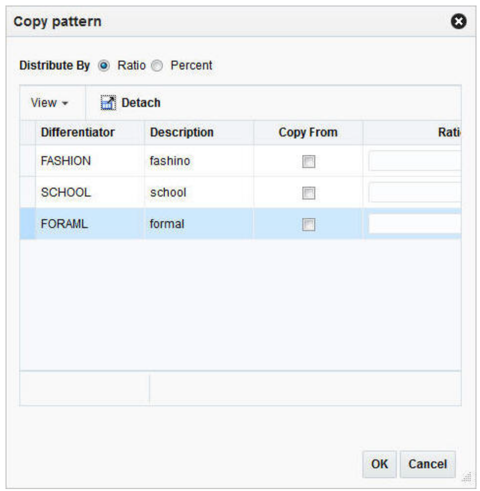
The Copy window allows you to copy a matrix distribution. Select one row on the Z Axis Distribution section as basis and copy the matrix distribution to rows that have distribution values, if you enter no distribution nothing is copied to that diff.

---

**Note:** Only one basis may be selected. If no basis is selected then no matrix distribution is copied to the rows with distribution values.

---

***Figure 4–52 Copy Pattern Window***




To copy the matrix distribution follow the steps below.

1. In the Distribute By area select the distribution option, for example, quantity, ratio or percent.
2. The differentiator and description are listed in the table.
3. Check the **Copy from** check box to identify the base diff.

---

**Note:** The base diff is the diff whose Distribution Matrix is copied to the identified diffs.

---

4. After you have selected the desired diffs, choose one of the following options.
   - Click **OK** to copy the matrix distribution of the selected diffs and close the Copy window.
   - Click **Cancel**. No matrix distribution is copied, the Copy window is closed.

### Applying Diff Ratio

If you selected Ratio in the **Distribute By** field, you can use an existing diff ratio to modify data in the diff matrix table.

1. In the **Diff Basis** field, enter or select a diff basis.
2. In the **Diff Ratio** field, enter or select a diff ratio.

---

**Note:** If the selected diff ratio is associated to all three axis, the diff basis field is not needed.

---

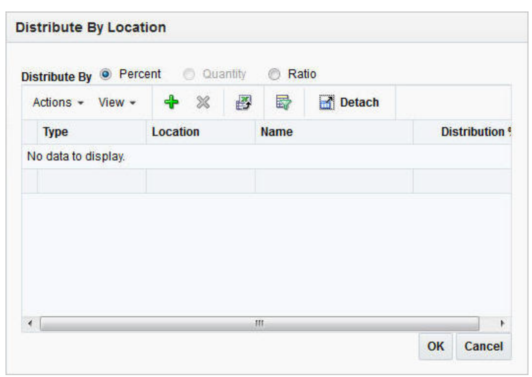
3. The **Store** field is populated automatically, after you enter a diff basis and a diff ratio.
4. After you have selected diff basis and diff ratio, you choose one of the following options.
   - Click **OK** to apply the diff ratio and close the Apply Diff Ratio window.
   - Click **Cancel** to reject all entries and close the Apply Diff Ratio window.

## Distributing Items by Location

To distribute items by location follow the steps below.

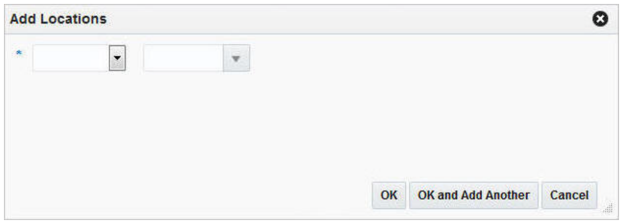
1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to orders with the status Worksheet.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > View**. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Distribution window opens.
6. Add items to the purchase order. For more information about adding items to the purchase order, see the Adding Items to a Purchase Order section.
7. In the Distribute by section select Location. The Distribute by Location window opens.

***Figure 4–53 Distribute By Location Window***




8. In the Distribute by section, select if you want to distribute by percent, quantity or ratio.
9. Select **Actions** > **Add** or use the Add icon to add locations for distribution. The Add Locations window opens.

***Figure 4–54 Add Locations***




10. In the **Location Type** field, select the type of location, for example, store or warehouse.
11. In the **Location** field, enter, select or search for the location ID.
12. After you have selected the location, choose one of the following options.
    - Click **OK** to add the current location and exit the Add Locations window. The system returns to the Distribute by Location window. The location is shown in the table.
    - Click **OK and Add Another** to add further locations.
    - Click **Cancel** to reject all entries and exit the Add Locations window. The system returns to the Distribute by Location window.

    ---
    **Note:** To delete a location from the table in the Distribute By Location window, mark the location. Then select **Actions > Delete**.

    ---
13. If you select the following distribution method:
    - **Percent**: Enter the percentage of the items you want at each location.
    - **Quantity**: Enter the number of items you want at each location, or the total items you want at each location.

    ---
    **Note:** You can distribute by quantity only if you did not enter a quantity on the Order Distribution window.

    ---
    - **Ratio**: Enter the proportion of items that you want at each location.

    ---
    **Note:** You can distribute to a location and enter a quantity, distribution or ratio of zero (0).

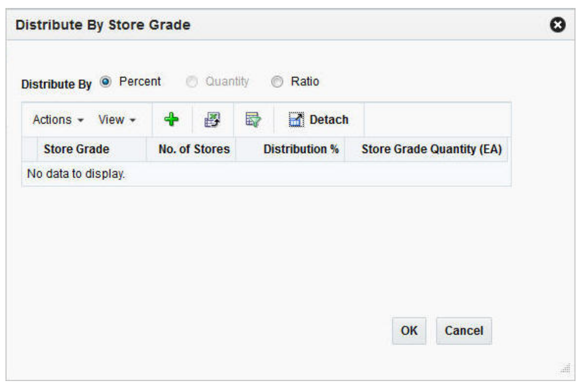
    ---
14. Choose one of the following options.
    - Click **OK** to save your changes and close the Distribute by Location window. The distributions by location are shown in the table.
    - Click **Cancel** to reject your entries and close the Distribute by Location window. The system returns to the Order Distribution window.

## Distributing Items by Store Grade

To distribute items by store grade follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to orders with the status Worksheet.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select **Actions > View**. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Distribution window opens.
6. Add items to the purchase order. For more information about adding items to the purchase order, see the Adding Items to a Purchase Order section.
7. In the Distribute by section select Store Grade. The Distribute by Store Grade window opens.

***Figure 4–55 Distribute By Store Grade Window***




8. In the Distribute By section, select if you want to distribute by percent, quantity or ratio.
9. Select **Actions** > **Add** or use the Add icon ✚ to add a store grades for distribution. The Add Store Grades window opens.
10. In the **Buyer** field, enter, select or search for the buyer ID.
11. In the **Store Grade Group** field, enter, select or search for the store grade group. The store grade is added to the table.
12. After you have enter the buyer and store grade group, choose one of the following options.
    - Click **OK** to add the store grade and exit the Add Store Grades window. The system returns to the Distribute By Store Grade window. The store grade is shown in the table.
    - Click **Cancel** to reject all entries and exit the Add Store Grades window. The system returns to the Distribute By Store Grade window.
13. If you select the following distribution method:
    - **Percent**: Enter the percentage of the items you want at each store grade.
    - **Quantity**: Enter the number of items you want at each store, or the total items you want for each store grade.

**Note:** You can distribute by quantity only if you did not enter a quantity on the Order Distribution window.

- **Ratio**: Enter the proportion of items that you want at each store grade.

14. Choose one of the following options.
    - Click **OK** to save your changes and close the Distribute By Store Grades window. The system returns to the Order Distribution window.
    - Click **Cancel** to reject all entries and close the Distribute By Store Grades window. The system returns to the Order Distribution window.

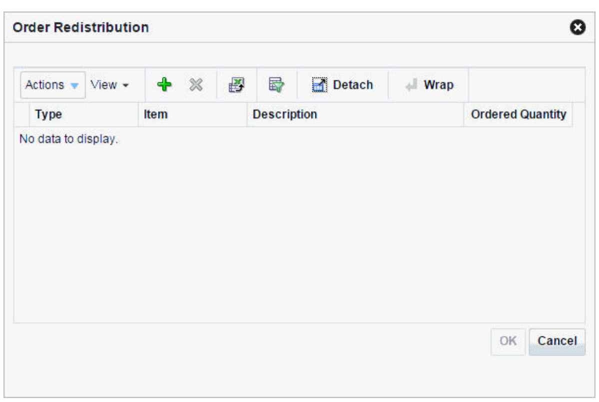
## Redistributing Items on a Purchase Order

In the Order Redistribution window you can select the items on a purchase order which you want to redistribute. You can redistribute items on a purchase order as long as the purchase order is in the Worksheet or Approved status, the items have not been received, there are no associated contracts, no advance shipment notifications (ASN) have been received, and none of the items have an associated appointment or allocation.

To redistribute items on a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link or select Actions > View. The Order window opens in a new tab.
5. In the Toolbar, click **Details**. The Order Details window opens in a new tab.
6. Click **Redistribute**. The Order Redistribution window opens.

*Figure 4–56 Order Redistribution Window*




7. Select **Actions** > **Add** or use the Add icon to add an item to the redistribution list. The Add Items window opens.
8. In the Item type field, select the type of item.

9. Enter or search for the item/item parent.
10. After you have selected the item/item parent, choose one of the following options.
    - Click **OK** to exit the Add Item window and add the current item to the Order Redistribution window.
    - Click **OK and Add Another** to add the current item Order Redistribution window and add further items.
    - Click **Cancel** to reject the item and exit the Add Item window.
11. In the Order Redistribution window select **OK**.
12. A confirmation prompt to re-apply the following entries for the selected item after the redistribution is shown.
    - Expenses
    - Deals
    - Order scaling
    - Work orders
13. Confirm the prompt with **Yes**. The system opens the Order Distribution window.
    - If you select **No**, the system returns to the Order Redistribution window.
14. Go to the Distribute By section. Open the Redistribution list.
15. Select if you want to redistribute the selected item/item parent by Location or by Store Grade.

    If you choose by Location, the Distribute by Location window opens. For further details, see the Distributing Items by Location section.

    If you choose by Store Grade, the Distribute by Store Grade window opens. For further details, see the Distributing Items by Store Grade section.

    After you have entered all necessary information, you will return to the Order Distribution window.
16. Click **Save and Close** to save your changes and close the Order Distribution window. The system returns to the Order Details window. Verify, if the items/item parent were added to the Items section with the appropriate quantity.

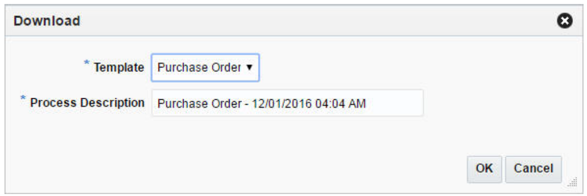
## Download Orders from Staging

In the Order Download from Staging window you can download orders from RMS to a spreadsheet.

1. From the Tasks menu, select **Orders** > **Download from Staging**. The Order Download from Staging window displays.
2. Search for the order you want to download according to basic or advanced search criteria.

   For more details regarding the basic and advanced search function in RMS see the Managing Orders section. The search results are shown in the Result section.
3. To download all orders displayed in the Result section, select **Actions** > **Download**. The Download window opens.
4. In the **Template** field, select, enter or search for the template you want to download.

***Figure 4–57 Download Window***




5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field.
6. After you have entered the download information, choose one of the following options.
   a. Click **OK** to open the spreadsheet with the selected orders on your desktop.
   b. Click **Cancel** to reject all entries and close the Upload/Download.
7. Click **Done** to exit the Order Download from Staging window.

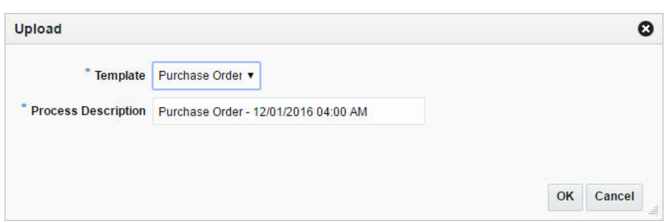
## Upload Orders from Staging

In the Order Upload from Staging window you can upload orders into RMS from staging tables, where additional details can be added to the order before loading them to RMS.

1. From the Tasks menu, select **Orders** > **Upload from Staging**. The Order Upload from Staging window displays.
2. Search for the order you want to upload according to basic or advanced search criteria.

   For more details regards the basic and advanced search function in RMS, see the Managing Orders section. The search results are shown in the Result section.
3. To upload all orders displayed in the Result section, select **Actions** > **Upload**. The Upload window opens.

***Figure 4–58 Upload Window***




4. In the **Template** field, select, enter or search for the template you want to upload to RMS.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
6. After you have entered the upload information, choose one of the following options.
   a. Click **OK** to upload the order to RMS. The Result section is cleared.
   b. Click **Cancel** to cancel the upload and close the Upload window.

7. Click **Done** to close the Order Upload from Staging window.

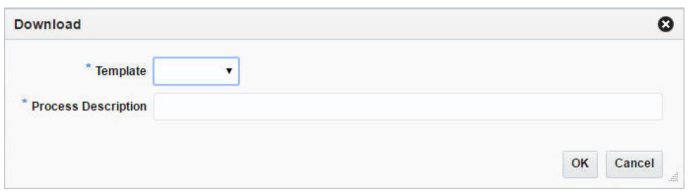
## Download Orders from RMS

In the Order Download from RMS window you can download orders from RMS to a spreadsheet.

1. From the Tasks menu, select **Orders > Download Orders from RMS**. The Order Download from RMS window appears.
2. Search for the orders you want to download according to basic or advanced search criteria. The search results are shown in the Result section.

   For more details regards the basic and advanced search function in RMS, see the Managing Orders section. The search results are shown in the Result section.
3. To download all orders displayed in the Result section, select **Actions** > **Download**, or use the **Download** button. The Download window appears.

***Figure 4–59 Download from RMS Window***



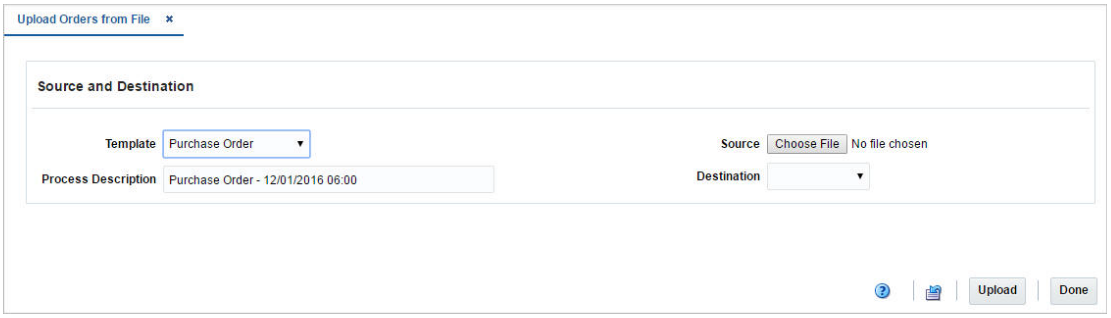

4. In the **Template** field, select the template you want to download. This field is a required field.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field. This field is a required field.
6. Then choose one of the following options.
   - Click **OK** to open the spreadsheet with the selected orders on your desktop.
   - Click **Cancel** to reject all entries and close the window.
7. Click **Done** to close the Order Download from RMS window.

## Upload Orders from File

In the Orders Upload from File window you can upload a file.

1. From the Tasks menu, select **Orders** > **Upload Orders from File**. The Upload Orders from File window appears.

***Figure 4–60 Upload Orders from File***




2. In the **Template** field, select the template you want to upload to RMS tables or Staging tables.
3. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
4. In the **Source** field, click the **Browse** button to upload the file.
5. In the **Destination** field, choose either RMS Tables or Staging Tables from the list.
6. Then choose one of the following options:
   - Click **Upload** to upload the file to RMS Tables or Staging Tables.
   - Click **Revert** to undo any changes.
7. Click **Done** to close the Upload Orders from File window.

# Order Issues

In the Order Issues window you can view issues that occurred during the upload or download process. The Order Issue window displays the information on the upload that had an error, which column and row in the upload is in error, and a short description of the issue. Once the errors have been corrected, the data can be re-uploaded into the staging area or RMS as needed, using the corrected file. For errors linked to data that has already been uploaded into RMS, the hyper link on the order number on this screen allows a user to access the order in RMS to make the correction there, provided the user has edit privilege.

To view order issues which occurred during the up- or download follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link. The Order window opens.
5. In the Toolbar, click **Details** to open the Order Details window.
6. Select **Action > Order Issues**. The Order Issues window opens. All errors which occurred during the up- or download process are listed in the table.
7. Click **Done** to close the Order Issues window.

## Order Discounts

The Order Discounts window displays deal information that apply to an item on a purchase order.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Search for and retrieve a purchase order. Enter or select the corresponding search criteria and click **Search**. The search results are displayed.
3. In the Results section, go to column Order No. and click the order number link. The Order window opens.
4. In the Toolbar click the **Details** button. The Order Details window opens.
5. In the Location section, select **Actions** > **Discounts**. The Order Discount window opens. The header section shows the item location information for the selected order, such as order number, Unit of purchase (UOP), currency, item, location, supplier site cost, total discount and order cost. The bottom section displays deal details, such as deal components (discounts or rebates), deal class, discount type and graduated order cost.

   > **Note:** Use the **More Actions** button to toggle from one currency to another.

6. Click **Done** to exit the Order Discounts window.

## Purchase Order Approval Process

When a purchase order is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the purchase order to the next status. A purchase order may be in any of the following statuses:

| Status | Definition |
|---|---|
| Worksheet | The purchase order has been started, but not completed. |
| Submitted | The purchase order has been completed and is pending review. |
| Approved | The purchase order has been reviewed and has been approved. |
| Delete | The purchase order is marked for deletion. It will be deleted by a regularly scheduled batch program. |
| Closed | The purchase order is complete. |

To move a purchase order to the next step follow the steps below.

Submitting a Purchase Order for Approval

Approving a Purchase Order

Deleting a Purchase Order

Cancelling All Items on a Purchase Order

Reinstating a All Items of a Purchase Order

## Submitting a Purchase Order for Approval

To submit a purchase order for approval follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to status Worksheet.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the desired order number link. The Order window opens.
5. In the Toolbar the **Submit** button is displayed. Click **Submit**.
6. You are prompted to submit the purchase order.
7. Click **Yes**. The status of the purchase order changes to Submitted.
8. Choose one of the following options.
   - Click **Save** to save and submit the purchase order for approval.
   - Click **Save and Close** to save and submit the purchase order for approval. The Order window is closed.
   - Click **Cancel** to reject your changes and exit the Order window.

## Approving a Purchase Order

To approve a purchase order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to status Submitted.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the desired order number link. The Order window opens.
5. In the Toolbar the **Approve** button is displayed. Click **Approve**.
6. You are prompted to approve the purchase order.
7. Click **Yes**. The status of the purchase order changes to Approved.

   > **Note:** You can change the status back to Worksheet at this stage. Open the Status list and select the **Worksheet**.

8. Choose one of the following options.
   - Click **Save** to save and approve the purchase order.
   - Click **Save and Close** to save and approve the purchase order. The Order window is closed.
   - Click **Cancel** to reject your changes and exit the Order window.

## Deleting a Purchase Order

To delete a purchase order follow the steps below. Only purchase orders holding the status Worksheet and Submitted can be deleted.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to status Worksheet or Submitted. Enter or select further search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the desired order number link. The Order window opens.
5. In the Toolbar, click the **Delete Order icon**.
6. You are prompted, if you want to delete the purchase order.
7. Click **Yes**. The status of the purchase order changes to Closed.
8. Choose one of the following options.
   - Click **Save** to delete the purchase order.
   - Click **Save and Close** to delete the purchase order and exit the Order window.
   - Click **Cancel** to reject your changes and exit the Order window.

## Cancelling All Items on a Purchase Order

The Cancel All Items option is only available, if the order was previously submitted for approval or approved. To cancel all items of a purchase order and close the order follow the steps below.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to status Submitted or Approved. Enter or select further search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the desired order number link. The Order window opens.
5. In the Toolbar select the Status list and select **Cancel All Items**.
6. You are prompted, if you want to cancel all items of the purchase order.
7. Click **Yes** to cancel all items of the purchase order.
8. The Cancel All Items window opens.
9. In the **Cancel Reason** field, enter or select the reason for cancelling all items on the purchase order.
10. Confirm your entry with **OK**. All the items of the purchase order are cancelled and the status of the purchase order changes to Closed.
11. After you have cancelled all items on the purchase order, choose one of the following options.
    - Click **Save** to save the purchase order.

- Click **Save and Close** to save and close the purchase order. The Order window is closed.
- Click **Cancel** to reject your changes and exit the Order window.

## Reinstating a All Items of a Purchase Order

If the purchase order holds the status Closed, you can reinstate all items with the Reinstate All Items button. Follow the steps below to reinstate all items of a closed purchase order.

1. From the Tasks menu, select **Orders** > **Manage Orders**. The Order Search window opens.
2. Restrict the search to status Closed. Enter or select further search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the desired order number link. The Order window opens.
5. In the Toolbar select **Reinstate All Items**.
6. You are prompted, if you want to reinstate all the items on the selected purchase order.
7. Click **Yes**. The status of the purchase order changes to Worksheet.
8. After you have reinstated all items on the purchase order, choose one of the following options.
   - Click **Save** to save the purchase order in Worksheet status.
   - Click **Save and Close** to save the purchase order in Worksheet status and exit the Order window.
   - Click **Cancel** to reject your changes and exit the Order window. The purchase order stays closed.

# 5 Contracts

This chapter deals with the different types of contracts that can be created and maintained in RMS.

## Contract Types

A contract is a legally binding agreement with a supplier to supply items at a negotiated price, which is assumed to be the lowest cost price of the item. In RMS, the contracting functions fit closely with the replenishment and ordering functions. The contract functionality enables the retailer to ensure consistent cost and timing of the purchases along with determination of early margin figures and thereby eliminating risk. It also facilitates improved supplier relationships by helping suppliers plan their production in advance. When a contract is created, the retailer can choose to source from the best contract by replenishment according to pre-defined logic. Also, since the balance of the contract is decreased when an order is written against it, commitment tracking improves. Additionally, the contract functionality assures the retailer that the cost remains consistent. Contracts can be used to create orders via replenishment or manually. Contracts can also contain items above transaction level if the 'Soft Contracting' option is enabled in the system options.

The following four contract types can be created in RMS with varying characteristics and different levels of flexibility:

- **Type A (Plan/Availability):** This type of contract contains a plan of manufacturing quantity by ready date. Supplier availability is matched against the plan as declared. These contracts are closed contracts, as there is a defined start and end date, and the contract is for a total purchase quantity of items. Orders are raised against the plan as suggested by replenishment requirements, provided there is sufficient supplier availability. Manual orders can also be raised.
- **Type B (Plan/No Availability):** This type of contract contains a plan of manufacturing quantity by delivery due date and dispatch-to location or locations. There can be one or more ready dates, which is the date that the items are due at the dispatch-to location. Item cost is defined and supplier availability is not required. These contracts are closed contracts, as there is defined a start and end date, and the contract is for total purchase quantity of items. Orders are raised automatically from the contract based on ready dates.
- **Type C (No Plan/No Availability):** This type of contract is an open contract with no production schedule or supplier availability declared. The contract lists the items that will be used to satisfy a total commitment cost. Orders are raised against the contract based on replenishment requirements. The user can also raise manual orders.

- **Type D (No Plan/Availability):** The type of contract is an open contract with no production schedule. The supplier declares availability as stock is ready. The contract lists the items that will be used to satisfy a total commitment cost. Orders are raised against the contract, based on replenishment requirements and supplier availability. The user can also raise manual orders.

More information can be found in these related topics:

- Creating a Contract
- Adding Items to a Contract
- Distributing Items of a Contract
- Managing a Contract
- Editing a Contract
- Editing the Distribution Quantity on a Contract
- Editing Unit Costs of Items on a Contract

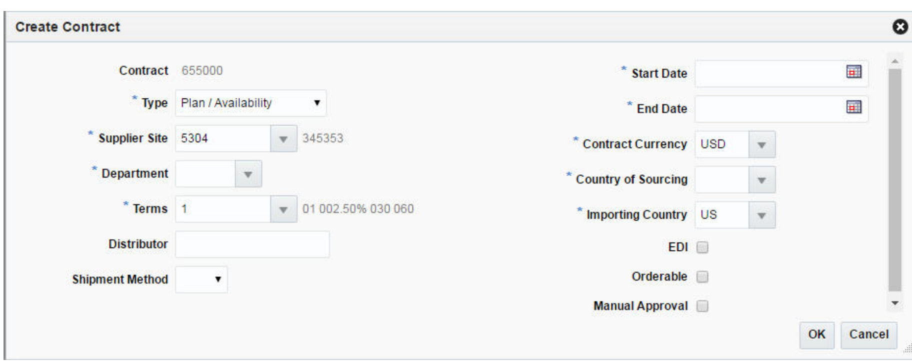
# Creating a Contract

To create a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Create Contract**. The Create Contract window appears.

> **Note:** You can also create a contract in the Contract Search window. For more information about how to create a contract in the Contract Search window, see the Managing a Contract section.

***Figure 5–1 Create Contract Window***




2. In the **Contract** field, the contract ID is filled in automatically.
3. In the **Type** field, select one of the following contract types:
   - Plan/Availability - refers to Type A contracts
   - Plan/No Availability - refers to Type B contracts
   - No Plan/No Availability - refers to Type C contracts
   - No Plan/Availability - refers to Type D contracts

> **Note:** When using a Type B (Plan/No Availability) contract, purchase orders are generated automatically. Manual and Replenishment orders are never created from a Type B contract.

4. In the **Supplier Site** field, enter, select or search for the supplier site. The fields such as Terms, Contract Currency and Importing Country are filled with default values based on the entered supplier site. You can change these values, if necessary. This is a required field.

> **Note:** A Type C contract (No Plan/No Availability) does not require a supplier to provide availability information; therefore, it is possible that an order can be placed that a supplier cannot fulfill.

5. In the **Department** field, enter, select or search for the department. Only items from this department can be placed on the contract. This field is a required field.
6. In the **Terms** field, enter, select or search for the contract terms, if you want to change the default value.
7. In the **Distributor** field, enter the distributor.
8. In the **Shipment Method** field, select the shipment method, for example, Air.
9. In the **Start Date** field, enter the contract start date or click the Calendar icon to specify the start date of the contract. This field is a required field.
10. In the **End Date** field, enter the contract end date or click the Calendar icon to specify the end date of the contract. This field is a required field.
11. In the **Contract Currency** field, enter, select or search for the currency of the contract, if you want to change the default value. This field is a required field.
12. In the **Country of Sourcing** field, enter, select or search for the country of sourcing for the contract. This field is a required field.
13. In the **Importing Country** field, enter, select or search for the importing country of the contract, if you want to change the default value. This field is a required field.
14. Check the **EDI** check box, to indicate that the contract is transmitted to the supplier via an EDI transaction.
15. Check the **Orderable** check box, to indicate that orders can be placed against this contract.
16. Check the **Manual Approval** check box, to indicate that all purchase orders will be created in Worksheet status and must be manually approved.

> **Note:** All required fields are marked with an asterisk. If you do not enter a value for one of the required fields, an error message is shown.

17. After you have entered all the necessary data for the contract, choose one of the following options.
    - Click **OK**, to create the contract. The Contract window appears in a new tab. For more information about the Contract window, see the Contract section.
    - Click **Cancel**, to reject all entries and close the Create Contract window.

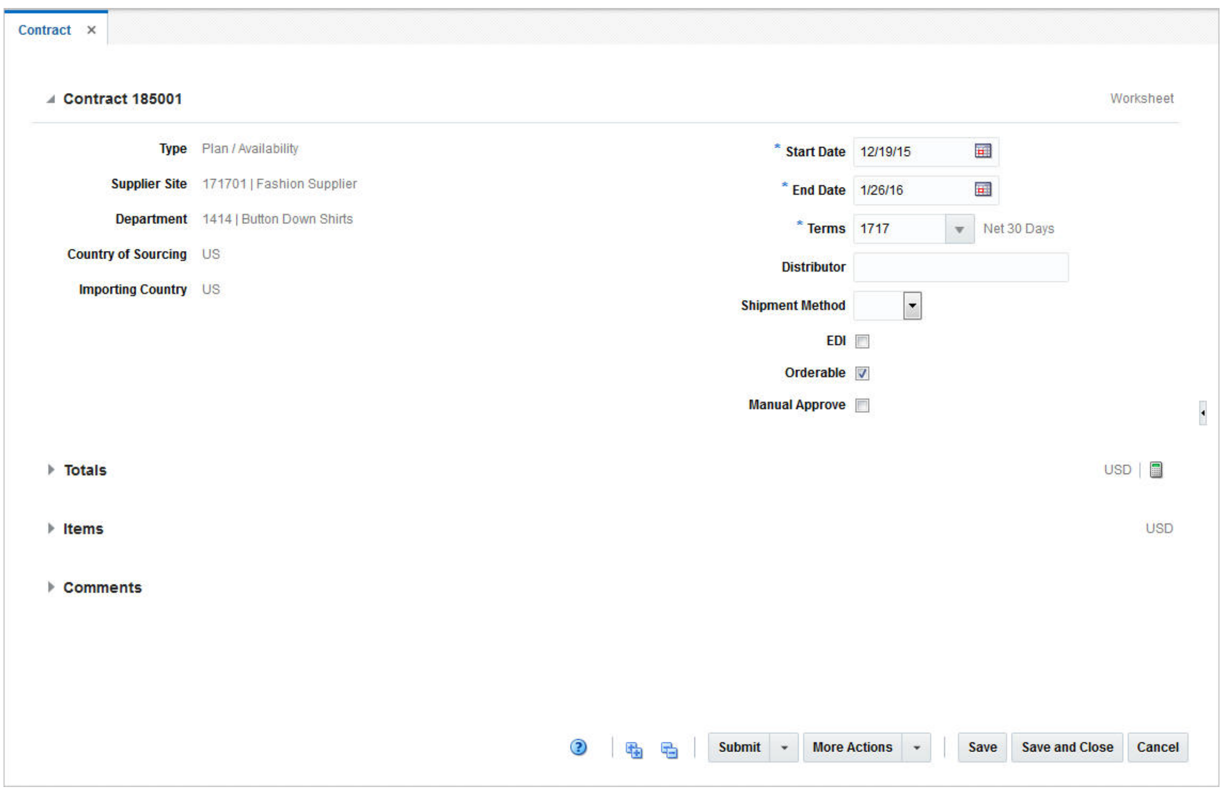
# Contract

The Contract window allows you to create or maintain a contract. You can also add, edit and view the items, cost and distribution details on the contract. Moreover, you can navigate to the Parent/Diff summary screen, where you can view the details of the diffs for an item parent on a contract along with the quantity contracted, ordered, and received, as well as the ready date by diff value.

The Contract window consists of the following sections:

- Contract Header
- Totals
- Items
  - Details
- Comments
- Contract Toolbar

***Figure 5–2 Contract Window***




## Contract Header

The Contract Header section contains the contract ID number and the status of the contract, for example Worksheet. Additionally the Contract Header section shows all values, entered in the Create Contract window. For more information about the values entered in the Create Contract window, see the following section:

- Creating a Contract

*Table 5–1 Contract Header - Fields and Description*

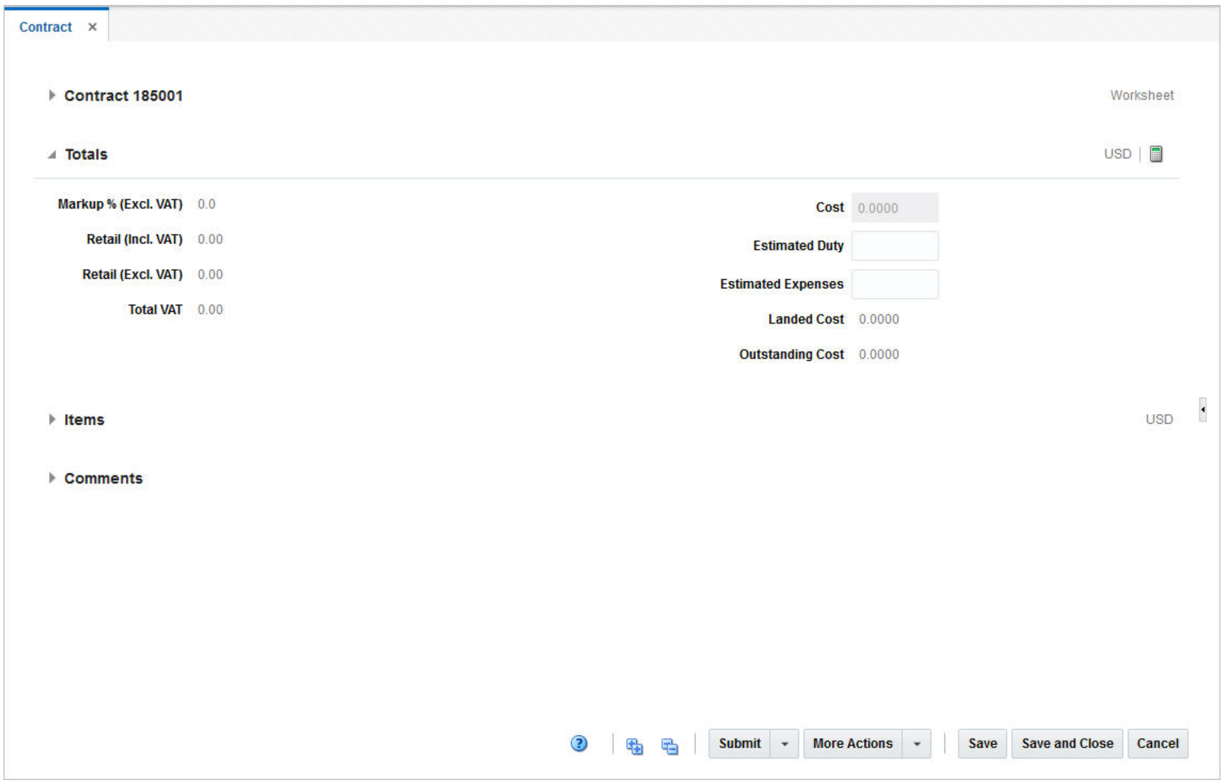
| Fields | Description |
|---|---|
| **Type** | Displays the contract type. Possible contract types are:<br>■ Plan/Availability<br>■ Plan/No Availability<br>■ No Plan/No Availability<br>■ No Plan/Availability<br>For more information about the different contract types, see the Contract Types section.<br>This field is a view-only field. |
| **Supplier Site** | Displays the supplier site.<br>This field is a view-only field. |
| **Department** | Displays the department. Only items from this department can be placed on the contract.<br>This field is a view-only field. |
| **Country of Sourcing** | Displays the country of sourcing for the contract.<br>This field is a view-only field. |
| **Importing Country** | Displays the importing country for the contract.<br>This field is a view-only field. |
| **Start Date** | Displays the contract start date.<br>You can edit this field, if the contract is still in Worksheet status. |
| **End Date** | Displays the contract end date.<br>You can edit this field, if the contract is still in Worksheet status. |
| **Terms** | Displays the contract terms, for example, Net 30 Days.<br>You can edit this field, if the contract is still in Worksheet status. |
| **Distributor** | Displays the distributor for the contract.<br>You can edit this field, if the contract is still in Worksheet status. |
| **Shipment Method** | Displays the shipment method for the contract.<br>You can edit this field, if the contract is still in Worksheet status. |
| **EDI** | If the **EDI** check box is checked, the data is exchanged electronically.<br>You can edit this field, if the contract is still in Worksheet status. |
| **Orderable** | If the **Orderable** check box is checked, orders can be placed against this contract.<br>You can edit this field, if the contract is still in Worksheet status. |
| **Manual Approve** | If the **Manual Approve** check box is checked, all purchase orders will be created in Worksheet status and must be manually approved.<br>You can edit this field, if the contract is still in Worksheet status. |

## Totals

The Totals section contains the currency and Recalculation icon in the title bar. Additionally the Totals section displays VAT information such as Markup % Excl. VAT, Retail Incl. VAT, Retail Excl. VAT and Total VAT. Moreover, cost, estimated duty, estimated expenses, landed and outstanding costs are shown. For more information about the displayed VAT information, see Table 5–2, " Totals - Fields and Description".

**Note:** If you create a new contract, the fields in the Totals section are empty. Total cost need to be added to type C and D contracts, before you add items.

***Figure 5–3 Totals Section***




The following table describes the fields in the Totals section.

***Table 5–2 Totals - Fields and Description***

| Fields | Description |
|---|---|
| **Markup % Retail** | This field shows the markup in %. When the retailer uses Simple VAT or Global Tax, this value excludes VAT. |
| **Retail (Incl. VAT)** | This field shows the total retail value of all items on the contract, including the VAT amount. This field only displays, if the retailer uses Simple VAT or Global Tax. |
| **Retail (Excl. VAT)** | This field shows the total retail value of all items on the contract, excluding the VAT amount. When the retailer uses Simple VAT or Global Tax, this value excludes VAT. |
| **Total VAT** | This field shows the total VAT of the contract. This field only displays, if the retailer uses Simple VAT or Global Tax. |

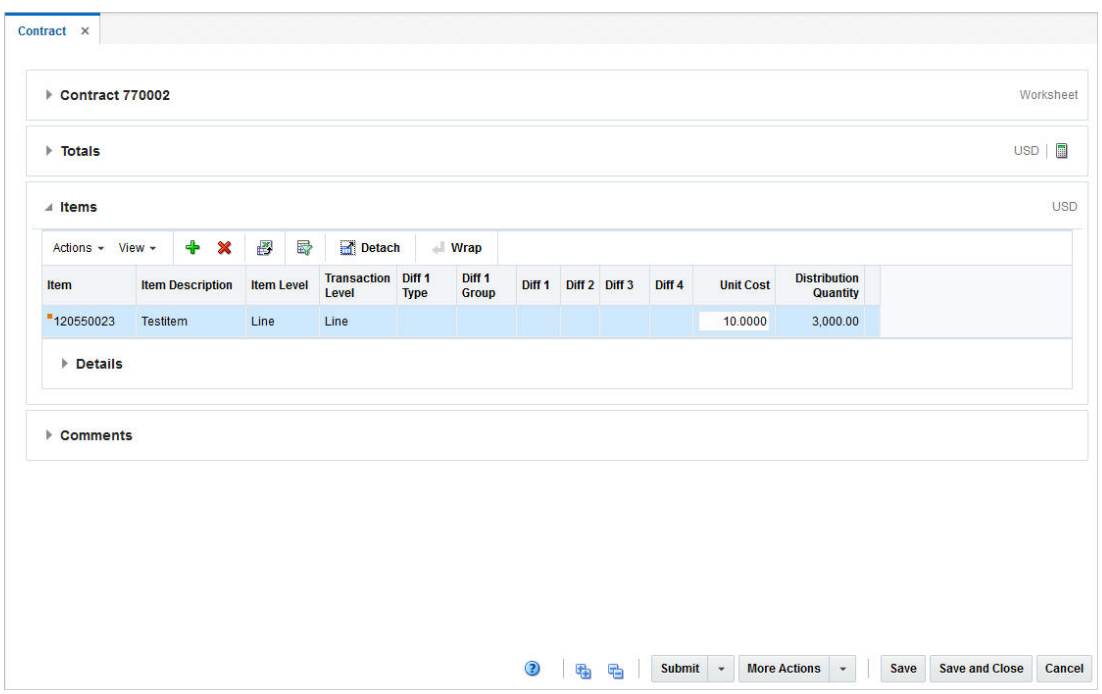
*Table 5–2 (Cont.) Totals - Fields and Description*

| Fields | Description |
|---|---|
| **Cost** | This field shows the total cost of the contract.<br>If you create a Type A or B contract this field is calculated automatically. You can not edit this field for these contract types.<br>If you create a Type C or D contract, you can edit this field. The cost need to be added before you add items. |
| **Estimated Duty** | This field shows the estimated duties, taxes, and fees the retailer must pay to import the goods on this contract.<br>You can specify this value for any contract type. |
| **Estimated Expenses** | This field shows the value of the estimated expenses that occurred for this contract.<br>You can specify this value for any contract type. |
| **Landed Cost** | This field shows the sum of the cost, duty, and expenses for the shipments of the contract. |
| **Outstanding Cost** | This field shows the amount that is still open for this contract. |

## Items

The Items section contains the contract item, contract item description, item level, diffs and unit costs by default. You can add items to the contract in this section. For more details about how to add items to a contract, see the Adding Items to a Contract section. Additionally, you can update the unit cost per item. For more information about how to update the unit cost for an item, see the Editing the Unit Cost of Single Items on a Contract section.

*Figure 5–4 Items Section*



### Items - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to table. You can perform the actions listed below.

*Figure 5–5 Items - Actions Menu*

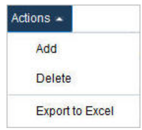



*Table 5–3 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add items to a contract by selecting **Actions** > **Add** or using the Add icon.<br>For more information about how to add items to a contract, see the Adding Items to a Contract section. |
| Delete and Delete icon | You can delete items from a contract by selecting **Actions > Delete** or using the Delete icon.<br>■ Select an item record in the Items section.<br>■ Select **Actions > Delete** or use the corresponding icon.<br>■ The item is deleted from the Items section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Items - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Figure 5–6 Items - View Menu*

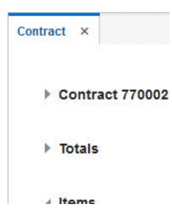



*Table 5–4 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 5–4 (Cont.) Items - View Menu/Icons and Description*

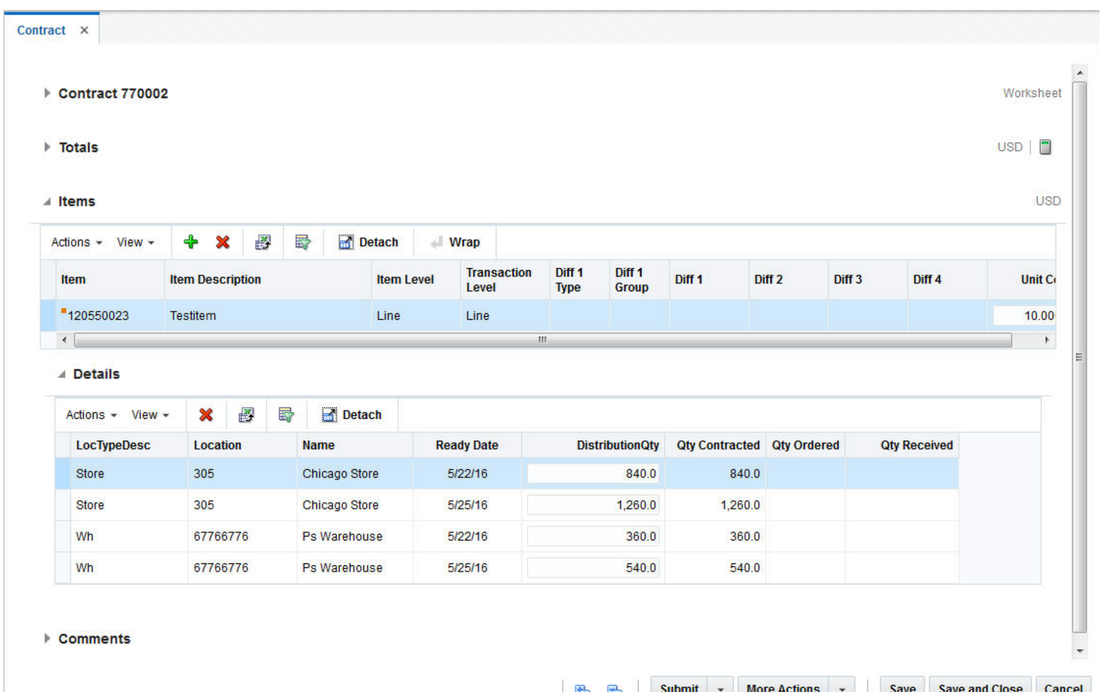
| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Details

The Details section displays the item distribution details by ready date and/or location. Columns shown are location type, location, name and ready date as well as the distribution, ordered and received quantity. The Details section is only displayed for Type A and B contracts, after items have been added and distributed.

You can edit the distribution quantity in this table. For more information about how to edit the distribution quantity, see the Editing the Distribution Quantity on a Contract section.

*Figure 5–7 Items/Details Section*




### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 5–8 Details - Actions Menu*


*Table 5–5 Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete an item distribution record from a contract by selecting **Actions > Delete** or by using the Delete icon. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

*Figure 5–9 Details - View Menu*


*Table 5–6 Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Comments

In the Comments section you can enter necessary comments for the contract.

## Contract Toolbar

The Toolbar contains the following icons and buttons.

*Figure 5–10 Contract Toolbar*

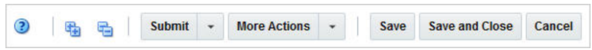



*Table 5–7 Contract Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icon | You can view all the sections and collapse all the sections in the Deal window by clicking the Expand and Collapse icon. |
| **Status button** | The status button displays the most likely status of the contract. For example, if the contract is in Worksheet status, the next likely status is Submit. If there is more than one possible status, then other options are shown in the drop down menu. Possible status of the contract is listed below:<br>■ Worksheet<br>■ Submit<br>■ Approve<br>■ Cancel<br>■ Unapprove<br>■ Reinstate<br>For more information about how to approve a contract, see the Contract Approval Process section. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Contract window.<br>For more information about the More Action Menu for contracts, see the Contract - More Actions Menu section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Contract - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Figure 5–11 Contract - More Actions Menu*

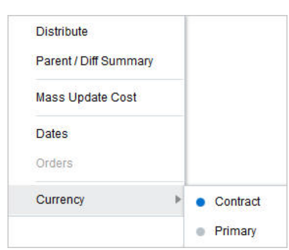


*Table 5–8 Contract - More Actions Menu and Description*

| More Actions Menu | Description |
|---|---|
| **Distribute** | Opens the Contract Distribution window.<br>For more information about how to distribute items on a contract, see the Contract Distribution section. |
| **Parent Diff/Summary** | Opens the Parent Diff/Summary window.<br>For more information about the parent diff/summary, see the Parent/Diff Summary section. |
| **Mass Update Cost** | Opens the Mass Update window.<br>For more information about how to update the costs for all items on a contract, see the Mass Update Cost section. |
| **Dates** | Opens the Dates window.<br>For more information on contract dates, see the Dates section. |
| **Orders** | Opens the Contact Order List window.<br>For more information about how to view the details of purchase orders raised against a contract, see the Contract Order List section. |
| **Currency** | You can toggle between the contract and the primary currency for the monetary values shown in the window. |

## Adding the Total Cost to Type C and D Contracts

Before you can add items to Type C and D contracts, you have to add the total cost to the contract.

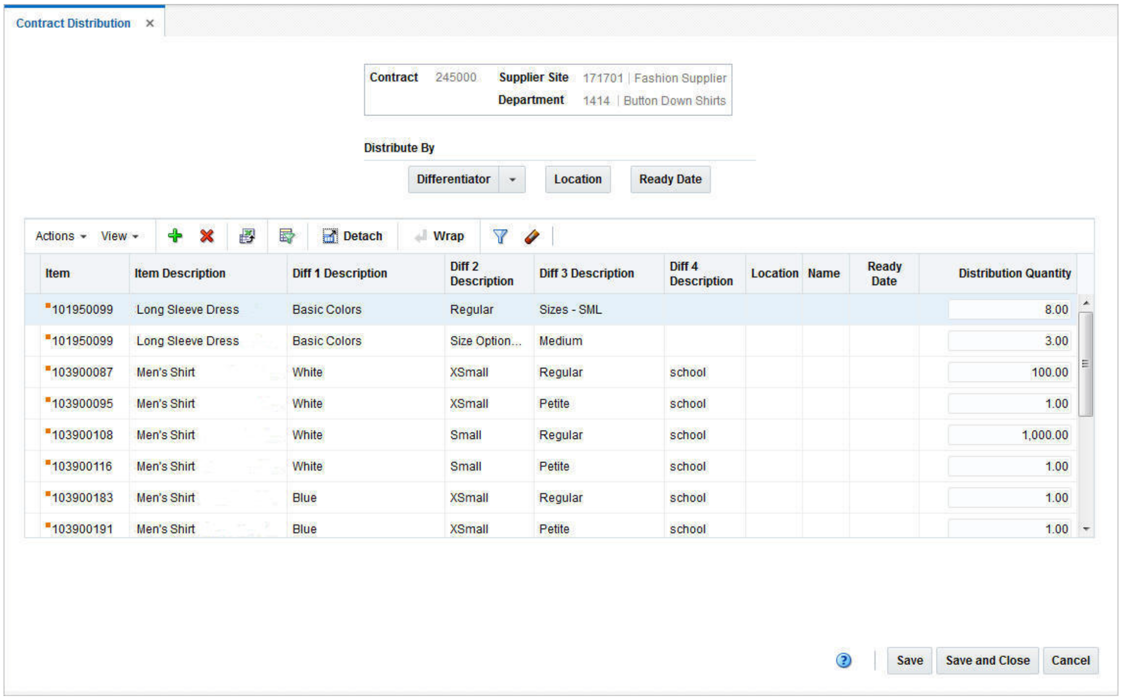
1. In the Contract window, go to the Totals section.
2. In the Cost field, enter the total cost of the contract.
3. After you have entered the total cost, choose one of the following options.
   - Add Items to the contract. For more information about how to add items to a contract, see the Adding Items to a Contract section.
   - Click **Save** to save the entered record.
   - Click **Save and Close** to save the entered records and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Adding Items to a Contract

To add items to the contract, follow the steps below.

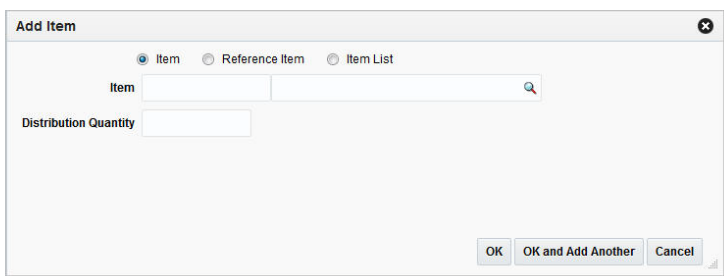
1. In the Items section of the Contract window, select **Actions > Add,** or use the Add icon. The Contract Distribution window appears.

*Figure 5–12 Contract Distribution Window*




2. In the item table, select **Actions > Add**, or use the Add icon to add an item, reference item or list item to the contract. The Add Item window appears.

*Figure 5–13 Add Item Window*




a. Select the item hierarchy level, you want to add item/items by. Items can be added at the transaction/item level, reference/item level or multiple items can be added by adding an existing item list.

b. In the **Item/Reference Item/Item List** field, select, enter or search for the item, reference item or item list.

c. In the **Distribution Quantity** field, enter the distribution quantity.

---

**Note:** The **Distribution Quantity** field is only available for type A and B contracts. For type C and D contracts, the quantity is not required.

---

d. After you have entered all necessary data, choose one of the following options.

* Click **OK** to add the item/items to the contract and exit the Add Item window. The system returns to the Contract Distribution window. The item/items is/are displayed in the item table.
* Click **OK and Add Another** to add more items to the contract.
* Click **Cancel** to reject all entries and close the window. The system returns to the Contract Distribution window.

---

**Note:** When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract, if the Soft Contract Indicator is selected in the System Variables.

---

3. After you have added all items, choose one of the following options.
   - Distribute the added items. For more information on distributing items, see the Distributing Items of a Contract section.
   - Select **Save and Close** to save the entered records and close the Contract Distribution window.
   - Select **Cancel** to reject all entries and close the Contract Distribution window.

## Distributing Items of a Contract

To distribute the items of a contract, see the Contract Distribution section.

## Verifying or Editing the Cost of the Items

Typically the contract cost is negotiated with the supplier. Therefore, the contract cost is lower than the default cost. To edit the cost of the contract item, follow the steps below.

1. In the Contract window, go to the Item section. Choose an item.
2. In the Unit Cost column, verify and/or edit the unit cost as necessary.
3. After you have entered the new unit cost for the item, choose one of the following options.
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered records and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Recalculating and Completing the Contract

To recalculate the costs of the contract follow the steps below.

1. In the Contract window, go to the Totals section.
2. Use the Recalculate icon to update the costs and retail value.
3. Review the entered data and choose one of the following options to complete the contract:
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered records and close the window.

- Click **Cancel** to reject all entries and close the window.

## Editing Unit Costs of Items on a Contract

Typically contract costs are negotiated with the supplier. Therefore, the contract costs are often lower than the default cost. You can update the unit cost in the Item section in the Contract window. You can either update the unit cost of a single item or for all items shown in the table.

To edit the unit cost of a single item on the contract, see the Editing the Unit Cost of Single Items on a Contract section.

To edit the unit cost for all items displayed in the Item table, see the Mass Update Cost section.

### Editing the Unit Cost of Single Items on a Contract

To edit the unit cost of a single item on a contract, follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. Go to the Items section and choose an item.
6. In the **Unit Cost** field enter a new unit cost amount.
7. After you have entered the new unit cost for the item, choose one of the following options.
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered records and close the window.
   - Click **Cancel** to reject all entries and close the window.

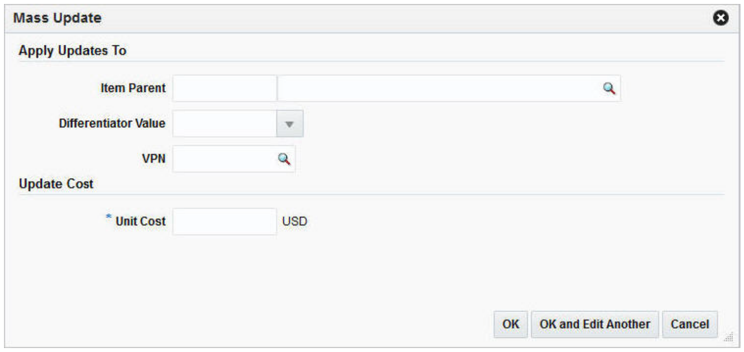
### Mass Update Cost

You can update the unit costs for multiple or all items on a contract. You can apply the unit cost update by item parent, differentiator value or vendor product number (VPN).

To update the unit cost for all items on a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. In the Toolbar, select **More Actions > Mass Update Cost**.
6. The Mass Update window appears.

*Figure 5–14 Mass Update Window*




7. If you want to apply the update to the item parent, you can choose the differentiator value or VPN.
   - Update by Item Parent: In the **Item Parent** field, enter or search for the corresponding item parent.
   - Update by Differentiator Value: In the **Differentiator Value** field, enter, select or search for the corresponding diff value, such as Small.
   - Update by VPN: In the **VPN** field, enter or search for the corresponding VPN.
8. In the **Unit Cost** field, enter the new unit cost.
9. After you have entered the necessary information:
   - Click **OK** to apply the mass update by the selected value and exit the Mass Update window. The system returns to the Contract window.
   - Click **OK and Edit Another** to apply another unit cost mass update.
   - Click **Cancel** to reject all entries and exit the Mass Update window.

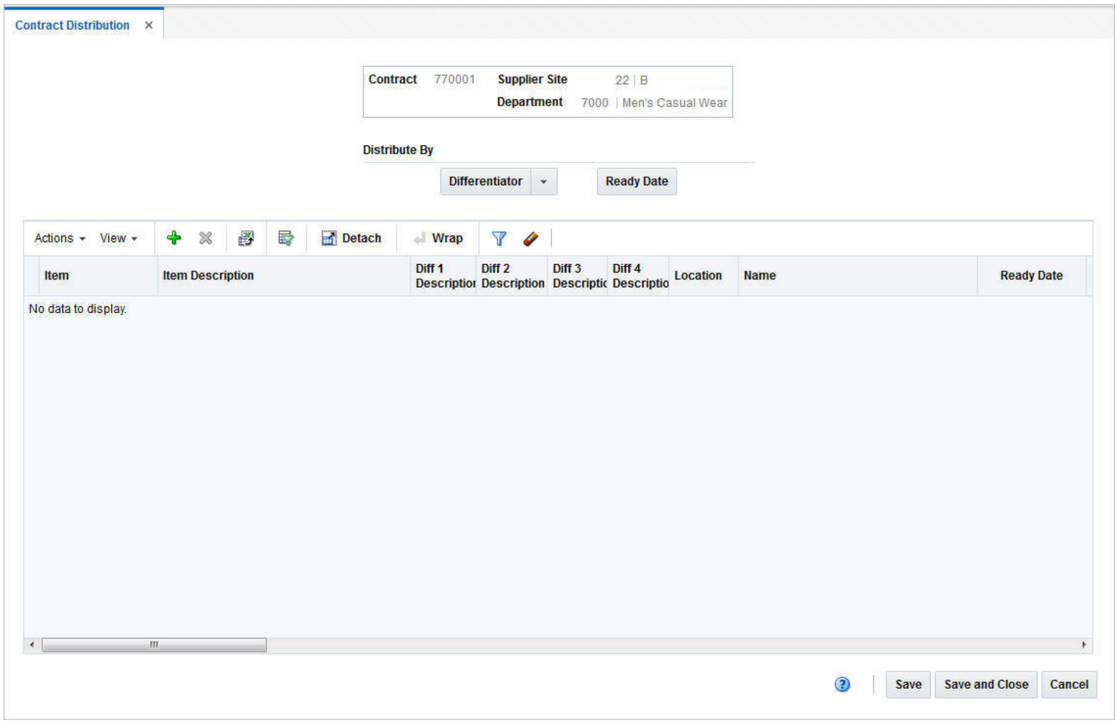
## Contract Distribution

The Contract Distribution window allows you to add or delete items on a contract and distribute those items. Items can be distributed by item parent or diffs. Additionally for Type A contracts you can distribute the items by ready date or location. For more information about distribution items of Type A contracts, see the Distributing Items of a Contract section. For Type B contracts the items can be distributed by location and by ready date. For more information about how to distribute items of Type B contracts, see the Distributing Items by Location and Distributing Items by Ready Date sections.

The Contract Distribution window consists of the following sections:

- Contract Distribution Header
- Distribute By
- Item Table
- Contract Distribution Toolbar

*Figure 5–15 Contract Distribution Window*




## Contract Distribution Header

The header section of the Contract Distribution window displays the following information:

- Contract ID
- Supplier Site
- Department

## Distribute By

The Distribute By section contains options by which you can distribute the items of the contract.

*Table 5–9 Distribute By Options*

| Buttons | Description |
|---|---|
| **Differentiator** | Opens list with Diff options 1 - 4. |
| **Location** | Opens the Distribute By Location window. You can distribute the item by location.<br>For more information about this distribution method, see the Distributing Items by Location section.<br>Only available for Type B contracts. |
| **Ready Date** | Opens the Distribute By Ready Date window. You can distribute the item by ready date.<br>For more information about this distribution method, see the Distributing Items by Ready Date section.<br>Only available for Type A and B contracts. |

## Item Table

The Item table contains the contract items. By default the table displays the contract item, item description, diff 1-4 description, location, location name and ready date as well as distribution quantity.

### Item Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to table. You can perform the actions listed below.

***Figure 5–16 Item Table - Actions Menu***

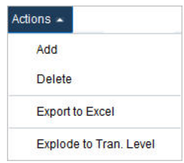



***Table 5–10 Item Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an item to the table by selecting **Actions > Add** or by using the Add icon. <br> For more information on adding an item to a contract, see the Adding Items to a Contract section. |
| Delete and Delete icon | You can delete an item from the item table by selecting **Actions > Delete** or by using the Delete icon. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Explode to Tran. Level | You can explode the items of a contract down to the transaction level by clicking the Explode to Tran. Level option in the Actions menu. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| Apply Filter icon | You can apply a contract distribution advanced filter by clicking the Apply Filter icon . <br> For more information about how to apply an advanced filter, see the Contract Distribution Advanced Filter section. |
| Clear Filter icon | You can clear the previously applied filter by clicking the Clear Filter icon . |

### Item Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Figure 5–17 Item Table - View Menu*

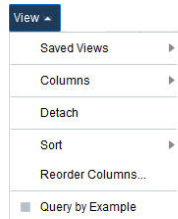



*Table 5–11 Item Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Saved Views | You can toggle between **Default view** and **Quantity view**.<br>The Default view shows the following columns:<br>■ Item<br>■ Item Description<br>■ Diff 1 - Diff 4 Description<br>■ Location<br>■ Location Name<br>■ Ready Date<br>■ Distribution Quantity<br>Additionally to the columns of the Default view, the Quantity view shows the following columns:<br>■ Contracted Quantity<br>■ Ordered Quantity<br>■ Received Quantity<br>You can show or hide columns in the Default view or the Quantity view. The system displays your latest settings.<br>Choose **Reset Views** to reset the view to the initial Default or Quantity view.<br>The system only clears out the showing/hiding of the columns. You can not reset reordered or resized columns. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Contract Distribution Toolbar

The Toolbar contains the following icons and buttons.

*Figure 5–18 Contract Distribution Toolbar*


*Table 5–12 Toolbar Icon/Buttons and Description*

| Icon/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

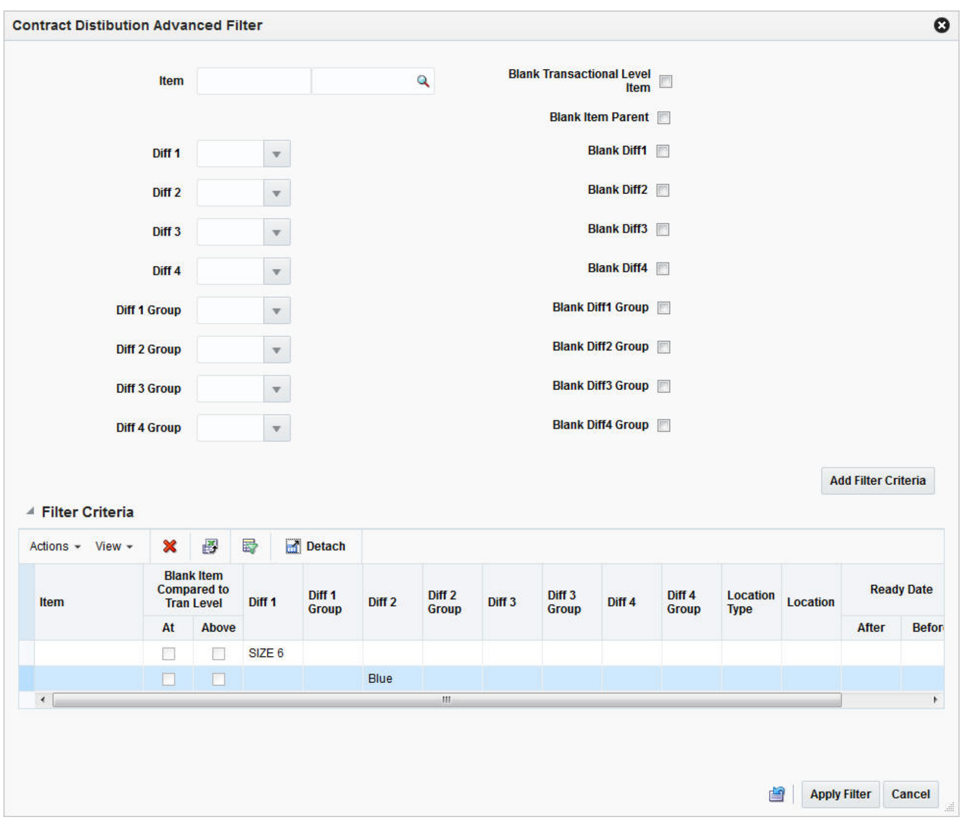
## Contract Distribution Advanced Filter

The Contract Distribution Filter window allows you to filter the items that appear on the Contract Distribution window. You can then edit or distribute the resulting subset of items.

The Contract Distribution Advanced Filter window consists of the following sections.

- Add Filter Criteria
- Filter Criteria table
- Toolbar

*Figure 5–19 Contract Distribution Advanced Filter Window*



### Actions Menu and Icons

Use the Actions Menu and Icons to apply an action to the Filter Criteria table. You can perform the actions listed in the following table.

***Table 5–13 Filter Criteria Table - Actions Menu and Description***

| Actions Menu Options | Description |
|---|---|
| Delete and Delete icon | You can delete records from the table by selecting **Actions > Delete** or by using the Delete icon. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### View Menu and Icons

You can customize the view of the Filter Criteria table. Use the View Menu and icons to customize the view as listed in the following table.

***Table 5–14 Filter Criteria Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

### Filter Items

To filter the items on a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window opens.
5. In the Toolbar select **More Actions > Distribute**. The Contract Distribution window appears.
6. To filter the items shown in the item table, click the Apply Filter icon . The Contract Distribution Advanced Filter window appears.

a. Enter, select or search for the criteria by which you want to filter the item table.

b. Select **Add Filter Criteria**. The filtered criteria is added to the Filter Criteria table.

c. To delete a criterion from the Filter Criteria table, follow the steps below.

   * Select the record.
   * Select **Actions > Delete** or use the Delete icon. You are prompted to delete the record.
   * Confirm with **Yes**. The record is removed from the Filter Criteria table.

d. After you have added all filter criteria, choose one of the following options.

   * Click **Apply Filter**, to display the results of the filter in the Order Distribution window and close the Contract Distribution Advanced Filter window.
   * Click **Cancel**, to reject the filter criteria and close the Contract Distribution Advanced Filter window.
   * Click the Reset icon, to reject the filter criteria and stay in the Contract Distribution Advanced Filter window.

7. In the Contract Distribution window, edit the filter results as needed.

   - To clear the filter, select **Actions > Clear Filter**, or use the Clear Filter icon. All items are displayed in the item table again.

8. Choose one of the following options.

   - Click **Save and Close** to save your changes and close the Contract Distribution window.
   - Click **Cancel** to reject your changes and close the Contract Distribution window.

## Distributing Items by Location

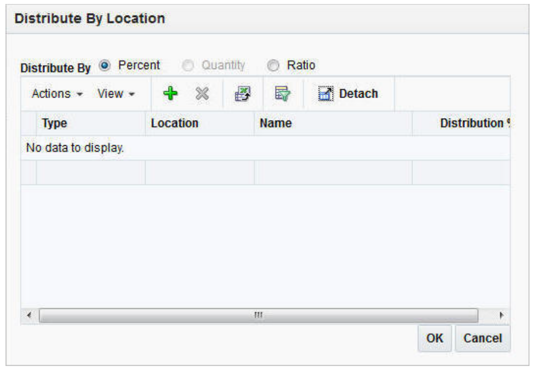
**Note:** Since the automatic ordering process does not determine locations for the ordered goods from a Recommended Order Quantity, you must designate the locations for distribution with a Type B contract.

To distribute the items by location, follow the steps below.

- From the Contract window select **More Actions > Distribute**. The Contract Distribution window appears. Go to the item table.
- If you are already in the Contract Distribution window, go to the item table.

1. In the item table select a record.
2. In the Distribute By section, click the **Location** button. The Distribute by Location window appears.

***Figure 5–20 Distribute By Location Window***




3. In the Distribute By section, select the method of distribution, such as percent, quantity or ratio.

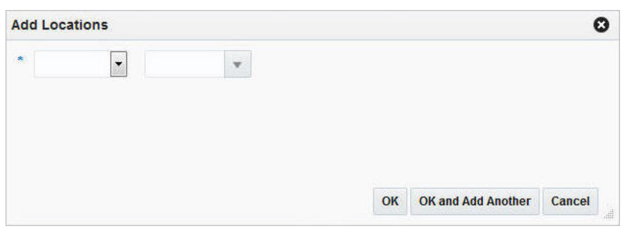
---

**Note:** You can distribute by quantity only, if you did not enter a quantity in the Contract Distribution window.

---

4. Select **Actions** > **Add**, or use the Add icon to add locations for distribution. The Add Locations window appears.

***Figure 5–21 Add Locations Window***




a. In the **Location Type** field, select the type of location, for example, Store or Warehouse.

b. In the **Location** field, enter, select or search for the location.

c. After you have selected the location, choose one of the following options.

   * Click **OK** to add the current location and close the Add Locations window. The system returns to the Distribute by Location window. The location is shown in the table.

---

**Note:** To delete a location from the table in the Distribute By Location window, mark the location. Then select **Actions > Delete**, or use the Delete icon to delete the location.

---

   * Click **OK and Add Another** to add additional locations.

   * Click **Cancel** to reject all entries and close the Add Locations window. The system returns to the Distribute by Location window.

5. In the Distribute by Location window, enter the distribution percentage, quantity or ratio, depending on your distribution method. If you select the following distribution method:

   - **Percent:** Enter the percentage of the items you want at each location.
   - **Quantity**: Enter the number of items you want at each location, or the total items you want at each location.

   > **Note:** You can distribute by quantity only if you did not enter a quantity in the Contract Distribution window.

   - **Ratio:** Enter the proportion of items that you want at each location.

   > **Note:** You can distribute to a location and enter a quantity distribution or ratio of zero (0).

6. Choose one of the following options.

   - Click **OK** to save your changes and close the Distribute by Location window. The system returns to the Contract Distribution window. The item table displays the item by location and the corresponding distribution quantity.
   - Click **Cancel** to reject your entries and close the Distribute by Location window. The system returns to the Order Distribution window.

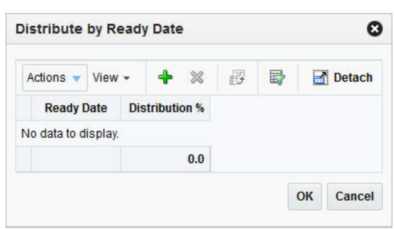
## Distributing Items by Ready Date

To distribute the items by ready date, follow the steps below.

- From the Contract window select **More Actions > Distribute**. The Contract Distribution window appears. Go to the item table.

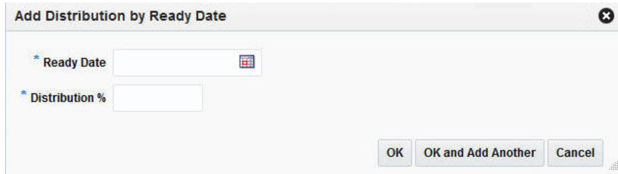
1. In the item table, select a record.
2. In the Distribute By section, click the **Ready Date** button. The Distribute by Ready Date window appears.

***Figure 5–22 Distribute by Ready Date Window***




3. Click **Actions > Add** or use the Add icon to add a ready date. The Add Distribution by Ready Date window appears.

*Figure 5–23 Add Distribution by Ready Date Window*




4. In the **Ready Date** field enter or use the Calendar icon to select a ready date.
5. In the **Distribution %** field, enter the percentage of the goods that are due by the ready date.
6. Then choose one of the following options.
   - Click **OK** to add the ready date and close the Add Distribution by Ready Date window. The entered ready date and distribution percentage are shown in the table of the Distribute by Ready Date Window.
     – Click **OK** to distribute the item. The system returns to the Contract Distribution window. The item table shows the item including the ready date and the corresponding distribution quantity.
     – Click **Cancel** to reject all entered records and close the Ready Date Window.
   - Click **OK and Add Another** to add additional ready dates for the selected item.
   - Click **Cancel** to reject all entered records and close the Add Distribution by Ready Date window.

## Distributing by Diff

The Distribute by Diff window allows you to distribute an item by the differentiator groups attached to the item. The user may use differentiator ranges and ratios while performing the distribution, or perform the process manually. For each selected differentiator, the distribution can be carried out on the basis of quantity, percentage or ratio.

To distribute the items previously added to the contract, by individual diffs, follow the steps below.

- From the Contract window select **More Actions > Distribute**. The Contract Distribution window appears. Go to the item table.
- If you are already in the Contract Distribution window, go to the item table.

1. In the item table, select a record.
2. In the Distribute By section, select a diff from the list. The Differentiator Distribution window appears.
3. The Differentiator Distribution window contains the following sections.
   - Header: The header contains the selected diff group.
   - Diff Range: The Diff Range section contains a subset of diff groups.
   - Diff Ratio: The Diff Ratio section shows the ratio of diff IDs based on the sales history, which is used to assist in the distribution.

4. To limit the available diffs, go to the **Diff Range** field and enter or select a diff range ID.
5. Click **Apply**. The Available Differentiator column now only contains diff IDs limited to the chosen range.

> **Note:** To apply multiple diff ranges, choose more than one valid range.

6. In the Available Differentiator area, choose one of the following options.
   - Select a diff and click the right arrow button. The diff is moved to the Diff Ratio section to the Applied Differentiator column.
   - Select all diffs and click the move all right arrow button. All diffs are moved to the Diff Ratio section to the Applied Differentiator column.

> **Note:** To deselect diffs, select the individual diff or all diffs. Then use the left arrow or move all left arrow buttons. The selected diffs move from the Applied Differentiator to the Available Differentiator column.

7. Select one of the following distribution methods.
   - **Percent**: Enter the percentage of the items you want for each diff.
   - **Quantity**: Enter the number of items you want for each diff.

> **Note:** You can only distribute by quantity, if you did not enter a quantity in the Order Distribution window.

   - **Ratio**: Enter the proportion of the items you want for each diff.

> **Note:** You can distribute the diffs and enter a percentage, quantity or ratio of zero (0).

8. After you have selected the diffs and the distribution method, choose one of the following options.
   - Click **OK** to distribute by the selected diffs and exit the Differentiator Distribution window. The system returns to the Contract Distribution window. The individual diff distributions are shown in the table.
   - Click **Cancel** to reject all entries and close the Differentiator window. The system returns to the Contract Distribution window.

## Managing a Contract

The Manage Contracts option opens the Contract Search window. In the Contract Search window you can perform the following actions.

- Search for contracts by various search criteria
- View the entered search results

- View a contract
- Create a contract
- Create a contract from an already existing contract
- Edit a contract

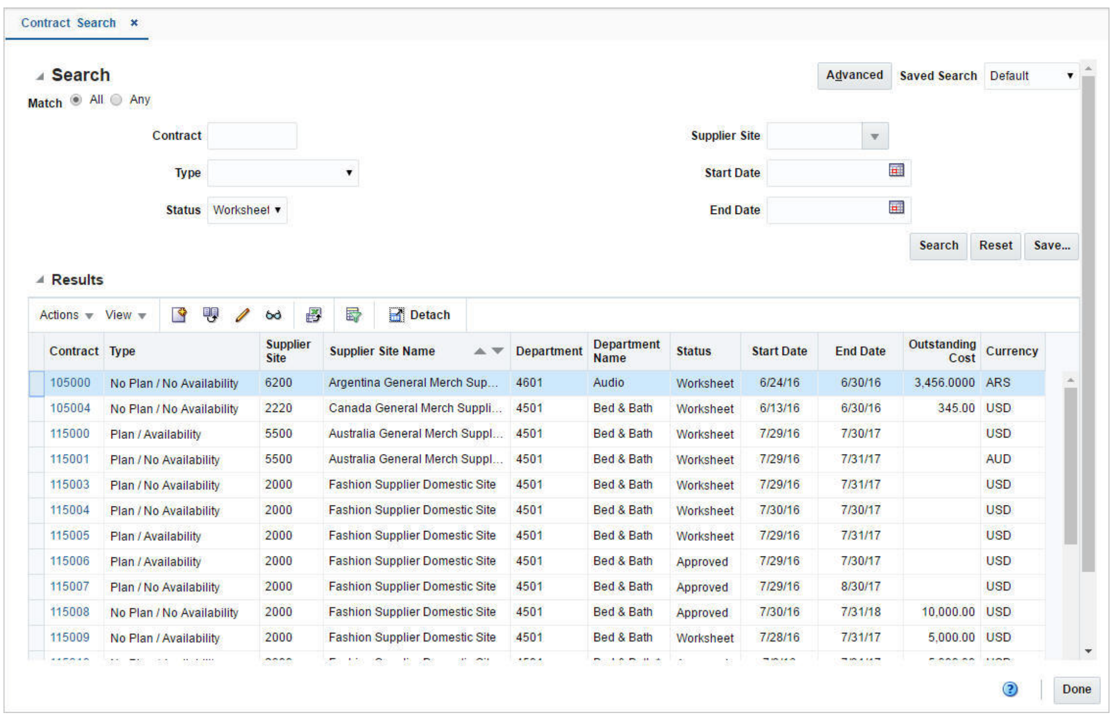
You can access the Contract Search window from the Task menu, select **Orders > Contracts > Manage Contracts**. The Contract Search window appears.

The Contract Search window contains the following sections.

- Search

  For more information about how to search for contracts, see the Searching for a Contract section.
- Results
- Contract Search Toolbar

***Figure 5–24 Contract Search Window***




## Searching for a Contract

To search for a contract:

1. From the Task menu, select **Orders > Contracts > Manage Contracts**. The Contract Search window appears.
2. You can search for a contract using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Contract Through the Basic Search Criteria

To search for a contract using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 5–15 Contract Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only contracts matching all entered search criteria are shown.<br>Any - contracts matching any of the entered search criteria are shown. |
| **Contract** | Enter the contract number. |
| **Type** | Select the contract type. Possible contract types are:<br>▪ Plan/Availability<br>▪ Plan/No Availability<br>▪ No Plan/No Availability<br>▪ No Plan/Availability |
| **Status** | Select the contract status. Possible statuses are:<br>▪ Worksheet<br>▪ Submitted<br>▪ Approved<br>▪ Reviewed<br>▪ Complete<br>▪ Cancelled |
| **Supplier Site** | Enter, select or search for the corresponding supplier site. |
| **Start Date** | Enter or use the Calendar icon to select the start date of the contract. |
| **End Date** | Enter or use the Calendar icon to select the end date of the contract. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Contract Through Advanced Search Criteria

To search for a contract using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved contracts. The Results table shows the following columns by default.

- Contract
- Type
- Supplier Site
- Supplier Site Name
- Department
- Department Name
- Status

- Start Date
- End Date
- Outstanding Cost
- Currency

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 5–25 Results - Actions Menu***

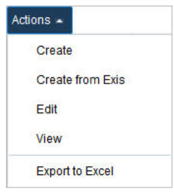



***Table 5–16 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new contract. The Create Contract window opens.<br>For more details about how to create a contract, see the Creating a Contract section. |
| Create from Existing and Create from Existing icon | Select **Actions > Create from Existing** or use the Create from Existing icon to create a new contract from an already existing contract.<br>For more information about how to create a contract from an existing contract, see the Copying a Contract section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected contract.<br>For more information about how to edit a contract, see the Editing a Contract section. |
| View and View icon | To view a contract:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon . The Contract window appears in View mode.<br>For more details about the Contract window, see the Contract section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Figure 5–26 Results - View Menu***

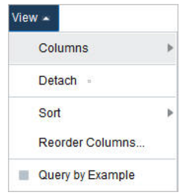



***Table 5–17 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Contract Search Toolbar

The toolbar contains the following icons and buttons.

***Table 5–18 Contract Search Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for this page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Editing a Contract

To edit an already existing contract, follow the steps below.

1. From the Tasks menu, select **Orders > Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Choose **Actions > Edit** or use the Edit icon. The Contract window opens. The data of the selected contract is shown.
6. Edit the data as necessary.

7. After you have entered the necessary information, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel** to reject all entries and close the window.

## Copying a Contract

To copy or use an existing contract as a template for a new contract, follow the steps below.

1. From the Tasks menu, select **Orders > Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Choose **Actions > Create From Existing** or use the Create From Existing icon .
6. The Contract window opens. The data of the selected contract is shown.
7. Create a new contract based on the existing data or edit the data as necessary.
8. Then choose one of the following options.
   - Select **Save** to save all entries and create a new contract.
   - Select **Save and Close** to save all entries, create a new contract and close the Contract window.
   - Select **Cancel** to reject all entries and close the Contract window.

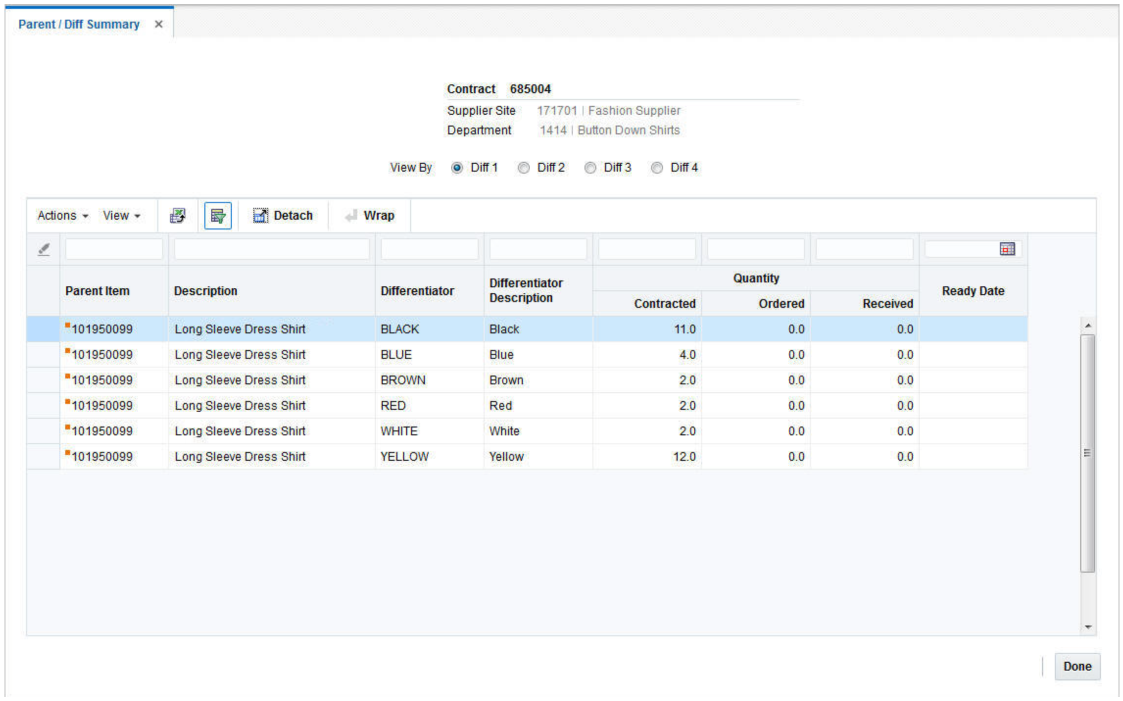
## Parent/Diff Summary

The Parent/Diff Summary window allows you to view the parent/diff summary of the diffs for an item parent on a contract. You can view the quantity contracted, quantity ordered, quantity received, and the ready date by diff value.

The Parent/Diff Summary window consists of the following sections:

- Parent/Diff Summary Header
- View By
- Parent/Diff Summary Table

***Figure 5–27 Parent/Diff Summary Window***




## Parent/Diff Summary Header

The header of the Parent/Diff Summary window contains the contract ID and the supplier site as well as the department of the contract.

## View By

In the View By section, you can choose to view records either by diff 1 to diff 4. Diff 1 is selected by default.

## Parent/Diff Summary Table

The Parent/Diff Summary table displays the following columns by default:

- Parent Item
- Description
- Differentiator
- Differentiator Description
- Quantity
  - Contracted
  - Ordered
  - Received
- Ready Date

### Parent/Diff Summary Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed in the table below.

*Table 5–19 Parent/Diff Summary Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Parent/Diff Summary Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed in the table below.

*Table 5–20 Parent/Diff Summary Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Viewing a Parent/Diff Summary

To view the parent/diff summary of a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. In the Toolbar select the **More Action** > **Parent/Diff Summary**. The Parent Diff/Summary window appears.
6. The window displays the contract ID, the supplier site and the department in the Header section.

7. In the View By section select the differentiator 1, 2, 3 or 4.

> **Note:** Diff 1 is selected by default. If you selected Diff 2, the content of the summary table is refreshed to display details corresponding to differentiator 2.

8. The items are displayed in the Parent/Diff Summary table in the lower section of the window. The table contains the following information.
   - Parent Item
   - Description
   - Differentiator
   - Differentiator Description
   - Contracted, ordered and received Quantity
   - Ready Date

> **Note:** Use the header row of the Parent/Diff Summary table to further narrow down the displayed records. Enter a value in the corresponding column. To clear the filter, click the Clear All icon .

9. To exit the Parent Diff /Summary window press **Done**.

# Dates

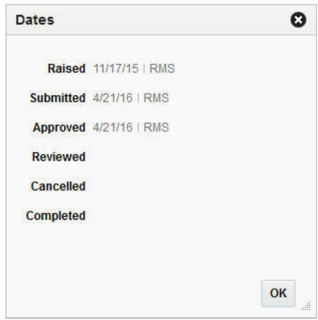
The Dates window displays the following dates:

- Raised - shows the date, the contract was issued
- Submitted - shows the date, the contract was submitted
- Approved - shows the date, the contract was approved
- Reviewed- shows the date, the contract was reviewed
- Cancelled - shows the date, the contract was cancelled.

To view the contract dates, follow the steps below:

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Contract window appears.
5. In the Toolbar select **More Actions > Dates**, the Dates window appears.

***Figure 5–28 Dates Window***




6. View the displayed contract dates.
7. Click **OK** to close the window.

# Contract Cost History

In the Contract Cost History window you can search for and view the cost of items by contract.

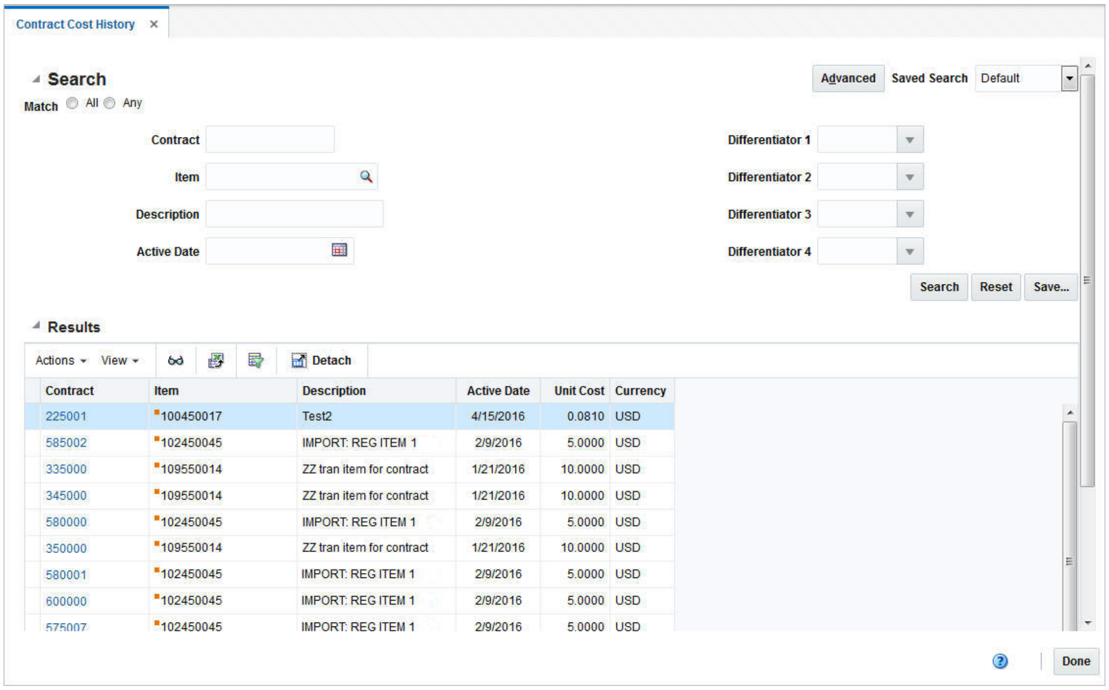
You can access the Contract Cost History window from the Task menu, select **Orders > Contracts > Contract Cost History**. The Contract Cost History window appears.

The Contract Cost History window contains the following sections.

- Search

  For more information about how to search for the cost of items by contract, see the Searching the Cost of Items by Contract section.
- Results
- Contract Cost History Toolbar

*Figure 5–29 Contract Cost History Window*




## Searching the Cost of Items by Contract

To search for the cost of items by contract follow the steps below.

1. From the Task menu, select **Orders > Contracts > Contract Cost History**. The Contract Cost History window appears.
2. You can search for the cost of items by contract by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for the Cost of Items by Contract Through the Basic Search Criteria

To search for the cost of items by contract using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 5–21 Contract Cost History - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only contracts matching all entered search criteria are shown.<br>Any - contracts matching any of the entered search criteria are shown. |
| **Contract** | Enter the contract number. |
| **Item** | Enter the item number. |
| **Description** | Enter the item description. |
| **Active Date** | Enter the active date of the contract. |

*Table 5–21 (Cont.) Contract Cost History - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Differentiator 1 - 4** | Enter the value for Differentiator 1 - 4. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for the Cost of Items by Contract Through Advanced Search Criteria

To search for the cost of items by contract using basic search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved contracts. The Results table shows the following columns by default.

- Contract
- Item
- Description
- Active Date
- Unit Cost
- Currency

### Results - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the Results table. You can perform the actions listed below.

***Table 5–22 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| View Contract and View icon | To the corresponding contract of an item:<br>■ Select a record in the Results section.<br>■ Select **Actions > View Contract** or use the View icon. The Contract window appears in View mode.<br>For more details about the Contract window, see the Contract section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Figure 5–30 Results - View Menu*

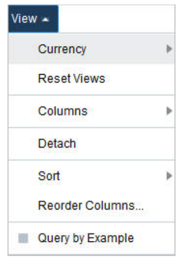



*Table 5–23 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | Select **Currency > Primary** or **Contract** to toggle between the primary and contract's currency. |
| Reset Views | Click Reset Views to reset the view of the table to its initial state. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Contract Cost History Toolbar

The toolbar contains the following icons and buttons.

*Table 5–24 Contract Cost History Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for this page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Contract Order List

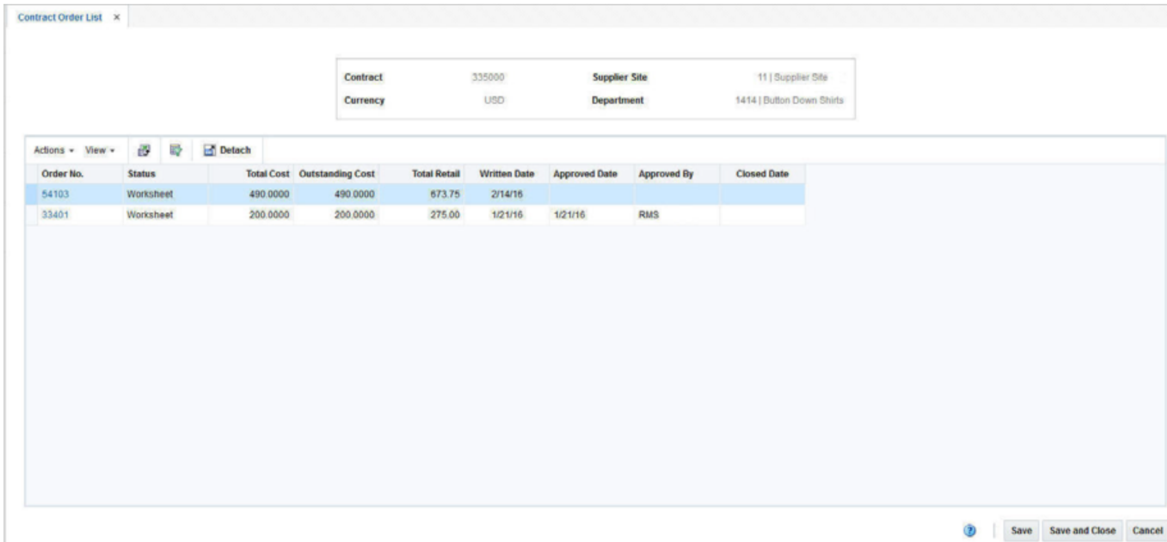
In the Contract Order List window you can view the details of the purchase orders that have been raised against a contract. You can also change the status of each purchase order as necessary in this window.

The Contract Order List Window contains the following sections.

- Contract Order List Header
- Order Table

- [Contract Order List Toolbar]

***Figure 5–31 Contract Order List Window***




## Contract Order List Header

The Header section contains the contract ID, the contract's currency and the supplier site as well as the department.

## Order Table

In the Order table you can change the status of each purchase order or change the view of the Order table. By default the Order table lists the following columns.

- Order No.
- Status
- Total Cost Outstanding Cost
- Total Retail
- Written Date
- Approved Date
- Approved By
- Closed Date

### Order Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Order table. You can perform the actions listed below.

***Figure 5–32 Order Table - Actions Menu***

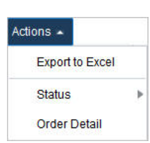


*Table 5–25 Order Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Status | You can change the status of highlighted orders listed in the Order table.<br>For more information about how to change the status of a purchase order, see the Changing the Status of a Purchase Order section. |
| Order Details | The Order Details option opens the Order Details window.<br>For more information about how to view and edit order details, see the Orders chapter, "Order Details" section. |

### Order Table - View Menu and Icons

You can also customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Figure 5–33 Order Table - View Menu*

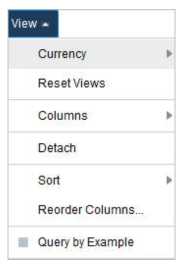



*Table 5–26 Order Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | Select **Currency > Primary** or **Contract** to toggle between the primary and contract's currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or by using the Query by Example icon. |

## Contract Order List Toolbar

The Toolbar contains the following icons and buttons.

*Table 5–27 Toolbar Icon/Buttons and Description*

| Icon/Buttons | Description |
|---|---|
| Help icon | You can access the online help for this page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Viewing or Editing the Contract Order List

1. From the Tasks menu, select **Orders** > **Contracts** > **Manage Contracts** . The Contract Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions** > **Edit**, or use the Edit icon . The Contract window appears.
5. In the Contract window select **More Action** > **Orders**. The Contract Order List window opens. All available purchase orders for the selected contract are listed in the table. View or edit the orders for the selected contract.
   - In the Order No. column, click the link to open the Order window. View or edit the order accordingly. For more information about the Order window, see the Orders chapter, "Order" section.
   - In the Actions menu, select **Actions** > **Order Details** to open the Order Details window. View or edit the order details accordingly. For more information about how to view or edit order details, see the Orders chapter, "Order Details" section.
   - In the Actions menu, select **Actions** > **Status** to change the status of the selected purchase order. For more information about how to change the status of the purchase order, see the Changing the Status of a Purchase Order section.
6. After you have viewed or edited the purchase order, choose one of the following options.
   - Click **Save** to save the changes.
   - Click **Save and Close** to save the changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Changing the Status of a Purchase Order

To change the status of a purchase order on a contract follow the steps below.

1. In the Contract Order List window, mark a purchase order.
2. Select **Actions** > **Status**. Change the status to one of the available ones. For example, if your selected purchase order is in Worksheet status, you can change the status to Submit or Delete.
3. After you have changed the status as desired, choose one of the following options.
   - Click **Save** to save your changes.

- Click **Save and Close** to save the change and close the window.
- Click **Cancel** to reject your changes and close the window.

## Editing the Distribution Quantity on a Contract

To edit the distribution quantity for Type A and Type B contracts follow the steps below.

1. From the Tasks menu, select **Orders > Contracts > Manage Contracts**. The Contract Search window appears.
2. Restrict your search for Type A and Type B contracts in Worksheet status.
3. Click **Search**. The contracts that match the search criteria are displayed in the Results section.
4. In the Contract column, click the contract ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. Open the Items section.
6. In the Item section, open to the Details section.
7. In the **Distribution Qty** field, enter the quantity as necessary.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save the change and close window.
   - Click **Cancel** to reject your changes and close the window.

## Contract Approval Process

When a contract is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the contract to the next status. A contract may be in any of the following statuses:

| Status | Definition |
|---|---|
| Worksheet | The contract is newly created or manually placed in Worksheet status. The contract can be edited in this status. |
| Submitted | The contract has been completed and is pending review.<br>Once the contract is submitted it cannot be edited. |

| Status | Definition |
|---|---|
| Approved | The contract has been reviewed and has been approved.<br><br>Once approved, POs can be written against the contract. If no orders have been written against the contract, the contract can be changed to Worksheet status, if any further changes are required. |
| Canceled | The contract has been manually closed and is no longer valid.<br><br>A cancelled contract can be reinstated for re-use. |
| Completed | The contract is complete. |
| Reviewed | The contract has been reviewed, but not completed.<br><br>All contract types can be set to status Review after a specified period of inactivity.<br><br>Type C and D contracts will also be set to status Review, if the contract has an open commitment and is past its end date.<br><br>When in status Reviewed, orders can be called off the contract and retailers can choose to extend the end date or renew the supplier agreement. |


- Submitting a Contract for Approval
- Approving a Contract
- Completing a Contract
- Cancelling a Contract
- Reinstating a Cancelled Contract
- Unapprove a Contract

## Submitting a Contract for Approval

To submit a contract for approval follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Worksheet status.
3. Click **Search**. The contracts in Worksheet status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Contract window appears.
5. In the Toolbar select **Approve > Submit**.
6. When prompted to submit the contract, choose one of the following options.
   - Click **Yes** to submit the contract and close the prompt. The system returns to the Contract window. The status of the contract is changed to Submitted.
   - Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract did not change.
7. To end the submit process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel** to reject your changes and close window.

## Approving a Contract

To approve a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts >Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Submitted status.
3. Click **Search**. The contracts in Submitted status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Contract window appears.
5. In the Toolbar select the **Approve** button.
6. When prompted to approve the contract, choose one of the following options.
   - Click **Yes** to approve the contract and close the prompt. The system returns to the Contract window. The status of the contract is changed to Approved.
   - Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract did not change.
7. To end the approval process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close window.
   - Select **Cancel** to reject your changes and close the window.

## Completing a Contract

To complete a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts >Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Approved status.
3. Click **Search**. The contracts in Approved status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. In the Toolbar select the **Complete** button.

> **Note:** all open orders for the contract must be closed, before the contract can be set to Complete status.

6. When prompted if you want to complete the contract, choose one of the following options.
   - Click **Yes** to complete the contract and close the prompt. The system returns to the Contract window. The status of the contract changes to Complete. The contract can no longer be changed.
   - Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract does not change.
7. To end the contract completion process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel** to reject your changes and close the window.

## Cancelling a Contract

To cancel a contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts >Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Worksheet status.
3. Click **Search**. The contracts in Worksheet, Submitted and Approved status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Contract window appears.
5. In the Toolbar select the status button. Then select **Cancel**.
6. When prompted if you want to cancel the contract, choose one of the following options.
   - Click **Yes** to cancel the contract and close the prompt. The system returns to the Contract window. The status of the contract changes to Cancel.
   - Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract does not change.

7. To end the cancellation process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel** to reject your changes and close the window.

## Reinstating a Cancelled Contract

To reinstate cancelled contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts >Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Cancel status.
3. Click **Search**. The contracts in Cancel status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Contract window appears.
5. In the Toolbar select the **Reinstate** button.
6. When prompted if you want to reinstate the cancelled contract, choose one of the following options.
   - Click **Yes** to reinstate the selected the contract and close the prompt. The system returns to the Contract window. The status of the contract changes to Worksheet.
   - Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract does not change.
7. To end the reinstate process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel t**o reject your changes and close the window.

## Unapprove a Contract

To unapprove an already approved contract follow the steps below.

1. From the Tasks menu, select **Orders** > **Contracts > Manage Contracts**. The Contract Search window appears.
2. Restrict your search to contracts in Approved status.
3. Click **Search**. The contracts in Approved status are displayed in the Results section.
4. In the Contract column, click the contract number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Contract window appears.
5. In the Toolbar select the **Approve > Unapprove**.
6. When prompted if you want to unapprove the selected contract, choose one of the following options.
   - Click **Yes** to unapprove the selected the contract and close the prompt. The system returns to the Contract window. The status of the contract changes to Worksheet.

- Click **No** to end the process and close the prompt. The system returns to the Contract window. The status of the contract does not change.

7. To end the unapprove process, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the window.
   - Select **Cancel** to reject your changes and close the window.

# 6 Deals

This chapter helps you in understanding Deals supported within RMS.

A deal is a set of one or more agreements that take place between the retailer and a vendor. A vendor can be a supplier, wholesaler, distributor or manufacturer, and from the vendor, the retailer is entitled to receive discounts or rebates for goods that are either purchased or sold. A deal consists of a set of discounts and/or rebates that are negotiated with the vendor and share a common start date.

Deals can cover a specified period of time. For example, a special deal might be set up based on a promotion or have an open-ended timeframe (such as when a retailer might get 5% off on all merchandise ordered from a specific supplier).

After a deal has been successfully negotiated, it needs to be defined within RMS in order to have discounts on purchase orders applied or in order to recover rebates from the supplier. This deal definition is carried out in terms of its components, which include the following: item/locations, thresholds, discounts and funding percentages. Once this setup is complete, the deal can be approved.

## Types of Deals

The different types of deals supported within RMS are as follows:

- **Off-invoice deals**: This type of a deal is set up between a retailer and a vendor where the retailer is provided a discount on purchase orders raised with the vendor when certain threshold criteria are met by the purchase order. The discount amount gets directly deducted from the cost of the item present in the order, and the retailer is required to pay only the discounted cost. Off-invoice deals are applied when purchase orders with the items on a deal are approved. If a manual cost is entered for the item on the purchase order, deals are not applied to the item unless you request an override of manual costs. Deals that cause the unit cost of an item to be below zero are not applied.
- **Bill Back (BB) deals**: This type of a deal is based on an agreement with a supplier or partner over a fixed or variable duration and has one or more components comprising of merchandise items, locations, thresholds and discounts. The deal definition captures the different thresholds that are set up for the items/locations present in the deal and the related discounts that the retailer is eligible to receive on successfully meeting the thresholds. The thresholds can be based on either purchases or receipts. A regular bill back compares each purchase event against the threshold individually, whereas receipts are compared in the aggregated form. All purchases-based bill back deals will generate income on the net cost of the purchase order, after the off-invoice deals have been applied.

- **Rebates**: Bill back rebate (BBR) deals are similar to the bill back deals described above, but these aggregate all the events and compare them against the thresholds in the aggregated form. Furthermore, bill back rebate thresholds can be based on sales in addition to purchases or receipts.
- **Vendor Funded Promotion (VFP)**: In order to reduce outstanding inventory or compete against another retailer during certain periods of the year, a retailer may institute a temporary price reduction by creating a promotion in Oracle Retail Price Management (RPM). To keep profit margins intact, the retailer often negotiates a deal with the supplier wherein the supplier funds part or the entire promotion. This type of vendor funding is created as a VFP within the system. RPM and RMS work together to support this type of deal. VFP can be set up either in RMS or in RPM. Depending on the application in which they are set up, different steps must be followed by you.
- **Vendor Funded Markdowns (VFM)**: Similar to a VFP, a VFM can be used if a vendor agrees to fund a specific percentage of the markdown. The vendor can support the retailer either by contributing a percentage of the retail price discount for each item on hand or by giving a fixed amount for all the items that still remain in stock. In such scenarios, integration between the regular/clearance price changes (in RPM) and VFM deals (in RMS) is essential.
- **PO Specific Deals**: In addition to annual and promotional deals, a supplier might also offer certain deals which are specific to a purchase order. This type of a PO Specific Deal can be set up within RMS using an option that is available in the PO item setup screen. For such a deal, the Deal Timing gets populated with PO Specific, and the order number gets auto-populated. Only a single PO specific deal can be attached to a purchase order, and this will always be applied last in the sequence when calculating the deal totals.
- **Fixed Deals**: Fixed deals allow you to capture one-off payments or a series of payments from a vendor to the retailer. This type of deal caters to certain business setups that require the vendor to give the buyer a fixed amount of money in return for advertising their products for promotional reasons, for in-store demonstrations, or for displaying their merchandise in prime shelf space. A fixed deal comes with a defined amount, duration, billing frequency, and invoicing method. There is built-in logic to auto-generate billing requests for such amounts based on the billing frequency.

This chapter outlines the processes involved in setting up and maintaining all of the above types of deals.

This chapter includes the following topics to help you understand and manage deals:


- Creating a Deal
- Managing a Deal
- Creating a Fixed Deal
- Managing a Fixed Deal


## Creating a Deal

The Create Deal window allows you to create and maintain deals with partners or suppliers. Deal partners can be wholesalers, distributors, and manufactures. Within a deal, you create deal components, specify the items and location for each deal component, and define thresholds.

Components are deals or parts of that deal you receive from a supplier. Multiple components can exist in a single deal. After you add the components, you define thresholds to define the quantity or amount that must be purchased or sold to receive the deal.

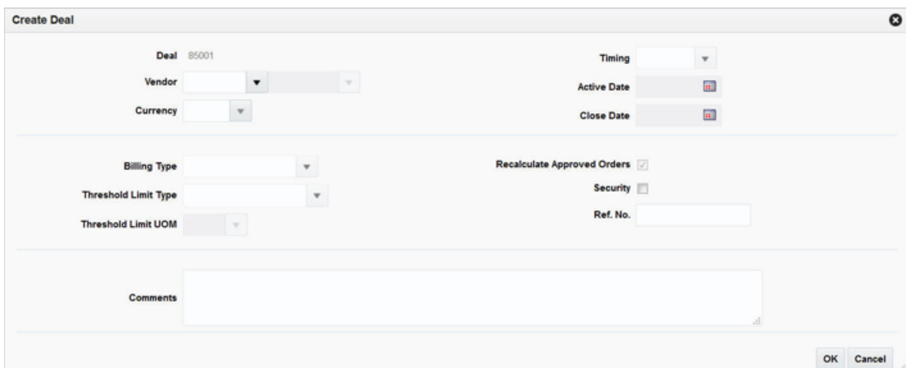
Finally, you define the items and locations where the deal can be applied. You can choose to include or exclude locations as necessary.

Additionally, you can define the proof of performance (POP) terms and expected deal income. You can define deal income only for bill back and rebate deals. POP terms are defined by the deal vendor that offers the deal. For deals, POP terms can be defined at the deal, deal/component, or deal component/item loc combination. For fixed deals, the POP terms are defined at the deal level.

To create a deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal window appears.

***Figure 6–1 Create Deal Window***




2. The deal number is displayed by default.
3. In the **Vendor field**, select the vendor type, enter, select or search for the deal vendor.
4. In the **Currency** field, enter, select or search for the currency.
5. In the **Timing** field, select the timing of deal:
   - **Annual**: A yearlong deal you have with a deal partner. Only one annual deal can be applied to an item at a time. You close the deal manually when it expires, or the deal is closed automatically when you create another annual deal with the deal partner. On selection of Annual, the Billing Type gets defaulted to Off-invoice, and the field is disabled since this is the only possible type of annual deal.
   - **Promotional**: A deal that is generally shorter than an annual deal. Multiple an promotional deals can be applied to an item at the same time. The deal closes automatically on the specified end date. Bill Back, Vendor Funded Promotion, Vendor Funded Markdown, and Off-invoice can all be promotional deals.
6. In the Active Date field, enter the date on which the deal becomes active, or click the calendar icon and select the date.
7. In the Close Date field, enter the date on which the deal ends, or click the calendar icon and select the date.

**Note:** This field is not required for annual deals.

8. In the Billing Type field, select the type of deal being created.

**Note:** If you select Annual in the Deal Timing field, Off-Invoice is the default for the Billing Type and cannot be changed.

- **Off-Invoice**: The deal is reflected as an amount decremented from the cost on the invoice.
- **Bill Back**: The deal income amount is invoiced to the supplier after the goods are purchased. A special type of a bill back is a rebate, which can be calculated on sales, purchase orders or receipts.
- **Vendor Funded Promotion**: A promotion sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded promotional deals can be applied to an item at the same time.
- **Vendor Funded Markdown**: A markdown sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded markdown deals can be applied to an item at the same time.

9. In the **Threshold Limit Type** field, select the type of threshold limit type. This field is not required for VFP and VFM billing type and will be disabled. Certain deal types such as Off-invoice and Bill Backs allow the tracking of the threshold limit in terms of units or an amount.
10. In the **Threshold Limit UOM** field, select the UOM. If units are selected as Threshold Limit Type, you also need to define the Unit of Measure (UOM) that the threshold tracks. It will be disabled otherwise. For PO specific deals, if the Transaction Level Discount is set to Y, the threshold limit type is always Amount.
11. Select the **Recalculate Approved Orders** check box. This is only applicable to an Off-invoice deal. This indicates whether approved orders should be recalculated based on the current deal parameters and applies only in case of an off invoice deal. If this is checked, any approved order currently in the system that meets the deal criteria is recalculated based on the new deal once it is approved.
12. Select the **Security** check box. This indicator is used to implement user based security for the deal that is currently being created. In case this has been set for a deal, the deal details can be viewed or edited only by users who have the same or higher privileges compared to the deal creator.
13. In the **Ref. No.** field, enter a number.
14. In the **Comments** field, enter any additional comments as necessary.
15. Click **OK** to save any changes. The Deal window appears.
16. Click **Cancel** to return to the Tasks menu without saving changes.

**Note:** You can also create a deal by clicking **Create** in Actions menu, or by clicking the Create icon on the Deal Search window.

## Creating Purchase Order (PO) Specific Deals

You can also create PO specific deals. To create a PO-Specific Deal, follow the steps listed below.

1. From the Tasks menu, select **Orders > Manage Orders**. The Order Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. In the Order column, click the order link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window appears.
5. In the Orders toolbar, click **Details**. The Order Details window appears.
6. In the Order Details toolbar, select **More Actions > PO-Specific Deal**. The Create Deal window appears.

   For more information about the Create Deal window, see the Creating a Deal section.
7. In the **Threshold Limit Type field**, select how the threshold is defined.
8. Click **OK** to save any changes. The Deal window appears.

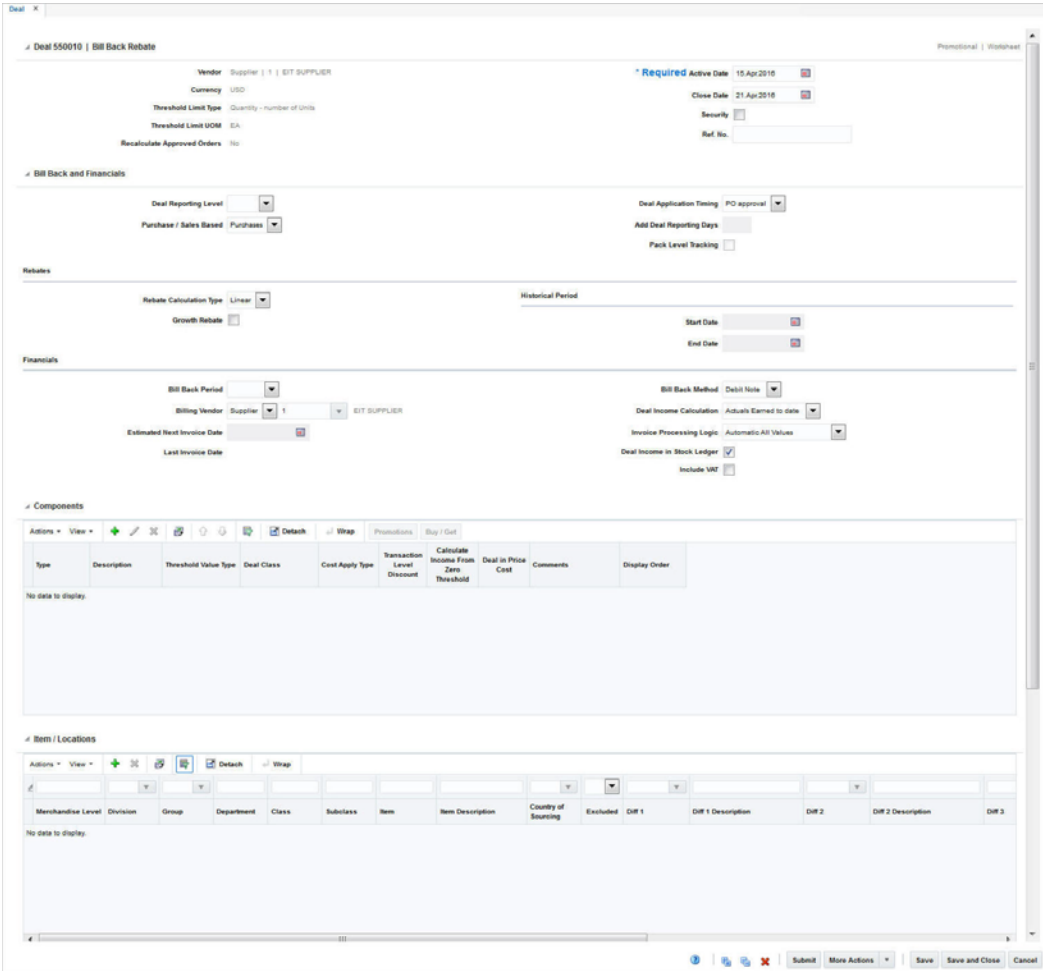
# Deal Window

Once a deal is created, the Deal window appears. The Deal window allows you to enter the details about the deal and you can add, edit, delete, export to Excel, view, query by example, detach, save, submit, cancel a deal and so on. You can also navigate to Deal Income, POP, Referenced Promotions, and Deal Date windows to add additional information.

The Deal window includes the following sections:

- Deal Header
- Bill Back and Financials
- Components
- Item/Locations
- Thresholds
- Adding Comments to a Deal
- Deal Toolbar

*Figure 6–2 Deal Window*



## Deal Header

The Deal Header includes the following fields.

*Table 6–1 Deal Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays Deal ID and Billing Type with a separator between them to the top left of the head container. The Deal Timing and Deal Status is displayed with a separator between them to the top right of the head container.<br>The possible values for billing type are Off invoice, Bill Back, Bill Back Rebate, Vendor Funded Promotion or Vendor Funded Markdown.<br>The deal number is populated by default.<br>The possible values for deal timing are Promotional, Annual, PO specific deals, Vendor Funded Markdown. |
| **Deal Status** | The description of the deal status, is displayed as text. If you create a deal the status is Worksheet. For more information on deal status, see the Changing the Status of a Deal section. |
| **Vendor** | This field displays the type of vendor, vendor ID, and name. |

*Table 6–1 (Cont.) Deal Header - Fields and Description*

| Fields | Description |
|---|---|
| **Currency** | This field displays the deal currency. |
| **Threshold Limit Type** | This field displays the threshold limit type. |
| **Threshold Limit UOM** | This field displays the threshold limit UOM. |
| **Recalculate Approved Orders** | This field displays as Yes, if the Recalculate Approved Orders check box is checked in the Create Deal window. This field will display as No, if the Recalculate Approved Orders check box is unchecked in the Create Deal window. |
| **Active Date** | This field displays the date on which the deal becomes effective. |
| **Close Date** | This field displays the date on which the deal ends. |
| **Security** | This field displays if the deal was created with user security. |
| **Ref. No.** | Enter the deal reference number. |
| **Order No.** | This field displays the order number in case of PO specific deals. |
| **Deal Created in RPM** | This field is displayed if the deal was created in RPM. |

**Note:** The **Active Date, Close Date, Security,** and **Ref. No.** fields are editable. However, the remaining fields are displayed based on the information entered in the Create Deal window.

## Changing the Status of a Deal

When a deal is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the deal to the next status. A deal may be in any of the following statuses:

*Table 6–2 Deals Approval Process Status*

| Status | Definition |
|---|---|
| Worksheet | The deal has been started, but not completed. |
| Submitted | The deal has been completed and is pending review. |
| Approved | The deal has been reviewed and has been approved. |
| Rejected | The deal has been submitted, reviewed, and has been rejected. |
| Closed | The deal is complete. |

## Bill Back and Financials

The Bill Back and Financials section gets displayed for VFP, VFM, Bill Back (BB), and Bill Back Rebate (BBR) type deals.

The Bill Back and Financials section includes the following fields.

*Table 6–3 Bill Back and Financials - Fields and Description*

| Fields | Description |
|---|---|
| **Deal Reporting Level** | The deal reporting level determines the length of the reporting periods that would be created for income generation. The options provided to you depends on the calendar type that is being used in the RMS instance. For a 4-5-4 calendar, this can be Week, Month, or Quarter, while for a Gregorian calendar, only Month or Quarter can be selected. Income is calculated once per reporting period. The reporting level also indicates the maximum frequency at which an invoice is raised against the income accrued by the deal. |
| **Purchase/Sales Based** | Select wether the deal will be based on purchase or sales. Bill Back Deals are always based on purchases, while Bill Back Rebate deals can be based on either purchases or sales. |
| **Deal Application Timing** | Select the deal application timing. The options for Deal Application Timing depends on whether the deal is purchase or sales based. Purchase-based deals can have this set to the PO approval or receiving timing. Sales-based deals do not have timing specified since they are driven by sales records and are applied only when a sale occurs. |
| **Add Deal Reporting Days** | This field is used to capture the number of extra reporting days that should be added to the deal actual forecast data to cater to the late postings of the transactions after the deal close date. |
| **Pack Level Tracking** | For receipt-based Bill Back and receipt or sales-based Bill Back Rebate deals, the indicator for tracking the deal at the pack level is enabled. Select this indicator to generate income for purchase orders which involve receiving at the pack level or sales occurring at the pack level. This is enabled only for receipt based bill back and receipt or sales based bill back rebate deals. |
| **Rebates** sub section: | |
| **Rebate Calculation Type** | Select the rebate calculation type from the list. This field determines the method in which the comparison of thresholds is performed against the actual turnover figures. Here the term turnover refers to the total revenue generated for a period across the merchandise hierarchy for which the deal is applicable. This is defaulted to Linear and disabled for a BB deal, while for a BBR, you can set it to Linear or Scalar. |
| **Growth Rebate** | A rebate in which the supplier determines the amount of the rebate, based on increased orders over a specified period of time. The Growth Rebate information is available only for Bill Back Rebate deals and is for informational and reporting purposes. Selecting this indicator enables the Historical Period fields and allows a buyer to set up a growth rebate deal by looking up prior receipt or sales values in the data warehouse system. The growth percentage can then be manually applied to these values to come up with thresholds that would be applicable for the current deal. |
| **Historical Period**<br>**Start Date**<br>**End Date** | The start and end dates of the historical period against which growth will be measured for this growth rebate. |
| **Financials** sub section: | |

*Table 6–3 (Cont.) Bill Back and Financials - Fields and Description*

| Fields | Description |
|---|---|
| **Bill Back Period** | Select the period for how frequently the vendor is billed. This period needs to be at least as large as the reporting period because income calculation is performed only at the end of a reporting period. For the 4-5-4 calendar, the choices for the invoice periods are: Week, Month, Quarter, Half Year or Annual. The same choices apply for Gregorian calendar, except Week. This field remains editable until the first invoice has been raised against the deal. |
| **Billing Vendor** | This field indicates the vendor to be billed for the specific deal, which can be different from the vendor specified for the deal in Deal Head. Select the vendor type and enter, select or search for the vendor. |
| **Estimated Next Invoice Date** | The estimated date the next invoice is going to be sent to the vendor. Enter the correct date or click the calendar icon and select the correct date. The effective date for raising the invoice will depend on when the financial month is closed. The estimated next invoice date gets populated initially based on the bill back period. It takes the last day of the period that will be invoiced. After the invoicing batch program Vendor Deal Invoicing (vendinvc) runs, this date is updated with a Gregorian week, month, or quarter, or the 4-5-4 week setup based on the calendar configuration in the system. This date can be modified throughout the deal's lifetime, even after approval until the last invoice against the deal has been processed. |
| **Last Invoice Date** | This field is updated to hold the last reporting period that was invoiced. Enter the date or click the calendar icon and select the date. |
| **Bill Back Method** | This indicates whether invoices raised for this deal are in the form of a credit note or a debit note. The option selected here overwrites the supplier's default setup in ReIM. This field remains editable until the last invoice against the deal has been processed. |
| **Deal Income Calculation** | The basis for calculating the amount earned from the deal. Actual will only generate income on real turnover. Pro-rated calculates income based on forecasts and actual turnover and distributing this income over all open periods. For BB and BBR types of deals, you have the option of calculating the deal income based on the actual values earned until the current date, or of using the method of proration on the forecasted amount. However, in case of VFP and VFM, the only option is to calculate based on the actual earned values. |
| **Invoice Processing Logic** | Select the method for how invoices will be raised for this deal. You have the following options available in the case of BB and BBR type of deals - Automatic all values, manual all values, automatic positive values, manual positive values only, no invoice processing. For a VFP or VFM type of deal, you only have the options of 'Automatic' and 'Manual' for invoice processing.<br><br>This field remains editable until the first invoice has been raised against the deal. |
| **Deal Income in Stock Ledger** | Select the check box to indicate that deal income accrual should be written to the stock ledger. |
| **Include VAT** | Select the check box to indicate that VAT should be included in the invoice information. |

## Components

On the Deal Components section, you can manage deal component information. Deal components are discounts or rebates included in the deal. When you enter deal component information, you determine the billing type, Threshold Value Type, Deal Class, Cost Apply type, and other parameters about how deal component is calculated. You can also specify that a deal component is a transaction level discount that applies to entire purchase orders rather than individual items.

The component type description can be added for deal component information as well as a defaulting contribution percentage. This contribution percentage will only be used as the default when the deal is attached to RPM and never be updated by RPM. This allows you to add all relevant Vendor Funded Promotion information to the deal and yet allows for the flexibility to define it at a promotion component level.

You can also view Promotions attached to VFP/VFM deals and attach Buy/Get information for Off-invoice deals. For more information on viewing Promotions and adding Buy/Get, see the Promotions and the Adding Buy/Get Item section.

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**Note:** RMS is the custodian of the invoicing logic and will drive the invoicing functionality.

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### Components - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 6–3 Components -Actions Menu and Icons***

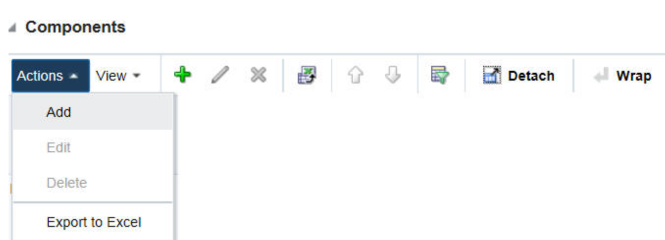



***Table 6–4 Components - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a deal component by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding a deal component, see the Adding Deal Components section. |
| Edit and Edit icon | You can edit a deal component by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a deal component, see the Editing a Deal Component section. |
| Delete and Delete icon | You can delete a deal component, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting a deal component, see the Deleting a Deal Component section. |

*Table 6–4 (Cont.) Components - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 6–5 Components - More Icons and Description*

| More Icons | Description |
|---|---|
| Move Up and Down Icon Button | You can move up and down the components to change the order in which they will be applied while calculating Deal Income by clicking the Move Up and Down Icon button. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Components - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–4 Components - View Menu and Icons*

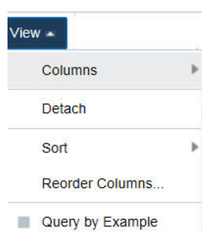



*Table 6–6 Components - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

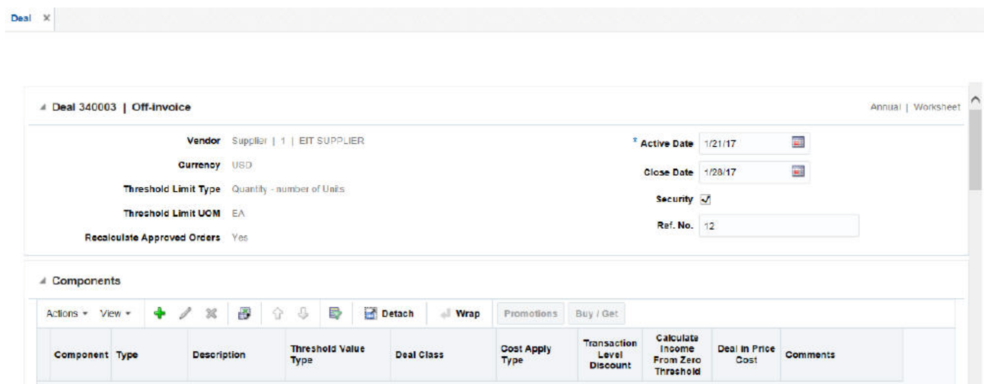
## Adding Deal Components

You can add deal components to a deal while creating or editing in the Deal window.

To add deal components:

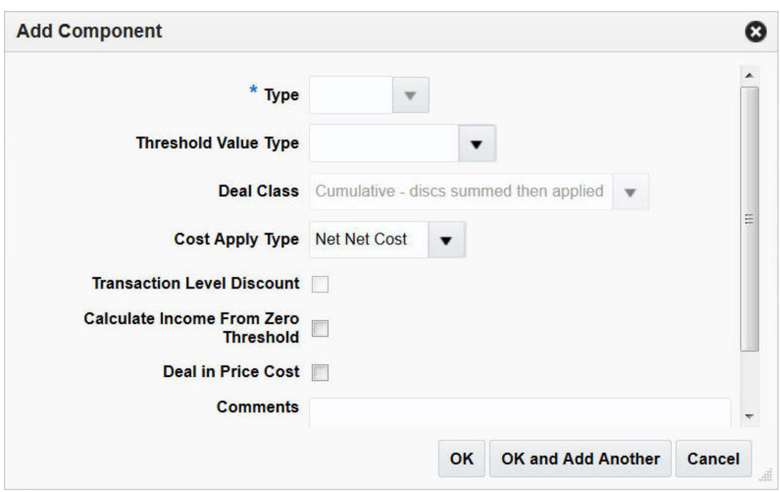
1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal popup window appears.
2. Enter the relevant data and click **OK** to save the changes. The Deal window appears.
3. In the Deal window, go to the Components section.

***Figure 6–5 Components Section***




4. From the Actions menu, click **Add** or click the Add icon. The Add Component window appears.

***Figure 6–6 Add Component Window***




5. In the **Type** field, select the component type.
6. In the **Threshold Value Type**, select the threshold value type. This field is used to capture the incentive type that would be received on attaining the threshold limit of the deal. The options are amount off per unit, percentage off per unit, get units for fixed price or buy/get free or discounted items.
7. For an off-invoice deal, in the **Deal Class** field, select the way in which calculations would be performed in case of multiple deal components. The options are Cumulative, Cascade, or Exclusive.

**Note:** For a Bill Back, Vendor Funded Promotion, and Vendor Funded Markdown this field will default to Cascade and cannot be changed.

8. In the **Cost Apply Type** field, select how the deal component is used to calculate future costs. The options are Net Cost, Net-Net Cost or Dead Net Cost. The details such as **Cost Apply Type** is defaulted to **Net Cost** and can be overridden.

   **Note:** The value in this field is defaulted based on the type of deal you selected, but can be changed.

9. Select the following check boxes:
   - **Transaction Level Discount** - This check box applies to PO-specific off-invoice deals. If this check box is selected on the screen, the deal component applies to an entire PO, receipt or sale transaction. This field can only be selected if the vendor is a supplier. Because these deals apply to the entire order, items and locations are not added to transaction level deals.
   - **Calculate Income From Zero Threshold** - This check box is not applicable for off-invoice deals. This indicator is used in cases where the vendor has specified that a minimum threshold needs to be reached before a discount applies and when that threshold is reached, the discount applies against the entire threshold, including the level below the threshold.
   - **Deal in Price Cost** - This indicator defines whether the deal is to be used in the pricing cost calculation used by RPM to determine the margin on the items linked with the deal.
10. The Default Contribution % is for VFP only and is used to set the initial default contribution of the vendor towards the promotion when the deal is attached to a promotion or markdown in RPM.
11. In the **Comments** field, enter any additional comments as necessary.
12. Then choose one of the following options.
    - Click **OK** to add the deal component.
    - Click **OK and Add Another** to add more deal components.
    - Click **Cancel** to return to the Deal Window.

## Promotions

The Promotions window allows you to view a component of a deal with promotions. You can attach multiple promotions to a deal component. The promotion is set up in the pricing system and can then be attached to the deal component. The promotions that are created in RPM for VFP/VFM type can be viewed in this window.

## Buy/Get Item

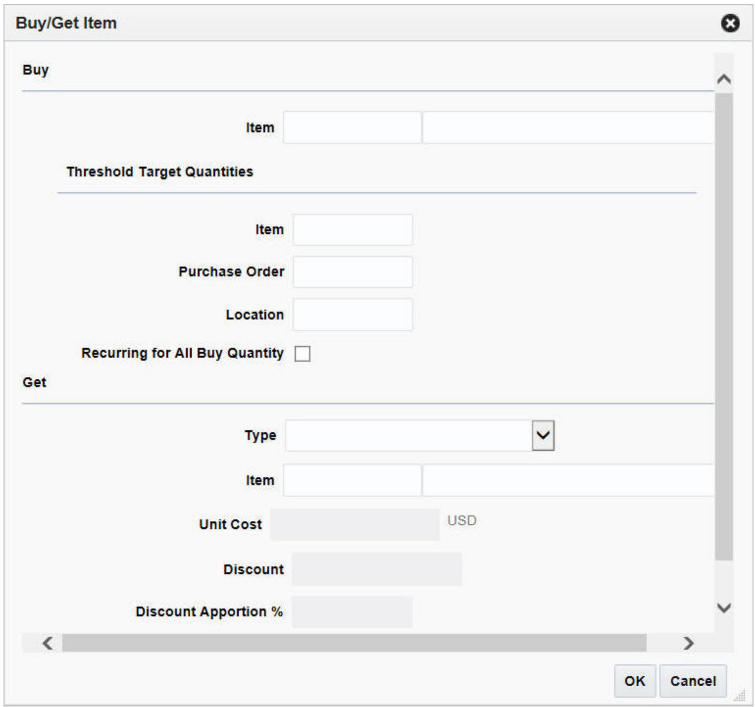
The Buy/Get Item window is only enabled, if Threshold Value Type selected is Buy/Get free or discounted items for off-invoice deals.

### Adding Buy/Get Item

To add buy/get item:

1. Click **Buy/Get Item** from the Components section. The Buy/Get Item window appears.

***Figure 6–7 Buy/Get Item Window***




2. The Buy/Get Item window consists of the following three sections:
   - **Buy**
     – In the **Item** field, enter or search an item using the search icon. It identifies the item that must be purchased for a quantity threshold-type discount.
   - **Threshold Target Quantities**
     – In the **Item** field, enter an item threshold target quantity for the buy item that must be ordered to qualify for the free item.
     – In the **Purchase Order** field, enter the threshold target quantity for all locations on the purchase order which the buy item is part of. This is the target level that will be used for future calculation of net cost.
     – In the **Location** field, enter threshold target quantity which is the average targeted purchase level per location on the deal. This value will be used in future cost calculations.
     – Select the **Recurring for All Buy Quantity** check box. This indicates if the quantity threshold discount is only for the first buy amount purchased (example, for the first ten purchased, get one free), or if a free item will be given for every multiple of the buy amount purchased on the order (example, for every ten purchased, get one free).
   - **Get**

- In the **Type** field, select the Get type from the list. Valid options are free, percent, amount or fixed amount.
- In the **Item** field, enter or search for an item using the search icon. This identifies the get item for a quantity threshold-type (buy/get) discount.
- In the **Unit Cost** field, enter the amount. This will be enabled if the Get type selected is Free and identifies the unit cost of the threshold free item that will be used in calculating the prorated quantity discount. It will default to the item/supplier cost, but can be modified based on the agreement with the supplier.
- In the **Discount** field, enter a value. This will be enabled in case Get type is not 'Free'. It will be percent in case get type is Percent otherwise value.
- In the **Discount Apportion %** field, enter a value. This specifies the percentage of the total discount that should be apportioned from the get items unit cost for off invoice deals where buy item is not the same as the get item and Get type is Free. The remaining will be apportioned from the buy item unit cost.
- In the **Threshold Quantity** field, enter a value. This identifies the quantity of the identified get item that will be given at the specified get discount if the buy amount of the buy item is purchased.

3. Click **OK** to add the buy/get item information.
4. Click **Cancel** to return to the Deal window.

### Editing a Deal Component

To edit a deal component:

1. Select the deal component you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon.

   The Edit Component window appears.
3. Edit the enabled fields as necessary.
4. Click **OK** to return to Deal window.
5. Click **Save** or **Save and Close** to save the changes.

### Deleting a Deal Component

To delete a component:

1. Select the deal component you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the deal component.
3. Click **Yes** to confirm deletion.
4. Click **Save** or **Save and Close** to save the changes.

## Item/Locations

On the Item/Locations section, you can select the items to which the deal components are applied. You can also specify specific locations for the items. Items and items at specific locations can also be excluded from deal component.

The item/location information is set up per component. This information is shared with RPM and the promotion setup is restricted in RPM based on the information that is pulled in from the component detail if a Vendor Funded Promotional deal is attached to a promotion.

### Item/Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 6–8 Item/Locations - Actions Menu and Icons***

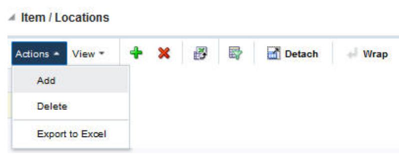



***Table 6–7 Item/Locations - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an item/locations by clicking **Add** from the Actions menu or by clicking the Add icon. <br> For more information on adding an item/location, see the Adding the Item/Locations to a Deal section. |
| Delete and Delete icon | You can delete an item/locations, by clicking **Delete** from the Actions menu or by clicking the Delete icon. <br> For more information on deleting a deal component, see the Deleting an Item/Location section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Item/Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 6–9 Item/Locations - View Menu and Icons***

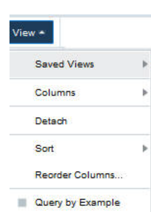


*Table 6–8 Item/Locations - View Menu/Icons and Description*

| View Menu List | Description |
|---|---|
| Saved Views | Saved views are predefined arrangement of table columns to provide certain specific information by using default and optional columns and is different from the default view. The views available are Merchandise Hierarchy, Organization Hierarchy, and Item Level. For every record you can choose respective saved view to see information related to merchandise hierarchy, organization hierarchy, or item level. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

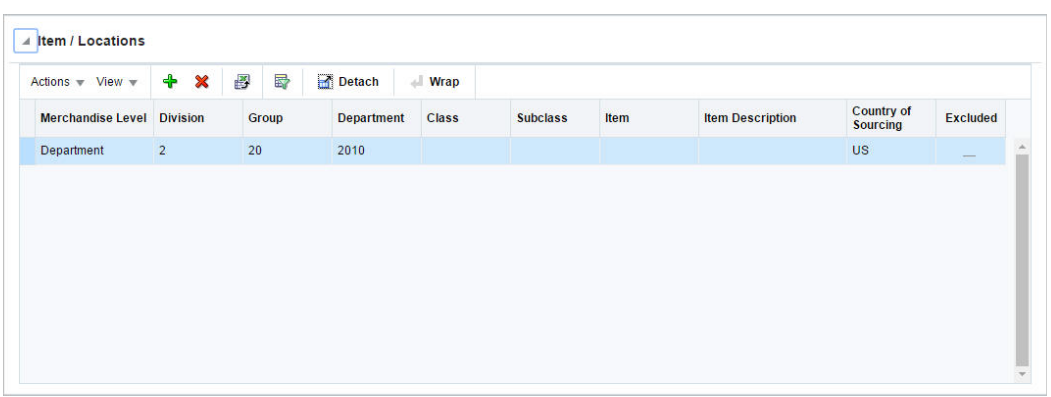
## Adding the Item/Locations to a Deal

You can add item/locations to a deal component while creating or editing in the Deal window.

To add the item/locations of a deal:

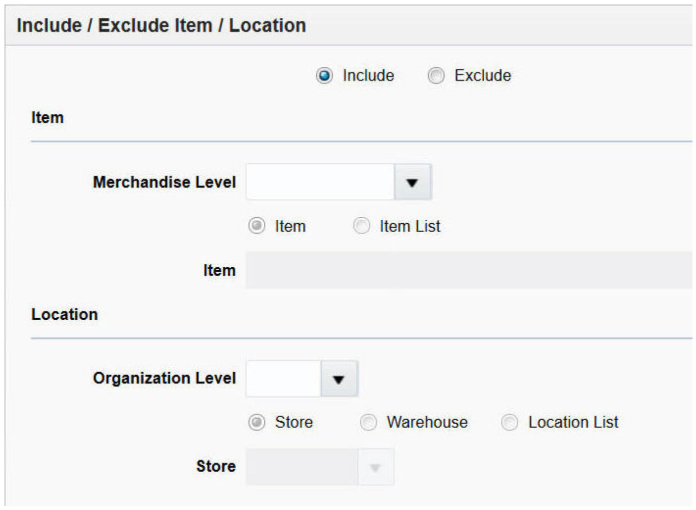
1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal popup window appears.
2. Enter the relevant data and click **OK** to save the changes. The Deal window appears.
3. In the Deal window, go to Item/Locations section.

*Figure 6–10 Item/Locations Section*



4. From the Actions menu, click **Add** or click the Add icon. The Include/Exclude Item/Location window appears

***Figure 6–11 Include/Exclude Item/Location Window***




5. Select the include or exclude option to determine if the record is being created for inclusion or exclusion.
6. In the Item section, select the merchandise level from the Merchandise Level list. Choose the appropriate option to add an item by Item or Item List.
7. In the Location section, select the organizational level from the Organizational Level list. Choose the appropriate option to add location by Store, Warehouse, or by Location List.
8. Then choose one of the following options.
   - Click **OK** to add the item/location.
   - Click **OK and Add Another** to add more item/locations.
   - Click **Cancel** to return to the Deal Window.

### Deleting an Item/Location

To delete an item/location:

1. Select the item/location you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the deal component.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Thresholds

On the Thresholds section, you can specify the lower and upper limits that need to be reached in order to receive the benefits that are defined as part of the current deal. Multiple thresholds or bands can be defined for a deal.

If the threshold value type that was defined for the deal component is set to Amount Off, you have the option to select whether the specified amount needs to be applied per unit or as a total value for the entire threshold band. For example, a vendor might offer the retailer a discount of $1 per unit or a total discount of $50 on buying in excess of 100 quantities.

Each component added to the deal can be used as the target level around which cost calculations need to take place. You must indicate the threshold band that is to be treated as the targeted level for a deal component. This threshold band is then used for the future cost and pricing cost calculations.

### Thresholds - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 6–12 Thresholds - Actions Menu and Icons***


***Table 6–9 Thresholds - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add thresholds by clicking **Add** from the Actions menu or by clicking the Add icon.<br><br>For more information on adding thresholds, see the Adding the Thresholds of a Deal section. |
| Edit and Edit icon | You can edit thresholds by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br><br>For more information on editing thresholds, see the Editing the Threshold of a Deal section. |
| Delete and Delete icon | You can delete thresholds, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br><br>For more information on deleting thresholds, see the Deleting the Threshold section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Threshold - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 6–13 Threshold - View Menu***

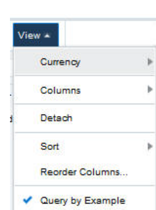


*Table 6–10 Thresholds - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | You can choose to see the monetary values in the table either in Primary or Deal currency by using this option. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

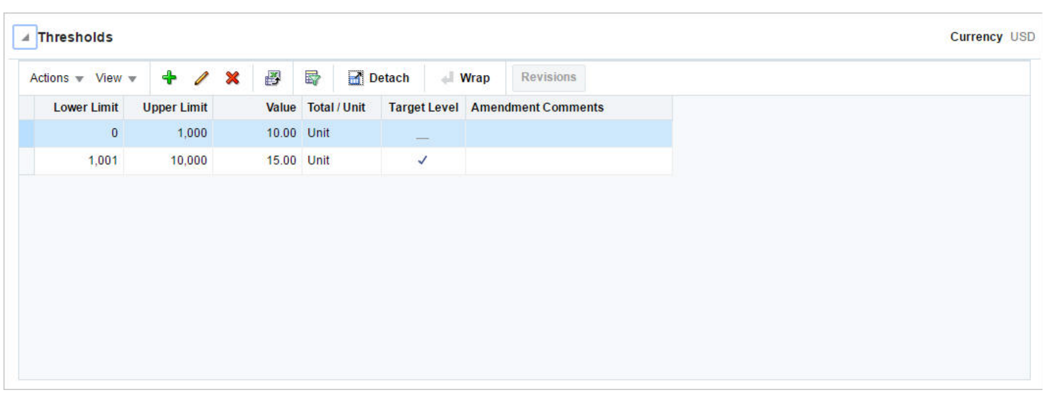
## Adding the Thresholds of a Deal

You can add thresholds to a deal component while creating or editing in the Deal window.

To add the thresholds of a deal:

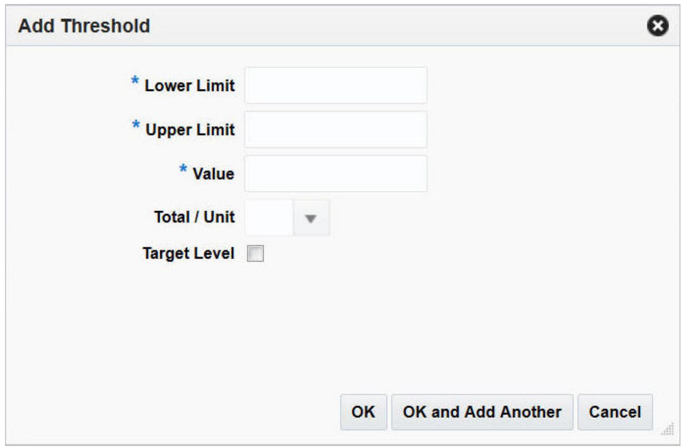
1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal popup window appears.
2. Enter the relevant data and click **OK** to save the changes. The Deal window appears.
3. In the Deal window, go to Thresholds section.

*Figure 6–14 Thresholds Section*




4. From the Actions menu, click **Add** or click the Add icon. The Add Threshold window appears.

*Figure 6–15 Add Threshold Window*




5. In the **Lower Limit** field, enter the value of the lower limit of the deal component. This is the minimum value that must be met in order to get the specified discount. This value will be either a currency amount or quantity value, depending on the threshold limit type of this deal component.
6. In the **Upper Limit** field, enter the value of the upper limit of the deal component. This is the maximum value for which the specified discount will apply. This value will be either a currency amount or quantity value, depending on the threshold limit type of this deal component.
7. In the **Value** field, enter the value of the discount that will be given for meeting the specified thresholds for this deal component. This value will be either a currency amount or quantity value, depending on the threshold limit type of this deal component.
8. In the **Total/Unit** field, select the total or unit. It indicates if the value for deal components for which the threshold type is amount off is amount off by unit or in total.
9. Select the Target Level check box. This indicates if a threshold level is the targeted purchase or sales level for a deal component. This indicator will be used for cost calculations.
10. Click **OK** to add thresholds. You can add more thresholds by clicking **OK and Add Another**.
11. Click **Cancel** to return to the Thresholds section.

### Editing the Threshold of a Deal

To edit the threshold of a deal:

1. Select the threshold you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon.

   The Edit Threshold window appears.
3. Edit the enabled fields as necessary.
4. Click **OK** to return to Deal window.
5. Click **Save** or **Save and Close** to save the changes.

### Deleting the Threshold

To delete the threshold:

1. Select the threshold you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon ✖.

   You are prompted to delete the record.
3. Click **Yes** to confirm deletion.
4. Click **Save** or **Save and Close** to save the changes.

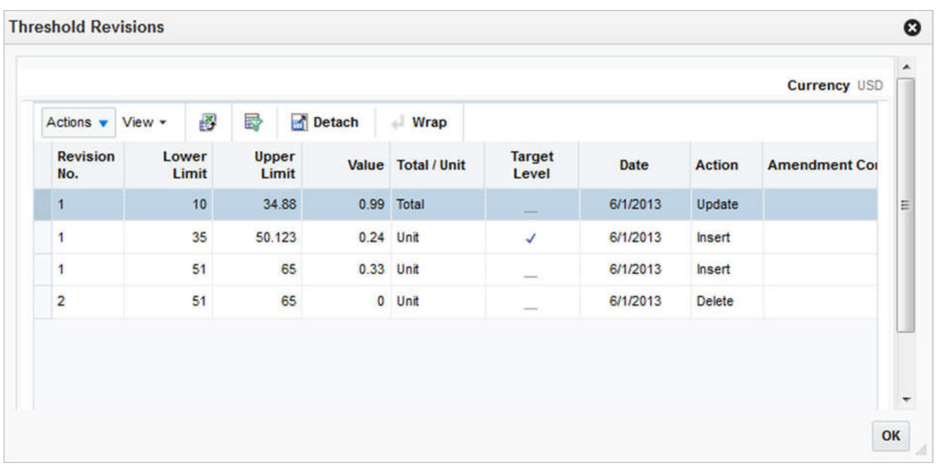
### Threshold Revisions Popup

The threshold revisions popup is visible when revisions exist for a threshold.

To view the threshold revisions popup:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal window appears.
2. Enter the relevant data and click **OK** to save the changes. The Deal window appears.
3. In the Deal window, go to Thresholds section and then click **Revisions**. The Threshold Revisions popup appears.

***Figure 6–16 Threshold Revisions Popup***




| Revision No. | Lower Limit | Upper Limit | Value | Total / Unit | Target Level | Date | Action | Amendment Co |
|---|---|---|---|---|---|---|---|---|
| 1 | 10 | 34.88 | 0.99 | Total | | 6/1/2013 | Update | |
| 1 | 35 | 50.123 | 0.24 | Unit | ✓ | 6/1/2013 | Insert | |
| 1 | 51 | 65 | 0.33 | Unit | | 6/1/2013 | Insert | |
| 2 | 51 | 65 | 0 | Unit | | 6/1/2013 | Delete | |

## Adding Comments to a Deal

To add comments to a deal:

1. In the Comments section, enter your comments.

***Figure 6–17 Comments Section***

2. Click **Save** to save your changes or click **Save and Close** to save and close the window.
3. Click **Cancel** to discard the changes and close the window.

## Deal Performance Window

The Deal Performance window allows you to maintain forecasts for a deal, view period by period performance, and compare the actual deal performance against the actual forecasts.

As actuals are accrued, you can view the actual performance of the deal, at the component level, against the forecasted performance of the deal.

## Viewing Deal Performance Window

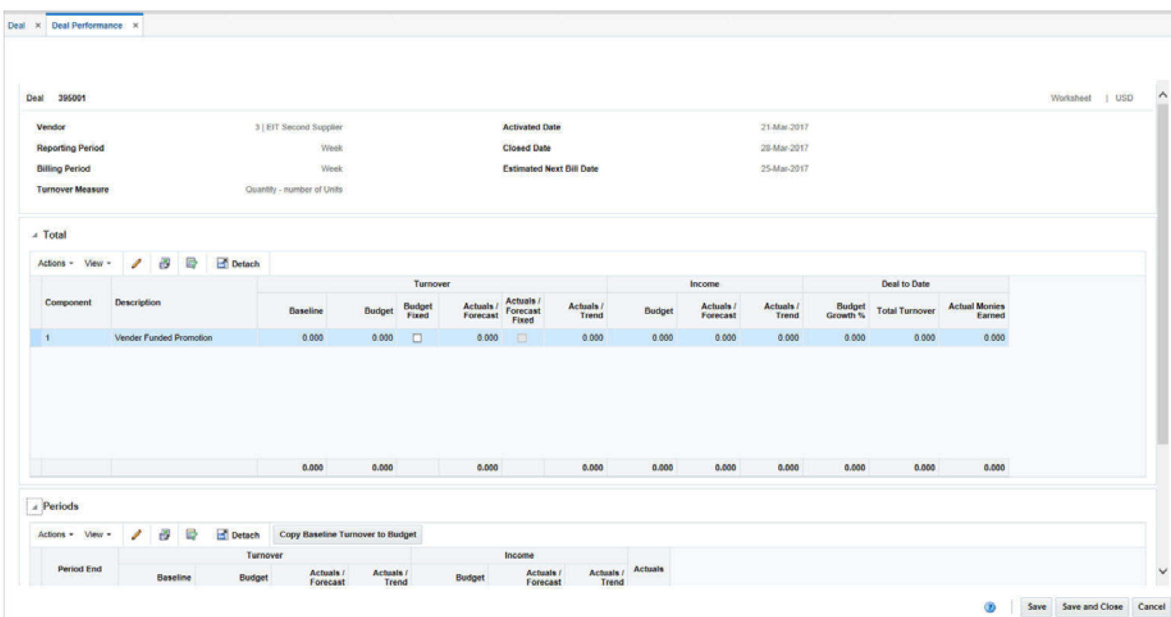
To view deal performance:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal window appears.
2. Enter the relevant data and click **OK** to save the changes.

   The Deal window appears.
3. From the More Actions menu, click **Deal Income**.

   The Deal Performance window appears, which includes Total and Periods section. For more information on Total and Periods, see the Total and the Periods section.

***Figure 6–18 Deal Performance Window***




## Deal Performance Header

The Deal Performance Header includes the following fields.

*Table 6–11 Deal Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays Deal ID to the top left of the head container. The Deal Status and the Currency is displayed with a separator between them to the top right of the head container.<br>The deal number is populated by default. |
| **Deal Status** | The description of the deal status, is displayed as text. If you create a deal the status is Worksheet. For more information on deal status, see the Changing the Status of a Deal section. |
| **Vendor** | This field displays the type of vendor, vendor ID, and name. |
| **Reporting Period** | The deal reporting level determines the length of the reporting periods that would be created for income generation. The options provided depends on the calendar type that is being used in the RMS instance. For a 4-5-4 calendar, this can be Week, Month, or Quarter, while for a Gregorian calendar, only Month, or Quarter can be selected. Income is calculated once per reporting period. The reporting level also indicates the maximum frequency at which an invoice is raised against the income accrued by the deal. If quarterly processing is chosen, based on the end date for the deal, RMS may change the date of the final reporting period to an end of month date instead, if the end of the quarter is more than a month away, to allow for faster income realization. For example, if the end date of the deal is set for 17-Jan, but the end of the quarter is 30-Mar, RMS changes the last reporting period to 26-Jan, which is the nearest end of month date. |
| **Billing Period** | This field displays the time period for which invoice would be raised for the deal. |
| **Turnover Measure** | This field displays whether the turnover from the deal would be measured in quantity or value terms. |
| **Activated Date** | The activated date is the day from which the deal starts to be applied within the system. |
| **Closed Date** | The close date is the last day of the deal. This is required only for promotional deals. |
| **Estimated Next Bill Date** | The Estimated next invoice date gets populated initially based on the Bill Back period. It takes the last day of the period that will be invoiced. After the invoicing batch program Vendor Deal Invoicing (vendinvc) runs, this date is updated with a Gregorian week, month, or quarter, or the 4-5-4 week setup based on the calendar configuration in the system. This date can be modified throughout the deal's lifetime, even after approval until the last invoice against the deal has been processed. |

## Total

The Total section displays the turnover and income values for deal components for all the valid periods. For turnover it has baseline, budget and actual values. It also shows if turnover totals are designated fixed for distribution among periods. For income it shows budget, actual/trend and actual/forecast values. In addition it also shows Budget Growth %, Total Turnover and Actual Monies Earned with respect to total deal to date.

### Total - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–19 Total - Actions Menu and Icons*

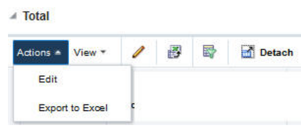



*Table 6–12 Total - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | You can edit Turnover and Income Value in this table by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing thresholds, see the Editing Total of a Deal Component section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Total - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–20 Total - View Menu*

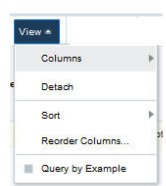



*Table 6–13 Total - View Menu/Icons and Description*

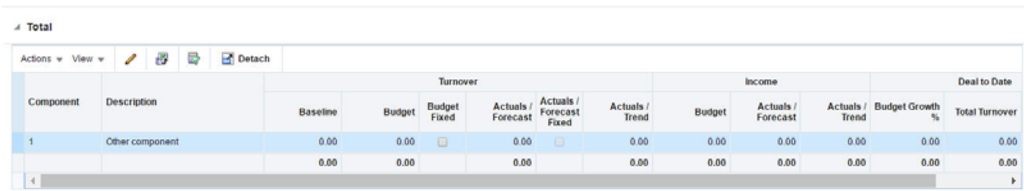
| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Editing Total of a Deal Component

To edit total of a deal component:

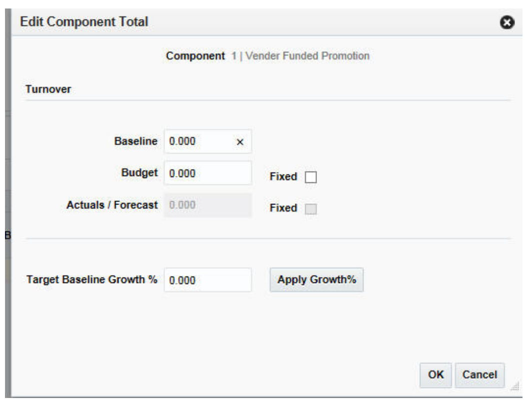
1. From the More Actions menu, click **Deal Income**. The Deal Performance window appears, which includes the Total section.

*Figure 6–21 Total Section Window*




2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Components Total window appears.

*Figure 6–22 Edit Component Total Window*




3. In the **Baseline** field Turnover sub section, enter or edit the previous year's turnover.
4. In the **Budget** field Turnover sub section, enter or edit the expected amount of turnover.
5. In the **Actuals/Forecast** field Turnover sub section, enter or edit the actuals or forecast amount.
6. When the budget turnovers are set, select the **Fixed** check box to the right of the Budget field. Setting the budget **Fixed** signifies that the total value for the component will remain fixed despite any change in the value specific to any period. Any change will be divided over the other periods. If this is selected than you will not be able to apply growth % over the baseline to populate budget.

> **Note:** Fixed can be checked against Actual/Forecast as well.

7. In the **Target Baseline Growth %** field, enter the percentage you expect the baseline to grow.

8. Click **Apply Growth%**.
9. Click **OK** to save any changes and close the window.
10. Click **Cancel** to discard the changes and close the window.

---

**Note:**

- For VFP deals RMS does not allow you to enter budgeted or forecasted values, and the deal income is based on the vendor-supplied contribution percentage.
- Once a deal is approved, you can change only forecast values. Before that Baseline can also be changed.

This applies for both total and periods section.

---

## Periods

The periods table shows the performance data for deal components broken down by deal reporting periods. The period end column displays the end date of the deal reporting period. You can enter or edit budgeted and baseline turnover for a particular period in this table.

### Periods - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–23 Periods - Actions Menu and Icons*

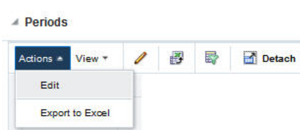



*Table 6–14 Periods - Actions Menu/Icons/Buttons and Description*

| Actions Menu/Icons/Buttons | Description |
|---|---|
| Edit and Edit icon | You can edit Turnover and Income values for the period by clicking **Edit** from the Actions menu or by clicking the Edit icon. <br><br> For more information on editing periods, see the Editing Periods of a Deal Component section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| **Copy Baseline Turnover to Budge**t button | The **Copy Baseline Turnover to Budget** actions button on the periods table toolbar copies the Baseline Turnover to the budget turnover. |

### Periods - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–24 Periods - View Menu and Icons*

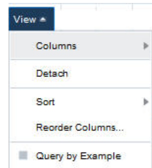



*Table 6–15 Periods - View Menu/Icons and Description*

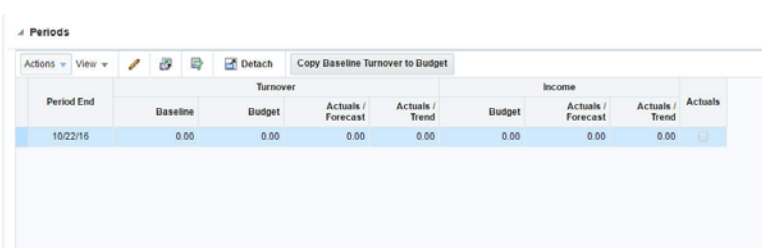
| View Menu List | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Editing Periods of a Deal Component

To edit periods of a deal component:

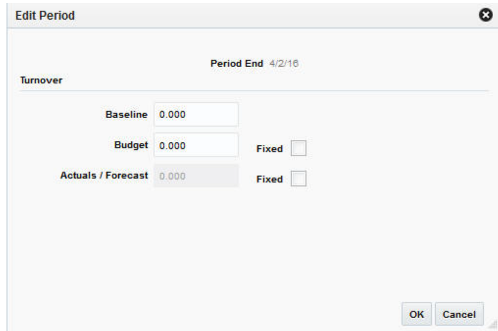
1. From the More Actions menu of the Deals window, click **Deal Income**. The Deal Performance window appears, which includes the Periods section

*Figure 6–25 Periods Section*




2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Period window appears.

***Figure 6–26 Edit Period Section Window***




3. In the **Baseline** field Turnover sub section, enter or edit the previous year's turnover.
4. In the **Budget** field Turnover sub section, enter or edit the expected amount of turnover.
5. In the **Actuals/Forecast** field Turnover sub section, enter or edit the actuals or forecast amount.
6. The total check boxes are view only. They would be checked if the totals for them have been checked fixed in the totals table.
7. Click **OK** to save any changes and close the window.
8. Click **Cancel** to discard the changes and close the window.

## Deal Toolbar

The toolbar contains the following icons and buttons.

***Figure 6–27 Deals Toolbar***

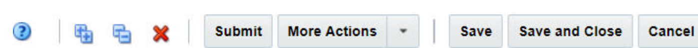



***Table 6–16 Deal Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access online help for a particular page by clicking the Help icon. |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the Deal window by clicking the Expand and Collapse icons. |
| Delete icon | You can delete a deal by clicking the Delete icon |
| **Status** Button | The label of the status button is dynamic and changes based on the current deal status. It is the next logical status. For example - For the deals in worksheet status it will be Submit. Based on the current status, if there are more than one status action is possible than other options can be accessed with drop down button.<br><br>For more information on deal status, see the Changing the Status of a Deal section. |
| **More Actions** | For more information about the More Actions menu, see the Deal - More Actions Menu and Description section. |

*Table 6–16 (Cont.) Deal Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save** | Click **Save**, to save any changes on the deal window and keep the deal window open. |
| **Save and Close** | Click **Save and Close**, to save the changes and exit the window. |
| **Done** | Click **Done** to close the deal window. This button appears only when you access the window in view mode. |
| **Cancel** | Click **Cancel** all entries and close the window. |

## Deal - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Figure 6–28 Deal - More Actions Menu*

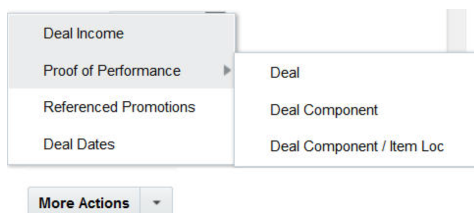



*Table 6–17 Deal - More Actions Menu and Description*

| Action Buttons | Description |
|---|---|
| **More Actions** | You can navigate to open the following windows by clicking More Actions menu:<br>You can navigate to the following windows from the More Actions menu:<br>■ Deal Income<br>By clicking the Deal Income, the Deal Performance Window appears.<br>■ Proof of Performance<br>You can access the Proof of Performance window at the following levels:<br>■ Deal<br>■ Deal Component<br>■ Deal Component /Item Loc<br>■ Referenced Promotions<br>■ Deal Dates |

## Proof of Performance

You can access the Proof of Performance window from the Deals window, **More Actions** > **Proof of Performance**. You can access Proof of Performance (POP) window at one of the following levels through the POP sub menu:

- Deal
- Deal Component

- Deal Component/Item Loc

The POP window is used to define the performance requirements at the deal level, component level, or at the item/location level. This allows the buyer to identify what needs to be done in order to receive the deal discount, which might be an advertisement, coupon distributions or 'in store' demonstrations of the product. POP terms are used only for informational purposes in RMS.

## Viewing/Creating/Editing Proof of Performance Window

You can select the level at which you want to view, create, or edit for Proof of Performance definitions and fulfillment information. The options are: Deal, Deal/Component, Deal Component Item/Loc.

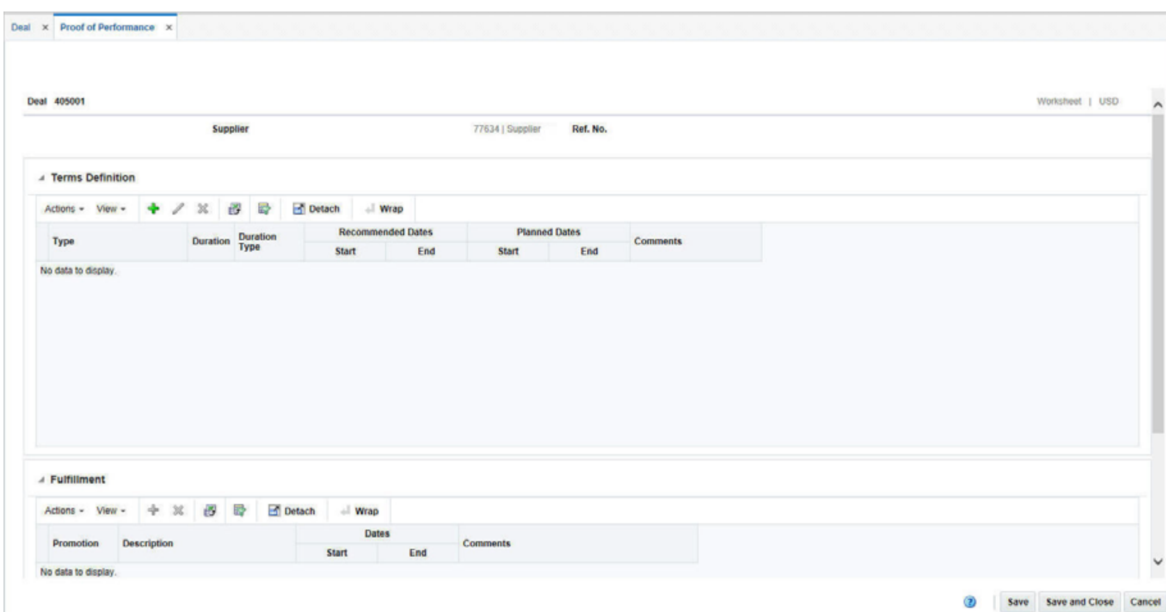
To view/create/edit proof of performance:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Deal**. The Create Deal window appears.
2. Enter the relevant data and click **OK** to save the changes. The Deal window appears.
3. From the More Actions menu of the Deal window, click **Proof of Performance**, and then click **Deal** or **Deal Component** or **Deal Component/Item Loc** depending on which level you want to define proof of performance.

   The Proof of Performance window appears, which includes Terms Definition and Fulfillment sections.

   For more information on Terms Definition and Fulfillment, see the Adding Proof of Performance Terms Definition and the Adding Proof of Performance Fulfillment section.

***Figure 6–29 Proof of Performance Window***




## Proof of Performance Header

The Proof of Performance Header includes the following fields.

*Table 6–18 Proof of Performance Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays Deal ID and Deal Number to the top left of the head container. The Deal Status and the Currency is displayed with a separator between them to the top right of the head container.<br>The deal number is populated by default.<br>The supplier number, name, and the reference number are displayed. |

## Terms Definition

The Terms Definition section is used to define Proof of Performance terms for a given deal at deal, deal component or deal item-loc combination levels. These terms are defined by the deal partner that offers the deal.

### Terms Definition - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–30 Terms Definition - Actions Menu and Icons*


*Table 6–19 Terms Definition - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add terms definition by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding terms definition, see the Adding Proof of Performance Terms Definition section. |
| Edit and Edit icon | You can edit terms definition by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing terms definition, see the Editing Proof of Performance Terms Definition section. |
| Delete and Delete icon | You can delete terms definition, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting a terms definition, see the Deleting Proof of Performance Terms Definition section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Terms Definition - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–31 Terms Definition - View Menu*

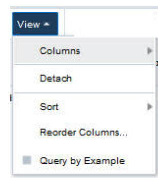



*Table 6–20 Terms Definition - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Adding Proof of Performance Terms Definition

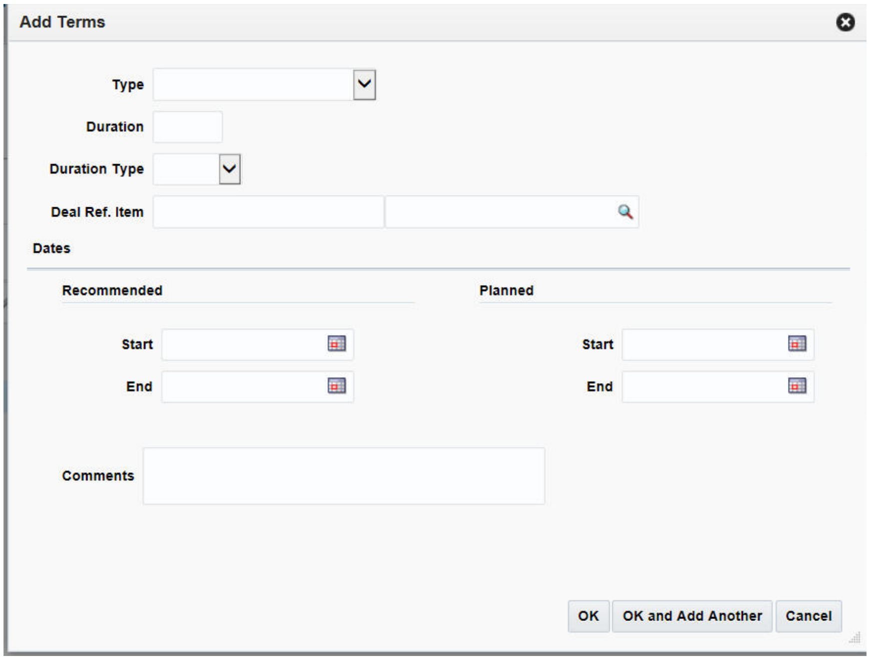
To add terms proof of performance definition:

1. From the More Actions menu of Deals window, click **Proof of Performance**, and then click **Deal Performance**.

   The Proof of Performance window appears, which includes the Terms Definition section.

2. From the Actions menu, click **Add** or click the Add icon. The Add Terms window appears.

*Figure 6–32 Add Terms Window*




3. In the **Type** field, select type of performance term.
4. In the **Duration** field, enter the duration for the duration type for which the terms will be valid.
5. In the **Duration Type** field, select the period of time that you have to comply to the terms of the deal.
6. In the **Deal Ref. Item** field, enter the deal reference item or search for and select the deal reference item.
7. In the **Recommended Start** and **End** date fields, enter the vendor's recommended start and end dates or click the calendar icon and select the dates.
8. In the **Planned Start** and **End** date fields, enter the date you intend to start and end complying or click the calendar icon and select the dates.
9. Then choose one of the following options.
   - Click **OK** to save the changes and return to Proof of Performance window.
   - Click **OK and Add Another** to add more terms.
   - Click **Cancel** to reject all entries and close the window.

### Editing Proof of Performance Terms Definition

To edit proof of performance terms definition:

1. Select the terms definition you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Terms window appears.
3. Edit the enabled fields as necessary.
4. Click **OK** to save the changes.
5. Click **Cancel** to discard the changes and close the window.

### Deleting Proof of Performance Terms Definition

To delete proof of performance terms definition:

1. Select the terms definition you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the proof of performance term.
3. Click **Yes** to confirm deletion.
4. Click **No** to retain the proof of performance term.

## Fulfillment

The fulfillment section is used to record or view proof of performance term fulfillment for a deal.

### Fulfillment - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 6–33 Fulfillment - Actions Menu and Icons***

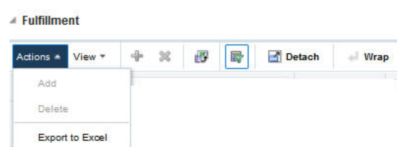



***Table 6–21 Fulfillment- Actions Menu/Icons and Description***

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add fulfillments by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding fulfillments, see the Adding Proof of Performance Fulfillment section. |
| Delete and Delete icon | You can delete fulfillments, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting fulfillments, see the Deleting Proof of Performance Fulfillment section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Fulfillment - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–34 View Menu*

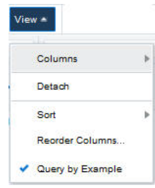



*Table 6–22 Fulfillment - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Adding Proof of Performance Fulfillment

To add proof of performance fulfillment:

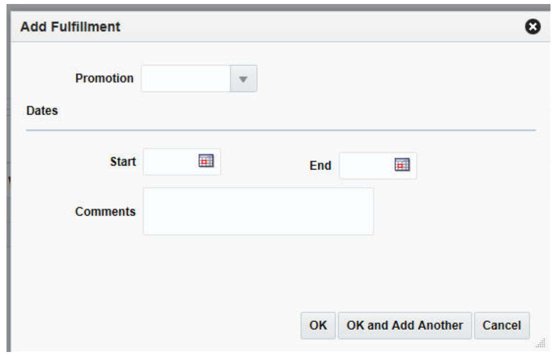
1. From the More Actions menu, click **Proof of Performance**, and then click **Deal Performance**.

   The Proof of Performance window appears, which includes the Fulfillment section.

   > **Note:** Fulfillments are specific to terms. You can add fulfillment only after you have added terms definition.

2. From the Actions menu, click **Add** or click the Add icon. The Add Fulfillment widow. The Add Fulfillment window appears.

*Figure 6–35 Add Fulfillment Window*




3. In the **Promotion** field, enter, select or search for a promotion.
4. In the Dates area:
   - In the **Start Date** field, enter the start date of the promotion, or click the calendar icon and select a date.
   - In the **End Dat**e field, enter the end date of the promotion, or click the calendar icon and select a date.
5. In the **Comments** field, enter any additional comments as necessary.
6. Click OK to add fulfillment. You can add more fulfillment by clicking **OK** and **Add Another**.
7. Click **Cancel** to close the fulfillment window.

### Deleting Proof of Performance Fulfillment

To delete proof of performance fulfillment:

1. Select the proof of performance you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon ✖.

   You are prompted to delete the proof of performance fulfillment.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Referenced Promotions

The Referenced Promotions option opens the Deal Promotions. This window allows you to associate a deal with a promotion. Multiple promotions can be attached to a deal. The promotion is set up in the pricing system and can then be attached to the deal.

### Deal Promotions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–36 Deal Promotions - Actions Menu and Icons*

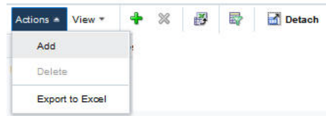



*Table 6–23 Deal Promotions - Actions Menu/Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add deal promotions by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on deal promotions, see the Adding Promotions to a Deal section. |
| Delete and Delete icon | You can delete deal promotions, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deal promotions, see the Deleting Deal Promotions section. |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the Export to Excel option from the Actions menu or by clicking the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by using the Wrap icon option. |

## Deal Promotions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–37 Deal Promotions - View Menu*

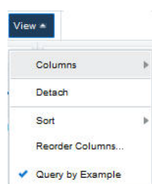



*Table 6–24 Deal Promotions - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 6–24 (Cont.) Deal Promotions - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

### Adding Promotions to a Deal

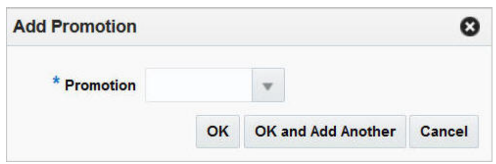
To add promotions to a deal:

1. From the More Actions menu, click **Referenced Promotions**.

   The Deal Promotions window appears.

2. From the Actions menu, click **Add** or click the Add icon . The Add Promotions window appears

*Figure 6–38 Add Promotions Window*




3. In the **Promotion** field, enter, select or search for a promotion.
4. Click **OK** to save any changes.
5. You can add more promotions by clicking **OK** and **Add Another**.
6. Click **Cancel** to discard the changes and close the window.
7. Click **Save** to save your changes or click **Save and Close** to save and close the window.

### Deleting Deal Promotions

To delete deal promotions:

1. Select the deal promotions you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon .

   You are prompted to delete the record.

3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Deal Dates

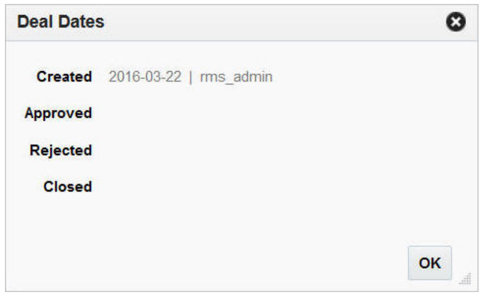
Deal Dates is a view only popup to show the dates related to a deal.

### Viewing Deal Dates

To view deal dates:

1. From the More Actions menu, select **Deal Dates**. The Deal Dates popup appears.

*Figure 6–39 Deal Dates Popup*




2. Click **OK** to close the deal dates popup.

## Submitting a Deal

You can submit a deal when a deal is created and the deal is in Worksheet status.

To submit a deal:

1. From the Tasks menu, select **Orders** > **Deals > Create Deal**. The Create Deal window appears.
2. Click **OK** to save any changes. The Deal window appears.
3. In the Components section, select **Actions** > **Add** or click the Add icon.

   The Add Component window appears.

   ---

   **Note:** You need to enter the required information in the following sections before submitting a deal:

   - Components
   - Item/Locations
   - Thresholds

   ---

4. Enter all the required information and click **Submit** on the page level toolbar. The deal status changes to **Submitted**.
5. Click **Save** to save your changes or click **Save and Close** to save and close the window.
6. Click **Cancel** to discard the changes and close the Deal window.

## Approving a Deal

The status of a deal changes as it passes through an approval process. Depending on your user role, you can change the status of a deal. The status can be Worksheet, Submitted, Approved, Rejected, or Closed. A deal is not effective until it is approved.

To approve a deal:

1. From the Tasks menu, select **Orders** > **Deals > Create Deal**. The Create Deal window appears.
2. Click **OK** to save any changes. The Deal window appears.
3. In the Components section, select **Actions** > **Add** or click the Add icon. The Add Component window appears.

**Note:** You need to enter the required information in the following sections before submitting a deal:

- Components
- Item/Locations
- Thresholds

4. Enter all the required information and click **Submit** on the page level toolbar. The deal status changes to **Submitted**.
5. Click **Approve**. The status changes to **Approved**.
6. Click **Save** to save your changes or click **Save and Close** to save and close the window.
7. Click **Cancel** to discard the changes and close the Deal window.

## Managing a Deal

You can access the option to manage deal from the Tasks menu. Managing deals involves performing one or more of the following tasks:

- Searching for a deal
- Creating a deal
- Creating from an existing deal
- Editing a deal
- Viewing a deal

On clicking the Manage Deal link by selecting **Orders** > **Deals** > **Manage Deal**, the Deal Search window appears.

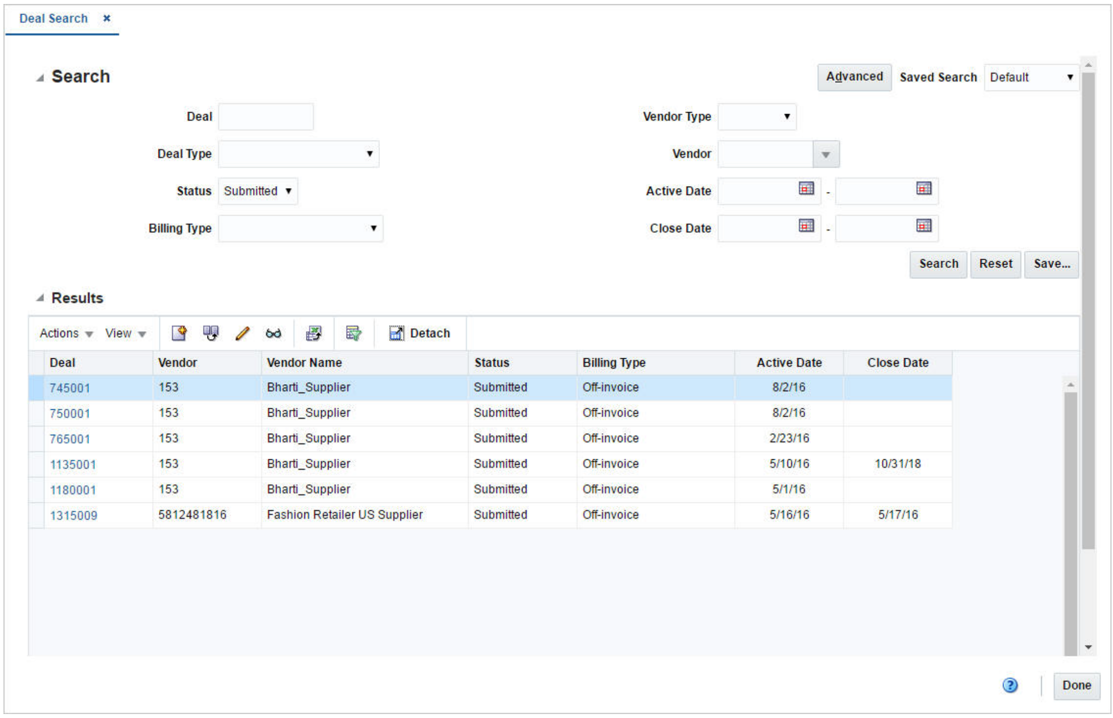
In the Deal Search window you can search for deals by specifying various search criteria. You can choose to access deals in the search results in edit or view mode depending on security privileges. There are also options for creating a new deal or creating a new deal from existing.

The Deal Search window includes the following sections:

- Search

  For more information on the Deal Search window, see the Searching for a Deal section.
- Results
- Deal Search Toolbar

*Figure 6–40 Deal Search Window*




## Searching for a Deal

To search for a deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. You can search for a deal by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for a Deal Through the Basic Search Criteria

To search for a deal through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 6–25 Deal Search - Basic Search Criteria*

| Fields | Description |
|---|---|
| **Deal** | Enter the deal ID. |
| **Deal Type** | Select the deal type. The options are: Annual, Promotional, PO Specific, Vendor Funded Markdown. |
| **Status** | Select the status of the deal. The options are: Worksheet, Submitted, Approved, Rejected, Closed. |
| **Billing Type** | Select the type of deal being created. The options are Off Invoice, Bill Back, Bill Back Rebate, Vendor Funded Promotion, Vendor Funded Markdown. |
| **Vendor Type** | Select the vendor type. |

*Table 6–25 (Cont.) Deal Search - Basic Search Criteria*

| Fields | Description |
|---|---|
| **Vendor** | Enter, select or search for the vendor. |
| **Active Date** | Enter the date on which the deal becomes active, or click the calendar icon and select the date. |
| **Close Date** | Enter the date on which the deal ends, or click the calendar icon and select the date. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking **Personalize** in the list. The Personalize Saved Searches window appears.

   For more information on the Personalize Saved Searches, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The deals that match the search criteria are displayed in the Results section.
4. Click **Search**. The deals that match the search criteria are displayed in the Results section.
5. Click **Reset** to execute the saved search.
6. Click **Save.** to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For information on the Create Saved Search window, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Done** to close the window.

### Searching for a Deal Through the Advanced Search Criteria

To search for a deal through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.

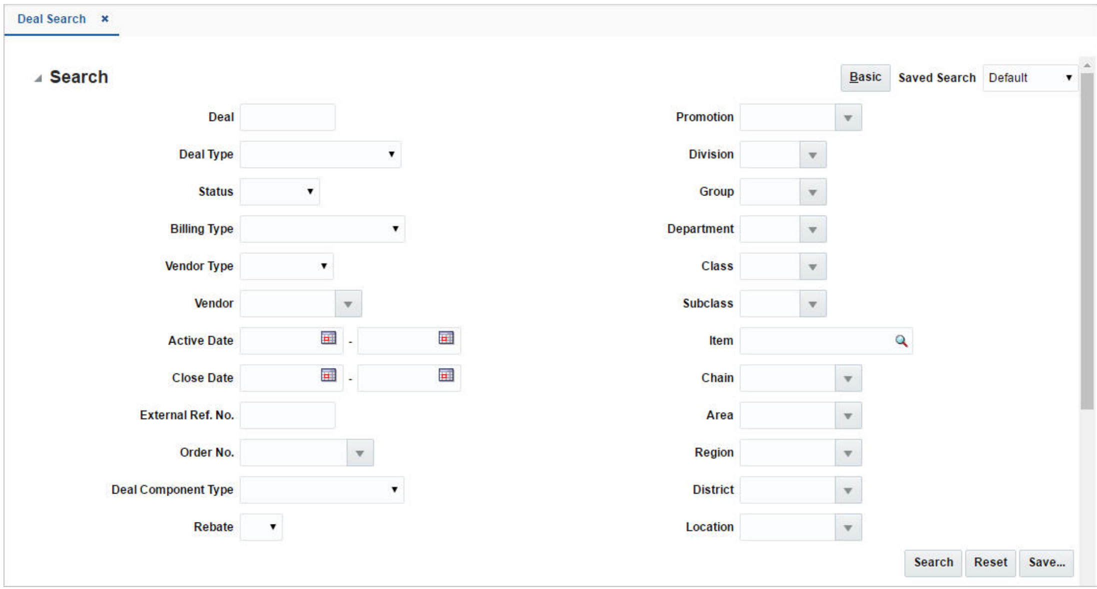
*Table 6–26 Deals Search - Advanced Search Criteria*

| Fields | Description |
|---|---|
| **Deal** | Enter the deal ID. |
| **Deal Type** | Select the deal type. The options are: Annual, Promotional, PO Specific, Vendor Funded Markdown. |
| **Status** | Select the status of the deal. The options are: Worksheet, Submitted, Approved, Rejected, Closed. |
| **Billing Type** | Select the type of deal being created. The options are Off Invoice, Bill Back, Bill Back Rebate, Vendor Funded Promotion, Vendor Funded Markdown. |
| **Vendor Type** | Select the vendor type. |
| **Vendor** | Enter, select or search for the vendor. |
| **Active Date** | Enter the date on which the deal becomes active, or click the calendar icon and select the date. |

*Table 6–26 (Cont.) Deals Search - Advanced Search Criteria*

| Fields | Description |
|---|---|
| **Close Date** | Enter the date on which the deal ends, or click the Calendar icon and select the date. |
| **External Ref. No.** | Enter the external reference number. |
| **Order No.** | Enter, select or search for the order number. |
| **Deal Component Type** | Select the deal component type. |
| **Rebate** | Select **Yes** if the rebate is included in the deal or select **No** if the rebate is not included in the deal. |
| **Promotion** | Enter, select or search for the promotion from the list. |
| **Division** | Enter the division number, select or search for the division name and number. |
| **Group** | Enter the group number, select or search for the group name and number from the list. |
| **Department** | Enter the department number, select or search for the department name and number from the list. |
| **Class** | Enter the class number, select or search for the class name and number from the list. |
| **Subclass** | Enter the subclass number, select or search for the subclass name and number from the list. |
| **Item** | Enter the item number, or search by using the search icon. |
| **Chain** | Enter the chain number, select or search for the chain name and number from the list. |
| **Area** | Enter the area number, select or search for area name and number from the list. |
| **Region** | Enter the region number, select or search for the region name and number from the list. |
| **District** | Enter the district number, select or search for the district name and number from the list. |
| **Location** | Enter the location number, select or search for the location name and number from the list. |

*Figure 6–41 Search Section in Advanced Search Mode*




2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The deals that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Done** to close the window.

## Results

The Results section lists the retrieved deals.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

*Figure 6–42 Results - Actions Menu and Icons*

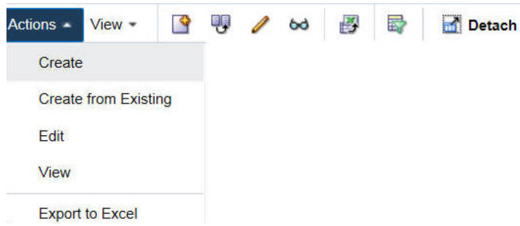



*Table 6–27 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create a deal by clicking **Create** from the Actions menu or by clicking the Create icon .<br>For more information on creating a deal, see the Creating a Deal section. |
| Create from Existing icon | You can create from a existing deal by clicking **Create from Existing** from the Actions menu or by clicking the Create from Existing icon .<br>For more information on create from existing deal, see the Creating from an Existing Deal section. |
| Edit and Edit icon | You can edit a deal by clicking **Edit** from the Actions menu or by clicking the Edit icon .<br>For more information on editing a deal, see the Editing a Deal section. |
| View and View icon | You can view a deal by clicking View from the Actions menu or by clicking the View icon .<br>For more information on viewing a deal, see the Viewing a Deal section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |

## Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–43 Results - View Menu*

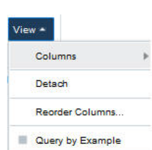



*Table 6–28 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon . |

*Table 6–28 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon . |

## Deal Search Toolbar

The toolbar contains the following icons and buttons.

*Table 6–29 Deal Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Creating a Deal

To create a deal, follow the steps below.

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. From the Actions menu, select **Create** or click the Create icon . The Create Deal window appears.

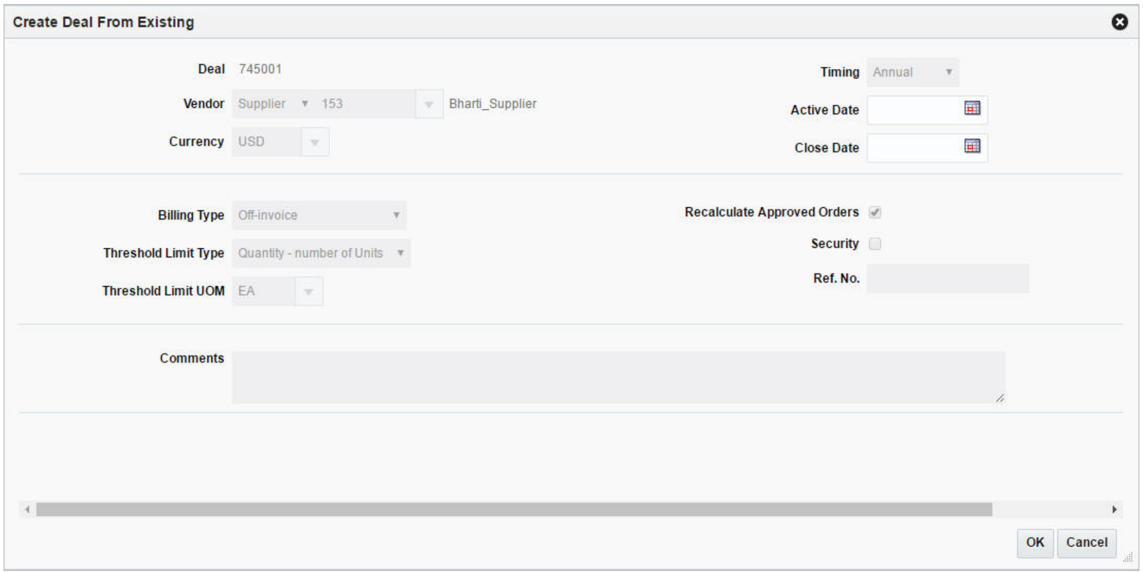
   For more information on how to create a deal, see the Creating a Deal section

## Creating from an Existing Deal

To create a deal from an existing deal, follow the steps below.

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. From the Actions menu, select **Create from Existing** or click the Create from Existing icon . The Create from Existing window appears.

***Figure 6–44 Create From Existing Window***




3. Click **OK** to create a deal from an existing deal.
4. Click **Cancel** to return to Deal Search window.

## Editing a Deal

To edit a deal, follow the steps below.

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. Select the deal you want to edit.
3. Select **Actions > Edit**, or click the Edit icon. The Deal window appears in Edit mode.
4. Make the necessary changes and click **Done** to save the changes.

## Viewing a Deal

To view a deal, follow the steps below.

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Deal**. The Deal Search window appears.
2. Enter additional criteria as desired to make the search more restrictive.
3. Select the deal you want to view.
4. Click **Done** to close the window.

## Submitting a Deal

You can submit a deal when a deal is created and the deal is in Worksheet status.

To submit a deal:

1. From the Tasks menu, select **Orders** > **Deals > Manage Deal**. The Deal Search window appears.

2. In the Status field, select the deal in **Worksheet** status and click **Search**.

   The deals that are in **Worksheet** status are displayed in a table in the Results section.

3. Select the deal that you wish to submit.
4. Select **Actions** > **Edit** or click the Edit icon. The Deal window appears.
5. Click **Submit**. The deal status changes to **Submitted**.
6. Click **Save** to save your changes or click **Save and Close** to save and close the window.
7. Click **Cancel** to discard the changes and close the window.

## Approving a Deal

The status of a deal changes as it passes through an approval process. Depending on your user role, you can change the status of a deal. The status can be Worksheet, Submitted, Approved, Rejected, or Closed. A deal is not effective until it is approved.

To approve a deal:

1. From the Tasks menu, select **Orders** > **Deals > Manage Deal**. The Deal Search window appears.
2. In the Status field, select the deal in **Submitted** status and click **Search**.

   The deals that are in **Submitted** status are displayed in a table in the Results section.

3. Select the deal that you wish to approve.
4. Select **Actions** > **Edit** or click the Edit icon. The Deal window appears.
5. Click **Approve**. The deal status changes to **Approved**.
6. Click **Save** to save your changes or click **Save and Close** to save and close the window.
7. Click **Cancel** to return to the Deal Search window.

## Rejecting a Deal

To reject a deal:

1. From the Tasks menu, select **Orders** > **Deals > Manage Deal**. The Deal Search window appears.
2. In the Status field, select the deal in Submitted status and click **Search**.

   The deals that are in Submitted status are displayed in a table in the Results section.

3. Select the deal that you wish to reject.
4. Select **Actions** > **Edit** or click the Edit icon. The Deal window appears.
5. Click **Reject**. The status changes to **Reject**.
6. Click **Save** to save your changes or click **Save and Close** to save and close the window.
7. Click **Cancel** to return to the Deal Search window.

# Creating a Fixed Deal

The Fixed Deal window allows you to define the following deal specific information:

- Deal details
- Merchandise hierarchy against which deal can be claimed
- Location information at which deal can be claimed
- Promotion Details against which supplier has negotiated the deal

You can also define the terms and fulfillment that is negotiated with the vendor. This information can be entered through Proof of Performance window which is displayed by clicking **the Proof of Performance** button on the Fixed Deal window.

With fixed deals, your organization receives payments from vendors in return for mentioning their products in promotions or for displaying their products on prime shelf space. Fixed deal payments can be claimed from the vendor either periodically or all at once.

You can create fixed deals and set up a collection schedule, from which you can make claims against the vendor and receive payments.

Fixed deals are typically created in Active status; however, you can create a fixed deal in Inactive status. For deals with Inactive status claims are put on hold.

The Fixed Deal Report provides you with information about active claims. Claim information for inactive fixed deals is not included in the report.

> **Note:** You can also create a fixed deal by clicking **Create** in the Actions menu, or by clicking the Create icon on the Fixed Deal Search window.

The Fixed Deal window includes the following sections:

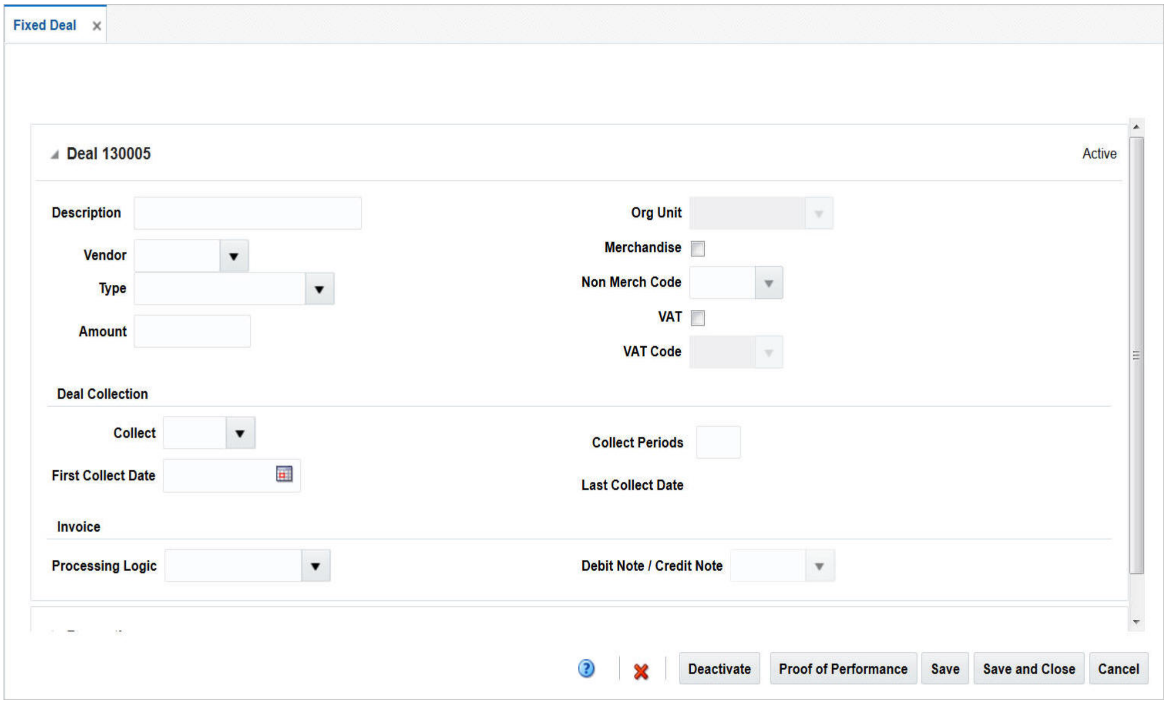
- Fixed Deal Header
  - Deal Collection
  - Invoice
- Merchandise Hierarchyy

  If the deal is associated to the merchandise hierarchy, then the Merchandise Hierarchy section appears.

  - Locations

    This section appears if you select **Merchandise** in the Deal header section.
- Promotions
- Fixed Deals Toolbar

*Figure 6–45 Fixed Deal Window*




## Fixed Deal Header

The Fixed Deal Header includes the following fields.

*Table 6–30 Fixed Deal Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays Fixed Deal ID to the top left of the head container. The Deal Status is displayed to the top right of the head container.<br>This field contains the deal number by default. |
| **Description** | Enter a description of the fixed deal. |
| **Vendor** | Select or search for the type of fixed deal vendor. |
| **Type** | Select the type of payment. |
| **Amount** | Enter the payment amount from the supplier. |
| **Org Unit** | Enter, select or search for an organizational ID. |
| **Merchandise** | If the deal is associated to the merchandise hierarchy, select the Merchandise check box. For more information on Merchandise Hierarchy, see Merchandise Hierarchy. |
| **Non Merch Code** | Enter, select or search for the non merchandise code.<br>The Non Merch field is required only if the Merchandise check box is not selected. |
| **VAT** | If VAT is included in the deal, select the **VAT** check box. |
| **VAT Code** | Enter, select or search for the VAT code to apply to the fixed deal. |

*Table 6–30 (Cont.) Fixed Deal Header - Fields and Description*

| Fields | Description |
|---|---|
| **Deal Collection** section: | |
| **Collect** | Select how often payment for the fixed deal is collected from the supplier.<br>If you select Date in the Collect field, the number of collection period is always one. |
| **First Collect Date** | Enter the date, or click the calendar icon and select the date. The date of the collection of the first amount decided as part of the fixed deal. |
| **Deal Collection** section: | |
| **Collect Periods** | Enter the number of collection periods. |
| **Last Collect Date** | If you enter the date in the First Collect Date field, the Last Collect Date field is displayed by default.<br>The number of times the collection date is to be repeated after the First Collect Date. On each collection date an invoice may be raised based on the invoicing options selected for the deal. |
| **Invoice** section: | |
| **Processing Logic** | Select how invoices are created for the fixed deal. The options of creating invoices are: Automatic, Manual, No Invoice Processing depending on the option selected. |
| **Debit Note/Credit Note** | Select whether you want to send a Debit or Credit Note request to the supplier. |

## Merchandise Hierarchy

The merchandise hierarchy allows you to create the relationships that are necessary in order to support the product management structure of a company. You can assign a buyer and merchandiser at the division, group, and department levels of the merchandise hierarchy. You can also link a lower level to the next higher level. For example, you can indicate which group a department belongs to or which division a group belongs to.

The location section appears if you select **Merchandise** in the Deal header section.

### Merchandise Hierarchy - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–46 Merchandise Hierarchy - Actions Menu and Icons*

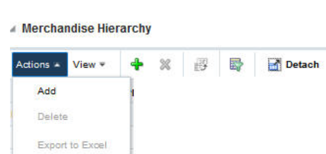


*Table 6–31 Merchandise Hierarchy - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add merchandise hierarchy by clicking **Add** from the Actions menu or by clicking the Add icon. For more information on adding a merchandise hierarchy, see the Adding Merchandise Hierarchy section. |
| Delete and Delete icon | You can delete merchandise hierarchy, by clicking **Delete** from the Actions menu or by clicking the Delete icon. For more information on deleting a merchandise hierarchy, see the Deleting Merchandise Hierarchy section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Merchandise Hierarchy - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–47 Merchandise Hierarchy - View Menu*

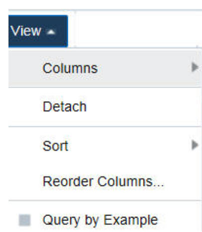



*Table 6–32 Merchandise Hierarchy - View Menu/Icons and Description*

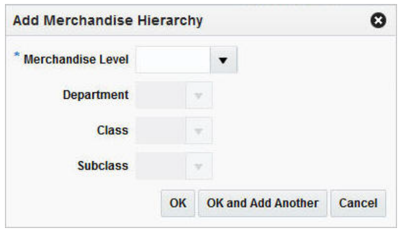
| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Adding Merchandise Hierarchy

To add merchandise hierarchy:

1. In the Fixed Deal window, go to Merchandise Hierarchy section.
2. From the Actions menu, select **Add** or click the Add icon. The Add Merchandise Hierarchy window appears.

*Figure 6–48 Add Merchandise Hierarchy Window*




3. In the **Merchandise Level** field, click the merchandise level list and select the merchandise level that the deal applies to. This field is a required field.
4. In the **Department** field, select or search for the department.
5. In the **Class** field, select or search for a class.
6. In the **Subclass** field, select or search for a subclass.
7. Then choose one of the following options.
   - Click **OK** to save any changes and close the window.
   - Click **OK and Add Another** to add additional merchandise hierarchies.
   - Click **Cancel** to discard the changes and close the window.

### Deleting Merchandise Hierarchy

To delete merchandise hierarchy:

1. Select the merchandise hierarchy you want to delete.
2. From the Actions menu, select **Delete** or click the Delete icon ✖.

   You are prompted to delete the record.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Locations

The Locations section allows you to indicate at which locations the deal is effective.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–49 Locations - Actions Menu and Icons*

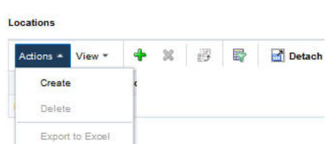


*Table 6–33 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can add locations by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on adding locations, see the Creating Locations to a Fixed Deal section. |
| Delete and Delete icon | You can delete locations, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting locations, see the Deleting Locations section. |
| Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by clicking the Export to Excel option from the Actions menu or by clicking the Export to Excel icon. |

## Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–50 Locations - View Menu*

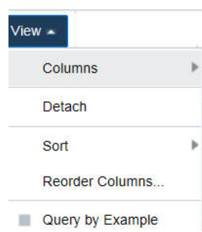



*Table 6–34 Locations - View Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Creating Locations to a Fixed Deal

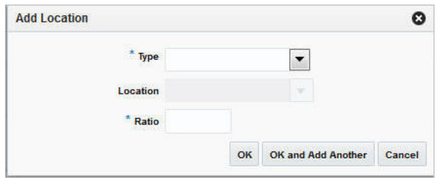
You can create locations when a fixed deal is created in the Fixed Deal window.

To create the locations to a fixed deal:

1. In the Fixed Deal window, go to Locations section.

2. From the Actions menu after entering the header details, click **Create** or click the Create icon. The Add Locations window appears.

***Figure 6–51 Add Locations Window***




3. In the **Type** field, select the location type you want to add to the fixed deal. This field is a required field.
4. In the **Location** field, enter, select or search for the location. You can also search for a location through Basic or Advanced search.
5. In the **Ratio** field, indicate what percentage of fixed deal the location contributes.
6. Then choose one of the following options.
   - Click **OK** to add the location to the table and close the window.
   - Click **OK and Add Another** to add additional locations.
   - Click **Cancel** to reject all entries and close the window.

### Deleting Locations

To delete locations:

1. Select the locations you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the locations.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Promotions

The Promotions window allows you to associate a fixed deal with promotions. You can attach multiple promotions to a fixed deal. The promotion is set up in the pricing system and can then be attached to the fixed deal.

### Promotions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 6–52 Promotions - Actions Menu and Icons***

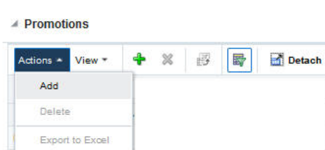


*Table 6–35 Promotions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add promotions by clicking **Add** from the Actions menu or by clicking the Add icon. For more information on adding promotions, see the Adding Promotions to a Fixed Deal section. |
| Delete and Delete icon | You can delete promotions, by clicking **Delete** from the Actions menu or by clicking the Delete icon. For more information on deleting promotions, see the Deleting Fixed Deal Promotions section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Promotions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–53 Promotions - View Menu and Icons*

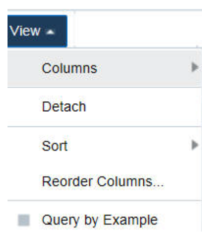



*Table 6–36 Promotions - View Menu/ Icons and Description*

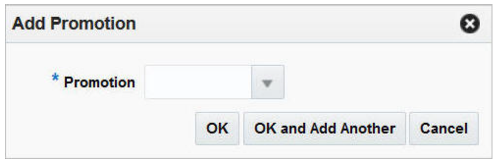
| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Adding Promotions to a Fixed Deal

To add promotions to a fixed deal:

1. In the Fixed Deal window, go to Promotions section.
2. From the Actions menu, click **Add** or click the Add icon. The Add Promotions window appears.

***Figure 6–54 Add Promotions Window***




3. In the **Promotion** field, enter, select or search for a promotion. You can also search for promotions through Basic or Advanced search.
4. Then choose one of the following options.
   - Click **OK** to add the promotion to the table and close the window.
   - Click **OK and Add Another** to add additional promotions.
   - Click **Cancel** to reject all entries and close the window.

### Deleting Fixed Deal Promotions

To delete fixed deal promotions:

1. Select the fixed deal promotions you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the record.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Fixed Deals Toolbar

The toolbar contains the following icons and buttons.

***Figure 6–55 Fixed Deal Toolbar***

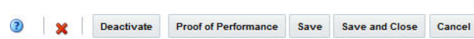



***Table 6–37 Fixed Deal Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete the fixed deal by clicking the Delete icon. |
| **Deactivate** button | You can deactivate a fixed deal by clicking the **Deactivate** button. |
| **Activate** button | You can **Activate** a fixed deal bu clicking the Activate button. |
| **Proof of Performance** button | You can access the Terms Definition and Fulfillment sections by clicking the Proof of Performance button.<br>For information on Terms Definition and Fulfillment, see the Fixed Deal - Terms Definition and the Fixed Deal - Fulfillment section. |
| **Save** button | Click **Save** to save the created fixed deal. |
| **Save and Close** button | Click **Save and Close** to save the deal an close the Fixed Deal window. |

*Table 6–37 (Cont.) Fixed Deal Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** button | Click **Cancel** to reject the deal and close the Fixed Deal window. |

## Fixed Deal - Terms Definition

The Terms Definition section is used to define proof of performance terms for a given fixed deal. These terms are defined by the deal partner that offers the deal.

### Fixed Deal Terms Definition - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 6–56 Fixed Deal Terms Definitions - Actions Menu and Icons*


*Table 6–38 Fixed Deal Terms Definition - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add terms definition by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on adding terms definition, see the Adding Fixed Deal Terms Definition section. |
| Edit and Edit icon | You can edit terms definition by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing terms definition, see the Editing Fixed Deal Proof of Performance Terms Definition section. |
| Delete and Delete icon | You can delete terms definition, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information on deleting terms definition, see the Deleting Fixed Deal Proof of Performance Terms Definition section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Fixed Deal Terms Definition - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–57 Fixed Deal Terms Definition - View Menu*

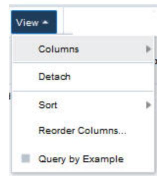



*Table 6–39 Fixed Deal Terms Definition - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

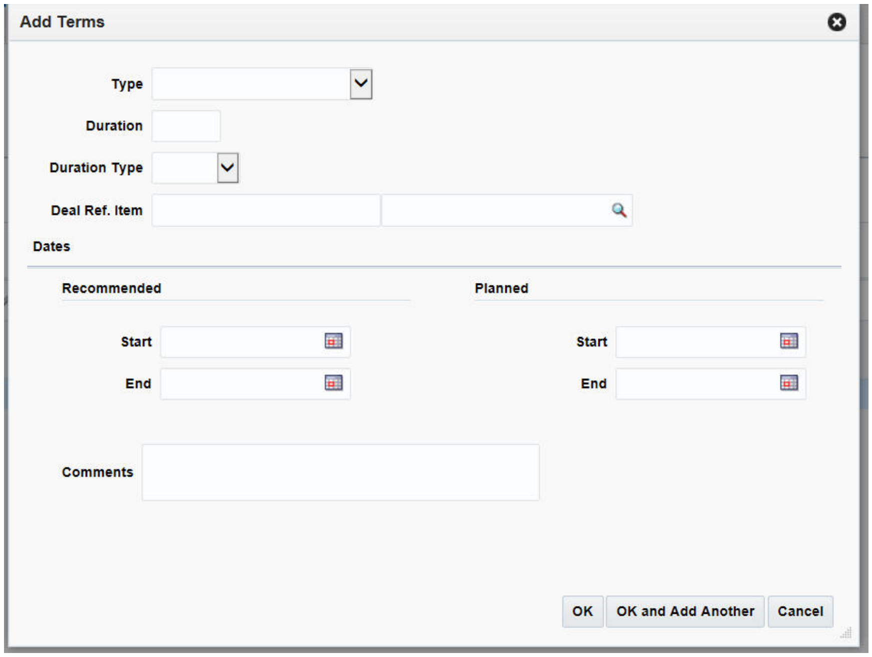
## Adding Fixed Deal Terms Definition

To add fixed deal terms definition:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Fixed Deal**. The Fixed Deal window appears.
2. Click **Proof of Performance**.

   The Proof of Performance window appears which includes the Terms Definition and Fulfillment sections.
3. From the Actions menu, click **Add** or click the Add icon. The Add Terms window appears.

***Figure 6–58 Add Terms Window***




4. In the **Type** field, select what must be done to comply with the terms of the deal.
5. In the **Duration** field, enter the duration for which the terms will be valid.
6. In the **Duration Type** field, select the period of time that you have to comply to the terms of the deal.
7. In the **Deal Ref. Item** field, enter the deal reference item or search for and select the deal reference item.
8. In the **Recommended Start** and **End** date fields, enter the vendor's recommended start and end dates or click the calendar icon and select the dates.
9. In the **Planned Start** and **End** date fields, enter the date you intend to start and end complying or click the calendar icon and select the dates.
10. In the Comments field, add a comment if necessary.
11. Then choose one of the following options.
    - Click **OK** to the terms and close the window.
    - Click **OK and Add Another** to add additional terms.
    - Click **Cancel** to reject all entries and close the window.

## Editing Fixed Deal Proof of Performance Terms Definition

To edit proof of performance terms definition:

1. Select the proof of terms definition you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon.

   The Edit Terms window appears.
3. Edit the enabled fields as necessary.
4. Click **OK** to save the changes.

### Deleting Fixed Deal Proof of Performance Terms Definition

To delete proof of performance terms definition:

1. Select the proof of performance you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon.

   You are prompted to delete the proof of performance term.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Fixed Deal - Fulfillment

The Fixed Deal Fulfillment section is used to record or view proof of performance term fulfillment for a fixed deal.

Recording the fulfillment of these terms is a manual process and no fulfillment is calculated from other merchandising transactions.

An example: A supplier may define a proof of performance stating: "In order to qualify for the deal, the retailer needs to promote the item by displaying it on an end cap for 28 days." You may want to enter the start and end dates of the display period and/or promotion as a proof of performance fulfillment requirement.

### Fixed Deal Fulfillment - Actions Menu and Icons

*Figure 6–59 Fixed Deal Fulfillment - Actions Menu and Icons*

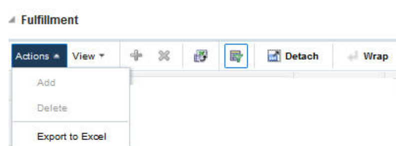



*Table 6–40 Fixed Deal Fulfillment - Actions Menu/Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add fulfillment by clicking **Add** from the Actions menu or by clicking the Add icon. For more information on adding fulfillment, see the Adding Fixed Deal Proof of Performance Fulfillment section. |
| Delete and Delete icon | You can delete fulfillment, by clicking **Delete** from the Actions menu or by clicking the Delete icon. For more information on deleting terms definition, see the Deleting Fixed Deal Proof of Performance Fulfillment section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Fixed Deal Fulfillment - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–60 Fixed Deal Fulfillment - View Menu*

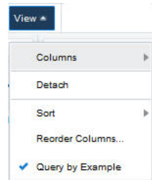



*Table 6–41 Fixed Deal Fulfillment - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |
| Query by Example | You can filter the fulfillment by one of multiple column values by clicking the query by example icon . |

## Adding Fixed Deal Proof of Performance Fulfillment

To add fixed deal proof of performance fulfillment:

1. From the Tasks menu, select **Orders** > **Deals** > **Create Fixed Deal**. The Fixed Deal window appears.
2. Click **Proof of Performance**.

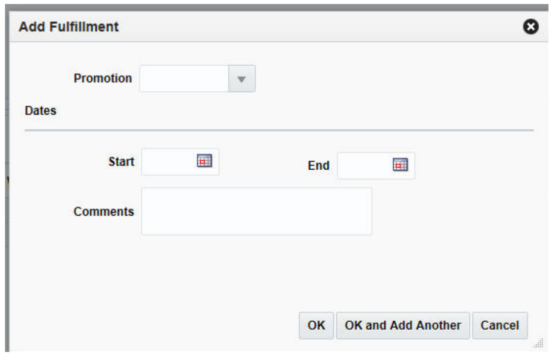
   The Proof of Performance window appears which includes the Terms Definition and Fulfillment sections.

   > **Note:** You can add fulfillment only if you add terms definition.

3. From the Actions menu, click **Add** or click the Add icon .

   The Add Fulfillment window appears.

*Figure 6–61 Add Fulfillment Window*




4. In the Promotion field, enter, select or search for a promotion.
5. In the Dates area:
   - In the **Start Date** field, enter the start date of the promotion, or click the calendar icon and select a date.
   - In the **End Dat**e field, enter the end date of the promotion, or click the calendar icon and select a date.
6. Then choose one of the following options.
   - Click **OK** to the fulfillment and close the window.
   - Click **OK and Add Another** to add fulfillments.
   - Click **Cancel** to reject all entries and close the window.
7. Click **Save** to save your changes or click **Save and Close** to save and close the window.

### Deleting Fixed Deal Proof of Performance Fulfillment

To delete fixed deal proof of performance fulfillment:

1. Select the proof of performance you want to delete.
2. From the Actions menu, click **Delete** or click the Delete icon .

   You are prompted to delete the proof of performance fulfillment.
3. Click **Yes** to confirm deletion.
4. Click **Cancel** to retain the record.

## Managing a Fixed Deal

The Manage Fixed Deals option opens the Fixed Deal Search window. Managing a fixed deal involves performing one or more of the following tasks:

- Searching for a fixed deal
- Creating a fixed deal
- Editing a fixed deal
- Viewing a fixed deal

On clicking the Manage Fixed Deal link by selecting **Orders** > **Deals** > **Manage Fixed Deal**, the Fixed Deal Search window appears.

In the Fixed Deal Search window you can search, add, create, view, export to Excel, query by example, and detach deals. You can also create deals for items on a specific purchase order.

The Fixed Deal Search window includes the following sections:

- Search

  For more information on the Fixed Deal Search window, see the Searching for a Fixed Deal section.
- Results
- Fixed Deal Search Toolbar

***Figure 6–62 Fixed Deal Search Window***

## Searching for a Fixed Deal

To search for a fixed deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Fixed Deal**. The Fixed Deal Search window appears.
2. You can search a fixed deal by providing search criteria in the search section. The criteria can be provided either Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching For a Fixed Deal Through the Basic Search Criteria

To search for a fixed deal through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 6–42 Fixed Deal Search - Basic Search Criteria and Description*

| Search Field | Description |
|---|---|
| Match | You can match your search criteria by selecting All or Any radio button.<br>▪ **All** - Only deals matching all entered search criteria are shown.<br>▪ **Any** - Deals matching each entered search criteria are shown. |
| **Deal** | Enter the deal ID. |
| **Description** | Enter the description of the deal. |
| **Deal Type** | This is the reason for the payment and does not drive any functionality. However, it allows the quick grouping of fixed deals for custom reporting. The options are: Cancel Allowance, Allowance Non Performance, Display Allowance, Early Buy Allowance, New Discount, New Warehouse, Lump Sum, New Item Allowance, Slotting Allowance, New Distribution Allowance, Advertising Allowance, Other Allowance, Scan Based Allowance. |
| **Status** | Select the status of the deal. The options are: Active and Inactive. |
| **Partner** | Enter, select or search for the type of partner for which you are creating the fixed deal. |
| **Supplier** | Enter, select or search for the supplier ID for which you want to create a fixed deal. |
| **First Collect Date** | Enter the date, or click the Calendar icon and select the date. |
| **Last Collect Date** | Enter the date, or click the Calendar icon and select the date. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The fixed deals that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching a Fixed Deal Through the Advanced Search Criteria

To search a fixed deal through the advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The fixed deals that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Results

The Results section lists the retrieved fixed deals.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 6–63 Results - Actions Menu and Icons***

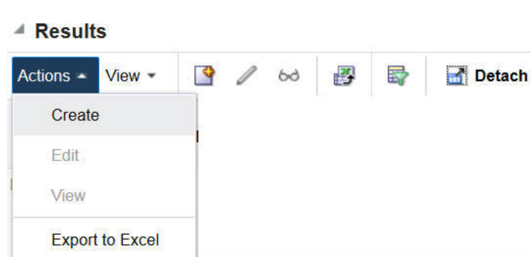


*Table 6–43 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create a fixed deal by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating a fixed deal, see the Creating a Fixed Deal section. |
| Edit and Edit icon | You can edit a fixed deal by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a fixed deal, see the Editing a Fixed Deal section. |
| View and View icon | You can view a fixed deal by clicking View from the Actions menu or by clicking the View icon.<br>For more information on viewing a fixed deal, see the Viewing a Fixed Deal section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–64 Results - View Menu and Icons*

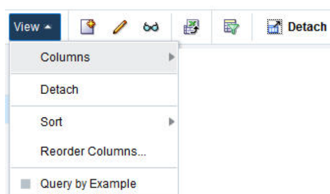



*Table 6–44 Manage Fixed Deal Results Section - View Menu and Description*

| View Menu List | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Fixed Deal Search Toolbar

The toolbar contains the following icons and buttons.

*Table 6–45 Fixed Deal Search Toolbar - Icons/Buttons and Description*

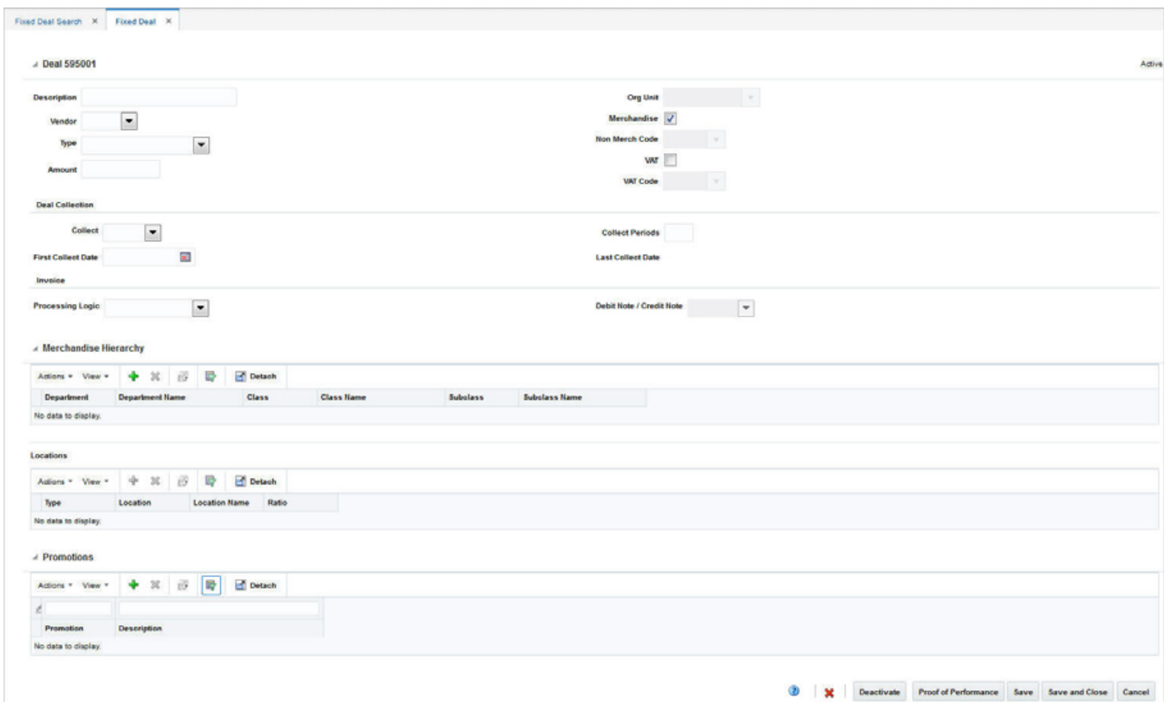
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Creating a Fixed Deal

To create a fixed deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Fixed Deal**. The Fixed Deal Search window appears.
2. From the Actions menu, select **Create** or click the Create icon . The Fixed Deal widow appears.

*Figure 6–65 Fixed Deal Window*



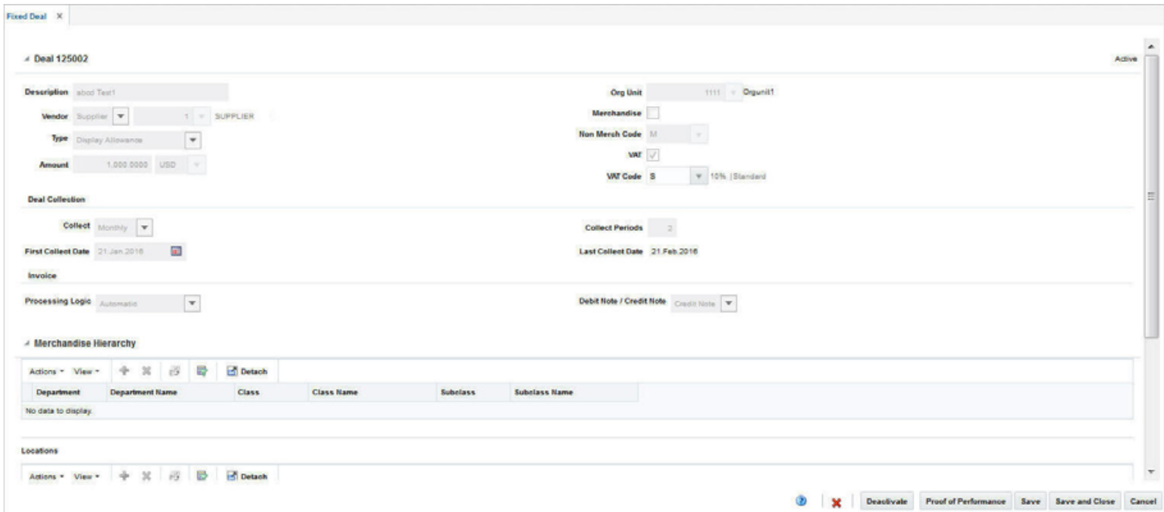

For more information on how to create a fixed deal, see the Creating a Fixed Deal section.

## Editing a Fixed Deal

To edit a Fixed deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Fixed Deal**. The Fixed Deal Search window appears.
2. Select the deal you want to edit.
3. From the Actions menu, select **Edit** or click the Edit icon . The Fixed Deal window appears.

*Figure 6–66 Fixed Deal Window in Edit Mode*



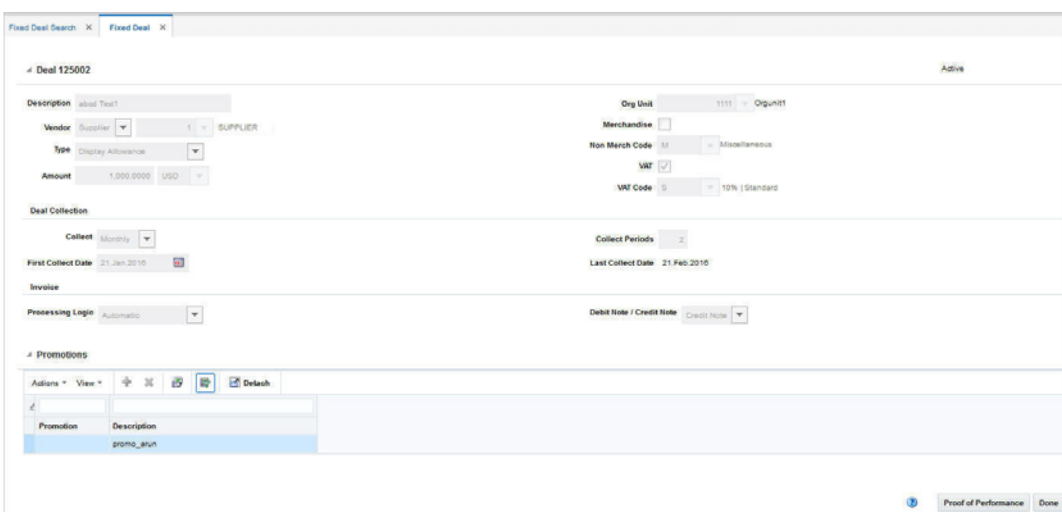

4. Make the necessary changes and click **Save** to save the changes.

## Viewing a Fixed Deal

To view a fixed deal:

1. From the Tasks menu, select **Orders** > **Deals** > **Manage Fixed Deal**. The Fixed Deal Search window appears.
2. Enter additional criteria as desired to make the search more restrictive.
3. Select the deal you want to view.
4. From the Actions menu, select **View** or click the View icon. The Fixed Deal window appears.

*Figure 6–67 Fixed Deal Window in View Mode*




5. Click **Done** to close the window.

# Managing a Fixed Deal

To manage a fixed deal use the Actions menu, View menu and icons in the Merchandise Hierarchy section.

You can access the Terms Definition and Fulfillment sections by clicking the Proof of Performance button. For information on Terms Definition and Fulfillment of a fixed deal, see the Fixed Deal - Terms Definition and the Fixed Deal - Fulfillment section.

## Merchandise Hierarchy Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 6–68 Merchandise Hierarchy Table - Actions Menu and Icons***

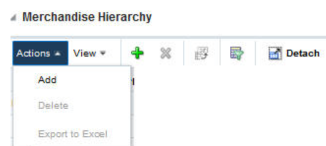



***Table 6–46 Merchandise Hierarchy Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add, Create, Add and Create icon | You can add merchandise hierarchy and create locations by clicking **Add** or **Create** from the Actions menu or by clicking the Add or Create icon.<br>For more information, see the following sections:<br>■ Adding Merchandise Hierarchy<br>■ Creating Locations to a Fixed Deal<br>■ Adding Promotions to a Fixed Deal |
| Delete and Delete icon | You can delete merchandise hierarchy and locations, by clicking **Delete** from the Actions menu or by clicking the Delete icon.<br>For more information, see the following sections:<br>■ Deleting Merchandise Hierarchy<br>■ Deleting Locations<br>■ Deleting Fixed Deal Promotions |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Merchandise Hierarchy Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 6–69 Merchandise Hierarchy Table - View Menu*

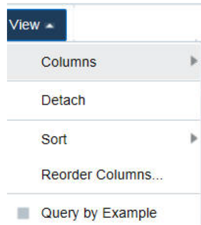



*Table 6–47 Merchandise Hierarchy Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon . |

# 7 Cost

Cost Management refers to the procedure of maintaining the cost of the different items that are used in the retailer's setup and allow the user to manage any cost changes that occur during the lifecycle of these items.

You can manage cost changes in two different ways:

- Changing Costs by Item

  The Cost Change by Item option is used when a cost change needs to be defined at the item/supplier/country of sourcing level.

- Changing Costs by Location

  The Cost Change by Location option is used when a cost change needs to be defined at the item/supplier/country of sourcing/location level.

## Changing Costs by Item

The initial cost of an item is established at item set-up. The cost of an item can be adjusted in the item record till the item is approved. Any cost changes past that will need to be handled through the cost change windows.

When submitted through EDI, you review the cost change, then submit the cost change for approval.

When entered manually, you enter the cost change, an event description, an effective date and a reason code. Then you can submit the cost change for approval.

---

**Note:** You cannot create a cost change for a transformed sellable item.

---

After you approve the cost change, the item/supplier cost record is updated and any outstanding purchase orders that have not been received are recalculated, based on the updated cost.

You can access the Cost Change by Item window in different ways:

1. From the Tasks menu, select **Cost > Create Cost Change by Item**. The Cost Change by Item window appears.

You can also access the Cost Change by Item window through the Cost Change Search.

1. From the Tasks menu, select **Cost > Manage Cost Changes.** The Cost Change Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. In the Results section, select a cost change.
5. Select **Actions > Edit,** or use the Edit icon. The Cost Change by Item window appears.

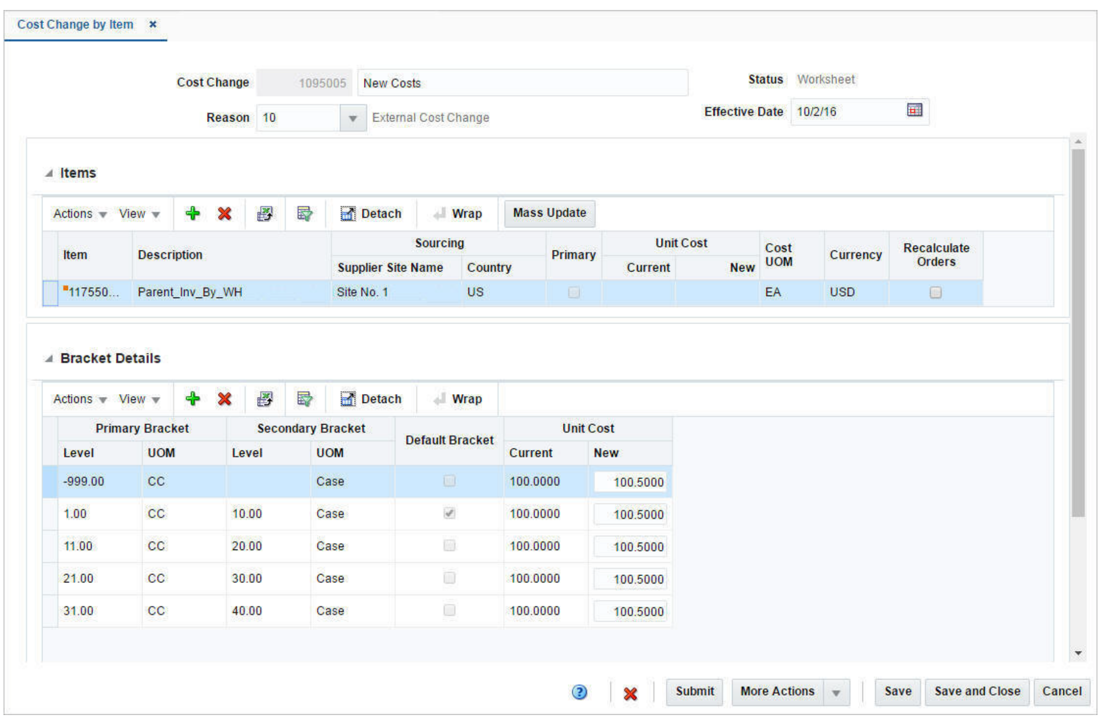
Additionally, you can access the Cost change through the Item Search window.

1. From the Tasks menu, select **Items > Manage Items.** The Item Search window appears.
2. Search for the desired item.
3. In the Results section, select a record.
4. Then select **Actions > Cost Change**, or use the **Cost Change** button. The Cost Change by Item window appears.

The window includes the following sections:

- Header
- Items
- Bracket Details
- Cost Change by Item Toolbar

***Figure 7–1 Cost Change by Item Window***




## Header

The cost change header section includes the following fields.

*Table 7–1 Cost Change Header - Fields and Description*

| Fields | Description |
|---|---|
| **Cost Change** | Enter a description for the cost change.<br>This field contains the cost change number by default. |
| **Reason** | Enter, select or search for the reason for the cost change. |
| **Status** | The cost change status is displayed. |
| **Effective Dat**e | Enter the date on which the cost changes become effective, or use the Calendar icon to select a date. |

## Items

In the Items section you can add, delete and mass update items for the cost change.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 7–2 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an item by clicking **Add** from the Actions menu or clicking the Add icon .<br>For more information on adding an item, see the Adding Items to a Cost Change section. |
| Delete and Delete icon | You can delete items using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |
| **Mass Update** button | Opens the Mass Update window.<br>For more information about the mass update function, see the Mass Update section. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 7–3 Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 7–3 (Cont.) Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Bracket Details

The Bracket Details section is only available, if bracket costing is applicable. The table contains the bracket details for the highlighted item for a supplier that supports bracket costing.

For items with brackets defined, the old unit cost and the new unit cost information is shown in the Bracket Details section and not in the Items section.

For items with no brackets defined, the cost information is displayed in the Item section and the Bracket Details section remains collapsed.

### Bracket Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 7–4 Bracket Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a bracket by clicking **Add** from the Actions menu or clicking the Add icon.<br>This option is only available, if there are already existing brackets set up in the system. You can add them to the current cost change.<br>A location may have multiple brackets linked to it, all of which are added when the location is added. You can delete one or more of the brackets. Later, you can add these brackets to the cost change again by using the Add option.<br>For more information on adding bracket details, see the Adding Bracket Details to a Cost Change section. |
| Delete and Delete icon | You can delete bracket details using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

*Table 7–4 (Cont.) Bracket Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Bracket Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 7–5 Bracket Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost Change by Item Toolbar

The toolbar contains the following icons and buttons.

*Table 7–6 Cost Change by Item Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete the cost change:<br>▪ Select the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The current cost change for the item(s) is deleted. |

**Table 7–6 (Cont.) Cost Change by Item Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| **Status** button | Use the Status button to change the status of the cost change for the item(s). Possible statuses are:<br>■ Worksheet<br>■ Submitted<br>■ Approved<br>■ Rejected<br>■ Extracted<br>■ Cancelled<br>■ Deleted |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Cost Change by Item window.<br>■ **Currency**<br>You can toggle between the currency of the supplier and the system's primary currency. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Creating Cost Changes by Item

Open the Cost Change or Cost Change by Item window:

From the Tasks menu, select **Cost > Cost Change by Item**. The Cost Change by Item window appears.

Additionally, you can access the Cost change through the Item Search window.

- From the Tasks menu, select **Items > Manage Items**. The Item Search window appears, search for the desired item.
- In the Results section, select **Actions** > **Cost Change** or use the **Cost Change** button. The Cost Change window appears.

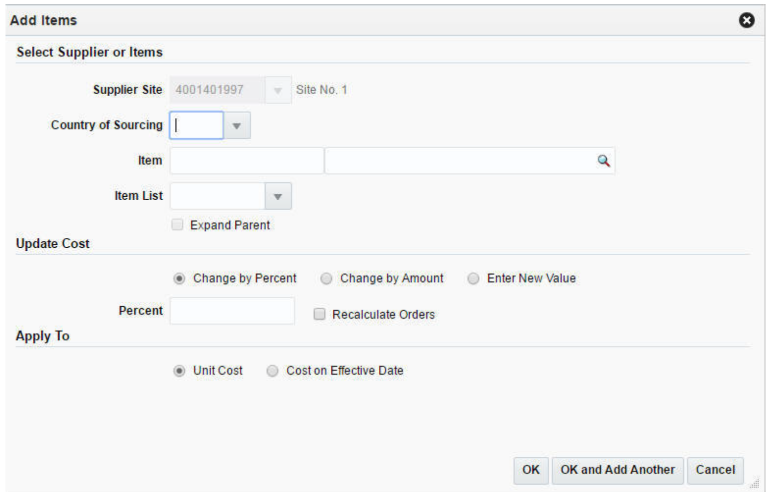
1. In the **Cost Change** field, enter a description for the change.
2. In the **Reason** field, enter, select or search for a reason code for the cost change.
3. In the **Effective Date** field, enter the effective date for the cost change, or use the Calendar icon to select a date.

### Adding Items to a Cost Change

To add items for a cost change, follow the steps below.

1. In the Cost Change or Cost Change by Item window, go to Items section.
2. Select **Actions > Add**, or use the Add icon. The Add Items window appears.

*Figure 7–2 Add Items Window*




3. In the Select Supplier or Items section, enter the following fields.
   a. In the **Supplier Site** field, enter, select or search for the supplier site.
   b. In the **Country of Sourcing** field, enter, select or search for the sourcing country.
   c. In the **Item** field, enter, select or search for the item.

      ---
      **Note:** If you have accessed the Cost Change window through the Item Search, the selected item is displayed in this field. You cannot change the item and the **Item List** field is disabled.

      ---
   d. In the **Item List** field, enter, select or search for the item list.
   e. Select the **Expand Parent** checkbox to indicate that all the child items linked with the selected parent item need to be added to the cost change.
4. In the Update Cost section, select one of the following radio buttons.
   a. Select **Change by Percent** to indicate the cost change in percent.

      The **Percent** field enables, enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   b. Select **Change by Amount** to indicate the cost change by a certain amount.

      The **Amount** field enables, enter the amount by which the cost changes. Use a negative symbol (-) before the amount to indicate a decrease in cost by amount. Then enter, select or search for the currency.
   c. Select **Enter New Value** to enter a new unit cost value for the item.

      The **New Value** field enables, enter the new cost of the item. The amount entered becomes the cost of all items selected for the cost change. Then enter, select or search for the currency.
   d. Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received based on the updated cost.
5. In the Apply To section, select the type of adjustment. Select either **Unit Cost** or **Cost on Effective Date**.

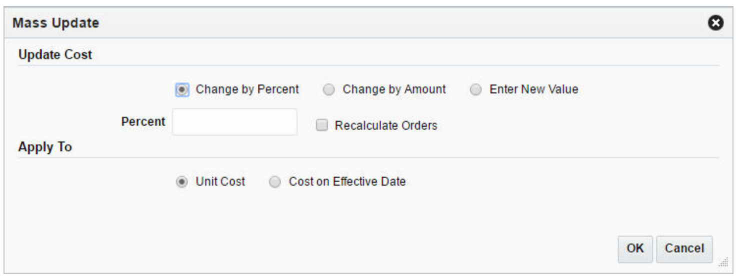
6. Then choose one of the following options.
   - Click **OK** to add the item.
   - Select **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

### Mass Update

Use the Mass Update option to apply the cost changes to the selected items in the table. To update the costs for multiple items, follow the steps below.

1. In the Cost Change or Cost Change by Item window, go to the Items section.
2. Mark the records you want to update in the table. Click the Mass Update button. The Mass Update window appears.

***Figure 7–3 Mass Update Window***




3. In the Update Cost section, select one of the following radio buttons.
   a. Select **Change by Percent** to indicate the cost change in percent.

      The **Percent** field enables, enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.

   b. Select **Change by Amount** to indicate the cost change by a certain amount.

      The **Amount** field enables, enter the amount by which the cost changes. Use a negative symbol (-) before the amount to indicate a decrease in cost by amount. Then enter, select or search for the currency.

   c. Select **Enter New Value** to enter a new unit cost value for the item.

      The **New Value** field enables, enter the new cost of the item. The amount entered becomes the cost of all items selected for the cost change. Then enter, select or search for the currency.

   d. Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received based on the updated cost.
4. In the Apply To section, select the type of adjustment. Select either **Unit Cost** or **Cost on Effective Date**.
5. Then choose one of the following options.
   - Click **OK** to add the changes for the selected items.
   - Click **Cancel** to reject all entries and close the window.

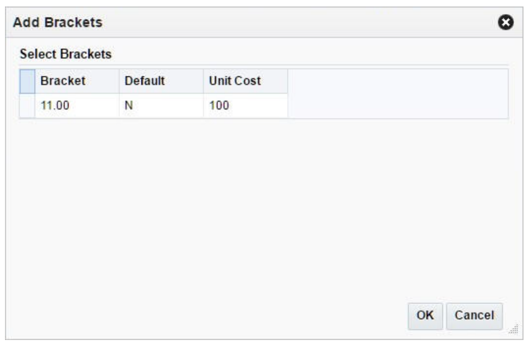
### Adding Bracket Details to a Cost Change

This option is only available, if there are already existing brackets set up in the system. A location may have multiple brackets linked to it, all of which are added when the location is added. You can delete one or more of the brackets. Later, you can add these deleted brackets again by using the Add option.

To add the bracket details of cost change:

1. In the Cost Change or Cost Change by Item window, go to the Bracket Details section.
2. Select **Actions > Add**, or click the Add icon. The Add Brackets window appears.

*Figure 7–4 Add Brackets Window*




3. Select one or more of these brackets to add them back to the current cost change.
4. Then choose one of the following option.
   - Click **OK** to add the brackets to the current cost change.
   - Click **Cancel** to close the window.

## Changing Costs by Location

The Cost Change by Location option is used when a cost change needs to be defined at the item/supplier/country of sourcing/location level.

When submitted through EDI, you review the cost change, then submit the cost change for approval.

When entered manually, you enter the cost change, an event description, an effective date and a reason code. Then submit the cost change for approval.

> **Note:** You cannot create a cost change for a transformed sellable item.

After you have approved the cost change, the item/supplier cost record is updated and any outstanding purchase orders that have not been received are recalculated.

You can access the Cost Change by Item Window in different ways:

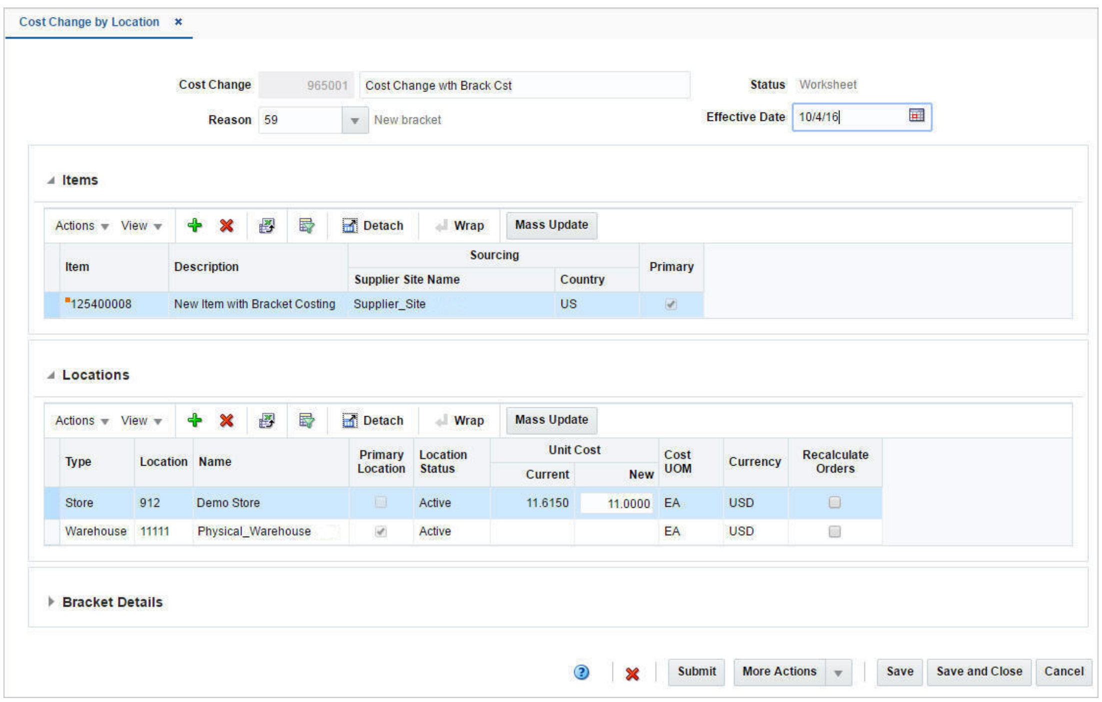
1. From the Tasks menu, select **Cost > Manage Cost Changes.** The Cost Change Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. In the Results section, select a cost change by location.
5. Select **Actions > Edit,** or use the Edit icon. The Cost Change by Location window appears.

The window includes the following sections:

- Header
- Items
- Locations
- Bracket Details
- Cost Change by Location Toolbar

***Figure 7–5 Cost Change by Location Window***




## Header

The cost change header section includes the following fields.

***Table 7–7 Cost Change Header - Fields and Description***

| Fields | Description |
|---|---|
| **Cost Change** | Enter a description for the cost change.<br>This field contains the cost change number by default. |
| **Reason** | Enter, select or search for the reason for the cost change. |
| **Status** | The cost change status is displayed by default. |
| **Effective Date** | Enter the date on which the cost changes become effective, or use the Calendar icon to select a date. |

## Items

In the Items section you can add, delete and mass update items for the cost change.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 7–8 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an item by clicking **Add** from the Actions menu or clicking the Add icon.<br>For more information on adding an item, see the Adding Items to a Cost Change section. |
| Delete and Delete icon | You can delete items using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |
| **Mass Update** button | Opens the Mass Update window.<br>For more information about the mass update function, see the Mass Update Items section. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 7–9 Items - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Locations

The Locations section contains the location details for the selected record in the Items section. You can add, delete and mass update locations for the cost change.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 7–10 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a location that has been initially removed from the cost change, since no new cost was specified.<br>When you create a cost change by location, any location for which no new cost is entered, is removed upon saving the cost change. The Add option allows you to add one or more of these locations back to the cost change.<br>If all valid locations for the item are already on the cost change, you receive a message that there are no additional locations to be added.<br>Add a location by clicking **Actions > Add** or by using the Add icon .<br>For more information on adding a location, see the Adding Locations to a Cost Change section. |
| Delete and Delete icon | You can delete locations using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |
| **Mass Update** button | Opens the Mass Update window.<br>For more information about the mass update function, see the Mass Update Locations section. |

### Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 7–11 Locations - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or by using the Detach icon . |

*Table 7–11 (Cont.) Locations - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Bracket Details

The Bracket Details section is only available, if bracket costing is applicable. The table contains the bracket details for the highlighted item for a supplier that supports bracket costing.

For items with brackets defined, the old unit cost and the new unit cost information is shown in the Bracket Details section and not in the Items section.

For items with no brackets defined, the cost information is displayed in the Item section and the Bracket Details section remains collapsed.

### Bracket Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 7–12 Bracket Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a bracket by clicking **Add** from the Actions menu or clicking the Add icon .<br>This option is only available, if there are already existing brackets set up in the system. You can add them to the current cost change.<br>A location may have multiple brackets linked to it, all of which are added when the location is added. You can delete one or more of the brackets. Later, you can add these brackets to the cost change again by using the Add option.<br>For more information on adding bracket details, see the Adding Bracket Details to a Cost Change section. |
| Delete and Delete icon | You can delete bracket details using the following steps:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |

*Table 7–12 (Cont.) Bracket Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Bracket Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 7–13 Bracket Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost Change by Location Toolbar

The toolbar contains the following icons and buttons.

*Table 7–14 Cost Change by Location Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete the cost change:<br>▪ Select the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The current cost change for the item(s) is deleted. |
| **Status** button | Use the Status button to change the status of the cost change for the location(s). Possible statuses are:<br>▪ Worksheet<br>▪ Submitted<br>▪ Approved<br>▪ Rejected<br>▪ Cancelled<br>▪ Extracted<br>▪ Deleted |

*Table 7–14 (Cont.) Cost Change by Location Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Cost Change by Item window.<br>■ **Currency**<br>You can toggle between the currency of the supplier and the system's primary currency. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Creating Cost Changes by Location

To create a cost change by location, follow the steps below.

Open the Cost Change or Cost Change by Item window:

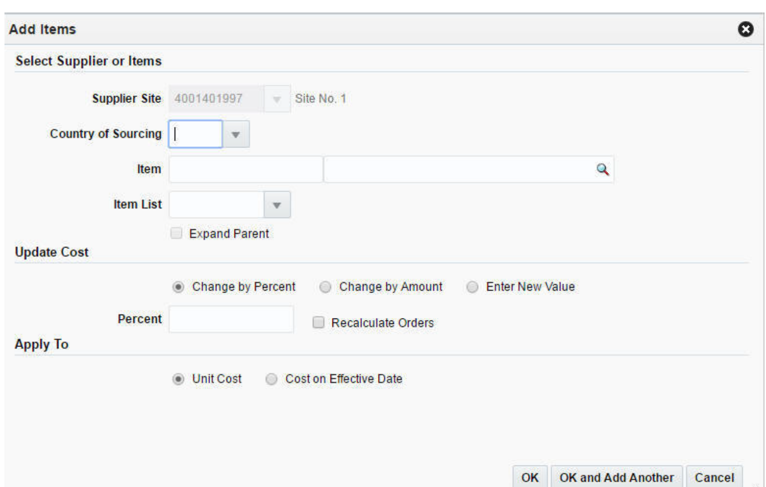
1. From the Tasks menu, select **Cost > Create Cost Change by Location**. The Cost Change by Location window appears.
2. In the **Cost Change** field, enter a description for the change.
3. In the **Reason** field, enter, select or search for a reason code for the cost change.
4. In the **Effective Date** field, enter the effective date for the cost change, or use the Calendar icon to select a date.

### Adding Items to a Cost Change

To add items to a cost change, follow the steps below.

1. In the Cost Change by Location window, go to the Items section.
2. Select **Actions > Add**, or use the Add icon. The Add Items window appears.

*Figure 7–6 Add items Window*




3. In the Select Supplier or Items section, enter the following fields.
   a. In the **Supplier Site** field, enter, select or search for the supplier site.

b. In the **Country of Sourcing** field, enter, select or search for the sourcing country.

c. In the **Item** field, enter, select or search for the item.

> **Note:** If you have accessed the Cost Change window through the Item Search, the selected item is displayed in this field. You cannot change the item and the **Item List** field is disabled.

d. In the **Item List** field, enter, select or search for the item list.

e. Select the **Expand Parent** checkbox to indicate that all the child items linked with the selected parent item need to be added to the cost change.

4. In the Update Cost section, select one of the following radio buttons.

   a. Select **Change by Percent** to indicate the cost change in percent.

   The **Percent** field enables, enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.

   b. Select **Change by Amount** to indicate the cost change by a certain amount.

   The **Amount** field enables, enter the amount by which the cost changes. Use a negative symbol (-) before the amount to indicate a decrease in cost by amount. Then enter, select or search for the currency.

   c. Select **Enter New Value** to enter a new unit cost value for the item.

   The **New Value** field enables, enter the new cost of the item. The amount entered becomes the cost of all items selected for the cost change. Then enter, select or search for the currency.

   d. Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received.

5. In the Apply To section, select the type of adjustment. Select either **Unit Cost** or **Cost on Effective Date**.

6. Then choose one of the following options.

   - Click **OK** to add the item.
   - Select **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

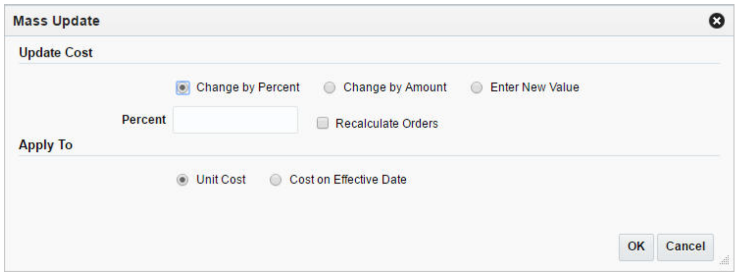
### Mass Update Items

Use the Mass Update option to apply the cost changes to the selected items in the table. To update the costs for multiple items, follow the steps below.

1. In the Cost Change by Location window, go to the Items section.

2. Mark the records you want to update in the table. Click the **Mass Update** button. The Mass Update window appears.

***Figure 7–7 Items - Mass Update Window***




3. In the Update Cost section, select one of the following radio buttons.

   a. Select **Change by Percent** to indicate the cost change in percent.

      The **Percent** field enables, enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.

   b. Select **Change by Amount** to indicate the cost change by a certain amount.

      The **Amount** field enables, enter the amount by which the cost changes. Use a negative symbol (-) before the amount to indicate a decrease in cost by amount. Then enter, select or search for the currency.

   c. Select **Enter New Value** to enter a new unit cost value for the item.

      The **New Value** field enables, enter the new cost of the item. The amount entered becomes the cost of all items selected for the cost change. Then enter, select or search for the currency.

   d. Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received.

4. In the Apply To section, select the type of adjustment. Select either **Unit Cost** or **Cost on Effective Date**.

5. Then choose one of the following options.

   - Click **OK** to add the changes for the selected items.
   - Click **Cancel** to reject all entries and close the window.

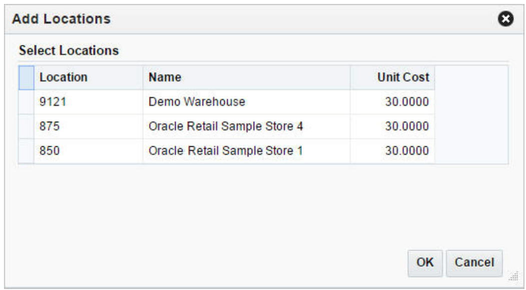
## Adding Locations to a Cost Change

To add the locations to a cost change:

1. In the Cost Change by Location window, go to the Locations section.

2. Select Actions > **Add**, or click the Add icon. The Add Locations window appears.

***Figure 7–8 Add Locations Window***



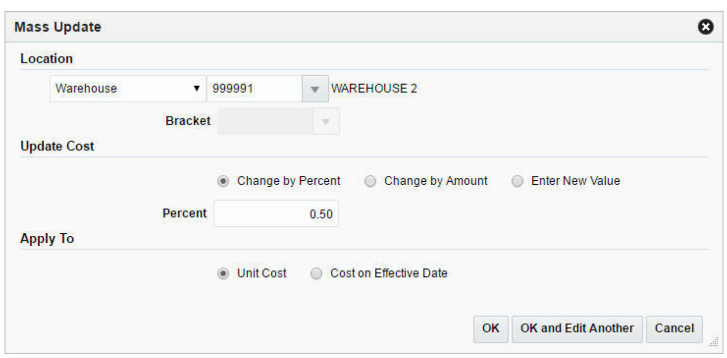

3. All locations initially removed from the cost change, because no new cost was specified, are displayed.
4. Select one or more locations in the table.
5. Then select one of the following options.
   - Click **OK** to add the locations to the cost change and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Mass Update Locations

Use the Mass Update option to apply the cost changes to the selected locations in the table. To update the costs for multiple locations, follow the steps below.

1. In the Cost Change by Location window, go to the Locations section.
2. Mark the records you want to update in the table. Click the **Mass Update** button. The Mass Update window appears.

***Figure 7–9 Locations - Mass Update Window***




3. In the Location section, select the location information for the mass update.
4. In the Update Cost section, select one of the following radio buttons.
   a. Select **Change by Percent** to indicate the cost change in percent.

      The **Percent** field enables, enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   b. Select **Change by Amount** to indicate the cost change by a certain amount.

      The **Amount** field enables, enter the amount by which the cost changes. Use a negative symbol (-) before the amount to indicate a decrease in cost by amount. Then enter, select or search for the currency.

c. Select **Enter New Value** to enter a new unit cost value for the item.

   The **New Value** field enables, enter the new cost of the item. The amount entered becomes the cost of all items selected for the cost change. Then enter, select or search for the currency.

5. In the Apply To section, select the type of adjustment. Select either **Unit Cost** or **Cost on Effective Date**.
6. Then choose one of the following options.
   - Click **OK** to add the changes for the selected location(s).
   - Click **OK and Edit Another** to edit additional locations.
   - Click **Cancel** to reject all entries and close the window.

## Managing Cost Changes

The Manage Cost Changes option opens the Cost Change Search window. In this window you can perform the following actions.

- Search for cost changes by various search criteria
- View the search results
- View cost change information
- Create cost changes by item or location
- Edit cost change information
- View cost changes

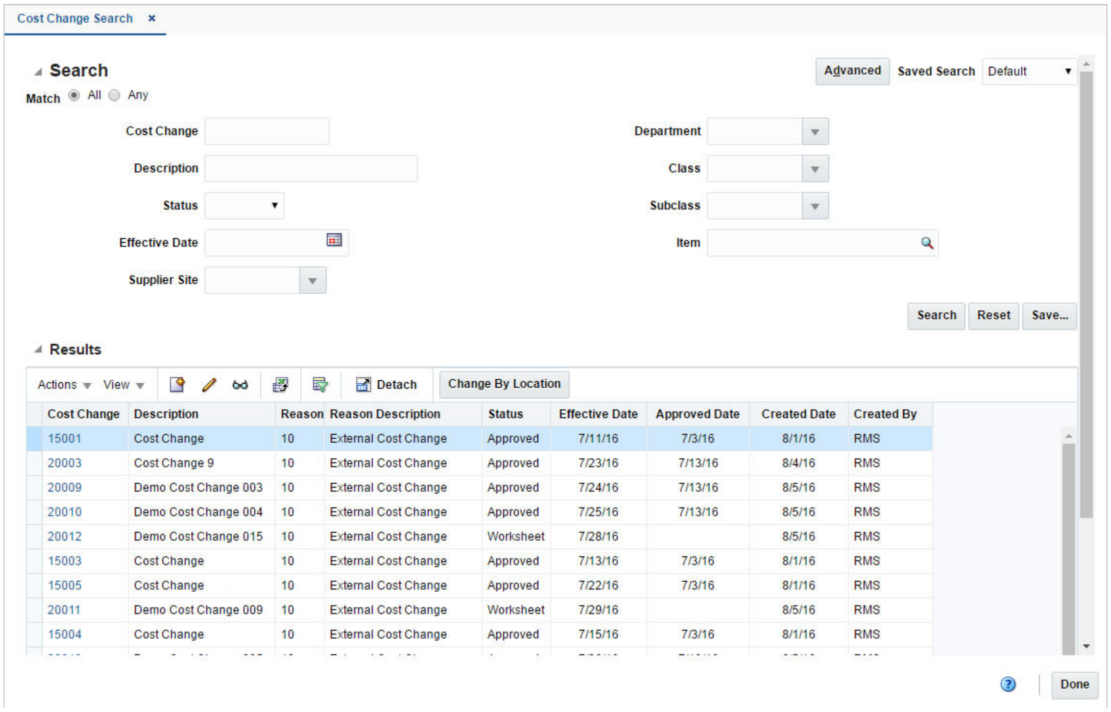
You can access the Cost Change Search window from the Task menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.

The Cost Change Search window contains the following sections.

- Search

  For more information about how to search for cost changes, see the Searching for a Cost Change section.
- Results
- Cost Change Search Toolbar

*Figure 7–10 Cost Change Search Window*




## Searching for a Cost Change

To search for a cost change:

1. From the Task menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. You can search for a cost change by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Cost Change Through the Basic Search Criteria

To search for a cost change using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 7–15 Cost Change Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only suppliers matching all entered search criteria are shown.<br>Any - suppliers matching any of the entered search criteria are shown. |
| **Cost Change** | Enter the cost change number. |
| **Description** | Enter the cost change description. |
| **Status** | Select the status of the cost change from the list. |

*Table 7–15 (Cont.) Cost Change Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Effective Date** | Enter the effective date for the cost change, or use the Calendar icon to select a date. |
| **Supplier Site** | Enter, select or search for the supplier site. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Item** | Enter, select or search for the item. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Cost Change Through Advanced Search Criteria

To search for a cost change using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Results

The Results section lists the retrieved cost changes.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 7–16 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create by Item and Create by Item icon | Select **Actions > Change by Item,** or use the Change by Item icon to create a new cost change.<br>For more details about how to create a cost change by item, see the Creating Cost Changes by Item section. |
| Edit and Edit icon | Select **Actions > Edit**, or use the Edit icon, or click on the cost change link to edit the selected cost change.<br>For more information about how to edit a cost change, see the Editing a Cost Change section. |
| View and View icon | To view a cost change:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Cost Change window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| **Change by Location** button | Use the Change by Location button to create cost changes by location.<br>For more information about how to create cost changes by location, see the Creating Cost Changes by Location section. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 7–17 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Cost Change Search Toolbar

The toolbar contains the following icons and buttons.

*Table 7–18 Cost Change Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Editing a Cost Change

To edit a cost change event, follow the steps below.

1. From the Tasks menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. Select a cost change in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the cost change link. The Cost Change window appears.
6. Edit the information in the individual sections.
   a. Cost Changes by Item
      – In the Items section, edit the new unit cost in the **Unit Cost New** column.

> **Note:** If the cost change contains items with defined bracket costs, you can edit the new unit cost in the Bracket Details section, in the Unit Cost New column.

- Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received.

  For more information about the available sections of the Cost Change by Item window, see the Changing Costs by Item section.

b. Cost Change by Location

- In the Locations section, edit the new unit cost in the **Unit Cost New** column.

**Note:** If the cost change contains items with defined bracket costs, you can edit the new unit cost in the Bracket Details section, in the Unit Cost New column.

- Select the **Recalculate Order** checkbox to recalculate any outstanding purchase orders that have not been received.

  For more information about the available sections of the Cost Change by Location window, see the Creating Cost Changes by Location section.

7. Then choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Cost Change Approval Process

For a cost change to take affect, it needs to be in approved status. Depending on your user role, you may be able to move the cost change to the next status. A cost change may be in any of the following statuses:

***Table 7–19 Cost Change Statues***

| Status | Description |
|---|---|
| Worksheet | The cost change event is incomplete. You can edit, submit, or delete the cost change event. |
| Submitted | The cost change event is complete and submitted for approval. You can approve, reject, or delete the cost change event. |
| Approved | The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event. |
| Rejected | The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event. |
| Extracted | The details of the cost change event were extracted to the locations affected by the cost change event. Only cost change events in Approved status are extracted. |
| Cancelled | The cost event is deleted. |

## Submitting a Cost Change for Approval

To submit a cost change for approval, follow the steps below.

1. From the Tasks menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. Restrict the search to cost changes in Worksheet status.
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. Select a cost change in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the cost change link. The Cost Change window appears.
6. Select the **Submit** button.
7. You are prompted to submit the cost change. Click **Yes** to confirm the prompt. The status of the cost change changes to Submitted.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Approving a Cost Change

To approve a cost change, follow the steps below.

1. From the Tasks menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. Restrict the search to cost changes in Submitted status.
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. Select a cost change in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the cost change link. The Cost Change window appears.
6. Select the **Approve** button.
7. You are prompted to approve the cost change. Click **Yes** to confirm the prompt. The status of the cost change changes to Approved.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Rejecting a Cost Change

To reject a cost change, follow the steps below.

1. From the Tasks menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. Restrict the search to cost changes in Submitted status.
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.

4. Select a cost change in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the cost change link. The Cost Change window appears.
6. Select the **Reject** button.
7. You are prompted to reject the cost change. Click **Yes** to confirm the prompt. The status of the cost change changes to Rejected.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

### Cancelling a Cost Change

To cancel a cost change, follow the steps below.

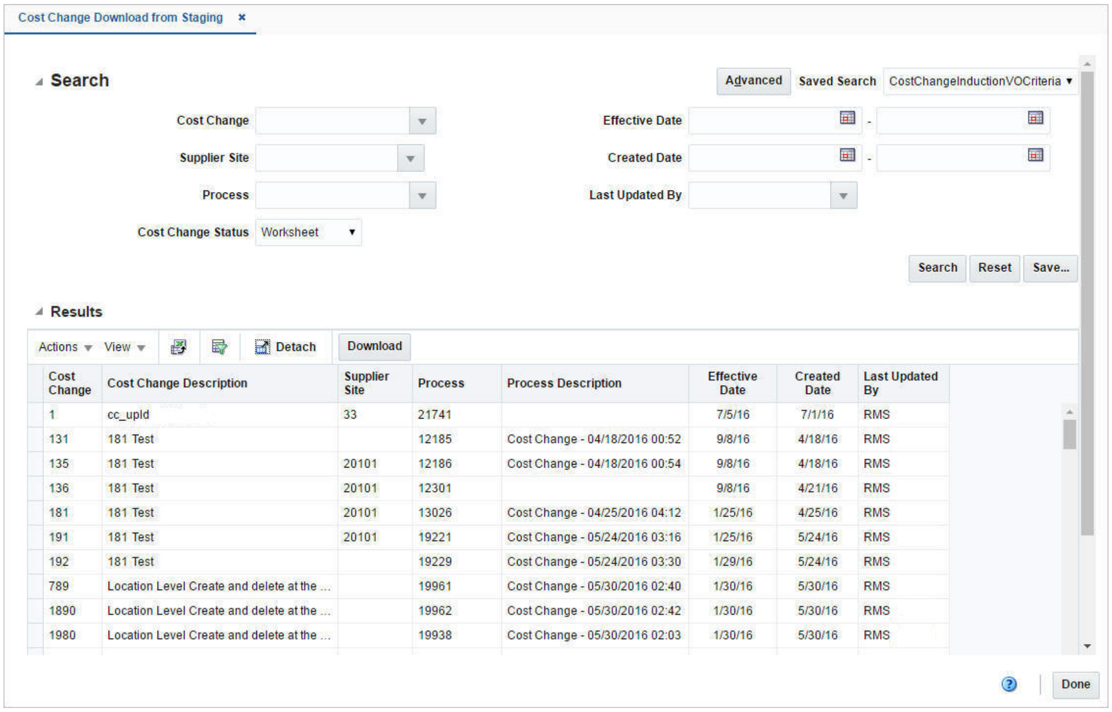
1. From the Tasks menu, select **Cost > Manage Cost Changes**. The Cost Change Search window appears.
2. Restrict the search to cost changes in Approved status.
3. Click **Search**. The cost changes that match the search criteria are displayed in the Results section.
4. Select a cost change in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the cost change link. The Cost Change window appears.
6. Select the **Cancel** button.
7. You are prompted to cancel the cost change. Click **Yes** to confirm the prompt. The status of the cost change changes to Cancelled.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Downloading Cost Changes from Staging

In the Cost Change Download from Staging window you can download cost changes from Cost Changes Staging tables to a spreadsheet.

1. From the Tasks menu, select **Cost**> **Download from Staging**. The Cost Change Download from Staging window appears.

*Figure 7–11 Cost Change Download from Staging Window*




2. Search for the cost changes you want to download using basic or advanced search criteria. The search results are shown in the Results section.

   For more details regarding the basic and advanced search function in RMS see the Common User Interface Controls chapter, section "Searching for an Entity".

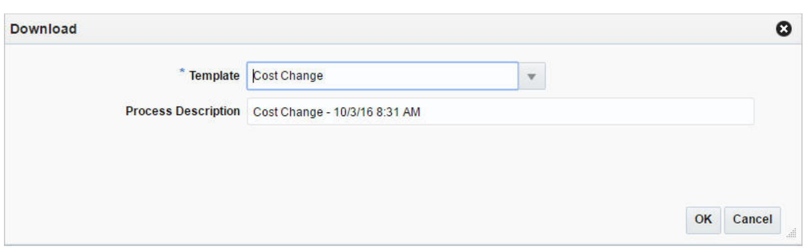
3. To download all cost changes displayed in the Results section, select **Actions** > **Download**, or use the **Download** button. The Download window appears.

---

**Note:** All cost changes that meet the search criteria will be downloaded. You cannot select certain cost changes.

---

*Figure 7–12 Download from Staging Window*




4. In the **Template** field, enter, select or search for the template you want to download. This field is a required field.

5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field.

6. Then choose one of the following options:

   a. Click **OK** to open the spreadsheet with the selected items on your desktop.

   b. Click **Cancel** to reject all entries and close the window.

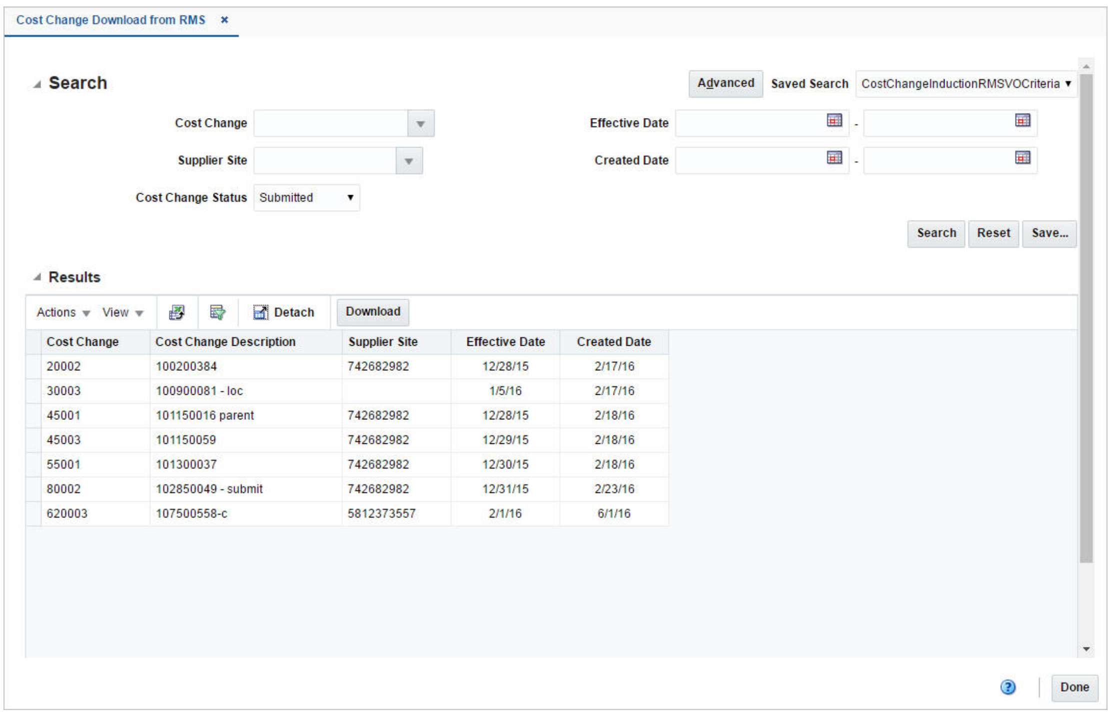
7. Click **Done** to exit the Cost Change Download from Staging window.

## Downloading Cost Changes from RMS

In the Cost Change Download from RMS window you can download cost changes from RMS to a spreadsheet.

1. From the Tasks menu, select **Cost**> **Download from RMS**. The Cost Change Download from RMS window appears.

***Figure 7–13 Cost Change Download from RMS***




2. Search for the cost changes you want to download using basic or advanced search criteria. The search results are shown in the Result section.

   For more details regarding the basic and advanced search function in RMS see the Common User Interface Controls chapter, section "Searching for an Entity".

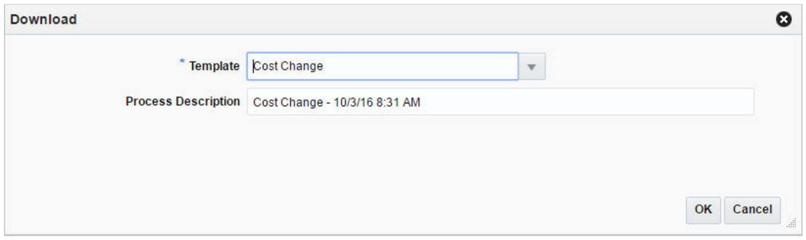
3. To download all cost changes displayed in the Result section, select **Actions** > **Download**, or use the **Download** button. The Download window appears.

---

**Note:** All cost changes that meet the search criteria will be downloaded. You cannot select certain cost changes.

---

***Figure 7–14 Download from RMS Window***



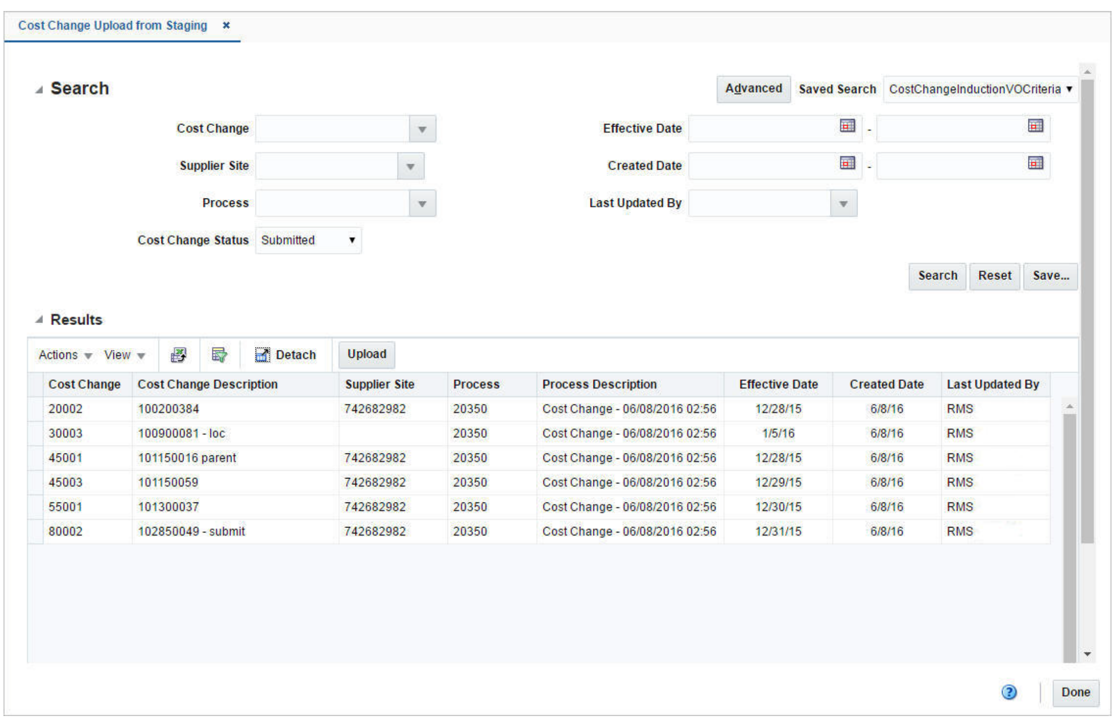

4. In the **Template** field, select, enter or search for the template you want to download.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the download process in this field.
6. Then choose one of the following options:
   a. Click **OK** to open the spreadsheet with the selected cost changes on your desktop.
   b. Click **Cancel** to reject all entries and close the window.
7. Click **Done** to exit the Cost Change Download from RMS window.

## Uploading Cost Changes from Staging

In the Cost Change Upload from Staging window you can upload cost changes from staging tables to RMS.

1. From the Tasks menu, select **Cost**> **Upload from Staging**. The Cost Change Upload from Staging window appears.

***Figure 7–15 Cost Change Upload from Staging***



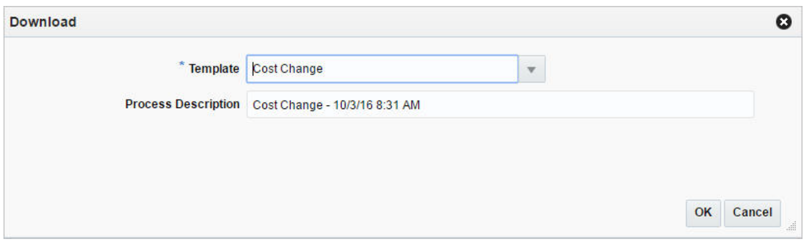
2. Search for the cost changes you want to upload using basic or advanced search criteria. The search results are shown in the Results section.

   For more details regarding the basic and advanced search function in RMS see the Common User Interface Controls chapter, section "Searching for an Entity".

3. To upload all cost changes displayed in the Results section, select **Actions** > **Upload**, or use the **Upload** button. The Upload window appears.

> **Note:** All cost changes that meet the search criteria will be downloaded. You cannot select certain cost changes.

***Figure 7–16 Upload from Staging Window***



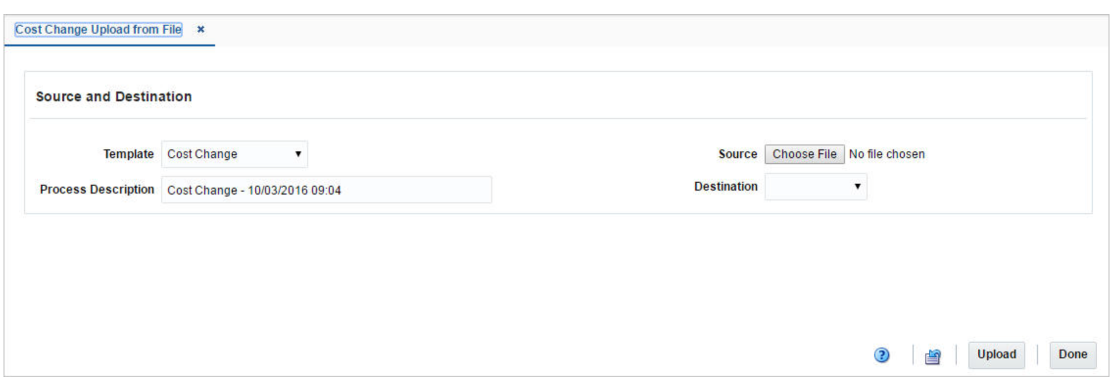

4. In the **Template** field, select, enter or search for the template you want to upload.
5. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
6. Then choose one of the following options:
   a. Click **OK** to upload the selected cost changes from staging tables to RMS.
   b. Click **Cancel** to reject all entries and close the window.
7. Click **Done** to close the Cost Change Upload from Staging window.

# Upload from File

In the Cost Change Upload from File window you can upload a file.

1. From the Tasks menu, select **Cost** > **Upload from File**. The Cost Change Upload from File window appears.

***Figure 7–17 Cost Change Upload from File Window***



2. In the **Template** field, select the template you want to upload to RMS tables or Staging tables.
3. The **Process Description** field displays the default process name with the date and timestamp. You can edit the name of the upload process in this field.
4. In the **Source** field, click the **Choose File** button to upload the file.
5. In the **Destination** field, choose either RMS Tables or Staging Tables from the list.
6. After you have entered the upload information, choose one of the following options:
   a. Click **Upload** to upload the file to the RMS tables or Staging Tables.
   b. Click **Revert** to undo any changes.
7. Click the **Help icon** to access the online help.
8. Click **Done** to close the Cost Change Upload from File window.

# 8

# Price

This chapter includes the following topics to help you understand and manage prices:

- Price Change History
- Competitor Price History
- Competitor Shop Request
- Coupon Window
- Merchandise Criteria Window
- Merchandise Criteria Window
- Managing a Coupon
- Coupon Resequence Window

## Price Change History

In the Price Change History window you can view the transactions for an item, the locations, pricing, and margins.

In this window you can perform the following actions.

- Search for transactions for an item, locations, pricing, and margins by using various search criteria
- View the search results

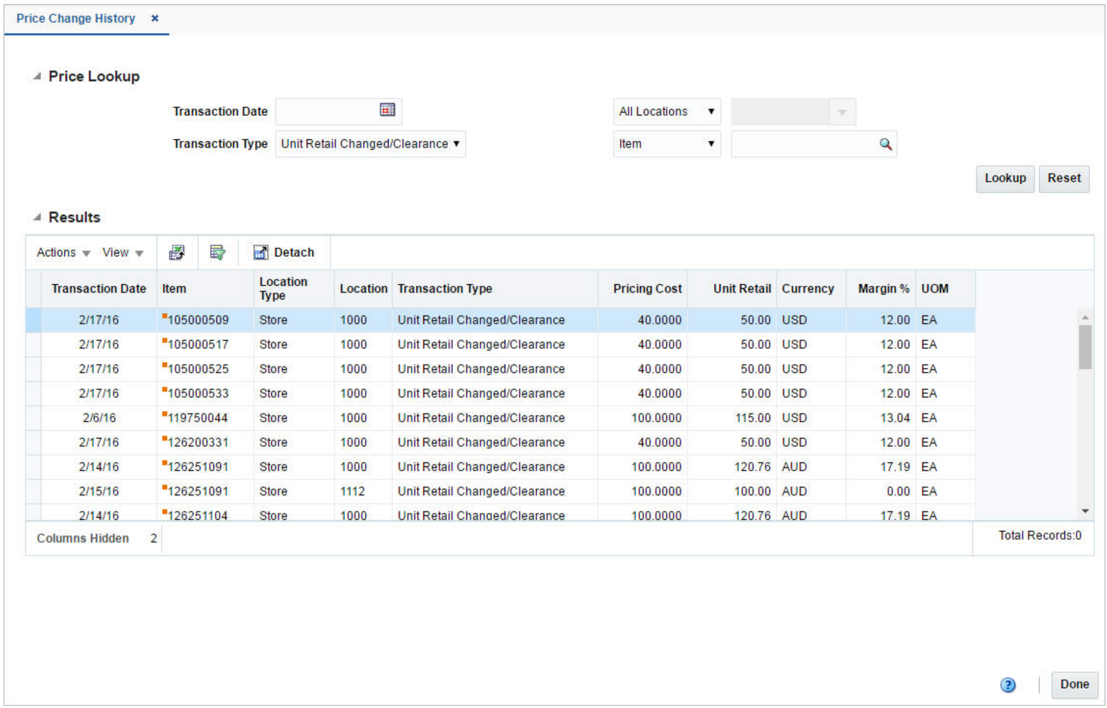
You can access the Price Change History window from the Task menu, select **Price > Price Change History**. The Price Change History window appears.

The Price Change History window contains the following two sections.

- Price Lookup

  For more information about this section, see the Looking Up a Price History section.
- Results
- Price Change History Toolbar

*Figure 8–1 Price Change History Window*



## Looking Up a Price History

To look up a price history:

1. From the Task menu, select **Price > Price Change History**. The Price Change History window appears.
2. Enter, select or search for one or all of the following search criteria.

*Table 8–1 Price Change History Lookup - Search Criteria and Description*

| Fields | Description |
|---|---|
| **Transaction Date** | Enter a transaction date or use the Calendar icon to select a date. |
| **Transaction Type** | Select the transaction type from the list. |
| **Location Type** | Select a location type from the list. Then enter, select or search for the location ID. |
| Item/Item Parent | Select item or item parent from the list. Then enter, select or search for the item or item parent |

3. Click **Lookup**. The transactions that match the search criteria are displayed in the Results section.
   - Click **Reset** to refresh the window. All entries are reset and not saved.
4. Click **Done** to close the window.

## Results

The Results section lists the retrieved item/location price changes.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 8–2 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 8–3 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Price Change History Toolbar

The toolbar contains the following icons and buttons.

***Table 8–4 Price Change History Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Competitor Price History

The Competitor Price History window you can perform the following actions.

- Search for competitor prices by various search criteria
- View the search results
- View competitor price information
- Edit competitor price information

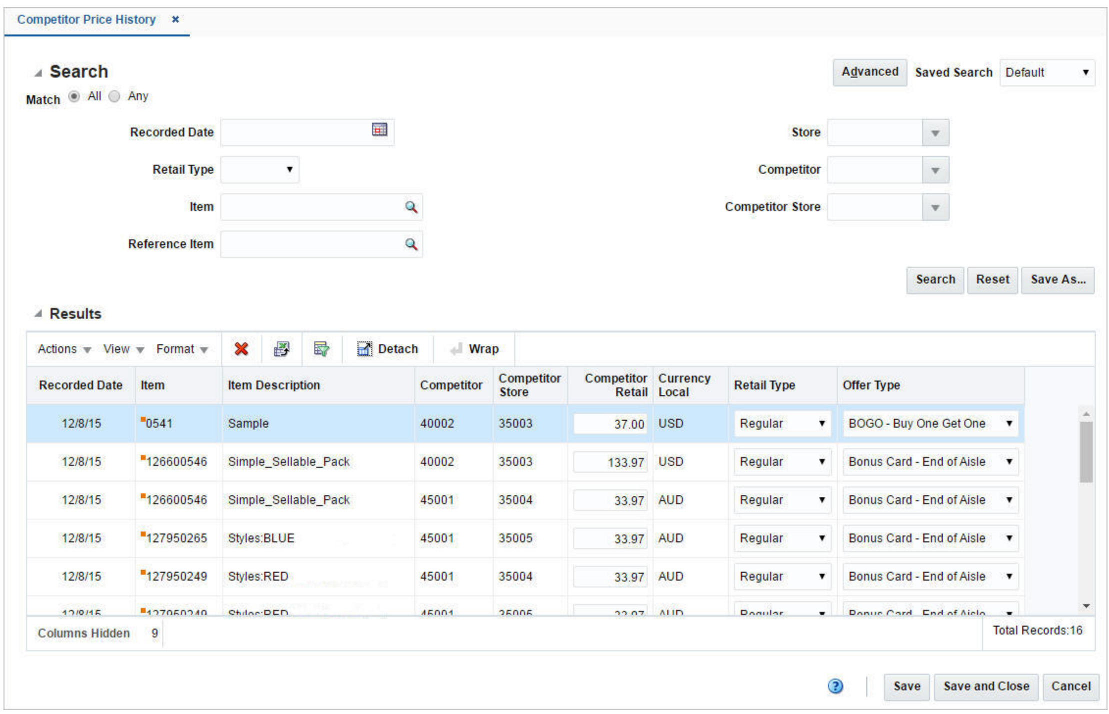
You can access Competitor Price History window from the Task menu, select **Price > Competitor Price History**. The Competitor Price History window appears.

The Competitor Price History window contains the following sections.

- Search

  For more information about this section, see the Searching for a Competitor Price section.
- Results
- Competitor Price History Toolbar

***Figure 8–2 Competitor Price History Window***



## Searching for a Competitor Price

To search for a competitor price:

1. From the Task menu, select **Price > Competitor Price History**. The Competitor Price History window appears.
2. You can search for a competitor price using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Competitor Price Through the Basic Search Criteria

To search for a competitor price using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 8–5 Competitor Price History - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only competitor price matching all entered search criteria are shown.<br>Any - competitor prices matching any of the entered search criteria are shown. |
| **Recorded Date** | Enter a recorded date or use the Calendar icon to select a date. |
| **Retail Type** | Select a retail type from the list. |
| **Item** | Enter, select or search for an item. |
| **Reference Item** | Enter, select or search for the reference item. |
| **Store** | Enter, select or search for the store. |
| **Competitor** | Enter, select or search competitor. |
| **Competitor Store** | Enter, select or search for the competitor store. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The competitor prices that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.

5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Competitor Price Through Advanced Search Criteria

To search for a competitor price using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The competitor prices that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved suppliers and supplier sites.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 8–6 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete competitor price:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

**Table 8–7 Results - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Saved Views | You can select one of the saved views by clicking the Saved View option. |
| Currency | You can toggle between the local and primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Competitor Price History Toolbar

The toolbar contains the following icons and buttons.

**Table 8–8 Competitor Price History Toolbar - Icons/Buttons and Description**

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Editing a Competitor Price

To edit a competitor price, follow the steps below.

1. From the Tasks menu, select **Price > Competitor Price Change**. The Competitor Price History window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The competitor prices that match the search criteria are displayed in the Results section.
   a. In the **Competitor Retail** column, enter the price for the item.
   b. In the **Retail Type** column, select the retail type from the list.
   c. In the **Offer Type** column, select the offer type from the list.
4. Then choose one of the following options.
   - Click **Save** to save your changes.

- Click **Save and Close** to save your change and close the window.
- Click **Cancel** to reject all entries and close the window.

# Competitor Shop Request

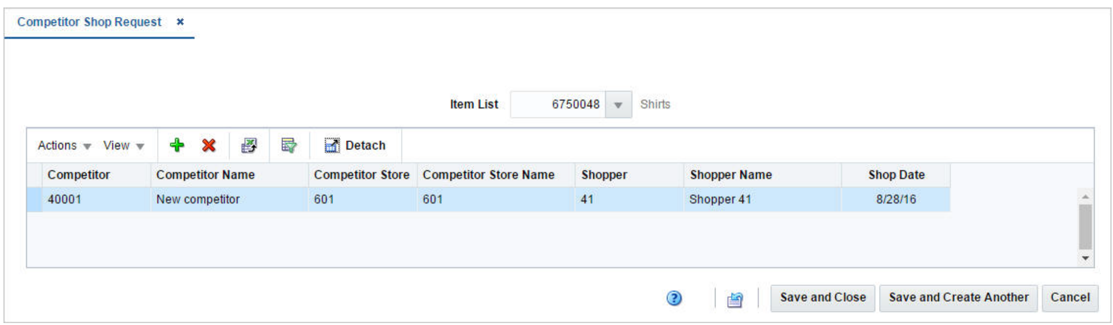
In the Competitor Shop Request window you can create a list of competitor's shops for an item list. You can than record the competitor's prices of these items.

The Competitor Shop Request window contains the following sections.

- Header

  The header displays the item list ID and description.
- Competitor Shop Request Table
- Competitor Shop Request Toolbar

***Figure 8–3 Competitor Shop Request Window***




## Competitor Shop Request Table

In this table you can maintain a list of competitor shops. The table displays the name, store, store name, shopper, shopper name and shop date.

### Competitor Shop Request Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 8–9 Competitor Shop Request Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new competitor shops by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new competitor shops, see the Creating a Competitive Shop List section. |
| Delete and Delete icon | You can delete competitors:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

*Table 8–9 (Cont.) Competitor Shop Request Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Competitor Shop Request - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 8–10 Competitor Shop Request - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Competitor Shop Request Toolbar

The toolbar contains the following icons and buttons.

*Table 8–11 Competitor Shop Request Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Reset icon | You can reset the window to its initial state by using the Reset icon. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating a Competitive Shop List

You can create a competitive shop list in two different ways, either through the Price module or in the Foundation Data module.

To create a competitive shop list in the Foundation Data module, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item Lists**. The Item List window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Create > Competitive Shop List**. The Competitor Shop Request window appears.

To create a competitive shop list in the Price module, follow the steps below.

1. From the Tasks menu, select **Price > Competitor Shop Request**. The Competitor Shop Request window appears.
2. In the **Item List** field, enter, select or search for the item list.

> **Note:** If you have opened the Competitor Shop Request window through the Item List Search, the item list ID and description of the selected item list is displayed.

3. Select **Actions > Add**, or use the Add icon ✚. The Add Competitor Shop Request window appears.
   a. In the **Competitor** field, enter, select or search for the competitor.
   b. In the **Competitor Store** field, enter, select or search for the store.
   c. In the **Shopper** field, enter, select or search for the shopper.
   d. In the **Shop Date** field, enter a shop date or use the Calendar icon to select a date.
   e. Then choose one of the following options.
      – Click **OK** to add the competitor and close the window.
      – Click **OK and Add Another** to add additional competitors.
      – Click **Cancel** to reject all entries and close the window.

## Coupon Window

The Create Coupon option opens the Coupon window. The Coupon window allows you to create, edit, and copy point of sale (POS) coupon configurations.

You can specify each expense coupon that can be used at the stores. You can specify the coupon type, the coupon amount, and the tax class for the coupon. You can also select the dates on which the configuration is valid at the stores.

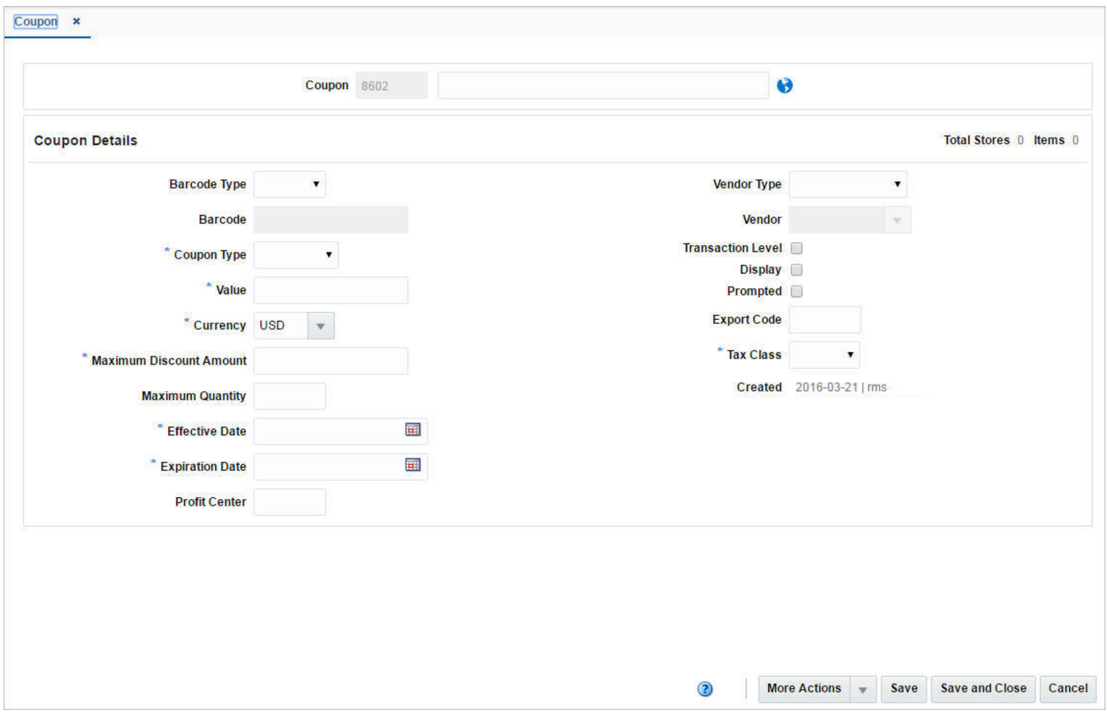
You can associate stores and items with the configuration. You can indicate what items the coupon can be used for by associating items with the configuration. You can only associate stores with the coupons that have the same currency as the configuration. The configuration is then downloaded to the POS registers of the associated stores in a nightly batch process. How the coupon configuration is interpreted, depends on the type of POS system your organization uses.

When you copy a configuration, the basic configuration information, such as coupon type and amount, is copied into a new configuration and assigned a new ID. However, the associated stores and items are not copied, therefore you must add stores and items to the new configuration.

The Coupon window contains the following sections.

- Header
- Coupon Details
- Coupon Toolbar

***Figure 8–4 Coupon Window***




## Header

The header section contains the following fields and icon.

***Table 8–12 Header - Fields/Icon and Description***

| Fields/Icon | Description |
|---|---|
| **Coupon** | Displays the number that uniquely identifies the coupon.<br>Enter a description for the coupon associated with the coupon number. |
| Translate icon | You can create a translation by using the Translate icon. |

## Coupon Details

The Coupon Details section contains the following fields and checkboxes.

*Table 8–13 Coupon Details - Fields/Checkboxes and Description*

| Fields/Checkboxes | Description |
|---|---|
| **Total Stores** | In the title of the Coupon Details section, the system displays the total number of stores associated with the current coupon configuration. |
| **Items** | In the title of the Coupon Details section, the system displays the total number of items associated with the current coupon configuration. |
| **Barcode Type** | Select the barcode type from the list. |
| **Barcode** | Enter the barcode.<br>You can only enter an EAN13 barcode or free text. |
| **Coupon Type** | Select the coupon type from the list.<br>This field is a required field. |
| **Value** | Enter the value of the coupon. |
| **Currency** | Enter, select, or search for the currency of the coupon.<br>This field is a required field. |
| **Maximum Discount Amount** | Enter the maximum discount amount value that can be gained from the coupon.<br>This field is a required field. |
| **Maximum Quantity** | Enter the maximum quantity for the coupon. |
| **Effective Date** | Enter the date on which the coupon is active or use the Calendar icon to select a date. |
| **Expiration Date** | Enter the date on which the coupon expires or use the Calendar icon to select a date. |
| **Profit Center** | Enter the profit center which specifies that the data is exported to a back office accounting system. |
| **Vendor Type** | Select the vendor type from the list. |
| **Vendor** | Enter, select or search for the vendor for which the coupon is related to. |
| **Transaction Level** checkbox | Select the checkbox to indicate that the coupon is a transaction coupon. |
| **Display** checkbox | Select the checkbox to specify that the coupon is displayed in the list of valid coupons on the register. |
| **Prompted** checkbox | Select the checkbox to indicate that the cashier is prompted to ask for a coupon. |
| **Export Code** | Enter the export code which specifies that the data is exported to a back office accounting system. |
| **Tax Class** | Select the tax class from the list. |
| **Created** | Displays the user who created the coupon. |

## Coupon Toolbar

The toolbar contains the following icons and buttons.

*Table 8–14 Coupon Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Coupon window.<br>■ **Stores**<br>Opens the Stores Criteria window.<br>For more information about this function, see the Store Criteria Window section.<br>■ **Items**<br>Opens the Merchandise Criteria window.<br>For more information about this function, see the Merchandise Criteria Window section.<br>■ **Currency**<br>You can toggle between coupon and the system's primary currency. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Creating a Coupon

You can create a coupon in two different ways.

From the Tasks menu, select **Price > Create Coupon**. The Coupon window appears.

From the Tasks menu, select **Price > Manage Coupons**. In the Results section, select **Actions > Create**. The Coupon window appears.

Then follow the steps below:

1. In the **Coupon** Description field, enter a description for the coupon.
2. In the Coupon Details section, enter, select or search the coupon details, as necessary. For more information about the Coupon section, see the Coupon Details section.
   - You can add stores to the coupon configuration. For more information about this function, see the Adding a Store to a Configuration section.
   - You can add item restrictions to the coupon configuration. For more information about this function, see the Adding an Item to a Configuration section.
3. Then select one of the following options.
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered record and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Store Criteria Window

The Store Criteria Window allows you to associate stores with the following point of sales configurations.

- Coupon
- Product restriction

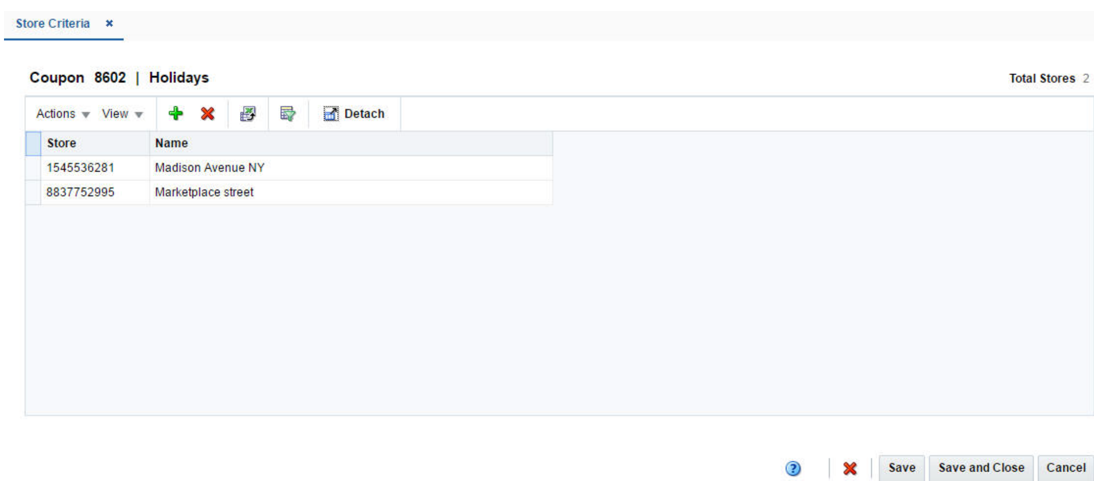
The configurations are downloaded to the POS registers of the associated stores in a nightly batch process. You can add individual stores to a configuration, or you can add all stores in your organization. You can also associate stores using the following groups:

- Area
- Region
- District
- Location List

The Store Criteria window contains the following sections.

- Table
- Store Criteria Toolbar

***Figure 8–5 Store Criteria - Coupon***




## Table

The configuration ID and description are displayed in the table title. Additionally, the total number of stores already associated with the configuration is displayed in the top right corner.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 8–15 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add stores by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new stores, see the Adding a Store to a Configuration section. |
| Delete and Delete icon | You can delete associated stores:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 8–16 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Store Criteria Toolbar

The toolbar contains the following icons and buttons.

*Table 8–17 Store Criteria Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete all stores for a configuration by using the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The records is deleted. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 8–17 (Cont.) Store Criteria Toolbar - Icons/Buttons and Description*

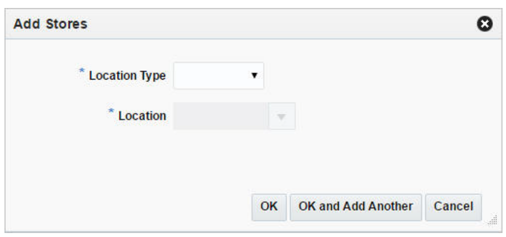
| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding a Store to a Configuration

To add a store to the coupon configuration, follow the steps below.

1. In the Coupon Toolbar, select **More Actions > Stores**. The Store Criteria window appears.
2. In the table, select **Actions > Add**, or use the Add icon. The Add Stores window appears.

*Figure 8–6 Add Stores Window*




   a. In the **Location Type** field, select a location type from the list. This field is a required field.
   b. In the **Location** field, enter, select or search for the location. This field is a required field.
   c. Then choose one of the following options.
      – Click **OK** to add the location and close the window.
      – Click **OK and Add Another** to add additional locations.
      – Click **Cancel** to reject all entries and close the window.

# Merchandise Criteria Window

The Merchandise Criteria window allows you to associate items with the following point of sale (POS) configurations:

- Coupon
- Product restriction

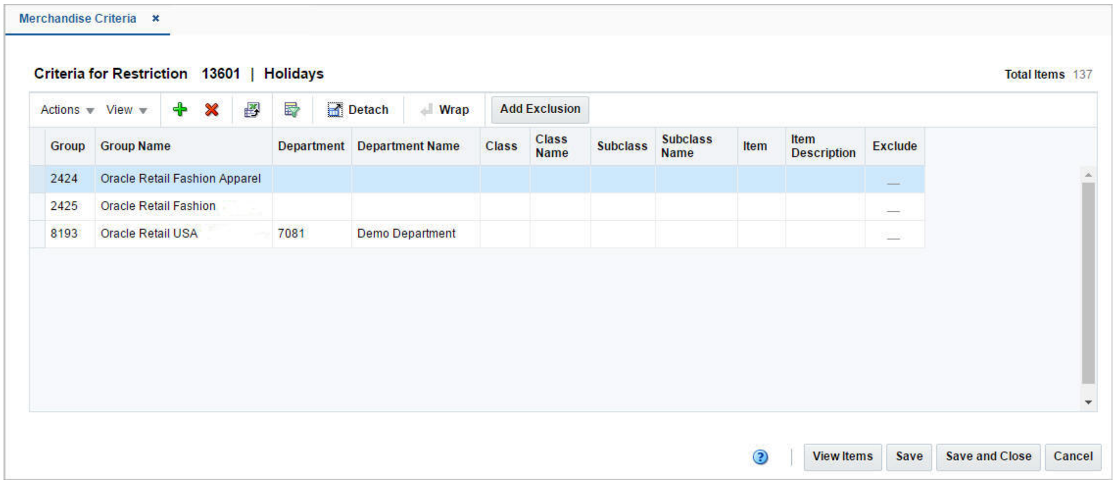
You can associate all the items in a group, department, class, or subclass with the configuration. You can also associate an individual item or all items on an item list with the configuration. After you have associated items with a configuration, you can exclude items from the configuration. You can either exclude individual items or all items on an item list from the configuration.

The Merchandise Criteria window contains the following sections.

- Table

- Merchandise Criteria Toolbar

***Figure 8–7 Merchandise Criteria Window***




## Table

The configuration ID and description are displayed in the table title. Additionally, the total number of items already associated with the configuration are displayed in the top right corner.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 8–18 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add items by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new items, see the Adding an Item to a Configuration section. |
| Delete and Delete icon | You can delete associated items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Add Exclusion and **Add Exclusion** button | You can exclude a single item, multiple items or all items of an item list from an item restriction.<br>For more information about this function, see the Adding an Item Exclusion section. |

*Table 8–18 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Merchandise Criteria Toolbar

The toolbar contains the following icons and buttons.

*Table 8–19 Merchandise Criteria Toolbar - Icons/Buttons and Description*

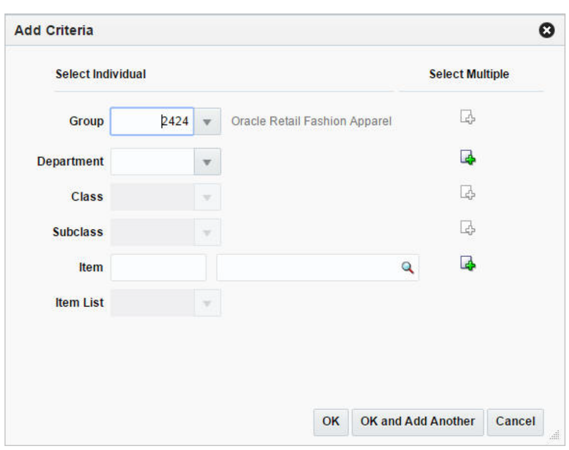
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **View Items** | You can view the individual items of a criteria, for example, of a group:<br>■ Select a record in the table.<br>■ Click the **View Items** button. The View Items window appears. View the individual items.<br>■ Click **OK** to close the window. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding an Item to a Configuration

To add an item to a configuration, follow the steps below.

1. In the table, select **Actions > Add**, or use the Add icon. The Add Criteria window appears.

*Figure 8–8 Add Criteria Window*



2. You can add criteria for restrictions by individual or by multiple criteria:

   a. Select individual criteria:

      Enter, select or search for one of the following criteria in the individual fields:

      – **Group**
      – **Department**
      – **Class**
      – **Subclass**
      – **Item**
      – **Item List**

      Then choose one of the following options.

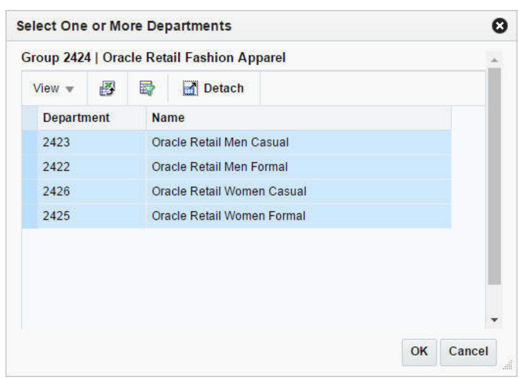
      – Click **OK** to add the criteria and close the window.
      – Click **OK and Add Another** to add additional criteria.
      – Click **Cancel** to reject all entries and close the window.

   b. Select multiple criteria:

      – Select the Select One or More icon, for the desired field.

        For example, select the Select One or More Department icon, the Select One or More window appears.

***Figure 8–9 Select One or More Window***



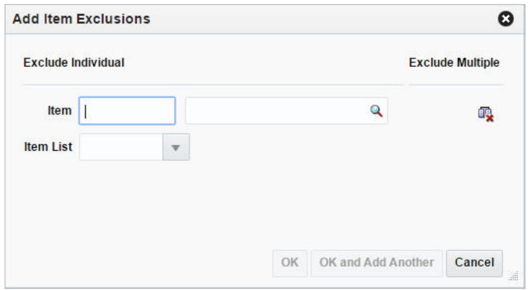

      – Select one or more rows in the table to add as criteria and confirm with **OK**. The criteria is added to the table. The window is closed.
      – Click **Cancel** to reject all entries and close the window.

## Adding an Item Exclusion

After you have entered all criteria for item restriction, you can exclude an individual item, multiple items or all items of an item list from this restriction. To add an item exclusion, follow the steps below.

1. In the table, select **Actions > Add Exclusion**, or use the **Add Exclusion** button to add an item exclusion. The Add Item Exclusions window appears.

*Figure 8–10 Add Item Exclusions*




a. To exclude a **single item**:

   In the **Item** field, enter, select or search for an individual item.

b. To exclude **multiple items**:

   Select the Exclude One or More Items icon. The Select One or More window appears.

   – Select the items you want to exclude from the item restriction.

   – Then click **OK** to exclude the items from the item restriction and close the window.

   – Click **Cancel** to reject all entries and close the window.

c. Exclude all items of an **item list**:

   In the **Item List** field, select an item list.

d. Then choose one of the following options.

   – Click **OK** to exclude the items and close the window.

   – Click **OK and Add Another** to add additional items.

   – Click **Cancel** to reject all entries and close the window.

# Managing a Coupon

The Manage Coupons option opens the Coupon Search window. In this window you can perform the following actions.

- Search for coupons by various search criteria
- View the search results
- View coupon information
- Create coupon information
- Edit coupon information
- You can re-sequence how the coupons appear on the POS register. This allows you to group similar coupons together.

You can access the Coupon Search window from the Task menu, select **Price > Manage Coupons**. The Coupon Search window appears.

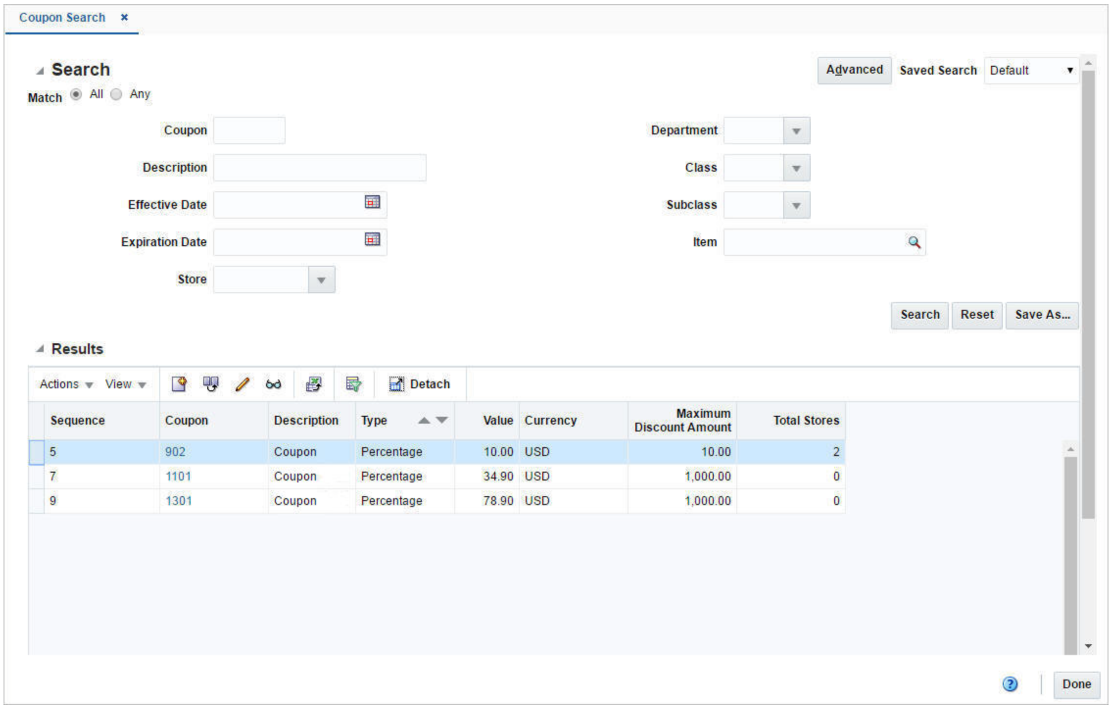
The Coupon Search window contains the following sections.

- Search

  For more information about this section, see the Searching for a Coupon section.

- Results
- Coupon Search Toolbar

*Figure 8–11 Coupon Search Window*




## Searching for a Coupon

To search for a coupon:

1. From the Task menu, select **Price > Manage Coupons**. The Coupon Search window appears.
2. You can search for a coupon using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Coupon Through the Basic Search Criteria

To search for a coupon using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 8–20 Coupon Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only coupons matching all entered search criteria are shown.<br>Any - coupons matching any of the entered search criteria are shown. |
| **Coupon** | Enter the coupon ID. |

*Table 8–20 (Cont.) Coupon Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Description** | Enter the coupon description. |
| **Effective Date** | Enter the effective date or use the Calendar icon to select a date. |
| **Expiration Date** | Enter the expiration date or use the Calendar icon to select a date. |
| **Store** | Enter, select or search for the store associated to the coupon. |
| **Department** | Enter, select or search for the department associated to the coupon. |
| **Class** | Enter, select or search for the class associated to the coupon. |
| **Subclass** | Enter, select or search for the subclass associated to the coupon. |
| **Item** | Enter, select or search for the item associated to the coupon. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The coupons that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Coupon Through Advanced Search Criteria

To search for a coupon using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The coupons that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved coupons.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 8–21 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create,** or use the Create Supplier icon to create a new coupon configuration.<br>For more details about how to create a coupon configuration, see the Creating a Coupon section. |
| Create from Existing and Create from Existing icon | Select **Actions > Create from Existing** or use the Create from Existing icon to create a new coupon configuration from an already existing coupon.<br>For more information about how to create a coupon from an existing one, see the Creating a Coupon from an Existing Coupon section. |
| Edit and Edit icon | Select **Actions > Edit**, use the Edit icon, or click on the coupon link to edit the selected supplier.<br>For more information about how to edit a coupon, see the Editing a Coupon section. |
| View and View icon | To view a coupon<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Coupon window appears.<br>■ Click **Done** to close the window. |

*Table 8–21 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Resequence Coupon | Opens the Coupon Resequence window.<br>For more information about this function, see the Resequencing the Coupon Order section. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 8–22 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | You can toggle between the coupon and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Coupon Search Toolbar

The toolbar contains the following icons and buttons.

*Table 8–23 Coupon Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Creating a Coupon from an Existing Coupon

When you copy a configuration, the basic configuration information, such as coupon type, are copied into a new configuration and assigned a new ID. However, the associated stores and items are not copied, you must add stores and items to the new configuration.

To create a coupon from an already existing one, follow the steps below.

1. From the Tasks menu, select **Price > Manage Coupons**. The Coupon Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The coupons that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Create from Existing**, or use the Create from Existing icon . The Coupon window appears. All data from the selected coupon is displayed.
6. In the Coupon Details section, change the coupon details, as necessary. For more information about the Coupon section, see the Coupon Details section.
   - You can add stores to the coupon configuration. For more information about this function, see the Adding a Store to a Configuration section.
   - You can add item restrictions to the coupon configuration. For more information about this function, see the Adding an Item to a Configuration section.
7. Then select one of the following options.
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered record and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Coupon

To edit a coupon, follow the steps below.

1. From the Tasks menu, select **Price > Manage Coupons**. The Coupon Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The coupons that match the search criteria are displayed in the Results section.
4. In the coupon column, click the coupon link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Coupon window appears. The data of the selected coupon is displayed.
5. In the Coupon Details section, change the coupon details, as necessary. For more information about the Coupon section, see the Coupon Details section.
   - You can add stores to the coupon configuration. For more information about this function, see the Adding a Store to a Configuration section.
   - You can add item restrictions to the coupon configuration. For more information about this function, see the Adding an Item to a Configuration section.
6. Then select one of the following options.
   - Click **Save** to save the entered records.
   - Click **Save and Close** to save the entered record and close the window.
   - Click **Cancel** to reject all entries and close the window.

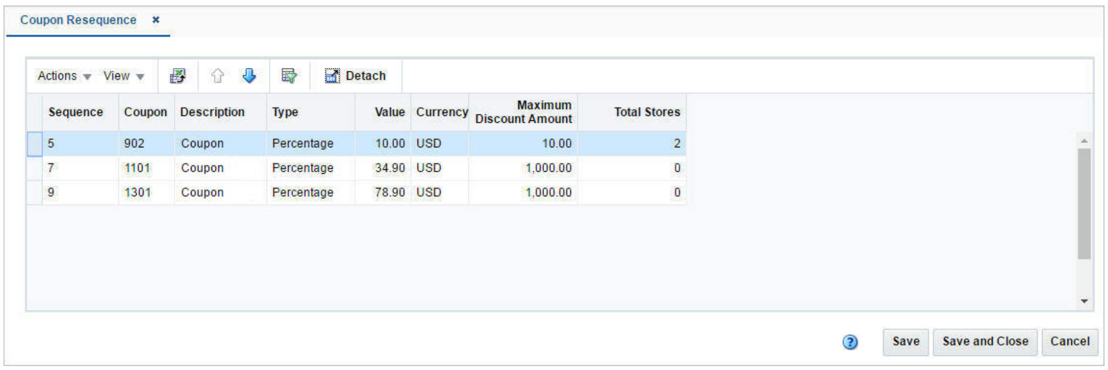
# Coupon Resequence Window

In the Coupon Resequence Window you can change the sequence of how the coupons are displayed on the POS register.

The Coupon Resequence Window contains the following sections.

- Table
- Coupon Resequence Toolbar

***Figure 8–12 Coupon Resequence Window***




## Table

The table displays the available coupons with the current sequence.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 8–24 Coupon Resequence Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Move Up and Move Down or Move Up and Down icons | Use the Move Up and Move Down option, or the corresponding icons to change the order of the displayed coupons. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Coupon Resequence Toolbar

The toolbar contains the following icons and buttons.

***Table 8–25 Coupon Resequence Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 8–25 (Cont.) Coupon Resequence Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Resequencing the Coupon Order

To change the sequence of how the coupons are displayed on the POS register, follow the steps below.

1. From the Tasks menu, select **Price > Manage Coupons**. The Coupon Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The coupons that match the search criteria are displayed in the Results section.
4. Select a record in the table.
5. Then select **Actions > Resequence Coupons**. The Coupon Resequence window appears.
6. Select **Actions > Move Up/Move Down**, or use the corresponding icons to rearrange the order of the coupons.
7. Then select one of the following options.
   - Click **Save** to save the changed order.
   - Click **Save and Close** to save the changed order and close the window.
   - Click **Cancel** to reject all entries and close the window.

# 9 Inventory

Inventory Control is one of the foremost functions of RMS. Proper inventory control allows the retailer to have optimum and accurate inventory at various entities of business like stores and warehouses. Span of inventory control ranges from receiving merchandise from suppliers and managing it during the time it is on retailer's premises to supplying to franchise partners and returning to vendors.

RMS facilitates end to end management of inventory including receiving, transfers, adjustments, reconciliation, mass return transfers, return to vendor, franchise order management, stock counts, item transformation, and work order maintenance.

This chapter contains the following topics to help understand and manage inventory control in RMS:

## Inventory by Location

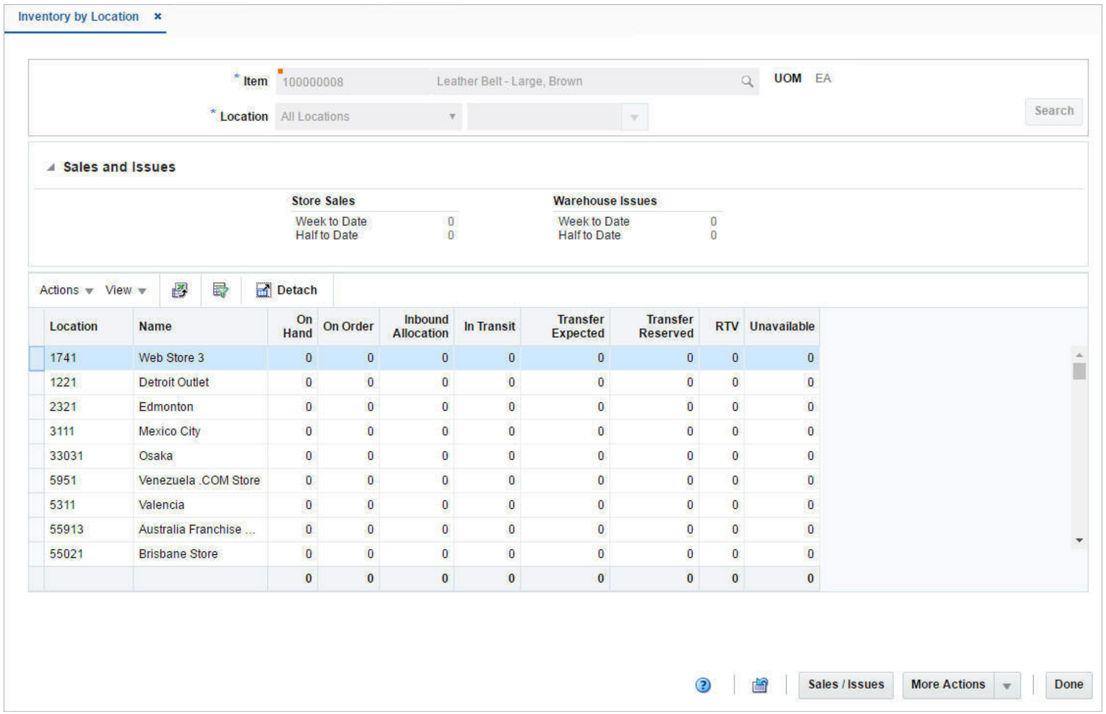
Inventory by Location gives a view of inventory levels for an item by location. This provides a view of On hand, Inbound, Reserved, and Unavailable buckets of inventory. This window also provides information on Store Sales and Warehouse Issues.

### Viewing Inventory by Location

To view inventory by location:

1. From the Tasks menu, select **Inventory** > **Item Inventory by Location**. The Inventory by Location window appears.
2. In the **Item** field, enter the item number or search for the item. The UOM is populated by default.
3. In the **Location** field, select the location.
4. Click **Search**. The store sales and warehouse issue details appear in the Sales and Issues section. The inventory details appear in the table.

*Figure 9–1 Inventory by Location Window*




## Table

The table displays the inventory details for the selected item/location.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 9–2 Table - Actions Menu and Icons*

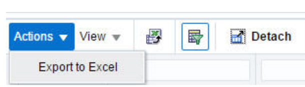



*Table 9–1 Table - Actions Menu/ Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–3 Table - View Menu***

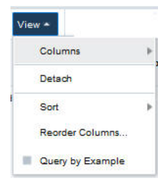



***Table 9–2 Table - View Menu/Icons Menu and Description***

| View Menu List | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Inventory by Location Toolbar

The toolbar contains the following icons and buttons.

***Figure 9–4 Inventory by Location Toolbar***

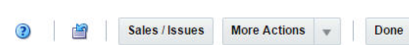



***Table 9–3 Inventory by Location Toolbar - Icons/ Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Revert Tab | Click the Revert Tab icon to clear all the fields. |
| **Sales/Issues** button | You can access the Sales/Issues by Location window by clicking the Sales/Issues button.<br>For more information on the Sales/Issues by Location window, see the Sales/Issues by Location and Viewing Sales/Issues by Location Window section. |
| **More Actions** | For information about the More Actions menu, see the Inventory by Location - More Actions Menu section. |
| **Done** | Click **Done** to close the Inventory by Location window. |

## Inventory by Location - More Actions Menu

The More Actions menu contains the following options.

***Figure 9–5 Inventory by Location - More Actions Menu***

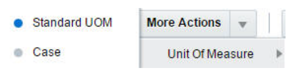



***Table 9–4 More Actions Menu - Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| More Actions | Toggle between the Standard and the Case UOM.<br>Unit of Measure<br>■ Standard UOM<br>■ Case |

## Unit of Measure

You can view the inventory on Standard UOM and Case by choosing the required UOM.

### Standard UOM

The default option shows all quantities in terms of the item's standard UOM.

### Case

The option will toggle all quantity fields in the Sales/ Issues section and in the table, to the value in terms of cases. The per case value is determined by taking the value in standard UOM and dividing it by the item's primary supplier site/primary sourcing country's supplier pack size.

# Sales/Issues by Location

The Sales/Issues by Location window allows you to view weekly sales history or warehouse issues for an item at one or multiple stockholding locations. The monetary amounts appear in the primary currency of the company. The quantities appear in the standard unit of measure. All details appear at the transaction level. If you search for an item that is above the transaction level, the details are summarized at the transaction level.

The Sales Issues by Location window contains the following sections.

- Search

  For more information about the how to search and view sales/issues by location, see the Viewing Sales/Issues by Location Window section.
- Unit Sales by End of Week Date
- Sales/Issues by Location Toolbar

## Viewing Sales/Issues by Location Window

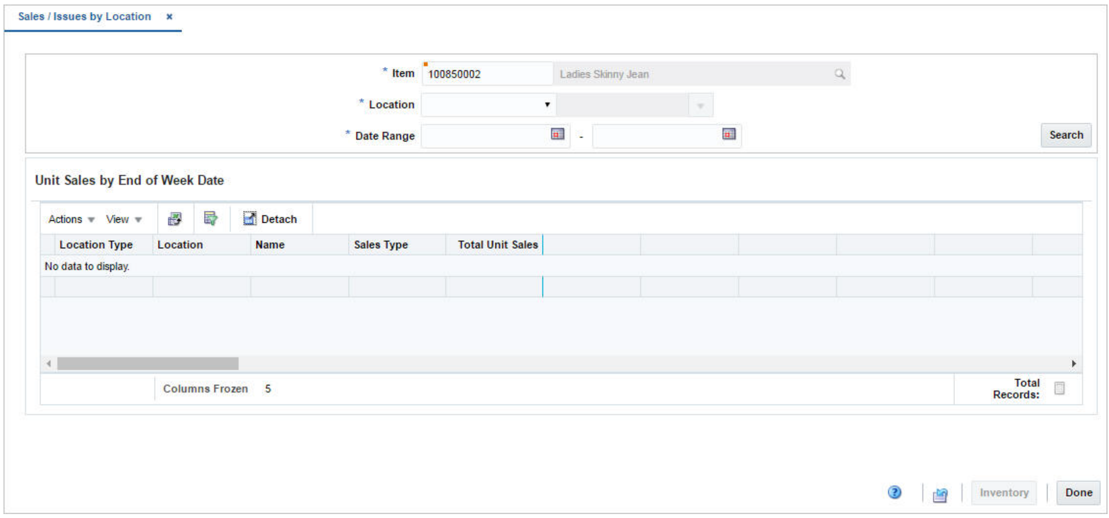
To view the sales/issues by location window:

1. From the Tasks menu, select **Inventory** > **Item Inventory by Location**. The Inventory by Location window appears.

> **Note:** You can also view the Sales/Issues by Location window from the Tasks menu > **Inventory** > **Item Sales/Issues by Location** link.

2. Click the **Sales/Issues** button. The Sales/Issues by Location window appears.

***Figure 9–6 Sales/Issues by Location Window***




3. The item number and description is displayed by default.
4. In the **Location** field, select the location.
5. In the **Date Range** area, enter the range of dates to be included in the results, or click the calendar icons and select the dates.
6. Click **Search**. The sales history or warehouse issues appear in the table of the Unit Sales by End of Week Date section.
7. Click **Done** to close the window.

## Sales/Issues by Location Toolbar

The toolbar contains the following icons and buttons.

***Table 9–5 Sales/Issues by Location Toolbar - Icons/ Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Inventory** button | You can access the Sales/Issues by Location window by clicking the Sales/Issues button.<br>For more information about the Inventory by Location window, see the Inventory by Location section. |
| **Done** | Click **Done** to close the Inventory by Location window. |

# Sellable Pack Inquiry

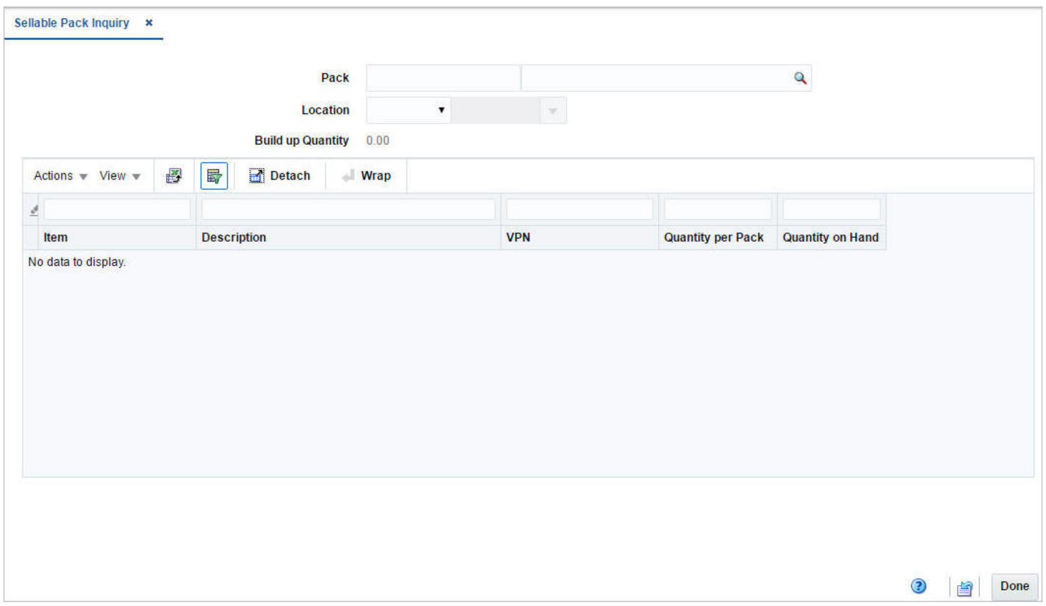
A sellable pack is a grouping mechanism used to sell multiples of different items as one item.

## Viewing Sellable Pack Inquiry

To view the sellable pack inquiry:

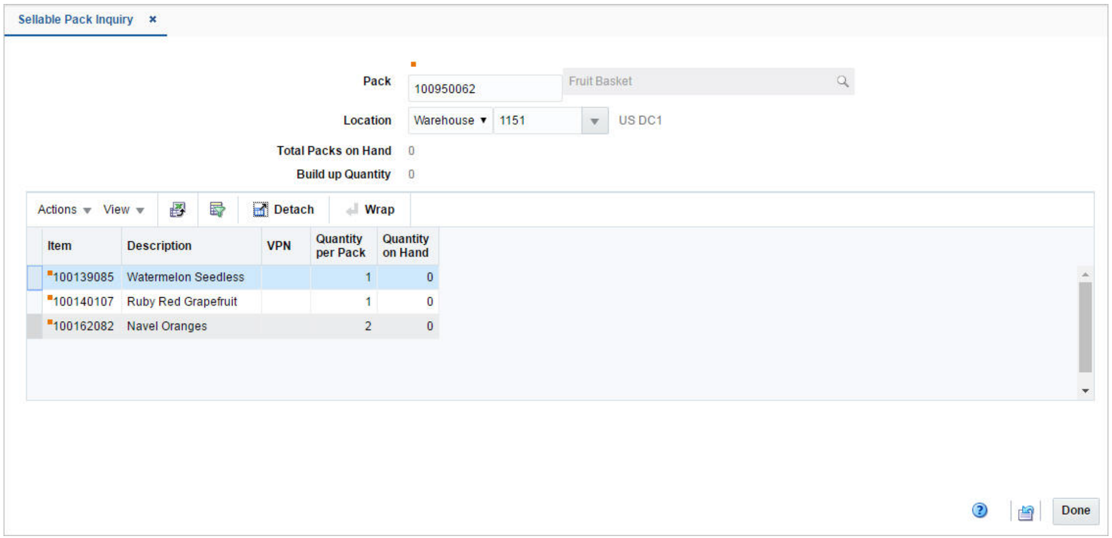
1. From the Tasks menu, select **Inventory** > **Sellable Pack Inquiry**. The Sellable Pack Inquiry window appears.

***Figure 9–7 Sellable Pack Inquiry Window***




2. In the **Pack** field, enter the item number or search for the item.
3. In the **Location** field, select the location. The options are: Store and Warehouse. You can also select and search for the location. The details appear in the table.

*Figure 9–8 Sellable Pack Inquiry Details*




4. Click **Done** to close the window.

## Table

The table displays the sellable pack inquiry details.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 9–9 Table - Actions Menu and Icons*

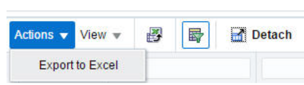



*Table 9–6 Table - Actions Menu/ Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–10 Table - View Menu*

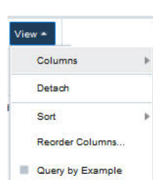


*Table 9–7 Sellable by Inquiry Section - View Menu and Description*

| View Menu List | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Sellable Pack Inquiry Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–11 Sellable Pack Inquiry Toolbar*


*Table 9–8 Sellable Pack Inquiry Toolbar - Icons/Actions Buttons and Description*

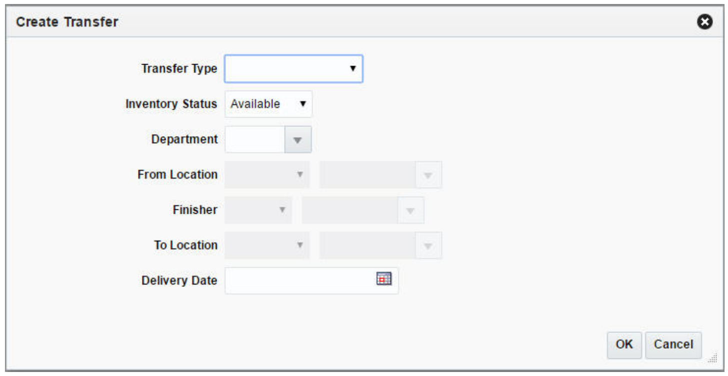
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. |
| **Done** | Click **Done** to close the Sellable by Inquiry window. |

# Creating a Transfer

To create a transfer:

1. From the Tasks menu, select **Inventory** > **Transfer**s > **Create Transfer**. The Create Transfer window appears.

***Figure 9–12 Create Transfer Window***




2. In the **Transfer Type** field select the type of transfer. The options are: Administrative, Book Transfer, Confirmation, Intercompany, Manual Requisition, Reallocation Transfer, and Return to Vendor.
3. In the **Inventory Status** field, select the inventory status. The options are: Available and Unavailable.
4. In the **Department** field, enter, select or search for the department.
5. In the **From Location** field, select Store or Warehouse. Then enter, select or search for the location.
6. In the **Finisher** field, select either Internal or External option. Enter, select or search for the finisher ID.

> **Note:** Finishers are required for transfer that will have work orders, transformations, or packaging instructions.

7. In the **To Location** field, select Store or Warehouse. Then enter, select or search for the location.
8. In the **Delivery Date** field, enter the earliest date that the transfer can be delivered to the store or warehouse or use the Calendar icon to select a date.
9. Click **OK** to save any changes. The Transfer window appears.
10. Click **Cancel** to return to the Tasks menu without saving changes.

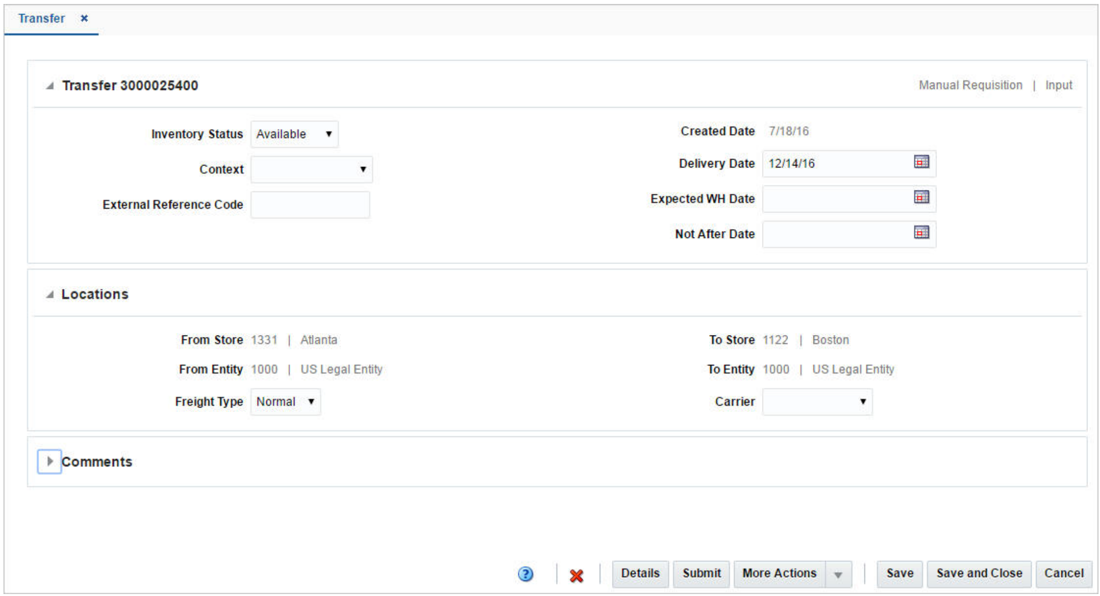
# Transfer Window

Once a transfer is created, the Transfer window appears. The Transfer window allows you to enter the details of the transfers. You can also navigate to appointments, other attributes windows to add additional information.

The Transfer window includes the following sections:

- Transfer Header
- Locations
- Comments
- Transfer Toolbar

*Figure 9–13 Transfer Window*




## Transfer Header

The Transfer Header includes the following fields.

*Table 9–9 Transfer Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays the Transfer ID to the top left of the header. The Transfer Type and Status is displayed at the top right of the header. |
| **Department** | This field displays the department ID and the department. |
| **Inventory Status** | This field displays inventory status. The options are Available and Unavailable. |
| **Context** | Select the context from the list. The options are: Promotion, Customer Transfer, Store Requisition, and Repairing. |
| **External Reference Number** | Enter the external reference number. |
| **Created Date** | This field displays the date on which the transfer was created. |
| **Delivery Date** | The date on which the transfer is expected to be delivered at the location. |
| **Expected WH Date** | The date on which the transfer is expected to be delivered at the warehouse. |

**Note:** The **Delivery Date, Expected WH Date,** and **Not After Date** fields are editable. However, the remaining fields are displayed based on the information entered in the Create Transfer window.

## Locations

The Locations section includes the following fields.

*Table 9–10 Locations Section Fields and Description*

| Field | Description |
|---|---|
| **From Store** | This field displays the store ID. |
| **From Entity** | This field displays the transfer entity ID and description. |
| **Freight Type** | This field displays the type of freight. The options are: Normal, Expedite, and Hold. |
| **To Store** | This field displays the store ID and the description of the store. |
| **To Entity** | This field displays the transfer entity ID and description. |
| **Carrier** | Select the carrier type from the list. The options are: Federal Express, UPS, and Mail. |

## Comments

In the comments section, enter your comments.

## Transfer Toolbar

The Toolbar displays the icons and actions buttons on the transfer window.

*Figure 9–14 Transfer Toolbar*

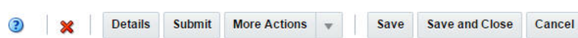



*Table 9–11 Transfer Toolbar - Icons/ Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Details** Button | You can click **Details** to view the Transfer Details window.<br>For more information on the Transfer Details window, see the Transfer Details section. |
| Delete icon | You can delete the current transfer by clicking the Delete icon . |
| **Status** Button | The label of the status button is dynamic and changes based on the current transfer status. It displays the next logical status. For example, for the transfers in Input status it will be Submit. Based on the current status, if there are more than one status action is possible than other options can be accessed with the list button.<br>For more information about how to change the status of a transfer, see the Transfer Approval Process section. |
| **More Actions** | For more information about the More Actions menu, see the Transfer - More Actions Menu section. |
| **Save** | Click **Save** to save any changes on the Transfer window and keep the transfer window open. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all the changes and close the window. |

## Transfer - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Figure 9–15 Transfer - More Actions Menu*

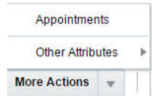



*Table 9–12 Transfer - More Actions Menu and Description*

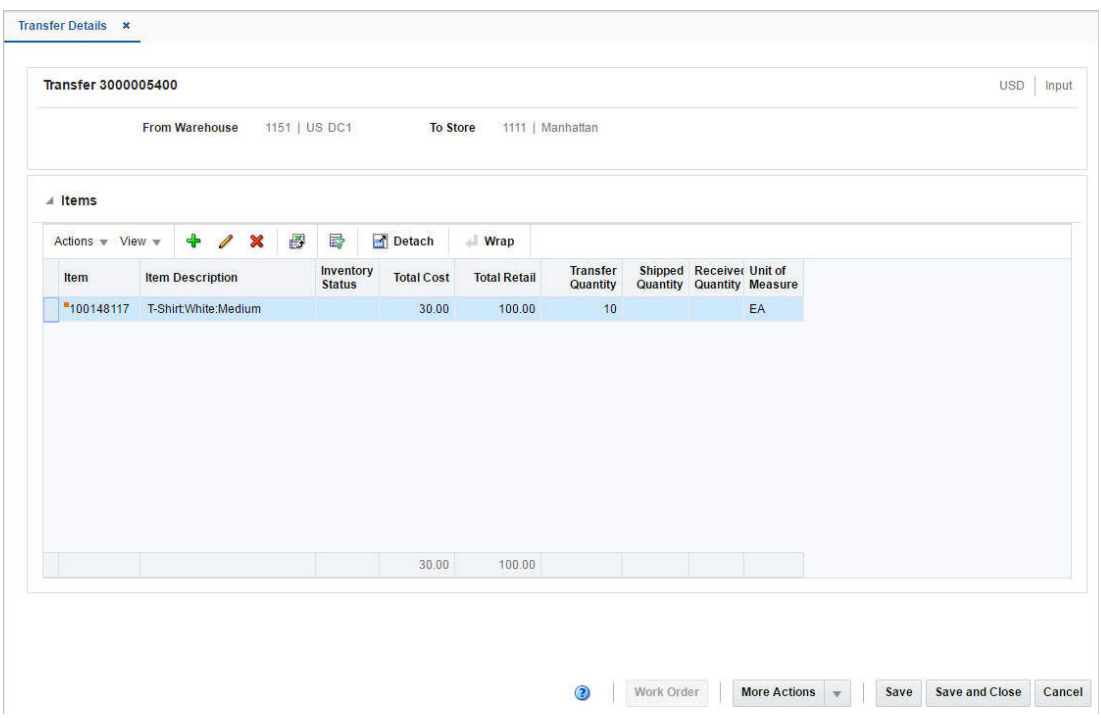
| Icon/Buttons | Description |
|---|---|
| **More Actions** | You can navigate to open the following windows by clicking the More Actions menu:<br>▪ Appointments<br>▪ **Other Attributes**<br>This submenu contains the Group Sets that are defined using Custom Flex Attributes for the Transfer entity.<br>In the Other Attributes submenu, select an attribute.<br>For more information about custom flex attributes, see the Other Attributes section. |

# Transfer Details

Transfer is an internal movement of stock from one location to another. The Transfer Detail window allows users to view and maintain the list of items on a transfer.

You can access the Transfer Details window by clicking **Details** on the Transfer window.

*Figure 9–16 Transfer Details Window*



# Items

In the Items section you can maintain the list of items on the transfer.

## Items- Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–17 Items - Actions Menu and Icons***

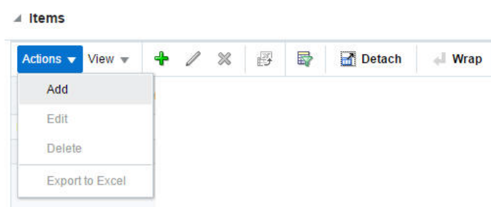



***Table 9–13 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add the transfer details by clicking **Add** from the Actions menu or by clicking the Add icon.<br><br>For more information on the transfer details, see the Adding Transfer Details Terms section. |
| Edit and Edit icon | You can edit the transfer details by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br><br>For more information on editing the transfer details, see the Editing Transfer Details Items section. |
| Delete and Delete icon | You can delete transfer details:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

## Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–18 Items - View Menu***

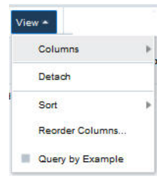



***Table 9–14 Items - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Transfer Details Toolbar

The toolbar contains the following icons and buttons.

***Figure 9–19 Transfer Details Toolbar***


***Table 9–15 Transfer Details Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Work Order** button | You can click the Work Order button to view the Transfer Word Order window.<br>For more information about the this option, see the Transfer Work Orders section |
| **More Actions** | For more information about the More Actions menu, see the Transfer - More Actions Menu section. |
| **Save** | Click **Save** to save any changes on the Transfer Details window and keep the Transfer Details window open. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all the changes and close the window. |

## Transfer Details - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Figure 9–20 Transfer Details - More Actions Menu*

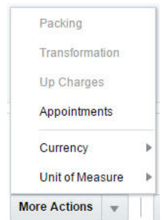



*Table 9–16 Transfer Details - More Actions Menu and Description*

| Icon/Buttons | Description |
|---|---|
| **More Actions** | You can navigate to the following windows by clicking option the More Actions menu:<br>■ Transfer Item Packing<br>■ Transfer Item Transformation<br>■ Transfer Up Charges<br>■ Appointments<br>■ Currency<br>■ Unit of Measure |

## Currency

You can toggle between following currencies:

- From Location
- To Location
- Primary

The Currency toggles determine which labels and values are displayed for certain columns.

## Unit of Measure

You can toggle between the following units of measure:

- Unit of Transfer
- Standard UOM

The UOM toggles determine which labels and values are displayed for certain columns.

You can view, but not edit, a list of the units of measure that are available in the system for defining area, dimension, volume, and weight. Units of measure are used in a variety of ways:

- **Standard unit of measure (SUOM):** The unit of measure by which stock is tracked at the corporate level. The SUOM may be measured by weight, volume, area, or dimension. The size of the standard unit of measure is set up at the item level. If a measurement, rather than the term "each", is selected as the SUOM, a conversion factor must be entered. The conversion factor indicates many units of the selected SUOM make up an each. For example: If the size of an each is 5 kilograms, then the SUOM is kilogram and the conversion factor is 5.

- **Store order multiple:** The unit of measure by which items are shipped to stores. The store order multiple may be each, inner, or case. The default store order multiple is set up at the item level. Store order multiples for specific locations are set up at the item/location level.
- **Unit of purchase (UOP):** The unit of measure by which an item is purchased. The UOP may be each, case, or pallet. The default UOP is set up at the item/supplier/sourcing country level. The default UOP may be superceded when adding items to a purchase order.
- **Unit of Transfer:** The unit of measure by which an item is transferred. The unit of transfer may be each, case, or pallet. The unit of transfer is entered when adding items to a transfer.
- **Unit of Receipt (UOR):** The unit of measure by which an item is received on a shipment. The UOR may be each, case, or pallet. The UOR is entered when receiving items.

The standard unit of measure is the equivalent of an each. A case (or its equivalent, such as a box, bushel, barrel, or roll) may correlate with a supplier's pack size. The unit of purchase, unit of transfer, and unit of receipt may default to either the standard unit of measure or case. If a quantity is entered by the pallet for the unit of purchase, unit of transfer, or unit of receipt, the quantity is converted to the default measurement.

The terms inner, case, and pallet are used as generic terms in RMS. You can select different terms for the same concepts at the item/supplier level.

## Maintaining Transfer Details

To maintain transfer Details follow the steps below.

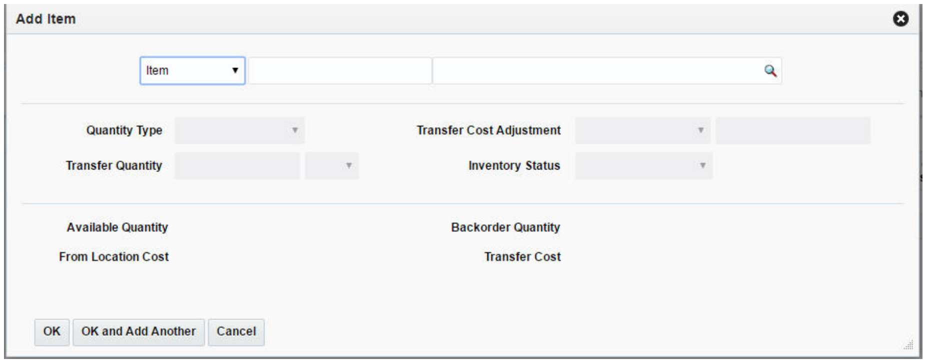
1. From the Tasks menu, select **Inventory > Transfers > Manage Transfers**. The Transfer Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transfers that match the search criteria are displayed in the Results section.
4. In the Transfer column, click the transfer link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Transfer window appears.

### Adding Transfer Details Terms

To add transfer details terms:

1. From the Tasks menu, select **Inventory** > **Transfers** > **Create Transfer**. The Create Transfer window appears.
2. Enter the relevant details and click **OK**. The Transfer window appears
3. Click **Details**. The Transfer Details window appears which includes the Items section.
4. From the Actions menu, click **Add** or click the Add icon. The Add Item window appears.

***Figure 9–21 Add Item Window***




5. In the Type field, select the item type from the list. The options are: Item, Item Parent, Item Parent/Diff, Item List. You can also enter, search and select to add the item.
6. In the **Quantity Type** field, select the quantity from the list. The options are Manual and Total Stock on Hand.
7. In the **Transfer Quantity** field, enter the quantity of the item that has to be transferred.
8. In **Transfer Cost Adjustment** field, select the type of transfer cost adjustment you want to make. The options are: Decrease by Percent, Decrease by Amount, Increase by Percent, Increase by Amount, Set Price.
9. In the **Inventory Status** field, select the inventory status from the list.
10. In the **Available Quantity** field, the quantity that is available for transfer is displayed.
11. The **From Location Cost** field cannot be edited. This field displays the cost for transferring an item from the location.
12. The **Backorder Quantity** field cannot be edited. This field displays the customer back-orders for an item based on stock on hand availability.
13. The **Transfer Cost** field cannot be edited. This field displays the transfer cost and the cost varies based on the selected Transfer Cost Adjustment Type and the Adjustment Value.
14. Then choose one of the following options.
    - Click **OK** to add the item to the table and close the window.
    - Click **OK and Add Another** to add additional items.
    - Click **Cancel** to reject all entries and close the window.

### Editing Transfer Details Items

To edit transfer details items:

1. In the Items section, select the transfer details of the item you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon.
3. Edit the quantity type and the transfer quantity as necessary.
4. Then choose one of the following options.
    - Click **OK** to save the changes and close the window.

- Click **Cancel** to reject your entries and close the window.

# Transfer Work Orders

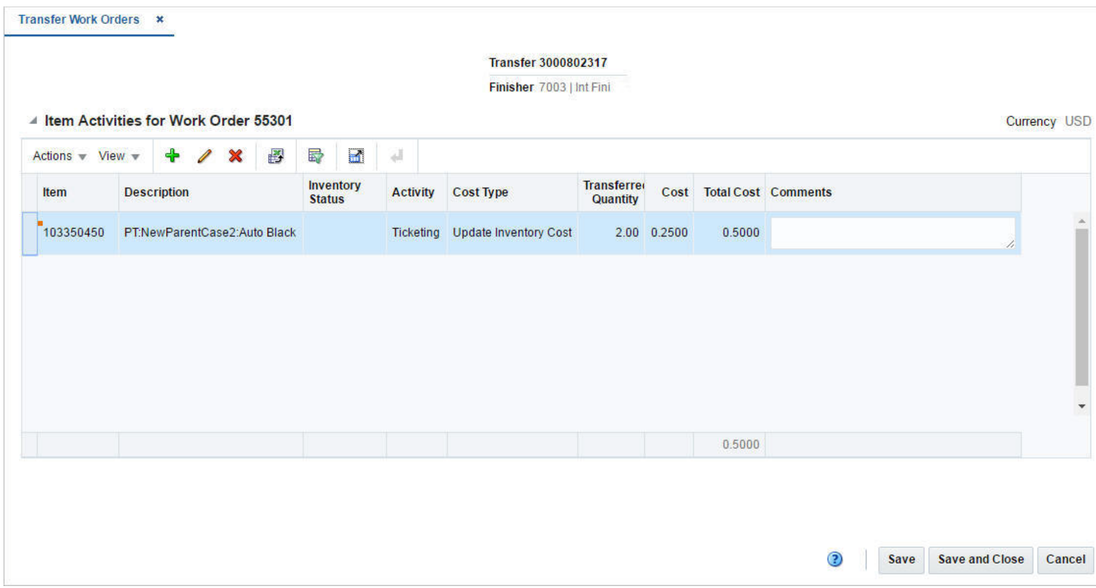
The Transfer Work Order allows you to define activities that are completed by the finisher before the transfer is completed. You must select a finisher when creating the transfer in order to access the window.

The Transfer Work Orders window contains the following sections.

- Header

  The header displays the transfer and the finisher.
- Item Activities
- Transfer Work Orders Toolbar

***Figure 9–22 Transfer Work Orders Window***




## Item Activities

The label of the Item Activity section displays the work order number. In addition the currency is displayed in the top right corner of the section.

You can add comments for the item activity directly in the table.

### Item Activities - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–17 Item Activities - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add item activity combinations by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new item activity combinations, see the Adding an Item Activity section. |

*Table 9–17 (Cont.) Item Activities - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected item activity combination<br>For more information about how to an item activity combination, see the Editing an Item Activity section. |
| Delete and Delete icon | You can delete item activity combinations:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Item Activities - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–18 Item Activities - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | Toggle between the following currencies:<br>■ Finisher<br>■ From Location<br>■ To Location<br>■ Primary |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Transfer Work Orders Toolbar

The toolbar contains the following icons and buttons.

*Table 9–19 Transfer Work Orders Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adding a Work Order to a Transfer

To add a work order to a transfer, follow the steps below.

1. Create a work order with finishing.

   For more information about how to create a transfer, see the Creating a Transfer section.

2. In the Transfer Details window, select the **Work Order** button. The Transfer Work Order window appears.

### Adding an Item Activity

To add an item activity to the current work order, follow the steps below.

1. In the Item Activity section, select **Actions > Add**, or use the Add icon . The Add Item window appears.
2. Select an item type from the list. Then enter or search for the item.
3. In the **Diff** field, enter, select or search for the diff.

   **Note:** This field is only enabled, if you select the item type Item Parent/Diff.

4. Select if you want to add an activity or template. Then select the corresponding activity or template.
5. In the **Cost Type** field, select the cost type from the list.
6. In the **Activity Cost** field, enter the costs.
7. In the **Comments** field, enter a comment, if necessary.
8. Then choose one of the following options.
   - Click **OK** to add the item activity/template to the table and close the window.
   - Click **OK and Add Another** to add additional item activities/templates.
   - Click **Cancel** to reject all entries and close the window.
9. In the Transfer Work Oder window, save your changes.

### Editing an Item Activity

To edit an item activity, follow the steps below.

1. In the Item Activities section, select **Actions > Edit**, or use the Edit icon. The Edit Item window appears.
2. Edit the activity cost and/or the comments.
3. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **Cancel** to reject all entries and close the window.
4. In the Transfer Work Oder window, save your changes.

## Transfer Item Packing

The Transfer Item Packing window allows you to send instructions to the finisher to tell them how items and packs should be shipped to the final location.

The Packing Results section display all the packs that can be created and any items component items that are unpacked.

The following packaging combinations may occur:

**Pack to Components**

| | | |
|---|---|---|
| Pack 1 | becomes | Item 1 |
| | | Item 2 |
| | | Item 3 |

**Pack to Pack**

Complete:

| | | | | |
|---|---|---|---|---|
| Pack 1 made up of: | 2 of Item 1 | becomes | Pack 2 made up of: | 2 of Item 1 |
| | 3 of Item 2 | | | 2 of Item 2 |
| | 3 of Item 3 | | | 2 of Item 3 |

Remainder:

| | | | | |
|---|---|---|---|---|
| Pack 1 made up of: | 2 of Item 1 | becomes | Pack 2 made up of: | 2 of Item 1 |
| | 3 of Item 2 | | | 2 of Item 2 |
| | 3 of Item 3 | | | 1 of Item 3 |
| | | | Remaining bulk items | 1 of item 2 |
| | | | | 2 of item 3 |

**Components to Pack**

| | | |
|---|---|---|
| Item 1 | becomes | Pack 1 |

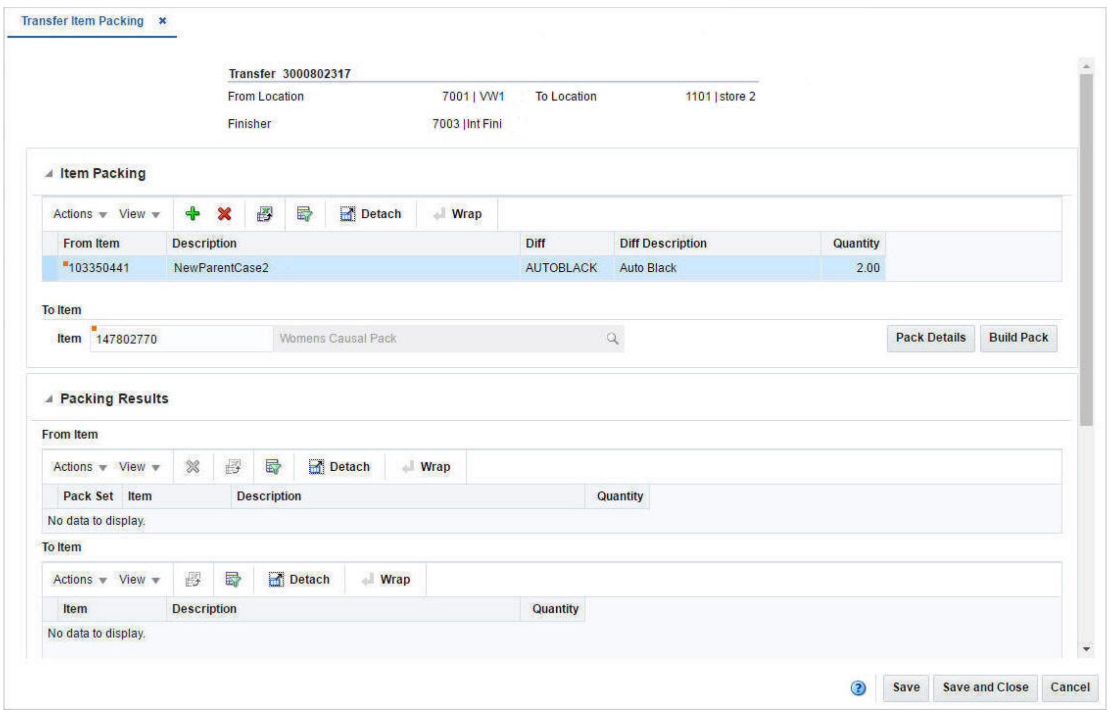
| |
|---|
| Item 2 |
| Item 3 |

The Transfer Item Packing window contains the following sections.

- Header

  The header displays the transfer number, the from/to location and the finisher.
- Item Packing
- Packing Results
- Transfer Item Packing Toolbar

***Figure 9–23 Transfer Item Packing Window***




## Item Packing

The Item Packing section contains the From Item table and the To Item table.

### From Item Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–20 From Item Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new items by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add items, see the Adding an Item and Explode Pack section. |

*Table 9–20 (Cont.) From Item Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### From Item Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–21 From Item Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### To Item

You can view the pack details and build packs in this area. For more information see, the Building the Pack section

## Packing Results

The Packing Results section contains the From Item table and the To Item Table.

### From Item Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–22 From Item Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete pack sets:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### From Item Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–21, " From Item Table - View Menu/Icons and Description".

### To Item Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–23 To Item Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### From Item Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–21, " From Item Table - View Menu/Icons and Description".

## Transfer Item Packing Toolbar

The toolbar contains the following icons and buttons.

*Table 9–24 Transfer Item Packing Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |

*Table 9–24 (Cont.) Transfer Item Packing Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Packing an Item on a Transfer

To pack an item on a transfer, follow the steps below.

1. Create a transfer.

   For more information about how to create a transfer, see the Creating a Transfer section.

2. Add a transfer work order activity.

   For more information about how to add a transfer work order activity, see the Transfer Work Orders section.

3. In the Transfer Details window, select **More Actions > Packing**. The Transfer Item Packing window appears.

### Adding an Item and Explode Pack

To add an item and explode the pack item to its components or build a new pack, follow the steps below.

1. In the Item Packing section, select **Actions > Add**, or use the Add icon. The Add Item window appears.
2. In the **From Item** field, enter or search for the from item.
3. In the **Diff** field, enter, select or search for the diff. This field is only available, if the from item is a parent item.
4. Select the **Explode Pack** checkbox, explode a pack item that is on the transfer into its component items.

   This checkbox is only available, if the from item is a pack item. The pack item will be exploded to its component items and displayed as a new pack set in the Packing Results section.

5. Then choose one of the following options.
   - Click **OK** to add the item and close the window.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

### Building the Pack

To change the pack, follow the steps below.

1. In the To Item area, enter or search for the to pack item that is on the transfer.
2. Then click **Build Pack**. The new pack is created and displayed in the Packing Results section.

- To view the pack details, click **Pack Details**. The Pack Item Details are displayed.

3. Then save your entries.

## Transfer Item Transformation

The Transfer Item Transformation window allows you to convert one item to another item at a finisher. You may change one item to a second item or you may consolidate multiple items into one item. Items are transformed at a finishing location.

There are certain conditions that must be met before you complete and item transformation. When you transform the first item into a second item, the second item must exist in approved status in the merchandising system before you can complete the transformation. The entire quantity of item on a transfer must be transformed to the same item.

There are two types of item transformation that can occur:

***Table 9–25 Item Transformation***

| Item | becomes | item |
|---|---|---|
| One to One | | |
| Item 1 | becomes | Item 2 |
| Item A | becomes | Item X |
| Item B | becomes | Item Y |
| Item C | becomes | Item Z |
| Many to One | | |
| Item 1 | becomes | Item 2 |
| Item A | becomes | Item X |
| Item B | becomes | Item X |
| Item C | becomes | Item X |

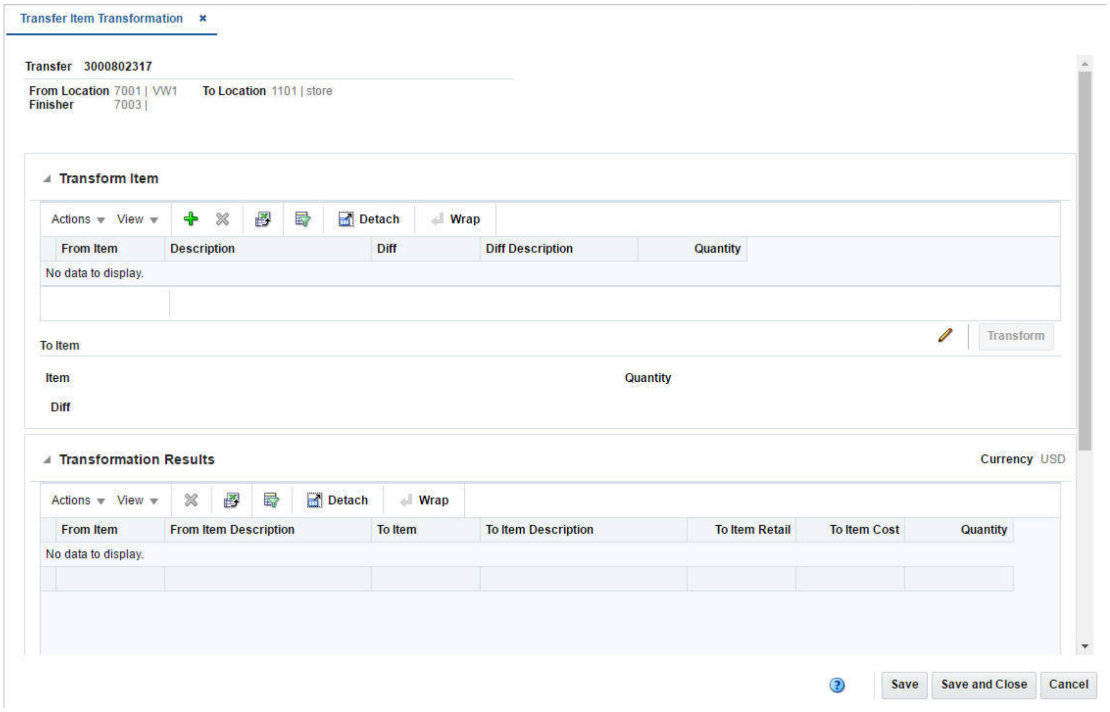
The Transfer Item Transformation window contains the following sections.

- Header

  The header displays the transfer, the from/to location and the finisher.

- Transform Item
- Transformation Results
- Transfer Item Transformation Toolbar

***Figure 9–24 Transfer Item Transformation***




## Transform Item

The Transform Item section is visible if you are not in View mode and the Status is Input, otherwise the section is hidden.

The Transform Item section contains two sub-sections, the From Item table and the To Item area.

The From Item table displays the following fields by default:

- From Item
- Description
- Diff
- Diff Description
- Quantity

### From Item Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–26 From Item Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon ✚ | You can add new items by selecting **Actions** > **Add** or by using the Add icon ✚.<br><br>For more information about how to add a new item, see the Adding and Transforming an Item section. |

*Table 9–26 (Cont.) From Item Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### From Item Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–27 From Item Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### To Item

The To Item area displays the item, item description, diff and diff description as well as the quantity.

You can edit the to item and diff in this area by clicking the Edit icon.

You can transform the items in this area by clicking the **Transform** button.

The Transform button is only enabled if From Item and To Item sections are populated. When you click the button the Transform Item section is cleared, the items are transformed and displayed in the Transformation Results section.

## Transformation Results

The From Item table displays the following fields by default:

- From Item

- Description
- To Item
- To Item Description
- To Item Retail
- To Item Cost
- Quantity

### Transformation Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–28 Transformation Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Transformation Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–29 Transformation Results - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transfer Item Transformation Toolbar

The toolbar contains the following icons and buttons.

***Table 9–30 Transfer Item Transformation Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Transforming an Item

To transform an item, follow the steps below.

1. Create a transfer.

   For more information about how to create a transfer, see the Creating a Transfer section.

2. Add a transfer work order activity.

   For more information about how to add a transfer work order activity, see the Transfer Work Orders section.

3. In the Transfer Details window, select **More Actions > Transformation**. The Transfer Item Transformation window appears.

### Adding and Transforming an Item

To add a from item, follow the steps below.

1. In the Transform Item section, select **Actions > Add**, or use the Add icon. The Add Item window appears.
2. In the From Item section:
   a. In the **Item** field, enter or search for an item. This field is a required field.
   b. In the **Diff** field, enter, select or search for the diff. This field is only available if the parte item has diff.
3. In the To Item section:
   a. In the **Item** field, enter or search for an item or parent item that you want the from item to become.

      **Note:** The to item you select must be an approved item in the merchandising system.

   b. In the **Diff** field, enter, select or search for the diff. This field is only available if the to item is a parent item.

4. Then choose one of the following options.
   - Click **OK** to add the from/to item and close the window.
   - Click **OK and Add Another** to add additional from/to items.
   - Click **Cancel** to reject all entries and close the window.
5. Then click **Transform**. The items that have been transformed for the transfer are displayed in the Transformation Results section.
6. Save your entries.

### Editing an Item

To edit an item, follow the steps below.

1. In the To Item area, click the Edit icon . The Edit Item window appears.
2. Edit the fields as necessary.
3. Then choose one of the following options.
   - Click **OK** to add your change to the table and close the window.
   - Click **Cancel** to reject all entries and close the table.
4. In the Transfer Item Transformation window, save your changes.

## Transfer Up Charges

An up charge is a cost associated with moving items between locations in the merchandising system. Up charges are included since there is work associated with the transfer of goods (for example, cost that the origin location incurs to prepare the items for shipping) and since locations can exist in different legal entities there is accounting between the different locations.

Each up charge has a calculation basis of value or specific, a cost basis of either weighted average cost (when using average cost method) or unit cost (when using standard cost method), component currency, and up charge group, which is used to group up charge components together to show a total sum on the Transfer Up Charge window.

The following up charge types can be applied:

- **Department up charges:** Incurred when transferring items within the department or within the from and the to locations.
- **Location up charges:** Tracked when both average costing (as opposed to standard costing) and estimated landed cost (ELC) is used.
- **Transfer up charges:** Associated with a specific Transfer/Item/From Location/To Location combination.
- **Up charge groups:** A combination of up charge components.
- **Up charge components:** Charges that are incurred when transferring from a RMS store or warehouse to another RMS store or warehouse.

The Transfer Up Charges window allows you to view the up charge groups that are associated with a specific transfer/item/from location/to location combination. Up charge groups are a combination of up charge components. Up charge components are charges that are incurred when transferring from a store or warehouse to another store or warehouse.

The Transfer Up Charges window contains the following sections.

- Header

  The header contains the transfer and the from/to location.
- Items
- Up Charges
- Transfer Up Charges Toolbar

## Items

The Item section displays the item information such as item, item description and Inventory Status.

Select the tab Leg 2 to view the item information of the second leg.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–31 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| View and View icon | To view an item:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon . |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–32 Items - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Up Charges

The Up Charges section displays up charge group and value per unit.

The Next and Previous icon is displayed in the top right corner of the section, if the selected item is as buyer pack.

### Up Charges - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–33 Up Charges - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| View and View icon | To view an up charge group:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or click the View icon. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Up Charges - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–34 Up Charges - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Currency | Toggle between the From/To Location and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transfer Up Charges Toolbar

The toolbar contains the following icons and buttons.

***Table 9–35 Transfer Up Charges Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |

*Table 9–35 (Cont.) Transfer Up Charges Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | Click **Done** to close the window. |

# Appointments

Appointments define the quantity of goods that are expected to ship from one location to another. The appointments are created in the warehouse management system and sent to RMS. When a shipment is received, the warehouse management system sends a message to RMS Receiving and completes the following actions:

- The appointment status changes to Closed
- **Quantity Received** and **Receipt Number** fields are updated
- RMS attempts to close the document associated with the appointment (a purchase order, transfer, or allocation)

A purchase order, transfer, or allocation cannot be closed if an associated appointment does not have a status of **Closed**. Also, the line item order quantity (canceled quantity) cannot fall below the total expected quantity for all of the shipments and appointments that are attached to the order for that line item.

## Viewing Appointments

The Appointments window allows you to search for any appointment linked with a specific order or ASN and view its details such as the receiving location and current status.

The Appointments window can be accessed by any of the following ways:

- From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Appointments**. The Appointment window opens.
- From the More Actions menu of the following windows:
  - Order

    For more information about orders, see the Orders chapter, section "Order".
  - Transfer

    For more information about transfers, see the Transfer Window section.
  - Transfer Details

    For more information about transfer details, see the Transfer Details section.
- In the Order Details window, select **Actions > Appointments** in the Items section.

  For more information about order details, see the Orders chapter, section "Order Details".
- In the Shipment window, select the **Appointment** button in the toolbar.

  For more information about shipments, see the Shipment section.

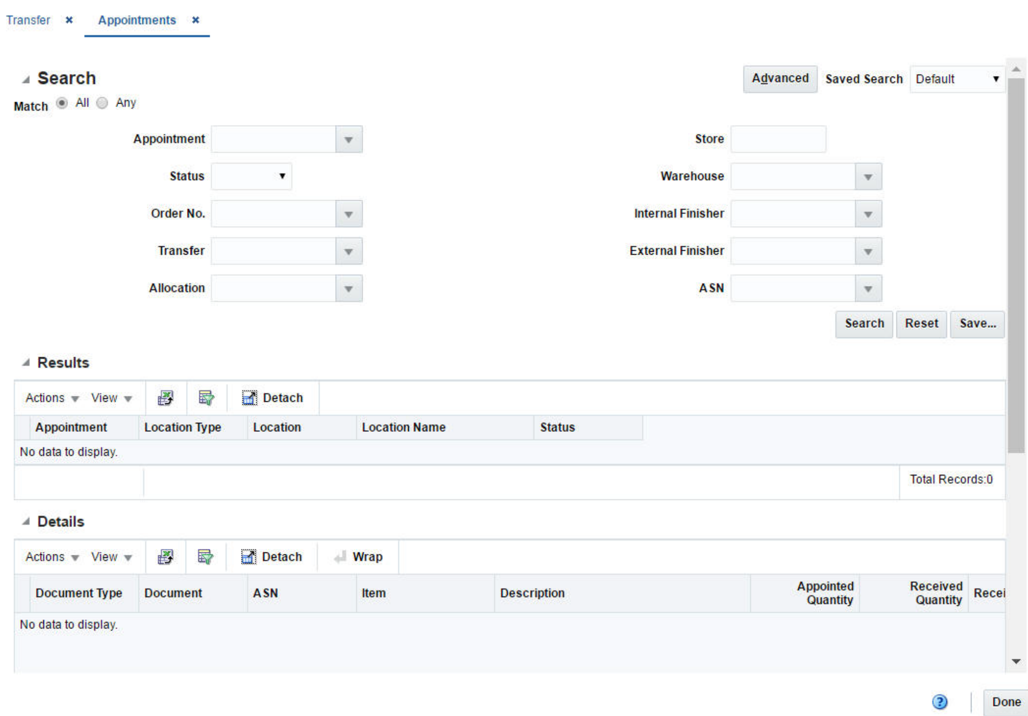
The Appointments window includes the following sections:

- Search

  For more information about how to search for appointments, see the Searching for an Appointment section.
- Results

- Details
- Appointments Toolbar

***Figure 9–25 Appointments Window***




## Searching for an Appointment

You can search for appointments by providing search criteria in the search section.

1. You can search for an appointment using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an Appointment Through the Basic Search Criteria

To search for an appointment through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

***Table 9–36 Appointment Search - Basic Search Criteria***

| Search Field | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only appointments matching all entered search criteria are shown.<br>Any - appointments matching each entered search criteria are shown. |
| **Appointment** | Enter, select or search for the appointment ID. |
| **Status** | Select the status of the appointment. The options are: Scheduled, Modified, Arrived, and Closed. |

*Table 9–36 (Cont.) Appointment Search - Basic Search Criteria*

| Search Field | Description |
|---|---|
| **Order No.** | Enter, select or search for the order number. |
| **Transfer** | Enter, select or search for a transfer. |
| **Allocation** | Enter, select or search for an allocation number. |
| **Store** | Enter, select or search for the store. |
| **Warehouse** | Enter, select or search for the warehouse. |
| **Internal Finisher** | Enter, select or search for the internal finisher.. |
| **External Finisher** | Enter, select or search for the external finisher. |
| **ASN** | Enter, select or search for an ASN number. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The appointments that match the search criteria are displayed in the Results section.

4. Click **Reset** to execute the saved search.

5. Click the **Save..** button to save the current sets of search criteria as a Saved Search. The Create Saved Search window appears.

   For more information on the Create Saved Search, see the Common User Interface Controls chapter, section "Create Saved Search".

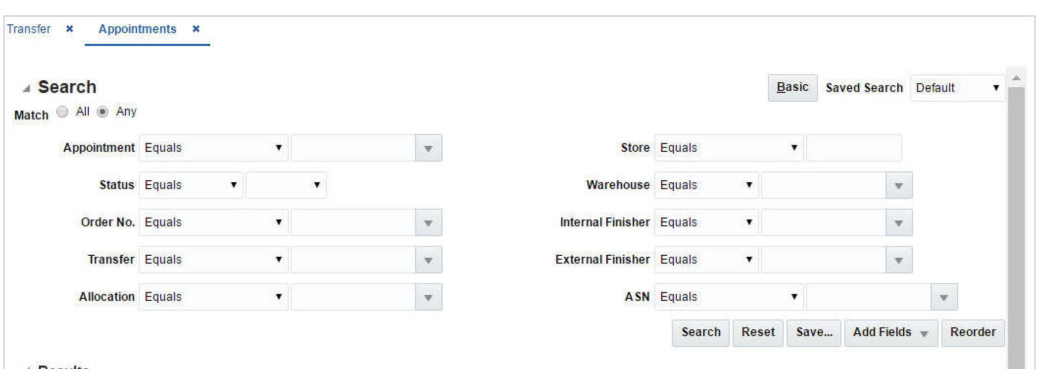
6. Click **Done** to close the window.

### Searching for an Appointment Through the Advanced Search Criteria

To search for an appointment through the advanced search criteria:

1. Enter or select one or all of the advanced search criteria.

*Figure 9–26 Appointment Search - Advanced Search Mode*



2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The appointments that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the appointments that match the entered search criteria. Select an appointment to view the details.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–27 Results - Actions Menu and Icons***

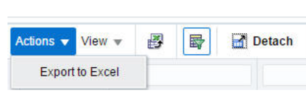



***Table 9–37 Results/Details - Actions Menu/ Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

**Table 9–37 (Cont.) Results/Details - Actions Menu/ Icons and Description**

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | Only available in the Details section.<br>You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–28 View Menu***

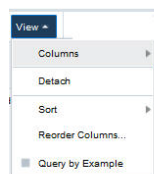



**Table 9–38 Results/Details - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |
| Query by Example | You can filter the appointments by one of multiple column values by clicking the query by example icon . |

## Details

In the Details section you can view the item on this appointment along with the appointed and received quantities based on the related document, purchase order or ASN.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. For more information about the Actions Menu, see Table 9–37, " Results/Details - Actions Menu/ Icons and Description"

### Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–38, " Results/Details - View Menu/Icons and Description".

## Appointments Toolbar

The toolbar contains the following icons and buttons.

*Table 9–39 Appointments Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Other Attributes

The Other Attributes will be available for transfers to enter Custom Flex Attributes which are created for the Transfer Entity. The Other Attributes will contain the Group Sets that are created for the Transfer header using the CFAS Foundation data upload.

# Managing a Transfer

You can access the option to manage the transfer from the Tasks menu. Managing transfers involves performing one or more of the following tasks:

- Searching for a transfer
- Creating a transfer
- Creating from an existing transfer
- Editing a transfer
- Viewing a transfer

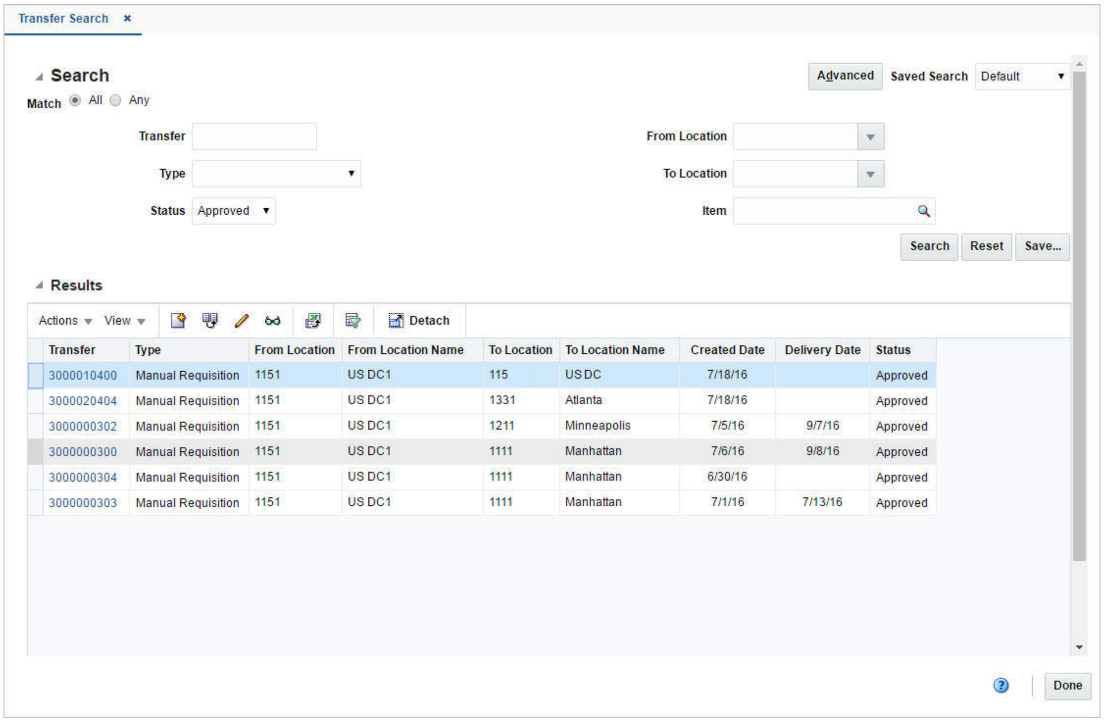
You can access the Transfer Search window by selecting **Inventory** > **Transfers** > **Manage Transfers**, the Transfer Search window appears.

The Transfer Search window includes the following sections.

- Search

  For more information about how to search for a transfer, see the Searching for a Transfer section.
- Results
- Transfer Search Toolbar

***Figure 9–29 Transfer Search Window***




## Searching for a Transfer

To search for a transfer:

1. From the Tasks menu, select **Inventory** > **Transfers** > **Manage Transfers**. The Transfer Search window appears.
2. You can search for a transfer by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered.

   Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for a Transfer Through the Basic Search Criteria

To search for a transfer through the basic search criteria.

1. Enter or select one or all of the following basic search criteria.

***Table 9–40 Transfer Search - Basic Search Criteria***

| Field | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only transfer matching all entered search criteria are shown.<br>Any - transfer matching any of the entered search criteria are shown. |
| **Transfer** | Enter the transfer ID. |
| **Type** | Select the transfer type from the list. |
| **Status** | Select the status of the transfer. The options are: Input, Submitted, Approved, Closed, Deleted, and In Progress. |

*Table 9–40 (Cont.) Transfer Search - Basic Search Criteria*

| Field | Description |
|---|---|
| **From Location** | Enter, select or search for the location ID. |
| **To Location** | Enter, select or search for the location ID. |
| **Item** | Enter the item number or search for the item. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information on the Personalize Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The transfers that match the search criteria are displayed in the Results section.
4. Click **Reset** to execute the saved search.
5. Click the **Save..** button to save the current sets of search criteria as a Saved Search. The Create Saved Search window appears.

   For more information on the Create Saved Search, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Transfer Through the Advanced Search Criteria

To search for a transfer through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.

*Table 9–41 Transfer Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only transfer matching all entered search criteria are shown.<br>Any - transfer matching any of the entered search criteria are shown. |
| **Transfer** | Enter the transfer ID. |
| **Type** | Select the transfer type from the list. |
| **Status** | Select the status of the transfer. The options are: Input, Submitted, Approved, Closed, Deleted, and In Progress. |
| **From Location** | Enter, select or search for the location ID. |
| **To Location** | Enter, select or search for the location ID. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class number. |
| **Subclass** | Enter, select or search for the subclass. |
| **Item** | Enter the item number or search for the item. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The transfers that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section displays the retrieved transfers.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–30 Results - Actions Menu and Icons***

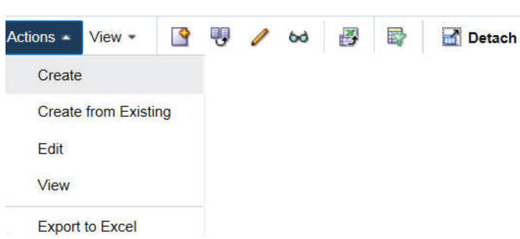


***Table 9–42 Results - Actions Menu/Icons and Description***

| Actions Menu/Icon | Description |
|---|---|
| Create and Create icon | You can create a transfer by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating a transfer, see the Creating a Transfer section. |
| Create from Existing icon | You can create from a existing transfer by clicking **Create from Existing** from the Actions menu or by clicking the Create from Existing icon.<br>For more information on create from existing transfer, see the Creating from an Existing Transfer section. |
| Edit and Edit icon | You can edit a transfer by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing a transfer, see the Editing a Transfer section. |
| View and View icon | To view a transfer:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Transfer window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–31 Results - View Menu and Icons***

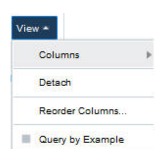



***Table 9–43 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 9–43 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transfer Search Toolbar

The toolbar contains the following icons and buttons.

*Table 9–44 Transfer Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

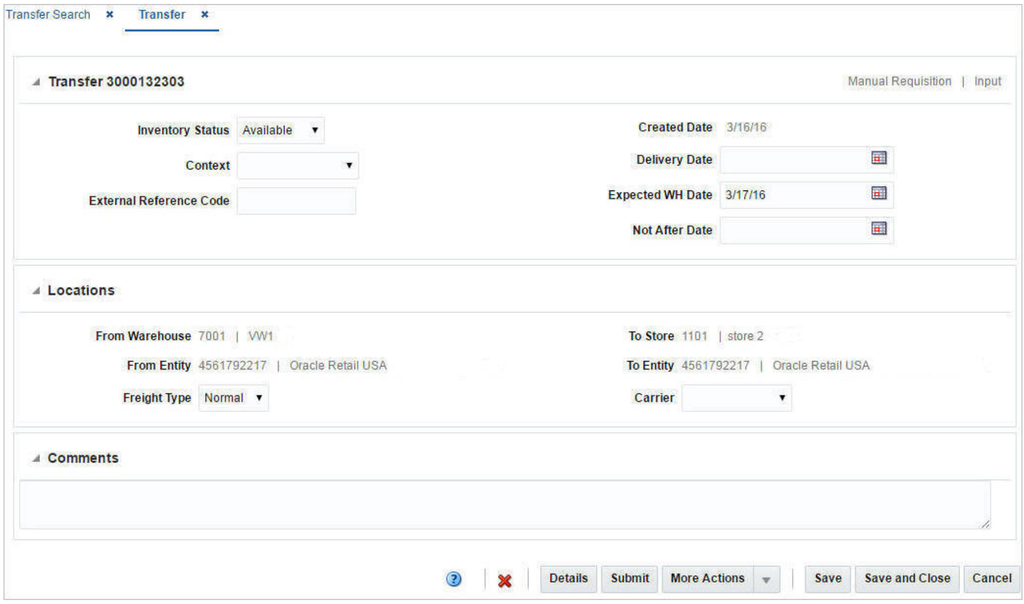
## Creating from an Existing Transfer

To create a deal from an existing transfer:

1. From the Tasks menu, select **Inventory** > **Transfers** > **Manage Transfers**. The Transfer Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transfers that match the search criteria are displayed in the Results section.
4. Select a transfer in the Results section
5. Then select **Actions** > **Create from Existing** or click the Create from Existing icon . The Transfer window appears. The data of the selected transfer is displayed. Change the data as necessary.

   For more information about transfers, see the Transfer Window section.

***Figure 9–32 Transfer - Create From Existing***



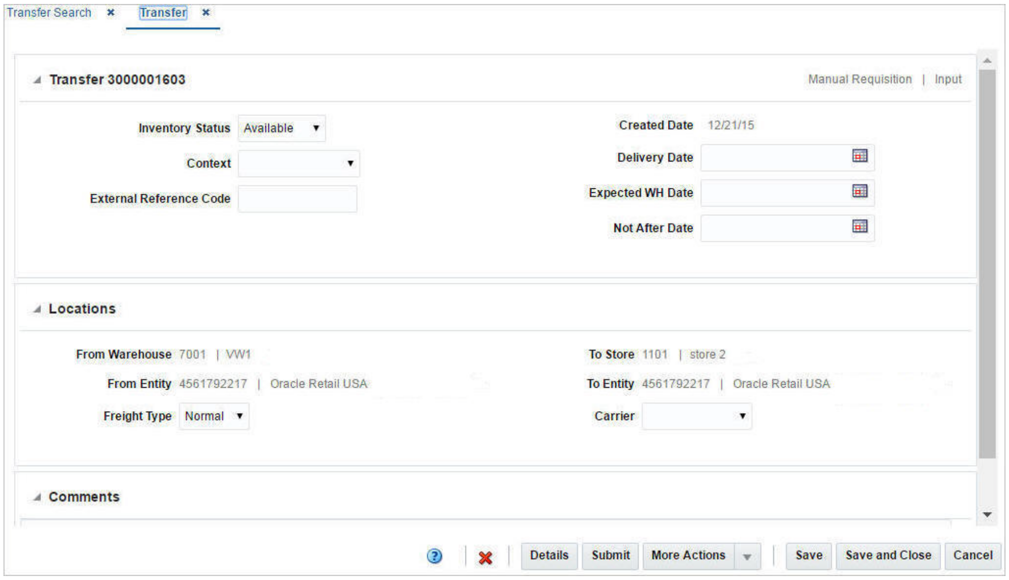

6. Then choose one of the following options.
   - Click **Save** to save to create the transfer.
   - Click Save and Close to create the transfer and close the window.
   - Click **Cancel** to reject all entries and return to Transfer Search window.

## Editing a Transfer

To edit a transfer:

1. From the Tasks menu, select **Inventory** > **Transfers** > **Manage Transfers**. The Transfer Search window appears.
2. Select the transfer you want to edit.
3. From the Actions menu, select **Edit** or click the Edit icon. The Transfer window appears.

*Figure 9–33 Edit Transfer Window*




4. Make the necessary changes and click save your changes.

# Transfer Approval Process

When a transfer is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the transfer to the next status. A transfer may be in any of the following statuses.

*Table 9–45 Transfer Approval Process - Status and Definition*

| Status | Definition |
|---|---|
| Input | The transfer has been started, but not completed. |
| Submitted | The transfer has been completed and is pending in review. |
| Approved | The transfer has been reviewed and has been approved. |
| In Progress | The transfer has been shipped to the next receiver in the transfer. |
| Deleted | The transfer is marked for deletion. It will be deleted by a regularly scheduled batch program. |
| Closed | The transfer has been received at the final location and is complete. |

## Submitting a Transfer for Approval

To submit a transfer for approval, follow the steps below.

1. From the Tasks menu, select **Inventory > Transfers > Manage Transfers**. The Transfer Search window appears.
2. Restrict your search to transfers in Input status.
3. Click **Search**. The transfer that match the search criteria are displayed in the Results section.
4. In the Transfer column, click the Transfer link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Transfer window appears.

5. Click the **Submit** button. The status of the transfer changes to Submitted.
6. Save your changes.

## Approving a Transfer

To approve a transfer, follow the steps below.

1. From the Tasks menu, select **Inventory > Transfers > Manage Transfers**. The Transfer Search window appears.
2. Restrict your search to transfers in Submitted status.
3. Click **Search**. The transfer that match the search criteria are displayed in the Results section.
4. In the Transfer column, click the Transfer link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Transfer window appears.
5. Click the **Approve** button. The status of the transfer changes to Approved.
6. Save your changes.

## Closing a Transfer

To close a transfer, follow the steps below.

1. From the Tasks menu, select **Inventory > Transfers > Manage Transfers**. The Transfer Search window appears.
2. Restrict your search to transfers in In Progress status.
3. Click **Search**. The transfer that match the search criteria are displayed in the Results section.
4. In the Transfer column, click the Transfer link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Transfer window appears.
5. Click the **Close** button. The status of the transfer changes to Closed.
6. Save your changes.

# Creating a Mass Return Transfer

The Mass Return Transfer (MRT) window allows you to define the following mass return transfer information:

- Mass return transfer details
- RTV
- Creating Items
- Creating Locations

To view the Mass Return Transfer window:

From the Tasks menu, select **Inventory** > **Transfers** > **Create Mass Return Transfer**. The Mass Return Transfer window appears.

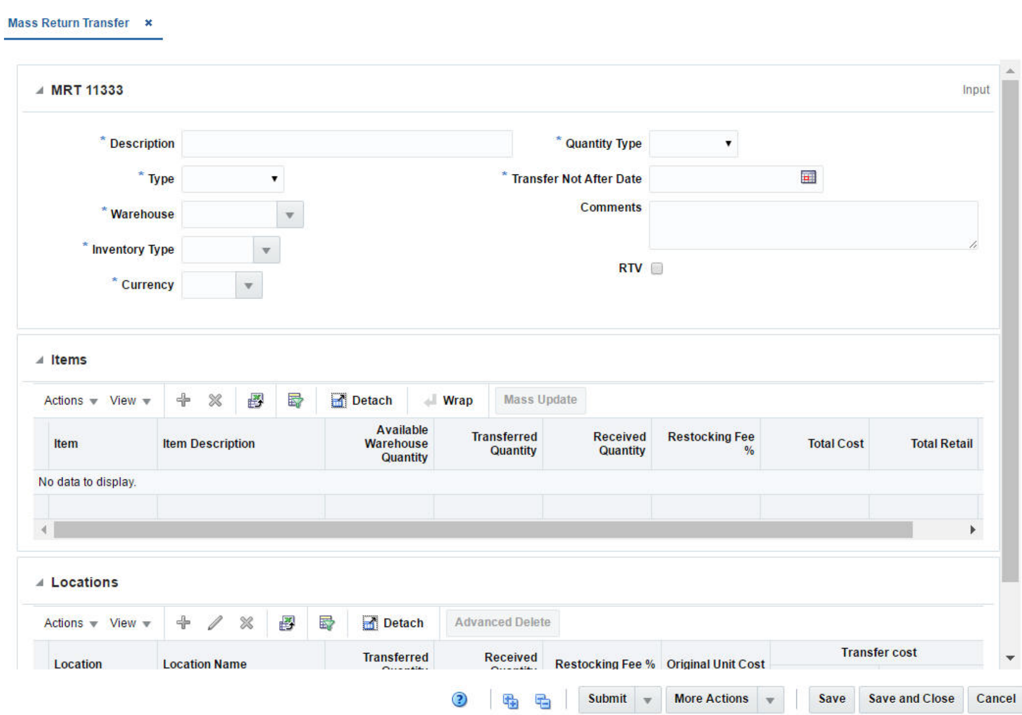
The Mass Return Transfer window includes the following sections:

- Mass Return Transfer Header
- RTV

If you select RTV, the RTV section appears.

- Items
- Locations
- MRT Toolbar

***Figure 9–34 Mass Return Transfer Window***




## Mass Return Transfer Header

The Mass Return Transfer header includes the following fields:

***Table 9–46 Mass Return Transfer Header - Fields and Description***

| Fields | Description |
|---|---|
| Title | The title displays the Mass Return Transfer ID. The MRT Status is displayed at the top right of the header.<br>This field contains the MRT number by default. |
| **Description** | Enter a description of the mass return transfer. This field is a required field. |
| **Type** | Select the type of the MRT you are creating. The options are:<br>■ Intercompany: The transfer can occur between locations in different transfer entities.<br>■ Intra-Company: The transfer can occur between locations in the same transfer entity.<br>This field is a required field. |
| **Warehouse** | Enter, select or search for the warehouse. This field is a required field. |

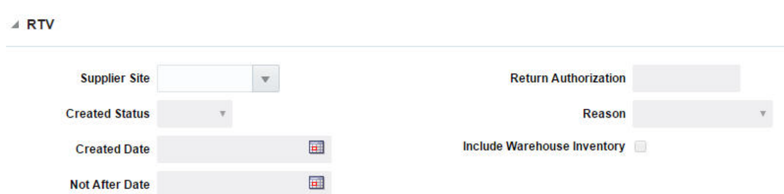
*Table 9–46 (Cont.) Mass Return Transfer Header - Fields and Description*

| Fields | Description |
|---|---|
| **Currency** | Enter, select or for search the currency. This field is a required field. |
| **Quantity Type** | Select how you will determine the number of items to transfer. The options are:<br>■ All Inventory: Transfers are created for all stock on hand and you cannot specify how much to transfer.<br>■ Manual: After selecting the item, you must enter the number of items to transfer. The quantity will default to the stock on hand (SOH), but if the SOH falls below the defined transfer quantity, the transfer will be created in input status.<br>This field is a required field. |
| **Transfer Not After Date** | Enter the last date the transfer can occur, or click the Calendar icon to select a date. This field is a required field. |
| **Comments** | Enter any additional comments as necessary. |
| **RTV** | Select the RTV. The RTV section appears. For more information on the RTV, see the RTV section. |

## RTV

Once you select the RTV checkbox, the RTV section appears in the Mass Return Transfer window.

*Figure 9–35 RTV*




The RTV section includes the following fields.

*Table 9–47 RTV - Fields and Description*

| Fields | Description |
|---|---|
| **Supplier Site** | Enter, select or search for the supplier site. |
| **Created Status** | Select the status the RTV will be created in. The options are: Input, Output, and Manual. |
| **Created Date** | Enter the date the RTV is created, or use the Calendar icon to select a date. |
| **Not After Date** | Enter the last date the transfer can occur, or use the Calendar icon and select a date. |
| **Return Authorization** | Enter the return authorization number of the supplier. |
| **Reason** | Select the reason you are creating the RTV. |
| **Include Warehouse Inventory** | Select this option to indicate warehouse inventory is included in the creation of the RTVs. |

# Items

The Items section displays item information such as the item number, item description, quantity and cost information.

## Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–36 Items - Actions Menu and Icons***

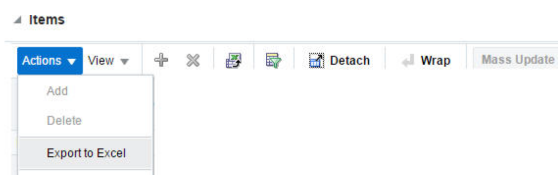



***Table 9–48 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add the items by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on the items, see the Adding Items to a Mass Return Transfer section. |
| Delete and Delete icon | You can delete an item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Mass Update | The Mass Update can be used for updating the Restocking fee based on any one of the following: Item Parent, Differentiator, or VPN.<br>For more information about how to perform mass updated, see the Mass Update section |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

## Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–37 Items -View Menu and Icons*

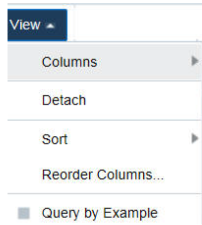



*Table 9–49 Items/Locations- View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Locations

The Locations section allows you to indicate at which locations the transfer is effective.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 9–38 Locations - Actions Menu and Icons*

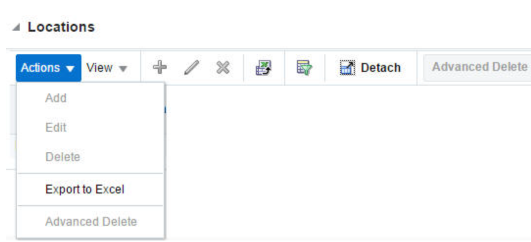



*Table 9–50 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add locations by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on adding the locations, see the Adding Locations to the Mass Return Transfer section. |

*Table 9–50 (Cont.) Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | You can edit the locations by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing the locations, see the Editing Locations on the Mass Return Transfer section. |
| Delete and Delete icon | You can delete a location:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Advanced Delete and Advanced Delete button | You can view the Delete Location window by clicking the **Advanced Delete** button in the Locations section.<br>For more information on the Advanced Delete button, see the Advanced Delete section. |

### Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–49, " Items/Locations- View Menu/Icons and Description".

## MRT Toolbar

The Toolbar displays the icons and actions buttons on the mass return transfer window.

*Figure 9–39 MRT Toolbar*

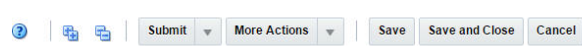



*Table 9–51 MTR Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |
| **Status** button | The Status button displays the next possible status of the MRT. Possible statuses are:<br>■ Input<br>■ Submit<br>■ Approve<br>■ Close |
| More Actions | For More Actions menu, see the MRT Toolbar section. |

*Table 9–51 (Cont.) MTR Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save** | Click **Save** to save any changes on the Mass Return Transfer window and keep the Mass Return Transfer window open. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to discard all the changes and close the window. |

## Mass Return Transfer - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Figure 9–40 Mass Return Transfer - More Actions Menu*

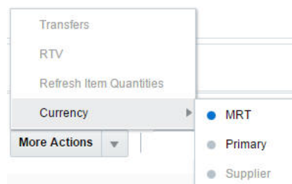



*Table 9–52 Mass Return Transfer - More Actions Menu and Description*

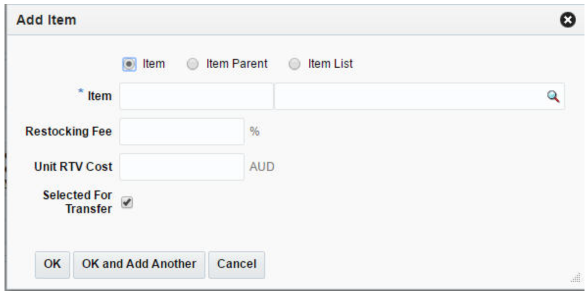
| Icon/Buttons | Description |
|---|---|
| **More Actions** | You can navigate to open the following windows by clicking More Actions menu:<br>■ Transfers<br>Opens the Transfer window. For more information about this window, see the Transfer Window section.<br>■ RTV<br>Opens the Return to Vendor window. For mor information about this window, see the Return to Vendor section.<br>■ Refresh Item Quantities<br>Updates the item quantities.<br>■ Currency<br>You can toggle between the currency of the MRT, the system's primary currency or the suppliers currency. |

## Adding Items to a Mass Return Transfer

To add items to a mass return transfer, follow the steps below.

1. In the Mass Return Transfer window, go to the Items section.
2. From the Actions menu, select **Add** or click the Add icon. The Add Item window appears.

*Figure 9–41 Add Item Window*



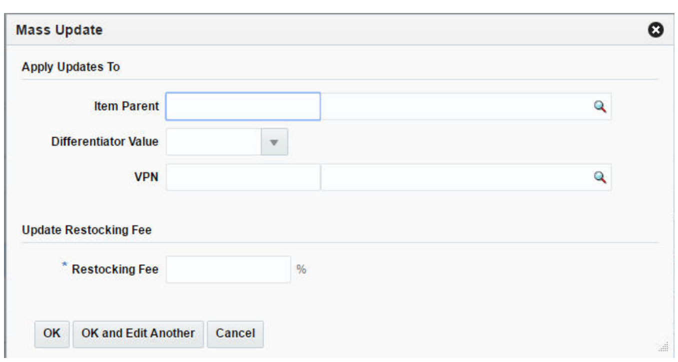

3. Select any one of the following options: Item, Item Parent, or Item List.
4. In the **Item** field, enter the item or search and select from the list. This is a required field.
5. In the **Restocking Fee %** field, enter the percentage that is applied for restocking fees.
6. In the **Unit RTV Cost** field, enter the Unit RTV cost for the item
7. The **Selected For Transfer** checkbox is selected by default.
8. Then choose one of the following option.
   - Click **OK** to add the item and close the window.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

## Mass Update

To update the Restocking fee based on either an Item Parent, a Differentiator, or VPN use the **Mass Update** function.

1. In the Items section, select **Actions > Mass Update**, or use the Mass Update button. The Mass Update window appears.

*Figure 9–42 Mass Update Window*




2. In the **Apply Updates to** section, you can choose any one of the following fields: Item Parent, Differentiator Value, or VPN. You can narrow down the items for which restocking fee % will be updated. If none of the values are chosen, the update will be applicable to all the items.

3. In the **Update Restocking Fee** section, enter the intended value of Restocking Fee % . This field is a required field.
4. Then choose one of the following options.
   - Click **OK** to commit the mass update and close the window.
   - Click **OK and Edit Another** to commit the changes and edit an additional mass update.
   - Click **Cancel** to reject all entries and close the window.

## Adding Locations to the Mass Return Transfer

To add the locations to the mass return transfer, follow the steps below.

1. In the Mass Return Transfer window, go to Locations section.
2. After entering the header details, select **Actions** > **Add,** or click the Add icon. The Add Locations window appears.
3. Select the location type from the list. Then enter, select or search for the location.
4. The available return quantity is displayed.
5. In the **Transfer Quantity** field, enter the quantity you want to transfer.
6. In the **Transfer Cost** field defaults to the transfer cost associated to the location.
7. The **Transfer Price** field defaults to the transfer price associated to the location.
8. In the Apply to section, select if you want to apply the changes to the selected item/location, all items for selected locations or all item/locations.
9. Then choose one of the following option.
   - Click **OK** to add the location and close the window.
   - Click **OK and Add Another** to add additional locations.
   - Click **Cancel** to reject all entries and close the window.

## Editing Locations on the Mass Return Transfer

To edit locations, follow the steps below.

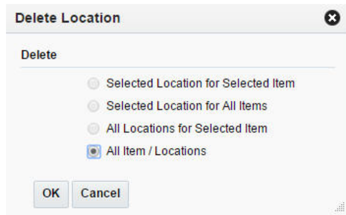
1. Select the locations you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Location window appears.
3. Edit the enabled fields as necessary.
4. Click **OK** to return to Mass Return Transfer window.

## Advanced Delete

To select delete location options, follow the steps below.

1. In the Mass Return Transfer window, go to Locations section.
2. From the Actions menu, click the **Advanced Delete** button.The Delete Location window appears.

***Figure 9–43 Delete Location Window***




3. You can delete any one of the following options:
   - Selected Location for Selected Item
   - Selected Location for All Items
   - All Locations for Selected Item
   - All Item/Locations
4. Then choose one of the following options.
   - Click **OK** to delete the locations.
   - Click **Cancel** to reject all entries an close the window.

# Managing Mass Return Transfers

Managing mass return transfers involves performing one or more of the following tasks:

- Searching for a mass return transfer
- Creating a mass return transfer
- Editing a mass return transfer
- Viewing a mass return transfer

You can access the MRT Search window from the Task menu, select **Inventory** > **Transfers** > **Manage Mass Return Transfer**. The MRT Search window appears.

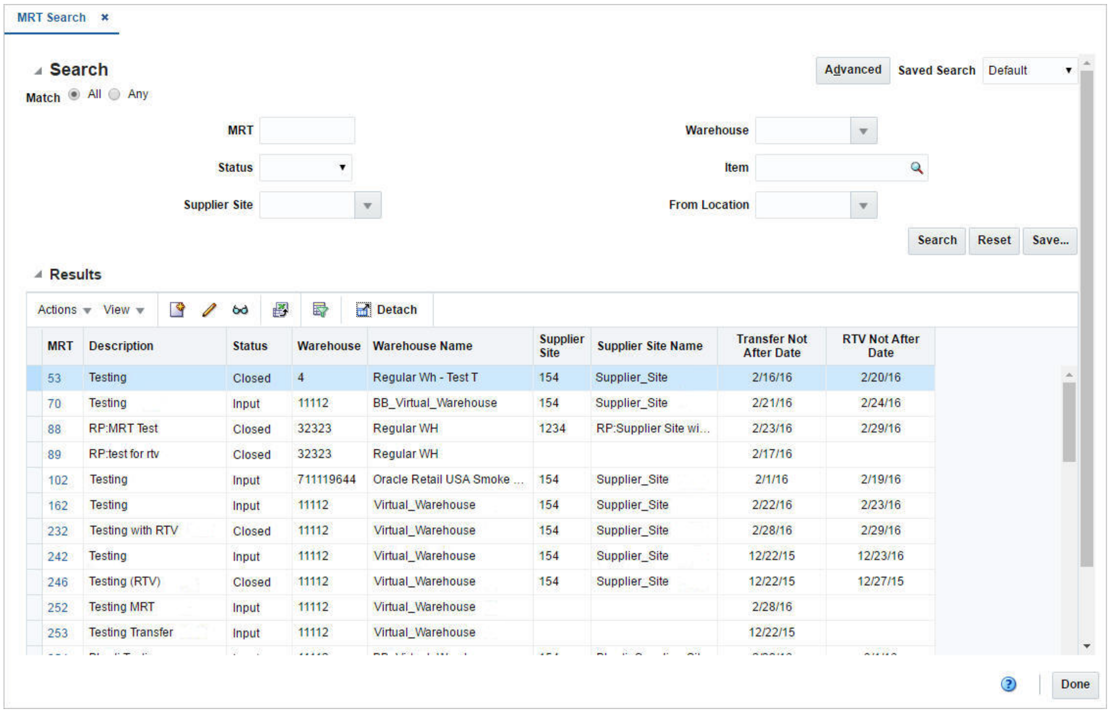
In the MRT Search window you can search for mass return transfers by specifying various search criteria. You can choose to access mass return transfers in the search results in edit or view mode depending on security privileges. There are also options for creating a new mass return transfer.

The MRT Search window includes the following sections:

- Search

  For more information on the MRT Search window, see the Searching for an MRT section.
- Results
- MRT Search Toolbar

*Figure 9–44 MRT Search Window*




## Searching for an MRT

To search for an MRT:

1. From the Tasks menu, select **Inventory** > **Transfers** > **Manage Mass Return Transfer**. The MRT Search window appears.
2. You can search for a mass return transfer by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for an MRT Through the Basic Search Criteria

To search for an MRT through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 9–53 MRT Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only MRTs matching all entered search criteria are shown.<br>Any - MRTs matching any of the entered search criteria are shown. |
| **MRT** | Enter the MRT description. |
| **Status** | Select the status of the mass return transfer. The options are: Input, Submitted, Approved, RTV Created, Closed. |
| **Supplier Site** | Enter the supplier site, select or search the supplier site and number from the list. |

*Table 9–53 (Cont.) MRT Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Warehouse** | Enter the warehouse ID, select or search the warehouse. |
| **Item** | Enter the item number of the item or search the item. |
| **From Location** | Enter the location or select and search the location and the ID. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information on the Personalize Saved Searches, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The MRTs that match the search criteria are displayed in the Results section.
4. Click **Reset** to execute the saved search.
5. Click **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For information on the Create Saved Search window, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an MRT Through the Advanced Search Criteria

To search for an MRT through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information on the Personalize Saved Searches, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The MRTs that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For information on the Create Saved Search window, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists all the retrieved MRTs.

### Results - Actions Menu and

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–45 Results Section - Actions Menu and Icons***

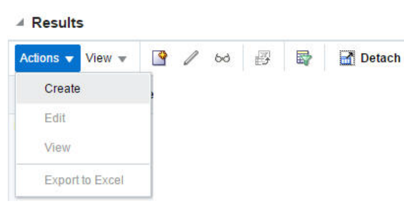



***Table 9–54 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create the MRT by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating the MRT, see the Creating a Mass Return Transfer section. |
| Edit and Edit icon | You can edit the MRT by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing the MRT, see the Editing an MRT section. |
| View and View icon | To view an MRT:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Mass Return Transfer window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can view columns, detach, reorder columns, and query by example from the View menu.

***Figure 9–46 Results - View Menu***

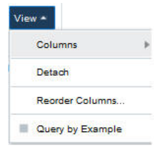



***Table 9–55 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## MRT Search Toolbar

The toolbar contains the following icons and buttons.

***Table 9–56 MRT Search Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Editing an MRT

To edit an MRT, follow the steps below.

1. From the Tasks menu, select **Inventory** > **Transfers** > **Manage Transfer**s > Manage Mass Return Transfer. The MRT Search window appears.
2. Select the mass return transfer you want to edit.
3. From the Actions menu, select **Edit** or click the Edit icon. The Mass Return Transfer window appears.
4. Make the necessary changes.

   For more information about the Mass Return Transfer window, see the Creating a Mass Return Transfer section.
5. Save your changes.

# Stock Order Reconciliation

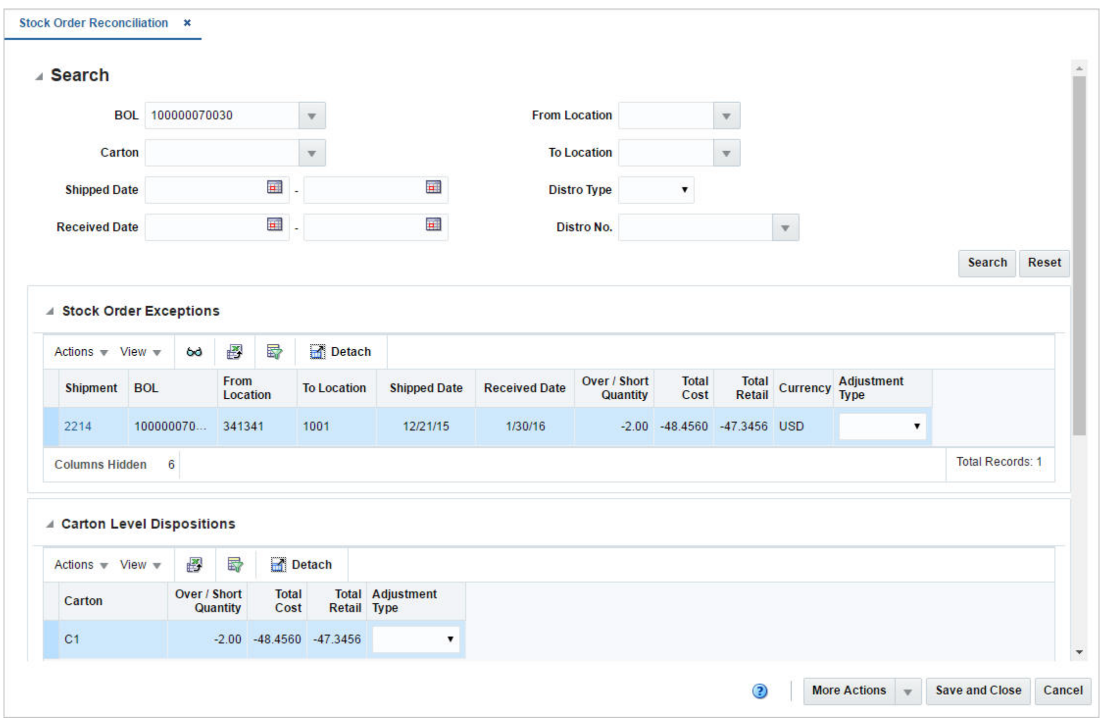
The Stock Order Reconciliation window allows you to edit and view shipment receipts where the item quantity does not match the actual quantity received. All open stock orders where the shipped quantity could not be reconciled to the received quantity appear in the results. Once you have searched for receipts you can create adjustments to account for the differences.

The Stock Order Reconciliation window contains the following sections.

- Search

  For more information about how to search for shipments, see the Searching for a Shipment Receipt section.
- Stock Order Exceptions
- Carton Level Dispositions
- Stock Order Reconciliation Toolbar

***Figure 9–47 Stock Order Reconciliation***




## Searching for a Shipment Receipt

To search for a shipment receipt:

1. From the Task menu, select **Inventory > Transfers > Stock Order Reconciliation**. The Stock Order Reconciliation window appears.
2. Enter, select or search for one or all of the following search criteria.

***Table 9–57 Stock Order Reconciliation Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **BOL** | Enter, select or search for the BOL. |

*Table 9–57 (Cont.) Stock Order Reconciliation Search - Basic Search Criteria and*

| Fields | Description |
|---|---|
| **Carton** | Enter, select or search for the carton. |
| **Shipped Date** | Enter the shipped date or use the Calendar icon to select a date.. |
| **Received Date** | Enter a received date or use the Calendar icon to select a date. |
| **From Location** | Enter, select or search for the from location. |
| **To Location** | Enter, select or search for the to location. |
| **Distro Type** | Select the distro type from the list. |
| **Distro No.** | Enter, select or search for the Distro No. |

3. Click **Search**. The shipment that match the search criteria are displayed in the Stock Order Exceptions and Carton Level Dispositions section.
4. Click **Reset** to clear the search section and results.

## Stock Order Exceptions

All open stock orders where the shipped quantity could not be reconciled to the received quantity appear in this section. The over/short quantity and the cost information are displayed.

The **Shipment** column contains a link which opens the Shipments window, where can view the Shipment Details. For more information about this window, see the Shipment section.

In the **Adjustment Type** column, select an adjustment type from the list.

### Stock Order Exceptions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–58 Stock Order Exceptions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| View Shipment and View Shipment icon | To view a shipment:<br>■ Select a record in the Stock Order Exceptions section.<br>■ Select **Actions > View Shipment** or click the View Shipment icon. The Shipments window opens in View mode.<br>■ Click **Done** to close the window.<br>For more details about the Shipments window, see the Shipment section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Stock Order Exceptions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–59 Stock Order Exceptions- View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Carton Level Dispositions

This section displays the carton, over/short quantity and cost information.

In the **Adjustment Type** column, select an adjustment type from the list.

### Carton Level Dispositions - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–60 Carton Level Dispositions - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Carton Level Dispositions - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–61 Carton Level Dispositions - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 9–61 (Cont.) Carton Level Dispositions - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Stock Order Reconciliation Toolbar

The toolbar contains the following icons and buttons.

*Table 9–62 Stock Order Reconciliation Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Stock Order Reconciliation window.<br>■ **Currency**<br>Toggle between the To Location and the system's primary currency. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

# Creating a Bill of Lading

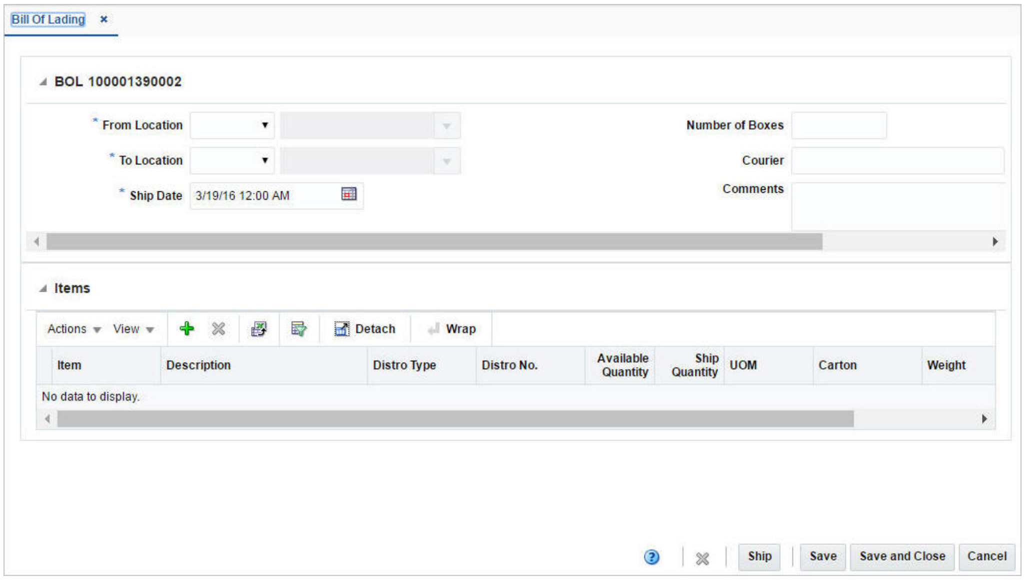
To create a bill of lading (BOL):

1. From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Create Bill of Lading**. The Bill of Lading window appears.

   The Bill of Lading window includes the following sections:

   - Bill of Lading Header
   - Items
   - Bill of Lading Toolbar

*Figure 9–48 Bill of Lading Window*




## Bill of Lading Header

The Bill of Lading header includes the following fields:

*Table 9–63 Bill of Lading Header - Fields and Description*

| Fields | Description |
|---|---|
| **Title** | The title displays the Bill of Lading ID to the top left of the header.<br>This field contains the MRT number by default. |
| **From Location** | Select the location type, either Store or Warehouse from the list. Then enter, select or search for the location. |
| **To Location** | Select the location type, either Store or the Warehouse from the list. Enter, select or search for the location. |
| **Ship Date** | Enter the ship date and time, or use the Calendar icon to select a date and a time.<br>If you do not enter a time, the time defaults to midnight (00:00:00). |
| **Courier** | Enter the courier name, if applicable. |
| **Comments** | Enter any additional comments as necessary. |

## Items

In items section you can add or delete information for the items on the BOL.

Once you have added items, you can edit **Ship Quantity** and **Carton** column directly in the table.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Figure 9–49 Items - Actions Menu and Icons*


*Table 9–64 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add Items and Add Items icon | You can add items by clicking **Add** Items from the Actions menu or by clicking the Add Items icon.<br>For more information on how to add items, see the Adding Items section. |
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

## Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–50 Items - View Menu*

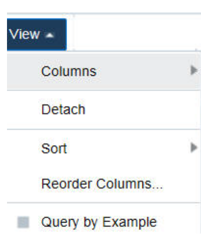



*Table 9–65 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 9–65 (Cont.) Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Bill of Lading Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–51 Bill of Lading Toolbar*

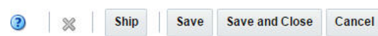



*Table 9–66 Bill of Lading Toolbar - Icons/Buttons and Description*

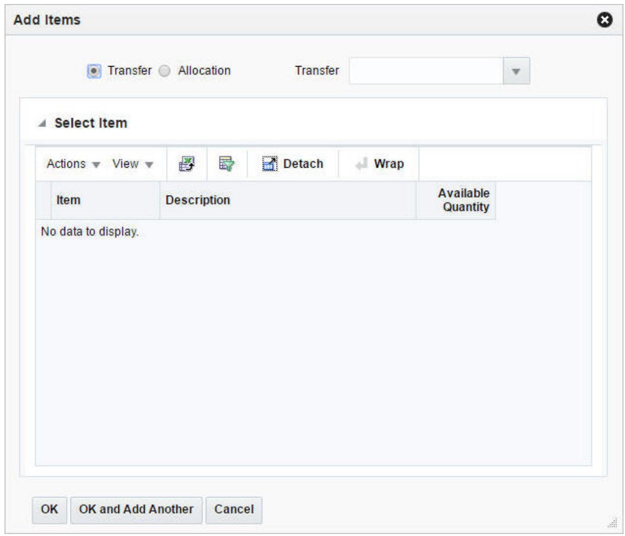
| Icons/Buttons | Description. |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete the bill of lading b clicking the Delete icon . |
| **Ship** Button | Click **Ship** to kick-off the shipping process for the BOL. |
| **Save** | Click **Save** to save any changes on the bill of lading window and keep the deal window open. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Items

To add items:

1. In the Bill of Lading window, go to the Items section.
2. From the Actions menu, select **Add Items** or click the Add Items icon . The Add Items window appears.

*Figure 9–52 Add Items Window*




3. Select any one of the following options: Transfer, Allocation.
4. In the **Transfer/Allocation** field, enter, select or search for transfer/allocation. The items of the transfer/allocation are displayed in the table below.
5. Then choose one of the following options.
   - Click **OK** to add the items to the Items section and close the window.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

## Manage Bills of Lading

Managing bills of lading involves performing one or more of the following tasks:

- Searching for BOL
- Creating BOL
- Editing BOL
- Viewing BOL

You can access the Bill of Lading Search window from the Task menu, select **Inventory** > **Shipments and Receipts** > **Manage Bills of Lading**. The Bill of Lading Search window appears.

In the Bill of Lading Search window you can search for bill of lading by specifying various search criteria. You can choose to access BOL in the search results in edit or view mode depending on security privileges. There are also options for creating a new bill of lading.

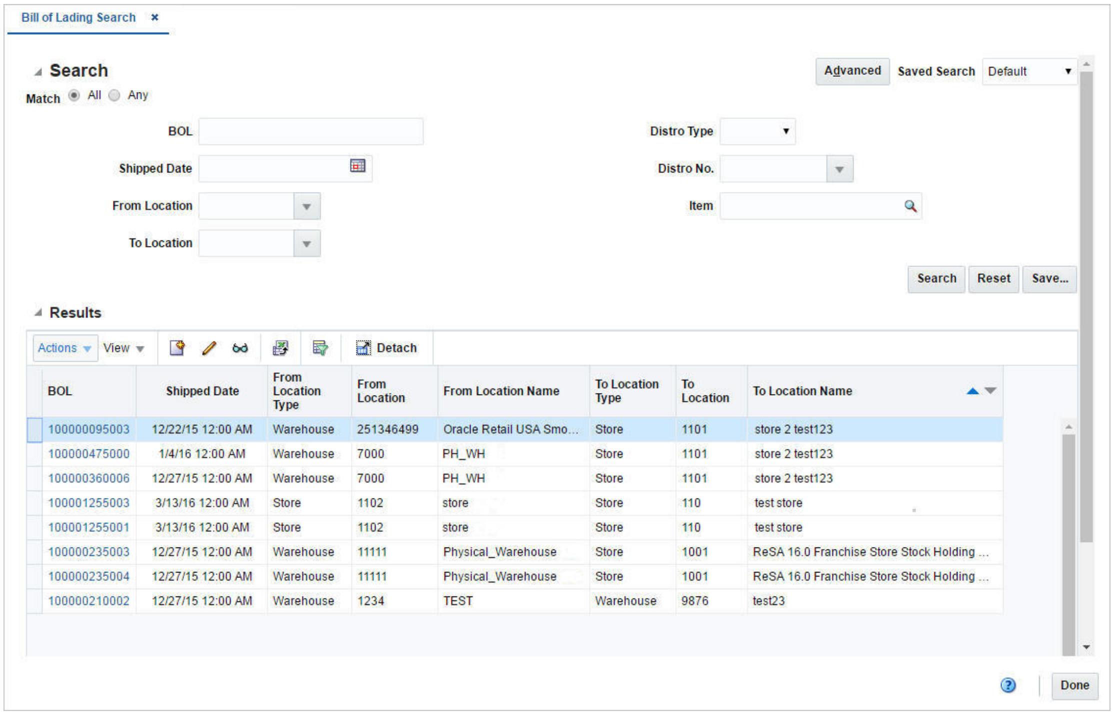
The Bill of Lading Search window includes the following sections:

- Search

  For more information on the Bill of Lading Search window, see the Searching for Bill of Lading section.
- Results

- BOL Search Toolbar

*Figure 9–53 Bill of Lading Search Window*




## Searching for Bill of Lading

To search for a Bill of Lading:

1. From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Manage Bills of Lading**. The Bill of Lading Search window appears.
2. You can search for a BOL by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for a Bill of Lading Through the Basic Search Criteria

To search for a BOL through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 9–67 Bill of Lading Search - Basic Search Criteria*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only BOLs matching all entered search criteria are shown.<br>Any - BOLs matching each entered search criteria are shown. |
| **BOL** | Enter the BOL description. |
| **Shipped Date** | Enter the date or click the calendar icon and select the date. |
| **From Location** | Enter the location or select and search the location and the ID. |

*Table 9–67 (Cont.) Bill of Lading Search - Basic Search Criteria*

| Fields | Description |
|---|---|
| **To Location** | Enter the location or select and search the location and the ID. |
| **Distro Type** | Select the distro type from the list. The options are: Transfer, Location. |
| **Distro No**. | Enter the distro number, select or search the distro number. |
| **Item** | Enter the item number of the item or search the item. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The bills of lading that match the search criteria are displayed in the Results section.
4. Click **Reset** to execute the saved search.
5. Click the **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a BOL Through the Advanced Search Criteria

To search for a BOL through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.

*Table 9–68 Bill of Lading Search - Advanced Search Criteria*

| Search Field | Description |
|---|---|
| **BOL** | Enter the BOL description. |
| **Shipped Date** | Enter the date or click the calendar icon and select the date. |
| **From Location** | Enter the location or select and search the location and the ID. |
| **To Location** | Enter the location or select and search the location and the ID. |
| **Distro Type** | Select the distro type from the list. The options are: Transfer, Location. |
| **Distro No**. | Enter the distro number, select or search the distro number. |
| **Item** | Enter the item number of the item or search the item. |
| **Item Description** | Enter the item description of the item. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The bills of lading that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Results

The Results section lists the retrieved Bills of Lading.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–54 Results - Actions Menu and Icons***

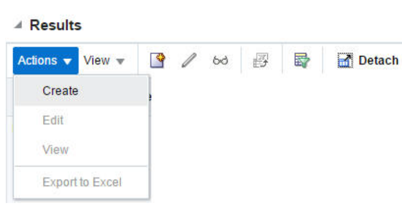


*Table 9–69 Results - Actions Menu/Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Create and Create icon | You can create a BOL by clicking **Create** from the Actions menu or by clicking the Create icon.<br>For more information on creating the BOL, see the Creating a Bill of Lading section. |
| Edit and Edit icon | You can edit a BOL by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing the BOL, see the Editing a BOL section. |
| View and View icon | To view a BOL:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Bill of Lading window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–55 Results -View Menu*

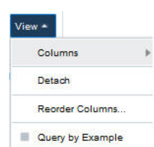



*Table 9–70 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## BOL Search Toolbar

The toolbar contains the following icons and buttons.

*Table 9–71 BOL Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Editing a BOL

To edit a BOL:

1. From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Manage Bills of Lading**. The Bill of Lading Search window appears.
2. Select the BOL you want to edit.
3. From the Actions menu, select **Edit** or click the Edit icon. The Bill of Lading window appears.

   You can edit the **Ship Quantity** and **Carton** column directly in the table.

   For more information on about the Bill of Lading window, see the Creating a Bill of Lading section.
4. Make the necessary changes and save your changes.

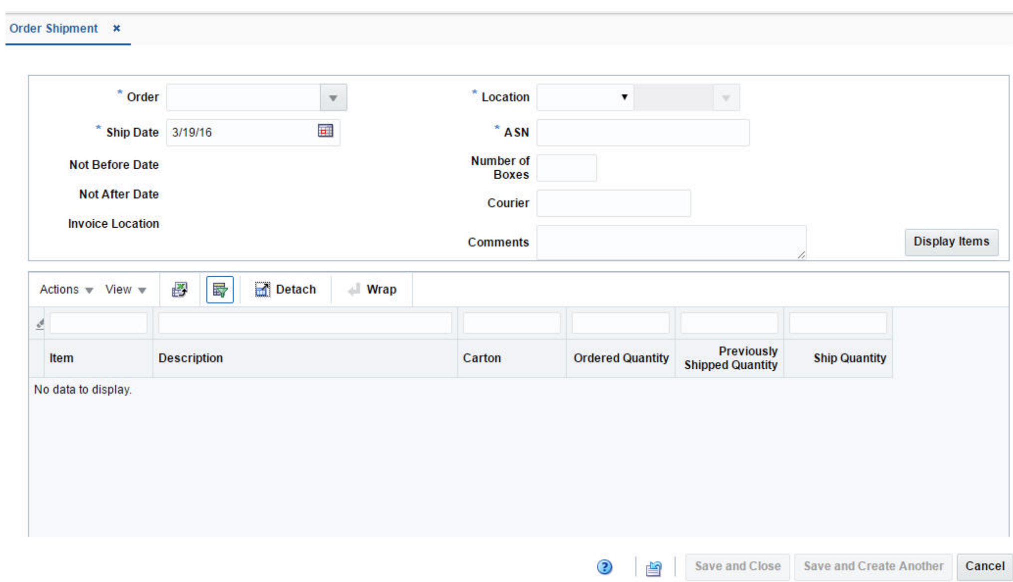
# Ship Purchase Order - Order Shipment

The Order Shipment window allows the manual creation of shipment records for a purchase order at item location level.

To create a shipment for the purchase order:

1. From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Ship Purchase Order**. The Order Shipment window appears.

*Figure 9–56 Order Shipment Window*



2. In the **Order** field, enter the order number or select or search the order number. This field is a required field.
3. In the **Ship Date** field, enter a date or use the Calendar icon to select a date.
4. In the **Not Before Date** field, the Not Before Date for the Purchase Order will be displayed.
5. In the **Not After Date** field, the Not After Date of the Purchase Order will be displayed.
6. In the **Invoice Location** field, the invoice location for the purchase order will be displayed.
7. In the **Location** field, select the location type from the list. The options are: Store and Warehouse. Then enter, select or search for the location. This field is a required field.
8. In the **ASN** field, enter an ASN number. This field is a required field.
9. In the **Number of Boxes** field, enter the number of boxes.
10. In the **Courier** field, enter the courier name, if applicable.
11. In the **Comments** field, enter any additional comments as necessary.
12. Click **Display Items** to populate the table below with the items associated to the selected order/location.
13. In the **Ship Quantity** columns, enter the quantity you want to ship for each item.

> **Note:** If a ship quantity is entered the item will be shipped, upon saving the data. If no ship quantity is entered the item will not be shipped.

14. In the **Carton** columns, enter the cartons for each item.
15. To process the entered data, save your entries.

## Table

The table lists the items for the selected order/location.

You can enter the ship quantity and cartons directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–57 Table - Actions Menu and Icons***

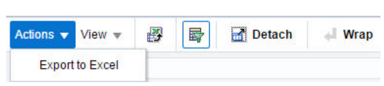


*Table 9–72 Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–58 Table - View Menu*

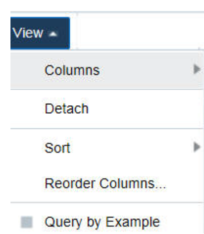



*Table 9–73 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order Shipment Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–59 Order Shipment Toolbar*

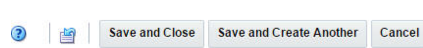



*Table 9–74 Order Shipment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |

*Table 9–74 (Cont.) Order Shipment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Reset icon | You can refresh the window by clicking the Reset icon. All entries are reset and not saved. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the current shipment and create additional shipments. |
| **Cancel** | Click **Cancel** to all entries and close the window. |

# Searching for a Shipment

The Shipment Search window allow you to enter criteria in order to search for shipments and view the results of the search. Additionally you can receive and adjust shipments in this window.

You can access the Shipment Search window from the Task menu, select **Inventory > Shipments and Receipts > Shipments**. The Shipment Search window appears.

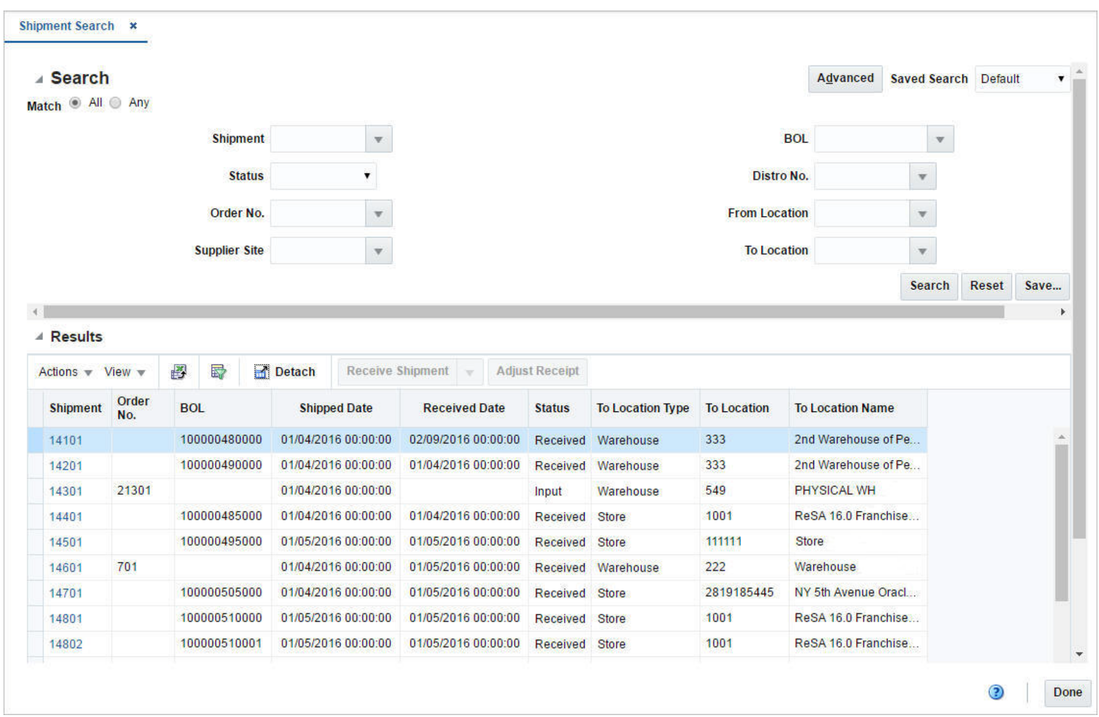
The Shipment Search window contains the following two sections.

- Search

  For more information about how to search for shipments, see the Searching for a Shipment section.

- Results
- Shipment Search Toolbar

*Figure 9–60 Shipment Search Window*



## Searching for a Shipment

To search for a shipment:

1. From the Task menu, select **Inventory > Shipments and Receipts > Shipments**. The Shipment Search window appears.
2. You can search for a shipment using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Shipment Through the Basic Search Criteria

To search for a shipment using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 9–75 Shipment Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only shipments matching all entered search criteria are shown.<br>Any - shipments matching any of the entered search criteria are shown. |
| **Shipment** | Enter, select or search for the shipment. |
| **Status** | Select the status from the list. |
| **Order No.** | Enter, select or search for the order number. |
| **Supplier Site** | Enter, select or search for the supplier site. |
| **BLO** | Enter, select or search for the bill of lading. |
| **Distro No.** | Enter, select or search for the distro number. |
| **From Location** | Enter, select or search for the from location. |
| **To Location** | Enter, select or search for the to location. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Shipment Through Advanced Search Criteria

To search for a shipment using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved shipments.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

*Table 9–76 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 9–76 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Receive Shipments | You can receive shipments by selecting the **Actions > Receive Shipment**, or by clicking the **Receive Shipment** button.<br>Select if you want to receive the shipment:<br>■ by Item<br>The Receive by Item window appears.<br>For more information about this window, see the Receiving a Shipment by Item section.<br>■ by Carton<br>The Receive by Item window appears.<br>For more information about this window, see the Receiving a Shipment by Carton section. |
| Adjust Receipt | You can adjust a receipt by selecting **Actions > Adjust Receipt** or by clicking the **Adjust Receipt** button. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 9–77 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon . |

## Shipment Search Toolbar

The toolbar contains the following icons and buttons.

*Table 9–78 Shipment Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Shipment

The Shipment window allows you to view the details of a shipment for a purchase order, a transfer or allocation. You can navigate to additional windows to view details regarding a selected item and details regarding the purchase order, appointments and transfers associated with the shipment. Receipt adjustment details are also be displayed in the Shipment window.

You can cancel shipments in this window, but this option is only available for purchase order (PO) shipments. The option to cancel a shipment is not available for transfer or allocation (BOL) shipments.

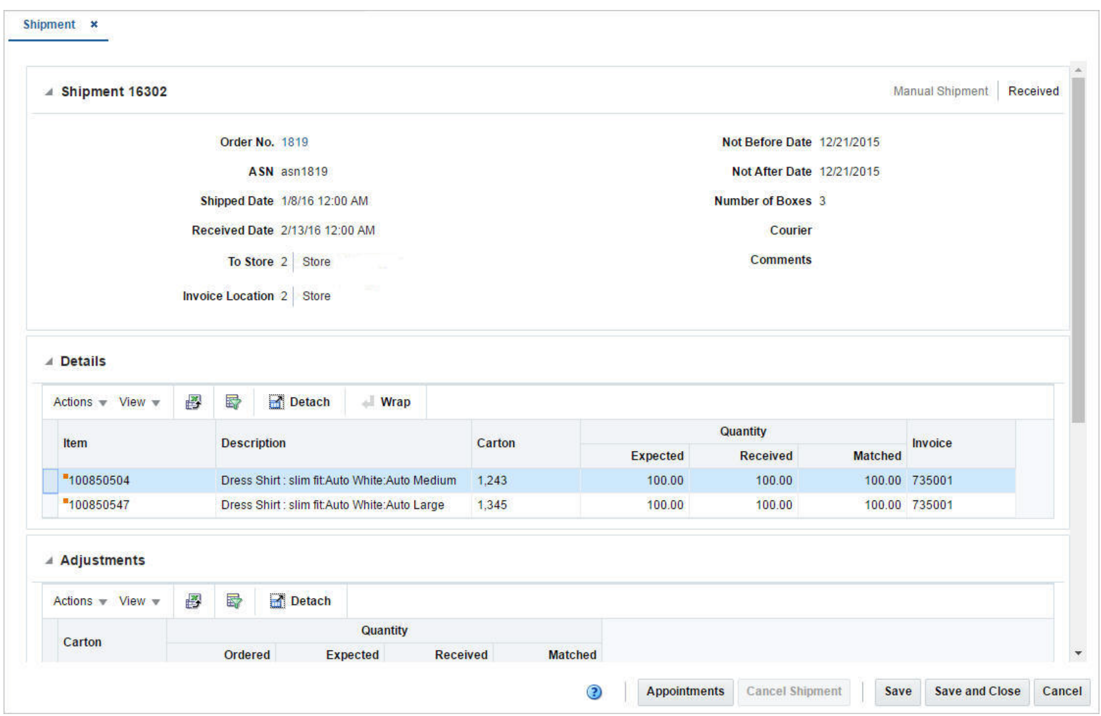
You can access the window:

1. From the Tasks menu, select **Inventory > Shipments and Receipts > Shipments**. The Shipment Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
4. In the Shipment column, click the shipment ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Shipment window appears.

The Shipment window contains the following sections.

- Shipment
- Details
- Adjustments
- Shipment Toolbar

***Figure 9–61 Shipment Window***



## Shipment

The Shipment section displays the shipment ID. In addition the origin and the status of the shipment are displayed in the top right corner of the section. The section varies, depending on whether you view a shipment for a purchase order (PO) or allocation (BOL).

When you view a PO shipment, this section displays the following fields.

- Order No.

  The Order No. contains a link that opens the Order window in view mode. For more information about the Order window, see the Orders chapter, section "Order".

- ASN
- Shipped Date
- Received Date

  The **Received Date** field is only visible if the shipment has already been received.

- To Store/To Warehouse

  The label for the **To Store/To Warehouse** field is set, depending on whether the destination location is a store or warehouse.

- Invoice Location
- Not Before/Not After Date
- Number of Boxes
- Courier
- Comments

When you view an allocation (BOL) shipment, this section displays the following fields.

- BOL
- Shipped Date
- Received Date

  The **Received Date** field is only visible if the shipment has already been received.

- To Store/To Warehouse

  The label for the **To Store/To Warehouse** field is set, depending on whether the destination location is a store or warehouse.

- From Store/From Warehouse

  The label for the **From Store/From Warehouse** field is set, depending on whether the destination location is a store or warehouse.

- Number of Boxes
- Courier
- Comments

## Details

The Details section displays receipt details. The fields displayed in this section vary, depending whether you view a purchase order or allocation shipment.

When you view a PO shipment, the following are displayed by default:

- Item
- Description
- Carton
- Invoice
- Quantity - Expected, Received, Matched

The Shipment window only allows users to view parent shipments online. It is expected that the shipment quantities displayed for the parent shipment are an aggregate of the parent shipment and child shipment quantities.

When you view an allocation (BOL) shipment, the following fields are displayed by default:

- Item
- Description
- Distro No.
- Carton
- Tampered
- Quantity - Expected, Received
- Inventory Status

The **Distro No.** column can contain either an Allocation or Transfer ID.

If the column contains a Transfer ID you can open the Transfer window in view mode by clicking on the Transfer ID link. For more information about the Transfer window, see the Transfer Window section.

If the column contains an Allocation ID, the link is disabled.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–79 Details - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–80 Details - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

**Table 9–80 (Cont.) Details - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Adjustments

The Adjustment section is only available for PO shipments. The section displays the receipt adjustments against the shipment.

The following columns are displayed by default:

- Carton
- Quantity - Expected, Received, Matched

### Adjustments - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

**Table 9–81 Adjustments - Actions Menu/Icons and Description**

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |

### Adjustments - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

**Table 9–82 Adjustments - View Menu/Icons and Description**

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 9–82 (Cont.) Adjustments - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Shipment Toolbar

The toolbar contains the following icons and buttons.

*Table 9–83 Shipment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Appointments** | Opens the Appointments window.<br>For more information about appointments, see the Appointments section. |
| **Cancel Shipment** | Only available for PO shipments. If you click the Cancel Shipment button, the status of the shipment is set to Cancelled. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

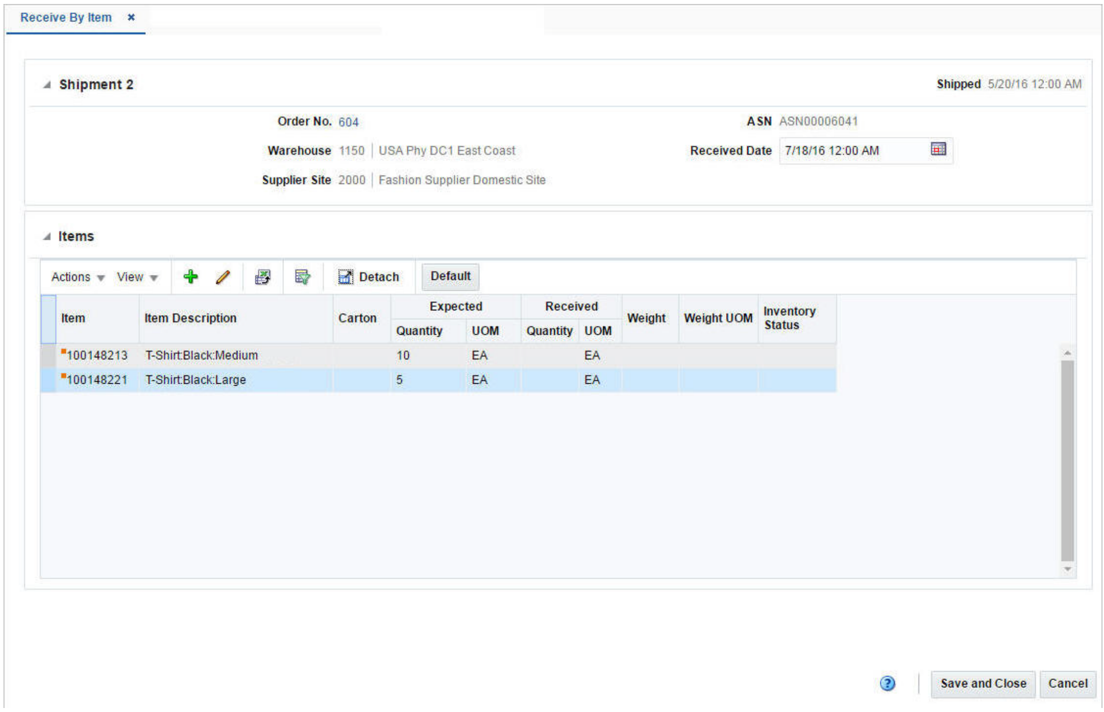
# Receiving a Shipment by Item

The Receive by Item window allows you to receive items within a shipment. The receipt of the shipment can be for a purchase order, transfer or allocation.

The window contains the following sections.

- Shipment
- Items
- Receive By Item Toolbar

*Figure 9–62 Receive By Item Window*




## Shipment

This section contains the shipment details. The title of section displays the shipment number and the shipped date. The shipped date and time is displayed at the top right corner of the section.

The section varies based on the type of shipment receipt.

When you receive a purchase order shipment, the section displays the following fields.

- Order No.

  The Order No. field contains a link that opens the Order window in view mode. For more information about the Order window, see the Orders chapter, section "Order".

- Warehouse/Store
- Supplier Site
- ASN
- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

When you receive a transfer shipment, the section displays the following fields.

- Transfer

  The Transfer field contains link that opens the Transfer window in view mode. For more information about the Transfer window, see the Transfer Window section.

- Warehouse/Store
- BOL

- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

When you receive a allocation (BOL) shipment, the section displays the following fields.

- Allocation
- Warehouse/Store
- BOL
- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

## Items

The Items section displays all the items in the shipment by default.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–84 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add items by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new items, see the Adding Items to a Shipment to Receive section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to receive the selected item.<br>For more information about how to receive an item, see the Receiving Shipments by Item section. |
| Delete and Delete icon | You can delete items:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| **Default** button | Use the button to default the expected quantity as received for all items in the table. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–85 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Receive By Item Toolbar

The toolbar contains the following icons and buttons.

*Table 9–86 Receive By Item Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Receiving Shipments by Item

To receive shipments by item, follow the steps below.

1. From the Tasks menu, select **Inventory > Shipments and Receipts > Shipments**. The Shipment Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Receive Shipment > by Item**, or click the **Receive Shipment button > by Item**. The Receive By Item window appears.
6. In the Shipment section, enter the receive date and time or use the Calendar icon to select a date and time.
7. Then select an item in the table.
8. Select **Actions > Edit**, or use the Edit icon. The Receive Item window appears. The item, the expected quantity and standard UOM are displayed.
9. In the **Receipt Quantity** field, enter the quantity. This field is a required field.

Then enter, select or search for the unit of measure in which the receipt quantity has been entered.

10. For catch weight items, enter the receipt weight.
11. In the **Inventory Status** field, select the inventory status from the list.
12. Then choose one of the following options.
    - Click **OK** to receive the current item and close the window.
    - Click **OK and Receive Another** to receive additional items.
    - Click **Cancel** to reject all entries and close the window.
13. In the Receive By Item window, save your entries.

> **Note:** If you want to default the expected quantity as received for all items in the table, select the Default button. If you have to add additional items to the shipment, see the Adding Items to a Shipment to Receive section.

### Adding Items to a Shipment to Receive

You can add items to a shipment you want to receive.

1. In the Items section, select **Actions > Add**, or use the Add icon. The Add Item window appears.
2. In the **Item** field, enter or search for an item. This field is a required field.
3. In the **Receipt Quantity** field, enter the received quantity. Then select the unit of measure for the item.
4. For catch weight items, enter the received weight.
5. In the **Inventory Status** field, select the inventory status from the list.
6. Then choose one of the following options.
    - Click **OK** to add the current item and close the window.
    - Click **OK and Add Another** to add additional items.
    - Click **Cancel** to reject all entries and close the window.

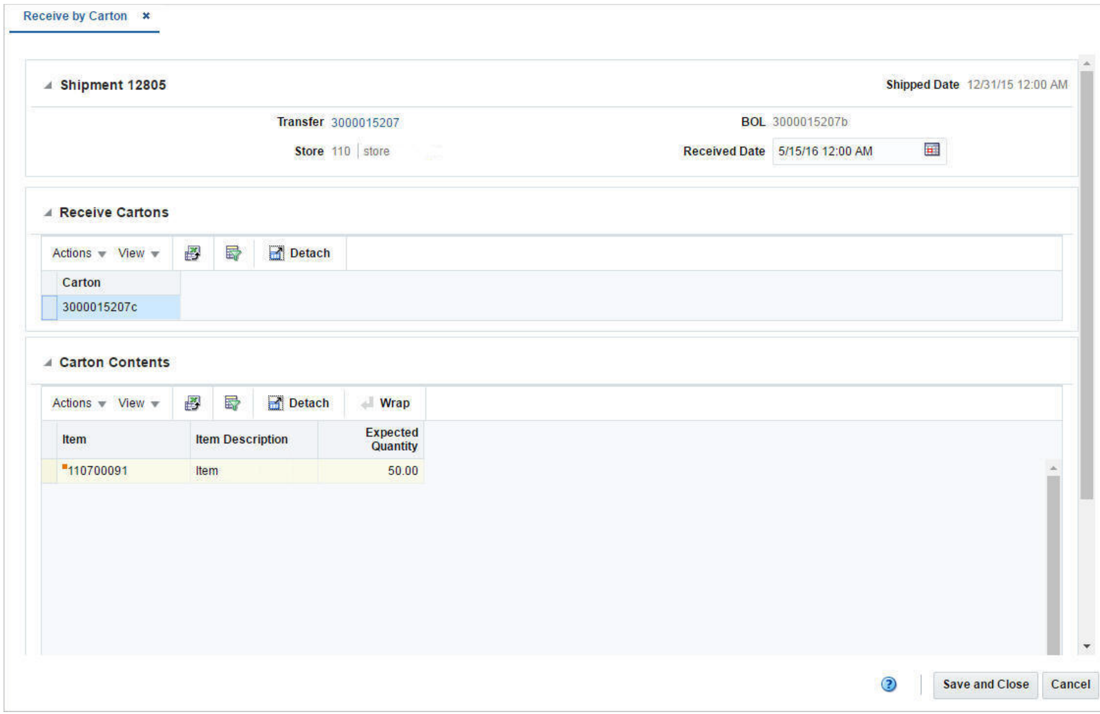
## Receiving a Shipment by Carton

The Receive By Carton window allows you to receive shipments by carton with in a shipment. The receipt of the shipment can be from a purchase order, transfer or allocation

The window contains the following sections.

- Shipment
- Receive Carton
- Carton Contents
- Receive By Carton Toolbar

*Figure 9–63 Receive By Carton Window*




## Shipment

This section contains the shipment details. The title of section displays the shipment number and the shipped date. The shipped date and time is displayed at the top right corner of the section.

The section varies based on the type of shipment receipt.

When you receive a purchase order shipment, the section displays the following fields.

- Order No.

  The Order No. field contains a link that opens the Order window in view mode. For more information about the Order window, see the Orders chapter, section "Order".

- Warehouse/Store
- Supplier Site
- ASN
- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

When you receive a transfer shipment, the section displays the following fields.

- Transfer

  The Transfer field contains link that opens the Transfer window in view mode. For more information about the Transfer window, see the Transfer Window section.

- Warehouse/Store
- BOL

- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

When you receive a allocation (BOL) shipment, the section displays the following fields.

- Allocation
- Warehouse/Store
- BOL
- Received Date

  Enter the date and time of receipt or use the Calendar icon to select a date and time.

## Receive Carton

The Receive Carton section displays the list of carton in the shipment.

### Receive Carton - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–87 Receive Carton - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Receive Cartons - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–88 Receive Cartons - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Carton Contents

The Receive Carton section displays the list of carton in the shipment.

### Carton Contents - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–89 Carton Contents - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Carton Contents - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–90 Receive Cartons - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Receive By Carton Toolbar

The toolbar contains the following icons and buttons.

*Table 9–91 Receive By Carton Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Receiving Shipments by Carton

To receive shipments by carton, follow the steps below.

1. From the Tasks menu, select **Inventory > Shipments and Receipts > Shipments**. The Shipment Search window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Receive Shipment > by Carton**, or click the **Receive Shipment button > by Carton**. The Receive By Carton window appears.
6. In the Shipment section, enter the receive date and time or use the Calendar icon to select a date and time.
7. In the Receive Carton section, select the cartons you want to receive.
8. Then click **Save and Close**.

## Receipt Adjustment by Units

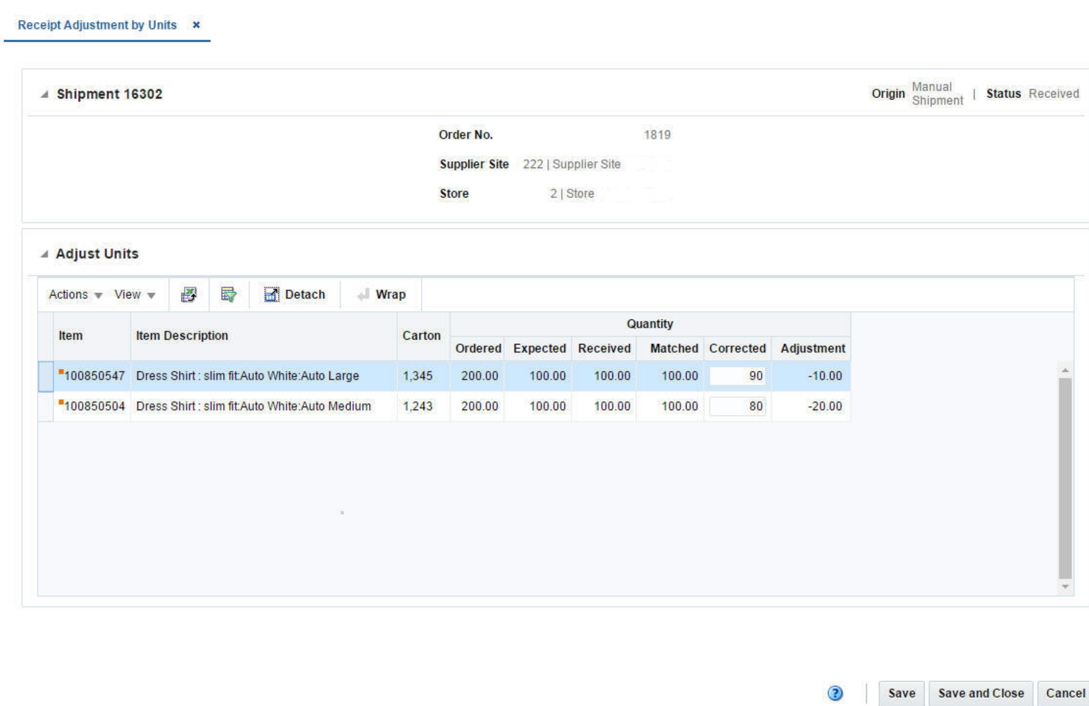
The Receiver Unit Adjustment window allows you to adjust the number of units already received by shipment or order.

The unit adjustment is performed at item level that exists in a shipment.

The Receipt Adjustment by Units window contains the following sections.

- Shipment
- Adjust Units
- Receipt Adjustment by Units Toolbar

***Figure 9–64 Receipt Adjustments by Unit Window***



## Shipment

The title of section displays the shipment number. The origin and status of the shipment are displayed at the top right corner of the section. Additionally the Shipment section displays shipment details such as order number, supplier site, location type.

## Adjust Units

The Adjust Units section displays the item, item description, carton and quantity information.

You can update the quantity for an item directly in the table. Enter the new quantity in the **Corrected** column.

### Adjust Units - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–92 Adjust Units - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Adjust Units - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–93 Adjust Units - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Receipt Adjustment by Units Toolbar

The toolbar contains the following icons and buttons.

*Table 9–94 Receipt Adjustment by Units Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adjust Units Received

To adjust the units of a shipment you have already received, follow the steps below.

1. From the Tasks menu, select **Inventory** > **Shipments and Receipts** > **Shipments**. The Shipment Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The shipments that match the search criteria are displayed in the Results section.
4. Select a record in the Results table.
5. Then select **Actions > Adjust Receipt**, or click the **Adjust Receipt** button. The Receipt Adjustment by Units window appears. The shipment details and received items are displayed.
6. In the **Corrected** column, enter the revised number of units received for each item. The **Adjustment** column displays the adjusted quantity.
7. Then save your adjustments.

# Inventory Adjustments

Inventory adjustments can be made online or they can be received from an external system, such as a warehouse management system. There are two types of adjustments that can be made to inventory:

- **Stock on Hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable Inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

Prior to using the inventory adjustment functionality, status types and reasons for adjustments must be set up in the system. The Total Stock on Hand status type is reserved for adjustments made to salable goods. Any additional status types are user-defined and are reserved for adjustments made to non-salable goods. The user-defined status types indicate why the goods are non-salable. When adjusting total stock on hand, you must select a reason for the adjustment. The reason indicates why the total stock on hand must be adjusted.

The Inventory Adjustments covers the following sections:

- Inventory Adjustments By Item

- Inventory Adjustments By Location
- Break Sellable Pack
- Product Transformation

## Inventory Adjustments By Item

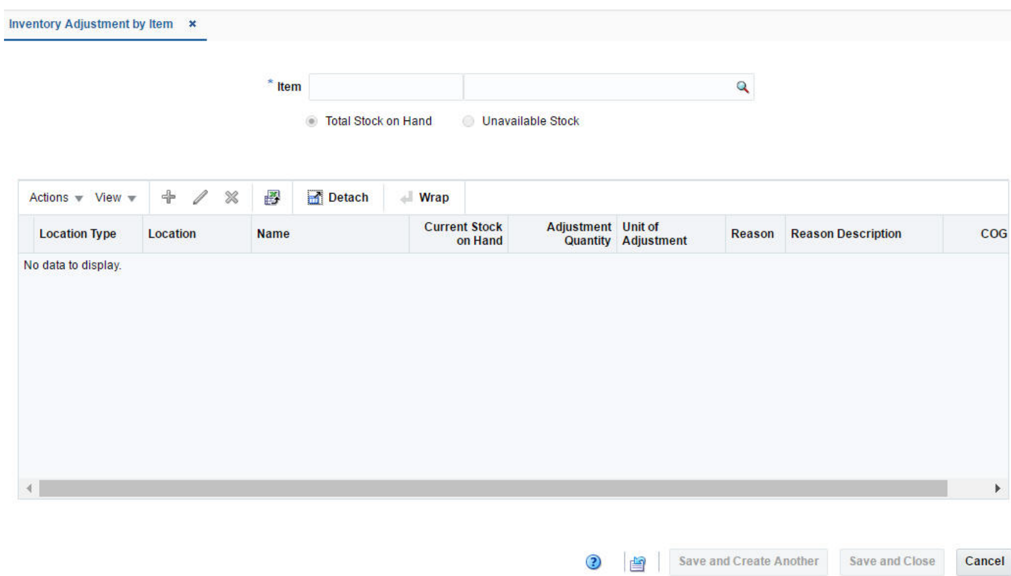
In the The Inventory Adjustment by Item window you can manually adjust the inventory of an item at one or more locations.

### Adjusting Inventory by Item

To adjust inventory by item:

1. From the Tasks menu, select **Inventory** > **Inventory Adjustments** > **By Item**. The Inventory Adjustment by Item window appears.

***Figure 9–65 Inventory Adjustment by Item Window***




2. In the **Item** field, enter the item number or search for the item.
3. Select one of the following options:
   - Total Stock on Hand
   - Unavailable Stock

   If you select Unavailable Stock, the Inventory Status field enables.
4. In the **Inventory Status** field, select an inventory status from the list.

### Table

The table lists the inventory adjustments. You can add, edit or delete inventory adjustments in this table.

You can edit the **Adjustment Quantity** and the **Reason** column directly in the table.

## Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–66 Table - Actions Menu and Icons***

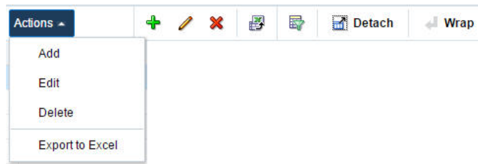



***Table 9–95 Table - Actions Menu/ Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an inventory adjustment by item by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information about how to create an inventory adjustment by item, see the Adding Inventory Adjustments by Item section. |
| Edit and Edit icon | You can edit the inventory adjustment by item by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information about how to edit an inventory adjustment by item, see the Editing Inventory Adjustments by Item section. |
| Delete and Delete icon | You can delete an inventory adjustment by item:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Table View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–67 Table - View Menu***

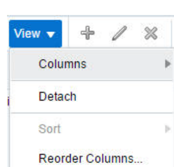


*Table 9–96 Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Inventory Adjustment by Item Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–68 Inventory Adjustment by Item Toolbar*

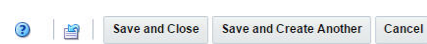



*Table 9–97 Inventory Adjustment by Item Toolbar - Icons/Buttons and Description*

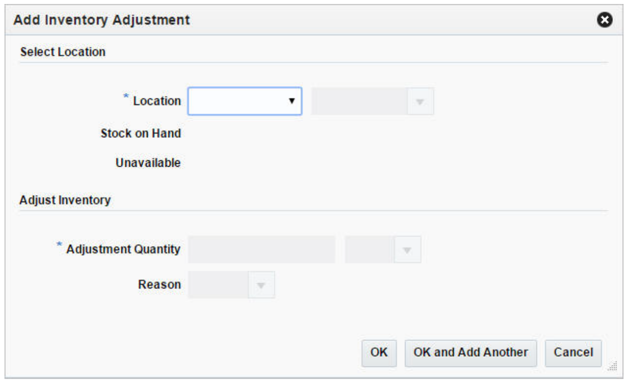
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save and Create Another** | Click **Save and Create Another** to save and create another inventory adjustment by item. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Inventory Adjustments by Item

To create an inventory adjustment by item, follow the steps below.

1. In the table select **Actions > Add**, or use the Add icon. The Add Inventory Adjustment window appears.

*Figure 9–69 Add Inventory Adjustment*




2. In the **Location** field, select the location type from the list. Then enter, select or search for the location. This field is a required field.
3. The Stock on Hand and Unavailable quantity are displayed. The Unavailable quantity only displays, if you select Unavailable stock in the header.
4. In the **Adjustment Quantity** field, enter the quantity you want to adjust. This field is a required field.

   The unit of adjustment defaults to the standard unit of measure for the item. Change the value, if necessary.

   > **Note:** Adjustments for pack items can only be made at warehouses.

5. If you are adjusting the total stock on hand, the reason code is required for the adjustment. The reason indicates why the total stock on hand is being adjusted.
6. Then choose one of the following options.
   - Click **OK** to add the inventory adjustment to the table and close the window.
   - Click **OK and Add Another** to add additional inventory adjustments.
   - Click **Cancel** to reject all entries and close the window.

## Editing Inventory Adjustments by Item

To edit an inventory adjustment by item, follow the steps below.

1. Select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Inventory Adjustment window appears.
3. Edit the adjustment quantity, the unit of adjustment and/or the reason code for the adjustment as necessary.
4. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Inventory Adjustments By Location

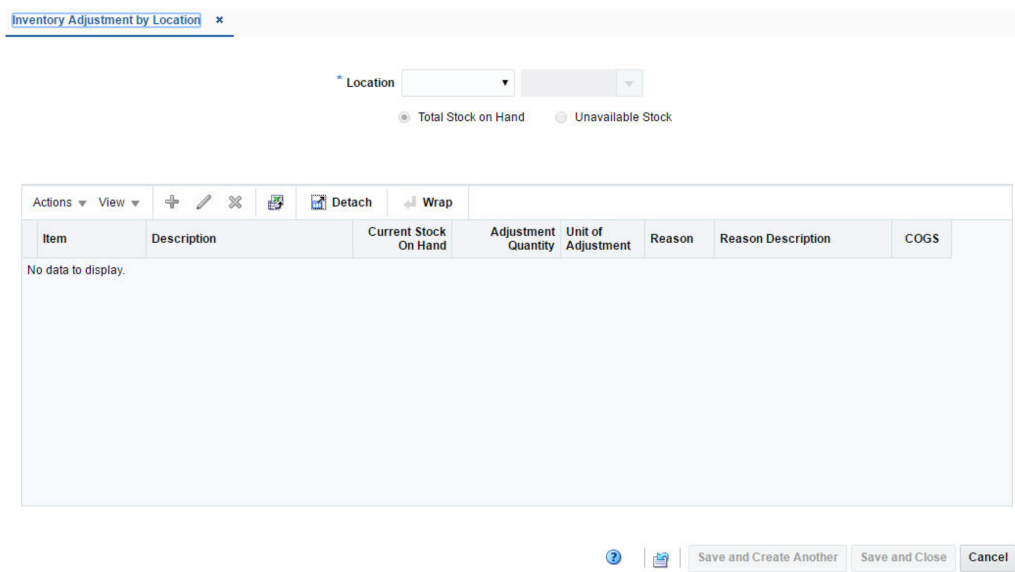
In the Inventory Adjustment by Location window you can manually adjust the inventory of one or multiple items at a location.

## Adjusting Inventory by Location

To adjust inventory by location:

1. From the Tasks menu, select **Inventory** > **Inventory Adjustments** > **By Location**. The Inventory Adjustment by Location window appears.

*Figure 9–70 Inventory Adjustment by Location Window*




2. In the **Location** field, select the location type from the list. Then enter, select or search for the location.
3. Select one of the following options:
   - Total Stock on Hand
   - Unavailable Stock

     If you select Unavailable Stock, the Inventory Status field enables.
4. In the **Inventory Status** field, select an inventory status from the list.

## Table

The table lists the inventory adjustments. You can add, edit or delete inventory adjustments in this table.

You can edit the **Adjustment Quantity** and the **Reason** column directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–71 Table - Actions Menu and Icons***

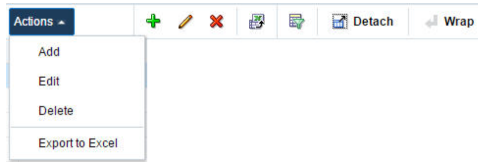



***Table 9–98 Table - Actions Menu/ Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add an inventory adjustment by location to items by clicking **Add** from the Actions menu or by clicking the Add icon. <br><br> For more information about how to add an inventory adjustment by location, see the Adding Inventory Adjustments by Location section. |
| Edit and Edit icon | You can edit the inventory adjustment by location by clicking **Edit** from the Actions menu or by clicking the Edit icon. <br><br> For more information about editing an inventory adjustment by location, see the Editing Inventory Adjustments by Location section. |
| Delete and Delete icon | You can delete inventory adjustments: <br>■ Select a record in the table. <br>■ Select **Actions > Delete** or use the Delete icon. <br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–72 View Menu***

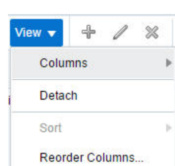



***Table 9–99 Table - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 9–99 (Cont.) Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Inventory Adjustment by Location Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–73 Inventory Adjustment by Location Toolbar*

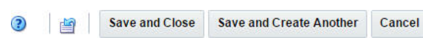



*Table 9–100 Inventory Adjustment by Location Toolbar - Icons/Buttons and Description*

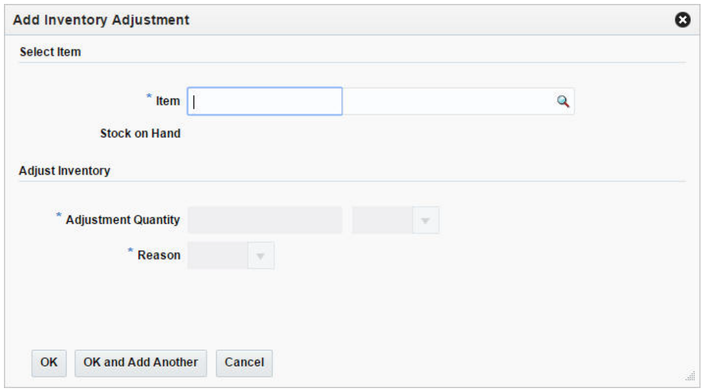
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Save and Create Another** | Click **Save and Create Another** to save and create another inventory adjustment by location. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Inventory Adjustments by Location

To add an inventory adjustment by location, follow the steps below.

1. In the table select **Actions > Add**, or use the Add icon. The Add Inventory Adjustment window appears.

***Figure 9–74 Add Inventory Adjustment***




2. In the **Item** field, enter or search for the item. This field is a required field.
3. The Stock on Hand and Unavailable quantity are displayed. The Unavailable quantity only displays, if you select Unavailable stock in the header.
4. In the **Adjustment Quantity** field, enter the quantity you want to adjust. This field is a required field.

   The unit of adjustment defaults to the standard unit of measure for the item. Change the value, if necessary.

   > **Note:** Adjustments for pack items can only be made at warehouses.

5. If you are adjusting the total stock on hand, the reason code is required for the adjustment. The reason indicates why the total stock on hand is being adjusted.
6. Then choose one of the following options.
   - Click **OK** to add the inventory adjustment to the table and close the window.
   - Click **OK and Add Another** to add additional inventory adjustments.
   - Click **Cancel** to reject all entries and close the window.

## Editing Inventory Adjustments by Location

To edit an inventory adjustment by location, follow the steps below.

1. Select a record in the table.
2. Then select **Actions > Edit**, or use the Edit icon. The Edit Inventory Adjustment window appears.
3. Edit the adjustment quantity, the unit of adjustment and/or the reason code for the adjustment as necessary.
4. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **Cancel** to reject all entries and close the window.

# Break Sellable Pack

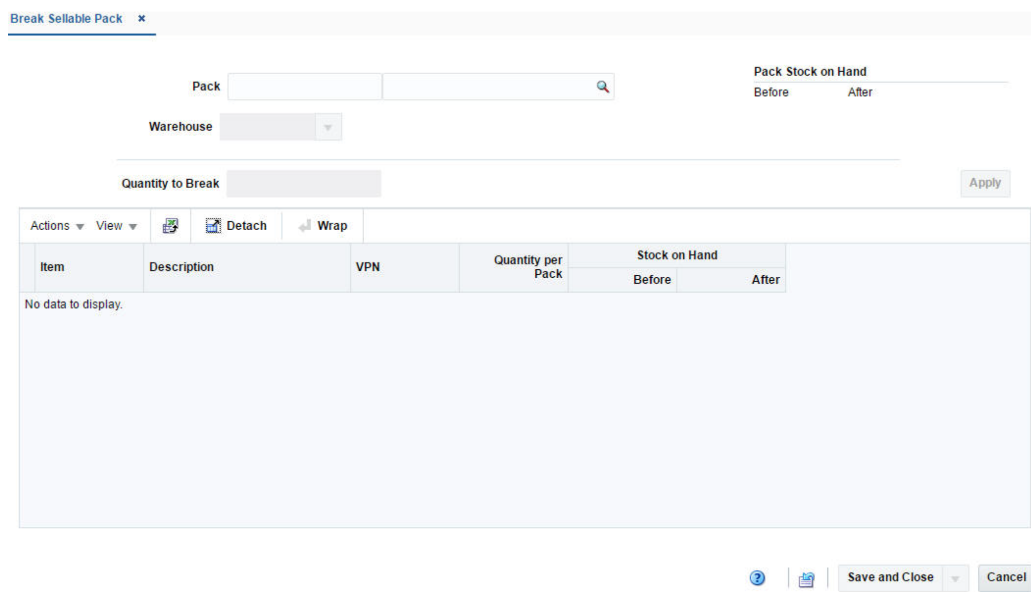
The Break Pack Adjustment window allows you to break orderable packs down to their component items or inner pack levels. The inventory of packs and component items is adjusted accordingly. The number of packs is decremented and the number of inner packs or items is incremented. Pack items are inventoried at the warehouse level.

## Viewing Break Sellable Pack

To view break sellable pack:

1. From the Tasks menu, select **Inventory** > **Inventory Adjustments** > **Break Sellable Pack**. The Break Sellable Pack window appears.

***Figure 9–75 Break Sellable Pack Window***




2. In the **Pack** field, enter the number of the pack item or select or search the pack.
3. In the **Warehouse** field, enter select or search for the warehouse.

   The items that make up the pack appear in the table below. In addition the **Pack Stock on Hand Before** quantity, and **Item Stock on Hand Before** quantity is populated so you can view the quantities before making any adjustments. The **After** field in the Pack Stock section displays the value of stock on hand after the pack is broken down
4. If the selected pack contains an inner pack, the **Break To** radio buttons display, allowing you to select between breaking the pack into individual items or inner packs.
5. In the **Quantity to Break** field, enter the number of packs that you want to break down to the component level. This number must be less than the number displayed in the Stock on Hand: Before field.
6. Click **Apply**. The number of packs is decremented. The number of component items is incremented. The system displays the updated Stock on Hand values for the Pack and Item(s) in the **After** fields.

## Table

The table lists the items that make up the selected pack.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–101 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–76 Table - View Menu***

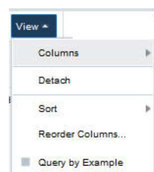



***Table 9–102 Table - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Break Sellable Pack Toolbar

The toolbar contains the following icons and buttons.

***Figure 9–77 Break Sellable Pack Toolbar***

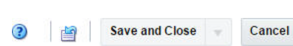



***Table 9–103 Break Sellable Pack Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Reset icon | You can refresh the window by clicking the Reseth icon. All entries are reset and not saved. |

*Table 9–103 (Cont.) Break Sellable Pack Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Create Another** | Click **Save and Create Another** to save and create another adjustment. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

# Product Transformation

The Product Transformation window allows you to manually adjust the inventory of a transformed item and the items derived from the transformed item.

For example, a grocer might buy and place into inventory a side of beef. The butcher may prepare steaks and ground beef from the side of beef. In this example, the grocer reduces inventory by one side of beef and increases inventory by the number of steaks and packages of ground beef. In addition to adjusting the quantities, you can adjust the cost of the items derived from the transformed item. The overall cost of the transaction, however, must remain the same.

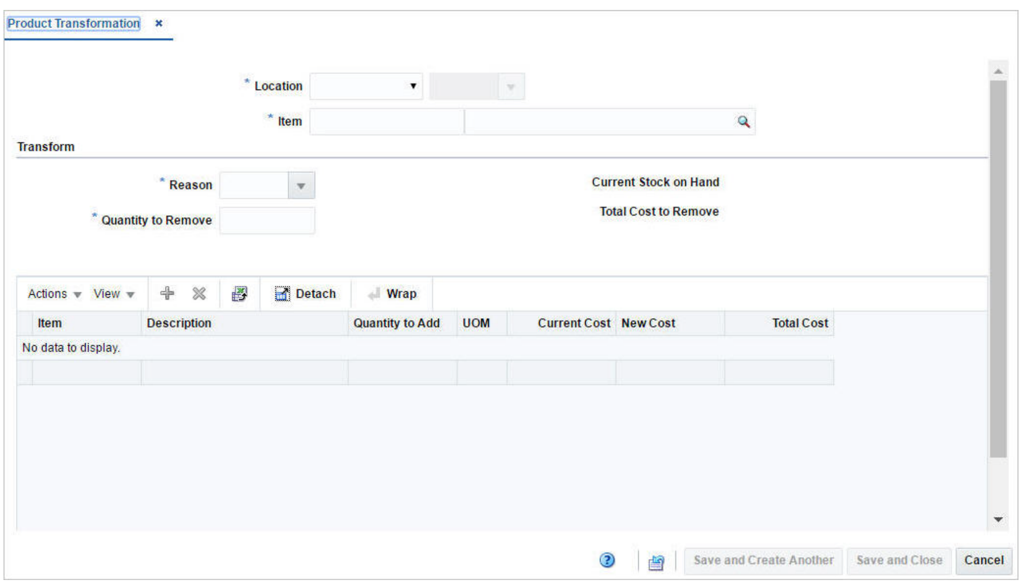
Both the quantities and values of the stock on hand are adjusted in the stock ledger.

Inventory adjustments may also be initiated by an external system, such as a warehouse management system.

To access the Product Transformation window:

1. From the Tasks menu, select **Inventory** > **Inventory Adjustments** > **Product Transformation**. The Product Transformation window appears.

*Figure 9–78 Product Transformation Window*




2. In the **Location** field, select the location type from the list. Then enter, select or search for the location. This field is a required field.

3. In the **Item** field, enter the item number to be transformed or search for the item. This field is a required field.

4. In the **Reason** field of the Transform section, enter, select or search for the ID of the reason code for the adjustment.
5. In the **Quantity to Remove** field of the Transform section, enter the number of units subtracted from stock on hand. This field is a required field.
6. When the item is selected, the **Current Stock on Hand** field is populated to view the stock on hand quantity for the selected item before making any adjustments.
7. The **Total Cost to Remove** field is auto populated with the value based on the quantity to remove.

## Table

In the table you must add the items that you will create from the transformed item.

Once added, the items and their attributes appear in the table. The Total Cost in the Summary Row will be updated. The Total Cost to Remove must equal the Total Cost to Add before an adjustment can be made. Therefore, you can adjust the **Quantity to Add** and the **New Cost** columns directly in the table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–79 Table - Actions Menu and Icons***

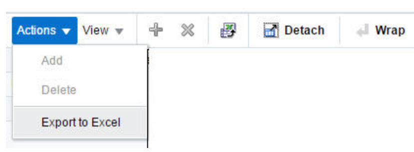



***Table 9–104 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add items for the product transformation by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information on the product transformation, see the Adding Items for the Product Transformation section. |
| Delete and Delete icon | You can delete items for the product transformation:<br>■ Select one or more records in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record(s) is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Figure 9–80 Table - View Menu***

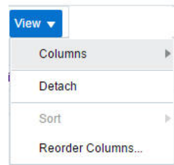



***Table 9–105 Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Product Transformation Toolbar

The toolbar contains the following icons and buttons.

***Figure 9–81 Product Transformation Toolbar***

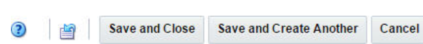



***Table 9–106 Product Transformation Toolbar - Icons/Actions Buttons and Description***

| Icons/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Reset icon | You can refresh the window by clicking the Reset icon. All entries are reset and not saved. |
| **Save and Close** | Click **Save and Close** to perform the product transformation and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to perform the product transformation create another adjustment. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Items for the Product Transformation

To add items you want to create from the transformed item, follow the steps.

1. From the Actions menu after entering the required details, click **Add** or click the Add icon. The Add Item window appears.
2. In the **Item** field, enter, select or search for the item you want to create. This field is a required field.
3. In the **Quantity to Add** field, enter the quantity for the item. This field is a required field.
4. In the **New Cost** field displays the current costs of the item. Edit the costs, if necessary. This field is a required field.
5. Then choose one of the following options.
   - Click **OK** to create the item and add it to the table and close the window.
   - Click **OK and Add Another** to create additional items.
   - Click **Cancel** to reject all entries and close the window.

# Stock Counts

Stock counts can be requested and processed in one of two ways:

- **By unit and value:** Requests are made at the product level. The results of a physical stock count are used to adjust the quantity of the stock on hand and the monetary value of the stock in the stock ledger.
- **By unit:** Requests are made for multiple items using an item list. The results of the physical stock count are used to adjust the quantity of the stock on hand. The stock ledger is not adjusted.

You can request a stock count as needed or create a schedule of stock counts.

Immediately prior to the scheduled date of the physical stock count, a snapshot is taken of the stock on hand, stock in transit, retail value, and weighted average cost. If the stock on hand has not yet been adjusted as a result of the physical count, the snapshot continues to be adjusted automatically as late transactions are received from the point of sale and the warehouse management system.

The results of a physical stock count may be received from an external system or entered manually. You can print a variance report which allows you to review any variances between the book count and the physical count. After reviewing the report, you can edit the quantities for stock counts by unit or by unit and value as necessary. For stock counts by unit and value, you can also edit the monetary value of the stock as necessary. After editing quantities and monetary values, you can force the system to adjust the stock on hand and post the updated monetary values to the stock ledger.

In a multi-channel environment, you may request a stock count at a physical warehouse. The system automatically distributes the results among the virtual, or stockholding warehouses based on the default distribution method. You can edit the results at the virtual warehouse level.

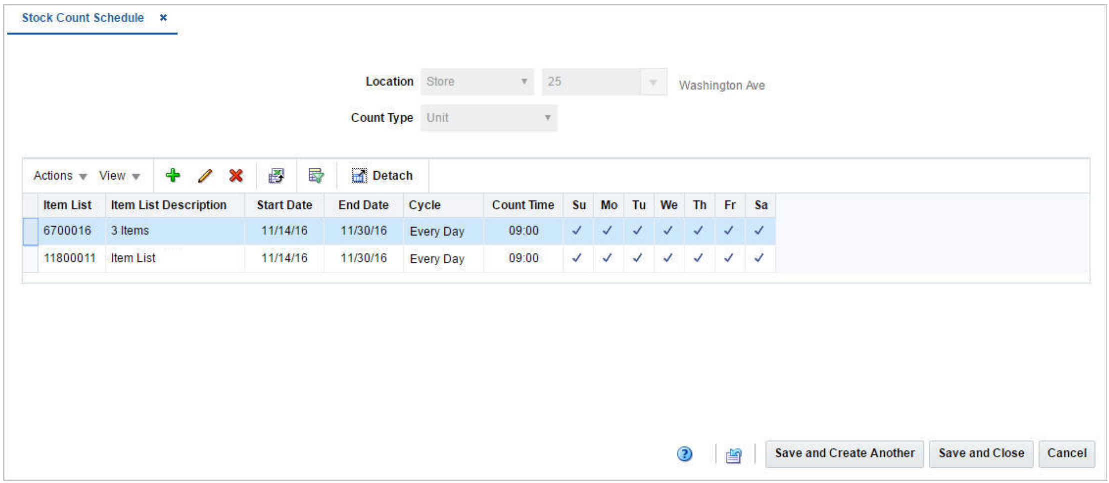
# Stock Count Schedule Window

The Stock Count Schedule window allows you to maintain schedules for stock counts. You can schedule stock counts for a stockholding store, a warehouse, or all locations on a location list. The stock can be counted in units or in units and monetary value. Depending on system options, the monetary value may be either retail or cost. You can schedule stock counts for every day, every week, or every two or more weeks. You can also designate the dates on which a schedule becomes effective and expires.

To access the Stock Count Schedule window:

1. From the Tasks menu, select **Inventory** > **Stock Counts** > **Stock Count Schedule**. The Stock Count Schedule window appears.

***Figure 9–82 Stock Count Schedule Window***




2. In the **Location** field, select the location type from the list. Then enter, select or search for the location.

3. In the **Count Type** field, select the type of count. The options are: Unit, Unit & Value.

## Table

Once you have selected a location and count type, the table will display all currently scheduled stock counts for that combination. If no stock counts have been scheduled, the table will be blank. You can add, edit or delete stock counts in this table.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Figure 9–83 Table - Actions Menu and Icons***

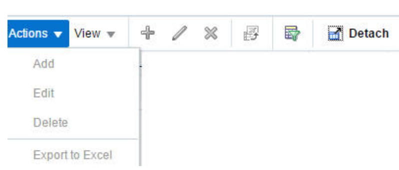



***Table 9–107 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a stock count schedule by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information about hot to add a stock count schedule, see the Adding Stock Count Schedules section. |

*Table 9–107 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | You can edit the stock count schedule by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information on editing the stock count schedule, see the Editing Stock Count Schedule section. |
| Delete and Delete icon | You can delete a stock count schedule:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–84 Table - View Menu*

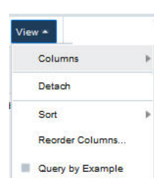



*Table 9–108 Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Stock Count Schedule Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–85 Stock Cound Schedule Toolbar*

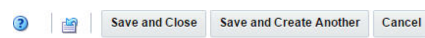



*Table 9–109 Stock Count Schedule Toolbar - Icons/Buttons and Description*

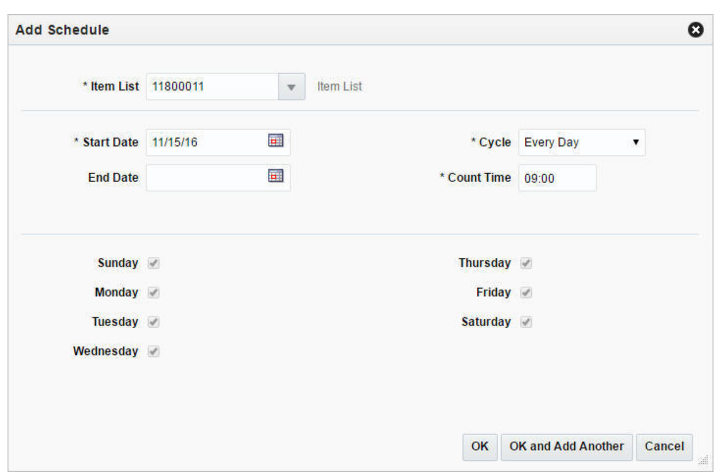
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Reset icon | You can refresh the window by clicking the Reset icon. All entries are reset and not saved. |
| **Save and Close** | Click **Save and Close** to save the stock count schedules and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the current stock count schedule and create another stock count schedule. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Stock Count Schedules

To add a stock count schedule, follow the steps below.

1. Select **Actions > Add**, or click the Add icon. The Add Schedule window appears.
2. Based on the selected count type you need to enter, select or search for either an **Item List** or a **Department/Class/Subclass**. The fields **Item List a**nd **Department** are required fields.

*Figure 9–86 Add Schedule Window*




3. In the **Start Date** field, enter the date on which the schedule becomes effective, or click the Calendar icon to select a date.
4. In the **End Date** field, enter the date on which the schedule expires, or click the Calendar icon and select a date.

5. In the **Cycle** field, select the frequency of the stock counts. This is a required field.
6. In the **Count Time** field, select the day of the week for the stock count. This is a required field.
7. Select the days for the stock count below.

> **Note:** If the cycle is every day, all of the days are automatically selected. If the frequency is every week, you can select more than one day.

8. Then choose one of the following options.
   - Click **OK to** add the stock count schedule to the table and close the window.
   - Click **OK and Add Another** to add additional stock count schedules.
   - Click **Cancel** to reject all entries and close the window.

### Editing Stock Count Schedule

To edit a stock count schedule, follow the steps below.

1. Select the stock count schedule you want to edit.
2. From the Actions menu, click **Edit** or click the Edit icon. The Edit Schedule window appears.
3. Edit the enabled fields as necessary.
4. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Creating a Stock Count Request

The Create Stock Count Request option opens the Stock Count Request window. In the Stock Count Request window you can request stock counts. You can create unit counts by item list level or product group level (all departments, department, class, or subclass) and unit & value counts by product group level. If a department, class or subclass is selected for either of the count types, one or more departments, classes or subclasses can be added to the count.

> **Note:** For unit counts, you can only select the option All Departments for the product group level for warehouse.

Locations are added to the count individually or by selecting a group of locations, such as a location list or all stores. A count can be for either stores or warehouses, but not both. Any stockholding store can be added to a count, including both company and franchise stores. If multiple locations are added to the count, then the count will only be able to be finalized once the counts for all locations are completed.

To request a stock count:

1. From the Task menu, select **Inventory > Stock Counts > Create Stock Count Request**. The Stock Count Request window appears.

2. In the **Description** field, enter a description for the stock count. This field is a required field.
3. In the **Date** field, enter the scheduled date for the stock count, or use the Calendar icon to select a date.
4. In the **Type** field, select the stock count type from the list. Possible options are Unit and Unit & Value.
5. In the Select Item By section, select either the **Item Lis**t or **Merchandise Hierarchy** option.
   - If you select **Unit > Item List**:

     The **Item List** field appears. Enter, select or search for the item list for the count.
   - If you select **Unit > Merchandise Hierarchy**:

     The **Hierarchy Level** field appears. Select the hierarchy level from the list.
   - If you select **Unit and Value**:

     The **Select Item By** section defaults to **Merchandise Hierarchy**. In the **Hierarchy Level** field, select the hierarchy level from the list.

   ---

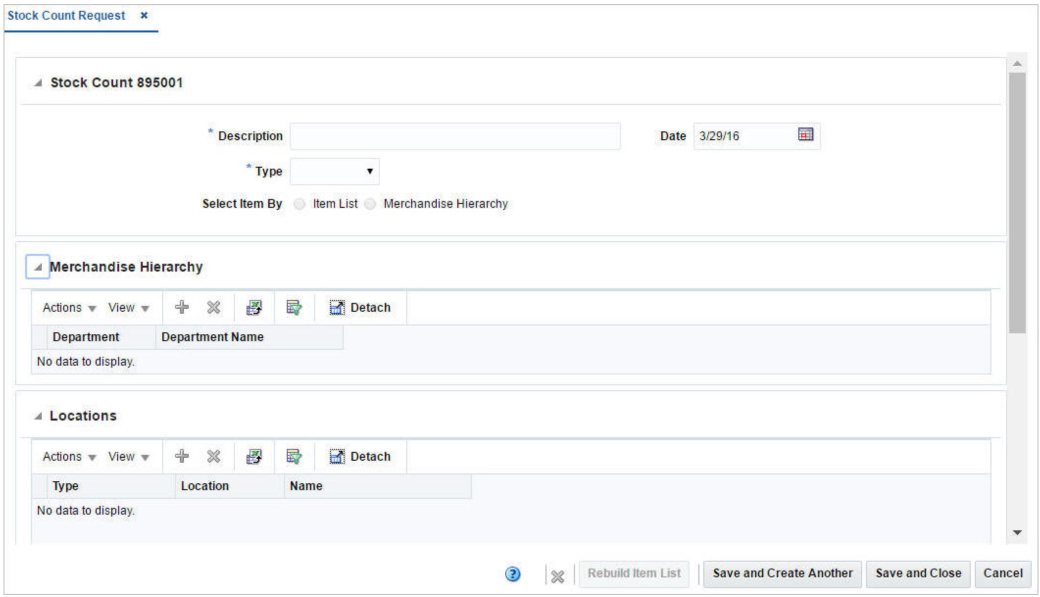
   **Note:** If you select All Departments in the list, the Merchandise Hierarchy section is not available. If you select Department, Class or Subclass, the Merchandise Hierarchy section is displayed so that you can then add items to the count through the department, the class and the subclass.

   ---

The Stock Count Request window contains the following sections.

- Stock Count Header
- Merchandise Hierarchy
- Locations
- Stock Count Toolbar

*Figure 9–87 Stock Count Request Window*




## Stock Count Header

The Stock Count Header contains the following fields.

*Table 9–110 Stock Count Header - Fields and Description*

| Fields | Description |
|---|---|
| **Description** | Enter the description for the stock count request. |
| **Type** | Select a stock count type from the list. The options are: Unit, Unit & Value. |
| **Select Item By** | Select the item by either one of the following options: Item List, Merchandise Hierarchy. |
| **Date** | Enter the beginning date for the stock count, or use the Calendar icon to select a date. |

## Merchandise Hierarchy

In the Merchandise Hierarchy section you can add hierarchy levels for the stock count request.

The Merchandise Hierarchy section only displays if the you select Unit as the stock count type, the Merchandise Hierarchy radio button is selected, and a value other than All Departments is selected in the **Hierarchy Level** field. Additionally the section displays if you select Unit & Value as the stock count type and a value other than All Departments is selected in the **Hierarch Level** field.

### Merchandise Hierarchy - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–111 Merchandise Hierarchy - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add the new hierarchy levels to a stock count by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add new hierarchy levels to a stock count, see the Adding a Merchandise Hierarchy section. |
| Delete and Delete icon | You can delete the hierarchy levels: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Merchandise Hierarchy - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 9–112 Merchandise Hierarchy/Locations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: ■ Ascending ■ Descending ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Locations

In the Locations section you can add locations to the stock count request.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–113 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new locations to a stock count by selecting **Actions** > **Add** or by using the Add icon.<br>For more information on how to add new locations to a stock count, see the Adding Locations section. |
| Delete and Delete icon | You can delete locations:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions** > **Export to Excel** or by using the Export to Excel icon. |

### Locations - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view. For more information about the View Menu, see the Table 9–112, " Merchandise Hierarchy/Locations - View Menu/Icons and Description".

## Stock Count Toolbar

The toolbar contains the following icons and buttons.

*Table 9–114 Stock Count Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | Use the Delete icon to delete the current stock count request. |
| **Rebuild Item List** button | The **Rebuild Item List** button enables when you enter the description, select the stock count type, and enter the item list.<br>Click **Rebuild Item List**. The Item List Rebuild window appears. For information about how to rebuild an item list, see the Rebuild Item List section. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and create additional stock count requests.<br>This option is not available, if you are in Edit mode. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding a Merchandise Hierarchy

To add a merchandise hierarchy to the stock count request, follow the steps below.

1. In the Merchandise Hierarchy section, select **Actions > Add**, or use the Add icon. The Add Merchandise Hierarchy window appears.

2. In the **Department** field, enter, select or search for the department. If you select the hierarchy level Department, Class, or Subclass, this field is a required field.
3. In the **Class** field, enter, select or search for the class. If you select the hierarchy level Class, or Subclass, this field is a required field.
4. In the **Subclass** field, enter, select or search for the subclass. If you select the hierarchy level Subclass, this field is a required field.
5. Then choose one of the following sections.
   - Click **OK** to add the merchandise hierarchy and close the window.
   - Click **OK and Add Another** to add additional merchandise hierarchy levels.
   - Click **Cancel** to reject all entries and close the window.

## Adding Locations

To add locations to the stock count request, follow the steps listed below.

1. In the Locations section, select **Actions > Add**, or use the Add icon. The Add Locations window appears.
2. In the **Location** field, select a location type from the list. Then enter, select or search for the location. This field is a required field.
3. Then choose one of the following sections.
   - Click **OK** to add the location to the table and close the window.
   - Click **OK and Add Another** to add additional locations to the stock count request.

     ---
     **Note:** Stores, Warehouses and External Finishers cannot be added to the same Count.

     ---
   - Click **Cancel** to reject all entries and close the window.

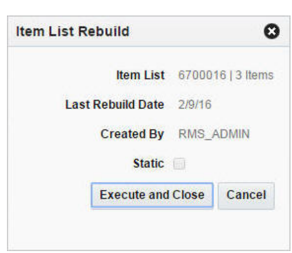
## Rebuild Item List

You can also request to rebuild an item list. The **Rebuild Item List** button enables when you enter the description, select the stock count type, and enter the item list.

To rebuild an item list, follow the steps listed below.

1. Click **Rebuild Item List**. The Item List Rebuild window appears.

***Figure 9–88 Item List Rebuild Window***




2. For dynamic item lists:

Click **Execute and Close** to rebuild the item list based on the criteria for the item list. This button is not available for static item lists.

3. For static item lists:

   Click **OK** to rebuild the item list. This button is not available for dynamic item lists.

4. Click **Cancel** to close the window.

## Managing Stock Counts

The Manage Stock Counts option opens the Stock Count Search window. Managing stock counts involves performing one or more of the following tasks:

- Searching for a stock count
- Creating a stock count
- Editing a stock count
- Viewing a stock count
- Results
- Unit Variance and Adjustment
- Virtual WH Adjustment
- Value Variance and Adjustment

You can access the Stock Count Search window from the Task menu, select **Inventory** > **Stock Counts** > **Manage Stock Count**. The Stock Count Search window appears.

In the Stock Count Search window you can search for a stock count by specifying various search criteria. You can choose to access a stock count in the search results in edit or view mode depending on security privileges.

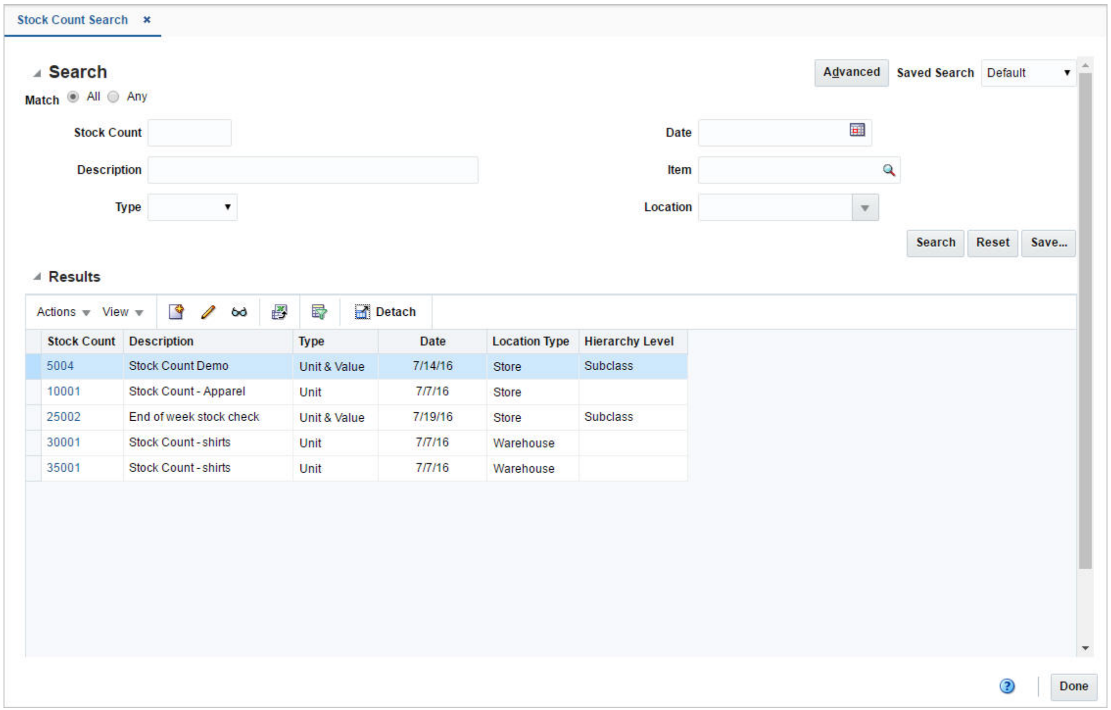
The Stock Count Search window includes the following sections:

- Search

  For more information on the Stock Count Search window, see the Searching for a Stock Count section.

- Results
- Stock Count Search Toolbar

***Figure 9–89 Stock Count Search Window***




## Searching for a Stock Count

To search for a stock count:

1. From the Tasks menu, select **Inventory** > **Stock Counts** > **Manage Stock Counts**. The Stock Count Search window appears.
2. You can search for a stock count by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for a Stock Count Through the Basic Search Criteria

To search for a stock count through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

***Table 9–115 Stock Count Search - Basic Search Criteria***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only stock counts matching all entered search criteria are shown.<br>Any - stock counts matching each entered search criteria are shown. |
| **Stock Count** | Enter the ID of the unprocessed stock count. |
| **Description** | Enter the description of the unprocessed stock count. |
| **Type** | Select the type of the stock count. The options are: Unit, Unit & Value. |

*Table 9–115 (Cont.) Stock Count Search - Basic Search Criteria*

| Fields | Description |
|---|---|
| **Date** | Enter the date or click the Calendar icon to select a date. |
| **Item** | Enter the item number or search for the item. |
| **Location** | Enter, select or search for the location. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
4. Click **Reset** to execute the saved search.
5. Click the **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Stock Through Advanced Search Criteria

To search for a stock count using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved stock counts.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–90 Results - Actions Menu and Icons***

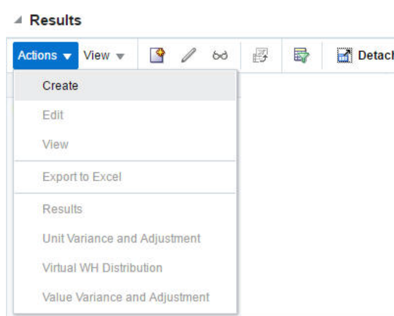



***Table 9–116 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create the stock count request by clicking **Create** from the Actions menu or by clicking the Create icon.<br><br>For more information on creating a stock count request, see the Creating a Stock Count Request section. |
| Edit and Edit icon | You can edit the stock count request by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br><br>For more information on editing a stock count request, see the Creating a Stock Count Request section. |
| View and View icon | To view a stock count:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Stock Count Request window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 9–116 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Results | The Stock Count Results window appears by clicking **Results** from the Actions menu. The options for editing and viewing Results depend upon the status of a stock count and users's privileges.<br>For more information about this option, see the Stock Count Results section. |
| Unit Variance and Adjustment | The Unit Variance and Adjustment window appears by clicking **Unit Variance and Adjustment** from the Actions menu.<br>For more information about this option, see the Stock Count Results section. |
| Virtual WH Distribution | The Virtual WH Distribution window appears by clicking **Virtual WH Distribution** from the Actions menu.<br>For more information about this option, see the Virtual Warehouse Distribution section. |
| Value Variance and Adjustment | The Value Variance and Adjustment window appears by clicking **Value Variance and Adjustment** from the Actions menu.<br>For more information about this option, see the Value Variance and Adjustment section. |

## Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–91 Results - View Menu*

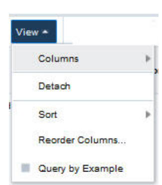



*Table 9–117 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Stock Count Search Toolbar

The toolbar contains the following icons and buttons.

*Table 9–118 Stock Count Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Stock Count Results

The Stock Count Results window allows you to manually enter the results of a stock count. You can also view and edit unprocessed stock counts at a location.

Variances between book stock and the physical count can be corrected in the Stock Count Results window. However, to force the system to actually adjust the quantities, you must go to the Unit Variance and Adjustment window and select Create Stock Adjustments from the Actions menu. The stock on hand is adjusted by a regularly scheduled batch program. At that point, the unit type of stock count is considered complete.

The Stock Count Result window contains the following sections.

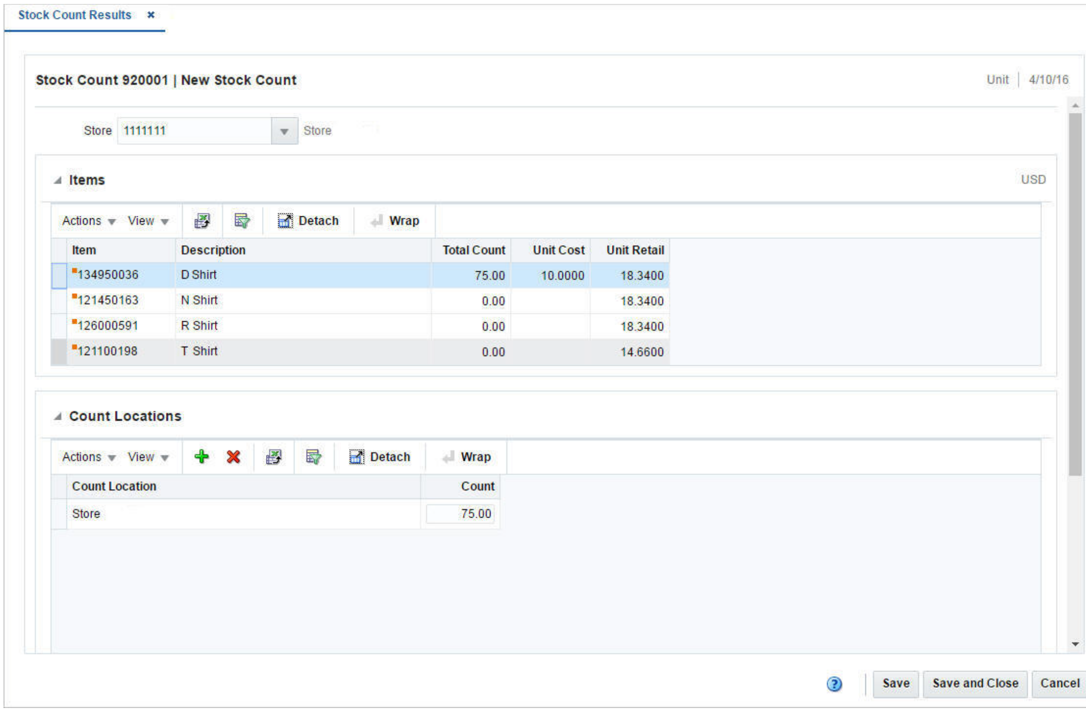
- Header

  The header displays the stock count and the stock count name. In addition the type and the date of the stock count are displayed in the top right corner of the section.

  Below the location type, the location and the location name are displayed, once you select the location.

- Items
- Count Locations
- Stock Count Results Toolbar

*Figure 9–92 Stock Count Results Window*




## Items

The Items section displays the basic item information such as item, item description, total count, unit cost and unit retail.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–119 Items- Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–120 Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Currency | You can toggle between the local currency and the systems primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 9–120 (Cont.) Items - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Count Locations

The Count Locations section displays the count location and the stock count.

You can edit the **Count** column directly in the table to allowing you to enter/update the count quantity for a count location. If the count quantity for a location is updated, the **Total Count** column in the first table is updated to reflect the new total.

### Count Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–121 Count Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a new count location by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a new count location, see the Adding Count Locations section. |
| Delete and Delete icon | You can delete a count location:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Count Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–122 Count Locations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Stock Count Results Toolbar

The toolbar contains the following icons and buttons.

*Table 9–123 Stock Count Results Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Virtual WH Distribution** | Opens the Virtual WH Distribution window.<br>Only available for warehouses.<br>For more information about this option, see the Virtual Warehouse Distribution section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Editing the Result of a Stock Count

To edit the result of a stock count, follow the steps below.

1. From the Tasks menu, select **Inventory > Stock Counts > Manage Stock Counts**. The Stock Count Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
4. Select a stock count in the table.
5. Then select **Actions > Results**. The Stock Count Results window appears.

---

**Note:** You can also access the Stock Count Results window through the Unit Variance and Adjustment window.

The stock count ID, description, type, date, location type and location of the selected stock count are displayed. In addition all of the items at the location appear in the tables by default.

For more information about this window, see the Unit Variance and Adjustment section.

---

6. The stock count ID, description, type and date are displayed. The location type defaults to either Store or Warehouse. Enter, select or search for the location.
7. In the items section select an item. The count locations and counts for the selected item are displayed in the Count Locations section.
8. In the **Count** column, update the count quantity as necessary.
9. Save your changes.

### Adding Count Locations

To add count locations for an item, follow the steps below.

1. In the Count Locations section, select **Actions > Add**, or use the Add icon ✚. The Add Count Location window appears.
2. In the **Count Location** field, enter the location. This is a required field.
3. In the **Quantity** field, enter the quantity. This field is a required field.
4. Then choose one of the following options.
   - Click **OK** to add the count location to the table and close the window.
   - Click **OK and Add Another** to add additional count locations.
   - Click **Cancel** to reject your entries and close the window.
5. In the Stock Count Results window, save your entries.

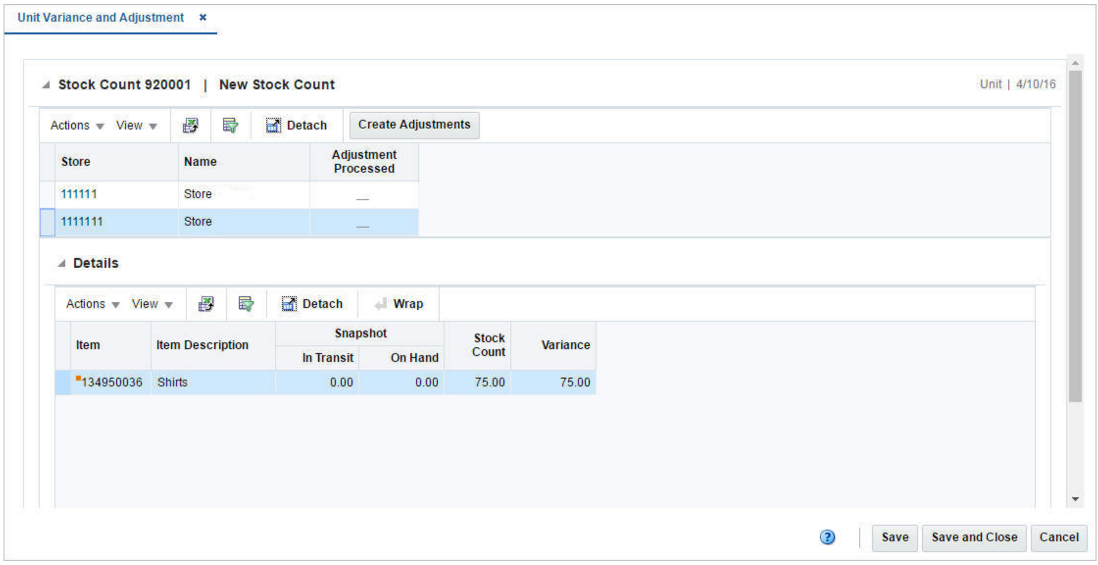
## Unit Variance and Adjustment

The Stock Count Variance window will allow you to view variances between the stock on hand and the stock count, and allows you to create stock Adjustments.

The Unit Variance and Adjustment window contains the following sections.

- Items
- Count Locations
- Stock Count Results Toolbar

***Figure 9–93 Unit Variance and Adjustment Window***




## Stock Count

The label of the Stock Count sections displays the stock count and the stock count name. In addition the type and the date of the stock count are displayed in the top right corner of the section.

The table displays the location, the location name and the **Adjustment Processed** checkbox. The checkbox is selected once the stock adjustment has been created for the location.

### Stock Count - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–124 Stock Count - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Create Adjustment and **Create Adjustment** button | Creates a Stock Adjustment for the selected location.<br>For more information about how to create a stock adjustment, see the Editing the Result of a Stock Count section. |
| Count Results | Opens the Stock Count Result window.<br>For more information about this window, see the Stock Count Results section. |

### Stock Count - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–125 Stock Count/Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Details

The Details sections displays item details, such as the item number, the item description, in transit and on hand quantities as well as the stock count and the variance quantities.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–126 Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–120, " Items - View Menu/Icons Menu and Description".

## Unit Variance and Adjustment Toolbar

The toolbar contains the following icons and buttons.

*Table 9–127 Unit Variance and Adjustment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |

*Table 9–127 (Cont.) Unit Variance and Adjustment Toolbar - Icons/Buttons and*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adjusting the Stock on Hand after a Stock Count

To adjust the stock on hand after a stock count, follow the steps below.

1. From the Tasks menu, select **Inventory > Stock Counts > Manage Stock Counts**. The Stock Count Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
4. Select a stock count in the table.
5. Then select **Actions > Unit Variance and Adjustment**. The Unit Variance and Adjustment window appears.
6. In the Stock Count section select a location. The item information is displayed in the Details section.
7. Select **Actions > Create Adjustment**, or use the **Create Adjustment** button.
8. You are prompted, if you want to create a stock adjustment for the selected location. Confirm with **Yes**.
9. The adjustment are made during the nightly batch process.
10. Save your entries.

# Virtual Warehouse Distribution

When a stock count is performed for a warehouse, an adjustment can be made if the distribution of inventory to the virtual warehouse performed during the upload of the count to RMS was incorrect. You can carry out this adjustment in the Virtual WH Distribution window.

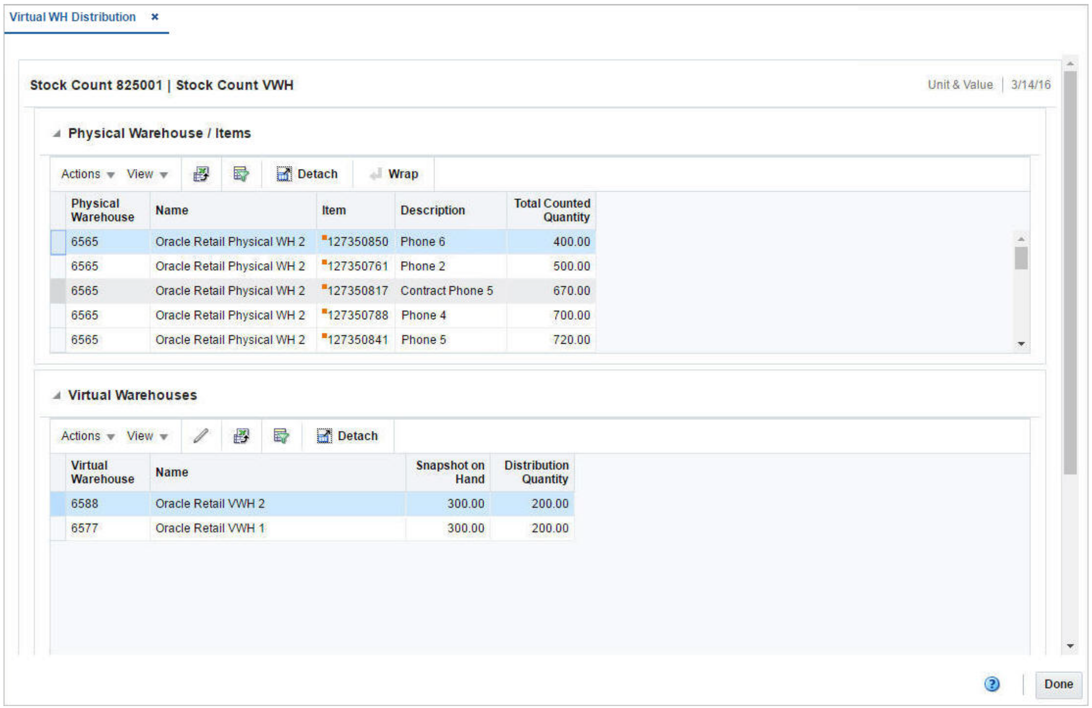
The Virtual WH Distribution window contains the following sections.

- Header

  The header displays the stock count and the stock count name. In addition the type and the date of the stock count are displayed in the top right corner of the section.

- Physical Warehouse/Item
- Virtual Warehouses
- Virtual WH Distribution Toolbar

*Figure 9–94 Virtual WH Distribution Window*




## Physical Warehouse/Item

The Physical Warehouse/ Item section displays all the physical warehouse/items pertaining to the selected stock count on entering the window.

### Physical Warehouse/Item - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–128 Physical Warehouse/Item - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

### Physical Warehouse/Item - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 9–129 Physical Warehouse/Item/Virtual WHs - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 9–129 (Cont.) Physical Warehouse/Item/Virtual WHs - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Virtual Warehouses

The Virtual Warehouses section displays all virtual warehouses associated to the physical warehouse that is selected in the Physical Warehouse/Items section, and displays a snapshot of the inventory when the count occurred.

You can distribute the on-hand inventory at the physical warehouse into the virtual warehouse inventory.

### Virtual Warehouses - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 9–130 Virtual Warehouses - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Edit and Edit icon | You can distribute the on-hand inventory at the physical warehouse into the virtual warehouse inventory by clicking **Actions > Edit,** or by using the Edit icon.<br>For more information about how to edit a contract, see the Redistributing Stock within a Physical Warehouse section. |

### Virtual Warehouses - View Menu and Icons

You can customize the view of the table by using the options in the View Menu. For more information about the View Menu, see Table 9–129, " Physical Warehouse/Item/Virtual WHs - View Menu/Icons Menu and Description".

## Virtual WH Distribution Toolbar

The toolbar contains the following icons and buttons.

*Table 9–131 Virtual WH Distribution - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 9–131 (Cont.) Virtual WH Distribution - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Redistributing Stock within a Physical Warehouse

To adjust the distribution, follow the steps below.

1. From the Tasks menu, select **Inventory > Stock Counts > Manage Stock Counts**. The Stock Count Search window appears.
2. Restrict your search to stock counts for warehouse.
3. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
4. Select a stock count in the table.
5. Then select **Actions > Virtual WH Distribution**. The Virtual WH Distribution window appears.
6. In the Physical Warehouse/Item section, select a physical warehouse. All virtual warehouses associated with the selected physical warehouse are displayed in the Virtual Warehouses section.
7. In the Virtual Warehouses section select **Actions > Edit**, or use the Edit icon. The Edit Distribution window appears.
8. The table displays all of the virtual warehouses for the selected physical warehouse. The snapshot on hand and current distribution quantity are displayed for each virtual warehouse. The new distribution quantity column defaults to the current distribution quantities.
9. In the **New** column, update the new distribution quantity, if necessary.
10. Then choose one of the following options.
    - Click **OK** to add your changes to the table and close the window.
    - Click **Cancel** to reject all entries and close the window.
11. In the Virtual WH Distribution window, save your entries.

# Value Variance and Adjustment

A Unit & Value stock count is often an annual count that can be used to adjust the financial systems in a corporate merchandising system, in addition to updating inventory positions. Unit & Value stock counts are carried out either for an entire location or by product hierarchy, that is department, class or subclass level.

Once the units have been accepted for Unit & Value counts, the value of the count must also be reviewed and accepted.

The window displays the total cost and total retail as calculated in the stock count and the total adjusted cost and retail, if any adjustments have been made, for each department/class/subclass at a location.

If adjustments need to be made, you can make adjustments to the total cost or retail value of the count, based on the accounting method for the department, for each subclass/location. You can also accept the value of the count.

The Value Variance and Adjustment window contains the following sections.

- Header

  The label of the Stock Count sections displays the stock count and the stock count name. In addition the type and the date of the stock count are displayed in the top right corner of the section.

- Table
- Value Variance and Adjustment Toolbar

## Table

The table displays the location and stock count value information. The table contains each location and department/class/ subclass combination of the stock count.

Based on the used accounting method for the Department, you can either edit the **Cost** or **Retail** column directly in the table.

To save the adjustments, click the **Save/Save and Close** button. This will check the **Adjustment Processed** checkbox for all selected locations and disable the **Adjustment Value – Cost** or **Retail** field.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 9–132 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Create Adjustments and **Create Adjustments** button | Creates a adjustments for the selected location or multiple locations. You can create adjustments for multiple location/subclass combinations, at the same time.<br>For more information about how to create adjustment, see the Adjusting the Cost or Retail Value after a Stock Count section. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 9–133 Table - View Menu/Icons Menu and Description***

| View Menu/Icons | Description |
|---|---|
| Currency | You can toggle between the local and the system's primary currency. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 9–133 (Cont.) Table - View Menu/Icons Menu and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Value Variance and Adjustment Toolbar

The toolbar contains the following icons and buttons.

*Table 9–134 Value Variance and Adjustment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Adjusting the Cost or Retail Value after a Stock Count

To adjust the cost or retail after a stock count, follow the steps below.

1. From the Tasks menu, select **Inventory > Stock Counts > Manage Stock Counts**. The Stock Count Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The stock counts that match the search criteria are displayed in the Results section.
4. Select a stock count in the table.
5. Then select **Actions > Value Variance and Adjustment**. The Value Variance and Adjustment window appears.
6. In Cost or Retial column update the values of the locations as necessary.
7. Select one or more records in the table.
8. Then select **Actions > Create Adjustment**, or use the **Create Adjustment** button.
9. You are prompted, if you want to create adjustments for the selected location(s). Confirm with **Yes**.
10. The adjustment are made during the nightly batch process.

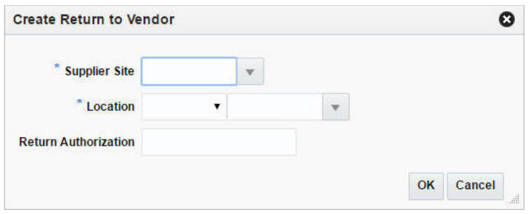
11. Save your entries.

## Creating a Return to Vendor Order

To create a return to vendor (RTV) order:

1. From the Tasks menu, select **Inventory** > **Create Return to Vendor**. The Create Return to Vendor window appears.

***Figure 9–95 Create Return to Vendor Window***




2. In the **Supplier Site** field, enter, select or search for the supplier site. This field is a required field.
3. In the **Location** field, select the location type from the list. Possible options are Store and Warehouse. Then enter, select or search for the location. This field is a required field.
4. In the **Return Authorization** field, enter the supplier's return authorization number as necessary.
5. Then choose one of the following options.
   - Click **OK** to create the return to vendor order. The Return to Vendor window appears.

     For more information about the RTV window, see the Return to Vendor section.
   - Click **Cancel** reject all entries and close the window.

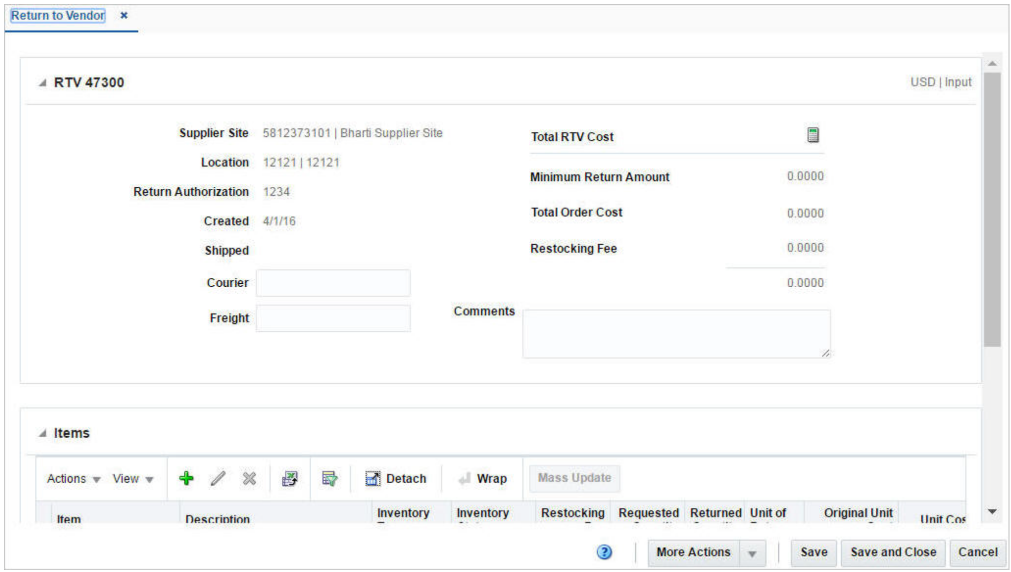
## Return to Vendor

The Return to Vendor (RTV) window allows you to maintain RTV orders. You can specify the supplier to which the items are returned and the stockholding location from which the items are returned. You can return items from the inventory on hand.

The Return to Vendor includes the following sections:

- Return to Vendor Header
- Items
- Return to Vendor Toolbar

*Figure 9–96 Return to Vendor Window*




## Return to Vendor Header

The Return to Vendor Header includes the following fields.

*Table 9–135 Return to Vendor Header - Fields and Description*

| Fields | Description |
|---|---|
| Title | The title displays RTV ID to the top left of the head container. The Currency and the RTV status is displayed with a separator between them to the top right of the head container. |
| **Supplier Site** | This field displays the supplier ID and the supplier site. |
| **Location** | This field displays location ID. |
| **Return Authorization** | This field displays the supplier's return authorization number. |
| **Created** | This field displays the date on which the RTV was created. |
| **Shipped** | This field displays the date on which the RTV was shipped. The Shipped field will only be displayed once the RTV has been shipped. |
| **Courier** | Enter the courier name, if applicable. |
| **Freight** | Enter the freight number. |
| **Total RTV Cost** | Click the Calculator icon to kick-off the RTV Cost recalculation. |
| **Minimum Return Amount** | The amount is displayed by default. |
| **Total Order Cost** | The amount is displayed by default. |
| **Restocking Fee** | The amount is displayed by default. |
| **Comments** | Enter any additional comments as necessary. |

---

**Note:** The **Courier**, **Freight**, and **Comments** fields are editable. The remaining fields are displayed based on the information entered in the Create Return to Vendor window.

---

## Items

In the Items section you can add, edit or delete inventory information for the items on the RTV order.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–97 Items - Actions Menu and Icons***

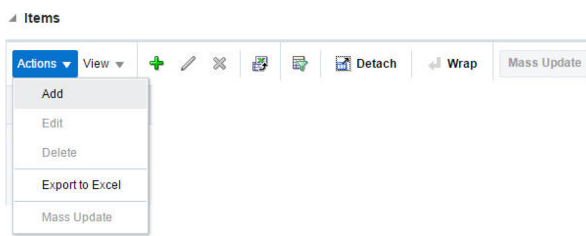



***Table 9–136 Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add the items by clicking **Add** from the Actions menu or by clicking the Add icon.<br>For more information about how to add items to an RTV order, see the Adding Items to a Mass Return Transfer section. |
| Edit and Edit icon | You can edit the items by clicking **Edit** from the Actions menu or by clicking the Edit icon.<br>For more information about how to edit items on an RTV order, see the Editing Items section. |
| Delete and Delete icon | You can delete items from an RTV order:<br>■ Select a record in the table.<br>■ Select **Actions** > **Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions** > **Export to Excel** or by using the Export to Excel icon. |
| Mass Update | Clicking **Mass Update** launches the Mass Update window which contains a Restocking Fee field. Any value entered in this window applies to all content items on the Items table.<br>For more information about this option, see the Mass Update section. |

### Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–98 Items - View Menu*

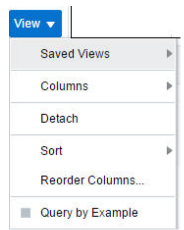



*Table 9–137 Items - View Menu/Icons and Description*

| View Menu List | Description |
|---|---|
| Saved Views | The following options are available in Saved Views:<br>■ Default<br>The following columns are displayed in the Items section when you select Default view: Item, Description, Inventory Type, Inventory Status, Restocking Fee, Requested Quantity, Unit of Return, Original Unit Cost, Unit RTV Cost, Final RTV Cost.<br>■ Standard UOM<br>The following columns are displayed in the Items section when you select Standard UOM view: Description, Requested Quantity in Standard UOM, Original Unit Cost in Standard UOM, Unit RTV Cost in Standard UOM, Final RTV Cost in Standard UOM, Inventory Type, Returned Quantity in Standard UOM, Standard UOM. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Return to Vendor Toolbar

The toolbar contains the following icons and buttons.

*Figure 9–99 Return to Vendor Toolbar*

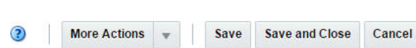


*Table 9–138 Return to Vendor Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Status** button | If you click the **Status** button, the status of the RTV shipment changes to the status specified on the button.<br>For example, if you click the **Ship** button, the status of the RTV shipment changes to Shipped.<br>Possible RTV statuses are:<br>■ Input<br>■ Shipped<br>■ Approved<br>■ In Progress<br>The In Progress status is only used, if SIM is integrated.<br>■ Cancelled. |
| **Cancel RTV** button | The **Cancel RTV** button is only available for RTV orders in Input and Approve status.<br>Click the **Cancel RTV** button to cancel the selected RTV shipment. The status of the RTV order changes to Cancelled. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Return to Vendor window.<br>■ **Currency**<br>Toggle between the systems's primary currency and the supplier's currency.<br>■ **Supplier Details**<br>Opens the Supplier Details window.<br>For more information about the supplier details, see the Supplier Details section.<br>■ **Other Attributes**<br>This submenu contains the Group Sets that are defined using Custom Flex Attributes for the RTV Header entity.<br>In the Other Attributes submenu, select an attribute<br>For more information about custom flex attributes, see the Application Administration chapter, section "Custom Flex Attributes Display". |
| **Save** | Click **Save** to save any changes on the Return to Vendor order. |
| **Save and Close** | Click **Save and Close** to save the changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Maintaining Return to Vendor (RTV) Shipments

To maintain RTV orders, follow the steps below.

1. From the Tasks menu, select **Inventory** > **Manage Returns to Vendor**. The RTV Search window appears.
2. Restrict your search to RTV orders in Input status.
3. Click **Search**. The RTV orders that match the search criteria are displayed in the Results section.

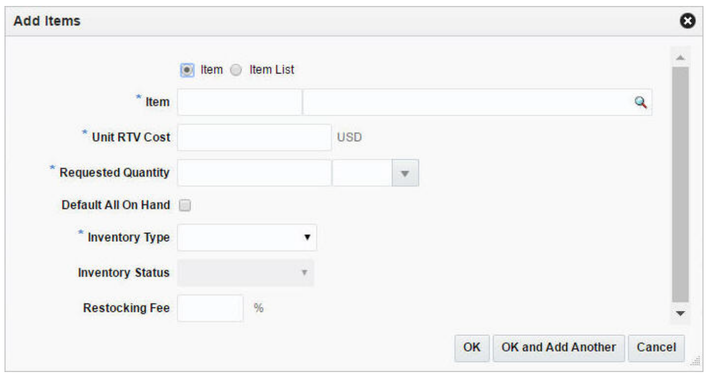
4. In the RTV column, click the RTV link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Return to Vendor window appears.

## Adding Items

To add items:

1. In the Return to Vendor window, go to Items section.
2. Then select **Actions** > **Add,** or click the Add icon . The Add Items window appears.

***Figure 9–100 Add Items Window***




3. Select any one of the following options: Item, Item List.
4. In the **Item** field, enter or search for the item. This field is a required field.
5. In the **Unit RTV Cost** field, defaults to the item's unit RTV cost, adjust the cost as necessary.

   This field is a required field when you add an item. This field is not available when you add an item list.
6. If you add a dynamic item list, the **Rebild** checkbox is displayed. If you select the checkbox, the item list is rebuild by a background process, once you click **OK**.
7. In the **Requested Quantity** field, enter the return quantity. When you add an item, enter, select or search for the unit of the return quantity. This field is a required field.
8. You can check the **Default All On Hand** checkbox to return all the stock on hand value to the supplier.
9. In the **Inventory Type** fields, select either of the following inventory type: Overstock, Unavailable Inventory. This field is a required field.
10. In the **Restocking fee %** field, enter the percentage that is applied for restocking fees.
11. Then choose one of the following options.
    - Click **OK** to add the items to the table and close the window.
    - Click **OK and Add Another** to add additional items.
    - Click **Cancel** to all entries and close the window.

### Editing Items

To edit items, follow the steps below.

1. In the Return to Vendor window, go to Items section.
2. Select a record in the table.
3. Then select **Actions** > **Edit,** or click the Edit icon. The Edit Items window appears.
4. Edit the fields as necessary.
5. Then choose one of the following options.
   - Click **OK** to add your changes to the table and close the window.
   - Click **OK and Edit Another** to edit additional items.
   - Click **Cancel** to all entries and close the window.

### Mass Update

To update the restocking fee for all items displayed in the Items section, follow the steps below.

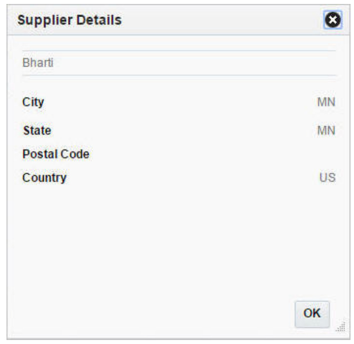
1. In the Items section, select **Actions > Mass Update**, or use the **Mass Update** button The Mass Update window appears.
2. In the **Restocking Fee** field, enter the percentage that is applied for restocking fees.
3. Then choose one of the following options.
   - Click **OK** to apply the restocking fee percentage for all items in the table and close the window.
   - Click **Cancel** to all entries and close the window.

## Supplier Details

To view the supplier details:

1. From the Tasks menu, select **Inventory** > **Manage Returns to Vendor**. The RTV Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The RTVs that match the search criteria are displayed in the Results section.
4. In the RTV column, click the RTV link, or mark a record and select **Actions > Edi/View** or use corresponding icons. The Return to Vendor window appears.
5. From the More Actions menu, click **Supplier Details**. The Supplier Details window appears.

***Figure 9–101 Supplier Details Window***




6. The Supplier Site details, City, State, Postal Code, Country are displayed.
7. Click **OK** to close the window.

## Manage Returns To Vendor

The Manage Returns to Vendor option opens the RTV Search window. Managing returns to vendor involves performing one or more of the following tasks:

- Searching for returns to vendor
- Creating returns to vendor
- Editing returns to vendor
- Viewing returns to vendor

You can access the RTV Search window from the Task menu, select **Inventory > Manage Returns to Vendor**. The RTV Search window appears.

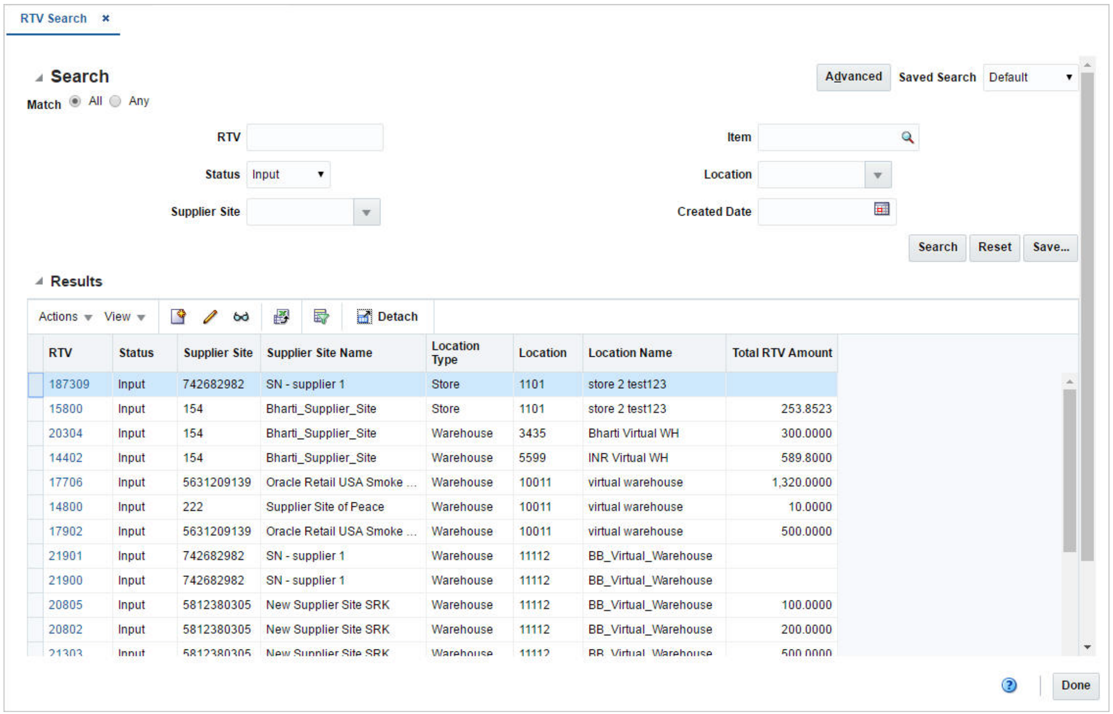
In the RTV Search window you can search for returns to vendor by specifying various search criteria. You can choose to access returns to vendor in the search results in edit or view mode depending on security privileges. There are also options for creating a new return to vendor.

The RTV Search window includes the following sections:

- Search

  For more information on the RTV Search window, see the Searching for an RTV section.
- Results
- RTV Search Toolbar

*Figure 9–102 RTV Search Window*




## Searching for an RTV

To search for an RTV order:

1. From the Tasks menu, select **Inventory** > **Manage Returns to Vendor**. The RTV Search window appears.
2. You can search for a returns to vendor by providing search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search window is entered. Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

### Searching for an RTV Through the Basic Search Criteria

To search for an RTV order through the basic search criteria:

1. Enter or select one or all of the following basic search criteria.

*Table 9–139 RTV Search - Basic Search Criteria*

| Search Field | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only RTVs matching all entered search criteria are shown.<br>Any - RTVs matching any of the entered search criteria are shown. |
| **RTV** | Enter the RTV number. |
| **Status** | Select the status of the return to vendor from the list. The options are: Input, Approved, In Progress, Shipped, and Cancelled. |
| **Supplier Site** | Enter, select or search for the supplier site. |

*Table 9–139 (Cont.) RTV Search - Basic Search Criteria*

| Search Field | Description |
|---|---|
| **Item** | Enter or search for the item. |
| **Location** | Enter, select or search for the location. |
| **Created Date** | Enter the date the RTV is created or use the Calendar icon to select a date. |

2. You can also click the Saved Search drop down to select one of the saved sets of search criteria. Selecting a saved search will populate the criteria section with saved criteria. If the saved search is selected to run automatically then the search will be executed too.

   You can also choose to manage and personalize the saved searches by clicking Personalize in the list. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The RTV orders that match the search criteria are displayed in the Results section.
4. Click **Reset** to execute the saved search.
5. Click **Save..** button to save the current set of search criteria as a Saved Search. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for an RTV Through the Advanced Search Criteria

To search for an RTV through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The RTV orders that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved RTV orders.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 9–103 Results - Actions Menu and Icons***

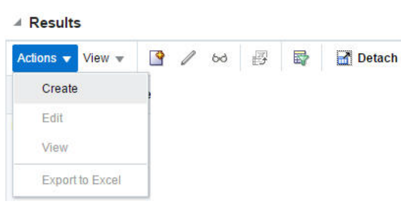



***Table 9–140 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | You can create an RTV by clicking **Create** from the Actions menu or by clicking the Create icon. For more information on creating the RTV, see the Creating a Return to Vendor Order section. |
| Edit and Edit icon | You can edit an RTV by clicking **Edit** from the Actions menu or by clicking the Edit icon. For more information on editing the RTV, see the Editing an RTV section. |
| View and View icon | To view an RTV order:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Return to Vendor window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Figure 9–104 Results - View Menu*

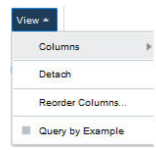



*Table 9–141 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon . |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon . |

## RTV Search Toolbar

The toolbar contains the following icons and buttons.

*Table 9–142 RTV Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Editing an RTV

To edit an RTV order, follow the steps listed below.

1. From the Tasks menu, select **Inventory** > **Manage Returns to Vendor**. The RTV Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. In the Results section, select the return to vendor you want to edit.
4. Then select Actions > **Edit,** or click the Edit icon. The Return to Vendor window appears in Edit mode.
5. Edit the RTV as necessary.

   For more information about the Return to Vendor window, see the Return to Vendor section.
6. Save your changes.

# 10

# Franchise

This chapter describes the support for the Franchise business model wherein a business partner (franchisee) leverages the retailer's brand (or products) in return for a margin or fee. Franchise Stores can be defined in RMS and managed by grouping them by franchise customer. The store creation process allows setup of both stockholding franchise stores, whose inventory is managed by RMS and non-stockholding franchise stores, for which inventory is not managed. Specific pricing structures, credit checks, and deal pass-through options that are required for franchise business transactions can also be managed. Requests for stock from franchise stores are accepted through Franchise Orders and can be fulfilled through stores, warehouses or vendors linked to the retailer. Returns from Franchise stores are similarly managed through the Franchise Returns process. Window details and specific navigation to achieve these functions is elaborated in the following sections of this chapter.

## Franchise Cost Template Window

The Franchise Cost Template is used to apply the same pricing concept to multiple item/franchisee location combinations. Each template defines the method by which costing for the Franchisee will be calculated. The Franchise Cost Templates window allows you to view, edit, or create cost templates used to determine customer costs for franchise.

templates used to determine customer cost for franchise.

The following template types are available:

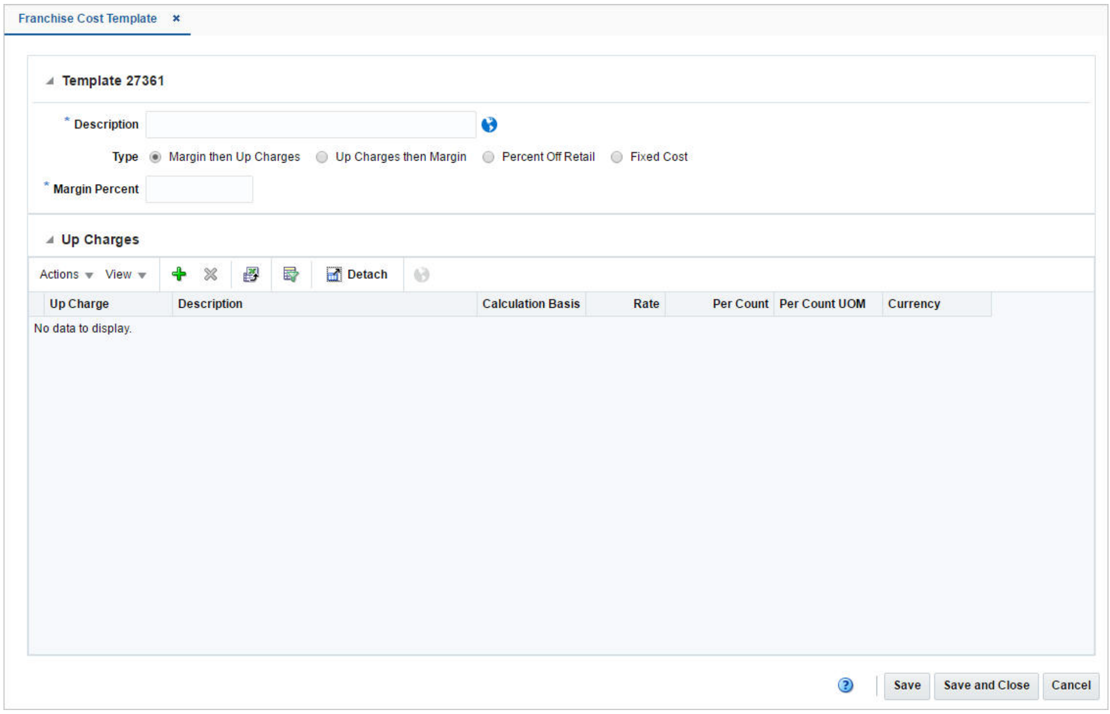
- Margin then Up Charges
- Up Charges then Margin
- Percent off Retail
- Fixed Cost

The Franchise Cost Templates window contains the following sections.

- Template
- Up Charges

  This section is only available if you select Margin then Up Charges or Up Charges then Margin as the calculating method.
- Franchise Cost Template Toolbar

*Figure 10–1 Franchise Cost Template Window*




## Template

The Template section contains the template ID that is that is automatically generated. Depending on the calculation type selected, the section contains the following fields. The system defaults to the Margin then to the Up Charges type.

*Table 10–1 Template - Fields and Description*

| Fields | Description |
|---|---|
| **Description** | Enter a description.<br>This field is a required field. |
| Translate icon | You can create a translation by using the Translate icon. |
| **Type** | Select the method by which the costing will be calculated. The following template types are available:<br>■ **Margin then Up Charges**<br>■ **Up Charges then Margin**<br>■ **Percent Off Retail**<br>■ **Fixed Cost** |
| **Margin Percent** | Only available if you select one of the following template types:<br>■ **Margin then Up Charges**<br>The Margin Percent field is a required field for this template type.<br>■ **Up Charges then Margin**<br>Enter the margin in percent. |

*Table 10–1 (Cont.) Template - Fields and Description*

| Fields | Description |
|---|---|
| **Percent Off Retail** | Only available if you select the template type Percent Off Retail.<br>Enter the percent off retail used to calculate the customer cost for an item.<br>This field is a required field. |
| **Fixed Cost** | Only available if you select the template type Fixed Cost.<br>Enter the fixed cost.<br>This field is a required field. |
| **Final Cost** checkbox | Only available if you select the template type Fixed Cost.<br>You can define the final customer cost for an item.<br>Select the **Final Cost** check box. The Final Cost option signifies if this is the final cost for the item/franchise location or deal pass through will have to be applied on the cost to derive the final customer cost for the item/franchise location. |

## Up Charges

The Up Charges section contains the list of up charges associated with the template. This section is only available when the template type is either **Margin then Up Charges** or **Up Charges then Margin**. You can add new up-charges or delete existing up-charges from the template in this section.

### Up Charges - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 10–2 Up Charges - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add up charges to the template by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add up charges to the template, see the Adding Up Charges to a Franchise Cost Template section. |
| Delete and Delete icon | You can delete up charges from the template:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Translate and Translate icon | You can create a translation by selecting **Actions > Translate** or by using the Translate icon. |

### Up Charges - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 10–3 Up Charges - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Franchise Cost Template Toolbar

The toolbar contains the following icons and buttons.

*Table 10–4 Franchise Cost Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Delete icon | You can delete a franchise cost template:<br>■ Use the Delete icon .<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The template is deleted. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | Only available in View mode.<br>Click **Done** to close the window. |

## Creating a Franchise Cost Template

To create a franchise cost template, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Create Cost Template**. The Franchise Cost Template window appears.
2. Enter the required fields.

   For more information about the possible template options, see the Template section.
3. Then choose one of the following options.
   - Click **Save** to save the franchise cost template.

- Click **Save and Close** to save the template and close the window.
- Click **Cancel** to reject all entries and close the window.

### Adding Up Charges to a Franchise Cost Template

To add up charges to a franchise cost template, follow the steps below.

1. In the Up Charges section, select **Actions > Add**, or use the Add icon ✚. The Add Up Charges window appears.
2. In the **Up Charges** field, enter, select or search for the up charge you want to add to the template. This field is a required field.
3. Then choose one of the following options.
   - Click **OK** to add the up charge and close the window.
   - Click **OK and Add Another** to add additional up charges
   - Click **Cancel** to reject all entries and close the window.

## Managing a Cost Template

The Manage Cost Template option opens the Franchise Cost Template Search window. In this window you can perform the following actions.

- Search for cost templates by various search criteria
- View search results
- View cost template information
- Create cost templates
- Edit cost templates
- Export Query Results to Excel

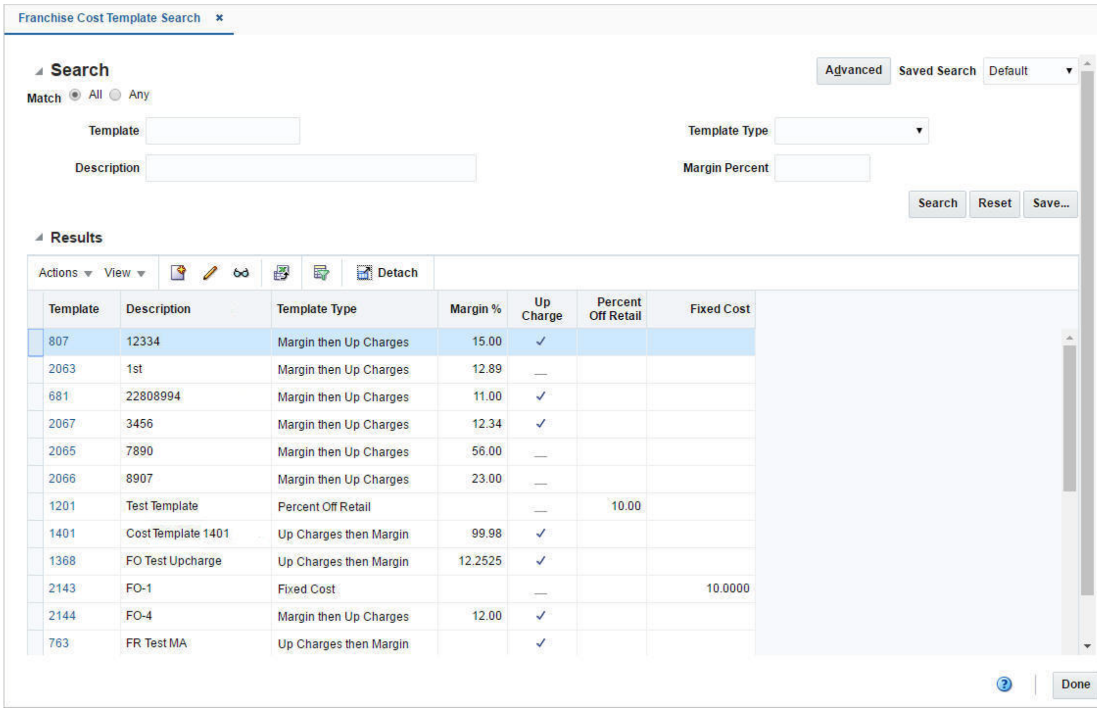
You can access the Franchise Cost Template Search window from the Task menu, select **Inventory > Franchise Orders > Manage Cost Template**. The Franchise Cost Template Search window appears.

The Franchise Cost Template Search window contains the following sections.

- Search

  For more information about how to search for cost templates, see the Searching for a Franchise Cost Template section.
- Results
- Franchise Cost Template Toolbar

***Figure 10–2 Franchise Cost Template Search Window***




## Searching for a Franchise Cost Template

To search for a franchise cost template:

1. From the Task menu, select **Inventory > Franchise Orders > Manage Cost Templates**. The Franchise Cost Template Search window appears.
2. You can search for a franchise cost template using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Franchise Cost Template Through the Basic Search Criteria

To search for a franchise cost template using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 10–5 Franchise Cost Template Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only franchise cost templates matching all entered search criteria are shown.<br>Any - franchise cost templates matching any of the entered search criteria are shown. |
| **Template** | Enter the template ID. |
| **Description** | Enter the template description. |
| **Template Type** | Select the template type from the list. |

*Table 10–5 (Cont.) Franchise Cost Template Search - Basic Search Criteria and*

| Fields | Description |
|---|---|
| **Margin Percent** | Enter the margin in percent. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The franchise cost templates that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Franchise Cost Template through Advanced Search Criteria

To search for a franchise cost template using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The franchise cost templates that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved cost templates.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 10–6 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create,** or use the Create icon to create a new franchise cost template.<br>For more details about how to create a franchise cost template, see the Creating a Franchise Cost Template section. |
| Edit and Edit icon | Select **Actions > Edit**, use the Edit icon, or click the template link to edit the Franchise cost template selected in the Results table.<br>For more information about how to edit a franchise cost template, see the Editing a Franchise Cost Template section. |
| View and View icon | To view a franchise cost template:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Franchise Cost Template window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 10–7 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 10–7 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Franchise Cost Template Toolbar

The toolbar contains the following icons and buttons.

*Table 10–8 Franchise Cost Template Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Editing a Franchise Cost Template

To edit a franchise cost template, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Manage Cost Template**. The Franchise Cost Template Search window appears.
2. Enter or select search criteria to make the search more restrictive.
3. Click **Search**. The franchise cost templates that match the search criteria are displayed in the Results section.
4. Select a franchise cost template in the Results section.
5. Then select **Actions > Edit**, or use the Edit icon, or click on the template link. The Franchise Cost Template window appears.
6. Edit the information in the individual sections.

   For more information about the available sections of the Franchise Cost Template window, see the Franchise Cost Template Window section.
7. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

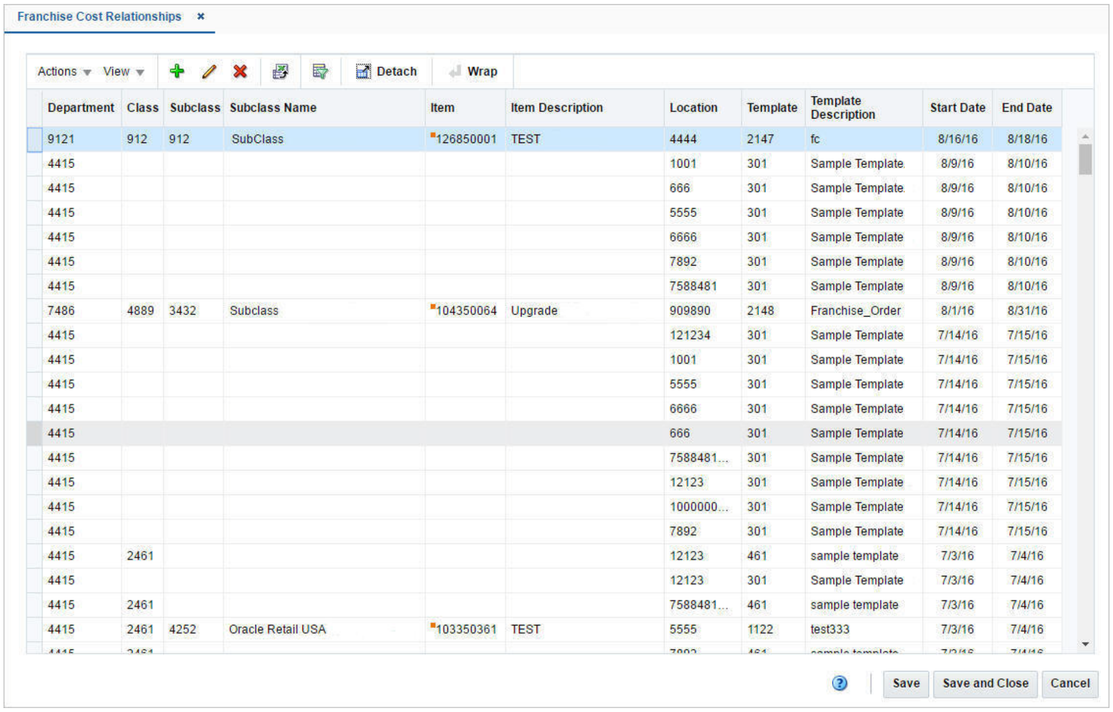
# Franchise Cost Relationships

The Franchise Cost Relationships window allows you to maintain the franchise cost relationships between departments/items and locations.

The Franchise Cost Relationships window contains the following sections.

- [Table](#)
- [Franchise Cost Relationships Toolbar](#)

***Figure 10–3 Franchise Cost Relationships***




| Department | Class | Subclass | Subclass Name | Item | Item Description | Location | Template | Template Description | Start Date | End Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 9121 | 912 | 912 | SubClass | 126850001 | TEST | 4444 | 2147 | fc | 8/16/16 | 8/18/16 |
| 4415 | | | | | | 1001 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 4415 | | | | | | 666 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 4415 | | | | | | 5555 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 4415 | | | | | | 6666 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 4415 | | | | | | 7892 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 4415 | | | | | | 7588481 | 301 | Sample Template | 8/9/16 | 8/10/16 |
| 7486 | 4889 | 3432 | Subclass | 104350064 | Upgrade | 909890 | 2148 | Franchise_Order | 8/1/16 | 8/31/16 |
| 4415 | | | | | | 121234 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 1001 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 5555 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 6666 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 666 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 7588481... | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 12123 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 1000000... | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | | | | | | 7892 | 301 | Sample Template | 7/14/16 | 7/15/16 |
| 4415 | 2461 | | | | | 12123 | 461 | sample template | 7/3/16 | 7/4/16 |
| 4415 | | | | | | 12123 | 301 | Sample Template | 7/3/16 | 7/4/16 |
| 4415 | 2461 | | | | | 7588481... | 461 | sample template | 7/3/16 | 7/4/16 |
| 4415 | 2461 | 4252 | Oracle Retail USA | 103350361 | TEST | 5555 | 1122 | test333 | 7/3/16 | 7/4/16 |

## Table

The table contains the cost templates associated with a department/class/subclass or item for one or more franchise stores. You can only associate an item with a template if the selected template uses the fixed cost pricing method. These relationships, which also include start and end dates, are used to calculate the pricing cost for franchise stores.

### Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 10–9 Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new relationships by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new relationships, see the Adding Cost Relationships section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected relationship<br>For more information about how to edit a relationship, see the Editing Cost Relationships section. |

*Table 10–9 (Cont.) Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete relationships from the table:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 10–10 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Franchise Cost Relationships Toolbar

The toolbar contains the following icons and buttons.

*Table 10–11 Franchise Cost Relationships Toolbar - Icons/Buttons and Description*

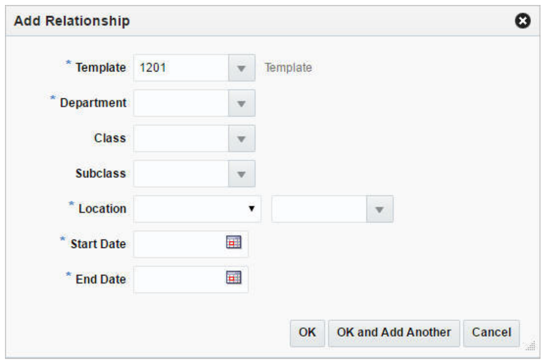
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Cost Relationships

To add cost relationships, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Cost Relationships**. The Franchise Cost Relationships window appears.
2. In the table, select **Actions > Add**, or use the Add icon. The Add Relationships window appears.

***Figure 10–4 Add Relationship Window***



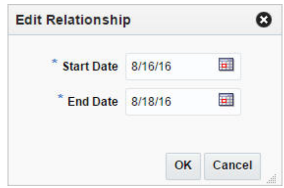

   a. In the **Template** field, enter, select or search for the template. This field is a required field.
   b. In the **Department** field, enter, select or search for the department you want to associate the template with. This field is a required field.
   c. In the **Class** field, enter, select or search for the class.
   d. In the **Subclass** field, enter, select or search for the subclass.
   e. In the **Location** field, select the location type from the list. Then enter, select or search for the location. This field is a required field.
   f. In the **Start Date** field, enter the start date or use the Calendar icon to select a date. This field is a required field.
   g. In the **End Date** field, enter the end date or use the Calendar icon to select a date. This field is a required field.
   h. Then choose one of the following options.
      – Click **OK** to add the cost relationship to the table and close the window.
      – Click **OK and Add Another** to add additional cost relationships.
      – Click **Cancel** to reject all entries and close the window.

## Editing Cost Relationships

To edit cost relationships, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Cost Relationships**. The Franchise Cost Relationships window appears.
2. Select a record in the table.
3. Then select **Actions > Edit**, or use the Edit icon. The Edit Relationships window appears. The start and end date of the selected template are displayed.

*Figure 10–5 Edit Relationship Window*




a. In the **Start Date** field, edit the start date, if necessary.
b. In the **End Date** field, edit the end date, if necessary.
c. Then choose one of the following options.
   – Click **OK** to save your changes and close the window.
   – Click **Cancel** to reject all entries and close the window.

## Franchise Orders

Franchise orders, which are considered sales orders between the retailer and the franchise customer, need to be raised in order to fulfill demand from a franchise customer. A franchise order contains the item requisition to be sourced from a certain location (supplier, company warehouse or store) and fulfilled at one or more franchise stores by one or more required need dates. A franchise order also contains the price at which the items on the order will be sold to the franchise customer.

## Franchise Order Window

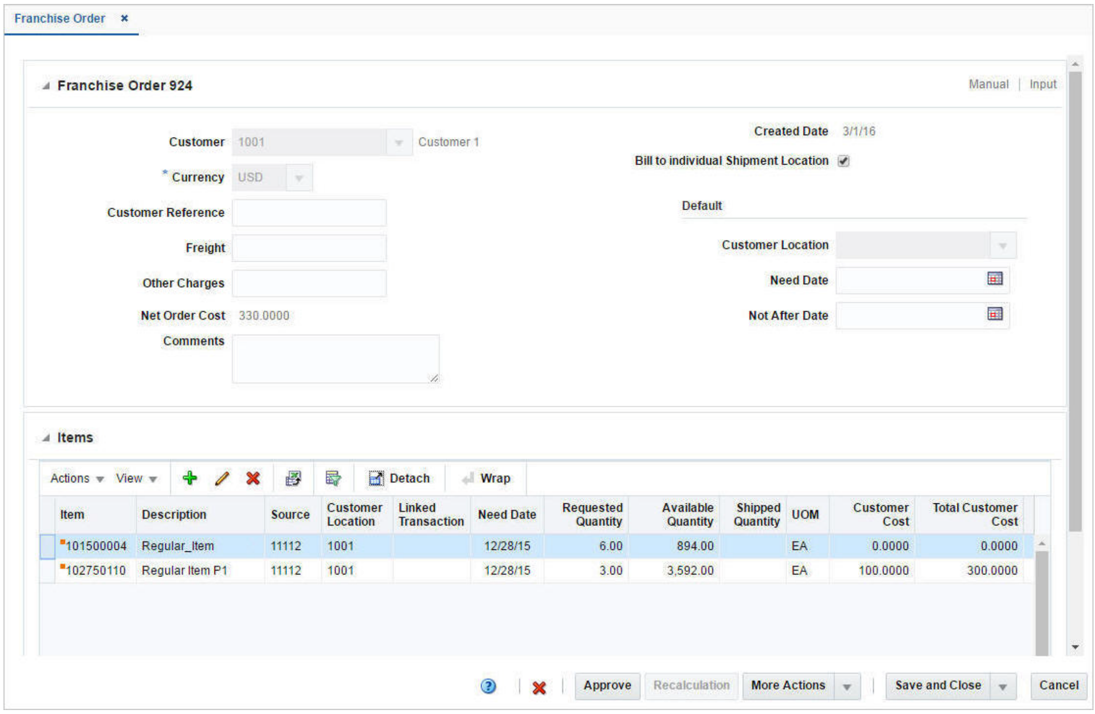
This Franchise Orders window allows you to take orders from franchise customers and fulfill those orders from store or warehouse inventory or by orders from suppliers.

The Franchise Order window contains the following sections.

- Franchise Order
- Items
- Bill to Address

  Only available if the **Bill to individual Shipment Location** checkbox is not selected in the Franchise Order section.
- Franchise Order Toolbar

*Figure 10–6 Franchise Order Window*




## Franchise Order

The title of the Franchise Order section contains the franchise order ID by default. Additionally, the order type and order status are displayed in the right hand corner.

The section contains the following fields.

*Table 10–12 Franchise Order - Fields and Description*

| Fields | Description |
|---|---|
| **Customer** | Enter, select or search for the customer. |
| **Currency** | Enter, select or search for the currency for the order.<br>This field is a required field. |
| **Customer Reference** | Enter a customer reference. |
| **Freight** | Enter any freight charges associated to the franchise order. |
| **Other Charges** | Enter other miscellaneous charges associated to the franchise order. |
| **Net Order Cost** | Displays the net order costs. |
| **Comments** | Enter comments for the franchise order, if necessary. |
| **Created Date** | Displays the order create date. |
| **Cancel Reason** | Displays the cancel reason.<br>This field is displayed when the Franchise Order has been cancelled at the header level.<br>Only 40 characters of the cancel reason are displayed. |

*Table 10–12 (Cont.) Franchise Order - Fields and Description*

| Fields | Description |
|---|---|
| **Bill to individual Shipment Location** checkbox | This checkbox is selected by default.<br>If not selected, the Bill to Address section is displayed and expanded, otherwise, the Bill to Address section is cleared, collapsed and hidden.<br>For more information about the Bill to Address section, see the Bill to Address section. |
| Default: | |
| **Customer Location** | Enter, select or search for the customer location. |
| **Need Date** | Enter, select or search for the need date. |
| **Not After Date** | Enter, select or search for the date or use the Calendar icon to select a date. |

## Items

The Items section contains item information such as the item number, item description, customer location, and linked transactions like transfers or orders. The table also contains quantity and cost information.

Additionally, you can add, edit and delete items from the franchise order in this section. You can also view cost details and the stock on hand of the selected item.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 10–13 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new items to the franchise order by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new items to the franchise order, see the Adding Items to a Franchise Order section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected item.<br>For more information about how to edit an item, see the Editing Items on a Franchise Order section. |
| Delete and Delete icon | You can delete items from the franchise order:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm.<br>■ The record is deleted from the table. |

*Table 10–13 (Cont.) Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Cost Details | Opens the Cost Details window. To view the cost details of an item on the franchise order:<br>■ Select a record in the Items section.<br>■ Select **Actions > Cost Details**. The Cost Details window appears.<br>■ View the cost buildup information for the selected item on the franchise order.<br>■ Click **OK** to close the window. |
| Stock on Hand | Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, section "Inventory by Location". |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

## Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 10–14 Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Franchise Order Transfers

The **Linked Transaction** column displays the order, transfer or allocation associated to the Franchise Order. For associated transfers and orders this column contains an order number or transfer number link. This link takes you to the Order or Transfer window.

For line items with multiple associated transfers, this field displays 'Multiple', instead of showing the transfer number link.

Click 'Multiple', and the Franchise Order Transfers window opens. The window displays all the transfers associated to the line item. The table shows the following columns:

- Transfer
- Created Date
- Delivery Date
- Status

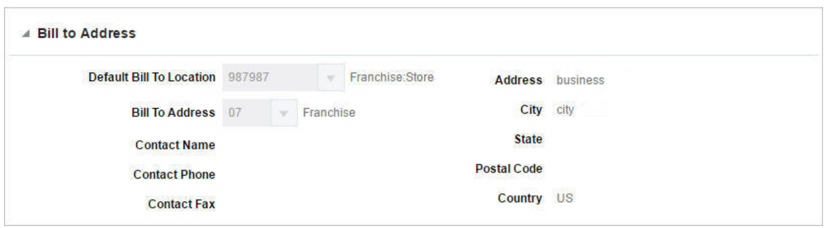
Click **Done** to close the window.

## Bill to Address

The Bill to Address section is only available if the **Bill to individual Shipment Location** checkbox is not selected in the Franchise Order section. In this section you can specify a bill to address for the franchise order.

- In the **Default Bill Location** field, enter, select or search for the location.
- In the **Bill to Address** field, enter, select or search for an address.

***Figure 10–7 Bill to Address Section***




## Franchise Order Toolbar

The toolbar contains the following icons and buttons.

***Table 10–15 Franchise Order Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete the selected franchise order:<br>■ Use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm.<br>■ The franchise order is deleted from the table. |
| **Status** | If you click the **Status** button, the status of the franchise order changes to the status specified on the button.<br>Possible franchise order statuses are:<br>■ Input<br>■ Approved<br>■ In Progress<br>■ Cancelled<br>■ Closed<br>■ Pending Credit Approval |

*Table 10–15 (Cont.) Franchise Order Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Recalculation** | Opens the Order Recalculation window. This window allows you to scale, or undo scaling of the supplier sourced franchise orders.<br>For more information about how to recalculate franchise orders, see the Recalculating Franchise Orders section. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Franchise Order window.<br>■ **Shipments**<br>Opens the Shipment List window.<br>For more information about viewing shipments of a franchise order, see the Orders chapter, section "Shipments".<br>■ **Returns**<br>Opens the Franchise Return Search window.<br>For more information about how to search for returns, see the Managing a Franchise Return section.<br>■ **Currency**<br>Toggle between the system's primary currency and the currency of the order. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new expense profile. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in Edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating a Franchise Order

To create a franchise order, follow the steps below.

1. From the Tasks menu select, **Inventory > Franchise Orders > Create Order**. The Franchise Order window appears.
2. Enter the franchise order information, as required.

   For more details about the available fields in this section, see the Franchise Order section.

   For more information about how to add items to a franchise order, see the Adding Items to a Franchise Order section.
3. Then choose one of the following options.
   - Click **Save** to save the current franchise order.

- Click **Save and Close** to save the current franchise order and close the window.
- Click **Save and Create Another** to create additional franchise orders.
- Click **Cancel** to reject all entries and close the window.

## Adding Items to a Franchise Order

You can add the following item types to a franchise order:

- Item or Reference Item

  To add an item or a reference item, see the Adding an Item or Reference Item section.

- Item as a Complex Buyer Pack Item with the Order Type of Eaches

  To add a complex buyer pack item, see the Adding a Complex Buyer Pack Item section.

- Item Parent or Item List

  To add a parent item, see the Adding a Parent Item section.

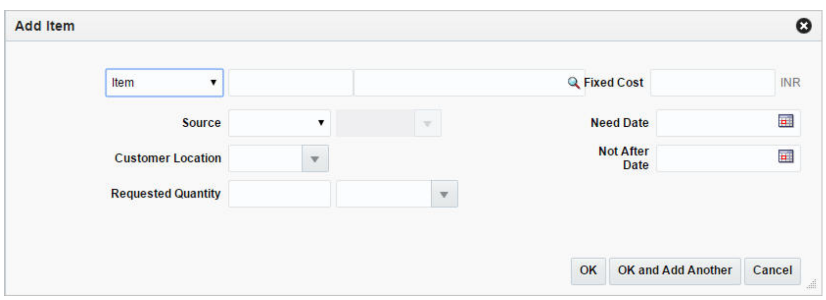
  To add an item list, see the Adding an Item List section.

### Adding an Item or Reference Item

To add an item or a reference item, follow the steps below.

1. In the Items section, select **Action > Add**, or use the Add icon ✚. The Add Item window appears.

***Figure 10–8 Add Item Window***




   a. In the **Item** field, select the item type from the list. Then enter or search for the item or reference item.

   b. In the **Source** field, select the source from the list. Then enter, select or search for the source.

   c. In the **Customer** Location field, enter, select or search for the customer location.

   d. In the **Requested Quantity** field, enter the quantity. Select the unit of measure.

   e. In the **Fixed Cost** field, enter the fixed cost for the item.

---

**Note:** A fixed cost value overrides the customer cost computed through templates. This field is an optional field.

---

f. In the **Need Date**, enter the need date or use the Calendar icon to select a date.

g. In the **Not After Date**, enter the date or use the Calendar icon to select a date.

h. The **Supplier Pack Size** field, displays the pack size of the selected supplier. This field is only displayed, if you select supplier as a source type.

i. Then choose one of the following options.

   – Click **OK** to add the current item to the table.

   – Click **OK and Add Another** to add additional items.

   – Click **Cancel** to reject all entries and close the window.

### Adding a Complex Buyer Pack Item

To add a complex buyer back item to a franchise order, follow the steps below.

1. In the Items section, select **Action > Add**, or use the Add icon ✚. The Add Item window appears.

   a. In the **Item** field, select Item as the item type from the list. Then enter or search for a complex buyer pack item.

   b. In the **Source** field, select the source from the list. Then enter, select or search for the source.

   c. In the **Customer** Location field, enter, select or search for the customer location.

   d. In the **Requested Quantity** field, enter the quantity. Select Eaches as unit of measure.

   e. In the **Fixed Cost** field, enter the fixed cost for the item.

   f. In the **Need Date** field, enter the need date or use the Calendar icon to select a date.

   g. In the **Not After Date** field, enter the date or use the Calendar icon to select a date.

   h. The **Supplier Pack Size** field, displays the pack size of the selected supplier. This field is only displayed, if you select supplier as a source type.

   i. Click **Display Items**. In the Distribute Complex Buyer Pack section all the components of the complex buyer pack item are displayed.

   ---

   **Note:** The table will only be populated when you have entered a requested quantity.

   ---

   j. In the **Quantity** column enter the distribution quantity as required for the component items.

   k. Then choose one of the following options.

      – Click **OK** to add the current item to the table.

      – Click **OK and Add Another** to add additional items.

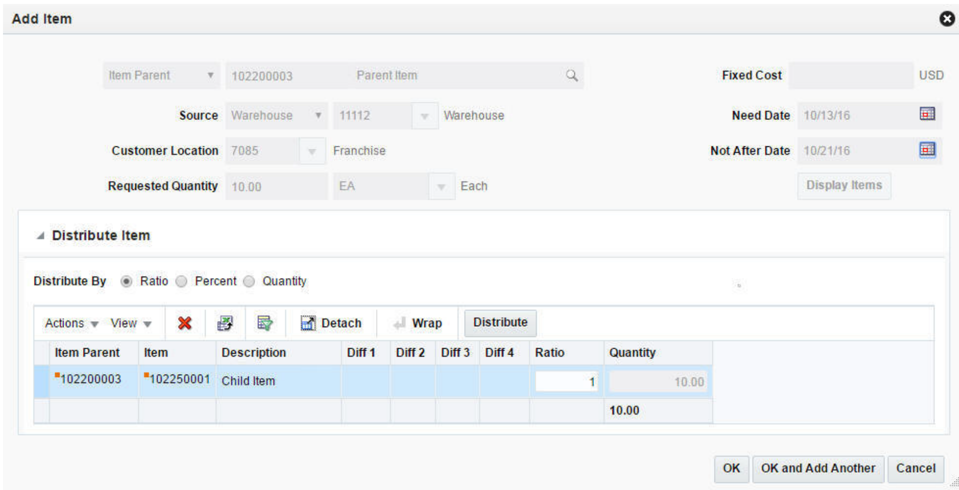
      – Click **Cancel** to reject all entries and close the window.

### Adding a Parent Item

To add a parent item to a franchise order, follow the steps below.

1. In the Items section, select **Action > Add**, or use the Add icon. The Add Item window appears.

***Figure 10–9 Add Item Window - Item Parent***




   a. In the **Item** field, select the Item Parent as the item type from the list. Then enter or search for the item.

   b. In the **Source** field, select the source from the list. Then enter, select or search for the source.

   c. In the **Customer** Location field, enter, select or search for the customer location.

   d. In the **Requested Quantity** field, enter the quantity. Select Eaches as the unit of measure.

   e. In the **Need Date** field, enter the need date or use the Calendar icon to select a date.

   f. In the **Not After Date** field, enter the date or use the Calendar icon to select a date.

   g. The **Supplier Pack Size** field, displays the pack size of the selected supplier. This field is only displayed, if you select supplier as a source type.

   h. Click **Display Items**. In the Distribute Item section all the children of the selected parent item are displayed.

   i. In the Distribute Item section, choose one of the following distribution methods.

      – Choose **Ratio**. Then enter the ratio for the individual child items in the ratio column.

      – Choose **Percentage**. Then enter the percent for the individual child items in the percentage column.

      – Choose **Quantity**. Then enter the quantity for the individual child items in the quantity column.

   j. Click **Distribute** to distribute the items according to the entered ratio or percentage.

**Note:** The Distribute button is not available, if you have selected the distribution method Quantity.

k. Then choose one of the following options.
   - Click **OK** to add the current item to the table.
   - Click **OK and Add Another** to add additional items.
   - Click **Cancel** to reject all entries and close the window.

### Adding an Item List

To add an item list to a franchise order, follow the steps below.

1. In the Items section, select **Action > Add**, or use the Add icon. The Add Item window appears.
   a. In the **Item** field, select Item List as the item type. Then enter or search for the item list.
   b. In the **Source** field, select the source from the list. Then enter, select or search for the source.
   c. In the **Customer** Location field, enter, select or search for the customer location.
   d. In the **Requested Quantity** field, enter the quantity. Then select the unit of measure.
   e. In the **Need Date** field, enter the need date or use the Calendar icon to select a date.
   f. In the **Not After Date** field, enter the date or use the Calendar icon to select a date.
   g. The **Supplier Pack Size** field, displays the pack size of the selected supplier. This field is only displayed, if you select supplier as a source type.
   h. Click **Display Items**. In the Distribute Item section all the items of the selected item list are displayed.
   i. In the Distribute Item section, choose one of the following distribution methods.
      - Choose **Ratio**. Then enter the ratio for the individual child items in the ratio column.
      - Choose **Percentage**. Then enter the percent for the individual child items in the percentage column.
      - Choose **Quantity**. Then enter the quantity for the individual child items in the quantity column.
   j. Click **Distribute** to distribute the items according to the entered ratio or percentage.

**Note:** The Distribute button is not available, if you have selected the distribution method Quantity.

k. If one of the items in the item list is a complex buyer pack item, the Distribute Complex Buyer Pack section is displayed. This section displays all the components of the complex buyer pack item.

> **Note:** The table will only be populated when you have entered a requested quantity.

l. In the **Quantity** column enter the distribution quantity as required for the component items.

m. Then choose one of the following options.

   – Click **OK** to add the current item to the table.

   – Click **OK and Add Another** to add additional items.

   – Click **Cancel** to reject all entries and close the window.

## Editing a Franchise Order

To edit a franchise order, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Manage Orders**. The Franchise Order Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The franchise orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Franchise Order window appears.
5. Edit the fields as necessary.

   For more details about the available fields in this section, see the Franchise Order section.

   > **Note:** You can add new items to a franchise order in Input status. For more information about adding items to a franchise order, see the Adding Items to a Franchise Order section.
   >
   > For existing items on an order, you can modify the Fixed Cost, Requested Quantity, Need Date, and Not After Date when the order is in Input status.
   >
   > In Approved status, you can modify the Requested Quantity and Fixed Cost.
   >
   > You can modify the Requested Quantity in the In Progress status.
   >
   > For more information about how to edit items on a franchise order, see the Editing Items on a Franchise Order section.

6. Then choose one of the following options.

   - Click **Save** to save your changes to the franchise order.
   - Click **Save and Close** to save your changes to the franchise order and close the window.

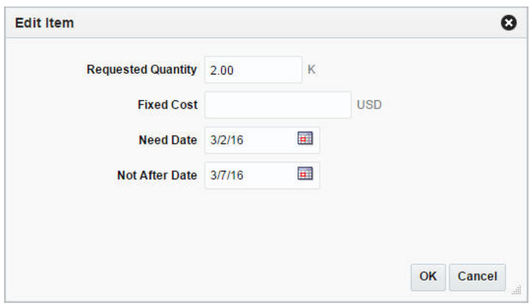
- Click **Save and Edit Another** to edit additional franchise orders.
- Click **Cancel** to reject all entries and close the window.

## Editing Items on a Franchise Order

To edit items on a franchise order, follow the steps listed below.

1. Select a record in the Items section.
2. Then select **Action > Edit**, or use the Edit icon. The Edit Item window appears.

***Figure 10–10 Edit Item Window***




a. Edit the following fields, as necessary.
   - **Requested Quantity**
   - **Fixed Cost**
   - **Need Date**
   - **Not After Date**

b. In the **Cancel Reason** field, select reason for cancelling the item, if necessary.

> **Note:** This field is only available when the order status is Approved or In Progress, and the entered requested quantity is less than the original requested quantity, otherwise this field is not available.

c. Then choose one of the following options.
   - Click **OK** to add your changes to the table.
   - Click **Cancel** to reject all entries and close the window.

## Recalculating Franchise Orders

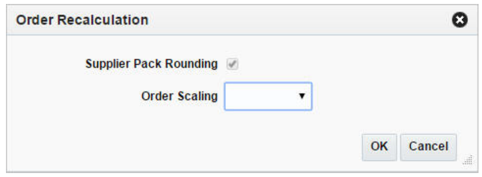
To change the scaling or to undo the scaling of the franchise order, follow the steps below.

1. In the Franchise Order window, select a record in the Items section.

> **Note:** The Recalculation function is only available if the selected order line item is sourced from a supplier.

2. Then select the **Recalculation** button. The Order Recalculation window appears.

*Figure 10–11 Order Recalculation Window*




a. The **Supplier Pack Rounding** checkbox is selected by default.

b. In the **Order Scaling** field, select one of the following options.

   – Select **Scale Order** to scale the order.

   – Select **Undo Order Scaling** to revert any scaling done for this order.

c. Then choose one of the following options.

   – Click **OK** to save your changes.

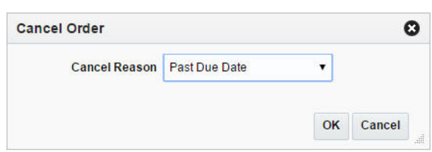
   – Click **Cancel** to reject all entries and close the window.

## Cancelling a Franchise Order

To cancel a franchise order, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Manage Orders**. The Franchise Order Search window appears.
2. Restrict your search to franchise orders with the status Approved, In-Progress, or Pending Credit.
3. Click **Search**. The franchise orders that match the search criteria are displayed in the Results section.
4. In the Order No. column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Franchise Order window appears.
5. Select **Cancel Order**. The Cancel Order window appears.

*Figure 10–12 Cancel Order Window*




a. In the **Cancel Reason** field, select a reason for cancelling the order from the list.

b. Then choose one of the following options.

   – Click **OK** to cancel the franchise order and close the window.

   ---

   **Note:** For franchise orders in Approved status the entire ordered quantity is canceled. For orders in In Progress status only the outstanding quantity is cancelled.

   ---

   – Click **Cancel** to reject your entries and close the window.

# Managing a Franchise Order

The Manage Franchise Orders option opens the Franchise Order Search window. In this window you can perform the following actions.

- Search for franchise orders by using various search criteria
- View the search results
- View franchise order information
- Create a franchise order
- Edit franchise order information

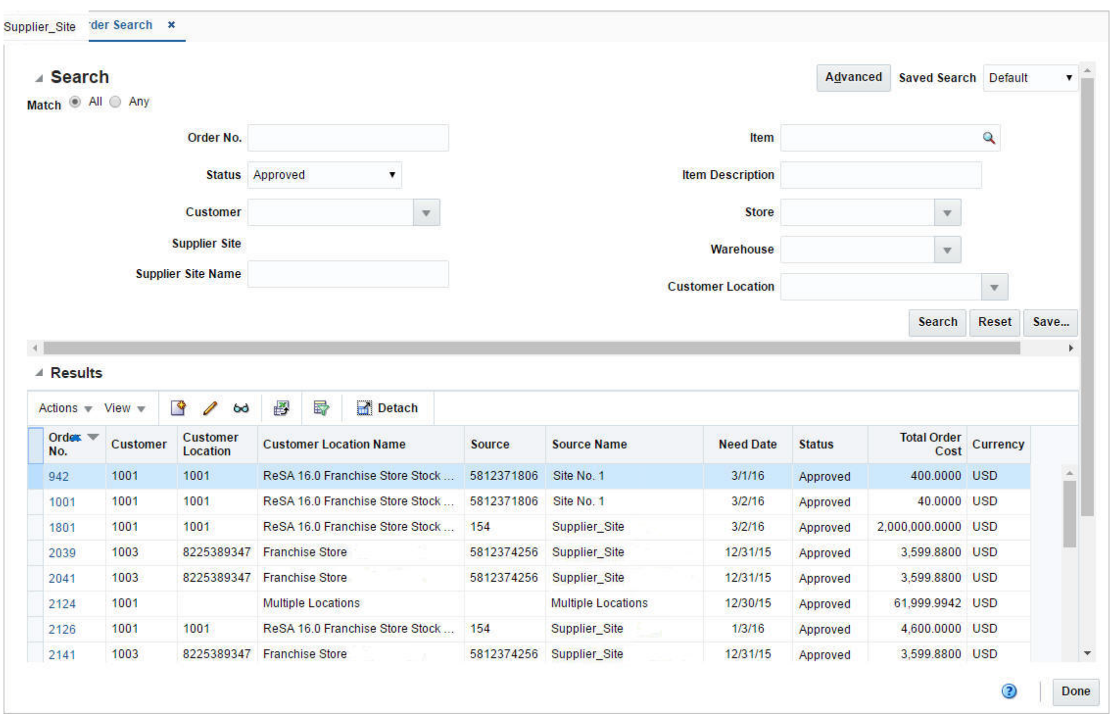
You can access the Franchise Order Search window from the Task menu, by selecting **Inventory > Franchise Orders > Manage Franchise Orders**. The Franchise Order Search window appears.

The Franchise Order Search window contains the following sections.

- Search

  For more information about how to search for franchise orders, see the Searching for a Franchise Order section.
- Results
- Franchise Order Search Toolbar

***Figure 10–13 Franchise Order Search Window***




## Searching for a Franchise Order

To search for a franchise order:

1. From the Task menu, select **Inventory > Franchise Orders > Manage Orders**. The Franchise Order Search window appears.

2. You can search for a franchise order using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Franchise Order Through the Basic Search Criteria

To search for a franchise order using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 10–16 Franchise Order Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only franchise orders matching all entered search criteria are shown.<br>Any - franchise orders matching any of the entered search criteria are shown. |
| **Status** | Select the status of the franchise order from the list. |
| **Customer** | Enter, select or search for the customer. |
| **Supplier Site** | Enter, select or search for the supplier site. |
| **Supplier Site Name** | Enter the supplier site name. |
| **Item** | Enter, select or search for the item of the order. |
| **Item Description** | Enter the item description. |
| **Store** | Enter, select or search for the store. |
| **Warehouse** | Enter, select or search for the warehouse. |
| **Customer Location** | Enter, select or search for the customer location. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The franchise orders that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Franchise Order Through Advanced Search Criteria

To search for a franchise order using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The franchise orders that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved franchise orders. The following columns are displayed by default.

- Order Number
- Customer
- Customer Location
- Customer Location Name
- Source
- Source Name
- Need Date
- Status

- Total Order Cost
- Currency

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 10–17 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create,** or use the Create icon to create a new franchise order.<br>For more details about how to create a franchise order, see the Creating a Franchise Order section. |
| Edit and Edit icon | Select **Actions > Edit**, use the Edit icon, or click the franchise order link to edit the selected franchise order.<br>For more information about how to edit a franchise order, see the Editing a Franchise Order section. |
| View and View icon | To view a franchise order:<br>▪ Select a record in the Results section.<br>▪ Select **Actions > View,** or click the View icon. The Franchise Order window appears.<br>▪ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 10–18 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Franchise Order Search Toolbar

The toolbar contains the following icons and buttons.

*Table 10–19 Franchise Order Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Franchise Return Window

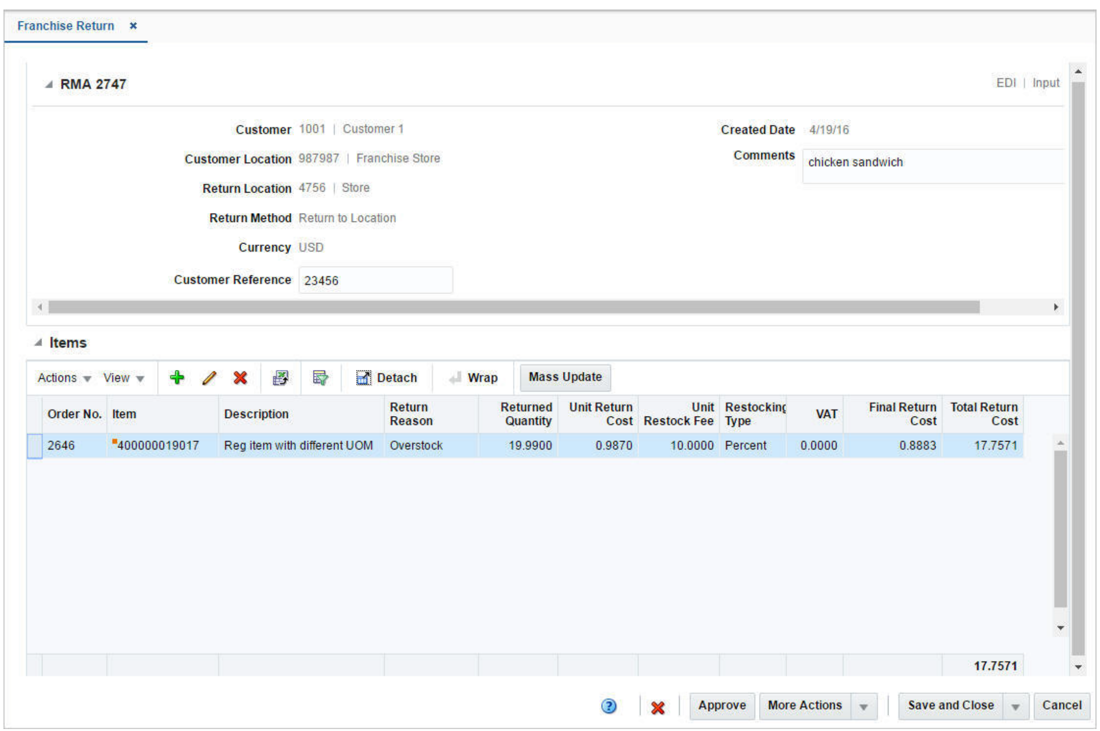
Franchise Returns are defined as any return of stock from a franchise store to a company warehouse or store. The return can contain items from multiple orders, but must be from a single franchise store.

Two different types of returns can be created: either a return that brings inventory back to a company store or warehouse, or a return for which the returning store will destroy the goods on site. The latter may be used in the case where the goods are damaged beyond repair or perishable, such that the retailer does not want to take them back into inventory, but has agreed to refund the franchise customer.

The Franchise Returns window allows you to create and modify franchise returns. The window contains the following sections.

- RMA (Return Merchandise Authorization)
- Items
- Franchise Return Toolbar

*Figure 10–14 Franchise Return Window*



## RMA

The RMA (Return Merchandise Authorization) section includes the RMA number in the title. The return type and status is displayed in the right hand corner of the section.

The RMA section contains the following fields.

*Table 10–20 RMA - Fields and Description*

| Fields | Description |
|---|---|
| **Customer** | Displays the customer. |
| **Customer Location** | Displays the customer location. |
| **Return Location** | Displays the return location. |
| **Return Method** | Displays the return method. |
| **Currency** | Displays the currency of the franchise return. |
| **Customer Reference** | Displays the customer reference, if available.<br>This field remains enabled until the franchise return is approved. |
| **Create Date** | Displays the date the franchise return has been created. |
| **Cancel Reason** | Displays the cancel reason.<br>This field is only displayed when the franchise return has been cancelled at the header level.<br>Only 40 characters of the cancel reason are displayed. |
| **Transfer** | Displays the transfer number linked to the return. The transfer number link takes you to the Transfer window in view mode.<br>This field is only available when the franchise return has been approved. |
| **Comments** | Displays comments for the franchise return. |

## Items

In the Items section you can maintain the items for the franchise return.

### Items - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 10–21 Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new items to the franchise return by selecting **Actions** > **Add** or by using the Add icon.<br>This option is only available for franchise returns in Input status.<br>For more information about how to add items to a franchise return, see the Adding Items to a Franchise Return section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the item.<br>For more information about how to edit an item on a franchise return, see the Editing Items on a Franchise Return section. |

*Table 10–21 (Cont.) Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete an item from the franchise return:<br>▪ Select a record in the table.<br>▪ Select **Actions > Delete** or use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm.<br>▪ The record is deleted from the table.<br>This option is only available for franchise returns in Input status. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| Mass Update and M**ass Update** button | Opens the Mass Update window.<br>This option is only available for franchise returns in Input status.<br>For more information about the mass update option, see the Applying a Mass Update for Items on a Franchise Return section. |
| Stock on Hand | Opens the Inventory by Location window.<br>For more information about this window, see the Inventory chapter, section "Inventory by Location". |

## Franchise Return Toolbar

The toolbar contains the following icons and buttons.

*Table 10–22 Franchise Return Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete a franchise return:<br>▪ Use the Delete icon.<br>▪ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>▪ The franchise return is deleted. |
| **Status** | If you click the **Status** button, the status of the franchise return changes to the status specified on the button.<br>Possible franchise return statuses are:<br>▪ Input<br>▪ Approved<br>▪ In Progress<br>▪ Cancelled<br>▪ Closed |

*Table 10–22 (Cont.) Franchise Return Toolbar - Icons/Buttons and Description*

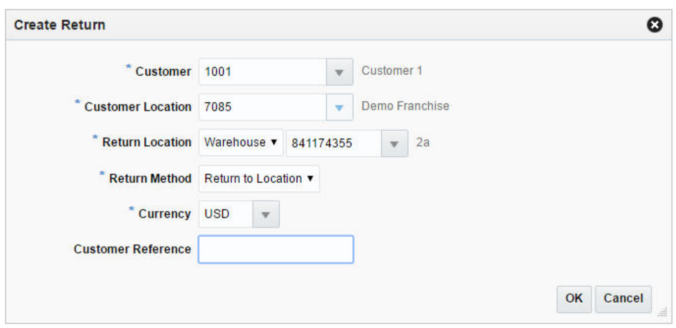
| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Franchise Return window.<br>▪ **Currency**<br>Toggle between the system's primary currency and the currency of the return. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Creating a Franchise Return

To create a franchise return, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Create Return**. The Create Return window appears.

*Figure 10–15 Create Return Window*




   a. In the **Customer** field, enter, select or search for the customer. This field is a required field.

   b. In the **Customer Location** field, enter select or search for the customer location. This field is a required field.

   c. In the **Return Location** field, select a return location type from the list. Then enter, select or search for the return location. This field is a required field.

   d. In the **Return Method** field, select if you want to return the item to the location or destroy the item on site. This field is a required field.

   e. In the **Currency** field, enter, select or search for the currency of the franchise return. This field is a required field.

   f. In the **Customer Reference** field, enter a customer reference, if available.

   g. Then choose one of the following options.

- Select **OK** to create the franchise return and close the window. The Franchise Return window appears in a new tab. The RMA section of the window contains the information you have entered.

  For more information about the Franchise Return window, see the Franchise Return Window section.

- Then add items to the franchise return. For more information about how to add items to the franchise return, see the Adding Items to a Franchise Return section.

---

**Note:** Select **Cancel** to reject all entries and close the window.

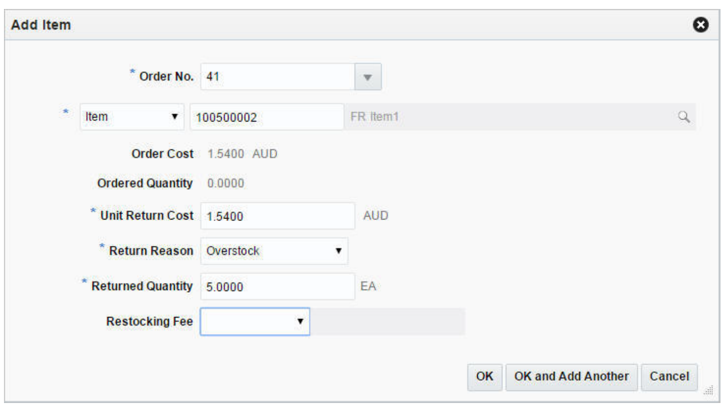
---

### Adding Items to a Franchise Return

To add an item to a franchise return, follow the steps below.

1. In the Items section, select **Actions > Add**, or use the Add icon. The Add Item window appears.

***Figure 10–16 Add Item Window***




   a. In the **Order No.** field, enter, select or search for the franchise order number. This field is a required field.

   b. In the **Item** field, select if you want to return an item or reference item. Then enter, select or search for the item. This field is a required field.

   c. The following fields are populated, depending on the selected item.

      - **Order Cost**

        If the selected item is a component of a pack item on the order, the cost is calculated based on its percentage of the pack item.

        If the selected item is both a component of a pack item on the order and a regular item on the order, the regular item's cost is the cost displayed as the order cost.

      - **Ordered Quantity**

        If the selected item is a component of a pack item on the order, the ordered quantity is calculated based on the pack item.

If the selected item is both a component of a pack item on the order and a regular item on the order, the ordered quantity displays the sum of the component pack item and the regular item on the order.

d. In the **Unit Return Cost** field, enter the unit return cost. This field is a required field.

e. In the **Return Reason** field, select a return reason from the list.

f. In the **Returned Quantity** field, enter the return quantity.

g. In the **Restocking Fee field**, select either the restocking type percent or specific amount from the list. Then enter the desired value.

h. Then choose one of the following options.

   – Click **OK** to add the item and close the window.

   – Click **OK and Add Another** to add additional items to the franchise return.

   – Click **Cancel** to reject all entries and close the window.

2. In the Franchise Order Return window, choose a saving option to save your franchise return.

## Editing a Franchise Return

To edit a franchise return, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Manage Returns**. The Franchise Return Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The franchise returns that match the search criteria are displayed in the Results section.
4. In the RMA column, click the RMA link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Franchise Return window appears.
5. In the RMA section:

   Edit the **Customer Reference** field, or a comment to the franchise return.

   > **Note:** You can only edit these fields when the franchise return is still in Input status.

6. In the Items section:

   - Add an Item

     For more information about how to add an item to a franchise return, see the Adding Items to a Franchise Return section

   - Edit an Item

     For more information about how to edit an item on a franchise return, see the Editing Items on a Franchise Return section.

   - Delete an Item
   - Apply a Mass Update for all items on the franchise return

For more information about how to apply a mass update for items on a franchise order, see the Applying a Mass Update for Items on a Franchise Return section.

---

**Note:** You can only add, delete or apply mass updates for items on a franchise return when the return is still in Input status.

---

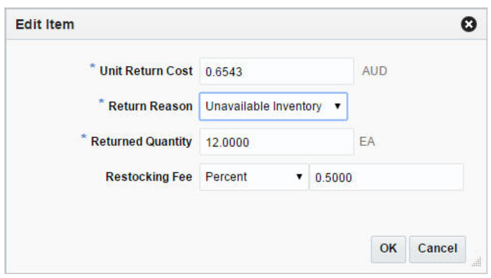
7. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

### Editing Items on a Franchise Return

To edit an item on a franchise return, follow the steps below.

1. In the Items section, select **Actions > Edit**, or use the Edit icon. The Edit Item window appears.

***Figure 10–17 Edit Item Window***




   a. Edit the following fields, as necessary.
      – **Unit Return Cost**
      – **Return Reason**
      – **Returned Quantity**
      – **Restocking Fee**
      – **Cancel Reason**

        This field is only available, if the franchise return is in Approved status and the returned quantity is less than the original quantity.

   b. Then choose one of the following options.
      – Click **OK** to add your changes to the table.
      – Click **Cancel** to reject all entries and close the window.

### Applying a Mass Update for Items on a Franchise Return

To apply a mass update for all items on the franchise return, follow the steps below.

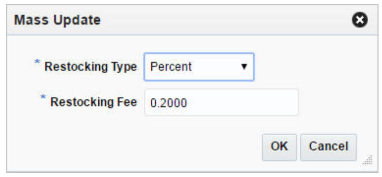
---

**Note:** This option is only available for franchise returns in Input status.

---

1. In the Items section, select **Actions > Mass Update**, or use the **Mass Update** button. The Mass Update window appears.

***Figure 10–18 Mass Update Window***




   a. In the **Restocking Type** field, select either the restocking type percent or specific amount from the list. This field is a required field.

   b. In the **Restocking Fee** field, enter the desired value.

   c. Then choose one of the following options.

      – Click **OK** to update the restocking type and fee for all items on the franchise return.

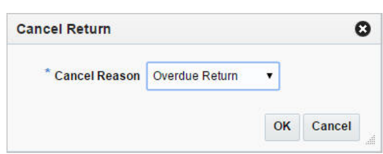
      – Click **Cancel** to reject all entries and close the window.

## Cancelling a Franchise Return

To cancel a franchise order, follow the steps below.

1. From the Tasks menu, select **Inventory > Franchise Orders > Manage Returns**. The Franchise Return Search window appears.
2. Restrict your search to franchise returns with the status Approved and In Progress.
3. Click **Search**. The franchise returns that match the search criteria are displayed in the Results section.
4. In the RMA column, click the RMA number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Franchise Return window appears.
5. Select **Cancel Return**. The Cancel Return window appears.

***Figure 10–19 Cancel Return Window***




   a. In the **Cancel Reason** field, select the reason for cancelling the franchise return.

   b. Then choose one of the following options.

      – Click **OK** to cancel the franchise return.

      – Click **Cancel** to reject your entry and close the window.

# Managing a Franchise Return

The Manage Franchise Returns option opens the Franchise Return Search window. In this window you can perform the following actions.

- Search for franchise returns by various search criteria
- View the search results
- View franchise return information
- Create a franchise return
- Edit franchise return information

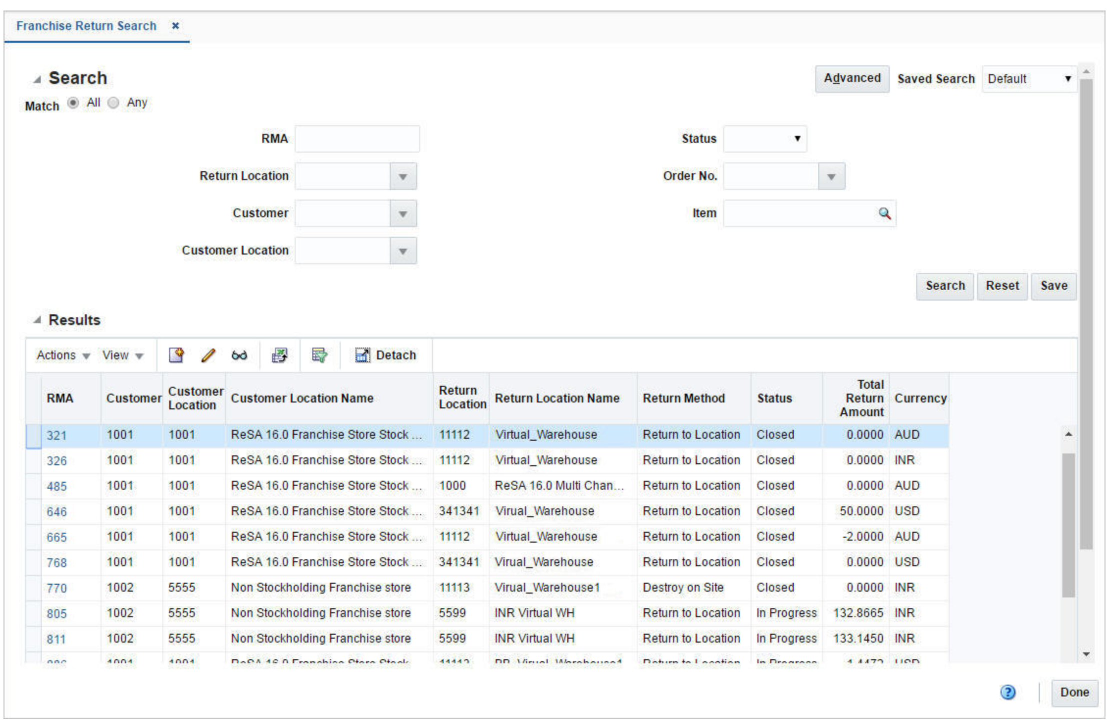
You can access the Franchise Return Search window form the Task menu, select **Inventory > Franchise Orders > Manage Franchise Returns**. The Franchise Return Search window appears.

The Franchise Return Search window contains the following sections.

- Search

  For more information about how to search for a franchise return, see the Searching for a Franchise Return section.
- Results
- Franchise Return Search Toolbar

***Figure 10–20 Franchise Return Search Window***




## Searching for a Franchise Return

To search for a franchise return:

1. From the Task menu, select **Inventory > Franchise Orders > Manage Returns**. The Franchise Return Search window appears.

2. You can search for a franchise return using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to basic mode.

### Searching for a Franchise Return Through the Basic Search Criteria

To search for a franchise return using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 10–23 Franchise Return Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only franchise returns matching all entered search criteria are shown.<br>Any - franchise returns matching any of the entered search criteria are shown. |
| RMA | Enter the RMA. |
| **Return Location** | Enter, select or search for the return location. |
| **Customer** | Enter, select or search for the customer. |
| **Customer Location** | Enter, select or search for the customer location. |
| **Supplier Site** | Enter, select or search for the supplier site. |
| **Supplier Site Name** | Enter the supplier site name. |
| **Status** | Select the status of the franchise return from the list. |
| **Order No.** | Enter, select or search for the order number. |
| **Item** | Enter, select or search for the return item. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The franchise returns that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Franchise Return Through Advanced Search Criteria

To search for a franchise return using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The franchise returns that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved franchise returns.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 10–24 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create,** or use the Create icon to create a new franchise return.<br><br>For more details about how to create a franchise return, see the Creating a Franchise Return section. |

*Table 10–24 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit**, use the Edit icon, or click on the franchise order link to edit the selected franchise return.<br>For more information about how to edit a franchise return, see the Editing a Franchise Return section. |
| View and View icon | To view a franchise return:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** or click the View icon. The Franchise Return window appears.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 10–25 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Franchise Return Search Toolbar

The toolbar contains the following icons and buttons.

*Table 10–26 Franchise Return Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# 11

# Replenishment

Replenishment is an order for additional goods from a warehouse or supplier, in order to replenish depleted stock in a store or warehouse. Replenishment in RMS allows retailers to set up the automatic ordering of items, and RMS can monitor the inventory positions at locations throughout a retail enterprise, down to the item/location levels. Depending on the algorithm used, RMS replenishment can be configured to make recommendations, which can be manually added to a purchase order or transfer, or it can create purchase orders or transfers directly, depending on the level of automation desired.

This chapter includes the following topics:



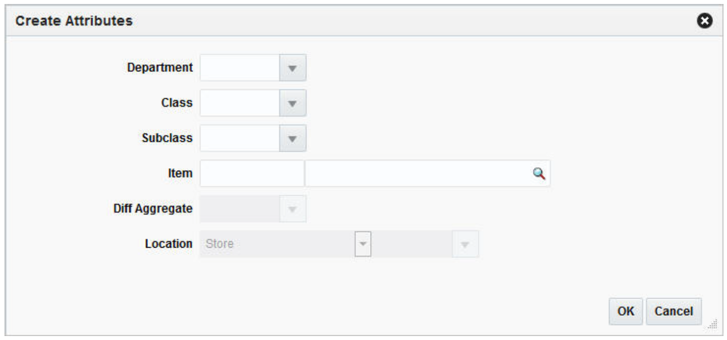
## Creating Attributes

The RMS replenishment attributes are held at the item/location level. However, RMS supports activating, updating, and deactivating items for replenishment at numerous levels, using item lists, location lists, parent items, and so on. Any stockholding location, including company and franchise stores, and virtual warehouses, can be placed on replenishment.

To create replenishment attributes follow the steps listed below.

1. From the Tasks menu, select **Replenishment > Create Attributes**. The Create Attributes window appears.

***Figure 11–1 Create Attributes Window***




2. In the **Department** field, enter, select or search for the desired department.
3. In the **Class** field, enter, select or search for the desired class.
4. In the **Subclass** field, enter, select or search for the desired subclass.
5. In the **Item** field, enter, select or search for the item to be replenished.
6. In the **Diff Aggregate** field, enter, select or search for the differentiator associated with the selected item.

   **Note:** This field is only enabled, if the Diff Aggregate Indicator is selected for the item chosen for replenishment.

7. In the **Location** field, select the location type from the list. Then enter, select or search for the location ID.
8. Check the **Rebuild Location List** checkbox, if you wish to rebuild the location list.

   **Note:** This field is only enabled, if you have selected location list as location type.

9. Then choose one of the following options.
   - Click **OK** to create the attribute. The Replenishment Attributes window appears in a new tab.

     For more information about the Replenishment Attributes window, see the Replenishment Attributes Window section.

     **Note:** Also the location list will be rebuilt, if you have selected the **Rebuild Location List** checkbox.

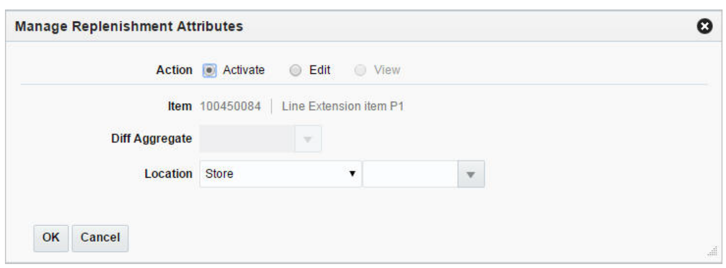
   - Click **Cancel** to reject all entries and close the window.

# Managing Attributes at the Item Level

To manage attributes at the item level, item child level or item child by diff level, follow the steps below.

1. From the Tasks menu, select **Items > Manage Items**. The Item Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. In the Item column, click the item link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Item window appears.
   - For **Items**:
     – Select **More Actions > Replenishment**. The Manage Replenishment Attributes window appears.
   - For **Item Children**:
     – Select **More Actions > List Children**. The Item Children or Item Children by Diff window appears.
     – Then select **Actions > Replenishment**. The Manage Replenishment Attributes window appears.

***Figure 11–2   Manage Replenishment Attributes***




5. Select if you want to activate, edit or view the replenishment attributes for the item.
6. The **Item** field displays the item number and description of the selected item.
7. In the **Diff Aggregate** field, enter, select or search for the differentiator associated with the selected item.

> **Note:** This field is enabled only if the Diff Aggregate Indicator is selected for the item chosen for replenishment.

8. In the **Location** field, select the location type from the list. Then enter, select or search for the location.
9. Check the **Rebuild Location List** checkbox, if you wish to rebuild the location list.

> **Note:** This field is only enabled, if you have selected Location List as location type.

10. Select the **Update from Master** checkbox, to update the item/location from the existing master replenishment attributes, if available.

---

**Note:** The checkbox is only available if you have selected Edit as action.

---

11. Then choose one of the following options.
    - Click **OK** to create the attribute. The Replenishment Attributes window appears in a new tab.

      For more information about the Replenishment Attributes window, see the Replenishment Attributes Window section.

      ---

      **Note:** Also the location list will be rebuilt, if you have selected the **Rebuild Location List** checkbox.

      ---

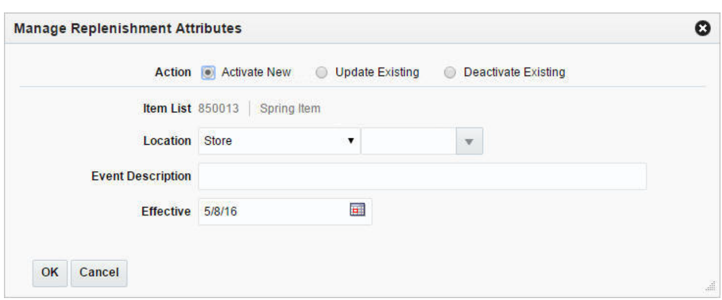
    - Click **Cancel** to reject all entries and close the window.

## Managing Attributes at the Item List Level

To manage attributes at the item list level, follow the steps below.

1. From the Tasks menu, select **Foundation Data > Items > Manage Item Lists**. The Item List Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The item lists that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > Mass Change > Replenishment.** The Manage Replenishment Attributes window appears.

***Figure 11–3 Manage Replenishment Attributes***




6. Select if you want to activate new, update existing or deactivate replenishment attributes for the item list.
7. The **Item List** field displays the selected item list number and description.
8. In the **Location** field, select the location type from the list. Then enter, select or search for the location.
9. Check the **Rebuild Location List** checkbox, if you wish to rebuild the location list.

---

**Note:** This field is only enabled, if you have selected Location List as location type.

---

10. In the **Event Description** field, enter the event description.
11. In the **Effective** field, enter an effective date for the replenishment attribute or use the Calendar icon to select an effective date.
12. Select the **Update from Master** checkbox, to update the item/location from the existing master replenishment attributes, if available.

---

**Note:** The checkbox is only available if you have selected Update Existing as action.

---

13. Then choose one of the following options.
    - Click **OK** to create the attribute. The Replenishment Attributes window appears in a new tab.

      For more information about the Replenishment Attributes window, see the Replenishment Attributes Window section.

      ---

      **Note:** Also the location list will be rebuilt, if you have selected the **Rebuild Location List** checkbox.

      ---

    - Click **Cancel** to reject all entries and close the window.

## Replenishment Attributes Window

The Replenishment Attributes window allows you to add, edit, and view various replenishment parameters for the defined merchandise hierarchy and location hierarchy level.

In order to set up the replenishment parameters, you need to carry out the following functions in this window:

- Select the stock category and type of order control
- Specify effective dates
- Define source and lead time days
- Specify replenishment method and parameters
- Determine the replenishment review cycle.

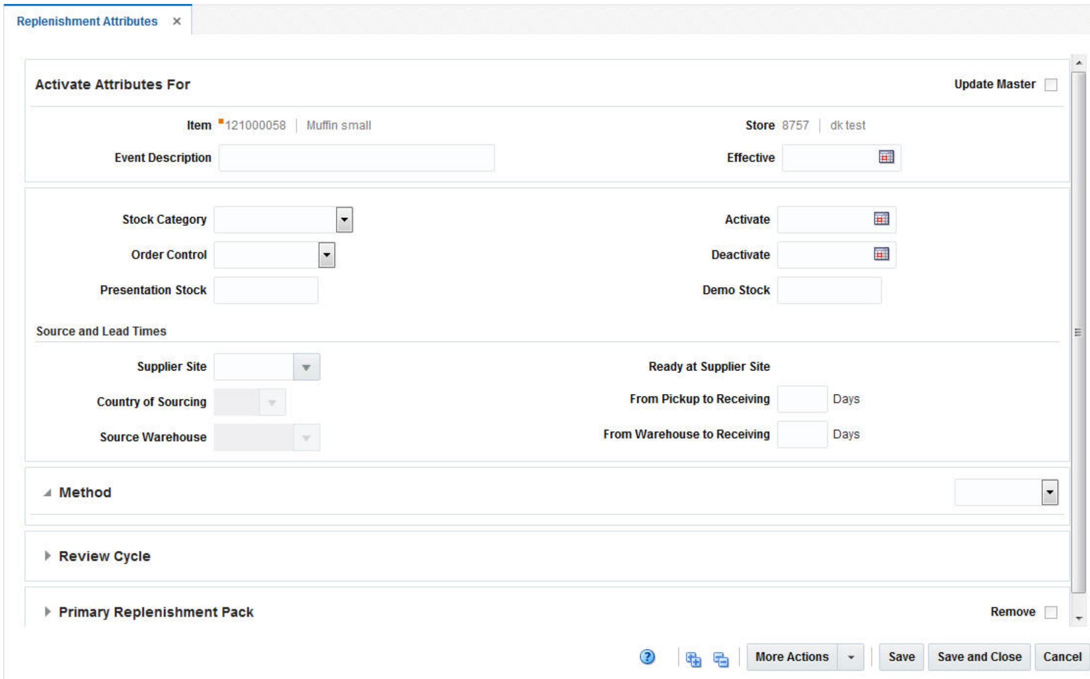
When you update the replenishment attributes for an item, you can choose to update the Master Replenishment Attributes at the same time.

The Replenishment Attributes window consists of the following sections:

- Header
- Source and Lead Times
- Method
- Review Cycle

- Primary Replenishment Pack
- Replenishment Attributes Toolbar

***Figure 11–4 Replenishment Attributes Window***




## Header

The title of this section indicates the mode, in which you enter the window, for example, possible headers are Activate Attributes For, Deactivate Attributes For or View Attributes For.

The Header section contains the **Update Master** checkbox and the values you entered in the Create Attributes window in addition to other fields.

For more information about how to create attributes, see the Creating Attributes section.

***Table 11–1 Attributes For - Fields and Description***

| Fields | Description |
|---|---|
| **Update Master** checkbox | Check the **Update Master** checkbox to indicate that you want to update the master replenishment attributes with the replenishment attributes you are adding or updating. |
| **Department** | Only enabled for department, department/class, or department/class/subclass level maintenance.<br><br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |
| **Class** | Only enabled for department/class or department/class/subclass level maintenance.<br><br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |

*Table 11–1 (Cont.) Attributes For - Fields and Description*

| Fields | Description |
|---|---|
| **Subclass** | Only enabled for department/class/subclass level maintenance.<br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |
| **Item** | Only enabled for item or item/diff aggregate level maintenance.<br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |
| **Diff Aggregate** | Only enabled for item/diff aggregate level maintenance.<br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |
| **Item List** | Only enabled for item list level maintenance.<br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window. |
| **Event Description** | This field contains the scheduled replenishment event description, entered in the Create Scheduled Update or Manage Replenishment Attributes window.<br>Edit the event description, if necessary. |
| **Location** | Displays the location type and location ID.<br>When the location type is All Stores or All Warehouses, the location ID field is disabled.<br>View only field. You cannot edit this field. Displays the value entered in the Create Attributes window |
| **Created** | Displays the created date and created by values.<br>View only field. You cannot edit this field. |
| **Effective** | Displays the effective date for when the scheduled event will take place.<br>Enter the effective date or use the Calendar icon to select a date. |
| **Stock Category** | The Stock Category refers to the method in which merchandise is sourced and delivered to a location on replenishment. Valid values are Direct to Store, Cross-Docked, Warehouse Stocked, and WH/Cross Link. For example, select Cross-Docked.<br>Select the stock category from the list. |
| **Order Control** | The Order Control parameter determines whether or not purchase orders and transfers should be created during the replenishment process, and if so, in what status they should be created. Valid values are Manual, Buyer Worksheet, Semi Automatic and Automatic.<br>Select the order control method from the list. |
| **Presentation Stock** | Presentation Stock is the minimum amount of stock required to fill a facing in the store. RMS uses the presentation stock as a component in the determination of net inventory and order quantity calculations, as at a minimum replenishment tries to ensure shelves are full.<br>Enter the quantity of the presentation stock for the item.<br>Replenishment algorithm uses the presentation stock quantity in calculating ROQ. |
| **Activate Date** | The Activate Date is the date on which an item/location becomes active for replenishment.<br>Enter an activate date or use the Calendar icon to select a date. |

*Table 11–1 (Cont.) Attributes For - Fields and Description*

| Fields | Description |
|---|---|
| **Deactivate Date** | The Deactivate Date is the date on which an item/location becomes inactive for replenishment.<br>Enter a deactivate date or use the Calendar icon to select a date. |
| **Demo Stock** | Demo Stock is the quantity of an item at a location considered not available for sale.<br>Commonly, this is used for a particular product that is made available to customers to demo in the store, but could be used for other purposes as well.<br>Enter the quantity of the demonstration stock for the item.<br>The replenishment algorithm uses the demo stock quantity in calculating ROQ.<br>This field is not required when you are adding replenishment attributes for an item at a warehouse. |

## Source and Lead Times

Below the stock information the source and lead times information is displayed. The following fields are shown.

*Table 11–2 Source and Lead Times - Fields and Description*

| Fields | Description |
|---|---|
| **Supplier Site** | Enter, select or search for the supplier site, which will be the source for this replenishment. |
| **Country of Sourcing** | Enter, select or search for the country of sourcing. |
| **Source Warehouse** | This attribute must be defined for stores, if the selected stock category is Cross-Docked, Warehouse Sourced, or WH/Cross Link.<br>The attribute is not used for warehouse replenishment. This attribute designates the warehouse that will be used as either the source or the interim destination for the inventory on its way to the store. Only stockholding warehouses associated with the item can be designated as the source warehouse.<br>Enter, select or search for the warehouse. |
| **Ready at Supplier Site** | The supplier site lead time is defaulted from the item supplier country lead time. |
| **From Pickup to Receiving** | The pickup to receiving lead time is the amount of time needed to ship the merchandise from the supplier to the initial receiving location, which can either be a store or a warehouse.<br>Enter the number of days it takes for the item to reach the store or warehouse.<br>This field is required for direct to store and cross-docked items. |
| **From Warehouse to Receiving** | The warehouse to receiving lead time is the amount of time needed to ship the merchandise from the warehouse to the store.<br>Enter the number of days it takes for the item to reach the store.<br>This field is required for cross-docked, warehouse cross-link and warehouse stocked items. |

## Method

The Method section contains information on the replenishment method. The replenishment method allows you to automate the ordering process for items by constantly monitoring inventory conditions, and creating orders to fulfill consumer demand according to predefined replenishment parameters. RMS supports a total of ten replenishment methods.

- The upper right hand corner of this section displays the **Method** field, select a method from the list for the section to expand.

### Replenishment Methods

To utilize replenishment, select one of the following replenishment methods:

- **Constant**

  A stock-oriented replenishment method used without a forecasting application.

  This method is a simple algorithm in which an order is placed when inventory levels fall below a user-defined maximum stock level. This strategy does not consider demand trends, future forecasts, or seasonality. However, this approach is effective for slow selling items, or items that are typically bought in multiples.

- **Min/Max**

  A stock-oriented replenishment method used without a forecasting application.

  This method is a simple algorithm in which an order is placed to get the inventory level to the maximum, or order up to point, when inventory levels fall below the order point, or the minimum. Similar to the constant method, the min/max method does not consider demand trends, future forecasts, or seasonality. However, it is effective for slow selling items, or items that are typically bought in multiples.

- **Floating Point**

  A stock-oriented replenishment method used without a forecasting application.

  Floating point is very similar to the constant replenishment method; however instead of a user-entered maximum stock level, historic sales (for stores) or issues (for warehouses) are used to calculate the value. This method is referred to as floating point because the maximum stock is regularly recalculated and in essence "floats" up and down based on historic sales or issues. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs.

- **Time Supply**

  A stock-oriented replenishment method used with a forecasting application.

  This method controls inventory based on the desired days of supply of inventory and uses forecasted sales to calculate recommended order quantities. This method is useful for replenishing items where the objective is to prevent stock outs and maintain a constant inventory. This method works similar to the min/max method described above in which an order is recommended to get the inventory level to the order up to point, or maximum, when inventory levels fall below the order point, or minimum. In this case, the order point and order up to point are calculated using the forecasted sales and the minimum and maximum days of supply defined.

  For stores set up on this method, the forecasted sales for the individual stores are used. For warehouses set up on this method, the total need for all the stores, which are set up for warehouse-stocked replenishment from a particular warehouse, is used. Then, the ROQ for all these stores is compared to the available inventory at the warehouse to determine the ROQ for the warehouse.

- **Time Supply - Seasonal**

  A stock-oriented replenishment method used with a forecasting application.

  Time Supply - Seasonal combines the basic Time supply algorithm with the end of season terminal stock goal. The additional fields for this algorithm include Season ID, Phase ID, and terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal.

- **Time Supply - Issues**

  A stock-oriented replenishment method used with a forecasting application designed exclusively for warehouses. Replenishment calculations function just as they do for stores except that warehouse issued forecasts are used. All other calculations are consistent with store Time Supply replenishment.

- **Dynamic**

  This replenishment method performs dynamic calculations of the order point and order up to points based upon a number of factors including current sales, sales trends, seasonal demand patterns, and desired service level objectives. It is the most complex and powerful of the RMS supported replenishment methods. The Dynamic method of replenishment is useful when a user wants to minimize the quantity of stock on hand, while preventing stock outs. Through this method, the system attempts to replenish only the quantity required from one replenishment cycle to the next, taking into account the lead times of the product, and forecast prediction intervals for safety stock calculations.

- **Dynamic - Seasonal**

  A service-oriented replenishment method used with a forecasting application.

  In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. The additional fields for this algorithm include a Season ID, Phase ID, and Terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal.

- **Dynamic - Issues**

  A service-oriented replenishment method used with a forecasting application designed exclusively for warehouses. Replenishment calculations function just they do for stores, except that warehouses issued forecasts are used. All other calculations are consistent with store dynamic replenishment.

- **Store Orders**

  A store driven replenishment method which allows stores to place orders based on need. Orders are incorporated into RMS through an overnight batch. Recommended order quantities are based on the store's request and the ability to deliver the product within the lead time.

**Note:** If you do not select a method, the section is collapsed. The displayed fields in this section, depend on the selected method.

The method Constant enables the following fields.

***Table 11–3 Constant - Fields and Description***

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for a style/color item (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Maximum** | Enter the maximum value.<br>The maximum stock level is defined as both the order point and the order up to point for this method. |
| **Increment** | Enter the increment value in percent.<br>The increment percent is a way for the user to inflate or deflate the maximum stock value to account for temporary and expected demand fluctuations without actually losing the original maximum stock value. |
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |

The method Min/Max enables the following fields.

***Table 11–4 Min/Max - Fields and Description***

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for a style/color item (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Minimum** | The minimum stock level is the order point for this method. When the inventory level drops below this point at an item/location, an order must be placed.<br>Enter the minimum value. |
| **Maximum** | The maximum stock level is the order up to point for this method.<br>Enter the maximum value. |
| **Increment** | The increment percent is a way for the user to inflate or deflate the minimum and maximum stock values to account for temporary and expected demand fluctuations without actually losing the original maximum stock value.<br>Enter the increment value in percent. |
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |

The method Floating Point enables the following fields.

*Table 11–5 Floating Point - Fields and Description*

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for a style/color item (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Minimum** | For this method, the minimum stock represents the minimum value for the maximum stock calculation. If the calculated value for maximum stock is less than the minimum, the minimum value is used as the maximum stock value.<br>Enter the minimum stock value. |
| **Maximum** | The maximum stock level is defined as both the order point and the order up to point for this method.<br>Enter the maximum stock value. |
| **Increment** | The increment percent is a way for the user to inflate or deflate the minimum and maximum stock values to account for temporary and expected demand fluctuations without actually losing the original maximum stock value.<br>Enter the increment stock value in percent. |
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |
| **Service Level Type** | Select the service level type from the list. |
| **Service Level Percentage** | Enter the service level percentage. |

The methods Time Supply, Time Supply - Seasonal and Time Supply -Issues enable the following fields.

*Table 11–6 Time Supply/Seasonal/Issues - Fields and Description*

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for Style Color (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Minimum** | The minimum time supply days indicates the minimum desired days of inventory.<br>Enter the minimum value. |
| **Maximum** | The maximum time supply days indicates the maximum desired days of inventory.<br>Enter the maximum value. |
| **Horizon** | Horizon refers to the number of days used to calculate an average sales rate based on sale forecasts.<br>Enter the number of days.<br>This attribute is optional. |

*Table 11–6 (Cont.) Time Supply/Seasonal/Issues - Fields and Description*

| Fields | Description |
|---|---|
| **Add Lead Time** checkbox | Select the checkbox to indicate whether or not lead times should be included in the calculations of the order point and order up to point.<br>If selected, the lead time day will be added to the minimum and maximum time supply days prior to the order and calculated order up to points. |
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |
| Only for Time Supply - Seasonal: | |
| **Season** | Enter, select or search for the appropriate season to control the end date for replenishing the item. |
| **Phase** | Enter, select or search for the appropriate phase to control the end date for replenishing the item.<br>Only enabled, if you select a season. |
| **Terminal Stock Quantity** | Enter the terminal stock quantity.<br>The terminal stock quantity determines the amount of stock the user wishes to have on-hand by the end of the season. |

The methods Dynamic, Dynamic - Seasonal and Dynamic - Issues enable the following fields.

*Table 11–7 Dynamic/Seasonal/Issues - Fields and Description*

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for Style Color (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Inventory Selling Days** | Inventory Selling Days refers to the number of days of supply desired when a replenishment order is made.<br>Enter the appropriate number of days. |
| **Service Level Type** | The service level type is considered when calculating the maximum stock quantity. The valid values are Standard and Simple Sales.<br>If the service level type is Standard, this value can be either 85% or 98%.<br>If the service level type is Simple Sales, you can set this value to any percent between 0 and 100. This percentage is then used in the calculation of the maximum stock.<br>Select the service level type from the list. |
| **Service Level** | Enter the service level in percent. |
| **Lost Sales Factor** | The lost sales factor refers to the percentage of lost sales, included when generating dynamic replenishment recommended order quantities.<br>Lost sales are sales which could have occurred, if the inventory had been available throughout the order lead time.<br>Enter the lost sales factors in percent. |

*Table 11–7 (Cont.) Dynamic/Seasonal/Issues - Fields and Description*

| Fields | Description |
|---|---|
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |
| Only for Dynamic - Seasonal: | |
| **Season** | Enter, select or search for the appropriate season to control the end date for replenishing the item. |
| **Phase** | Enter, select or search for the appropriate phase to control the end date for replenishing the item.<br>Only enabled, if you select a season. |
| **Terminal Stock Quantity** | Enter the terminal stock quantity.<br>The terminal stock quantity determines the amount of stock the user wishes to have on-hand by the end of the season. |

The method Store Orders enables the following fields.

*Table 11–8 Store Orders - Fields and Description*

| Fields | Description |
|---|---|
| **Apply Size Profile** checkbox | The Size Profile function is used for fashion items. If you set up replenishment parameters for a style/color item (item parent/diff), selecting this checkbox spreads the minimum and maximum value entered for the parent item /diff, based on the size profile of the transaction items. |
| **Reject Past Due Orders** | This attribute determines whether or not RMS will accept store orders that are received 'late', meaning that the requested date for the store order is after the next delivery date.<br>Select, if you want to reject past due orders. |
| **Scaling Exempt** | Select, if you do not want to use scaling. |
| **Maximum Scale Amount** | Enter the maximum scale amount. |

## Review Cycle

The Review Cycle section allows you to select the frequency that the item is reviewed for replenishment.

*Table 11–9 Review Cycle - Fields and Description*

| Fields | Description |
|---|---|
| **Review** | The review cycle defines the scheduled time in days between examinations of inventory by RMS replenishment for reorder opportunities.<br>Select the time span for the review cycle from the list.<br>■ If the review cycle is every day, all the days of the week are selected automatically for the review.<br>■ If the review cycle is every week, select the days of the week. You must select more than one day.<br>■ If the review cycle is every two or more weeks, select the day of the week. |
| **Day of the Week** checkboxes | Select the corresponding day/days for review. |

## Primary Replenishment Pack

The Primary Replenishment Pack section allows you to define the primary replenishment pack. The section contains the following fields and checkbox.

***Table 11–10 Primary Replenishment Pack - Fields and Description***

| Fields | Description |
|---|---|
| **Remove** checkbox | This function is used to remove the primary replenishment pack at the item/location level when attributes are being updated.<br><br>Select remove to indicate the primary replenishment pack is removed. |
| **Pack** | If you wish to replenish with simple packs, instead of ordering the component item, use this parameter to designate which simple pack for the component item should be ordered.<br><br>Enter, select or search for the pack ID number. |
| **Default Primary Costing Pack** | This function is used to default the primary costing pack to the item/location whose attributes are being updated. This is especially useful when you update at a level above item/location, where different primary costing packs may be applicable at the lowest level.<br><br>Select the checkbox to indicate the pack is the costing pack for replenishment. |

## Replenishment Attributes Toolbar

The toolbar contains the following icons and buttons.

***Figure 11–5 Replenishment Attributes Toolbar***

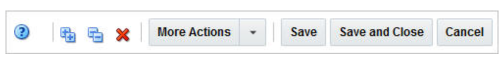



***Table 11–11 Replenishment Attributes Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for this page by clicking the Help icon . |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons . |
| Delete icon | This icon is only available when you edit a replenishment attribute.<br><br>Use the icon to delete replenishment attributes subject to existing constraints. |

*Table 11–11 (Cont.) Replenishment Attributes Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Replenishment Attributes window.<br>■ Delivery Schedule<br>Opens the Location Delivery Schedule window to view and maintain delivery schedules for the selected supplier to several locations.<br>For more information about how to view and manage location delivery schedules, see the Foundation Data chapter, section "Location Delivery Schedules Window".<br>■ Master Attributes<br>Opens the Master Attributes window.<br>For more information about master attributes, see the Master Replenishment Attributes section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you opened the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Managing Attributes

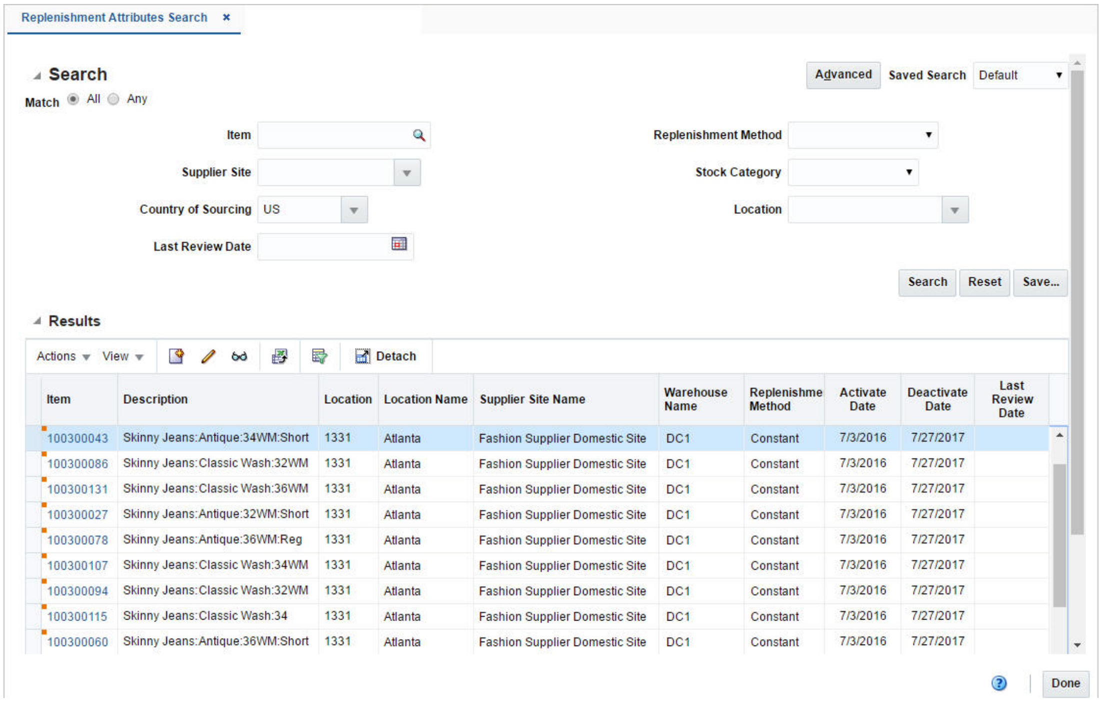
The Manage Attributes option opens the Replenishment Attributes Search window. This window allows you to search for replenishment attributes, as well as view and edit the results of the search.

The Replenishment Attributes Search window contains the following sections:

- Search

  For more information about how to search for replenishment attributes, see the Searching for a Replenishment Attribute section.
- Results
- Replenishment Attributes Search Toolbar

*Figure 11–6 Replenishment Attributes Search Window*




## Searching for a Replenishment Attribute

To search for a replenishment attribute:

1. From the Task menu, select **Replenishment > Manage Attributes**. The Replenishment Attributes Search window appears.
2. You can search for replenishment attributes using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Replenishment Attribute Through the Basic Search Criteria

To search for a replenishment attribute using basic search criteria.

1. Enter, select or search for one or all of the following basic search criteria.

*Table 11–12 Replenishment Attributes Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only attribute/attributes matching all entered search criteria are shown.<br>Any - attribute/attributes matching any of the entered search criteria are shown. |
| **Item** | Enter, select or search for an item ID. |
| **Location** | Enter, select or search for a location. |
| **Supplier Site** | Enter, select or search for the supplier site. |

*Table 11–12 (Cont.) Replenishment Attributes Search - Basic Search Criteria and*

| Fields | Description |
|---|---|
| **Country of Sourcing** | Enter, select or search for the country of sourcing. |
| **Last Review Date** | Enter a date or use the Calendar icon to select the last review date. |
| **Replenishment Method** | Select a replenishment method from the list. |
| **Stock Category** | Select a stock category from the list. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The replenishment attributes that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Replenishment Attribute Through Advanced Search Criteria

To search for a replenishment attribute using advanced search criteria, follow the steps below.

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The replenishment attributes that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved item/location combinations. The Results table shows the following columns by default.

- Item
- Description
- Location
- Location Name
- Supplier Site Name
- Warehouse Name
- Replenishment Method
- Activate Date
- Deactivate Date
- Review Date

### Result - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Figure 11–7 Results - Actions Menu***

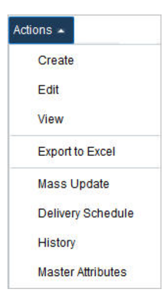


*Table 11–13 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new attribute. The Create Attributes window appears.<br>For more information about how to create an attribute, see the Creating Attributes section. |
| Edit and Edit icon | To edit the attributes of the selected item:<br>▪ Select a record in the results table.<br>▪ In the Item column click the item number link, or select **Actions > Edit**, or use the Edit icon .<br>▪ The Replenishment Attributes window appears. The values of the current attribute are displayed. Update the values, if necessary.<br>For more detailed information about the Replenishment Attributes window, see the Replenishment Attributes Window section. |
| View and View icon | To view replenishment attributes for an item:<br>▪ Select a record in the Results section.<br>▪ Select **Actions > View** or click the View icon . The Replenishment Attributes window appears.<br>For more details about the Replenishment Attributes window, see the Replenishment Attributes Window section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |
| Mass Update | Opens the Mass Update Attributes window to create mass updates for replenishment attributes.<br>For more information about how to create mass updates for replenishment attributes, see the Mass Update section. |
| Delivery Schedule | Opens the Location Delivery Schedule window to view and maintain delivery schedules for a supplier to several locations.<br>For more information about the delivery schedule, see the Foundation Data chapter, section "Location Delivery Schedules Window". |
| History | Opens the Replenishment Attribute History window to view the history of a replenishment attribute.<br>For more information about viewing the replenishment attribute history, see the Replenishment Attribute History section. |
| Master Attributes | Opens the Master Attributes window to view and maintain the master replenishment attributes for an item/location combination.<br>For more information about master attributes, see the Master Replenishment Attributes section. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the view menu.

***Figure 11–8 Results - View Menu***

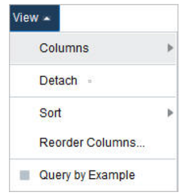



***Table 11–14 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the attributes by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Replenishment Attributes Search Toolbar

The toolbar contains the following icons and buttons.

***Table 11–15 Replenishment Attributes Search Toolbar - Icons/Buttons and Description***

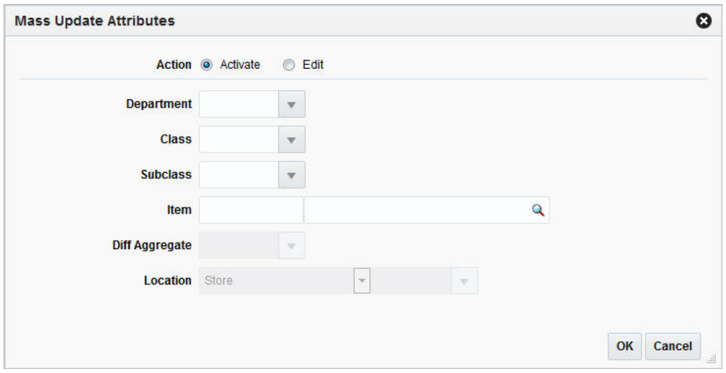
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Mass Update

To update multiple attributes follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Manage Attributes**. The Replenishment Attributes Search window appears.
2. Then select **Actions > Mass Update**. The Mass Update Attributes window appears.

*Figure 11–9 Mass Update Attributes Window*




a. In the **Action** section, select if you want to activate or edit the attributes.

b. In the **Department** field, enter, select or search for the department.

c. In the **Class** field, enter, select or search for the class.

d. In the **Subclass** field, enter, select or search for the subclass.

e. In the **Item** field, enter, select or search for the item ID.

f. In the **Diff Aggregate** field, select the differentiator for the parent items with the diff aggregate defined.

> **Note:** This field is only enabled for Item/Diff Aggregate level maintenance.

g. In the **Location** field, select the location type from the list. Then enter, select or search for the location ID.

h. Then choose one of the following options.

   – Select **OK** to apply your updates and close the window.

   – Select **Cancel** to reject all entries and close the window.

# Replenishment Attribute History

The Replenishment Attribute History window allows you to view the update history of a replenishment attribute for item/location.

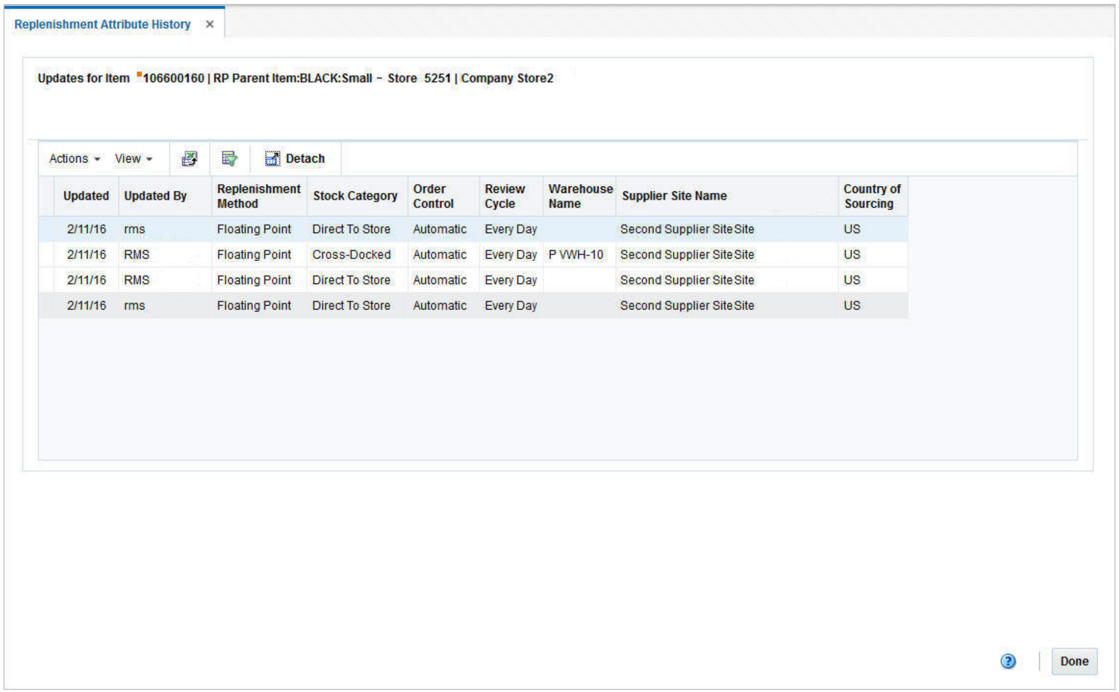
The Replenishment Attribute contains the following sections.

- Header

  The header displays the item ID and description as well as the location type, the location ID and location name.

- Replenishment Attribute History Table
- Replenishment Attribute History Toolbar

***Figure 11–10 Replenishment Attribute History Window***




## Replenishment Attribute History Table

The table lists all the completed updates for the item/location.

### Replenishment Attribute History - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 11–16 Replenishment Attribute History - Actions Menu/Icon and Description***

| Actions Menu/Icon | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Replenishment Attribute History - View Menu and Icons

You can customize the view of the table by using the options in the View menu.

***Table 11–17 Replenishment Attribute History - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 11–17 (Cont.) Replenishment Attribute History - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Replenishment Attribute History Toolbar

The toolbar contains the following icons and buttons.

*Table 11–18 Replenishment Attribute History Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## View Replenishment Attribute History

To view the replenishment attribute history, follow the steps listed below.

1. From the Tasks menu, select **Replenishment** > **Manage Attributes**. The Replenishment Attributes Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The attributes that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. Then select **Actions > History**. The Replenishment Attribute History window appears. View the updates for the selected item.
6. Click **Done** to close the window.

# Master Replenishment Attributes

The Master Replenishment Attributes window maintains a record of the master attribute that can be used to restore item/location settings after a temporary change.

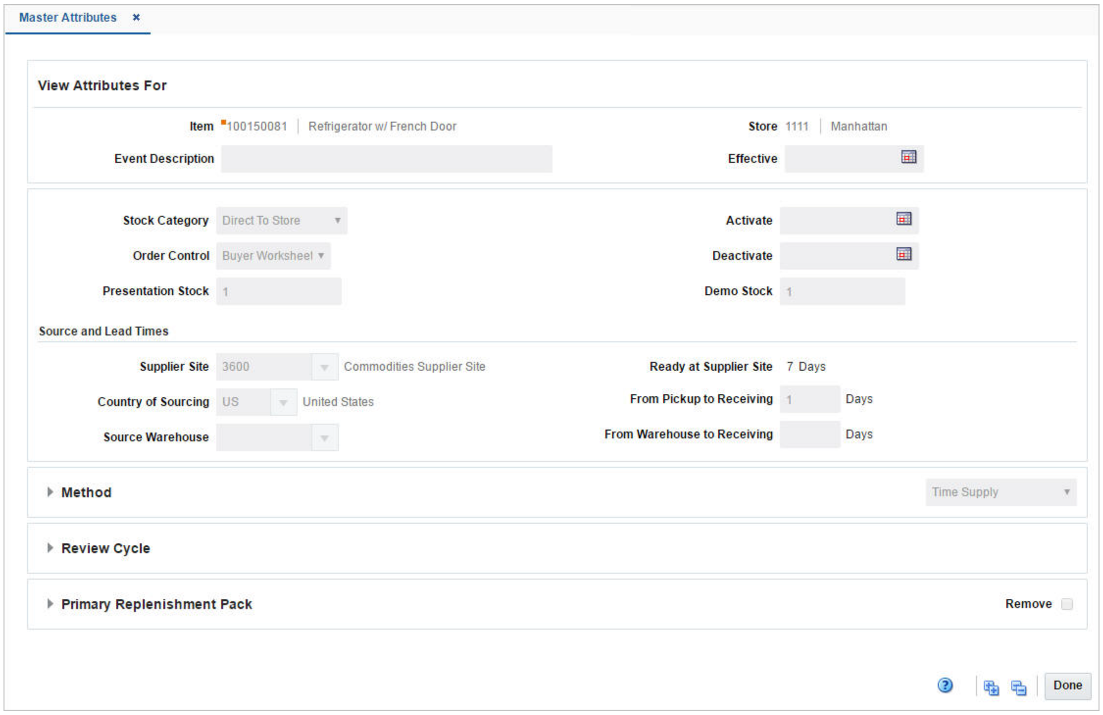
- When you create the replenishment parameters for an item/location, the master replenishment attributes are created automatically.

  For more information about how to create replenishment parameters for an item, see the Creating Attributes section.

- When you update the replenishment attributes for an item/location, you can choose to update the master replenishment attributes at the same time, by selecting the **Update Master** checkbox in the Replenishment Attributes window.

For more information about the individual fields displayed in this window, see the Replenishment Attributes Window section.

***Figure 11–11 Master Attributes Window***




## Master Attributes Toolbar

The toolbar contains the following icons and buttons.

***Table 11–19 Master Attributes Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |
| **Done** | Click **Done** to close the window. |

## Viewing Master Attributes

To view master replenishment attributes for an item/location follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Manage Attributes**. The Replenishment Attributes Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The items that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

5. Then select **Actions > Master Attributes**. The Master Replenishment Attributes window appears.

   You can also access the Master Replenishment Attributes window through the Replenishment Attributes window:

   a. In the Item column, click the item link, or mark a record and select **Actions > Edit/View** or use corresponding icons. The Replenishment Attributes window appears.

   b. In the Replenishment Attributes toolbar, select **More Actions > Master Attributes**. The Master Replenishment Attributes are displayed.

6. View the master replenishment attributes for the selected item/location.

7. Click **Done** to close the window.

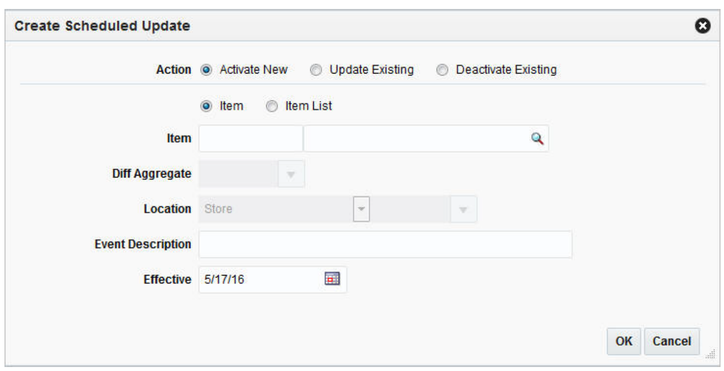
# Creating Scheduled Update

The Create Scheduled Update window allows you to create a new scheduled replenishment and scheduled event to activate a new replenishment attribute, or to update, or deactivate an existing attribute.

To create a scheduled update, follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Create Scheduled Update**. The Create Scheduled Update window appears.

***Figure 11–12 Create Scheduled Update Window***




   a. In the **Action** section, select if you want to activate a new, update or deactivate an existing replenishment attribute.

   b. Select, if the scheduled update is to be created by using item or item list.

   c. In the Item/Item List field, enter, select or search for the item/item list.

   d. In the **Diff Aggregate** field, enter, select or search for the differentiator associated with the selected item.

   e. In the **Location** field, select the location type from the list. Then, enter, select or search for the location.

   f. In the **Event Description** field, enter a description.

   g. In the **Effective** field, enter the date the update takes place or use the Calendar icon to select an effective date.

   h. Then choose one of the following options.

– Click **OK** to create the scheduled update.

---

**Note:** If you select the action Activate New or Update Existing, the Replenishment Attribute window appears, allowing you to enter additional information.

---

– Click **Cancel** to reject all entries and close the window.

# Managing Scheduled Updates

The Manage Scheduled Update option opens the Scheduled Update Search window. This window allows you to search for scheduled replenishment changes and view the results of the search.

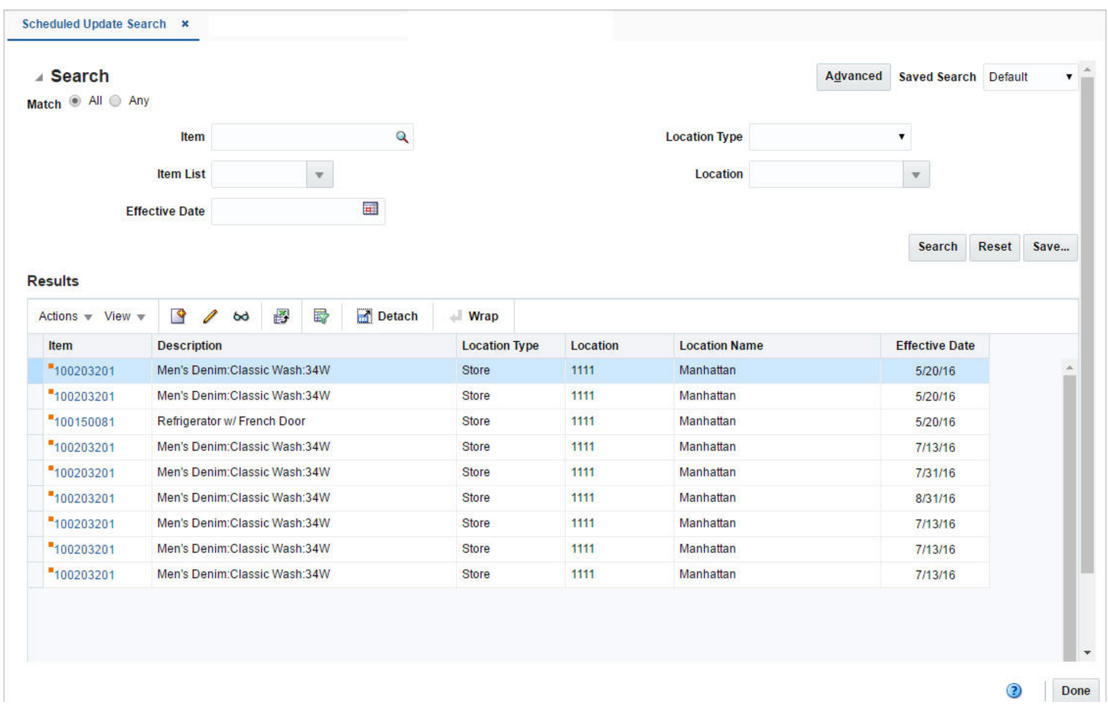
The Scheduled Update Search window contains the following sections:

- Search

  For more information about how to search for a scheduled update, see the Searching for a Scheduled Update section.

- Results
- Scheduled Update Search Toolbar

***Figure 11–13 Scheduled Update Search Window***




## Searching for a Scheduled Update

To search for a scheduled update:

1. From the Task menu, select **Replenishment > Manage Scheduled Update**. The Scheduled Update Search window appears.

2. You can search for a scheduled update using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.

   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Scheduled Update Through the Basic Search Criteria

To search for a scheduled update using basic search criteria

1. Enter, select or search for one or all of the following basic search criteria.

*Table 11–20 Scheduled Update Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only item/items matching all entered search criteria are shown.<br>Any - item/items matching any of the entered search criteria are shown. |
| **Item** | Enter or search for the item. |
| **Item List** | Enter, select or search for an item list. |
| **Effective Date** | Enter a date or use the Calendar icon to select an effective date. |
| **Location Type** | Select the location type from the list. |
| **Location** | Enter, select or search for a location. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The scheduled updates that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Scheduled Update Through Advanced Search Criteria

To search for a supplier using advanced search criteria, follow the steps below.

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The scheduled updates that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved item/location combinations. The Results table shows the following columns by default.

- Item
- Description
- Location Type
- Location ID
- Location Name
- Effective Date

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 11–21 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions** > **Create** or use the Create icon to create a scheduled update. The Create Scheduled Update window appears.<br>For more details about how to create scheduled updates, see the Creating Scheduled Update section. |
| Edit and Edit icon | To edit scheduled updates for an item/location:<br>■ Select a record in the Results section.<br>■ In the Item column, click the item number link, or select **Actions** > **Edit** or use the Edit icon to edit the selected scheduled update.<br>■ The Replenishment Attributes window appears. Edit the replenishment parameters as desired.<br>For more information about replenishment attributes, see the Replenishment Attributes Window section. |
| View and View icon | To view a replenishment attributes for an item/location:<br>■ Select a record in the Results section.<br>■ Select **Actions** > **View** or click the View icon . The Replenishment Attributes window appears.<br>For more details about the Replenishment Attributes window, see the Replenishment Attributes Window section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions** > **Export to Excel** or by using the Export to Excel icon . |

## Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 11–22 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon . |

## Scheduled Update Search Toolbar

The toolbar contains the following icons and buttons.

***Table 11–23 Scheduled Update Search Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

# Buyer Worksheet

The Buyer Worksheet is a tool in RMS to help create replenishment orders using the outputs of replenishment and investment buy. Recommended order quantities are written for review before order creation.

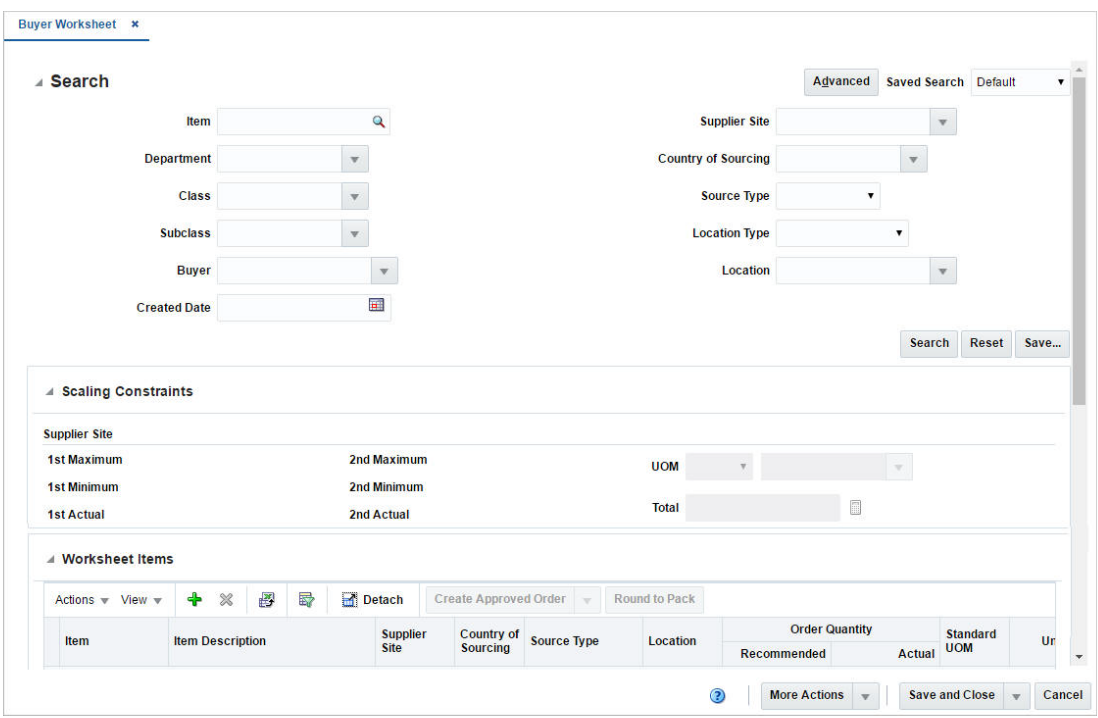
The Buyer Worksheet window allows you to review the replenishment results of item/locations, and review replenishment and investment buy recommendations before making purchase orders. You can also add or edit item quantities manually.

The Buyer Worksheet window contains the following sections:

- Search

  For more information about how to search for a buyer worksheet, see the Searching for a Buyer Worksheet section.
- Scaling Constraints
- Worksheet Items
- Buyer Worksheet Toolbar

***Figure 11–14 Buyer Worksheet Window***



## Searching for a Buyer Worksheet

To search for a buyer worksheet

1. From the Task menu, select **Replenishment > Buyer Worksheet**. The Buyer Worksheet Search window appears.
2. You can search for a buyer worksheet using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Buyer Worksheet Through the Basic Search Criteria

To search for a buyer worksheet using basic search criteria.

1. Enter, select or search for one or all of the following basic search criteria.

*Table 11–24 Buyer Worksheet Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Item** | Enter, select or search for the item ID. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Buyer** | Enter, select or search for the buyer. |
| **Created Date** | Enter the date or use the Calendar icon to select the created date. |
| **Supplier Site** | Enter, select or search for the Supplier Site. |
| **Country of Sourcing** | Enter, select or search for the country of sourcing. |
| **Source Type** | Select a source type from the list. For example, select Replenishment. |
| **Location Type** | Select a location type from the list. For example, select Store. |
| **Location** | Enter, select or search for the location ID. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The items of the buyer worksheet are displayed in the Worksheet Items section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Buyer Worksheet Through Advanced Search Criteria

To search for a buyer worksheet using advanced search criteria, follow the steps below.

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

*Table 11–25 Buyer Worksheet Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Item** | Enter, select or search for the item ID. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Buyer** | Enter, select or search for the buyer. |
| **Created Date** | Enter the date or use the Calendar icon to select the created date. |
| **Supplier Site** | Enter, select or search for the Supplier Site. |
| **Country of Sourcing** | Enter, select or search for the country of sourcing. |
| **Source Type** | Select a source type from the list. For example, select Replenishment. |
| **Location Type** | Select a location type from the list. For example, select Store. |
| **Location** | Enter, select or search for the location ID. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal to the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalized Saved Search window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The items on the buyer worksheet are displayed in the Worksheet Items section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

- Select the desired search field and use the up and down arrows to rearrange the order of the fields.
- Click **OK** to confirm the new order of the fields and close the window.
- Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

## Scaling Constraints

The Scaling Constraints section displays the scaling information from the supplier inventory management constraints, if defined.

To view the scaling constraints of an item or several items:

- Select a record or several records in the Worksheet Items table.
- Select the unit of measure (UOM) type and the UOM.
- Then click the Calculate Scaling Constraints Totals icon.
- The Scaling Constraints are displayed.

If the selected items do not share a common inventory management level and hierarchy, you receive a warning when you click the Calculate icon, informing you that the constraints cannot be displayed.

- For example, if the inventory management level of all the selected rows is at the supplier/department level, and all selected rows are for the same supplier/department, the scaling constraints are displayed.
- However, if one item is in a different department, or is for a different supplier, then the constraints cannot be displayed.

The Scaling Constraints section contains the following fields.

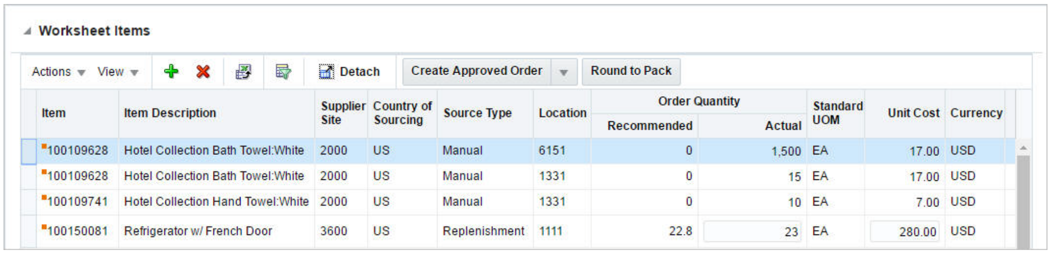
***Table 11–26 Scaling Constraints - Fields and Description***

| Fields | Description |
|---|---|
| **1st Maximum** | Displays the 1st maximum value of the constraint. |
| **1st Minimum** | Displays the 1st minimum value of the constraint. |
| **1st Actual** | Displays the 1st actual value of the constraint. |
| **2nd Maximum** | Displays the 2nd maximum value of the constraint. |
| **2nd Minimum** | Displays the 2nd minimum value of the constraint. |
| **2nd Actual** | Displays the 2nd actual value of the constraint. |
| **UOM** | Select the unit of measure (UOM) from the list. For example, select Amount.<br>Then enter, select or search for the desired unit. For example, enter USD. |
| **Total** and Calculate Scaling Constraints Totals icon | Use the Calculate Scaling Constraints Totals icon to calculate a total to show you the impacts of scaling an order with the selected records. The new total is displayed in the **Total** field. |

## Worksheet Items

This section displays the items of the buyer worksheet. You can add and delete items from the buyer worksheet as well as create orders in this section.

***Figure 11–15 Worksheet Items***




## Worksheet Items - Actions Menu, Buttons and Icons

Use the Actions Menu, buttons and icons to apply actions to the table. You can perform the actions listed below.

***Figure 11–16 Worksheet Items - Actions Menu***

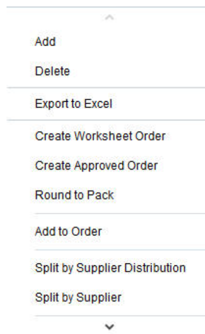



***Table 11–27 Worksheet Items - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can manually add items to the buyer worksheet by selecting **Actions > Add** or by using the Add icon.<br>For more information on how to add items to a buyer worksheet, see the Adding an Item to a Buyer Worksheet section. |
| Delete and Delete icon | You can delete an item from a buyer worksheet:<br>■ Select a record in the Worksheet Items table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Confirm with **Yes**.<br>■ The item is deleted from the buyer worksheet. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 11–27 (Cont.) Worksheet Items - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create Order and **Create Order** button | With the Create Order option or Create Order button you can create the following orders, depending on the current status of the order:<br>■ PO in Worksheet status<br>For more information about how to create a PO in Worksheet status, see the Creating a Worksheet Order section.<br>■ PO in Submitted status<br>■ PO in Approved status<br>For more information about how to create a PO in Submitted or Approved status, see the Creating a Submitted/Approved Order section. |
| Round to Pack and **Round to Pack** button | You can round the quantities of an item to the defined pack, based on the order rounding rules:<br>■ Select an item or several items in the Worksheet Items table.<br>■ Then select **Actions > Round to Pack** or use the **Round to Pack** button.<br>■ The quantities of the selected records are rounded according to the PO rounding rules. |
| Add to Order | Opens the Add to Order window. You can add the selected item to an existing order.<br>For more information about how to add an item to an existing order, see the Add to Order section. |
| Split by Supplier Distribution | Splits the actual order quantity of the item proportional to the percentage defined in the Supplier Distribution. |
| Split by Supplier | Opens the Split Supplier window. You can split the ordered quantity by multiple suppliers in this window.<br>For more information about how to split quantities of an item by supplier, see the Split by Supplier section. |
| Replenishment Results | Opens the Replenishment Results window. You can view statistics for each item/location combination that is found on a replenishment order.<br>Replenishment results can only be viewed, if the item has the source type Replenishment.<br>For more information about how to view replenishment results, see the Replenishment Results section. |
| Deal Information | Opens the Deal Search window with Vendor Type, Vendor, Location and Item No. of the selected row pre-populated in the search criteria section.<br>For more information about how to search for a deal, see the Deals chapter, section "Managing a Deal". |

### Worksheet Items - View Menu and Icons

You can customize the view of the table by using the options in the View Menu and icons listed below.

*Table 11–28 Worksheet Items - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Buyer Worksheet Toolbar

The Toolbar contains the following icons and buttons.

*Table 11–29 Buyer Worksheet Toolbar - Icons/Buttons and Description*

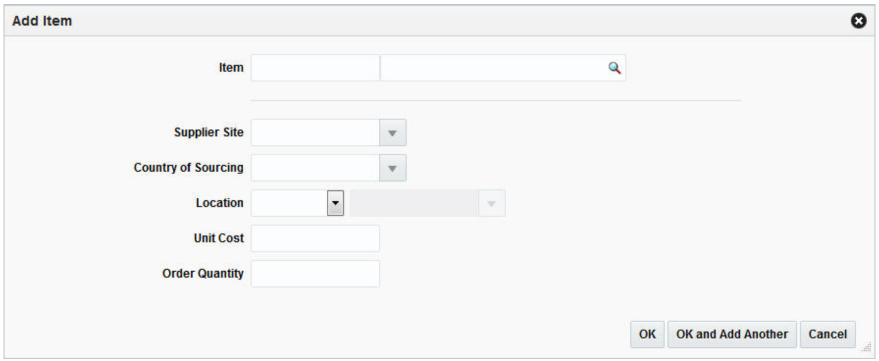
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Buyer Worksheet window.<br>▪ Currency<br>You can toggle between the currency of the supplier and the system currency (Primary). |
| **Save and Close** | Click the **Save and Close** to save your changes and close the window.<br>For further save options, click the drop down option of the **Save and Close** button. The following options are displayed.<br>▪ Click **Save** to save the current buyer worksheet.<br>▪ Click **Save and Edit Another** to edit additional buyer worksheets. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding an Item to a Buyer Worksheet

To add an item to a buyer worksheet follow the steps listed below.

1. From the Tasks menu, select **Replenishment** > **Buyer Worksheet**. The Buyer Worksheet window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. The search results are displayed in the Worksheet Items section.
4. Select **Actions > Add** or use the Add icon. The Add Item window appears.

***Figure 11–17 Add Item***




a. In the **Item field**, enter, or search for the item.

b. In the **Supplier Site** field, enter, select or search for the corresponding supplier site.

c. In the **Country of Sourcing** field, enter, select or search for the corresponding country.

d. In the **Location** field, select the location type from the list. Then enter, select or search for the location.

e. In the **Unit Cost** field, enter the unit cost of the item.

f. In the **Order Quantity** field, enter the order quantity of the item.

g. Then choose one of the following options.

   – Click **OK** to save the current item and close the window.

   – Click **OK and Add Another** to add additional items.

   – Click **Cancel** to reject all entries and close the window.

## Creating a Worksheet Order

To create a worksheet order from a buyer worksheet follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Buyer Worksheet**. The Buyer Worksheet window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. The search results are displayed in the Worksheet Items section.
4. Select the items which should be included on the order.
5. Then select **Actions > Create Worksheet Order** or select the **Create Worksheet Order** in the drop down action button in the table. The Order Search window appears with the following search criteria populated.
   - Order Type
   - Not Before and Not After Date, populated with the current system date
   - Origin, populated with Buyer Worksheet
6. Click **Search**. The search results are shown in the Results section.
7. In the Order column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon . The Order window appears.

8. The order status is Worksheet. The items previously selected are attached to the order with the defined unit cost and ordered quantity. Edit the order, as necessary.
9. Then choose one of the following options.
   - Click **Save** to save the current order.
   - Click **Save and Close** to save the current order and close the window.
   - Click **Cancel** to reject all entries and close the window.

## Creating a Submitted/Approved Order

To create a submitted/approved order from a buyer worksheet follow the steps below.

> **Note:** The Create Order button is labeled either Create Submitted Order or Create Approved Order, depending on your user privileges.

1. From the Tasks menu, select **Replenishment** > **Buyer Worksheet**. The Buyer Worksheet window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. The search results are displayed in the Worksheet Items section.
4. Select the items which should be included on the order.
5. Then select **Actions > Create Submitted/Approved Order** or use the **Create Submitted/Approved Order** button. The Order Search window appears with the following search criteria populated.
   - Order Type
   - Not Before and Not After Date, populated with the current system date
   - Origin, populated with Buyer Worksheet
6. Click **Search**. The search results are shown in the Results section.
7. In the Order column, click the order number link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Order window appears.
8. The order status is Submitted/Approved. The items previously selected are attached to the order with the defined unit cost and ordered quantity. Edit the PO as necessary.
9. Then choose one of the following options.
   - Click **Save** to save the current order.
   - Click **Save and Close** to save the current order and close the window.
   - Click **Cancel** to reject all entries and close the window.

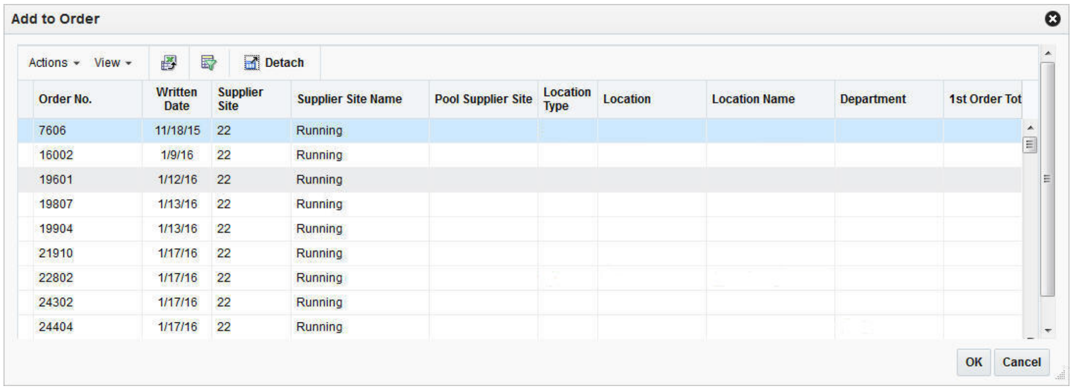
# Add to Order

To add items of a buyer worksheet to an existing order, follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Buyer Worksheet**. The Buyer Worksheet window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. The search results are displayed in the Worksheet Items section.

4. Select the items which should be included on the order.
5. Then select **Actions > Add to Order**. The Add to Order window appears.

***Figure 11–18 Add to Order Window***



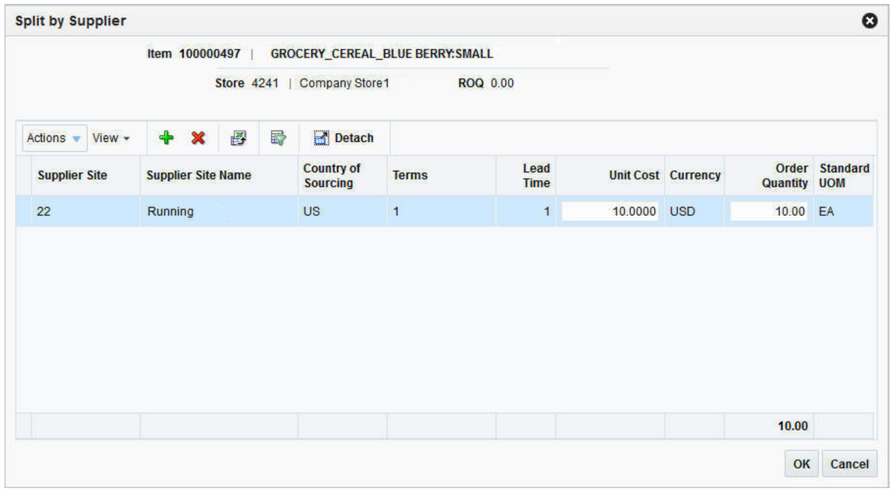

6. Use the Query by Example icon to search for the order number.
7. Select the order to which you wish to add the item.
8. Then, choose one of the following options.
   - Click **OK** to add the selected items to the order.
   - Click **Cancel** to close the window.

## Split by Supplier

To split items of a buyer worksheet by supplier follow the steps below.

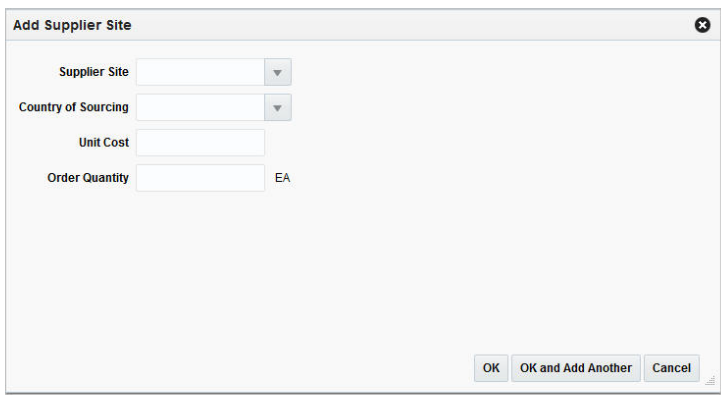
1. From the Tasks menu, select **Replenishment** > **Buyer Worksheet**. The Buyer Worksheet window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. The search results are displayed in the Worksheet Items section.
4. Select the item you want to split by supplier.
5. Then select **Actions > Split by Supplier**. The Split by Supplier window appears.

*Figure 11–19 Split by Supplier Window*




6. Then add a new supplier by selecting **Actions > Add** or by using the Add icon. The Add Supplier Site window appears.

*Figure 11–20 Add Supplier Site Window*




   a. In the **Supplier Site** field, enter, select or search for the supplier site.
   b. In the **County of Sourcing** field, enter, select or search for the corresponding country.
   c. In the **Unit Cost** field, enter the unit cost for the item.
   d. In the **Order Quantity** field, enter the ordered quantity of the item.
   e. Then choose one of the following options.
      – Click **OK** to add the supplier site to the table and close the window.
      – Click **OK and Add Another** to add additional supplier sites.
      – Click **Cancel** to reject all entries and close the window.
7. In the Split by Supplier window, edit the Order Quantity and Unit Cost columns as necessary.
8. Then, choose one of the following options.
   - Click **OK** to split the order quantity as defined and close the window.

- Click **Cancel** to reject all entries and close the window.

## Replenishment Results

The Replenishment Results window allows you to review all the data related to an item/location replenishment after the replenishment batches are run.

The Replenishment Results window allows you to view and edit replenishment parameters and quantities for an item on a purchase order. You can change the replenishment method of an item on the purchase order and then recalculate the order quantities of the item based on the change. You can also override existing quantities and manually enter an order quantity for the item.

---

**Note:** The Replenishment Results function is only available from the Buyer Worksheet window, when the selected source type is Replenishment.

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You can access the Replenishment Results window in three different ways:

- From the Task menu, select **Orders > Manage Order**, search for desired PO. Open the Order window. Then select **Details > More Actions > Replenishment Results**.
- From the Task menu, select **Orders > Manage Order**, search for desired PO. Open the Order window. Then select **Details** > in the Items table **Actions > Replenishment Results**.
- From the Task menu, select **Replenishment > Buyer Worksheet** > in the Worksheet Items table, select **Actions > Replenishment Results**.

The Replenishment Results window contains the following sections:

- Results for Order
- Method
- Order Timing
- Results
- Expected Available Inventory
  - Stock On Hand
  - Inbound
  - Outbound
- Non-Sellable
- Due Order
- Replenishment Results Toolbar

### Results for Order

In the Results for Order table you can view items/location combinations on the order for which replenishment results exists. The information shown in the remaining sections depends on the record you selected in the Results for table.

The table displays the following columns by default:

- Item

- Item Description
- Location
- Location Type
- Location Name
- Replenishment Date
- Cross Dock Warehouse Name
- Allocation
- Order Quantity
- Order Cost
- Total Cost
- Country of Sourcing
- Pre scaled CostPrescaled Quantity

### Results for Order Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 11–30 Results for Order Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results for Order Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 11–31 Results for Order Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Method

This section contains information about the replenishment method.

- The right hand corner of this section displays the **Method** field, select a method from the list for the section to expand. For more information about the available methods, see the Replenishment Methods section.
- The fields displayed in the Method section are based on the selected method.

## Order Timing

This section contains information about the order process defined for the item. The section displays the following fields.

***Table 11–32 Ordering Time - Fields and Description***

| Fields | Description |
|---|---|
| **Ready at Supplier Site** | Contains the supplier lead time, the number of lead days the supplier needs. |
| **From Pickup to Receiving** | Contains the number of days it takes for the item to reach the receiving location, either store or warehouse. |
| **From Warehouse to Receiving** | Contains the number of days it takes for the item to reach the store. |
| **Next Order Lead Time** | Contains the calculated lead time for the next review cycle used in the replenishment calculations.<br>Contains the number of days it takes to place the next order. |
| **Order Lead Time Date** | Contains the number of days, when the next order is placed. |
| **Review** | Contains the information on how often the order is reviewed. |
| **Next Review in** | Contains the number of days when the next review of the order takes place. |

## Results

This section contains information about the order of the selected item.

In the right hand corner of the section the standard unit of measure of the selected item as well as the pack size information is displayed.

- To view the pack size information hover over the View Pack Sizes.
- The hover window displays the inner, case, cases per pallet and store order multiple information.

The Results section further displays the fields shown in the table below.

***Table 11–33 Results - Fields and Description***

| Fields | Description |
|---|---|
| **Order Point** | Determines at what point an order needs to be placed for an item/location.<br>Contains the minimum number of units you want on hand for the item.<br>When the net available inventory falls below the order point, the item is replenished. |

*Table 11–33 (Cont.) Results - Fields and Description*

| Fields | Description |
|---|---|
| **Order Up to Point** | Determines the level to which inventory needs to be ordered – often the maximum quantity for the item/location.<br>Contains the maximum number of units you want on hand for the item. |
| Recommended Order Quantities:<br>Contains the original recommended order quantity before any recalculations were performed on the quantity. | |
| **Original Raw** | Contains the raw recommended order quantity (ROQ) calculated by the system before any pack size rounding, proration and so on was performed on the quantity. |
| **Simple Pack Original Raw** | Contains the original recommended order quantity (ROQ) for the item's simple pack before any recalculations were performed on the quantity. |
| **Simple Pack Raw** | Contains the raw recommended order quantity (ROQ) for the item's simple pack calculated by the system before any pack size rounding, proration, and so on was performed on the quantity. |
| **Prescaled** | Contains the recommended order quantity (ROQ) for the item/location before order scaling processing was performed on the quantity and after pack size rounding, proration, and so on was performed. |
| **Order** | Contains the actual recommended order quantity (ROQ) for the item/location after all pack size rounding, proration and scaling logic is performed on the order quantity |
| **Sourced to Contract** | Contains the recommended order quantity (ROQ) for the item/location that was to be sourced using contracts. |
| **Contract** | Displays the contract number, if applicable. |
| Generated Forecast Result:<br>This section is only displayed for items with a forecast. The fields in this section depend on the selected replenishment method. | |
| **Minimum Supply** | Contains the forecasted amount over the minimum time supply days. Used for the time supply replenishment methods. |
| **Time Supply Horizon** | Contains the forecasted amount over the time supply horizon. Used for the time supply replenishment methods. |
| **Maximum Supply** | Contains the forecasted amount over the maximum time supply days. Used for the time supply replenishment methods. |
| **Next Order Lead Time** | Contains the Next review cycles lead time forecast. This value is used in the dynamic order quantity calculations. |
| **Current Order Lead Time** | Contains the forecasted amount over the order lead time. Used for the dynamic replenishment methods. |
| **Review Time** | Contains the forecasted amount over the review time. Used for the dynamic replenishment methods. |
| **Days Added to Forecast** | Contains the number of days added to the next or current order lead time during the replenishment calculation due to a location being closed for delivery. |
| **Safety Stock** | Contains the quantity of the calculated safety stock for the item/location. |
| **Lost Sales** | Contains the quantity of the calculated lost sales for the item/location. |

*Table 11–33 (Cont.) Results - Fields and Description*

| Fields | Description |
|---|---|
| **Inventory Selling Days** | Contains the quantity of the calculated lost sales for the item/location. |

## Expected Available Inventory

This section contains inventory information.

### Stock On Hand

This section displays the following quantities of the selected item:

- **On Hand**

  Contains the current stock on hand position of the item at the location.

- **Pack on Hand**

  Contains the current stock on hand position of the item at the location as a component of a pack.

  This field is only available, if the location is a warehouse.

### Inbound

This section contains the quantity of incoming items for the selected item/location combination.

*Table 11–34 Inbound - Fields and Description*

| Fields | Description |
|---|---|
| **In Transit** | Displays the number of items in transit to the current location. |
| **Pack in Transit** | Contains the quantity of the item that is currently in transit to the location as a component of a pack.<br>This field is only displayed when the location is a warehouse. |
| **Transfer Expected** | Contains the quantity of the item expected for transfers to the location. |
| **Pack Transfer Expected** | Contains the quantity of the item expected for transfers to the location as a component of a pack.<br>This field is only displayed when the location is a warehouse. |
| **Inbound Allocations** | Contains the quantity of the item on allocations to the location. |
| **On Order** | Contains the current on-order position of the item at the location |

### Outbound

This section contains the quantity of outgoing items for the selected item/location combination.

*Table 11–35 Outbound - Fields and Description*

| Fields | Description |
|---|---|
| **Return to Vendor** | Contains the quantity of the item waiting to be returned to the vendor from the location. |
| **Outbound Allocations** | Contains the quantity of the item on allocations out of the location. |

*Table 11–35 (Cont.) Outbound - Fields and Description*

| Fields | Description |
|---|---|
| **Transfer Out Reserved Quantity** | Contains the quantity of the item reserved for transfers from the location. |
| **Pack Transfer Out Reserved Expected** | Contains the quantity of the item reserved for transfers from the location as a component of a pack. |

### Non-Sellable

This section displays the quantity of the item that cannot be sold. This includes items that failed quality control and demonstration stock.

## Due Order

This section is displayed, if the due order processing is set for the item/supplier combination. The section contains the following fields and checkbox:

- **Location Due** checkbox

  Select the Location Due checkbox to indicate if the item/location is due.
- **Estimated Stock Out**

  Contains the estimated stock out (ESO) quantity for the item/location.
- **Accepted Stock Out**

  Contains the accepted stock out (ASO) quantity for the item/location.

## Replenishment Results Toolbar

The Toolbar contains the following icons and buttons.

*Table 11–36 Replenishment Results Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons . |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Replenishment Results window.<br>■ Recalculate<br>Select Order. The Recalculate Order window appears.<br>For more information about how to recalculate orders for replenishment, see the Recalculating an Order section.<br>■ Replenishment<br>Select Replenishment. A message to confirm the recalculation of the order quantities is displayed.<br>■ Scale<br>The Scale Order to Constraints option scales orders to existing constraints.<br>The Undo Scaling option removes scaling from the order and original quantities are reinstated. |
| **Save** | Click **Save** to save your entries. |

*Table 11–36 (Cont.) Replenishment Results Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save your entries and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

### Recalculating an Order

To recalculate an order, follow the steps below.

1. In the Replenishment Results window, select **More Actions > Recalculate > Orders**. The Recalculate Order window appears.
2. Select, if you want to recalculate the **Order Quantity** or the **Replenishment Attributes**.
   - If you select **Order Quantity**, enter the corresponding quantity in the **Order Quantity** field.
   - If you select **Replenishment Attributes**, the Order Quantity field is disabled.
3. Then choose one of the following options.
   - Click **OK** to recalculate the order and close the window.
   - Click **Cancel** to reject all entries and close the window.

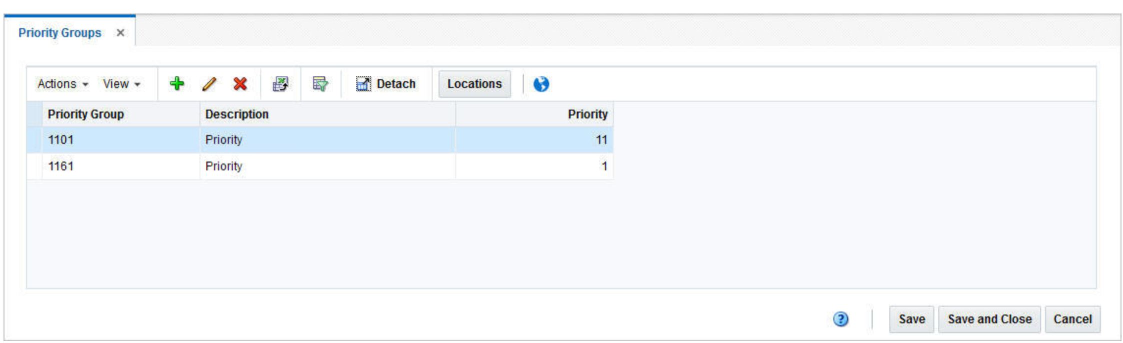
# Priority Groups

You can add, maintain and delete priority groups in RMS. The priority group, description and priority are displayed by default.

The Priority Groups window contains the following sections:

- Priority Groups Table
- Priority Group Locations Toolbar

*Figure 11–21 Priority Groups Window*




## Priority Groups Table

The Priority Groups table displays the priority group, and group description as well as the priority by default.

### Priority Groups Table - Actions Menu, Icons and Button

Use the Actions menu, buttons and icons to apply actions to the table. You can perform the actions listed below.

***Table 11–37 Priority Groups Table - Actions Menu/Icons/Buttons and Description***

| Actions Menu/Icons/Buttons | Description |
|---|---|
| Add and Add icon | You can add priority groups by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add priority groups, see the Adding a Priority Group section. |
| Edit and Edit icon | You can edit priority groups by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit priority groups, see the Editing a Priority Group section. |
| Delete and Delete icon | Delete priority groups.<br>■ Select a record in the Priority Groups table.<br>■ Select **Actions > Delete** or use the corresponding icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The priority group is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Locations and **Locations** button | Opens the Priority Group Locations window.<br>For more information about how to maintain priority group locations, see the Priority Group Locations section. |
| Translate and Translate icon | Opens the Translate window.<br>For more information about how to maintain translations, see the Application Administration chapter, section "Online Data Translation". |

### Priority Groups Table - View Menu and Icons

You can customize the view of the table. Use the View menu and icons to customize the view as listed below.

***Table 11–38 Priority Groups Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 11–38 (Cont.) Priority Groups Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Priority Groups Toolbar

The Toolbar contains the following icons and buttons.

*Table 11–39 Priority Groups Toolbar - Icons/Buttons and Description*

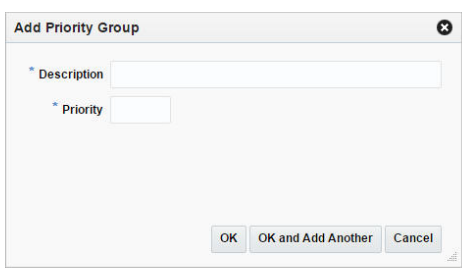
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding a Priority Group

To add a priority group, follow the steps below.

1. From the Tasks menu, select **Replenishment > Priority Groups**. The Priority Group window appears.
2. Select **Actions > Add** or use the Add icon . The Add Priority Group window appears.

*Figure 11–22 Add Priority Group Window*



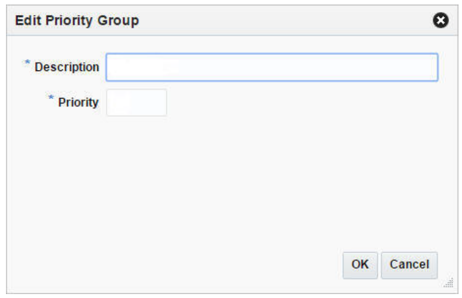

3. In the **Description** field, enter the desired description of the group.
4. In the **Priority** field, enter the desired priority level.
5. Then choose one of the following options.
   - Click **OK** to add the new priority group to the table.
   - Click **OK and Add Another** to add additional groups.
   - Click **Cancel** to reject all entries and close the window.

## Editing a Priority Group

To edit a priority group, follow the steps below.

1. From the Tasks menu, select **Replenishment > Priority Groups**. The Priority Group window appears.
2. Select **Actions > Edit** or use the Edit icon. The Edit Priority Group window appears.

***Figure 11–23 Edit Priority Group Window***




3. In the **Description** field, edit the description of the group, if necessary.
4. In the **Priority** field, edit the priority level, if necessary.
5. Then choose one of the following options.
   - Click **OK** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

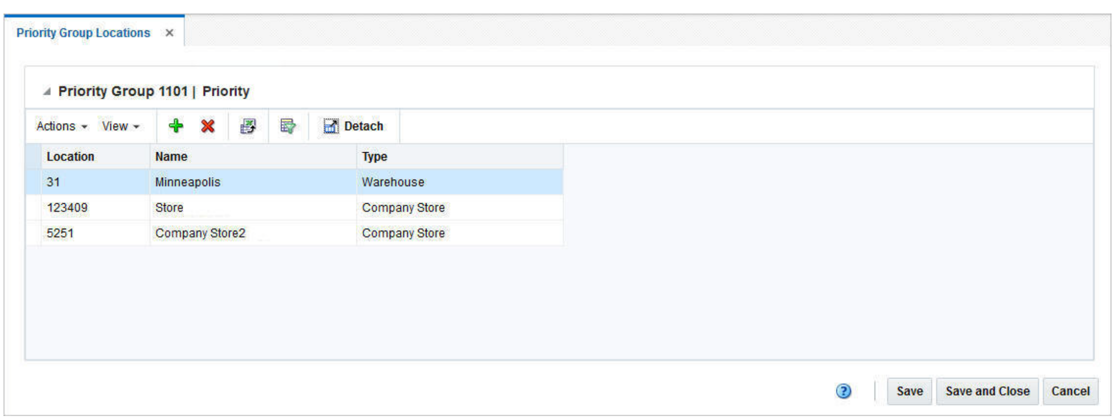
# Priority Group Locations

You can add and delete priority group locations in this window. The title of the table displays the priority group ID and description.

The Priority Groups window contains the following sections:

- Priority Group Locations Table
- Priority Group Locations Toolbar

***Figure 11–24 Priority Group Location Window***




## Priority Group Locations Table

The Priority Group Locations table displays the priority location, name and type.

### Priority Group Locations Table - Actions Menu and Icons

Use the Actions menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 11–40 Priority Group Locations Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add priority group location by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add priority groups, see the Adding a Priority Group Location section. |
| Delete and Delete icon | You can delete priority group locations by selecting **Actions > Delete** or by using the Delete icon.<br>■ Select a record in the Priority Group Locations table.<br>■ Select **Actions > Delete** or use the corresponding icon.<br>■ You are prompted, if you want to delete the record. Confirm with **Yes**.<br>■ The priority group location is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Priority Group Locations Table - View Menu and Icons

You can customize the view of the table. Use the View menu and icons to customize the view as listed below.

*Table 11–41 Priority Group Locations Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Priority Group Locations Toolbar

The Toolbar contains the following icons and buttons.

*Table 11–42 Priority Group Locations Toolbar - Icons/Buttons and Description*

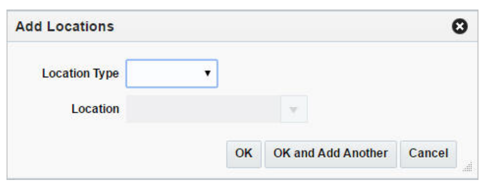
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding a Priority Group Location

To add a priority group location, follow the steps below.

1. From the Tasks menu, select **Replenishment** > **Priority Groups**. The Priority Groups window appears.
2. Then select **Actions** > **Locations** or use the Locations button. The Priority Group Locations window appears.
3. In the table, select **Actions** > **Add** or use the Add icon. The Add Locations window appears.

*Figure 11–25 Add Locations Window*




4. In the **Location Type** field, select the desired location type from the list.
5. The **Location** field is enabled. In the **Location** field, enter, select or search for the desired location ID.
6. Then choose one of the following options.
   - Click **OK** to add the new location and close the window.
   - Click **OK and Add Another** to add additional locations.
   - Click **Cancel** to reject all entries and close the window.

# 12 Finance

The RMS financial management module primarily aims to maintain an accurate stock ledger, export financial data to external financial system, and monitor a company's performance based on key performance indices. Financial management activities are comprised of, maintaining basic financial data such as cost, formulating financial budgets, general ledger relationship maintenance, stock counts, and stock ledger.

Basic financial data includes tax information, geocodes, financial sets of books, and so on. Cost maintenance deals with cost changes, Estimated landed cost (ELC), Actual landed cost (ALC), Computation value base (CVB), Obligations, and so on. Financial budgets are maintained in RMS, at monthly/financial half and location level for various measures including Open to buy (OTB). Stock counts in RMS can be scheduled or requested for each location in RMS either as unit and value count or unit count. The RMS stock ledger provides access to financial records based on a variety of merchandising transaction types. Some of the details are captured within RMS; other details are received from external systems. The remaining fields are calculated. The GL Cross Reference allows cross-referencing the merchandise hierarchy levels and transaction codes from RMS with the appropriate general ledger accounts within the external financial system.

## Stock Ledger Search Window

The Stock Ledger option opens the Stock Ledger Search window. The Stock Ledger Search window allows you to enter criteria in order to search for stock ledger records. Additionally you can perform the following functions in this window:

- Search for stock ledger records by various search criteria
- View the search results
- View stock ledger records information

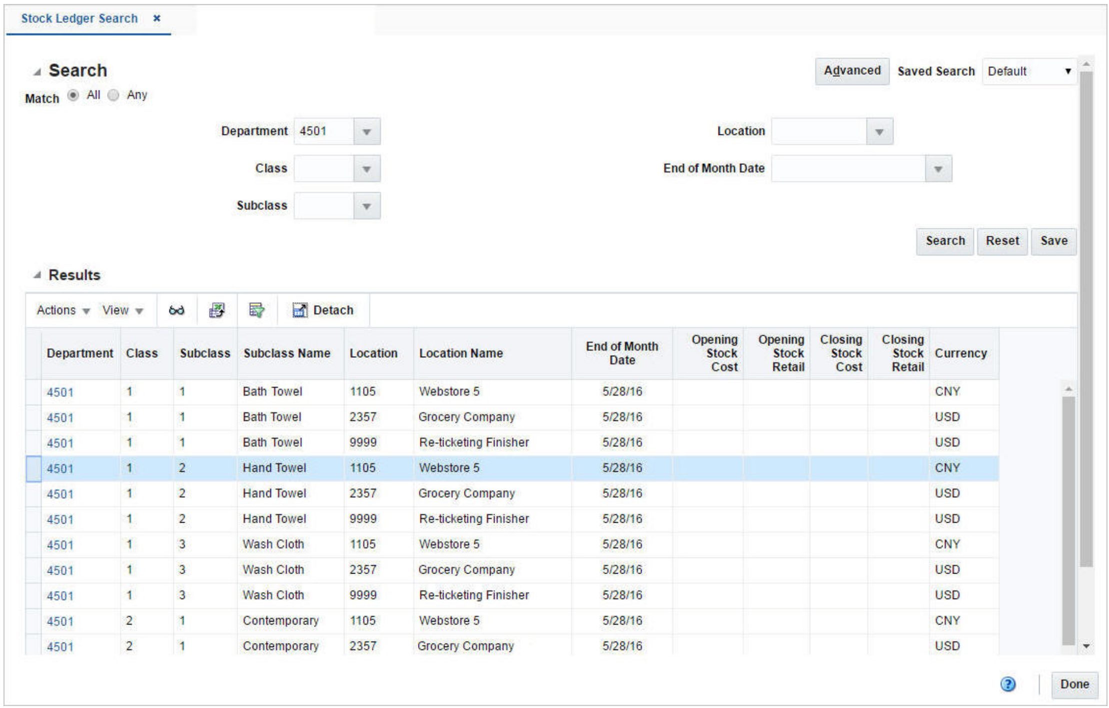
You can access the Stock Ledger Search window from the Task menu, select **Finance > Stock Ledger**. The Stock Ledger Search window appears.

The Stock Ledger Search window contains the following sections.

- Search

  For more information about the stock ledger search, see the Searching for Stock Ledger Records section.
- Results
- Stock Ledger Search Toolbar

***Figure 12–1 Stock Ledger Search Window***



## Searching for Stock Ledger Records

To search for stock ledger records:

1. From the Task menu, select **Finance > Stock Ledger**. The Stock Ledger Search window appears.
2. You can search for a stock ledger record using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Stock Ledger Record Through the Basic Search Criteria

To search for a stock ledger record using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 12–1 Stock Ledger Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only stock ledger records matching all entered search criteria are shown, after the search is executed.<br>Any - stock ledger records matching any of the entered search criteria are shown, after the search is executed. |
| **Department** | Enter, select or search for the department. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |

*Table 12–1 (Cont.) Stock Ledger Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Location** | Enter, select or search for the location. |
| **End of the Month Date** | Enter, select or search for the end of the month date. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately, as you enter the search screen.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The stock ledger records that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Stock Ledger Record Through Advanced Search Criteria

To search for a stock ledger record using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The stock ledger records that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved stock ledger records.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 12–2 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| View and View icon | To view a stock ledger record:<br>■ Select a record in the Results section.<br>■ Select **Actions > View,** click the View icon. The Stock Ledger window appears in View mode.<br>■ Click **Done** to close the window. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 12–3 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon. |

## Stock Ledger Search Toolbar

The toolbar contains the following icons and buttons.

*Table 12–4 Stock Ledger Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Stock Ledger Window

The RMS Stock Ledger records and summarizes the financial results and records of merchandising processes such as buying, selling, price changes, stock adjustments, transfers, and so on. The individual transactions from the transaction data are aggregated at the subclass/location level for days, weeks, months, and financial half, based on the primary currency and calendar settings in the system.

The Stock Ledger window allows you to view stock ledger details by subclass/location/month. The details shown on the window may vary, based on the finance related setup for each department.

The Stock Ledger window contains the following sections:

- **Header**

  The Header section displays the department, class, subclass, location, end of month date, and the primary currency of the system.

- **Inventory at Retail**

  This section is only displayed for departments configured to use the retail method of accounting. This section summarizes the value of the opening and ending stock. It also shows the calculation used for determining the stock values by detailing the calculation of Inventory Additions and Inventory Reductions for the month or week. In addition this section shows other retail values such as VAT and Non-inventory sales.

- **Inventory at Cost**

  This section is only displayed for the departments that are configured to use the cost method of accounting. This section summarizes the value of the opening and ending stock. It also shows the calculations used for determining the stock values by detailing the calculation of Inventory Additions and Reductions for the month or week. In addition this section shows other values such as Workroom, Cash Discounts and Cost Variance.

- **Retail Calculations**

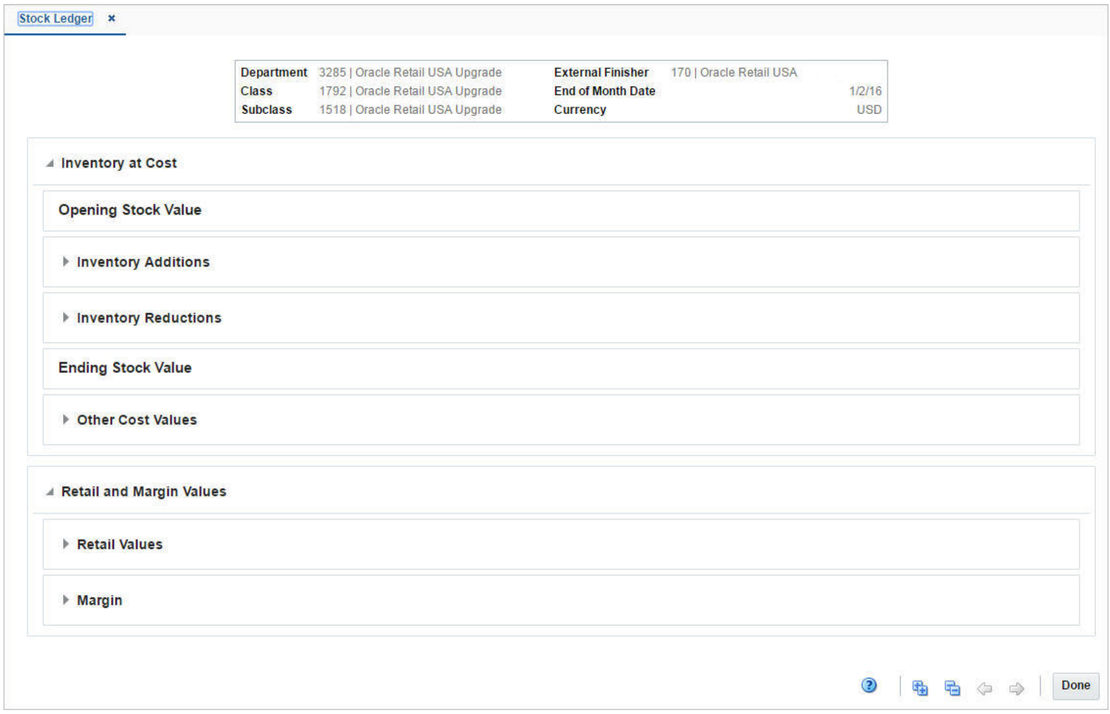
  This section is only displayed for departments that use the retail method of accounting.

  This section holds information about cumulative markon and Gross Margin including the goods available to sell values in both cost and retail terms.

- **Retail and Margin Values**

  This section is only displayed for departments that use the cost method of accounting. It displays retail values such as net sales, franchise sales, outgoing intercompany transfers as well as net sales (non-inventory). Additionally the section displays margin values such as gross margin and intercompany margin.

***Figure 12–2 Stock Ledger Window***




## Stock Ledger Toolbar

The toolbar contains the following icons and buttons.

***Table 12–5 Stock Ledger Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icons. |
| Previous and Next Month icons | Use the Previous and Next Month icons to view the stock ledger records of the previous or next month. |
| **Done** | Click **Done** to close the window. |

## Viewing Stock Ledger Records

To view stock ledger records, follow the steps below.

1. From the Tasks menu, select **Finance> Stock Ledger**. The Stock Ledger Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The stock ledger records that match the search criteria are displayed in the Results section.
4. In the Department column, click the department link, or mark a record and select **Actions > View**, use the View icon . The Stock Ledger window appears.
5. View the stock ledger records

6. Click **Done** to close the window.

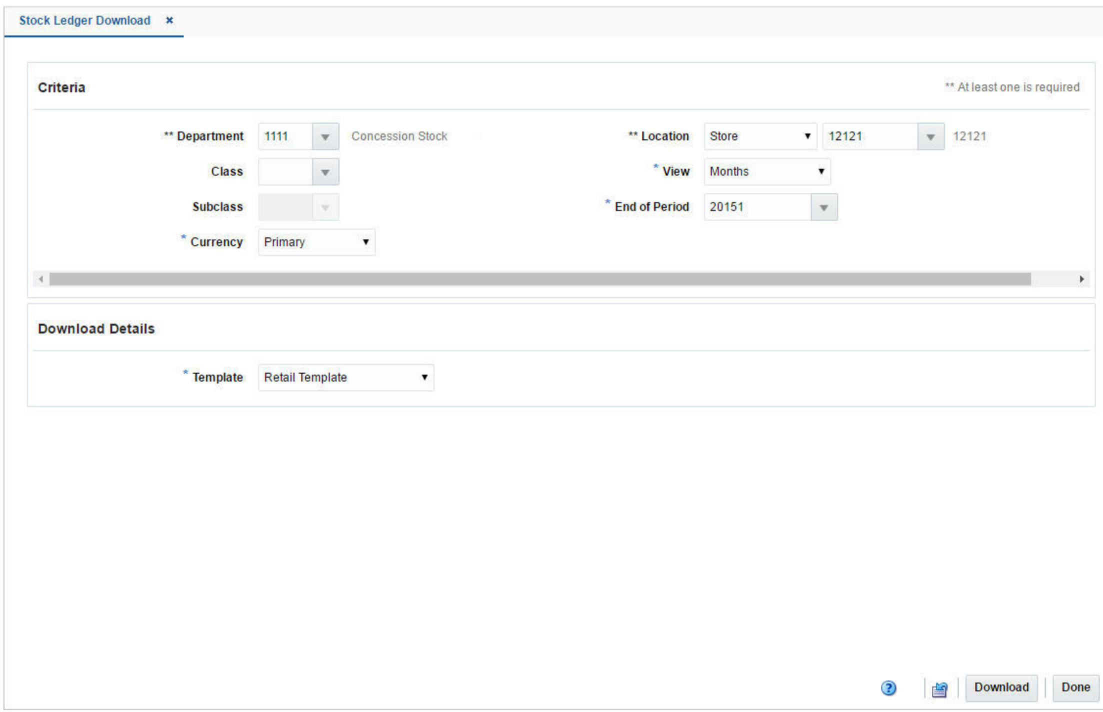
# Stock Ledger Download Window

In the Stock Ledger Download window you can download stock ledger records from RMS to a spreadsheet.

The Stock Ledger Download window contains the following sections.

- Criteria
- Download Details
- Stock Ledger Download Toolbar

***Figure 12–3 Stock Ledger Download Window***




## Downloading the Stock Ledger Records

To download stock ledger records, follow the steps below.

1. From the Task menu, select **Finance > Stock Ledger Download**. The Stock Ledger Download window appears.
2. In the Criteria section, filter the data by the following criteria.

> **Note:** You must enter the values in the **View**, **Currency** and **End of Period** field to carry out the search. Additionally you must enter either the department or the location to search for stock ledger records.

*Table 12–6 Stock Ledger Download - Filter Criteria*

| Fields | Description |
|---|---|
| **Department** | Enter, select or search for the department.<br>You must enter either the department or the location for the download. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Currency** | Select if you want to download the data in the local or the retailer's primary currency.<br>This field is a required field. |
| **Location** | Select the location type. Then enter, select or search for the location.<br>You must enter either the location or the department for the download. |
| **View** | Select if you want to view the data by days, months, or weeks.<br>This field is a required field. |
| **End of Period** | Enter, select or search for the end of period date.<br>This field is a required field. |

3. In the Download Details section, select the template from the list. The **Template** field is a required field. The following templates are available.
   - **Cost Template**

     This option will generate a file that contains only cost columns of the selected View.
   - **Retail Template**

     This option will generate a file that contains only retail columns of the selected View.
   - **Cost-Retail Template**

     This option will generate a file that contains both cost and retail columns of the selected View.
4. Click **Download** to download the spreadsheet with the selected stock ledger records on your desktop.

## Stock Ledger Download Toolbar

The toolbar contains the following icons and buttons.

*Table 12–7 Stock Ledger Download Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All fields will be cleared. |
| **Download** | Click **Download** to download the stock ledger records. |
| **Done** | Click **Done** to close the window. |

# Transaction Data

The Transaction Data window allows you to search for and view transactions on a specific date or range of dates for a specific department. Additionally you can perform the following functions:

- Search for transactions by various search criteria
- Search for transactions by reference trace ID
- Make a web service to an external financial system via RFI
- Open Drill Back to Report

You can access the Transaction Data window from the Task menu:

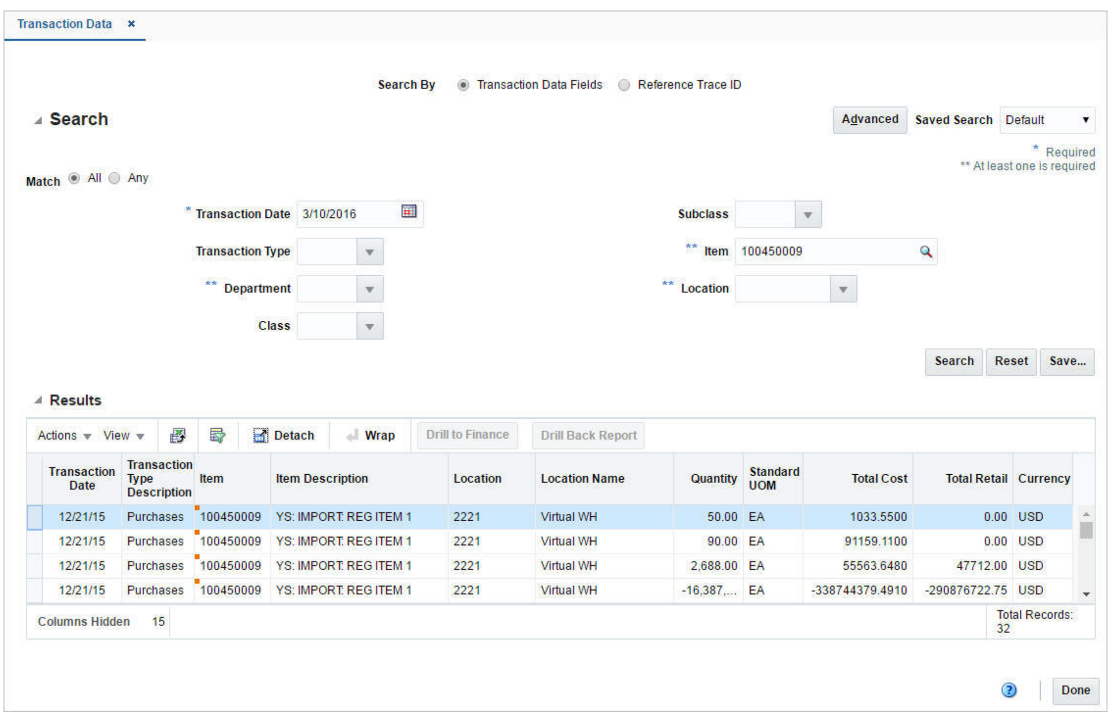
- Select **Finance > Transaction Data**. The Transaction Data window appears.
- Select **Finance > Average Cost Adjustment**. In the Average Cost Adjustment window, select **Tran Data**. The Transaction Data window appears.
- Select **Finance > Receipt Adjustment by Cost**. In the Receipt Adjustment by Cost window, select **Transaction Data**. The Transaction Data window appears.

The Transaction Data window contains the following sections.

- Search

  For more information about how to search for a transaction, see the Searching for a Transaction section.
- Results
- Transaction Data Search Toolbar

***Figure 12–4 Transaction Data Window***



## Searching for a Transaction

To search for a transaction:

1. From the Task menu, select **Finance > Transaction Data**. The Transaction Data Search window appears.
2. Select if you want to search for a transaction by:
   - **Transaction Data Fields**
     – Click **Advanced** to access the search section in advanced mode.
     – Click **Basic** to return to the basic mode.
   - **Reference Trace ID**

> **Note:** In the search by transaction data fields, basic mode is the default search mode.

### Searching for a Transaction Through the Basic Search Criteria

To search for a transaction using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

> **Note:** You must enter a transaction date to carry out the search. Additionally you must enter either the department, the item or the location to search for transaction data.

***Table 12–8 Transaction Data Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only transactions matching all entered search criteria are shown.<br>Any - transactions matching any of the entered search criteria are shown. |
| **Transaction Date** | Enter the transaction date or use the Calendar icon to select a date.<br>This field is a required field. |
| **Transaction Type** | Enter, select or search for the transaction type. |
| **Department** | Enter, select or search for the department.<br>You need to enter either the department, the item or the location for the transaction search. |
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |
| **Item** | Enter, or search for the item.<br>You need to enter either the item, the location or the department for the transaction search. |
| **Location** | Enter, select or search for the location.<br>You need to enter either the location, the department or the item for the transaction search. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The transactions that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.

5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Transaction Through Advanced Search Criteria

To search for a transaction using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The transactions that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.

6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.

   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.

- Click **Cancel** to reject any changes and close the window.

9. Click **Done** to close the window.

### Searching for a Transaction by Reference Trace ID

To search for a transaction by reference trace ID, follow the steps below.

1. In the **Reference Trace ID** field, enter, select or search for the reference trace ID.
2. Click **Search**. The transactions for the selected reference trace ID are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

## Results

The Results section lists the retrieved transactions.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 12–9 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Drill to Finance and **Drill to Finance** button | Select **Actions > Drill to Finance** or use the **Drill to Finance** button to initiate a drill forward Web service call to an external finance system (Peoplesoft) to retrieve detailed information about the financial posting made for a source transaction. The details retrieved will be displayed in a separate window. |
| Drill Back Report and **Drill Back Report** button | You can open the Drill Back report in a new tab by selecting **Actions > Drill Back Report** or by using the **Drill Back Report** button. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 12–10 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |

*Table 12–10 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking Query by Example or using the Query by Example icon . |

## Transaction Data Search Toolbar

The toolbar contains the following icons and buttons.

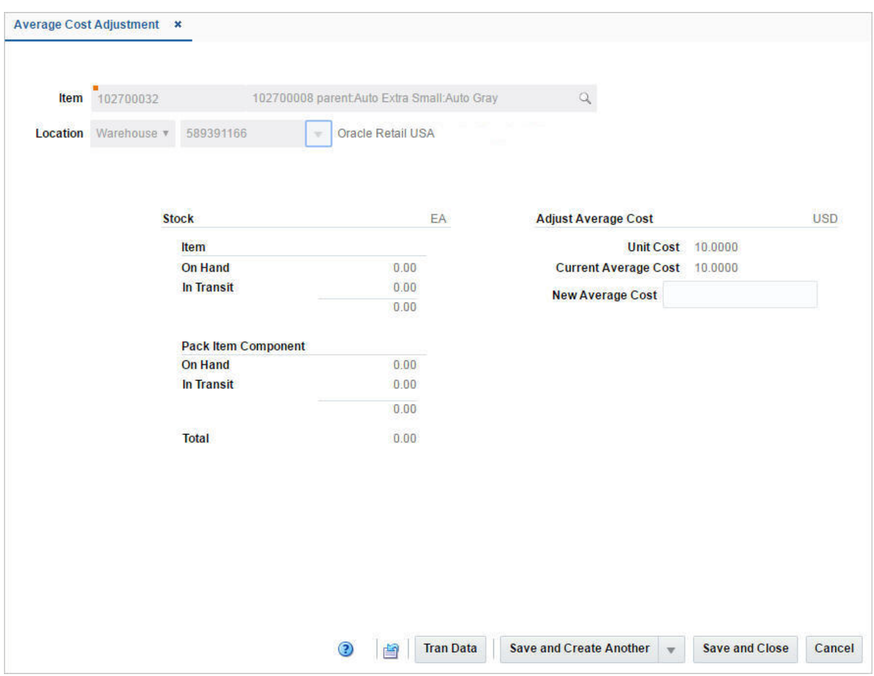
*Table 12–11 Transaction Data Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Average Cost Adjustment Window

The Average Cost Adjustment window allows you to enter a new average cost for an item at a selected location.

*Figure 12–5 Average Cost Adjustment Window*



In the Average Cost Adjustment Window displays the following fields.

***Table 12–12 Average Cost Adjustment - Fields and Description***

| Fields | Description |
|---|---|
| **Item** | Enter, or search for the item. |
| **Location** | Select the location type. Then enter, select or search for the location for which you want to adjust the average cost. |
| Stock: | This section allows you to view the item and pack item component quantities at a location.<br>Right side of the section header displays the UOM (unit of measure) for the stock quantities shown. |
| **Item - On Hand** | Displays the stock on hand of the item at the selected location. |
| **Item - In Transit** | Displays the stock of the item in transit to the selected location. |
| **Pack Item Component - On Hand** | Displays the stock on hand of the pack item component at the selected location. |
| **Pack Item Component - In Transit** | Displays the stock of the pack item component in transit to the selected location. |
| **Total** | Displays the total quantity of the item at the selected location. |
| Adjust Average Cost: | This section allows you to view the current costs of an item at a location and allows you to change the average cost.<br>Right side of the section header shows the location currency. |
| **Unit Cost** | Displays the unit cost of the item at the selected location. |
| **Current Average Cost** | Displays the current average cost of the item at the selected location. |
| **New Average Cost** | Enter the new average cost for the selected item/location. |

## Average Cost Adjustment Toolbar

The toolbar contains the following icons and buttons.

***Table 12–13 Average Cost Adjustment Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Tran Data** button | Opens the Transaction Data window. The item/location information is populated in the search criteria in the Search section.<br>For more information about the Transaction Data window, see the Transaction Data section. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 12–13 (Cont.) Average Cost Adjustment Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and create a new average cost adjustment.<br>The menu contains the following options.<br>■ **New Item and Location**<br>Any value you have entered in the **New Average Cost** field for a given item/location combination, is saved. The window is reset. Select a new item/location combination.<br>■ **Same Item/New Location**<br>Any value you have entered in the **New Average Cost** field is saved. The location-related fields are reset. Select a new location for the item. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adjusting the Average Cost for an Item/Location

To adjust the average cost for an item at a selected location, follow the steps below.

1. From the Tasks menu, select **Finance > Average Cost Adjustment**. The Average Cost Adjustment window appears.
2. In the **Item** field, enter, or search for the item.
3. In the **Location** field, select the location type from the list. Then enter, select or search for the location.
4. In the **New Average Cost** field, enter the new cost for the item at the selected location.
5. Then choose one of the saving options. For more information about the available options, see the Average Cost Adjustment Toolbar section.

# Receipt Adjustment by Cost Window

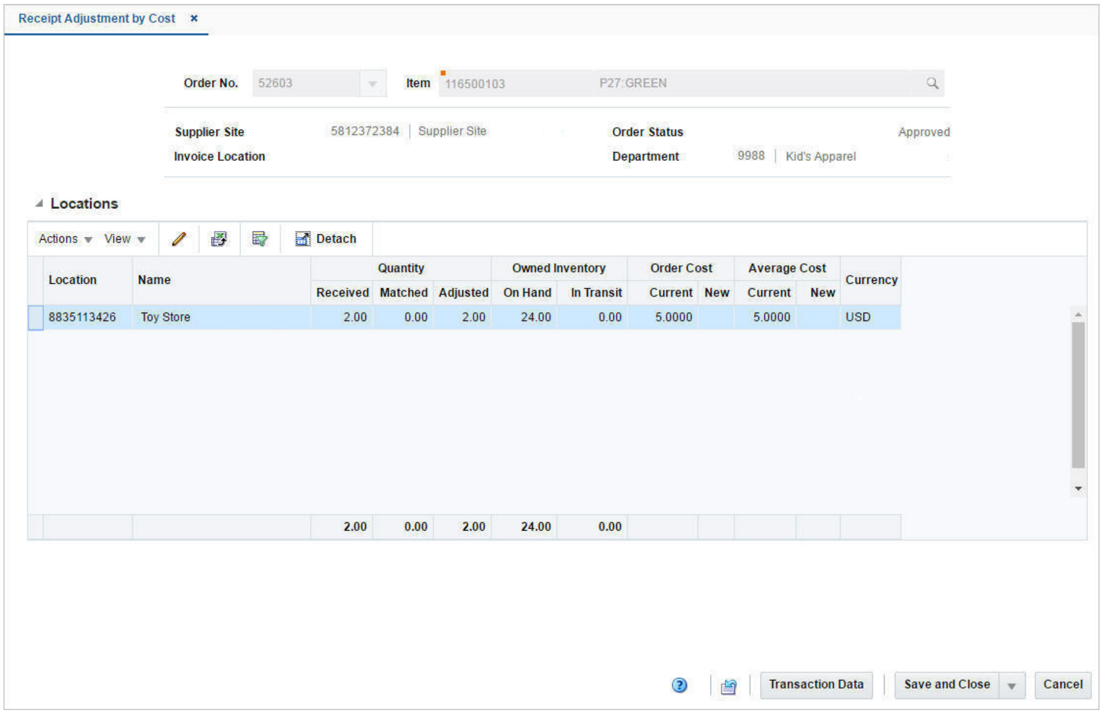
The Receiver Adjustment by Cost window allows you to adjust the unit cost of an item by purchase order and location after it has been received.

Cost adjustment is performed at an item location level that exists in a purchase order.

The Receipt Adjustment by Cost Window contains the following sections.

- Header
- Locations
- Receipt Adjustment by Cost Toolbar

*Figure 12–6 Receipt Adjustment by Cost Window*




## Header

In the header section you can choose a purchase order and an item on the order. The supplier site, invoice location, department and order status is displayed automatically.

## Locations

The Locations section displays details such as received/matched/adjusted quantity, on hand/in transit inventory, order cost and average cost of the selected item in the chosen purchase order across all locations in the order. You can adjust the unit cost of an item in this section.

### Locations - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 12–14 Locations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions > Edit**or use the Edit icon to edit the unit cost for the selected item.<br>For more information about how to edit the unit cost of a selected item, see the Adjusting the Unit Cost of an Item section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon . |

### Locations - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 12–15 Locations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the table in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Receipt Adjustment by Cost Toolbar

The toolbar contains the following icons and buttons.

*Table 12–16 Receipt Adjustment by Cost Toolbar - Icons/Buttons and Description*

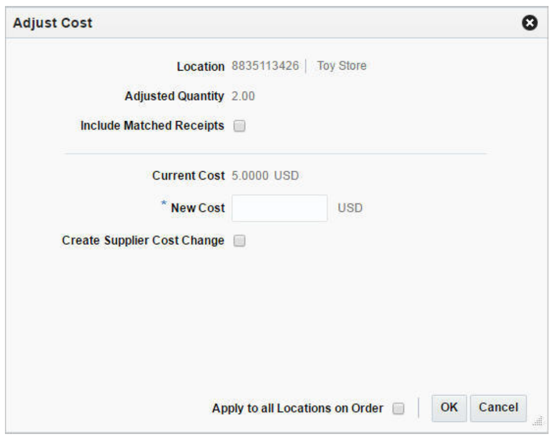
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **Transaction Data** button | Opens the Transaction Data window. The following fields are populated in the search criteria, when the transaction data window appears:<br>■ Department<br>■ Class<br>■ Subclass<br>■ Item<br>■ Location<br>For more information about the Transaction Data window, see the Transaction Data section. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Create Another** | Click **Save and Create Another** to save the entered records and add additional entries.<br>This option is only available, if you create a new expense profile. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adjusting the Unit Cost of an Item

To adjust the unit cost of an item by purchase order and location after it has been received, follow the steps below.

1. From the Tasks menu, select **Finance > Receipt Adjustment by Cost**. The Receipt Adjustment by Cost window appears.
2. In the **Order No.** field, enter, select or search for the purchase order.
3. In the **Item field**, enter, or search for the item.
4. The locations for the item are displayed in the Locations section.
5. Select a record in the table
6. Then select **Actions > Edit**, or use the Edit icon. The Adjust Cost window appears. The location, the adjusted quantity and the current cost of the item at the location are displayed.

***Figure 12–7 Adjust Cost Window***




a. Select the **Include Matched Receipts** checkbox to adjust the cost of those receipts which have already been matched in the ReIM (Retail Invoice match) application.
b. In the **New Cost** field, enter the new unit cost for the selected item. This field is a required field.
c. Select the **Create Supplier Cost Change** checkbox to update the supplier unit cost with the cost specified in this window.
d. Select the **Apply to all Locations on Order** checkbox to indicate that the cost adjustment is applied to all locations on the selected order, not just the selected ones.
e. Then choose one of the following options.
   – Click **OK** to adjust the unit cost and close the window.
   – Click **Cancel** to reject all entries and close the window.

# 13

# Import Management

The Oracle Retail Trade Management application allows retailers to perform the following import management tasks.

- Build an accurate estimated landed cost.
- Opens purchase orders at the point of origin.
- Automatically issue a Letter of Credit application and amendment requests.
- Classify merchandise for clearance through customs.
- Track merchandise from landing to receipt.
- Generate an actual landed cost and cost variance analysis.

## Letter of Credit

Letters of credit (LCs) are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors as well as a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activities against the letter of credit can also be tracked.

## Letter of Credit Types

The following types of letters of credit can be created:

- **Normal:** The letter of credit is applied to one purchase order.
- **Master:** The letter of credit is applied to multiple purchase orders.
- **Revolving:** Purchase orders may be added until the agreed upon term of the LC is reached. The term is typically one to two years, at which point the letter of credit is closed. Revolving LC is used to support multiple shipments and payments/drawdowns over a period of time, either from a single PO or multiple POs. Adding a PO to a letter of credit after confirmation is a change in the "terms" of the letter of credit, which will result in an amendment to the letter of credit.
- **Open:** An open account is a way to pay a vendor without restrictions. When the goods are shipped, payment will be drawn out of the buyer's account. Technically this is not a letter of credit, but the function is facilitated through the letter of credit dialog within Trade Management. This method of payment is not as secure as letters of credit. No details are added to this type of letter of credit in Trade Management, the amount to be paid is entered directly.

You can choose from two letter of credit formats.

- **Long:** The long form includes details at the purchase order and item level.
- **Short:** The short form includes details at the purchase order level.

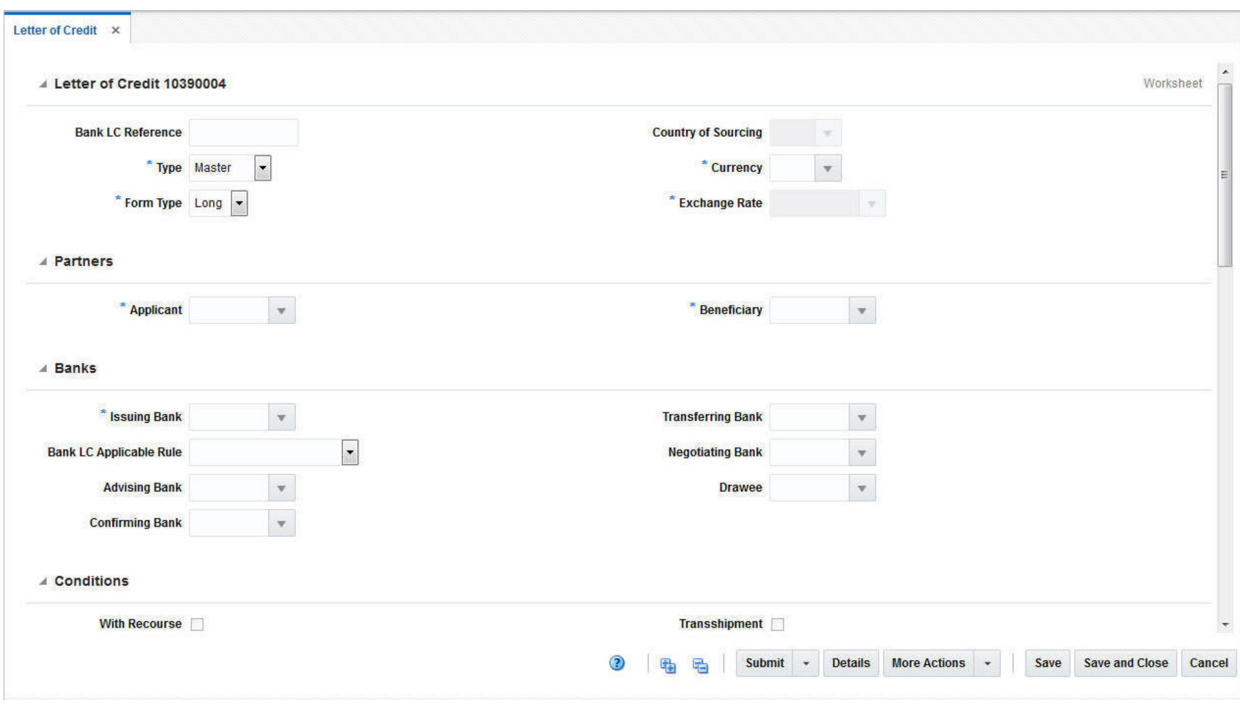
Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

# Letter of Credit Window

The Letter of Credit window allows you to view, create and edit a letter of credit. The window contains the following sections:

- Letter of Credit
- Partners
- Banks
- Conditions
- Dates
- LC Value
- Terms
- Comments
- Letter of Credit Toolbar

***Figure 13–1 Letter of Credit Window***




## Letter of Credit

The Letter of Credit ID is populated automatically. The status of the letter of credit is displayed in the top right corner of the window, for example, Worksheet.

In the Letter of Credit section enter the following data.

*Table 13–1 Letter of Credit - Fields and Description*

| Field | Description |
|---|---|
| **Bank LC Reference** | Enter the Bank LC Reference. |
| **Type** | Select the Letter of Credit type from the list. Possible types are:<br>■ **Normal:**<br>LC applied to one PO.<br>■ **Master:**<br>LC applied to multiple POs.<br>■ **Revolving:**<br>POs may be added until the agreed upon term of the LC is reached.<br>■ **Open:**<br>LC created without details, the amount to be paid is entered directly.<br>For more detailed information about possible letter of credit types, see the Letter of Credit Types section.<br>This field is a required field. |
| **Form Type** | Choose between the following two letter of credit formats.<br>■ **Long:**<br>The long form includes details at the PO and item level.<br>■ **Short:**<br>The short form includes details at the purchase order level.<br>This field is a required field. |
| **Country of Sourcing** | Only available, if you select the LC Type Open.<br>Enter, select or search for the appropriate country. |
| **Currency** | Enter, select or search for the currency of the LC.<br>This field is a required field. |
| **Exchange Rate** | The exchange rate is populated automatically, based on the selected currency.<br>By default the effective LC/bank rate is displayed in this field. If no LC/bank rate is found, the rate is either defaulted to the consolidation or operational exchange rate.<br>If necessary, edit the displayed exchange rate with the Edit Exchange Rate icon.<br>For more information about how to edit an exchange rate, see the Editing the Exchange Rate section.<br>This field is a required field. |

## Partners

In the Partners section enter the following data.

*Table 13–2 Partners - Fields and Description*

| Field | Description |
|---|---|
| **Applicant** | Enter, select or search for the applicant.<br>This field is a required field. |

*Table 13–2 (Cont.) Partners - Fields and Description*

| Field | Description |
|---|---|
| **Beneficiary** | Enter, select or search for the beneficiary.<br>This field is a required field. |

## Banks

In the Banks section select, enter or search for the banks that are involved with the letter of credit transaction.

*Table 13–3 Banks - Fields and Description*

| Field | Description |
|---|---|
| **Issuing Bank** | The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods.<br>Enter, select or search for the corresponding bank.<br>This field is a required field. |
| **Bank LC Applicable Rule** | The set of rules on the issuance and use of letters of credit.<br>Select the set of rules from the list.<br>If you select OTHER from the list, an entry field is displayed next to the **Bank LC Applicable Rule** field. Enter the used rule set. |
| **Advising Bank** | The foreign bank that advises the seller (vendor) that a letter of credit has been opened in their favor. Collects the documents required for compliance to the terms and conditions of the letter of credit so that payment can be made.<br>Enter, select or search for the advising bank. |
| **Confirming Bank** | The bank that guarantees that funds are necessary to pay claims against a letter of credit.<br>Enter, select or search for the confirming bank. |
| **Transferring Bank** | The bank which is asked by the beneficiary (first beneficiary) to transfer, in part or in full, its rights under the letter of credit to the second beneficiary.<br>Enter, select or search for the transferring bank. |
| **Negotiating Bank** | The bank that is responsible for negotiating the letter of credit between the seller and the advising bank.<br>Enter, select or search for the negotiating bank. |
| **Drawee** | The bank that is responsible for paying claims against a letter of credit.<br>Enter, select or search for the drawee. |

## Conditions

In the Conditions section, select the conditions that apply to the letter of credit.

*Table 13–4 Conditions - Fields and Description*

| Field | Description |
|---|---|
| **With Recourse** | The With recourse term defines the situation in which the paying bank will be able to claim refunds from the beneficiary in case the letter of credit documents are not paid by the issuing bank.<br>Check the **With Recourse** checkbox. |
| **Transferable** | A letter of credit can be transferred to the second beneficiary at the request of the first beneficiary, only if it expressly states that the letter of credit is "transferable".<br>Check the **Transferable** checkbox. |
| **Transshipment** | Transshipment means unloading from one means of conveyance and reloading to another means of conveyance (whether or not in different modes of transport) during the carriage from the place of dispatch, taking in charge or shipment to the place of final destination stated in the credit.<br>Check the **Transshipment** checkbox. |
| **Partial Shipment** | Partial shipment means shipping a lesser amount than what is stated in the letter of credit when only one set of transport documents presented; or making less amount of shipment than what is stated in the letter of credit or using multiple means of conveyance when more than one set of transport documents presented.<br>Check the **Partial Shipment** checkbox. |

## Dates

In the Dates section, enter or select the relevant dates for the letter of credit as shown in the following table.

*Table 13–5 Dates - Fields and Description*

| Field | Description |
|---|---|
| **Application Date** | Enter the application date or click the Calendar icon to select the date.<br>This field is a required field. |
| **Confirmation Date** | Enter the confirmation date or click the Calendar icon to select a date. |
| **Expiration Date** | Enter the expiration date or click the Calendar icon to select a date.<br>This field is a required field. |
| **Earliest Ship Date** | Enter the earliest ship date or click the Calendar icon to select a date.<br>This field is only available, if you select the LC Type Open in the Letter of Credit header.<br>This field is a required field for an open letter of credit. |
| **Latest Ship Date** | Enter the latest ship date or click the Calendar icon to select a date.<br>This field is only available, if you select the LC Type Open in the Letter of Credit header.<br>This field is a required field for an open letter of credit. |

## LC Value

The LC Value section contains the following fields. Enter the variance percent or specification value, depending on your selection in the **Amount Type** field.

*Table 13–6 LC Value - Fields and Description*

| Fields | Description |
|---|---|
| **Amount Type** | Select the amount type from the list.<br>Possible types are:<br>■ Exact<br>■ Approximately<br>This field is a required field. |
| **Variance %** | Enter the variance value in percent.<br>If you select the Amount Type Exact, this field is disabled. |
| **Specification** | Select a specification, from the list. For example, select Maximum.<br>If you select the Amount Type Approximately, this field is disabled. |
| **Amount** | Enter the amount.<br>If you select the Amount Type Approximately, this field is disabled.<br>This field is a required field |
| **Amount Word** | If you select the Amount Type Exact, this field is disabled. |
| **Net Amount** | This field displays the net value of the letter of credit, calculated as the total amount of the letter of credit plus or minus any amendments. You cannot edit this value. |
| **Open Amount** | This field displays the open amount of the letter of credit; calculated as the net amount minus any drawdowns issued against the letter of credit. You cannot edit this value. |
| **Amendments** | This field displays the total of all accepted amendments attached to the letter of credit. You cannot edit this value. |
| **Drawdown** | This field displays the total of all drawdowns executed against the letter of credit. You cannot edit this value. |
| **Charges** | This field displays the total of all charges incurred against the letter of credit. You cannot edit this value. |

## Terms

The Terms section contains the following fields.

*Table 13–7 Terms - Fields and Description*

| Fields | Description |
|---|---|
| **Title Pass Location Type** | Select the location type from the list. |
| **Title Pass Location** | Enter the location. |
| **Transport To** | Enter, select or search for the transport to location. |
| **Lading Port** | Enter, select or search for the lading port. |
| **Discharge Port** | Enter, select or search for the discharge port. |

*Table 13–7 (Cont.) Terms - Fields and Description*

| Fields | Description |
|---|---|
| **Place of Expiry** | Enter, select or search for the place of expiry.<br>This field is a required field. |
| **Credit Available With** | Enter, select or search for the bank at which credit is available. |
| **Purchase Type** | Select the purchase type from the list. For example, select Backhaul or Pick-up.<br>This field is a required field. |
| **Issuance** | Select the issuance from the list. |
| **Advice Method** | Select the advice method from the list. |
| **Drafts At** | Select the draft at entry from the list. For example, select 60 Days. |
| **Presentation Terms** | Select the presentation terms from the list. For example, select By Payment.<br>This field is a required field. |
| **Negotiation Days** | Enter the negotiation days. |

## Comments

The Comments section holds the comments field. You can enter any comments for the letter of credit.

## Letter of Credit Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the letter of credit such as changing the status of the letter of credit or navigating to the LC Details window to view details of the letter of credit and the PO attached to it. The Toolbar contains the following icons and buttons.

*Table 13–8 Letter of Credit Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Expand and Collapse icons | You can expand all the sections and collapse all the sections in the Letter of credit window by clicking the Expand or Collapse icons. |

*Table 13–8 (Cont.) Letter of Credit Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| **Status** | If you click the **Status** button, the status of the letter of credit changes to the status specified on the button. When there is more than one status to which the LC can be changed, click the arrow on the right side of the button to display the additional status options.<br>Possible letter of credit status are:<br>■ Worksheet<br>■ Submit<br>■ Approved<br>■ Confirmed<br>■ Closed<br>Letters of credit move to the Extracted status when you send them to banks from the Send Letters of Credit window. Therefore, the status Extracted does not appear in the status option list. |
| **Details** | Click **Details** to view the details of the letter of credit. The LC Details window appears.<br>For more information about LC details, see the LC Details section. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Letter of Credit window.<br>For more information about the More Action Menu for LCs, see the Letter of Credit - More Actions Menu section. |
| **Save** | Click **Save** to save changes to the letter of credit. |
| **Save and Close** | Click **Save and Close** to save changes to the letter of credit and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | Only available in view mode.<br>Click **Done** to close the window. |

## Letter of Credit - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Table 13–9 More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **Activities** | Opens the LC Activities window. This window displays a list of all activities created against the LC, for example, purchase orders, amendments, bank charges and drawdowns.<br>For more information about this function, see the LC Activity section. |
| **Amendments** | Opens the LC Amendments window. This window allows you to manage amendments to the LC.<br>For more information about this function, see the LC Amendments section. |

*Table 13–9 (Cont.) More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **Required Documents** | Opens the Required Documents window. This window displays all required documents for the LC.<br>For more information, see the Orders chapter, section "Required Documents". |
| **Letter of Credit Report** | Opens the Letter of Credit Report. You can print the report, in case a hard copy is needed. |
| **Currency** | You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default. |

## Creating a Letter of Credit

To create a letter of credit, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Create Letter of Credit**. The Letter of Credit window appears.

   **Note:** An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount.

2. The Letter of Credit ID is populated automatically. The status of the letter of credit is displayed in the top right corner of the window. The default status is Worksheet.
3. Enter, select or search for LC data in the individual sections. For more information about the individual sections, see the Letter of Credit Window section.
4. After you have entered all necessary LC data, choose one of the following options.
   - Select **Save** to save the LC.
   - Select **Save and Close** to save the LC and close the Letter of Credit window.
   - Select **Cancel** to reject all entries and close the Letter of Credit window.

## Editing a Letter of Credit

To edit an already existing LC, follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The letters of credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears. The data of the selected LC is shown.
6. Edit the data as necessary.
7. After you have entered the necessary information, choose one of the following options.

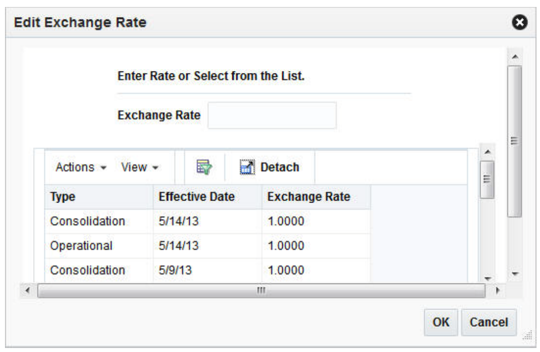
- Select **Save** to save your changes.
- Select **Save and Close** to save your changes and close the Letter of Credit window.
- Select **Cancel** to reject all entries and close the Letter of Credit window.

## Editing the Exchange Rate

To edit the displayed exchange rate, follow the steps listed below.

1. Click on the Edit Exchange Rate icon.
2. The Edit Exchange Rate window appears.

***Figure 13–2 Edit Exchange Rate Window***




3. In the **Exchange Rate** field, enter the exchange rate manually or select a record in the Exchange Rate table.

> **Note:** The Exchange Rate table lists the following exchange rates types - LC/bank, consolidation or operational. The consolidation exchange rate is only shown, if enabled.

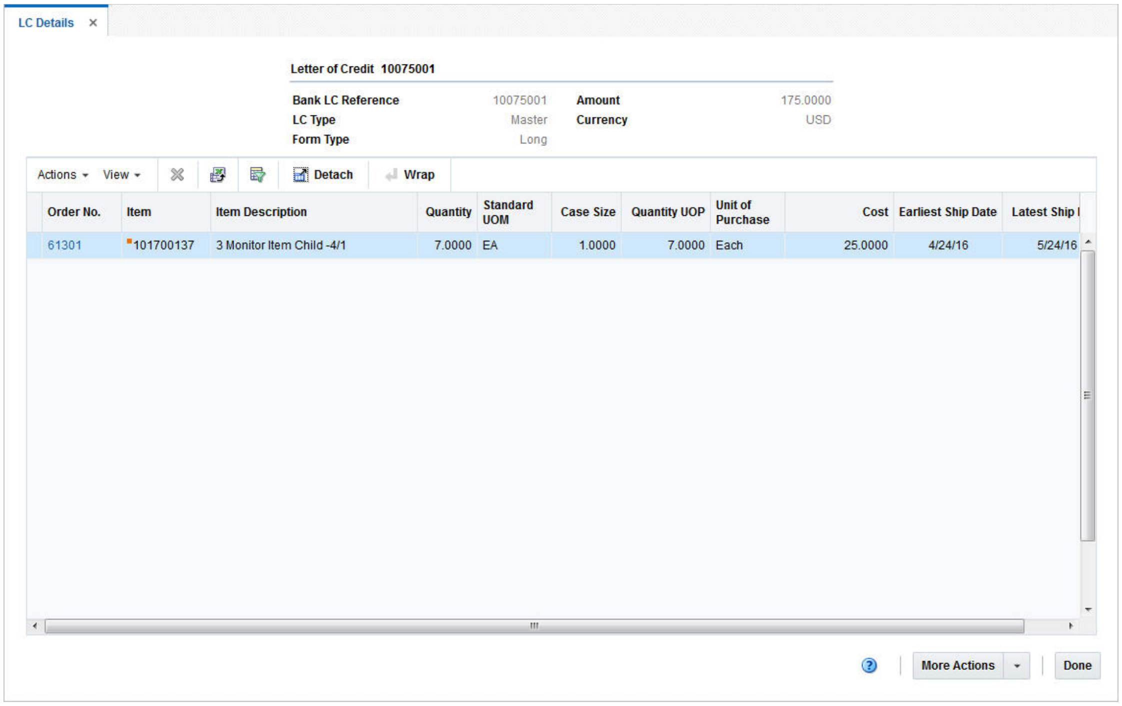
4. Then choose one of the following options.
   - Click **OK**. The system overwrites the current value.
   - Click **Cancel** to reject all entries and close the Edit Exchange Rate window.

# LC Details

The LC Details window allows you to view details of a letter of credit and delete attached purchase orders. The window contains the following sections:

- LC Details Header
- LC Details Table
- LC Details Toolbar

*Figure 13–3 LC Details Window*




## LC Details Header

The LC Details Header section contains the following fields:

- Letter of Credit ID
- Bank LC Reference
- LC Type
- Form Type
- LC Amount

  When you delete a PO from the LC, the value of the **Amount** field is recalculated.
- LC Currency

## LC Details Table

Depending on the selected LC Form Type, the LC Details table has two views.

If you select the LC Form Type Long, the table displays the following columns by default:

- Order No.
- Item
- Item Description
- Quantity
- Standard UOM
- Case Size
- Quantity UOP

- Unit of Purchase
- Cost
- Earliest Ship Date
- Latest Ship Date

If you select the LC Form Type Short, the table displays the following columns by default:

- Order No.
- Merchandise Description
- Cost
- Earliest Ship Date
- Latest Ship Date

### LC Details Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

***Table 13–10 LC Details Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete POs from an LC by selecting **Actions > Delete**, or by using the Delete icon.<br>For more information about hod to delete POs from an LC, see the Deleting a PO from a Letter of Credit section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| View Order | You can view the attached PO by selecting **Actions > View Order**. The Order window appears.<br>For more information, about how to view the attached PO of an LC, see the View PO attached to a Letter of Credit section. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then use the Wrap icon. |

### LC Details Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–11 LC Details Table - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach or Detach icon | You can view the tables in the application in a separate window by clicking the Detach or by using the Detach icon. |

**Table 13–11 (Cont.) LC Details Table - View Menu and Description**

| View Menu | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example or Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## LC Details Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the LC Details window. The Toolbar contains the following icons and buttons.

**Table 13–12 LC Details Toolbar - Icons/Buttons and Description**

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see additional actions that can be performed in the LC Details window.<br>The following action is available:<br>■ Currency<br>You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default. |
| **Save** | Click **Save** to save your changes to the letter of credit. |
| **Save and Close** | Click **Save and Close** to save your changes and close window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | Only available in view mode.<br>Click **Done** to close the window. |

## Deleting a PO from a Letter of Credit

To delete a purchase order from a letter of credit, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The letters of credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar select **Details**. The LC Details window appears.

7. In the LC Details table, select a purchase order.
8. Then click **Actions > Delete** or use the Delete icon to delete the selected purchase order.

> **Note:** If the LC is in Confirmed status, the Delete option is still available, however, you receive a message that an amendment is created, if you confirm the prompt with **Yes**. The selected PO remains in the LC Details table.
>
> You need to accept the amendment and generate an amendment number for the change in the LC Amendments screen. For more information about amendments, see the LC Amendments section.

9. You are prompted if you want to delete the selected purchase order from the LC Details table. Confirm the displayed prompt with **Yes**.
10. The purchase order is removed from the LC Details table and the amount in the LC Details Header is recalculated.
11. After you have deleted all necessary POs, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the LC Details window.
    - Click **Cancel** to reject all entries and close the LC Details window.

### View PO attached to a Letter of Credit

To view a particular purchase order attached to the selected LC, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar select **Details**. The LC Details window appears.
7. In the LC Details table, select a purchase order.
8. Then select **Actions > View Order**. The Order window appears. You can view the details of the attached purchase order.
9. Click **Done** to close the Order window.

## LC Activity

The LC Activities window allows you to view, add, edit and delete activities that have occurred against a letter of credit. Activities include purchase orders, amendments, bank charges and drawdowns.

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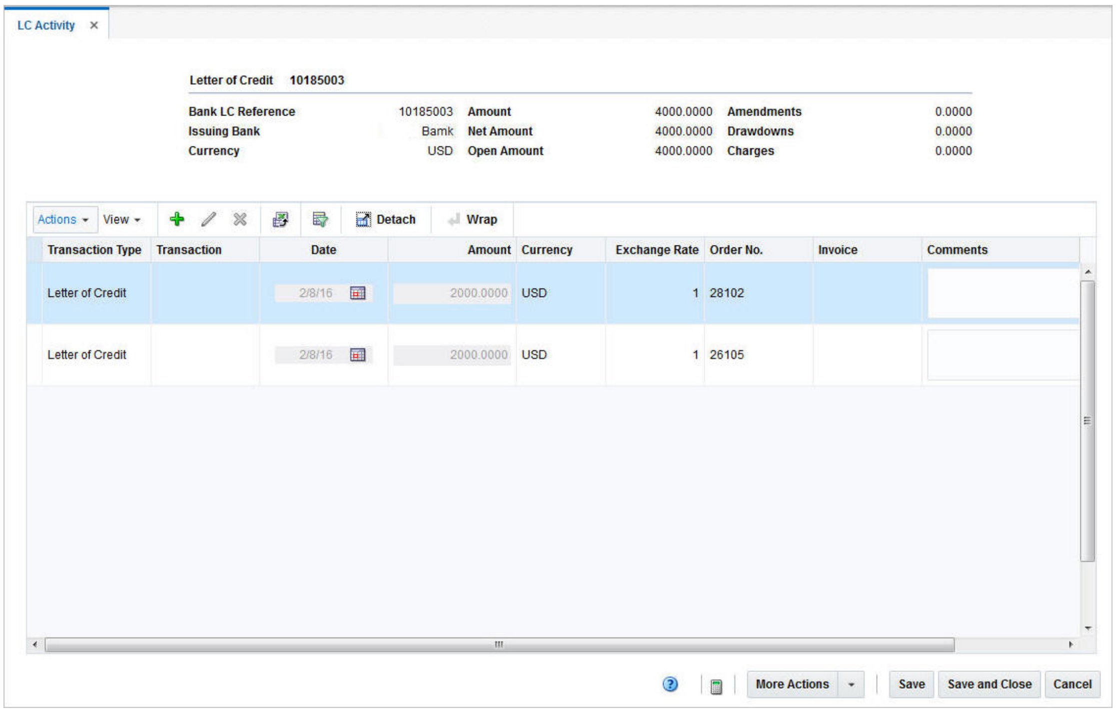
**Note:** The LC Activity function is only available, if the LC is in the status Confirmed.

---

The LC Activity window contains the following sections:

- LC Activity Header
- LC Activity Table
- LC Activity Toolbar

***Figure 13–4 LC Activity Window***




## LC Activity Header

The LC Activity header contains LC information such as the LC ID, bank LC reference, issuing bank, LC currency and amounts (open and net) as well as amendments, drawdowns and charges.

## LC Activity Table

The LC Activity Table shows the following columns by default:

- Transaction Type
- Transaction
- Date
- Amount
- Currency
- Exchange Rate

- Order No.
- Invoice
- Comments

### LC Activity Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 13–13 LC Activity Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add activities to an LC by selecting **Actions** > **Add** or use the Add icon.<br>For more information about how to add activities to an LC, see the Adding an LC Activity section. |
| Edit and Edit icon | You can edit activities by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit activities, see the Editing an LC Activity section. |
| Delete and Delete icon | You can delete activities from an LC:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### LC Activity Table - View Menu and Icons

You can customize the view of the table. Use the View Menu or icons to customize the view as listed below.

*Table 13–14 LC Activity Table - View Menu and Description*

| View Menu Options | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 13–14 (Cont.) LC Activity Table - View Menu and Description*

| View Menu Options | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## LC Activity Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the LC Activity window. The Toolbar contains the following icons and buttons.

*Table 13–15 LC Activity Toolbar - Icons/Buttons and Description*

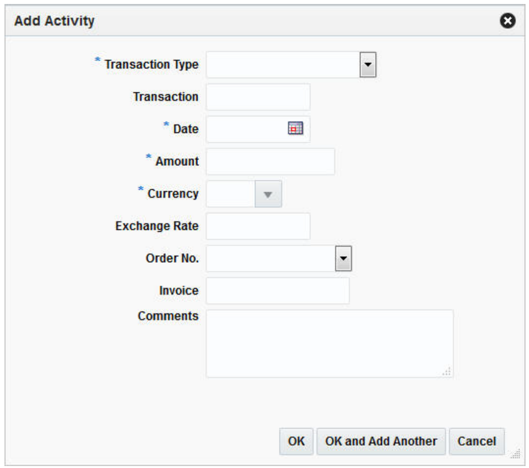
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Recalculate icon | Use the Recalculation icon to recalculate the values of the LC amounts shown in the LC Activity header, after you have added, edited or deleted an activity. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the LC Activity window.<br>The following action is available:<br>▪ Currency<br>You can toggle between the currency of the letter of credit, the currency of the activity and the system's primary currency, to view the LC amounts in either the LC's, the activities' or the system's primary currency. The currency is set to Activity by default. |
| **Save** | Click **Save** to save your changes to the letter of credit. |
| **Save and Close** | Click **Save and Close** to save your changes to the letter of credit and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding an LC Activity

To add an activity to the LC, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to LCs with the status Confirmed.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar, select **More Actions > Activities**. The LC Activity window appears.
7. In the LC Activity table, select **Actions > Add** or use the Add icon. The Add Activity window appears.

*Figure 13–5 Add Activity Window*




a. In the **Transaction Type** field, select the transaction type from the list. For example, select Bank Charges. This is a required field

b. In the **Transaction** field, enter the transaction number.

c. In the **Date** field, enter a date or use the Calendar icon to select a date. This field is a required field.

d. In the **Amount** field, enter the amount of the activity. This field is a required field.

e. In the **Currency** field, enter, select or search for the currency. This field is a required field.

f. The **Exchange Rate** field is populated automatically, depending on your selected currency. If you need to change the exchange rate, see the Editing the Exchange Rate section.

g. In the **Order No.** field, select the PO number from the list.

h. In the **Invoice** field, enter the invoice number.

i. In the **Comments** field, enter comments for the current activity, if necessary.

j. Then choose one of the following options.

   * Click **OK** to save the current activity to the LC and close the Add Activity window. The activity is shown in the LC Activity table.
   * Click **OK and Add Another** to add additional activities to the LC.
   * Click **Cancel** to reject all entries and close the Add Activity window.

---

**Note:** If want to see the impact of the added activity, use the Recalculate icon to recalculate the values of the LC Activity header.

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## Editing an LC Activity

To update LC activities, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to LCs with the status Confirmed.

3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the LC Toolbar, select **More Actions > Activities**. The LC Activity window appears.
7. In the LC Activity table, you can edit the following fields.
   - **Date**: Enter the date or use the Calendar icon to change the date.
   - **Amount**: Edit the amount.

     **Note:** If you edit the amount of an activity, you need to use the Recalculation icon to update the values shown in the LC Activity header.

   - **Comments**: Edit the Comment column for the selected activity, if necessary.
8. To update any other values of an activity, select an activity in the LC Activity table.
9. Select **Actions > Edit** or use the Edit icon. The Edit Activity window appears.
   a. Edit the fields, if necessary.

      **Note:** You cannot edit the **Transaction Type** field. The field is disabled once an activity has been saved.

   b. Then choose one of the following options.
      – Click **OK** to save your changes and close the Edit Activity window. The system returns to the LC Activity window.
      – Click **Cancel** to reject all entries and close the Edit Activity window.
10. After you have made all necessary changes, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the LC Activity window.
    - Click **Cancel** to reject all entries and close the LC Activity window.

## LC Amendments

The LC Amendments window allows you to manage amendments to letters of credit. Amendments are any changes made to letters of credit after they have been confirmed.

You can carry out the following actions in the LC Amendments window:

- Add
- View
- Delete
- Update the status

Amendments are either created manually in this window, or are system-generated when any of the following changes are made to a purchase order:

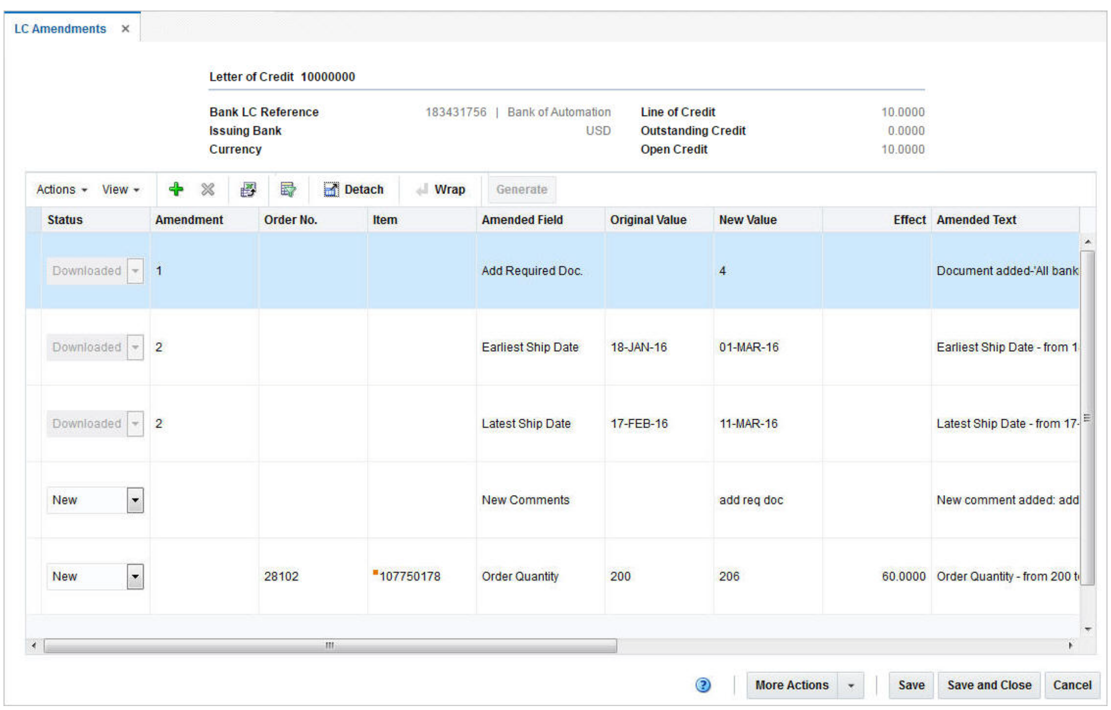
- Another order is added to a confirmed letter of credit.
- An item is added to a PO.
- An item is deleted from a PO.
- Earliest and latest ship dates are changed.
- POs are cancelled.
- Transshipment or partial shipment options are changed.
- Unit cost or order quantity are updated.
- Required documents are updated.

**Note:** You cannot change the content of the document, only whether the documents is included or not.

The LC Amendments window contains the following sections.

- LC Amendments Header
- LC Amendments Table
- LC Amendments Toolbar

***Figure 13–6 LC Amendments Window***




## LC Amendments Header

The LC Amendments header displays LC information such as LC ID, bank LC reference, issuing bank, currency as well as line of credit information.

## LC Amendments Table

The LC Amendments table contains all amendments created against the LC. The table contains the following columns by default:

- Status

  In the Status field you can select the status of the amendment from the list. Possible status are:

  – New
  – Accept
  – Hold
  – Download
- Amendment
- Order No.
- Item
- Amended Field
- Original Value
- New Value
- Effect
- Amended Text

### LC Amendments Table - Actions Menu/Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

***Table 13–16 LC Amendments Table - Actions Menu/Icons/Button and Description***

| Actions Menu/Icons/Button | Description |
|---|---|
| Add and Add icon | You can add amendments to the LC by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add amendments to an LC, see the Adding Amendments section. |
| Delete and Delete icon | You can delete amendments from the LC by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete amendments from an LC, see the Deleting Amendments section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

*Table 13–16 (Cont.) LC Amendments Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| Generate and **Generate** button | Select **Actions > Generate** or use the **Generate** button to generate an Amendment ID.<br><br>If you click **Generate**, the system generates the next sequential Amendment ID and populates the ID in the Amendment column for all line(s) in Accept status.<br><br>For more information about how to generate amendment IDs, see the Generating Amendment IDs section.<br><br>When you select the Send Amendments link in the Tasks menu and search for letters of credit to send, only amendments that have been generated in the LC Amendments window are transmitted. |

### LC Amendments Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–17 LC Amendments Table - View Menu and Description*

| View Menu Options | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example or Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## LC Amendments Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the LC Amendments window. The Toolbar contains the following icons and buttons.

*Table 13–18 LC Amendments Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the LC Amendments window.<br><br>For more information about the available actions, see the LC Amendments - More Actions Menu section. |
| **Save** | Click **Save** to save your changes to the letter of credit. |

*Table 13–18 (Cont.) LC Amendments Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save your changes to the letter of credit and close the LC Amendments window. |
| **Cancel** | Click **Cancel** to reject all entries and close the LC Amendments window. |

### LC Amendments - More Actions Menu

Use the More Actions menu to navigate to the following windows.

*Table 13–19 LC Amendments - More Actions Menu and Description*

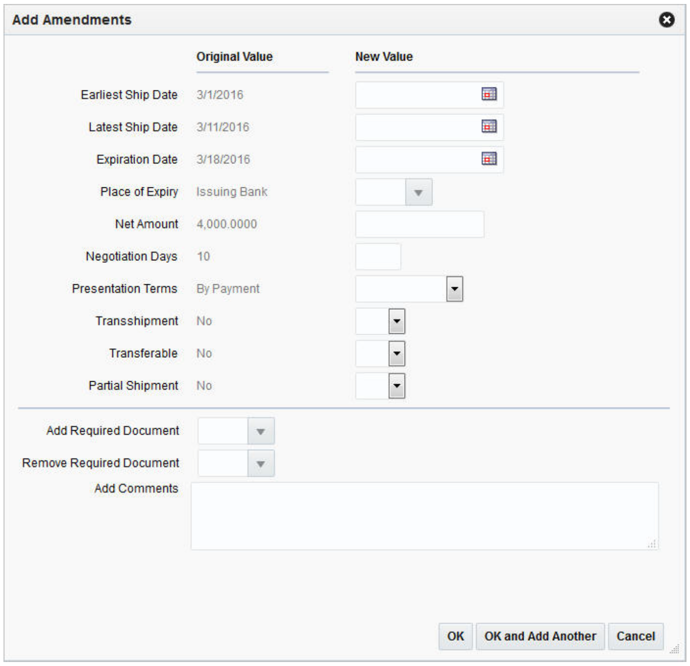
| Actions Menu | Description |
|---|---|
| Required Documents | Opens the Required Documents window. This window displays all required documents for the LC.<br>For more information, see the Orders chapter, section "Required Documents". |
| Amendments Report | Opens the Amendments Report. You can print the report, in case a hard copy is needed. |
| Currency | You can toggle between the letter of credit and the primary currency, to view the LC amounts in either the LC or the system's primary currency. The currency is set to LC by default. |

## Adding Amendments

To add amendments to an LC follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the **More Actions** menu select **Amendments**. The LC Amendments window appears.
7. In the LC Amendments table, select **Actions > Add** or use the Add icon. The Add Amendments window appears.

***Figure 13–7 Add Amendments Window***




**a.** The following two columns are displayed:

* Original Value, containing the current values
* New Value

**b.** Enter new values, if necessary.

**c.** In the **Add Required Documents** field, use the list to add documents to the LC.

**d.** In the **Remove Required Document** field, use the list to delete documents from the LC.

**e.** In the **Add Comments** field, enter your remarks for the amendments, if necessary.

**f.** Then choose one of the following options.

* Click **OK** to add your changes and close the Add Amendments window. The system returns to the LC Amendments window. All changes are shown in the LC Amendment table with the status New. The Amendment column is blank.
* Click **OK and Add Another** to add additional amendments.
* Click **Cancel** to reject all entries and close the Add Amendments window.

## Deleting Amendments

To delete amendments from an LC follow the steps below:

1. From the Tasks menu, select **Import Management > Manage Letter of Credit** The Letter of Credit Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The Letters of Credit that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Letter of Credit column, click on the LC link, or mark a record and select **Actions > Edit** or use the Edit icon. The Letter of Credit window appears.
6. In the **More Actions** menu select **Amendments**. The LC Amendments window appears.
7. In the LC Amendments table select a record. Choose **Actions > Delete** or use the Delete icon.
8. You are prompted if you want to delete the record. Confirm the displayed prompt with **Yes**.

> **Note:** Amendments can only be deleted up until the time they are generated and an amendment ID is created. Additionally, you can only delete manually created amendments. System-generated amendments cannot be deleted. Therefore, the Delete option is only enabled for manually created amendments.

9. The record is deleted from the LC Amendments table.
10. Then choose one of the following options.
    - Click **Save** to save your changes to the letter of credit.
    - Click **Save and Close** to save your changes to the letter of credit and close the LC Amendments window.
    - Click **Cancel** to reject all entries and close the LC Amendments window.

### Generating Amendment IDs

To generate Amendment IDs follow the steps below.

1. In the LC Amendments window, go to the LC Amendments table.
2. In the Status column, select the status Accept from the list, for all amendments you want to create an ID for.
3. Select **Actions > Generate** or use the **Generate** button to create Amendment IDs for all records with a status Accept. The system generates the next sequential Amendment ID and populates the Amendment column.
4. Then choose one of the following options.
    - Click **Save** to save your changes to the letter of credit.
    - Click **Save and Close** to save your changes to the letter of credit and close the LC Amendments window.
    - Click **Cancel** to reject all entries and close the LC Amendments window.

## Managing Letters of Credit

The Manage Letter of Credit option opens the Letter of Credit Search window. In the Letter of Credit Search window you can search for, maintain and view letters of credit.

You can access Letter of Credit search window form the Task menu, **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears

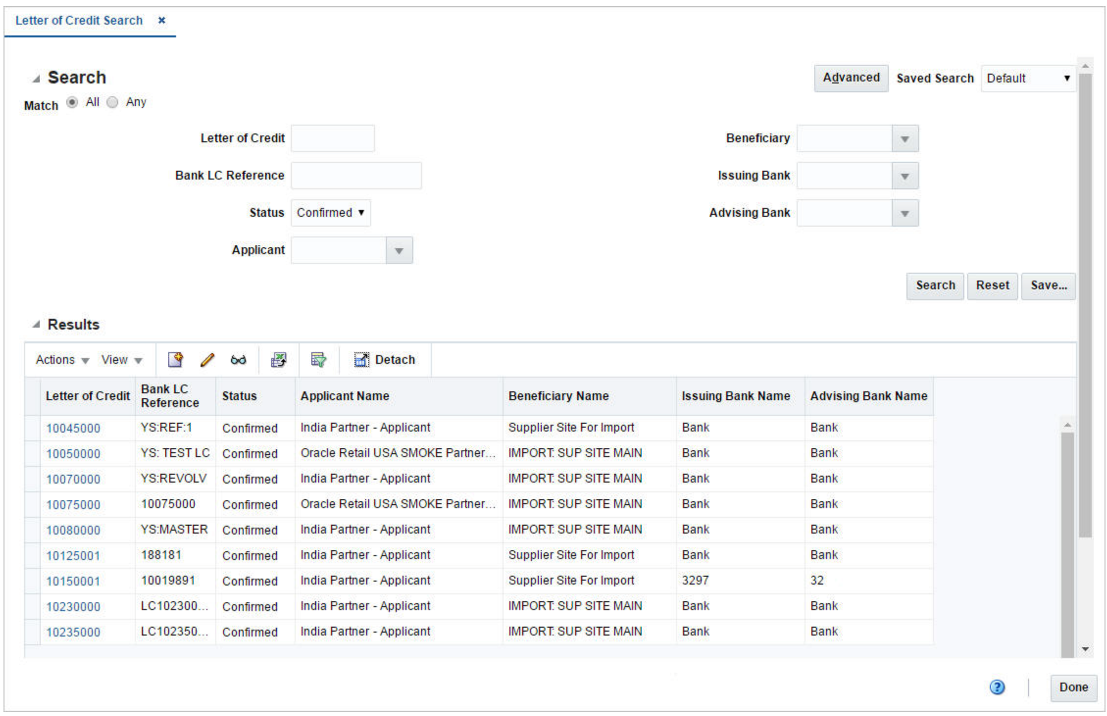
The Letter of Credit Search window contains the following two sections.

- Search

  For more information about how to search for an LC, see the Searching for an LC section.

- Results
- LC Search Toolbar

***Figure 13–8 Letter of Credit Search Window***




## Searching for an LC

To search for an LC:

1. From the Task menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. You can search for an LC using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an LC Through the Basic Search Criteria

To search for an LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 13–20 Letter of Credit Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only LCs matching all entered search criteria are shown.<br>Any - LCs matching any of the entered search criteria are shown. |
| **Letter of Credit** | Enter the Letter of Credit ID. |
| **Bank LC Reference** | Enter the bank LC reference. |
| **Status** | Select the LC status. Possible statuses are:<br>■ Worksheet<br>■ Submitted<br>■ Approved<br>■ Extracted<br>■ Confirmed<br>■ Closed |
| **Applicant** | Enter, select or search for the applicant. |
| **Beneficiary** | Enter, select or search for the beneficiary. |
| **Issuing Bank** | Enter, select or search for the issuing bank. |
| **Advising Bank** | Enter, select or search for the advising bank. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.

5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an LC Through Advanced Search Criteria

To search for an LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.

3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

### Results - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the Results table. You can perform the actions listed below.

*Table 13–21 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create or Create icon | Select **Actions > Create** or use the Create icon to create a new letter of credit. The Letter of Credit window appears.<br>For more details about how to create an LC, see the Creating a Letter of Credit section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected LC.<br>For more information about how to edit an LC, see the Editing a Letter of Credit section. |
| View and View icon | To view an LC:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or use the View icon. The Letter of Credit window appears.<br>■ Click **Done** to close the window.<br>For more details about the Letter of Credit window, see the Letter of Credit Window section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–22 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example or Query by Example icon | You can filter the records by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## LC Search Toolbar

The toolbar contains the following icons and buttons.

*Table 13–23 LC Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |

*Table 13–23 (Cont.) LC Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Done** | Click **Done** to close the window. |

# Send Letter of Credit

The Send Letter of Credit option opens the Send Letters of Credit window. The Send Letters of Credit window allows you to search for letter(s) of credit and send them to the bank.

You can access Send Letter of Credit window form the Task menu, select **Import Management > Send Letter of Credit**. The Supplier Search window appears.

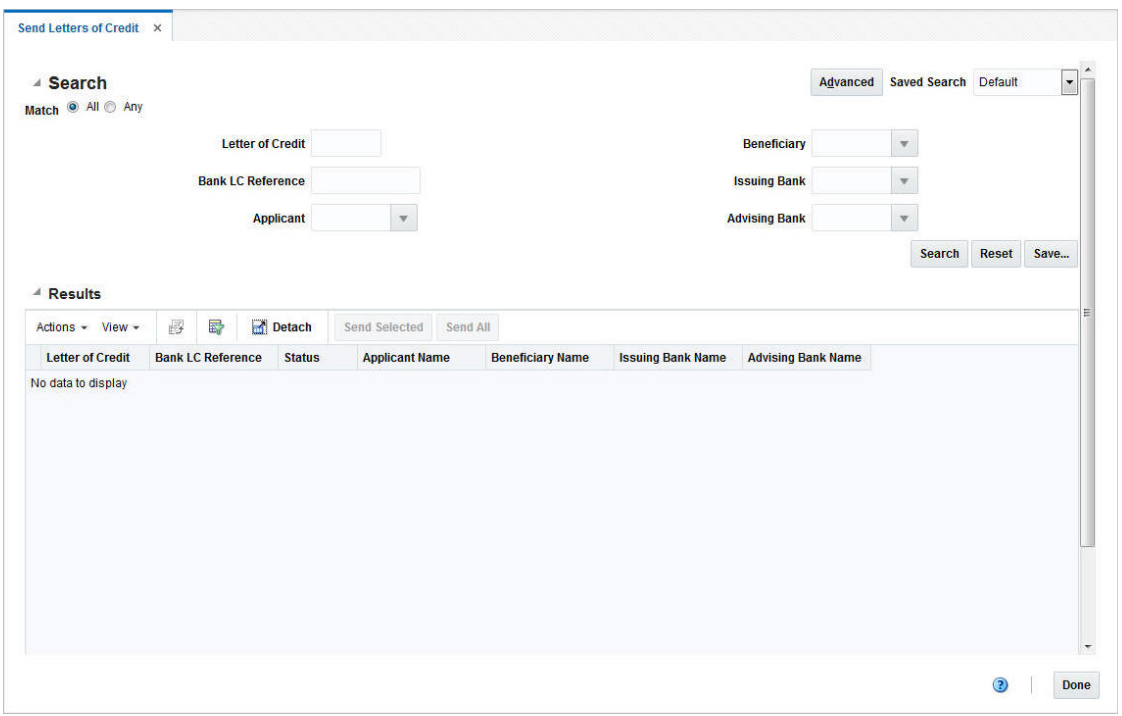
The Send Letters of Credit window contains the following sections:

- Search

  For more information about how to search for send letters of credit, see the Searching for a Letter of Credit to Send section.

- Results
- Send LC Toolbar

*Figure 13–9 Send Letters of Credit Window*




## Searching for a Letter of Credit to Send

To search for an LC to send to the bank:

1. From the Task menu, select **Import Management > Send Letter of Credit**. The Send Letters of Credit window appears.
2. You can search for an LC using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.

- Click **Advanced** to access the search section in advanced mode.
- Click **Basic** to return to the basic mode.

### Searching for an LC Through the Basic Search Criteria

To search for an LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 13–24 Send Letters of Credit - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only LCs matching all entered search criteria are shown.<br>Any - LCs matching any of the entered search criteria are shown. |
| **Letter of Credit** | Enter the Letter of Credit ID. |
| **Bank LC Reference** | Enter the bank LC reference. |
| **Applicant** | Enter, select or search for the applicant. |
| **Beneficiary** | Enter, select or search for the beneficiary. |
| **Issuing Bank** | Enter, select or search for the issuing bank. |
| **Advising Bank** | Enter, select or search for the advising bank. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an LC Through Advanced Search Criteria

To search for an LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run

automatically function is enabled for the search, the search is executed immediately.

You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

### Results - Actions Menu and Buttons

Use the Actions Menu and buttons to apply actions to the Results table.You can perform the actions listed below.

*Table 13–25 Results - Actions Menu /Buttons and Description*

| Actions Menu/Buttons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Send Selected and **Send Selected** button | Select **Actions > Send Selected** or use the **Send Selected** button to send the selected LCs to the bank.<br>For more details about how to send selected LCs to the bank, see the Sending Selected LCs section. |
| Send All and **Send All** button | Select **Actions > Send All** or use the **Send All** button to send all LCs shown in the Results table to the bank.<br>For more information about how to send all LCs to the bank, see the Sending All LCs section. |

### Results - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–26 Results - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Send LC Toolbar

The toolbar contains the following icons and buttons.

*Table 13–27 Send LC Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

## Sending Selected LCs

To send the selected LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Import Management > Send Letters of Credit**. The Send Letters of Credit window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.

> **Note:** Only LCs with status Approved are displayed.

4. Select the LCs you want to send to the bank.
5. Then select **Actions > Send Selected**, or use the **Send Selected** button.
6. You are prompted to download the LC(s). Confirm the prompt with **Yes**.
7. You are informed that the selected LCs will be sent during the next batch process. Confirm the prompt with **OK.**

> **Note:** Once the LCs are sent, the status changes to Extracted.

8. After you have send all LCs, click **Done**.

### Sending All LCs

To send all LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Import Management > Send Letters of Credit**. The Send Letters of Credit window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.

> **Note:** Only LCs with status Approved are displayed.

4. Select **Actions > Send All**, or use the **Send All** button.
5. You are prompted to download the LCs. Confirm the prompt with **Yes**.
6. You are informed that the LCs will be sent during the next batch process. Confirm the prompt with **OK.**

> **Note:** Once the LCs are sent, the status changes to Extracted.

7. After you have sent all LCs, click **Done**.

## Sending Amendments

The Send Amendments option opens the Send Amendments window. The Send Amendments window allows you to search for amended Letters of Credit and send them to the bank.

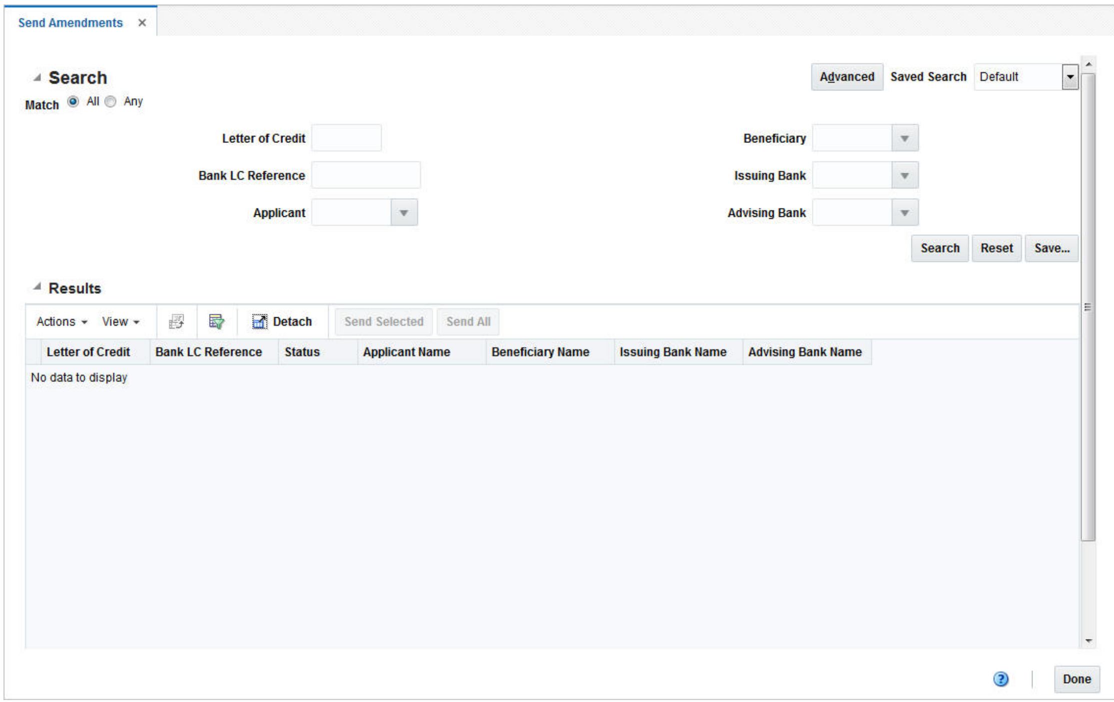
The Send Amendments window contains the following sections.

- Search

  For more information about how to search for amended LCs, see the Searching for an Amended LC section.

- Results
- Send Amendments Toolbar

*Figure 13–10 Send Amendments Window*




## Searching for an Amended LC

To search for amended LCs:

1. From the Task menu, select **Import Management > Send Amendments**. The Send Amendments window appears.
2. You can search for amended LCs using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an Amended LC Through the Basic Search Criteria

To search for an amended LC using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 13–28 Send Amendments - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only LCs matching all entered search criteria are shown.<br>Any -LCs matching each entered search criteria are shown. |
| **Letter of Credit** | Enter the Letter of Credit ID. |
| **Bank LC Reference** | Enter the bank LC reference. |
| **Applicant** | Enter, select or search for the applicant. |
| **Beneficiary** | Enter, select or search for the beneficiary. |
| **Issuing Bank** | Enter, select or search for the issuing bank. |
| **Advising Bank** | Enter, select or search for the advising bank. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The amended LCs that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.

5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

## Searching for an Amended LC Through Advanced Search Criteria

To search for an amended LC using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should be equal or not equal the search result.

3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the amended letters of credit. The Results table shows the following columns by default.

- Letter of Credit
- Bank LC Reference
- Status
- Applicant Name
- Beneficiary Name
- Department Name
- Issuing Bank Name
- Advising Bank Name

### Results - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and buttons to apply actions to the Results table. You can perform the actions listed below.

***Table 13–29 Results - Actions Menu/Icons /Buttons and Description***

| Actions Menu/Icons/ Buttons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Send Selected and **Send Selected** button | Select **Actions > Send Selected** or use the **Send Selected** button to send the selected amended LCs to the bank.<br><br>For more details about how to send an LC, see the Sending Selected Amended LCs section. |

*Table 13–29 (Cont.) Results - Actions Menu/Icons /Buttons and Description*

| Actions Menu/Icons/ Buttons | Description |
|---|---|
| Sent All and **Send All** button | Select **Actions > Send All** or use the **Send All** button to send all amended LCs shown in the Results table to the bank.<br>For more information about how to send all LCs to the bank, see the Sending All Amended LCs section. |

### Results - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–30 Results - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Send Amendments Toolbar

The toolbar contains the following icons and buttons.

*Table 13–31 Send Amendments Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Sending Selected Amended LCs

To send the selected amended LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Import Management > Send Amendments**. The Send Amendments window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Select the LCs you want to send to the bank.

5. Then select **Actions > Send Selected**, or use the **Send Selected** button.
6. You are prompted to download the LC(s). Confirm the prompt with **Yes**.
7. You are informed that the selected LC amendments will be sent during the next batch process. Confirm with **OK.**

> **Note:** Once the LCs are sent, the status changes to Download.

8. Click **Done** to close the window.

### Sending All Amended LCs

To send all amended LCs shown in the Results table to the bank, follow the steps below.

1. From the Tasks menu, select **Import Management > Send Amendments**. The Send Letters of Credit window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. Select **Actions > Send All**, or use the **Send All** button.
5. You are prompted to download the LCs. Confirm the prompt with **Yes**.
6. You are informed that the LC amendments will be sent during the next batch process. Confirm with **OK.**

> **Note:** Once the LCs are sent, the status changes to Download.

7. Click **Done** to close the window.

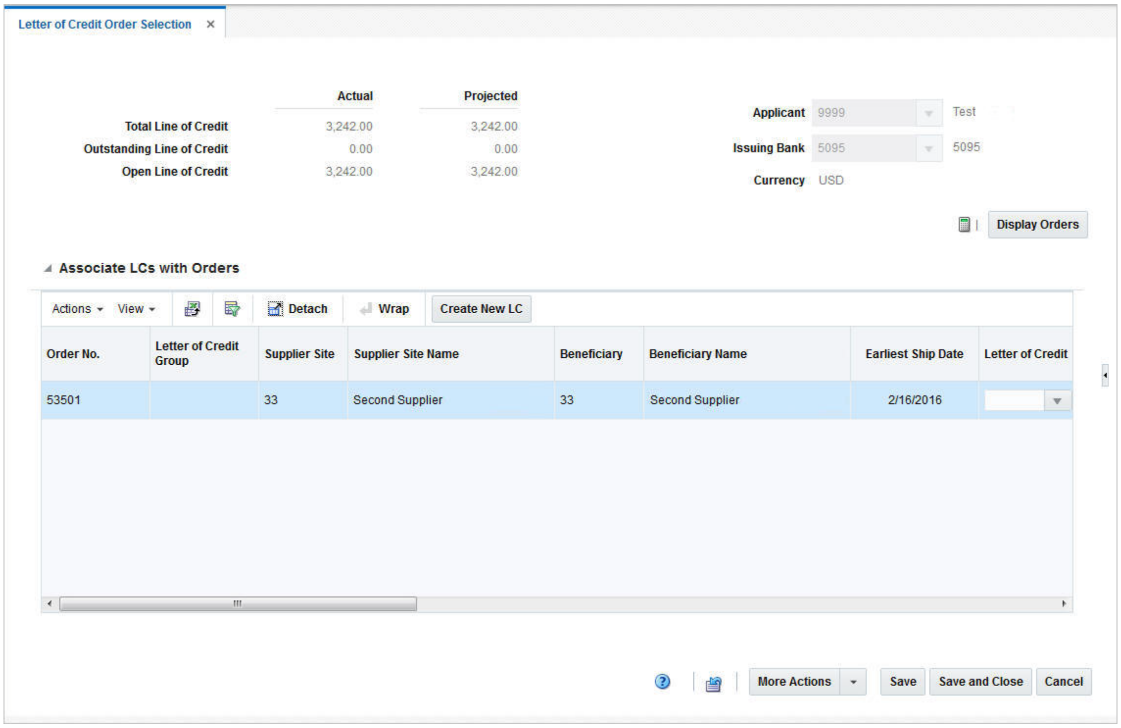
## Letter of Credit Order Selection Window

The Letter of Credit Order Selection window allows you to associate purchase orders to letters of credit.

The Letter of Credit Order Selection window contains the following sections.

- LC Order Selection Header
- Associate LCs with Orders Table
- LC Order Selection Toolbar

*Figure 13–11 Letter of Credit Order Selection Window*



## LC Order Selection Header

The LC Order Selection header displays the following information.

*Table 13–32 LC Order Selection Header - Fields and Description*

| Fields | Description |
|---|---|
| **Total Line of Credit** | This field is auto-populated, after you have selected the issuing bank. |
| **Outstanding Line of Credit** | This field is auto-populated, after you have selected the issuing bank. |
| **Open Line of Credit** | This field is auto-populated, after you have selected the issuing bank. |
| **Applicant** | Enter, select or search for the applicant. |
| **Issuing Bank** | Enter, select or search for the issuing bank. |
| **Currency** | This field is auto-populated, after you have selected the issuing bank. |

Additionally, the LC Order Selection header contains the following icon and action button.

*Table 13–33 LC Order Selection - Fields and Description*

| Icon/Action Button | Description |
|---|---|
| Recalculate icon | If you create a new letter of credit, use the Recalculate icon to update the displayed credit values such as Total Line of Credit, Outstanding of Credit and Open Line of Credit. |

*Table 13–33 (Cont.) LC Order Selection - Fields and Description*

| Icon/Action Button | Description |
|---|---|
| **Display Orders** | Starts the order search.<br>For more information about the how to search for orders and associate LCs with them, see the Associating LCs with Purchase Orders section. |

## Associate LCs with Orders Table

In this table you can associate LCs with orders. The table displays the following columns by default.

- Order No.
- Letter of Credit Group
- Supplier Site and Supplier Site Name
- Beneficiary and Beneficiary Name
- Earliest Ship Date
- Letter of Credit

  In the Letter of Credit column you can search for the corresponding letter of credit, by Letter of Credit ID, Bank LC Reference and LC Type.
- Errors

  The Errors column displays a checkbox, if checked the purchase order contains an error. To view the individual error message, add the Error Message column to the table and view the message.

### Associate LCs with Orders Table - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

*Table 13–34 Associate LCs with Orders Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icon/Button | Description |
|---|---|
| Create New LC and **Create New LC** button | Select **Actions > Create New LC**, or use the **Create New LC** button to create a new letter of credit. The Letter of Credit window appears.<br>For more details about how to create an LC, see the Creating a Letter of Credit section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Associate LCs with Orders Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–35 Associate LCs with Order Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## LC Order Selection Toolbar

The LC Order Selection Toolbar displays the icons and buttons for actions that can be performed in the Letter of Credit Order Selection window such as clear all entries or toggle between currencies. The Toolbar contains the following icons and buttons.

*Table 13–36 LC Order Selection Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Revert All icon | Use the Revert All icon to clear the window from all entries. No entries are saved, when you select the icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Letter of Credit Order Selection window.<br>■ Currency<br>You can view the LC Actual and Projected Credit Values in either the bank's or the system's primary currency. By default the bank currency is displayed. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Associating LCs with Purchase Orders

To associate an LC with a purchase order, follow the steps below.

1. From the Tasks Menu select, **Import Management > Letter of Credit Order Selection**. The Letter of Credit Order Selection window appears.
2. In the **Applicant** field, enter, select or search for the corresponding applicant.
3. In the **Issuing Bank** field, enter, select or search for the bank.
4. Click **Display Orders**. The results are shown in the Purchase Order table.

> **Note:** Only POs created for the selected applicant, with the status Approved and payment method LC are displayed. All shown POs are also not yet associated to a letter of credit.

5. In the **Letter of Credit** column, enter select or search for the corresponding LC.
6. The Letter of Credit ID is shown in the Purchase Order table.
7. Then choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and close the Letter of Credit Orders Selection window.
   - Select **Cancel** to reject all entries and close the Letter of Credit Orders Selection window.

## Creating a New LC and associate LC with Purchase Order

To create a new LC and associate it with a purchase order follow the steps below.

1. From the Tasks Menu select, **Import Management > Letter of Credit Order Selection**. The Letter of Credit Order Selection window appears.
2. In the **Applicant** field, enter, select or search for the corresponding applicant.
3. In the **Issuing Bank** field, enter, select or search for the bank.
4. Click **Display Orders**. The results are shown in the Associate LCs with Orders table below.
5. Select a record in the table.
6. Then select **Actions > Create New LC**, or use the **Create New LC** button.
7. The system generates a letter of credit ID and populates the **Letter of Credit** field for the selected purchase order. Additionally, the system defaults the **Type** and **Form Type** column.

   > **Note:** You can change the values of the **Type** and **Form Type** columns. You can also associate additional POs to the newly created LC by selecting the created LC from the list in the Letter of Credit column.

8. Use the Recalculate icon, to recalculate the Actual and Projected Credit values.
9. After you have associated the LCs with the purchase orders, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit Orders Selection window.
   - Select **Cancel** to reject all entries and close the Letter of Credit Orders Selection window.

# Letters of Credit Approval Process

When a letter of credit is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the letter of credit to the next status. A letter of credit may be in any of the following statuses.

| Status | Definition |
|---|---|
| Worksheet | The letter of credit has been started, but not completed. |
| Submitted | The letter of credit has been completed and is pending review. |
| Approved | The letter of credit has been reviewed and approved. |
| Extracted | The details of the letter of credit were sent to the external entity affected by the letter of credit. |
| Confirmed | The letter of credit has been confirmed by the bank and a reference number has been assigned to the letter of credit. |
| Closed | The letter of credit is complete. |

## Submitting a Letter of Credit for Approval

To submit a letter of credit for approval follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Worksheet.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Submit**.
6. When prompted to submit the letter of credit, click **Yes**.
7. After you have submitted the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

## Approving a Letter of Credit

To approve a letter of credit follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Submit.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.

5. In the LC Toolbar, select **Approve**.
6. When prompted to approve the letter of credit, click **Yes**.
7. After you have approved the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

## Transportation

The movement of goods from origin country to final destination can be tracked through the transportation module.

You can track the following information in the transportation module:

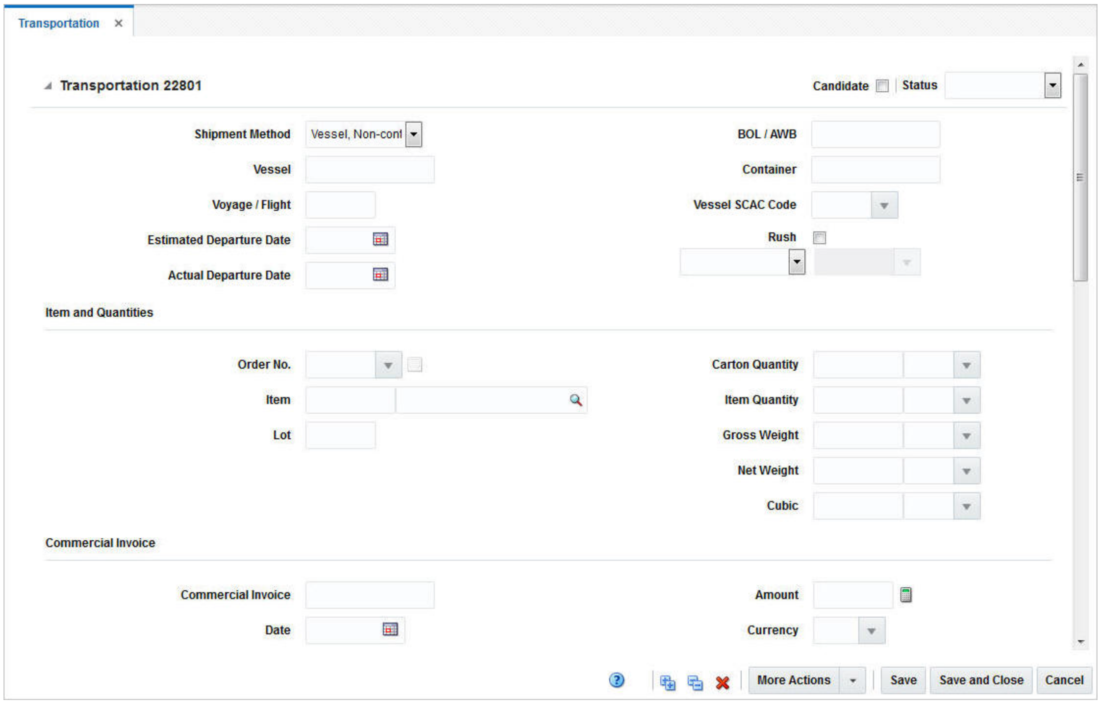
- Shipments
- Countries and ports
- Departure, arrival, and delivery dates
- Commercial invoices
- Freight sizes, SCAC codes, and freight types
- Measurements, weights, and quantities
- Deliveries to final destinations
- Packing methods
- Licenses and visas
- Claims against trading partners
- Missing documents
- Timelines
- Members of an item family

A transportation upload batch program converts data received from trading partners into a standard Oracle Retail file format. As additional information is acquired, it can be entered manually. When a transportation record is complete, you can finalize the record. Finalized transportation records are used to automatically create customs entries. The goods can then be tracked as they move through customs.

The Transportation window contains the following sections.

- Transportation
- Item and Quantities
- Shipment and Receipt
- Freight
- Totals
- Comments
- Transportation Toolbar

*Figure 13–12 Transportation Window*




## Transportation

The Transportation section contains the transportation ID. In the top right corner of the section the **Candidate** checkbox and the Status list for the transportation is displayed.

> **Note:** The **Candidate** checkbox can only be elected for items that have an approved HTS code.

The Status field displays the status of the transport. Possible values for the Status field are booked, delivered, loaded, sailed or finalized.

The Transportation section contains the following fields.

*Table 13–37 Transportation - Fields and Description*

| Fields | Description |
|---|---|
| **Shipment Method** | Select a shipment method from the list. |
| **Vessel** | Enter the vessel ID. |
| **Voyage/Flight** | Enter the voyage or flight number. |
| **Estimated Departure Date** | Enter or use the Calendar icon to select the estimated departure date. |
| **Actual Departure Date** | Enter or use the Calendar icon to select the actual departure date. |
| **BOL/AWB** | Enter the Bill of Lading (BOL) or the Airway Bill (AWB). |
| **Container** | Enter the container ID. |
| **Vessel SCAC Code** | Enter, select or search for the standard carrier alpha code. |

*Table 13–37 (Cont.) Transportation - Fields and Description*

| Fields | Description |
|---|---|
| **Rush** checkbox | Check the Rush checkbox, to indicate that it is a rush shipment. |
| **Partner Type/Partner** | Select a partner type from the list. For example, select Agent. Then the Partner field next to the Partner Type field enables. Enter, select or search for the appropriate partner. |

## Item and Quantities

The Item and Quantities section contains the following fields.

*Table 13–38 Item and Quantities - Fields and Description*

| Fields | Description |
|---|---|
| **Order No.** | Enter, select or search for the appropriate order number.<br>The Details icon opens the Order Details window.<br>For more information about the Order Details window, see the Orders chapter, section "Order Details". |
| **Item** | Enter the item number or use the Search icon to search for the appropriate item. |
| **Lot** | Enter the lot number. |
| **Carton Quantity** | Enter the carton quantity. Then select or search for the carton unit of measure (UOM). |
| **Item Quantity** | Enter the item quantity. Then select or search for the item unit of measure (UOM). |
| **Gross Weight** | Enter the gross weight. Then select or search for the gross weight unit of measure (UOM). |
| **Net Weight** | Enter the net weight. Then select or search for the net weight unit of measure (UOM). |
| **Cubic** | Enter the cubic quantity. Then select or search for the cubic unit of measure (UOM). |

## Commercial Invoice

The Commercial Invoice section contains the following fields.

*Table 13–39 Commercial Invoice - Fields and Description*

| Fields | Description |
|---|---|
| **Commercial Invoice** | Enter the commercial invoice ID. |
| **Date** | Enter or use the Calendar icon to select the date of the commercial invoice. |
| **Supplier Site** | The supplier site is displayed automatically. |
| **Amount** | Enter the amount of the commercial invoice.<br>Use the Recalculate icon to recalculate the invoice amount. |
| **Currency** | Enter, select or search for the appropriate currency. |
| **Exchange Rate** | Use the Edit Exchange Rate icon to change the rate, if necessary. If you click the icon, the Edit Exchange Rate window appears.<br>For more information about how to edit the Exchange Rate, see the Editing the Exchange Rate section. |

## Shipment and Receipt

The Shipment and Receipt section contains the following fields.

*Table 13–40 Shipment and Receipt - Fields and Description*

| Fields | Description |
|---|---|
| **Country of Sourcing** | The country of sourcing is displayed automatically. |
| **Consolidation Country** | Enter, select or search for the consolidation country. |
| **Export Country** | Enter, select or search for the export country. |
| **Shipment** | Enter the shipment ID. |
| **Lading Port** | Enter, select or search for the lading port. |
| **Discharge Port** | Enter, select or search for the discharge port. |
| **Receipt** | Enter the receipt number. |
| **Forwarder's Cargo Receipt** | Enter the forwarder's cargo receipt. |
| **Forwarder's Cargo Receipt Date** | Enter or use the Calendar icon to select the Forwarder's Cargo Receipt Date. |
| **Estimated Arrival Date** | Enter or use the Calendar icon to select the estimated arrival date. |
| **Actual Arrival Date** | Enter or use the Calendar icon to select the actual arrival date. |
| **Delivery Date** | Enter or use the Calender icon to select the delivery date. |

## Freight

The Freight section contains the following fields.

*Table 13–41 Freight - Fields and Description*

| Fields | Description |
|---|---|
| **Type** | Enter, select or search for the freight type of the shipment. |
| **Size** | Enter, select or search for the freight size of the shipment. |
| **In Transit No.** | Enter the in transit number. |
| **In Transit Date** | Enter the in transit date or use the Calendar icon to select a date. |
| **Service Contract** | Enter the service contract. |
| **Seal** | Enter the seal. |
| **Container SCAC Code** | Enter, select or search for the container standard carrier alpha code (SCAC). |
| **Packing Method** | Select the packing method from the list. |
| **Level** | Select the level from the list. |

## Totals

The Totals section contains the following fields.

*Table 13–42 Totals - Fields and Description*

| Fields | Description |
|---|---|
| **Total Units** | Enter, select or search for the total units of measure. |

*Table 13–42 (Cont.) Totals - Fields and Description*

| Fields | Description |
|---|---|
| **Total Cartons** | Enter, select or search for the total cartons units of measure. |
| **Total Gross Weight** | Enter, select or search for the total gross weight units of measure. |
| **Total Net Weight** | Enter, select or search for the total net weight units of measure. |
| **Total Cube** | Enter, select or search for the total cube units of measure. |
| **Total Value** | The total value is displayed automatically. |

## Comments

The Comments section contains the comment field. You can enter any comments for the created transport, if necessary.

## Transportation Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the transport such as navigating to the Transportation Details window to view details of the transport. The Toolbar contains the following icons and buttons.

*Table 13–43 Transportation Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Expand and Collapse icon | You can view all the sections and collapse all the sections in the Transportation window by clicking the Expand and Collapse icons. |
| Delete icon | You can delete a transport by clicking the Delete icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Transportation window.<br>For more information about the More Action Menu for transports, see the Transportation - More Actions Menu section. |
| **Save** | Click **Save** to save changes to the transport. |
| **Save and Close** | Click **Save and Close**, to save changes to the transport and exit the Transportation window. |
| **Cancel** | Click **Cancel** to cancel any changes made to the transport and exit the Transportation window. |
| **Done** | If you opened the Transportation window in view mode, the **Done** button is displayed.<br>Click **Done** to close the Transportation window. |

### Transportation - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Table 13–44 More Actions Menu - Action Buttons and Description*

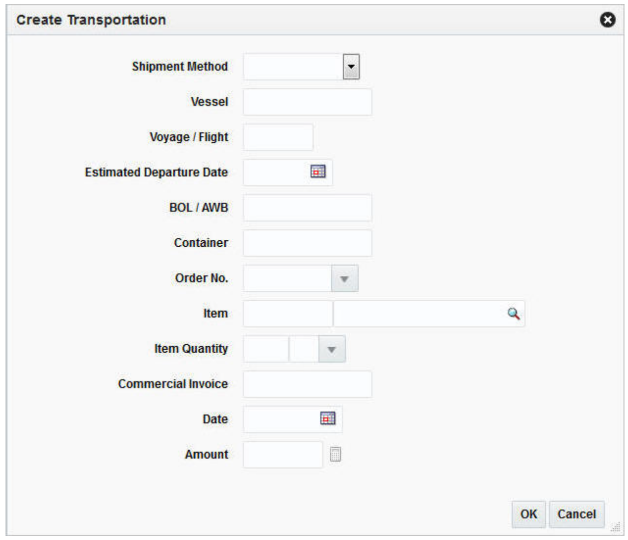
| More Actions Buttons | Description |
|---|---|
| Details | Opens the Transportation Details window. This window displays details of the delivery, packing, and license/visa information as well as claims.<br><br>For more information about Details, see the Transportation Details section. |
| Missing Documents | Opens the Missing Documents window. You can add and delete all the missing documents for the current transport in this window.<br><br>For more information about Missing Documents, see the Missing Documents section. |
| Shipments | Opens the Transportation Shipments window. This window displays shipment information such as ASNs, shipped and received date, to location and location name.<br><br>For more information about Shipments, see the Transportation Shipments section. |
| Timelines | Opens the Timelines menu. The menu contains the following options.<br><br>■ Transportation<br>Opens the Transportation Timelines window.<br>■ Order/Item<br>Opens the Order/Item Timelines window.<br>■ Container<br>Opens the Container Timelines window.<br>■ BOL/AWB (Bill of Lading/Airway Bill)<br>Opens the BOL/AWB Timelines window.<br>■ Commercial Invoice<br>Opens the Commercial Invoice Timelines window.<br><br>For more information about timelines, see the Timelines section. |
| Items | Opens the Transportation Items window.<br><br>For more information about Items, see the Transportation Items section. |

## Creating a Transportation

To create a transportation follow the steps below.

1. From the Tasks menu, select **Import Management > Create Transportation**. The Create Transportation window appears.

***Figure 13–13 Create Transportation Window***




2. In the **Shipment Method** field, enter, select or search for the appropriate shipment method.
3. In the **Vessel** field, enter the vessel ID.
4. In the **Voyage/Flight** field, enter, the voyage/flight ID.
5. In the **Estimated Departure Date**, enter the estimated departure date or use the Calendar icon to select the date.
6. In the **BOL/AWB** field, enter the bill of lading number or the airway bill number.
7. In the **Container** field, enter the container ID.
8. In the **Order No.** field, enter, select or search for the appropriate order number.
9. In the **Item** field, enter the item number or use the Search icon to search for the appropriate icon.
10. In the **Item Quantity** field, enter the quantity of the item and enter, select or search for the appropriate unit of measure.
11. In the **Commercial Invoice** field, enter the commercial invoice number.
12. In the **Date** field, enter the date or use the Calendar icon to select the date.
13. In the **Amount f**ield, enter the amount of the transportation.
14. After you have entered all necessary transportation information, choose one of the following options.
    - Select **OK** to save the transportation and close the Create Transportation window. The Transportation window appears.

      For more information about the Transportation window, see the Transportation section.
    - Select **Cancel** to reject all entries and exit the Create Transportation window.

# Transportation Details

In the Transportation Details window you can edit and view delivery, packing, license/visa and claims information related to a transportation record.

Delivery information is edited and viewed at the final destination level. You can indicate how many units and cartons of an item were delivered to which locations.

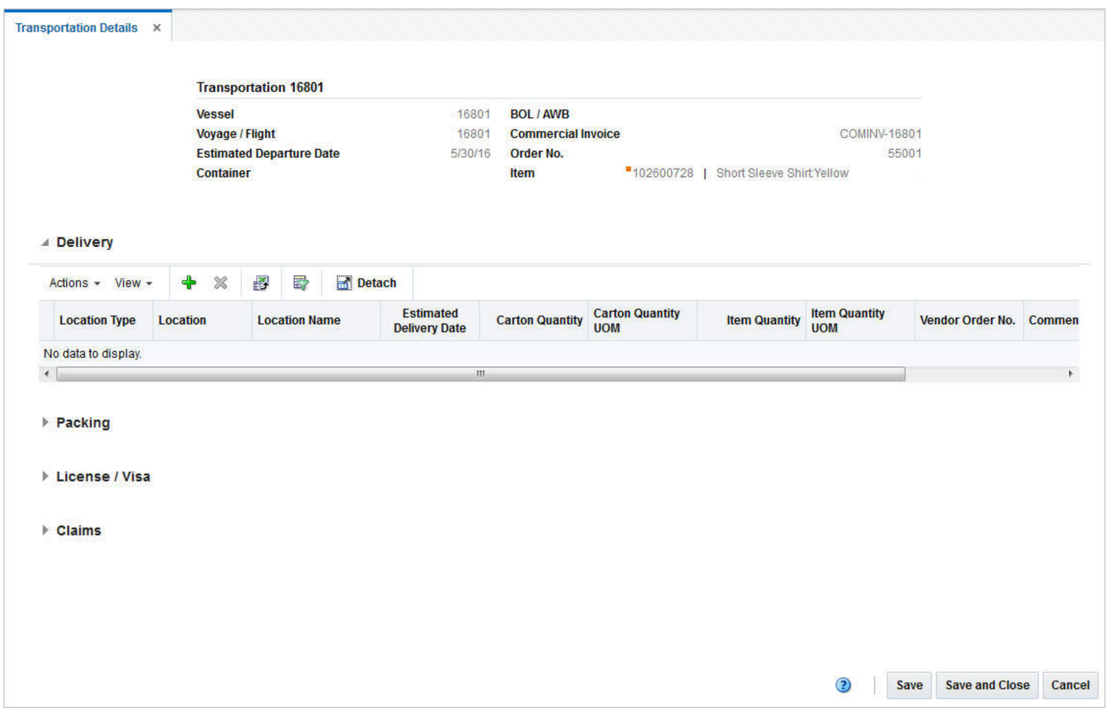
You can edit and view packing information at the container level. To display the shipped and received quantities for the packing records, select the appropriate option from the View menu.

The Claims table contains claims against a partner. Claims can be created for damaged merchandise and inadequate quantities. A single claim can span multiple cartons.

The Transportation Details window contains the following sections.

- Transportation Details Header
- Delivery
- Packing
- License/Visa
- Claims
- Transportation Details Toolbar

***Figure 13–14 Transportation Details Window***




## Transportation Details Header

The Transportation Details header displays transportation information such as transportation ID, vessel, voyage/flight number, estimated departure date, container, bill of lading/airway bill, commercial invoice, order number and item information.

## Delivery

The Delivery section lists delivery information such as location, location type and description, estimated delivery date, carton and item quantities as well as the vendor order number.

### Delivery Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–45 Delivery Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add delivery information by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a delivery to a transportation, see the Adding a Delivery section. |
| Delete and Delete icon | You can delete delivery information from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete delivery information from a transportation, see the Deleting a Delivery section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Delivery Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–46 Delivery Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Packing

The Packing section lists packing information such as ID of the first (From Carton) and the last carton (To Carton), the position of a load in the series of containers (Load Position), location of a sample carton, and sample position as well as comments.

### Packing Table - Actions Menu, Icons and Button

Use the Actions Menu, icons and buttons to apply actions to the table. You can perform the actions listed below.

*Table 13–47 Packing Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| Add and Add icon | You can add packing information by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add packing information to a transportation, see the Adding a Packing Information section. |
| Edit and Edit icon | You can edit packing information by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit packing information, see the Editing a Packing Information section. |
| Delete and Delete icon | You can delete packing information from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete packing information from a transportation, see the Deleting a Packing Information section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Default Received Quantities and **Default Received Quantities** button | You can default the received quantities to the value of the shipped quantities by selecting **Actions > Default Received Quantities** or by using the **Default Received Quantities** button. |

### Packing Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–48 Packing Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Saved Views | You can toggle the following saved views:<br>▪ Default<br>▪ Quantity<br>▪ Received Quantity<br>Select Reset Views to return to the system's Default view. |
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 13–48 (Cont.) Packing Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## License/Visa

The Licence/Visa section lists license/visa information such as license/visa type, import country, licence/visa quantity and quantity unit of measure, quota category, net weight, and weight UOM as well as possible comments.

### License/Visa Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–49 Licence/Visa Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add licence/visa information by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add licence/visa information to a transportation, see the Adding a License/Visa section. |
| Edit and Edit icon | You can edit licence/visa information by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit licence/visa information, see the Editing a Licence/Visa section. |
| Delete and Delete icon | You can delete licence/visa information from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete licence/visa information from a transportation, see the Deleting a Licence/Visa section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Licence/Visa Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–50 Licence/Visa Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |

*Table 13–50 (Cont.) Licence/Visa Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Claims

The Claims section contains claims information such as claim ID, ID of the first (From Carton) and the last carton (To Carton), claim date, item quantity and unit of measure, claim against type and ID, as well as the claim amount and comments.

### Claims Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–51 Claims Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a claim by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a claim to a transportation, see the Adding a Claim section. |
| Edit and Edit icon | You can edit a claim by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit a claim, see the Editing a Claim section. |
| Delete and Delete icon | You can delete a claim from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete a claim from a transportation, see the Deleting a Claim section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Claims Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–52 Claims Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 13–52 (Cont.) Claims Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transportation Details Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Transportation Details window. The Toolbar contains the following icons and buttons.

*Table 13–53 Transportation Details Toolbar - Icons/Buttons and Description*

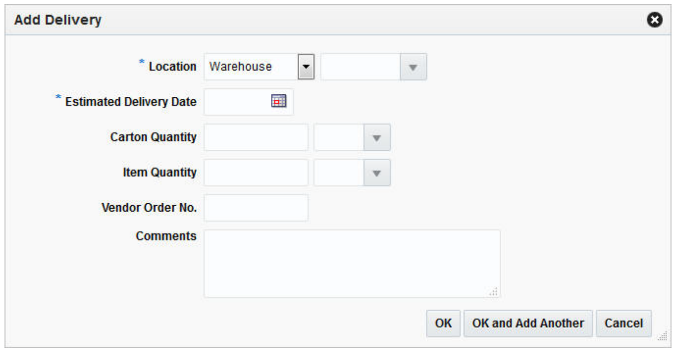
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save changes. |
| **Save and Close** | Click **Save and Close** to save changes and exit the Transportation Details window. |
| **Cancel** | Click **Cancel** to cancel any changes and exit the Transportation Details window. |
| **Done** | If you opened the Transportation Details window in view mode, the **Done** button is displayed.<br>Click **Done** to close the Transportation Details window. |

## Adding a Delivery

To add a delivery information to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation.** The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Delivery table, select **Actions > Add** or use the Add icon. The Add Delivery window appears.

***Figure 13–15 Add Delivery Window***




a. In the **Location** type field, select a location type from the list.The field next to the **Location** type field enables, enter, select or search for the location. The Location field is a required field.

b. In the **Estimated Delivery Date** field, enter the estimated delivery date or use the Calendar icon to select the date.

c. In the **Carton Quantity** field, enter the appropriate carton quantity. Then enter, select or search for the carton quantity UOM.

d. In the **Item Quantity** field, enter the appropriate carton quantity. Then enter, select or search for the item quantity UOM.

e. In the **Vendor Order No.** field, enter the vendor order number.

f. In the **Comments** field, enter comments for the delivery, if necessary.

g. Then choose one of the following options.

   * Click **OK** to add the delivery and close the Add Delivery window. The system returns to the Transportation Details window. The new delivery is added to the Delivery table.
   * Click **OK and Add Another** to add additional deliveries.
   * Click **Cancel** to reject all entries and exit the Add Delivery window. The system returns to the Transportation Details window.

8. After you have added all necessary deliveries, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.
   - Click **Cancel** to reject all changes and close the Transportation Details window.

## Deleting a Delivery

To delete a delivery from a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation.** The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

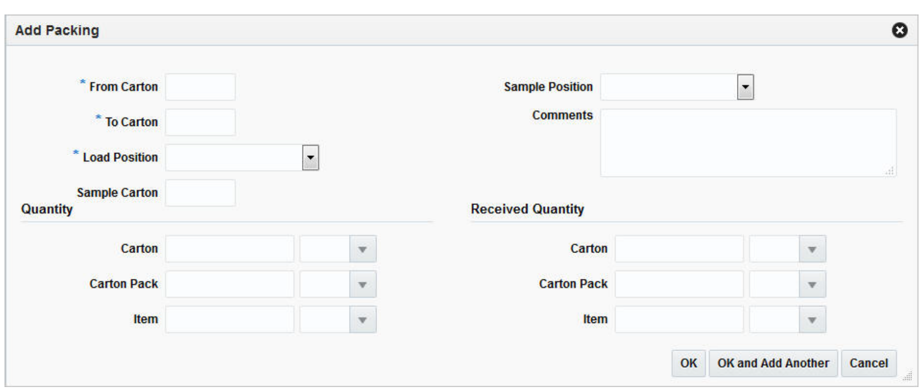
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the Transportation Toolbar select **Details**. The Transportation Details window appears.
7. In the Delivery table, select a delivery.
8. Click **Actions** > **Delete** or use the Delete icon to delete the selected delivery.
9. You are prompted if you want to delete the selected delivery from the Delivery table. Confirm with **Yes**.
10. The delivery is removed from the Delivery table.
11. After you have deleted all necessary records, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the Transportation Details window.
    - Click **Cancel** to reject all changes and close the Transportation Details window.

## Adding a Packing Information

To add a packing information to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Transportation** > **Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Packing table, select **Actions** > **Add** or use the Add icon. The Add Packing window appears.

***Figure 13–16 Add Packing Window***



a. In the **From Carton** field, enter the ID of the first carton of a series. This field is a required field.

b. In the **To Carton f**ield, enter the ID of the last carton of a series. This field is a required field.

c. In the **Loaded Position** field, select the position of a load within a series from the list.

d. In the **Sample Carton** field, enter the sample carton.

e. In the **Sample Position** field, select the sample position from a list.

f. In the **Comments** field, enter a comment for the packing information, if necessary.

g. In the **Quantity** column, enter one of following options.

   – In the **Carton** field, enter the carton quantity. Then enter, select or search for the carton quantity UOM.

   – In the **Carton Pack** field, enter the carton pack quantity. Then enter, select or search for the carton pack quantity UOM.

   – In the **Item** field, enter the item quantity. Then enter, select or search for the item quantity UOM.

h. In the **Received Quantity** column, enter one of the following options.

   – In the **Carton** field, enter the received carton quantity. Then enter, select or search for the carton quantity UOM.

   – In the **Carton Pack** field, enter the received carton pack quantity. Then enter, select or search for the carton pack quantity UOM.

   – In the **Item** field, enter the received item quantity. Then enter, select or search for the item quantity UOM.

i. Then choose one of the following options.

   * Click **OK** to add the delivery and close the Add Packing window. The system returns to the Transportation Details window. The new packing information is added to the Packing table.

   * Click **OK and Add Another** to add further records.

   * Click **Cancel** to reject all entries and close the Add Packing window. The system returns to the Transportation Details window.

8. After you have added all necessary records, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.
   - Click **Cancel** to reject all changes and close the Transportation Details window.

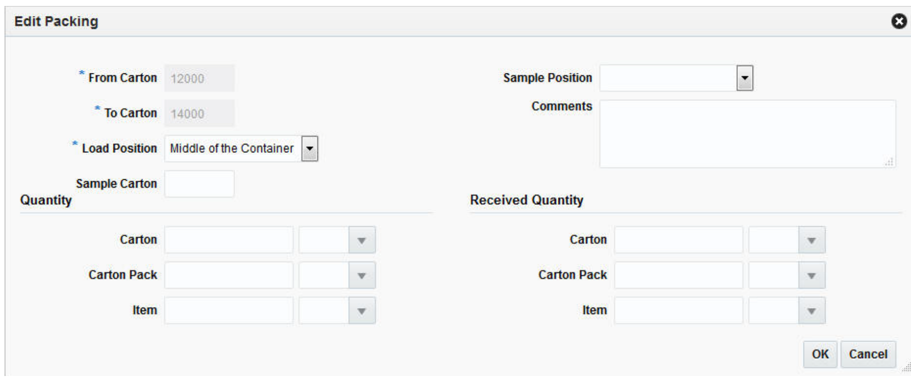
## Editing a Packing Information

To edit a packing information follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Packing table, select **Actions > Edit** or use the Edit icon. The Edit Packing window appears.

***Figure 13–17 Edit Packing Window***




   a. All previously entered fields are populated. Change the values in the appropriate fields, if necessary.
   b. Then choose one of the following options.
      * Click **OK** to save the changes and close the Edit Packing window. The system returns to the Transportation Details window. The packing information is updated.
      * Click **Cancel** to reject all entries and close the Edit Packing window. The system returns to the Transportation Details window.
8. After you have added all necessary records, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.
   - Click **Cancel** to reject all changes and close the Transportation Details window.

## Deleting a Packing Information

To delete a packing information from a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.

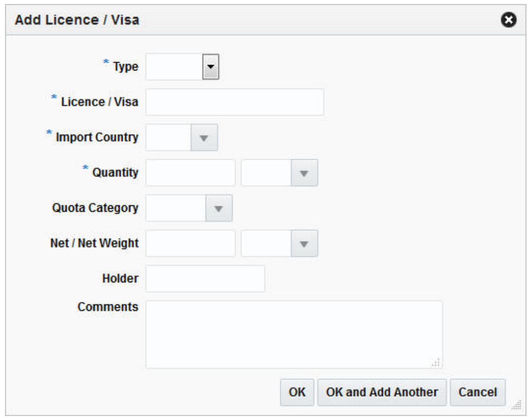
4. Select a record in the Results section.
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the Transportation Toolbar select **Details**. The Transportation Details window appears.
7. In the Packing table, select a packing information.
8. Click **Actions** > **Delete** or use the Delete icon to delete the selected packing information.
9. You are prompted if you want to delete the selected packing from the Packing table. Confirm with **Yes**.
10. The packing information is removed from the Packing table.
11. After you have deleted all necessary records, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the Transportation Details window.
    - Click **Cancel** to reject all changes and close the Transportation Details window.

## Adding a License/Visa

To add a licence/visa information to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Licence/Visa table, select **Actions > Add** or use the Add icon. The Add Licence/Visa window appears.

***Figure 13–18 Add Licence/Visa Window***




a. In the **Type** field, select licence or visa from the list. This field is a required field.

b. In the **Licence/Visa** field, enter the licence or visa number. This field is a required field.

c. In the **Import Country** field, enter, select or search for the import country. This field is a required field.

d. In the **Quantity** field, enter the appropriated quantity. Then enter, select or search for the quantity unit of measure.

e. In the **Quota Category** field, enter, select or search for the appropriate quota category.

f. In the **Net/Net Weight** field, enter the net weight. Then enter, select or search for the weight unit of measure.

g. In the **Holder** field, enter the holder of the licence/visa.

h. In the **Comments** field, enter a comment for the licence/visa, if necessary.

i. Then choose one of the following options.

   * Click **OK** to add the licence/visa and close the Add Licence/Visa window. The system returns to the Transportation Details window. The new licence/visa information is added to the Licence/Visa table.

   * Click **OK and Add Another** to add additional records.

   * Click **Cancel** to reject all entries and exit the Add Licence/Visa window. The system returns to the Transportation Details window.

8. After you have added all necessary records, choose one of the following options.

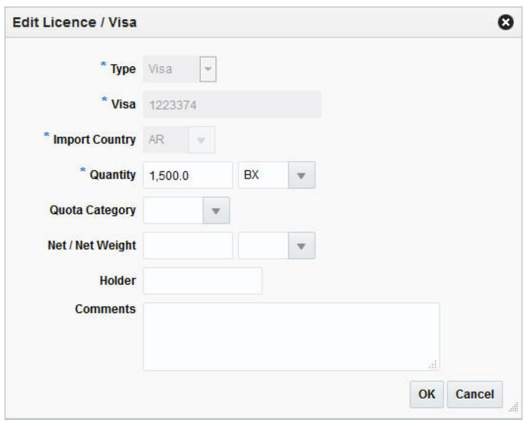
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.
   - Click **Cancel** to reject all changes and close the Transportation Details window.

## Editing a Licence/Visa

To edit a licence/visa information follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Licence/Visa table, select **Actions > Edit** or use the Edit icon. The Edit Licence/Visa window appears.

***Figure 13–19 Edit Licence/Visa Window***




   a. All previously entered fields are populated. Change the values in the appropriate fields, if necessary.
   b. Then choose one of the following options.
      * Click **OK** to save the changes and close the Edit Licence/Visa window. The system returns to the Transportation Details window. The licence/visa information is updated.
      * Click **Cancel** to reject all entries and exit the Edit Licence/Visa window. The system returns to the Transportation Details window.
8. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.
   - Click **Cancel** to reject all changes and close the Transportation Details window.

## Deleting a Licence/Visa

To delete a licence/visa information from a transportation follow the steps listed below.

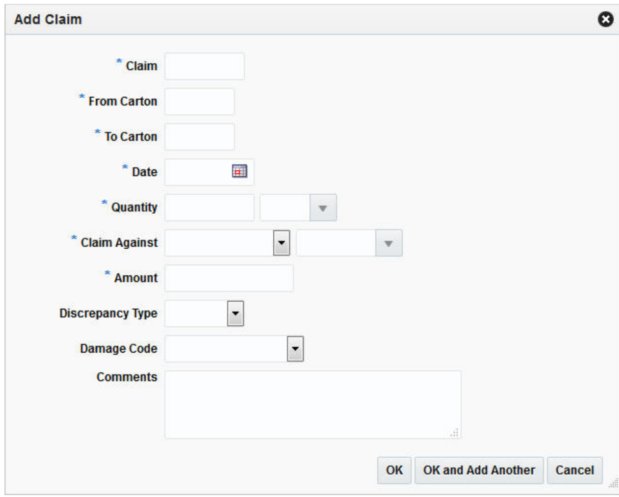
1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the Transportation Toolbar select **Details**. The Transportation Details window appears.
7. In the Licence/Visa table, select the licence/visa information.
8. Click **Actions > Delete** or use the Delete icon to delete the selected licence/visa information.
9. You are prompted if you want to delete the selected licence/visa from the Licence/Visa table. Confirm with **Yes**.
10. The licence/visa information is removed from the Licence/Visa table.
11. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and exit the Transportation Details window.
    - Click **Cancel** to reject all changes and exit the Transportation Details window.

## Adding a Claim

To add a claim to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Claims table, select **Actions > Add** or use the Add icon. The Add Claim window appears.

***Figure 13–20 Add Claim Window***




a. In the **Claim** field, enter the claim ID. This field is a required field.

b. In the **From Carton**, enter the ID of the first carton of a series. This field is a required field.

c. In the **To Carton**, enter the ID of the last carton in a series. This field is a required field.

d. In the **Date** field, enter the claim date or use the Calendar icon to select the date. This field is a required field.

e. In the **Quantity** field, enter the quantity. Then enter, select or search for the quantity unit of measure. These fields are required fields.

f. In the **Claim Against** field, select who you want to add a claim against. For example, select Agent. Then select the claim against ID. These fields are required fields.

g. In the **Amount** field, enter the amount of the claim.

h. In the **Discrepancy Type** field, select the appropriate type from the list. Possible types are Overage or Shortage.

i. In the **Damage Code** field, select the appropriate code from the list. For example, select external damage.

j. In the **Comments** field, enter a comment for the licence/visa, if necessary.

k. Then choose one of the following options.

   * Click **OK** to add the claim and close the Add Claim window. The system returns to the Transportation Details window. The new claim is added to the Claims table.

   * Click **OK and Add Another** to add additional records.

   * Click **Cancel** to reject all entries and close the Add Claims window. The system returns to the Transportation Details window.

8. After you have added all necessary records, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Details window.

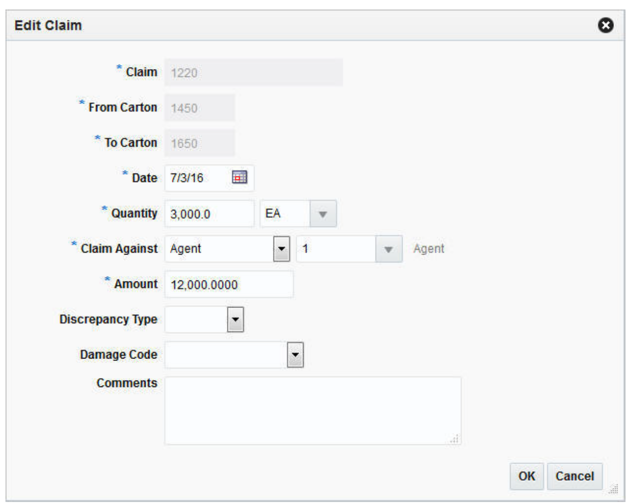
- Click **Cancel** to reject all changes and close the Transportation Details window.

## Editing a Claim

To edit a claim follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Details**. The Transportation Details window appears.
7. In the Claims table, select **Actions > Edit** or use the Edit icon. The Edit Claim window appears.

***Figure 13–21 Edit Claim Window***




   a. All previously entered fields are populated. Change the values in the appropriate fields, if necessary.
   b. Then choose one of the following options.
      * Click **OK** to save the changes and close the Edit Claim window. The system returns to the Transportation Details window. The claim information is updated.
      * Click **Cancel** to reject all entries and close the Edit Claim window. The system returns to the Transportation Details window.
8. After you have added all necessary records, choose one of the following options.
   - Click **Save** to save your changes.

- Click **Save and Close** to save your changes and close the Transportation Details window.
- Click **Cancel** to reject all changes and close the Transportation Details window.

## Deleting a Claim

To delete claim from a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the Transportation Toolbar select **Details**. The Transportation Details window appears.
7. In the Claims table, select a claim.
8. Click **Actions > Delete** or use the Delete icon to delete the selected claim.
9. You are prompted if you want to delete the selected claim from the Claims table. Confirm with **Yes**.
10. The claim is removed from the Claims table.
11. After you have deleted all necessary records, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the Transportation Details window.
    - Click **Cancel** to reject all changes and close the Transportation Details window.

# Transportation Shipments

In the Transportation Shipments window you can manage associations of shipments with a PO or a transportation record.

The Transportation Shipments window contains the following sections.

- Transportation Shipments Header
- Transportation Shipments Table
- Transportation Shipments Toolbar

## Transportation Shipments Header

The Transportation Shipments header contains the following transportation information.

- Vessel ID
- Voyage/Flight number

- Estimated Departure Date
- Container
- Bill of Lading/Airway Bill
- Commercial Invoice
- Order Number
- Item

## Transportation Shipments Table

The Transportation Shipments table contains information such as shipment, advanced shipping notice (ASN), and shipped as well as received date, the to location and the location name.

### Transportation Shipments - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 13–54 Transportation Shipments Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add shipments by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a shipment to a transportation, see the Adding a Shipment section. |
| Delete and Delete icon | You can delete a shipment from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete a shipment from a transportation, see the Deleting a Shipment section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Transportation Shipments - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–55 Transportation Shipments Table - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transportation Shipments Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Transportation Shipments window. The Toolbar contains the following icons and buttons.

***Table 13–56 Transportation Shipments Toolbar - Icons/Buttons and Description***

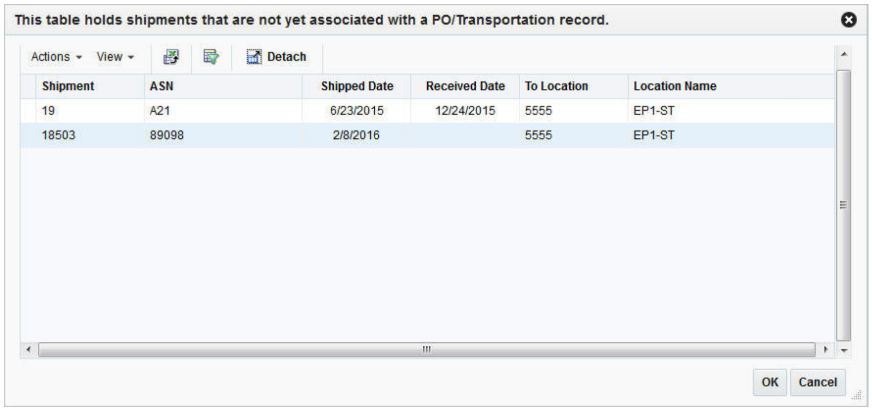
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete a transport by clicking the Delete icon. |
| **Save** | Click **Save** to save changes. |
| **Save and Close** | Click **Save and Close** to save changes and exit the Transportation Shipments window. |
| **Cancel** | Click **Cancel** to cancel any changes and exit the Transportation Shipments window. |
| **Done** | If you opened the Transportation Shipments window in view mode, the **Done** button is displayed.<br>Click **Done** to close the Transportation Shipments window. |

## Adding a Shipment

To add a shipment to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Shipments**. The Transportation Shipments window appears.
7. In the table, select **Actions > Add** or use the Add icon. The Add Shipment window appears.

*Figure 13–22 Add Shipments Window*




a. The Add Shipments table displays shipments that are not associated with the PO/transportation record.

b. In the table select all the shipments you want to associate with the current transportation.

c. Then choose one of the following options.

   * Click **OK** to add the shipments and close the Add Shipments window. The system returns to the Transportation Shipments window. The new shipments are added to the Transportation Shipments table.

   * Click **Cancel** to reject all entries and close the Add Shipments window. The system returns to the Transportation Shipments window.

8. After you have added all necessary shipments, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Shipments window.
   - Click **Cancel** to reject all changes and close the Transportation Shipments window.

## Deleting a Shipment

To delete a shipment from a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Shipments**. The Transportation Shipments window appears.

7. In the Transportation Shipments table, select a shipment.
8. Click **Actions > Delete** or use the Delete icon to delete the selected shipment.
9. You are prompted if you want to delete the selected shipment from the Transportation Shipments table. Confirm with **Yes**.
10. The shipment is removed from the Transportation Shipments table.
11. After you have deleted all necessary records, choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the Transportation Shipments window.
    - Click **Cancel** to reject all changes and close the Transportation Shipments window.

## Timelines

A timeline refers to a schedule of events that can be attached to an activity to track its life cycle. Possible timeline types are.

- Item
- Purchase Order
- Order/Item
- Customs Entry
- Transportation
- Transportation PO/Item
- Container
- BOL/AWB
- Commercial Invoice
- PO BOL/AWB

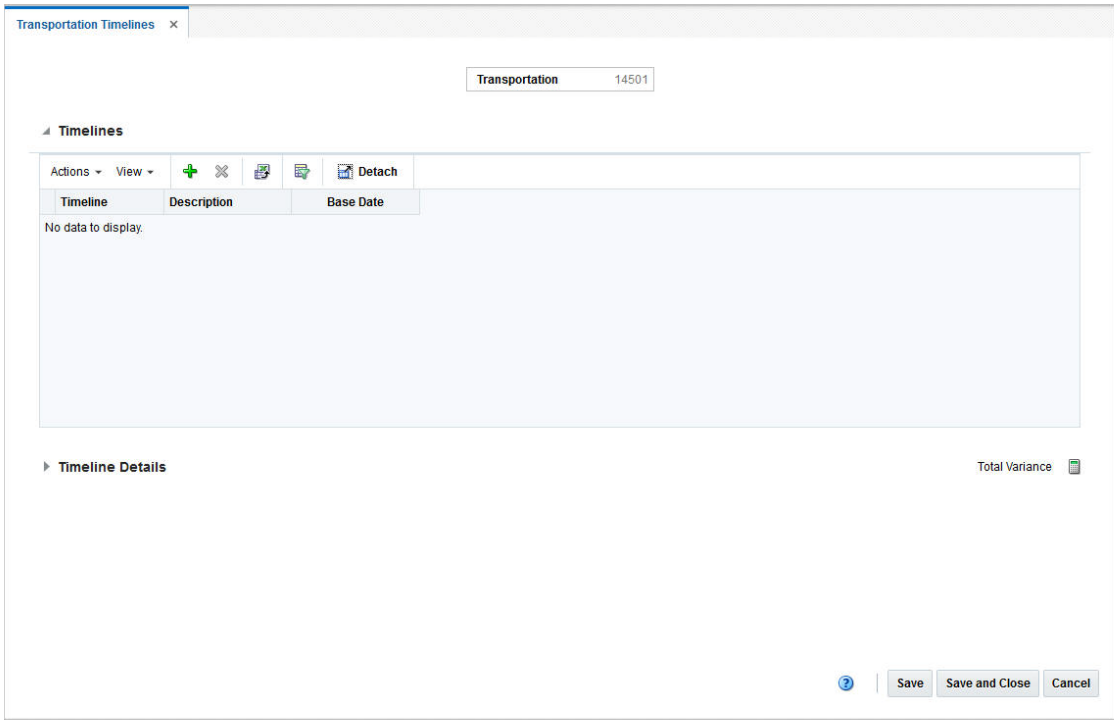
You can add timelines to the values listed above. You can attach a date to each step linked with an activity and monitor the completion of the activity. You can also modify the dates based on the changes in the schedule of related activity and add a relevant reason/comment for the change.

The Timelines Window contains the following sections.

- Timeline Header

  The Timeline header varies according to your selected timeline type. For example, if you want to add a timeline for a purchase order, the purchase order number is displayed in the Timeline header.
- Timelines
- Timeline Details
- Timeline Toolbar

*Figure 13–23 Transportation Timeline Window*




## Timelines

In the timeline section you can add or delete a timeline to/from the selected timeline type.

### Timeline Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 13–57 Timeline Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add timelines to a timeline type by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a timeline to a timeline type, see the Adding Timelines section. |
| Delete and Delete icon | You can delete timelines from a timeline type by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete a timeline from a timeline type, see the Deleting Timelines section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Timeline Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–58 Timeline Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Timeline Details

In the Timeline Details section you can view the reason and comments for a modified step within a timeline. You can also delete a timeline detail from the entry.

### Timeline Details Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 13–59 Timeline Details Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete timeline details from an entry by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete timeline details from an entry, see the Deleting Timeline Details section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| **Calculate Revised Dates** | Use the **Calculate Revised Dates** button to recalculate Base or Original dates. Follow the steps below.<br>■ Enter the Base Date.<br>■ Select **Calculate Revised Dates**.<br>■ All the Original Dates are calculated automatically, based on the entered Base Date.<br>If you enter the Original Date, the Base Date is recalculated.<br>If you enter both, Base and Original date, you receive an error message. |

### Timeline Detail Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–60 Timeline Detail Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Timeline Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Timeline window. The Toolbar contains the following icons and buttons.

*Table 13–61 Customs Timeline Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and exit the Timeline window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Timeline window. |

## Adding Timelines

To add a timeline to an entry, follow the steps listed below.

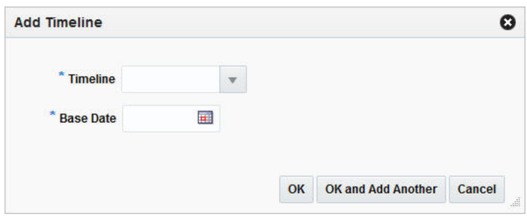
1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Timelines**. In the submenu choose for which entry you want to add timelines.

- Transportation
- Order/Item
- Container
- BOL/AWB
- Commercial Invoice

The Timeline window appears.

7. In the Timeline table, select **Actions > Add** or use the Add icon. The Add Timeline window appears.

*Figure 13–24 Add Timeline*




a. In the **Timeline** field, enter, select or search for the step number you want to add a timeline for. This field is a required field.

b. In the **Base Date** field, enter or use the Calendar icon to select a date.

c. Then choose one of the following options.

   * Click **OK** to add the timeline and close the Add Timeline window. The system returns to the Timeline window. The new timeline is added to the Timeline table.
   * Click **OK and Add Another** to add additional timelines.
   * Click **Cancel** to reject all entries and exit the Add Timeline window. The system returns to the Timelines window.

8. After you have added all necessary timelines, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Timelines window.
   - Click **Cancel** to reject all changes and close the Timelines window.

## Deleting Timelines

To delete a timeline from an entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Timelines**. In the sub menu select the appropriate timeline type. The Timelines window appears.
7. In the Timeline table, select **Actions > Delete** or use the Delete icon.
8. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
9. After you have deleted all necessary records, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Timeline window.
   - Click **Cancel** to reject all changes and exit the Timeline window.

## Editing Timeline Details

To edit a timeline detail of an entry, follow the steps listed below.

1. In the Timeline Details table, select a record and edit the following columns, if necessary.
   - **Revised Date**

     Enter or use the Calendar icon to select a new date for an activity.
   - **Actual Date**

     Enter or use the Calendar icon to select the actual date for an activity.
   - **Reason**

     Enter, select or search for a reason for the timeline change.
   - **Comments**

     Enter or change comments for the activity.

   ---

   **Note:** The original date is populated, when you enter the base date in the Add Timeline window. You can only modify the **Base** and **Original Date** field during the timeline definition. Once a timeline has been attached to an activity, you can no longer update these fields.

   ---

2. After you have changed all necessary data, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Timeline window.
   - Click **Cancel** to reject all entries and close the Timeline window.

## Deleting Timeline Details

To delete a timeline detail from an entry, follow the steps listed below.

1. In the Timeline Details table, select a record.
2. Then select **Actions > Delete** or use the Delete icon.
3. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
4. After you have deleted all necessary records, choose one of the following options.

- Click **Save** to save your changes.
- Click **Save and Close** to save your changes and exit the Timeline window.
- Click **Cancel** to reject all changes and exit the Timeline window.

# Transportation Items

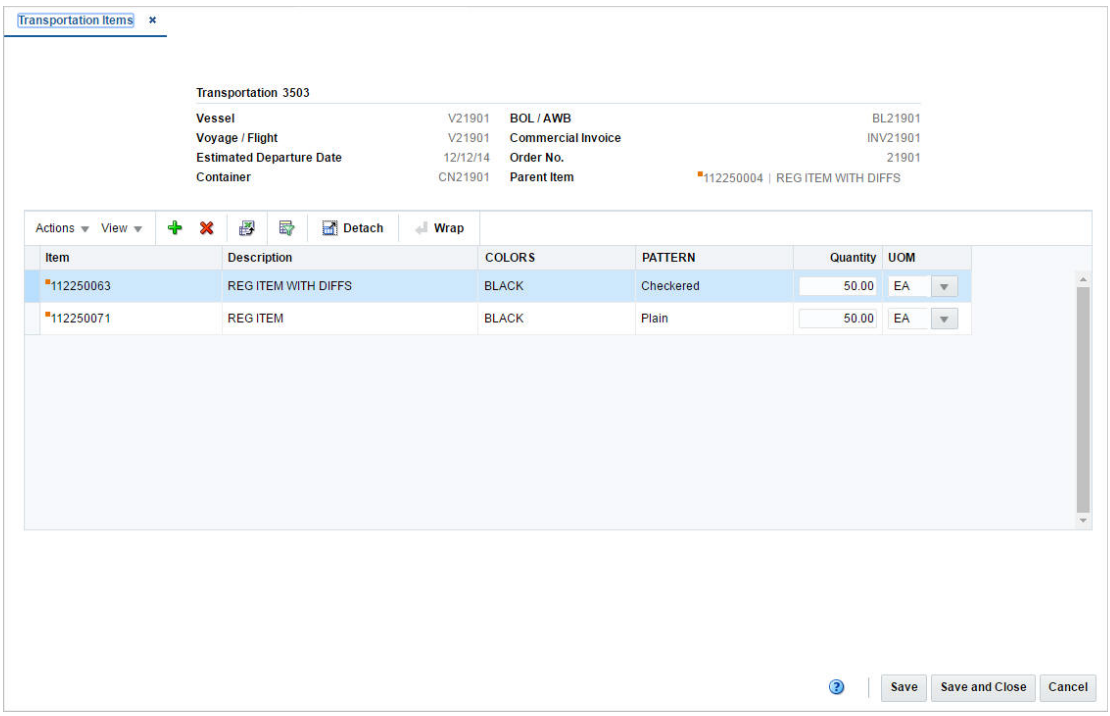
The Transportation Items window allows you to add, edit and view child items for an item parent on an order.

---

**Note:** This menu option is only enabled, if you entered a parent item in the **Item** field in the Transportation window.

---

***Figure 13–25 Transportation Items Window***




The Transportation Item window contains the following sections.

- Transportation Items Header

  The header displays the transportation ID, the vessel and voyage/flight number, the estimated departure date, container, bill of lading/airway bill, the commercial invoice, and order number as well as parent item information.

- Transportation Items Table
- Transportation Items Toolbar

## Transportation Items Table

The Transportation Items table lists the child items added to the transportation record. You can add and delete records from this table. Furthermore, you can edit the **Quantity** and **UOM** field values directly in the table.

The Transportation Item table contains the following columns by default.

- Item
- Description
- Diff 1-4
- Quantity

  You can edit the quantity of the child item directly in the table.
- UOM (Unit of Measure)

  You can edit the UOM of the child item directly in the table.

### Transportation Items Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–62 Transportation Items Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add child items to a transportation by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a child item to a transportation, see the Adding Child Items section. |
| Delete and Delete icon | You can delete child items from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete child items from a transportation, see the Deleting Child Items section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Transportation Items Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–63 Transportation Items Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 13–63 (Cont.) Transportation Items Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transportation Items Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Transportation Items window. The Toolbar contains the following icons and buttons.

*Table 13–64 Transportation Items Toolbar - Icons/Buttons and Description*

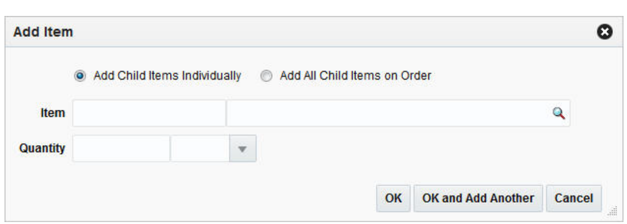
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your entries. |
| **Save and Close** | Click **Save and Close** to save your entries and exit the Transportation Items window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Transportation Items window. |

## Adding Child Items

To add child items to a transportation of an order, follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Items**. The Transportation Items window appears.
7. In the Transportation Items table, select **Actions > Add** or use the Add icon. The Add Item window appears.

*Figure 13–26 Add Item Window*




   a. Select if you want to add the child items individually or if you want to add all the child items on the order.

b. In the **Items** field, enter or use the Search icon to search for the appropriate child item.

---

**Note:** If you have selected the **Add All Child Items on Order** checkbox, the **Item** field is disabled.

---

c. In the **Quantity** field, enter the appropriate quantity. Then enter, select or search for the item quantity UOM.

d. Then choose one of the following options.

   * Click **OK** to add the child item and close the Add Item window. The system returns to the Transportation Items window. The new child items is added to the Transportation Items table.

   * Click **OK and Add Another** to add additional child items.

   * Click **Cancel** to reject all entries and exit the Add Items window. The system returns to the Transportation Items window.

8. After you have added all necessary child items, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Transportation Items window.
   - Click **Cancel** to reject all changes and close the Transportation Items window.

## Deleting Child Items

To delete a child item of a transportation, follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Items**. The Transportation Items window appears.
7. In the Transportation Items table, select the child item you want to delete.
8. Then select **Actions > Delete** or use the Delete icon.
9. You are prompted if you want to delete the selected record. Confirm the prompt with Yes.
10. The selected child item is removed from the Transportation Items table.
11. After you have deleted all necessary child items, choose one of the following options.

    - Click **Save** to save your changes.

- Click **Save and Close** to save your changes and close the Transportation Items window.
- Click **Cancel** to reject all changes and close the Transportation Items window.

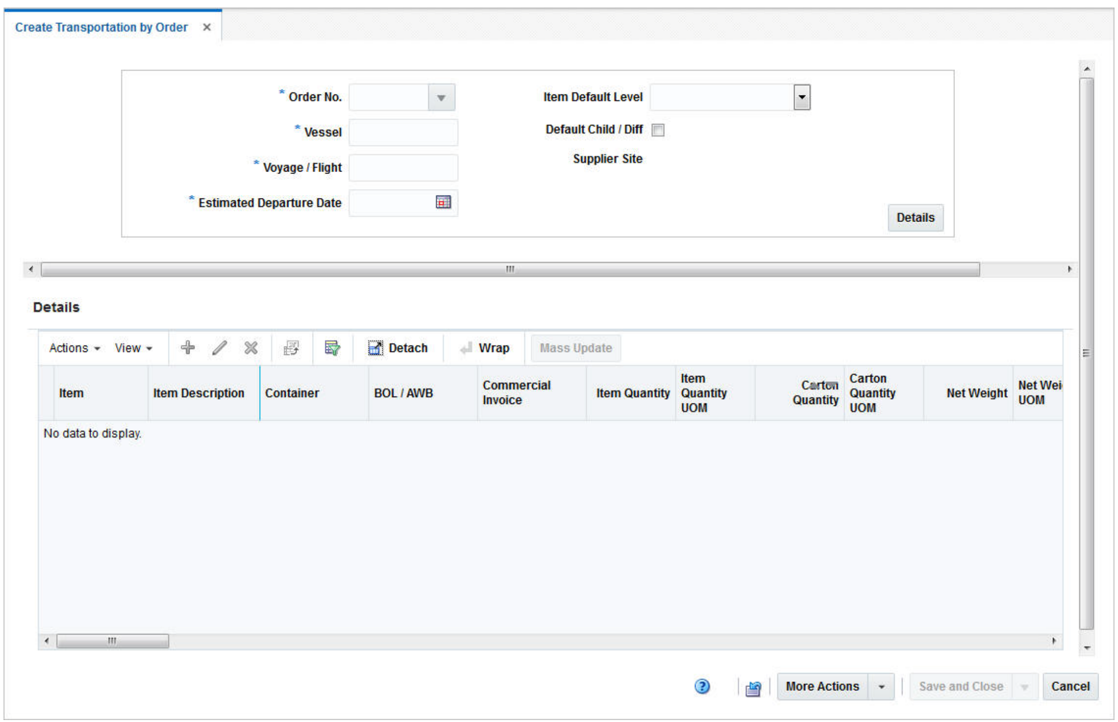
# Create Transportation by Order

In the Create Transportation by Order window you can enter and edit items, related shipments and other information for a specific purchase order. After populating all the information in the header you can query the details. In addition, you can edit or mass edit records.

The Create Transportation by Order window contains the following sections.

- Create Transportation by Order Header
- Details
- Create Transportation by Order Toolbar

***Figure 13–27 Create Transportation by Order***




## Create Transportation by Order Header

The header contains the following fields and button.

***Table 13–65 Create Transportation by Order Header - Fields/Button and Description***

| Fields | Description |
|---|---|
| **Order No.** | Enter select or search for the appropriate order number. This field is a required field. |
| **Vessel** | Enter the vessel ID. This field is a required field. |
| **Voyage/Flight** | Enter the voyage/flight number. This field is a required field. |

*Table 13–65 (Cont.) Create Transportation by Order Header - Fields/Button and*

| Fields | Description |
|---|---|
| **Estimated Departure Date** | Enter or use the Calendar icon to select an estimated departure date. This field is a required field. |
| **Item Default Level** | Select the item default level from the list. Possible levels are Transaction Level and Above Transaction Level. |
| **Default Child/Diff** checkbox | Select the Default Child/Diff checkbox to indicate that all transaction-level values (child/diffs) associated with the parent items will be defaulted. The quantity/UOM values will be rolled-up and displayed for each parent item.<br><br>The parent item qty/UOM is non-editable when child records exist. The Child/Diff values may be edited by clicking the Items option. If the you delete all of the quantity values from the Item window, the Parent level quantities can then be edited. The parent-level Item quantity will be calculated based on the sum of child-level quantities in the Item window, the Item UOM value will also default to the parent-level. |
| **Supplier Site** | The supplier site is displayed. You cannot edit the supplier site. |
| **Details** button | Use the Details button, to query the details for the entered order information. The transportation details are displayed in the Details section.<br><br>For more information about transportation details, see the Details section. |

## Details

The Details section lists details for the entered order information. You can add, edit and delete item information for the transportation.

### Details Table - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

*Table 13–66 Details Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| Add and Add icon | You can add items to a transportation by selecting **Actions** > **Add** or by using the Add icon.<br><br>For more information about how to add items, see the Adding Items section. |
| Edit and Edit icon | You can edit item information of a transportation by selections **Actions > Edit** or by using the Edit icon.<br><br>For more information about how to edit an item information for a transportation, see the Editing Items section. |
| Delete and Delete icon | You can delete items from a transportation by selecting **Actions > Delete** or by using the Delete icon.<br><br>For more information about how to delete items from a transportation, see the Deleting Items section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 13–66 (Cont.) Details Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| Mass Update or **Mass Update** button | Opens the Mass Update window.<br>For more information about how to perform a mass update, see the Mass Update section. |
| Transportation | Opens the Transportation window.<br>For more information about this function, see the Transportation section. |
| Items | Opens the Transportation Items window.<br>For more information about this function, see the Transportation Items section. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Details Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–67 Details Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Create Transportation by Order Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Create Transportation by Order The Toolbar contains the following icons and buttons.

*Table 13–68 Create Transportation by Order Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Refresh icon | To refresh the Create Transportation by Order use the Refresh icon. If you click this icon, all entries are deleted. |

**Table 13–68 (Cont.) Create Transportation by Order Toolbar - Icons/Buttons and**

| Action Icons/Buttons | Description |
|---|---|
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Create Transportation by Order window.<br>For more information about the **More Actions** menu, see the Create Transportation by Order - More Actions Menu section. |
| **Save and Close** | Click **Save and Close**, to save changes to the customs entry and exit the Customs Entry window.<br>Click the arrow on the right side of the button to display the additional save options.<br>■ Click **Save** to save your entries.<br>■ Click **Save and Create Another** to save the current customs entry and create additional entries.<br>Only displayed, if you opened the Create Transportation by Order window.<br>■ Click **Save and Edit Another** to save the current customs entry and create additional entries.<br>Only displayed, if you open the Manage Transportation by Order window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Create Transportation by Order window. |

## Create Transportation by Order - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

**Table 13–69 Create Transportation by Order - More Actions Menu**

| More Actions Menu | Description |
|---|---|
| Shipments | Opens the Transportation Shipments window. This window displays shipment information such as ASN, shipped and received date, to location and location name.<br>For more information about shipments, see the Transportation Shipments section. |
| Details | Opens the Transportation Details window. This window displays a details of the delivery, packing, license/visa information as well as claims.<br>For more information about transportation details, see the Transportation Details section. |
| Missing Documents | Opens the Missing Documents window. You can add and delete all the missing documents for the current transport in this window.<br>For more information about missing documents, see the Missing Documents section. |

*Table 13–69 (Cont.) Create Transportation by Order - More Actions Menu*

| More Actions Menu | Description |
|---|---|
| **Timelines** | Opens the Timelines menu. The menu contains the following options.<br>■ Transportation<br>Opens the Transportation Timelines window.<br>■ Order/Item<br>Opens the Order/Item Timelines window.<br>■ Container<br>Opens the Container Timelines window.<br>■ BOL/AWB (Bill of Lading/Airway Bill)<br>Opens the BOL/AWB Timelines window.<br>■ Commercial Invoice<br>Opens the Commercial Invoice Timelines window.<br>■ Order/BOL/AWB<br>Opens the Order/BOL/AWB window.<br>For more information about timelines, see the Timelines section. |

## Creating a Transportation by Order

To create a transportation by order follow the steps below.

1. From the Tasks menu, select **Import Management > Create Transportation by Order**. The Create Transportation by Order window appears.
2. Enter, select or search for the necessary order information. For more information, about what do add in the Create Transportation header, see the Create Transportation by Order Header section.
3. Click **Details**. The details for the entered order information is displayed in the Detail section.
   - Add items to the transportation by order. For more information about how to add items to the transportation by order, see the Adding Items section.
   - Edit item of the transportation by order. For more information about how to edit items of a transportation by order, see the Editing Items section.
   - Delete items form the transportation by order. For more information about how to delete items from a transportation by order, see the Deleting Items section.
   - Update multiple items of a transportation by order. For more information about how to update multiple items from a transportation by order, see the Mass Update section.
4. After you have made all the necessary changes, choose one of the following options.
   - Click **Save and Close**, to save changes to the transportation and exit the Create Transportation by Order window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.

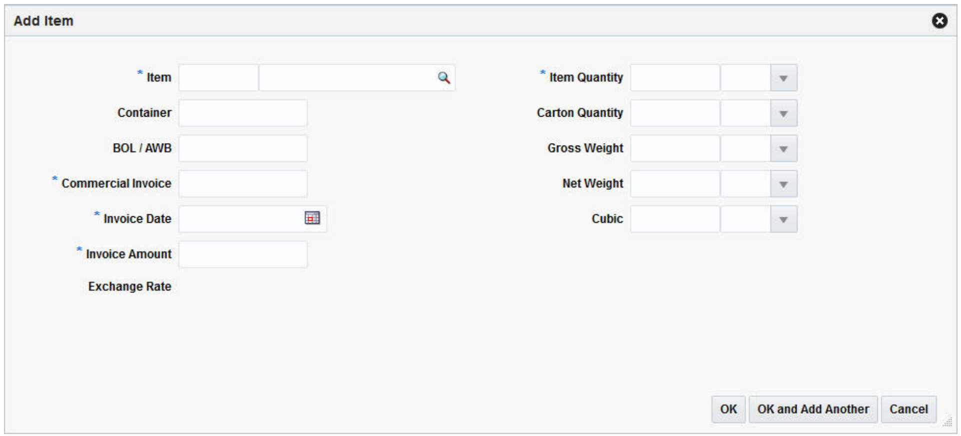
– Click **Save and Create Another** to save the current transportation and create additional entries.

## Adding Items

To add an item to a transportation by order, follow the steps below.

1. In the Details table, select **Actions > Add** or use the Add icon. The Add Item window appears.

***Figure 13–28 Add Item Window***




a. In the **Item** field, enter or use the Search icon to search for the appropriate item. This field is a required field.

b. In the **Container** field, enter the container ID.

c. In the **BOL/AWB** field, enter the bill of lading or airway bill number.

d. In the **Commercial Invoice** field, enter the commercial invoice number. This filed is a required field.

e. In the **Invoice Date** field, enter or use the Calendar icon to select a date. This field is a required field.

f. In the **Invoice Amount** field, enter the invoice amount.

g. In the **Exchange Rate** field the current rate is displayed. If you need to edit the displayed exchange rate, see the Editing the Exchange Rate section.

h. In the **Item Quantity** field, enter the appropriate quantity. Then select the item quantity unit of measure.

i. In the **Carton Quantity** field, enter the appropriate quantity. Then select the carton quantity unit of measure.

j. In the **Gross Weight** field, enter the appropriate weight. Then select the weight unit of measure.

k. In the **Net Weight** field, enter the appropriate weight. Then select the weight unit of measure.

l. In the **Cubic** field, there appropriate cubic amount. Then select the cubic unit of measure.

m. Then choose one of the following options.

   * Click **OK** to save your entries and close the Add Item window.

  * Click **OK and Add Another** to add additional records.
  * Click **Cancel** to reject all entries and close the Add Item window.

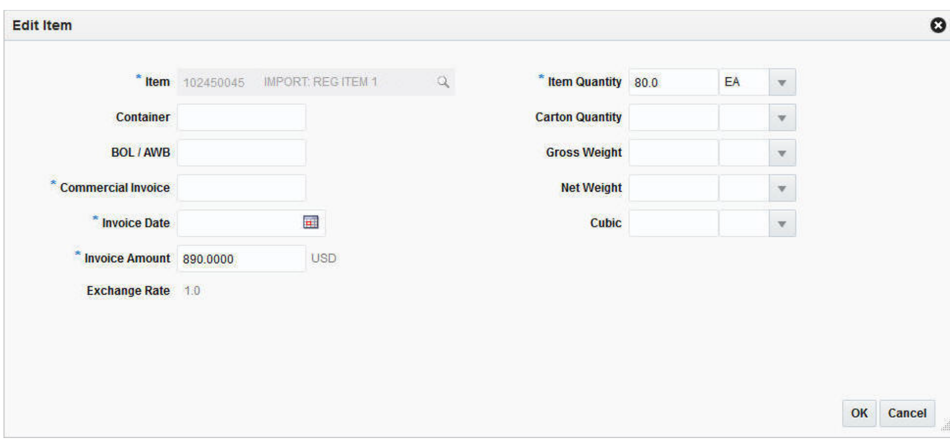
2. After you have made all the necessary changes, choose one of the following options.
   - Click **Save and Close**, to save changes to the transportation and close the Create/Manage Transportation by Order window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another/Save and Edit Another** to save the current transportation and create additional entries.
   - Click **Cancel** to reject all entries and close the Create/Manage Transportation by Order window.

## Editing Items

To edit items of a transportation by order, follow the step listed below.

1. In the Details table, select **Actions > Edit** or use the Edit icon. The Edit Item window appears.

***Figure 13–29 Edit Item Window***




   a. The item information of the current item is displayed. Update the field as necessary.
   b. Then choose one of the following options.
      * Click **OK** to save your entries and close the Edit Item window.
      * Click **Cancel** to reject all entries and close the Edit Item window.

2. After you have made all the necessary changes, choose one of the following options.
   - Click **Save and Close**, to save changes to the transportation and close the Create/Manage Transportation by Order window.
   - Click the arrow on the right side of the button to display the additional save options.

  - Click **Save** to save your entries.
  - Click **Save and Create Another/Save and Edit Another** to save the current transportation and create additional entries.
- Click **Cancel** to reject all entries and exit the Create/Manage Transportation by Order window.

## Deleting Items

To delete items from an transportation by order follow the steps below.

1. In the Details table, select the item you want to delete from the transportation.
2. Then select **Actions > Delete** or use the Delete icon.
3. You are prompted if you want to delete the record. Confirm the prompt with **Yes**.
4. The item is deleted from the Details table.
5. Then choose one of the following options.
   - Click **Save and Close**, to save changes to the transportation and close the Create/Manage Transportation by Order window.
   - Click the arrow on the right side of the button to display the additional save options.
     - Click **Save** to save your entries.
     - Click **Save and Create Another/Save and Edit Another** to create additional entries.
   - Click **Cancel** to reject all entries and close the Create/Manage Transportation by Order window.

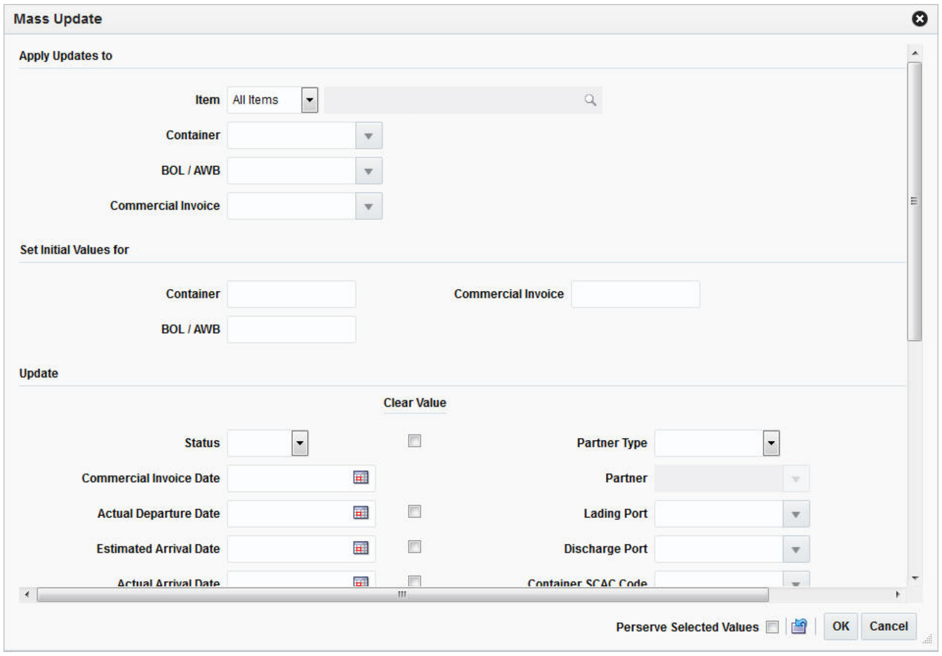
## Mass Update

In the Mass Update window you can edit multiple items.

The Mass Update window contains the following sections.

- Apply Updates To
- Set Initial Values For
- Update
- Mass Update Toolbar

*Figure 13–30 Mass Update Window*




## Apply Updates To

In the Apply Updates to section, enter, select or search for the values you want to apply the updates to.

*Table 13–70 Apply Updates to - Fields and Description*

| Fields | Description |
|---|---|
| **Item** | Choose one of the following options from the list.<br>▪ Select All Items, the **Item** field and the item search are disabled. The updates will be performed for all items.<br>▪ Choose Single Item, the **Item** field and the item search are enabled. Enter or use the Search icon to search for the appropriate item. The updates will only be performed for the selected item. |
| **Container** | Enter, select or search for the appropriate container ID, you want to apply the update to. |
| **BOL/AWB** | Enter, select or search for the bill of lading or airway bill, you want to apply the update to. |
| **Commercial Invoice** | Enter, select or search for the commercial invoice, you want to apply the update to. |

## Set Initial Values For

In the Set Initial Values section you can enter only initial values for the container, the BOL/AWB and the commercial invoice. You cannot edit these values later.

## Update

In the Update section, enter new values for those fields you want to update. The Update section displays the following fields.

*Table 13–71 Updates - Fields and Description*

| Fields | Description |
|---|---|
| **Status** | Select the appropriate status from the list. For example, select status Loaded. |
| **Commercial Invoice Date** | Enter or use the Calendar icon to select the date. |
| **Actual Departure Date** | Enter or use the Calendar icon to select the date. |
| **Estimated Arrival Date** | Enter or use the Calendar icon to select the date. |
| **Actual Arrival Date** | Enter or use the Calendar icon to select the date. |
| **Delivery Date** | Enter or use the Calendar icon to select the date. |
| **Shipment** | Enter the shipment ID. |
| **Receipt** | Enter the receipt number. |
| **Forwarder's Cargo Receipt** | Enter the forwarder's cargo receipt number. |
| **Forwarder's Cargo Receipt Date** | Enter or use the Calendar icon to select the date. |
| **In Transit** | Enter In Transit number for shipments cleared at inland locations, or other than Discharge Port. |
| **In Transit Date** | Enter or use the Calendar icon to select the date. |
| **Service Contract No.** | Enter the service contract number. |
| **Lot** | Enter the lot number. |
| **Seal** | Enter the seal number |
| **Packing Method** | Select the packing method from the list. For example, select Flat. |
| **Partner Type** | Select the partner type from the list. For example, select Agent. |
| **Partner** | This field is only enabled, if you have selected a partner type.<br>Enter, select or search for the appropriate partner. |
| **Lading Port** | Enter, select or search for the lading port. |
| **Discharge Port** | Enter, select or search for the discharge port. |
| **Container SCAC Code** | Enter, select or search for the container SCAC code. |
| **Vessel SCAC Code** | Enter, select or search for the vessel SCAC code. |
| **Freight Type** | Enter, select or search for the freight type. |
| **Freight Size** | Enter, select or search for the freight size. |
| **Consolidation Country** | Enter, select or search for the consolidation country. |
| **Origin Country** | Enter, select or search for the origin country. |
| **Export Country** | Enter, select or search for the export country. |
| **Shipment Method** | Select the shipment method from the list. |
| **Rush** checkbox | Select the Rush checkbox to indicate that the transport is a rush shipment. |
| **Candidate** checkbox | Select the **Candidate** checkbox, if the record is complete and ready for finalization.<br>The Candidate checkbox can only be selected for items that have an approved HTS code. |
| **Comments** | Enter comments, if necessary. |

**Note:** All fields are enabled by default. Check the **Clear Value** checkbox to disable the selected field. The field **Commercial Invoice** can not be cleared.

### Mass Update Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Mass Update window. The Toolbar contains the following icons and buttons.

*Table 13–72 Mass Update Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| **Preserve Selected Values** checkbox | Select the **Preserve Selected Values** checkbox, if you want to keep the values for later mass updates. |
| Refresh icon | Use the Refresh icon to clear all entered values in the Mass Update window. No values are saved. |
| **OK** | Click **OK** to perform the updates as indicated and exit the Mass Update window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Mass Update window. |

# Managing a Transportation by Order

The Manage Transportation by Order window allows you to search and maintain transportations for an order.

The Manage Transportation by Order window contains the same sections and functions as the Create Transportation by Order window.

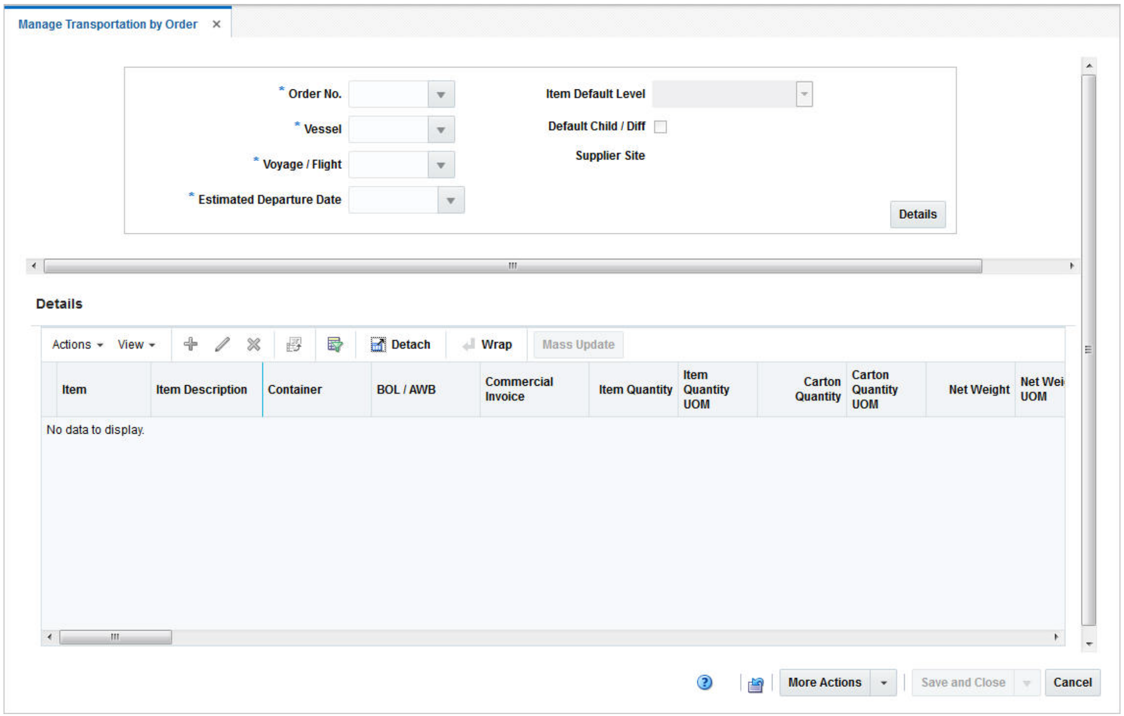
For more information about the available sections and functions to manage transportations by order, see the Create Transportation by Order section.

## Searching for a Transportation by Order

To search for transportations by order follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation by Order**. The Manage Transportation by Order window appears.

*Figure 13–31 Manage Transportation by Order Window*




2. Enter or select search for the appropriate order number, vessel ID, voyage/flight number and estimated departure date for which the transportation record needs to be edited.
3. Click **Details**. The transportation details are displayed in Details table.
4. Then update the transportations as necessary.
   - Add items to the transportation by order. For more information about how to add items to the transportation by order, see the Adding Items section.
   - Edit item of the transportation by order. For more information about how to edit items of a transportation by order, see the Editing Items section.
   - Delete items from the transportation by order. For more information about how to delete items from a transportation by order, see the Deleting Items section.
   - Update multiple items of a transportation by order. For more information about how to update multiple items from a transportation by order, see the Mass Update section.
5. Then choose one of the following options.
   - Click **Save and Close**, to save changes to the transportation and close the Create/Manage Transportation by Order window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another/Save and Edit Another** to save the current transportation and create additional entries.

- Click **Cancel** to reject all entries and exit the Create/Manage Transportation by Order window.

## Managing a Transportation

The Manage Transportation option opens the Transportation Search window. In the Transportation Search window you can search, maintain and view transportations.

You can access the Transportation Search window from the Task menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.

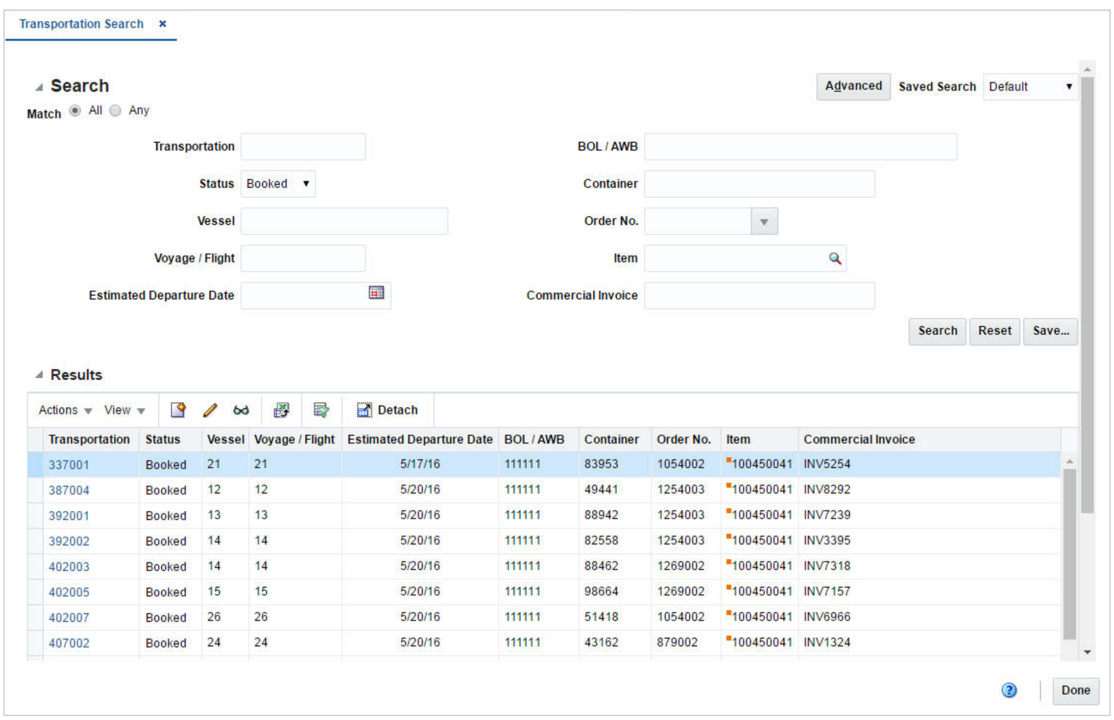
The Transportation Search window contains the following two sections.

- Search

  For more information about how to search for a transportation, see the Searching for a Transportation section.

- Results
- Transportation Search Toolbar

***Figure 13–32 Transportation Search Window***



## Searching for a Transportation

To search for a transportation:

1. From the Task menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. You can search for a transportation by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.

- Click **Basic** to return to the basic mode.

### Searching for a Transportation Through the Basic Search Criteria

To search for a transportation using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 13–73 Transportation Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only transportations matching all entered search criteria are shown.<br>Any - transportations matching each entered search criteria are shown. |
| **Transportation** | Enter the transportation ID. |
| **Status** | Select the transportation status. For example, select Booked. |
| **Vessel** | Enter the vessel ID. |
| **Voyage/Flight** | Enter the voyage/flight number. |
| **Estimated Departure Date** | Enter or use the Calendar icon to select the estimated departure date. |
| **BOL/AWB** | Enter the bill of lading or airway bill. |
| **Container** | Enter the container ID. |
| **Order No.** | Enter, select or search for the order number. |
| **Item** | Enter the item number or use the Search icon to search for the appropriate item. |
| **Commercial Invoice** | Enter the commercial invoice number. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Transportation Through Advanced Search Criteria

To search for a transportation using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved transportations. The Results table shows the following columns by default.

- Transportation ID
- Status
- Vessel
- Voyage/Flight
- Estimated Departure Date
- BOL/AWB
- Container
- Order No.
- Item
- Commercial Invoice

### Results - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the Results table. You can perform the actions listed below.

*Table 13–74 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create or Create icon | Select **Actions > Create** or use the Create icon to create a new transportation. The Create Transportation window appears.<br>For more details about how to create a transportation, see the Creating a Transportation section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected transportation.<br>For more information about the available fields to edit, see the Transportation section. |
| View and View icon | To view a transportation:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or use the View icon. The Transportation window appears.<br>For more details about the Transportation window, see the Transportation section. |
| Export to Excel and Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–75 Results - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach | You can view the tables in the application in a separate window by clicking Detach. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transportation Search Toolbar

The toolbar contains the following icons and buttons.

*Table 13–76 Transportation Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

## Finalize Transportation

In the Transportation Finalize window you can enter the entry number, import country, broker, and currency code to finalize the transportation record. When you enter the information in the Finalize Transportation window, the information is added to all records that match the vessel, voyage, and estimated departure date criteria.

---

**Note:** A transportation record must be marked as a Candidate before it can be finalized.

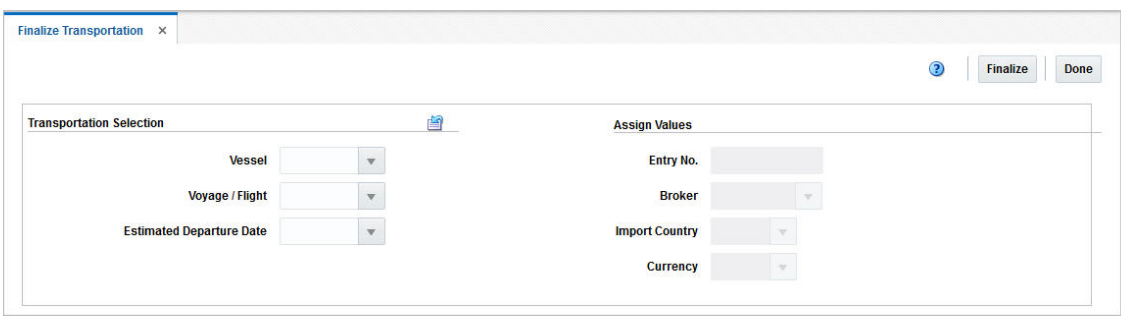
---

If no search criteria is entered, all transportation records that are marked as candidates are finalized and you cannot apply an entry number, import country, broker, or currency information.

The Finalize Transportation window contains the following sections.

- Transportation Selection
- Assign Values
- Finalize Transportation Toolbar

*Figure 13–33 Finalize Transportation Window*




## Transportation Selection

In the Transportation Selection you can enter search criteria for the transportation record to be finalized. To clear the Transportation Selection use the Reset icon.

*Table 13–77 Transportation Selection - Fields and Description*

| Fields | Description |
|---|---|
| **Vessel** | Enter, select or search for the vessel ID. |
| **Voyage/Flight** | Enter, select or search for the voyage/flight number. |
| **Estimated Departure Date** | Enter, select or search for the estimated departure date. |

## Assign Values

In the Assign Values section enter, select or search for the customs entry values that you want to apply to the transportation record.

***Table 13–78 Assign Values - Fields an Description***

| Fields | Description |
|---|---|
| **Entry No.** | Enter the entry number assigned by the customs agency. |
| **Broker** | Enter, select or search for the ID of the broker. |
| **Import Country** | Enter, select or search for the ID of the import country. |
| **Currency** | Enter, select or search for the code for the currency of the import country. |

## Finalize Transportation Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Finalize Transportation window. The Toolbar contains the following icons and buttons.

***Table 13–79 Finalize Transportation Toolbar - Icons/Buttons and Description***

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | You can delete a transport by clicking the Delete icon. |
| **Finalize** | Click **Finalize** to change the status of the transportation to finalized. |
| **Done** | Click **Done** to close the Finalize Transportation window. |

## Finalizing Transportation Records

To finalize transportation records, follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Finalize Transportation**. The Finalize Transportation window appears.

   **Note:** A transportation record must be marked as a Candidate before it can be finalized.

2. Enter the criteria for the transportation record to be finalized. Enter, select or search for the following values.
   - Vessel ID
   - Voyage/Flight number
   - Estimated departure date

   **Note:** If you leave all fields empty and click **Finalize**, all transportation records marked as candidates are finalized.

3. Enter the customs entry values that you want to apply to the record. Enter, select or search for following values.

- Entry number assigned by customs agency
- Import country ID
- Broker ID
- Currency Code

4. After you have entered all necessary information, choose one of the following options.
   - Select **Finalize**. The transportation records that match the criteria are copied to the Customs Entry module. The status of the transportation records are automatically changed to Finalized.
   - Select **Done** to close the Finalize Transportation window.

## Customs Entry

The movement of goods through customs in the import country can be tracked through the customs entry module.

You can track the following information in the customs entry module:

- Forms
- Protests
- Timelines
- Shipments, orders, and items
- Departure, arrival, export, and import dates
- Missing documents
- Bills of lading and containers
- Charges and assessments
- Licenses and visas

A customs entry batch program transmits data to brokers so they can prepare the necessary documentation. When you finalize transportation records in the transportation module, the customs entries are created automatically. As additional information is acquired, it can be entered manually.

When the charges and assessments are complete, you can choose to allocate the costs to the actual landed cost module. When the customs entry is complete, you can confirm the record. If you have access to the Oracle Retail Invoice Matching product, non-merchandise invoices are created automatically from confirmed customs entries.

## Customs Entry Window

You can track the movement of goods through customs in the import country through the Customs Entry (CE) module.

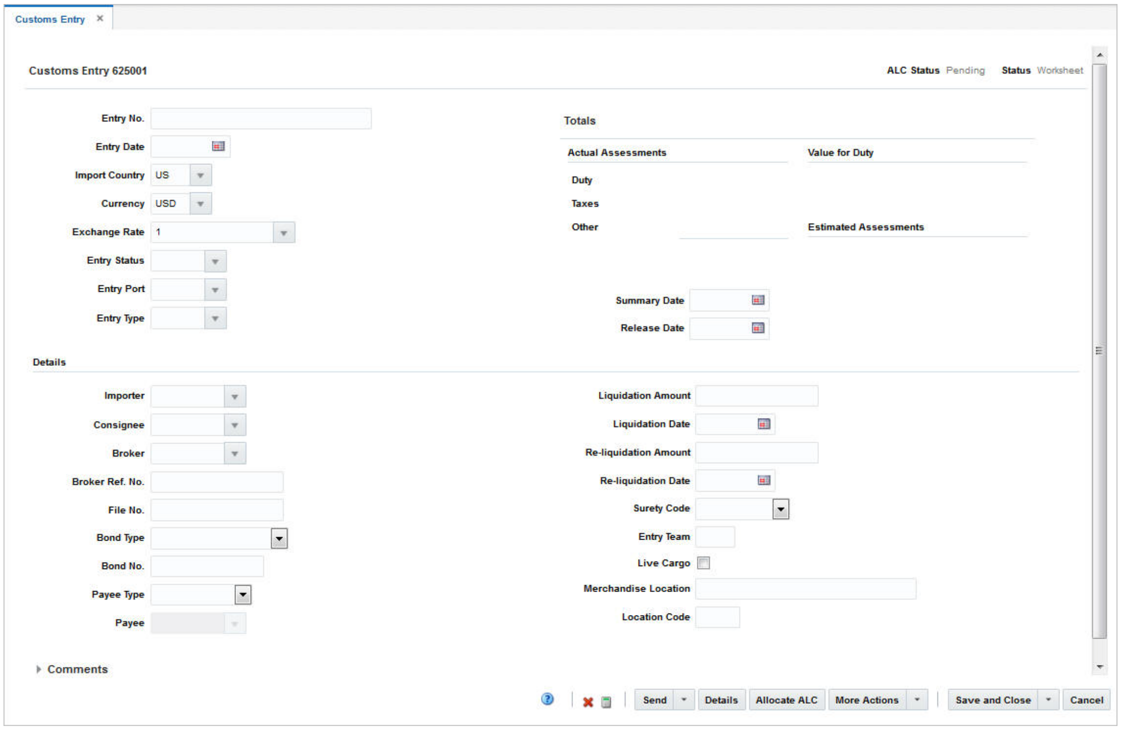
The Create Customs Entry option opens the Customs Entry window. This window allows you to view and maintain customs entries. You can also calculate assessments and allocate them to actual landed cost (ALC).

The Customs Entry window contains the following sections.

- Customs Entry Header
- Details

- Comments
- Customs Entry Toolbar

***Figure 13–34 Customs Entry Window***




## Customs Entry Header

The Customs Entry header displays the Customs Entry ID. In the top right corner of the section the ALC status as well as the status of the customs entry are displayed. Additionally, the section contains the following entry fields.

***Table 13–80 Customs Entry Header - Fields and Description***

| Field | Description |
|---|---|
| **Entry No.** | Enter the entry number. |
| **Entry Date** | Enter the entry date or use the Calendar icon to select an entry date. |
| **Import Country** | Displays default value. |
| **Currency** | Displays default value. |
| **Exchange Rate** | Displays default value.<br>If you need to edit the current Exchange Rate, see the Editing the Exchange Rate section for more details. |
| **Entry Status** | Enter, select or search for the status of the customs entry. |
| **Entry Port** | Enter, select or search for the entry port. |
| **Entry Type** | Enter, select or search for the entry type. |
| **Summary Date** | Enter the summary date or use the Calendar icon to select the date. |

*Table 13–80 (Cont.) Customs Entry Header - Fields and Description*

| Field | Description |
|---|---|
| **Release Date** | Enter the release date or use the Calendar icon to select the date. |

Furthermore, the Customs Entry Header contains the Totals section. You can view the following totals in this section.

*Table 13–81 Totals - Fields an Description*

| Field | Description |
|---|---|
| **Total Actual Assessments** | The Actual Assessments column lists the following values:<br>■ Duty<br>■ Taxes<br>■ Other |
| **Value for Duty** | Displays the dutiable value of the merchandise on the customs entry. |
| **Estimated Assessments** | Displays the estimated value of the assessments on the customs entry. |

## Details

The Details section contains the following fields.

*Table 13–82 Details - Fields and Description*

| Field | Description |
|---|---|
| **Importer** | Enter, select or search for the importer. |
| **Consignee** | Enter, select or search for the consignee. |
| **Broker** | Enter, select or search for the broker. |
| **Broker Ref. No.** | Enter the broker reference number. |
| **File No.** | Enter the file number. |
| **Bond Type** | Select the bond type from the list. |
| **Bond No.** | This field is only enabled, if you selected a bond type.<br>Enter the bond number. |
| **Payee Type** | Select the payee type from the field. |
| **Payee** | This field is only enabled, if you selected a payee type.<br>Enter, select or search for the payee. |
| **Liquidation Amount** | Enter the liquidation amount. |
| **Liquidation Date** | Enter the liquidation date or use the Calendar icon to select the date. |
| **Re-liquidation Amount** | Enter the re-liquidation amount. |
| **Re-liquidation Date** | Enter the re-liquidation date or use the Calendar icon to select a date. |
| **Surety Code** | Select a surety code from the list. |
| **Entry Team** | Enter the entry team. |
| **Live Cargo** | Select the Live Cargo checkbox, to indicate the entry is live in accordance to the U.S. 7501 form. |

*Table 13–82 (Cont.) Details - Fields and Description*

| Field | Description |
|---|---|
| **Merchandise Location** | Enter the merchandise location. |
| **Location Code** | Enter the location code. |

## Comments

The Comments section holds the **Comments** field. You can enter any comments for the customs entry.

## Customs Entry Toolbar

The Customs Entry Toolbar displays the icons and buttons for actions that can be performed for the customs entry such as changing the status of the customs entry or navigating to the CE Details window to edit and view shipments, orders, items or charges information related to the customs entry. The Customs Entry Toolbar contains the following icons and buttons.

*Table 13–83 Customs Entry Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Deletes the current customs entry.<br>Only possible, if the Customs Entry is still in the status Worksheet. |
| Recalculate icon | Use this icon to recalculate the totals in the Customs Entry window, after you have changed CE Details such as order/items or charges. |
| **Status** | If you click the **Status** button, the status of the customs entry changes to the status specified on the button. When there is more than one status to which the customs entry can be changed to, click the arrow on the right side of the button to display the additional status options.<br>Possible customs entry statuses are:<br>■ Worksheet<br>■ Send<br>■ Downloaded<br>■ Confirmed |
| **Details** | Click **Details** to view the details of the customs entry. The CE Details window appears.<br>For more information about CE details, see the CE Details section. |
| **Allocate ALC** | Click **Allocate ALC** to allocate the costs to the actual landed costs module. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the Customs Entry window.<br>For more information about the More Action Menu for customs entries, see the Customs Entry - More Actions Menu section. |

*Table 13–83 (Cont.) Customs Entry Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| **Save and Close** | Click **Save and Close** to save your changes and close the window.<br>Click the arrow on the right side of the button to display the additional save options.<br>■ Click **Save** to save your entries.<br>■ Click **Save and Create Another** to create additional entries. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | Only displayed in view mode.<br>Click **Done** to close the window. |

**Note:** If you enter the Customs Entry window in view mode, only the following icons and buttons are available:

- Help icon
- **Details** button
- More Actions menu
- **Done** button

All other icons and buttons are disabled in view mode.

### Customs Entry - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

*Table 13–84 More Actions Menu - Buttons and Description*

| Action Buttons | Description |
|---|---|
| **Forms and Protests** | Opens the CE Forms and Protests window.<br>For more information about this function, see the CE Forms and Protests section. |
| **Timelines** | Opens the Customs Entry Timelines window.<br>For more information about this function, see the Customs Entry Timelines section. |

## Creating a Customs Entry

To create a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Create Customs Entry**. The Customs Entry window appears.
2. In the Customs Entry header, the customs entry number is auto-generated, if you create a customs entry. The ALC status as well as the status of the customs entry are displayed in the top right corner of the window. If you create a customs entry the ALC status defaults to Pending and the status of the customs entry to Worksheet.

3. Enter, select or search for customs entry data, in the individual sections. For more information about the individual sections of the Customs Entry window, see the Customs Entry Window section.
4. Then select one of the following options.
   - Click **Save and Close** to save you entries and close the Customs Entry window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create additional entries.
   - Click **Cancel** to reject all entries and close the Customs Entry window.

## Editing a Customs Entry

To edit a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. The values of the selected customs entry are displayed. Change the values, if necessary. For more details about the values of the Customs Entry window, see the Customs Entry Window section.
7. Then select one of the following options.
   - Click **Save and Close** to save you entries and close the Customs Entry window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create further entries.
   - Click **Cancel** to reject all entries and close the Customs Entry window.

# CE Forms and Protests

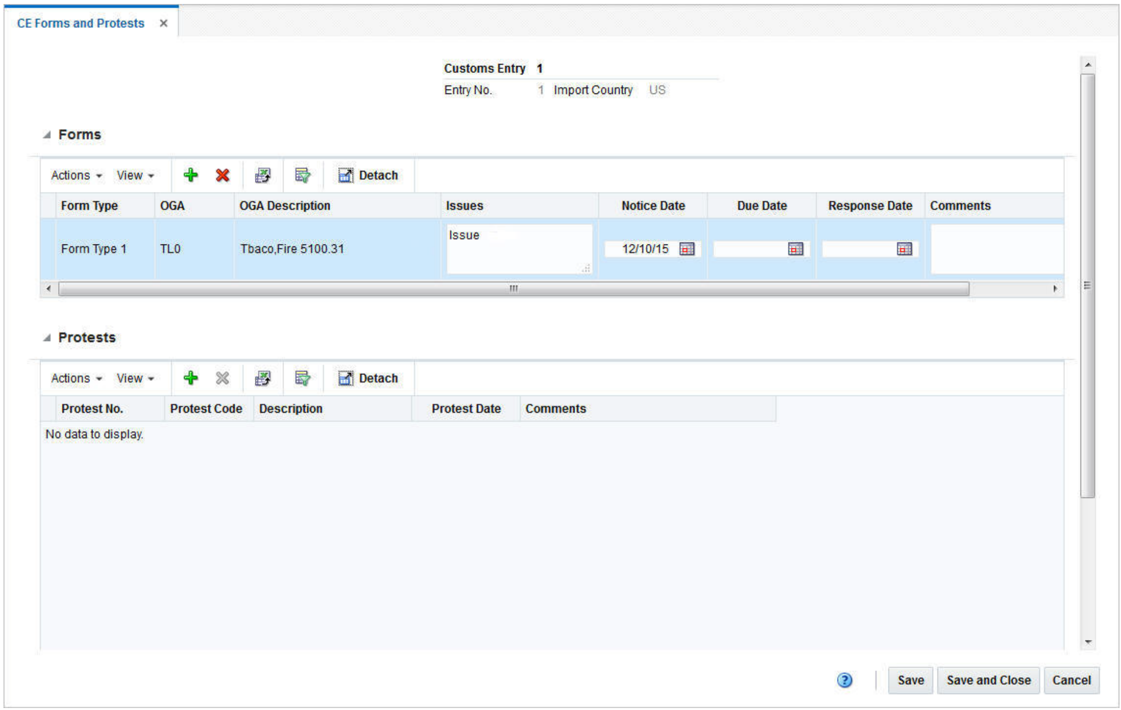
In the CE Forms and Protests window you can create, edit and view forms and protest information related to the selected customs entry.

The CE Forms and Protests window contains the following sections.

- CE Forms and Protests Header
- Forms Table
- Protest Table

- CE Forms and Protests Toolbar

***Figure 13–35 CE Forms and Protests Window***




## CE Forms and Protests Header

The CE Forms and Protests header displays the customs entry, the entry number and the import country.

## Forms Table

In the Forms table you can maintain forms records. The table displays the following columns by default.

- Form Type
- OGA Code and Description
- Issues
- Dates such as Notice, Due and Response Date
- Comments

### Forms Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 13–85 Forms Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add forms to a customs entry by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add forms, see the Adding Forms section. |
| Delete and Delete icon | You can delete a form from a customs entry:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Forms Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–86 Forms Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Protest Table

In the Protest table you can maintain protest records. The table displays the following columns by default.

- Protest Number
- Protest Code
- Description
- Protest Date
- Comments

### Protests Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

*Table 13–87 Protests Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add protests to a customs entry by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add protests, see the Adding Protests section. |
| Delete and Delete icon | You can delete a protest from a customs entry:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Protests Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–88 Protests Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## CE Forms and Protests Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the CE Forms and Protest window. The Toolbar contains the following icons and buttons.

*Table 13–89 CE Forms and Protests Toolbar - Icons/Buttons and Description*

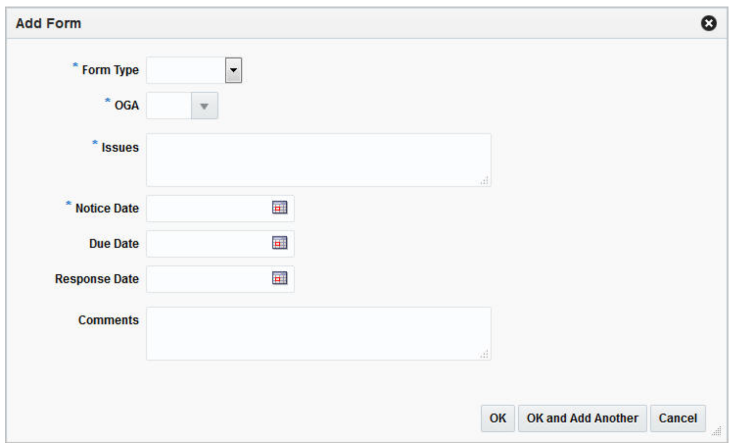
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Forms

To add a form to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Forms and Protests**. The CE Forms and Protests window appears.
7. In the Forms table, select **Actions > Add** or use the Add icon. The Add Form window appears.

***Figure 13–36 Add Form Window***




a. In the **Form Type** field, select the form from the list. This field is a required field.

b. In the **OGA** field, enter, select or search for the ID of the other government agency. This field is a required field.

c. In the **Issues** field, enter the issue raised be the government agency. This field is a required field.

d. In the **Notice Date** field, enter or select the appropriate date or use the Calendar icon to select the date. This field is a required field.

e. In the **Due Date** field, enter or select the appropriate date or use the Calendar icon to select the date.

f. In the **Response Date** field, enter or select the appropriate date or use the Calendar icon to select the date.

g. In the **Comments** field, enter your comments, if necessary.

h. Then choose one of the following options.

   * Click **OK** to add your changes and close the Add Form window. The system returns to the CE Forms and Protests window. The new form is added to the Form table.

  * Click **OK and Add Another** to add additional forms.
  * Click **Cancel** to reject all entries and close the Add Form window. The system returns to the CE Forms and Protests window.

8. After have added all necessary forms, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all changes and close the CE Forms and Protests window.

## Editing Forms

After you have added a form to a customs entry, you can edit the form as shown below.

1. In the Forms table, select a record and edit the following columns, if necessary.
   - **Issues**

     Add, change or delete the shown entry.
   - **Notice, Due** and/or **Response Date**

     Enter or use the Calendar icon to select the notice, due and/or response date.
   - **Comments**

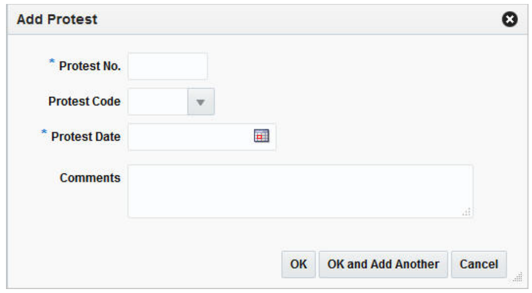
     Add, change or delete the shown entry.
2. After you have changed all necessary data, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all entries and close the CE Forms and Protests window.

## Adding Protests

To add protests to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select Forms and Protests. The CE Forms and Protests window appears.
7. In the Protest table, select **Actions > Add** or use the Add icon. The Add Protest window appears.

*Figure 13–37 Add Protest Window*




a. In the **Protest No.** field, enter the number of the protest. This field is a required field.

b. In the **Protest Code** field, enter, select or search for appropriate protest code.

c. In the **Protest Date** field, enter or use the Calendar icon to select the date of the protest. This field is a required field.

d. In the **Comments** field, enter your comments, if necessary.

e. Then choose one of the following options.

   * Click **OK** to add the protest and close the Add Form window. The system returns to the CE Forms and Protests window. The new protest is added to the Protests table.
   * Click **OK and Add Another** to add additional protests.
   * Click **Cancel** to reject all entries and exit the Add Protest window. The system returns to the CE Forms and Protests window.

8. After have added all necessary protests, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all changes and close the CE Forms and Protests window.

## Editing Protests

After you have added a protest to the customs entry, you can edit the protest as shown below.

1. In the Protests table, select a record and edit the following columns, if necessary.

   - **Protest Code**

     Enter, select or search for a another protest code.

   - **Protest Date**

     Enter or use the Calendar icon to select the corresponding date of the protest.

   - **Comments**

     Add, change or delete the comments of the displayed protest.

2. Then choose one of the following options.

   - Click **Save** to save your changes.

- Click **Save and Close** to save your changes and close the CE Forms and Protests window.
- Click **Cancel** to reject all entries and close the CE Forms and Protests window.

# Customs Entry Timelines

In this window you can add timelines to a customs entry. You can attach a date to each step linked with an activity and monitor the completion of the activity. You can also modify the dates based on the changes in the schedule of related activity and add a relevant reason/comment for the change.

The Customs Entry Timelines Window contains the following sections.

- Customs Timeline Header

  This section contains the customs entry number.
- Timelines
- Timeline Details
- Customs Entry Timeline Toolbar

## Timelines

In the timeline section you can add or delete a timeline to/from the selected customs entry.

### Timelines Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–90 Timelines Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add timelines to a customs entry by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a customs timeline, see the Adding a Timeline to a Customs Entry section. |
| Delete and Delete icon | You can delete timelines from a customs entry by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete a timeline from a customs entry, see the Deleting Timelines from a Customs Entry section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Timeline Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–91 Timeline Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Timeline Details

In the Timeline Details section you can view the reason and comments for a modified step within a timeline. You can also delete timeline details from the custom entry.

### Timeline Details Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–92 Timeline Details Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Delete and Delete icon | You can delete timeline details from a customs entry by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete protests, see the Deleting Timeline Details from a Customs Entry section. |
| Export to Excel and Export to Excel icon | You can save the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| **Calculate Revised Dates** button | Use the **Calculate Revised Dates** button, after you have made timeline changes. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Timeline Detail Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–93 Timeline Detail Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |

*Table 13–93 (Cont.) Timeline Detail Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Detach | You can view the tables in the application in a separate window by clicking Detach. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Customs Entry Timeline Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Customs Timeline window. The Toolbar contains the following icons and buttons.

*Table 13–94 Customs Timeline Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and exit the Customs Timeline window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the Customs Timeline window. |

## Adding a Timeline to a Customs Entry

To add a timeline to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Customs Timeline window appears.
7. In the Timeline table, select **Actions > Add** or use the Add icon. The Add Timeline window appears.
   a. In the **Timeline** field, enter, select or search for the step number you want to add a timeline for. This field is a required field.

   b. In the **Base Date** field, enter or use the Calendar icon to select a date.
   c. Then choose one of the following options.
      * Click **OK** to add the timeline and close the Add Timeline window. The system returns to the Customs Timeline window. The new timeline is added to the Timeline table.
      * Click **OK and Add Another** to add additional timelines.
      * Click **Cancel** to reject all entries and close the Add Timeline window. The system returns to the Customs Timeline window.
8. After you have added all necessary timelines, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all changes and close the Customs Timeline window.

## Deleting Timelines from a Customs Entry

To delete a timeline from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Timelines window appears.
7. In the Timeline table, select **Actions > Delete** or use the Delete icon.
8. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
9. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all changes and close the Customs Timeline window.

## Editing Timeline Details of a Customs Entry

To edit timeline details of a customs entry, follow the steps listed below.

1. In the Timeline Details table, select a record and edit the following columns, if necessary.
   - **Revised Date**

     Enter or use the Calendar icon to select a new date for an activity.
   - **Actual Date**

Enter or use the Calendar icon to select the actual date for an activity.

- **Reason**

  Enter, select or search for a reason for the timeline change.

- **Comments**

  Enter or change comments for the activity.

2. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all entries and close the Customs Timeline window.

### Deleting Timeline Details from a Customs Entry

To delete timeline details from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Timelines window appears.
7. In the Timeline Details table, select **Actions > Delete** or use the Delete icon.
8. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
9. After you have deleted all necessary records, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Customs Timeline window.
   - Click **Cancel** to reject all changes and exit the Customs Timeline window.

## CE Details

The CE Details window allows you to add, edit and view shipments, order/items and charges information related to a customs entry.

A transportation shipment is represented as a vessel/voyage or flight/estimated departure date combination. You can add, edit and view vessel/voyage/ETD details such as lading and discharge ports, SCAC code (standard carrier alpha code), shipment method, export country, relevant dates and shipment number.

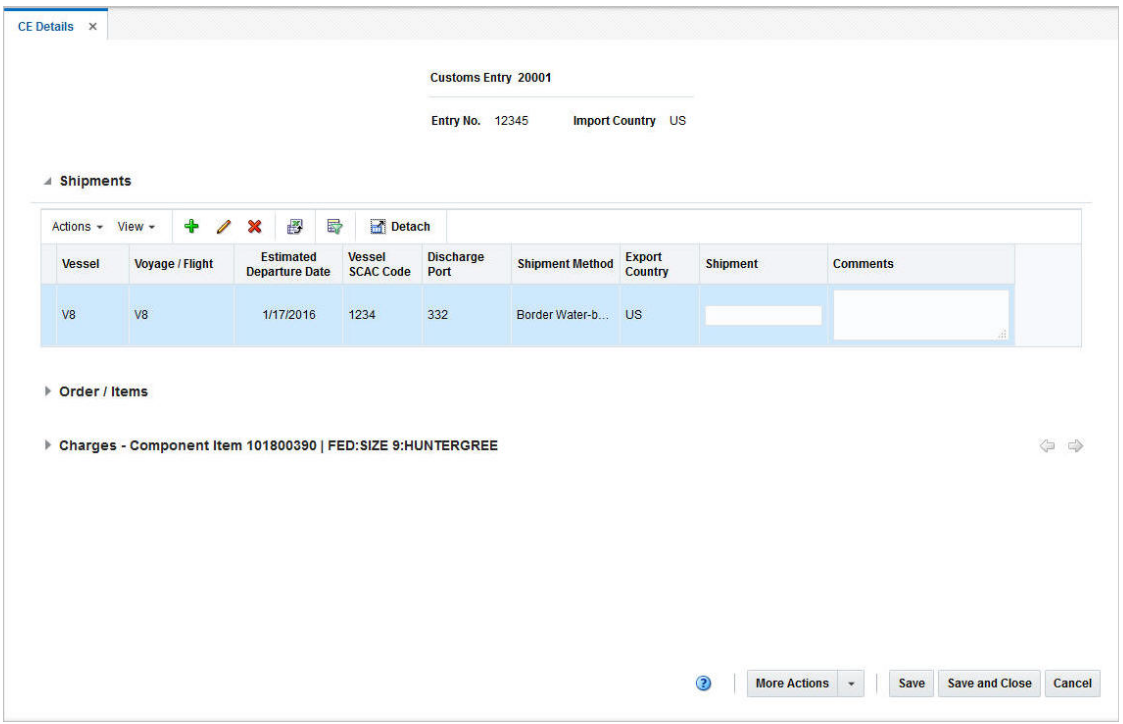
For each transportation shipment on the CE you can add, edit and view the order/item information. You can edit or view the item level information needed for clearing customs. Use the Actions menu to edit or view related license/visa details, BOLs/containers and missing documents.

The charges table displays any charges against an order/item on a particular transportation shipment. All HTS components or a single component (expense or assessment) can be added as a charge for the item.

The CE Details window contains the following sections.

- CE Details Header
- Shipments
- Order/Items
- Charges
- CE Details Toolbar

***Figure 13–38 CE Details Window***




## CE Details Header

The CE Details Header contains the following information.

- Customs Entry ID
- Entry No.
- Import Country

## Shipments

The Shipments section displays the following columns by default.

- Vessel
- Voyage/Flight
- Estimated Departure Date

- Vessel SCAC Code
- Discharge Port
- Shipment Method
- Export Country
- Shipment
- Comments

### Shipments - Actions Menu and Icons

Use the Actions Menu to apply actions to the table. You can perform the actions listed below.

***Table 13–95 Shipments - Actions Menu/icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add shipments to the table by selecting **Actions > Add** or by using the Add icon.<br><br>For more information about how to add shipments to a customs entry, see the Adding Shipments to a Customs Entry section. |
| Edit and Edit icon | You can edit shipments for a customs entry by selecting **Actions > Edit** or by using the Edit icon.<br><br>For more information about how to edit shipments for a customs entry, see the Editing Shipments of a Customs Entry section. |
| Delete and Delete icon | You can delete shipments from a customs entry by selecting **Actions > Delete** or by using the Delete icon.<br><br>For more information about how to delete shipments from a customs entry, see the Deleting Shipments from a Customs Entry section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Shipments - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–96 Shipments - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |

*Table 13–96 (Cont.) Shipments - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Order/Items

The Order/Items section displays the following columns by default.

- Order No.
- Item
- Item Description
- Commercial Invoice
- Invoice Amount

  You can edit the invoice amount in the column.
- Currency
- Manifest Quantity
- Manifest UOM
- Cleared Qty
- Cleared UOM
- Comments

### Order/Items - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and buttons to apply actions to the table. You can perform the actions listed below.

*Table 13–97 Order/Items - Actions Menu/Icons and Description*

| Actions Menu/Icons/Buttons | Description |
|---|---|
| Add and Add icon | You can add order/item combination to the table by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add order/items to a customs entry, see the Adding Order/Item to Customs Entry section. |
| Edit and Edit icon | You can edit order/item combination for a customs entry by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit order/items for a customs entry, see Editing Order/Item of a Customs Entry section. |
| Delete and Delete icon | You can delete an order/items combination from a customs entry by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete order/items from a customs entry, see the Deleting Order/Item from a Customs Entry section. |

*Table 13–97 (Cont.) Order/Items - Actions Menu/Icons and Description*

| Actions Menu/Icons/Buttons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| BOLs/Container and **BOLs/Container** button | Opens the CE BOLs/Containers window.<br>For more information about this function, see the Viewing BOLs/Containers section. |
| ASN and **ASN** button | Opens the Transportation Shipments window.<br>The ASN option is only displayed when the retailer allocates transportation level obligations to an ALC, using quantities found on their associated ASNs.<br>For more information about this function, see the Transportation Shipments section. |
| Licence/Visa | Opens the CE License/Visa window.<br>For more information about this function, see the CE Licence/Visa section. |
| Missing Documents | Opens the Missing Documents window.<br>For more information about this function, see the Missing Documents section. |

### Order/Items - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–98 Order/Items - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Charges

The Charges section displays the following columns by default.

- HTS
- Description
- Effective Form

- Effective To
- Component
- Rate
- Per Count UOM
- CVB
- Value

**Note:** The component item information displays when the highlighted item in the Order/Items table is a buyer pack. In that case the Charges related to an individual component item of the pack are displayed. Use the displayed arrow buttons to move from one component item of the pack to another to see the charges.

### Charges - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

*Table 13–99 Charges - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| Add and Add icon | You can add charges to an order/items combination by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add charges to an order/items combination, see the Adding Charges to Order/Items section. |
| Edit and Edit icon | You can edit charges of an order/items combination by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit charges of an order/items combination, see the Editing Charges of Order/Items section. |
| Delete and Delete icon | You can delete charges from an order/items combination by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete charges from an order/items combination, see the Deleting Charges from Order/Items section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| **Delete HTS** | Use the **Delete HTS** button to delete HTS codes from the table.<br>For more information about how to delete an HTS code from the table, see the Deleting Charges from Order/Items section. |
| Next and Previous icons | Only available in the Charges title bar, when the selected item in the Order/Items table is a buyer pack.<br>Use the Next and Previous icons to navigate between component items of the buyer pack. |

### Charges - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–100 Charges - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## CE Details Toolbar

The CE Details Toolbar displays the icons and buttons for actions that can be performed in the CE Details window. The CE Details Toolbar contains the following icons and buttons.

*Table 13–101 CE Details Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **More Actions** | Click **More Actions** to see a list of additional actions that can be performed in the CE Details window.<br>■ Currency<br>You can toggle between the invoice/CE, the currency of the customs entry and the system’s primary currency. |
| **Save** | Click **Save** to save the changes to the customs entry. |
| **Save and Close** | Click **Save and Close** to save changes to the customs entry and close the CE Details window. |
| **Cancel** | Click **Cancel** to reject all changes and close the CE Details window. |
| **Done** | Only displayed in view mode.<br>Click **Done** to close the CE Details window. |

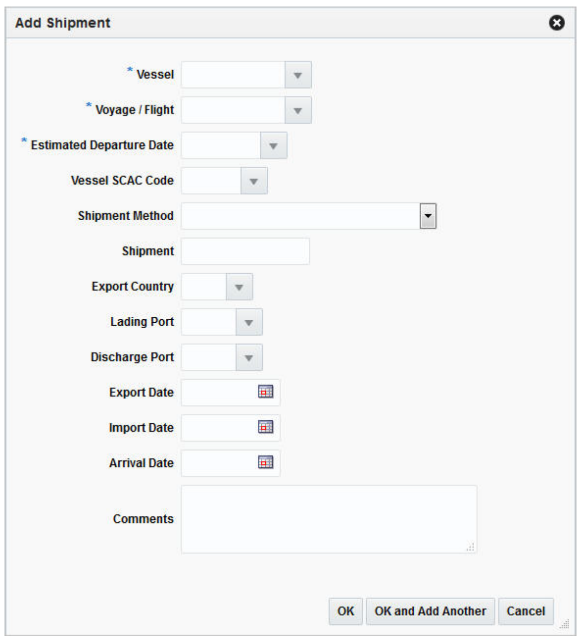
## Adding Shipments to a Customs Entry

To add a shipment to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Shipments table, select **Actions > Add** or use the Add icon. The Add Shipment window appears.

***Figure 13–39 Add Shipment Window***




   a. In the **Vessel** field, enter, select or search for the vessel ID. This field is a required field.
   b. In the **Voyage/Flight** field, enter, select or search for the voyage/flight number. This field is a required field.
   c. In the **Estimated Departure Date** field, enter, select or search for the appropriate date. This field is a required field.
   d. In the **Vessel SCAC Code** field, enter, select or search for the vessel standard carrier alpha code.
   e. In the **Shipment Method** field, select the appropriate shipment method from the list.
   f. In the **Shipment** field, enter the shipment reference number.
   g. In the **Export Country** field, enter, select or search for the appropriate country.
   h. In the **Lading Port** field, enter, select or search for the lading port.
   i. In the **Discharge Port** field, enter, select or search for the discharge port.
   j. In the **Export Date** field, enter or use the Calendar icon to select an export date.

k. In the **Import Date** field, enter or use the Calendar icon to select an import date.

l. In the **Arrival Date** field, enter or use the Calendar icon to select an arrival date.

m. In the **Comments** field, enter comments for the shipment, if necessary.

n. Then choose one of the following options.

   * Click **OK** to add the shipment and close the Add Shipment window. The system returns to the CE Details window. The shipment is added to the Shipments table.
   * Click **OK and Add Another** to add additional shipments.
   * Click **Cancel** to reject all entries and exit the Add Shipments window. The system returns to the CE Details window.

8. After have added all necessary shipments, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

## Editing Shipments of a Customs Entry

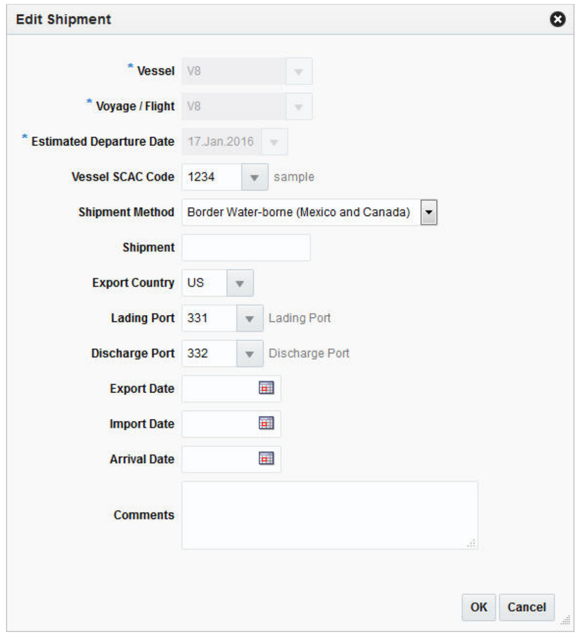
To edit shipments of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Shipments table, select a record.

   **Note:** You can change the shipment and the comments directly in the Shipments table.

8. Then select **Actions > Edit** or use the Edit icon. The Edit Shipment window appears.

*Figure 13–40 Edit Shipment Window*




a. The values of the selected shipment are displayed. Change the values, if necessary.

---

**Note:** You cannot change the vessel ID, voyage/flight number and estimated departure date.

---

b. Then choose one of the following options.

 * Click **OK** to save your changes and close the Edit Shipment window. The system returns to the CE Details window.

 * Click **Cancel** to reject all entries and close the Edit Shipments window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.

 - Click **Save** to save your changes.
 - Click **Save and Close** to save your changes and close the CE Details window.
 - Click **Cancel** to reject all changes and close the CE Details window.

## Deleting Shipments from a Customs Entry

To delete a shipment from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

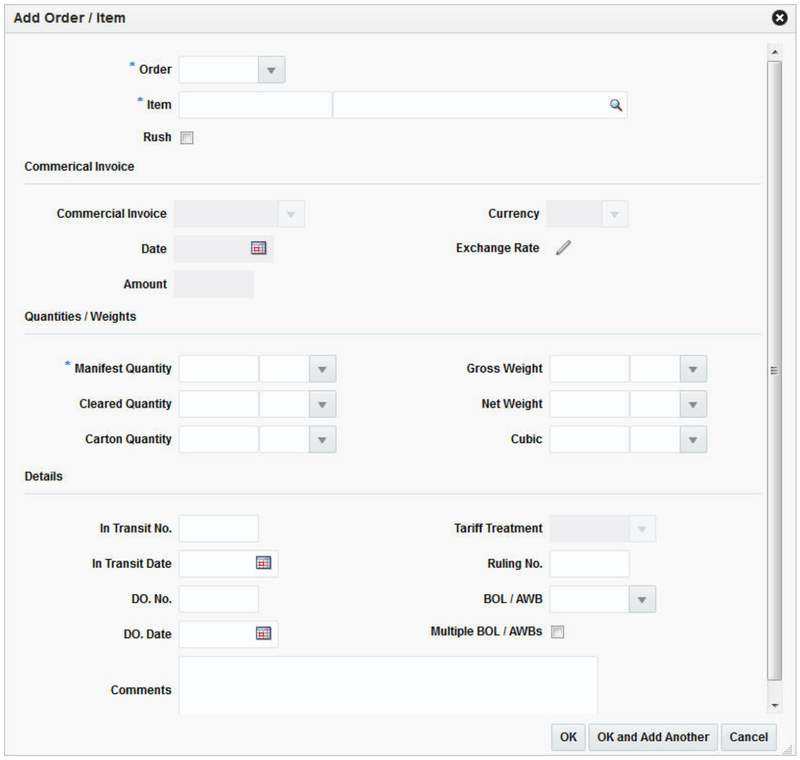
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Shipments table, select a record.
8. Then select **Actions > Delete** or use the Delete icon.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.
10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

## Adding Order/Item to Customs Entry

To add an order/items combination to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select **Actions > Add** or use the Add icon. The Add Order/Item window appears.

*Figure 13–41 Add Order/Item Window*




a. In the **Order** field, enter, select or search for the order number. This field is a required field.

b. In the **Item** field, enter the item number. If you do not know the item number you can enter a full or partial item description and click the Search icon, or click the Search icon directly to search for the appropriate item. This field is a required field.

c. Select the **Rush** checkbox, to indicate if the item is on a rush shipment.

d. The fields in the Commercial invoice section are populated with the values from the transportation record. Change the values, if necessary.

e. In the **Manifest Quantity** field, enter the appropriate quantity. Then enter, select or search for the manifest unit of measure (UOM).

f. In the **Cleared Quantity** field, enter the appropriate quantity. Then enter, select or search for the cleared UOM.

g. In the **Carton Quantity** field, enter the appropriate quantity. Then enter, select or search for the carton UOM.

h. In the **Gross Weight** field, enter the appropriate weight. Then enter, select or search for the gross weight UOM.

i. In the **Net Weight** field, enter the appropriate weight. Then enter, select or search for the net weight UOM.

j. In the **Cubic** field, enter the appropriate cubic value. Then enter, select or search for the cubic UOM.

k. In the **In Transit No.** field, enter the transit number.

l. In the **In Transit Date** field, enter or use the Calendar icon to select the in transit date.

m. In the **DO. No.** field, enter the due order number.

n. In the **DO. Date** field, select due order date.

o. In the **Tariff Treatment** field, enter the tariff treatment. This field is only enabled when the item and origin country fields are populated, and the customs entry is not in Confirmed status.

p. In the **Ruling No.** field, enter ruling number.

q. In the **BOL/AWB** field, enter, select or search for the bill of lading or the airway bill.

r. Select the **Multiple BOL/AWBs** checkbox, to indicate that there is more than one bill of lading or airway bill.

s. In the **Comments** field, enter comments for the order/item information, if necessary.

t. Then choose one of the following options.

   * Click **OK** to add the order/item and close the Add Order/Item window. The system returns to the CE Details window. The order/item information is added to the Order/Item table.
   * Click **OK and Add Another** to add additional order/item information.
   * Click **Cancel** to reject all entries and exit the Add Order/Item window. The system returns to the CE Details window.

8. After have added all necessary order/item information, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

## Editing Order/Item of a Customs Entry

To edit an order/items combination of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.

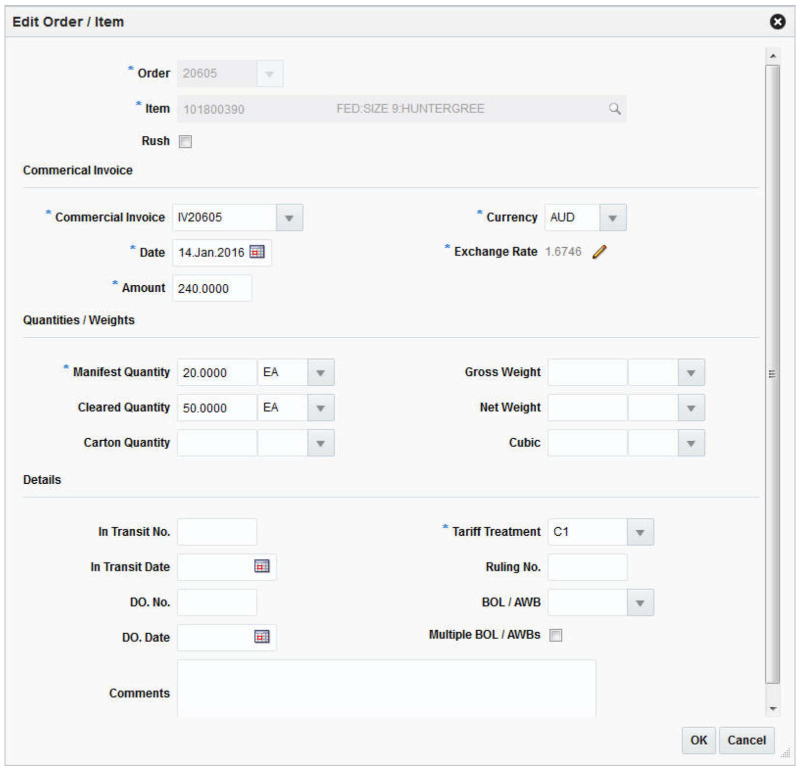
---

**Note:** You can change the comments directly in the Order/Item table.

---

8. Then select **Actions > Edit** or use the Edit icon. The Edit Order/Item window appears.

***Figure 13–42 Edit Order/Item Window***




a. The values of the selected order/item information are displayed. Change the values, if necessary.

---

**Note:** You cannot change the order number and the item. If you need to change the Exchange Rate, see the Editing the Exchange Rate section for more details.

---

b. Then choose one of the following options.

   * Click **OK** to save your changes and close the Edit Order/Item window. The system returns to the CE Details window.

   * Click **Cancel** to reject all entries and close the Edit Order/Item window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

## Deleting Order/Item from a Customs Entry

To delete an order/items combination from a customs entry, follow the steps listed below.

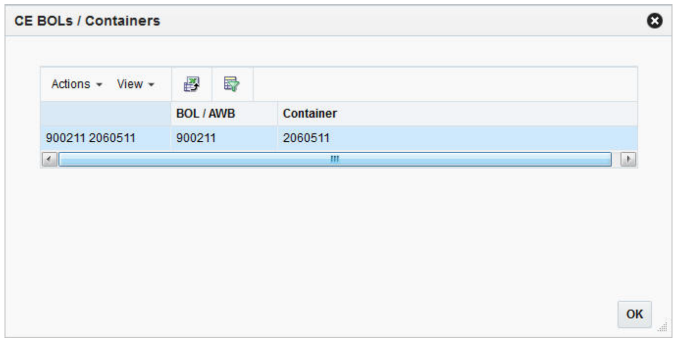
1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.
8. Then select **Actions > Delete** or use the Delete icon.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.
10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

## Viewing BOLs/Containers

To view bill of lading and/or container information of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.
8. Then select **Actions > BOLs/Containers** or use the **BOLs/Containers** button.
9. The CE BOLs/Containers Window appears. View the bill of lading and container information.

***Figure 13–43 CE BOLs/Containers Window***



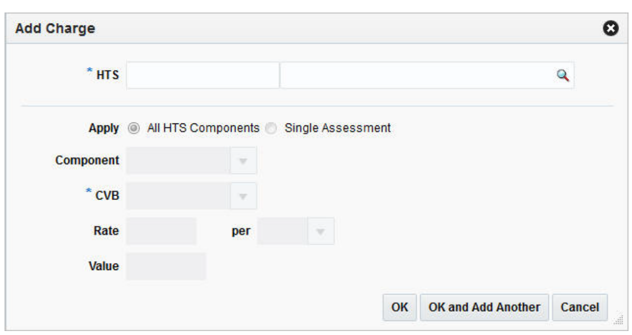

10. Click **OK** to exit the CE BOLs/Containers window.

## Adding Charges to Order/Items

To add charges to an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select **Actions > Add** or use the Add icon. The Add Charge window appears.

***Figure 13–44 Add Charges Window***




   a. In the **HTS** field, enter the HTS code or use the Search icon to search for the appropriate HTS code. The remaining fields are auto-populated. This field is a required field.
   b. Select if you want to apply the HTS code to all HTS components or a single assessment.

* If you select the **All HTS Components** checkbox, all remaining fields are disabled.
* If you select the **Single Assessment** checkbox, the **Component** field enables.

c. In the **Component** field, enter, select or search for the appropriate component.

d. In the **CBV** field, enter, select or search for the appropriate calculation basis of value.

e. In the **Rate** field, enter the appropriate rate.

f. In the **per** field, enter, select or search for the Per Count UOM.

g. Then choose one of the following options.

* Click **OK** to add the charge and close the Add Charge window. The system returns to the CE Details window. The charge is added to the Charges - Component Item table.
* Click **OK and Add Another** to add additional charges.
* Click **Cancel** to reject all entries and exit the Add Charge window. The system returns to the CE Details window.

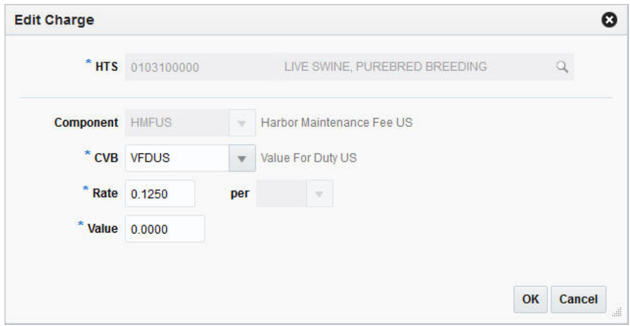
8. After have added all necessary charges, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

## Editing Charges of Order/Items

To edit an charge of an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select a record.
8. Then select **Actions > Edit** or use the Edit icon. The Edit Charge window appears.

*Figure 13–45 Edit Charge Window*




a. The values of the selected charge are displayed. Change the values, if necessary.

---

**Note:** You cannot change the HTS code and component.

---

b. Then choose one of the following options.

* Click **OK** to save your changes and close the Edit Charge window. The system returns to the CE Details window.
* Click **Cancel** to reject all entries and close the Edit Charge window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

## Deleting Charges from Order/Items

To delete a charge from an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select a record.
8. Then select **Actions > Delete** or **Delete HTS**. You can also use the Delete icon, or the **Delete HTS** button.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.

10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

# CE Licence/Visa

In the CE License/Visa window you can create, edit and view license and visa information related to a customs entry.

The CE Licence/Visa window contains the following sections.

- CE Licence/Visa Header
- CE Licence/Visa Table
- CE Licence/Visa Toolbar

## CE Licence/Visa Header

The CE Licence/Visa header contains the following information:

- Customs Entry
- Entry No.
- Vessel
- Voyage/Flight
- Estimated Departure Date
- Import Country
- Order No.
- Item

## CE Licence/Visa Table

In the CE License/Visa table you can maintain license and visa records.

The CE Licence/Visa table contains the following columns by default:

- Type
- License/Visa
- Quantity
- Quantity UOM
- Weight UOM
- Quota Category
- Quota Category Description
- Comments

### CE Licence/Visa Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–102 CE Licence/Visa Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a licence or a visa to a customs entry by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add a licence or a visa, see the Adding a Licence or a Visa to a Customs Entry section. |
| Edit and Edit icon | You can edit a licence or a visa for a customs entry by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit licence and visa entries for a custom entry, see the Editing a Licence or Visa for a Customs Entry section. |
| Delete and Delete icon | You can delete a licence or a visa from a customs entry by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete a licence or a visa from a customs entry, see the Deleting a Licence/Visa from a Customs Entry section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### CE Licence/Visa Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–103 CE Licence/Visa Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## CE Licence/Visa Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the CE Licence/Visa window. The Toolbar contains the following icons and buttons.

*Table 13–104 CE Licence/Visa - Icons/Buttons and Description*

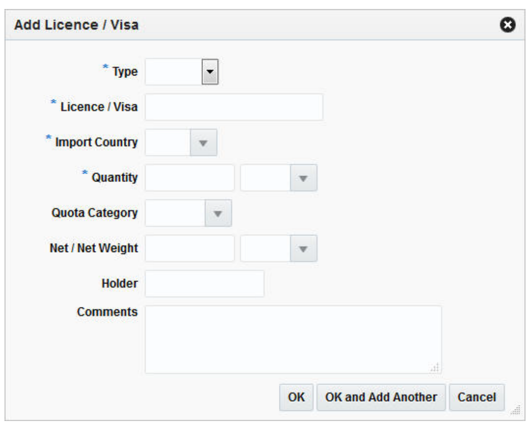
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and exit the CE Licence/Visa window. |
| **Cancel** | Click **Cancel** to reject all entries and exit the CE Licence/Visa window. |

## Adding a Licence or a Visa to a Customs Entry

To add a licence or a visa to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the Licence/Visa table, select **Actions > Add** or use the Add icon. The Add Licence/Visa window appears.

***Figure 13–46 Add Licence/Visa Window***




   a. In the **Type** field, select either the document type from the list. This field is a required field.
   b. In the **Licence/Visa** field, enter the ID of the licence or visa. This field is a required field.
   c. In the **Import Country** field, enter, select or search for the appropriate country.
   d. In the **Quantity** field, enter the number of units included on the licence or visa. Then, enter, select or search for the quantity unit of measure (UOM). This field is a required field.
   e. In the **Quota Category** field, enter, select or search for the ID of the quota category.
   f. In the **Net Weight** field, enter the net weight. Then, enter, select or search for the weight unit of measure (UOM). This field is a required field.
   g. In the **Holder** field, enter, select or search for the ID of the person or organization that holds the licence or visa.

h. In the **Comments** field, enter a comment for the licence or visa, if necessary.

i. Then choose one of the following options.

* Click **OK** to add the licence/visa and exit the Add Licence/Visa window. The system returns to the CE Licence/Visa window. The licence or visa is added to the CE Licence/Visa table.
* Click **OK and Add Another** to add additional licences/visas.
* Click **Cancel** to reject all entries and exit the Add Licence/Visa window. The system returns to the CE Licence/Visa window.

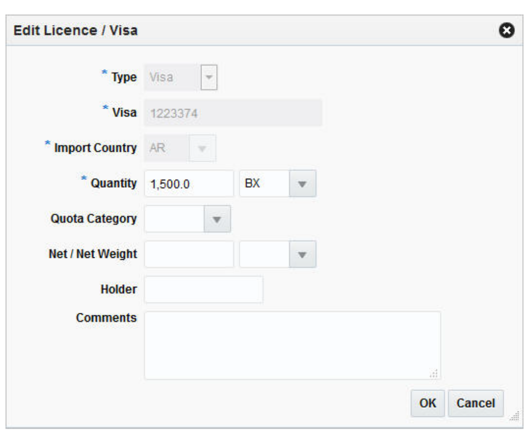
9. After have added all necessary licences/visas, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
   - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

## Editing a Licence or Visa for a Customs Entry

To edit a licence or visa for a customs entry, follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the Details button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the Licence/Visa table, select **Actions > Edit** or use the Edit icon. The Add Licence/Visa window appears.

***Figure 13–47 Edit Licence/Visa Window***



a. The **Type**, **Licence/Visa** and **Import Country** fields are disabled. You cannot edit these fields.

b. If necessary, edit one of the following fields.

   * **Quantity**
   * **Quota Category**
   * **Net Weight**
   * **Holder**
   * **Comments**

   ---

   **Note:** You can also add, change or delete a comment for a licence and/or visa directly in the CE Licence/Visa table.

   ---

c. Then choose one of the following options.

   * Click **OK** to save your changes and close the Add Licence/Visa window. The system returns to the CE Licence/Visa window. Your changes are displayed in the CE Licence/Visa window.
   * Click **Cancel** to reject all entries and close the Add Licence/Visa window. The system returns to the CE Licence/Visa window.

9. After have made all necessary licence/visa changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
   - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

## Deleting a Licence/Visa from a Customs Entry

To delete a licence/visa from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the CE Licence/Visa table, select a record.
9. Then select **Actions > Delete** or use the Delete icon.
10. Confirm the displayed prompt with **Yes**. The record is deleted from the table.

11. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
    - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

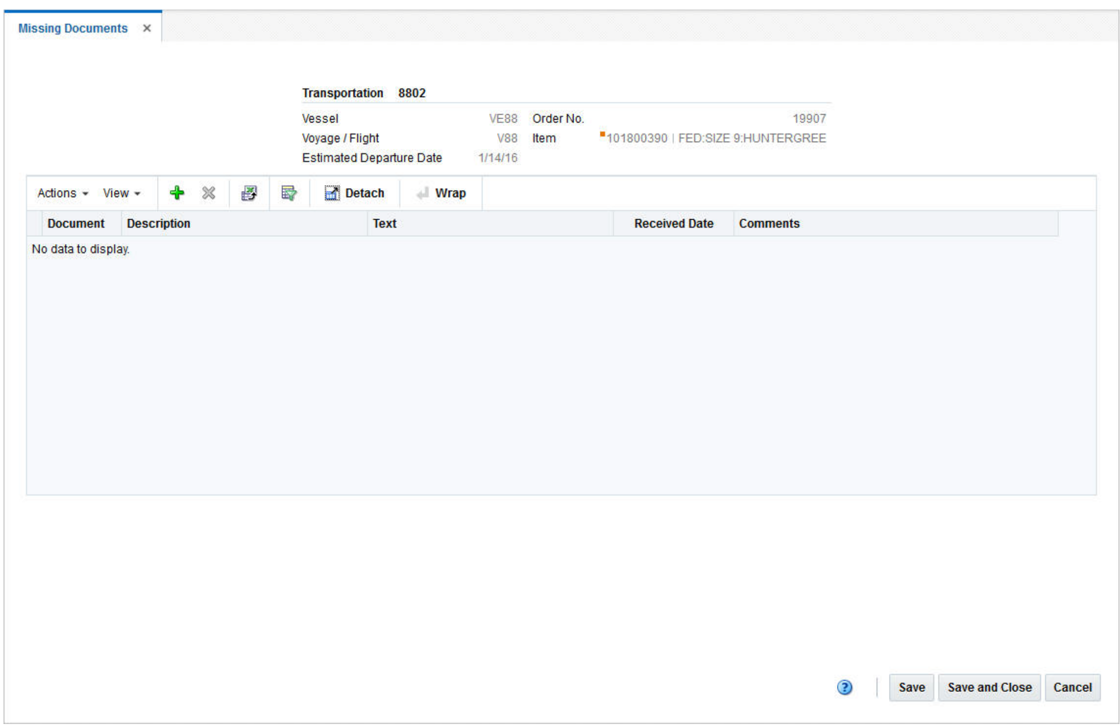
## Missing Documents

In the Missing Documents window you can edit and view the documents that are required by the customs agency for each order and item combination. You can track missing documents in both the Transportation module and the Customs Entry module.

The Missing Documents window contains the following sections.

- Missing Documents Header
- Missing Documents Table
- Missing Documents Toolbar

***Figure 13–48 Missing Documents***




### Missing Documents Header

The Missing Documents Header contains the following information.

- Vessel ID
- Voyage/Flight ID
- Estimated Departure Date

- Order Number
- Item and Item Description

## Missing Documents Table

The Missing Documents Table contains the following columns.

- Document
- Description
- Text
- Received Date

  You can edit the received date directly in the table.
- Comments

  You can add, edit or delete comments directly in the table.

### Missing Documents Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–105 Missing Documents Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add document to a customs entry or transport by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add a document, see the Adding a Missing Document section. |
| Delete and Delete icon | You can delete documents from a customs entry or transport by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete missing documents, see the Deleting a Missing Document section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Missing Documents Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–106 Missing Documents Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 13–106 (Cont.) Missing Documents Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Missing Documents Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Missing Documents window. The Toolbar contains the following icons and buttons.

*Table 13–107 Missing Documents Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save** | Click **Save** to save your changes. |
| **Save and Close** | Click **Save and Close** to save your changes and close the Missing Documents window. |
| **Cancel** | Click **Cancel** to reject all entries and close the Missing Documents window. |

## Adding a Missing Document

You can add a missing document to a customs entry or a transportation.

To open the Missing Documents window for a Customs Entry follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Missing Documents**. The Missing Documents window appears.

To open the Missing Documents window for a transportation, follow the steps below.

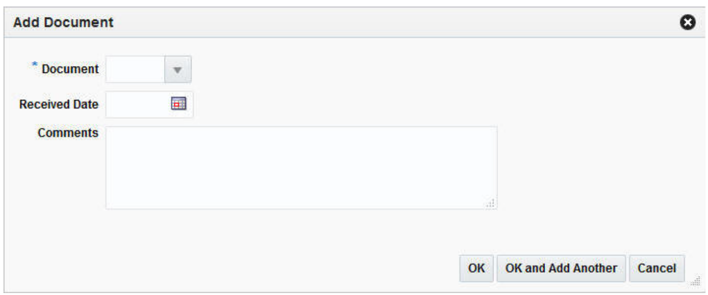
1. From the Tasks menu, select **Import Management** > **Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select Missing Documents. The Missing Documents window appears.

To add a document to a customs entry or a transportation follow the steps below.

1. In the Missing Documents table, select **Actions > Add** or use the Add icon. The Add Document window appears.

***Figure 13–49 Add Document Window***




   a. In the **Document** field, enter, select or search for the ID of the missing document. This field is a required field.
   b. In the **Received Date** field, enter or use the Calendar icon to select the received date.
   c. In the **Comments** field, enter a comment for the document, if necessary.
   d. Then choose one of the following options.
      * Click **OK** to add the missing document and close the Add Documents window. The system returns to the Missing Documents window. The document is added to the Missing Documents table.
      * Click **OK and Add Another** to add additional documents.
      * Click **Cancel** to reject all entries and exit the Add Documents window. The system returns to the Missing Documents window.
2. After have added all necessary documents, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Missing Documents window.
   - Click **Cancel** to reject all changes and close the Missing Documents window.

## Deleting a Missing Document

You can delete a missing document from a customs entry or a transportation.

To open the Missing Documents for a customs entry, follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Missing Documents**. The Missing Documents window appears.

To open the Missing Documents window for a transportation, follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select Missing Documents. The Missing Documents window appears.

To delete a missing document from a customs entry or a transportation follow the steps below.

1. In the Missing Documents table, select a record.
2. Then select **Actions > Delete** or use the Delete icon.
3. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
4. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Missing Documents window.
   - Click **Cancel** to reject all changes and close the Missing Documents window.

## Managing Customs Entries

The Manage Customs Entries option opens the Customs Entry Search window. The Customs Entry Search window allows you to search for customs entry as well as view and edit the search results.

You can access the Customs Entry Search window from the Task menu, select **Import Management > Manage Customs Entries**. The Customs Entry Search window appears.

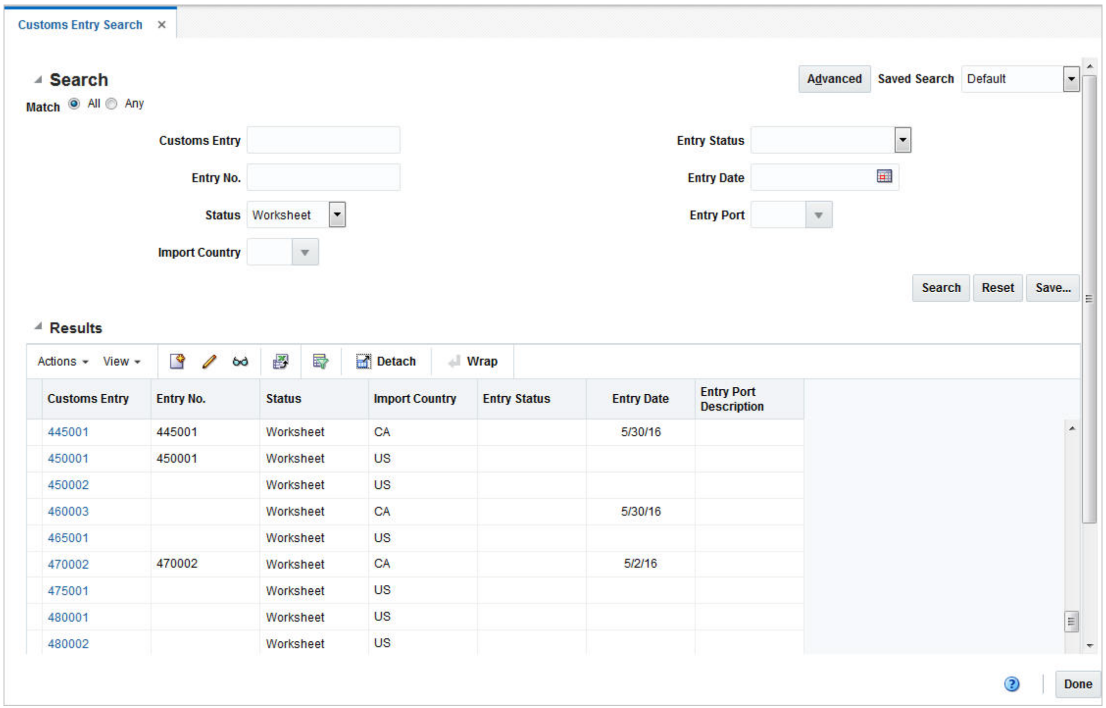
The Customs Entry Search window contains the following sections.

- Search

For more information about how to search for customs entries, see the Searching for a Customs Entry section.

- Results
- Customs Entry Search Toolbar

***Figure 13–50 Customs Entry Search***




## Searching for a Customs Entry

To search for a customs entry:

1. From the Task menu, select **Inventory Management > Manage Customs Entries**. The Customs Entry Search window appears.
2. You can search for a customs entry by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Customs Entry Through the Basic Search Criteria

To search for a customs entry by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 13–108 Customs Entry Search - Basic Search Fields and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only CEs matching all entered search criteria are shown.<br>Any - CEs matching each entered search criteria are shown. |

*Table 13–108 (Cont.) Customs Entry Search - Basic Search Fields and Description*

| Fields | Description |
|---|---|
| **Customs Entry** | Enter the customs entry ID. |
| **Entry No.** | Enter the customs entry number. |
| **Status** | Select the customs entry status.<br>Possible customs entry statuses are:<br>■ Worksheet<br>■ Send<br>■ Confirm<br>■ Downloaded<br>■ Confirmed |
| **Import Country** | Enter, select or search for the import country. |
| **Entry Status** | Enter, select or search for the entry status. |
| **Entry Date** | Enter a date or use the Calendar icon to select a date. |
| **Entry Port** | Enter, select or search for the entry port. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The customs entries that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for a Customs Entry Through Advanced Search Criteria

To search for a customs entry by using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

*Table 13–109 Customs Entry Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Division** | Enter, select or search for the division. |
| **Group** | Enter, select or search for the group. |
| **Department** | Enter, select or search for the department. |

*Table 13–109 (Cont.) Customs Entry Search - Advanced Search Criteria and Description*

| Fields | Description |
|---|---|
| **Class** | Enter, select or search for the class. |
| **Subclass** | Enter, select or search for the subclass. |

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The custom entries that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved customs entries. The Results table shows the following columns by default.

- Customs Entry
- Entry No.
- Status
- Import Country
- Entry Status
- Entry Date
- Entry Port Description

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

*Table 13–110 Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Create and Create icon | Select **Actions > Create** or use the Create icon to create a new customs entry. The Customs Entry window appears.<br>For more details about how to create a new customs entry, see the Creating a Customs Entry section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected customs entry.<br>For more information about how to edit a customs entry, see the Editing a Customs Entry section. |
| View and View icon | To view a customs entry:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or use the View icon. The Customs Entry window appears.<br>For more details about the Customs Entry window, see the Customs Entry Window section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–111 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Customs Entry Search Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the customs entry search. The Toolbar contains the following icons and buttons.

*Table 13–112 Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the Customs Entry Search window. |

# Obligation

In the Obligation window you can create, edit and view obligations. An obligation can be received from a partner or supplier, and contains the expenses typically incurred for the movement and handling of goods. An obligation does not include the cost of the goods.

You can choose which expenses should be included in the actual landed cost calculation. For obligations entered at the Purchase Order header or Purchase Order/Item level, you can allocate each cost component to one or more locations. After entering the details of the obligation, you can set the status of the obligation to Approved.

If Trade Management is being used to import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of the items that are being imported do vary by location, Trade Management will convert the cost values to an identical weighted average cost.

As commercial invoices are received from trading partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels. The levels are:

**Trans Container**
Applies to a unique shipment and container combination.

**Trans Container PO**
Applies to a unique shipment, container and purchase order combination.

**Trans Container PO/Item**
Applies to a unique shipment, container, purchase order, and item combination.

**Trans BL/AWB**
Applies to a unique shipment and bill of lading or air waybill combination.

**Trans BL/AWB PO**
Applies to a unique shipment, bill of lading or air waybill and purchase order combination.

**Trans BL/AWB PO/Item**
Applies to a unique shipment, bill of lading or air waybill, purchase order, and item combination.

**Trans Vessel/Voyage/ETD**
Applies to a unique shipment.

**Trans Vessel/Voyage/ETD PO**
Applies to a unique shipment and purchase order combination.

**Trans Vessel/Voyage/ETD PO/Item**
Applies to a unique shipment, purchase order, and item combination.

**Purchase Order Header**
Applies to a unique purchase order.

**Purchase Order/Item**
Applies to a unique purchase order and item combination.

**PO Trans Vessel/Voyage/ETD**
Applies to all transportation records associated with a unique purchase order.

**Customs Entry Header**
Applies to a unique customs entry.

**ASN Shipment**
Applies to an ASN.

**ASN Purchase Order**
Applies to a unique ASN and purchase order combination.

**ASN Container**
Applies to a unique ASN and carton combination.

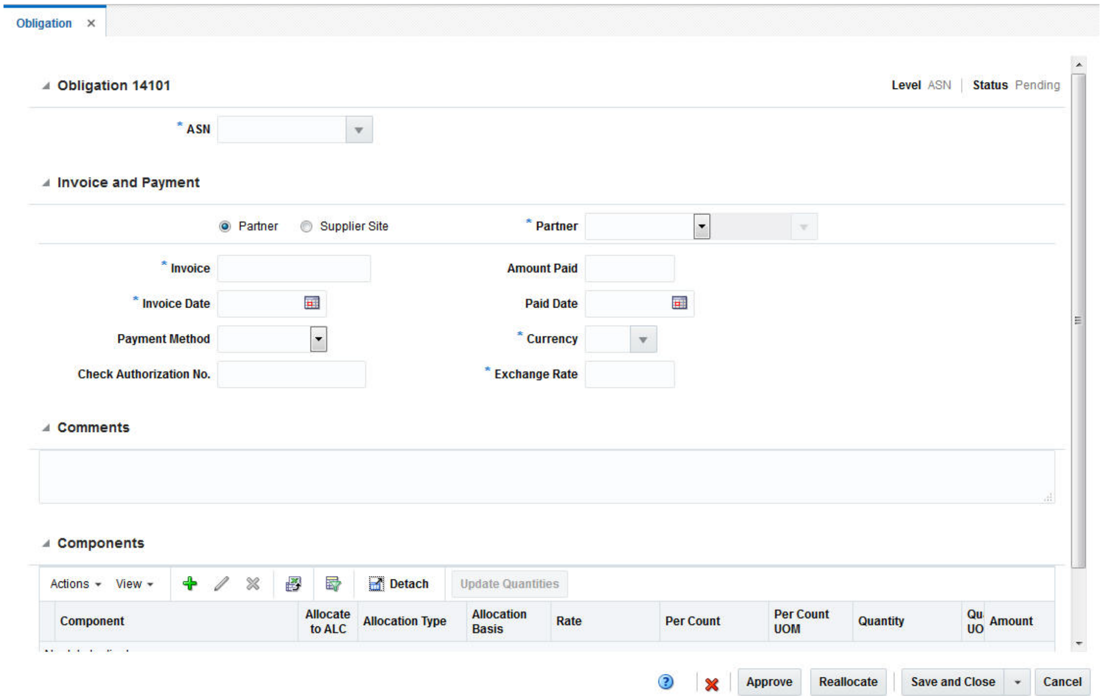
Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date. For obligations at the purchase order header and purchase order/item level, you can allocate costs to one or more locations.

When the obligation is complete, you can approve the costs. The costs are transmitted to the actual landed cost module. If you have access to the Oracle Retail Invoice Matching product, non-merchandise invoices are created automatically from approved obligations.

The Obligation window contains the following sections.

- Obligation
- Invoice and Payment
- Comments
- Components
- Location
- Obligations Toolbar

*Figure 13–51 Obligation Window*




## Obligation

The header of the Obligation section displays the obligation ID and the level and the status of the obligation. For example, the level of the ASN and the status Pending are displayed in the top right corner of the section.

The fields of the Obligation section vary depending on the selected level of the obligation. Only fields necessary for the specific level are displayed. The table below lists the possible fields.

*Table 13–113 Obligation - Fields and Description*

| Fields | Description |
|---|---|
| **Vessel** | Enter, select or search for the vessel. |
| **Voyage/Flight** | Enter, select or search for the voyage/flight number. |
| **Estimated Departure Date** | Enter, select or search for the estimated departure date. |
| **Container** | Enter, select or search for the container. |
| **Order No.** | Enter, select or search for the order number. |
| **Item** | Enter the item number or use the Search icon to search for an item. |
| **BOL/AWB** | Enter the bill of lading or airway bill. |
| **Entry No.** | Enter, select or search for the entry number. |
| **ASN** | Enter, select or search for the Advanced Shipping Notice (ASN). |
| **Carton** | Enter, select or search for the carton. |

## Invoice and Payment

In the Invoice and Payment container you can identify the partner or supplier site the obligation is being received from.

If Partner is selected, a choice list will be enabled, which will enable the user to select a Partner Type. Once a Partner Type is selected, the LOV will enable and will allow the user to select partners for the selected partner type. If Supplier Site is selected, the Partner Type choice list will not be enabled, and the LOV will contain Supplier Site values.

It will also contain fields for Invoice, Invoice Date, Payment Method, Check Authorization No., Amount Paid, Paid Date, Currency and Exchange Rate. The Exchange Rate field will be auto-populated upon selecting a Currency Code value, but will remain editable.

***Table 13–114 Invoice and Payment - Fields and Description***

| Fields | Description |
|---|---|
| **Partner** checkbox | If you check the **Partner** checkbox, the Partner Type field is enabled. After have selected a partner type, you can enter, select or search for the partner. |
| **Supplier Site** checkbox | If you check the **Supplier Site** checkbox, the Supplier field is enabled. Enter, select or search for the Supplier. |
| **Invoice** | Enter the invoice number. |
| **Invoice Date** | Enter the invoice date or use the Calendar icon to select the date. |
| **Payment Method** | Enter, select or search for the payment method. |
| **Check Authorization No.** | Enter the authorization number. |
| **Amount Paid** | Enter the amount paid. |
| **Paid Date** | Enter the paid date or use the Calendar icon to select the date. |
| **Currency** | Enter, select or search for the currency. |
| **Exchange Rate** | This field is populated automatically, after you have selected the currency.<br>For more information about how to edit the exchange rate, see the Editing the Exchange Rate section. |

## Comments

The Comments section holds the comments field. Enter any comments for the obligation, if necessary.

## Components

In the Components section you can add, edit or delete components from the obligation. The section contains the following columns by default.

- Component
- Allocation Type and Basis
- Rate
- Per Count and Per Count UOM
- Quantity and Quantity UOM
- Amount

- Allocate to ALC checkbox

### Components Table - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

*Table 13–115 Components Table - Actions Menu/Icons/Button and Description*

| Actions Menu/Icon/Button | Description |
|---|---|
| Add and Add icon | You can add components to an obligation by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add components to an obligation, see the Adding a Component to an Obligation section. |
| Edit and Edit icon | You can edit components of an obligation by selecting **Actions > Edit** or by using the Edit icon.<br>For more information about how to edit components of an obligation, see the Editing a Component of an Obligation section. |
| Delete and Delete icon | You can delete components from an obligation by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete components from an obligation, see the Deleting a Component from an Obligation section. |
| Update Quantities and **Update Quantities** button | You can update the quantities of the table by selecting **Actions > Update Quantities** or by clicking the **Update Quantities** button. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Components Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–116 Components Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Location

In the Locations section you can add and delete locations from a component of the obligation. The section is only available, if the level of the obligation is Purchase Order Header or Purchase Order/Item. The Location table contains the location type, location and location name as well as quantity and amount columns by default.

### Locations Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–117 Locations Table - Actions Menu/Icons and Description*

| Actions Menu/Icon | Description |
|---|---|
| Add and Add icon | You can add locations to a component of an obligation by selecting **Actions > Add** or by using the Add icon.<br>For more information about how to add locations to the component of an obligation, see the Adding a Location to a Component section. |
| Delete and Delete icon | You can delete locations of a component by selecting **Actions > Delete** or by using the Delete icon.<br>For more information about how to delete locations of components, see the Deleting a Location from a Component section. |
| Export to Excel and Export to Excel icon | You can export the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Locations Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

*Table 13–118 Components Table - View Menu and Description*

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Obligations Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the obligation. The Obligations Toolbar contains the following icons and buttons.

*Table 13–119 Obligations Toolbar - Icons/Buttons and Description*

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| Delete icon | Deletes the current obligation. Only possible, if the obligation is not in the status Approved.<br><br>For more information about how to delete an obligation, see the Deleting an Obligation section. |
| **Approve** | Changes the status of the obligation to Approved. |
| **Reallocate** | Reallocates the cost components. |
| **Save and Close** menu | Click **Save and Close**, to save changes to the obligation and exit the Obligation window.<br><br>Click the arrow on the right side of the button to display the additional save options.<br><br>■ Click **Save** to save your entries in the Obligation window.<br><br>■ Click **Save and Create Another** to save the current obligation and create further entries. |
| **Cancel** | Click **Cancel** to cancel any changes made to the obligation and exit the Obligation window. |
| **Done** | Only displayed in view mode.<br><br>Click **Done** to close the Obligation window. |

## Creating an Obligation

To create a new obligation follow the steps below.

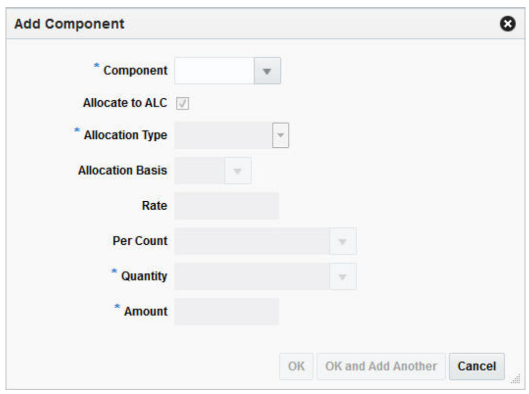
1. From the Tasks menu, select **Import Management** > **Create Obligation**. The Create Obligation window appears.
2. In the **Level** field, select the level of the obligation from the list. For example, select ASN.
   - Click **OK** to create the obligation. The Obligation window appears.
   - Click **Cancel** to exit the Obligation window.
3. In the Obligation window fill out the sections as necessary. For more information about the Obligation window, see the Obligation section.
4. After you have entered all necessary information, choose one of the following options.
   - Click **Save and Close**, to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to save the current obligation and create further entries.

## Adding a Component to an Obligation

To add a component to an obligation follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select **Actions > Add** or use the Add icon. The Add Component window appears.

***Figure 13–52 Add Component Window***




   a. In the **Component** field, enter, select or search for the corresponding component. This field is a required field.
   b. The **Allocate to ALC** checkbox is selected by default. Deselect the checkbox, if the components should not be included in the actual landed cost calculation.
   c. The **Allocation Type** field is populated with the allocation type, depending on the component you selected. Possible allocation types are Unit of Measure and Amount. Change the allocation type, if necessary. This field is a required field.
      * If you select Amount as the allocation type, only the **Quantity** and **Amount** fields are enabled. Change the values of these fields, if necessary.
      * If you select Unit of Measure as the allocation type, the **Allocation Basis**, the **Rate**, the **Per Count**, and the **Quantity** as well as the **Amount** field are enabled. Change the values of these fields, if necessary.
   d. Then choose one of the following options.
      * Click **OK** to add the component to the obligation and close the Add Component window.
      * Click **OK and Add Another** to add additional entries.
      * Click **Cancel** to reject all entries and close the Add Component window.
7. After you have added all necessary components to the obligation, choose one of the following options.

- Click **Save and Close** to save changes to the obligation and close the Obligation window.
- Click the arrow on the right side of the button to display the additional save options.
  – Click **Save** to save your entries.
  – Click **Save and Create Another** to create additional entries.

## Editing a Component of an Obligation

To edit a component of an obligation, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select a record in the table.
7. Then select **Actions > Edit** or use the Edit icon. The Edit Component window appears.
   a. The **Component** field is populated with the component you selected. The field is disabled, you cannot change the component.
   b. The **Allocate to ALC** checkbox is selected or deselected, depending the previous entry of the component. Change the entry, if necessary.
   c. The **Allocation Type** field is populated with the allocation type, depending on the component. Possible allocation types are Unit of Measure and Amount. Change the allocation type, if necessary. This field is a required field.
      * If the selected allocation type is Amount, only the **Quantity** and **Amount** fields are enabled. The fields are populated with the current values of the component. Change the values of these fields, if necessary.
      * If the selected allocation type is Unit of Measure, the **Allocation Basis**, the **Rate**, the **Per Count**, and the **Quantity** as well as the **Amount** field are enabled. The fields are populated with the current values of the component. Change the values of these fields, if necessary.
   d. Then choose one of the following options.
      * Click **OK** to save the changes and exit the Edit Component window.
      * Click **Cancel** to reject all entries and exit the Edit Component window.
8. After you have made all necessary changes to the obligation, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.

  - Click **Save** to save your entries.
  - Click **Save and Create Another** to create additional entries.

## Deleting a Component from an Obligation

To delete a component from an obligation, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select a record in the table.
7. Then select **Actions > Delete** or use the Delete icon.
8. You are prompted to delete the component. Confirm the prompt with **Yes**.
9. After you have deleted all necessary components from the obligation, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     - Click **Save** to save your entries.
     - Click **Save and Create Another** to create additional entries.

## Adding a Location to a Component

To add a location to a component follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Location section, select **Actions > Add** or use the Add icon. The Add Location window appears.
   a. In the **Location Type** field, enter, select or search for the corresponding location.

b. After you have entered the location type, the **Location** field is enabled. Enter, select or search for the appropriate location.

c. In the Quantity field, enter the quantity.

d. In the Amount field, enter the amount.

e. Then choose one of the following options.

   * Click **OK** to add the location to the component and close the Add Location window.
   * Click **OK and Add Another** to add additional entries.
   * Click **Cancel** to reject all entries and close the Add Location window.

7. After you have added all necessary locations to the component, choose one of the following options.

   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to save the current obligation and create further entries.

## Deleting a Location from a Component

To delete a location from a component, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Locations section, select a record in the table.
7. Then select **Actions > Delete** or use the Delete icon.
8. You are prompted to delete the location. Confirm the prompt with **Yes**.
9. After you have deleted all necessary locations from the component, choose one of the following options.

   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to save the current obligation and create further entries.

## Deleting an Obligation

To delete an obligation follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Obligation Toolbar, select the Delete icon.
7. You are prompted to delete the obligation. Confirm the prompt with **Yes**.
8. Then choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     - Click **Save** to save your entries.
     - Click **Save and Create Another** to save the current obligation and create further entries.

# Managing Obligations

The Manage Obligations option opens the Obligation Search window. In the Obligation window you can search, create, maintain and view obligations.

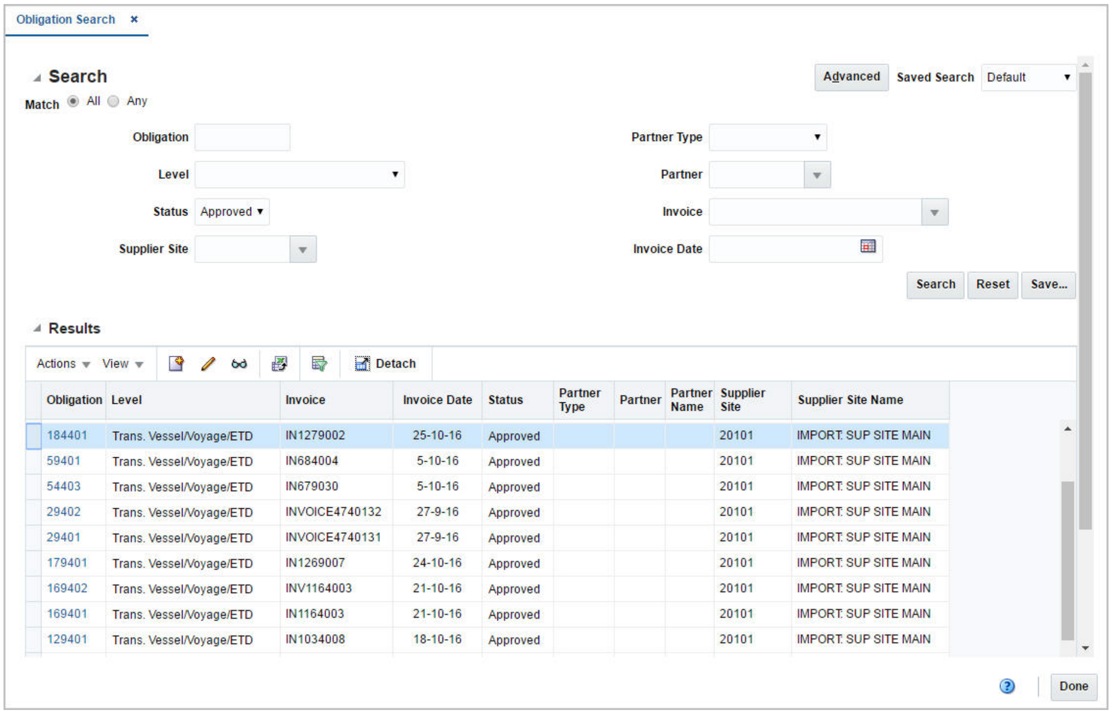
You can access the Obligation Search window from the Task menu, select **Import Management > Manage Obligations**. The Obligation Search window appears.

The Obligation Search window contains the following two sections.

- Search

  For more information about how to search for obligations, see the Searching for an Obligation section.
- Results
- Obligation Search Toolbar

*Figure 13–53 Obligation Search Window*




## Searching for an Obligation

To search for an obligation:

1. From the Task menu, select **Import Management > Manage Obligations**. The Obligation Search window appears.
2. You can search for an obligation by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an Obligation Through the Basic Search Criteria

To search for an obligation using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 13–120 Obligation Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check the radio button All or Any.<br>All - only obligations matching all entered search criteria are shown.<br>Any - obligations matching any of the entered search criteria are shown. |
| **Obligation** | Enter the obligation. |
| **Level** | Select the level of the obligation from the list. For example, select ASN. |

*Table 13–120 (Cont.) Obligation Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Status** | Select the status of the obligation. Possible statuses are: <br>▪ Pending <br>▪ Approved |
| **Supplier Site** | Enter, select or search for the supplier site. |
| **Partner Type** | Select the partner type from the list. |
| **Partner** | Enter, select or search for the partner ID. |
| **Invoice** | Enter, select or search for the invoice ID. |
| **Invoice Date** | Enter the invoice date or use the Calendar icon to select a date. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an Obligation Through Advanced Search Criteria

To search for an obligation using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The obligations that match the search criteria are displayed in the Results section.

5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved obligations. The Results table shows the following columns by default.

- Obligation
- Level
- Invoice
- Invoice Date
- Status
- Partner Type
- Partner
- Partner Name
- Supplier Site
- Supplier Site Name

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 13–121 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Create or Create icon | Select **Actions > Create** or use the Create icon to create a new obligation. The Create Obligation window appears.<br><br>For more details about how to create an obligation, see the Creating an Obligation section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected obligation.<br><br>For more information about how to edit an obligation, see the Obligation section. |

*Table 13–121 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| View and View icon | To view an obligation:<br>■ Select a record in the Results section.<br>■ Select **Actions > View** or use the View icon. The Obligation window appears.<br>For more details about the Obligation window, see the Obligation section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–122 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Obligation Search Toolbar

The toolbar contains the following icons and buttons.

*Table 13–123 Obligation Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Actual Landed Cost

The actual landed cost module provides a view of the expenses and assessments that are accumulated as goods move from origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis.

The amounts can be viewed at the entry, shipment, purchase order level or at the purchase order/item level. After analysis, you can finalize the actual landed costs. As a result the stock ledger and open to buy are updated. You also have the option to update weighted average costs.

## ALC Window

In the ALC window you can view the actual landed cost details of an item on a purchase order. The costs are limited to the expenses and assessments that are non-merchandise charges. The comparison between the estimated landed cost and the actual landed cost are listed in the primary currency of the company.

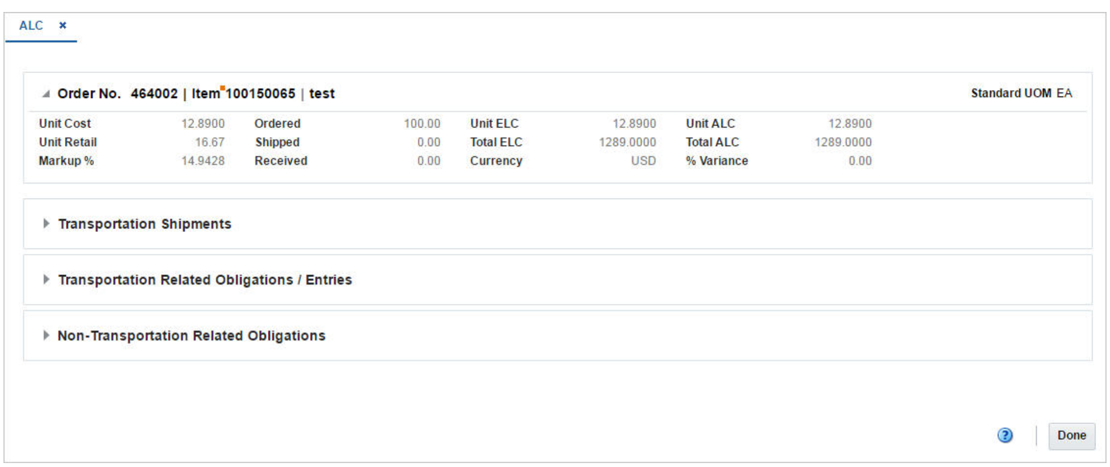
The cost can be viewed for each of the following unique combinations.

- Purchase order, item, pack item, and transportation shipment (vessel/voyage/estimated departure date)
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, and customs entry

The ALC window contains the following sections.

- ALC Header
- Estimates with no Actuals
- Values Included in ALC by Direct Nomination
- Transportation Shipments
- Transportation Related Obligations/Entries
- Non-Transportation Related Obligations
- ALC Toolbar

***Figure 13–54 ALC Window***




## ALC Header

The ALC Header displays the following information:

- Order No.
- Pack

Pack is only displayed, if the item on the purchase order is a buyer pack with an order type of pack.

- Item
- Standard UOM
- Next and Previous button

  The Next and Previous buttons are only displayed, if a pack item exists.

Furthermore, the ALC header displays the unit cost, unit retail, markup, quantities such as ordered, shipped and received, the unit and total ELC, the currency, the unit and total ALC as well as the variance in percent.

## Estimates with no Actuals

The Estimates with no Actuals section displays estimates that are available, but where the retailer has not yet been billed for the actuals, either via obligations or customs entries. When a PO is approved, a record is written to ALC for each estimated cost component. The total of each estimated cost component is shown in this section.

The following fields are displayed:

- **Unit**

  Displays the per unit value of all estimated expenses and assessments without an actual.

- **Total**

  Displays the total value of all estimated expenses and assessments without an actual.

> **Note:** If there are no estimated components for which actuals have not been entered, this section is not displayed.

Use **Component List** button to open the ALC Component window. The component list shows each component without an actual. For more information about the ALC Component window, see the ALC Components section.

## Values Included in ALC by Direct Nomination

This section displays the actual values directly nominated on the PO for inclusion in the ALC, for which the retailer does not expect to pay either via obligations or customs entries.

The following fields are displayed:

- **Unit**

  Displays the unit value. If this value is zero the section is not displayed.

- **Total**

  Displays the total value.

Use the **Component List** button to open the ALC Component window. The component list shows each component with an actual, where it is a direct nomination.

## Transportation Shipments

The Transportation Shipments table displays the following columns by default:

- Vessel
- Voyage/ Flight
- Estimated Departure Date
- Quantity
- Unit and Total ELC
- Unit and Total ALC
- % Variance

### Transportation Shipments - Actions Menu, Icons and Button

Use the Actions Menu, icons and button apply actions to the table. You can perform the actions listed below.

***Table 13–124 Transportation Shipments - Actions Menu/Icons/Button and Description***

| Actions Menu/Icons/Button | Description |
|---|---|
| View Shipment | Opens the Shipment Detail window to view the shipment details of an item on a purchase order.<br>For more information about this window, see the Shipment Detail section. |
| Component List and **Component List** button | Opens the ALC Component window.<br>For more information about this window, see the ALC Components section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Transportation Shipments - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–125 Transportation Shipments - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Transportation Related Obligations/Entries

The Transportation Related Obligations/Entries table contains the following columns:

- Obligation
- Entry Number
- Shipment
- Vendor Name
- Invoice
- Quantity
- Unit ELC and Total ELC
- Unit ALC and Total ALC
- %Variance
- Status

An Error icon will be shown for each row at the row header if there are errors. If you click on the Error icon, the Interface Errors window appears.

For more information about the Interface Errors window, see the Interface Errors section.

### Transportation Related Obligations/Entries - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

***Table 13–126 Transportation Related Obligations/Entries - Actions Menu/Icons/Button and Description***

| Actions Menu/Icons | Description |
|---|---|
| View Obligation | Opens the Obligation window to view the obligation.<br>For more information about this window, see the Obligation section. |
| View Customs Entry | Opens the Customs Entry window to view the customs entry.<br>For more information about this window, see the Customs Entry Window section. |
| Component List and **Component List** button | Opens the ALC Component window.<br>For more information about this window, see the ALC Components section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Transportation Related Obligations/Entries - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–127 Transportation Related Obligations/Entries - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |

*Table 13–127 (Cont.) Transportation Related Obligations/Entries - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Non-Transportation Related Obligations

The Non-Transportation Related Obligations table displays the following columns by default:

- Obligation
- Shipment
- Vendor Name
- Invoice and Invoice Date
- Quantity
- Unit ELC and Total ELC
- Unit ALC and Total ALC
- % Variance
- Status

An Error icon will be shown for each row at the row header if there are errors. If you click on the Error icon, the Interface Errors window appears.

For more information about the Interface Errors window, see the Interface Errors section.

### Non-Transportation Related Obligations - Actions Menu, Icons and Button

Use the Actions Menu, icons and button apply actions to the table. You can perform the actions listed below.

*Table 13–128 Non-Transportation Related Obligations - Actions Menu/Icons/Button and Description*

| Actions Menu/Icons/Button | Description |
|---|---|
| View Obligation | Opens the Obligations window.<br>For more information about this window, see the Obligation section. |
| Component List and **Component List** button | Opens the ALC Component window.<br>For more information about this window, see the ALC Components section. |
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Non-Transportation Related Obligations - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 13–129 Non-Transportation Related Obligations - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## ALC Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the ALC window. The Toolbar contains the following icons and buttons.

***Table 13–130 ALC - Icons/Buttons and Description***

| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** and exit the ALC window. |

## Viewing ALC Details of an Item

To view the ALC Details of an item on an order follow the steps below.

1. From the Tasks menu, select **Import Management** > **Review ALS**. The ALC Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. View the actual landed cost details of an item on an order.
7. Click **Done** to exit the ALC window.

# ALC Components

In ALC Component window you can view the cost components of an item on a purchase order. The cost components are limited to the expenses and assessments that are non-merchandise charges. The comparison between the estimated and the actual landed cost components are listed in the primary currency of the company.

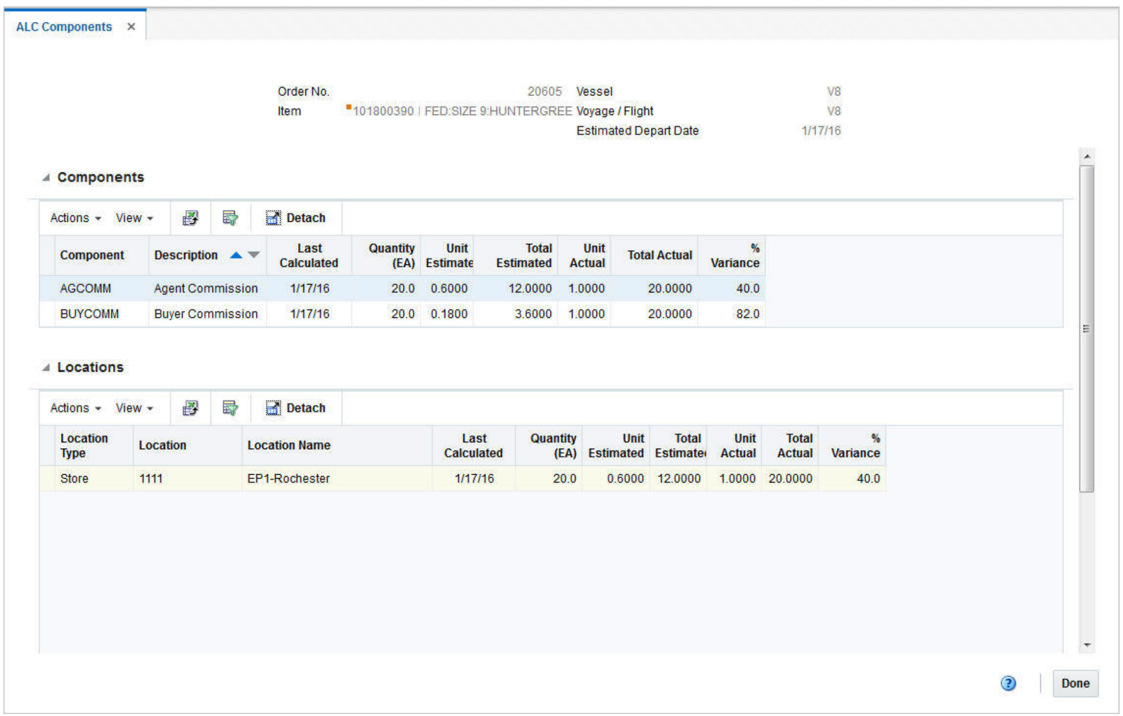
The cost components can be viewed for each of the following unique combinations.

- Purchase order, item, pack item, and transportation shipment (vessel/voyage/estimated departure date)
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, and customs entry

The ALC Components window contains the following sections.

- ALC Components Header
- Components Table
- Locations Table
- ALC Components Toolbar

***Figure 13–55 ALC Components***




## ALC Components Header

The ALC Components Header varies depending on from which table you select the Component List function. The pack information is only displayed when the item on the order is a buyer pack with the order type Pack.

## Components Table

The Components table contains the following columns by default.

- Component and Description
- Last Calculated
- Quantity (UOM)
- Estimated and Actual Unit Value
- Estimated and Actual Total Value

- % Variance

The first record in the table is selected by default and the respective cost component by location is displayed in the Locations table.

### Components Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–131 Components Table - Actions Menu/Icons and Description*

| Actions Menu/Icon/Button | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Components Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–132 Components Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Locations Table

This table lists the cost by locations, based on the cost component selected in the Components table. The Location table displays the following columns by default.

- Location Type, Location and Location Name
- Last Calculated
- Quantity (UOM)
- Estimated and Actual Unit Value
- Estimated and Actual Total Value
- % Variance

### Locations Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 13–133 Locations Table - Actions Menu/Icons and Description***

| Actions Menu/Icon/Button | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Locations Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 13–134 Locations Table - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## ALC Components Toolbar

The Toolbar displays the icon and button for actions that can be performed in the ALC Components window. The Toolbar contains the following icon and button.

***Table 13–135 ALC Component Toolbar - Icon/Button and Description***

| Action Icon/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to reject all entries and exit the ALC Components window. |

## Viewing ALC Components

To view ALC components follow the steps listed below.

1. From the Tasks menu, select **Import Management > Review ALC**. The ALC Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. In the ALC window choose one of the following options.
   - In the Transportation Shipments section, select **Actions > Component List**. The ALC Components window appears.
   - In the Transportation Related Obligations/Entries section, select **Actions > Component List**. The ALC Components window appears.
   - In the Non-Transportation Related Obligations section, select **Actions > Component List**. The ALC Components window appears.

   **Note:** Depending on from which section you entered the Component List, the information in the header of the ALC Components window varies.

7. In the Components table the first record is selected by default and the respective cost component by location is displayed in the Locations table below.
8. Click **Done** to close the ALC Components window.

# Interface Errors

The Interface Error window allows you to view the details of any errors that occurred during the allocating of obligations and customs entries to actual landed cost.

The table displays the program name, date, unit of work and the error.

## Interface Errors - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 13–136 Interface Errors - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

## Interface Errors - View Menu and Icons

You can customize the view of the table by using the options in View Menu.

*Table 13–137 Interface Errors - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Interface Errors Toolbar

The toolbar contains the following icons and buttons.

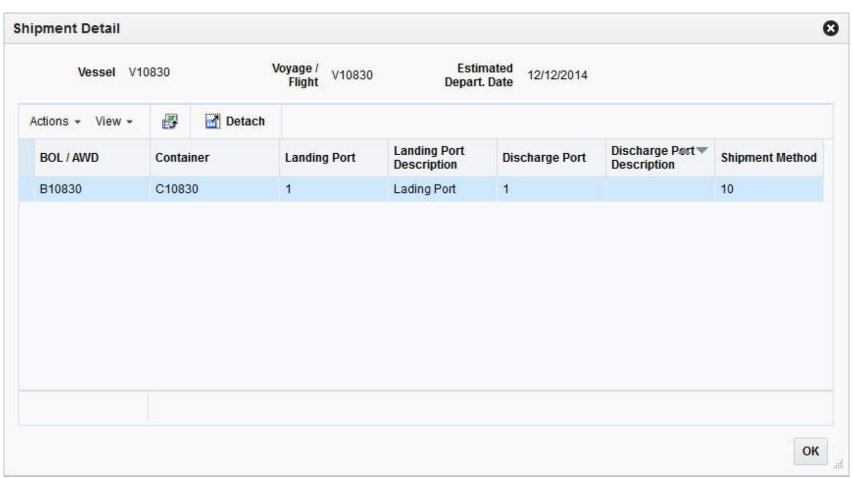
*Table 13–138 Interface Errors Options Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

# Shipment Detail

The Shipment Detail window displays shipment information.

*Figure 13–56 Shipment Detail Window*



The Shipment Detail window contains the following sections.

- Shipment Detail Header

  The Shipment Details header displays shipping information such as vessel, voyage/flight as well as the estimated departure date.

- Shipment Detail Table

## Shipment Detail Table

The Shipment Detail Table displays the following columns by default.

- BOL/AWB
- Container
- Landing Port and Landing Port Description
- Discharge Port and Discharge Port Description
- Shipment Method

### Shipment Detail Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 13–139 Shipment Detail Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Shipment Detail Table - View Menu

You can customize the view of the table. Use the View Menu to customize the view as listed below.

***Table 13–140 Shipment Detail Table - View Menu and Description***

| View Menu | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

## Viewing Shipment Details

To view shipment details follow the steps listed below.

1. From the Tasks menu, select **Import Management > Review ALC**. The ALC Search window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. In the Transportation Shipment section, select **Actions > Shipment Detail** or go to the vessel column and click on the vessel number link. The Shipment Detail window appears.
7. View the shipment details of an item on an order.
8. Click **OK** to exit the Shipment Detail window.

## Reviewing Actual Landed Costs

The Review ALC option opens the ALC Search window. In the ALC Search window you can search for an order or item to view the ALC values for a single item on a purchase order.

You can access the ALC Search window from the Task menu, select **Import Management > Review ALC**. The ALC Search window appears.

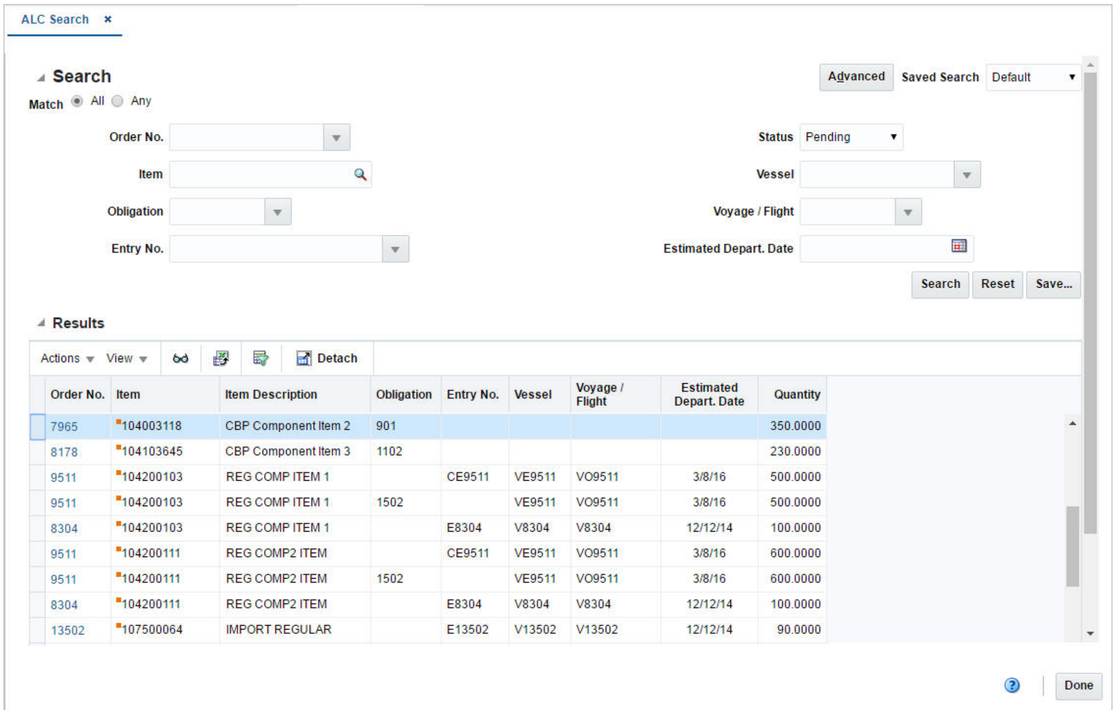
The ALC Search window contains the following sections.

- Search

  For more information about how to search for orders or items to view ALC values, see the Searching for Orders/Items section.

- Results
- ALC Search Toolbar

*Figure 13–57 ALC Search Window*




## Searching for Orders/Items

To search for orders/items:

1. From the Task menu, select **Import Management > Review ALC**. The ALC Search window appears.

2. You can search for orders/items by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.

   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for Orders/Items Through the Basic Search Criteria

To search for orders/items using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

*Table 13–141 ALC Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only orders matching all entered search criteria are shown.<br>Any - orders matching any of the entered search criteria are shown. |
| **Order No.** | Enter, select or search for the order number. |
| **Item** | Enter the item number or use the Search icon to search for the particular item |
| **Obligation** | Enter, select or search for an obligation. |

*Table 13–141 (Cont.) ALC Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Entry No.** | Enter, select or search for an entry number. |
| **Status** | Select the ALC status from the list. Possible status are:<br>■ Estimated<br>■ No Finalization<br>■ Pending<br>■ Processed |
| **Vessel** | Enter, select or search for the vessel number. |
| **Voyage/Flight** | Enter, select or search for the voyage/flight number. |
| **Estimated Depart. Date** | Enter or use the Calendar icon to select the estimated departure date of the transport. |

2. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The orders/items that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for Orders/Items Through Advanced Search Criteria

To search for orders/items using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The orders/items that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved orders/items. The Results table shows the following columns by default.

- Order Number
- Item and Item Description
- Obligation
- Entry Number
- Vessel
- Voyage/Flight
- Estimated Departure Date
- Quantity

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 13–142 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| View and View icon | Opens the ALC window to view the ALC of an item.<br>For more information about this window, see the Viewing ALC Details of an Item section. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 13–143 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## ALC Search Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the ALC Search window. The Toolbar contains the following icon and button.

*Table 13–144 ALC Search- Icon/Button and Description*

| Action Icon/Button | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** and close the ALC Search window. |

# ALC Finalization

The Finalize ALC option opens the ALC Finalization window. In the ALC Finalization window you can search for an order or order/shipments to review the variance between the estimated landed cost and actual landed cost and determine whether or not to finalize the ALC resulting in the update of the stock ledger and weighted average cost of all item/locations on the associated order/shipment.

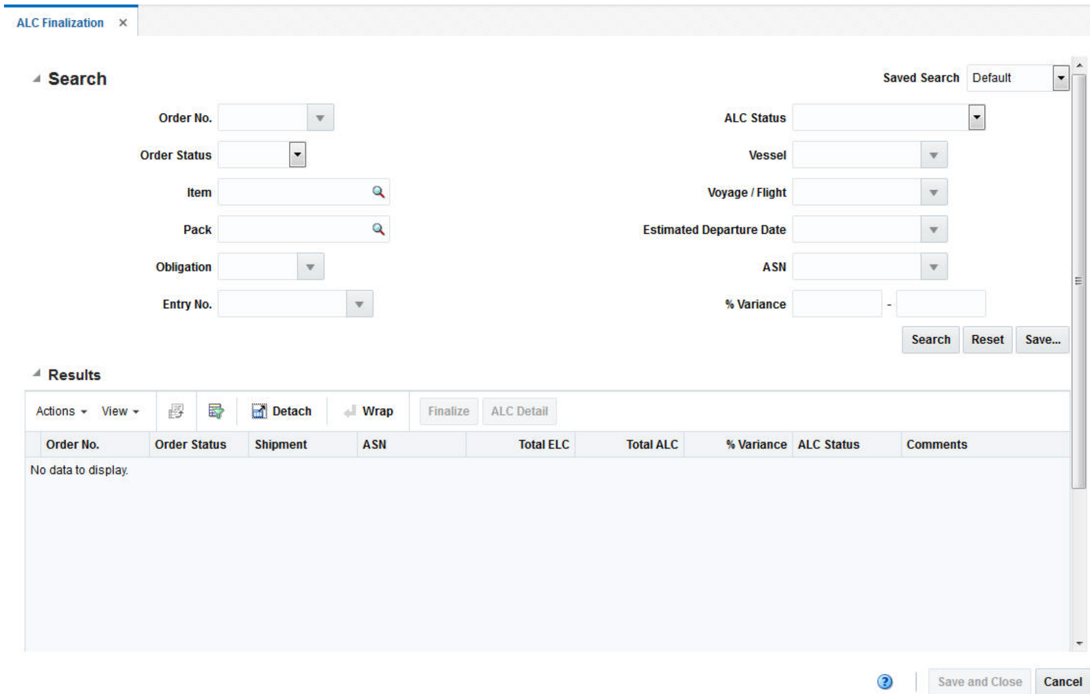
You can access the ALC Finalization window from the Task menu, select **Import Management > Finalize ALC**. The ALC Finalization window appears.

The ALC Finalization window contains the following sections.

- Search

  For more information about how to search for orders or oder/shipments, see the Searching for Orders or Order/Shipments section.
- Results
- ALC Finalization Toolbar

*Figure 13–58 ALC Finalization Window*




## Searching for Orders or Order/Shipments

To search for orders or order/shipments:

1. From the Task menu, select **Import Management > Finalize ALC**. The ALC Finalization window appears.
2. Enter, select or search for one or all of the following search criteria.

*Table 13–145 ALC Finalization Search - Search Criteria and Description*

| Fields | Description |
|---|---|
| **Order No.** | Enter, select or search for the order number. |
| **Order Status** | Select the order status from the list. Possible statuses are:<br>▪ Worksheet<br>▪ Submitted<br>▪ Approved<br>▪ Closed |
| **Item** | Enter the item number or use the Search icon to search for the particular item. |
| **Pack** | Enter the pack item or use the Search icon to search for the pack item. |
| **Obligation** | Enter, select or search for an obligation. |
| **Entry No.** | Enter, select or search for an entry number. |

*Table 13–145 (Cont.) ALC Finalization Search - Search Criteria and Description*

| Fields | Description |
|---|---|
| **ALC Status** | Select the ALC status from the list. Possible statuses are:<br>■ Estimated<br>■ No Finalization<br>■ Pending<br>■ Processed<br>■ Processed - Records Pending |
| **Vessel** | Enter, select or search for the vessel number. |
| **Voyage/Flight** | Enter, select or search for the voyage/flight number. |
| **Estimated Departure Date** | Enter, select or search for the estimated departure date. |
| **ASN** | Enter, select or search for the Advanced Shipping Notice (ASN). |
| **Variance %** | In this field you can search on a range of % variance values.<br>Enter the first and second Variance % value in the corresponding field. |

3. Click the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The orders or order/shipments that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

## Results

The Results section lists the retrieved orders. The Results table shows the following columns by default.

- Order Number and Order Status
- Shipment
- ASN
- Total ELC
- Total ALC
- % Variance
- ALC Status

- Comments

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below.

***Table 13–146 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |
| **Finalize** button | Opens the Finalize ALC window.<br>For more information about how to finalize the actual landed costs, see the Finalizing the Actual Landed Costs section. |
| **ALC Detail** button | Opens the ALC Search window.<br>■ Select a record in the Results section.<br>■ Click **ALC Detail**.<br>■ The ALC Search window appears with the values from the highlighted record populated as search criteria.<br>■ You can search and review the detailed ALC information.<br>For more information about how to review detailed ALC information, see the Reviewing Actual Landed Costs section. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 13–147 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## ALC Finalization Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the ALC Finalization window. The Toolbar contains the following icons and buttons.

***Table 13–148 ALC Finalization - Icons/Buttons and Description***

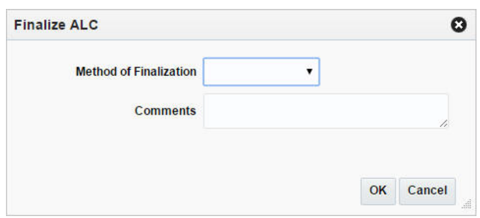
| Action Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Save and Close** | Click **Save and Close** to save your changes and close the ALC Finalization window. |
| **Cancel** | Click **Cancel** and close the ALC Finalization window. |

## Finalizing the Actual Landed Costs

To finalize the actual landed costs, follow the steps below:

1. In the Results section, select one or more records.
2. Then press the **Finalize** button. The Finalize ALC window appears.

***Figure 13–59 Finalize ALC Window***




3. In the **Method of Finalization** field, select the method from the list.
4. In the **Comments** field, edit or enter comments as necessary.
5. Then choose one of the following options.
   - Click **OK** to finalize the ALC and close the window.
   - Click **Cancel** to reject all entries and close the window.

# 14 Application Administration

In order to optimally configure the application, the user is provided with a set of windows which allow viewing, editing, and maintenance of system parameters which help customize various defaults and constants that are used throughout the system. The parameters range from setting the application UI features such as the decimal precision in which quantity values should be displayed, setting up important business features that are used by retailers such as Value Added Tax (VAT), Banners, Channels, and so on. The majority of these parameters should be defined during the system implementation and changes to any of the parameters thereafter requires careful planning.

## System Options

The system options module provides a means of maintaining the relatively static information about a retailer's business.

Many of the system variables must be set during installation and cannot be changed without major implications. Most system variables are specific to functional areas such as ordering, pricing, transfers, stock ledger and history. While some indicators dictate the level at which these functions perform, others indicate the length of time that the data is maintained for these areas.

In addition to the functional variables, other variables span all functional areas and determine how the system must perform as a whole. Some of these variables include the multiple currency indicator, primary language, and system dates.

You can access the System Options window from the Task menu, select **Application Administration > System Options**. The System Options window appears.

The System Options window contains the following sections.

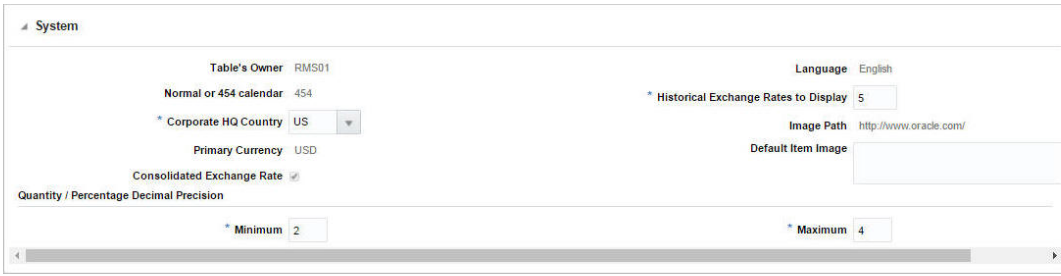
- System
- Financials
- Foundation
- Functional
- Inventory
- Localization
- Procurement
- Data Retention
- RTM

- Security
- Integrated Application Versions
- System Options Toolbar

## System

The System section contains the general information in RMS such as the language, currency, calendar, and the base country of the business.

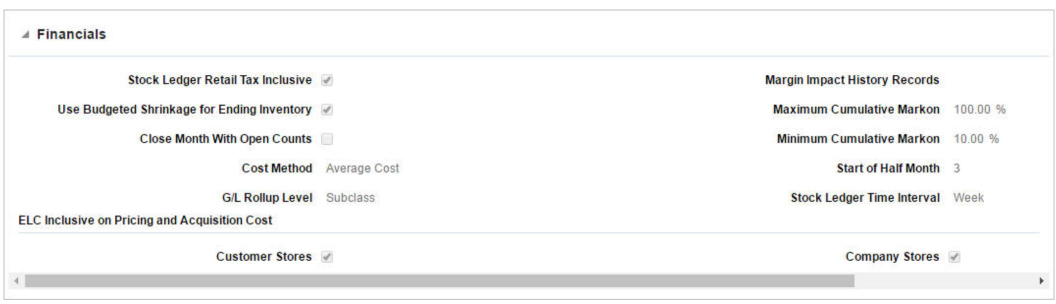
***Figure 14–1 System Section***




## Financials

The Financials section contains the options for stock ledger, sales, and other financial information.

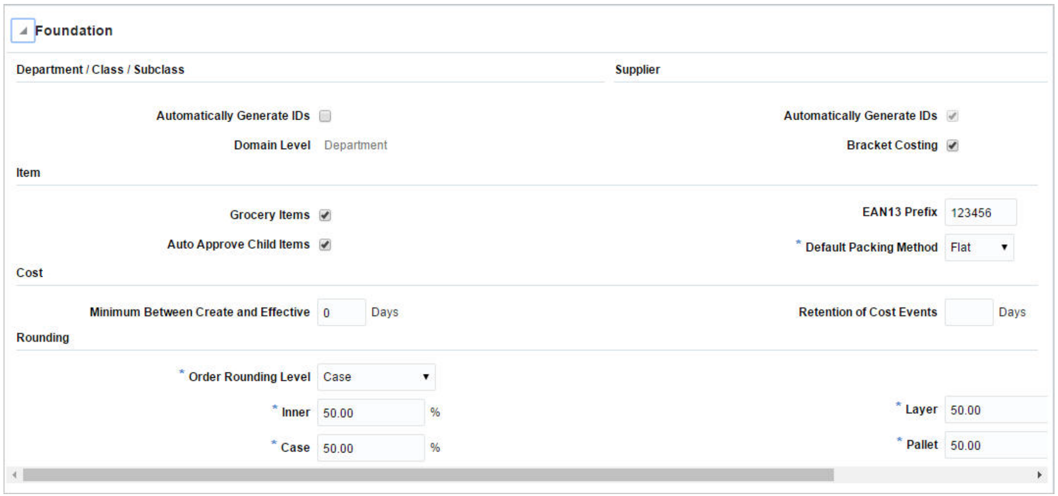
***Figure 14–2 Financials Section***




## Foundation

The Foundation section contains the merchandise level settings.

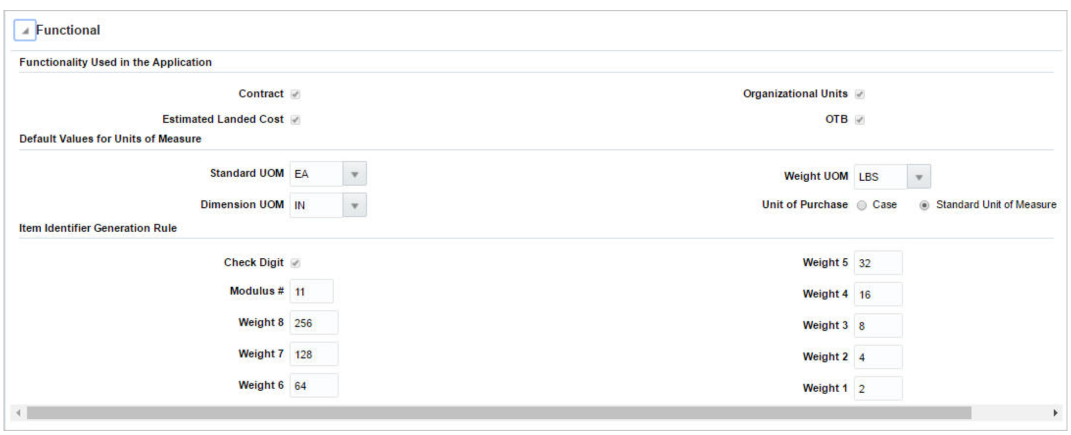
*Figure 14–3 Foundation Section*




## Functional

The Functional section contains the options to determine if functions, such as importing, contracts, and franchise are supported in the system. It also determines the unit of measure (UOM) information used across the system.

*Figure 14–4 Functional Section*




## Inventory

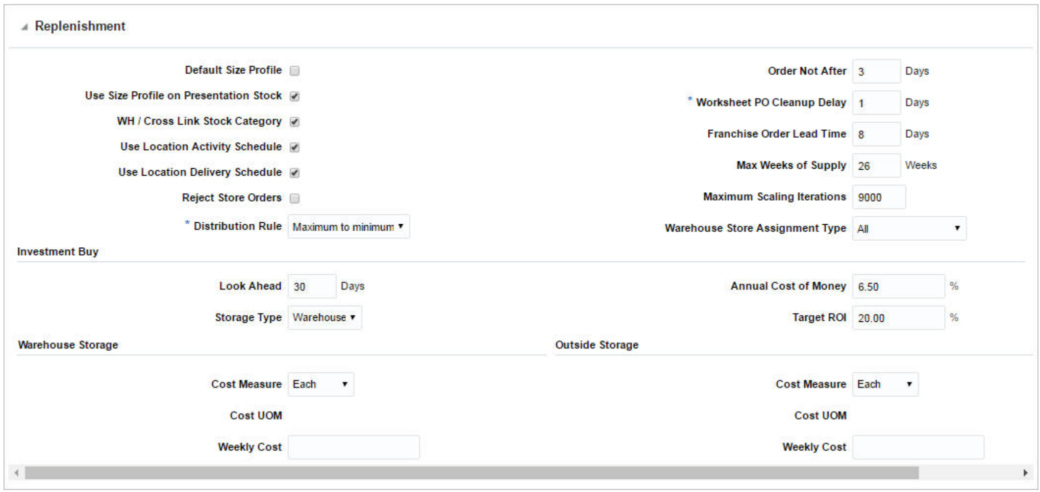
The Inventory section contains the options for inventory movements. This section is divided into the following subsections.

- Replenishment
- Shipment
- Transfers and Returns to Vendor
- Allocation
- Sales
- Stock Counts

## Replenishment

This section displays replenishment variables.

***Figure 14–5 Replenishment Section***




## Shipment

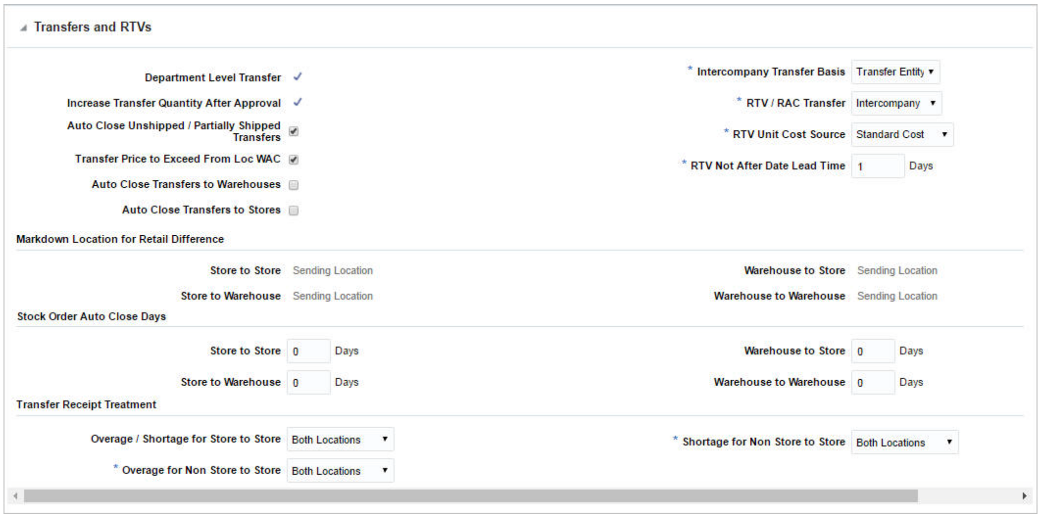
This section displays shipment variables.

***Figure 14–6 Shipment Section***

### Transfers and Returns to Vendor

This section displays transfer and returns to vendor variables.

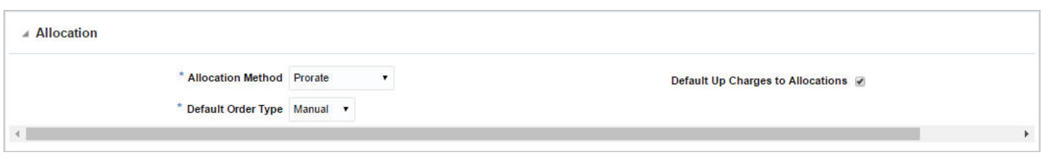
***Figure 14–7 Transfers and RTVs Section***




### Allocation

This section displays allocation variables.

***Figure 14–8 Allocation Section***




### Sales

This section contains sales variables.

***Figure 14–9 Sales Section***

### Stock Counts

This section displays stock counts variables.

***Figure 14–10 Stock Counts***


## Localization

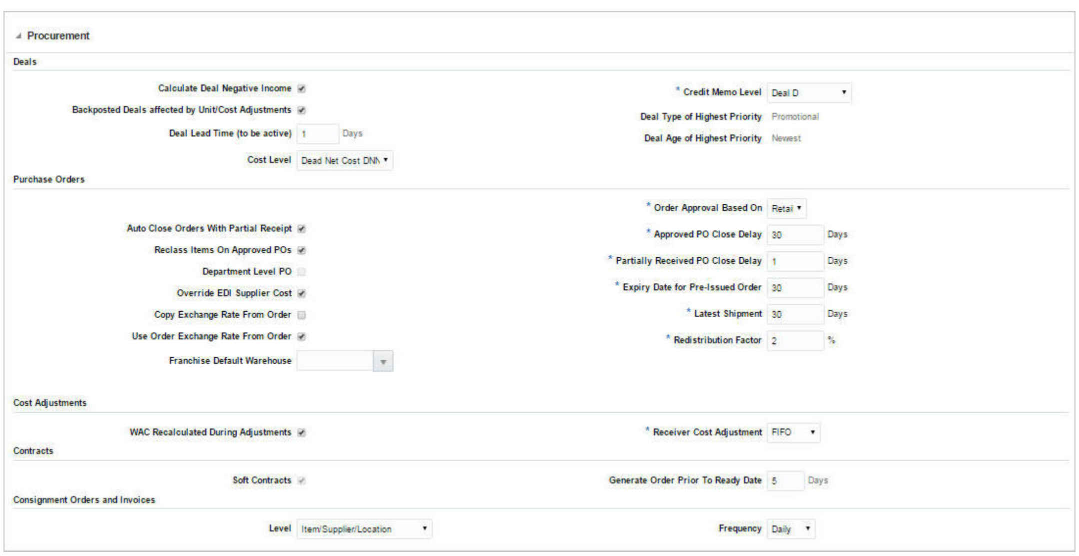
The Localization section contains the options for taxations in RMS.

***Figure 14–11 Localization Section***


## Procurement

The Procurement section contains the settings for order related options.

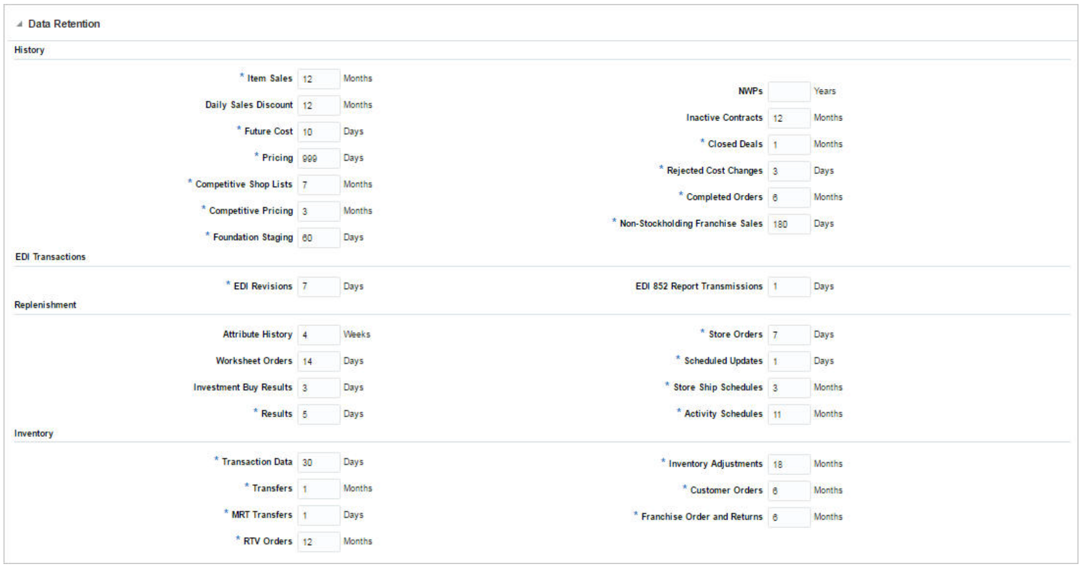
***Figure 14–12 Procurement Section***




## Data Retention

The Data Retention section contains the options for setting the data retention.

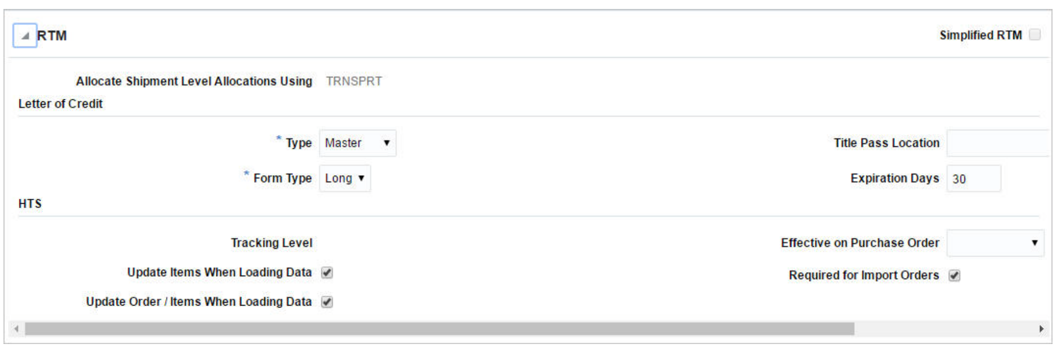
***Figure 14–13 Data Retention Section***



## RTM

The RTM section contains the Retail Trade Management (RTM) related options.

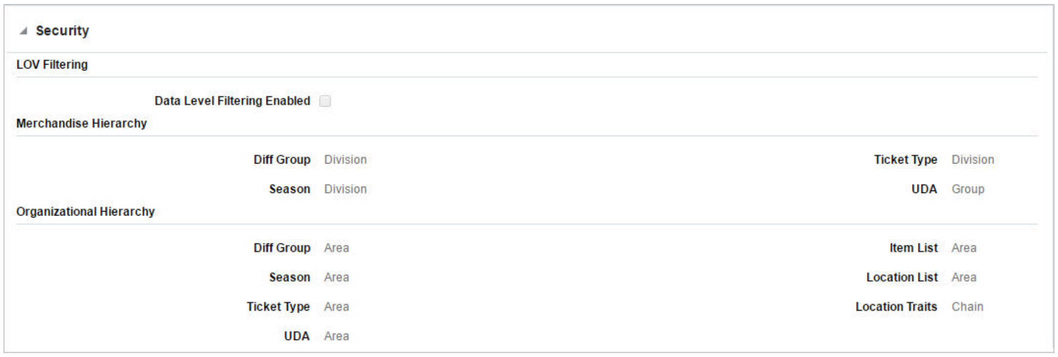
***Figure 14–14 RTM Section***



## Security

The Security section contains the options for setting how the data is maintained in the system.

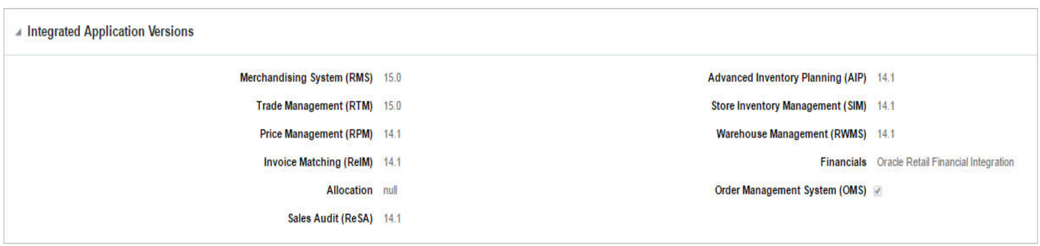
*Figure 14–15 Security Section*




## Integrated Application Versions

The Integrated Application Version section is used to determine business applications that are integrated to RMS, that is Advanced Inventory Planning (AIP), Store Inventory Management (SIM), Retail Price Management (RPM), and so on.

*Figure 14–16*




## System Options Toolbar

The toolbar contains the following icons and buttons.

*Table 14–1 System Options Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icon | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Report Options

The Report Options window allows you to configure dashboard reports by defining various parameters such as threshold values, default options and so on. These values are defined during the installation, but can be modified later in the Report Options window. The Report Options window displays a list of all dashboard configuration parameters for all reports. Some of the configurations can have department level exceptions, for such configurations, you can override the system level parameter at the department level. You can override configurations by clicking the link in the report section title, which opens the Report Option Exception window. For more information about this window, see the Creating Report Option Exceptions section.

You can access the Report Options window from the Task menu, select **Application Administration > Report Options**. The Report Options window appears

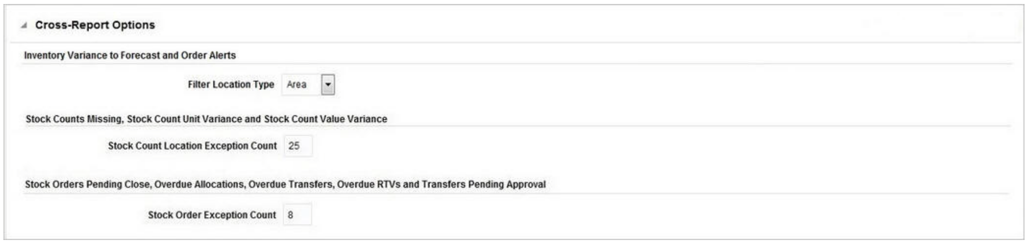
The Report Options window contains the following sections.

- Cross-Report Options
- Cumulative Markon Variance Report
- Early /Late Shipment Report
- Incomplete Item Reports
- Inventory Variance to Forecast Report
- Late Posted Transactions Report
- Negative Inventory Report
- Order Alerts Report
- Order Pending Approval Report
- Overdue Shipments Report
- Shrinkage Variance Report
- Stock Count Unit Variance Report
- Stock Count Value Variance Report
- Stock Orders Pending Close Report
- Transfers Pending Approval Report
- Unexpected Inventory Report
- WAC Variance Report
- Report Options Toolbar

## Cross-Report Options

The Cross-Report Options section displays configurations that are used by multiple reports.

*Figure 14–17 Cross-Report Options*




## Cumulative Markon Variance Report

This section displays variance values for the Cumulative Markon Variance Report.

*Figure 14–18 Cumulative Markon Variance Report*


## Early /Late Shipment Report

This section displays parameters for the Early/Late Shipment Report.

*Figure 14–19 Early/Late Shipment Report*


## Incomplete Item Reports

This section displays various parameters for the Incomplete Item Reports.

*Figure 14–20 Incomplete Item Reports*


## Inventory Variance to Forecast Report

This section displays variance values for the Inventory Variance to Forecast Report.

*Figure 14–21 Inventory Variance to Forecast Report*


## Late Posted Transactions Report

This section displays parameters for the Late Posted Transactions Report.

*Figure 14–22 Late Posted Transactions Report*


## Negative Inventory Report

This section displays the quantity threshold amount for the Negative Inventory Report.

*Figure 14–23 Negative Inventory Report*


## Order Alerts Report

This section displays parameters for the Order Alerts Report.

*Figure 14–24 Order Alters Report*


## Order Pending Approval Report

This section displays parameters for the Order Pending Approval Report.

*Figure 14–25 Order Pending Approval Report*


## Overdue Shipments Report

This section displays parameters for the Overdue Shipments Report.

*Figure 14–26 Overdue Shipments Reports*


## Shrinkage Variance Report

This section displays variance values for the Shrinkage Variance Report.

*Figure 14–27 Shrinkage Variance Report*


## Stock Count Unit Variance Report

This section displays variance values for the Stock Count Unit Variance Report.

*Figure 14–28 Stock Count Unit Variance Report*


## Stock Count Value Variance Report

This section displays variance values for the Stock Count Value Variance Report.

*Figure 14–29 Stock Count Value Variance Report*


## Stock Counts Missing Report

This section displays parameters for the Stock Counts Missing Report.

*Figure 14–30 Stock Counts Missing Report*


## Stock Orders Pending Close Report

This section displays parameters for the Stock Orders Pending Close Report.

***Figure 14–31 Stock Orders Pending Close Reports***


## Transfers Pending Approval Report

This section displays parameters for the Transfers Pending Approval Report.

***Figure 14–32 Transfers Pending Approval Report***


## Unexpected Inventory Report

This section displays parameters for the Unexpected Inventory Report.

***Figure 14–33 Unexpected Inventory Report***


## WAC Variance Report

This section displays variance values for the WAC Variance Report.

***Figure 14–34 WAC Variance Report***


## Report Options Toolbar

The toolbar contains the following icons and buttons.

***Table 14–2 Report Options Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Expand and Collapse icon | You can expand all the sections and collapse all the sections in the window by clicking the Expand and Collapse icon. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |

*Table 14–2 (Cont.) Report Options Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Creating Report Option Exceptions

The Report Option Exceptions window allows you to create and view department level exceptions for individual reports.

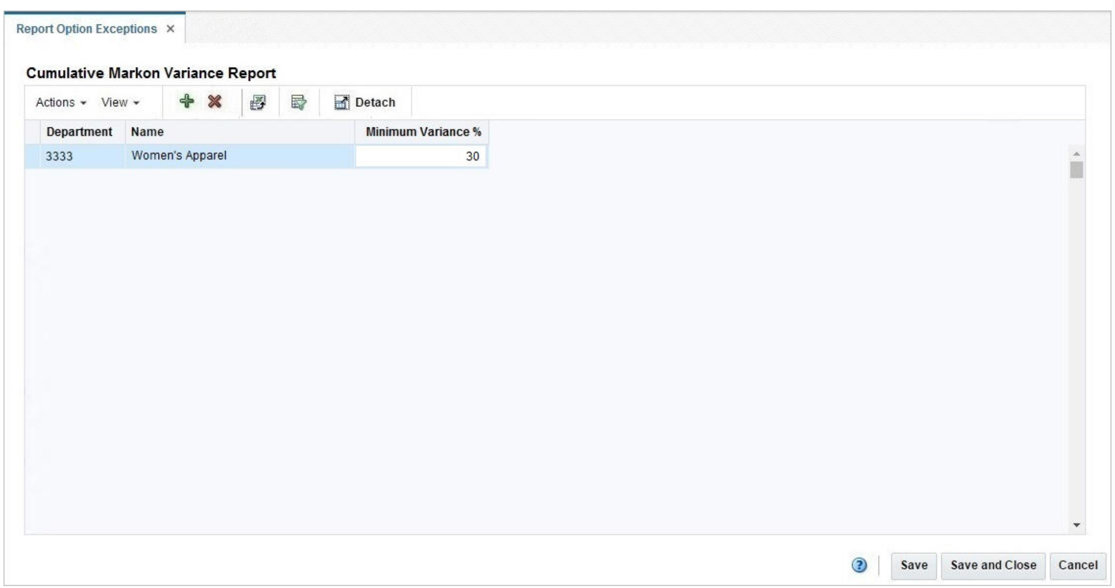
You can access the Report Options Exceptions window by clicking the Create Exceptions or Exceptions Exist hyperlinks in the section title bar on the right hand side. The Report Option Exceptions window will open, displaying any existing option exceptions for the selected report or group of reports.

> **Note:** The exceptions link displays as Create Exceptions, if there are no exceptions for the selected report at the department level, or as Exceptions Exist, if there are exceptions for the selected report at the department level.

The Report Options Exceptions window contains the following sections.

- Department Exceptions Table
- Report Option Exceptions Toolbar

*Figure 14–35 Report Option Exceptions Window*




## Department Exceptions Table

The Department Exceptions table contains the list of departments for which the exception of the parameter values is valid.

**Note:** You can edit the parameter values directly in the table.

### Report Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–3 Report Table - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add exceptions for reports at the department level by selecting **Actions** > **Add** or by using the Add icon. <br> For more information about how to add exceptions, see the Adding Exceptions section. |
| Delete and Delete icon | You can delete exceptions for departments: <br> ■ Select a record in the table. <br> ■ Select **Actions > Delete** or use the Delete icon. <br> ■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt. <br> ■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Report Table - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–4 Report Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options: <br> ■ Ascending <br> ■ Descending <br> ■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Report Option Exceptions Toolbar

The toolbar contains the following icons and buttons.

*Table 14–5 Report Option Exceptions Toolbar - Icons/Buttons and Description*

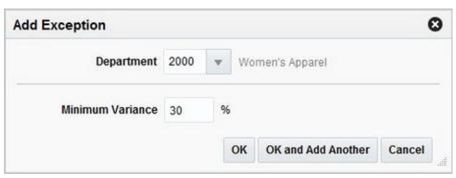
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

### Adding Exceptions

To add exceptions for a report, follow the steps below.

1. In the Department Exceptions table, select **Actions > Add**, or use the Add icon. The Add Exception window appears.

*Figure 14–36 Add Exception Window*




2. In the **Department** field, enter, select or search for the department you want to add an exception.
3. Enter, select or search for the parameters for the individual reports.
4. Then choose one of the following options.
   - Click **OK** to add the current exception to the table and close the window.
   - Click **OK and Add Another** to add additional exceptions.
   - Click **Cancel** to reject all entries and close the window.

## Online Data Translation

You can create, modify and delete translations of data in RMS. This can be done in two different ways.

- for a single entity at a time
- view all entities that have translatable values and translate them in a centralized window.

### Translations

The Translations window is a centralized window where you can see all entities that have translatable values in RMS.

The Translations window contains the following sections.

- Header

  The header contains the **Entity to Translate** field. Select the entity you want to create translations for.
- Entity to Translate
- Translations
- Translations Toolbar

### Entity to Translate

Depending on the entity to translate you have selected in the header, the title of this section varies.

For example, if you select an Entity to Translate of 'Warehouse', the title of this section will be 'Warehouse' and a list of all existing warehouses in the system will display in the table. You can select the row containing the desired warehouse to see any existing translations in the Translations table below.

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 14–6 Entity to Translate - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

You can customize the view of the table by using the options in the View Menu.

***Table 14–7 Entity to Translate - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Translations

The Translations section contains all available translations of the selected entity to translate. Existing translations can be modified directly in the table.

Use the Actions Menu and icons to apply actions to the table. In addition to editing existing translations, you can perform the actions listed below.

*Table 14–8 Translations - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new translations by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add additional translations, see the Creating a Translation section. |
| Delete and Delete icon | You can delete a translation:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |

You can customize the view of the table by using the options in the View Menu.

*Table 14–9 Translations - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Translations Toolbar

The toolbar contains the following icons and buttons.

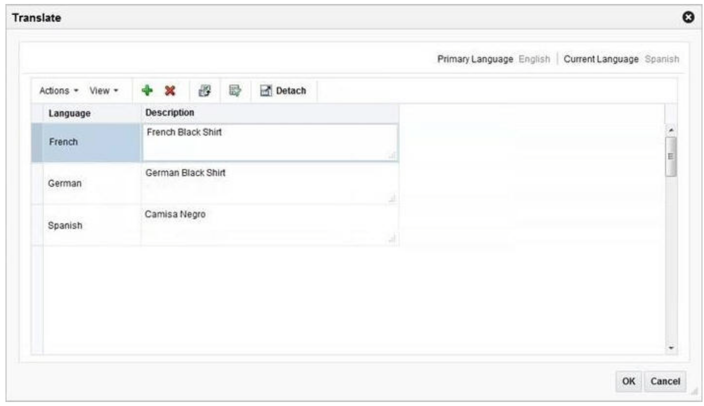
*Table 14–10 Translations Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Translating a Single Entry

The Translate window for a single entry displays the system's primary language and the current language in the top right corner. The table of the Translate window displays the language and the corresponding description for the entry. Existing translations can be modified directly in the table.

***Figure 14–37 Translate Window - Single Entry***




Use the Actions menu and icons to apply actions to the table. In addition to editing existing translations, you can perform the actions listed below.

***Table 14–11 Translate Table - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add a translation by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to create a translation for a single entity, see the Creating a Translation section. |
| Delete and Delete icon | Delete a translation:<br>■ Select a record in the Translate table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The translation is deleted from the table. |

You can customize the view of the table. Use the View menu and icons to customize the view as listed below.

***Table 14–12 Translate Table - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 14–12 (Cont.) Translate Table - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

### Translate Toolbar

The toolbar contains the following icons and buttons.

*Table 14–13 Translate Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| **OK** | Click **OK** to add your translation. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

### Creating a Translation

To create a translation, follow the steps below.

1. Select **Actions > Translate** or use the Translate icon, if available. The Translate window appears.
2. In the table, select **Actions > Add**, or use the Add icon. The Add Translation window appears.
3. In the **Language** field, select the desired language from the list. This field is a required field.
4. In the **Description** field, enter the desired description. This field is a required field.
5. Then choose one of the following options.
   - Click **OK** to add the translation to the table and close the window.
   - Click **OK and Add Another** to add additional translations.
   - Click **Cancel** to reject all entries and close the window.

## Asynchronous Job Log

The asynchronous job log is used for viewing and reprocessing asynchronous jobs in RMS.

- Search for asynchronous jobs by various search criteria
- View the search results

You can access the Asynchronous Job Log window from the Task menu, select **Application Administration > Asynchronous Job Log**. The Asynchronous Job Log window appears.

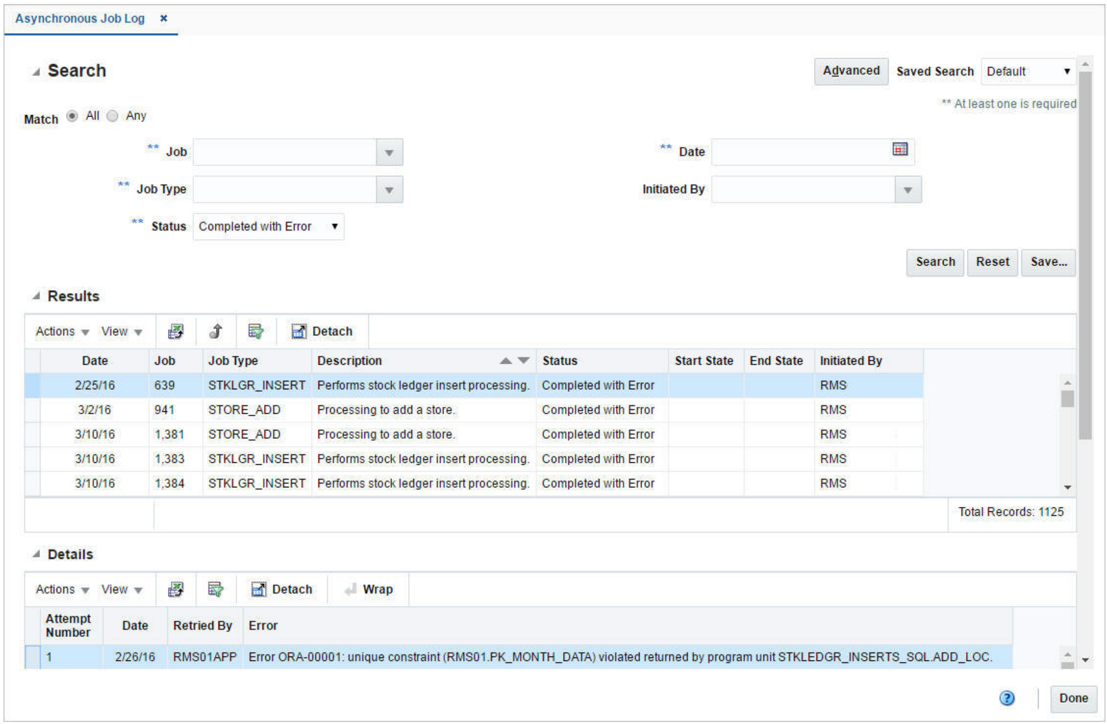
The window contains the following two sections.

- Search

  For more information about how to search for an asynchronous job, see the Searching for an Asynchronous Job section.
- Results
- Details

- [Asynchronous Job Log Toolbar]

*Figure 14–38 Asynchronous Job Log Window*




## Searching for an Asynchronous Job

To search for an asynchronous job:

1. From the Task menu, select **Application Administration > Asynchronous Job**. The Asynchronous Job Log window appears.
2. You can search for an asynchronous job by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for an Asynchronous Job Log Through the Basic Search Criteria

To search for an asynchronous job by using basic search criteria

1. Enter, select or search for one or all of the following basic search criteria.

*Table 14–14 Asynchronous Job Log Search - Basic Search Criteria and Description*

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only jobs matching all entered search criteria are shown.<br>Any - jobs matching any of the entered search criteria are shown. |
| **Job** | Enter, select or search for the job. |
| **Job Type** | Enter, select or search for the job type. |

*Table 14–14 (Cont.) Asynchronous Job Log Search - Basic Search Criteria and*

| Fields | Description |
|---|---|
| **Status** | Select a status from the list. |
| **Date** | Enter a date or use the Calendar icon to select a date. |
| **Initiated By** | Enter, select or search for the user, the job has been initiated by. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

3. Click **Search**. The jobs that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

6. Click **Done** to close the window.

### Searching for an Asynchronous Job Through Advanced Search Criteria

To search for an asynchronous job by using advanced search criteria, follow the steps below.

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".

4. Click **Search**. The jobs that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".

7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and exit the Reorder Search Fields window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved asynchronous jobs.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 14–15 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Reprocess or Reprocess icon | Use the Reprocess option or the Reprocess icon to reprocess asynchronous jobs. |

### Results - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

***Table 14–16 Results - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |

*Table 14–16 (Cont.) Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Details

The Details section displays job details such as attempt number, date, retried by and errors.

### Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–17 Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Details - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

*Table 14–18 Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Asynchronous Job Log Toolbar

The toolbar contains the following icons and buttons.

*Table 14–19 Asynchronous Job Log Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Done** | Click **Done** to close the window. |

# Cost Event Search

The Future Cost Events option opens the Cost Event Search window. In this window you can perform the following actions.

- Search for cost events by various search criteria
- View the search results
- View cost events
- Edit cost events

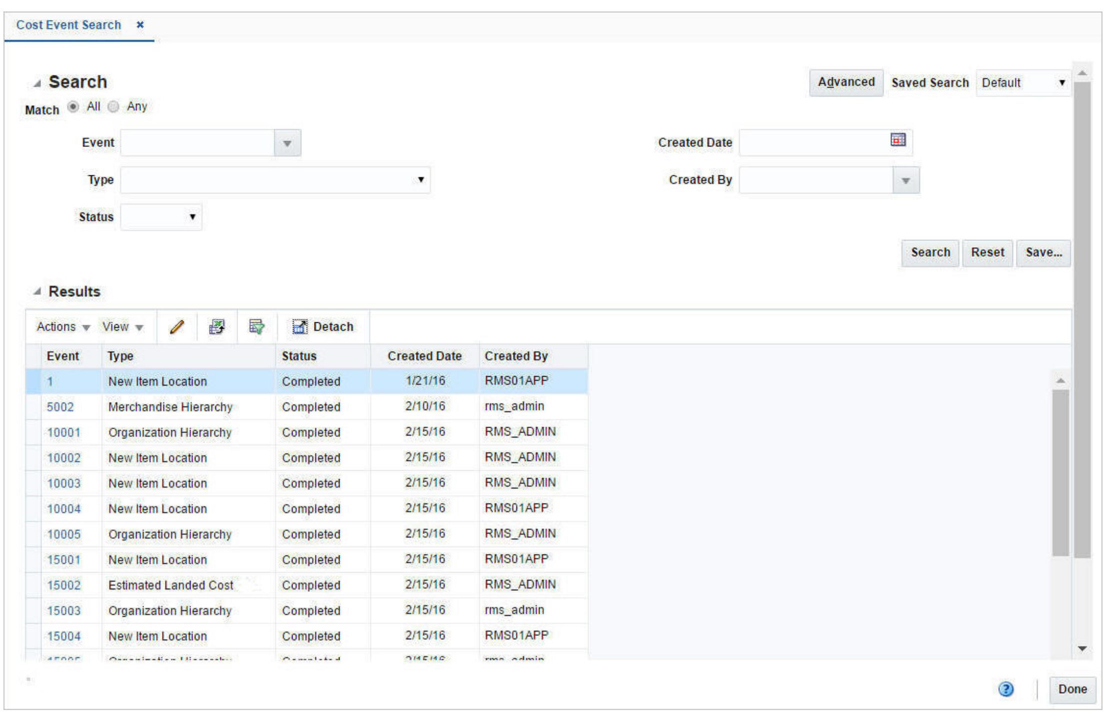
You can access the Cost Event Search window from the Task menu, select **Foundation Data > Application Administration > Future Cost Events**. The Cost Event Search window appears.

The Cost Event Search window contains the following sections.

- Search

  For more information about this section, see the Searching for a Cost Event section.
- Results
- Cost Event Search Toolbar

*Figure 14–39 Cost Event Search Window*



## Searching for a Cost Event

To search for a cost event:

1. From the Task menu, select **Foundation Data > Application Administration > Future Cost Events**. The Cost Event Search window appears.
2. You can search for a cost event by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

### Searching for a Cost Event Through the Basic Search Criteria

To search for a cost event using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

***Table 14–20 Cost Event Search - Basic Search Criteria and Description***

| Fields | Description |
|---|---|
| **Match** option | Check radio button All or Any.<br>All - only cost events matching all entered search criteria are shown.<br>Any - cost events matching any of the entered search criteria are shown. |
| **Event** | Enter, select or search for the cost event ID. |
| **Type** | Select the cost type from the list. |
| **Status** | Select the status from the list. |
| **Created Date** | Enter a create date or use the Calendar icon to select a date. |
| **Created By** | Enter, select or search for user. |

2. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
3. Click **Search**. The cost events that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
6. Click **Done** to close the window.

### Searching for a Cost Event Through Advanced Search Criteria

To search for a cost event using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click on the Saved Search list to select one of the saved search criteria. Selecting a saved search populates the search section with the saved search criteria. If the run automatically function is enabled for the search, the search is executed immediately.

   You can also personalize your saved searches by selecting **Personalize**. The Personalize Saved Searches window appears.

   For more information about the Personalized Saved Search, see the Common User Interface Controls chapter, section "Personalize Saved Search".
4. Click **Search**. The cost events that match the search criteria are displayed in the Results section.
5. Click **Reset** to clear the search section and results.
6. Click **Save As...** to save the current search criteria. The Create Saved Search window appears.

   For more information about how to save your search criteria, see the Common User Interface Controls chapter, section "Create Saved Search".
7. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
8. Click **Reorder** to change the order of the available search fields. The Reorder Search Fields window appears.
   - Select the desired search field and use the up and down arrows to rearrange the order of the fields.
   - Click **OK** to confirm the new order of the fields and close the window.
   - Click **Cancel** to reject any changes and close the window.
9. Click **Done** to close the window.

## Results

The Results section lists the retrieved suppliers and supplier sites.

### Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 14–21 Results - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Edit and Edit icon | Select **Actions** > **Edit**, use the Edit icon, or click on the event link to edit the selected cost event.<br>For more information about how to edit a cost event, see the Editing a Cost Event section. |

*Table 14–21 (Cont.) Results - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Results - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–22 Results - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or using the Detach icon. |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost Event Search Toolbar

The toolbar contains the following icons and buttons.

*Table 14–23 Cost Event Search Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon. |
| **Done** | Click **Done** to close the window. |

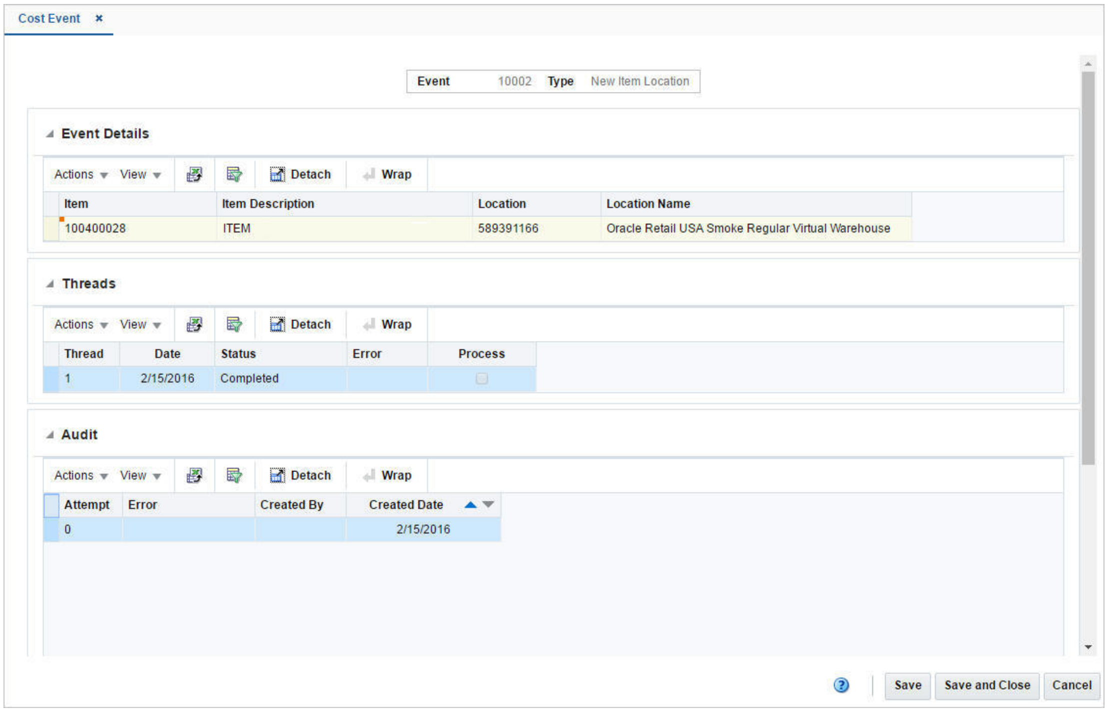
# Cost Event Window

The Cost Event window displays the status of all events being processed or already processed by the future cost engine. The window allows you to view any issues that occurred during the process.

The Cost Event window contains the following sections.

- Event Details
- Threads
- Audit
- Cost Event Toolbar

*Figure 14–40 Cost Event Window*




## Event Details

The Event Details section displays a table with the future cost event details. The information shown in this section depends on the selected event type.

Possible event types are:

- Deal
- Cost Change
- Cost Zone Location Move
- Deal Passthrough
- Estimated Landed Cost Component
- Item Cost Zone Changes
- Merchandise Hierarchy
- New Item Location
- Organizational Hierarchy
- Primary Pack Cost
- Reclassification
- Item Supplier Country Location Relationship Changes
- Supplier Hierarchy
- WF Cost Template
- WF Cost Template Relationship
- Change of Costing Location

- Retail Change

### Event Details - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–24 Event Details - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Event Details - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–25 Event Details - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Threads

The Threads section displays all threads for the given event. You can choose to process a thread by clicking the **Process** checkbox. Upon clicking the **Save** or **Save and Close** button the checked thread is processed.

### Threads - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–26 Threads - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 14–26 (Cont.) Threads - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Item Supplier Country Locations per Thread | You can view the item supplier locations per thread:<br>■ Select a record in the table.<br>■ Select **Actions > Item Supplier Country Locations per Thread**. The Item Supplier Country Locations per Thread window appears.<br>■ View the item supplier locations per thread.<br>■ Click **OK** to close the window.<br>For more information about this window, see the Item Supplier Country Locations per Thread section. |
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Threads - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–27 Threads - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Audit

The Audit section displays an audit of the processing attempts for a given thread.

### Audit - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–28 Audit - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

*Table 14–28 (Cont.) Audit - Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Wrap icon | You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon. |

### Audit - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–29 Audit - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Cost Event Toolbar

The toolbar contains the following icons and buttons.

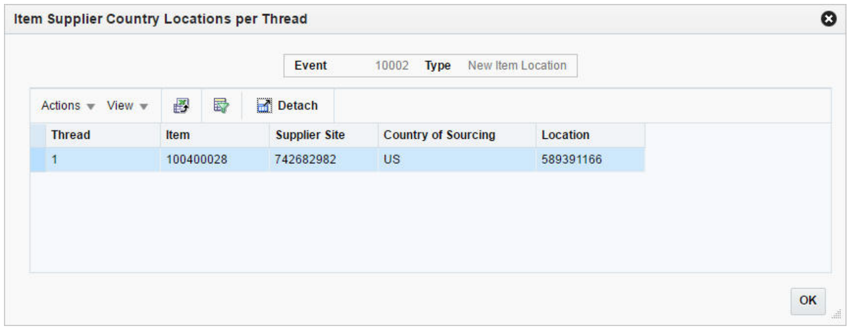
*Table 14–30 Cost Event Toolbar - Icons/Buttons and Description*

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

## Item Supplier Country Locations per Thread

The Item Supplier Country Locations per Thread window displays the item supplier location per thread. The header displays the event ID and event type.

***Figure 14–41 Item Supplier Country Locations per Thread***




### Item Supplier Locations per Thread - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 14–31 Item Supplier Locations per Thread - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Item Supplier Locations per Thread - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

***Table 14–32 Item Supplier Locations per Thread - View Menu/Icons and Description***

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon. |
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Editing a Cost Event

To edit a cost event, follow the steps below.

1. From the Tasks menu, select **Application Administration > Future Cost Events.** The Cost Event Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The cost events that match the search criteria are displayed in the Results section.
4. In the Event column, click the event link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Cost Event window appears.
5. Edit the records, as necessary.
6. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the window.
   - Click **Cancel** to reject all entries and close the window.

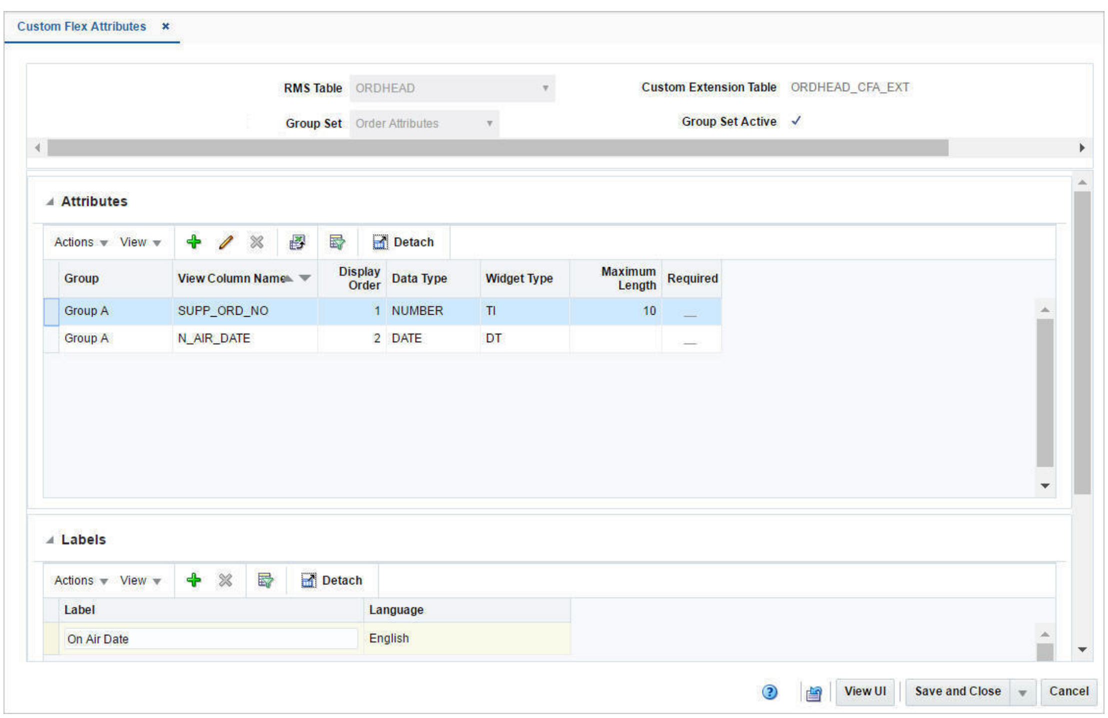
## Custom Flex Attributes

The Custom Flex Attributes window allows you to create and maintain Custom Flex Attributes. Custom Flex Attributes are used to customize attributes for pre-defined entities in RMS. A customer can group attributes which are to be created for an entity using group sets and groups. Once the retailer defines the attribute hierarchy such as entities, group sets and groups, the Admin API can be used to load these hierarchy details into RMS. The Custom Flex Attributes window only allows you to create and maintain attributes for an already defined attribute hierarchy.

The Custom Flex Attributes window contains the following sections.

- Header
- Attributes
- Labels
- Custom Flex Attributes Toolbar

***Figure 14–42 Custom Flex Attributes Window***



## Header

The header displays the following fields.

***Table 14–33 Header - Fields and Description***

| Fields | Description |
|---|---|
| **RMS Table** | Select the RMS table you want to extend from the list. |
| **Group Set** | Lists the defined group sets.<br>Select the group set name from the list. |
| **Customs Extension Table** | Displays the custom extension table associated with the selected RMS table. |
| **Group Set Active** checkbox | Indicates, if the selected group set is active. |
| **Display Attributes** button | Queries the details of the entered information.<br>If you press the Display Attributes button, without selecting an RMS table and group set name, all available attributes set up in the system are displayed. |

## Attributes

In the Attribute section you can maintain attributes.

### Attributes - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

***Table 14–34 Attributes - Actions Menu/Icons and Description***

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new attributes by selecting **Actions** > **Add** or by using the Add icon.<br>For more information about how to add new attributes, see the Adding Attributes section. |
| Edit and Edit icon | Select **Actions > Edit** or use the Edit icon to edit the selected attribute.<br>For more information about how to edit an attribute, see the Editing Attributes section. |
| Delete and Delete icon | You can delete attributes:<br>■ Select a record in the table.<br>■ Select **Actions > Delete** or use the Delete icon.<br>■ You are prompted, if you want to delete the record. Select **Yes** to confirm the prompt.<br>■ The record is deleted from the table. |
| Export to Excel and Export to Excel icon | You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon. |

### Attributes - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–35 Attributes - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |
| Sort | You can sort columns by the following options:<br>▪ Ascending<br>▪ Descending<br>▪ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon . |

## Labels

In the Labels section you can view and maintain the labels for a given group/attribute combination. Labels in each desired language can be edited directly in the table.

### Labels - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

*Table 14–36 Labels- Actions Menu/Icons and Description*

| Actions Menu/Icons | Description |
|---|---|
| Add and Add icon | You can add new labels by selecting **Actions** > **Add** or by using the Add icon .<br>For more information about how to add new labels, see the Adding Labels section. |
| Delete and Delete icon | You can delete attributes:<br>▪ Select one or multiple records in the table.<br>▪ Select **Actions > Delete** or use the Delete icon .<br>▪ You are prompted, if you want to delete the record(s). Select **Yes** to confirm the prompt.<br>▪ The record(s) is/are deleted from the table. |

### Labels - View Menu and Icons

You can customize the view of the table by using the options in the View Menu.

*Table 14–37 Labels - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Columns | You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options. |
| Detach and Detach icon | You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon . |

*Table 14–37 (Cont.) Labels - View Menu/Icons and Description*

| View Menu/Icons | Description |
|---|---|
| Sort | You can sort columns by the following options:<br>■ Ascending<br>■ Descending<br>■ Advanced |
| Reorder Columns | You can reorder columns by clicking the Reorder Columns option. |
| Query by Example and Query by Example icon | You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon. |

## Custom Flex Attributes Toolbar

The toolbar contains the following icons and buttons.

*Table 14–38 Custom Flex Attributes Toolbar - Icons/Buttons and Description*

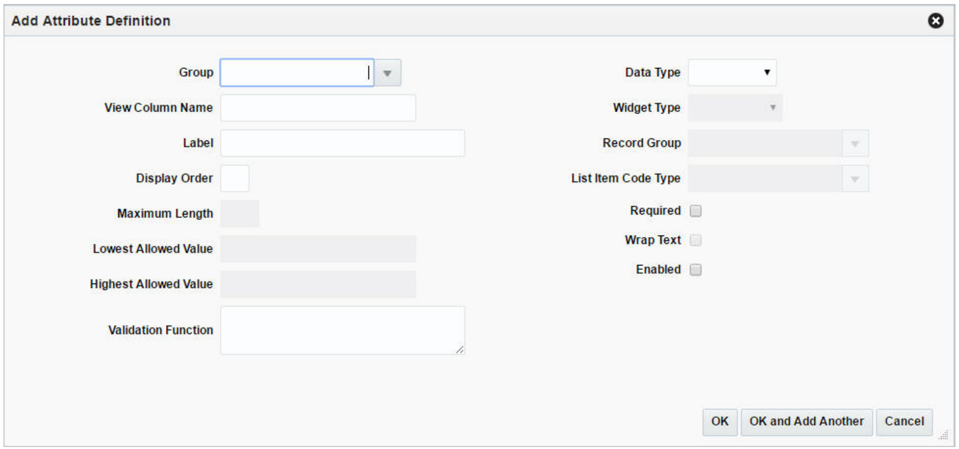
| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| Refresh icon | You can refresh the window by clicking the Refresh icon. All entries are reset and not saved. |
| **View UI** button | Opens the test window. The window displays all new attributes in addition to the existing attributes. |
| **Save** | Click **Save** to save the entered records. |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Save and Edit Another** | Click **Save and Edit Another** to save the entered records and edit additional entries.<br>This option is only available in Edit mode. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |

## Adding Attributes

To add a custom flex attribute, follow the steps below.

1. From the Tasks menu, select **Application Administration > Custom Flex Attributes**. The Custom Flex Attributes window appears.
2. In the **RMS Table** field, select the table you want to extend.
3. In the **Group Set Name**, select the group set from the list.
4. Press the **Display Attributes** button. All available attributes for the selected RMS table and group set are displayed.
5. In the Attributes section, select **Actions > Add**, or use the Add icon. The Add Attribute Definition window appears.

***Figure 14–43 Add Attribute Definition Window***




a. In the **Group field**, enter, select or search for the group of the attribute. The field contains all group names associated with the selected RMS table/group set.

b. In the **View Column Name**, enter the view column name.

c. In the **Label** field, enter the label in the primary language for the attribute.

d. In the **Display Order** field, enter the sequence number to indicate the order in which the attribute should be displayed on the window within the group section.

   The attributes within the group will display in the group's section in the order specified here.

e. The **Maximum Length** field, allows you to enter the maximum field length for the data types Varchar and Number.

f. The **Lowest Allowed Value** field, allows you to enter the lowest allowed value for the data types Number and Date.

g. The **Highest Allowed Value** field, allows you to enter the highest allowed value for the data types Number and Date.

h. In the **Validation Function** field, enter the name of the package function to be called to validate the attribute if one has been developed.

i. In the **Data Type** field, select the data type from the list.

j. In the **Widget Type** field, select the widget type from the list.

k. In the **Record Group** field, enter, select or search for the record group.

l. In the **List Item Code Type**, enter, select or search for the code type to be used to populate the drop down list when the attribute is defined as a list.

m. Select the **Required** checkbox to indicate that the attribute is required for each entity to which the attributes are associated.

n. Select the **Wrap Text** checkbox to indicate that soft wrap is enabled for the field.

o. Select the **Enabled** checkbox to indicate that the attribute is enabled.

p. Then select one of the following options.

   – Click **OK** to add the attribute to the table and close the window.

- Click **OK and Add Another** to add additional attributes.
- Click **Cancel** to reject all entries and close the window.

## Editing Attributes

To edit custom flex attributes, follow the steps below.

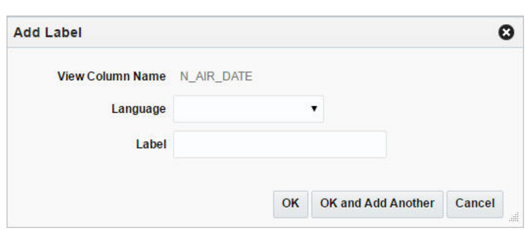
1. From the Tasks menu, select **Application Administration > Custom Flex Attributes**. The Custom Flex Attributes window appears.
2. In the **RMS Table** field, select the table you want to extend.
3. In the **Group Set Name**, select the group set from the list.
4. Press the **Display Attributes** button. All available attributes for the selected RMS table and group set are displayed.
5. Select a record in the Attribute section.
6. Then select **Actions > Edit**, or use the Edit icon. The Edit Attributes Definition window appears.
7. Edit the fields as necessary.
8. Then choose one of the following options.
   - Select **OK** to save your changes and close the window.
   - Select **Cancel** to reject all entries and close the window.

## Adding Labels

To add a label for an attribute, follow the steps below.

1. From the Tasks menu, select **Application Administration > Custom Flex Attributes**. The Custom Flex Attributes window appears.
2. In the **RMS Table** field, select the table you want to extend.
3. In the **Group Set Name**, select the group set from the list.
4. Press the **Display Attributes** button. All available attributes for the selected RMS table and group set are displayed.
5. In the Attribute section, select a record. The corresponding labels for the selected attribute are displayed in the Labels section.
6. In the Labels section, select **Actions > Add**, or use the Add icon. The Add Label window appears.

***Figure 14–44 Add Label Window***




   a. The **View Column Name** field, is populated, based on the selected attribute.
   b. In the **Language** field, select the corresponding language from the list.

c. In the **Label** field, enter the label.

d. Then choose one of the following options.

   – Select **OK** to add the label to the table and close the window.

   – Select **OK and Add Another** to add additional labels.

   – Select **Cancel** to reject all entries and close the window.

## Custom Flex Attributes Display

The Customs Flex Attributes Display window is dynamically rendered. A single window opens for each group set. The title of the Customs Flex Attributes Display window is dynamically set to the group set name. You can create Custom Flex Attributes for the following entities:

- Supplier
- Store
- Physical/Virtual Warehouse
- Department
- Class
- Subclass
- Item
- Item/Location
- Item/Supplier
- Item/Supplier/Country
- Item/Supplier/Country/Location
- Address
- ELC Components
- VAT Codes
- Purchase Order
- Purchase Order Details
- RTV
- Deals
- Transfer
- Partner
- Cost Changes
- Diff Types

You can open Customs Flex Attributes Display window in two different ways.

From the calling window, select **More Actions > Other Attributes > Group Set Name**.

In the table of the calling window, select **Actions > Other Attributes > Group Set Name**.

The Custom Flex Attributes Display window contains the following sections.

- Header
- Attribute Sections
- Custom Flex Attributes Display Toolbar

## Header

The key values of the entity in the calling window are displayed in the Header of the Custom Flex Attributes Display window. For example, if you access window through the Item widow, the item ID and associated description are displayed in the Header.

## Attribute Sections

The Attribute Sections hold the individual attributes for each group.

## Custom Flex Attributes Display Toolbar

The toolbar contains the following icons and buttons.

***Table 14–39 Custom Flex Attributes Display Toolbar - Icons/Buttons and Description***

| Icons/Buttons | Description |
|---|---|
| Help icon | You can access the online help for a particular page by clicking the Help icon . |
| **Save and Close** | Click **Save and Close** to save the entered records and close the window. |
| **Cancel** | Click **Cancel** to reject all entries and close the window. |
| **Done** | If you open the window in view mode, the **Done** button is displayed.<br>Click **Done** to close the window. |

# Glossary

| Term | Definition | Example | See Also |
|---|---|---|---|
| Account Number | The number that identifies your holdings at a bank. | | |
| Accounts Payable | The amount due to a creditor on an account. | | |
| Acquisition Cost | The cost that the retailer acquired the item on this record at, from the supplier. This cost includes any applicable deals (using deal pass through logic) and ELC (if ELC is on for the system and included for franchise stores). | | |
| Action | The type of task that will be accomplished for the module. | | |
| Activate Date | The date that a function is effective in the system. | | Effective Date |
| Activity Schedule Retention | The retention period, in months, for activity schedules. When the schedules have exceeded the retention period, they are automatically purged by a regularly scheduled batch program. | | |
| Actual Order Quantity | The final number ordered for an item. The AOQ defaults to the system's recommended order quantity and can be changed by the user. | | Recommended Order Quantity |
| Ad Case Number | Anti Dumping | | |
| Ad Valorem Tax | Tax imposed at a rate based on the percentage of the value of the merchandise. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Address | The place where an entity is located. | | |
| Adjust | The method of changing the price of an item to meet the method selected. | | Ends In, Price Point, Rounding |
| Adjustment Amount | The monetary change between the original value and the new value. | | |
| Adjustment Qty | The change in number between the original value and the new value. | | |
| Advanced Shipment Notice | An electronic data interface (EDI) transaction from vendor to retailer which identifies the vendor number, order number, carton contents and store destination for a particular delivery. | | |
| Advice Method | The way in which the advising bank notifies the beneficiary that a letter of credit has been opened in their favor. | | |
| Advising Bank | The bank that informs the beneficiary that a letter of credit has been opened in their favor. | | |
| Allocation | A buying, planning and distribution process in which store need is determined based on metrics that fit the product, store characteristics, and product life cycle. | | |
| Amendment | Additional information or changes appended to a letter of credit. The amendment may affect the total value of the credit. | | Effect |
| Amount | The monetary number or quantity. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Appointment | The arrangement made between the supplier and the warehouse for delivery to the warehouse. | | |
| Approval Date | The date on which an element is available for use in the system, and may be released to external systems. | | |
| Area | The third level of the organizational hierarchy, a subgroup of a chain. | | |
| Arrival Date | The date on which the goods arrived at the discharge port. | | |
| Assessment | Assessments are the components that make up the total dutycharges for an item. | | |
| Attribute | An identifying quality. Attributes provide a way to record specific information about locations, items, and suppliers. An attribute may be associated with multiple items or multiple locations. | | |
| Audit | A formal examination of an organization's or individual's accounts or financial situation. | | |
| Authorization Number | The number approving a transaction, especially credit cards. | | Authorization source |
| Authorization Source | The origin of the approval of a transaction, especially for credit cards. | | Authorization number |
| Authorize Min Amt | The lowest monetary amount requiring authorization for various tender types | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Automatic | A type of order control that determines that purchase orders for the recommended order quantities are created in approved status. | | Order control |
| Average Cost | The total cost of all units of all items, divided by the total number of units. The UOM is determined by the Average Cost Selling UOM. | | Average Cost Selling Unit of Measure |
| Average Cost Selling Unit of Measure | The selling unit of measure by which average cost is tracked. | | Average Cost |
| Back Order | An unfilled costumer order or commitment. It is an immediate or past due demand against an item whose inventory is insufficient to satisfy the demand. | | |
| Backhaul | The practice of stopping at a supplier's location to pickup product and receive a discount. | | |
| Balancing Level | The level at which your system is set to balance the declared totals against the system summarized totals. The balancing levels are Store, Register, or Cashier. | | |
| Bank | An establishment for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds. | | |
| Banner | Groupings that can be used to distinguish one area of your business from another. Typically used to group channels. | Store specializing in Children's merchandise, Store specializing in Adult merchandise | Channel |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Base Cost | The cost that item/locations with in the same cost zone group base their costs on. | | |
| Base Date | The first date of a timeline | | |
| Base Default | The price that item/locations with in the same price zone groups base their prices on | | |
| Base Price | The original price of the promotional item before any discount is applied. | | |
| Base Retail | Identifies the base price for item/locations based on the price zone that contains the base retail for the item. | | |
| Beneficiary | Identifies the agency for whom the letter of credit is issued, typically the supplier. | | |
| Bill Back | For deals, indicates that the deal component is not reflected in the unit cost of the item on the purchase order. The deal component is calculated at a later date. | | |
| Bill of Lading | A list of items, contained in cartons, that are part of a shipment | | |
| Bill to Location | The location to which suppliers are instructed to send invoices | | |
| Block | The area in a flyer where an advertisement appears. | | Page, Segment |
| Book Transfer | A transfer between two virtual warehouses within the same physical warehouse to transfer ownership of merchandise. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Bracket | A quantity range that corresponds to a price, as set by the supplier. | | |
| Bracket Costing | Bracket costing occurs when your organization receives a certain price on an order depending on the size of the order. Different types of brackets can be established, based on mass, volume, pallet, case, each, or stat case. | | |
| Break Pack Warehouse | A distribution center that receives merchandise from a vendor, divides the merchandise per individual store order, and ships the smaller quantities to the store. | | |
| Bus Day | The date a location was open and transactions occurred at the location. | | |
| Buyer | The person responsible for the purchase of merchandise, products, materials, or services. | | |
| Calculation Basis | The base on which to calculate the cost component. Value: The expense, assessment, or upcharge is a percentage of the value of the goods. If you select Value, you can either select the computation value base against which you want to calculate the component or indicate in the Component Nomination area the calculations in which the component should be included. Specific: The expense, assessment, or upcharge is calculated per unit. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Cancel | To call off without the expectation of proceeding at a future time. | | |
| Candidate | A transportation record that has been marked for finalization. | | Finalization |
| Carrier/Routing Type | The freight company that delivers a shipment. | | |
| Carton | A container that is part of a Bill of Lading (BOL). | | Bill of Lading |
| Case | The primary unit of an item. A case is composed of inners. Inners may be composed of multiple eaches. Quantities are ordered and shipped based on case size. | | |
| Cash Discount | The monetary value of discounts credited by the vendor during the time period at the selected location. Cash discounts increase the gross profit margin. | | |
| Cashier | The individual who receives payment for items sold at the point of sale. | | |
| Catch Weight | The weight of an item when it arrives at a location. | | |
| Chain | The second level of the organization hierarchy. | | |
| Channel | A method of grouping like selling methods. | Brick and mortar, kiosk, web-store. | Banner |
| Charge | The amount that has been deducted from a letter of credit. | | |
| Charge Refund Fee | A fee that is charged to a customer if a money order is returned. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Check Digit | The digit verified when determining if the routing number is correct. | | |
| Child Item | An item that has one or two item levels above it | | |
| City | An inhabited place of greater size population or importance than a town or village. | | |
| Claim | A request to a partner for reimbursement for damaged merchandise and inadequate quantities. | | |
| Class | The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department. | | |
| Clearance | The process of moving merchandise out of the store by strategically reducing the price. | | |
| Clearance Markdown % | The percentage difference between the original retail and the clearance price. | Clearance markdown = original retail - clearance | |
| Clearance Retention | The retention period, in months, for clearance events. When the clearance events have exceeded the retention period, they are automatically purged by a regularly scheduled batch program. | | |
| Cleared | The process of passing merchandise through the customs agency. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Close Stock | The monetary value of stock on hand at the end of the time period for the selected location. | | |
| Closed Store | | | Location Closed, Activity Schedule |
| Closing Inventory | The retail value of the stock on hand at the end of the month. | Closing inventory at retail = opening inventory at | |
| Closing Inventory Cost | The cost value of the stock on hand at the end of the month. | Closing inventory at cost = opening inventory at c | |
| COLT Days Added to Forecast | See COLT | | |
| Commit Max Counter | The number of records that must be processed before the data is committed. | | |
| Commodity | A mass-produced unspecialized product. | | |
| Company | The highest level in the organizational and merchandise hierarchies. Only one company is allowed in RMS. | | |
| Competitor | One selling or buying goods or services in the same market as another | | |
| Competitor | A store that sells similar products, which may lead to rivalry. Stores may compete against store in other companies or against stores in the same company. | | |
| Component | An item that is one of the individual parts of which a composite entity is made up. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Concession item | A concession item is similar to a consignment item in that the retailer does not own the inventory being sold. Concession items differ from consignment in that the ownership is not transferred when the items are sold. A retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method. Owner referes to the owner of item, not a store owner. | | |
| Confirming Bank | The bank that guarantees the funds that are necessary to pay claims against a letter of credit. | | |
| Consignment | A marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (in our case the vendor) to another, the consignee, (in our case the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee through an invoice. | | |
| Constant | A stock-oriented replenishment method used without a forecasting application. As soon as the stock level drops below the maximum stock, a request is generated for the difference. | | Replenishment |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Container | A method of shipping items. | | |
| Contract | A legally binding agreement with a supplier to supply items at a negotiated price. | | |
| Cost | The amount of money that must be paid to take ownership of something; expense or purchase price. | | |
| Cost Basis | In securities, is the purchase price after commissions or other expenses. It is used to calculate capital gains or losses when the security is eventually sold. | | |
| Cost Level | Indicates which cost bucket is used when calculating the return on investment for investment buy opportunities. | | |
| Cost UOM | A method used to define the unit of measure for the cost of an item. The cost UOM allows you to enter the cost in the unit of measure defined by the supplier. The cost entered in the cost UOM is converted to the standard UOM for all RMS purposes. | | |
| Cost Zone | A group of locations that have similar cost structures. | | |
| Country | A political state or nation or its territory. | | |
| County | The largest local administrative unit of a state. | | |
| Coupon | A part of a printed advertisement to be cut off to use as an order blank or inquiry form or to obtain a discount on merchandise. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Courier | A person or service responsible for the transportation of good from one party or location to another | | |
| Cross Dock | A purchase order is created that directs the goods from the supplier to a warehouse where it is immediately allocated to the proper store or warehouse. | | |
| Cumulative Markon % | The total of markon on the beginning inventory in any accounting period plus the aggregate purchase markon during the period, including additional markups, before any markdowns. It is the difference between the total cost and the total original retail value of all goods handled to date, commonly expressed as a percentage of cumulative original retail. | Cumulative markon % = (GAFS EOM at retail - GAFS E | |
| Currency | Coins, treasury notes, and banknotes in circulation, used as the medium of exchange. | | |
| Current order lead time | The minimum amount of time required for the current purchase order to reach a location. | | |
| Customer | A person who purchases a commodity or a service. | | |
| Customer Cost | The cost that the wholesaler will pay the retailer for the item on this record. This cost is sum of the acquisition cost and the components of the applicable cost template. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Cycle | The frequency of a stock count. | | |
| Daily Waste % | see Waste Percentage. | | |
| Data Source | The origin of the data for the total calculation. May be based on raw data or existing totals. | | |
| Date | The day, month and year an event occurs. | | |
| Deal | The agreement between a retailer an a vendor for rebates or discounts applied to an item when ordered in certain quantities. | | |
| Deal Class | The method used to determine how the rebates or discounts are calculated for a purchase order. Cumulative: The values of the deal components are added together and then applied to the total purchase amount to determine the discount or rebate. Cascade: Each value of the deal components is applied to the total purchase amount minus the value of the previous deal component. Exclusive: Exclusive deal components supercede any other deal components, and only one exclusive deal component can be applied to an item at any time. Exclusive deals at the highest level in the item hierarchy are applied instead of exclusive deals at lower levels. | | |
| Deal Component | The discounts or rebates included in a deal. Multiple components may comprise a deal. | | |
| Deal Description | See Deal | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Deal Pass Through | A percentage of a supplier deal given to a warehouse location that gets passed on to the franchise stores. This allows a franchisee to receive supplier deals and pass a percentage of the deal to their franchise customers through reduced cost. | | |
| Debit Account | The account from which money should be removed to pay an expense. | | |
| Debit CCID | Debit Code Combination ID. | | |
| Debit Memo Send Days | The number of days following the receipt of an invoice before a debit memo can be sent out. | | |
| Default | Selection automatically used by the system in the absence of a choice made by the user. | | |
| Delivery | The act of delivering a shipment to a location. | | |
| Delivery Order | Authorizes the ocean carrier to release the cargo to the inland carrier. The delivery order is issued by the broker to the ocean carrier. | | |
| Delivery Policy | The agreement between a retailer and a supplier for the terms of delivery. | | |
| Delivery Postal Code | A unique number or number letter combination that identifies the postal delivery area of a country. | | |
| Demo Stock | The number of units of the item required for demonstration purposes at a store. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Department | Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy. | | |
| Deposit container item | The item for which the deposit is taken. The deposit container item holds the deposit contents item. | | |
| Deposit contents item | The item that is sold to the customer. | | |
| Deposit crate item | The item which holds the container and contents items. | | |
| Deposit item | A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is tracked separately in RMS. | | |
| Deposit returned item | The item that is returned to the retailer by the customer and for which the deposit is returned to the customer. | | |
| Destination Address | The street address of the supplier to which the goods are shipped. | | |
| Diff | A characteristic of an item that distinguishes it from another item. An item may have up to four diffs. | Color, size, flavor, scent | |
| Diff Group | A tool used to logically group diff ID's by type. | Women's Pants | Diff Type, Diff Range |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Diff Range | A tool used to logically group diff ID within a group. | Diff Group: Women's Pants Diff Range: Women's Average pant sizes | Diff Type, Diff Group |
| Diff Ratio | A method of grouping diffs to designate the quantity of each diff that should be fulfilled as a percentage of the total diff quantity. | Diff 1: 20% Diff 2: 40% Diff 3: 20% Diff 4: 20% | |
| Diff Type | The category that a diff belongs. | Size, Color, Flavor, Scent | Diff Group, Diff Range |
| Direct Ship | The process of delivering an item from a supplier directly to the customer. | | |
| Discharge Port | The location where items are unloaded from the shipment vessel. | | |
| Discount | The reduction in price that a buyer receives when purchasing an item as a result of a deal. | | Deal |
| Discrepancy Display | The difference between the reported total and the actual total at the point of sale. | | |
| Discrepancy Type | The difference between the invoice and the receipt. | | |
| Distribute By | The method that accomplishes distribution. | | Distribution Rule |
| Distribution | The process of spreading quantities. Distributions can occur as a percent or amount of the total quantity. | | |
| Distribution Quantity | see Distribution | | |
| Distribution Rule | The default method of distributing to virtual warehouses from the physical warehouse. | | Distribution |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Distributor | The company that collect the merchandise from the supplier and delivers it to the retailer. | | District (tax codes) |
| District | Belongs to a region in the organizational hierarchy and provides a way to define the areas of a region. A district is the fifth division in the merchandise hierarchy. | | District |
| District (tax codes) | A geographic division of a city. | | |
| Division | Belongs to a company in the merchandise hierarchy and provides a way to define the major categories of merchandise at a company. A division is the second division in the merchandise hierarchy. | | |
| Document | Paperwork that provides additional information about an activity. | | |
| Drafts At | Indicates when a beneficiary is paid, after the conditions set forth in the letter of credit are met. Terms of a draft can be At Sight, 30 Days, or 60 Days. | | |
| Drawee | The bank that is responsible for paying claims against a letter of credit. | | |
| Dscrpncy Type | See Discrepancy Type | | |
| Due (invoice) | The date on which payment is expected for an invoice. | | |
| Due (purchase order) | The date on which delivery is expected for a purchase order. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Due Order Processing | Creating orders and submit for approval in the most efficient manner to meet service levels. | | |
| DUNS Location | A DUNS location number is a 4-digit code that identifies your location. DUNS location numbers are used in addition to the company DUNS number to identify each location in a company. | | DUNS Number |
| DUNS Number | Dun & Bradstreet Data Universal Numbering System (DUNS) is a nine digit code that identifies your company. It is a commonly used company identifier, often used in EDI transactions. | | Electronic Data Interchange, DUNS Location |
| Duty | A tax, typically on imports. | | |
| Duty Comp Code | A duty that is based on a combination of values and dimensions. | | Duty |
| Dynamic | A service-oriented replenishment method used with a forecasting application. The goal is to have only enough stock on hand in a given location to capture all sales between replenishment cycles. The time frame used to determine stock levels depend on the review time and lead time before stock levels in the location can be affected by an incoming shipment. The service level percentage is used to calculate the necessary amount of safety stock. | | Replenishment |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Dynamic - issues | A service-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just they do for stores, except that the warehouses issues forecasts are used. All other calculations are consistent with store dynamic replenishment | | Replenishment |
| Dynamic - seasonal | A service-oriented replenishment method used with a forecasting application, exclusively for stores. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal. | | Replenishment |
| Each | An individual quantity of an item. | | |
| Effect | The impact an amendment has on a letter of credit. | | Amendment |
| Effective Date | The date on which a function becomes available or active in the system. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Electronic Data Interchange | The exchange of information through computer, between a retailer and a supplier regarding inventory levels, delivery times, unit sales, accounts payable and receivable, and so on. | | |
| E-mail | The electronic mail address of the contact. a means or system for transmitting messages electronically (as between computers on a network). | | |
| End Date | The last day an element is effective in the system. | | |
| Ends In | An adjust type that allows you to determine the last two digit of a price. | | Adjust type |
| Ends In | A method of adjusting a retail price so it ends in a specified amount. | | |
| Escheat | The return or forfeiture of a voucher. A voucher may begin to escheat after a set time period, and is turned over to a government entity. | | |
| Estimated Stock Out | The amount of stock outs estimated to occur if the item isn't ordered in the current review cycle. | | |
| Event | The top level of a promotion, used to group several promotions together. | | |
| Exchange Rate | The factor used to convert a currency from one factor to another. | | |
| Expenses | Expenses are the components that make up the cost of an item. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Expiration Date | The date on which an element is no longer valid. | | |
| Export | The process of moving information to external systems. | | |
| Export Country | The country from which the goods departed the lading port. | | |
| Fashion Line Number | The fashion stock staging location of the store in the stores primary warehouse. | | |
| Fill Priority | The priority given to items when fulfilling need, for replenishment. | | |
| Finalization | The process of preparing the transportation records for customs entry. | | |
| Finisher | A finisher does work on items, such as adding buttons, ironing, hanging, tagging and so on. There are 2 types of finishers: internal and external. Internal Finishers are considered part of the company, and typically is an area of a warehouse that does the work. Internal Finishers are set up similarly to Virtual Warehouses in RMS, but have an additional indicator selected to identify them as finishers rather than virtual warehouses. External finishers are not considered to be a part of the company, and are set up as Partners in RMS. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Fiscal Utilization | Every transsaction type has information about the purpose of buying/selling/ transfer. For example, buying soap for internal consumption or for trading. | | |
| Floating point | A stock-oriented replenishment method used without a forecasting application. The system compares the sales trend of the upcoming 12 weeks to the same period one (1) year ago, and then calculates a maximum stock amount. Once stock levels fall below the calculated maximum stock amount, a request is generated to raise the stock level to the maximum stock. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs. | | Replenishment |
| Forecast | The process of predicting future results based on history. | | |
| Free On Board | A trade term requiring the seller to deliver goods on board a vessel designated by the buyer. The seller fulfills his obligations to deliver when the goods have passed over the ship's rail. | | |
| Freight | The compensation paid for the transportation of goods. | | |
| Frequency | The regularity of the occurrence of an event. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| General Ledger | A company's accounting records. It contains all of the financial accounts and statements. | | |
| Generated By | Indicates how diff ratios are determined. System generated diff ratios are generated based on the sales history for the department, class, and subclass that you selected. Manually generated diff rations are generated based on the same department, class, subclass, sales types, and time period as an another diff ratio. | | |
| Geocode | The code that identifies a combination of the country, state, county, and city in which locations operate. | | |
| Get Amount | The discount that a customer will receive by purchasing the appropriate items on the list of buy items. The amount in the Get Amount field may be either a percentage or a monetary amount, depending on what is selected in the Get Type field. | | Get Type |
| Get Diff ID | The diff associated with the item parent when the Get Item Type field is set to item parent/diff ID. | | |
| Get Item | The item you receive free or at cost when a certain quantity of the Buy Item is purchased from the deal partner. | | |
| Get Qty | The number of items to which the discount applies. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Get Type | The type of discount you receive on the item. The discount can be one of the following: Free: This indicates that you receive the item at no cost. Percent: This indicates that you receive a percentage off of the cost of the item. Amt: This indicates that you receive a monetary amount off of the cost of the item. Fixed Amt: This indicates that you receive the item at a specified reduced cost. | | |
| Gift Wrap Ind | Indicates that gift wrapping is available for this item. | | |
| GM % | Displays the percentage of the gross profit margin against sales for the time period at the selected location. | | |
| Graduated Order Cost | The graduated cost of the item as each deal component is applied. The projected cost of the item is the supplier unit cost minus all of the deal components. | | |
| Grand Total | The sum of all totals. | | |
| Gross Margin | The difference between net sales and the total cost of goods sold. | Maybe calculated for some fields as Gross margin a | |
| Gross Margin % | The difference between net sales and the total cost of goods sold divided by sales. | Gross margin % = (sale - cost of goods sold) / sales | |
| Gross Unit Weight | The total weight of a unit of the item plus any packaging. | | |
| Group | The sixth level of the merchandise hierarchy. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Growth Rebate | A rebate in which the supplier determines the amount of the rebate, based on increased orders over a specified period of time. | | |
| Growth Rebate History | The first and last dates of the historical period against which growth will be measured for this growth rebate. | | |
| Half | Either of two equal parts of which the year has been divided for budgeting and accounting purposes. | | |
| Half Number | The ID for the half. Enter the ID in the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2). For example: 20021 and 20022. | | |
| Handling Cost | The amount charged by the supplier for handling the return. | | |
| Handling Percentage | The percent that is applied to the value of returned goods as a handling charge. | | |
| Handling Sensitivity | The sensitivity information that is associated with the item. Some examples include Combustible, Fragile, and Toxic. | | |
| Handling Temp | The temperature information that is associated with the item. Some examples include Keep Refrigerated and Keep at Room Temperature. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Harmonized Tariff Schedules | The applicable tariff rates and statistical categories for all merchandise imported into the a country; it is based on the international Harmonized System, the global classification system that is used to describe most world trade in goods. | | |
| Height | The distance from the bottom to the top of something standing upright. | | |
| HI | The number of tiers that are stacked on a pallet. | | |
| Hierarchy Level | The classification of merchandise or organization. At the top of both hierarchies is the company. As the hierarchy progress downward, each level of the hierarchy is a sub section of the level before it. | | |
| Highest Value | The high-end value for a price point range. All retail prices less than or equal to this value, and greater than or equal to the Lowest Value, will included in the price point range. | | |
| Historical Period | The period used in the past. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| History Level | The amount of inventory history that should be captured in the weekly inventory history programs. The options are: No History: History of inventory is not captured. Items Sold Only: History of items that had sales during the week is captured. All Items: History of all items in inventory is captured. Changing the value of this indicator may have significant impact on the size of the database. | | |
| Home Store | The store that the employee is primarily associated with. | | |
| HTD GAFS | Half To Date Goods Available For Sale. The monetary value of goods available for sale during the half up to the current time period at the selected location. | | |
| HTS Assessments | The amount of tariff that has been added to an item. | | |
| Import | The process of bring data from an external system into the main system. | | |
| Import Control Number | Used to maintain an import control book for companies that import goods into Croatia. An ICN is assigned to every import PO and its corresponding customs entry. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Increment Percent | The percentage by which you want to temporarily inflate or deflate the maximum stock when the replenishment method is Min/Max or Constant. When the replenishment method is Floating Point, the percentage by which you want to temporarily inflate or deflate the minimum and maximum stock. | | |
| Industry Code | A unique number that represents all possible combinations of sizes according to the National Retail Federation. | Men's pants size combination 32x32 has a NRF code | |
| Inner | A subset of a case containing a portion of the individual quantities in an item. | | |
| Inventory | Can be either raw materials, finished items already available for sale, or goods in the process of being manufactured. Inventory is recorded as an asset on a company's balance sheet. | | |
| Inventory Management Level | The level at which inventory received from each supplier is reviewed for replenishment purposes. Reviews can be done at the Supplier, Supplier/Location level, Supplier/Department level, or the Supplier/Department/Location Level. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Investment Buy | The process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal, or to leverage inventory against a cost increase. | | |
| Issuing Bank | The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods. | | |
| Item | The merchandise received from a supplier. In the system, the item field or column will display the item number, the item description, or both. | | |
| Item Grandparent | An item that is two levels above another item in an item group. | | Item Level 1 |
| Item Level | The level of an item in an item group. | | |
| Item Level 1 | An item without differentiating factors that does not require a second level. All items must have a level one item in the item group. A level 1item may have level 2 and level 3 items below it. | | |
| Item Level 2 | An item that may or may not have differentiating factors. A 2 level item group must have a level 1 item and one or more level 2 items. All level 2 items are related to the level 1 item. A level 2 item may have level 3 items below it. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Item Level 3 | An item that has distinguishing characteristics beyond the differentiating factors of a level 2 item. A level 3 item must have a level 1 item and a level 2 item above it. All level 3 items are related to one level 2 item. A level 3 item cannot have any items below it. | | |
| Item List | A grouping of items based on characteristics defined by the user. | | |
| Item Parent | An item that is one level above another item in an item group. | | Item Level 2 |
| Jurisdiction | The limits or territory within which authority may be exercised. | | |
| Lading Port | The port where goods are loaded onto the vessel. | | |
| Landed Cost | The sum of the cost, duty, and expenses for a shipment. Landed cost may be actual or estimated, depending on where, in the process, a shipment is. | | |
| Layaway | Allows customers to give a retailer deposits to hold products. When customers complete payments, they take the items. | | |
| Lead Time | The time between the beginning of a process and the appearance of results. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Letter of Credit | A letter addressed by a banker to an entirety to whom credit is given authorizing drafts on the issuing bank or on a bank in the person's country up to a certain sum and guaranteeing to accept the drafts, if duly made. | | |
| Line of Credit | The maximum amount of credit allowed to a buyer or borrower. | | |
| Linear Distance | The amount of shelving space available at a location. | | |
| Location | The store or warehouse involved in an event. | | |
| Location list | A grouping of locations based on characteristics defined by the user. | | |
| Location closed | Dates on which specific locations are not available for certain functions even though the company as a whole is open. | | |
| Location Trait | A characteristic of a certain location. | | |
| Look Ahead Days | The number of days before a cost event that the cost event is factored into an investment buy calculation. A cost event can be the end date of a deal or the effective date of a cost change | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Manual | A type of order control that determines that purchase orders for the recommended order quantities are not created. The recommended order quantity (ROQ) is written to the Replenishment Results table. You must create and run a custom report to view the ROQs. | | |
| Manufacture | To make from raw materials by hand or by machinery. | | |
| Markdown | A reduction to the original retail price established at the beginning of the half for an item during a clearance event. | | |
| Markup | An amount added to the cost price to determine the selling price. | | |
| Mass return transfer | A transfer from multiple stores to a warehouse. Generally return transfers are undertaken to redistribute merchandise from one store to other locations or to return merchandise to the vendor. | | |
| Max Average Counter | The maximum number of days with acceptable data to include in an average for items within the department (maximum number of days for promotional pricing on an item for a particular department). | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Min/Max | A stock-oriented replenishment method used without a forecasting application. Maximum and minimum stock levels are determined. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock. | | Replenishment |
| Mix and Match | A promotion method which gives the customer a discount on an item, based on previously purchased items. | | |
| Money Order | An order issued by a post office, bank, or telegraph office for payment of a specified sum of money usually at any branch of the organization. | | |
| Multi Unit | A type of promotion. A discount given to a customer for purchasing a pre-determined amount at a store. The discount can be an amount off, a percent off, or a fixed amount, and is for selected departments, classes, or subclasses. | | |
| Multi-Channel | The RMS concept that divides the system into different selling mediums by which inventory can be tracked and reporting can be completed. | | Stockholding, Non-stockholding |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Multiple Set of Books | Large retailers usually operate in multiple countries, have multiple formats, multiple products lines or have multiple brands. They may have multiple set of book to handle each operation. | | |
| Name | The person who is identified as having the responsible role. | | |
| National Brand Comparison Item | The item produced and controlled by manufacturers. They are usually well known, supported by manufacturer ads, somewhat pre-sold to consumers, require limited retailer investment, and often represent maximum product quality to consumers. | | |
| Neg Days | The number of days that are agreed upon for negotiating documents pertaining to the letter of credit. | | |
| Negotiating Bank | The bank that is responsible for negotiating the letter of credit between the seller and the advising bank. | | |
| Negotiation Days | See Neg Days | | |
| Net | The amount or quantity remaining after the deduction of all charges, outlays, or losses. | | |
| Net Amount | The total amount after the deduction of all charges, outlay, or loss. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Net Cost | Net cost of the SKU/supplier/country at the given location. This is the base cost minus any deal components designated as applying to net cost on the deal detail. | | |
| Net Inventory | The net inventory is on hand quantities, on order quantities, and incoming quantities minus outgoing quantities, layaway quantities, and non-sellable quantities. | | |
| Net Markup | The total amount of markups after markup cancellations during a time period at a location. | Markups at Retail - Markup Cancellations at Retail | |
| Net Sales | The revenues received by a retailer during a given time period after deducting customer returns, markdowns, and employee discounts. | | |
| Next order lead time | The minimum amount of time required for the next purchase order to reach a location. | | |
| No Elapsed Days to Determine Comp Status | The number of days of data that Sales Audit should gather before it begins to make comparisons between the current time period and a previous time period. | | |
| NOLT | See Next Order Lead Time. | | |
| Non Sellable | The quantity of the item that cannot be sold. This includes items that have failed quality control and demonstration stock. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Non-Merchandise | Relating to costs that are not related to items and merchandise in the system. | | |
| Non-Scaling | Indicates that quantities of an item are not adjusted during the scaling process. | | |
| Non-stockholding | A store that does not have stock on the premise where the sale is taking place. | | Stockholding |
| Normal Calendar | The Julian calendar consists of cycles of three 365-day years followed by a 366-day leap year. Each year is divided into 12 month periods. | | |
| Not After | The last day you can expect to receive items on a purchase order at a location. | system date + longest item/supplier/sourcing country | |
| Not Before | The first day you can expect to receive items on a purchase order at a location. | | |
| Nota Fiscal | A fiscal document issued when merchandise is moved (example, receipt of merchandise, transfer, RTV). | | |
| Objective | The long-run and short-run performance targets that a retailer hopes to attain. Goals can involve sales, profit, satisfaction of publics, and image. | | |
| Obligation | Bills related to transportation of goods that a retailer must pay beyond the cost of a purchase order. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| On Hand | The total units on hand at a location, including inventory on RTV orders, unavailable inventory, stock in transit and reserved inventory. The On Hand inventory provides an accurate picture of the inventory owned by the location. | | |
| On Order | The number of units on approved purchase orders that have not yet been received. | | |
| Open Amount | The current balance on a letter of credit. | | |
| Open Balance | The number of units yet to be received over which the tooling costs are amortized. | | |
| Open Line of Credit | The amount of credit remaining on a line of credit. | | |
| Open to Buy | The amount of money available for purchases at the subclass level for a week. | | |
| Open to Buy | The difference between planned purchases and the purchase commitments already made by a buyer for a given time period, often a month. It represents the amount the buyer has left to spend for that month and is reduced each time a purchase is made. | | |
| Open to Buy End of Week Date | The last day of the open to buy week to which the purchase order amount is credited. | | |
| Opening Inventory | The retail or cost value of the stock on hand at the beginning of the month. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Opening Stock | The monetary amount budgeted for stock on hand at the beginning of a monthly period. | | |
| Order Control | The method that determines how purchase orders are created, when they are created outside of the purchase order module. | | Automatic, Semi-Automatic, Manual |
| Order Number | The identifying number on a purchase order. | | |
| Order Point | The minimum number of units you want on hand for the item. When the net available inventory falls below the order point, the item is replenished. | | |
| Order Quantity | The number of units on a purchase order. | | |
| Order Retail | Total retail value of all items on the purchase order. | | |
| Order Type | The origin of the purchase order. Purchase orders may be created through Automatic Replenishment of Basic items (ARB), Buyer Replenishment of Basic items (BRB), or order for items which are Non-Basic (N/B). | | |
| Orderable item | An item that is marked to hold inventory, but is not sellable at the point of sale system, and no information is sent to the point of sale system for these items. Retail prices are not held for orderable only items. | | |
| Out of Stock Date | The date when the store is expected to be out of stock. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Outside Cost of Warehouse Storage | Contains the default cost of outside storage, expressed as the weekly cost per the unit of measure specified in cost_ wh_storage_uom. This value is held in the primary system currency. | | |
| Outside Storage Cost Measure | The measurement of the outside storage cost. | | |
| Outside Storage Cost UOM | Contains the unit of measure to which the default cost of outside storage is applicable. | | |
| Pack | An item that allows you to buy, sell, and track multiple items under one item number. A pack can be complex or simple. A complex pack contains multiple component items. A simple pack contains multiples of one component item. | | Transformed pack |
| Page | The page number where the ad for the item, group of items, or department will be placed. | | |
| Parent | The item level that is one level above another item. | | |
| Partner | A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items to a retailer. | | |
| Phase | A sub section of a season. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Pick Priority | The order the substitute items are used to fill the demand for the main item. | | |
| Pickup to Location | The number of days required for the item to be shipped from the supplier and received at a location for direct to store and cross-docked items. | | |
| Pool Supplier | A supplier that is grouped with other suppliers to ensure that order quantities can be met. | | |
| Postal Code | A number that identifies a postal delivery area of a country. | | |
| Pre Mark | The supplier has agreed to break orders into separately marked boxes that can be shipped directly to stores. | | |
| Presentation Method | The way and item opens in the store. | | |
| Presentation Stock | The number of units of the item required for a full facing at a store or the minimum number of units required at a warehouse. Item displayed on a shelf or presented to a customer for a sale. | | |
| Price | The amount some one pays to another party for a good or service. | | |
| Price point | Adjusts the price to a specific price based on the range into which the price falls. | All items in the price range of $10 - $20 should be set to $14.99. | |
| Profit charge | | | Up charge |
| Promotion | A method of temporarily reducing prices on certain items at specific locations. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Purchase Order | An agreement between a retailer and a supplier for the purchase of goods. The retailer records the quantity, cost, and delivery location of items from the supplier. On a single purchase order, the same item going to different locations can have different costs. | | |
| Purchase Price | The amount of money that must be paid to take ownership of something (expense). | | |
| Qty Ordered | The number of units ordered. | | |
| Quantity | The total number of a unit. | | |
| Quota Cat | Quota categories allow you to place restrictions on categories of items rather than individual items. Customs agencies group items with related characteristics into quota categories. | | |
| Ready Date | The date on which the item becomes available from the supplier or the item is delivered. Ready dates are specific to contracts | | |
| Rebate | An agreement that money or credit will be received from the supplier if a certain threshold is met during a given time period. | | Growth Rebate, Volume Rebate |
| Reclassification | The process of moving items from one section of the merchandise hierarchy to another section of hierarchy. | Cotton T-shirts in the women's department is moved to the basic's department. | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Recommended Order Quantity | Recommended Order Quantity. The number that the system suggests should be ordered, based on replenishment calculations. | | Actual Order Quantity |
| Reference Item | An item below the transaction level. | | |
| Region | The third level of the organizational hierarchy, used to group districts. | | |
| Replenishment | The process of ordering items to ensure inventory levels are maintained at locations. | | Constant, Min/Max, Floating Point, Time Supply, Time Supply - Issues, Time Supply - Seasonal, Dynamic, Dynamic - Issues, Dynamic - Seasonal |
| Reserved Stock | Units that have been approved for outgoing transfers/ allocations, that have not yet left a location. | | |
| Rounding | A method of adjusting the price based on rounding rules. The rounding rules are established by a database administrator. | | |
| SCAC Code | A unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC identification codes in the late 1960's to facilitate computerization in the transportation industry. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Scaling | The process of adjusting a purchase order to obtain a certain objective, as defined in the system. POs can be scaled up or down in order to achieve the minimum and maximum levels defined for the supplier or bracket. Rounding thresholds, defined in the system, determine whether a PO is scaled up or down. | | |
| Season | A season is a specific selling period during the year. | | |
| Segment | The section of a block where the ad for the item, group of items, or department will be placed. | | |
| Sellable item | An item that does not hold any inventory in the system. Consequesntly, inventory records cannot be viewed from the item maintenance windows. Sellable only items are not linked to any supplier and therefore no cost informaiton is associated with this item type. | | |
| Selling Unit Retail | The unit retail price in the selling unit of measure for the item/location combination. | | |
| Semi-automatic | A type of order control that determines that purchase orders for the recommended order quantities are created in worksheet status. | | Order control |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Shrinkage | The difference between actual stock on hand and the amount recorded in the stock ledger at the end of the time period. | | |
| SKU | Stockkeeping Unit. An identification, usually alphanumeric, of a particular product that allows it to be tracked for inventory purposes. | | |
| Soft Contract | A contract that can be made above the transaction level. This allows you to write a contract for a category of products and define the details of the order later. | | |
| Sourcing Country | The country from which the supplier ships items. | | |
| Staging Area | Items in a warehouse loading area available for action. | | |
| Standard Unit Retail | The unit retail price of the item as if the item were sold in the standard unit of measure. | | |
| Static | For an item or location list, indicates that the list cannot be rebuilt. | | |
| Stock holding | A location that has stock at the location where the sales are taking place. | | Non-stock holding |
| Stock Ledger | The records of a company's inventory position. | | |
| Stock On Hand | The total number of units on hand at a location, including inventory in RTV, unavailable inventory, stock in transit inventory, and reserved inventory. | | |
| Stock Outs | Stock outages at a store. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Stockkeeping Unit | see SKU | | |
| Storage Type | Indicates which type of storage cost should be used as the default storage cost when calculating investment buy opportunities. | | |
| Store Day Sequence Number | The unique number assigned by Sales Audit that corresponds to the Store and Business Date for the transaction. | | |
| Store Grade | A way of assigning a ranking to stores. Grades are defined by each buyer. | | |
| Store Grade Group | Stores with like grades that are used as a location list. | | Location List |
| Store orders | A store driven replenishment method which allows stores to place orders based on need. Orders are incorporated into RMS through an overnight batch. Recommended order quantities are based on the store request and the ability to deliver the product with in lead time. | | Replenishment |
| Substitute Item | The item identified to replace the main item with the intention of replacing or phasing out the main item. | | |
| Supplier | The person or entity that provides items to a retailer. | | |
| Supplier Trait | An attribute assigned to a supplier. | | |
| Tare | A deduction from the gross weight of a substance and its container made in allowance for the weight of the container. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Terminal Stock Quantity | Remaining stock at the end of the season, such as seasonal candy or merchandise sold specifically for the holiday. The retailer looks at the weekly contribution, the top/bottom sellers, and the new line sales compared to forecasts, then determines the forward orders, the terminal stock percentages, and the margin at all levels. Then will take action to increase the price or take a price reduction. | | |
| Threshold | A level point or value above which something is true or will take place and below which it is not or will not. | | |
| TI | The number of cases that make up one tier on a pallet. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Time supply | A stock-oriented replenishment method used with a forecasting application. You control stock levels through days of supply in the store rather than specifying an exact stock quantity. The minimum time supply number of days is used to determine the minimum stock level, while the maximum time supply number of days determines the maximum stock level. These min/max levels change based on the current forecasted sales data. The time supply horizon number of days is an optional field used to calculate an average daily sales rate that is multiplied against the minimum time supply days and maximum time supply days to determine a min/max. This field is useful if the time supply days extends past the number of days with forecasted data. A replenishment order is made when the net available inventory reaches the minimum days of supply and the order quantity placed is based on the rate of sale from forecasted sales over the specified period (time supply horizon) and the maximum days of supply value. | | Replenishment |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Time supply - issues | A stock-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just as they do for stores except that the warehouse issues forecasts are used. All other calculations are consistent with store Time Supply replenishment. | | Replenishment |
| Time supply - seasonal | A stock-oriented replenishment method used with a forecasting application, exclusively for stores. Time Supply - Seasonal combines the basic Time Supply algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal. | | Replenishment |
| Timeline | A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision. | | |
| Title Pass | The process of changing ownership of goods from the buyer to the seller. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Traits | Provides you with a way to group locations and suppliers by common characteristics. There are three types of traits: location traits, supplier traits, and item location traits. Location traits are associated with areas, regions, districts, and stores. Supplier traits are associated with suppliers. Location and supplier traits are defined by the user. Item location traits are pre-defined. | | |
| Transaction level | The level of the item group at which transactions involving the item is tracked. | | |
| Transfer | An internal movement of stock from one location to another. | | |
| Transfer entity | A transfer entity is a group of locations that share legal requirements around product management. It may also contain the identifying information for an external finisher. | | |
| Transformable item | A transformable item is an item that can be ordered as one item and the broken into smaller items. The smaller items can them be resold in the store. There are two types of transformable items, transformed orderable and transformed sellable. | | Transformed orderable, transformed sellable |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Transformed orderable | An item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form. | | |
| Transformed pack | Two types of packing can occur: (1) a pack is exploded to its components, (2) packs and/or bulk items can be combined to form a new pack. | | |
| Transformed sellable | An item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold. | | transformed orderable, transformable item |
| Triangulation | Where the retailer can place a purchase order with one supplier/site and expect the delivery from a different supplier/site. | | |
| Truck split | The process of splitting orders into multiple truckloads. | | |
| TSF/PO link | the reference number for a link from an item on a transfer to one or more existing purchase orders. | | |
| UDA | See User Defined Attribute. | | |
| Unavailable Stock | The number of units that are not available for sale at all locations because they are damaged or for other reasons. | | |
| Unique Transaction Number | The level at which unique POS transaction numbers are generated. The store has one sequence number that is used for all registers, or the store has unique sequence numbers for each register. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Unit Amount | The monetary amount for each unit. | | |
| Unit Cost | The cost per unit of the item. If the shipment is associated with a purchase order, the unit cost contains the cost of the SKU for this Shipment / Location combination based on the purchase order cost for the item and is stored in the order currency. The cost does not include landed cost components. If the shipment is associated with a transfer or allocation, the unit cost contains the average cost of the item at the sending location plus any up-charges. | | |
| Unit of Measure | Indicates how each unit is measured. | | |
| Up Charge | Cost incurred when transferring an item between a warehouse and a store. Expense Up Charges are charges incurred by the sending location when transferring goods from to the receiving location, like Freight or Insurance. The receiving location will have to pay these charges to the sending location. Profit Up Charges are used when the sending location is trying to become a profit center. Examples of Profit charges are Storage Fees and Processing Fees. | | |
| User Defined Attribute | An identifying quality that has been set up by the user. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Username | An ID that is assigned to each user. | | |
| Value Added Tax | An incremental excise tax that is levied on the value added at each stage of the processing of a raw material or the production and distribution of a commodity, and that typically has the impact of a sales tax on the ultimate consumer. | | |
| VAT Rate | The percentage that is applied to any value added to an item to calculation VAT. | | |
| VAT Region | An area that is subject to the same VAT. | | |
| Vendor | A generic, inclusive term used to mean either partner or supplier. | | |
| Vendor Type | See Vendor. | | |
| Vessel | Mode of transportation used to transport goods between a supplier and a retailer. Could be a train, ship, jet, and so on. | | |
| Virtual Warehouse | A stock-holding warehouse which is available in multi-channel environments. You can establish a virtual warehouse to keep track of inventory by channel. | | Channel |
| VMI Channel | The process by which suppliers have visibility to inventory levels, create purchase orders based on inventory levels, and ship orders without retailer intervention. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Volume | The amount of space occupied by a three-dimensional object. | volume = length x width x height | |
| Volume Rebate | A rebate in which the supplier determines the amount of the rebate, based on the total orders over a specified period of time. | | |
| Voucher | A form or check indicating a credit against future purchases or expenditures. | | |
| Voyage Flight ID | The reference number for a flight, voyage, or other method of transportation. | | |
| VPN | The number assigned to an item by a vendor. | | |
| Warehouse | A storage and/or distribution facility where inventory may be received, held and transferred to other locations. | | |
| Warehouse Issues | The total number of units that had ownership transferred from the warehouse to the store. | | |
| Warehouse Lead Time | The number days required for the item to be shipped from the warehouse and received at a location for cross-docked and warehouse stocked items. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Warehouse Link | Indicates which replenishment warehouse to which the current virtual warehouse is linked. This field is enabled if the current virtual warehouse is not a replenishment warehouse. This option is available only in multi-channel environments. | | |
| Warehouse Storage Cost Measure | The default type of measurement used to calculate the cost of storage, per week at company-owned storage locations. Users can override the type of measurement at the warehouse or warehouse/department level. | | |
| Warehouse Storage Cost UOM | Contains the unit of measure to which the default cost of wh storage is applicable. | | |
| Warehouse Store Assignment History Days | The retention period, in days, for historical information about warehouse/store assignments. When the historical information has exceeded the retention period, it is automatically purged by a regularly scheduled batch program. | | |
| Warehouse Store Assignment Type | Indicates, based on the replenishment stock category, which stores are assigned to a source warehouse when the warehouse store assignment batch program (whstrasg) is run. | | |
| Warehouse to Locn | See WH Lead Time | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Wastage Percentage | The average percentage of wastage that the item is subject to over its shelf life. The wastage percentage can be applied to either spoilage wastage or sales wastage. | | |
| Wastage Type | The type of wastage that the item is subject to, such as sales or spoilage wastage. There are two types of wastage, Sales wastage occurs during processes that make an item saleable. Spoilage wastage occurs during the shelf life of the item. | | |
| Weekly Cost of Outside Storage | The cost of storage per week at third-party storage locations on a weekly basis. | | |
| Weekly Cost of Warehouse Storage | The cost of storage per week at company-owned storage locations on a weekly basis. | | |
| Weight Unit of Measure | The unit of measure (UOM) in which the gross, tare, and net weights of the package are stated. | | |
| Wh | See Warehouse | | |
| Wh Description | See Warehouse | | |
| WH Lead Time | The number of days required for the item to shipped from the warehouse and received at a location. | | |
| WIC Ind | Indicates the item qualifies for the Women, Infants, and Children (WIC) program. | | |
| Width | The horizontal measurement of an object. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| WIP Code | Displays the code for the work in progress (WIP) tasks that have been assigned to the selected item and location. WIP codes are assigned to work orders that are assigned to purchase orders. | | |
| Wksht Qty | The number of units that have been suggested as the quantity to be ordered. | | |
| Work Order | The request for certain activities to be done to an item in a warehouse before delivery of an item to the final locations. | | |
| Work Phone | The customer's work phone number. | | |
| Workroom Amount | The monetary value of value added services during the time period at the selected location. Workroom costs, such as alterations, reduce the gross profit margin. The amount is denominated in the currency that opens in the Currency field. Depending on the view, the amount is at cost for this year or last year. | | |
| Written Date | The date on which the purchase order was written. | | |
| Year | A time period of 365 days. | | |
| Year to Date Drawdown | The amount paid out on the company's behalf since the beginning of the year by the bank. | | |
| Year to Date, Line of Credit | The amount of credit that the company has used since the beginning of the year from the bank. | | |

| Term | Definition | Example | See Also |
|---|---|---|---|
| Year To Date, Credit | The credit used since the beginning of the year from the bank. | | |
| Zoning Locations | Allows you to set up a store with the same Pricing Zone/Zone Group records as an existing store and the same Cost Zone/Zone Group as an existing store or warehouse. | | |