IS Tech Support Help for Evo-ERP & DBA Classic

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1   System Overview

1.1   Evo-ERP and DBA Help File

Evo~ERP

Welcome to Evo~ERP, an operational software package for manufacturers, distributors and job shops. Evo~ERP provides a powerful set of tools that will help you control costs, manage inventory, and deliver on time.

This Help provides documentation on all system programs and related topics. To navigate to topics of interest, please refer to the Table of Contents at left, or click the Help button (or press F1) within any screen.

Technical Support

IS Tech Support subscribers can get technical support on Evo~ERP a number of different ways. All users can use the free IS Tech Support forum at http://www.istechforum.com/ and get help from IS Tech Support as well as other users. Silver level subscribers can use the forum or send email to their assigned support representative and receive unlimited direct email support. Gold level subscribers can also get unlimited phone support.   Per call phone support is also available.

1.2   Installation

Installation

Overview

Installation consists of three steps: Installation of the Evo-ERP software, Installation of the Pervasive SQL database engine, and Workstation Setup of the client computers. If you are installing the single user 30 day demo, then the licenses needed are included in the program download. If you have purchased the system or are installing a multi-user 30 day demo, then you should have received 3 license files via email: BKARSIVL.B, START_UP.RUN, and SUWIN6.DCY. If you do not have these files, contact us at sales@evoerp.com.

Pervasive

The Pervasive SQL database engine is available in Workgroup and Client Server versions. Workgroup is applicable for up to a maximum of five users and Client/Server is required for any installation with six or more users. The 30 day trial includes a 30 day trial of the Server version of Pervasive.SQL. Do a Typical Install and accept all default settings. There is no ODBC Driver setup required. The Database configuration required for ODBC or JDBC connection is described at ODBC Data Connection

The client installation file is also included and needs to be installed to each workstation. The Pervasive license is a text string that is entered on the server or central workstation at the Pervasive License Administrator Utility. When you purchase Evo-ERP, we will provide a permanent license. If you get an error number 161 loading the program, it means that the Pervasive license is not loaded properly or, if it

was working and stops working, the 30 day license has expired.

Evo-ERP

The Evo-ERP installation file can be downloaded as the 30 day demo from the evoerp.com website and installed, then the annual license files applied. Download the demo and unzip the file to a temporary folder. Double click the EvoERPInstall.EXE and direct the installation to the desired location. C: \EVOERP will be suggested but you can redirect it to a different location. Once the files have extracted, if you have received license files, save the BKARSIVL.B to the DEFAULT subfolder of the application folder and save the other license files to the application folder. Share the application folder and subfolders with full control for all users.

Workstation Setup

On each workstation that will be accessing the system, install the Pervasive client. Do a Typical Install and accept all default settings. There is no Database configuration or ODBC Driver setup required. Browse to the server station to the application folder and locate the EVOERP.EXE file and double click. Workstation Setup will load. Click Continue and the appropriate files will be copied to the workstation, registry settings entered, and a desktop icon created. If the workstation is Windows 7, 8, or Vista, you need to run the workstation setup by right clicking the EVOERP.EXE and choosing Run As Administrator. You also need to use Run As Administrator the first time the icon is used. Thereafter, it will function normally. If you run the workstation setup logged into the workstation as Administrator and the user will be logged in using a different profile, make sure the user profile has full rights to the C:\ISTS \ folder created by the workstation setup.

Loading the Program

When you load the program, you will be prompted for a Username and Password. ADMIN, password ADMIN will load the complete menu with access to all programs. You can then use PS-A System Users/Passwords to create users and PS-G Maintain Menu Access (Evo-ERP Only) to set up user menu access.

1.3   Using Terminal Server and Citrix

Using Terminal Server and Citrix

For Terminal Server users, you need load the program once and choose a currently unused drive letter and enter it at SD-A Company Defaults for the Alternate Drive for ISTS. Map that drive letter in each user profile to a different folder and create an ISTS subfolder so each user profile has access to a different M:\ISTS folder (if M: was the drive letter chosen). The INI and EXE and other user specific files will reside in this folder and the icon should point to M:\ISTS \STARTEVO.EXE

Next, delete the contents of the C:\ISTS folder on the terminal server and set the permission so that no user has rights to so it will always be empty.

Then you can log into the server as each user and browse to the application folder and locate the EVOERP.EXE file and right click and choose Run as Administrator. Workstation Setup will load. Click Continue and the appropriate files will be copied to the user ISTS folder, registry settings entered, and a desktop icon created. You also need to use Run As Administrator the first time the icon is used. Thereafter, it will function normally. Make sure the user profile has full rights to the ISTS folder created by the workstation setup.

1.4   Setting up Printing

Setting up Printing

Selecting Print Formats
Print formats for forms and checks are selected in various programs on the *Accounting Defaults* and *System Defaults* menus. See the manual or *Help* file for specific details on each format.

AP and Payroll checks: AD-B Checking Account Defaults

Statements: AR-S Accounts Receivable Defaults.

Acknowledgments, packing slips, invoices, and sales quotations: SD-M Sales Orders Defaults.

Purchase order and RFQ formats: SD-C Purchase Orders Defaults.

Customer quotes (estimates): SD-G Estimating Defaults

Emailing Forms or Reports
All Graphical (RTM) forms and reports can be directly emailed from the Evo~ERP printer selection screen. The appropriate email address is automatically pulled form the customer or vendor file when forms such as Purchase Orders or Invoices are emailed. SMTP Server and boilerplate email signature information are entered at US-A Customize Settings

1.5   Using Multiple Companies

Using Multiple Companies

The number of companies you can maintain within your system is for all practical purposes unlimited, with over 1200 logical possibilities for company code designations. The user-defined company code is a two character, alphanumeric code.

Each company has its own set of data files, but only one set of programs is required and is shared by all the companies. Each user can perform transactions in only one company at a time.

The default company, which does not have a company code (and is therefore often referred to as the default or Blank company) is located in the DEFAULT subdirectory. Additional companies are located is separate subdirectories.

Data files for the default company in DBAMFG all end with an extension of ***.B**. Data files for additional companies in the other subdirectories end with the same "B" extension followed by the two-character company code. For example, the data files that are included with the sample company 99, *Evolution Enterprises*, are located in a subdirectory named TESTDATA and have an extension of ***.B99**.

Use Default Company for Single Company
If you only have a single company, it is best to use the default or Blank company rather than create an additional company. The default company already exists when you install your system and is the company that you are in when first starting the system.

Some users mistakenly think that they must create a new company in order to start with empty files for system implementation. This is not necessary, for the only data in the default company are a handful of GL accounts in the chart of accounts that can be cleared using UT-K-A, *Clear Data* (see further below), or can be deleted manually through AM-C, *Enter General Ledger Accounts*.

Use UT-I if You Need Additional Companies
When installed the system provides you with the default (blank) company in the DBAMFG subdirectory, which you should use as your primary company, and with company 99, *The Manufacturing Answer,* which is located in the TESTDATA subdirectory one level down from DBAMFG.

If you need one of more additional companies, they are created through UT-I Create/Delete Company. UT-I creates a subdirectory for the new company and sets up the locations in the data dictionary to enable the *Change Company* function (see below) to find the new company's data files. UT-I allows you to copy the data from one company to another, or it allows you to start with a set of initialized (empty) data files. If you copy data from another company but only want to retain master file data and not transactions, you can selectively clear transaction data using UT-K-A Clear Data (see further below).

Sometimes additional companies are created for temporary purposes such as for training or experimentation when first learning the system. You can always create a temporary company through UT-I (copying your actual data if you wish) and then experiment all you want without affecting your real company data. Once you are finished using the temporary company, run UT-I again, this time using its delete function to delete the temporary company.

Changing Companies
To change companies, click on *File* in the upper left corner of the Windows menu, then on *Change Company*. You will be presented with a list of companies in a window. Click on your choice and then click *OK*. The current company name is always displayed on the banner at the bottom of the screen.

Using UT-K-A to Clear Files

UT-K-A Clear Data is a program that can selectively clear various sets of data files of either transaction data (leaving master file data intact) or of all data. This program is typically used on system start-up in one of two ways:

One, you have a single company and are installing it in the default (blank) company and you want to clear out the handful of GL accounts that come with the system or any other data that

may have been entered by people experimenting with the system before implementation started. In this case you would have UT-K-A delete all data in the default company so you can start with completely clean files.

Two, you have two or more companies that share some common master file data, such as the same GL chart of accounts. You enter this data in the default company first and then use UT-I, *Create/Delete Company*, to create the second company, in the process specifying that all the files from the default company are to be copied over to the second company. You can then use UT-K-A in the second company to clear out any transaction data that may have occurred, but retain the master files such as the chart of accounts. This process eliminates needless double entry.

Running UT-K-A, Clear Data

When you start the program you are presented with an entry screen with a choice of the following six data categories (file groupings):

General Ledger Chart of Accounts

Accounts Receivable Customers

Accounts Payable Vendors

Inventory Items

Payroll Employees

Manufacturing Systems

Opposite each data category enter a *C* if you want to keep the master file data, but you want to clear all transactions (such as GL detail entries, aging detail, sales information, etc.) Enter a *D* if you want to clear all data completely, and enter an *N* if you want to leave the data category untouched.

UT-K-A can take considerable time to run, depending on the sizes of the files being cleared.

Start-up Preferences for Company & Menu

If you are using multiple companies you can set up each user with the start-up company and start-up menu of his choice. If a particular user tends to work primarily in company two rather than in the default company, he can be set up to bypass the default company and go directly to company two when starting the system. He can also be set up to always start at a particular menu.

These preferences are set up through PS-A System Users/Passwords and PS-G Maintain Menu Access

1.6   ODBC Data Connection

ODBC Data Connection

The Pervasive SQL Engine has two components - the Transactional Engine and Relational Engine. Evo-ERP uses the Transactional engine which requires no additional setup for most applications but if you want to access the data using Crystal Reports or Access, connect to UPS or Federal Express or other shipping software, or use the Java applications for BOM Availability (BM-N), Scheduling (SH-R), Sales Analysis (SA-F-A, B, C, D), Daa Export (DE-A) or Business Status (GL-R), you need to define the database parameters so that it can be connected to using ODBC or JDBC.

First you need to create the Data Dictionary, or DDF files. This is done for each company at UT-A, program ODBCDDF and is part of the standard utility run each time an update is installed so the DDF files are updated to reflect new data structures.

Next, the database needs to be defined on the server so the Pervasive Engine knows where the files are. This is done at the server console. Load the Pervasive Control Center (Start - Programs - Pervasive - Control Center & Documentation). Select New Database, confirm the server, then on the next screen, give the database a name and point to the company folder location. Accept the other defaults and click Finish.

Finally, to use the Evo-ERP Java applications, use SM-T Enter Java Settings

1.7   Sequence of Events

SEQUENCE OF EVENTS
The manufacturing process involves five basic spheres of activity: planning, database maintenance, work orders, purchase orders, and sales orders. The sequence of events for each of these five spheres of activity are presented in check list fashion within this section. For checklists on accounting activities, such as month end procedures, see Important Times.

Manufacturing Planning
Planning is the most important set of activities in a manufacturing enterprise. Planning encompasses a range of activities, including inventory planning, scheduling, and capacity requirements. Inventory planning involves the study of *Inventory* and *MRP* reports to determine what, how many, and when to manufacture and purchase materials, subassemblies, and finished goods. Scheduling involves studying MRP and *Scheduling* reports to adjust start and finish dates on work orders and purchase orders in order to respond to changing requirements. Capacity requirements involves studying loads on work centers to determine manpower and machine requirements to meet present and future production needs. All of these planning activities interact with one another.

The following is an outline of the steps required for the manufacturing planning process. These are not in any sequential order.

Planning Work Orders and Purchase Orders
Convert sales orders (SO-N Convert Sales Orders to Work Orders) and estimates to work orders (ES-E Convert Estimates).

Enter forecasts for inclusion in MRP generation (MR-A Enter Forecast)

Print reorder report to determine what is to be purchased and manufactured (IN-D Print Reorder Report).

Generate material requirements (MR-F Generate Material Requirements).

Generate work orders and purchase orders via MRP (MR-I Generate Work Orders, MR-J Generate Purchase Orders) or manually (WO-A Enter Work Orders and PO-A Enter Purchase Orders).

Generate RFQ's (if applicable) via MRP (MR-K Generate RFQ's) or manually using PO-E Enter/Print RFQ's.

Scheduling Existing Work Orders and PO's
Print *Reorder Report* to make sure PO receiving dates and WO finish dates align with requirements (IN-D Print Reorder Report).

Print *Sales Order/Work Order Schedule* to coordinate production with shipments (SO-O-G Print Sales Order/Work Order Schedule).

Run scheduling programs to schedule or reschedule work orders (SH-E Finite Scheduling, SH-F Infinite Scheduling, SH-P Lead Time Scheduling,).

View or print work center loads to see if schedules can be handled with existing capacity (SH-K View Work Center Load, and SH-R Work Center Scheduler)

Change capacity (overtime, hiring, added machinery, etc.) as needed; adjust work centers accordingly (RO-C Enter Work Centers).

Reschedule work order finish dates as needed (load leveling) to fit schedule to available capacity (SH-A Edit WO Start/Finish/Due Dates or SH-R Work Center Scheduler).

Change work order dates (SH-A Edit WO Start/Finish/Due Dates) and purchase order dates (PO-Q Maintain PO Delivery Dates) in response to EXPEDITE and DELAY messages from the *Order Action Report* in the MRP module (MR-H Print Order Action Report).

Assign sequences (operations) to machines, if applicable (SH-D Manually Schedule Machines).

Key Reports
Reorder Report (IN-D Print Reorder Report)

Forecast Report (MR-B Print Forecast)

Work Order Schedule (SH-G Print Work Order Schedule)

Machine Schedule (SH-J Print Machine Schedule)

Work Center Load   (SH-I Print Work Center Schedule)

Order Action Report   (MR-H Print Order Action Report)

Manufacturing Database Maintenance

Database maintenance involves regular attention to the databases that affect the planning process, including inventory reorder levels, lead times, standard costs, time standards, and inventory stock status accuracy.

Inventory Management

Set reorder levels, reorder amounts, lead times as needed (IN-B Enter Inventory or MR-D Enter MRP Parameters).

Run lead time generator for manufactured items, if desired (SH-N Generate Lead Times).

Verify on-hand quantities through cycle or selective counting or complete physical inventory (IN-J Print Physical Check, IN-C Enter Inventory Adjustments, PHYSICAL INVENTORY).

Product Specifications

Update standard costs as required (IN-L-A Enter Standard Costs, IN-L-E Update Material Standard Costs).

Update bills of materials as required (BM-A Enter Bills of Material).

Update routing time standards as required (RO-A Enter Routings).

Perform cost rollups as required (BM-G Print/Rollup Standard Costs).

Update estimating material costs as required (ES-H Enter Material Costs).

Update work centers for capacity, rates (RO-C Enter Work Centers).

Key Reports

MRP Parameters (MR-E Print MRP Parameters)

Physical Check (IN-J Print Physical Check)

Inventory Value (IN-F Print Inventory Value)

Print Bills of Material (BM-B Print Bills of Material)

Routings Report (RO-J-A Print Routings)

Costed Bill of Material (BM-G Print/Rollup Standard Costs)

Material Costs (ES-I Print Material Costs)

Print Work Centers (RO-J-B Print Work Centers)

Work Orders

Work orders consists of all the activities involved in physically preparing and processing production orders through the factory, including generating the orders, printing documents such as shop travelers and pick lists, processing labor, materials, and outside processing, and reporting finished production.

Create work orders manually (WO-A), by converting sales orders (SO-N), by converting estimates (ES-E), or by generating via MRP (MR-I).

Modify the work order routing (WO-K-A) or work order bill of material (WO-K-B) if needed.

Generate multiple date work orders (WO-K-C) or generate multiple assembly work orders (WO-K-D) if needed.

Release work orders when ready to go to the shop floor (WO-B).

Print the following shop paper as needed: shop travelers (WO-C), pick lists (WO-D), labor cards/labels (WO-E).

Purchase materials for specific work orders (PO-A).

Issue materials to work orders from inventory (WO-G).

Enter labor manually (WO-M or WO-F) or via data collection (DC-A or DC-C). Batch post labor transactions if automatid posting is not enabled (WO-N or DC-H).

Enter any miscellaneous or extra costs (WO-H).

Report production of finished goods and optionally backflush materials and optionally close work order (WO-I).

Close the work order (WO-J).

Key Reports
Work Order Schedule (WO-L-B Print Work Order Schedule)

Work Center Backlog (WO-L-C Print Work Center Backlog)

Work Center Schedule   (SH-I Print Work Center Schedule)

Work Order Status (WO-L-A Print Work Order Status)

Work Order Shortages (WO-L-F Print Work Order Shortages)

Purchase Orders
Purchase orders consists of all the activities involved in coordinating purchases and receipts of materials and services from outside vendors.

Enter purchase orders manually (PO-A) or convert from RFQ's (PO-G) or generate via MRP (MR-J).

Print purchase orders (PO-B).

Receive purchase orders (PO-C).

Close purchase orders if not using *Accounts Payable* module (PO-K).

Enter vendor invoices if using *Accounts Payable* and automatically close the PO when fully received and invoiced (AP-C).

Transfer inspected items from QC to inventory, if applicable (PO-J-C).

Key Reports

Open PO Listing (PO-I-APO_I_A_Print_Open_Purchase_Orders_Listing).

Received Purchase Orders (PO-I-E_Print Receiving Report) for buying history

Sales Orders

Sales orders consists of all the activities involved in the receiving, scheduling, and shipping of customer orders.

Enter sales orders manually (SO-A), by converting a history invoice (SO-H), by converting sales quotations (SO-P-C) or by converting estimates (ES-E).

Convert sales orders to work orders as needed (SO-N).

Print acknowledgements as needed (SO-B).

Print packing slips (SO-C) and shipping labels (SO-D) as needed.

Release sales orders for invoicing (SO-E).

Print invoices (SO-F).

Post invoices (SO-G)

Key Reports

Open Sales Order Listing (SO-O-A_Print Open Sales Order Listing)

Backorder Listing (SO-O-B_Print Backorder Listing)

Shipping Schedule (SO-O-E_Print Shipping Schedule)

Available to Ship (SO-O-F_Print Available to Ship)

1.8   Important Times

IMPORTANT TIMES

The guidelines presented in this section are procedures that you should be performing on a regular cycle to maintain your system.

These checklists are broken down into daily, weekly, monthly, quarterly, and year end procedures. Although some of the items will not apply to every company, there are many items that apply to all companies. For example, the importance of backing up your data files cannot be overstated.

Things to Do Daily

Some of the following activities are performed every day or less often, depending on volume

of activity. Planning activities, for example, might be performed once or twice a week.

Back up your data files (*.B*); preferably a full backup. Remember, companies other than the default company are located in separate folders (subdirectories), so be sure your backup includes all active company folders underneath your DBAMFG folder.

Process the following as needed: sales orders, work orders, purchase orders, receivables, payables or PO Invoice reconciliation.

Perform the following planning activities as needed: scheduling, material requirements, forecasting.

Update the following as needed: inventory management, product specifications.

Run GL-O Print/Post General Ledger Batches daily. Running this program daily makes it much easier to review and make any needed corrections than to let them build over the course of a week or a month.   There is no reason to delay posting the GL entries for a new month until you have "closed" a prior month. Each transaction will post to the appropriate month based on the transaction posting date.

Things to Do Monthly
For more detail on recommended month end procedures, see Month End Accounting.

Perform a complete backup of programs and data (*.*); archive in a safe place.

Print AR-F Print Aging in *Accounts Receivable* answering N to Include Deposits. The report total should agree with your *Accounts Receivable* GL account.

Print AP-I Print Aging in *Accounts Payable* answering N to Include Deposits. The report total should agree with your *Accounts Payable* GL account.

Run IN-F Print Inventory Value as of month end and compare value to your inventory GL accounts; adjust through journal entry if necessary (GL-B Enter/Print General Journal Trxns).

Run PO-I-F Print Received not Invoiced. The report total should agree with your *PO Received not Invoiced* GL account.

Run JC-M Print WIP Summary . The report total should agree with the balance in your WIP GL account.

Charge interest on invoices, if applicable (AR-D Charge Interest on Invoices).

Print and mail statements (AR-E Print Statements).

Generate recurring or reversing monthly journal entries, if applicable (GL-B Enter/Print General Journal Trxns).

Generate recurring monthly invoices, if applicable (SO-K Generate Recurring Sales Orders).

Generate recurring monthly AP vouchers, if applicable (AP-P Generate Recurring Vouchers).

Transfer sales taxes due to *Accounts Payable* (AR-L Transfer Sales Taxes).

Transfer sales commissions due to *Payroll* and *Accounts Payable* (CS-D Transfer Sales

Commissions).

Run SM-J-C Reconcile Inventory On-Hand to insure accuracy of stock status fields.

Make journal entries for any month end adjustments such as depreciation (GL-B Enter/Print General Journal Trxns).

Optionally archive the following files: paid AP vouchers (AM-J Archive/Purge AP History), customer payments (AM-K Archive/Purge AR History), closed sales orders (SM-J-J Archive or Purge Closed Sales Orders), closed work orders (SM-J-B Archive Work Orders), closed purchase orders (SM-J-R Archive Purchase Orders)

Reset *General Ledger Close Date*, (AM-A Reset General Ledger Close Date).

Reconcile the check register with your bank statement (GL-J Reconcile Check Register)

Run GL-I Print Check Register. The report totals should agree with the GL account balances for each of your checking accounts.

Review GL-E Print Detailed Trial Balance and/or GL-D Print Journals to verify posting accuracy and balancing of debits and credits.

Print financial statements (GL-F Print Financial Statements, GL-N Print Custom Statements).

Calendar Year End
Make a full backup of all programs and data files and archive it in a safe place.

Print 1099's sometime after year end, usually in early January, for any vendors who should receive a 1099 form.

Clear Monthly Sales Commissions totals and roll unpaid amounts to January of the new year by running CS-Q Commission Year End Routine

Optionally archive the following files: paid AP vouchers (AM-J Archive/Purge AP History), customer payments (AM-K Archive/Purge AR History), closed sales orders (SM-J-J Archive or Purge Closed Sales Orders), closed work orders (SM-J-B Archive Work Orders), closed purchase orders (SM-J-R Archive Purchase Orders), Inactive vendors (AM-O Archive/Purge Vendor Data) and Inactive customers (AM-P Archive/Purge Customer Data)

Calendar Year End - Payroll
Run PR-O Year End Routine before the first payroll in the new calendar year.

Print W-2's sometime after year end, usually in early January (PR-L-I Print W-2 Forms).

Update tax tables through PR-F Maintain Tax Tables, or by loading updated tax tables provided, and verify FICA and SDI values in PR-M Payroll Defaults for the new year (only after W-2's are run).

Fiscal Year End
Make a full backup of all programs and files and archive it in a safe place.

Run AM-B Fiscal Year End Routine, on the first day of your new fiscal year.

Enter Budget information for the new year using AM-Q Enter Budget Information

1.9   Archiving or Purging Old Data

Archiving or Purging Old Data

General - Before any Purge or Consolidation is performed, make a backup copy of the complete program folder and all subfolders (typically EVOERP folder with subfolders) and store on a permanent media such as DVD in a safe location. This way, if there is ever a need to access the purged data, you will have a backup of the data and the appropriate version of the programs to access the data. This is not required when archiving because archiving is not deleting any data; only moving it to a different file. All the Archive programs have an option to restore archived items so in addition to the reports that are available to look at the archived data, the archived items could be restored to the active file if need be. After purging, archiving or consolidating, reindex the affected files to reclaim hard disk space by using UT-C or the Pervasive Rebuild Utility. The specific file names affected are listed in each section below. The extension will be B or BXX where XX is your company designation.

Warning - If any single file reaches a size larger than 2 GB, Evo-ERP will no longer function in programs that use that file. You should periodically use Explorer and look at your company data directory sorted by file size to make sure you are not approaching the 2 GB limit. If you have files approaching 2 GB, use the **Pervasive Control Center at the server - Configure Local Engine - Performance Tuning** and remove the checkmark from the setting "Limit Segment size to 2 GB" which will allow files to grow beyond 2 GB. You need to stop and restart the Pervasive service when changing this setting so all users need to be out of the system.

Sales Orders - Closed Sales Orders can be archived or purged using SM-J-J. Purging or archiving closed sales orders clears the "empty skeleton" of the closed order in the open order file but does not touch Receivables or shipment history. It will speed up the SO-O reports (all of them except SO-O-H) Stock Status rebuild, IN-A, and the generation of MRP. If the orders are purged, then they are deleted and can not be recovered. If they are archived then they are transferred to a separate set of files and can be accessed using SO-O-J & SO-O-K when prompted whether to use Active or Archived files. After purging or archiving closed sales orders, reindex BKARINV, BKARINVL and BKARDESC files.

Invoices - Archiving old invoices (SM-J-K) can speed up the SA reports on active files. The "Shipment" data available in IN-A and AR-A is opening the active shipment file bu has a button to go to the Archived data. SA-M and SA-N have options to use Active or

Archived data. After archiving or purging invoices, reindex BKARHINV, BKARHIVL, BKARHDSC, BKSOHSER and BKSOHLOT

Work Orders - The Work Order files should be archived regularly (SM-J-B), perhaps monthly or quarterly. Since all the Job Cost reports can report on either Active or Archived Work Order files, the only reason to keep closed Work Orders in the active work order file is to be able to run one report that includes both open and closed Work Orders, as in the case of a long term job that encompasses multiple Work Orders. Archiving Work Orders will speed up the Stock Status rebuild, IN-A and the generation of MRP.   Files to reindex after archiving or purging Active Work Orders are WORKORD, WOBOM, WOROUT, WOMAT, WOLABOR, WORECV, OUTPROC, WOEXCHG, WODATE.   Files to reindex after purging Archived Work Orders are WORKHORD, WOHBOM, WOHROUT, WOHMAT, WOHLABOR, WOHRECV, OUTHPROC, WOHEXCHG, WOHDATE

Purchase Orders - The Closed Purchase Orders can be archived (SM-J-R) as needed to speed up the PO-I-F report. Files to reindex after archiving closed Purchase Orders are BKAPHPO, BKAPHPOL

Inventory Transactions - Transaction detail can be consolidated using SM-J-D which will replace the transaction detail with one net transaction per month per part per transaction type. **Consolidation can not be reversed.** Make a backup. Lot or Serial controlled transactions will not be consolidated. File to reindex after consolidation is INVTXN.

GL Transactions - GL Transaction detail can be consolidated using AM-I for all or ranges of accounts and all or selected Journal types. Consolidating will replace the transaction detail with a net debit and net credit transaction per month per account per journal type for the dates, account ranges and journal types specified. **Consolidation can not be reversed**. Make a backup.   File to reindex after consolidation is BKGLTRAN

Accounts Payable (date) - AP detail can be purged or archived by date using AM-J which will archive voucher, invoice and payment detail for invoices fully paid as of the date specified. The AP-R report has an option to access active or archived payables data. Files to reindex after AM-J are BKAPINVT, BKAPINVL, BKAPCHKH.

Accounts Payable (Vendor) - AP and purchasing detail can be purged or archived by vendor using AM-O for vendors with no activity since a specified date. This program can be run by a range of Vendor Code and/or Vendor Class. All records for the specified vendor(s) including invoices, vouchers, payments, purchase orders and the vendor master record will be purged or archived. Files to reindex after AM-O are BKAPINVT, BKAPINVL, BKAPCHKH, BKAPHPO, BKAPHPOL, BKAPVEND.

Accounts Receivable (date) - AR detail can be purged or archived by date using AM-K which will archive voucher, invoice and payment detail for invoices fully paid as of the date specified. The AR-R report has an option to access active or archived receivables

data. Files to reindex after AM-K are BKARINVT, BKARINVV, BKARCHKF.

Accounts Receivable (Customer) - AR and sales/shipment detail can be purged or archived by customer using AM-P for customers with no activity since a specified date. This program can be run by a range of Customer Code and/or Customer Class. All records for the specified customer(s) including invoices, vouchers, payments, sales orders and the customer master record will be purged or archived. Files to reindex after AM-P are BKARINVT, BKARINVV, BKARCHKF, BKARINV, BKARINVL, BKARHINV, BKARHIVL.

Service &Repair/RMA - Closed Service/Repair & RMA Orders can be archived or purged using SM-J-P. Purging or archiving closed orders clears the "empty skeleton" of the closed order in the open order file but does not touch Receivables or shipment history. It will speed up the SO-O reports (all of them except SO-O-H) Stock Status rebuild, IN-A. If the orders are purged, then they are deleted and can not be recovered. If they are archived then they are transferred to a separate set of files and can be accessed using SO-O-J & SO-O-K when prompted whether to use Active or Archived files. After running SM-J-P, reindex ISSRINV, ISSRINVL, ISSRINFO, ISSRMMS, ISRMAI and ISSRDESC files.

Sales Quotes - Closed Sales Quotes can be archived or purged using SM-J-T. If the quotes are purged, then they are deleted and can not be recovered. If they are archived then they are transferred to a separate set of files and can be restored if there is a future need to access the data. After running SM-J-T, reindex BKESTQT, BKESTQTL.

Inventory Audit Information - Each time a change is made to a part number such as a change to description or class or anything in IN-B, Standard Cost, Base Price, MRP Parameters, a record is saved in each of the Inventory Audit files ISICADT and ISMICADT. If you frequently roll up Standard Cost, these files can quickly get large. This audit information can be selectively cleared in SM-J-S based on date, Item number range and source of information. Files to reindex after SM-J-S are ISICADT and ISMICADT.

1.10   Month End Accounting

MONTH END ACCOUNTING
You are not required to do anything at month end in order to begin transactions in the next period. There is no monthly Close like there is with many accounting systems. There are, however, a set of monthly procedures that are recommended as sound accounting practices, detailed in this section.

GL Close Date
Unlike many accounting systems, there is no formal monthly closing required. You can freely post to any period in the current year or up to six years past.

The system does have a *Open Period Start Date*, however, that will not allow posing to any period prior to that date. The Open Period Start Date is set using AM-A Reset General Ledger Close Date and serves to Close prior periods to other users. With the *Open Period Start Date* capability the system is closed when *you* consider it closed, not due to any requirement within the program itself. The Accounting Open Period Start Date can be used to close a period for all users but leave it open for accounting to make Journal Entries, AP Voucher entry and optionally AR Customer payments.

If for some reason you need to make entries to what you consider to be a closed period, you can temporarily remove or change the *Open Period Start Date* using AM-A Reset General Ledger Close Date make your entries, then restore the date.

Recommended Month End Procedures

Make a complete system backup
Perform a complete backup of your entire system (programs and data files) and archive it in a safe place. This way you can restore your company exactly as it was should there ever be a need to do so.

Print control reports
A good accounting practice at month end is to print a series of control reports so that the amounts on them are reconciled with certain critical *General Ledger* account balances to ensure the accuracy and reliability of your *General Ledger* data.

All the following control reports can be run at any time as of your month end date and are therefore not required to be printed prior to entering any transactions in the new month.

 Print IN-F Print Inventory Value as of month end and compare value(s) to your inventory GL account(s). If necessary, run UT-K-G Recalc Inventory Book Value and make any needed journal entries. Be aware that if there have been items received into QC, the total value in IN-F does not include them and you should also run PO-J-B Print Inventory in QC to get the total value of all inventory. If you run   IN-F Print Inventory Value as of a prior date, it takes the current inventory value and backs out transactions back to the as-of date to arrive at the value.

 Print PO-I-F Print Received not Invoiced and PO-J-B Print Inventory in QC as of month end.   The total of the two reports should agree with your *PO's Received not Invoiced* GL account.

 Print AR-F Print Aging as of the month end date in Accounts Receivable answering N to include Deposits. The report total should agree with your *Accounts Receivable* GL account.

 Print AR-F Print Aging as of the month end date in Accounts Receivable answering O (Only) to include Deposits. The report total should agree with your *Customer Deposits* GL account.

 Run JC-M Print WIP Summary as of the month end date. Once you enter the as-of date, the transaction date, Work Order Status and Actual Finish Date fields on the right side of the screen will be populated. DO NOT change those values. The As-Of Date report will include all transactions through the designated date to work orders still open and to work orders currently closed or canceled but that were open on the as-of date.

Print AP-I Print Aging as of the month end date in *Accounts Payable* answering N to include Deposits. The report total should agree with your *Accounts Payable* GL account.

Print AP-I Print Aging as of the month end date in *Accounts Payable* answering O to include Deposits. The report total should agree with your *Purchase Order Deposits* GL account.

Run GL-I Print Check Register. Uncleared Only, Checks and Deposits through the month end date after reconciling to the bank statement. The report totals should agree with the GL account balances for each of your checking accounts.

Perform typical month end activities

The following activities are typically performed at month end.

Charge interest on past due invoices, if applicable (AR-D Charge Interest on Invoices).

Print and mail customer statements (AR-E Print Statements).

Generate recurring and/or reversing monthly journal entries, if applicable (GL-B Enter/Print General Journal Trxns) and post them to the *General Ledger* (GL-O Print/Post General Ledger Batches).

Generate recurring monthly sales orders, if applicable (SO-K Generate Recurring Sales Orders), and print and post invoices (SO-F Print Invoices, SO-G Post Invoices).

Generate recurring monthly AP vouchers, if applicable (AP-P Generate Recurring Vouchers).

Transfer sales taxes due to *Accounts Payable* AR-L Transfer Sales Taxes).

Transfer sales commissions due to payroll and *Accounts Payable* (CS-D Transfer Sales Commissions).

Run SM-J-C Reconcile Inventory On-Hand to insure accuracy of stock status fields.

Run UT-K-G Recalc Inventory Book Value and make any necessary journal entries.

Make journal entries for any month end adjustments such as depreciation (GL-B Enter/Print General Journal Trxns) and post them to *the General Ledger* (GL-O Print/Post General Ledger Batches).

Optionally purge the following files: AP History (AM-J Archive/Purge AP History), AR History (AM-K Archive/Purge AR History), closed sales orders (SM-J-J Archive/Purge Closed Sales Orders).

Reconcile the check register with your bank statement (GL-J Reconcile Check Register).

Make month end manufacturing adjustments

To complete your month end manufacturing accounting, three variances should be evaluated to review the accuracy of labor and overhead rates. Journal entries reflecting these variances can be entered through GL-B Enter/Print General Journal Trxns and are posted to the *General Ledger* via GL-O Print/Post General Ledger Batches.

Calculate your monthly *Labor Variance* by comparing actual direct labor with your *Absorbed Labor* account and post appropriate adjusting entries to your *WIP Variance* (expense -

adjacent to *Cost-of-Goods-Sold* account) and *Labor Variance* (expense - adjacent to *Cost-of-Goods-Sold* account) GL accounts.

Calculate your monthly *Fixed Overhead Variance* by comparing your actual fixed overhead with your *Absorbed Fixed Overhead* account and post appropriate adjusting entries to your *WIP Variance* (expense - adjacent to *Cost-of-Goods-Sold* account) and *Fixed Overhead Variance* (expense - following *Labor Variance* account in *Cost-of-Goods-Sold* section) GL accounts.

Calculate your monthly *Variable Overhead Variance* by comparing your actual variable overhead with your *Absorbed Variable Overhead* account and post appropriate adjusting entries to your *WIP Variance* (expense - adjacent to *Cost-of-Goods-Sold* account) and *Variable Overhead Variance* (expense - following *Fixed Overhead Variance* account in *Cost-of-Goods-Sold* section) GL accounts.

Set GL close date and print financial statements
Reset *General Ledger Open Period Start & End Date* using AM-A Reset General Ledger Close Date, if desired

Print financial statements (GL-F Print Financial Statements or GL-N Print Custom Statements).

1.11 File Names

FILE NAMES

All files end in an extension *.B, or *.Bxx if you are using multiple companies. Knowing the file names is necessary if you will be customizing or writing new programs, adding fields to RTMs, or if you will be using outside report writers. You can get a printout of each file through UT-H Print File Layouts, which will list all the field names and their associated properties.

ACCOUNTS PAYABLE

BKAPCHKH	AP PAYMENT HISTORY
BKSYAP	AP DEFAULT MASTER
BKAPINVT	AP INVOICE
MKICLASS	AP INVOICE CROSS REFERENCE
ISAPPROJ	AP LINK TO JOB
BKAPINVL	AP VOUCHER

ISVNDADT   APPROVED VENDOR CONTROL

ISAPAINT   ARCHIVED AP INVOICES

ISAPAINL   ARCHIVED AP VOUCHERS

ISAPACHK   ARCHIVED CHECK HISTORY

BKAPADSC   ARCHIVED DBA VENDOR & PO NOTES

ISAPAVND   ARCHIVED VENDOR MASTER

BKAPCHKF   PRO-FORMA CHECK REGITER

BKAPVEND   VENDOR MASTER

BKAPVND2   VENDOR TAX ID

BKAPDESC   VENDOR WEBSITE

BKAPRIVL   VOUCHER TEMPLATE/RECURRING VOUCHER

ACCOUNTS RECEIVABLE

IS2DBAR   2 D BAR CODE PARAMETERS

BKART   AGING TRANSACTION DETAIL

BKARTNOT   AGING TRANSACTION NOTES

BKARINVT   AR AGING INVOICE

MKECLASS   AR CUSTOMER CHECK CROSS REFERENCE

BKSYAR   AR DEFAULT MASTER

BKARINVV   AR VOUCHER

ISISATAX   ARCHIVE SALES TAX

ISARAIVV   ARCHIVED AR VOUCHERS

ISARAINT   ARCHIVED CUSTOMER INVOICES

ISARACST   ARCHIVED CUSTOMER MASTER

ISARACHK   ARCHIVED CUSTOMER PAYMENT HISTORY

ISARAHTX   ARCHIVED SALES TAX

ISARAT   ARCHIVED TRANSACTION DETAIL

ISARATNT   ARCHIVED TRANSACTION NOTES

ISCC   CREDIT CARD LISTING

CUSTCLAS   CUSTOMER CLASS MASTER

BKARDEP   CUSTOMER DEPOSITS

BKARCUST   CUSTOMER MASTER

BKARCHKF   CUSTOMER PAYMENT HISTORY

BKARDESC   CUSTOMER WEBSITE

BKCMDUN   DUN LETTER HEADER

BKCMDUNH   DUN LETTER HISTORY

BKCMFORM   FORM & DUN LETTER TEMPLATE

BKISHTAX   PAID SALES TAX DETAIL

BKARHTAX   SALES TAX

BKISTAX   SALES TAX DETAIL

BKARSHIP   SHIP TO CUSTOMER MASTER (NOT USED)

ISTAXFIL   TAX CODES

ISTAXGRP   TAX GROUPS

BILLS OF MATERIAL

BKSBMFG   APPROVED MANUFACTURERS

BKSBPART   APPROVED SUBSTITUTE PARTS

BKSBVEND   APPROVED VENDORS

BKBMAMTR   ARCHIVED BOM

BKBMMSTR   BOM MASTER

BKBMNOTE   BOM NOTES

BKBMREMK   BOM REMARKS

BKBMSUMM   TEMP FILE FOR SUMMARIZED BOM

BKBMAVAL   TEMP FILE USED BY BOM AVAILABILITY REPORT

CONTACT MANAGER

BKCMACCC   ACCOUNT CLASS CODES

BKCMACCL   ACCOUNT CLASSES

BKCMACCN   ACCOUNT CONTACTS

BKCMACTD   ACCOUNT DATES

BKCMDTCD   DATE CODES

BKCMCUST   CONTACT ACCOUNT MASTER

BKCMLEAD   LEAD SOURCE CODES

BKCMTERR   TERRITORY MASTER

CONTRACT REVIEW

ISCTREVU   CONTRACT REVIEW APPROVER LIST

ISSOREVU   CONTRACT REVIEW STATUS

DATA COLLECTION

BKDCLAB   POSTED DC LABOR TRANSACTIONS

BKDCSHFT   DC SHIFTS

BKDCPLAB   UNPOSTED DC LABOR TRANSACTIONS

DATA IMPORT

BKGLECOA   DI CHART OF ACCOUNTS

WOEMAT   DI MATERIAL ISSUES

WOERECV   DI WO RECEIPTS

BKBMEMTR   DI BOM MASTER

BKBMERMK   DI BOM REMARKS

BKARECST   DI CUSTOMER

BKGLETRN   DI GL TRANSACTIONS

BKICEMTR   DI INVENTORY

BKICELOC   DI INVENTORY LOCATION

BKAPEIVT   DI OPEN AP

BKAREIVT   DI OPEN AR

BKRTEMTR   DI ROUTINGS

BKAPEVND   DI VENDOR

WOELABOR   DI LABOR

MTICEMTR   DI INVENTORY

EDI
BKEDIDUN   CUSTOMER ID/EDI ENABLEMENT FILE

BKEDMSTR   EDI MASTER SETUP FILE

BKEDNOTE   EDI NOTES

BKEDPOST   INVOICES SUBJECT TO EDI

BKEDIL   TEMPORARY SO LINE ITEMS

BKEDIH   TEMPORARY SO HEADERS

ESTIMATING
BKESTCFG   ESTIMATING CONFIGURATION

BKMATCST   MATERIAL COST FILE

ESTSUM   ESTIMATE MASTER

MTEXCHG   EXTRA CHARGES

FIXED ASSETS
ISFXASST   FIXED ASSET MASTER

ISFXATRN   FIXED ASSET TRANSACTIONS

FEATURES & OPTIONS

ISFOHIST   CONFIGURATION HISTORY

ISFOBMRM   CONFIGURATION LINE REMARKS

ISFOLINE   CONFIGURATION LINES

ISFOORDL   CONFIGURATION ORDER LINE CONVERSION

ISFOHEAD   CONFIGURATON HEADER

BKFOCFG   FEATURES & OPTIONS CONFIGURATION

GENERAL LEDGER

ISBANKS   BANK MASTER

BKGLCOA   CHART OF ACCOUNTS

ISGLCOA   CHART OF ACCOUNTS 3-6 YR PAST

BKGLCHK   CHECKING ACCOUNT REGISTER

BKGLCCOA   CONSOLIDATED CHART OF ACCOUNTS

BKGLFCOA   CONSOLIDATED FINANCIALS

BKGLFSTL   CUSTOM FINANCIAL STATEMENTS

ISJBSF   BUSINESS STATUS

BKGLSTMT   FINANCIAL STATEMENT SETUP

ISGLDATE   FISCAL PERIOD DATES

BKGLGJRN   GENERAL JOURNAL HEADER

BKGLGJLN   GENERAL JOURNAL LINE ITEMS

ISGLHDAT   HISTORICAL FISCAL PERIOD DATES

BKGLTGJR   JOURNAL TEMPLATE HEADER

BKGLTGJL   JOURNAL TEMPLATE LINE

ISGLBDGT   MULTI-YEAR BUDGET

ISGLNBGT   NEXT YEAR BUDGET

BKGLTRAN   POSTED GL TRANSACTIONS

BKGLRGJR   RECURRING GENERAL JOURNAL HEADER

BKGLRGJL   RECURRING GENERAL JOURNAL LINES

BKGLX   TRANSACTION DETAIL

BKGLXH   TRANSACTION DETAIL HISTORY

BKGLTEMP   UNPOSTED GL TRANSACTIONS

INTERNATIONAL MODULE

ISBROKER   CUSTOMS BROKER FEES

ISDUTY   DUTY CODES

ISIS   INTERNATIONAL MASTER SETTINGS

ISLANDF   LANDED COST DEFAULTS

ISMCF   MULTI-CURRENCY MASTER FILE

ISMCR   CURRENCY CONVERSION FACTORS

INVENTORY

BKICAMTR   ARCHIVE INVENTORY MASTER

ISICAMTR   ARCHIVE INVENTORY MASTER FILE 3

INVATXN	ARCHIVE INVENTORY TRANSACTIONS
MTICAMTR	ARCHIVED INVENTORY MASTER 2
ISITMCFG	AUTO PART GENERATOR
DBAFIFO	FIFO, LIFO BUCKETS
BKACTRPT	IN-L-O REPORT LAYOUT
BKICREF	CUSTOMER CROSS-REFERENCE
BKQTTEMP	INVENTORY LINKS
BKICLOCM	INVENTORY LOCATION MASTER
BKICLOC	INVENTORY LOCATIONS
BKICMSTR	INVENTORY MASTER
MTICMSTR	INVENTORY MASTER 2
ISICMSTR	INVENTORY MASTER 3
ISICADT	INVENTORY MASTER AUDIT FILE
ISMICADT	INVENTORY MASTER AUDIT FILE 2
INVTXN	INVENTORY TRANSACTIONS
ISUDFINV	INVENTORY USER DEFINED DEFINITIONS
ISUDMSTR	INVENTORY USER DEFINED MASTER LIST
ISCATMST	ITEM CATEGORY MASTER LIST
CLASMSTR	ITEM CLASS MASTER
CLASS	ITEM CLASSES
ISECO	ITEM ECO LISTING
ISITP	ITP MASTER LISTING
ISORDECO	ORDER SPECIFIC ECO

LOT CONTROL
LOT	LOT NUMBER MASTER

MATERIAL REQUIREMENTS

MTMRP	MATERIAL REQUIREMENTS (MRP) MASTER
SUMPNCUS	MRP TEMP FILE

BKMRPPO   MRP TO PO CONVERSION FILE (Temporary)

BKMRPSW   TEMP FILE USED BY MRP

PAYROLL

BKPRCURP   CURRENT PAYROLL INFORMATION (Temporary)

BKPRGLFL   PAYROLL DIVISION MASTER

ISPRMSTR   PAYROLL EMPLOYEE MASTER

BKPRHIST   PAYROLL HISTORY

BKPRFTAX   PAYROLL TAX TABLES

BKPRW2   PAYROLL W-2 FILE

BKPRINFO   SUPPLEMENTAL EMPLOYEE MASTER

ISPRTEMP   TEMP FILE FOR CONSOLIDATING PAYROLL DETAIL

BKPRTC   TIME CARDS

BKCPMSTR   CHECK MARK PAYROLL MASTER

BKCPEC   CHECK MARK PAYROLL TRANSFER

PHYSICAL INVENTORY

BKPILCNT   COUNTED LOTS

BKPISCNT   COUNTED SERIAL NUMBERS

BKPIFROZ   FROZEN PHYSICAL INVENTORY

BKPILOT   FROZEN PI LOTS

BKPISER   FROZEN SERIAL NUMBERS

BKPIMSTR   PHYSICAL INVENTORY MASTER

PIBINLOC   PI BIN LOCATION

PIBINLOT   PI LOT BIN LOCATION

BKPIPHYS   TAG FILE

PURCHASE ORDERS

ISARFQ   ARCHIVE RFQ

ISAPHQT   ARCHIVE VENDOR PRICING

BKAPAPO   ARCHIVED PO HEADER

BKAPAPOL   ARCHIVED PO LINES

ISAPARFQ   ARCHIVED RFQ HEADER

ISAPARFL   ARCHIVED RFQ LINE

ISAPCHG   CHANGES TO PURCHASE ORDERS

BKAPPO   OPEN PO HEADER

BKAPPOL   OPEN PO LINES

ISDIGSIG   PO DIGITAL SIGNATURE

BKAPHPO   PO RECEIVER HEADER

BKAPHPOL   PO RECEIVER LINES

ISPODESC   PURCHASE ORDER DESCRIPTION LIST

BKQCMSTR   QUALITY CONTROL MASTER

BKQCTRAN   QUALITY CONTROL TRANSACTION

BKAPRFQ   RFQ HEADER

BKAPRFQL   RFQ LINES

BKSOPO   TEMP FILE FOR CONVERT SO TO PO

BKWOPO   TEMP FILE FOR CONVERT WO TO PO

BKAPQUOT   VENDOR PRICING

BKRFQ   VERBAL FOR QUOTES

RMA

ISRMAINV   RMA HEADER

ISRMINVL   RMALINES

ISRMAI   RMA STATUS &REASON FOR RETURN

ISRMAC   RMA REASON FOR RETURN CODES

ROUTINGS

ROUTAING   ARCHIVED ROUTING MASTER

DPTMENT   DEPARTMENTS

MACHINE   MACHINES

BKRTCST   ROUTING COSTS

ROUTING   ROUTING MASTER

BKRTSPEC   ROUTING SPECIFICATIONS

ROUTTEMP   ROUTING TEMPLATES

BKRTTEMP   SPECIFICATION TEMPLATES

TOOL   TOOL MASTER

WORKCTR   WORK CENTER

SALES ANALYSIS

BKSAREPT   REPORT NAMES FOR SA-M & SA-N

SALES COMMISSIONS

BKPRAGNT   AGENTS

BKPRACOM   ARCHIVED COMMISSION DETAIL

ISARAIVI   ARCHIVED COMMISSION DETAIL

BKARINVI   COMMISSIONS

BKPRCOMM   COMMISSIONS

ISREPORD   EXTENDED COMMISSION LINE ITEM COMMISSIONS

ISREPLNK   EXTENDED COMMISSION REP ASSIGNMENT

BKPRHCOM   POSTED COMMISSION DETAIL

BKPRSALE   SALESPERSON MASTER

SALES ORDERS

BKICAPMA   ARCHIVE PRICE CODE

ISESTAQT   ARCHIVE QUOTE HEADER

ISESTAQL   ARCHIVE QUOTE LINES

ISARAINV   ARCHIVED CLOSED SALES ORDER HEADERS

ISARAIVL   ARCHIVED CLOSED SALES ORDER LINES

ISARADSC   ARCHIVED CLOSED SALES ORDER NOTES

ISSOAHBX   ARCHIVED INVOICE BOX ALLOCATION

ISARAHIN   ARCHIVED INVOICE HEADERS

ISARAHIL   ARCHIVED INVOICE LINES

ISSOALOT   ARCHIVED INVOICE LOT CONTROL

ISARAHDS   ARCHIVED INVOICE NOTES

ISSOASER   ARCHIVED INVOICE SERIAL CONTROL

ISARATXN   ARCHIVED LOT LINK TO INVOICE LINE

ISSRAINV   ARCHIVED SALES ORDER HEADER

ISSRAIVL   ARCHIVED SALES ORDER LINE

ISARATXS   ARCHIVED SERIAL LINK TO INVOICE LINE

ISSOABOX   ARCHIVED SHIPPING DETAIL

ISARTXNB   BIN ALLOCATION TO SO LINE

ISARCHG   CHANGES TO SALES ORDERS

DISCOUNT   DISCOUNT TABLE MASTER

BKARHINV   INVOICE HEADER

BKARHIVL   INVOICE LINE

BKSOHLOT   INVOICE LOT CONTROL

BKSOHSER   INVOICE SERIAL CONTROL

BKSOLOCK   LOCK FILE FOR SO INVOICE POSTING

ISARHCHG   ON TIME DELIVERY

BKICPMAT   PRICE MATRIX

BKARRINV   RECURRING ORDER HEADER

BKARRIVL   RECURRING ORDER LINE

BKSAREPT   REPORT NAMES FOR SA-M & SA-N

BKSONOTE   SALES ORDER ASSIGNED TEMPLATES

ISORDDSC   SALES ORDER DESCRIPTION LIST

BKARINV   SALES ORDER HEADER

BKARINVL   SALES ORDER LINES

ISSOINFO   SALES ORDER SUPPLEMENTAL INFO

BKESTQT   SALES QUOTATION HEADER

BKESTQTL   SALES QUOTATION LINE ITEMS

ISQTCODE   REASON FOR QUOTE LOSS

ISSOHBOX   SHIPPED BOX ID

ISSOBOX   SHIPPING DETAIL

ISQTINFO   SUPPLEMENTAL QUOTE INFO

ISQSOA   TEMP FILE FOR QUICK SO ENTRY

INVETXN   TEMP FILE FOR UNPOSTED INVENTORY TRANSACTIONS

BKARTXN   UNPOSTED LOT ALLOCATION TO ORDER LINES

BKARTXNS   UNPOSTED SERIAL ALLOCATION TO ORDER LINES

SCHEDULING

BUCKETS   FINITE SCHEDULE BUCKETS

SCHWO   FINITE SCHEDULING TEMP FILE

WCCTL   FINITE SCHEDULING TEMP FILE

SCHEDCAL   SCHEDULING SHOP CALENDAR

CALENDAR   SHOP CALENDAR

WCTRSLOD   TEMP WORK CENTER LOAD % FOR VISUAL SCHEDULER

WORKSORD   TEMP WORK ORDER HEADER FOR VISUAL SCHEDULER

WOSROUT   TEMP WORK ORDER ROUTING FOR VISUAL SCHEDULER

SERIAL CONTROL
SERIALH   ARCHIVED SERIAL NUMBERS

ISSERCNT   SERIAL NUMBER GENERATION MASTER

SERIAL   SERIAL NUMBER MASTER

ISSERIAL   SERIAL COMPONENT TO PARENT MAP

ISLOTS   LOT COMPONENT TO SERIAL PARENT MAP

SERVICE & REPAIR
ISSRINV   S/R ORDER HEADER
ISSRINVL   S/R ORDER LINES
ISSRINFO   S/R SUPPLEMENTAL INFO

SYSTEM MANAGER

ISLOG   ACTIVE USER LIST

ISCHAINM   AUTO CHAIN PROGRAM MASTER

ISCHAIN   AUTO CHAIN PROGRAMS

ISNUMBER   DOCUMENT COUNTERS

ISLINKS   LINKS

ISNTYPE   NOTE TYPES

ISNOTES   NOTES

ISREMIND   REMINDERS

ISJOB   JOB MASTER LISTING

ISSCHED   LIST OF PROGRAMS TO RUN BY EVO SCHEDULER

ISDLCK2   LOCK FILE FOR MASTER DEFAULT PROGRAM

ISDLCK1   LOCK FILE FOR NEXT NUMBER PROGRAM

ISDRILLM   MASTER DRILL DOWN FILE

ISEREM   NOTIFICATIONS

ISTERMS   PAYMENT TERMS

DBAHLPID   PROGRAM SPECIFIC HELP REFERENCE

ISSHIPCO   SHIP VIA COMPANY

ISSHPVIA   SHIP VIA LISTING

BKSYMSTR   SYSTEM DEFAULT MASTER FILE

BKYSMSTR   SYSTEM DEFAULT MASTER FILE 2

MKAHIST   SYSTEM DEFAULT MASTER FILE 3

CALTEMP   TEMP FILE FOR GENERATING SHOP CALENDAR

LANGDICT   TRANSLATION MASTER

ISTRIGRS   TRIGGERS

WORK ORDERS
WOROUTMP   AGGREGATE WO ROUTINGS (Temporary)

BKDCHLAB   ARCHIVED DC LABOR TRANSACTIONS

MTEXCHG   EXTRA CHARGES

WOLABOR   LABOR TRANSACTIONS

WOHLABOR   LABOR TRANSACTIONS - ARCHIVE

ISMACS	MACHINE SCHEDULE
WOMAT	MATERIAL TRANSACTIONS
WOHMAT	MATERIAL TRANSACTIONS - ARCHIVE
OUTPROC	OUTSIDE PROCESSING TRANSACTIONS
OUTHPROC	OUTSIDE PROCESSING TRANSACTIONS - ARCHIVE
ISWOTRAY	PAPERLESS BATCH TRACKING
ISLSMAP	PAPERLESS SHOP FLOOR BATCH TRACKER
ISQCMTHD	PAPERLESS SHOP FLOOR TEST METHODS
ISQCSPEC	PAPERLESS SHOP FLOOR TEST REQUIREMENTS
ISQCRSLT	PAPERLESS SHOP FLOOR TEST RESULTS
BKDCLAB	POSTED DC LABOR TRANSACTIONS
QCCODES	QC CODES
SCRAP	SCRAP CODES
OPQCDESC	QC CODES BY SERIAL NUMBER
BKSHORT	TEMP FILE FOR SHORTAGE REPORT
BKDCPLAB	UNPOSTED DC LABOR TRANSACTIONS
WOBOMREM	WO BILL OF MATERIAL REMARKS
WOBOMHRM	WO BILL OF MATERIAL REMARKS - ARCHIVE
WCTRLOAD	WORK CENTER LOAD %
WORKCTR	WORK CENTERS
WOBOM	WORK ORDER BILL OF MATERIAL
WOHBOM	WORK ORDER BILL OF MATERIAL - ARCHIVE
WODATE	WORK ORDER DATES
WOHDATE	WORK ORDER DATES - ARCHIVE
WOEXCHG	WORK ORDER EXTRA CHARGES
WOHEXCHG	WORK ORDER EXTRA CHARGES - ARCHIVE
WORKORD	WORK ORDER HEADER
WORKHORD	WORK ORDER HEADER - ARCHIVE

ISWOEX   WORK ORDER HEADER 2

ISWOPRIO   WORK ORDER PRIORITY MASTER

WORECV   WORK ORDER RECEIPTS

WOHRECV   WORK ORDER RECEIPTS - ARCHIVE

WOROUT   WORK ORDER ROUTING

WOHROUT   WORK ORDER ROUTING - ARCHIVE

ISWOROEX   WORK ORDER ROUTING ADJUNCT FILE

2   Manufacturing

2.1   Work Orders

2.1.1   WORK ORDERS

WORK ORDERS

WORK ORDERS OVERVIEW

Actual manufacturing takes place in the *Work Orders* module. Work orders are generated automatically from either sales orders or estimates, can be generated by MRP or are entered manually.

Work orders can be for specific customers or for stock. Work orders can have multiple start and finish dates, or a program is available which converts each set of dates into a separate work order.

All work orders go through the following sequence of events although not all steps are necessary for all companies.

ENTER WORK ORDERS

Work orders are manually created or edited through this program. Start and finish dates are assigned, the order is designated for a customer or for stock, any special instructions are provided, and estimated costs (based on current standard costs) are calculated. As production occurs, actual costs are posted to this screen for comparison with estimated costs.

ENTER WORK ORDER ROUTINGS

The parent product's routing from the *Routings* module is copied into the work order routing file when the work order is created. The work order routing can be modified for this one order without affecting the item's standard routing. If no standard routing exits, you can enter a work order routing from scratch. Any changes made to the routing will be reflected in the cost rollup performed in the work order entry screen. As production occurs, actual labor hours are posted to this file for comparison with estimated hours. Once the work order routing is created, a backlog of labor hours is created against each applicable work center. A work order routing is not mandatory in order to use *Work Orders*.

ENTER WORK ORDER BILLS OF MATERIAL

The parent product's bill of material from the *Bills of Material* module is copied into a work order bill of material file. Components may be modified, deleted, or added for this one order without affecting the standard bill of material. This feature is ideal for custom manufacturing where products are subject to options. If there is no bill of material, you may enter one from scratch. As materials are issued to or purchased for the work order, they are posted to this file for comparison with estimated quantities. A work order bill of material is not mandatory in order to use work orders.

RELEASE WORK ORDERS

When work orders are ready for production to begin, they are released through this program, which creates an actual start date in the work order file and produces an optional shortage report. If not needed, this step can be skipped by specifying in SD-B Work Orders Defaults that all work orders be released when first entered.

PRINT TRAVELERS & PICK LISTS

A shop traveler may be printed at any time. Each traveler consists of a header, work order schedule, job schedule, routing, and bill of materials. A pick list can be printed for use in pulling components from stock.

PRINT LABOR CARDS/LABELS

The system produces two documents for recording daily labor: a 3 x 5 labor ticket, or a 1x 3-1/2 label which can be affixed to a daily time card. Collecting labor is not a requirement for using the work order system. The *Data Collection* module provides an alternative means of collecting labor in which the employees can use the computer as a time clock and report their own labor directly via bar code or keypad date entry.

ENTER LABOR

Labor and setup are recorded so that work orders can be costed at either actual rates from the payroll file or standard rates from the work centers. Fixed and variable overhead can be specified to be costed as a percentage of labor or as a fixed hourly rate. Labor can be entered via WO-M Batch Labor Entry, WO-F Enter Labor, or the Data Collection module.

ISSUE MATERIALS

Materials may be issued to work orders from stock, either individually or as complete sets of the work order bill of material. WO-G Issue Materials updates the work order header and work order bill of materials files so that real time work order status is available on the screen and via reports.

ENTER MISC/EXTRA COSTS

If you are using the Estimating module and you have specified miscellaneous costs against specific routing sequences (such as for tooling) or extra charges (for items such as engineering, packaging, etc.) within your estimate, this program provides the means of entering actual miscellaneous and extra costs and descriptions directly to the work order.

ENTER FINISHED PRODUCTION

Finished goods or subassemblies are received into stock so that they are available for shipment or for use in other assemblies. Partial completions can be entered. Finished goods can be entered into inventory at standard cost or actual cost, which is then used as the cost of goods sold or a cost to be rolled up into the next level assembly.

CLOSE/CANCEL ORDERS

Completed work orders are formally closed so that no further transactions can be conducted. Eventually closed orders will be moved to the archive files using SM-J-B Archive Work Orders. You can also use this program to cancel work orders.

WORK ORDER REPORTS

A variety of reports help track and monitor the manufacturing process. Work order status may be tracked through the *Work Order Status* report, and work orders may be listed and prioritized in the *Work Order Schedule*. The *Work Center Backlog* report provides a prioritized listing of all remaining routing sequences for each work center. A dollar projection of estimated shipments is made through the *Projected Shipments* report, and direct labor for each employee may be listed for review and optionally posted to *Payroll* via WO-L-E Print/ Post Labor to Payroll.

The *Work Orders* module is designed to work equally well for job shops, make-to-inventory

manufacturers, and custom (make-to-order) manufacturers.

If your products are subject to options, the *Features & Options* module allows various product options to be selected from windows within order entry. These options are automatically passed over to work orders via SO-N Convert Sales Orders to Work Orders, thereby creating custom bills of materials on-the-fly.

2.1.2 WO-A Enter Work Orders

WO-A Enter Work Orders

Purpose of Program
Use this program to enter or change work orders. Work orders may be for specific customers or for stock.

Start and finish dates are assigned and multiple delivery dates are supported. Notes may be entered which will print on the shop traveler.

The program will calculate the estimated costs by performing a cost rollup on the work order routing and bill of material, or, if the work order was converted from an estimate, the costs will be pulled from the estimate file, or you may enter your own summary costs from an outside estimate.

You can also use this program to copy a work order or set of work orders to new work orders if you need to run a repeat of a previously run job.

Field Explanations

Work Order
The work order number has two parts: a six character numeric prefix and a three character numeric suffix.

The prefix is used as a job number and the suffix as a sub-job number. For example, if several work orders are created from a sales order via SO-N Convert Sales Orders to Work Orders, all of them will share a common prefix, but each will have a different suffix. If multiple work orders are created for multiple delivery dates via WO-K-C Create Multi-Date Work Orders, they will all share a common prefix, or if multiple work orders are created for an item's subassemblies via WO-K-D Create Multi-Assy Work Orders, they will all share a common prefix.

Various reports can be selected by work order prefix without having to specify each suffix.

The work order number is automatically assigned by the system; however, you may override this and assign your own number. Manually assigning a number will not reset the counter.

Status
The status code values are:

S = *Scheduled*, which means the work order is scheduled for the future but neither the work order bill of material nor routing have yet been created, meaning that no inventory has been allocated for the bill of material components and no labor time is considered by scheduling and backlog reports.

F = *Firmed*, which means the work order bill of material and work order routing have been created, thus allocating inventory for the bill of material components and including the labor in the routing in work center backlog and scheduling reports. Materials may be issued to a Firm work order but Labor can not be charged.

R = *Released*, which means the order is ready to begin production and an actual start date is automatically assigned. Work Orders can be created as Released or can be released via WO-B Release Work Orders

C = *Closed*, which means the order is completed and no further transactions may be made.

X = *Canceled*, which means all previous transactions (except labor) are reversed and no further transactions may be made.

I = *Indirect*, which is used for work orders set up to record downtime, vacations, sick time, etc., so that all labor, direct and indirect, can be reported via WO-F Enter Labor, WO-M Batch Labor Entry or DATA COLLECTION. These work orders are usually numbered in a separate sequence from standard work orders. Materials can also be issued to Indirect work orders thus providing a vehicle to track inventory pulled from stock for R&D or other non-production use.

Priority
A one character priority code used to help prioritize open work orders. Default values are:

1 = high priority

2 = medium priority

3 = low priority

You can enter additional codes and edit these three at SM-P-G Enter WO Priority Codes

Work orders can optionally be prioritized by scheduled finish date within priority code in the WO-L-B Print Work Order Schedule and the WO-L-C Print Work Center Backlog report. The work order priority is also used to determine which work center queue time is used when running SH-P Lead Time Scheduling

Class

A user defined classification code for any purpose you may have. This is a one character, alphanumeric code, upper case only. The code is used as a selection criterion on certain reports.

Location

The inventory location (plant or warehouse) for this order. This field determines where materials are to be issued to and finished goods inventory is to be updated.

Part #

The item number for the item being manufactured. This must be a valid item number in the inventory file. If you are manufacturing non-stock parts or entering an Indirect work order for tracking non-production costs and labor, you must set up a dummy number or set of dummy numbers that can be used for tracking non-inventory production.

Desc

The inventory description for the item being manufactured. This will copy in automatically from the inventory file, but it may be overridden. If you use a dummy number for non-inventory items, you can enter the actual description of the item or service in this field.

Quantity to Make

The quantity to manufacture for this work order.

Quantity Completed
The number of units that have been completed to date. This field is automatically updated through WO-I Enter Finished Production.

Multiple Dates
The program will ask you if you wish to enter multiple dates. If you answer yes, you can enter an unlimited number of start and finish dates and quantities. Then you can use WO-K-C Create Multi-Date Work Orders to split the work order into multiple work orders for each date and quantity.

Start Date

The planned start date for this work order. If you have set "Use Lead Time Scheduling" to B for Backwards in SD-B Work Orders Defaults the program will skip this field and ask for a *Finish Date*. When you enter a start date, the program will automatically calculate a finish date based on the lead time in the item's inventory master record. This may be overridden. If you leave the start date blank and enter a finish date, the system will calculate a start date for you, again based on the item's lead time. The program will take the Shop Calendar into consideration for this calculation in which case non-work dates entered in SM-H Enter Shop Calendar will be skipped and not included in the calculation of *Finish Date*.

Finish Date

The planned finish date for this work order. If a start date is entered, the program automatically calculates and enters a finish date based on the lead time in the item's inventory master record. This may be overridden. If you leave the start date blank and enter a finish date, the system will calculate a start date for you, again based on the item's lead time. If you are using SH-E Finite Scheduling, or SH-P Lead Time Scheduling running Forward scheduling, the *Finish Date* gets automatically updated each time the program is run.

Using Lead Time Scheduling

The *Start* and *Finish Date* calculation is different if the "Use Lead Time Scheduling" is set to F (Forward) or B (Backward) in SD-B Work Orders Defaults. If set to F, the cursor will stop on the *Start Date* field and, once a *Start Date* is entered, will calculate a *Finish Date*. If the default is set to B, the cursor will skip the *Start Date* field and stop on the *Finish Date* field and, once a *Finish Date* is entered will calculate a *Start Date*. In either case, the calculation of number of days is based on the work order quantity, the time standards in the routing, the

work center queue times for the work order priority value and any lead time of outside processing operations. If Backward scheduling, if the calculated *Start Date* is prior to today, the program will reset the *Start Date* to today and calculate a new *Finish Date*. The *Due Date* will retain the originally entered desired *Finish Date* if the *Finish Date* was recalculated because there was insufficient time to complete all the operations. Regardless whether your default is set to Forward or Backward, when entering a new work order, you can enter either the *Start* or *Finish Date* and the program will calculate the other date. In no cases can a work order be entered with a *Start Date* prior to today. Lead Time Scheduling will not be used regardless of default setting if you enter multiple dates after entering the work order quantity.

When editing an existing work order, the program will recalculate either *Start* or *Finish Date* based on the default setting if either the priority or quantity is changed. If the default setting is Forward Scheduling, you will only be able to edit *Start Date* on an unstarted work order and the program will calculate *Finish Date*. If the work order already has had labor or production reported against it, you will not be able to edit the *Start Date*. If the default setting is Backward Scheduling, you will only be able to edit *Finish Date* and the *Start Date* will be recalculated. If the work order has not yet been started and you move to the date fields and the *Start Date* is prior to today, the *Start Date* will reset to today. In all cases, the *Finish Date* will recalculate based on the remaining production time in uncompleted sequences dating from today.

If you wish to change the calculated date or recalculate in the opposite direction of the default on an existing work order, you must use SH-A Edit WO Start/Finish/Due Dates, SH-B Manually Schedule Work Orders and SH-P Lead Time Scheduling.

Due Date
The due date of this work order, sometimes referred to as the want date. The *Due Date* reflects when the items are needed and can be different than the *Finish Date*, which represents when the items are scheduled to be completed.   If the work order is needed for a specific sales order, the *Due Date* would be the sales order *Customer Due Date*. If this work order is for stock (to meet forecasted demand) or for some higher level assembly, the *Due Date* would be the date needed to meet those requirements.   See Scheduling for more details on how the *Scheduling* module uses the *Due Date* and the *Finish Date*.

Actual Start Date

The actual start date of the work order. This field will automatically be updated when the work order is released.

Act Finish Dt

The actual completion date of the work order. This field will automatically be updated when the work order is closed.

Cust

The customer code of the customer for whom the order is being built. The customer code must be a valid code in the customer file. If you press <Enter> twice, the program assumes the work order is for stock and will automatically display the word STOCK in this field.

Name

The customer name. This will copy in automatically from the customer file.

Attn

The contact person for this customer.

PO

The customer's purchase order number.

Job #

This is a user defined field. It allows you to assign work orders to a master job number so a group of work orders can be tracked together. Work orders, purchase orders, and sales orders can all reference a common job number. This field is used as a selection criterion on certain reports.

Quote #

If this work order was created through ES-E Convert Estimates, the quote number the work order was created from is automatically inserted into this field. You may also use this field as a reference to a quote prepared manually or from another system.

SO #

If the work order was created through SO-N Convert Sales Orders to Work Orders, this is the sales order number from which the work order was derived. This field may also be manually entered as a reference.

Price

The net selling price of this item for this particular order. This is an optional field and is normally left blank for orders being built for stock. The price does not print on the shop traveler.

UM

The price unit of measure for this item as defined in this item's master inventory record.

Change Order Number

Any time you resave a work order, work order routing, or work order bill of material screen, you will be asked *Do you wish to update the Change Order Number?* If you indicate yes, the change order number will be incremented by a value of 1. This allows you to track how many times the work order has been revised.

Estimated Costs

Estimated costs are displayed for material, labor, setup, outside processing, fixed overhead, variable overhead, miscellaneous costs, extra costs, and the total cost for the quantity being produced. These costs can be calculated by the program through a cost rollup of the work order bill of material files, they may be pulled from the estimate file, or they may be manually entered from an outside estimate. The cost rollup uses the current standard cost for each component in its calculations or it gets the costs directly from the related quote in the *Estimating* module.

Actual Costs

These are actual costs that are accumulated as entries are made in WO-F Enter Labor,

WO-G Issue Materials, WO-H Enter Misc/Extra Costs, PO-C Receive Purchase Orders and labor posting using WO-N Post Labor Batches or DC-H Post Labor Transactions. Costs are broken out into material, labor, setup, outside processing, fixed overhead, variable overhead, miscellaneous, extra, and total cost.

Variance

The difference between the estimated costs and the actual costs reported to-date.

%

The percentage variance between the estimated costs and the actual costs reported to-date.

Notes
Unlimited Notes can be entered against the work order and selectively printed on the traveler based on note type.

General Program Operation
Work orders can automatically be generated from sales orders through SO-N Convert Sales Orders to Work Orders, from an estimate through ES-E Convert Estimates, from MRP planned work orders through MR-I Generate Work Orders, or work orders may be entered manually through this program. After creating a work order, you may edit or view the order by entering the work order number or by selecting one by clicking on the *Lookup* icon (or press F2).

To manually enter a new work order, press <Enter> at the work order field if you want the system to assign the next available work order number, or type in a work order number of your choice.

The work order number consists of two parts: a six character prefix and a three character suffix. Work orders share a common prefix in the following situations: if they are tied to a common sales order, if they are a series of multiple deliveries for the same item, or if they are a series of related subassemblies for a common parent product.

The default *Status* code is usually *F* for *Firm*; however, you may specify a different default through SD-B Work Orders Defaults. Status *F* means that when the work order is saved, the system will copy the item's bill of material records to the work order bill of material file, which then allocates against available inventory for each of the bill of material components.

If this work order is scheduled well into the future such that you don't want inventory allocated, you may change the status to *S* for *Scheduled*. *S* type orders do not generate work order bill of material files.

When you eventually change the order status from *S* to *F,* work order bill of material files will be created and component inventory will then be allocated.

NOTE: If an item in the bill of material file is an item type B (phantom), its first level components will also copy into the work order bill of material file when the file gets created.

If you wish to delete the order, you must change the status to *X* for *Canceled* through WO-J Close/Cancel Orders. Then you must go to SM-J-E Purge Work Orders and purge this work order. This is the only way to reverse all material issues made to date, as well as delete the various work order files that are part of the manufacturing process.

Releasing work orders by changing the status code to *R* (*Released*) is normally done through WO-B Release Work Orders, but it can also be done by changing the status field directly within this program. When the work order is released an actual start date is created.

Closing work orders by changing the status code to *C* (*Closed*) is done through WO-J, Close/ Cancel Orders. When the work order is closed an actual finish date is created. You cannot directly close a work order through this program.

Priority codes will automatically display in a window. The *Priority Code* is used as a means of filtering work orders in various reports and scheduling programs.

You may assign a *Class* (classification) code of your own meaning, if you wish. This code serves as a selection criterion on various reports.

Enter the *Location* for this work order. The *Location* must be a valid *Location* in the *Location* file and the item to be manufactured must already be assigned to this *Location* via IN-L-B Enter/Assign Locations.

Enter the item number of the item being manufactured, or select a item number by clicking on the *Lookup* icon (or press F2). If you are manufacturing a non-inventory item, you must use a generic (dummy) item number or set of dummy item numbers that can be used for non-stock orders.

The inventory description will automatically be displayed. You may override this, if desired. In the case of non-stock items you may enter the actual description of the item or service being performed.

Enter the *Quantity to Make* for the order.

When you arrive at the *Start Date* field, you will be asked if you wish to enter multiple dates. If you say yes, a pop-up window will display a *Start Date*, a *Finish Date*, and a *Quantity*. You may enter an unlimited number of start/finish date combinations. Any time you wish to view the dates already entered, press the F2 key. If you want to delete a date already entered, press F4 while it is displayed. When you are finished entering multiple dates, press <Esc>. If the total of quantities by date is less than the Work order quantity, you will be warned to that effect.

If you answer no to the multiple date prompt, you may enter a single *Start Date* and *Finish Date*. These dates are used for scheduling purposes and may be changed at any time.

All dates feature forward or backward scheduling. If you enter a start date, the system checks the *Lead Time* field in the item's inventory record and automatically creates a finish date. If you press <Enter> and skip the start date and enter a finish date, the system counts the number of days backwards and creates a start date. These dates may all be manually overridden. If you have chosen to use forward or backward lead time scheduling, then the program will calculate the dates using the actual work order quantity and routing time standards and will not allow the calculated date to be overridden.

Enter the *Due Date*. This may or may not be the same as the *Finish Date*. See *Field Explanations* above for more information on how the *Due Date* is used.

The *Cust* is the customer's code from the customer master file. The customer name will automatically be displayed. If you press <Enter> twice instead of entering a customer code, the word STOCK will automatically be displayed and the program assumes that this work

order is being built for inventory.

The *Attn* field refers to the customer's contact person for this order and the *PO#* field is the customer's purchase order number.

You may enter a *Job #*. The job number is a user defined field which allows you to group work orders together for tracking purposes. Several status reports allow you to select work orders by job number.

The *Quote #* field can be used as a reference to the quote or estimate that generated the work order. If this work order was created through ES-E, Convert Estimates, this field will automatically display the quote number from the converted estimate.

The *SO#* field refers to the sales order from which this work order was generated. You may enter the selling *Price* for the item. This is used by the *Job Cost* report for profit reporting. The price does not print on the shop traveler.

The *Actual Start Date* (actual start date) will be automatically created by the system when the order status is changed to R for released. The *Actual Finish Date* will be automatically created by the system when the order status is changed to "C" for closed through WO-J Close/Cancel Orders. The *Quantity Completed* field will be automatically updated by the system as parts are completed through WO-I Enter Finished Production.

If you wish to manually enter estimated costs from an outside estimate for material, labor, setup, outside processing, fixed overhead, variable overhead, miscellaneous costs, or extra costs, you may do so in the *Estimate* costs column.

If you wish to have the system automatically calculate the estimated costs by performing a cost rollup on the work order routing and bill of material files, you would save the work order either by clicking on the *Save* button (or press F10) or by pressing <Enter> until you are asked if you want to save the work order.

After verifying that you want to save the order, you are asked if you want the system to update the estimated costs automatically. If you indicate no, the manually entered costs are displayed. If you indicate yes, the program will automatically generate estimated costs for the quantity to be manufactured and insert the values into the various estimated cost fields. If there is a value in the *Quote* field, the program assumes that the estimated costs came from an estimate and will not prompt to have the estimates calculated automatically.

Actual production costs will be posted to the *Actual* cost column as production takes place, and you will see a *Variance* amount and a *%* (percent) variance calculated in the remaining two columns.

Changing a Work Order
The item to be manufactured on a Work Order can not be changed. Work order dates, quantities, and other fields may be changed at any time. Simply type in the work order number or select one by clicking on the *Lookup* icon (or press F2). Advance through the fields by pressing <Enter> and make whatever changes are desired. Click on the *Save* button (or press F10) to save the order when you are finished. If Lead Time Scheduling is enabled and the priority or quantity is changed, the *Start* or *Finish Date* will be recalculated depending whether you are set for forward or backward scheduling. Also, if Lead Time Scheduling is enabled, you will only be able to edit *Start Date* if you are set for Forward Scheduling or edit *Finish Date* if you are set for Backward Scheduling in the default. The

other date will be calculated. You must use SH-A Edit WO Start/Finish/Due Dates if you need to edit the other dates.

Whenever you resave an existing order you will receive two prompts. First you will be asked if you want the estimated costs to be automatically calculated. If you say yes, the system will perform a cost rollup on the work order routing and bill of material files. This prompt will not be presented if there is a value in the *Quote* field.

The second prompt asks if you wish to update the change order number. The *Change Order # * provides a means of tracking how many times this order has been changed from the original entry. If you indicate yes, the system will increment the change order number by a value of one.

If you have changed the Estimated Ship Date or Due Date and the work order was converted from a sales order, you may also be prompted whether to update the corresponding sales order dates based on default settings.

Copying a Work Order
If you click Copy WO you will be given the opportunity to enter a new WO number. If you leave it blank, the next WO will be assigned. If the WO being copied is a "-1" Work Order, you will also be able to copy all the dash numbers for the Work Order to the new set. Once the new Work Order(s) are generated, you will need to manually edit the Scheduled Start and Finish dates to current dates.

Closing a Work Order
Work orders are closed through WO-J Close/Cancel Orders, which changes the order status code to *C*. This automatically creates an actual finish date and disallows further transactions being made against this work order.

Canceling or Deleting a Work Order
You may cancel a work order through WO-J Close/Cancel Orders, which changes the work order to status *X*. Canceling the work order prevents further transactions from being made and reverses all material issues returning the material to stock.

Reopening a Closed Work Order
You can reopen a closed or canceled work order by bringing it back up on the screen and changing its *Status* field from status *C* or *X* to status *F* or *R*. Resave the work order. The work order is now live again and can receive additional transactions.

Viewing Material, Labor, and Outside Processing Status
The *Enter Work Orders* screen also serves as an inquiry screen for work order status. While a work order is on the screen you can click on the *Materials* button (or press F5) to see the status of all work order bill of material components, the *Labor* button (or press F6) to see labor and quantity complete by sequence and the *Out Proc* button (or press F7) to see the quantity and PO for outside processing sequences. It is recommended that Work Order Inquiry be done using DC-I Work Order Inquiry rather than this program as the Inquiry program does not allow the user to make any changes and does not lock any data files.

Processing
When the work order is saved, the following processing takes place.

 The *On Work Order* field for the item is updated.

If the work order is status *F* or *R*, a work order routing and work order bill of material is created.

The estimated labor and setup hours for each routing operation are added to the backlog for each work center.

The *Allocated* field is updated for each component in the work order bill of material by each component's total quantity required.

If you answer yes to *Do you want the Estimated costs recalculated?*, a cost rollup is performed by adding up the labor and setup through all operations in the work order routing and multiplying them by the current standard rates for each work center. For outside processing the system uses the estimated outside processing cost(s) copied over from the standard routing. For material the system adds up the total quantity required for each component multiplied by the component's current standard cost.

If you change an existing work order, the following processing takes place.

If the work order is status *S* and is changed to either status *F* or *R*, a work order routing and bill of material is created. This adds labor and setup hours to the backlog for each work center and updates the *Allocated* field for each component in the bill of material. Conversely, if a Work Order is status *F* or *R* and is changed to *S* the program strips off the Work Order Bill of Materials and Routing and reverses all allocations. This can only be done if no transactions have been processed against the work order.

If you change the quantity to make, the program will revise the *On Work Order* quantity for the parent product and will recalculate the estimated labor and setup hours for each operation in the work order routing and update all component allocations.

If you answer yes to *Do you want the Estimated costs recalculated?* the program will perform a new cost rollup as follows. The revised estimated hours for labor and setup are multiplied by the current standard rates for each work center. Outside processing cost(s) will be recalculated and added together for a total outside processing cost. The estimated cost for each component in the work order bill of material will be recalculated with the new quantity multiplied by the current standard cost, then all added together for a total material cost.

If you answer yes to *Do you wish to update the Change Order no.?*, the change order number will be incremented upward by a value of one.

If you close a work order, which changes the work order status field to *C*, the following processing takes place.

The *On Work Order* status field for the parent product is reversed by any uncompleted quantity remaining from the original quantity to make.

Any remaining estimated labor and setup hours will no longer be included in the backlog of the work centers.

Any quantities remaining to be issued for any of the components in the work order bill of material will be reversed for each component's *Allocated* status field.

Any remaining quantity issued amounts for any components that exceed the quantities depleted when finished goods are received to inventory are reversed in each component's *In Work-in-Process* status field.

No further transactions will be allowed against this work order.

You can not close a Work Order that has unreceived Purchase Orders or unposted labor against it.

If you reopen a closed work order by changing its status from *C* to *R* (released) or *F* (firmed), the following processing takes place.

The *On Work Order* status field for the parent product is updated for the quantity remaining to be made.

The estimated labor and setup hours remaining are added to the backlog for each work center.

The quantity remaining to be issued is added to the *Allocated* status field for each work order bill of material component.

If you change an existing work order to status *X* (canceled), which cancels the work order, the following processing takes place.

The quantity *On Work Order* for the parent product is reversed.

The estimated labor and setup hours will no longer be included in the backlog for each work center.

The *Allocated* amounts for any non-issued materials will be reversed.

Any remaining quantity issued amounts for any components that exceed the quantities depleted when finished goods are received to inventory are reversed in each component's *In Work-in-Process* status field.

You can not close or cancel a Work Order that has unreceived Purchase Orders or unposted labor against it.

2.1.3   WO-B Release Work Orders

WO-B Release Work Orders

Purpose of Program
Use this program to change the status of a work order or range of work orders from status *F* (firmed) to status *R* (released) or from S (Scheduled) to either Firmed or Released or from Released back to Firmed. When a work order is released, an actual start date is automatically created in the work order header, which can be viewed through WO-A Enter Work Orders. The program also optionally produces a shortage report which lists any

components in the work order bill of material that lack sufficient inventory to cover this order plus other outstanding work order allocations.

A released work order is considered "Live" and in production. The system will not allow labor to be charged to a work order until the work order is released.

General Program Operation
You may enter a from/thru range of work orders by typing in the work order numbers or by selecting work orders from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

You may also select work orders by a range of start dates. This will allow you to release all work orders scheduled to start in a particular week, for example, with one transaction. You are also asked if you want a shortage report. You can also indicate the status to change to; the default is R

After the program finishes processing, it produces an automatic report which you may view on the screen or print. The report is a listing of the work orders that were released. If you asked for a shortage report, it will print as well.

The shortage report will list any component that does not have enough on-hand inventory to fulfill any open orders that need that component. The quantity required for this order is found in the *Required* column, while the total quantity needed for all work orders is in the *Allocated* column. You may technically have enough stock on hand for a component to satisfy this work order, but you could be taking the component from another work order that needs it.

2.1.4   WO-C Print Travelers

WO-C Print Travelers

Purpose of Program
Use this program to print shop travelers for a work order or range of work orders. The shop traveler is a document that normally travels with the order around the shop floor and provides all instructions and information needed by the shop to manufacture the item.

Shop Traveler Elements
The shop traveler is divided into the following sections.

Header
The header section lists the work order number, the item being produced, the start and finish dates, the customer, sales order, purchase order, and other related order header information.

Specifications
If specifications are maintained in the *Specifications* window in the inventory file (see IN-B Enter Inventory) for this item, they will print in this section.

Instructions/Notes
Any notes associated with the Item, Work Order, associated Sales Order or customer and of

a Note Type designated to print on the traveler are printed in this section.

Work Order Schedule

If multiple start/finish dates and quantities were specified for this order, they will be printed in this section.

Job Schedule

If other work orders share the same work order prefix number, their work order numbers, item numbers, start/finish dates, and quantities will print in this section for cross-reference purposes.

Routing

All sequences (operations) and related fields print in this section. If components were specified for specific sequences, they will optionally print within those sequences as well as in the bill of materials section at the end of the traveler. The print formats optionally include fields for quality control sign-offs.

Bill of Materials

All components and total quantities required print in this section. If any components are part of a second level "Phantom"assembly, they will print separately and will be labeled as phantom components. Any BOM Notes designated to print onthe trabeler will also print here.

Options Selected

If the work order was generated from a sales order with options selected (through the *Features & Options* system), the options selected for this item will print in this section.

Linked Documents

If images or documents have been linked to the parent and/or component parts or to the work order itself, you can print the linked items on or with the traveler. Image documents such as JPG or GIF can print on the traveler itself as thumbnails and other file types such as PDF, DOC will print after the traveler.

General Program Operation

Indicate whether you want Active or Archived Work Orders (Default is Active) and indicate whether to print all as yet unprinted travelers within the range specified. Select a from/thru range of work orders by typing in the work order numbers or selecting work orders from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button) and limit by estimated start date. .

The default Status values are R & F; you would generally never print closed and canceled work orders unless there was a need for a file copy after the fact.

If you have assigned work orders to job numbers, you can select all work orders by a from/thru range of job numbers.

You can then indicate whether you want to print the associated linked documents. P will print documents linked to the Parent item on the work order, C will print links associated with the components, Y will print all links associated with either parents or components and N will print none. The links to inventory items are established at IN-B Enter Inventory and must be designated as Y to print with Traveler to be included.

Next, indicate whether you want to include bar code. If Y, then the traveler will include the work order and routing sequence numbers in bar code for ease of labor entry via Data

Collection.

You are then asked if you wish to include bill of material remarks. If you enter Y, any components in the work order bill of materials that have remarks defined in the standard bill of material will have the remarks printed directly underneath their listings in the bill of materials section of the traveler.

If you are using *Features & Options* you can have any comments that were entered during sales order entry print with related bill of material components by answering Y to the *Print BOM Comments?* field.

Next, you are asked if you want the job schedule printed. If you enter Y, this work order and any other work orders with the same work order prefix will print in the job schedule section of the traveler. If you enter N, the job schedule section will not print at all.

You can then specify whether you want the *Short Form* or not. The short form displays fewer fields and is for companies that want a simple listing of the steps to be performed.

You can next specify whether to print Drawing, Revision and ECO information

If you answer Y to *Print Materials in Seqs?,* any bill of material components assigned to specific labor sequences will print within those sequences on the shop traveler.

You can optionally suppress the printing of the bill of material section, the machine and tool fields, and the inspection sign-off fields.

If you answer Y to *Print Multi-Routings?,* then any increment in the Routing # will force a page break on the printed traveler.

You can also indicate whether the sequences should print in Ascending or Descending order. Some manufacturers choose to print in descending order so they can tear off each sequence from the bottom of the sheet as it is completed and turn it in for labor reporting to the office.

Item and Routing Specifications can be included and either All, Default only or No Bin locations (if WAREHOUSE CONTROL is enabled) and Customer Cross Reference number can be included.

The program can also produce a separate Pick List, it can automatically release Firm orders and can print labels to be affixed to items as they are made.

Defaults can be established for all these settings through SD-B Work Orders Defaults.

2.1.5   WO-D Print Pick Lists

WO-D Print Pick Lists

Purpose of Program
Use this program to get a listing of the components that must be pulled from stock for a work order or range of work orders.

If a component is repeated in several places within the work order bill of material, it will be

consolidated into a single quantity for stock picking purposes. The bill of material printed on the shop traveler (the printing of which can be suppressed) does not consolidate components in this manner.

The pick list prints the quantities remaining to be issued, not the original quantity required. Therefore you can print a pick list midway through a work order and it will be restricted to components that have not yet been issued.

A range of work orders by work order number or by job number can be consolidated into a single pick list.

The pick list shows the component item number, description, quantity, unit of measure, bin location, and offers an entry column for recording quantities, lot numbers, serial numbers, etc.

Consolidated Pick List

If you choose to print a consolidate pick list for a product structure with multiple levels in the bill of material, the printed pick list will <u>not</u> include any work order parent parts within the work order range selected. Only the components of the work orders selected will print on the pick list. Otherwise you would have both subassemblies (parent parts on lower level work orders) and components mixed together, which would not only be confusing, but it would be in a sense double inventory since the subassemblies and their components, once assembled, are the same thing. Therefore the consolidated pick list is confined to components only.

In some situations the range of work orders is limited to one or two levels down the product structure, in which case there may be lower level subassemblies that are already completed that may be desirable to be shown on the pick list. The consolidate pick list contains a section at the end titled *Parent Assemblies Outside the WO Selection Range*. Any parent parts that are on lower level work orders, but are outside the work order range selected, will be listed in this section.

General Program Operation

Enter a from/thru range of work order numbers by entering the work order number or selecting work orders from a lookup window via the F2 key. You may also select a range of work orders by a from/thru range of job numbers.

If you want the range of work orders consolidated into a single pick list, check the *Consolidated Pick List?* checkbox.

You can sort the pick list by item number or by bin location, and you can have the second line of product description printed or not.

You can choose to have approved substitute parts, defined in BM-J Enter Approved Substitutes, print underneath each standard component. If the standard component is not available, the substitute would be used. You can also limit by component type, RoHS status, suppress or include items with a 0 quantity required and include the current on hand quantity of components in addition to the required quantity. You can print a blank line between items to make it easier to hand write a quantity issued, print all, Default or No Bin Locations and include linked documents.

2.1.6 WO-E Print Labor Cards/Labels

WO-E Print Labor Cards/Labels

Purpose of Program

Use this program to print either 3 x 5 labor cards or 1x 3-1/2adhesive labels for each labor sequence (operation). Labor cards or tickets are used as documents to help capture daily labor for reporting in WO-F Enter Labor or WO-M Batch Labor Entry.

Labor cards or labels are normally included with the shop traveler and a drawing in a shop packet. Many people enclose these documents in a clear plastic jacket.

Each sequence is printed on a separate card or label. The worker is given a card or label upon starting an operation. The start and stop times are either written in or punched on a time clock, and the number of pieces produced are recorded.

Cards and labels are gathered each day and are entered through WO-F Enter Labor or WO-M Batch Labor Entry either at the end of the day or first thing the next morning. Through this process work order status and job costing are updated in a timely fashion.

Labor cards are designed to print on 3-1/2x 6 cards (Avery SKU #4167).

General Program Operation

You may select a from/thru range of work orders by typing in the work order numbers or by selecting work orders from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

Next, indicate whether you want labor cards or adhesive labels. If you want labor cards, enter an "L". If you want adhesive labels, enter an "A". Indicate the number of cards or labels you want per operation.

It is common to print more cards/labels than are actually needed so you do not run short out on the factory floor.

2.1.7 WO-F Enter Labor

WO-F Enter Labor

Purpose of Program

Use this program to report labor transactions to work orders or to change previously reported labor transactions.

Use this program if you need to report advanced functions such as machine designation, number of jobs worked, rework, QC codes, number in team, and scrap codes. See *Field Explanations* below for descriptions of these functions. If all you need to enter are start and finish times and quantities, you can use WO-M Batch Labor Entry as an alternative, which provides for much faster data entry.

This program will charge labor costs to the work order at either actual payroll rates or at work center standard rates. Overhead costs are automatically charged to work orders based on

the hours reported. The overhead cost will either be an hourly rate or a percentage of labor. Work order defaults for these and other parameters are set up in SD-B Work Orders Defaults.

Recording labor serves two basic purposes: one, it provides valuable work order costing information, and two, it updates the status of the work order so that it can readily be seen how many pieces have been produced through what sequence (operation), and what remains to be completed.

Field Explanations

Work Date
The date the labor transaction occurred. The default date is the computer date, but it may be overridden. Once changed, the date stays the same on all succeeding screens until changed again.

Employee No
The employee number. Once selected, the employee number stays on the screen for all succeeding transactions until a new employee number is selected. To the field's right will be displayed the employee last name and first name.

Work Order
The work order number to which the labor is to be recorded. The work order parent part and description display under the work order number.

Sequence No
The sequence number on this work order to which the labor is to be recorded.

Machine
This field is only used if you are manually scheduling machines. If the sequence being entered was assigned in the work order routing to a machine, this field and defaults to the machine originally specified. If the work was performed on a different machine, you can override the default and specify the machine actually used.

Reg/Over/Dbl
A code which indicates the pay rate in effect at the time this labor transaction was performed. This field is only used if labor is to be posted using actual wage rates, as setup in SD-B Work Orders Defaults. The field values are as follows.

R = regular time

O = overtime

D = double time

The default value is R.

If you are using Status "I" work orders to record indirect labor, the following values are also accepted.

H = holiday time

S = sick time

V = vacation time

Shift

The shift on which this labor transaction occurred. The default value is "1".

Jobs Worked

The number of work orders this employee was working on at the time this labor transaction occurred. For example, an employee could be simultaneously operating two machines, each running a separate work order. The program will take the labor rate and divide it by the value in this field so that work orders are not overcharged for direct labor. The default value is "1".

Setup?
If this entry is to record setup time, enter a Y. The cursor will move to the *Setup Hrs* field and will not proceed to the rest of the fields.

Setup Hours

The setup time in decimal hours being reported for this operation.

Rework?

If the labor to be reported is for rework, enter a Y. If so, you will be prompted for a QC code (see explanation below).

QC Code

The code from the QC code file in the Routings module which describes this rework labor entry. QC codes provide a means of tracking rework labor to specific reasons so that progress in reducing or controlling rework labor can be monitored.

Run Hours

The run time in decimal hours being reported for this operation.

% Complete

The current percent complete of the operation. This can be used instead of a quantity complete in the case of a Job Shop making one "Job" rather than manufacturing a number of pieces of an item. The percent entered is the current status, not the difference since the previous entry. Thus if an operation had previously been reported as 30% complete and is now finished, 100% would be entered here and the program would calculate that an incremental entry of 70% needs to be made. The current percent complete is displayed to the right for reference. Values less than the current status or greater than 100% are not allowed.

Qty Completed

The number of pieces produced for this labor entry. This will be calculated if a % Complete is entered

Persons/Team

If this employee was part of a work team, the number of people in that work team. The program will take the quantity completed and divide it by this field value so as not to overstate

the quantity produced. The default value is "1".

Be aware that the work center's overhead will also be divided by this field value, so when you are assigning overhead rates in RO-C Enter Work Centers to a work center that is used by teams, make sure the rate is set at a machine or work center rate rather than an employee-related rate.

Qty Scrapped

The unplanned scrap of the parent product that occurred during this transaction. If you enter a value in this field, you will be prompted for a scrap code (see explanation below). If your default is set to close the work order short by the scrap quantity, the start quantity by sequence from this sequence onward will be reduced. If the intent is to issue additional material to make up for the scrapped item so that the total work order quantity will be completed, then the sequence start quantity and work order balance required will not be reduced and you need to issue the replacement material as a quantity scrapped in WO-G Issue Materials.

Scrap Code

The code from the scrap code file in the Routings module which describes the scrap entry in the previous field. Scrap codes provide a means of tracking unplanned scrap to specific reasons so that progress in reducing or controlling scrap can be monitored.

Is this sequence now complete?

If the setting for updating the actual sequence start and finish date is set to Y in SD-E Scheduling Defaults you will be prompted to indicate whether the sequence is complete. If it is marked as complete, regardless of the number of parts or % complete reported, the scheduling programs will not attempt to include the sequence in the schedule.

General Program Operation
Press <Enter> to accept the computer date as the transaction date for this labor transaction, or enter the correct date if different. Whatever date is entered the first time remains on the screen until another date is entered.

Enter the employee number from the employee file or select the number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The employee's last name and first name will automatically be displayed in the next two fields.

Enter the work order number or select a work order number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The item number of the item being manufactured and its inventory description will automatically be displayed in the next two fields so that you can verify that the correct work order number was entered.

Indicate the sequence number to which the labor or setup was performed. The sequence must be a valid sequence as defined in this work order's routing file.

NOTE: If you realize you have made a mistake on a previous field entry (such as date or employee number) and try to use the up arrow to go back and change it, the program will not allow you to move off of a blank entry (such as Work Order number) because it is attempting to ensure it is a valid entry and "blank" is not valid. Type in ANY valid value for the field you are trying to move up from but do not press <Enter> to advance to the next empty field, then

press the up arrow and you can move back and correct an erroneous entry.

Press <Enter> if you wish to accept the default value of *R* (regular time) for the labor rate. If this labor is to be posted at the employee's overtime rate, enter an *O*, and if the labor is to be posted at a double time rate, enter a *D*. If in SD-B Work Orders Defaults you have indicated that work center standard rates are to be used for costing, the program ignores this field. You may also enter indirect labor for holiday, vacation, and sick time to type I work orders; see WO-A Enter Work Orders for details.

Press <Enter> if you wish to accept the default value of "1" for the shift. You may enter a shift number. The system does nothing with these values, but they could be used in reports comparing the performance of one shift with another.

Press <Enter> if you wish to accept the default value of "1" for the *# Jobs Worked* field. If this employee was working on two or more work orders at the same time, indicate the number of jobs in this field. Based on default settings, the program will divide the labor and overhead rates by this value and charge each work order a share of the direct labor and overhead cost rather than the full cost.

If the labor transaction is for setup, answer Y to the *Setup?* prompt. The cursor will then move to the *Setup Hrs* field. If you enter an N, the cursor will bypass the *Setup Hrs* field.

If you are entering run hours, first indicate if the labor is for *Rework*.

"N" means the labor is not Rework. While "Y" is the obvious alternate entry, the field will accept any value so you can classify rework by different rework codes for reporting purposes in JC-C Print Labor Transactions and other job Cost report. If you enter anything other than "N", you will be prompted for a *QC Code* in a pop-up window so that you can specify what caused the rework labor (for statistical purposes). You can enter the QC code or select one from a pop-up window by pressing F2 (or clicking on the *Lookup* button). QC codes are set up in RO-F Enter QC Codes. Tracking rework labor to specific QC codes can be a valuable part of an overall quality assurance program.

Enter the run hours for this transaction in decimal hours. For example, one hour and 45 minutes would be entered as 1.75 hours.

Enter the % complete or quantity completed in units for this transaction.

Press <Enter> if you wish to accept the default value of "1" for the *#Persons/Team* field. If this employee was part of a work team, enter the number of employees that comprised the work team. The program will divide the quantity completed by the number of employees so that each employee gets credited with a share of the actual production and the total quantity does not get overstated.

Enter the *Qty Scrapped*, if applicable. If the employee is reporting a total of 25 parts of which 4 were scrap, the *Qty Complete* should be reported as 21 (the number of good parts) and the *Qty Scrapped* as 4. You will then be prompted in a pop-up window to enter a *Scrap Code* from the scrap code file (see RO-G Enter Scrap Codes) which best describes the reason for the scrap. This is optional. You may enter the scrap code or select a scrap code from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The scrap code description will automatically be displayed. Tracking unplanned scrap to specific scrap codes

can be a valuable part of an overall quality assurance program.

Finally, indicate whether to mark the sequence as complete.

Once you've reached the end of the screen, the system will ask you if you want to save the record. You can also save the record from any point on the screen by pressing the F10 key (or clicking on the *Save* button).

Editing Previous Entries

You may edit previously entered transactions to correct for mistakes. Entries made through the Data Collection module or using WO-M Batch Labor Entry that have already been posted via DC-H Post Labor Transactions or WO-N Post Labor Batches should be corrected using WO-K-K Edit Posted DC Labor.

Clear the screen and start with the cursor in the *Work Date* field. Press F2 (or click on the *Lookup* button) and enter the date that the transaction you are looking for took place on. All transactions from that date forward are displayed. Highlight the one you are looking for and press <Enter>.

As soon as you press <Enter> to get to the next field, you will be asked if you wish to back out the transaction. Press <Enter> to accept the Y default. This will completely reverse the processing that occurred and will allow you to make any changes you wish. When you resave the screen, a new transaction gets processed in place of the old one.

To delete a transaction, answer yes to *Do you wish to Backout the transaction?* Press <Esc> without making a new entry or resaving the original entry.

Processing

When a transaction is saved, the following processing occurs.

The labor and setup hours are multiplied by either the employee's wage rate or the standard rates for the work center the work was performed in. Fixed and variable overhead are multiplied either by the hourly rate defined in the work center or by a rate equivalent to a fixed percentage of the labor cost. The costs used are determined in SD-B Work Orders Defaults.

The actual labor and setup hours and quantity completed are posted to the work order routing record for the sequence. The *Percent Completion* for the sequence is recalculated.

The costs for labor, setup, fixed overhead, and variable overhead are posted to the work order header file and can be viewed in WO-A Enter Work Orders. The variance and percent variance with estimated costs are recalculated.

If a machine number was specified for this sequence, the run hours are posted to the machine file in the Routings module.

If a tool number was specified for this sequence, the quantity completed is posted to the tool file in the Routings module.

The labor and overhead costs are debited to the work-in-process account and the absorbed labor and overhead costs are credited to the accounts specified in the Item Class for the

inventory master record for the item being manufactured.

2.1.8   WO-G Issue Materials

WO-G Issue Materials

Purpose of Program

Use this program to issue materials from on-hand inventory to specific work orders. Materials may either be issued from stock individually or as complete sets of the work order bill of material.

The *Issue Materials* program only applies to materials issued from stock. If you are purchasing materials specifically for a work order through the *Purchase Orders* module, the system will bypass inventory and automatically issue the materials to the work order through PO-C Receive Purchase Orders.

General Program Operation

Enter the work order number or select a work order number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). If you want to limit components being issued to those associated with specific Routing sequences you can enter a range of sequences. Either accept the computer date default or enter the date the material was issued. The *Parent Part* (the item number of the item being manufactured) and its description will be displayed.

You may enter a short note in the *Reference* field if there's anything you wish to record regarding this transaction. The reference goes into the inventory transaction file and can be listed on reports.

Individual, List or Kit Issues

There are 3 types of Material issues - Individual, Kit and List which control how the component quantities are entered on the second screen for review prior to processing.

If you enter Y to Kit Issue then the program will suggest issuing all needed materials regardless of stock balances. If you say N meaning individual issues and no Kit logic then the screen will open with all issue quantities at 0 and you can manually enter a quantity per item. L for List is similar to Kit but it will suggest the lesser of the quantity required and the on hand quantity so stock will not be taken negative.

Next, the cursor will skip to the *Qty Issued* field. Enter the number of sets of the bill of material you want issued. If you are issuing individual components you can enter 0 and manually enter issue quantities on the next screen.

After entering the number of sets needed, you will see the work order bill of material displayed with the required quantity for the number of sets requested, the on-hand quantity available and the suggested issue as described above based on whether you answered Y,N or L to the Kit Issue prompt. If an item is on a purchase order tied to the work order, the suggested issue quantity will take into account the PO Quantity. Thus, if a work order needs 25 units of a component and 5 are available in stock, a purchase order can be placed for the 20 needed and this list will suggest issuing the remaining 5 from stock to supplement the PO that has

been placed for the other 20. Any of the suggested issue quantities can be edited by highlighting the line and Clicking Edit, then entering the desired issue quantity. The lower part of the screen detailing each component includes the quantity issued previously and, if a Purchase Order has been issued for the item and is tied to the Work Order, the On PO quantity is also listed.

Once all quantities have been reviewed, click Save and the items will be issued. If you do not wish to issue the items, click Back to return to the initial screen or click Exit and the program will close.

Issuing the Balance Required for all Components
If you select Kit or List and then enter a 0 quantity, the program will issue sufficient stock to bring each component up to 100% issued   This can be helpful when prior issues have been for different partial quantities and you want a simple way to issue the remaining balances.

Adding a component
Once you are on the screen listing the components there is an Add button on the lower left which can be used to add a component not currently on the Bill of Materials. Click Add, enter the desired item number, the quantity to issue and the quantity per assembly and, if WAREHOUSE CONTROL is enabled, the Bin Location. Click OK and you will be prompted to confirm you want to add the item to the BOM and it will be saved.

Lot and Serial Control
If a component is coded to require lot control, processing will stop and you will be asked to enter a lot number. If you enter an existing lot number, processing will continue. If you enter a lot number which is not on file, you will be told that the lot number doesn't exist and you will be asked if you want to add it to the lot file. Existing lot numbers can be looked up via the F2 key (or click on the *Lookup* button).

In a similar fashion to lot control, if a component is coded to require serial control, you will be asked to enter a serial number for each unit being issued. The cursor will continue stopping at the serial number field until it gets a serial number for each unit. If you enter a serial number which is not on file, you will be told that the serial number doesn't exist and you will be asked if you want to add it to the serial file. Existing serial numbers can be looked up via the F2 key (or via the *Lookup* button).

Component Record Locks
If a necessary file for any component is open by another user causing a record lock for that item, the component issue will be posted to a temporary file so that the process is not aborted midway through the Bill of Materials. A message to that effect will appear on the screen. The components thus affected need to be posted at a later time using WO-O Post Material Transactions before the job costing will be correct and the work order can be closed.

Editing Previous Entries
You may edit previous transactions to correct for mistakes. Click the Reverse button on the lower left corner and indicate whether to reverse a work order issue or a PO Receipt, then specify the Work Order, Date and Component part to to get a list of transactions. You can search the list by work order, date, or parent item number. Highlight the transaction you want and press <Enter> or click on it.

Once you press <Enter> to continue, you will be asked *Do you wish to Backout this record?* If you press <Enter> to accept the Y default, the program will reverse all processing that

occurred when the original transaction was made. You can then reenter the transaction, resave the screen, and a new transaction will be processed.

To delete a transaction, bring it up on the screen, indicate that you want to back out the record, then press <Esc> without making a new entry.

Processing
When a material transaction is saved, the following processing takes place.

The material cost is calculated by taking the current inventory average cost for each component multiplied by the quantity issued or scrapped.

The cost and quantity issued are posted to the work order bill of material file. The *Percent Issued* for the component is recalculated.

The cost is posted to the work order header file, where it may be viewed through WO-A Enter Work Orders or DC-I Work Order Inquiry. Material component costs get posted to the *Actual Materials* field; labor component costs get posted to the *Actual Labor* field. The *Variance* and *Percent Variance* with estimated costs are recalculated.

The *On-Hand* quantity for the component is reduced, the *In Work-in-Process* quantity is increased, and the *Allocated* quantity is decreased.

The *Asset* account defined in the item class for the inventory master record for the component is credited and the *Work-in-Process* account for the item being manufactured is debited.

A record of the transaction is made in the inventory transaction file and the Work Order material transaction file.

If a lot control entry was made, the lot file gets updated. If serial file entries were made, the serial number file gets updated.

2.1.9   WO-H Enter Misc/Extra Costs

WO-H Enter Misc/Extra Costs

Purpose of Program
If you are using the *Estimating* module, you can include miscellaneous or extra costs in your estimate. Miscellaneous costs pertain to specific routing sequences and are often used to for tooling charges. Extra costs are tied to the estimate as a whole, not to specific routing sequences, and can accommodate charges such as engineering, letter of credit fees, etc.

Use this program to enter actual miscellaneous or extra charges for comparison to estimated extra charges in JC-A Print Job Cost Report.

Default values for the *Extra Cost GL Acct* and the *Misc Cost GL Acct* are set up in AD-A General Ledger Defaults.

General Program Operation

Enter the work order number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). Enter either a miscellaneous cost and description or an extra cost and description.

A default *General Ledger* account code (set up in AD-A General Ledger Defaults) will display. You may accept the account code or override it.

Processing

When the record is saved, the cost will be posted to the miscellaneous or extra cost file and to the work order file.

The *Work-in-Process* GL account of the item class for the work order parent item number will be debited, and the *Miscellaneous* or *Extra Cost* GL account will be credited.

2.1.10   WO-I Enter Finished Production

WO-I Enter Finished Production

Purpose of Program

Use this program to record the completion of finished goods. Finished goods are put into inventory, from which they can be shipped to customers or used as subassemblies in other products.

You do not have to wait until the order is closed to report completed items. It is not uncommon for production runs to take place over weeks and even months, during which finished goods are being produced.

As you make transactions you are given the choice of using the standard or actual cost to update the inventory average cost, which is then used to calculate the cost of goods sold when the item gets shipped, or is used as the cost that gets rolled up into a higher level assembly.

General Program Operation

Press <Enter> to accept the computer date or enter the date the finished goods were completed. Enter the work order number or select a work order from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

The parent part (the item being manufactured) and its description will be displayed.

You are then asked *Do you wish to rebuild the summarized actual costs in WO-A from the detail transaction files?* The *Actual* cost column totals displayed in WO-A Enter Work Orders are the total accumulated costs to date for the work order. This program uses the TOTAL COST at the bottom of the column for making the balancing entry on the final quantity reported for this work order (see further below how the final quantity is handled). If you answer Y, the program will rebuild the actual cost totals from the detail transaction files to insure complete cost accuracy. In general it is only necessary to run the rebuild routine on the final quantity reported, although it does no harm whatsoever to run it for interim

transactions; it just creates a delay while the rebuild routine does its processing.

A *Reference* field is available for making a short note that will go into the inventory transaction file and can appear as a reference on reports.

The *Quantity to Make* field shows you the original order quantity for the work order and the *Qty Completed TD* field shows you how many units have been completed to date. Both fields are for reference only.

Enter the *Quantity Good Completed* for this transaction. If you enter a quantity that causes the total *Qty Completed TD* to exceed the original work order *Quantity to Make,* you are asked the following.

Total quantity completed exceeds the "Qty to Make" for the work order. Do you wish to make the "Qty to Make" to be equal to the quantity completed?

Some companies routinely make production overruns but want to keep the original work order quantity as a reference to track the frequency and quantity of overruns, in which case they would answer N to the above question. On the other hand, some companies regard the original quantity to make as just a rough guideline and don't really know how much the will actually make until the work order is finished, in which case they might want to answer Y to the above so that the work order quantity equals the finished quantity.

Enter the *Scrap Quantity, Scrap Code* and *Scrap Desc* for any assemblies to be charged as scrap. Depending on the default setting in the cost of the scrap items will be amortized among the good parts, posted separately, or you will be prompted which way to post the scrap costs. The balance of the parts to be completed on the work order may also be reduced by the scrap, also depending on the default setting.

Parts can also be placed on NCR for further review and eventual disposition in QC-F-C Disposition NCR

After entering the *Quantity Good and Scrap Completed* and answering the above question (if applicable), you are then asked the following:

Is this the final quantity to be entered for this work order? If YES, the program will calculate a unit cost that balances total work order actual costs with all previously reported finished production.

If you answer Y to the above question, the program will calculate the cost such that the cost of this receipt added to all previously reported transactions equals the total cost of the order, thus ensuring that all costs that were reported to the work order (work-in-process) equal the costs for finished production (inventory). If you know that all costs reported to date to the work order apply to the items being completed and want to zero out the net cost in the work order, you can answer Y to this question even if it is not the final receipt.

If you answer N to the above question, indicate whether you wish to use the standard cost or the actual cost. If you enter Y for *Use Std Cost?,* the system will insert the current total standard cost into the next field which will then be the cost used in the average cost calculation when the finished items add to inventory. The standard cost is often used for partial receipts where it is difficult if not impossible to determine a per unit cost until the work order is fully completed.

If you don't want to use the standard cost, the program will calculate an actual cost based on costs reported to-date. If all costs are not in yet, the program uses a combination of actual and estimated costs, resulting in an approximate actual cost. You can manually override the calculated actual cost and insert an estimated cost, if you wish.

Whatever the source, the cost entered in the *Actual Unit Cost* field is the cost used to recalculate the inventory average cost for the item.

If you don't use the balancing routine for the final quantity (some companies report all transactions at standard cost) then when the work order is closed the program will make a variance posting to the WIP Variance account defined in AD-A General Ledger Defaults to zero out the balance in WIP. You can use JC-Q Print Work Order Receipts to get a listing of Finished Production Receipts, Scrap receipts, and WIP Variance postings.

If the item is coded in the inventory file for lot control, you will be required to enter a lot number. If the lot number does not exist, you will be asked if you wish to add it and whether you wish to enter any notes.

In a similar fashion, if the item is coded to require serial control, you will be required to enter a serial number for each unit completed. If you have entered parameters for automatic generation of Serial Numbers at SC-G Enter Serial Generation Parameters then when you click the "Auto Generate" button, the program will display the next serial number in the series. You can accept it or change it, enter an expiration date if applicable, and then click process and the program will generate all the serial numbers needed and save the last number used back to the Serial Parameters file. If any serial number that it is trying to create already exists, the number will be skipped and the next available number will be used.

When you are at the end of the screen you will be asked if you wish to save the record, or you may save the record from any point on the screen by pressing the F10 key (or clicking on the *Save* button).

Backflushing Materials

If you have *Backflush Materials at Enter Finished Production?* set to Y in SD-B Work Orders Defaults then once the quantity completed is entered, you will be prompted to backflush materials. If you answer Y, the components required for the quantity of end items completed will be pulled from inventory into the work order similar to a kit issue in WO-G Issue Materials.

If you have *Backflush Materials at Enter Finished Production?* set to A in SD-B Work Orders Defaults then the backflush will always occur without prompting.

If you have *Backflush Materials at Enter Finished Production?* set to B in SD-B Work Orders Defaults then the balance of components needed for the total assembly quantity completed will be backflushed without prompting unless the quantity complete being reported is a negative, in which case you will be prompted and backflushing of the indicated quantity of assemblies will be processed regardless of balance needed.

In all cases, components flagged in BM-A Enter Bills of Material to be excluded from backflushing for scrap assemblies will only be backflushed for the good parts.

Component Record Locks

If a necessary file for any component is open by another user causing a record lock for that item, the component issue will be posted to a temporary file so that the backflushing process is not aborted midway through the Bill of Materials. A message to that effect will appear on the screen. The components thus affected need to be posted at a later time using WO-O Post Material Transactions before the job costing will be correct and the work order can be closed.

Multi-Yield Work Order
A multi-yield work order is a single work order that produces multiple different outputs, as in the case where a single sheet of metal is cut into a number of different parts. The work order is set up under a type N Part number defined in IN-B Enter Inventory as a "Multi-yield placeholder". When WO-I determines that the part on a work order is a placeholder part, the program prompts for processing a multi-yield work order. You are then asked whether to proportion material costs by Weight, Foot Factor, or Each (W/F/E) and whether to use standard cost. You are then presented with a screen for entering the list of parts and quantities made. Once the list has been entered, click Process and you will then be offered the opportunity to modify the calculated labor percentages because the distribution of material and labor cost may be different. Once you have made any desired corrections to labor percentages, click process and the enter Finished Production will be processed for each item and the proportional costs assigned. If you have chosen to use standard cost, any doifference between the calculated proportional cost and standard will be posted as a variance.

Closing the Work order
If you have *Close Work Order at Enter Finished Production?* set to Y in SD-B Work Orders Defaults and the total quantity completed equals or exceeds the work order quantity, then you will be prompted to close the work order. Generally this would be done only if all costs have been fully reported.

Editing Previous Entries
If you wish to change a previous entry, press F2 (or click on the *Lookup* button) while the cursor is in the *Date Received* field. You will get a listing of all finished production entries sorted by work order number and by date within work order. Highlight the entry you wish to change and press <Enter> or click on it. The original record appears on the screen.

If you continue, you will be asked if you wish to back out the record. If yes, you can then move on and change any of the fields and resave the record. The original transaction will be reversed and a new transaction will take its place.

If you wish to delete the record and not change it, go ahead and back out the record, then press <Esc> to leave the screen.

Keep in mind that if *Backflushing at Enter Finished Production* is used, the transaction reversal that takes place is only the Finished Production transaction. The backflushing transactions of components are not reversed.

Processing
When a finished good is received into inventory, the following processing takes place.

 The quantity completed is posted to the work order header file, where it can be viewed through WO-A Enter Work Orders .

 The *On-Hand* quantity for the item is increased and the *On Work Order* quantity is

decreased.

The *In Work-in-Process* quantity for each component in the item's work order bill of material is proportionately decreased by the quantity required to make the finished good quantity being received.

If general ledger posting is switched on in AD-A General Ledger Defaults, the asset account defined in the inventory master record for the item is debited and the work-in-process account is credited.

2.1.11 WO-J Close/Cancel Orders

WO-J Close/Cancel Orders

Purpose of Program
Use this program to change one or a range of work orders' status to "C" for closed or "X" for canceled. Once a work order is closed or canceled no more labor or material transactions may be made.

Closed or canceled work orders may eventually be archived using SM-J-B Archive Work Orders or purged from the system through SM-J-E Purge Work Orders.

If Costs are Not Finalized
When you begin the program you are first presented with the following message.

If you select a range of work orders, this program will not close any work orders within the range that have open, unreceived, or uninvoiced purchase order items assigned to it.

If you wish to override this precaution and close a work order anyway, you can do so by running this work order on a single work order basis by entering the same work order number in the From and Thru fields.

This is a safety precaution that prevents you from closing work orders for which all the final costs are not yet reported from the purchasing and payables side of the system. You may have purchase orders that have not yet been invoiced from vendors in which the final invoice costs may differ from your PO costs, or you may unknowingly still have open PO's or partially received PO's tied to the work order. You would normally wait until all these costs are finalized and then close the work order.

If, on the other hand, you are not concerned with exact job costing, you can override this safety precaution and forcibly close work orders one at a time by entering the same work order number in the from/thru fields. You will not be allowed to close any work orders with unreceived purchase orders or unposted labor but you will be able to force a work order closed that has uninvoiced purchase receipts. Any PO price changes made in AP-C Enter Purchase Order Invoices will be ultimately be charged to the *WIP Variance Account* defined in AD-A General Ledger Defaults. The transaction detail will still post to the work order transaction files for reporting purposes.

General Program Operation

Pressing any key removes the message described above. Enter a from/thru range of work orders by typing in the work order numbers or select work orders from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You do not have to enter the complete work order number; you may enter just the prefix number. If you do so, all work orders with that prefix will be selected for closing or canceling. You may also select work orders for closing or canceling by entering a from/thru range of *Job Numbers*. Indicate the effective close date to be used. This will be the *Actual Finish Date* saved to the work order as well as the GL Posting date of any WIP Variance posting that may result. If a range of work orders is selected the suggested date will be today. If a single work order is selected the suggested date will be the date of the last production receipt against the work order.

Indicate whether the orders are to be closed [C] or canceled [X]. If any finished production has been reported against a work order, it can not be canceled, only closed.

You are then asked Do you wish to close these orders? If you indicate yes, you will then be asked *Do you wish to rebuild the summarized actual costs in WO- A from the detail transaction files?* This gives you one more opportunity to insure that the final *Actual* costs for the work order balance exactly with all the detail transactions reported to the work order.

The program then processes and finishes by producing a report that lists the work orders that were closed or canceled and the WIP Variance postings made.

Reopening a Closed or Canceled Work Order

You may reopen a closed or canceled order by going to WO-A Enter Work Orders and entering the work order number or selecting the work order from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). Change the order status code from "C" for closed or "X" for canceled to "R" for released and save the entry by pressing the F10 key (or clicking on the *Save* button).

Processing

When a work order is closed, the following processing takes place.

The *On Work Order* status field for the parent product is reversed by any uncompleted quantity remaining from the original quantity to make.

Any quantities remaining to be issued for any of the components in the work order bill of material will be reversed for each component's *Allocated* status field.

Any remaining quantity issued amounts for any components that exceed the quantities depleted when finished goods are received to inventory are reversed in each component's *In Work-in-Process* status field.

Any residual cost in the work order (difference between actual costs issued to the Work Order and Finished Production removed) is posted to the WIP Variance account or, if the default setting in SD-B Work Order Defaults is set to process WIP Variance in WO-J, then the inventory value of any on-hand stock of the parent item will be updated to reflect a proportional share of the residual costs and the balance (if any) will post to WIP Variance.

No further transactions will be allowed against this work order.

When a work order is canceled, the following processing takes place.

The *On Work Order* status for the parent item number is reversed by the work order quantity to make.

If any components were issued, they are returned to inventory. The *In Work-in-Process* amounts will be reduced and the on-hand quantities will be increased.

If GL posting was switched on through AD-A General Ledger Defaults, the GL work-in-process account for the work order parent product will be credited and the asset accounts for each component will be debited. Any residual costs due to labor or outside processing will debit the WIP Variance account and credit the work-in-process account for the work order parent product.

No further transactions will be allowed against this work order.

2.1.12 WO-K-A Enter Work Order Routings

WO-K-A Enter Work Order Routings

Purpose of Program
When the work order is created under status code *F* (firmed) or *R* (released) or is changed from status code *S* (scheduled) to code *F*, a work order routing is created and added to the work order routing file. The work order routing is a copy of the standard routing for the parent product as defined in the *Routings* module.

This routing can be edited in this program or, if there is no standard routing, you may enter one from scratch through this program. If you plan on manufacturing the item another time, you should set up a permanent routing in the *Routings* module first. If you will not manufacture the item again, you can enter a work order routing which will be archived with the work order.

The routing defines how and where an item is manufactured by breaking the manufacturing process into discrete sequences (operations).

Once the work order routing is created, you can make changes to the routing. These changes will apply to this one order without affecting the item's standard routing.

All sequences in the work order routing will print on the shop traveler, unless you specifically shut them off through RO-L Enter Sequence Print Control.

General Program Operation
In most cases this program is used to modify a copy of the standard routing from the *Routings* module that was copied into the work order routing file. You may, however, enter a work order routing from scratch, if a standard routing does not exist for the parent product.

This would be useful if you were using the work order system for service and repair orders, for example, where the routing instructions were of a one time nature.

Entering a work order routing is identical to entering a routing through RO-A Enter Routings except that you specify a *Work Order* number rather than a item number. Refer to RO-A Enter Routings for field explanations and general program operation.

To edit or view an existing work order routing, enter the *Work Order* number and press <Enter>, or select one from a pop-up window by pressing F2 (or clicking on the *Lookup* button).

Once the routing is on the screen, it is edited or added to like a standard routing. Refer to RO-A Enter Routings for detailed instructions on operating the program. If Lead Time scheduling is enabled in SD-B Work Orders Defaults you will see a message when saving an edited sequence that if you made any changes that could affect production run time, you should run SH-P Lead Time Scheduling to recalculate the dates for the work order.

2.1.13 WO-K-B Enter Work Order Bills of Material

WO-K-B Enter Work Order Bills of Material

Purpose of Program
When a work order is created and has a status code of *F* (firmed) or R (released), or if an existing work order with status code *S* (scheduled) is changed to status code *F*, a copy is made of the standard bill of materials from the *Bills of Material* module to the work order bill of material file.

Any phantom assembly (inventory type B) defined in the standard bill of material will have the first level components of its own bill of material copied into the work order bill of material. The item number for the phantom assembly itself does not become a component in the work order bill of material.

Once a work order bill of materials has been created, components can be deleted or added to customize the materials needed for this particular work order without affecting the standard bill of materials in the *Bills of Material* module. This feature is ideal for custom manufacturers who make changes (such as color, fabric, finish, etc.) to basic product structures.

The quantity remaining to be issued for each component in the work order bill of material file is the amount that is shown in the *Allocated* status field for each component in the inventory master record.

All components in the work order bill of material will print in the bill of material section on the shop traveler or on the pick list.

Field Explanations

Work Order Number
The work order number for this bill of material.

Lin
The *Lin* number determines the sort order of the bill of material on the screen and on the shop traveler and pick list. If left blank, the components will sort in item number order. You can

enter duplicate line numbers; the components will sort in item number order within line number groups.

Item number
The item number of the bill of material component.

T
The inventory type of the component. These can be R (purchased part), A (subassembly), F (Finished Good), N (non-inventory), M (make-from), T (outside processing), L (Labor), B (Phantom Assembly).

Description
The inventory description of the component.

Quantity Per
The quantity of this component needed to make one unit of the item being manufactured.

UM
The stocking unit of measure of the component shown on this screen. This field value comes from the inventory file.

Seq
If this component is tied to a sequence in the work order routing, the sequence number is entered here.

Scrap Per
The scrap quantity of this component that arises when making one unit of the item being manufactured.

Qty Req
The total quantity of this component required for the work order quantity-to- make of the item being manufactured. This quantity is calculated by taking the *Quantity Per* plus the *Scrap Per* multiplied by the work order *Qty to Make*.

Ref
A short reference field for any user-defined purpose such as a drawing bubble number.

Ph
If this component is tied to a phantom assembly, a Y will be entered in this field.

Assembly
If the *Ph* field has a Y value, this field is displayed in a pop-up window. The *Assembly* is the parent item number of the phantom assembly.

Description
This field also displays in the pop-up window and is the description of the phantom assembly parent item number.

General Program Operation
Use this program to delete or add components in a work order bill of material. You can enter a complete bill of material from scratch if a bill of material did not previously exist in the *Bills of Material* module.

To add or modify a work order bill of material component, enter the work order number or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). The parent item number and description will display at the top of the screen and any bill of material components will be listed in a display window.

Modifying an Existing Component

To modify an existing component, first bring it into the entry field. You can do so several ways. You can press the F2 key (or click on the *Display Lines* button) to get a listing of all components in a display window. Highlight the component you want and press <Enter> or click on it. You can also use the standard search keys and buttons to bring lines into the entry area and advance forward or backward through them: F5 (*First* button), F6 (*Last* button), F7 (*Previous* button), F8 (*Next* button).

Once the component is in the entry area and you <Enter> past the *Item number* field you can edit the Quantity Per, UM, Seq, Scrap Per, Qty Req and Ref. You can also delete an entire component or add new ones, including Phantom assemblies.

Adding a Component

To add a new component, clear the entry area first, if necessary, by pressing the <End> key (or by clicking on the *New Line* button). Enter the *Lin* number or leave it blank. Enter the component *Item number* or select one from a lookup window by pressing F2 (or clicking on the *Lookup* button). You can enter either the *Quantity Per* amount, which is the amount required to make one parent part, or you can wait and enter the quantity required, which is the total amount needed for the work order. Each quantity field will update the other.

Enter a sequence number in the *Seq* field if you wish to tie the component to a particular work order routing sequence for backflushing-by-sequence purposes.

If you enter a *Scrap Per* quantity, it will increase the quantity required *(Qty Req)* accordingly.

Enter a reference in the *Ref* field if you wish. This a free format alphanumeric field.

If the component is part of a phantom assembly, enter Y in the *Ph* field. A pop-up window will ask for the phantom assembly item number. Phantom assembly components will print as a separate bill of material on the shop traveler.

After finishing the component entry, you are asked if you wish to save the record and whether you want the work order change number to be updated. The entry area will be cleared for entry of another component.

Deleting a Component

To delete a component, press the Delete button. If a bill of material component already has a quantity issued, you will not be allowed to delete it but you will be prompted to reduce the quantity needed to the quantity already issued so the remaining allocation is set to 0.

Entering Comments

Free form comment lines may be attached to any bill of material component. These comments will print on the shop traveler and are in addition to the standard bill of material remarks. Comments are used for specific work orders, while bill of material remarks are generic remarks used each time the parent part is manufactured.

To enter comments, press <Home> (or click on the *Comments* button) while a component is in the entry area of the screen. Enter comments as you wish, using the F3 key (or the *Insert*

Line button) to insert lines and the F4 key (or *Delete Line* button) to delete lines. When done, press <Esc> (or click on the *Exit* button) and you will be asked if you wish to save the comments.

2.1.14 WO-K-C Create Multi-Date Work Orders

WO-K-C Create Multi-Date Work Orders

Purpose of Program
Use this program to create individual work orders from a single work order within which multiple start/finish dates and quantities were entered. A separate work order will be created for each delivery date and quantity. Each work order will share the same work order prefix number as the original work order number, but each will have a different suffix number beginning with -002, -003, -004 etc.

This program allows a series of work orders to be created by entering only one work order, rather than having to create each work order one-by-one.

General Program Operation
Create the parent work order first through WO-A Enter Work Orders. Establish the appropriate start/finish dates and quantities when prompted to enter Multiple Dates after entering the total quantity to be made.

Go to WO-K-C and enter the work order number, or select the work order from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You will be asked if you wish to save the entry.

If you indicate yes, the system begins creating the work orders. You will see messages indicating that work order routing files and work order material files are being created.

When processing is completed, you may exit the screen and go to WO-A Enter Work Orders. You can look up the original work order in a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You will now see separate orders with the same prefix number for each start/finish date entered on the original order.

2.1.15 WO-K-D Create Multi-Assy Work Orders

WO-K-D Create Multi-Assy Work Orders

Purpose of Program
Use this program to automatically generate work orders for all or selected subassemblies within a work order bill of material.

The program can be restricted to a single level or it can create work orders down through all levels of the product structure.

Lead times can be offset so that subassemblies are scheduled for completion prior to parent work orders being started, and work order creation can be restricted to subassemblies that lack on-hand inventory based on Reorder Level and Minimum Order Quantity.

General Program Operation

Enter the work order number from which you want work orders created for its subassemblies. You can enter a from/thru range of work order numbers or select work orders from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

If you want to restrict the subassembly work orders only to those subassemblies in the first level of the bill of material, then specify work order prefixes and suffixes when entering the work order numbers. If you want the subassembly work orders to continue being created through all levels of the product structure, then only enter the work order prefixes and leave the suffixes blank or enter the suffix range 1 to 999.

Next you are asked if you want to offset the lead times. If you indicate yes, each subassembly work order start date will be scheduled prior to the parent work order's start date by the subassembly item number's lead time value in its inventory master record. If your default setting for "Use Lead Time Scheduling?" is set to F or B, the program will always use backward lead time scheduling to determine the work order start date (see How Lead Time Scheduling Works) If you indicate no, then all start and finish dates will be the same for all work orders.

Next you are asked if you want to create work orders only for subassemblies below inventory reorder level. If yes, then work orders will not be created for subassemblies that already have stock up to the desired reorder level. If no, then work orders will be created for subassemblies regardless of on-hand quantities.

Next indicate whether you would like to be prompted for work order quantity so you can verify stock status of each level item and enter the quantity to make. Finally, if you do not wish to be prompted, indicate whether you want to create the WO for the balance required. If you say N, then the total work order quantity will be created. If you say Y, then the subassembly WO quantity will be determined based on Available quantity, and optionally the Reorder Level and Minimum Order quantity as established in the inventory master for the item if you choose to include them as parameters.

If you accidentally attempt to run this program twice, it checks for the existence of any lower level work orders and warns you that multiple assemblies may have already been created.

2.1.16   WO-K-E Swap Substitute Parts

WO-K-E Swap Substitute Parts

Purpose of Program

Use this program to swap substitute parts in place of standard components within the work order bill of material. You can swap in all the quantity specified in the bill of material or a partial quantity.

Substitute parts are predefined through BM-J Enter Approved Substitutes and can optionally

be listed on the pick list through WO-D Print Pick Lists.

General Program Operation
Enter the work order number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). Enter the item number of the standard component to be swapped out, or select it from the work order bill of material by pressing the F2 key (or clicking on the *Lookup* button), which will display all the components in the work order bill of material. Highlight the component to be swapped and press <Enter> or click on it.

Enter the substitute item number or press F2 (or click on the *Lookup* button) to get a listing of approved substitutes for this standard component. Highlight the desired substitute and press <Enter> or click on it. If you wish to swap the entire quantity as defined in the bill of material, answer Y to *Replace Entire Quantity?* If N, you can specify the quantity to replace. The program will swap out the standard component with the substitute (if the entire quantity is replaced), or it will add the substitute (if a partial replace). Inventory will be reallocated accordingly.

2.1.17 WO-K-F Edit Sequence Started/Finished Dates

WO-K-F Edit Sequence Started/Finished Dates

Purpose of Program
This program allows you to enter *Started Dates* or *Finished Dates* on any work order routing sequences that may be started or completed, but lack a corresponding date that tells the scheduling programs to schedule or no longer schedule the sequence.

General Program Operation
Enter or select a *Work Order* number, then enter the *Sequence* number. Enter a *Started Date* and, if appropriate, a *Finished Date*.   After the entry is saved, the work order number stays on the screen in the event you need to make a series of entries to other sequences within it.

2.1.18 WO-K-G Recalculate Projected Hours

WO-K-G Recalculate Projected Hours

Purpose of Program
Use this program to recalculate the labor hours remaining by sequence based on the hours reported to date and percent complete.

General Program Operation
You can only run this program if you have set the "Use Projected or Estimate $ and Hours?" to P for Projected in SD-B Work Orders Defaults. You can limit the work orders to be recalculated by clearing *Status Codes* and *Priority Codes* in the first two fields. You can then enter a from/thru range of work order numbers.

You can further limit the work orders to be scheduled by entering from/thru ranges of work

order numbers, *Start Dates*, *Finish Dates*, and work order *Class Codes*.

Once all filters have been entered, the program will recalculate the hours remaining by sequence based on the hours reported to date and the percent complete. Thus, if a sequence was originally estimated to take 10 hours and now there are 8 hours reported but it is only 50% complete, the estimated hours will be reset to 16 total, leaving a balance of 8 hours remaining to be scheduled. Sequences that are complete or have had no time or quantity or percent complete reported will not he changed. You can compare the original estimated hours to the current projection using WO-L-H Print Projected vs Estimated Hours

2.1.19 WO-K-H Recalculate Work Order Costs

WO-K-H Recalculate Work Order Costs

Purpose of Program
Use this program to recalculate the total rolled up costs in a work order or range of work orders based on transaction detail.

General Program Operation
Enter a range of Work Orders, Job Numbers, Parent Item numbers and Work Order status. All work orders within the range will be recalculated.

2.1.20 WO-K-I Kitting System

WO-K-I Kitting System

Purpose of Program
Use this program to pull components required for a worker and pre-issue them to a temporary holding file, then when the kit is complete and/or a supervisor has reviewed the items pulled, use Edit/Post Material Issues to post the transactions. This program is designed to be used on a tablet computer as the user walks through the stockroom but can be used on a regular computer as well.

General Program Operation
Enter a the work order number to be processed and the employee ID. The Work Order BOM will be displayed with the first component highlighted. As the components are pulled, the quantity issued is entered for each on the bottom of the screen. The quantity suggested is the lesser of the required quantity and on-hand quantity.   The user can click Select, then either click Enter to accept the suggested quantity or change the quantity if a different quantity is desired.

If a discrepancy between actual on-hand and listed on hand is detected, the item can be flagged for physical count which sets its Cycle Code to KIT as a flag to inventory control that the part count needs to be verified.

Once all items have been selected, click Save and the transactions will post to the temporary file. Note that until the final posting of the material issue the on-hand has not been reduced nor have the allocations been satisfied.

2.1.21 WO-K-J Synchronize Work Order to Master BOM & Routing

WO-K-J Synchronize Work Order to Master BOM & Routing

Purpose of Program
Use this program to synchronize work order BOM and Routing to inventory master BOM & Routing so that changes made to the master are passed down to work orders. Work Orders that have had materials or labor posted to them will not he changed.

General Program Operation
Enter a range of work orders and item number and indicate whether to print a report listing all work orders changed or exceptions only. For all work orders within the range, the program will delete the BOM & Routing and reapply the master BOM & Routing and recalculate estimated costs. The report will then print, either listing successful changes and then exceptions, or exceptions only.

2.1.22 WO-K-K Edit Posted DC Labor

WO-K-K Edit Posted DC Labor

Purpose of Program
Use this program to reverse and post corrections to labor that has been entered and posted through the DC module.

General Program Operation

Limit the list of transactions to select from by entering a Work Order number, Employee number and/or Date. A list of labor transactions matching the specified values will be displayed. Highlight the desired entry and press Enter. The selected entry will be displayed. Click the Reverse button to reverse the entry. The data will then be displayed on the screen and available for editing and then re-posting. Since there may be a quantity change involved, the reversal will also reverse the backflushing of components associated with the sequence and then reposting will backflush again. If components that were backflushed were Lot and/or Serial controlled and there are multiple entries the same day making it impossible to determine which material transactions apply, you will be advised to make any material issue corrections manually in WO-G.

2.1.23 WO-K-L Quick Work Order

WO-K- L Quick Work Order

Purpose of Program
Use this program to create multiple work orders from a manually entered or imported list of items and quantities. Depending on the Work Order status specified, the work order will be created and potentially processed through backflushing and Finished Production.

General Program Operation

Enter a the Work Order Start Date, Due Date, parent and component Warehouse Locations, Ending WO Status and whether the Work Order Prefix or suffix should be incremented. Then on the next screen, enter a list of items and quantities or import them. When all items and quantities have been entered, click Process. Based on the Status indicated, the work order will process as follows:

S - The Work Order Header will be created but no BOM or Routing will be associated with it.
F - The Work Order Header, BOM and Routing will be created and components allocated.
R - The Work Order Header, BOM and Routing will be created and components allocated and Actual Start Date populated.
C - The Work order will be created, Components issued, Finished Production entered and the Work Order Closed.

The Work Order Numbers assigned will be 12345-1, 12345-2, 12345-3 if the Suffix is indicated to be incremented, or 12345-1, 12346-1, 12347-1 if the Prefix is incrememnd.

2.1.24 WO-K-M Parts Requester

Purpose of Program

Use this program to request replacement parts from the stockroom from the shop floor. This program is used in conjunction with WO-K-N Stockroom Program

General Program Operation

Enter the Work Order number, Sequence and employee number for the person making the request. The Location will default to the Work Order location but can be changed if you are requesting the replacement part from a different location. Enter the parts and quantities needed with a reference, reason (Scrap Code as entered in RO-G Enter Scrap Codes) and any additional Notes (optional). Click Next to enter additional items and then Save when the list is complete. The request will then be transmitted to the stockroom based on the Location entered for fulfillment by WO-K-N Stockroom Program

2.1.25 WO-K-N Stockroom Program

Purpose of Program

Use this program to fulfill or deny requests for components made by WO-K-M Parts Requester

General Program Operation

Start the program by selecting a Location, refresh timer and whether to sound an audio cue when a request is received. The program will then run continually and notify you when a request comes in. To fulfill a request click Print Label to get a Label.   Use the label to go find and identify the item, then when it has been pulled from stock, tag the line and an issue screen will open. Enter the quantity to be issued and any Lot or Serial information and save to issue the material to the work order.

If the requested item is unavailable but a substitute is, you can click the Substitute button and change the item number to a substitute.

2.1.26 WO-K-O Enter Component Serial Numbers

Purpose of Program

Use this program to enter a map assigning component serial numbers to the specific parent serial number they have been installed into.

General Program Operation

Before running this program you must run WO-S Print Work Order Labels and assign the parent serial numbers to the work order. If any component items are also serialized, the file used in this program will be populated with an entry containing the Work Order Number, Parent Item Number, Parent Serial Number and component Item Number for all items on the work order. Enter the Work Order number and for each Parent Serial number and component Item number, enter the appropriate component serial number. When you are finished, click Post to save the entries.

When processing WO-I Enter Finished Production for a work order that has had Serial Numbers generated by WO-S Print Work Order Labels and has serialized components, the program will verify to be sure all the parent serial numbers being completed have all requires component serial numbers assigned.

2.1.27 WO-K-P Enter Component Lot Information

Purpose of Program

Use this program to enter a map assigning component Lot numbers to the specific parent serial number they have been installed into.

General Program Operation

Before running this program you must run WO-S Print Work Order Labels and assign the parent serial numbers to the work order. If any component items are Lot Controlled, the file used in this program will be populated with an entry containing the Work Order Number, Parent Item Number, Parent Serial Number and component Item Number for all items on the work order. Enter the Work Order number and for each Parent Serial number and component Item number, enter the appropriate component Lot number. When you are finished, click Post to save the entries.

When processing WO-I Enter Finished Production for a work order that has had Serial Numbers generated by WO-S Print Work Order Labels and has Lot controlled components, the program will verify to be sure all the parent serial numbers being completed have all requires component Lot numbers assigned.

2.1.28 WO-K-Q Convert WO to PO

Purpose of Program

Use this program to generate Purchase Order(s) for components needed on one or a range of Work Orders.

General Program Operation

Enter the Work Order range, specify the Job Number (optional), Warehouse Location, PO Date, Est. Receipt Date, Auto Generate or Review and whether to first issue on hand stock or reassign existing stock PO's to these Work Orders and whether to tie the lines to the work

orders. Items must be assigned a primary Vendor in order for this program to autogenerate the POs.

2.1.29 WO-K-R Issue Scrap Component

Purpose of Program
Use this program to indicate that a component on a work order has been scrapped, thus reopening the allocations as demand for a replacement.

General Program Operation
Enter the Work Order, component, scrap quantity and scrap code. Use this program only if you do not have on-hand material to replace the scrapped component. If you are issuing replacement material, use the Scrap Quantity issue in WO-G Issue Materials or use WO-K-M Parts Requester

2.1.30 WO-K-S Assign WO to Bin

Purpose of Program
Use this program to indicate that a quantity of items on a work order has been placed on hold in a bin or to remove them once they are put back in process.

General Program Operation
To assign a work order to a Bin click Add and enter the Work Order number, sequence, quantity and Bin. If Warehouse Control is turned on with Controlled Bin locations the Bin will be limited to the master list of bins already entered in the system. Once a Work Order has been assigned to a Bin you can click Edit to edit the quantity or Bin Location or Remove to put it back into production.

2.1.31 WO-L-A Print Work Order Status

WO-L-A Print Work Order Status

Purpose of Program
Use this program to view or print the completion status of a work order or range of work orders. The report shows the order header information and optionally the completion status of each routing sequence.

General Program Operation
A variety of selection criteria is available to limit the report to a single work order or range of work orders.

If you answer Y to *Print current status?*, the report will include only those sequences with a non-zero start quantity and a quantity complete less than that start quantity.

If you answer Y to *Print an aggregate report format?*, you need to Aggregate by either Part Number or Work Order Prefix. Depending which aggregate method selected, enter either a single item number in both from/thru item number or a single prefix in the from/thru work order number. Each work order's header information will be displayed, but the routing sequence information will be combined as if it were one work order. This feature is ideal for seeing the status of multi-date work orders for the same item.

You are also asked if you want routing sequence information displayed or not. If not, only

header information will display on the report. You can enter a from/thru range of work orders or you may select work orders from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

Note: The routing aggregation listed displays the routing for the first work order and aggregates the quantity complete for each sequence for all work orders in the range. If you aggregate by work order but the multiple suffixes are work orders for different subassemblies rather than different dates for the same item, the routing aggregation quantities will be meaningless.

The report can be limited to specific item numbers, start dates, finish dates, status codes, priority codes, classification codes, a range of customer codes, customer purchase order numbers, or job numbers.

The MAT column on the far right indicates the status of material issue to the work order. Y means all material issued, N is none and P is partially issued.

2.1.32   WO-L-B Print Work Order Schedule

WO-L-B Print Work Order Schedule

Purpose of Program
Use this program to get a listing of work orders in a user defined sequence that will serve as an overall master production schedule.

General Program Operation
A variety of sort orders and selection criteria is available to limit the report to specific work orders. If you wish to select all work orders, select a sort order and then press <Enter> through all the selection fields or press the Alt-P (or click on the Print button). You may select orders by from/thru ranges of scheduled start dates, scheduled finish dates, work order numbers, status codes, priority codes, classification codes, job numbers, item numbers, and customer codes.

2.1.33   WO-L-C Print Work Center Backlog

WO-L-C Print Work Center Backlog

Purpose of Program
Use this report to print a schedule of open routing sequences by work center. This report is usually run daily and serves as a prioritized work schedule for each work center. The report offers a slightly different format for outside processing work centers and shows if any

purchase orders have been issued or not for the outside processing to be performed.

General Program Operation
A variety of selection criteria are available to limit the report to a range of work orders. You may select from/thru ranges of work centers, work orders, item numbers, machines, work order status codes, priority codes, classification codes, and scheduled finished dates.

All sequences in a work order after the first one begin with a starting quantity of zero. When work is completed in one sequence, the start quantity for the next sequence gets updated by the quantity completed. Sequences with a start quantity have parts available to be worked on; sequences with a start quantity of zero are those with which parts have not yet arrived, and therefore they cannot be worked on. If you answer N to *Include Sequences with no Start Qty?*, you can confine this report only to work orders that can physically be worked on. If you answer Y, all work orders will be printed whether they can be worked on or not. The report will be sorted by priority code and by finish date within priority code.

2.1.34 WO-L-D Print Projected Shipments

WO-L-D Print Projected Shipments

Purpose of Program
Use this report to get a projection in dollars of expected shipments based on current work orders.

The report will take the sales price multiplied by the quantity to make and will use the scheduled finish date of the work order as the expected shipment date.

Subtotals are provided by customer or by month. If you want finer breakdowns than by month, you will have to run the report several times by different date ranges.

This report can serve as a tool for shipment planning and cash flow management.

General Program Operation
A variety of selection criteria are available to limit this report to a range of work orders. You may limit the report by from/thru ranges of work orders, customers, item numbers, scheduled finish dates, projects, or order status code.

At the final prompt indicate whether you want the report subtotaled by customer or by month.

2.1.35 WO-L-E Print/Post Labor to Payroll

WO-L-E Print/Post Labor to Payroll

Purpose of Program
Use this report to get a listing of all employee hours within a specified date and employee

range entered through WO-F Enter Labor, WO-M Batch Labor Entry or through Data Collection and to transfer the hours to Payroll, posting the hours directly into each employee's master payroll record for processing on the next payroll.

You can print the report first, edit any transactions that need correction, then enter the hours into the submittal form for your payroll service, or post the hours to the *Payroll* module.

The report lists total regular, overtime, double time, vacation time, holiday time, and sick time per employee.

General Program Operation

Enter a from/thru range of dates and employees. Next you must indicate whether you want the report data to be posted to payroll. The default value is "N." You should first run the report without posting, verify the data, make any corrections that are required, than run the report again. When you are satisfied that the data are correct, then you should answer "Y" to the *Post?* prompt.

The program keeps track of which transactions have been posted to payroll or not. You will be asked *Do you want to include posted items in this report?* Enter a Y if you want previously posted transactions to list on the report; enter an N if you want the report limited only to transactions that have not been posted.

The report is divided into sections for each employee. Line detail is provided for each labor transaction, then a summary of regular, overtime, double time, vacation, holiday, sick, and total hours. The summary data is what ultimately gets posted to the *Payroll* module.

When the report is run with the posting option set to Y, the regular, overtime, double time, holiday, vacation, and sick labor hours are posted to their respective fields in PR-B Enter Pay Info in the *Payroll* module.

2.1.36 WO-L-F Print Work Order Shortages

WO-L-F Print Work Order Shortages

Purpose of Program

This is the same report that gets produced when work orders are released through WO-B Release Work Orders. This report allows you to check on the status of work order components at any time before or after work order release.

The shortage report will list any component that does not have enough on-hand inventory to fulfill all open orders that need that component, or you can specify all components to print. The quantity required for this order is found in the *Required* column, while the total quantity needed for all work orders is in the *Allocated* column. You may technically have enough stock on hand for a component to satisfy this work order, but you could be taking the component from another work order that needs it.

The *On Order* column shows you if you have any purchase orders or work orders in process that have not yet been received or completed.

General Program Operation

You may enter from/thru ranges of work order numbers, parent item numbers, or a range of component item numbers. F2 lookups (or *Lookup* buttons) are available for each of these

fields.

If you leave the *Work Order* and *Parent Part* fields blank and enter a component item number, the report also serves as a status report by component for all open work orders.

You can indicate whether you want to see the status of all components, or just those with shortages.

Finally, you can indicate whether you want the component descriptions to print, which take up one extra line per component. If you indicate no, the report will be shorter in length.

2.1.37   WO-L-G Print Work Center by Key Component

WO-L-G Print Work Center by Key Component

Purpose of Program
There are certain work centers where it is advantageous to know which open work orders share a common characteristic, so that groups of like work orders can be run through the same process.

For example, you might have a painting work center. Today you want to make a run of white paint. With this report you can get a listing of all open work orders, within selected ranges, that require white paint. That way you can run them together for a more efficient run size and fewer setups.

A foundry might want to know all open work orders that call for a certain alloy. A furniture manufacturer might want to know all work orders that call for a certain fabric.

General Program Operation
Enter a from/thru range of work centers. You can limit the report by date range, including both work order start dates and finish dates. You can further limit the report to a range of parent parts, if applicable.

The next fields are important. The report is normally limited to a common component, or type of component. If you don't specify components, all components in the bills of material will be selected and the report could lose all meaning.

You can enter a from/thru range of components, or you can limit the report to a category or class of components, or, if ranges don't work for you, you can skip the previously mentioned fields and enter specific components in the right hand *Enter Components* column.

The report will give you a listing of all open work orders by component, including total number of hours required to complete the production that falls within the selection ranges.

This report has to do a lot of sorting and could take awhile before printing.

2.1.38 WO-L-H Print Projected vs Estimated Hours

WO-L-H Print Projected vs Estimated Hours

Purpose of Program
Use this program to compare the current projected hours to complete work orders to the original estimate. You can optionally run the recalculation from within this program rather than running WO-K-G Recalculate Projected Hours separately.

General Program Operation
You can only run this program if you have set the "Use Projected or Estimate $ and Hours?" to P for Projected in SD-B Work Orders Defaults. You can limit the work orders to be recalculated by clearing *Status Codes* and *Priority Codes* in the first two fields. You can then enter a from/thru range of work order numbers.

You can further limit the work orders to be scheduled by entering from/thru ranges of *Start Dates*, *Finish Dates*, and work order *Class Codes*.

Once all filters have been entered, you are prompted whether to recalculate the projected hours prior to running the report.

The calculation of Estimated Hours remaining is based on the original estimate (time per part multiplied by the number of parts on the work order) minus the actual time already reported. If the result is negative, the report will display 0. The calculation of Projected hours remaining is the recalculated Estimated Hours minus actual hours so far. The recalculation logic is the same as WO-K-G Recalculate Projected Hours.

2.1.39 WO-L-I Print Allocations

WO-L-I Print Allocations

Purpose of Program
Use this program to generate a list of open allocations sorted by Component item, Class or Primary Vendor.

General Program Operation
Choose the sort order, then limit by component item number, type, class, category, primary vendor, cycle code, planner code and active status. Indicate whether second description line, Vendor and last cost, and order detail should be included on the report and choose whether or not to rebuild stock status.

2.1.40 WO-L-J Print Work Order Completions

Purpose of Program
Use this program to generate a list of work orders, the actual close date (if they are closed), due date and estimated versus actual hours

General Program Operation
Choose a range of Work Orders, completion date, Item Number, Class, Category to include or exclude, Work Center filter (if including Routing Details is selected)

2.1.41 WO-L-K Print WO Bills of Material

Purpose of Program
Use this program to generate a list of Work Order Bills of Material in a format similar to BM-B Print Bills of Material

General Program Operation
Choose a range of parent Item, Work Orders, and indicate which data fields to include on the report.

2.1.42 WO-L-L Print WO Component Labels

Purpose of Program
Use this program to generate labels for all or select components on a work order

General Program Operation
Enter the work order, indicate whether to filter by associated routing sequence, range of component number. You can either use the BOM quantity for the number of labels (for large parts that need individual labels) or indicate the quantity of each label needed.

2.1.43 WO-L-M Print Material Summary

Purpose of Program
Use this program to generate a summari9zed list of all materials needed for all lines on one or a range of Sales Orders

General Program Operation
Enter the range of Sales Orders or click Non-Sequential SOs to select multiple orders that are not sequential. If you want the requirements to be based on the WO BOMs check the box to Use WOs to determine Required Material. Otherwise the Bill of Materials master will be used. The report will list each component, the total required and the total on hand.

2.1.44 WO-L-N WO BOM for Purchasing

Purpose of Program
Use this program to generate a report for a single or range of work orders listing the materials, required quantity, on hand quantity, existing Purchase Orders and other Work Orders with allocations for the same item

General Program Operation

Enter the Work Order or range of Work Orders and Work Order status to limit to and click Print.

2.1.45 WO-M Batch Labor Entry

WO-M Batch Labor Entry

Purpose of Program

Use this program to enter labor transactions in batch mode. Unlike WO-F Enter Labor, which updates work order files directly, this program stores its information in a temporary transactions file (BKDCPLAB) until it is batch posted to the work order files using WO-N Post Labor Batches.

This program works especially well if you are entering labor from time cards because you can enter the start time and finish time and the program will calculate the run time or setup time for you.

You can use the program to add new entries or to edit and make changes to any existing entries that have not yet been posted via WO-N Post Labor Batches.

General Program Operation

You are first presented with a list of transactions. To enter a new transaction, click the *Add* button and you will be taken to an entry screen.

You must enter a date, work order number, sequence, and employee. In the *Run/Setup Hrs* field, enter an *R* if you are entering run time and an *S* if you are entering setup time. If you enter a start time and finish time, the program will calculate the total time and insert it in either the *Run Hrs* or *Setup Hrs* field at the bottom of the screen. The total time will be adjusted for shift breaks defined in SD-F Data Collection Defaults based on the shift the employee is assigned to in SM-G Enter Employees.

Enter the parts produced and parts scrapped (if applicable). At this point you can save the record by clicking the *Save* button. If earlier you had skipped entering values in the *Start Time* and *Finish Time* fields, you can proceed to the Run Hrs or Setup Hrs field and enter the total decimal time.

After saving the record, the screen is cleared for another entry except for the date and employee number, which are left on the screen in the event that you are making several entries for that employee.

To edit a transaction, return to the transaction list, highlight the one you wish to change, then click the *Edit* button.

To delete a transaction, highlight it on the list and click the *Delete* button.

2.1.46   WO-N   Post Labor Batches

WO-N   Post Labor Batches

Purpose of Program
Use this program to batch post the transactions that were entered in WO-M Batch Labor Entry to the permanent work order files. Once the transactions are posted, they are marked as posted and can no longer be edited in WO-M. If you need to edit transactions that have been posted, you can do so using WO-K-K Edit Posted DC Labor

Backflushing by sequence supported
This program supports backflushing of materials by routing sequence. If you have bill of material components assigned to routing sequences, the program will issue those materials to the work order as those sequences get posted.

If any of the components are set to require lot or serial control, they will not be backflushed. Instead, the program will produce a discrepancy report that can be used to manually issue those materials using WO-G Issue Materials.

General Program Operation
You can limit the transactions to be posted by entering ranges of employees, work order numbers, items, and dates. If you want to post the entire file, press <Enter > through all the fields.

2.1.47   WO-O Post Material Transactions

WO-O Post Material Transactions

Purpose of Program
Use this program to post transactions saved to the temporary file when component record locks are encountered in WO-G Issue Materials or when backflushing components in WO-I Enter Finished Production. All transactions must be posted prior to closing a work order and for Job Cost reports to be complete. It is suggested that this program be run daily at the end of the day to ensure all transactions are posted.

General Program Operation
You can limit the transactions posted by date and/or work order number range. If you want to post the entire file, press <Enter > through all the fields. Once posted, the transactions are cleared from the temporary file.

If the components in the file require Lot or Serial Control information, you will be prompted to enter the information at the time of posting.

2.1.48 WO-P Batch Finished Production

WO-P Batch Finished Production

Purpose of Program

Use this program to enter finished production for a batch of work orders rather than one at a time in WO-I Enter Finished Production. Once the work order numbers and quantities are entered and processing is started, each work order will process Finished Production based on defaults set in SD-B Work Orders Defaults regarding backflushing, cost calculation (Use Standard Cost) and closing the work order. If work orders from a multi-level assembly are processed together, make sure they are entered with the lowest level first

General Program Operation

Indicate whether to enter individual work order numbers or define a range. If you select Range and all the work orders within the range are multiple levels building to a single top level assembly created using WO-K-D Create Multi-Assy Work Orders, the program will start with the highest dash number and work backwards backflushing each level so components are generated and backflushed in the proper order.   You can also enter a parent quantity and the program will produce the components proportionally.   If you define a range that If the work orders are not all for components of a top level parent the program will not prompt for quantity but will assume all work orders in the range are complete.

Enter the date for the Finished Production transactions. Then enter the range or list of Work Order numbers and, if list, quantity complete for each. If the default to Close Work Orders in Enter Finished Production is set to Y in SD-B Work Orders Defaults you will also have the ability to edit the Close Work Order status, either to force a work order to close short even if the total quantity hasn't been completed or to force it to remain open for any reason.

When all work orders have been entered, click Process.

2.1.49 WO-Q Work Order Inquiry

WO-Q Work Order Inquiry

Purpose of Program

Use this program to view work order information.

General Program Operation

This program is identical to WO-A Enter Work Orders but it does not lock records nor can you save any changes.   It is view only.

2.1.50 WO-R Work Order Defaults

WO-R Work Order Defaults

See SD-B Work Order Defaults

2.1.51   WO-S Print Work Order Labels

WO-S Print Work Order Labels

Purpose of Program
Use this program to print labels to affix to items being manufactured on a work order. The labels can be printed after items are complete or in advance of production.

General Program Operation
Enter the Work Order Number, Manufacture Date and quantity of labels to print. If the item being manufactured on the work order is Serialized, you can optionally have the program generate the desired number of serial numbers based on the Serial Number generation template defined in SC-G Enter Serial Generation Parameters if the parts are not yet completed, or, if they are completed, print serialized labels for the items made.

2.1.52   WO-T Enter Rework Work Order

General Program Description
Use this program to create a work order to rework an item and return it to stock. It also optionally issues the item to the work order for itself.

General Program Operation
Enter the parent item and quantity to rework.and whether to issue the parent item from stock. Since it is a Rework there is not a standard BOM pulled in but there is a routing so that there are operations to charge time to.

2.2   Job Costing

2.2.1   JOB COSTING

JOB COSTING

Job Costing Overview
The *Job Costing Module* is a series of reports that provides detailed analysis of activities performed in the *Work Orders* and *Purchasing* modules.

Reports include a job cost report, profit projection, reports on labor, overhead, materials, and outside purchases transactions, labor efficiency, work order history, and production by work center, machine, and tool.

Three summary reports provide summarized information on period work-in-process activity. Use these reports to analyze job costs, job status, employee performance, labor standards, productivity, and quality assurance performance.

2.2.2   JC-A Print Job Cost Report

JC-A Print Job Cost Report

Purpose of Program
Use this report for a complete cost and profit analysis for each work order. The report may

be run in summary format only or in detail and summary. The detail sections show costs for each labor operation, outside processing operation, and each material component. The *Summary* section shows single figures for setup, labor, outside processing, fixed and variable overhead, material, and miscellaneous and extra costs.

Estimated and actual costs are compared, both as totals and per part. The variance between the two is expressed as a percentage.

The estimated costs in the detail sections of the report are calculated when the estimates are rolled up in WO-A Enter Work Orders. The *Summary* section estimates are either automatically calculated during the estimate rollup, or they may be manually entered during work order entry. The detail sections' estimated costs and the *Summary* section estimates will not be in agreement if the estimate totals are entered manually.

Actual per part costs are calculated as follows. In the *Labor* section, the total actual cost for each sequence is divided by the quantity completed for that sequence as reported through WO-F Enter Labor. In the *Outside Processing* section, total actual cost for each sequence is divided by the quantity received for that sequence during PO-C Receive Purchase Orders. In the *Materials* section, the total cost for each component is divided by the quantity issued-to-date of that component as reported through WO-G Issue Materials or *PO-C, Receive Purchase Orders*.

In the *Summary* section the per part costs are calculated by dividing the total actual costs by the parts completed as reported through WO-I Enter Finished Production. The per part summary costs will not be meaningful until the work order is finished and the final quantity completed can be matched up properly with the total actual costs.

If the work order has a selling price, a profit calculation is made at the end of the report which compares the estimated profit versus the actual profit, both in dollars and as a percentage.

General Program Operation
The Job Cost report can be limited to a range of work orders, work order status codes (S=Scheduled, F=Firmed, R=Released, C=Closed), customer codes, and job numbers. Lookups (via the F2 key or the *Lookup* button) are available for work order numbers and customer codes. This report can be run on either active or archived work orders

If you want to consolidate several work orders' costs into one report, answer Y to the *Print Composite Report?* prompt. The header section of the report will be that of the first work order selected, and the composite report will not include the detail section. The costs of all work orders selected will be merged into one set of summary costs. The price used in the profit calculation will be that of the first work order selected. This will be meaningful only when all work orders selected are for the same item.

Next you can indicate whether you want just a summary report or a full report with detail and summary.

Finally, you can indicate if you want the component descriptions printed, which takes up an extra line per component. If you indicate no, the report will be shorter in length.

2.2.3   JC-B Print Profit Projection

JC-B Print Profit Projection

Purpose of Program
Use this report to obtain a profit projection at any point during the course of a work order.

The report format is very similar to the Job Cost report in JC-A Print Job Cost Report. Like the *Job Cost* report, the *Profit Projection* report may be run in summary only format or in a detail and summary format. However, this report is more meaningful midway through a work order while JC-A Print Job Cost Report is better after the work order has been completed.

The system maintains a percent of completion calculation at all times on each labor operation and bill of material component. The actual costs for each operation and component reported to date are divided by the percent completion to yield projected total costs. All projected costs are added together to yield a total projected cost and profit for the work order.

General Program Operation
The Profit Projection report can be limited to a range of work orders, work order status codes (S=Scheduled, F=Firmed, R=Released, C=Closed), customer codes, and job numbers. Lookups (via the F2 key or the *Lookup* button) are available for work order numbers and customer codes.

If you want to consolidate several work orders' costs into one report, answer Y to the *Print Composite Report?* prompt. The header section of the report will be that of the first work order selected, and the composite report will not include the detail section. The costs of all work orders selected will be merged into one set of summary costs. The price used in the profit calculation will be that of the first work order selected.

Next you can indicate whether you want just a summary report or a full report with detail and summary.

2.2.4   JC-C Print Labor Transactions

JC-C Print Labor Transactions

Purpose of Program
Use this report to get a listing of labor transactions and costs within a variety of selection criteria. Labor transactions are reported through WO-F Enter Labor, WO-M Batch Labor Entry or by using DATA COLLECTION .

The report may be limited to a range of dates, work orders, work order status codes, parent item numbers, sequences, job numbers, scrap codes, rework labor, and QC codes and can be run on either active or archived work orders and can include all transaction detail or subtotals only.

With this range of selection criteria, the report can serve as an overall labor report for an entire period, or it can be confined to a narrow range of transactions.

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order,

Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.5 JC-D Print Overhead Transactions

JC-D Print Overhead Transactions

Purpose of Program
Use this report to get a listing of overhead transactions and costs within a variety of selection criteria. Overhead transactions are reported through WO-F Enter Labor, WO-M Batch Labor Entry or by using DATA COLLECTION . You can use this report to compare overhead reported through job costing with actual overhead in your general ledger.

The report may be limited to a range of dates, work orders, work order status codes, parent item numbers, sequences, job numbers, scrap codes, rework labor, and QC codes and can be run on either active or archived work orders.

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.6   JC-E Print Material Issues

JC-E Print Material Issues

Purpose of Program
Use this report to get a listing of material issue transactions and costs within a variety of selection criteria. Materials are issued from stock to work orders through WO-G Issue Materials or backflushed at WO-I Enter Finished Production or at labor entry in WO-F Enter Labor, WO-M Batch Labor Entry orDATA COLLECTION .

General Program Operation
First, indicate whether to report on Active or Archived work orders. Then, enter a range of dates, work orders, work order status codes, parent item numbers, components, job numbers, and scrap codes.

2.2.7   JC-F Print Outside Purchases

JC-F Print Outside Purchases

Purpose of Program
Use this report to get a listing of purchase transactions and costs within a variety of selection criteria. Outside purchases are entered through PO-C Receive Purchase Orders and can include both components purchased directly to work orders and outside processing assigned to a routing sequence and processed on a Service type Purchase Order.

General Program Operation
First, indicate whether you want to report on Active or Archived work orders.

Next, indicate whether to sort the report by work order number or by date.

The report may be limited to a range of dates, work orders, work order status codes, vendors, purchase orders, purchase order types (purchase or service orders), item numbers, Sequence numbers and Job Numbers.

2.2.8   JC-G Print Labor Efficiency

JC-G Print Labor Efficiency

Purpose of Program

Use this report to compare employees' actual production with standard production rates as

defined in the routing file. Actual performance is expressed as a percentage of standard. Anything below 100% is better than standard, anything above 100% is worse than standard. The report is automatically subtotaled by employee and can be limited by a range of dates, employees, work orders, or item numbers and can be run on either active or archived work orders

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

Note that efficiency can only be calculated based on the quantity of items produced so you must be reporting quantity complete as well as labor hours for this report to be meaningful.

2.2.9 JC-H Print Work Order History

JC-H Print Work Order History

Purpose of Program
Use this report to get historical comparisons within specific labor sequences across different work orders. For example, you might want to see the last several times sequence number 10 was performed for a particular product. This is most often used to help set labor standards within the *Routings* module.

Actual time/part and parts/hour are compared with current standards. Averages are calculated for all records within the report selection range. The labor and setup standards within the *Routings* module can then be automatically updated with the results of this report.

General Program Operation
First, indicate whether to report on Active or Archived work orders. Then, select a range of item numbers, dates, and sequences. You can choose to print transaction detail or summary only.

First, run the report with the Update Master Routing and Update Setup set to N. Then, if you are satisfied with the results, you can run the same filters again with the Update flags set to Y and the Routing labor and setup standards will be changed to match the actual time from the report. It is important to run BM-G Print/Rollup Standard Costs to recalculate the standard costs of the items after the routing time standards are updated.

2.2.10 JC-I Print Production by Work Center

JC-I Print Production by Work Center

Purpose of Program
Use this report to track the parts completed and the hours of production within work centers.

The report can be limited by a range of dates, departments, and work centers and can be run on either active or archived work orders .

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.11 JC-J Print Production by Machine

JC-J Print Production by Machine

Purpose of Program
Use this report to track the parts completed and scrapped and the setup and labor hours on a particular machine.

The report can be limited by a range of dates, machines, and work centers and can be run on either active or archived work orders.

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter,

enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.12 JC-K Print Production by Tool

JC-K Print Production by Tool

Purpose of Program
Use this report to track the parts completed and scrapped on a particular tool.

The report can be limited by a range of dates and tools and can be run on either active or archived work orders.

General Program Operation
First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.13 JC-L Print Job Cost Summary

JC-L Print Job Cost Summary

Purpose of Program
Use this report to get a one line summary of a range of work orders, in which actual costs to date are compared with estimated costs.

General Program Operation
First, indicate whether to report on Active or Archived work orders.

Next, select a range of work orders, parent item numbers, actual start dates, actual finish dates, and order status codes (R=Released, C=Closed are most commonly selected for this report).

2.2.14 JC-M Print WIP Summary

JC-M Print WIP Summary

Purpose of Program
Use this report to get a one line summary of all costs incurred on a range of work orders within a specific date range, as well as the amount of finished production. The difference between total actual costs and finished production gives you the net work-in-process for the period, which can be used as a control total to balance with your GL WIP account.

Summary costs are broken out into setup, labor, outside processing, material, fixed overhead, variable overhead, actual total, finished production, and net work-in-process.

The costs shown on this report are calculated from scratch via the detail transaction files, so it may take some time to process. The totals in each of the cost columns should agree with the totals on the detailed transaction reports JC-C through JC-F and JC-Q.

General Program Operation
The report may be limited by ranges of transaction dates, work orders, work order status codes, item numbers, job numbers, customer codes, and you have the option of printing the customer names (which takes up an extra line) or not and whether or not to list work orders with no transaction activity within the date range specified.

You can get the WIP Summary report as of a prior date which will include all transactions through the specified date for work orders still open and work orders currently closed or cancelled that were open as of that date.   Work Order Status is based on the Status when the report is run, not as of the date range specified.

2.2.15 JC-N Print WIP Percent Completion

JC-N Print WIP Percent Completion

Purpose of Program
Use this report to get a one line summary of the percent completion of a range of work orders. Percent completion is often used for progress billings and it can be useful for analyzing project type work orders.

The report shows the percent completion through a previous period compared with the percent completion through the current period. The change in completion for the period is expressed in dollars and as a percentage.

The percent completion formula is calculated on your choice of materials issued, all costs incurred, or hours. Whichever you choose is compared with estimated materials, costs, or hours to arrive at the percent completion.

For example, if you had estimated total costs of $1,000 and had actually issued or received $650 in materials to date, the work order would be considered 65% complete, if you had

selected material costs as the calculation criterion.

If you selected total costs as the calculation criterion and had accumulated costs of $750 against estimated total costs of $1,000, the work order would be considered 75% complete.

If you selected hours as the calculation criterion, and you had estimated the work order would take 100 hours of labor and you had reported 75 hours to date, then the work order would be considered 75% complete.

General Program Operation

To run the report, select the last month date through which the last percent of completion was calculated, then enter the current month date through which additional work was completed. Limit your report by entering a range of work orders, work order status codes, item numbers, and customer codes, or select all by pressing <Enter> through these fields.

Finally, enter a P is you want the calculation based on material costs, C if you want it based on total costs, and H if you want it calculated on hours.

2.2.16 JC-O Print Standard Labor Hours

JC-O Print Standard Labor Hours

Purpose of Program

Use this report to get a listing of actual labor hours for a period contrasted with what the hours would have been at standard rates as defined in your routings. You also get a comparison of the actual hours at actual labor cost versus what those hours would have been at standard work center rates. This second comparison would only be useful if the *Use Actual Costs in Labor Entry?* switch in SD-B Work Orders Defaults is set to Y.

This report can be useful in confirming the accuracy of standard production rates (parts/hour) and the accuracy of work center standard labor rates.

General Program Operation

First, indicate the sort/subtotal field. Available choices are Labor Date, Work Order, Employee, Work Center, Parent Part, Machine, Tool or Sequence. Sort/subtotal by Labor Date subsorts be employee within each date. All other criteria subsort by date within the sort field selected. Next, select Detail only, Detail and subtotals or subtotals only. Choose the Work Order Status, whether active or archived work orders are to be reported on, and indicate the Labor Type(s) and Shift(s) to be included. Finally enter any desired filters for Labor Date, Work Order, Work Center, Parent Part, Tool, Employee, Job Number, Sequence, Scrap Code, Rework Code, QC Code, Machine and Department. As the labor transaction file can get quite large, it is recommended that even if you are not using date as a primary filter, enter a date range that brackets the approximate range of the data you are reporting on (as for a work order) to speed up the report.

2.2.17 JC-P Print Materials in WIP

JC-P Print Materials in WIP

Purpose of Program
Use this report to get a listing of materials that have been issued to work-in-process, but have not yet been removed from work-in-process in the form of finished product (thru WO-I Enter Finished Production).

This report can be helpful in tracking the status of components on the shop floor. It is not recommended for reconciling your GL balance for work-in-process inventory. JC-M Print WIP Summary should be the report used for reconciliation of the WIP Balance to the General Ledger.

General Program Operation
Enter a from/thru range of work orders and a from/thru range of components. The report is sorted in component item number order and breaks out each component by work order.

2.2.18 JC-Q Print Work Order Receipts

JC-Q Print Work Order Receipts

Purpose of Program
Use this report to get a listing of Finished Production receipts, Scrap and WIP Variance posting transactions and costs within a variety of selection criteria.

General Program Operation
Indicate whether you want to report on active or archived work orders. Enter from/thru ranges of dates, work orders, work order status codes, parent item numbers, job numbers, customer codes and close dates. Select whether to include Finished Production receipts, Scrap, and/ or WIP Variance postings.

2.2.19 JC-R Print Multi-Level Job Cost

JC-R Print Multi-Level Job Cost

Purpose of Program
Use this report to get a Job Costs broken down by Labor, Material, Overhead, Outside Processing and Extra for a group of work orders representing multiple levels of assembly resulting in a final top level item.

General Program Operation

The report may be limited by ranges of transaction dates, work orders, work order status codes, item numbers, job numbers, customer codes, and you have the option of printing the customer names (which takes up an extra line) or not and whether or not to list work orders with no transaction activity within the date range specified.

If you want all costs to date rather than just costs that occurred within a period, press <Enter> through the first transaction date.

The Material column of the report will contain ONLY transactions issuing either type R or M items to the work orders because type A or F items include labor and overhead costs in their unit cost causing the Material column of all the work orders associated with a multi-level assembly to be overstated. This report will be accurate only when all the work orders used to manufacture a multiple level assembly are included in the range specified and also if no type M parts issued to any of the work orders included in the range have type A or F components beneath them.

Work Order Status is based on the Status when the report is run, not as of the date range specified.

2.2.20 JC-S Work Order Detail Report

JC-S Work Order Detail Report

Purpose of Program

Use this report to get a Detailed Job Cost broken down by Labor, Material, Overhead, Outside Processing and Extra cost.

General Program Operation

Enter the filters to identify the Work Order(s) to be included and whether to insert a page break between work orders. The report will include detailed transaction listings of all Material, Labor, Overhead, Outside Processing and Extra Cost with a subtotal for each and a grand total work order cost.

2.3   Purchase Orders

2.3.1   PURCHASE ORDERS

PURCHASE ORDERS

Purchase Orders Overview

The *Purchase Orders* module allows you to enter, edit, delete or review your purchase orders. You can record receipt of goods or services, keep track of partial receipts, and delete invalid PO's. You can print your PO's on preprinted forms, or on plain paper or generate PDF to email to vendors.

Service Orders for services such as plating and painting are distinguished from *Purchase Orders*, which are for tangible items. Production work orders and sequences (operations)

can be referenced at the line item level for complete integration with the *Work Orders*, and *Job Costing* modules.

Purchase Orders is fully integrated with the *Lot Control* and *Serial Control* modules. When items are received that are coded for lot control or serial control, entry of a lot number or serial number(s) is required. In addition, the *Purchase Orders* module keeps a complete history of all received and closed purchase orders for your convenience. You can display individual receivers on screen or print them within a specified range.

A request for quote system (RFQ) allows you to print and send quote requests to vendors. When received, you can convert quote requests to live purchase orders. RFQ's can be tied to estimates from the *Estimating* module such that RFQ prices get incorporated in the estimate cost calculations.

A vendor price file allows you to record vendor prices on items. When entering PO's these prices are automatically pulled into the purchase order. Advanced PO functions include a receive to QC (Quality Control) capability that incorporates an inspection buyoff before goods are transferred to on-hand inventory and before the invoice can be processed in *Accounts Payable*.

Before using the *Purchase Orders* module, be sure and set up your PO default settings in SD-C, Purchase Orders Defaults. You may also set up your vendors in AP-A, Enter Vendors or you can add vendors as needed from within PO-A Enter Purchase Orders.

2.3.2   PO-A Enter Purchase Orders

PO-A Enter Purchase Orders

Purpose of Program
Use this program to enter regular or credit purchase orders (PO's) or service orders for your vendors.

Using approved vendors and manufacturers
This program supports the use of approved vendors and manufacturers, meaning that you can control which vendors can be used for specific items, as well as designated manufacturers. For more details, see How to Use Approved Vendors and Manufacturers.

Field Explanations

PO ENTRY FIELDS

PO No (Required)
The number for this PO. You may either assign this number when entering the PO or the program will assign it for you. To set the default for starting PO number, go to SD-R Assign Next Numbers.

Order Date
The date this PO is entered. The entry in this field defaults to the current date.

Vend Cd (Required)

The code of the vendor to whom or which this PO will be sent. If the Vendor Code does not yet exist in the vendor file, you will be prompted to add it. If you know what you are placing the Purchase Order for but not who the vendor should be, press Alt-P when in this field and enter the item to be purchased and the primary vendor for the item will pull into the PO.

Type
Type *P* is for a *Purchase Order*, which is for tangible items, and type *S* is for a *Service Order*, which is for service type purchase such as plating, painting, etc. Type *S* service order line items are tied to routing and will require a valid Work Order number and outside processing sequence number to be entered. If you are using type T- Outside Processing or type M - Make From item numbers, services are purchased from within type *P* purchase orders.

Name, Address, City, St, Zip, Country
These fields are filled in from the vendor master record.

Ship to Vend/Cust or your Location
You may specify a *Ship to* address that is different from your business address. This is normally used if you want a purchase shipped directly to another vendor or to a customer. Enter a *V* for a vendor, *C* for a customer. Type the vendor or customer or select one by clicking on the *Lookup* icon (or press F2).   The address fields will automatically be displayed.

If you leave this field blank, the program will print your company address, as specified in IN-L-B Enter/Assign Locations for the location specified on the PO.

Ord Desc
A general description for this PO. This will be printed on all reports and on the vendor's check when this purchase order gets invoiced and paid. This is a 30 character alphanumeric field. If this field is left blank, the reports and vendor's check will be printed with a cross reference to the PO number.

Ship Via
The method of shipment. This is a 15 character alphanumeric field and will default to the Ship Via specified for the vendor in AP-A Enter Vendors.

Terms Cd (Required)
The payment terms. The offered default is the terms type specified for the vendor in AP-A Enter Vendors.

Job No
If the PO is part of a group of PO's tied to a master job number, you can enter the job number in this field. Various reports can be limited by job number range for tracking purposes. Entering a Job Number here has no effect on where the costs from this PO will be posted.

FOB
The FOB point for this PO. This is a 20 character alphanumeric field and will default to the FOB specified for the vendor in AP-A Enter Vendors.

Ent by
Type in initials of the person at your business who entered the order, or use the default entry from SD-C Purchase Orders Defaults.   This is a 2 character alphanumeric field and is used by the Digital Signature program

Currency

If you are have multi-currency processing enabled in IM-A International Configuration, the currency code assigned to the vendor in AP-A, Enter Vendors, defaults into this field. It may be overridden for a given purchase order, if desired.

Confirming?

Enter Y here if you want the words "*Confirming Only*" printed on the PO.

Taxable? (Required)

Y if this order is taxable, *N* if this is not taxable. You are offered a default of *N*. If you specify that the purchase order is taxable, you still can make individual line items non-taxable during line item entry. If you specify the purchase order as non-taxable, all line items will be non-taxable.

Taxable/Tax Group/Tax Rate

If *Track PO taxes using Tax Groups?* is set to Y in SD-C Purchase Orders Defaults and you enter Y in the *Taxable?* field when entering a purchase order, the default *Tax Group* assigned to the vendor in AP-A Enter Vendors will automatically display in the field to the right of *Taxable?* and its corresponding rate will automatically display in the *Tax Rate* field. You cannot override the *Tax Rate*.   If you are not tracking PO taxes with tax groups, the default PO tax rate from SD-C Purchase Orders Defaults will pull in as the tax rate.

If the purchase order is not subject to tax, you can enter an N in the *Taxable* field and the program will not display a *Tax Rate*.

GL Dept

The code of the *GL Department* to which the PO receipt is to be posted, if applicable. If you do specify a department, all items on the PO will be posted to the department when received via PO-C Receive Purchase Orders, provided the GL Department specified in the Item Class or System Defaults for the posting is blank. The GL Department specified on the PO will apply to all postings related to the Purchase Order through the invoicing process except the PO Received/Not Invoiced, Accounts Payable, Cash (for COD) and any currency exchange related transactions. You can control whether it displays or is mandatory through settings in SD-C Purchase Orders Defaults.

Location

The factory or warehouse the items on this purchase order to which the items on this PO are to be received. This must be a valid location from the location file.

Rework PO

If this is checked, the PO is flagged as a Rework PO and will be designated as such by PO-B Print Purchase Orders and can be filtered in PO-I-G Print Purch Order Items by Due Date

Import Lines

Once the vendor information has been entered but before advancing to the line item screen, there is a button available with a green circle and white pointer for importing lines. Click the button and you will be prompted for an import file name (CSV format), date format option, and which column holds the required data which is Item Number, Description,Quantity, Price and Estimated Receipt Date. If you do not include price and description in the import file, they pull in from item master and vendor pricing.

LINE ITEM ENTRY FIELDS

REF

This is an optional field which allows you to enter a line number or reference number for this line item.   It can be set to automatically assign line numbers in SD-C Purchase Orders Defaults

Item number

The inventory item number for the line item, from IN-B Enter Inventory. If you plan on purchasing non-inventory items such as shop supplies, you should create a dummy number (or series of dummy numbers) as type N (non-inventory) item numbers assigned to a product class established to post to the appropriate expense account. In our example of shop supplies, you would purchase all shop supplies under the dummy item number (which tells the program what account to post to in the *General Ledger*), but type in custom descriptions on the PO as to what you are actually buying. Some companies use their GL accounts as the dummy item numbers for these non-inventory type purchases.   You can also enter additional comment lines describing items purchased by leaving the Item number blank and entering the Description field only. A line with a blank item number will have no quantity, price or delivery date.

Location

The inventory location to be assigned to this line of the PO. It will default to the main Location set in the header of the PO but can be changed at the line item level.

Job Number

The Job Number associated with the individual line item.

Description

The inventory product description is displayed here after the item number is entered. You can change this description on the purchase order without changing the description stored in the inventory file or add additional description lines for additional comments. Second Description lines and Specifications from Inventory files and approved Vendor and Manufacturer item numbers also pull in as comment only lines..

Quantity (Required)

The number of units ordered. This is an 11 character numeric field, two of which are decimals.

Due Date (Required)

The estimated date of receipt or promise date given to you by the vendor. The default entry is the date entered for the previous line item. For the very first line item entered, the date is calculated using the lead time in the vendor price file (as maintained in PO-H Enter Vendor Prices) or, if there is no such record, the item's inventory lead time (as maintained in IN-B Enter Inventory). In either case if the date falls on a non-working day as defined in SM-H Enter Shop Calendar, the date is moved out until the next available working day. On lines after the first line, if the current date plus the appropriate lead time falls later than the due date from the previous line item, a warning message will be displayed.

Price

The gross unit price. This is a 13 character numeric field, 4 of which are decimals.

If this is a type *P* purchase order, the price defaults to the price entered in PO-H Enter Vendor Prices for the vendor on the PO. If a price is not found there, it uses the inventory *Last Cost*.

If this is a type *S* service order and no price for this item and vendor has been entered in PO-H Enter Vendor Prices, the price is left as zero until you have designated the work order number and sequence number in the last two fields. You will then be asked if you wish to use the outside processing cost on the routing (as maintained in RO-A Enter Routings). If yes, the program will insert the routing cost into the *Price* field.

UM
The purchase unit of measure. The default value, which can be overridden, comes from the *Purch UM* field in the vendor price file as entered in ~~PO-H Enter Vendor Prices~~. If no record exists for this item and vendor, it will get the value from the item's inventory master record. The following values (which can be listed on the screen by clicking on *Help* or pressing F1) affect the way the purchase price is calculated.

M = per thousand. (PO quantity)/1000 x (PO price)

H or C = per 100. (PO quantity)/100 x (PO price)

LOT = lot charge. Prices the item on a lot charge (flat fee), regardless of quantity.

LB = per pound. (PO quantity) x (value in the inventory *Weight* field) x (PO price)

CWT = per 100 weight. (PO quantity) x (value in the inventory *Weight* field)/100 x (PO price)

SF = per square foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

MSF = per 1000 square feet. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

BF = per board foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

MBF = per 1000 board foot. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

LF = per linear foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

CLF = per 100 linear feet. (PO quantity) x (value in the inventory *Foot Factor* field)/100 x (PO price)

MLF = per 1000 linear feet. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

Conv. Fact.
The PO Conversion factor which will be used to convert from purchase unit of measure to stock unit of measure when the item is received. The default value, which can be overridden, comes from the *Purch UM* field in the vendor price file as entered in . If no record exists for this item and vendor, it will get the value from the item's inventory master record. If the UM is one of the ones listed above, the conversion factor (such as 1000 for M) is already built into the program logic and should not be entered again. For example, suppose a distributor sells you resistors on a reel of 5000. You would enter a PO for 1 REL @ $50.00 with a conversion

factor of 5000. When received, 1 REL @ $50.00 would be received but inventory would then be updated by 5000 Resistors @ $0.01 each.

Taxable? (Required)
If you entered Y in the *Taxable?* field in the header, you can choose whether each line item is taxable. You are offered a default from the inventory file from this item's inventory master record.   If you entered N in the *Taxable?* field in the header, then this field is automatically N for each line item.

Disc%
You can type in a discount off the gross unit price for this line item. This is a 4 digit numeric field with 2 decimal characters. In this field, for example, a discount of 10% would be entered as 10.00.

Estimate
This field is only accessible when using PO-E Enter/Print RFQ's which calls this same screen.

Work Order
If this purchase is for a specific work order, you may specify the work order number. You can lookup work orders from this field by clicking on the *Lookup* icon. This must be a valid work order. When received, the units and costs will bypass inventory and will be posted directly to this work order for job costing purposes. On type P purchase orders for tangible items this field is not required. On type S service orders you must specify a valid work order number.

Seq
The routing sequence associated with the work order. On type P purchase orders for tangible items this field is not required. On type S service orders you must specify a valid outside processing sequence as defined in the work order routing. When the service order is received, the costs will be posted to this sequence for job costing purposes. You can lookup sequences by clicking on the *Lookup* icon (or press F2).

GL Acct
If the default for editing GL Accounts by Item type has been set to Y in SD-C Purchase Order Defaults and the line being entered is an appropriate type, you will be able to edit the GL Account. Otherwise, it is visible as reference only.

GL Dept
If the default for editing GL Department by Item type has been set to Y in SD-C Purchase Order Defaults and the line being entered is an appropriate type, you will be able to edit the GL Department. Otherwise, it is visible as reference only.

Confirmed
If the price and delivery have been confirmed by the vendor you can check this box.

Promise Date
This is the date promised by the vendor. It will default to the Due Date but can be changed here or at a later date using PO-Q Maintain PO Delivery Dates

ECO Info
The ECO Info button is enabled if the Use ECO is set to Y in SD-H Inventory Defaults. If available, you can indicate the specific revision level associated with this PO and optionally

print the information on the PO.

TOTALS

Subtotal
The subtotal amount for the PO, displayed as a running subtotal during line item entry.

Tax
The amount of tax for this PO, calculated when the PO is saved.

Total
The total amount of the PO (Subtotal + Tax). This is calculated and displayed only after the PO is saved.

General Program Operation

Adding a New PO
The initial screen presents a listing of purchase orders. Click the *Add* button to enter a new purchase order.

The order date will default to today's date. You may override it if you wish. Enter a PO number, or press <Enter> if you want the program to automatically assign a number when the PO is saved. If you enter your own PO number, you will be asked if you want to reset the counter. We recommend that you use the number assigned automatically; it is the *Next Purch Ord No* field from SD-R Assign Next Numbers. The next step is to assign a vendor. Enter a complete vendor code, or click on the *Lookup* icon (or press F2) while the cursor is in the *Vend Cd* field to choose from a list of vendors. If you know what item you are purchasing but are not sure who the vendor is, press Alt-P when in the Vendor Code field and a popup screen will allow you to enter the item being purchased and the primary vendor for that item will be pulled in.

If you enter a code that isn't in the vendor file, the program will take you to the AP-A Enter Vendors program where you can set up the vendor. After the new vendor record is saved you are returned to the program.

Enter P or S to designate this as either a *Purchase Order* or a *Service Order*. A purchase order is for tangible items, while a service order is for services such as plating or painting. Service orders are used in conjunction with the *Routings* and are tied to specific work order outside processing sequences.

After the vendor and address is selected, the cursor is placed in the *Ship-to Vend/Cust* field. If you want to the order shipped to another vendor, enter a *V*. If you want the order shipped to a customer, enter a *C*. If you are not shipping to a vendor or customer, accept the default of *C* and move on to the next field. If you are shipping to a vendor or customer, enter the vendor code or customer code or select one by clicking on the *Lookup* icon (or press F2). The name and address will be displayed. If you want the shipment delivered to your address, leave these fields blank and the address entered in IN-L-B Enter/Assign Locations will pull in.

You can enter a general description for the PO in the *Ord Desc* field. This description will appear on posting reports and on the vendor checks when this PO is eventually invoiced and paid. If you leave the *Ord Desc* field blank, a cross reference to the PO number will pass over to the AP reports and vendor check stub.

The method of shipment can be entered in the *Ship Via* field and will default to the value entered for the vendor at AP-A Enter Vendors

The next step is to enter the payment *Terms Cd*. The default is displayed automatically from the default specified in AP-A Enter Vendors.

The final entries in the first part of the PO are as follows:

Job Number - If this PO is part of a series of PO's tied to a master job number, enter the job number here.

FOB - The default is displayed automatically from the default specified in AP-A Enter Vendors

Ent by - Enter the initials of the person who entered the PO, with a default provided from SD-C Purchase Orders Defaults.

Currency - If multi-currency processing is enabled in IM-A International Configuration, then the vendor default currency will be pulled in and may be overridden for this PO.

Confirming? - Enter whether you want to print *Confirming Only*" on the PO.

Taxable? - Enter whether the PO is taxable. If you enter Y the program will also ask for the tax rate or tax authority if you are tracking PO taxes by tax group. You are offered a default of N (see *Field Explanations* above).

GL Dept - If you leave this field blank, the default GL departments specified in the item's item class, as defined in SM-C Enter Item classes will be used. If you enter a GL department, all items on the PO will be posted to the specified department, regardless of the item class department designations. This field can be turned off or made mandatory by settings in SD-C Purchase Orders Defaults

Location - Enter the *Location* code, which designates the factory or warehouse to which the items on this PO are to be received.

Entering a PO Line Item
After completing the header section your are automatically presented with the line item entry screen. You can also get to the line item entry screen at any point while on the header screen by clicking the *Line Items* button or pressing Alt-L. You can return to the header screen by clicking on the *Header* button.

You can enter a number in the *REF* field if you want a line number for this line item or the program can automatically assign line numbers. To enter a product from the inventory file, either enter a complete item number or select one by clicking on the *Lookup* icon (or press F2). The Location will default to the value entered in the PO header but can be changed on a line by line basis.

The inventory description will automatically display in the *Description* field. You may change the description for this one PO without affecting the standard inventory description.

The quantity defaults to 1.00. Change to the quantity desired. You can enter comment lines as needed. To enter a comment, press <Enter> in the *Item number* field. The cursor then moves to the *Description* field and you can enter up to 30 characters. Comment lines are useful for separating and heading groups of related line items or for adding any remarks you would like printed on the PO's. Blank comment lines are accepted. The program will not ask for the quantity, price, discount, or if the item is taxable when a item number is not specified.

Enter the *Due Date*, which is the promise date given by your vendor or the normal delivery time for this item. The inventory planning system uses this date as in indication as to when items or services will arrive. The vendor Promise Date will default to the same value. If delivery changes, the Due Date can be changed so the planning programs know when the item is really scheduled to arrive but the original Promise Date can be retained for evaluation of vendor on-time delivery performance.

After entering the line item quantity, the program will check the vendor price file to see if there is a valid price for this item (as entered in PO-H Enter Vendor Prices). If a price is found, it will pull into the price field; if not, the inventory *Last Cost* will be automatically entered. In either event you can override the automatic entry.

If this is a type *S* service order and no price for this item and vendor has been entered in PO-H Enter Vendor Prices, the price is left blank until you enter a work order number and sequence number, at which point you will be asked if you wish to use the outside processing cost maintained in the item's routing.

Next, the program will check for a vendor specific unit of measure and conversion factor (as entered in PO-H Enter Vendor Prices). If none is found, the values from the inventory master as entered in IN-B Enter Inventory will be pulled in and can be changed if necessary.

If you entered *Y* in the header *Taxable?* field, the program will allow you to enter whether an individual line item is taxable. If it is, enter *Y* in the line item *Taxable?* field. This field will default to the entry in the *Taxable?* field in the item's inventory master record.

You may also enter a discount percentage for this line item which will appear on the PO. Each line item can have its own discount rate. If this purchase order is for a specific work order, enter the work order number or select one by clicking on the *Lookup* icon (or press F2).

If this is a service order, you must enter a valid Work Order and outside processing sequence number in the *Work Order* and *Seq* field so that the costs can post correctly to the work order routing file. You can also select a sequence by clicking on the Lookup icon (or press F2). Ignore the sequence field if this is a type P purchase order.

If this vendor's item number has been entered at BM-K Enter Approved Vendors, it will automatically come into the purchase order as a comment line immediately following the line item. If manufacturer and manufacturer's item numbers have been entered at BM-L Enter Approved Manufacturers, they will print as comment lines following the vendor's item number.

If this item has *Specifications* defined in its inventory master record, you will be asked if you want them included. If you indicate yes, they will copy in as comment lines following the manufacturer's item number. Up to 12 lines of specifications may be defined.

If this is a Service Order, the Routing Notes can also pull into the purchase order as comment lines.

After each line is completed the line item entry area will be cleared so that you can enter a new line and the *Subtotal* and *Total* amounts will be updated.

You can include both purchased parts (R types) and non-inventory (N types) on a PO. It is common to set up non-inventory items for categories of items such as office supplies, shop supplies, etc. so that they can be ordered and tracked through the *Purchase Orders* system. You can type over the standard inventory description to provide specific descriptions for each purchase.

Changing a PO Line Item
To change a line that has been entered previously, retrieve the line into the line item entry area. While in the *Ref* field you can view all your lines in a display window by clicking on the *Display Lines* button (or press F2). Using your arrow keys or mouse, highlight the line you want and press <Enter> or click on it and the line will be brought into the entry area. An alternative to the display window is to use search buttons. Clicking on the *Previous* button brings in the previous line, whereas clicking on the *Next* button advances you one line forward.

Once the line is in the entry area, the entry procedure is the same as for a new line item. You can change any or all of the field values (except for the *Item number*), and the purchase order totals will be updated accordingly. You can always clear the entry area for entry of a new line by clicking on the *New Line* button.

Deleting a PO Line Item
To delete a previously entered line, highlight the line on the listing of lines and click the Delete button. You will be asked to verify that you want to delete the line. Deleting a line item removes the line record from the PO line item file, recalculates the PO totals, and decreases the units on purchase order in the inventory file.

Insert Capability
If you wish to insert a new line between two existing lines, move the line you wish to insert in front of into the entry area. Click on the *Ins Line* button and you will be asked if you wish to insert a line. Indicate yes and the entry area will be cleared and all subsequent lines moved down one position.

Dupe Capability (for Scheduled or Blanket Purchases)
Because each line has its own *Due Date*, you can enter the same item multiple times, each with its own *Due Date*. This is referred to as a scheduled or blanket order.

To reduce data entry time, once the item is entered once, you can use the dupe capability to repeat all the line information. After the first line is saved, click on the *Dupe Line* button. You will be asked if you wish to include comments. If you indicate yes, the previous line and any comment lines following it will be repeated. You can then edit the Due and Promise dates the desired date, then save the line. You can repeat the dupe process multiple times as needed.

Purchase Order Notes
You can click on the *Notes* button at any point to access the notes screen. You can also click the Copy Notes button and copy the notes from another PO so you can set up Note Templates. Notes will print on the purchase order following all the line items.

To Save and Exit:
To complete the purchase order, click on the *Save* button (or press F10) at any time during entry. If you answer *Y* when asked if the PO is entered correctly, you are asked if you want to use the default ending lines from SD-C Purchase Orders Defaults. The ending lines will print on the PO. The PO will be saved whether you print the ending lines or not. Saving a PO updates units *On Purchase Order* in the inventory file, updates units on order for the specified location in the inventory location file, adds the PO to the PO files, and updates the *Next PO Number* in SD-R Assign Next Numbers.

After saving a PO, you will be asked if you want to print the PO. If Y, you will be switched to the PO print screen where you can print one or a range of PO's. The PO will not be posted to

the *General Ledger*, *Accounts Payable*, or *Inventory* files until the PO is received using PO-C Receive Purchase Orders. Until then, the items will be reflected as units *On Purchase Order* for each inventory item.

Changing an Existing PO

A previously entered PO may be changed any number of times until all items are fully received through PO-C, Receive Purchase Orders and the vendor invoice is processed through AP-C Enter Purchase Order Invoices.

To change an existing PO, select it by highlighting and pressing <Enter> on the opening list of PO's. The PO will be pulled into the entry screen and can be edited.

Reversing a PO

If you need to reverse the effect of a posted purchase order (for example, in the case of a return to a vendor), enter a new PO with line items identical to those on the purchase order, except that you must enter negative quantity amounts. When the PO is received, the second PO adds offsetting detail line items to the ledger, inventory, and vendor record, balancing and reversing the first PO. This is sometimes known as a Credit PO.

Deleting an Existing PO

Highlight the desired PO on the opening list and click *Delete*. You will be prompted to be sure you want to delete the PO selected. You will not be allowed to delete a PO that has items received not invoiced or items in QC.

Deleting a PO reverses the operations described under *To Save and Exit*.

Copying an Existing PO

Highlight the desired PO on the opening list and click *Copy PO*. You will be prompted for a PO Number or leave blank for the next available PO Number. Then you will be prompted for the Receipt Date or leave blank to calculate based on the first line item lead time.

Using Make-Froms

A *Make-From* is an item that receives an outside process such that it becomes a different item number than the item without the process. For example, a part could sit on the shelf non-plated. Some of the parts could be sent out for plating. When the parts come back they should have a different item number to differentiate between the plated and non-plated parts. *Make-From* items are coded as type M items in IN-B Enter Inventory and are set up with a bill of material in BM-A Enter Bills of Material, consisting of the raw part(s) (in this example the non-plated part) that go into the finished *Make-From*.

Even though *Make-Froms* are used for purchasing services, they are entered on type P purchase orders because they are not tied to a work order sequence like regular type S service orders are. When a *Make-From* is entered as a line item, the component(s) in *the Make-From's* bill of material automatically come into the PO as line items following the *Make-From* item; however, they have negative quantities. This properly creates a negative value against the *On PO* status field in Inventory, which tells the MRP system and the *Reorder Report* that the components are allocated for a PO and are not available for other use.

When *Make-Froms* are received in PO-C Receive Purchase Orders, you not only receive the *Make-From* item, but you also receive the item's components. Because they are negative quantities, by receiving them you actually deduct them from inventory. When the *Make-From* is added to inventory, PO-C adds its PO unit cost to the cost of the

component(s) so that the total cost for the *Make-From* accurately reflects both the service rendered to it as well as the cost of the components that went into it.

If you are using multiple Locations, you are given the opportunity to assign the *Make-From's* components to a different Location than the PO itself. Thus, you can use IN-L-J Transfer Inventory to transfer components to a vendor Location to be stored as consignment. As *Make-Froms* are received, the components will be deducted from stock at the vendor Location while the parent item is put into stock at your main warehouse location.

The use of *Make-Froms* provides a convenient alternative to using the work order process for handling the outside processing costing and inventory properly for the *Make-From* item and its components.

Purchasing Phantom Assemblies
Phantom Assemblies can be purchased as a means of purchasing a single item and actually receiving multiple items (the components of the Phantom) into inventory. When a Phantom (Type B) part is entered onto a Purchase Order, the components of the phantom are pulled into the PO proportionally based on the quantity per on the Bill of Material. The price is entered against the Phantom parent. When the PO is received in PO-C Receive Purchase Orders the components will be received into stock at a cost based on the PO price for the phantom parent proportionally distributed based on the standard cost of the components.

2.3.3 PO-B Print Purchase Orders

PO-B Print Purchase Orders

Purpose of Program
This program will print the information entered in PO-A Enter Purchase Orders to Preview, Printer, Email or to a file.

The program gives you the option of printing the original purchase order amounts or the non-received amounts remaining. The first time a PO is printed, the form title printed is "Purchase Order". Subsequent printings will state "Original Purchase Order" or "Current Purchase Order" as specified when selecting to print

General Program Operation
When this program is chosen from the menu, the cursor is in the *Print all PO's not yet printed?* field. If you want to print all unprinted PO's, enter Y; otherwise, enter N and you will be able to specify a PO number or range of numbers to print.

You can specify whether *Make-From* components are to be printed, whether zero balance lines should be excluded, and whether the original PO amounts are to be printed or only the amounts remaining to be received and whether linked documents are to be included.

After printing if you had printed any PO's that had not been printed previously, the program will ask if they were printed correctly. If you answer Y to this question, the program marks the PO(s) as having been printed, so it will not be printed again the next time you enter Y at the *Print all PO's not yet printed?* prompt. If you answer N, you are returned to the *Purchase Orders* menu and the PO will be printed again the next time you enter Y at the *Print all PO's*

not yet printed? prompt. The PO is not marked as "printed" until you answer Y here.

2.3.4   PO-C Receive Purchase Orders

PO-C Receive Purchase Orders

Purpose of Program
Use this program to record receipt of purchase orders. This process adds items to your inventory units on hand. If a work order is specified on the line item, the units and costs bypass on-hand inventory and go directly to work-in-process.

If the PO is a service order, the costs go directly to work-in-process. No on-hand or work-in-process quantities are affected. Depending on default settings, the program allows you to change PO costs directly without having to modify the original PO, and it allows you to receive more than the PO quantity.

If you are using multiple inventory locations and you want to receive goods to a particular location, you must have specified that location on the purchase order before receiving the order. You can receive items either to QC inspection or directly to inventory or work-in-process.

You can also return purchased items to the vendor by indicating a negative quantity received. This will remove parts from stock or a work order and put them back on PO and make the appropriate reversing accounting entries.

When a PO is received, the Last Cost is updated and, if so specified in SD-C Purchase Order Defaults the vendor specific pricing as seen in PO-H Enter Vendor Prices for the vendor on the PO can also be updated.

Multi-Currency Processing
If you have multi-currency processing enabled in IM-A International Configuration, you can place purchase orders with vendors in foreign currencies.

If a foreign currency is specified in the Currency field in the purchase order header, the program will convert each line item's cost from *source currency* to *base currency* (using the closest historical exchange rate) when posting to the *Inventory* or *WIP* general ledger accounts and when calculating the *Last* and *Average* cost. The *PO's Received not Invoiced* general ledger account is posted to in the *source currency*. The difference between *base currency* and *source currency* postings will be posted to the *F/E Transactions* account set up in IM-C Enter Currency Exchange Rates.

Landed Cost Processing
When receiving the purchase order, you can enter a customs broker in the *Customs Broker* field. The program will then add the brokerage fees as set up in IM-F Enter Landed Cost Customs Fees to the inventory cost of the item.

The program will also take the duty code assigned to the vendor in AP-A Enter Vendors and

combine it with the duty code assigned to each item in IN-B Enter Inventory and will calculate a duty fee that will be added to the inventory cost of each item.

These landed cost entries to inventory are all made in *base currency*.

Field Explanations

PO FIELDS
The following fields are based on information entered on the PO.

Purchase Ord (Required)
The number of the PO being received. The word *Purchase* or *Service* will display to the right of this field, depending on the purchase order type.

Vendor Name
The name of the vendor entered on the PO.

Receipt Date
The date the items or services were physically received.

Receive Into
Choose from one of the following two options, displayed in a pop-up window. This determines whether the items are to be received directly to inventory or to QC Inspection. If they go to QC inspection, they will have to be released to inventory through PO-J-C Enter Inspection Buyoffs. Once the setting is entered here for the PO, individual lines can be changed as they are received.

I - Inventory

Q - QC Inspection

Packing Slip
The vendor's packing slip number. This is an optional cross-reference for tracking purposes. If the *Require Pack Slip Info?* field in SD-C Purchase Orders Defaults is set to Y, you will be required to make an entry in this field; otherwise it is optional.

Employee Number
The employee number of the receiving person as entered in SM-G Enter Employees. This is an optional field and can be left blank.

Customs Broker
If you have Landed Costs enabled in IM-A International Configuration, you are given access to this field. You can enter a customs broker previously set up through IM-F Enter Landed Cost Customs Fees. See Landed Cost Processing above for details.

Receive all Lines?
If all the remaining lines in the PO are to be received, answer Y to this prompt and all the lines will be marked as fully received. Afterward you can still process selected lines for any exceptions. If you will be doing a partial receipt and don't want all the lines marked as received, answer N.

Recv thru Due Date

If you had answered Y to Receive all Lines?, the cursor advances to this field. If you wish to restrict the items received up through a particular due date, you can specify the date in this field and only lines up through this date will be marked as received. This is helpful when processing scheduled or blanket orders with a range of PO due dates.

Display Comment Lines?
The PO line items display in a pop-up window. With this prompt you can control whether comment lines will be included in the display or not.

Display Fully Recd Lines?
The PO line items display in a pop-up window. With this prompt you can limit the display only to lines with quantities remaining to be received, or you can show all lines, including fully received lines.   To return items on a fully received line to the vendor by entering a negative quantity against it, you must have this set to Y.

Qty this Receipt
The actual quantity received according to your count.

Packing Slip Qty
This is the quantity as shown on your vendor's packing slip. This is for tracking purposes and allows you to record any discrepancy between your count and the vendor's count. This field is optional and may be left blank.

Unit Cost
Access to the unit cost field is controlled by SD-C Purchase Orders Defaults. Receiving can have no access, view only, or the ability to change the unit cost when receiving.

DISPLAY FIELDS
The following fields on the screen are for display only and cannot be entered: Lin, Item number, Description, Quantity Ordered, UM, Due Date, Work Order, Sequence, and Recvd to Date.

General Program Operation
Enter the Purchase Ord number or find your PO in a lookup window by pressing the F2 key (or clicking on the Lookup button).   The vendor name entered on the PO will be displayed.

Enter the Receipt Date, which is the date the items were physically received. It defaults to today's date, but can be overridden. A pop-up window will prompt you as to whether you want the items received to inventory or to QC inspection. If you receive into QC inspection, the items will be transferred to inventory at a later time through PO-J-C Enter Inspection Buyoffs.

If you have the *Require Pack Slip Info?* field in SD-C Purchase Orders Defaults set to Y, you will be required to make an entry in this field; otherwise it is optional. The employee number of the person processing the receipt is also optional.

Full Receipt
If the PO is to be fully received, answer Y to Receive all Lines? This will mark all lines as fully received and eliminates having to process each line individually. You will see all the lines displayed in a pop-up window, with the remaining quantities shown in the This Receipt column. If everything looks correct, you can press F10 (or click on the Save button) to begin processing.

During processing the PO is marked as fully received, posts to the General Ledger and the Purchases journal, and updates the inventory file records of units on hand, units on purchase order or in work-in-process, average cost and last cost, last receipt date, and average days to receive. The inventory location file is updated for units on purchase order and units on hand or in-work-in-process for the specified Location.

Partial Receipt

When only part of an order is received, you can process individual lines as needed.

The Receive all Lines? prompt can be used for partial receipts as well as full receipts. For example, if you have a scheduled or blanket PO covering many deliveries over the next months or year, you often will receive a segment of the PO scheduled for a particular due date. You can answer Y to Receive all Lines?, but then limit the lines received through a particular due date by entering a date in the Recv thru Due Date field.

Another case might be that the vast majority of lines are to be fully received, but only one or two lines are received with short or zero quantities. You can go ahead and answer Y to Receive all Lines?, mark the entire order as received, then from the pop-up display of the lines highlight the exceptions, receive them individually, then press F10 (or click on the Save button) and process the order. This can save a lot of time versus receiving all lines individually. While you're still in the header section of the screen you can control what displays in the pop-up window that shows all your line items. On a long PO you might not need to see all the comment lines, or you might want to only see lines with items left to be received. These can be controlled by the *Display Comment Lines?* and *Display Fully Recd Lines?* prompts. Defaults can be set for these fields through SD-C Purchase Orders Defaults.

Once you complete the header fields, you can begin receiving the individual line items. If you had answered Y to *Receive all Lines?*, all the lines will automatically be displayed in a pop-up window with the Remaining quantity equal to the This Receipt quantity. You can highlight any line item, press <Enter> and receive that line item individually, if any changes are to be made. You can bring back the line item display window at any time by pressing F2.

If you had answered N to *Receive all Lines?*, the same window of line items will be displayed but the Quantity This Receipt for all lines will be set to 0. Highlight the desired line and press <Enter> or double click and the line with a quantity to be received will automatically be brought into the line item area of the screen. A variety of fields related to this line item are displayed for reference purposes. Enter the quantity received. You can also enter a Packing Slip Qty if desired. You can also change whether each line is to be received to Inventory or QC.

If receiving has access to the unit cost (vendor price) field, the price from the PO defaults to the Unit Cost field. If there is no change in price, press <Enter>. If the price has changed, or you know the price for the first time, enter the price in the Unit Cost field and the PO will be updated with this new cost automatically.

As each line item is received, you will be returned to the window listing all available lines. Once all desired lines have been received, press ESC or click Save and you will be asked if all entries are correct. If yes, your entries will be batch processed and the screen will clear.

At any point while receiving individual line items you can view your PO lines in a display window by pressing F2 (or clicking on the Display Lines button). You can highlight and press

<Enter> on any line item, thus allowing you to move around to different line items as needed. The line item display window also allows you to review your entries prior to processing.

Receive PO's allows you to over-receive beyond the PO quantity, which is common with certain commodity type products. SD-C Purchase Orders Defaults has a setting for Percentage of Over Receipts Allowed. If the over receipt exceeds the percentage specified, a warning message will be presented. You can also enter a negative quantity to reflect returned items or to correct for entry mistakes.

When a partial receipt gets processed, it marks the PO as partially received, updates the dollars and quantity received and not invoiced, updates the same inventory and inventory location fields as does a full receipt, posts the receipt to the Purchases Journal, and updates the inventory, work order, and location files.

Closing Purchase Orders
If you are using Accounts Payable, the PO will ultimately get closed when it is fully invoiced through AP-C Enter Purchase Order Invoices.

If you are not using Accounts Payable, PO's are closed during Receive Purchase Orders when all line items are fully received. When a purchase order is closed through receiving, the receivers in the purchase order history file are marked as closed and the purchase order is deleted from the open purchase order file.

If you wish to close a PO that has not been fully received, such as when a PO gets canceled or is being closed short, you can close it in PO-K Close Purchase Orders. A closed PO can be reopened from PO-D View PO Receivers if the default setting in SD-C Purchase Orders Defaults allows reopening closed purchase orders.

Receiving Make-Froms
Refer to Using Make-Froms in PO-A Enter Purchase Orders for an explanation of what Make-Froms are and how they are used.

When Make-Froms are received, when you save the receipt of the Make-From item, the program will prompt to receive the item's components proportionally. If you reply Yes, the components will be processed proportionally to the parent quantity received. If No, then you can manually edit the component quantities. Because they are negative quantities, the receipt deducts them from inventory. When the Make-From is added to inventory, PO-C adds its PO unit cost to the cost of the component(s) so that the total cost for the Make-From accurately reflects both the service rendered to it as well as the cost of the components that went into it.

Receiving Make-Froms
Refer to Purchasing Phantoms in Purchase Orders for an explanation of using Phantoms to purchase a kit of items. When a Phantom is received, the components will be received to stock with a cost based on distributing the cost of the phantom parent across the components proportionally based on component standard cost.

2.3.5   PO-D View PO Receivers

PO-D View PO Receivers

Purpose of Program

You can use this program to view your purchase order receipts and to reopen a closed PO.

General Program Operation

When you run this program, you are presented with a list of the receivers in the file. The opening list is in Purchase Order order subsorted by multiple receipts in date order within each purchase order. If a PO has been closed, the last receipt for the PO will have a C next to it. You can re-sort the list by Vendor Code, Vendor Name or Job Number order.

To view a receipt, highlight it on the list and press <Enter> or double click. The PO header information will be displayed with the cursor in the Location field. Press <Enter> or <PgDn> or click the Line Item button to be taken to the line item screen. You can select lines for viewing in the identical way that you select lines within PO-A Enter Purchase Orders. Pressing F2 (or clicking on the *Display Lines* button) shows all the lines in a window where you can highlight and press <Enter> or click on the line for which you want to see detail. Or you can use the standard search keys and buttons to move lines in and out of the display area: F5 for the first line (or click on the *First* button), F6 for the last line (or click on the *Last* button), F7 to move back a line (or click on the *Previous* button), F8 to move forward a line (or click on the *Next* button).

Press <Esc> (or click on the *Exit* button) when you are finished viewing the Receiver currently displayed. The program will return to the opening list.

Copying a Closed PO

Highlight the last receipt from a closed PO and click *Copy PO*. You will be prompted for a PO Number (or leave blank to use the next available PO number) and an estimated receipt date (leave blank to use the lead time of the first line item). To copy an open PO, use PO-A Enter Purchase Orders

Reopening a Closed PO

Highlight the last receipt from a Closed PO and click *Repoen PO.* The PO will be restored to the open PO file and be available for editing in PO-A Enter Purchase Orders and further processing.

2.3.6   PO-E Enter/Print RFQ's

PO-E Enter/Print RFQ's

Purpose of Program

Use this program to enter a request for quotation to send to a vendor or vendors. Entering a quote request is identical to entering a purchase order except that prices are not entered. An RFQ can be converted to a live purchase order via PO-G Convert RFQ's.

You can also use an RFQ as a template purchase order of typical items you buy from a vendor. When you want to purchase specific items, go into the RFQ, enter quantities on specific items, then you can convert just the items with quantities to a live purchase order through PO-G Convert RFQ's. This use of RFQ's can save the time in entering POs from scratch with each new purchase.

The RFQ copy function allows you to copy an RFQ to another vendor in the event that you are sending out multiple RFQ's.

General Program Operation
Quote requests are given a separate numbering sequence from purchase orders for tracking purposes. If you leave the *RFQ #* (request for quote) field blank, the program will assign it the next available number when the screen is saved.

The rest of the fields are identical to the standard purchase order. See PO-A Enter Purchase Orders for detailed instructions on how to use the program.

Printing RFQ's
When you save an RFQ you are asked if you want to print the RFQ. If you indicate yes, you are swapped to a print program where you can print the current RFQ or a range of RFQ's.

Just like purchase orders, RFQ's are marked as having been printed or not. You can print any RFQ by pressing F3 (or clicking on the *Print* button) while the Enter RFQ's screen is blank. You are then swapped to a print program where you can print all RFQ's that have not yet been printed, or you can specify a range of RFQ numbers to print. You can also indicate whether linked documents are to be included.

Copy Function
You can create a copy of an RFQ to another vendor, allowing you to send out multiple RFQ's without having to enter each one from scratch. The duplicate RFQ will be assigned a separate RFQ number.

To copy an RFQ, retrieve on the screen the RFQ from which you wish to copy. While on the header area of the screen, press the <Home> key (or click on the *Copy RFQ* button). You will be prompted for a vendor code. You can enter the vendor code or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

You can enter an RFQ number, or if you leave the *RFQ No* field blank, the next available RFQ number will be assigned to the new RFQ automatically. The program will then create the new RFQ, which will be identical to the original RFQ except for the vendor fields. The new RFQ is now displayed on the screen where it can be edited or saved as is. From this RFQ you can make another copy, and from that one, another copy, etc.

If you click the Copy RFQ button on the opening list before selecting an RFQ to the editing screen, the RFQ will be copied in its entirety to the original vendor.

2.3.7 PO-F Enter Verbal RFQ's

PO-F Enter Verbal RFQ's

Purpose of Program

Use this program to record a verbal request for quote (RFQ) from a vendor for a specific item or service, and to enter prices received. This is an alternative to the full screen, multiple item RFQ found in PO-E Enter/Print RFQ's.

If you deal with many outside vendors and subcontractors and rely on them to provide frequent price quotations, the RFQ system can be an extremely useful tracking tool.

If you are using the *Estimating* module, you can tie RFQ's to specific estimates. If multiple RFQs are sent out for the same item, you can mark which one is to be used by the estimate in its cost calculations. RFQs are considered open if there are no prices entered, and are considered closed when prices have been received. Open and closed RFQs can be tracked through PO-I-C Print RFQ Status.

An RFQ can be converted directly to a live purchase order through PO-G Convert RFQ's.

Field Explanations

RFQ Number

The RFQ number. This is usually assigned automatically by the system, but you can enter a number of your own, if you wish.

Issue Date

The date the RFQ was created. This defaults to the system date, but can be overridden.

Vendor

The vendor code the RFQ pertains to. This must be a valid vendor code from the vendor file.

Name

The vendor's name. This displays automatically when the vendor code is entered.

Estimate No

If this RFQ is tied to an estimate from the Estimating module, enter the estimate number in this field. It must be a valid estimate in the estimate file. This field can be used as a report filter for PO-I-C Print RFQ Status.

Work Ord

If this RFQ is associated with a particular work order, enter the work order number. This field can be used as a report filter for PO-I-C Print RFQ Status .

Parent Part, Description
If an estimate or work order number was entered, the parent item number associated with the estimate or work order is displayed for reference, along with its description.

Sequence

If the RFQ is for a service, this field indicates the routing sequence in either the estimate routing or work order routing to which it pertains. If you make an entry in this field, the cursor will skip the next section and will go straight to pricing entry, for services tied to routings do not require item numbers.

Use in Est?

After the RFQ's for an estimate have been answered (meaning that prices have been received) you can enter a Y in the RFQ record that you want the estimate to use in its cost calculations. The program only allows a Y value for one of the RFQ's.

Item number

This must be a valid item number from the inventory file.

Description

The item number's inventory description. It will be displayed automatically when the item number is entered.

Purch UM

The purchase unit of measure from the item's inventory master record will default into this field; however, it may be overridden. Whatever is in this field and in the *Conv Factor* field will be transferred to a purchase order if this RFQ is converted through PO-G Convert RFQ's.

Conv Factor

The conversion factor from the item's inventory master record will default into this field; however, it may be overridden. This field is a multiplier. When the item is received into inventory, it will be multiplied by this value to convert the quantity to your stocking unit of measure.

Lead Time

This value defaults from the item's inventory master record; however, it may be overridden (does not affect the master record). It is for reference purposes.

Exp Date (Required)

The date through which the prices on this RFQ are still valid. This is a required field in order to distinguish between current and expired RFQ's.

Quantity, Cost

Quantity refers to the quantity through which each cost applies. Five quantities and costs are available. For example, of you are to receive a price of $10 for quantities ranging from 1-99 and $7.50 for quantities 100-199, you would enter 99.00 in Quantity 1 and 10.0000 for its cost, then 199.00 in Quantity 2 with a cost of 7.5000.

General Program Operation

If you are entering a new RFQ, press <Enter> through the *RFQ Number* field. The program will assign the next available number when the screen is saved. You can enter a number of your own choice, if you wish.

The issue date defaults to today's date; you may override it if you wish.

Enter the vendor code to whom or which you are sending the RFQ, or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). After entering the vendor code, the vendor's name will be displayed automatically.

If the RFQ does not pertain to an estimate or work order, you can skip the second block of fields and go directly to the *Item number* field.

If the RFQ is associated with an estimate or work order, enter either the estimate or work order number; the program will not allow you to enter both. The parent item number of the estimate or work order, along with its description, is automatically displayed.

If the RFQ is for a service that pertains to an estimate routing or work order routing operation, enter the routing sequence number in the *Sequence* field.   The cursor will then skip the third entry fields block, since item numbers are not required for routing service operations.

The *Use in Est?* default is N. If later on when prices are received and you want to go with a particular RFQ in your estimate, you can set this switch to Y.

If the *Sequence* field was left blank, you can enter a item number for the RFQ item. You can enter the item number or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).   After entering the item number, the description, purchase unit of measure, conversion factor, and lead time will default from the item's inventory master record. These fields can all be overridden without affecting the master record.

When you first enter an RFQ you will want to enter quantities but not costs. Later, when the vendor provides you with prices, you will go back into the RFQ record and enter the prices, which changes the RFQ from open status to answered status.

You can save the RFQ record from any point on the screen by pressing F10 (or clicking on the *Save* button), or you will be prompted to save the record when you reach the end of the screen.

Adding Prices, Editing an RFQ
When your vendor returns prices to you, you must retrieve the RFQ record and enter the prices for reference purposes. To do so, enter the RFQ number or select from existing RFQ's in a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

If the RFQ pertains to a particular estimate, you can get a lookup of all RFQ's by estimate number by pressing the <Home>key (or clicking on the *Display RFQ's by Est* button). The complete record displays on the screen. Change or add any fields as desired. Enter the vendor's prices in the cost fields.

If you want an RFQ to be used in a particular estimate's cost calculations, change the *Use in Est?* field to a Y.

Save the screen at any point by pressing F10 (or clicking on the *Save* button), or you will be prompted for a save when you reach the end of the screen.

You can track the status of all RFQ's with a variety of selection criteria through PO-I-C Print RFQ Status.

2.3.8   PO-G Convert RFQ's

PO-G Convert RFQ's

Purpose of Program

Use this program to convert a request for quotation (RFQ) into a live purchase order. You can convert either full screen RFQ's entered through PO-E Enter/Print RFQ's or verbal RFQs entered through PO-F Enter Verbal RFQ's.

When RFQ's are converted, they can be deleted or retained in the RFQ file, and you can selectively convert only items with quantities.

General Program Operation

Enter the RFQ number to be converted in the *Convert Quote Number* field.   The next available PO number will be displayed in the P/O Number field. It can be accepted or overridden.

The *Order Date* will default to the system date. You can accept it or override it.

Enter the *Estimated Receipt Date*. Whatever date is entered will be used for all line items on the RFQ. If the dates are to differ from one another, you will have to go into the PO once it is created and change the dates there.

If you did not reference a work order on the RFQ and you wish to tie the RFQ to a work order, enter the work order number. Indicate if the contents of the notes screen are to be transferred to the purchase order.

Specify if the quote is to stay on file or is to be purged. If an RFQ stays on file, it can be converted again and again. If you are using the RFQ as a template purchase order, you can specify the program to only convert items with quantities, and then to clear all the quantities so that the RFQ is cleared of quantities for future use.

When you have completed your entries, verify that they are correct and the program will begin processing.

2.3.9   PO-H Enter Vendor Prices

PO-H Enter Vendor Prices

Purpose of Program

Use this program to enter current vendor prices, lead times, units of measure and conversion factors. This information will be used automatically when entering purchase orders.

The vendor price file holds five quantity price breaks and an expiration date.

Vendor prices can be printed through PO-I-D Print Vendor Prices.

General Program Operation

Enter the item number or select a item number by clicking on the *Lookup* icon (or press F2). After entering the item number, the purchase unit of measure, conversion factor, and lead time will default from the item's inventory master record.

Enter the vendor code or select a vendor by clicking on the *Lookup* icon (or press F2). Once the vendor code is entered, the vendor name will be displayed automatically.

You can press <Enter> through the default value for purchase unit of measure, conversion factor, and lead time, or you can override these entries and enter vendor specific values to be used in purchase orders.

An expiration date is required. If there is no real expiration date, use a far future date such as 12/31/28.

Enter the quantities and costs as required. Quantity refers to the quantity through which each cost applies. Five quantities and costs are available. For example, of you are to receive a price of $10 for quantities ranging from 1-99 and $7.50 for quantities 100-199, you would enter 99.00 in *Quantity 1* and 10.0000 for its cost, then 199.00 in *Quantity 2* with a cost of 7.5000. Any quantity higher than the last quantity entered will use the last quantity's cost.

When you save the screen, either by clicking on the *Save* button (or pressing F10) or by reaching the end of the screen, today's date will be inserted in the *Last Update* field. This is a reference field that lets you know the last time you updated these prices.

Editing Existing Price Records

If you enter an item number and vendor code for which there is already an entry in the file, you will create an additional entry for that same item and vendor, not pull up and edit the existing entry. To find an existing price record, click on the *Display Pricing* button or press Alt-P while you are in the *Item number* field. You will be prompted for a item number. Enter the item number and you will receive a listing of all vendor price records beginning with that item number. The lookup shows the item number, vendor, and expiration date. Press <Enter> on the price record you wish to retrieve.

When the vendor price record is selected, all the fields will display on the screen. Enter through the fields and make any changes. When the screen is saved, the *Last Update* field will be refreshed with today's date.

2.3.10 PO-I-A Print Open Purchase Orders Listing

PO-I-A Print Open Purchase Orders Listing

Purpose of Program

Use this program to print a listing of PO's that have not yet been closed. This report can be printed in a short or long form layout. The short form layout contains the following information, divided and sorted by vendor code, item number, PO number, or user defined sort order:
· Vendor name and code
· PO number
· Item number
· Quantity ordered and received to inventory or in QC inspection
· Cost per item
· Unit of measure
· Due date
· Work order and sequence number]
· Currency
. Total of quantities and costs subtotaled by the selected sort field and a grand total of costs.

If the Long Form layout is selected, the following additional fields are included.
· 2 lines of Item Description
· Job Number
· Purchase Order Type
· Purchase Order Description
· Ordered By

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled.

Print in Base/Source Currency?
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of first PO receipt, or at today's rate if there have been no receipts.

General Program Operation
You are first prompted via a pop-up window whether you want the report to be sorted by vendor code, item number, or purchase order number. You can then further limit the report by from/thru ranges of vendors, item numbers, job numbers, purchase order numbers, order dates, and due dates, and you can print line item detail or not.

2.3.11 PO-I-B Print Closed Purchase Orders Listing

PO-I-B Print Closed Purchase Orders Listing

Purpose of Program
Use this program to view or print closed purchase order history by item number, vendor, or

purchase order. The report will display the vendor, item, quantity, unit price, discount, extension, and receiving date.

If you wish to see what vendor you've been purchasing from and what prices you've been paying, an alternative to this report is IN-E Print Inventory Transactions.

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled.

Print in Base/Source currency?
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of first PO receipt.

General Program Operation
Select from the pop-up window whether you want the report sorted by vendor code, item number, or purchase order number.

You can limit the printout by vendor code, item number, purchase order number, and date range. You can indicate whether you want the report in summary or detail format.

2.3.12 PO-I-C Print RFQ Status

PO-I-C Print RFQ Status

Purpose of Program
Use this report to get a listing of all open and answered RFQ's. The report shows the item number, RFQ number, estimate number, work order number, vendor, RFQ date, quantities, and prices.

An RFQ is considered open until prices are received and entered.

General Program Operation
Enter from/thru ranges of item numbers, RFQ numbers, estimate numbers, work order numbers, and vendors to limit the report. The final prompt asks if you want open RFQ's only. Open RFQ's do not have prices and represent RFQ's with which you are waiting for vendor prices.

2.3.13 PO-I-D Print Vendor Prices

PO-I-D Print Vendor Prices

Purpose of Program

Use this program to get a listing of vendor prices in the vendor price file. The report shows the item number, vendor, purchase unit of measure, conversion factor, lead time, quantities, costs, and expiration date.

The report can be limited to expired prices as a tool to assist in keeping the vendor price file up to date.

General Program Operation

Enter from/thru ranges of item numbers and vendors. You are then asked if you want to restrict the report just to expired quotes. If yes, the report will be limited to prices with an expiration date older than today's date.

2.3.14 PO-I-E Print Receiving Report

PO-I-E Print Receiving Report

Purpose of Program

Use this program to get a listing of purchase order receipts for a particular day or date range. You can use this list to help route incoming materials to open work orders that are waiting for them. The report not only lists the items received, but it optionally shows all open allocations (work orders requiring the item) as a reference when the report is printed in item number order.

Multi-Currency Processing

You will be given access to the following field if you have enabled multi-currency processing.*.*

Print in Base/Source currency?

If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of the PO receipt.

General Program Operation

Select whether to print in item number, vendor code or purchase order number order. The allocation report will only be available when printing in item number order. Indicate whether to include report filters and whether to print the long or short form. Enter a from/thru range of dates, PO Number, vendor code, Ship To code, item number, job number, purchase order number, order date, work order number, due date, entered by, received date and whether to include Purchase, or Service or both types to limit the report.

If you are printing in item number order, you can then indicate whether you want allocations to be printed. If you answer Y, you can limit the allocations to work orders within a start date

range. There is no need, for example, to list work orders scheduled to start well into the future. Instead, you can confine the allocation listing only to immediate work orders.

If you are running the report in Vendor order, you can select T6POIE1V.RTM as the print format and get one summary line per vendor.

2.3.15 PO-I-F Print Received not Invoiced

PO-I-F Print Received not Invoiced

Purpose of Program
Use this report to get a listing of all purchase orders that have been received, but not yet invoiced through AP-C Enter Purchase Order Invoices. This is a control report that should reconcile to your *PO's Received not Invoiced* GL account.

Be aware that this report does not include items in QC. Therefore if you are using the report to reconcile to the *General Ledger*, you should combine its total with that of PO-J-B Print Inventory in QC.

Multi-Currency Reporting
If you are using multi-currency processing, the *PO's Rec¡¦d not Invoiced* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* PO/RNI balances (you will have a *PORNI Control* account and *PORNI Conversion* account for each currency), be sure and run the *Convert to Base Currency* routine in IM-B Enter Multiple Currencies beforehand so that your *source currency* PORNI accounts are updated for current exchange rates.

General Program Operation
You can sort by vendor code, purchase order number or item number and enter from/thru ranges of vendor, item numbers, Job numbers, PO numbers, Order Dates, Work Order numbers, Due Dates, Entered By's, Received Date. To get the total balance as of a prior date, leave all filters blank except received date from 00/00/00 through the as-of date desired. The report as of a prior date may have two parts. First, the Purchase Order RNI items are listed with subtotals and a grand total. Second, any price changes entered in AP-C for items that were uninvoiced on the as-of date but have since been invoiced are listed. The net balance in PO/RNI backs the price changes out of the Purchase Order RNI$ to arrive at a net backdated balance.

A PO Line will be included on this report if the Actual Received Date (BKAP.POL.ARD) is less than or equal to the "Through Actual Received Date" entered and either the Invoice Number field (BKAP.POL.INVNM) is empty or, if there is an invoice number, the invoice post date (BKAP.POL.PSTDTE) is after the effective as-of date of the report meaning that as of the report date it had not yet been invoiced.

2.3.16 PO-I-G Print Purch Order Items by Due Date

Purpose of Program
Use this program to get a listing of projected purchase order receipts in due date order

General Program Operation
Select whether to print in due date, item number, vendor code or promise date order. Enter a from/thru range of Item Number, PO Number, due date, whether to include Rework PO, print vendor copy and for PO's associated with Work Orders, what Work Order priorities to include.

2.3.17 PO-I-H Vendor Performance Report

PO-I-H Vendor Performance Report

Purpose of Program
Use this program to generate a report of on-time delivery performance rating for one or a range of vendors based on receipts within a specified date range.

General Program Operation
Enter the date range of receipts to be used as the basis of the rating and indicate whether to use Actual or Estimated dates within the specified range. Enter an On-Time Window by specifying the number of days early and number of days late a receipt can be and still be considered "on time". Enter a range of Vendor Code and Vendor Class to be rated. For a faster report generation, Purchase Orders entered prior to a specified date can be skipped rather than checking for lines received within the date range. If a Rep Code for the Vendor Performance Report has been specified in SD-C Purchase Order Defaults you can indicate whether to save the rating to the Vendor history file and also indicate whether you want a summary report or line item detail. Finally indicate one or more of the rating methods - on time percentage based on number of lines received, number of items received or dollar value received.

2.3.18 PO-J-A Print Receipt Travelers

PO-J-A Print Receipt Travelers

Purpose of Program
Use this program to print receipt travelers for each line item on any PO's that were received to QC inspection during PO-C Receive Purchase Orders.

A receipt traveler is a printed document that can be used by the quality control department to record quantities accepted and rejected, as well as any remarks, during QC inspection. Each receipt traveler automatically gets assigned a sequential identifying number when items are

received to QC inspection. One receipt traveler is produced per line item received.

Receipt travelers can be processed through PO-J-C Enter Inspection Buyoffs, which transfers accepted items into inventory or work-in-process.

General Program Operation
Select receipt travelers to print by entering from/thru ranges of receiver numbers, receipt dates, and purchase order numbers.

You are also asked *Print PO comment lines after line items on a receiver?* If you answer yes, all comment lines associated with each line item will print on the line item's receipt traveler for reference purposes.

2.3.19 PO-J-B Print Inventory in QC

PO-J-B Print Inventory in QC

Purpose of Program
Use this program to print a listing of PO line items that have been received to QC inspection but have not yet been transferred to inventory or rejected back to the vendor via PO-J-C Enter Inspection Buyoffs.

This report contains the following information, divided and sorted by vendor code, item number, or PO number:

Vendor name and code

PO number and description

For PO line item detail:

Item number and description

Quantity in QC inspection

Cost per item, any discount and the extended cost

Receipt date

Work order and sequence number

General Program Operation
You are first prompted whether you want the report to be sorted by vendor code, item number, or purchase order number. You can then further limit the report by from/thru ranges of vendors, item numbers, job numbers, purchase order numbers, and order dates. You can specify whether you want line item detail printed or just a subtotal by the sort option selected. You can print the report as of a prior date.

2.3.20 PO-J-C Enter Inspection Buyoffs

PO-J-C Enter Inspection Buyoffs

Purpose of Program

Use this program to transfer items from QC inspection to inventory or work-in-process or to reject defective items and return them to the vendor.

A receipt traveler, printed in PO-J-A Print Receipt Travelers, is used as the controlling document for recording accepted and rejected quantities. Inspection buyoffs are entered against the receipt traveler's receiver number. Historical receiving and inspection buyoff information is maintained in the receipt traveler file and the QC Transaction file.

General Program Operation

Enter the receiver number or lookup open receivers by pressing the F2 key (or clicking on the *Lookup* button). You can also print PO-J-B Print Inventory in QC to get a listing of items that have not yet been transferred to inventory. After entering the receiver number, the following fields are automatically displayed for reference: vendor code and name, PO number, packing slip number, PO line number, item number and description, receiver line quantity, line quantity previously bought off (transferred) or rejected (returned to vendor), the work order and sequence number, the estimated receipt date and the actual receipt date.

The cursor advances to Employee field. Enter the Employee number from SM-G Enter Employees for the inspector recording the buyoff (optional). Next, in the *Accepted* field enter the quantity of good parts to be transferred to inventory or work-in-process. Enter rejected parts to be returned to the vendor or scrapped in the *Rejected* field with an appropriate Scrap Code. Any marginal parts which are acceptable or require minor rework can be entered in the *Use As Is* field with an appropriate QC code to document the discrepancy. These parts will also be transferred to inventory or work-in-process with the Accepted parts but it gives you an opportunity to document less than perfect vendor performance.

The *Buyoff Date* defaults to today's date; it may be overridden. You are then asked if you wish to save the record. If no, you will be returned to the *Buyoff Qty* field where you can re-enter your transaction. If yes, the program will begin processing.

Parts processed as *Rejected* are placed back on the PO against the line originally received as the assumption is that they will be returned to the vendor for replacement.

Parts rejected back to the vendor are posted to the Inventory transaction file as a Q type transaction with a negative quantity. Parts accepted are posted as a positive P type transaction and an offsetting negative Q type so the dollar value of the transaction isn't posted twice and double counted in IN-N-A Print Month End Inventory Costing

Parts can also be placed on NCR for further review and eventual disposition in QC-F-C Disposition NCR

2.3.21 PO-K Close Purchase Orders

PO-K Close Purchase Orders

Purpose of program

Use this program to manually close a purchase order that has not been fully received. Normally, purchase orders get closed automatically when fully received through PO-C Receive Purchase Orders and invoiced through AP-C Enter Purchase Order Invoices. You may, however, decide to cancel a purchase order before it is fully received, in which case you would use this program to close it and transfer the records to the PO History files.

General Program Operation

Enter a range of PO Numbers, PO Dates and Vendor Codes. Indicate whether to use the latest Actual Received Date (ARD) as the effective close date or enter a date to be used. The effective close date is the date the receipt will be removed from PO-I-F Print Received not Invoiced report. All Purchase Orders falling within the specified ranges will be closed. If a PO within the range has items unreceived or Received but not Invoiced, you will be warned but will be allowed to close the PO. If a PO has items in QC Inspection, you will not be allowed to close the PO. If you close a PO by mistake, it can be reopened in PO-D View PO Receivers.

Note: If you are using this program to close old POs that are listed on the PO-I-F Print Received not Invoiced report that should not be, once the report is cleaned up, you will most likely have to make a Journal entry to correct the balance in the PO/RNI GL Account. Closing a PO makes no GL or Inventory transactions.

2.3.22 PO-L Assign Vendors to Items

PO-L Assign Vendors to Items

Purpose of program

Use this program to assign vendors and vendor item numbers to items.

The vendors assigned in this program can be used for reference purposes or for approved vendors. For more information on how to use approved vendors, see How to Use Approved Vendors and Manufacturers.

The vendor item numbers entered in this program serve as cross-references to your item numbers. After entering a purchase order line item that has a vendor item number, the vendor item number automatically comes into the purchase order as a comment line.

General program operation

On the opening screen, enter or select a item number for which you wish to assign vendors and vendor item numbers.

The next screen is a listing of any existing vendors assigned to this item. To add a new vendor record, click the *Add* button and you will be taken to an entry screen. As each record is saved, the screen clears for another entry. When finished making entries, click the *Exit* button.

2.3.23   PO-M Purchase Order Inquiry

PO-M Purchase Order Inquiry

Purpose of Program
This program provides an all purpose inquiry into the order status of a particular vendor. With one set of selection criteria you can check open purchase orders, recent receipts, open work orders, and inventory status.

General Program Operation
Enter the vendor code for the vendor you wish to inquire on, or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

You can further limit the inquiry by entering an item number, purchase order number, Job Number, work order number, or date range. The date range will exclude all purchase orders that fall outside the range.

Once your selection criteria have been entered, you have your choice of 8 inquiries, accessed by buttons on the bottom of the screen.

The *Purchase Orders* button, shows the status of all open purchase orders that fall within the selection limits.

The *Receipts* button, also accessed by pressing F3, shows the status of all receipts that fall within the selection limits.

The *Work Orders* button, also accessed by pressing F4, shows the status of all open work orders that fall within the selection limits.

The other buttons provide stock status information for the item number entered.

2.3.24   PO-P View Vendor Information

PO-P View Vendor Information

Purpose of Program
Use this program to view Vendor name, address and other information without the ability to change anything.

General Program Operation
Program operation and fields are identical to AP-A Enter Vendors but no changes can be entered

or saved, this program is inquiry only.

2.3.25 PO-Q Maintain PO Delivery Dates

PO-Q Maintain PO Delivery Dates

Purpose of Program
Use this program to edit estimated delivery dates on Purchase orders so that MRP can use the true Estimated Receipt Date but the integrity of the original Vendor Promise date will be retained for PO-I-H Vendor Performance Report

General Program Operation
Select the Purchase Order to be modified. For each line, you can edit the Estimated Receipt Date (the date it is truly expected to arrive and which is used by MRP) and the Original Promise Date (normally not edited) which is the date originally set by the vendor and against which the Vendor Delivery Performance will be rated.

2.3.26 PO-R Print Receiving Slip

PO-R Print Receiving Slip

Purpose of Program
Use this program to print a receiving slip which is very similar to a printed PO but without pricing and with a place for the receiver to document the received date and quantity.

General Program Operation
Program operation and fields are the same as PO-B Print Purchase Orders but the output RTM is different.

2.3.27 PO-T Digitally Sign Purchase Order

PO-T Digitally Sign Purchase Order

Purpose of Program
Use this program to enter electronic approval of purchase orders which will print as an approval signature block on the PO.

General Program Operation
Enter the employee ID and password of the signer and the PO number to be signed. The PO Total will be displayed and compared to the approval limit of the signer. Click Sign PO to process the approval. Approved signers can be entered at PS-I Enter Digital Signature

2.4   Material Requirements

2.4.1   Material Requirements

Material Requirements

Material Requirements Overview
The *Material Requirements* module assists in planning purchasing and production requirements closely fitted to your shipping schedules and desired stocking levels. *Material Requirements* can insure that materials and subassemblies are available when needed down through all levels of the bills of material.

You can optionally enter forecasts of demand for finished goods as far into the future as you wish. Forecasts can be combined with actual sales orders to create overall requirement for finished goods and entry of new orders can automatically consume the forecast.

The MR-F, Generate Material Requirements, program takes these finished goods requirements, compares them with a projected running inventory, and suggests work orders and purchase orders according to parameters established through MR-D Enter MRP Parameters. Parameters such as lead time, reorder level, and reorder amount can be set up for each finished good, subassembly, or raw material.

As work orders are suggested, demand is created for materials and subassemblies within each work order's bill of material, generating additional suggested purchase orders and work orders. This process, commonly referred to as an MRP "explosion", continues down through all levels of the bills of material. Start dates and due dates are offset by the lead times required to meet the next higher level's start dates.

Besides suggesting new purchase orders and work orders, MRP will issue DELAY or EXPEDITE messages on existing orders that are either coming in too early or are arriving later than needed.

Suggested work orders and purchase orders can be converted into live orders automatically via MR-I Generate Work Orders and MR-J Generate Purchase Orders, eliminating manual entry.

Material Requirements works hand in hand with the *Scheduling* module, which translates the *Material Requirements* plan into actual work center schedules and compares the schedule with existing plant capacity.

2.4.2   MR-A Enter Forecast

MR-A Enter Forecast

Purpose of Program
Use this program to enter forecasts for finished goods. Forecasts are future sales for which you do not yet have firm sales orders. The MRP program treats forecasts the same as sales orders and will generate material requirements accordingly.

You can enter an unlimited number of forecasts for each finished good as far into the future as you want. Most users will enter a single forecast per finished good for each month's projected sales. The decision as to how many months to project into the future depends on length of lead times and whether long term planning as to plant capacity or capital requirements is important.

There is no program which calculates the forecast quantities; you will have to develop forecasts based on an analysis of past sales and future projections. SA-M Print User-Defined Detail can be used to develop a forecast file for import.

General Program Operation
An opening list of existing forecast entries is displayed. You can click Add to create a new one or Edit to edit an existing one.

To add a new entry, click Add or press <Insert> to get to the data entry screen. Enter a *Item number* or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). The *Description* and *Type* (finished good, subassembly, etc.) are displayed.

Generally, forecasts are entered only for finished goods that you sell. The MRP program will generate requirements for subassemblies and raw materials accordingly.

Enter the forecasted *Quantity* and the *Due Date* you require the items to be available for shipment. The MRP program uses the due date as its target date for having the products completed.

You are asked if you wish to save the record. You will be returned to the opening list of forecasts and can add another.

As an alternative, you can develop the forecast data in a spreadsheet and save as ASCII text (either Comma delimited or Fixed length) and import the forecast by clicking on the Import Data button. You need a text file containing three columns: Item number, Date and Quantity.
  All the import date fields are required to be ISO YYYYMMDD format in the import ASCII file. If you are creating the file using Excel, you can create such a date format by clicking Format - Cells -Custom. Then click on the blank Type field, enter YYYYMMDD and click OK and you have created a custom date format. Apply this format to any date fields and they will now be in the correct ISO standard format for import.

2.4.3   MR-B Print Forecast

MR-B Print Forecast

Purpose of Program
Use this program to get a listing of the current forecasts. The report can be limited by a

variety of selection criteria.

General Program Operation
Enter a from/thru range of item numbers or select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). If you want all item numbers, press <Enter> through both fields.

Enter inventory type codes in the *Types* field or press <Enter> if you want all types. (F=Finished Goods, A=Subassemblies, M=Make Froms, R=Purchased Parts).

Enter from/thru ranges of inventory categories and item classes or keep pressing <Enter> to select all.

Finally, enter a date range if you wish to limit the report to a particular time period.

You are given the choice of viewing the report on the screen, sending it to the printer, or to a file.

2.4.4   MR-C Reset Forecast

MR-C Reset Forecast

Purpose of Program
Use this program to maintain existing forecasts by consuming the forecast, erasing parts of the forecast, or rolling the forecast over. Consuming the forecast means that you can have actual sales orders or shipments deducted from the forecast within a specified date range. When the forecast was originally entered, actual sales orders did not exist. As actual orders materialize, you can have them deducted from the forecast to avoid overstating your actual requirements.

Erasing the forecast means you can delete forecasts within a specified date range. As an example, at the end of each month you might want to erase the earliest month within your forecast and then add a new forecast on the end for one more month.

Rolling over the forecast means that each forecast date will be moved forward one month. If you have a relatively stable, non-seasonal type forecast, this function allows you to move the forecast forward without having to reenter new forecast records.

General Program Operation
Indicate whether you want to consume the existing forecast, erase the existing forecast, or rollover the existing forecast by entering a *Y* opposite the appropriate prompt. You can only perform one function at a time. If you choose to consume or erase the forecast, the cursor moves to the *Date* field. Enter a from/thru date range to indicate what portion of the forecast is to be consumed or erased. If you choose to rollover the forecast, you cannot specify a date range.

2.4.5 MR-D Enter MRP Parameters

MR-D Enter MRP Parameters

Purpose of Program
Use this program to maintain MRP parameters on inventory items. MRP parameters refer to the specific fields which are used by the MRP program when it performs the MRP supply and demand calculation.

Defaults for these parameters can be set up through SD-D Material Requirements Defaults. As you create new item numbers through IN-B Enter Inventory the default values will be automatically assigned to them. If your inventory already exists, the defaults will not retroactively be applied to existing item numbers. You must modify the record using this program for each existing item number to be included in the MRP generation.

You can use this program to set MRP parameters for a single item or for ranges of items. The fields can also be maintained through IN-B Enter Inventory but this screen allows for editing of the parameters by a planner who may not need access to be able to create new part numbers.

Field Explanations

Item number, Description
The inventory item number and description of the item, maintained through IN-B Enter Inventory. You cannot change the description from within this program.

Type
The inventory type code, maintained through IN-B Enter Inventory. This field is for display purposes only and cannot be changed within this program.

Include in MRP Generation?
If yes, the item number will be included in the MRP generation and work orders and/or purchase orders will be suggested and expedite and delay messages will be issued. If no, the MRP generation will ignore this item number. Sometimes items such as rivets, oil, labels, etc. are bought in bulk and are not necessary to include in the MRP program.

Reorder Level
The minimum inventory on-hand quantity you want to keep at all times (also called "Safety Stock"). The MRP program will suggest work orders or purchase orders necessary to keep inventory at this reorder level. The reorder level is set at an amount that insures that shortages will not occur, which is a function of how much is normally needed, how long does it take to get new stock in from production or through purchasing, and how much safety stock is to be included to cover unexpected requirements. If you do not wish to carry inventory on an item and you want MRP to suggest orders only when a requirement exists, set the reorder level to zero.

Reorder Amount
When a work order or purchase order gets suggested, the MRP program will use this amount as the minimum order quantity. If more than the reorder amount is needed, MRP will use the exact amount required unless the default setting is turned on to use the Standard Pack quantity as the order increment. The reorder amount is usually an economical order quantity that reflects factors such as vendor minimums, better price level, frequency of orders,

carrying cost of inventory, etc.   If you do not wish to carry inventory on an item and you want MRP to suggest order quantities equivalent to just what is needed, then set the reorder amount to zero.

Lead Time

With manufactured items this is the number of manufacturing days it takes to start and finish a work order for the item. With purchased parts this is the number of calendar days it takes from ordering from the vendor to receipt of the item. The MRP program uses the *Lead Time* field to determine the start date for work orders and the order date for purchase orders, thus ensuring that items get ordered early enough to arrive when needed.   Manufacturing lead times will vary as the plant gets busier or slower. These lead times can be changed manually or the SH-N Generate Lead Times program (in the Scheduling module) can recalculate manufacturing lead times across a range of items using a formula that reflects current plant capacity. Lead times for purchased parts are maintained manually.

Planner Code

Each item can be assigned a Planner Code and the various MRP reports can be filtered by this code so each Planner can run reports limited to his or her items.

Round MRP quantities to the next whole number?

Certain items by their physical nature cannot be ordered fractional quantities. For example, sheet steel may have to be ordered in complete sheets. By setting this field to Y, the MRP program will always round the suggested order quantity to the next whole number.

Expedite Buffer (Days)

This field controls the EXPEDITE message issued by the MRP program. An EXPEDITE message is issued whenever enough material is on work order or purchase order, but is scheduled to arrive after it is actually needed.   It alerts you to move up the finish date or expected receiving date so that the material will arrive on time. The expedite buffer refers to the number of days within which an order can arrive and be considered late, as opposed to being considered pegged to a later requirement.

For example, if a shortage occurs on March 1st and the expedite buffer is set for 20 days and the shortage is met by a purchase order arriving March 19th, then the system will not issue a BUY message (suggested purchase order) and will instead issue an EXPEDITE message. If, on the other hand, the purchase order was due to arrive March 21st, it would fall outside the expedite buffer and the MRP program will assume it is designated for a later requirement. It will then issue a BUY message and a recommended PO quantity and order date.

If work order dates are frequently changed, existing work orders at the lower levels, such as for subassemblies, are likely to require date changes as well, which is where the EXPEDITE and DELAY messages can be helpful to insure that schedules stay coordinated.

There are not specific guidelines for setting expedite buffers; it varies with the volatility of date changes, what type of reorder levels are maintained, if you build to order or to stock, etc. In general, the longer you set the buffer, the fewer planned orders will be suggested. You might start with a setting of 30-60 days, evaluate the EXPEDITE messages that result, then adjust the buffers to your needs.

Expedite Sensitivity (Days)

Most MRP dates are loosely planned, meaning that they are not so precise that an item arriving one or even a few days late actually needs attention. You can reduce these

unnecessary EXPEDITE messages through use of the *Expedite Sensitivity* setting. Any requirement whose number of days late is equal to or less than the *Expedite Sensitivity* number of days will not receive an EXPEDITE message on any reports.

Delay Buffer (Days)
Unlike the *Expedite Buffer*, which controls how the MRP program handles late arrivals, the *Delay Buffer* controls how early arrivals are handled. Any order due to arrive within the delay buffer period prior to a requirement is assumed by the MRP program to be designated for that requirement and will receive a DELAY action message on reports. Any order that arrives prior to the delay buffer period is assumed to be for some other requirement and will receive a REVIEW action message.

DELAY messages alert you when orders arrive earlier than needed so that you can reschedule them and reduce unneeded inventory.

You will have to experiment to see which setting best fits your needs. The *Delay Buffer* works in tandem with the *Delay Sensitivity* setting (see next). You might start with a setting of 30-60 days and then adjust it to suit your needs as you gain experience. The shorter you set the buffer, the more REVIEW messages you will receive.

Delay Sensitivity (Days)
This field controls the printing of DELAY messages. It should be set equal to the number of days an item can arrive early before it needs attention.

For example, if your policy is that items can arrive up to 10 days early without it causing any problems, you can set the Delay Sensitivity for 10 days. Only if an item arrives 11 days earlier than needed will you receive a DELAY or REVIEW action message.

General Program Operation
Before using this program, make sure your default values are set up in SD-D Material Requirements Defaults.

The opening screen asks you if you are going to change parameters individually, meaning for a single item, or for specified ranges of items.

Entering parameters for a single item
Enter a *Item number* or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

Indicate whether the item is to included or not in the MRP generation, then enter the reorder level, reorder amount, lead time, rounding control, expedite buffer, and delay buffer.

You will be asked to save the record or you can save the record from any point on the screen by clicking on the *Save* button (or press F10).

If you are doing a series of entries, you can or click on the *Next* button (or press F8) while in the *Item number* field to automatically advance to the next sequential item number without having to key the item number in each time.

Entering parameters for ranges of items
First you are taken to a screen where you can specify which items are to be included in your selection range. You can enter from/thru ranges by item number, category, class, and planner code, and you can further limit the range to specific inventory types.

You are then taken to another screen where you can enter MRP parameters for the range of items selected. To the right of each parameter is a *Change?* Field which lets you control which parameters are to be changed. For any parameters you wish to leave as they are, enter an *N* in this field. For Reorder Level and Reorder Amount, if you enter a C rather than a value, you will be prompted to enter the number of months usage to use to calculate the new value. The program will then take the previous 365 days usage, divide by 12 to get a monthly average, then multiply by the number of months specified to generate a new value based on actual usage.

2.4.6   MR-E Print MRP Parameters

MR-E Print MRP Parameters

Purpose of Program
Use this program to get a listing of item numbers and their respective MRP parameters. The report is sorted in item number order and can be limited by a variety of selection criteria.

General Program Operation
Enter a from/thru range of item numbers. You can select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). To select all items, press <Enter> through both fields.

In the *Type* field enter the inventory type codes you want included, or press <Enter> to select all. (F=Finished Goods, A=Subassemblies, M=Make-Froms, R=Purchased Parts)

Enter from/thru ranges of inventory categories and item classes.

Finally, you can limit the report only to items that are coded to be included in the MRP generation by answering yes to the *Print MRP Parts only?* prompt.

2.4.7   MR-F Generate Material Requirements

MR-F Generate Material Requirements

Purpose of Program
Use this program to generate the material requirements down through all levels of the bills of material, and to produce suggested work orders and purchase orders and to issue expedite and delay messages on existing orders.   MRP can be generated for all inventory locations or a group of locations can be selected, excluding others.

The program begins by identifying existing material requirements needed by sales orders, forecasts, and work order bills of material. It then compares requirements with existing work orders, purchase orders, and inventory. Wherever shortages are encountered, work orders and purchase orders are suggested (referred to as *Planned* orders). Wherever finish dates

and expected receiving dates are to be moved up or moved back, expedite and delay messages are issued.

As work orders get suggested, new requirements are created by the planned work orders' bills of material. Again, work orders and purchase orders are suggested. This process continues down through all levels of the bills of material.

After the material requirements are generated, you can then use the remaining Material Requirements programs: MR-G, Print Material Requirements, MR-H, Print Order Action, MR-I, Generate Work Orders, MR-J, Generate Purchase Orders, and MR-K, Generate RFQ's.

The frequency of running this program depends on how often requirements change. Some companies run it every day, some once a week. The program does a complete generation from scratch each time.

To limit the program to necessary requirements, you can optionally exclude forecasts, sales orders, and scheduled work orders (S types) from the generation, and you can limit the generation up through a particular estimated ship date. Limiting the MRP generation can significantly reduce the run time of the program.

General Program Operation
Indicate whether forecasts are to be included in the MRP generation.

Next, Indicate whether sales orders are to be included in the MRP generation. If so, you can limit the range of sales orders to be included by entering an estimated ship date that limits the MRP generation to sales order requirements up through that date.

Indicate whether scheduled (S-type) work orders are to be included in the MRP generation.

You can then specify which inventory types are to be included. Types R, F, A, and M are always included, but you can optionally include or exclude types N (non-stock), L (labor), or T (outside processing).

Next, select location(s) to be included and click Go or press F10 to begin.

You are then asked if you want to begin the MRP generation. Enter a Y and the MRP generation will begin. This program can take hours to run, so it is best run during off hours. You can stop the MRP generation at any time by pressing <Esc> (or clicking on the *Exit* button).

You will see the following messages as each phase of the program is run: "please wait while the MRP files are initialized", "please wait while the MRP flags are reset", "please wait while the sales orders are searched", "please wait while the purchase orders are searched", "please wait while the work orders are searched", "please wait while the work orders bills of materials are searched", "please wait while the forecasts are searched", "please wait while the MRP is generated." When the program is completed you are returned to the *Material Requirements* menu.

Shortening MRP Generation Time
If you have not set up any reorder levels or reorder amounts on your inventory items, many more MRP records will be created as the program responds to each individual requirement. This would be o.k. for a job shop that purchases material to each order, but for a make-to-inventory company or a company that has common raw materials across multiple products this is not advisable. Establishing reorder levels and reorder amounts will reduce the number of MRP records and will shorten generation time.;

2.4.8   MR-G Print Material Requirements

MR-G Print Material Requirements

Purpose of Program
Use the program to get a listing of the material requirements for each inventory item.

The report is sorted in date order and shows a projected on-hand quantity opposite each transaction. Each transaction is either an existing sales order, forecast, work order, work order allocation, purchase order, or a suggested (planned) work order or purchase order.

Sales orders, forecasts, and work order allocations reduce inventory; work orders, purchase orders, and suggested work orders and purchase orders increase inventory.

Action messages are given that suggest when to make or buy items, and when to expedite or delay existing orders.

Column Heading Explanations

Req Date
The date column shows the required date of each transaction and uses the following dates for each transaction type: *sales orders* - the estimated ship date; *purchase orders* - the receiving due date; *work orders* - the scheduled finish date; *work order allocations* - the start date of the work order; *forecasts* - the forecast due date.

Fin Date
This column contains the estimated Finish Date of the work order for lines showing work order activity.

Quantity
The quantity of each transaction. In the case of sales orders, this would be the combination ship and backorder quantity. Otherwise, it would be the work order quantity-to-make, the purchase order quantity, the forecast quantity, the quantity allocated for a work order, or the suggested (planned) buy or make quantity.

On-Hand
The projected running on-hand quantity accompanying each transaction. It begins with the current actual on-hand quantity and gets reduced by sales orders, forecasts, and work order allocations, and gets increased by work orders, purchase orders, and suggested (planned) work orders and purchase orders.

Pegged to
This column is used to identify transactions that produce requirements for material. A *Pegged to* value always accompanies a negative (bracketed) amount in the *Quantity* column. If it is a work order number (easily identified by the fact that it has a prefix and a suffix) then it means that there is a work order for which this item is allocated in the work order's bill of material. If it is a single number without a suffix, it is a sales order number. If the word FORECAST is printed, it is a forecasted requirement. If PL and a number appears, it means the item is allocated to a suggested (planned) work order that does not yet exist. If you have a great many items pegged to planned orders, it means you have not generated suggested work orders. Once planned work orders get generated, the number of items pegged to PLANNED work orders will be reduced.

Prod Code

This column contains the Item Code of the parent part in the Pegged to column to make it easier to identify what assembly is driving the demand for an item.

Cust/Vend Name

The name of the customer or vendor associated with the requirement

Cust Order

This column contains the customer PO for the Sales Order driving the requirement.

Order No

This column is used to identify work orders and purchase orders that satisfy material requirements. If it is a work order number (easily identified by the fact that it has a prefix and a suffix), it means that it is an existing work order. If it is a single number without a suffix, it is an existing purchase order number.

Planned (suggested) purchase orders are identified with the word BUY.

Planned (suggested) work orders are identified with a number that consists of the prefix "PL" followed by an up to five digit number. These numbers are sequential beginning with "PL   1" and are regenerated from scratch each time MR-F Generate Material Requirements is run. The assignment of these planning numbers assists you in tracking requirements back to particular planned orders.

St Date

In the case of existing work orders, this is the scheduled start date. For planned (suggested) work orders, this is the suggested start date. For existing purchase orders, this is the order date. For suggested purchase orders, this is the suggested purchase order date.

Action

This column is for displaying action messages.
·   MAKE identifies a suggested (planned) work order.
·   BUY identifies a suggested purchase order.
.   EXPEDITE identifies a work order or purchase order that is sufficient in quantity to fill a requirement, but arrives late and therefore needs to be moved up in the schedule. The work order finish date or purchase order due date must fall within the item's EXPEDITE buffer for the order quantity to be considered a fulfillment of the current requirement, albeit late, as opposed to fulfilling some future requirement. If the finish date or due date falls outside the item's EXPEDITE buffer, the program assumes the order quantity is for some future requirement and will therefore issue a MAKE or BUY message to fulfill the current requirement.
.   DELAY identifies a work order or purchase order that is arriving earlier than needed, unnecessarily increasing inventory and tying up capital. For an order quantity to be considered as arriving too early, the work order finish date or purchase order due date must fall within the item's DELAY buffer.
.   REVIEW means that an item is due to arrive earlier than a requirement's DELAY buffer, and thus is not pegged to any requirement and should be reviewed. This can be triggered by several things. One, your DELAY buffer is set too small and items are arriving earlier than the buffer period. A common reason for a REVIEW message is that an order is arriving so late, new MAKE or BUY actions have been suggested in its place and now the order is no longer tied to any requirement. The solution is to disregard the MAKE or BUY

recommendation and to reschedule the order to arrive when needed. Another reason for getting a REVIEW message is that you've simply ordered some material for which there is no requirement.

. NONE is a message given when an order quantity and its requirement fall on the same date.

General Program Operation

This report is often used as an inquiry for a single item, viewed on the screen. If printed for the entire inventory, it can be an extremely long report. If you wish to identify MAKE, BUY, EXPEDITE, and DELAY actions to be performed, an alternative to this report is MR-H Print Order Action Report, which is limited strictly to MRP transactions with action messages.

You can list the Material requirements for all components at all levels through the BOM of an assembly by answering Y to Print BOM Components in which case you only enter the top assembly item number. Otherwise, Enter a from/thru range of item numbers or select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

Enter a date range to limit the report to a specific time period or press <Enter> through both fields to look at all MRP records.

You can further limit the report by inventory type (F=Finished Goods, A=Subassemblies, M=Make Froms, R=Purchased Parts), inventory category, item class or primary vendor.

Finally you are asked *New page for each Item number?* If you answer yes, each item number's report will start at the top of a page. If no, each item number's report will print in succession without any page breaks.

2.4.9   MR-H Print Order Action Report

MR-H Print Order Action Report

Purpose of Program

Use this program to get a listing of MRP transactions that contain action messages to be performed. Action messages are MAKE, BUY, EXPEDITE, DELAY, or REVIEW

The report also shows the orders each transaction is Pegged to, meaning the work order, sales order, or forecast that actually caused the requirement.

Column Heading Explanations

Item number

The item number of the inventory item that needs some action performed.

Description

The item's inventory description.

Order No

The work order number or purchase order number that needs some action performed. Planned (suggested) purchase orders are identified with the word BUY. Planned work orders are identified with a temporary number (regenerated each time MR-F Generate Material Requirements is run) that has a prefix of "PL" followed by an up to five digit sequentially assigned number.

Start Dt
The current scheduled start date of an existing work order, or the suggested start date of a suggested (planned) work order. On an existing purchase order, this is the order date. On a suggested purchase order, this is the suggested purchase order date.

Due Dt
The current finish date of an existing work order, or the suggested finish date of a suggested (planned) work order. On an existing purchase order, this is the receiving due date; on a suggested purchase order this is the suggested receiving date.

Quantity
The work order or purchase order quantity. For suggested (planned) work orders or purchase orders, this is the suggested quantity to make or buy.

Action
The action to be performed, which is either MAKE, BUY, EXPEDITE, DELAY or REVIEW.

Pegged to
This column is used to identify the transaction that produced the requirement. If it is an existing work order number (easily identified by the fact that it has a 6-digit prefix and 3-digit suffix) then it means that there is a work order for which this item is allocated in the work order's bill of material.

If the number begins with a prefix of "PL" followed by an up to 5-digit number, it is a planned (suggested) work order that does not yet exist.

If the number is a single number, it is a sales order number.

If the word FORECAST is printed, it is a forecasted requirement that does not yet exist.

Vendor
For existing purchase orders, this is the vendor code of the vendor with whom this purchase order was placed. On planned (suggested) purchase orders this is the primary vendor for the item entered in IN-B Enter Inventory.

Req Dt
The required date of the *Pegged to* item. In the case of work orders, this is the work order start date. In the case of sales orders, this is the estimated ship date. In the case of forecasts, this is the forecast date.

Quantity
The quantity of the *Pegged to* work order, sales order, or forecast.

General Program Operation
Enter the action type codes you want included in the report. The values are: M=Make, B=Buy, E=Expedite, D=Delay. If you press <Enter>, all codes are selected.

You can list the Order Action for all components at all levels through the BOM of an assembly by answering Y to Print BOM Components in which case you only enter the top assembly item number. Otherwise, enter from/thru ranges of item number, start date, finish date, item class, and category. Item numbers can be selected from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

For purchased parts you might want to restrict the report to a particular vendor so you can group your purchases together. If so, enter a from/thru range of vendor codes, or select vendor codes from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

2.4.10 MR-I Generate Work Orders

MR-I Generate Work Orders

Purpose of Program
Use this program to automatically convert suggested work orders into actual work orders. This eliminates the need for manually entering work orders. A review function allows each suggested work order to be reviewed and edited before converting.

General Program Operation
You can limit the work orders to be converted by specifying from/thru ranges of item numbers, start dates, finish dates, item classes, and inventory categories. Item numbers can be selected from lookup windows by pressing the F2 key (or clicking on the *Lookup* button).

If you have multiple factories, you can specify the *Location* this batch of work orders is to be assigned to. Otherwise, press <Enter> through the *Make Work Orders for Location* field.

You are then asked if you wish to automatically generate work orders or allow a review. If you enter an *A* for automatic generation, all work orders within the selection range will be created automatically with no changes to the quantities and scheduled start and finish dates recommended by the MRP program.

If you enter an *R* for review, each suggested work order will be displayed in a pop-up window in succession. You are given the opportunity to revise the start date, finish date, and quantity. If you don't want the work order created, enter a zero amount in the *Quantity* field. If you wish to accept these field values, press <Enter> through them. The work order will then be created, then the next suggested work order will be displayed for review. The process will continue until all suggested work orders within the selection range are reviewed.

2.4.11 MR-J Generate Purchase Orders

MR-J Generate Purchase Orders

Purpose of Program
Use this program to automatically convert suggested purchase orders to actual purchase orders. This eliminates the need for manually entering purchase orders. It can also be used to group purchases by vendor and date range and generate a report of suggested purchase

orders for manual entry.

Purchase orders can be automatically converted as a batch, or a review function allows each suggested purchase to be viewed and edited before being converted. The review function is especially useful with purchase orders because you may wish to override the vendor (MRP always suggests the primary vendor) and buy from someone else.

Within vendor all items selected for conversion are grouped into a single purchase order and are given the same receiving due date, regardless of the MRP suggested receiving date. Because of this you should select items for conversion in groups of date ranges.

For example, let's say you want to purchase all items needed for MRP due dates from February 1-8. Some items will have a four week lead time, some three weeks, some two weeks, etc. Start with the items with a four week lead time. Generate PO's by entering a *Start Date* range of 12/28/XX thru 1/3/XX (4-5 weeks prior to the due date) and a *Due Date* range of 2/1/XX thru 2/8/XX. Any MRP BUY records that are to be ordered within the start date range that are needed within the due date range will be selected for purchase order generation. Set the *Purchase Order Date Default* to 12/28/XX and the *Due Date Default* to 2/1/XX prior to generating the PO's. This tells you to send the PO's out on 12/28/XX and all line items on the PO's will have due dates of 2/1/XX.

Continuing our example, after generating the first date range, now generate another, this time for the three week lead time items. Keep the due dates the same, but now enter a *Start Date* range of 1/4/XX thru 1/11/XX. This will generate all the three week lead time items. Your *Purchase Order Date Default* will be set to 1/4/XX and the *Due Date Default* will remain at 2/1/XX. This tells you to send this batch of PO's out on 1/4/XX, with all line items having due dates of 2/1/XX. Continue in this manner with the two week lead time items and then the one week lead time items.

Using this program requires some planning. Unlike work orders, which always are for one item only, purchase orders can contain many line items, and purchased parts have a variety of different lead times. Therefore you have to devise a batch purchasing method similar to that described above, where batches of PO's are generated according to lead time/due date combinations. For some companies, thinking in terms of weekly batches makes sense, for others monthly batches are appropriate, for others semi-weekly or even daily batches are better. Running this program in report only mode allows for evaluating different methods without actually placing the purchase orders.

This program is not suitable for entering scheduled or blanket orders, which should be manually entered. Once entered, though, they are reflected in the MRP generation and, assuming all your requirements are covered, will not generate any suggested purchase orders.

General Program Operation
You can limit the items selected for conversion by entering a from/thru range of item numbers. You can select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

Enter a range of start dates. These refer to the MRP *Start Date*, which is the date the purchase order should be placed in order to receive the item on time for when it is needed.

Enter a range of due dates. These refer to the MRP *Requirement Date*, which is when the item is needed. You should enter a fairly tight range of dates because all items selected are going to be grouped on a common purchase order by vendor and will all be given the same

receiving date, which will override the MRP requirement date.

You can further limit the selection by entering from/thru ranges of item classes, inventory categories, and vendor codes.

If you only want a report of suggested purchase orders, answer Y to Generate a Report Only. Otherwise, the purchase orders will be generated and you will get a report listing them. If you are using multiple locations, you can enter the *Location* for which this batch of purchase orders are to be received. If you are not using multiple locations, leave this field blank.

Enter the *Purchase Order Date Default*, which will be the order date of the purchase order. You should set this date early enough to encompass the longest lead time of any item that will be on the purchase order.

Next enter the *Due Date Default*. All items grouped on the purchase order will be assigned this receiving date, regardless of what the MRP requirement date is. Therefore, you would normally use the earliest requirement date in the selection range the due date so that no item on the purchase order will arrive after its MRP requirement date.

You are next asked if you want to automatically generate the purchase orders or allow for a review. If you enter an *A* for automatic generation, the program will create the purchase orders as a batch and will use the MRP suggested quantities, the default purchase order date and default due date, and the primary vendor specified in each item's inventory master record.

If you enter an *R* for review, each item will be displayed in a pop-up window for review. The MRP start date (suggested purchase order date) and MRP requirement date are displayed for reference. The purchase order default order date and due date are shown for comparison and can be changed if required. You can override the quantity and the vendor. Vendors can be selected from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

You must continue this process until all items within the selection range have been reviewed. The program will then generate the purchase orders. All items with a common vendor and common purchase order date will be consolidated into a single purchase order for that vendor and, if the default is so set in SD-D Material Requirements Defaults, the quantity will be rounded up to the next increment of Standard Pack as defined for the item in IN-B Enter Inventory

2.4.12 MR-K Generate RFQ's

MR-K Generate RFQ's

Purpose of Program
Use this program as an alternative to MR-J Generate Purchase Orders. The only difference is that it produces RFQ's (Request for Quotes) rather than purchase orders and it can produce multiple RFQ's to different vendors. This is ideal for companies that have to get quotes prior to placing purchase orders.

RFQ's can be automatically converted to purchase orders through PO-G Convert RFQ's.

For more information on the use of RFQ's, see Purchase Orders.

General Program Operation

This program is identical to MR-J Generate Purchase Orders, except that it creates RFQ's instead of purchase orders, and it allows for multiple RFQ's to be generated for different vendors. See that program for operational details.

After generating an RFQ, the same item is brought back up on the screen with the cursor in the *Vendor* field. Vendor number two (as entered in IN-B Enter Inventory) is displayed. You are asked *Generate same RFQ for another Vendor?* in a pop-up window. If you answer *Y*, you can accept the vendor displayed or change to another vendor. A second RFQ will then be generated for the same item, but to the second vendor. Afterward, the question will be posed again, and vendor three will be in the *Vendor* field. You can generate an unlimited number of RFQ's in this fashion. Once you answer *N* to *Generate same RFQ for another Vendor?*, the screen will clear and the next item will be displayed.

2.4.13   MR-L Print Planned Orders Report

MR-L Print Planned Orders Report

Purpose of Program

Use this report to help track the relationships among planned orders -- including the requirements that generated them and the requirements they in turn generate.
Planned orders include planned work orders, which are given a sequential number beginning with the prefix "PL" followed by an up to five digit number, as well as planned purchase orders, which are identified with a BUY action message.
You can run the report for a single planned work order or for all planned work orders. If you specify a single planned work order number, you can see all requirements it generates, or if you select the "reverse lookup" feature, it will show you the chain of requirements that generated the planned work order. Thus you are able to see the chain of requirements above and below the planned work order.

General Program Operation

Enter a planned work order number. The screen displays the current range of valid planned work order numbers (planned work order numbers are regenerated from scratch each time MR-F Generate Material Requirements is run). Leave the field blank if you want the report to list all planned orders.
If you specified a planned work order number, you can also answer Y or N to the Reverse Lookup? prompt. The reverse lookup will show requirements above and below the planned work order.

2.4.14 MR-N Apply Delay Action to POs

MR-N Apply Delay Action to POs

Purpose of Program
Use this program to update Purchase Order Estimated Receipt date based on Delay Actions for Purchase Order lines greater than a specified value

General Program Operation
Enter a range of Vendor Codes and a minimum PO Line value to be updated and process. All Purchase Order lines with a Delay action that are over the value specified will have the Estimated Receipt Date change to match the recommended date.

2.5   Scheduling

2.5.1   SCHEDULING

SCHEDULING

Scheduling Overview
The *Scheduling* module provides a variety of programs to assist with scheduling work orders through the factory. To use the *Scheduling* module you must use routings and collect and report labor.

Four methods of scheduling are available: *finite scheduling*, *infinite scheduling*, *lead time scheduling* and *manual scheduling*. You cannot mix scheduling methods - you must use one method system-wide. Each of the methods of scheduling are briefly described as follows.

Finite Scheduling
Finite scheduling is the most automatic of the three methods. The only date you assign is a start date when the work order gets created. The finite scheduling program will then prioritize all your work orders based on the number of days from today to the due date divided by remaining production time. It then takes each work order in succession and schedules each of its routing sequences in the next available time slot in each of its work centers. The work order finish date will equal the finish date of the last routing sequence. Work order finish dates are therefore dependent on work center capacity and must contend with other work orders for the capacity that is available. Finite scheduling is generally used when accurate and realistic due dates are needed and where products are complex and order volume is such that it overwhelms the ability to schedule manually or semi-manually.

Infinite Scheduling
Infinite scheduling is semi-manual in the sense that you manually assign a start date and finish date to each work order, then the infinite scheduling program automatically assigns the start and finish dates to the routing sequences. It is called "Infinite" scheduling because it assigns routing sequence dates without regard to available capacity in the work centers; in other words, it assumes that there is infinite capacity available. Infinite scheduling is generally used where due dates are relatively inflexible and you adapt your capacity (through overtime or hiring temps, for example) to meet your commitments to customers

Lead Time Scheduling
Lead Time scheduling means that the program calculates the total process time for a work order by taking the Work Order quantity multiplied by the time per part for each routing labor

sequence plus Setup, plus queue times defined in RO-C Enter Work Centers for the Work Center to determine in-house production time. Outside Process operation lead time is then added to come up with total process time and then the program will either generate a finish date based on start date or a start date based on finish date. While this method does not take work center capacity into account, backlogged work centers can be given a Queue time representing a typical number of days a work order will be required to wait once arriving at that work center before production can begin. Backward scheduling can be run based on current estimated finish date or based on Due Date.

Manual Scheduling
Manual scheduling means that you manually assign all dates, including the start and finish date of the work order as well as optionally on each routing sequence. Manual scheduling is generally used when relatively few work orders are involved and products are simple. There are a handful of entry programs that make it easy to manually schedule work orders.

For details on how each scheduling method is used, see How Finite Scheduling Works, How Infinite Scheduling Works, How Lead Time Scheduling Works and How Manual Scheduling Works.

2.5.2 How Finite Scheduling Works

How Finite Scheduling Works

Scheduling Terms Definitions
Before describing how the finite scheduling program works, you should first be acquainted with the following terms.

Scheduling Calendar
Finite scheduling works in conjunction with a scheduling calendar. This calendar is generated for each company and allows you to specify which days of the week and which holidays are non-workdays. The scheduling calendar assigns each day a sequential number and is normally generated for the next several years. For example, Friday, November 8, 2013 might be assigned number 1101. Your company does not work on Saturday or Sunday. Monday, November 11, 2013, will therefore be assigned number 1102 (1101 + 1). The scheduling calendar is generated through SM-H, Enter Shop Calendar.

Shop Date
The number assigned by the scheduling calendar to a particular work day. In the above section, numbers 1101 and 1102 are shop dates. Shop dates also have a decimal portion attached to them (such as 1101.0200) that indicates a specific time on that day. The decimal portion multiplied by 100 gives the zero-based hour of that day, excluding breaks.

Start Date, Finish Date, Due Date
Each work order has a *Start Date*, *Finish Date*, and *Due Date*. The *Start Date* is the earliest date that the work order can be started and is manually assigned/entered when the work order is created. The *Finish Date* is calculated and assigned by the finite scheduling program. The *Due Date* is manually assigned and represents the date the item is needed. In the case of items that are on sales order, the *Due Date* is the sales order *Estimated Ship Date.* In the case of finished goods built for stock, the *Due Date* is manually entered or is assigned by the MRP program based on required dates of future sales orders and/or forecasts. In the case of subassemblies that go into higher level work orders, the *Due Date* is

normally the start date of the earliest work order for which it is needed. Due dates can only be changed manually and are never changed by the finite scheduling program. The opening list in the finite scheduling program presents a list of all work orders and allows editing the *Due Dates* to manipulate the critical ratio and therefore the scheduling priority.

Critical Ratio
The critical ratio is a calculation that is used to assign scheduling priority to each work order. The calculation is as follows:

(Number of work days from today until the due date) / (Number of run days required to complete the work order)

Let's look at two examples. Today is March 1 and our first work order has a due date of March 21. The work order requires five run days to complete. This work order's critical ratio is 4.2 (21/5). A second work order for the same item (also with five days run time) has an earlier due date of March 10. Its critical ratio is 2.0 (10/5).

Work orders are then scheduled in ascending order starting with the lowest critical ratio. In our examples above, the work order with the critical ratio of 2.0 will be scheduled prior to the work order with the critical ratio of 4.2.

If the due date is prior to today, the critical ratio will be a negative number and is simply the number of days past due regardless of the number of run days needed to complete the work order. Work orders with negative critical ratios have the lowest critical ratios and therefore get scheduled first, beginning with the biggest negative number.

Contention
Ideally, each sequence in a given work order will get a scheduled start date immediately after the previous sequence is completed. However, other work orders with higher priority may already be scheduled for this next work center and thus the work order will have to wait its turn. The difference in days between the ideal start date and the actual start date is called "Contention." You can also think of contention as "waiting time."

Scheduling Units
Scheduling units are the hours required to complete a routing sequence, always rounded up to the next highest whole hour. These units automatically get adjusted by the *% Utilization* value assigned to each work center in RO-C Enter Work Centers. For example, if the run time on a sequence is 5 hours and it takes place in a work center set with an 80% *Utilization* factor, the finite scheduling program will allocate 7 scheduling units to that sequence (6.25 rounded up to the nearest whole hour = 7 units).

Forward Overlap
The finite scheduling program currently supports the use of *Forward Overlap*, a feature used with routing sequences that is entered in RO-A Enter Routings. *Forward Overlap* is entered in hours. If you enter *Forward Overlap* in a routing sequence, it means that after the sequence is completed, the parts will not move on to the next sequence until after the number of *Forward Overlap* hours has expired. A typical use of *Forward Overlap* would be to let paint dry before the parts can move on to another operation.

Backward Overlap
Backward Overlap is a feature used with routing sequences that is entered in RO-A, Enter Routings. *Backward Overlap* is entered in units of parts. If you enter *Backward Overlap* in a routing sequence, it means that once the number of *Backward Overlap* parts has been produced in the current sequence, the next sequence can begin using the parts already produced, even though the current sequence is not yet completed. Thus, multiple

sequences can be in process simultaneously.

Buckets

A scheduling bucket refers to the available time in a given work center for each work day. Each work center will have a bucket for each work day. When the finite scheduling program fills one bucket, it then moves on to the next day's bucket.

Unlimited Capacity Work Centers

Some work centers are not subject to capacity restraints and will have everything scheduled to them without any contention. All outside processing work centers fit this definition because the scheduling program has no control over outside vendors' capacity. There may also be in-house work centers where capacity is essentially unlimited (an inspection department, for example). To designate an in-house work center for unlimited capacity, set its *Finite Scheduling?* field to N in RO-C Enter Work Centers.

Parent-Child Work Centers

It is common for work centers to be comprised of several identical machines or workstations, any one of which can be used interchangeably. Rather than treat them as one work center, each machine or workstation should be set up as its own work center. These will be known as *child* work centers. A *parent* work center will be set up separately and represents all its children. When setting up routings, you typically assign the sequence to the *parent* work center rather than a *child* work center (you can make an exception where a particular operation has to run on a specific *child* work center). When the finite scheduling program goes to schedule a routing sequence assigned to a *parent* work center, it looks among its *child* work centers and schedules the sequence to the *child* with the lowest contention.

If production has not yet begun on a *child* work center, the next time the finite scheduling program is run, it may re-assign the sequence to another *child* work center if it finds one with lower contention. Once production begins, however, the sequence is permanently assigned to the *child* work center and won't be changed by the scheduling program. When reporting labor in WO-F Enter Labor, or WO-M Batch Labor Entry or Data Collection, the program will automatically assign the sequence to the child work center most recently assigned by the scheduling program.

Finite Scheduling Program Operation

Finite scheduling is performed through SH-E Finite Scheduling. The program goes through four phases, described as follows.

Phase 1 ?Create Work Center Buckets

The program begins by creating a complete set of empty work center buckets. One bucket is created for each day on the scheduling calendar. The number of hours in the bucket is based on the work center's *Total Hours/Day* value as defined in RO-C Enter Work Centers. Buckets will be created for all work centers except the following.

Outside processing work centers.

Parent work centers. The buckets for this type of work center are created at the *Child* work center level.

Work centers with the *Finite Scheduling?* field set to *N*. The program assumes that these work centers have unlimited capacity.

Work centers with zero *Total Hours/Day*. If you set a work center for zero hours, you most likely intend for that work center not to be used. If however, a routing sequence is scheduled for that work center, the program will assume that the work center is available for eight hours

per day and has unlimited capacity (meaning that there will be no contention with other work orders).

Work centers set with more than 24 *Total Hours/Day*. The program does not support more than 24 hours in a work center and therefore, as a precautionary measure to prevent distorted results, buckets will not get created.

Phase 2 ?Load Existing Production & Calculate Critical Ratios
In phase 2 the program looks through the work order file for work orders with a status of *Firmed* or *Released*. For each of these work orders the remaining run time is calculated and any routing sequences that are currently active are loaded into the appropriate work center buckets. Next, the program calculates each work order's critical ratio and creates an entry in a temporary file that holds each work order and its critical ratio. Work orders without routing sequences are also entered in this temporary file so that a warning message can be printed on the finite schedule report. An opening list of this temporary file listing Work Orders in Critical Ratio order is presented so that *Due Dates* can be edited and Critical Ratios recalculated if desired.

Phase 3 ?Schedule the Work Orders
Using the temporary file as a control list, the program starts with the work order with the lowest critical ratio (highest priority). Each routing sequence's start date is calculated and assigned to its work center at the first available time. If the program cannot assign the desired start date, the difference between the desired date and actual start date (contention) is calculated and is stored in the work order routing. The total amount of contention for the work order will be printed on the finite schedule report and the contention for each routing sequence can be viewed in SH-B Manually Schedule Work Orders.

When the program encounters a routing sequence assigned to a parent work center, it looks among the child work centers and schedules it to the child with the lowest contention. See *Parent-Child Work Centers* above for more details.

This process continues with each work order in ascending critical ratio order until all work orders have been scheduled.

Phase 4 ?Print the Finite Schedule Report
When scheduling is completed, you can print the finite schedule report or list it to the screen. The report can be sorted by work order number or due date. The report lists the *work order number*, *item number*, *order quantity*, *critical ratio*, *due date*, *scheduled start date*, *scheduled finish date*, *remaining run days*, *number of days until due date*, *number of days late*, and *number of days contention*.

How to Get Started with Finite Scheduling
NOTE: You must perform these steps exactly in the order indicated.

1. Run SCHUPD Program
If you've never used *Routings*, you can skip this step. If you have been using *Routings* and have existing work order data files, go to UT-A, Run a TAS Program, and run a program named SCHUPD (Enter SCHUPD in the *Program Name* field and press <Enter>). SCHUPD will do the following things.

Sets the *Finite Scheduling?* field to *Y* in all work centers that are not outside processing work centers.

Sets the *Parent?* field to *N* in all work centers.

Enters a value in the *Started Date* field in the work order routing file for all routing sequences that have had labor transactions reported.

2. Generate a Scheduling Calendar

You must generate a scheduling calendar before you can run SH-E Finite Scheduling.   This is done through SM-H Enter Shop Calendar. In SM-H you can mark which holidays, weekends, and any other pre-determined off times (such as plant shutdowns, vacation, etc.) are non-workdays. We suggest you mark the calendar beginning at least six months prior to today and out into the future for five years or so. You can change your calendar at any time should it be needed.

After marking your holidays and weekends, you can exit the program. At that point you are asked whether you wish to generate the scheduling calendar or not. If you are not done marking your holidays and weekends, you can answer no and return to the program later. If you click *Yes*, the program will create the scheduling calendar. This can take several minutes.

3. Review Work Center Setup

Go to RO-C Enter Work Centers and make sure your work centers are set up correctly. First, make sure that no work center has a value greater than 24 in the *Total Hours/Day* field. Make sure that *Total Hours/Day* and *Total Shift Hours* have the same value.

Review *Parent-Child Work Centers* above and make sure you understand the concept. If you already have work centers and routings entered, we suggest you convert your existing work centers into *parent* work centers (where applicable) and then set up the related *child* work centers. If you do it this way you will not affect any of your routings and will not have to make any changes to them. To change an existing work center to a *parent* work center, set its *Parent?* field to *Y*. When you create a *child* work center, set the *Parent?* field to *N* and in the *Parent* field enter the code for the *parent* work center to which this *child* belongs.

If you've never used *Routings*, you can skip the following steps. If you have been using *Routings* and are using finite scheduling in conjunction with existing work order data, please continue.

4. Run SH-E to Identify 00/00/00 Due Dates

Work orders are now required (as part of the save routine) to have a valid *Due Date*. The *Due Date* cannot be left blank. There may be existing work orders, however, that were created before the *Due Date* was a required field. These can easily be identified by running SH-E Finite Scheduling and choosing *D* to sort the report by *Due Date*. Any work orders with a *Due Date* of 00/00/00 will be listed at the top of the report. Using the information on the report, go to WO-A Enter Work Orders or the opening list of SH-E Finite Scheduling and enter due dates for these work orders.

5. Run WO-K-F to Update All Completed Sequences

The finite scheduling program does not know when a routing sequence is completed until a *Finished Date* is entered in the work order routing upon completion of the sequence. The current labor entry and purchase order receiving programs now ask you *is this sequence now complete?"* after you make entries. There may be open work order routings, however, that were reported to before this prompt was added to the system and lack finished dates. This

will result in the scheduling program thinking that some sequences are uncompleted that actually are completed and will needlessly continue scheduling them.

Unfortunately, there is no automatic way for the system to accurately know whether or not each sequence is complete, so you must review your open work orders and manually enter finished dates against those sequences that are completed. To do so, run SH-O Finite Schedule Bucket Report, which will show you all open work orders for each work center. You should see ?==>> Running<<===?in the *Critical Ratio* column for each routing sequence that has not yet been marked as completed. You can then mark on the report those sequences which are completed. We suggest using WO-L-A Print Work Order Status as a good report to help determine which sequences are actually completed.

Using your SH-O report worksheet, enter finished dates for those sequences that are completed through WO-K-F Edit Sequence Started/Finished Dates. This program lets you enter the *Work Order Number*, *Sequence*, *Started Date*, and *Finished Date*. It is not necessary to enter an accurate *Finished Date*; the finite scheduling program uses the existence of any date as being sufficient to consider the sequence completed. For expediency purposes we recommend using today's date as the *Finished Date*. If you find that a sequence has somehow been given a *Started Date*, but has not actually been started yet, enter 00/00/00 for both the started and finished dates.

Finally, you must enter started and finished dates for your outside processing operations. If the sequence is still in process, it is important to enter an accurate *Started Date*. If the sequence is completed, the accuracy of either date is not important and today's date can be used for expediency purposes. You can get virtually all the information you need for these entries by running SH-I Print Work Center Schedule for your outside processing work centers. The *PO Date* column should be used for your *Started Date* entries.

How to Use Finite Scheduling

Once the system is set up (see the previous section), running the SH-E Finite Scheduling program is simple once you are happy with the Critical Ratios of the work orders, the only question you must answer is whether you want the report sorted in *Due Date* order or by work order number. You can run the program as often as you wish. Each time it runs it will reschedule all your open work orders based on whatever conditions exist at the time it runs.
The Importance of the Due Date

The relationship between the *Due Date* and the scheduled *Finish Date* is the most important element of the scheduling process. As long as the *Finish Date* is earlier than or equal to the *Due Date*, the work order is on time. However, if the *Finish Date* is later than the *Due Date*, the work order will not be finished on time to either ship to customer(s) or for use in some higher level work order. The *# Days Late* column on the finite scheduling report shows you which work orders are late and how many days they are late.

Be aware that the *Due Date* is manually maintained by you and that none of the above has any meaning if the *Due Date* is not accurate. If estimated shipping dates for customers get changed, you must remember to change the work order *Due Date*. If higher level work order *Due Dates* get changed, lower level work order *Due Dates* may also have to be changed (these will be identified by the MRP program with EXPEDITE or DELAY messages).
Scheduling Techniques

Once a work order is late you have several available options to remedy the problem. The most common scheduling technique is to move due dates out. If a work order is for a specific

customer, this may involve notifying the customer that his order is being delayed. If the items on the work order are needed for some higher level work order, you may have to move the *Due Date* out on the higher level work order.

Another scheduling technique is to leave the *Due Date* where it is on the work order in question, but move due dates out on other work orders that are contending for the same work centers capacity. This is where the SH-O Finite Schedule Bucket Report can be useful. It shows the contention within each work center and can help you pinpoint bottlenecks. Often a bottleneck is caused by one problem work order that can have its *Due Date* moved out to free up the work center for the other work orders.

Another scheduling technique is to expand your work center capacity where needed to iron out bottlenecks. Often it is only a few work centers out of many that cause scheduling bottlenecks. Using the *Finite Schedule Bucket Report* you can easily see which work centers have the most contention and can respond by adding more personnel to that work center or you can expand capacity by working overtime. In some cases you may want to add another machine or even consider farming out some of the work, if possible.

Adjusting Scheduling Precision

Scheduling is only as precise as the accuracy of your routings. Even with very accurate routings, manufacturing run times will always vary from production run to production run. You will find with experience whether finite scheduling is resulting in realistically attainable schedules, or if it is scheduling too tightly with no contingency for unexpected disruptions to the schedule (such as machine breakdowns, emergency orders, lack of material, etc.).

You can loosen up your scheduling by adjusting the *% Utilization* field in each of your work centers through RO-C Enter Work Centers. You can automatically expand by a percentage the time allocated for all sequences that are performed in a work center by entering a value in this field. For example, if the run time on a sequence is 5 hours and the *% Utilization* is set for 80%, the finite scheduling program will allocate 7 hours for completion of that sequence (6.25 hours rounded up to the nearest whole hour = 7 hours).

The nice thing about the work center *% Utilization* is that it is work center specific rather than a single factor that applies to the entire factory. This allows you to schedule more loosely in your more unpredictable work centers, yet continue to schedule tightly elsewhere.

Always Update Routings as Part of Work Order Close

With finite scheduling accurate routings are extremely important. Whenever you close a work order (through WO-I Enter Finished Production or WO-J Close/Cancel Orders), you should review work order performance and see if any of your routing sequences should be adjusted so that they will be more accurate the next time the item is run again. A good report to review is JC-A Print Job Cost Report, which compares work order estimated costs with actual costs. Another good report, ideal for setting parts-per-hour standards, is JC-H Print Work Order History, which lets you compare previous production runs at the routing sequence level.

Scheduling Works Hand-in-Hand with MRP

Scheduling works hand-in-hand with the *Material Requirements*, especially if you have products with multiple levels in their bills of material. Every time you reschedule your work orders, those changes may affect other purchase orders or work orders that are interdependent upon each other. These changes may trigger the MR-F Generate Material Requirements program to produce various EXPEDITE and DELAY messages to advise you

of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made.

Be aware that finite scheduling only schedules work orders. Purchase orders, which must be synchronized with work orders to see that material arrives when needed, are scheduled solely by MR-F, *Generate Material Requirements*. So in most situations finite scheduling and MRP will both be utilized, except for companies with single level products and simple material requirements (such as some machine shops, for example).

Typically you will evolve into a cycle of using finite scheduling and MRP together. You will run the finite scheduling program, make some basic changes to due dates, then run MRP to see the effect of those changes on other orders. MRP will suggest further scheduling changes, which will result in changes to due dates that in turn change the schedule the next time finite scheduling is run.

Finite scheduling is not completely automatic and requires human intervention and judgment to work properly. Due dates, which affect priorities and keep interdependent work orders and purchase orders synchronized with one another, can only be changed manually. There is no one right way to use finite scheduling and MRP. A variety of tools are at your disposal and, with practice, you will learn the techniques that best fit your company.

Programs Used with Finite Scheduling

The following are the programs that are most commonly used in conjunction with finite scheduling.
SM-H Enter Shop Calendar

Use this program to initially set up your scheduling calendar and to re-create your scheduling calendar should any changes be made to the weekends or holidays that you have marked as non-workdays.
RO-C Enter Work Centers

Use this program to initially set up your work centers and to change the *Total Hours/Day* field whenever the work center capacity changes. You can also change work center parameters at any time through SH-C Manually Schedule Work Centers.
WO-A Enter Work Orders

You can use this program to change the work order *Quantity to Make*, scheduled *Start Date*, or *Due Date*. Do not change the scheduled *Finish Date*; this date changes whenever finite scheduling is run.
WO-F Enter Labor

When making the first entry to a routing sequence, this program makes an entry in the *Started Date* field in the work order routing. The last field in this program asks □*s this sequence now complete?* If you enter *Y*, an entry is made to the *Finished Date* field in the work order routing that prevents any further scheduling of this sequence. You can also use this program to re-assign the scheduled *child* work center to one of the other *child* work centers if you haven¡¦t yet posted labor to the sequence.
DC-A Enter Labor/Production

When making the first entry to a routing sequence, this program makes an entry in the *Started Date* field in the work order routing. This lets the finite scheduling program know that production has started on this sequence. When reporting labor this program will ask whether the routing sequence is completed. If answered yes, the program establishes a *Finished*

Date in the work order routing that prevents any further scheduling of this sequence.
WO-K-F Edit Sequence Started/Finished Dates

If you have any entries in WO-F or DC-A (see above) that did not receive a *Finished Date* due to failure to answer *Y* to the □s *this sequence now complete?* prompt when the sequence was completed, this program lets you enter the *Finished Date* after-the-fact so that the finite scheduling program will no longer attempt to schedule the sequence.
PO-A Enter Purchase Orders

When you create a service order for an outside processing sequence, an entry is made in the *Started Date* field for that sequence in the work order routing.
PO-C Receive Purchase Orders

When you receive outside processing items on a service order, you are asked if the outside processing routing sequence is completed. If you answer yes, the program establishes a *Finished Date* in the work order routing that prevents any further scheduling of this sequence.
SH-A Edit WO Start/Finish/Due Dates

Use this program to make changes to work orders' scheduled *Start Date* or *Due Date.* This is an alternative to using WO-A, *Enter Work Orders*, for the same purpose.
SH-B Manually Schedule Work Orders

Much like SH-A (see above), you can use this program to make changes to work orders' scheduled *Start Date* or *Due Date.* This is another alternative to using WO-A, *Enter Work Orders*, for the same purpose. This program also serves as an inquiry into the status of work order routing sequences.
SH-C Manually Schedule Work Centers

You can use this program as an alternative to RO-C, *Enter Work Centers*, for changing work center parameters such as *Total Hours/Day*.
SH-E Finite Scheduling

This is the finite scheduling program. See the *Finite Scheduling Program Operation* section above for details.
SH-G Print Work Order Schedule

This is an alternative to the finite scheduling report that is produced by SH-E, *Finite Scheduling*. It provides a listing of all your open work orders sorted either by scheduled *Start Date* or scheduled *Finish Date*.
SH-H Print Work Order Status

This report can be used to see the status of each work order, broken out by its routing sequences. You can see which sequences are late and how many days late they are.
SH-I Print Work Center Schedule

This report is most typically used as a daily dispatch report by the shop foreman as guide to which work orders are to be worked on next within each work center.

SH-O Finite Schedule Bucket Report

This report is used to analyze the current load on each work center. Listed are all open work orders and the number of days contention associated with each, as well as the total contention for the work center.
MR-F Generate Material Requirements

This program takes the current work order schedule (as generated by SH-E, *Finite*

Scheduling) and produces various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made. The program also suggests new work orders and purchase orders that may be needed.

MR-H Print Order Action Report

This report can be used to get listings of the EXPEDITE and DELAY recommendations made by MR-F, *Generate Material Requirements*, that you can use to change work order due dates accordingly.

2.5.3   How Infinite Scheduling Works

How Infinite Scheduling Works

Infinite Scheduling Program Operation

Infinite scheduling is performed through SH-F Infinite Scheduling. Infinite scheduling assigns *Start Dates* and *Finish Dates* to work order sequences without regard to work center capacity. It is called Infinite scheduling because it assumes work order capacity is infinite, or unlimited. Infinite scheduling does not change the work order *Start Date* and *Finish Date*. These dates are manually entered or changed. The program assigns sequence dates as follows.

The first thing the program does is calculate the *number of days available for production*. The formula is:

(finish date) - (start date or today's date [whichever one is later]) - (any non-workdays as defined in the shop calendar) - (any routing lead times for outside processing sequences) = *number of days available for production*

A *percentage of total production time* is calculated for each direct labor sequence based on the this formula:

(total production time for all sequences) / (total remaining production time this sequence) = *% of total production time*

The above two results are then multiplied together to calculate *this sequence share of available production days* as follows:

(number of days available for production) x (% of total production time) = *this sequence share of available production days*

The program then assigns a *Start Date* and *Finish Date* to each sequence. If production has not begun yet, the first sequence is assigned a *Start Date* equal to the work order *Start Date* as long as the *Start Date* is today or later. If the *Start Date* is already passed, it assigns today's date as the sequence *Start Date*.

If production has already started, those sequences that are completed or partially completed will receive none or little *percentage of total production time* (see above) and therefore the first *Start Date* gets assigned correctly to the currently active sequence.

If the sequence is a direct labor sequence, its *this sequence share of available production*

days is added to the sequence *Start Date*, which determines this sequence's *Finish Date* (skipping over any non-workdays defined on the shop calendar). The *Finish Date* of this sequence becomes the *Start Date* of the next sequence.

If the sequence is an outside processing sequence, the sequence *Lead Time* (which is always expressed in days) is added to the sequence *Start Date*, which determines this sequence's *Finish Date* (skipping over any non-workdays defined on the shop calendar). The *Finish Date* of this sequence becomes the *Start Date* of the next sequence.

Each sequence is scheduled in succession as described above. The *Finish Date* of the last sequence always equals the work order *Finish Date*.

Unlike finite scheduling where there are usually gaps between one sequence's *Finish Date* and the next sequence *Start Date* (due to contention for that work center capacity), with infinite scheduling the *Finish Date* for one sequence is always the *Start Date* for the next sequence.

How to Use Infinite Scheduling

The term Infinite scheduling is misleading, because work center capacity (which is not infinite) is very much a factor when using this method of scheduling. What it refers to is that when the sequences are scheduled to the work centers, the program assigns start and finish dates to work order sequences without regard for other work orders that are contending for that work center capacity. In a sense the program is assuming infinite work order capacity (or, more accurately, is ignoring it), which is where the term "infinite scheduling" comes from.

Work Order Start & Finish Dates Are Manually Assigned

When you assign the initial work order *Start Date* and *Finish Date*, you should attempt to assign realistic dates, meaning those that you believe can be met either with existing capacity, or, if necessary, by adding overtime or taking other measures. These initial dates are based on your feel for what the factory can deliver, or they may be dictated by your customer as a condition in giving you the order.

After you create your work orders, you run SH-F Infinite Scheduling. You then study your work centers using SH-I Print Work Center Schedule and SH-R Work Center Scheduler to see if you have the capacity to meet the commitments you've made. If you've overloaded all or some of your work centers, then you must respond by adding overtime, personnel, plant capacity, or, if you cannot expand your capacity, you must reschedule work order finish dates as required.

Sequence Dates are Time Windows

Infinite scheduling and *finite scheduling* both work within the limits of available work center capacity. The difference is that *finite scheduling* calculates and sets work order finish dates, whereas with *infinite scheduling* these dates are set by you, the scheduler. *Finite scheduling* is much more precise in that it provides routing sequence start and finish dates that correspond to estimated run time, whereas the sequence dates assigned by the *infinite scheduling* program do not. Instead, the start and finish date ranges provided by *infinite scheduling* function as "time windows" within which you should complete the sequence.

Because sequence start and finish dates are time windows, your production foremen have leeway as to which work orders to run on any given day when following SH-I Print Work Center Schedule. As long as a sequence is completed within its time window, the overall work order is still on schedule.

The Finish Date Functions as the Due Date

Unlike with finite scheduling, the work order *Due Date* is not important with infinite scheduling. Because the work order *Finish Date* does not get changed by the infinite scheduling program, it essentially functions as the due date. With infinite scheduling usually the *Finish Date* and the *Due Date* are entered with the same date and the *Due Date* field serves as a reference only.

Scheduling Works Hand-in-Hand with MRP

Scheduling works hand-in-hand with the *Material Requirements* module, especially if you have products with multiple levels in their bills of material. Every time you reschedule your work orders, those changes may affect other purchase orders or work orders that are interdependent upon each other. These changes may trigger the MR-F Generate Material Requirements program to produce various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made.

Be aware that infinite scheduling only schedules work orders. Purchase orders, which must be synchronized with work orders to see that material arrives when needed, are scheduled solely by MR-F, Generate Material Requirements. So in most situations infinite scheduling and MRP will both be utilized, except for companies with single level products and simple material requirements (such as some machine shops, for example).

Typically you will evolve into a cycle of using infinite scheduling and MRP together. You will run the infinite scheduling program, evaluate your work centers, make changes to work order dates and work center capacity, then run MRP to see the effect of those date changes on other orders.

Parent-Child W/C Scheduling is Not Supported

Infinite scheduling does not offer parent-child work center scheduling like finite scheduling does. Therefore, when you set up a work center that is comprised of several interchangeable machines or workstations, you must set it up as a single work center. The *Total Hours/Day* (as entered in RO-C Enter Work Centers), should be equal to the combined daily hours/day of all the machines or workstations.

If you want to manually assign this type of work center to specific machines, you can so through SH-D Manually Schedule Machines. These machines are not work centers, but are machines set up through RO-D Enter Machines. You can use SH-J Print Machine Schedule for a daily dispatch report to the shop.

In summary, with infinite scheduling you manually assign work order start and finish dates, run the scheduling program, then study your work centers to see if you can meet your schedule. If not, you must expand your capacity or move out due dates until the schedule fits your factory's ability to meet it.

Programs Used with Infinite Scheduling

The following are the programs that are most commonly used in conjunction with infinite scheduling.

SM-H Enter Shop Calendar

Use this program to mark weekends and holidays as non-workdays so that those days will be skipped by the infinite scheduling program when it assigns routing start and finish dates.

RO-C Enter Work Centers

Use this program to initially set up your work centers and to change the *Total Hours/Day* field whenever the work center capacity changes. You can also change work center parameters at any time through SH-C, *Manually Schedule Work Centers.*

WO-A Enter Work Orders

You can use this program to change the work order *Quantity to Make*, scheduled S*tart Date*, scheduled *Finish Date*, or *Due Date*.

SH-A Edit WO Start/Finish/Due Dates

Use this program to make changes to work orders' scheduled *Start Date*, *Finish Date,* or *Due Date.* This is an alternative to using WO-A, *Enter Work Orders*, for the same purpose.

SH-B Manually Schedule Work Orders

Much like SH-A (see above), you can use this program to make changes to work orders' scheduled *Start Date, Finished Date,* or *Due Date.* This is another alternative to using WO-A, *Enter Work Orders*, for the same purpose. This program also serves as an inquiry into the status of work order routing sequences.

SH-C Manually Schedule Work Centers

You can use this program as an alternative to RO-C, *Enter Work Centers*, for changing work center parameters such as *Total Hours/Day*.

SH-D Manually Schedule Machines

If you have work centers comprised of interchangeable machines and wish to manually assign work order sequences to specific machines, you can so through this program. Machines are entered in RO-D, *Enter Machines*.

SH-F Infinite Scheduling

This is the infinite scheduling program. See the *Infinite Scheduling Program Operation* section above for details.

SH-G Print Work Order Schedule

This report provides a listing of all your open work orders sorted either by scheduled *Start Date* or scheduled *Finish Date*.

SH-H Print Work Order Status

This report can be used to see the status of each work order, broken out by its routing sequences. You can see which sequences are late and how many days late they are.

SH-I Print Work Center Schedule

This report is most typically used as a daily dispatch report by the shop foreman as guide to

which work orders are to be worked on next within each work center.

SH-J Print Machine Schedule

If you've assigned routing sequences to specific machines (see SH-D, *Manually Schedule Machines*, above), you can use this report as a daily dispatch report for the shop.

MR-F Generate Material Requirements

This program takes the current work order schedule and produces various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made. The program also suggests new work orders and purchase orders that may be needed.

MR-H Print Order Action Report
This report can be used to get listings of the EXPEDITE and DELAY recommendations made by MR-F, *Generate Material Requirements*, that you can use to change work order start and finish dates accordingly.

2.5.4   How Lead Time Scheduling Works

How Lead Time Scheduling Works

Lead Time Scheduling Program Operation
Lead Time Scheduling is performed through SH-P Lead Time Scheduling. You can also use Lead Time Scheduling when creating Work Orders in WO-A Enter Work Orders, SO-N Convert Sales Orders to Work Orders or ES-E Convert Estimates if you have set the default in SD-B Work Orders Defaults to use lead time scheduling when creating Work Orders. Lead Time scheduling assigns *Start Dates* and *Finish Dates* to work order sequences sequentially either forward (generate a finish date based on start date plus process time) or backwards (generate a start date based on due date and process time). The program assigns sequence dates as follows.

The first thing the program does is calculate the *number of days required for production*. The formula is:

(Sequence Quantity to be made) x (Time per part) + Setup Time + Positive Overlap + Work Center Queue Time *{for all Labor sequences}* + Outside Process Sequence Lead Time *{for all Outside Processing sequences} = number of days required for production*

The number of production days required for a given labor sequence takes the Work Center shift hours and percent utilization into account.

The program then prompts whether to use forward or backward scheduling. If backward scheduling is chosen, it next prompts whether to schedule based on the current estimated *Finish Date* or the *Due Date*.Next, for backward scheduling, the available production days between today and the specified *Finish Date* is compared to the number of days required for production. If there are not enough days to schedule the remaining sequences of the work order, the earliest possible *Finish Date* is suggested along with a *Start Date* of today. Otherwise, a *Start Date* is calculated based on the *Finish Date* specified and the number of production days required. If a *Start Date* is specified, the *Finish Date* is calculated based on the *Start Date* and the number of production days required. All the date calculations performed will take the non-production days specified on the Shop Calendar into account. Once the Work Order Start and Finish Dates have been specified, each sequence is assigned Start and Finish Dates based on the quantity to be made and the time per part, plus any setup time, overlap and queue times.

If the sequence is an outside processing sequence, the sequence *Lead Time* (which is always expressed in days) is added to the sequence *Start Date*, which determines this sequence's *Finish Date* (skipping over any non-workdays defined on the shop calendar). The *Finish Date* of this sequence becomes the *Start Date* of the next sequence.

Each sequence is scheduled in succession as described above. The *Finish Date* of the last sequence always equals the work order *Finish Date*.

Unlike finite scheduling where there are usually gaps between one sequence's *Finish Date* and the next sequence's *Start Date* (due to contention for that work center's capacity), with lead time scheduling the *Finish Date* for one sequence is always the *Start Date* for the next sequence. The Queue Time represents the estimated contention but is included in the total days a sequence is scheduled for a given work center. Queue times are entered in RO-C Enter Work Centers for Priority 1, 2 and 3 which relates to the Priority of the Work Order being scheduled.

How to Use Lead Time Scheduling
Lead Time Scheduling is most often used as a tool to establish realistic start and finish dates when creating work orders but it can also be used to reschedule work orders after they have been created, especially when conditions change such as Work Center Queue Times or shift hours. If the Use Lead Time Scheduling is set to F or B (Forward or Backward) in SD-B Work Orders Defaults then the programs that create Work Orders will use this lead time calculation logic rather than the fixed lead time specified in the inventory master when creating work orders.

Backward or Forward Scheduling can be Performed
When you assign the initial work order *Start Date* or *Finish Date*, the program will calculate the other, either forward or backward. If the *Finish Date* entered does not allow for enough time to complete all the sequences, a later *Finish Date* will be suggested based on a *Start Date* of today.

After you create your work orders, you can study your work centers (via SH-I Print Work Center Schedule or SH-R Work Center Scheduler to see if you have the capacity to meet the commitments you've made. If you've overloaded all or some of your work centers, then you must respond by adding overtime, personnel, plant capacity, or, if you cannot expand your capacity, you must reschedule work order dates as required.

Sequence Dates are Time Windows

Because sequence start and finish dates are time windows, your production foremen have leeway as to which work orders to run on any given day when following SH-I Print Work Center Schedule. As long as a sequence is completed within its time window, the overall work order is still on schedule.

The Finish Date may not equal the Due Date

In lead time scheduling, the Finish Date and Due Date may not be the same. If forward scheduling, the estimated finish date may be before or after the due date. If backward scheduling, the finish date and due date will be the same unless a new finish date was calculated because there were not enough production days available to meet the due date.

Scheduling Works Hand-in-Hand with MRP

Scheduling works hand-in-hand with the *Material Requirements* module, especially if you have products with multiple levels in their bills of material. Every time you reschedule your work orders, those changes may affect other purchase orders or work orders that are interdependent upon each other. These changes may trigger the MR-F Generate Material Requirements program to produce various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made.

Be aware that lead time scheduling only schedules work orders. Purchase orders, which must be synchronized with work orders to see that material arrives when needed, are scheduled solely by MR-F, Generate Material Requirements. So in most situations lead time scheduling and MRP will both be utilized, except for companies with single level products and simple material requirements (such as some machine shops, for example).

Typically you will evolve into a cycle of using lead time scheduling and MRP together. You will use the scheduling program, evaluate your work centers, make and needed changes to work order dates and work center capacity, then run MRP to see the effect of those date changes on other orders.

Parent-Child W/C Scheduling is Not Supported

Lead time scheduling does not offer parent-child work center scheduling like finite scheduling does. Therefore, when you set up a work center that is comprised of several interchangeable machines or workstations, you must set it up as a single work center. The *Total Hours/Day* (as entered in RO-C Enter Work Centers), should be equal to the combined daily hours/day of all the machines or workstations and the Total Shift Hours should be the number of hours per day the work center is staffed (typically 8, 16 or 24 and never more than 24).

If you want to manually assign this type of work center to specific machines, you can do so through SH-D Manually Schedule Machines. These machines are not work centers, but are machines set up through RO-D Enter Machines. You can use SH-J Print Machine Schedule for a daily dispatch report to the shop.

Programs Used with Lead Time Scheduling

The following are the programs that are most commonly used in conjunction with lead time scheduling.

SM-H Enter Shop Calendar

Use this program to mark weekends and holidays as non-workdays so that those days will be skipped by the scheduling program when it assigns routing start and finish dates. The shop calendar MUST be entered before the Work Order Default setting to use Lead Time

Scheduling is set to Y.
RO-C Enter Work Centers

Use this program to initially set up your work centers and to change the *Total Hours/Day* field whenever the work center capacity changes and edit Queue times as load conditions change. Only the Average Queue time is used. You can also change work center parameters other than the Queue time at any time through SH-C Manually Schedule Work Centers.
WO-A Enter Work Orders

You can use this program to change the work order *Quantity to Make*, scheduled S*tart Date*, scheduled *Finish Date*, or *Due Date*. If the Quantity to Make is changed, you must specify whether to retain the *Finish Date* and recalculate a *Start Date* or retain the *Start Date* and recalculate *Finish Date*. If the work order is already started, then the *Finish Date* will be recalculated. If you do not change the quantity and change either the scheduled *Start* or *Finish Date*, the other will be recalculated.
SH-D Manually Schedule Machines

If you have work centers comprised of interchangeable machines and wish to manually assign work order sequences to specific machines, you can so through this program. Machines are entered in RO-D, Enter Machines.
SH-G Print Work Order Schedule

This report provides a listing of all your open work orders sorted either by scheduled *Start Date* or scheduled *Finish Date*.
SH-H Print Work Order Status

This report can be used to see the status of each work order, broken out by its routing sequences. You can see which sequences are late and how many days late they are.
SH-I Print Work Center Schedule

This report is most typically used as a daily dispatch report by the shop foreman as guide to which work orders are to be worked on next within each work center.
SH-J Print Machine Schedule

If you've assigned routing sequences to specific machines (see SH-D, *Manually Schedule Machines*, above), you can use this report as a daily dispatch report for the shop.

SH-P Lead Time Scheduling

This is the lead time scheduling program. See the *Lead Time Scheduling Program Operation* section above for details.

SH-R Work Center Scheduler

This is the graphical scheduling tool displaying the operations by work center in a Gantt Chart type layout.
MR-F Generate Material Requirements

This program takes the current work order schedule and produces various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made. The program also suggests new work orders and purchase orders that may be needed.
MR-H Print Order Action Report
This report can be used to get listings of the EXPEDITE and DELAY recommendations made by MR-F, *Generate Material Requirements*, that you can use to change work order start and

finish dates accordingly.

2.5.5   How Manual Scheduling Works

How Manual Scheduling Works

Manual scheduling means that you will manually assign all scheduling dates, including work order dates (*Start Date*, *Finish Date*, *Due Date*) and routing sequence dates (*Start Date*, *Finish Date*).

Work order dates are first established when the work order is created. Thereafter they can easily be changed through WO-A Enter Work Orders, SH-A, Edit WO Start/Finish/Due Dates, or SH-B, Manually Schedule Work Orders.

Entering dates on routing sequences is optional. Most companies that use manual scheduling have simple routings.   If you do not enter dates on routing sequences, the work order *Start Date* and *Finish Date* are used as the sequence *Start Date* and *Finish Date*. Therefore, if you run SH-H, Print Work Center Status, you are actually looking at overall work order dates rather than specific sequence dates. For most companies using manual scheduling, this is sufficient.

If you wish to enter sequence dates, this can be done through either SH-B, Manually Schedule Work Orders, or SH-C, Manually Schedule Work Centers. If manually entering sequence dates proves too tedious, you should consider using SH-F, Infinite Scheduling, which assigns these dates automatically. See How Infinite Scheduling Works for more details.

Programs Used with Manual Scheduling

The following are the programs that are most commonly used in conjunction with manual scheduling.

SM-H Enter Shop Calendar

Use this program to mark weekends and holidays as non-workdays so that entry of those dates will not be permitted in any of the manual scheduling programs (SH-A through SH-D).

RO-C Enter Work Centers

Use this program to initially set up your work centers and to change the *Total Hours/Day* field whenever the work center capacity changes.

WO-A Enter Work Orders

You can use this program to change the work order *Quantity to Make*, scheduled S*tart Date*, scheduled *Finish Date*, or *Due Date*.

SH-A Edit WO Start/Finish/Due Dates

Use this program to make changes to work orders' scheduled *Start Date*, *Finish Date,* or *Due Date.* This is an alternative to using WO-A, *Enter Work Orders*, for the same purpose.

SH-B Manually Schedule Work Orders

Much like SH-A (see above), you can use this program to make changes to work orders' scheduled *Start Date, Finished Date,* or *Due Date.* This is another alternative to using WO-A, *Enter Work Orders*, for the same purpose. This program also serves as an inquiry into the

status of work order routing sequences.
SH-C Manually Schedule Work Centers

This program is used to change sequence start and finish dates within a work center. Unlike SH-B, *Manually Schedule Work Orders*, where you enter sequence dates within one work order at a time, with SH-C you enter sequence dates for all open work orders within that work center. You can also use this program to change work center parameters such as *Total Hours/Day*.

SH-D Manually Schedule Machines

If you have work centers comprised of interchangeable machines and wish to manually assign work order sequences to specific machines, you can so through this program. Machines are entered in RO-D, *Enter Machines*.

SH-G Print Work Order Schedule

This report provides a listing of all your open work orders sorted either by scheduled *Start Date* or scheduled *Finish Date*.

SH-H Print Work Order Status

This report can be used to see the status of each work order, broken out by its routing sequences. You can see which sequences are late and how many days late they are.

SH-I Print Work Center Schedule

This report is most typically used as a daily dispatch report by the shop foreman as guide to which work orders are to be worked on next within each work center.

SH-J Print Machine Schedule

If you've assigned routing sequences to specific machines (see SH-D, *Manually Schedule Machines*, above), you can use this report as a daily dispatch report for the shop.

SH-R Work Center Scheduler

This is the graphical representation of the work center load by work order in a Gantt Chart type display

MR-F Generate Material Requirements

This program takes the current work order schedule and produces various EXPEDITE and DELAY messages to advise you of situations where material won't arrive when needed or arrives too early due to scheduling changes you've made. The program also suggests new work orders and purchase orders that may be needed.

MR-H Print Order Action Report

This report can be used to get listings of the EXPEDITE and DELAY recommendations made by MR-F, *Generate Material Requirements*, that you can use to change work order start and finish dates accordingly.

2.5.6   SH-A Edit WO Start/Finish/Due Dates

SH-A Edit WO Start/Finish/Due Dates

Purpose of Program

Use this program to change work order *Start Dates*, *Finish Dates*, or *Due Dates*. This program is used when many date changes need to be made, and is faster than changing dates through WO-A Enter Work Orders. The program's auto-entry mode lets you advance through your open work orders in succession without having to enter a work order number each time.

If you are using finite scheduling, do not waste time changing the *Finish Date* because it changes each time SH-E Finite Scheduling is run.

General Program Operation

The initial screen allows you to filter which work orders will be listed in the next screen's list window. If you enter a *Start Date*, only work orders with a *Start Date* beyond the one entered will display. *Status Codes* and *Priority Codes* are marked with X, meaning that they will be included in the list. If you want to exclude any of these, clear the X with your space bar.

When you finish entering the last field or after clicking the *Go* button, you are presented with a list of work orders in a window. Highlight the work order you wish to change and click on it or click the *Edit* button.

The work orders date fields, along with some header information, are presented below the list window. Make changes to the *Start Date*, *Finish Date*, or *Due Date* as required.

When you finish entering one work order, the next work order in succession comes into the entry area. This is the *auto-entry mode* feature. If you wish to disable this, click on the *Disable Auto-Entry Mode* button. If you do so, once your entry is completed you are returned to the list window where you can select another work order.

Continue selecting work orders and making entries until you are finished.

2.5.7   SH-B Manually Schedule Work Orders

SH-B Manually Schedule Work Orders

Purpose of Program

Use this program to update any of the following fields on a particular work order: *Start Date*, *Finish Date*, *Due Date*, *Priority*, and *Lead Time*. This is an alternative to using WO-A Enter Work Orders for the same purpose.

If you are using manual scheduling you can also use the program to enter *Start Dates* and *Finish Dates* on your routing sequences. The program's auto-entry mode allows you to advance through your sequences in succession without having to enter or select a sequence number each time. Do not enter sequence dates if you're using finite, Lead time or infinite scheduling because they are done so automatically by the scheduling programs.

General Program Operation

Enter a work order number or select one from a lookup window by clicking on the *Lookup* icon (or press F2). Current work order information will be displayed in the header area of the screen. Change the *Start Date*, *Finish Date*, *Due Date*, or *Priority* fields as needed.

Once you complete the header fields, the routing sequences are now listed in a display window in the center of the screen. From the display window you can highlight the sequence to be changed and by pressing <Enter> or clicking on it you can bring it into the entry area at the bottom of the screen.

Once a sequence is in the entry area, you can change its *Start Date* or *Finish Date*. For reference purposes the sequence description, overlap days, work center number, work center description, and queue time are displayed.

As each sequence is changed the next sequence automatically comes into the entry area. This is the *auto-entry mode*. You can disable this by clicking on the *Disable Auto-Entry Mode* button, in which case you will be returned each time to the list window for selection of another routing sequence.

When you are finished entering routing dates, click on *Exit* (or press <Esc>) and you are returned to the header area where you can enter another work order or click *Exit* once again to return to the *Scheduling* menu.

2.5.8   SH-C Manually Schedule Work Centers

SH-C Manually Schedule Work Centers

Purpose of Program

This program is used primarily for manual scheduling. It allows you to change routing sequence (operation) *Start Dates* and *Finish Dates* within a particular work center. The program's auto-entry mode enables you to advance through the sequences in succession without having to enter or select a work order number each time.

You can also use this program, regardless of scheduling method, to change work center parameters such as *Total Hours/Day* and *% Utilization* as an alternative to doing so through RO-C Enter Work Centers.

General Program Operation

Enter a work center number or select a work center from a lookup window by clicking on the Lookup icon (or press F2). You are given the opportunity of modifying the *Total Hours/Day*, the *% Utilization*, and *Total Shift Hrs* fields. For more information on these fields, see RO-C Enter Work Centers.

A list of routing sequences for this work center now displays in the center of the screen. Highlight the one you wish to change and press <Enter> or click on it to bring it into the entry

area at the bottom of the screen. Change either the *Start Date*, *Finish Date*, or both.

As each line is completed, the next sequence automatically comes into the entry area. This is the *auto-entry mode*. You can disable this by clicking on the *Disable Auto-Entry Mode* button, in which case you are returned to the list window after each entry for selection of another sequence.

When you are completed making your entries, click the *Exit* button (or press <Esc>) to be returned to the header area where you can enter another work center number or you can click *Exit* to return to the *Scheduling* menu.

2.5.9   SH-D Manually Schedule Machines

SH-D Manually Schedule Machines - Machine View

Purpose of Program

This program can be used with manual, lead time or infinite scheduling. If you are using finite scheduling, you should set up parent-child work centers rather than use machines (see *How Finite Scheduling Works* for details on parent-child work centers).

This program is used to assign routing sequences (operations) to specific machines within a work center, or to reassign machines using a drag and drop method on a visual layout.

Machines must be entered in advance through RO-D Enter Machines and if linked images are attached they will be displayed on the layout view. The images need to be fairly small as the layout display will not resize them.

Creating Machine Layouts

Click New Layout and give it a name. Typically each work center with machines to be scheduled would be a layout but it can be any grouping of machines you want. Then right click anyplace on the main blank screen and Add Machine and select the machine from the list. You can either arrange the machines in a list view or position them on the layout in a simulation of the factory floor plan. The same machine can be in multiple layouts. You could create a work center layout to be used by a supervisor to schedule operations and another layout that is a subset of that to be used by an operator to see what needs to be run on the machines he is responsible for.

General Program Operation

Click the far upper left corner field to enter a date defining the planning horizon (how far in the future you want to find Operations) and then the dropdown to the right of that is the list of Work Centers. Select a work center and all operations for open work orders for that work center will be displayed. Drag an operation from the list of machines to a machine and the list of operations assigned to that machine will be displayed on the right with the operation just selected on the bottom of the list. Clicking any machine on the layout will display the operations assigned to that machine on the layout view in the order in which they have been assigned. Dragging an operation up or down on the list changes the order. Dragging an

assigned operation from the left side to a different machine will reassign it.

Once Layouts Exist, clicking Select Layout will present a list of layouts to choose from and clicking Edit Layout allows the machines to be moved on the screen, removed from the layout or new machines added to the layout. Removing a machine from a layout will not change any machine assignments.

If there is an open Data Collection Labor record for an operation, the operation is assumed to be running and will display in green text. If there is no open operation but time or parts have been charged to the operation meaning it has been started it will display in green text. Unstarted operations that are assigned to a machine will display as blue text and unstarted unassigned machines will display as black.

Machine Reporting During Labor Entry
When reporting labor through WO-F Enter Labor you can optionally have a pop-up window display the machine that is currently assigned to the labor sequence being reported.

If, for some reason, the sequence was assigned to another machine than the one that was scheduled, you can change the machine number in the pop-up window. This insures that the labor gets reported to the correct machine.

To get this window to display, set the *Display Machine Prompt in Enter Labor?* field to *Y* in SD-E Scheduling Defaults. You can also require that a machine be entered by setting the "Prevent Blank Machine at DC-A" to Y in SD-F Data Collection Defaults

Setting up the Database
See ODBC Data Connection for information regarding setting up the database for the Java programs.

SH-D Manually Schedule Machines

Purpose of Program
This program can be used with manual, lead time or infinite scheduling. If you are using finite scheduling, you should set up parent-child work centers rather than use machines (see *How Finite Scheduling Works* for details on parent-child work centers).

This program is used to assign routing sequences (operations) to specific machines within a work center, or to reassign machines. While assigning machines you can also change sequence start and finish dates if you are using manual scheduling (do not enter sequence dates if using infinite scheduling).

Machines must be entered in advance through RO-D Enter Machines.

General Program Operation
Enter a work center number or select a work center by clicking on the *Lookup* icon (or press F2). You can then limit the work orders that will display in the view area by entering a from/ thru range of machine numbers. If you don't know the machine number(s), you can select machines by clicking on the *Lookup* button (or press F2).

The work order sequences within the selection range are now displayed in a window in the center of the screen. Highlight the one you wish to change and press <Enter> or click on it to bring it into the entry area at the bottom of the screen.

Enter or change the machine number in the *Mach* field. You can select a machine from a lookup window by clicking on the *Lookup* icon (or press F2). Change either the *Start Date*, *Finish Date*, or both.

As each line is completed, the next sequence automatically comes into the entry area. This is the *auto-entry mode*. You can disable this by clicking on the *Disable Auto-Entry Mode* button, in which case you are returned to the list window after each entry.

When you are finished making your entries, click *Exit* (or press <Esc>) to be returned to the header area where you can enter another work center number or you can click *Exit* again to return to the *Scheduling* menu.

Machine Reporting During Labor Entry
When reporting labor through WO-F Enter Labor you can optionally have a pop-up window display the machine that is currently assigned to the labor sequence being reported.

If, for some reason, the sequence was assigned to another machine than the one that was scheduled, you can change the machine number in the pop-up window. This insures that the labor gets reported to the correct machine.

To get this window to display, set the *Display Machine Prompt in Enter Labor?* field to *Y* in SD-E Scheduling Defaults.

2.5.10 SH-E Finite Scheduling

SH-E Finite Scheduling

Purpose of Program
Finite scheduling is generally used when accurate and realistic due dates are needed and where products are complex and order volume is such that it overwhelms the ability to schedule manually or semi-manually. Work order *Finish Dates* are calculated each time the program runs and vary according to work order priority, work center capacity, and other work orders contending for that limited (finite) capacity.

The finite scheduling program first prioritizes all your work orders based on the number of days from today to the due date divided by remaining production time. It then takes each work order in succession and schedules each of its routing sequences in the next available time slot in each of its work centers. The work order finish date will equal the finish date of the last routing sequence.

When scheduling is completed, you can print the *finite schedule report* or list it to the screen. The report can be sorted by work order number or due date. The report lists the *work order number*, *item number*, *order quantity*, *critical ratio*, *due date*, *scheduled start date*, *scheduled finish date*, *remaining run days*, *number of days until due date*, *number of days late*, and *number of days contention*.

For complete details, see How Finite Scheduling Works.

General Program Operation
First, enter the date through which labor and production have been entered. The program will

schedule all remaining production beginning the day following the day entered. Next indicate whether to generate a new schedule or simply reprint the existing schedule and whether to sort the report by *Due Date* or *Work Order* number. The program will then present a list of all work orders in order of Critical Ratio which determines the priority in which they will be scheduled. *Due Dates* can be edited to change the priority ranking. An earlier *Due Date* will result in a higher priority. Click Re Process to recalculate the critical ratios and see the list based on updated priorities. When the priority list looks good, click Go. The program will then begin processing. When finished, the standard *List, Printer, Disk* prompt will be presented for running the report.

2.5.11 SH-F Infinite Scheduling

SH-F Infinite Scheduling

Purpose of Program
Infinite scheduling is generally used where due dates are relatively inflexible and you adapt your capacity (through overtime or hiring temps, for example) to meet your commitments to customers.

Infinite scheduling is semi-manual in the sense that you manually assign a start date and finish date to each work order, then the infinite scheduling program automatically assigns the start and finish dates to the routing sequences. It is called Infinite scheduling because it assigns routing sequence dates without regard to available capacity in the work centers; in other words, it assumes that there is infinite capacity available.

For complete details, see How Infinite Scheduling Works.

General Program Operation
You can limit the work orders to be scheduled by clearing *Status Codes* and *Priority Codes* in the first two fields. You can then enter a from/thru range of work orders order numbers.

You can further limit the work orders to be scheduled by entering from/thru ranges of work order numbers, *Start Dates*, *Finish Dates*, and work order *Class Codes*.

You will see each work order number displayed in succession as it gets scheduled. When all work order scheduling is completed, you will be returned to the *Scheduling* menu.

If any work orders can not be scheduled, they will be listed in an exception report at the end of the program.

2.5.12 SH-G Print Work Order Schedule

SH-G Print Work Order Schedule

Purpose of Program
Use this program to get a listing of all open work orders within a specified range of selection criteria. Current start and finish dates are shown, as well as the quantity remaining to be

made and the number of days late (as determined by comparing the *Due Date* and *Finish Date*). The report can be sorted by work order *Start Date* or *Finish Date.*

General Program Operation
First specify whether you want the report sorted by *Start Date* or *Finish Date*. You can then limit the work orders that print on the report by entering X's or clearing them adjacent to various *Status* codes, *Priority* codes, and work order *Class* codes. If you place an X next to the *Late* under the *Priority* codes, you can limit the report to late work orders only (*Due Date* prior to *Finish Date*). You can then enter from/thru ranges of work order numbers, *Item numbers*, and *Customers*.

2.5.13 SH-H Print Work Order Status

SH-H Print Work Order Status

Purpose of Program
Use this program to get a report showing the current Start Date and Finish Date dates by sequence for individual work orders. The report also shows the quantity remaining to be completed, the estimated hours remaining, and how many days late the sequence is (if applicable). Any sequences which are not completed by their scheduled finish dates are marked by an asterisk to visually highlight work orders that are behind schedule.

General Program Operation
You can limit the work orders that print on the report by entering from/thru ranges of work order numbers, *Start Dates*, *Finish Dates*, *Item numbers*, and *Customer Codes*.

2.5.14 SH-I Print Work Center Schedule

SH-I Print Work Center Schedule

Purpose of Program
Use this program to get a listing of all uncompleted sequences (operations) waiting to be performed within each work center. The report can be sorted by *Start Date* or *Finish Date*.

The total hours backlog within the date range selected is divided by the number of hours per day available within each work center, yielding a backlog expressed in days. This allows you to compare backlogs among work centers.

This report is often used as a daily dispatch report in the shop as a guide to which orders should be worked on next.

General Program Operation
First specify whether you want the report sorted by *Start Date* or *Finish Date*. You can then

limit the work orders that print on the report by entering X's or clearing them adjacent to various *Status* codes, *Priority* codes, and work order *Class* codes. You can then enter from/ thru ranges of work order numbers, *Item numbers*, *Customers, Start Dates,* and *Finish Dates.* You can also have the report skip sequences for which there is no quantity.

2.5.15 SH-J Print Machine Schedule

SH-J Print Machine Schedule

Purpose of Program
This report can be used with manual scheduling or infinite scheduling. If you are using infinite scheduling, you should set up parent-child work centers rather than use machines (see How Finite Scheduling Works for details on parent-child work centers).

Use this program to get a listing of all uncompleted sequences (operations) waiting to be performed on each machine. Sequences are assigned to machines either in the product's routing or through SH-D Manually Schedule Machines. The report can be sorted by sequence *Start Date* or *Finish Date*.

General Program Operation
First specify whether you want the report sorted by *Start Date* or *Finish Date*. You can then limit the work orders that print on the report by entering X's or clearing them adjacent to various *Status* codes, *Priority* codes, and work order *Class* codes. You can then enter from/ thru ranges of work order numbers, *Item numbers*, *Customers, Start Dates,* and *Finish Dates.* You can also have the report skip sequences for which there is no quantity.

2.5.16 SH-K View Work Center Load

SH-K View Work Center Load

Purpose of Program
Use this program to see a real-time list of the current Work Orders currently being run at a specified Work Center along with a list of Work Orders waiting in the queue to be started. Using this program requires that Data Collection or HH-I Paperless Shop Floor Tracking is being used to clock into and out of work orders. If you are not using Data Collection or Paperless Shop Floor Tracking, you can use this program to see the work orders queued at a work center but not what is currently being worked on.

General Program Operation
Enter a work center or select one from a lookup window by pressing the F2 key (or clicking on

the *Lookup* button). Indicate how frequently to refresh the screen and whether Work Orders with a status of F should also be included. Click Go and a screen will display with two panels. The top panel lists the Work Orders that are clocked into with the name of the employee and other pertinent information sorted by Work Order number. The bottom panel lists the queued Work Orders sorted by Priority and Scheduled Start Date for the sequence. If you highlight a line on either the top or bottom screen, the corresponding entry on the other screen will be highlighted as applicable. The data on the screen will automatically refresh based on the timer entered initially when loading the program.

2.5.17   SH-L View or Calculate Work Center Load

SH-L View or Calculate Work Center Load %

Purpose of Program
Use this program to view and recalculate the percent load by day on each work center.

General Program Operation
Enter the work center range to include and the end date of the time frame you want to see. Click OK and the work center and the percent load by day will be displayed numerically and on a graph. Click Tools - Recalculate to have the load recalculated from today going forward based on current open work orders. Note that all open operations with dates in the past will be moved to "today".

Tools - Get History and Hide History control the display of prior periods. Tools - Export to CSV will export to a CSV file and open in Excel

2.5.18   SH-M Lead Time Estimator

SH-M Lead Time Estimator

Purpose of Program
Use this program to get estimated delivery dates on any item number. The most common use of this program is for quoting realistic delivery dates to customers or prospects.

The program calculates the projected total run time days for the quantity entered, which includes production setup and run time, outside processing lead time, and any work center queue time.

Work center queue time represents an estimate as to how much contention (waiting time) there may be at each work center. You can establish different queue times for priority codes 1, 2 & 3; in other words in a given work center priority 1 work orders may only have to wait a day, but priority 3 work orders may have to wait 3 days. Work center queue times are entered in RO-C, Enter Work Centers.

The program then takes the *Start Date* you have entered, adds the projected total run time days, skips over any non-working days (as defined on the shop calendar), and projects an *Estimated Finish Date* for each work order priority code.

For comparison purposes, the program also displays a projected *Finish Date* with no queue times included so that you can see the relative effect of queue time on the projections. Keep in mind that this program estimates the lead time of the item specified based on its routing and does not include the manufacturing time for lower level subassemblies.

General Program Operation

Enter the item number or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). The description will automatically be displayed. Enter the quantity you plan to manufacture and a work order start date.

The program will then display an *Estimated Finish Date* for each of the three priority codes and for no queue time.

2.5.19 SH-N Generate Lead Times

SH-N Generate Lead Times

Purpose of Program

Use this program to update the *Lead Time* fields in the inventory master records of all or selected ranges of manufactured items. In the MRP module these lead times determine the start dates that MRP assigns to suggested work orders.

The *Lead Time* field, which can be viewed through IN-A Inventory Inquiry, also serves as a reference on various screens and reports.

The program calculates the projected total run time days (using item's *Lot Size* as the quantity), which includes production run time, outside processing lead time, and any work center average queue time. The *Lot Size* can be entered via the standard cost screen in IN-B Enter Inventory, through IN-L-A Enter Standard Costs, or via RO-A Enter Routings. The *Lot Size* represents the typical production quantity for this item.

Work center queue time represents an estimate as to how much contention (waiting time) there may be at each work center. The program uses the *Average Queue Time* field in each work center, which can be entered through RO-C Enter Work Centers.

When the program finishes its calculations it produces a report which lists any lead time changes that were made.

General Program Operation

You can limit the items subject to the lead time recalculation by entering from/thru ranges of item numbers, types (F-finished goods, A-subassemblies, M-manufactured items), item classes, categories, and cycle codes. Lookups are available on the item number and item class fields by pressing the F2 key (or clicking on the *Lookup* button). If you want all manufactured items' lead times recalculated, press <Enter> through all the fields. The final prompt asks if you wish to print a report. If yes, you will receive a report that lists items whose lead times were recalculated, showing the old lead time and the new lead time.

2.5.20 SH-O Finite Schedule Bucket Report

SH-O Finite Schedule Bucket Report

Purpose of Program

This program is only used with finite scheduling.

Use this report is used to analyze the current scheduling load on each work center. The report lists the following information: *work center, work order, sequence, start date, finish date, shop start date, shop finish date, number of scheduling units, number of days, critical ratio*, and *contention*.

2.5.21 SH-P Lead Time Scheduling

SH-P Lead Time Scheduling

Purpose of Program

This program is used to reschedule work orders either forward (calculate *Finish Date* based on *Start Date*) or backwards (calculate *Start Date* based on *Finish Date* or *Due Date*) by using the Routing time standards, Work Center Queue Times, Outside Processing Lead times and the Shop Calendar. While WO-A Enter Work Orders and SO-N Convert Sales Orders to Work Orders can use the same Lead Time scheduling logic to originally establish work order dates, this program can be used to reschedule existing work orders when conditions change such as queue times or work center shift hours.

General Program Operation
You can limit the work orders to be scheduled by clearing *Status Codes* and *Priority Codes* in the first two fields.

You can further limit the work orders to be scheduled by entering from/thru ranges of work order numbers, *Start Dates*, *Finish Dates*, and work order *Class Codes*.

You will next be prompted whether to use Forward or Backward scheduling with the default as set in SD-B Work Orders Defaults. If Backward is chosen, indicate whether to reschedule based on current *Finish Date* or *Due Date*. All remaining sequences for the work orders within the selected ranges will be scheduled. If backward scheduling is selected and there are not enough available days before the desired completion date, the program will schedule forward from today and determine the earliest possible Finish Date and give a message indicating that not all finish dates could be met.

Dependent Scheduling
If you are using Backwards Lead Time scheduling, you can have lower level subassemblies scheduled based on higher assembly need dates provided the subassembly work orders have been generated using "Create Multi-Assembly Work Orders" in SO-N Convert Sales Orders to Work Orders or by running WO-K-D Create Multi-Assy Work Orders. This option will set the finish date of the subassembly work order to match the start date of the higher level work order.

2.5.22 SH-R Work Center Scheduler

SH-R Work Center Scheduler

Purpose of Program

This program is used to view and schedule work orders within work centers using a visual drag and drop technique. See ODBC Data Connection for more on setting up the ODBC database.

General Program Operation

When the program loads, you will have the option of Initializing the scheduling files and starting the scheduler, continue editing, or post changes to the live work order files. The scheduler is working with copies of the Work Order and Work Order Routing files and until changes are posted, no other programs will see the changes. You also have the option to schedule Work Orders looking at the entire production backlog on a macro level or specific work centers.

Work Order Scheduler

Once the scheduler loads, you will be prompted to identify priorities and Locations to be included, the order in which to list the work orders, whether to include Status R and F work orders, a planning horizon date. If you are running the scheduler for the very first time and have work orders with invalid (past) dates, it is suggested you first run SH-P Lead Time Scheduling to reschedule all operations to the current and future dates. The display will list the open work orders and their current dates to be run in the order specified.   Work Orders with Status R will be displayed as red and Status F will be displayed as black on the left side listing them.   The timeline bars on the right will be colored based on priorities as entered at SM-P-G Enter WO Priority Codes.

You can drag Work Orders forward and backward in time to balance load. You can also click Options and toggle between moving and stretching/squeezing Work Orders. If you do so, you will be prompted to enter new Routing Operation dates within the new Work Order date parameters.

Once the schedule is complete, click Close and select Post Visual Scheduler Dates to finalize the schedule and save back to the live Work Order files.

Work Center Scheduler

Once the scheduler loads, you will be prompted to select a Work Center, identify priorities and Locations to be included, whether to include Status R and F work orders, a planning horizon date and a date to start with (normally today but if you manually enter labor you may want to start with the day after the last time sheets have been posted.) If you are running the scheduler for the very first time and have work orders with invalid (past) dates, it is suggested you first run SH-P Lead Time Scheduling to reschedule all operations to the current and future dates. The selected Work Center will be displayed with all Work Order Operations scheduled for that work center displayed on a time line and colored based on priorities as entered at SM-

P-G Enter WO Priority Codes..

You can drag Operations forward and backward in time to balance load and when doing so, prior and subsequent operations on the same work order will be pushed out and pulled back. You can also click Options and toggle between moving and stretching/squeezing operations.

Once the schedule is complete, click Save and select another Work Center. Once all Work Centers have been scheduled, click Close and select Post Visual Scheduler Dates to finalize the schedule and save back to the live Work Order files.

Setting up the Database
See ODBC Data Connection for information regarding setting up the database for the Java programs.

2.6   Data Collection

2.6.1   DATA COLLECTION

DATA COLLECTION

Data Collection Overview
The *Data Collection* module allows production employees to report their labor directly to work orders and eliminates the need for after-the-fact labor entry from time cards or labor tickets or labels.

Employees can enter their labor via keypad entry or bar code scanning. Extra computers are located on the shop floor which the employees use as time clocks for clocking in and out of work order routing sequences.

Labor transactions are stored in the data collection transactions file and can be posted to the work order files real time or by a batch posting. The batch posting can be performed once a day or several times a day.

You can use one of three data collection modes: labor and production, in which both time and parts counts are recorded; production only, in which time is ignored and only parts counts are recorded; or labor only, in which only time is collected and parts counts are not entered.

Your labor shifts can be defined in SD-F Data Collection Defaults. Buffer periods can be defined so that employees can clock in before and after shifts begin, yet job costing only occurs when the shift starts and stops when the shift ends. Lunches and breaks can be defined so that job costing stops without requiring employees to clock out.

NOTE: The employee does not designate a shift when using the data collection programs. Instead, each employee is assigned to a shift in SM-G Enter Employees.

You can also determine whether employees are allowed to enter multiple work orders at the same time or whether they are restricted to working on only one work order at a time at the system level and also as an override at the employee level.

You can choose to enable Employee Shift Start/Stop. If you do so, then before an employee can clock into a work order, he must first clock into his shift. At the end of the day, when clocking out of the shift, all open work orders will also be clocked out. This feature enables a single shift record of the overall start and stop time for the employee for the day for payroll purposes and eliminates the need for using Indirect work orders to collect non-productive

time. Shift start/stop data can be printed out in DC-D Print Labor Status and imported into payroll using PR-K Print/Post Time Cards.

You can also indicate (by default) whether reporting a quantity complete against the last operation sequence autromatically processes the Work Order Finished Production placing the completed items into stock.

Hardware
If you wish to use bar coding, standard PC's can be equipped with a USB or bluetooth "wedge" bar code reader.

Whatever you use for bar code readers, make sure they can handle a 3-character bar code. Some devices have a 4-character minimum and therefore cannot read the 3-character work order suffix.

2.6.2   DC-A Enter Labor/Production

DC-A Enter Labor/Production

Purpose of Program
Direct labor employees will use this program to clock in and out of work order sequences. With this program they will be recording both time (labor and setup) and parts produced and scrapped. If you only want to record parts produced, use DC-B Enter Production Only. If you only want to record labor time, use DC-C Enter Labor Only.

Normally this program is loaded and left on-screen the entire day. The employee is given a series of questions to answer. Entries can be made via numeric keypad or bar code scanner.

The employee will be asked for his employee number, the work order, the sequence, whether he is clocking in or reporting labor or setup (clocking out), how many parts were made, how many parts scrapped and, depending on defaults, a scrap code, how many are being sent to rework and a QC code for the rework.

Employees can clock in to work orders within buffer periods prior to and after the shift ends so as to avoid having everyone requiring access to the computer when the shift begins and ends. Buffer periods are defined in SD-F Data Collection Defaults. Actual job costing will not begin until the shift starts, and will stop precisely when the shift ends. You can also define lunch and breaks so that job costing automatically stops without employees having to clock out and back in.

If Employee Shift Start/Stop is enabled, then the first entry of the day will also clock in the shift for the day and at the end of the day when the employee clocks out the shift, all work orders will also be clocked out.

General Program Operation
Before using this program, you must have your shifts defined in SD-F Data Collection Defaults. In that program you can also specify whether you want full screen mode

(recommended) and whether you allow employees to be clocked into multiple work orders at the same time. You can also control whether an individual employee can clock into multiple work orders if they are different than the system setting by giving them an individual setting in SM-G Enter Employees. You can also set the default to control whether labor and quantity complete posting occurs automatically in real time as employees clock out and report time and parts complete or if the data is reviewed by a supervisor and batch posted.

Normally this program would be loaded by a supervisory person at the beginning of the day and left on screen all day.

Whenever an entry is to be made, you are first prompted for your employee number. If the Shift Start/Stop is enabled in the defaults, the program will automatically start the shift when the first work order of the day is clocked into. Alternatively, you can start the shift for payroll purposes by clicking the Shift Start/Stop button and entering the employee number if you have not yet been assigned a work order to clock into.

You can use the keypad to enter the number or scan your bar coded employee ticket (printed through DC-F Print Employee Tickets). It must be a valid employee number from the employee file (SM-G Enter Employees). Your name will be displayed along with any work orders you are currently clocked into and the cursor will advance to the next field to define the action to be performed.

If you choose Clock In, you are asked to enter the work order number. You may do so via keypad entry or you can scan a bar coded shop traveler (printed through WO-C Print Travelers) or a bar coded labor ticket printed through DC-E Print Labor Tickets). The work order number must be for a valid, status R (Released) or I (Indirect) work order. The item number of the item being manufactured is displayed and the cursor advances to the Sequence.

Next you are asked to enter the sequence number (operation), which can be entered via keypad or scanning a bar coded shop traveler or labor ticket. The sequence description is displayed and you are asked if you are clocking into Run or Setup (if the default to enter that at clock in is turned on) and finally prompted to save he information.

If you choose Clock Out, you can select a work order operation from the list, enter the quantity of good parts made, scrap or rework if any, and save the information. Parts can also be placed on NCR for further review and eventual disposition in QC-F-C Disposition NCR

2.6.3   DC-B Enter Production Only

DC-B Enter Production Only

Purpose of Program
If you wish to use data collection solely to record parts made and scrapped, this program is an alternative to DC-A Enter Labor/Production, which records both time and parts counts.

Recording the parts made updates the completion status of work order sequences (operations), which is essential information used by the *Work Center Backlog* report and all the *Scheduling* module reports and inquiries. NOTE: this updating will not occur until you run DC-H Post Labor Transactions unless real time part posting is enabled in SD-F Data

Collection Defaults.

If your company is driven primarily by scheduling and not by job costing, this program is ideal and involves minimal data entry. The only data to be reported are the employee number, work order, sequence, parts made, and parts scrapped.

Using standard times

If you do not plan to record actual time, but wish to charge work orders with standard times, set the *Use Standard Time?* switch in SD-I Routings Defaults to Y and set the *Std Time?* fields in all existing routings to *Y*. Each time parts are reported produced the program will multiply the standard *Time/Part* from the work order routing to the quantity reported and will post that time to the work order.

General Program Operation

Enter the employee number via the numeric keypad or by scanning a bar coded shop traveler (printed through WO-C Print Travelers) or a bar coded labor ticket (printed through DC-E Print Labor Tickets). The employee name will be displayed. You are asked if the entry is correct. You can press <Enter> or *Y* to move on, or, if you press *N*, you are returned to the employee number prompt where you can enter another number. The employee number must be a valid number in the employee file.

The employee number provides a record as to who made the entry. If you don't wish to track entries to specific employees, you can always set up a dummy employee number in SM-G Enter Employees and use that number for all entries.

Next enter the work order number. It must be a valid, non-closed work order number. The product being manufactured is displayed and the cursor advances to the Sequence field.

Enter the sequence (operation) number. It must be a valid sequence number from the work order's routing. The sequence description is displayed.

You are then asked to enter parts made. After entering a quantity, you are asked to enter the parts scrapped. You are then asked if your entries are correct and if so, the entry is saved.

2.6.4   DC-C Enter Labor Only

DC-C Enter Labor Only

Purpose of Program

If you want direct labor employees to report time but not parts counts, use this program. It is identical to DC-A Enter Labor/Production except the employee will not be prompted to enter parts made and scrapped.

If your company is driven primarily by job costing and not by scheduling, this program is ideal. If you need to know what specific routing sequences (operations) are completed, however, then you should record parts made.

General Program Operation

This program is identical in function to DC-A Enter Labor/Production except that you will not

be asked to enter the parts made and scrapped. Refer to DC-A for details on program operation.

2.6.5   DC-D Print Labor Status

DC-D Print Labor Status

Purpose of Program
Use this program to get a listing or on screen view of data collection transactions, including the following information: employee number, name, date, work order, sequence, shift, time-in, and time-out.

You can view entries that are open (clocked in but not yet clocked out), pending (clocked out but not yet posted through DC-H Post Labor Transactions), or posted. The report can be further limited by from/thru ranges of dates, employees, and work orders.

General Program Operation
First, choose whether to sort by employee or work order and whether to print the detail transactions or just subtotals. You can print the Shift data only (for payroll purposes) and export to a text file.

You can choose to report Open, Pending or posted labor and further filter by shift, date, employee and work order. If posted labor is selected, you can choose between active and archived work orders.

The posted data collection transaction file gets very large, so we recommend that you enter some filters, which will also speed up processing.

Posted data collection transactions can periodically be purged from the file using SM-J-H Purge Data Collection File.

2.6.6   DC-E Print Labor Tickets

DC-E Print Labor Tickets

Purpose of Program
Use this program to print bar coded labor tickets as an alternative to WO-E Print Labor Cards/Labels.

On each labor ticket is a bar code for the work order number and a bar code for the sequence number. If you are reporting labor via labor tickets, there is no need to print bar codes on the shop travelers.

Labor tickets are normally printed in advance when the shop traveler is printed. Extra labor tickets beyond what may be actually needed are printed so that plenty are available during production. The shop traveler and labor tickets are usually placed inside a plastic jacket, commonly referred to as a shop packet.

When an employee goes to work on a routing sequence (operation), he is handed the appropriate labor ticket. The labor ticket is scanned on the bar code reader when clocking in and clocking out of the sequence.

With labor tickets there is no danger that the wrong sequence gets accidentally scanned, which could happen with a bar coded shop traveler.

General Program Operation
Enter a from/thru range of work order numbers. If you enter just the work order prefix, all work orders beginning with that prefix will be selected. Enter the number of labor tickets to print per operation. More tickets than are likely to be needed are usually printed so that tickets will not run short out on the factory floor. At the end of the work order, the unused tickets are thrown away.

2.6.7 DC-F Print Employee Tickets

DC-F Print Employee Tickets

Purpose of Program
Use this program to print bar coded employee tickets, used to identify the employee number when making data collection entries.

Often companies will laminate these tickets into a plastic cover and use them as identification badges.

General Program Operation
Enter a from/thru range of employee numbers and the number of tickets you want printed per employee.

2.6.8 DC-G Edit Labor Transactions

DC-G Edit Labor Transactions

Purpose of Program
Use this program to make changes or corrections to data collection transactions before they get posted to the work order files via the DC-H Post Labor Transactions program.

Once transactions have been posted to the work order files, they are marked as posted and can no longer be edited from this program. Instead, they can be edited via WO-K-K Edit Posted DC Labor from which you can reverse and reprocess incorrectly posted labor.

If you allow clocking into multiple work orders

If the *Allow clocking in/out on multiple jobs?* default in SD-F Data Collection Defaults is set to Y or if an employee has that set to Y in SM-G Enter Employees, meaning that you allow employees to work on two or more sequences at the same time, be aware that on each clock-in or clock-out, all open sequences will be automatically clocked out and clocked back in so that the labor cost can accurately be distributed among the sequences open during each time segment between clock-ins and clock-outs.

The result of this is that there can be multiple transaction records for a single segment of time an employee reports to a particular sequence.

Also be aware that when a sequence gets split into several transactions as described above, the parts produced will only be reported to the last transaction.

General Program Operation

The opening screen allows you to enter a date range to narrow the transactions that will be displayed for editing.

You will then be presented with a list of transactions. To edit a transaction, highlight it and click the *Edit* button. You will then be presented with an entry screen where you can make your changes, save the record, and be returned to the list for another selection or to exit the program.

To delete a transaction, highlight it on the list and click the *Delete* button.

2.6.9   DC-H Post Labor Transactions

DC-H Post Labor Transactions

Purpose of Program

Use this program to batch post data collection transactions to the permanent work order files. Once the transactions are posted, they are moved to the permanent labor file and can no longer be edited in DC-G Edit Labor Transactions. If you need to edit transactions that have been posted, you can do so using WO-K-K Edit Posted DC Labor.

You can run this program as often as you wish. The frequency depends on how timely you need your work order information to be for planning and scheduling purposes. To achieve real time reporting, you could set the default to automatically post labor and production real time and make any corrections using WO-K-K Edit Posted DC Labor.

Backflushing by sequence supported

This program supports backflushing of materials by routing sequence. If you have bill of material components assigned to routing sequences, the program will issue those materials to the work order as those sequences get posted.

If any of the components are set to require lot or serial control, they will not be backflushed. Instead, the program will produce a discrepancy report that can be used to manually issue those materials using WO-G Issue Materials.

General Program Operation

You can limit the transactions to be posted by entering ranges of employees, work order numbers, time, and dates. If you want to post the entire file, press <Enter > through all the fields. You would generally want to filter by time and/or date to prevent posting records that have just been saved and have not yet been reviewed in DC-D Print Labor Status.

2.6.10 DC-I Work Order Inquiry

DC-I Work Order Inquiry

Purpose of Program

Use this program as an all-purpose inquiry on any work order, including scheduling information, quantity completed, and the status of labor, materials, and outside processing.

This program is virtually identical to WO-A Enter Work Orders; however, it is not an entry program and therefore does not lock records which can disrupt processing programs such as DC-H Post Labor Transactions. Therefore, we recommend always using this program rather than WO-A for inquiry purposes.

General Program Operation

Enter or select a work order number and its information will be displayed. You will not be able to access or make changes to any of the fields. Click on the appropriate buttons to see the status of labor, materials, and outside processing.

2.6.11 DC-K Archive or Purge Shift Records

Purpose of Program

Use this program to archive, purge or restore Shift Start/Stop records from the unposted labor file.

General Program Operation

First, choose whether to archive, purge or restore. Enter the desired range of dates, shift and Employee Number and process.

2.6.12 DC-L Shift Clock In/Out

Purpose of Program

Use this program to clock into or out of the shift for timeclock/payroll purposes without associating labor with any work order

General Program Operation

Enter Employee Number and password. The screen will then display current status, period to date hours and available vacation and sick time. If you are currently clocked out you can click the button to clock in and if clocked in you can clock out.

2.6.13 DC-M Employee Dashboard

Purpose of Program
Use this program to verify whether employees are currently clocked in or, if not, when they last clocked out.

General Program Operation

The screen loads displaying status of each employee

2.6.14 DC-N Enter Holiday Shift Records

Purpose of Program
Use this program to generate future holiday shift records based on the definition of Holidays in SM-H Enter Shop Calendar.

General Program Operation
Enter the range of employees and how far in the future to generate the holiday shift records and the number of hours per day to generate the record for.

2.7   Estimating

2.7.1   Estimating

Estimating

Overview

The Estimating module allows for Estimates to be entered for inventory items without adding them to the Production Inventory database. It also allows for multiple Bills of Materials and Routings for the same item, so you can do cost rollups on different configurations of the same thing.

Setup and Processing

Before you can enter any estimates, you need to copy the production inventory to the Estimating database as a starting point. This is done using ES-K Convert Production Inventory to Estimating. If you use standard costs for estimating, it is recommended that you run this periodically to make sure hte Estimating database has current standard costs.

Creating an estimate is similar to entering a Sales Order so that an Estimate can be for multiple items. The difference is when you tab through the Item number a new screen opens for the entry of the estimate costs, BOM and Routing. This is the same screen that ES-D Quick Estimate (Evo-ERP) loads so once an estimate is created, ES-D can be used to

quickly enter the components of cost as they are determined.

Once the BOM is created, RFQs can optionally be generated for the purchased items on the BOM and once vendor pricing has been submitted, the specific cost to be used for the Estimate can be assigned. If no Estimate specific RFQ is assigned, the cost rollup will use the Estimating material costs entered in ES-H Enter Material Costs and if nothing has been entered there either, Item Standard Cost will be used.

Once the costs and margins have been rolled up and selling price determined,ES-B Print Customer Quote (Evo-ERP) is used to print the Quote to send to the customer. ES-C Print Internal Estimate Sheet (Evo-ERP) can be used to print an internal file copy. When the Customer PO comes in, ES-E Convert Estimates (Evo-ERP) is used to convert to a sales order and, optionally work orders. If any items in the estimate are new, they will be added to the production inventory database. If the Estimate is converted to a Work Order, and it contains existing production items, the Estimate BOM & Routing will be used for the work order, not the production standard.

2.7.2 Estimating Files

Estimating Files

The Estimating module uses its own set of files for inventory, Bills of Materials and Routings. The inventory files are a parallel set of the item master files that contain all the production inventory items as well as any new items added within the Estimating module. When a new item is added to the production inventory files, it is also added to the Estimating inventory files to keep them synchronized. New items added to the Estimating Inventory files are not added to the Production inventory files until an Estimate becomes an order.

Estimating Bill of Materials contain the Estimate number as well as the parent part number so there can be multiple Bills of Material for the same item. When creating the BOM for and Estimate, it can be created item by item, copied from a Production BOM or copied from an Estimating BOM. When copying a BOM, all levels of components are copied along with their routings which can then be edited for this particular estimate.

If The BOM is entered manually, Routings can still be copied from production items or other Estimates. The routing file also contains the Estimate number along with the item number.

2.7.3 ES-A Enter Estimates

ES-A Enter Estimates (Evo-ERP)

Purpose of Program
Use this program to enter or revise estimates. The program allows entry of multiple lines per estimate, each with up to 10 estimate quantities.

General Program Operation

The first part of the program operates the same as SO-A Enter Sales Orders. The customer information is entered into the header and then you advance to the line item screen. Once you enter the item number (which can be new and if so, it will be created and saved only to

the Estimating file) and tab through the item description, then the next screen is an Estimating detail screen for that line. Details for using that screen are described at ES-D Quick Estimate. Once the detail screen is saved, the program returns to add an additional line.

2.7.4 ES-B Print Customer Quote

ES-B Print Customer Quote (Evo-ERP)

Purpose of Program
Use this program to print a customer quote, which can then be mailed, emailed or faxed to the customer. The form default can be set in SD-G Estimating Defaults.

General Program Operation

You can print a range of quotes by selecting from/thru ranges of Estimate numbers, customer codes, Customer classes, and Job Numbers. To print one quote only, limit the quote number fields to that one quote, make the appropriate selections for Notes, Hidden Notes, Kit Components, Extensions and Linked Documents and click Print.

2.7.5 ES-C Print Internal Estimate Sheet

ES-C Print Internal Estimate Sheet (Evo-ERP)

Purpose of Program
Use this program to get a detailed printout of estimate costs and margins. This report is for internal use and is generally not sent to prospects or customers.

The report consists of four sections: the bills of material, routings, extra charges, and summary. The first three sections will be repeated for each estimate quantity specified when running the report. One summary page will print for all quantities. You can run the report in summary only, which prints just one page, or with full detail, which prints all four sections. The bill of material can be specified to print all costs rolled into one level or to show all levels of the product structure.

Only estimate summary information is permanently stored in the estimate file. The estimate detail is calculated on-the-fly each time this report is run.

General Program Operation
You can print this report for one or a range of estimates. Specify a range of quote numbers or select estimates from a pop-up window by pressing F2 (or clicking on the *Lookup* button).

You are next prompted if you want to print the summary only. If you answer yes, you will only get the last page of the report, which reprints the summary spreadsheet format found on the *Summary* screen in ES-A Enter Estimates If no, the cursor will advance to the quote quantity section.

Separate pages for the bills of material, routings, and extra charges will print for each quote quantity specified. This can make the report quite long on multiple line and multiple quantity quotes. You can restrict the report to specific quantities by entering a Y only against the quantities for which you want detail printed.

Next you are asked if you want to include multiple levels. If you answer no, all lower level costs will be rolled up into single figures for the first level in the bill of material. If you answer yes, the bill of material section will be an exploded view of all costs in all levels of the product structure. Finally, you are asked if you want the bill of material remarks and notes printed.

2.7.6   ES-D Quick Estimate

ES-D Quick Estimate

Purpose of Program

Use this program to enter or revise estimates. The program can be used to create and edit a single item estimate or update and edit the lines of a multi line estimate created in ES-A Enter Estimates. For multiple line estimates, the original entry may be made using ES-A Enter Estimates but subsequent edits to generate the BOM, Routing, obtain Vendor pricing and ultimately roll up the costs is easier to access each line individually using this program.

General Program Operation

When creating a new Estimate, the item number is required. Next (or when being called from ES-A Enter Estimates) enter Estimate detail including the Description (if an Order Description was not entered in the Estimate Header, Drawing and Revision, Expiration Date, and optionally Quote Revision and Opportunity type.

Up to ten quantity breaks can be entered and the margins are pulled from Estimating Defaults but can be edited for a specific estimate.

Once the basics for the estimate have been entered, there are buttons on the bottom for BOM and Routing. Clicking BOM opens the BM-A Enter Bills of Material program with a copy option that can copy from either Production or Estimating BOMs and that saves to the Estimating file rather than production. Clicking Routing opens RO-A Enter Routings program with a copy option that can copy from either Production or Estimating Routings and that saves to the Estimating file rather than production.

Once the BOM has been entered, clicking the RFQ button opens a list of all the type R parts at all levels of the Bill of Material with the total quantity of each required per a single top level assembly. Whether a primary Vendor is assigned is indicated as well as the Standard Cost (which will be used in the cost rollup if no RFQ or Estimating cost is entered) and the RFQ Status (which will be blank on the first entry to the screen but later will show RFQ status.) You can tag groups of items to generate RFQs and then select one or more vendors to send them to. Click Process and the RFQs will be generated and can be printed and sent to the vendors using PO-E Enter/Print RFQ's. Once the vendors come back with pricing, the RFQ Prices button can be used to enter them and designate which price for a given item will be used in the Estimate.

There is a Extra Charges tab that can be used to enter extra charges and then the Summary 1-5 and Summary 6-10 Tabs calculate the rolled up cost for each quantity, adds in the margins and generates the suggested price. The price can then be overridden, for example to round to an even dollar amount.

Clicking Save will save the Estimate detail. If it was called from ES-A Enter Estimates, then saving the estimate on this screen will save the line and return to add an additional line.

2.7.7   ES-E Convert Estimates

ES-E Convert Estimates (Evo-ERP)

Purpose of Program
Use this program to convert estimates into sales orders and/or work orders. The program will also add any new inventory items associated with the quoted item's product structure into the production inventory file.

General Program Operation
Enter the *Quote Number* of the estimate to be converted or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The *Item number* will display for reference purposes.

Indicate whether the estimate is to be converted into a sales order, a work order or both. The next available sales order and work order numbers will be displayed. You can manually assign your own order numbers, if desired. If the estimate was originally entered against a prospect in the Contact Manager who is not yet a customer, you will be prompted that the program will create an entry for them in the customer file as part of the Estimate conversion process. If the Estimate was created in ES-D Quick Estimate and not associated with a customer, you can enter the customer at this time. You are also prompted for the customer PO and Warehouse Location and whether to save the Estimate number with the custoemr PO.

The line items from the estimate will be displayed and you can indicate the quantity of each to convert. The price as entered in the Estimate for that quantity break will be displayed but can be changed. If converting to Sales Order, you need to enter the Estimated Ship Date; if converting to Work Order, you need the Work Order Estimated Start and Finished date. Process and the orders will be created.

2.7.8   ES-H Enter Material Costs

ES-H Enter Material Costs

Purpose of Program
Use this program to enter material costs for components that will be used within estimates. You may enter up to five quantities and costs to reflect quantity price breaks.

If there is no record entered in this file for a component, the estimate entry program will use the inventory *Total Standard Cost* defined in IN-L-A Enter Standard Costs.

General Program Operation
Enter the *Item number* of the material item to be costed. This file will normally be used only for items coded with an inventory type code of *R* (regular), which is for purchased parts, or types *L* and *T,* for labor and outside processing, if you are defining these as item numbers and including them in the bills of material rather than within routings.

Enter each quantity and its corresponding cost. The first cost field represents the cost from a

quantity of zero through the first quantity specified. If there is only one price, regardless of quantity, enter a quantity of 1.00 and only one cost. Continue making entries or press <Enter> through the unused fields.

When completed, the program will insert today's system date in the *Last Update* field as a reference for the next time you view or print the material cost file.

2.7.9   ES-I Print Material Costs

ES-I Print Material Costs

Purpose of Program
Use this program to get a printout of material costs entered through ES-H Enter Material Costs.

General Program Operation
Enter a from/thru range of item numbers and a from/thru range of *Last Update* dates. The report can be viewed on the screen, sent to the printer, or sent to a disk file.

2.7.10   ES-K Update Inventory from Production

Purpose of Program
Use this program to copy the production inventory items and costs to the Estimating database

General Program Operation
Launch the program and click Go to process. All production items will be copied.

2.7.11   ES-L Edit Estimating Inventory

Purpose of Program
Use this program to edit the Estimating inventory records

General Program Operation
This program is identical to IN-B Enter Inventory but saves to the Estimating inventory database.

2.7.12   ES-M Estimating Inventory Inquiry

Purpose of Program

Use this program to view the Estimating inventory records

General Program Operation
This program is identical to IN-A Inventory Inquiry but looks at the Estimating inventory database.

2.8 Quality

Enter topic text here.

2.8.1 QC-A Quality Control Receiving Report

Purpose of Program
This program generates a report of Scrap or QC Code rejections reported against suppliers in PO-J-C Enter Inspection Buyoffs

General Program Operation
Enter the date range, whether to report on scrap or QC codes and the ranges of codes, Items, Item Class and Vendor to report on.

2.8.2 QC-B Quality Control Materials Report

Purpose of Program
This program generates a report of Scrap Code rejections reported on components in WO-G Issue Materials, WO-K-M Parts Requester or WO-K-R Issue Scrap Component

General Program Operation
Enter the date range, and the ranges of codes, Parent Items, Parent Item Class, Component Item, Component Item Class and Work Order number to report on.

2.8.3 QC-C Production Scrap Report

Purpose of Program
This program generates a report of Scrap Codes reported on parts in WO-I Enter Finished Production

General Program Operation
Enter the date range, and the ranges of codes, Parent Items, Parent Item Class, and Work Order number to report on.

2.8.4 QC-D Quality Control Labor Report

Purpose of Program
This program generates a report of Scrap Code or Rework rejections reported on parts in process in DC-A Enter Labor/Production, DC-B Enter Production Only, WO-F Enter Labor or WO-M Batch Labor Entry

General Program Operation
Enter the date range, and the ranges of codes, Parent Items, Parent Item Class, and Work Order number to report on.

2.8.5 QC-E Vendor Quality Performance

Purpose of Program
This program generates a report of good versus Scrap or QC Code rejections reported against suppliers in PO-J-C Enter Inspection Buyoffs

General Program Operation
Enter the date range, vendor and vendor class range, whether to include item detail and whether to base percentages on total value or item quantities.

2.8.6 QC-F-A Enter NCR

Purpose of Program
This program allows entry of an NCR originating either in Production (in-house rejection), at Receiving (Supplier rejection) or in response to an RMA (Rejected by customer after shipment)

General Program Operation
Enter the NCR number or allow the system to pull the next number when the NCR is saved. Next enter the item number rejected and, if known, the component causing the rejection. Drawing and Rev are optional. Enter the Quantity and Defect type, indicate whether inventory needs to be checked and the Warehouse Location. Enter the origin (I - In House, V - Vendor, R - RMA) and a brief description. You can add additional notes and linked images if desired.

Complete the appropriate section on the lower part of the screen, depending on the origin of the NCR. This information is optional as it may not always be known.

2.8.7 QC-F-B Print NCR

Purpose of Program
Use this program to print an NCR, perhaps for purposes of attaching a copy to the discrepant material as it is awaiting disposition.

General Program Operation
Indicate the NCR number or range to print and whether to include Notes and Linked Documents.

2.8.8 QC-F-C Disposition NCR

Purpose of Program
Use this program to enter the disposition of an NCR and indicate whether Corrective Action is required..

General Program Operation
Select the NCR and select the disposition. Available options are Repair, Return, Rework, Scrap or Use as Is. Date will default to today but can be changed. The dispositioner is based on the Evo user login. You can then designate a scrap or QC code as applicable. and indicate whether Corrective Action is Required and assign a CAR number.

2.8.9   QC-F-D Close NCR

Purpose of Program
Use this program to close an NCR once the action required by the disposition is complete.

General Program Operation
Select the NCR number or range and/or date range and they will be closed.

2.8.10   QC-F-E View NCR

Purpose of Program
Use this program to view an NCR, without allowing editing

General Program Operation
Indicate the NCR number to view. You will be presented with the same screen as QC-F-A Enter NCR but in View Only mode.

2.8.11   QC-G-A Enter CAR

Purpose of Program
This program allows entry of a CAR originating either in Production (in-house rejection), at Receiving (Supplier rejection) or in response to an RMA (Rejected by customer after shipment) and resulting action and follow-up. It can also be used to enter action and follow-up to a CAR originating from an NCR.

General Program Operation
Enter the CAR number or allow the system to pull the next number when the CAR is saved. Next enter the item number rejected and, if known, the component causing the rejection. Drawing and Rev are optional. Enter the Quantity and Defect type, indicate whether inventory.

To enter Action and follow-ups complete the fields on the bottom half of the screen. The initiator of the CAR assigns it to an owner who then logs in to the program and creates an action and assigns a team of people to pursue the action. As the action is pursued the CAR will document the Immediate Containment Action, Root Cause, Planned Corrective Action, Implemented Corrective Action, Actions to Prevent Reoccurrence and ultimately sign off of and close the CAR.

3   Items

3.1   Inventory

3.1.1   Inventory

INVENTORY

Inventory Overview
The *Inventory* module performs the following functions.

PRODUCT DATABASE
The *Inventory* module serves as the primary database for storing most product information.

Both inventory items and non-inventory items (such as shop supplies) are set up in Inventory. Anything that will be processed on a Purchase Order, Work Order or Sales Order is required to be set up in the inventory database.

A variety of fields are available for specific manufacturing related functions. Products may be organized into classes and categories for reporting purposes.

Both the *Inventory* and *Bills of Material* modules offer a complete standard cost system in addition to an average cost inventory.

ORDERING TOOL
The *Reorder Report* in combination with the *Inventory Inquiry* provides an excellent tool for determining what to purchase or manufacture. Information is displayed as to what's on hand, on sales order, on back order, on purchase order, on work order, allocated, and in work-in-process. Reorder levels and reorder amounts may be established for each item.

INVENTORY TRACKING
All inventory transactions (purchase order receipts, shipments, adjustments, issues to work-in-process, manufacturing receipts) are tracked and available for review. Month end reports provide all information needed for month end inventory accounting.

PHYSICAL INVENTORY
The *Physical Check* report allows you to select items for counting, and the *Adjust Physical Levels* program provides a means for entering new balances and tracking the dollar effect of inventory adjustments. In addition to these simple physical inventory tools, Evo~ERP offers an entire Physical Inventory module.

MULTIPLE LOCATIONS
The system provides for multiple warehouses or manufacturing plants and can maintain separate stock balances by location.

3.1.2   How to Use Standard Costs

How to Use Standard Costs

Standard costs are commonly used in manufacturing environments. Standard costs allow you to break down costs on manufactured items into separate elements for material, setup, labor, outside processing, fixed overhead, and variable overhead.

Because it is impossible to collect precise actual costs for all these variables, much less track them through multiple level product structures, standard costs are often used.

If the Inventory Costing method is set to Standard, then all receipts to stock will take place at Standard Cost and any difference between the Purchase Order price or Work Order actual cost will post to Variance.

As work orders are completed, actual costs are compared with standard costs in order to continually refine the standards for maximum accuracy.

The average cost is recalculated with each inventory transaction. The average cost will be extremely accurate for purchased items. When it comes to manufactured items, though, it is difficult, if not impossible, to know the exact manufactured cost at the time finished goods are put into inventory.

The items may go into stock, or they may be immediately issued to a higher level assembly, or both. Parts may be completed over a long period of time before the job is closed and final costs are in. For all these reasons, standard costs are often used at the time manufactured items are received to inventory.

At the end of the month, work orders that have been fully completed can be fully costed and compared with the standard cost. There will always be some variance. This variance represents the difference between standard cost and actual cost.

IN-N-A Print Month End Inventory Costing provides a breakdown of all inventory transactions in the following categories:

Adjustments

Stock Issues to WIP

Purchase Receipts to WIP

Purchase Receipts to Stock

Shipments

Work Order Receipts to Stock

Receipts to QC

Outside Processing Receipts

PO Price Change

Scrap

Within each category the costs are shown at both standard and actual, along with the variance. The report subtotals by item class.

If you wish to capture the variances of closed work orders for the period, you can run IN-N-C, Print Closed Work Ord Costing. This report will show standard and actual costs and variances for material, labor, setup, outside processing, fixed and variable overhead.

In AD-A General Ledger Defaults you may specify whether inventory accounts in the *General Ledger* are to be automatically posted or not for the following transactions: inventory adjustments, sales (invoices), purchases, work order transactions.

Another advantage to using standard costs is that the standard cost represents your best approximation of what the item would cost if you had to manufacture it tomorrow. An average cost only represents past history; if you hadn't manufactured the item recently, the cost could be inaccurate. For this reason, standard costs are best used for making pricing decisions on manufactured items.

With the standard cost system you only have be concerned with accuracy at the item level. BM-G Print/Rollup Standard Costs calculates the standard costs up through all levels of the product structure.

If you have a price increase on a component that is used on many different products, simply change the standard cost on the component, run the cost rollup, and you will have recosted all products that use that component.

Finally, if you are using the *Estimating* module, ES-A Enter Estimates will use the standard cost for materials wherever RFQ's are not used or no entry exists in ES-H Enter Material Costs.

3.1.3 How to Use Multiple Locations

How to Use Multiple Locations

Evo~ERP allows you to maintain independent inventory data for your products at up to 250 different locations. The *Locations* feature can be highly useful.

In addition to handling a second or third warehouse or manufacturing plant, locations can be setup with distinct GL account or department codes so that you can use them as profit centers to derive information about the financial performance of each *Location*.

Locations allow you to track the units on hand, on sales order, on purchase order, on work order, allocated, and the inventory value for each Location in your system. Cost information will apply consistently to an inventory item regardless of location.

Locations designated as Service, RMA or Quality (S, R or Q as the Location Type entered in IN-L-B Enter/Assign Locations) will be ignored by the stock availability calculations so you can use these type Locations for segregated inventory.

You can create sales orders and purchase orders for multiple Locations by line item. Work orders can only be created for a single Location but components issued to a work order can be pulled from a different location.

As with any system-wide procedure, you should consider how you name and setup your Location codes so that they will be easier to use as your inventory changes or becomes more complex.

The examples below cover three possible situations for handling your inventory.

You have a single Location for all your inventory.

You have set up your inventory without any Location information and then find it necessary to add Location information for a few products that will be stored away from your original Location, such as with a consignment inventory.

You have units of the same product stored at multiple Locations, and you want to set up specific Locations as you enter each inventory item in your system.

In all examples, the inventory record is created without entering any information about units on hand, etc. Instead, you will use sales orders, purchase orders, and work orders to update your various inventory balances after the Locations for each item are created.

Cleaning up Invalid Locations
To remove invalid Locations and transfer any stock or orders to your primary default Location, use UT-K-E Consolidate Inventory Locations

Example 1: A single inventory location.
Even if you have only a single Location, it is recommended you use IN-L-B Enter/Assign Locations,or UT-K-E Consolidate Inventory Locations to assign all parts and orders to a single named Location and delete any reference to a blank Location.

Example 2: Adding a 2nd location after setting up your inventory.
You are already using the system and have been following the procedure above to maintain all inventory information using a single Location. However, you are now adding a second Location for a few larger items in order to cut down on some shipping costs.

The first step is to go to IN-L-B, Enter/Assign Locations, and create the Location. Then go to SM-C, Enter Item classes, and make sure that all item classes to be used at the new location are defined with GL account codes. You can then go back to IN-L-B, Enter/Assign Locations, and assign individual item numbers to the new Location, or you can assign ranges of item numbers by item class or inventory type.

The new Location will now appear in the pop-up window whenever you click on the Lookup icon (or press F2) at a Location field.

When creating purchase orders, sales orders, or work orders, any time you leave the Location field blank, the Location assignment will automatically default to your original Location. If you want the order to relate to a Location other than the default Location, enter the Location name or select a Location by clicking on the Lookup icon (or press F2) at the Location field.

Example 3: Setting up a multiple location inventory system.
In this example you are maintaining separate inventory items at multiple Locations and want to ensure that the system reflects these Locations accurately. Develop short, identifiable names for the Locations that will be easily recognized by employees using the system and that will allow a logical range selection for your reports; for example, if you have two Locations in a specific state and would some times need summary data based on the state, you could name the two Locations using the state ID as the first part of the Location code.

Create all locations through IN-L-B, Enter/Assign Locations. Next you must go to SM-C, Enter Item classes, and define GL account codes for all applicable item classes within each location. Finally, inventory items are then assigned to locations in IN-L-B, Enter/Assign Locations.

Using Your Multiple Inventory Locations
Now that you have set up the Locations for the inventory items, you can use the purchase orders and work orders to receive items for the new Location.

When using PO-A Enter Purchase Orders, the Location field should have your new Location specified for any items to be received there. The Location address will pull into the PO Ship To block. The Location entered on the PO header will default to the PO Lines but different location can be entered per line item.

In a similar fashion, you will specify a Location for the items in a sales order using SO-A Enter Sales Orders. When you request a line item for the sales order, the transaction will be calculated against the inventory for the Location specified at the top of the sales order or entered specifically for the line. All backorder tracking and on sales order values will be maintained separately for each Location.

After you have units on hand for multiple locations, you may see information about a product for all locations by viewing IN-A, Inventory Inquiry, or through IN-D, Print Reorder Report, IN-J, Print Physical Check, or IN-K, Adjust Physical Levels. To move inventory from one location to another, use IN-L-J Transfer Inventory or IN-L-M Batch Transfer.

3.1.4   How to Use Approved Vendors and Manufacturers

How to Use Approved Vendors and Manufacturers

You can assign multiple vendors and manufacturers to inventory items, along with vendor and manufacturer item numbers for cross-reference purposes.

Vendors assigned to item numbers can be used for reference purposes only or can be designated as approved vendors, meaning that items can only be purchased from approved sources.

The use of approved manufacturers only affects purchase order comment lines and therefore are for reference purposes only.

Using approved vendors

The use of approved vendors can be controlled globally and at the item number level.

Global settings for approved vendors are maintained in SD-C Purchase Orders Defaults. You are given three choices: not to check vendor approval status, provide a warning but allow unapproved vendors, or prohibit unapproved vendors altogether.

You can override the global settings at the item number level in IN-B Enter Inventory by setting the *Approved Vendors in PO?* field to 0 (do not check), 1 (warn but allow) or 2 (prohibit unapproved vendors).

The assigning of vendors to items can be done in IN-B Enter Inventory, or via PO-L Assign Vendors to Items.

For advanced control of approved vendors, meaning that you can designate approved vendors for specific customers and/or parent bills of material, use BM-K Enter Approved Vendors

Using approved manufacturers

In addition to vendors, the system allows you to designate approved manufactures. Manufacturers are strictly for reference purposes. When you enter a purchase order line item that has an approved manufacturer, the manufacturer name and item number automatically come into the order as comment lines.

Approved manufacturers can be assigned in IN-B Enter Inventory or via BM-L Enter Approved Manufacturers which also allows you to designate manufacturers at the customer, and/or parent item number level.

3.1.5   IN-A Inventory Inquiry

IN-A Inventory Inquiry

Purpose of Program

This program provides an all purpose inquiry on a specific inventory item. Data fields displayed include product type, stock unit of measure, category, item class, last cost, average cost, standard cost, inventory value, base price, selling unit of measure, purchase unit of measure and conversion factor, lead time, reorder level, reorder amount, revision level, drawing number, and stock location. Inventory status is displayed for on hand, on sales order, on back order, on purchase order, on work order, allocated, and in work-in-process quantities.

From the inquiry screen, you can click on buttons to view open and closed sales orders, purchase orders, work orders, and allocations. Vendors, Manufacturers and Customers and their associated item numbers are available as are the Bill of Materials and Where Used (one level each direction). Transaction history and monthly usage summary for the past year is also available.

A second screen displays inventory status within location, if multiple warehouses or plants are used.

When <Enter> is pressed after the item number is entered, the program rebuilds the inventory stock status fields from scratch from the open sales order, work order, and purchase order files.

Multi-Currency & Landed Cost Processing

If you are have multi-currency processing enabled in IM-A International Configuration, be aware that the *Last* and *Average* costs of purchased items that are shown in IN-A, *Inventory Inquiry,* will reflect foreign currency fluctuations that can vary from transaction to transaction.

Also be aware that if landed cost processing is being used, the *Last* and *Average* costs will be increased by landed costs such as duty charges, brokerage fees, and freight.

General Program Operation

Enter a item number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You can search either by the item number, description, item class, or alternate. The search by *Alternate* allows you to enter a vendor or manufacturer's item number. The program will search the vendor and manufacturer cross-reference files and will pull in your item number equivalent. All field information will be displayed.

Click on buttons to view open or closed sales orders, purchase orders, work orders, allocations, and work-in-process, and also to review stock status by location, specifications, Approved Manufacturers and Vendors, BOM, Where Used, Routing, Customer Cross-reference number, transaction listing or monthly usage summary for the past year. Usage is defined as the total of type I (Issue to Work Order), J (Purchase to Work Order) and S (Shipment) transactions. Adjustments are not included. If you click the BOM or Where Used button and then double click or press Enter on a component or parent in the resulting display, another IN-A screen will open for that item, allowing you to drill down into BOMs or drill up through them.

3.1.6   IN-B Enter Inventory

IN-B Enter Inventory

Purpose of Program

This program provides a means of entering information on new inventory items or changing information on existing items.

Audit Button

The Audit button (upper left in the Classic view Screen layout and next to the Notes button in the Evo view screen layout) will display a list of changes to the part, the login ID of the user making the change, date and time, and which program was used to make the change. Columns listed on the standard audit grid include the item Class and Type but users can use SU-A Maintain Grid Lookups to add other columns to the ICAUDIT grid to see when other inventory fields may have been changed.

Field Explanations

Item number

The item's item number. It is a 15 character alphanumeric field (upper case only). Single and double quotation marks and commas are not allowed but other characters such as # or - are allowed.

Description

The description consists of two 30 character fields which allow both upper and lower case. The second description field is not used on all reports, so locate the most important information in the first description field.

If extra description lines are needed on sales order and purchase order documents, you may enter up to 12 lines of specifications which will print as comment lines. Specifications are entered in a pop-up window by clicking on the *Specifications* button. Unlimited Notes can also be entered against an item by clicking the Notes button and different Note types can be defaulted to print on different documents and forms.

Class

The item class is an important field. Not only does it allow you to organize your products into meaningful units for reporting purposes, but the general ledger account codes for inventory accounting are established by item class. The item class is a four character, alphanumeric field, upper case only. It is a required field. Item classes must first be set up in SM-C Enter Item classes. The item class description automatically displays to the right of the item class code.

Category

The *Category* field is a user defined field which allows you to assign products to categories for reporting purposes. This is a four character alphanumeric field, upper case only. Both the category and item class fields allow you to organize your products into groups without having to rely on the item number for meaning. You can control whether the user must select the Category from a predefined list in SD-H Inventory Defaults and you can predefine a list of categories to select from at SM-P-A Enter Categories

User Defined Sort Field

As its name suggests, this is whatever you want it to be. It is an index field and can be used as a filter on a number of reports. You can control whether the user must select the User Defined from a predefined list in SD-H Inventory Defaults and you can establish the list at SM-P-B Enter User Defined

Part Type

Ten part types are allowed, as described below.

N = *Non Inventory*: non-inventory items such as engineering charges, shop supplies, etc. The system will not maintain stock balances for N type items. If an item is designated as type N, you will then be prompted whether this should be designated as a Service and Repair item and, if so, whether Make, Model and Serial Number can be entered or are required. You will also be prompted whether a type N part is a placeholder part for multi-yield work order processing in WO-I Enter Finished Production and whether the item is a Surcharge part which enables automatic updating to current base price in SO-E Release Sales Orders so that commodity or fuel surcharges are automatically priced at the time of shipment.

R = *Regular:* purchased parts used as components in manufactured items or purchased for resale.

M = *Make from*: a "Make from" is an item that receives an outside process such that it becomes a different item number than the item without the process. For example, a part could sit on the shelf non-plated. Some of the parts could be sent out for plating. When the parts come back they should have a different item number to differentiate between the plated and non-plated parts. The "Make from" will have a bill of material consisting of the raw part(s) (in this example the non-plated part). When a purchase order is placed for a "Make from", upon PO receiving the program will relieve inventory of the components and will update inventory for the "Make from." The program calculates an actual cost consisting of the outside processing cost plus the cost of the manufactured part's bill of material components. The use of "Make froms" eliminates the need for issuing work orders to handle the outside processing costing and inventory properly.

F = *Finished Good*: top level manufactured items that are generally not used in other assemblies.

A = *Subassembly*: manufactured items that go into higher level assemblies. Subassemblies are manufactured with their own work orders and can be sold or issued to higher level assemblies.

B = *Phantom Assembly*: an assembly that is never manufactured or stocked. A phantom is a item number that represents a kit of items. A phantom may be included in a bill of material, effectively bringing in all its components by use of one number. When a work order is created, the phantom's components are automatically included with the manufactured assembly's components. Phantoms make it easy to include common sets of parts within bills without having to enter each component. Work orders are not allowed for phantom assemblies.

L = *Labor:* Labor can be set up with item numbers and can be included in bills of material. Each category of labor (welding, setup, assembly, etc.) can be set up with its own item number, if you wish. The program will maintain a standard cost on labor, but it will not keep on-hand balances.

T = *Outside Processing*: Item numbers can be set up for services such as plating, painting, and heat treating and can be included in bills of material and used in purchase orders.

K = *Selling Kit:* a item number which represents a kit of parts. Selling kits are used within sales orders to order and invoice a set of parts via one item number. Selling kits are never manufactured or stocked.

O = *Feature:* O type items refer to "Features" used by the *Features & Options* module. A feature is never purchased or manufactured. A feature represents a group of options (such as colors, fabrics, finishes, etc.) that is automatically presented in a pop-up window during sales order entry for selection. The *Features & Options* capability allows custom bills of material to be created within order entry. The options selected are automatically passed over to the work order system via the *Convert Sales Orders to Work Orders* function.

Active?

This field is used as a selection criterion in certain reports and programs. It allows you to include or exclude inactive items and prevents activity for obsolete items or quality hold items. Allowable values are Y (Active), N (Inactive), O (Obsolete), D (Discontinued), E

(Engineering), P (Production & Purchasing Hold), S (Shipping Hold) or Q (Full Quality Hold). All activity and transaction types are allowed for Active and Inactive status but Inactive can be excluded from some reports and by default a warning can pop up in various programs indicating that an item is designated inactive. Obsolete items are for historical reference only. Once an item status is changed to Obsolete, it can not be bought, sold, made, or have any on-hand quantity without changing the status back to Active or Inactive. Discontinued status is for items that can be consumed to deplete existing stock but should not be replenished. Shipments and Issues to Work Order are allowed but purchases and creation of Work Orders to make more are not. Engineering status is intended for items under Engineering development and not yet approved or released for general sale. Orders and transactions are allowed for Engineering items but a warning will be presented indicating that the item is an Engineering item and still under review. Production Hold prevents processing of work orders, entering of purchase Orders and forces Purchase Order Receipt to a Quality Hold Location. Status S prevents Packing Slips, releasing sales orders and processing invoices. Status Q is a combination of P and S and prevents all activity. Status R means a part Revision is in process and prevents all activity. Changing an item to status P, Q, R or S will generate a transfer of any on hand stock to a Quality Hold warehouse location defined in SD-H Inventory Defaults.

If you want to limit access to make changes to items released for Production, then you can assign users Security Code E (Engineer) in PS-A System Users/Passwords which limits those users to only creating and editing items with Active Status E.

When changing an item status to O, the program will check to be sure there are no items on Sales Order, Work Order, Purchase Order, or quantity on hand before allowing the change. When saving the item, if the change to Obsolete can not be made, a list of reasons preventing the change will be presented.

Taxable?
If this item is never subject to sales tax, enter an N in this field. If so, tax will never be charged on the item within sales orders and purchase orders. If you set this field to Y and you enter a sales order or purchase order where the customer or vendor is coded as taxable, then the default setting for this item will be taxable; however, you can override the default if necessary.

If you have items that you buy and re-sell, you may buy them non-taxable and sell them as taxable. If so, set this field to Y for sales order purposes and suppress sales tax processing within purchase orders by setting up the vendor as non-taxable.

Stock UM
The unit of measure the item is stocked in, such as EA, LBS, FT, etc. This is a three character alphanumeric field, upper case only, and is user defined.

Price UM
The unit of measure the item is sold in, as used by the *Sales Orders* module. This is a user defined field, except for values of M (per 1000) or C or H (per 100), which allow you to establish your selling price on a per 1000 or per 100 basis. You may also use LOT and MIN for a Lot or Minimum charge in which case the Sales Order will not calculate an extended price based on line item quantity. Otherwise, you may use any value, such as EA, FT, LBS, etc. but it is for reference only and does not perform any type of conversion. This is a three character, alphanumeric field, upper case only.

Purch UM

The unit of measure the item is purchased in. This is user defined, with the exception of the following values, which are listed on the screen if you click *Help* or press F1.   If you use a value other than one listed here, and the Stock UM is different, you must define the conversion factor to be used by PO processing (See PO Conv Factor below).   This is a three character, alphanumeric field, upper case only.

M = per thousand. (PO quantity)/1000 x (PO price)

H or C = per 100. (PO quantity)/100 x (PO price)

LOT = lot charge. Prices the item on a lot charge (flat fee), regardless of quantity.

LB = per pound. (PO quantity) x (value in the inventory *Weight* field) x (PO price)

CWT = per 100 weight. (PO quantity) x (value in the inventory *Weight* field)/100 x (PO price)

SF = per square foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

MSF = per 1000 square feet. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

BF = per board foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

MBF = per 1000 board foot. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

LF = per linear foot. (PO quantity) x (value in the inventory *Foot Factor* field) x (PO price)

CLF = per 100 linear feet. (PO quantity) x (value in the inventory *Foot Factor* field)/100 x (PO price)

MLF = per 1000 linear feet. (PO quantity) x (value in the inventory *Foot Factor* field)/1000 x (PO price)

For example, rivets purchased by the thousand (M) and stocked by each (EA) could have a Purchase Order for 10,000 UM=M, PO Price $10 and the PO extension will be $100 (10 thousands @ $10 per M). PO Receiving will place 10,000 rivets into stock @ $0.001 each.

Steel bar purchased by LB and stocked by FT would have the PO entered for 100 FT @ $1.00/LB. The inventory weight field needs to be the Pounds per Foot and will be used as a conversion factor but it is invisible to the user making for a potentially confusing PO because the extended amount is not the product of price times quantity due to the internal conversion factor.

Another approach is to use the PO Conv Factor (see below) in which case the PO is entered fully in the purchase UM and the conversion occurs at PO-C. In this example, the PO would be placed for 100 LB of steel bar @ $1.00/pound, extension $100. PO Conv Factor is a multiplier. A factor of 3 means that each LB of steel will yield 3 feet so when PO is received, 300 Feet will go into stock @ $0.3333 per foot.

Duty Code
If Landed Cost is turned on in IM-A International Configuration then parts that will have customs and duty charges applied are assigned a 3 character Duty Code. Vendors are also assigned a different 3 character code and the combined 6 character string for a given item &

vendor combination determines the Duty fees.

RTM Group

If you have specific label formats for certain items (perhaps containing Lot or Serial Numbers or different size labels), you can create an RTM print group setting which is a single character. For example, if you have items assigned to RTM Print Group "A" then you would edit the RTM for the form (such as T6ING1.RTM for the Label) and add the changes for this group and save the RTM as T6ING1A.RTM where the name is the same as the standard RTM plus the character of the RTM group. The print programs know to use the special form if it exists.

Base Price

The Selling price of the item for customers with no special discounted pricing. Access to this can be disabled in SD-H Inventory Defaults in which case Base Price would be entered using SO-Q-A Enter Base Prices

Type R Comp Date

If this is a purchased item (type R) this is the date of the last time standard cost was entered in IN-L-A Enter Standard Costs or the last purchase receipt date saved by running IN-L-E Update Material Standard Costs and choosing Last Cost, whichever is later. For assemblies and Make From parts it is the earliest standard cost rollup date of the purchased components in the BOM of the assembly. It can be edited here but will be updated by BM-G Print/Rollup Standard Costs for assemblies and IN-L-A Enter Standard Costs or IN-L-E Update Material Standard Costs for purchased items.

BP Last Changed

This is the date the Base Price was last changed, either here or in SO-Q-A Enter Base Prices

Primary Vendor

If this is a purchased part, you may enter your primary vendor's 10 character vendor code in this field. The vendor description will automatically display to the right of the vendor code. The primary vendor is referenced on the *Reorder Report* and is the default vendor used by the MR-J Generate Purchase Orders program. When you designate a primary vendor, a record for that vendor is automatically made (if one does not already exist) in the approved vendor file used by PO-L Assign Vendors to Items.

Customer

If this item is made for one customer only, you may enter the customer code. This field is for reporting purposes only. The code must be a valid entry in the customer file. The customer name will automatically display to the right of the customer code.

ITP#

ITP stands for Inspection and Test Procedure. Setting the Print ITP to Y and setting the Items default for Use ITP for Work Orders will print the ITP number and description on the Shop Traveler. ITP numbers and descriptions are entered at IN-L-Q Enter Inspection/Test Procedure Codes

Tool

If there is a primary tool used to make this item it can be entered here

WO Class Code
If a value is entered here, work orders for this item created by WO-A will be assigned this class.

2D Barcode
Clicking this button opens a screen where a 2D QR Bar Code for an item can be defined, containing various data fields, control characters and plain text. These bar codes can print on inventory labels generated by WO-S Print Work Order Labels

Reorder Level
The reorder level for the item. Items that have dipped below reorder level due to any combination of sales, purchasing, and manufacturing activities can be highlighted for attention via the *Reorder Report*. The *Material Requirements* module uses the reorder level as the minimum amount to keep on hand.

Minimum Order Qty
The minimum amount to order when purchase orders or work orders are to be generated. The *Material Requirements* module uses the reorder amount as a minimum quantity for suggested purchase orders and work orders.

PO Conv Mult.
If the purchase unit of measure is different than your stocking unit of measure, the conversion multiplier automatically converts the item from the purchase unit of measure to the stocking unit of measure during purchase order receiving. For example, if you buy an item by the yard, but stock it by the foot, your purchase unit of measure would be YD, your stocking unit of measure would be FT, and the conversion multiplier would be 3.00000.

NOTE: Only enter a conversion multiplier if the *Stock UM* and *Purch UM* are different and if the *Purch UM* is not one of the pre-defined values listed under *Purch UM* above.

Lead Time [days]

The number of days it takes to receive a purchase item or manufacture a product from order date or start date through receiving date or finish date. This is used as a reference by the *MRP* module to determine start dates for purchase orders and work orders. This is calendar days for purchased parts and shop days (per the shop calendar as entered in SM-H Enter Shop Calendar) for manufactured parts. For manufactured parts, it only reflects the number of days to make a typical production run quantity of this level of the Bill of Materials, assuming all components are available.

Receive to QC
Enter a Y if you want to force this item to be received into QC in PO-C Receive Purchase Orders regardless of the choice made by receiving when processing the receipt.

Reset & Counter
If the Inventory default for Reset Receive to QC is enabled you can click the Reset checkbox and indicate the number of consecutive good receipts must be made before the Receipt to QC is waived.

Weight
The weight of the item. This is used to calculate the total packing slip weight. If the *Purch*

UM is LB or CWT and the *Stock UM* is something different, this value is used within purchase order entry to calculate the purchase price (see *Purch UM* above for these price formulas).

Foot Factor
This can be used to record cubic or linear feet of the item. In a future version this will be used to calculate the total cubic feet for an order on the packing list (not currently available). This information can be helpful in calculating container loads for shipping. If the *Purch UM* is SF, MSF, BF, MBF, LF, CLF, or MLF and the *Stock UM* is something different, this value is used within purchase order entry to calculate the purchase price (see *Purch UM* above for these price formulas.

Std Pack
The number of items per carton, sack, etc. This can be used as a Purchase Increment by MR-J Generate Purchase Orders if this capability is turned on in SD-D Material Requirements Defaults. It should be entered in increments of the Purchase UM so if you have an item you stock by EA and purchase in boxes of 100, the Stock UM would be EA, Purch UM would be BOX, PO Conv would be 100 and Std Pack would be 1 meaning increments of 1 box. Then if MRP determined that you need 452 pieces, the PO generated in MR-J would round up to 5 BOX quantity.

Freight Percent
If you wish to get a freight factor into the average cost of an item, you can enter a freight percentage in this field. Whenever the item gets received through purchase order receiving, its cost will be increased by the amount of the percentage entered here. For example, if you feel an item has a 20% freight cost, enter 20.00 in this field. Freight costs accounted for in this manner are absorbed into your inventory instead of being expensed. You would most likely enter a freight percentage only on selected inventory items where freight is a significant portion of the cost.

Warehouse Control?
If Multiple Bin Warehouse Control has been turned on globally in SD-S Warehouse Control Defaults then it can be further controlled here by item or in WC-B Assign Warehouse Control by both Item and Warehouse Location. Y means that Multiple Bin Locations are available but quantity by Bin will not be tracked. Q means that quantity by bin will also be maintained.

Cycle Code
The cycle code is a user defined code that is used as a selection criterion when running IN-J Print Physical Check and PI-A Capture Frozen Inventory for inventory counting. As an example, you may decide to count the "1's" monthly, the "2's" quarterly, and the "3's" annually.

Commissions
Enter N if you want this item to be exempt from Sales Commissions processed through Sales Orders.   If you do not use Commissions at all, this setting does not matter.   It is intended for companies that do use Sales Commission processing to exclude exception items (such as Tooling or a Restocking Charge) from commission calculations.

Drawing
The drawing number of the item. This will print on the shop traveler. It is also included as an invisible field in the Purchase Order and can be made visible to print on the PO. If ECO Tracking is turned on in the SD-H Inventory Defaults then a Lookup icon will be available to

see prior revision history of an item and enter a new ECO and Revision. The current Drawing and Revision level will display on the screen but the history is available for review.

Revision Level
The current engineering revision level of the item. This will print on the shop traveler.   It is also included as an invisible field in the Purchase Order and can be made visible to print on the PO.

UPC
If UPC Control is turned on in SD-H Inventory Defaults then UPC numbers can be generated and will be displayed here

Bin Location
The physical location of the item. This will print on the packing list, Physical Inventory count sheet, and on the work order pick list. This is a 10 character, alphanumeric field, upper case only. If Warehouse Control is turned on, then multiple bin locations per item are allowed and this field is only a reference and should designate the primary default Bin Location

Lot Control?
If this item number is subject to lot control, enter a Y in this field.

Serial Control?
If this item number is subject to serial control, enter a Y in this field.

Shipping Lead Time
If this is populated then SO-A Enter Sales Orders will use "Today" plus this value to generate the Estimated Ship date. In the case of a multiple line order, the greatest Lead time will apply to all lines.

Approved Vendors in PO?
If this is a purchased part that is subject to approved vendors, you can specify the level of control in this field. If you enter 0 or leave the field blank, you can freely purchase the item from any vendor without controls If you enter a 1, you will receive a warning during PO entry if you try to purchase the item from a non-approved vendor. If you enter a 2, you will not be allowed to purchase the item from a non-approved vendor.

Vendors for this item can be specified by clicking on the *Vendors* button or via PO-L Assign Vendors to Items. A default for this field can be set in SD-C Purchase Orders Defaults. When the item number record gets created, it will assign the default value unless you override it in this field.

For more information on the use of approved vendors, see How to Use Approved Vendors and Manufacturers.

Work Order Material
If this is set to Y then any purchase order for this item will require a Work Order number. This would be used for a generic type part number used for one time only purchases directly to a work order for material that would never maintain an on hand quantity or average cost because you would be averaging different things together.

Refurbished Item
If this item is something that may be returned and refurbished and resold as refurbished,

enter the item number of the refurbished version of this item. This is used in the Service and Repair module.

Additional Entry Screens

Links Button
Enter a path and file name to an image file that can be linked to this item, such as a PDF or JPG drawing, Word document, or any other file. If many files are stored in the same folder, a global path can be saved and then each link in that folder need only enter the file name. A link can be associated with a particular Routing sequence.

Any file type can be listed as the Image Link and it will be opened by Internet Explorer or the application specified when the on screen camera icon is clicked. Applications are identified by a code such as WORD or AUTOCAD which is then connected to the path and executable file for the application.

Link Printing Settings
Each linked file can be designated to print either as an embedded thumbnail or as a linked document and whether to be included when the item is a Parent, Component, or Both on various RTM based documents such as Shop Traveler, Estimate, Purchase Order, RFQ, Quote, Acknowledgement, Invoice, Packing Slip, and labels. Thumbnail formats include standard graphic formats BMP, JPG, GIF, and also Tiff Images (*.tif, *.tiff), GFI Fax Images (*.fax), SGI Images (*.bw,*.rgb,*.rgba,*.sgi), Autodesk Image Files (*.cel,*.pic), Truevision Images (*.tga, *.vst, *.icb, *.vda, *.win), ZSoft Paintbrush Images (*.pcx,*.pcc), Word 5.x Screen Capture Files (*.scr), Kodak Photo-CD images (*.pcd), Portable pixel/gray map images (*.ppm,*.pgm,*.pbm), Dr. Halo images (*.cut, *.pal), SGI Wavefront images (*.rla, *.rpf), Photoshop images (*.psd, *.pdd), Paintshop Pro images (*.psp), Windows MetaFile images (*.WMF).

File formats that can print as linked documents include any format that Windows can print directly.   When RTM forms are emailed, linked document files (up to 10 per item per RTM) are included as additional attachments to the email.

Specs Button (Specifications)
This is a free format notepad for maintaining extra description or specifications on the item. These specifications will optionally print on acknowledgments, packing lists, invoices, and purchase orders, and automatically print on shop travelers. To enter specifications click the *Specs* button.

Std Cost Button (Standard Costs)
As a convenience, standard costs for the item can be entered by clicking the *Std Costs* button. You will be presented with a screen identical to that found in IN-L-A Enter Standard Costs Refer to that program for details. For more information on using standard costs, see How to Use Standard Costs.

MRP Button (MRP Parameters)
As a convenience, MRP parameters for the item can be entered by clicking the *MRP* button. You will be presented a screen identical to that of MR-D Enter MRP Parameters. Refer to that program for details.

Vendors Button (Vendors and Vendor Item numbers)

As a convenience, vendors and vendor item numbers for the item can be entered by clicking the *Vendors* button. You will be presented with a screen identical to that of PO-L Assign Vendors to Items. Refer to that program for details. For more information on using approved vendors, see How to Use Approved Vendors and Manufacturers.

Manufacturers **Button (Manufacturers and Manufacturer Item numbers)**
As a convenience, manufactures and manufacturer item numbers for the item can be entered by clicking the *Manufacturers* button. You will be presented with a screen identical to that of BM-L Enter Approved Manufacturers. Refer to that program for details. For more information on using approved manufacturers, see How to Use Approved Vendors and Manufacturers.

U-Def Button
This button brings up the screen with User Defined fields as defined in SM-P-E Define Inventory User Defined Fields

International Fields
You will be given access to the following fields based on settings in IM-A International Configuration.

Tax-In
If the item is subject to an excise tax in which a tax is embedded in its selling or purchase price, set this field to Y. Upon invoice posting or purchase order receiving, this will cause the tax to be backed out of the price for *General Ledger*, sales analysis, and tax reporting purposes. See IM-G Enter Tax-In Codes for more details.

Duty Code
This is the 3-character code that comprises the second half of the 6-character code used in IM-E Enter Landed Cost Duty Codes to establish a duty rate for landed cost processing. In essence it represents the Item Classification Rate specific to this item when imported from a particular country.

Compliance Button or Tab
There are a number of compliance settings that can be entered such as RoHS, Conflict-Free, REACH. Most are for reference only. The Cert of Conformance Required controls whether PO-C Receive Purchase Orders prompts for a C of C when receiving and whether SO-C Print Packing Slips prints a C of C when shipping. Proprietary item means the item can only be sold to the customer assigned to it.

General Program Operation

Adding an Inventory Record
Before entering new item numbers, you should first create item classes through SM-C Enter Item classes.

Enter the various fields on the screen as required. Refer to *Field Explanations* above for details. At a minimum you must enter the *Item number*, *Class*, *Part Type*, *Stock UM*, *Price UM*, and *Purch UM* fields before you will be permitted to save the record. .

Click the *Save* button to save the record (or press Alt-S).

Deleting an Inventory Item

You may not delete an inventory item if it has an on-hand quantity, open orders, if it is in a bill of material, if it has a routing, or if it is part of an active or non-purged physical inventory. To delete an item, use the Lookup or F2 to select the item, display the record on the screen and press <Enter>, then click the Delete button. If it can not be deleted, a list of the reasons why will be presented.

3.1.7 IN-C Enter Inventory Adjustments

IN-C Enter Inventory Adjustments

Purpose of Program
Use this program to adjust inventory quantities up or down or to make a 0 quantity adjustment to document the fact that the count was checked and was correct.

Field Explanations

Date
The date defaults to the computer system date, but may be overridden.

Type
The inventory transaction type. You can press F1 to get a listing of field values. They are as follows.

A - Adjustments

S - Shipments

P - Purchase Receipts

Item number
The item number of the item being adjusted.

Description
The inventory description of the item being adjusted. The user cannot edit this field.

Location
Enter the warehouse location name here. The current on-hand for this location will be displayed for reference.

Quantity
The number of units being adjusted for this item. You may enter a positive or negative quantity.

Use Std Cost?
If you do not know the actual cost of the item, you may answer Y and the item's standard cost will be copied into the *Actual Cost* field. This is only used when adding to inventory.

GL Account
If your default is set to allow it, you can enter the GL account and department for the expense

side of the transaction.

Act Unit Cost
If you answered Y to the Std Cost field, the item's standard cost will be entered in this field. If you answered N to the Std Cost field, the item's average cost will be the default value in this field. If you know the actual cost of this transaction, you may override the default value. If you are entering a negative adjustment, you are not allowed access to this field.

Reference
When entering an adjustment type *A* you may use this field to make a short note as to the reason for the adjustment. On transaction types *S* and *P,* the system uses this field to record the customer or vendor name.

Invoice No
The invoice number, used when entering a type S (shipments) adjustment.

Customer Code
The customer code associated with the sales order or invoice. This must be a valid customer in the customer file. You may select a customer from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

Customer Name
The customer name will automatically display in this field. You may override it if you wish to use the field for a notation.

Selling Price
The sales price of the shipment. This would apply only to type S (shipments) transactions.

Purch Ord No
The purchase order number. This would apply only to type P (purchase receipts) transactions.

Vendor Code
The vendor code for the purchase order. This must be a valid vendor in the vendor file. You may select a vendor from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

Vendor Name
The vendor name will automatically display in this field. You may override it if you wish to use the field for a notation.

Lot Number
If the item being adjusted is coded for lot control, you will be required to enter a lot number before the record can be saved.

Serial Number
If the item being adjusted is coded for serial control, you will be required to enter a serial number for each unit before the record can be saved.

General Program Operation
Accept today's date or enter a transaction date. Select a transaction *Type.* If you don't know

the available type codes, press F1 (or click on the *Help* button) for a listing in a pop-up window. Enter the item number of the item being adjusted or select one from a pop- up window by pressing the F2 key (or clicking on the *Lookup* button). The product description will display automatically.

Enter the quantity being adjusted. This can be a positive or negative amount.

If you are adding an amount and don't know the actual cost, you can answer Y to the *Use Std Cost* prompt and the system will insert the item's standard cost in the *Act Unit Cost* field. If you are deducting from inventory, the system will use the average cost. If the standard cost is not selected, the system will insert the item's average cost in the *Act Unit Cost* field. You may accept it or enter a cost of your choice. If you are entering a negative adjustment, the current average cost is used and you are not allowed to change it. The *Reference* field is used when entering A type (adjustments) transactions. You may enter a short note describing why the adjustment was made.

When entering a type *S* (shipments) transaction, the cursor will advance to the *Invoice No* field. You may enter the invoice number, the customer code (you may press F2 or click on the *Lookup* button for a lookup), and the selling price, if applicable. Type *S* transactions allow you to use another order entry/invoicing system but still relieve inventory. You may override the customer name if you wish to use the field for notation purposes.

When entering type *P* (purchase order receipts) transactions, the cursor will advance to the *Purch Ord No* field. You may enter the purchase order number and the vendor code (you may press F2 or click on the *Lookup* button for a lookup). You may override the vendor name if you wish to use the field for notation purposes. There is no need to enter a purchase cost□he *Act Unit Cost* field in the upper portion of the screen is for this purpose.

If the item being adjusted is coded for lot or serial control, you will be required to enter a lot or serial number as applicable. After completing the last field, you will be asked if you wish to save the record. Press <Enter> to do so.

3.1.8   IN-D Print Reorder Report

IN-D Print Reorder Report

Purpose of Program
This report can be used as the primary worksheet for determining what inventory items need to be purchased or manufactured. The report calculates a theoretical available quantity using the on-hand, on sales order, on back order, allocated, on purchase order, and on work order balances.

This available quantity is compared with the inventory reorder level and the amount over or under the *Reorder Level* is shown. A reorder amount is displayed as a guideline for how much to order.

The report can be run in summary or in detail. The detail version shows all sales orders, purchase orders, work orders, and allocations, including dates and quantities.

General Program Operation

Indicate the sort order of the report (Item, Class or Vendor) and indicate if you want to limit the report to all the components of a single top assembly BOM in which case you will be limited to a single item number which is the top level assembly desired. Otherwise, select from/thru ranges by item number, product type, item class, Category, Primary Vendor, Cycle Code, Planner Code. You may restrict the report only to items where the available quantity has fallen below the reorder level and limit by Active status. You can also exclude future supply if you want a report of immediate shortages. Indicate whether to include the second description line and primary vendor and last cost to assist in preparing purchase requirements and whether to use Warehouse Location specific reorder levels and whether to rebuild stock status.

If you indicate yes, the various stock status fields (on sales order and backorder, on purchase order, on work order, allocated) will be rebuilt from scratch directly from the sales order, purchase order, and work order files. This insures that these fields are absolutely correct. This rebuild routine can take along time to run, depending on the size of the related data files, so you have the option of skipping it. You may find that running it periodically as sufficient. An alternative to running the rebuild routine within this report is to periodically run IN-L-S Rebuild Stock Status or SM-J-C Reconcile Inventory On-Hand for preventative maintenance of your inventory files. SM-J-C contains the rebuild routine as well as many other file maintenance functions.

You can also limit the report to a from/thru range of start dates, finish dates, or work order numbers and if you have multiple warehouse locations, designate the Location(s) to be included..

If you specify including the detail, the report will list all open sales orders, purchase orders, and allocations. This could make the report very long if many items are selected.

3.1.9   IN-E Print Inventory Transactions

IN-E Print Inventory Transactions

Purpose of Program
Use this program to get a list of inventory transactions for one or a range of inventory items. This provides a history of inventory movements for the item.

General Program Operation
Enter a item number or select one from a pop-up window by pressing the F2 key (or clicking on the Lookup button). You may also filter by Item class, Category, and Location. Select a from/thru date range or press <Enter> twice to view all records for the item(s). Press <Enter> to select all transaction types, or type in selected type codes. The transaction types are:

A - Adjustments

S - Shipments

P - Purchase order receipts to stock

J - Purchase order receipts to work-in-process

W - Work order receipts to stock

I - Stock issues to work-in-process

O - Outside Processing Receipt to Work Order

Q - Purchase Receipt to QC

C - AP Price Change

M - Make-From component Issue

T - Transfer between Warehouse Locations

G - Scrap

R - Service/Repair return of repaired item to customer

B - Transfer between Bin Locations in the same Warehouse

The report provides two calculated totals at the end and three reference values:

Net Unit Chg is the net difference between additions to inventory and deductions from inventory within the ranges selected. This lets you know how much the inventory on-hand went up or down.

Avg Cost (Period) calculates an average cost for the transactions within the ranges selected. This gives you a feel for the basic cost level that occurred.

Current values of Last, Average and Standard cost are also included for reference.

3.1.10 IN-F Print Inventory Value

IN-F Print Inventory Value

Purpose of Program
Use this program to get an inventory value of all or selected inventory items, either at actual (average) cost or including both standard and actual cost. Standard costs are broken out into material, setup, labor, outside processing, fixed overhead, and variable overhead. This report can be run as of a prior date in which case it takes the current on hand and extended value and backs out transactions back to arrive at the value as of the specified date.

The report automatically subtotals by item class when run sorted by class.

General Program Operation
The first field lets you select *All item numbers in range* (meaning the from/thru range you will be entering later) or *All except zero-value parts* meaning items with zero book value will be

excluded or Include On-Hand with $0 cost meaning that anything with on-hand quantity will be included even if the value is $0.

Under Inventory Types you can click the checkbox for the various types you want included on the report. To exclude a type, clear the field.

You then can indicate Active status to include (Y,N,O,E,D,P, Q, R, S), Include standard costs?, Include units in QC?, Print Subtotals only?, Print 2nd line part description?

If you have multiple Inventory Locations defined, you can select the Location(s) to be included and then click Go.

NOTE: The GL Book Value is not maintained by Location and will only be reported if printing all Locations.

You can further limit the report by entering from/thru ranges of item numbers, item classes, and GL asset accounts.

If you enter an as-of date, the report will calculate today's inventory value and then back out all transactions back to the date specified to calculate the value as of that date. If any of the transactions encountered are denoted as "Consolidate Inventory Transactions" then the report will indicate that it may be inaccurate as the consolidated transaction may contain activity both before and after the as of date.

3.1.11 IN-G Print Inventory Labels

IN-G Print Inventory Labels

Purpose of Program
Use this program to print inventory labels for product identification purposes. The program optionally prints bar coded labels.

You have a choice of three label formats. 1-up labels print on standard 3-1/2" x 15/16 continuous form labels. 2-up labels (Avery 5161) and 3-up labels (Avery 5160) print on laser forms.

General Program Operation
Type the item number or select a item number by clicking on the *Lookup* button.

You may type in anything you want on the *Misc* line. Whatever you type here will print on the label.

Indicate whether you want the stock unit of measure to be printed.

If you answer Y to *Print Bar Coded Labels?*, the program will print a bar code for the item number directly above the printed item number.

Next, indicate how many labels you want printed and whether to include linked documents.

Finally, you will be prompted as to which label format you wish to use.

3.1.12 IN-H Print Inventory Listing

IN-H Print Inventory Listing

Purpose of Program
Use this program to get a listing of your inventory items. The standard report shows the item number, description, type, category, class, units of measure, base price, standard, last, and average costs.   You can use TA-M Forms Editor to modify the T6INH1.RTM to add other columns from the inventory master file to the report, thus making this an all-purpose inventory listing.

General Program Operation
Indicate whether you want to report on Active, Archived or Estimating inventory data. You may limit the report to a from/thru range of item numbers, types, categories, classes and primary vendor. The report will print in item number order.

3.1.13 IN-I Print Inventory General Information

IN-I Print Inventory General Info

Purpose of Program

Use this program to get a listing of all inventory field values.

General Program Operation
You may limit this report to a from/thru range of item numbers, types, classes, and categories.

If you do not enter limits, the program will print general information on all inventory items. This will result in a very long report since only two items print per page.

3.1.14   IN-J Print Physical Check

IN-J Print Physical Check

Purpose of Program

Use this program to select a list of items for count verification. A series of selection criteria enable you to establish a planned system of cycle counts as an alternative to the conventional annual physical inventory. For example, you might assign *Cycle Codes* in the inventory part master records as follows: code "M" could be items that are counted monthly, code "Q" could be counted quarterly, and code "Y" could be counted annually.

General Program Operation

Select a from/thru range of item numbers by typing in the item number or by selecting a item number from a lookup window using the F2 key (or clicking on the *Lookup* button).

Select a from/thru range of item categories, item classes, stock locations, cycle count codes and bin locations. Indicate whether you want to print in part number or bin location order.

The report provides a place for entering the new count totals, which can be entered into the computer via IN-C Enter Inventory Adjustments or IN-K Adjust Physical Levels.

3.1.15   IN-K Adjust Physical Levels

IN-K Adjust Physical Levels

Purpose of Program

Use this program to enter beginning stock balances and average costs, or to overlay existing counts with new physical counts.

General Program Operation

Type in the item number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

The current units on hand and average cost will be displayed in the header area of the screen.

The cursor stops at the *New Last Cost per Unit* field. You may enter a new *Last Cost*, if applicable. You can also change your *Average Cost* in the *New Avg Cost per Unit* field. If your costing default in SD-H, Inventory Defaults, is set for either FIFO or LIFO costing, you will not be allowed to change the *Last Cost* or the *Average Cost*. Instead, you should go to IN-L-H Edit FIFO/LIFO Buckets and change the bucketed costs in that program. If your costing method is Standard or Average, you can only change the Average cost here for parts that have no on hand quantity. To correct an invalid cost of an item that has an on hand quantity, use IN-C Enter Inventory Adjustments and adjust the stock back to 0 on hand at the current incorrect cost and then make a positive adjustment to put it back in at the correct cost. This will provide an audit trail of what was done and maintain the integrity of the item Book Value.

Next, current inventory status is displayed in the main section of the screen for each *Location.*

Before changing the quantity, the cursor stops at the *Reference* field, where you can enter a short note that indicates the reason for the adjustment. You may enter a new quantity in the *New Units* column. After entering the new quantity, the system will indicate how much the General Ledger asset account for this item will go up or down in dollars.

You may accept the entry or you can indicate no and exit the screen.

3.1.16 IN-L-A Enter Standard Costs

IN-L-A Enter Standard Costs

Purpose of Program

Use this program to maintain or view standard costs on inventory items.

Field Explanations

Part No

The item number for the item as set up in the inventory file.

Desc

The description displays automatically when the item number is entered. You may not edit this field within this program.

Lot Size

The typical production run (in units) for this item. The *Lot Size* is used to establish an estimated per unit cost for *Setup*.

Type

The inventory type of the item. This field is for information only and cannot be edited by the user.

Last Cost

This field is automatically maintained by the system and represents either the last purchase or manufactured cost of the item. This field is for information only and cannot be edited by the user.

Average Cost

This field is automatically maintained by the system and is recalculated each time there is an inventory transaction. This field is for information only and cannot be edited by the user. If your costing default in SD-H Inventory Defaults is set for average costing, *Average Cost* is calculated on a running (weighted) average basis. If your costing default in is set for either FIFO or LIFO costing, each time an inventory transaction occurs the *Average Cost* is recalculated using the following formula: each cost bucket's unit cost is extended by its

quantity, then all the extended cost totals are added up and divided by the total number of units on hand.

Stock UM

The stocking unit of measure, for reference only. Standard costs are expressed in the stocking unit of measure.

This Level Cost

Standard costs are only entered in the "This Level Costs" column on the left side of the screen. "Rolled-up Costs" on the right hand side are for reference purposes and are calculated by the cost rollups.

If you are using *Routings* for labor costing, the <u>only</u> costs you will enter in this program are for *Material, Duty* and *Freight* on your purchased materials and *Outside Processing* and *Freight* for Make-From (Type M) items. All other costs (labor, setup, outside processing, overhead) are maintained in your routings and will be calculated up through all levels of the product structure by the cost rollup.

If you are using Labor item numbers for labor costing, you will not only use this program to maintain costs for *Material* and *Freight* on your purchased materials, but you will also enter *Labor, Setup*, and *Overhead* on your type L (labor) item numbers. If you use type T or M parts for outside processing, you will enter *Outside Processing* costs on your type T (outside processing) and M (Make From) item numbers.

Material

This field is for type R (purchased items) only. The program will not allow you to enter a value for other type items.

Freight

This field is for type R (purchased items) and type M (Make-From)only. If you wish to separately account for a freight factor rather than build the freight into the material cost, you may use this field.

Labor

This field is only for type L (labor) item numbers and is where the labor rate is maintained that will be used within bills of material.

Setup

This field is only for type L (labor) items numbers and is where a setup rate can be maintained that will be used within bills of material.

Outside Proc

This field is only for type T (outside processing) and type M (make-from) items and is where the outside processing cost can be maintained that will be used within bills of material.

Fixed Overhead

This field is only for type L (labor) item numbers and is where the fixed overhead rate per unit of labor is maintained that will be used within bills of material.

Var Overhead

This field is only for type L (labor) item numbers and is where the variable overhead rate per

unit of labor is maintained that will be used within bills of material.

ROLLED-UP COSTS

Material and Freight
The rolled up cost of all material and freight in this level and all lower levels of the product structure. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

Labor
The rolled up cost of all labor in this level and all lower levels of the product structure. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

Setup
The rolled up cost of all setup in this level and all lower levels of the product structure. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user..

Outside Proc
The rolled up cost of all outside processing in this level and all lower levels of the product structure. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

Fixed Overhead
The rolled up cost of all fixed overhead in this level and all lower levels of the product structure. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

Var Overhead
The rolled up cost of all variable overhead in this level and all lower levels of the product structure.   This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

Total Standard Cost
The grand total of all the rolled up costs, which establishes the total standard cost for the item. This field is calculated by BM-G Print/Rollup Standard Costs or via the *Cost Rollup* button from this screen and cannot be edited by the user.

General Program Operation
To find an existing inventory record, enter the full item number or use the standard record search keys or buttons. You can select an inventory item by clicking on the *Lookup* button (or press F2).

Once the record has been retrieved, advance the cursor through all the fields and make any desired changes or additions to your standard costs for this inventory record. Depending on the item type being entered, you will be restricted from access to fields that don't apply to that type item.

If you make changes to any costs, upon saving the record you will be asked if you want the total standard cost updated. If you indicate yes, the program will run a cost rollup on the item.

If you have a type F, A, or B item on the screen, you can run a cost rollup on it and its related subassemblies and components by clicking the *Cost Rollup* button.

To run a cost rollup on a range of items, go to BM-G Print/Rollup Standard Costs. For more information on using standard costs, see How to Use Standard Costs.

3.1.17 IN-L-B Enter/Assign Locations

IN-L-B Enter/Assign Locations

Purpose of Program

Use this program to define locations, which can be other warehouses or factories, and to assign inventory items to locations. It can also be used to Delete a Location that is no longer needed.

Each inventory item that pertains to a location must be assigned to that location; The program does not assume that all inventory items will be used at all locations. You can assign items to locations individually or by ranges of item numbers, classes, or types.

General Ledger account codes can be assigned by item class for each location through SM-C Enter Item classes. On-hand quantities can be entered by location through IN-C Enter Inventory Adjustments, IN-K Adjust Physical Levels, IN-L-J Transfer Inventory or IN-L-M Batch Location Transfer.

Field Explanations

FACTORY/WAREHOUSE LOCATIONS

Code

The name you want to use for this location. This is a 10 character, alphanumeric field. The system allows up to 250 locations. You may view existing locations in a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). See How to Use Multiple Locations for a discussion of how to set up and handle multiple location inventories.

NOTE: A master location, which is the default location used in work orders, purchase orders, and sales orders, is defined in SD-H Inventory Defaults. All other locations are defined within this program.

Loc Type

Leave this blank for a standard production or warehouse Location. You can enter S for Service, R for RMA, or Q for Quality. All three of these Location types will have stock on hand, and on order ignored by the stock status calculations when determining available inventory.

Name, Add1, Add2, CSZ

The long name, address lines one and two, and city, state, and zip code for this location. These will pull into Purchase Orders as the Ship To.

Warehouse Control Setting

The default Warehouse Control setting for this warehouse

Order to display Location in IN-A

If a number from 1-6 is entered here, the on hand by Location will show on the Stock Status tab of the Evo view of IN-A Inventory Inquiry

Resale Number

The tax resale number for this location. This is for information purposes only.

Contact, Phone, Fax

The primary contact person for this location, and the location telephone and fax number. These are for information purposes only.

Separate MRP File

If you want to manage separate MRP action by warehouse location enter a file name (maximum 8 characters) to be used as the database location for the MRP results for this Location

The

SINGLE PRODUCT ENTRY

Item number

The item number of the item being assigned to this location.

Description

The product description is displayed automatically when the item number is entered. This field cannot be edited within this program.

GENERATE LOCATION RECORDS

From/thru Item number

The range of item numbers to be assigned to this location.

From/thru Class

The range of item classes from which inventory items are to be assigned to this location.

For Product Type(s)

The inventory product type(s) from which inventory items are to be assigned to this location.

General Program Operation

Enter a location name in the *Code* field or select a location by clicking on the *Lookup* icon (or press F2). If you enter a new location, the program will ask you if you wish to create a new location.

The name and address entered here will be pulled into Purchase Orders on the "Ship To".

If you enter an existing location, the address and phone fields display automatically. If this is a new location, enter the location long name, address, contact, and phone and fax fields.

You can assign individual item numbers to this location by entering the *Item number* field and saving the screen.

You may enter any number of single item number assignments. After each item number is saved, the location stays on the screen in the event you are entering a series of item numbers.

If you wish to assign a group of item numbers to this location, you may do so by specifying any range or combination of ranges of item numbers, item classes, or inventory types. If you press <Enter> through all these fields, the entire inventory will be assigned to this location.

Deleting a Location

Deleting a Location is a 3 step process. First, make sure all on-hand, on Order and Allocated quantities for the Location are 0. Verify by running IN-D Print Reorder Report for the Location and make any transfers or edit orders as needed. Then select a range of items (or all items as applicable) and indicate you want to Delete rather than Generate records. Only those item Location records with 0 balances on hand and on order will be deleted. Once all item/location records have been deleted, then you can click the button to Delete the Master Location record.

Cleaning up Invalid Locations

To remove invalid Locations and transfer any stock or orders to your primary default Location, use UT-K-E Consolidate Inventory Locations

3.1.18 IN-L-C Enter Customer Cross-Reference

IN-L-C Enter Customer Cross-Reference

Purpose of Program

Use this program to maintain a customer's item number and description as a cross-reference to your item number. When entering a sales order for the item, the customer's item number and description will automatically feed into the sales order as comment lines. This is ideal for companies that supply other manufacturers who require their item numbers on order documents.

There is no limit to the number of cross-references you may enter against any one of your item numbers.

General Program Operation

Enter your item number or select one from a pop-up window by clicking on the *Lookup* icon (or press F2). The product description will be displayed automatically.

Enter the customer's code or select it from a pop-up window by clicking on the *Lookup* icon (or press F2). The customer's name will be automatically displayed.

Enter the customer's item number for the item. You may also enter the customer's product description, if it differs from yours.

You will be asked if you wish to save the record. Press <Enter> to do so.

To edit an existing record, enter your item number and the customer code and their cross reference number will pull in for editing if it exists.

3.1.19   IN-L-D Print Customer Cross-Reference

IN-L-D Print Customer Cross-Reference

Purpose of Program
Use this program to get a listing of the customer cross-references you have established.

General Program Operation
You may limit this report to a from/thru range of customer codes and item numbers, class and category. If do not specify limits, the entire file will be printed.

3.1.20   IN-L-E Update Material Standard Costs

IN-L-E Update Material Standard Costs

Purpose of Program
Use this program to update the material standard cost for a range of inventory type R items (purchased parts) with either the *Last Cost* or *Average Cost* values. This can be a big time saver when standard costs are being revised.

General Program Operation
You may limit the update to a from/thru range of item numbers. You can also limit the report by a range or item classes and categories and Active Status. If no limits are specified, all inventory type R items (purchased parts) will be updated.

Specify whether the material standard cost is to be updated with either the *Last Cost* by entering an "L" or with the *Average Cost* by entering an "A." As the program runs you will see each item being updated in succession.

3.1.21 IN-L-F Enter Material Dimensions

IN-L-F Enter Material Dimensions

Purpose of Program
Use this program to enter material dimensions on inventory items. These dimensions (length, width, height) are used by the *Yield Calculator* in the *Estimating* module. With the *Yield Calculator* you can enter the size of a part and the program will calculate how many parts can be made from a particular size of material.

You can also tie several raw material item numbers to a *Generic Item number*. When using the *Yield Calculator*, you can enter the generic item number instead of a specific item number. When the size of the part to be made is entered, the program compares it against all the raw materials and pulls into the bill of material the material that has the lowest estimated cost.

General Program Operation
Enter the raw material's item number. Its description will be displayed automatically.

Enter the Length, Width, and Thickness.

If you wish to tie this item number to a generic item number, enter the *Generic Part No*. The generic item number must be set up in advance, and must be a type B (Phantom).

Save the screen at any point by clicking on the *Save* button (or press F10), or you will be prompted for a save after entering all the fields.

3.1.22 IN-L-H Edit FIFO/LIFO Buckets

IN-L-H Edit FIFO/LIFO Buckets

Purpose of Program
Use this program to make changes to the receipt date or cost on your FIFO or LIFO cost buckets.

You cannot change quantities within the buckets through this program; otherwise you could accidentally create a discrepancy between the on-hand quantities in your inventory Locations and those of your FIFO or LIFO cost buckets (FIFO and LIFO cost buckets are company wide and are not maintained by Location).

How FIFO Costing Works
With FIFO costing each time inventory is received, a cost bucket gets created that contains the receipt date, the quantity, and the cost. Whenever inventory is deducted, it is first deducted from the oldest cost bucket, then the next oldest, etc. When a bucket gets fully depleted, it is deleted. There is no limit to the number of cost buckets that can be created. Each time an inventory transaction occurs, the *Average Cost* in the inventory master file is updated by the following formula: each cost bucket's quantity is multiplied by its cost, then

these extended costs are added together and divided by the total on-hand quantity.

How LIFO Costing Works

With LIFO costing each time inventory is received, a cost bucket gets created that contains the receipt date, the quantity, and the cost. Whenever inventory is deducted, it is first deducted from the most recent cost bucket, then the next recent, etc. When a bucket gets fully depleted, it is deleted. There is no limit to the number of cost buckets that can be created. Each time an inventory transaction occurs, the *Average Cost* in the inventory master file is updated by the following formula: each cost bucket's quantity is multiplied by its cost, then these extended costs are added together and divided by the total on-hand quantity.

General Program Operation

Enter the *Item number* of the item to be edited, or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The *Average Cost, Total Quantity* (total company wide on-hand quantity), and *Last Cost* fields are displayed for reference only.

The existing FIFO/LIFO buckets are listed in a display window. Highlight and press <Enter> or click on the bucket you wish to change. A window then pops up that allows you to change the bucket's cost. As you make the change the *Average Cost* field at the top of the screen will be recalculated; however, it does not actually change the *Average Cost* in the inventory master file until the screen is saved.

Continue selecting buckets and changing costs until you are finished making entries. When you have completed your entries, press F10 (or click on the *Save* button). You will be presented with a message indicating that the net value of your inventory account has increased or decreased. If you accept the prompt, your *General Ledger* asset account for the item will be credited or debited accordingly. If you don't accept the prompt, you can either choose to exit the program or you can return to the screen and make further changes.

3.1.23 IN-L-I Change Costing Method

IN-L-I Change Costing Method

Purpose of Program

Use this program to change from one costing method (Average, FIFO, LIFO or Standard) to another. The costing method was originally established in SD-H Inventory Defaults. Once the cost method is set in SD-H it cannot be changed within that program; you must run this program instead to insure that appropriate files are adjusted properly for the change.

If you are changing from FIFO or LIFO to *Average* costing, the program deletes all the FIFO or LIFO cost buckets.

If you are changing from *Average* costing to FIFO or LIFO, the program creates a single beginning cost bucket consisting of the current on-hand quantity and the current average

cost. It also checks the item class file and requires that all inventory *Locations* within a item class have identical General Ledger asset accounts, because FIFO and LIFO costs are not maintained separately by *Location*. If the accounts are not the same within a item class, you cannot run this program until you go to SM-C Enter Item classes and change all the GL asset accounts accordingly.

If you are changing from any other method to Standard, the program revalues the inventory at Standard Cost, deletes any FIFO or LIFO buckets, generates a Price Change transaction as necessary and recalculates Book Value. It does not make any GL Postings so you will need to make your own entry to reset the inventory value.

General Program Operation
You are first advised to get all other users out of the system before starting this program. The program runs in single user mode only.

The four cost methods (Average, FIFO, LIFO, Standard) are presented in a window. Use your arrow keys or click on the method you to which you wish to change.

You are then advised in to run SM-J-C Reconcile Inventory On-Hand before running this program as a good precaution to make sure your current on-hand totals are correct. You can exit the program and do so or you have the choice of continuing.

After processing is completed you will receive a message that indicates that the conversion is completed.

3.1.24 IN-L-J Transfer Inventory

IN-L-J Transfer Inventory

Purpose of Program
Use this program to transfer inventory from one *Location* (factory or warehouse) to another or from one Bin to another in the same warehouse. For more information on using *Locations*, see How to Use Multiple Locations and for more information about using multiple Bin Locations, see Warehouse Control.

General Program Operation
Enter a *Transfer Date*, which is the date of the actual transaction.

Enter the *Transfer FROM Location* or select one from a lookup. Then enter the *Transfer TO Location.*

The cursor then moves to the *Transfer Amount* field. Enter the number of units to transfer. In the middle of the screen you will see the current on-hand units in each location, the number of units that will be transferred, what the new units on-hand will be, and which GL accounts will be affected.

If you wish to proceed, enter Y in the *OK to post this transfer?* field and processing will take

place.

Lot & Serial Controlled Items

If the item being transferred requires Lot and/or Serial Control, a window of available Lots or Serial Numbers will be displayed and the on hand quantities listed. Hit Enter to select the Lot or Serial Number. For Lot Control, you will then be prompted for the quantity of the Lot to transfer. Once all desired items have been selected, click Save or press F10 and the transaction will be processed.

3.1.25 IN-L-K Inventory Exception Report

IN-L-K Inventory Exception Report

Purpose of Program

Use this program to identify inventory items with any one or a combination of problems such as Negative On Hand quantity, or cost discrepancies between the Last Average and Standard costs and Book Value

General Program Operation

Identify which types of exceptions you wish to have included in the report as well as the percent difference to limit the cost discrepancies to. Further limit the report to certain inventory types and ranges of Item Number, Class and GL Account. This program will not make any corrections or postings, it will only provide a report of items that need attention.

3.1.26 IN-L-L Inactive BOM Component Report

IN-L-L Inactive BOM Component Report

Purpose of Program

Use this program to identify inventory items which are either not called out on any BOM or all BOM Parents have been designated as Inactive. The items identified can then themselves be designated Inactive, or moved to a different Item Class, or both.

General Program Operation

Identify which inventory types and ranges of Item Number, Class and Category to include. Also indicate whether to include items on no BOM, items with inactive parents, or both. A report will be generated listing the items that fall within the criteria specified. Once the report is closed, you are prompted whether to change the items to Inactive and/or move them to a different item class.

3.1.27 IN-L-M Batch Location Transfer

IN-L-M Batch Location Transfer

Purpose of Program
Use this program to transfer a list of inventory items from one *Location* (factory or warehouse) to another and print a transfer sheet. For more information on using *Locations*, see How to Use Multiple Locations.

General Program Operation
Enter the *Transfer FROM Location* or select one from a lookup. Then enter the *Transfer TO Location.* Enter a *Transfer Date*, which is the date of the actual transaction and indicate whether or not to print the transfer document.

Press the Insert key or Enter on a blank line and enter the first item number to be transferred and enter the quantity. Continue until all items have been entered. As each item is entered, at the bottom of the screen you will see the current on-hand units in each location, the number of units that will be transferred, and what the new units on-hand will be.

Once all items have been entered, click Done and processing will take place.

Lot & Serial Controlled Items
If the item being transferred requires Lot and/or Serial Control, a window of available Lots or Serial Numbers will be displayed and the on hand quantities listed. Hit Enter to select the Lot or Serial Number. For Lot Control, you will then be prompted for the quantity of the Lot to transfer. Once all desired items have been selected, click Save or press F10 and the transaction will be processed.

3.1.28 IN-L-N Copy Item

IN-L-N Copy Item

Purpose of Program
Use this program to copy an item and its Bill of Materials and Routing to a new Item number

General Program Operation
Enter the existing Item Number as the From Item Number and the new one as the To Item Number

3.1.29 IN-L-O Inactive Inventory Utility

IN-L-O Inventory Utility

Purpose of Program
Use this program to identify inactive inventory items (those without transactions within a given

date range) and optionally change the Active status to N or make them O or Delete them. It also offers the option to Archive Obsolete items.

General Program Operation (Identify Inactive Inventory)
Choose Active/Inactive Status Inventory from the initial screen. You will be presented a screen similar to IN-O User Defined Transaction Report . You can choose an existing report filter set or enter a new name to create a new one. You can sort/subtotal by Item, Number, Description, Class, Category or Type. Next choose whether to include all item numbers, status change only (Active with no transactions to be changed to Inactive or Inactive with activity to change to Active), Active only, Inactive only, Active plus changed, Obsolete or Delete. Choose which transaction type to be included, where the filters should print and finally limit by ranges of Item Number, Transaction date, Class, Category or Item Type. A report of all items falling within the criteria specified indicating which items have a status change recommended. You can then have the program automatically make the recommended change. Changing to Obsolete or Deleting is only allowed if it has been enabled at SD-H Inventory Defaults and will only include items that could be made Obsolete or Deleted based on the limiting parameters defined in IN-B Enter Inventory

General Program Operation (Archive Obsolete Inventory)
Choose Archive Obsolete Inventory from the initial screen. You will be presented a screen that allows you to Archive or Restore from Archive and enter a range of item numbers, Class, Category, User Defined and item type. You can choose to delete Inventory transactions for the selected items or if you do not choose to delete them, they will also be archived. All items meeting the filters that have active status O (Obsolete) will be archived. The data that will be moved to the archive files include inventory master, BOM and Routing and optionally inventory transactions.

3.1.30   IN-L-P Image Link Utility

IN-L-P Image Link Utility

Purpose of Program
Use this program to establish Image Link print parameters for a range of items and file types.

General Program Operation
Enter a range of item number, type, Category, Class, Vendor, Customer, and Active Status and link file extension type and the link configuration to add.

3.1.31   IN-L-Q Enter Inspection/Test Procedure Codes

IN-L-Q Enter Inspection/Test Procedure Codes

Purpose of Program

Use this program to enter ITP Codes for use in IN-B Enter Inventory and WO-A Enter Work Orders

General Program Operation

Adding a record
To create an ITP, click ADD and enter the Code and Description

Editing a record
To edit an existing ITP, click EDIT and enter the desired changes and click Save or press F10.

Deleting a record
To delete an ITP, click DELETE and confirm the deletion.

3.1.32 IN-L-R Intercompany Inventory Transfer

IN-L-R Intercompany Inventory Transfer

Purpose of Program
Use this program to transfer inventory between companies. The program always uses a common intermediary "In Transit" company as defined in SD-H Inventory Defaults. Outgoing transfers are processed as transfers out of a company into the "In Transit" company and receipts are processed as transfers out of the "In Transit" company and into the inventory of the receiving company.

General Program Operation

Initial Setup
There is some setup that needs to be done before the program can be used.

1. Item Classes must be consistent in all companies so that if new Items are transferred to (and therefore created in) a company, the item classes will exist and make the correct GL Postings.

2. A new company must be created to serve as the Transfer Company. For purposes of this instruction, it will be called "TC".

3. In each of the live companies that will be making transfers, go to SD-H Inventory Defaults, Items, and designate BTC as the Transfer Company.

4. In the transfer company, go to AD-A General Ledger Defaults and enter as the GL Account for Inventory the GL Account that all companies will use to carry the Intercompany Transaction value. Create the GL Account in AM-C as needed in the Transfer company and all other companies.

5. If Multiple Currencies are used, the Currency Designations set up in IM-B Enter Multiple

Currencies must be consistent for all companies. Companies may have different currency defined as BASE but (for example) all companies must call US Dollars the same thing. You can not have one company have US and another US$. Also if any company uses multiple currency, all companies must have multiple currency set up and the Base Currency of all companies processing transfers must exist as either Base or Source in all other companies.

General Program Operation
To run the program and initiate a new Transfer:

1. You are first asked if you are receiving a transfer. Say No and you can initiate a new transfer.
2. Enter the company the parts are going to.
3. Enter the Warehouse Location within the originating company that the parts are coming from, the transfer date and indicate whether or not to print the transfer document and whether to include image links.
4. A blank list of parts will be displayed. Press Enter to get to the entry field. Enter the part number and quantity to be transferred. To enter more than one item to transfer, press the down arrow on the keyboard to get to a blank line at the bottom of the list.
5. When the list is complete, click DONE to process the transfer and (optionally) print the transfer ticket.

To receive a transfer:

1. Say Y to Receiving a transfer.
2. Enter the transfer number. You can do a lookup of available transfers.
3. Enter the transfer Date
4. Enter the Warehouse Location in the destination company to receive the items to.
5. Confirm the date and indicate whether you want to print the confirming document.
6. The list of items on the transfer ticket will be displayed. If there are no discrepancies, click DONE and the transfer will process and print the confirming transfer ticket and close the transfer.

If there are discrepancies:

1. If something listed on the ticket is missing or the quantity is incorrect, select the item and change the quantity to 0 or the actual quantity received and process the transfer.
2. If something was received that is not on the list at all, add an item to the transfer the same way items are added to a new transfer. Press the down arrow on the keyboard to get to a blank line at the bottom of the list and enter the item and quantity.

Transaction posting:

1. Outgoing transfer will post in the sending company and credit Inventory according to the item class of the parts being transferred and debit the Intercompany Transfer account defined in the AD-A Inventory setting in the Transfer company. INVTXN records will be T type and have a negative quantity in the sending company and T type with a positive quantity in the Transfer Company.
2. Receipt transfer will post in the receiving company debiting inventory according to the item class of the item being received and credit the Intercompany Transfer account defined in

the AD-A Inventory setting in the Transfer company. INVTXN records will be T type and have a positive quantity in the receiving company and T type with a negative quantity in the Transfer Company.

3. No GL Postings will occur in the Transfer company
    If the base currency of the two companies involved in the transfer is not the same, the
4. inventory will be revalued upon receipt using the currency conversion table in the receiving company.

3.1.33 IN-L-S Rebuild Stock Status

IN-L-S Rebuild Stock Status

Purpose of Program
This is simply a stand alone version of the Rebuild Stock Status that runs in IN-A Inventory Inquiry and optionally in various programs such as IN-D Print Reorder Report .

General Program Operation
Enter a from/thru range of items, Class, Category and specify Type(s) to be included. The program will recalculate the stock status (On Sales Order, on Work Order, etc. based on the actual order detail for the items within the range.

3.1.34 IN-L-T Reset Cycle Code

IN-L-T Reset Cycle Code

Purpose of Program
This program enables the setting of Cycle Codes based on usage value for a specified period.

General Program Operation
Enter a from/thru range of usage dates, items, Class, Category and specify Type(s) to be included. Then enter the cycle code to be assigned for each usage value threshold.

3.1.35 IN-L-U Item Number Configurator

Purpose of Program

This program enables the definition of families of item numbers to be automatically incremented if the Item Configurator is enabled in SD-H Inventory Defaults

General Program Operation

To add a new family of items click Add. For the Item Group enter a text string that will be the first character(s) of the incrementing set of numbers. Then enter the total length of the item number, the starting position and length of the numeric portion and the last number used and the program will generate the formatted last number. To use it to create new item numbers, in IN-B when creating a new item enter the text string and the "next" number in the family will be created.

3.1.36 IN-M Summary Reorder Report

IN-M Summary Reorder Report

Purpose of Program

Use this program to print monthly totals of supply, demand and ending balance for the current month and next three months out for a range of items

General Program Operation

Enter a range of Item Number, select item type(s), then range of Class, Category, Primary Vendor. Indicate the Active Status to be included, Planner Code range, whether to include extended description and whether to include or limit to RoHS compliant items. The program will then print a report listing the current on-hand quantity for each item, supply (Work Orders and Purchase Orders) with estimated receipt or finish dates through the end of the current month, demand (Sales Orders and Work Order Allocations) with estimated ship dates or Work Order start dates through the end of the current month and an expected ending balance. Then the same supply, demand and ending balance for each of the next three months.

3.1.37 IN-N-A Print Month End Inventory Costing

IN-N-A Print Month End Inventory Costing

Purpose of Program

Use this program to assist with month end inventory accounting for the *General Ledger*.

Many companies prefer to switch off automatic posting to the *General Ledger* and instead to make manual journal entries to inventory accounts after careful review of monthly activity. GL posting can be switched off in AD-A General Ledger Defaults.

The *Month End Inventory Costing* report shows all inventory transactions at both standard and actual cost grouped as follows:

Adjustments

Stock Issues to WIP

Purchase Receipts to WIP

Purchase Receipts to Stock

Shipments

Work Order Receipts to Stock

Purchase Receipts to QC

Outside Processing Receipts to WIP

PO Price Change

Make From Component Issue

Transfer

Service/Repair Shipment

Scrap

From this report it is easy to audit period activity and make the appropriate journal entries to your inventory accounts.

General Program Operation
Enter a from/thru date range. One by one, answer Y or N to each transaction category. The default value is set to Y for all categories.

At the final prompt you will be asked if you want a summary report. If you answer no, the report will contain a detail line for each inventory transaction within the transaction categories specified. If you answer yes, the report summarizes transactions by transaction type and item class.

3.1.38 IN-N-B Print Shipments Costing

IN-N-B Print Shipments Costing

Purpose of Program

Use this program to get a listing of all shipments for the month at standard cost. The standard cost is broken out into individual columns for material, labor, setup, outside processing, fixed overhead, and variable overhead. These figures are used to analyze the

relative content of each of these costs for the period.

General Program Operation
You may limit this report to a from/thru range of dates, item numbers, customers, and item classes.

3.1.39 IN-N-C Print Closed Work Orders Costing

IN-N-C Print Closed Work Orders Costing

Purpose of Program

Use this program to get a listing of standard and actual costs for all work orders that were closed during the period. Standard and actual costs and the variance are shown for material, labor, setup, outside processing, fixed overhead, variable overhead, and total cost. This report is used by companies that report all work in process transactions during the month at standard cost, then adjust the inventory and cost of goods accounts by the variances found on this report.

General Program Operation
You may limit this report to a from/thru range of work order finish dates and item classes.

3.1.40 IN-N-D Print Inventory to GL Exceptions

IN-N-D Print Inventory to GL Exceptions

Purpose of Program

Use this program to identify a date and Journal Type within a date range for a single GL Account that does not show the same amount from Inventory Transactions versus GL postings. Once the date and journal type have been identified, detail reports such as GL-C Print GL Transactions and IN-O User Defined Inventory Transactions can be used to identify the cause of the discrepancy.

General Program Operation
Enter a date range and the Inventory GL Account to examine. You can include all or only selected Journal types and limit the results to dates with exceptions only or include all dates. Once a date with a difference has been identified you can run again for that date and say Y to Print Exception Details which will print the transaction detail where the GL and Inventory transactions do not match.

3.1.41 IN-O User Defined Inventory Transactions

IN-O User Defined Inventory Transactions

Purpose of Program
Use this program to get a list of inventory transactions for one or a range of inventory items. This provides a history of inventory movements for the item.

General Program Operation
Enter an existing report name or create a new one. The use of multiple report names enables you to predefine a variety of combinations of selection filters that can be reused. Once reports have been defined, you need only select the report name, click over and enter item number and/or date range and click Print.

Select a sort order for the report. The sort order is important as it directly affects the speed of the report and which indexes are used to select and optimize the data.

Select whether you want Detail and subtotals or subtotals only, or beginning balance with ending total (Evo-ERP only)

Accept or use the space bar to remove the □?selecting the transaction types desired The transaction types are:

A - Adjustments (IN-C, IN-K or Physical Inventory)

B - Bin transfer

C - PO Price Change entered in AP-C

G - Scrap

I - Stock issues to work-in-process

J - Purchase order receipts to work-in-process

O - Outside Processing (Service) PO Receipt to Work Order

P - Purchase order receipts to stock

Q - Purchase Receipt to QC

R - Service & Repair shipment

S - Shipments

T - Location Transfer

W - Work order receipts to stock

Select whether to print audit info and which items to include when running with beginning

balances. 1 includes all items. 2 includes only items with transaction activity within the date range and 3 includes all items with activity and/or non-zero balances.

Next select the Item number or range of items to report on, Transaction date range and any additional filters desired. You can click Print at any time to run the report based on the filters specified. Clicking Next Screen brings up some additional filters. If you are selecting by a filter other than date range (such as all transactions for a Work Order) the report will run much faster if you also specify a date range which includes the expected transaction dates. The sort order selected indicates which index is used to open the file. If you do not select a item number range, the program first looks through the file indexed by date limited to any date range specified so specifying no dates requires it to go through the entire file. Once it has identified the entries meeting the defined filters it will rearrange them to print the report in the sort order specified.   You can also specify whether to include Audit detail which consists of the entry date and time of the transaction and the User Login ID of the person generating the transaction

So if, for example you are searching for all I type transactions associated with a given work order regardless of item number then specifying only the I type and the Work Order number range will require the program to go through the entire Inventory Transaction file which can become a huge file over time. On the other hand, including a date range limit that brackets the work order activity dates will limit the amount of the file the program needs to look through during the first pass through the data.

> To report on a single item or range of items for a date range (a common use of this report), use Item Number as the sort criterion and then select the transaction type(s), the item number or range and date range, then click Print.

If you select Detail and Subtotals, the report provides two calculated totals and some reference information after each item number:

Net Units is the net difference between additions to inventory and deductions from inventory within the ranges selected. This lets you know how much the inventory on-hand went up or down.

Avg Cost(period)   calculates an average cost for the transactions within the ranges selected. This gives you a feel for the basic cost level that occurred

In addition, the current Average, Last and Standard Cost of the item from the inventory master are included as a reference.

If you select Subtotal only, you will get the net unit change, the Average Cost of the transactions included within the range and the current Average Cost from the inventory master.

3.1.42 IN-P Print Inventory Usage

IN-P Print Inventory Usage

Purpose of Program
Use this program to print a list of usage of inventory items within a date range. You can run either a detail or summary report and include or exclude adjustments.

General Program Operation
Select a from/thru date range and select by item numbers, Class, Category, Item Type and indicate whether to include adjustments and whether to run summary only and whether to consolidate totals or separate by transaction type. You can also filter by quantity range to include only certain size transactions.

3.1.43 IN-Q Print Labels with Lot/Serial Info

IN-Q Print Labels with Lot/Serial Info

Purpose of Program
Use this program to print labels including Lot and/or Serial number information from an imported list of items.

General Program Operation
Enter the path and file name of the import file and indicate which column of the file contains the Item Number, quantity of labels to print for that item, and Lot and Serial number. If you want to print the same quantity of labels for all items, you can enter that quantity on the screen after you have defined the import file columns. This program uses the RTM Print Group assigned to Items in IN-B Enter Inventory so you can develop variations of the standard T7ING1.RTM for different types of parts. Save the RTM as (for example) T7ING1A.RTM and designate the parts to get that label format as RTM Print Group A and the program will automatically use that label for those parts. So long as all the different formats for the list of parts being printed use the same size label stock, you can print multiple different format labels in a single batch.

3.2 Routings

3.2.1 Routings

ROUTINGS

Routings Overview
A routing refers to the way an assembly is Routed through the factory. In the *Routings* module we define how and where assemblies are manufactured. The *Routings* module

consists of a number of database files needed by the *Work Orders* module for the manufacturing process. These database files include:

ROUTINGS
Routings define each labor sequence (operation) or outside service. Production standards are set and work centers specified for each sequence. Extensive space is provided for free form text and specifications defining how each operation is to be performed.

WORK CENTERS
The factory can be divided into work centers. Rates for setup, labor, and overhead are established for each work center. Work centers are valuable for costing and scheduling purposes.

MACHINES
You may set up your machines in the machine file. Sequences and operations can be specified to run on particular machines, in which case the machine time is tracked automatically so that preventive maintenance can be scheduled.

TOOLS
Tools, dies, fixtures, molds etc. may be set up in the tool file. Sequences and operations can be specified to use specific tools. The number of parts produced per tool can be automatically tracked by the system so that preventive maintenance can be scheduled.

QC CODES
User defined QC codes can be set up for tracking rework labor. These codes can be incorporated into an overall quality assurance program.

SCRAP CODES
User defined scrap codes can be set up for tracking unplanned scrap. These codes can be incorporated into an overall quality assurance program.

DEPARTMENTS
If work centers are to be grouped into broader departments, you may set up department codes and descriptions in the department file.

OPERATION TEMPLATES
Commonly repeated operations may be set up as templates which can be copied into routing sequences wherever specified.

SPECS TEMPLATES
Specs templates are user defined templates that can be copied into routing sequences. Specs templates can be set up as forms with column headings, field names, etc., and can used to define setups, temperatures, inspection steps; whatever is needed for your specific operation that is not handled by the standard routing fields. Once specs templates are copied into routings, they can then be modified for a particular product/sequence, and they will print on the shop traveler.

In addition to these database files, a *Print/Rollup Routings Costs* program calculates total setup, labor, overhead, and outside processing through all the sequences and passes the total standard costs to the inventory record for each parent product. Once in the inventory record, these costs can become part of the *Print/Rollup Standard Costs* in the *Bills of Material* module. This two step cost rollup gives you precise control over product costing.

3.2.2 RO-A Enter Routings

RO-A Enter Routings

Purpose of Program
Use this program to define how and where a finished good or assembly is manufactured. Each finished good or assembly is broken down into specific sequences (operations), which can be for direct labor or for outside processing. The information in the routing file will be copied to the work order routing file when a work order is firmed in the *Work Orders* module. From there the information will print on the shop traveler. Routings can be used for costing purposes, or if work centers are defined with $0 labor and overhead rates, the Routing can be used as a written work instruction (as for ISO 9000 certification) and for scheduling and capacity planning while labor costs are captured via a type L part number.

Field Explanations

Item number
The inventory item number for the finished good or assembly to be manufactured. This must be a valid item in the inventory file, and should be inventory type F (finished good) or A (subassembly).

Description
The inventory description for the finished good or assembly to be manufactured. This field displays automatically and cannot be edited.

Lot
The typical lot size (quantity) per production run. This is used to convert setup cost, which is a flat dollar amount regardless of quantity, and vendor minimum charges for outside processing into a per unit cost for standard costing purposes. Obviously production quantities will vary, so enter a typical production run quantity.

Seq
The routing sequence number. This is a three character numeric field. Many users number their sequences 10, 20, 30 etc., so there is room to insert sequences, if needed. Sequences will print in numeric order on the shop traveler.

Op
The operation number of the labor process or outside processing being performed at this sequence. If you are using templates through RO-I Enter Operation Templates, the template number can be the operation number. An operation can occur more than once within a routing. Forming, for example, could occur in several sequences. If you are not using operation templates or standard operation numbering, the sequence and the operation can be

numbered the same.

T

The operation type. Three types are available: L for direct labor, P for outside processing, and A for alternate operation. The default value is L for direct labor, which is for any in-house operation.

An alternate operation is one that is not standard, but could be used as an alternative. For example, you might normally paint an item in house, but if the plant were busy, you could send the part out for painting. Outside painting would be an alternate operation. The *Print/ Rollup Routings Costs* program bypasses alternate operations in its cost calculations.

Outside processing is any service that is performed by a vendor, such as plating, painting, galvanizing, etc.

Description

A short, 30 character description of the operation to be performed. This is the description shown on the shop traveler and various reports.

Sequence Type

Enter R if this sequence will always be Run Time (never Setup), S if it will always be Setup and leave blank if either Run or Setup Time may be reported against it.

WC

The work center this operation is to be performed in.

Rt#

The routing number for shop traveler printing purposes. The default value is 1. If you wish to have multiple shop travelers on one work order, you may specify which routing this sequence is to print on. When shop travelers are printed, each routing will print on a separate traveler, with common header information on all travelers. For example, a manufacturer could break an assembly into three processes and manufacture each process separately. Using routing numbers would allow three separate travelers to be printed for the same work order, each with a unique set of sequences. Apart from the printed traveler, however, there is still only one actual routing.

Time Type & Lines/Comp

Access to this setting is controlled by SD-I Routings Defaults setting for "Enable Template Time Types" and is intended to be used in conjunction with Routing Templates entered at RO-I Enter Operation Templates. Leave blank or enter F if this sequence is a flat time per part Run time plus possible Setup time. Enter "L" if this sequence time is determined by the number of Line Items on the BOM and independent of the Work Order quantity (such as a sequence to kit the job in the stockroom) and then enter the number of Line Items in the Lines/Comp field. Based on the multiplier that was entered in the template, the program will calculate the total time and save it as Setup time. Enter "C" if the sequence time is a function of the number of components being processed (such as a soldering operation) and enter the number of components in the Lines/Comp field and the program will multiply by the factor entered in the template and save the result as Run time.

#Proc

The number of processes that occur within this operation. For example, this operation may require three separate bends, which would be three processes. Or, the process might could

involve a mold that holds nine cavities, which would be nine processes. The default is a value of one. If you enter any value other than one, the next three fields appear in a pop-up window.

Time/Process
How much time each process takes, in decimal hours. 3 minutes would be entered as .0500 hours. You can skip this field and enter the next field, *Processes/Hr*, which will calculate a value in this field automatically.

Processes/Hr
If you enter a time/process in the previous field, this field will automatically be calculated. If you skip the time/process field, enter the processes per hour to establish a standard production rate for this operation.

Multiply or Divide by #Processes [M,D]
If, in the first example where there are three bends to the process, you want the processes/ hour to be divided by the number of processes in order to calculate the finished parts/hour and time/part. Enter a D in the field. If each bend took 30 seconds, the production rate would be 120 bends/hour. Divide 120 bends by three processes and you will get 40 finished parts per hour for this operation.

In the second example where you have a nine cavity mold, you might get 10 shots produced per hour. In this case you want to multiply the number of processes, so enter an M. 10 shots per hour, multiplied by nine processes will give you 90 finished parts per hour for this operation.

Time/Pt & Decimal Time
The time required to manufacture each piece. Time can be entered in hours, minutes, and seconds or as decimal time which allows greater than 99 hours or better decimal precision than one second.   If these fields are skipped and the next field, *Parts/Hr*, is entered, these field values will be calculated automatically. If production rates were entered against processes in the processes window, these field valuee will be calculated automatically.

Parts/Hr
The number of finished parts per hour expected for this operation. If the previous field, *Time/ Pt*, is entered, this field value will be calculated automatically. If production rates were entered against processes in the processes window, this field value will be calculated automatically. If you change the *Time/Pt*, the *Decimal Time* field or the *Parts/Hr* field, the other fields will also be recalculated.

Setup
The time required to set up this operation. Setup time is entered in hours, minutes, and seconds.

Overlap - Forward
SH-E Finite Scheduling and SH-P Lead Time Scheduling currently support the use of *Forward Overlap*. *Forward Overlap* is entered in hours. If you enter *Forward Overlap* in a routing sequence, it means that after the sequence is completed, the parts will not move on to the next sequence until after the number of *Forward Overlap* hours has expired. A typical use of *Forward Overlap* would be to let paint dry before the parts can move on to another operation.

Overlap - Backward
SH-E Finite Scheduling and SH-P Lead Time Scheduling currently support the use of

Backward Overlap. Backward Overlap is entered in units of parts. If you enter *Backward Overlap* in a routing sequence, it means that once the number of *Backward Overlap* parts has been produced in the current sequence, the next sequence can begin using the parts already produced, even though the current sequence is not yet completed allowing sequences to run simultaneously.

Std Time?

Some operations by their nature are impossible to track time to. For example, a polishing process might involve one person simultaneously running 20 work orders on automatic machines. It is not practical to allocate actual time to so many work orders. For such operations, you can set this field value to Y. When finished parts are reported through WO-F Enter Labor or DC-B Enter Production Only, or WO-M Batch Labor Entry the program will automatically apply the standard time/part for this routing sequence.

#Persons

The number of persons it takes to perform this sequence. This field allows two decimals, meaning you can have half a person, if necessary, such as when one person runs two work orders on two separate machines simultaneously. The *Print/Rollup Routings Costs* program will multiply the standard work center labor rate by this value to calculate the standard labor cost for this sequence.

Mach

The specific machine, if applicable, this sequence runs on. Must be a valid machine in the machine file. The machine description is automatically displayed.

Tool

The specific tool, die, mold, fixture, etc. required for this operation. Must be a valid item in the tool file. The tool description is automatically displayed.

Vend

If this is an outside processing operation, this field is the vendor code for the vendor which normally performs this operation. This must be a valid vendor in the vendor file. If you don't know the vendor until time of purchase order, leave blank or set up a dummy vendor that is recognizable as meaning "no specific vendor."

Cost

The standard per unit cost for the outside processing on this operation. This will be used by the standard costing system in inventory. If the work center for this outside process has a *Cost/lb* default, the routing program will prompt for a weight and multiply the item's weight by that cost and will insert the result in the *Cost* field where it can be overridden if desired.

Min Charge

The minimum charge, if any, for an outside process. The *Print/Rollup Standard Costs* program will use the result of the (lot size x cost) or the minimum charge, whichever is greater. Within the *Estimating* program the calculation for each estimate quantity will use the result of the (quantity x cost) or the minimum charge, whichever is greater. If the work center for this outside process has a *Minimum* default, it will automatically enter into this field where it can be overridden if desired.

LT

Lead time for this outside processing operation. The number of days normally required

between sending out items for outside processing and receiving them back. This value will copy in automatically from the lead time field in the work center specified for this operation and is used by the Scheduling programs to allow time for the outside processing.

Notes

Any number of lines of free form text may be entered to define how this sequence or operation is to be performed. These Notes print on the Shop Traveler and for Outside Processing sequences can also pass to the Purchase Order to the vendor for the processing .

Specs

Specs are similar to notes, except they have predetermined fields and headings. They allow you to customize your routings with specifications unique to your industry. For example, specs can be used to hold die settings, temperatures, inspection fields, etc.

NOTE: If you want the columns in specs to print aligned on the graphical traveler, you need to change the font of that section of the traveler RTM to a non-proportional font such as Courier New using the Report Editor

General Program Operation

Enter the item number of the finished good or subassembly to be manufactured or select a item number from the lookup grid. The inventory description will automatically be displayed. You may next enter a lot size in the *Lot* field, which represents the most typical production run quantity for this item. The setup time is divided by the lot size to translate setup into a unit cost for standard costing purposes.

If no routing exists for this item, you will be prompted with a message "A Routing has not yet been set up for this part. Would you like to use the Routing Generator to quickly accomplish this?" If you reply Y, a list of templates that have been entered in RO-I Enter Operation Templates will be displayed from which you can select in order the ones that apply. Once all the templates have been selected, click on the *Save* button and a complete routing will be generated, automatically sequenced in the order that the templates were selected. The sequence numbering increment (1,2, 3, etc., or 10, 20, 30, etc.) can be preset by you through SD-I Routings Defaults.

If you reply N you will be able to manually enter the Routing sequences. The cursor is now located in the entry area at the bottom of the screen. Enter a sequence number or copy in templates as explained in the next section. Many users number their sequences 10, 20, 30 etc. to leave room for inserting extra sequences, if necessary.

If you enter past the *Seq* field to the *Op* field you can click on the *Operation Templates* button (or press F2) to display operation templates for standard operations as defined in RO-I Enter Operation Templates to select them individually.

Once operation templates are copied in you can bring those routing lines into the entry area and edit any of their fields.

If you are not using operation templates, you must enter an operation number. This can be the same number as the sequence number if you have no reason to differentiate between the two.

The routing type selections will automatically display in a window. The default is for type L, for direct labor. If the operation is performed in house, it is an L type operation. If the operation is for outside processing, such as painting, plating, galvanizing, etc., it is a P type operation.

If you wish to define a secondary or alternate way to perform the same operation, you may

select type A for alternate operation. For example, you might normally paint an item in house, but if the plant is busy, you could send it out for painting. Outside painting would be set up as an alternate operation. The *Print/Rollup Routings Costs* program bypasses alternate operations in its cost calculations so that the same basic operation is not costed twice. Alternate operations will copy into the work order routing file when work orders are firmed. If you do not want them printed on the shop traveler, you will have to go into the work order routing file and delete alternate operations.

You may next type in a brief 30 character description of the operation to be performed. This is the description used on reports. If you copied in an operation template, this field would contain the standard short description for this operation.

Next, specify the work center this operation is to be performed in. You may type in the work center code or you may select a work center by clicking on the *Lookup* button (or press F2). The work center description will automatically be displayed. All sequences must be performed in valid work centers, including outside processing.

If you want multiple shop travelers, you can assign this sequence to the appropriate routing number. The default is 1. See *Field Explanations* above for more details on the use of multiple routing numbers.

If you specified this operation as outside processing, the cursor will advance to the vendor field. If you specified this operation as direct labor, the cursor will move to the *#Proc* field.

Outside Processing Sequences

When entering the vendor code in the *Vend* field you can type the code directly or you can select a vendor by clicking on the *Lookup* button (or press F2). The vendor name will automatically be displayed. If this is an operation where no specific vendor is known in advance, you can set up generic vendors in the vendor file, such as "Plating Vendor" or "Painting Vendor." These will appear on the shop traveler and on purchase requisitions and will immediately signal to the purchasing department that a specific vendor must be selected at purchasing time.

The lead time will copy in automatically from the *Lead Time* field in the work center specified for this operation. This only pertains to outside processing operations. The lead time represents the average number of days between issuing the items for outside processing and receiving them back. The default lead time may be overridden.

Enter the standard unit cost for the outside processing to be performed. This is the standard cost which will be incorporated in the *Print/Rollup Routings Costs* program and the inventory standard costing system. If there is a minimum charge, enter it in the next field. Defaults for the *Cost* and *Min Charge* fields can be set up in the work center for this outside process through RO-C, Enter Work Centers.

If this is an outside processing operation, you will not be allowed to enter any of the remaining fields on screen one. If you click "Notes" you may enter free form notes describing how this operation is to be performed which will pass through to the Purchase Order for the processing. Click "Specs" for specifications. You may enter notes and continue pressing <Enter> until the system asks you if you want to save the record, or you may save the record at any point by clicking on the *Save* button.

Direct Labor Sequences

If you are entering a direct labor operation, the cursor starts at the *#Proc* field after the Rout#

has been entered.

If more than one process occurs within a sequence, such as multiple bends, or multiple cavities, enter the number of processes. If any value is entered other than one, a pop-up window will allow you to enter the time/process, the processes/hour, and whether you want to divide or multiply by the number of processes. See *Field Explanations* above for details on how to enter these fields.

If you accepted the default of 1 in the *#Proc* field, you can enter the time/part, decimal time, or the parts/hour to establish a standard production rate for this sequence. Any field automatically calculates the others.   These times will become the standard rates that will determine the labor and overhead costs for this sequence, and they will be the rates with which employee performance will be compared. The system will accept values of zero if you have not yet established time standards.

Enter any setup time required for this operation in the *Setup* field. Setup time is entered in hours, minutes, and seconds. When the *Print/Rollup Routings Costs* program is run, the total setup cost is divided by the lot size entered at the top of the screen to calculate a per unit standard setup cost for this sequence. If you are using setup time, make sure you have entered a lot size. A lot size of zero is treated by the cost rollup as a lot size of 1 so every piece will be charged the full setup time if no lot size is established.

If this sequence does not lend itself to labor tracking, you can enter a Y in the *Std Time?* field and [WO-F Enter Labor](#), [WO-M Batch Labor Entry](#) and [DC-B Enter Production Only](#) will apply standard time to any reported production. See *Field Explanations* above for more details on this field.

Enter a machine number in the *Mach* field if this operation must run on a particular machine. You may type in the machine number or select a machine by clicking on the *Lookup* button (or press F2). This field may be left blank.

Enter a tool number in the *Tool* field for any tool, die, mold etc. used by this operation. You may type in the tool number or select a tool by clicking on the *Lookup* button (or press F2). This field may be left blank.

You can access the Notes screen from any field by clicking on the *Notes* button.

Enter any notes and then click on the *Save* button when you are ready to save the record.

After saving a sequence, the entry area is cleared for entry of the next sequence. Continue entering sequences as needed. To exit the screen, press Alt-X or click on the *Exit* button.

To edit existing sequences, you must move them into the entry area. While in the *Seq* field you can click on the *Display Lines* button (or press F2) to get a listing of existing sequences in a display window. Highlight the sequence you want and press <Enter> or click on it to move it into the entry area. Once a line is in the entry area, press <Enter> to advance through the fields. Make any changes, then click on the *Save* button (or press F10) to save the entry.

Using Specifications Templates
When entering a routing you can access specifications by clicking on the *Enter Specs* button.   The specifications entry screen is presented. You can either enter specifications from scratch or you can copy in a template by clicking on the *Copy Spec Templates* button to display templates in a pop-up window. Highlight the desired template and press <Enter> or click on it and the template's pre-defined fields will come into the screen. You can then

complete the information required for this particular routing sequence. For more information on specifications templates, see *Field Explanations* above.

Copying Sequences from another Item number
You can copy all the sequences from one item number to another. Often many products share the same routing sequences with only minor differences. It is much faster to use one product's routing as a template to copy from and then edit the new routing for any differences.

To do so, after entering the item number for the routing you are creating, while the cursor is on the Description field, click on the *Copy Routing* button and enter the item number you want to copy from. You are asked if you wish to copy all the sequences from this product to another. If you answer yes, all the sequences will copy over and the new routing will be on the screen, ready for editing.

3.2.3   RO-B Print/Rollup Routings Costs

RO-B Print/Rollup Routings Costs

Purpose of the Program
Use this program to calculate standard costs for each sequence, as well as total standard costs for all sequences, broken out into setup, outside processing, labor, fixed overhead, and variable overhead. The program updates all routing sequences with current work center standard rates for labor and overhead. The total standard costs are passed over to each item's inventory record in the inventory file and may be viewed in IN-B Enter Inventory or IN-L-A Enter Standard Costs. The *Print/Rollup Routings Costs* program is an integral part of the inventory standard cost system.

The *Print/Rollup Routings Costs* program is also incorporated within BM-G Print/Rollup Standard Costs. If you are doing a complete cost rollup for both routings and bills of material, you can do it all from within BM-G and you don't need to run this program.

General Program Operation
Enter a from/thru range of item numbers for the routings you wish to rollup and print. You may type in the item numbers or select item numbers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). If you press <Enter> through both fields, all routings will be selected .

If you are doing a general cost rollup and you have no need to print out what could be a very long report, you can send the report to the screen instead. The newly calculated standard costs are passed over to each item's inventory record concurrent with the running of the report.

3.2.4   RO-C Enter Work Centers

RO-C Enter Work Centers

Purpose of the Program
Use this program to organize your factory into work centers for costing and scheduling purposes. To use *Routings*, you must set up at least once work center.

Each routing sequence set up in RO-A Enter Routings gets assigned to a *work center*. *Work centers* can be set up for in-house labor or for outside processing. In-house *work centers* can be set up with standard rates for setup, labor, fixed overhead, and variable overhead. If the *Use Actual Costs in Labor Entry?* field is set to *N* in SD-B Work Orders Defaults, these will be the rates that will be charged to work orders as labor gets reported. Additionally, separate rates for fixed overhead and variable overhead are available for use with the *Estimating* module.

With in-house *work centers* you can specify the total hours per day and length of shift for scheduling and capacity planning purposes. Actual work center loads can be compared to work center capacity via SH-I Print Work Center Schedule and SH-R Work Center Scheduler.

Outside processing *work centers* can be set up with minimum charges and cost formulas based on weight or surface area that may be applicable to certain outside processes such as heat treating or painting. If you make any changes to these fields, the program will optionally update all your routings, operation templates, and work order routings.

Parent-Child Work Centers (Finite Scheduling only)
If you plan on using *finite scheduling*, you can set up *parent* and *child* work centers. If you plan on using *infinite scheduling, lead time scheduling,* or *manual scheduling*, you cannot use *parent-child* work centers. For more details on these scheduling methods, see Scheduling. *Parent-child* work centers work as follows.

It is common for work centers to be comprised of several identical machines or workstations, any one of which can be used interchangeably. Rather than treat them as one work center, each machine or workstation can be set up as its own work center. These will be known as *child* work centers. A *parent* work center will be set up separately and represents all its children. When setting up routings, you typically assign the sequence to the *parent* work center rather than a *child* work center (you can make an exception where a particular operation has to run on a specific *child* work center). When the finite scheduling program goes to schedule a routing sequence assigned to a *parent* work center, it looks among its *child* work centers and schedules the sequence to the *child* with the lowest contention (waiting time).

If you plan on using *infinite, lead time* or *manual scheduling*, in the above situation you would set up the group of interchangeable machines as one work center only. For example, if you had five machines each running eight hours per day, you would set up one work center with 40 total hours per day.

Field Explanations
Work Center
The code for the *work center*. This is a 12 character, alphanumeric field, upper case only.

WC Description
A 30 character description for the *work center*.

Department
The code for the *department* this work center is assigned to. This is a four character, alphanumeric field, upper case only. *Departments* are optional, and provide a means of grouping work centers together for reporting purposes. This must be a valid entry from the *department* file. Departments are created in RO-H Enter Departments.

Description

A description of the *department*. This will copy in automatically from the *department* file.

Is this a parent WC?
If this is to be a *parent* work center, enter a *Y* in this field. *Parent* work centers are only used with finite scheduling. See *Parent-Child Work Centers* above for more details.

Parent WC
If this is a *child* work center, you can assign it to a *parent* work center by entering the *parent* work center code in this field. You can only use *child* work centers with *finite scheduling*. See *Parent-Child Work Centers* above for more details. If you are not using *finite scheduling*, leave this field blank.

Is this an outside processing WC?
If this is an *outside processing* work center, enter a *Y* in this field.

Use finite scheduling with this WC?
With finite scheduling there may be some work centers, such as inspection, where you do not want the scheduling program to consider work center capacity. In such a case you can set this field to *N* and SH-E Finite Scheduling will assume this work center has unlimited capacity. If you are not using finite scheduling, you can also set this field to *N*.

Total Hours/Day
The total number of hours per day available in this work center for production. For example, if you have five people working eight hours per day each, you would have 40 hours per day available. This field is not used with outside processing work centers.

If this is a *parent* work center, the *Total Hours/Day* should be set to an average of its child work centers, not a total.

Total Shift Hrs
The number of shift hours per day available for production. For example, a work center working a single shift would have eight shift hours, two shifts would have 16 hours, etc. This field value is used by the SH-M Lead Time Estimator and SH-P Lead Time Scheduling programs to determine how many hours in a day are available to routing sequences (it does not assign the entire work center capacity to one work order; only the shift hours amount).   If this is a child work center (meaning that it is assigned to a *Parent WC*), the *Total Shift Hrs* must be equal to the *Total Hours/Day*. In no case can the Total Shift Hours exceed 24.

% Utilization
Out of the total hours per day available for production, this is the percentage of time truly available. The percent utilization accounts for normal down time due to maintenance, stoppages, etc. Ninety percent would be entered as 90.00. SH-E Finite Scheduling and SH-P Lead Time Scheduling use this field to determine how much run time to allocate to routing sequences.

Setup Rate
The standard setup rate to be charged for all setup that occurs within this work center.

Labor Rate
The standard labor rate to be charged for all labor that occurs within this work center.

Fixed OH
The standard rate for fixed overhead for all work that is performed within this work center. The overhead rate will apply to all direct labor and setup hours. It is expressed in dollars and may be a flat rate per hour, or the rate can be translated into a percentage of direct labor. If the *Post overhead as % of Labor?* field is set to *Y* in SD-B Work Orders Defaults, labor

transactions will be posted as a percentage rather than at a flat rate. You still enter a dollar rate in this field; the program will compare it with the labor rate and will display a percentage amount to the right of this field. For example, if your labor rate is $10/hour and you want overhead to be 250% of labor, you would enter an overhead rate of $25, and the figure 250.00% will be displayed to the right. If the *Post overhead as % of Labor?* is set to *N*, the percentage will not be displayed. Both fixed and variable overhead rates are offered; some companies use just one rate.

Variable OH
The standard rate for variable overhead for all work that is performed within this work center. The overhead rate will apply to all direct labor and setup hours. It is expressed in dollars and may be a flat rate per hour, or the rate can be translated into a percentage of direct labor. If the *Post overhead as % of Labor?* field is set to Y in SD-B Work Orders Defaults, labor transactions will be posted as a percentage rather than at a flat rate. You still enter a dollar rate in this field; the program will compare it with the labor rate and will display a percentage amount to the right of this field. For example, if your labor rate is $10/hour and you want overhead to be 250% of labor, you would enter an overhead rate of $25, and the figure 250.00% will be displayed to the right. If the *Post overhead as % of Labor?* is set to *N*, the percentage will not be displayed. Both fixed and variable overhead rates are offered; some companies use just one rate, which is usually the variable overhead rate.

Estimating Fixed OH
The fixed overhead rate used for estimates within the *Estimating* module. This allows your *Estimating* overhead rate to be different than your accounting overhead rate.

Estimating Variable OH
The variable overhead rate used for estimates within the *Estimating* module. This allows your *Estimating* overhead rate to be different than your accounting overhead rate.

Lead Time
The default lead time for outside processing performed in this work center. The lead time represents the average or typical number of days between sending items out for outside processing and receiving them back in.

Cost/lb/in/ft
If this is an outside processing work center that has a standard cost per pound, per inch, or per foot, such as with a plater or heat treater, enter that cost in this field. This will be a default that will be multiplied by the manufactured item's *Weight* or *Foot Factor* field (depending on the *Surface or Wt?* field described below) to create an entry in the *Cost* field in the routing.

Minimum
If this is an outside processing work center that has a standard minimum charge, enter it in this field. This will be a default for the *Min Charge* field in the routing for any outside processing assigned to this work center.

Surface or Wt?
This field determines whether the outside processing cost is determined by the weight of the part, using the *Weight* field from the part's inventory record, or the surface area of the part, determined by the part's *Foot Factor* field. Enter an *S* for surface and a *W for* weight. You can enter either inches or feet in the inventory *Foot Factor* field.

Queue Times
Clicking the Queue Times button allows entry to the fields for Average, Priority 1, 2 and 3 Queue Times. These values are used by SH-M Lead Time Estimator, SH-N Generate Lead

Times and SH-P Lead Time Scheduling and represent the typical number of days a Work Order has to wait upon arriving in a work center before production can begin due to other work orders already occupying the open capacity in the work center.

General Program Operation
When you start the program you are presented with an opening screen that lists your existing work centers in a window. To edit an existing work center, highlight the work center and click on it or click on the *Edit* button. To enter a new work center, click on the *Add* button (or press <Insert>).

Enter a *Work Center* code. This is a 12 character, alphanumeric field. The code can be anything from a sequential, non-significant number to a short word or phrase that identifies the work center. A work center can be a department, a machine, an area, an employee, even an entire plant (if you want to keep things very simple). Generally (unless you are using *finite scheduling* with *parent-child* work centers), a group of interchangeable machines or employees would be combined into a single work center. A unique machine can be its own work center. Just remember that work orders are costed and scheduled by work center, so organize the factory as finely or as broadly as is necessary.

Next, give the work center a *Description*. This will be used on reports and screens.

Work centers may be assigned to *Departments* for broader groupings. At present the department is only used by the system as a selection criterion on a few reports. If you use departments, they must be setup in advance in RO-H Enter Departments. You may type in the department code or select a department from a pop-up window by clicking on the *Lookup* icon (or press F2). The department *Description* will copy into the screen automatically.

If the work center is a parent, enter *Y* in the *Is this a parent WC?* field; otherwise enter *N*. If this is a child work center, enter the parent work center that it belongs to in the *Parent WC* field (or select a parent by clicking on the *Lookup* icon). *Parent-child* work centers are only used in conjunction with *finite scheduling*. See *Parent-Child Work Centers* in the *Purpose of the Program* section above for more details.

If the work center is for outside processing, enter *Y* in *the Is this an outside processing WC?* field. You can lump all outside processing into one work center or you can have separate work centers for plating, heat treating, painting, etc. The cursor then moves to the *OUTSIDE PROCESSING* section in the lower right of the screen where you can enter an average *Lead Time* for the work center, and a *Cost/lb/in/ft*, *Minimum*, and *Surface or Wt?* defaults, if applicable. See *Field Explanations* above for more detail on how these fields are used.

If you make changes to any of the *OUTSIDE PROCESSING* fields, when you save the work center you will be prompted to update your standard routings and operation templates, and your work order routings. For example, if the *Lead Time* changes, this will allow you to update all your routings for the new *Lead Time*.

If this is not an outside processing work center, you can enter the hours per day available for production in the *Total Hours/Day* field. If you have four machines in a work center, each working an eight hour shift, you would have 32 hours available for production. Enter the *Total Shift Hours*, which in the above example would be eight hours. If you run two eight hour shifts, you would enter 16 hours in this field.

You can enter a *% Utilization* factor, which is used by SH-E Finite Scheduling and SH-P Lead Time Scheduling to determine how much time to allocate for production in this work center.

For example, if you felt the work center is down 20% of the time, meaning that it is only 80% utilized, you would enter 80.00 in this field.

Enter the standard rates at which all the routing sequences performed in this work center will be costed.

If you are using the Estimating module, you can enter overhead rates in the *Estimating Fixed OH* and *Estimating Variable OH* fields.

If you wish to enter queue times, click the Queue Times button and enter the desired values.

Keep pressing <Enter> until the system asks you if you want to save the record, or save the record from any point within the screen by pressing the Alt-S key or by clicking on the *Save* button. After the work center is saved, you are returned to the opening screen where you can make another entry or click *Exit* or press Alt-X to return to the *Routings* menu.

3.2.5   RO-D Enter Machines

RO-D Enter Machines

Purpose of Program
Use this program to set up machines in a database file. You may establish the number of machine hours that should occur between scheduled maintenance. The system can automatically log machine hours through the *Work Orders* module, and free form notes may be maintained to record service, etc.

General Program Operation
Enter a machine number. This is a four character, alphanumeric field. If you are editing an existing machine, you may type in the machine number or you may select a machine by clicking on the *Lookup* icon (or press F2). The machine description will automatically be displayed.

If entering a new machine, give it a 30 character description. Next, specify the work center this machine is located in. The work center and the machine can be the same thing in some cases.

If you plan to use this file for scheduled maintenance, enter the number of hours planned between servicing. If you know it, enter the date for the last time this machine was serviced. The number of hours used to date should be left blank, unless you know the figure. This field will automatically be updated by the system as machine hours are reported through WO-F Enter Labor or WO-M Batch Labor Entry or Data Collection. Finally, enter any notes for any purpose you may have.

To save the record from any point on the screen, click on the *Save* button.

3.2.6   RO-E Enter Tools

RO-E Enter Tools

Purpose of Program
Use this program to setup tools, molds, dies, etc. in a database file. You can set up a preventive maintenance program by establishing how many parts should be produced between maintenance. The system can automatically track production through WO-F Enter Labor and can tell you how many parts have been produced since the last maintenance.

General Program Operation
Enter a *Tool Number*. This is a 15 character, alphanumeric code, upper case only. Often people will use the item number of the item being produced as the tool number.   If you are editing an existing tool number, you may enter the tool number or select a tool number by clicking on the *Lookup* icon (or press F2). The tool description will automatically be displayed.

If you are entering a new tool, enter a 30 character description.

Next indicate how many parts you want to produce between scheduled maintenance. This is an optional field.

If you know it, indicate the date of last maintenance, and the parts produced to date. Normally this is left blank; the system will automatically increment the parts produced to date each time production is reported through WO-F Enter Labor or WO-M Batch Labor Entry or Data Collection.

Enter any notes for any purpose you may have. Continue pressing <Enter> until the system asks you if you want to save the record., or you may save the record from any point on the screen by clicking on the *Save* button.

Extra Fields

Clicking the Extra Fields button brings up a screen listing various fields that may apply to different types of tools as well as the machine the tool may be used on.

3.2.7   RO-F Enter QC Codes

RO-F Enter QC Codes

Purpose of Program
QC codes are user defined codes used to track rework labor in WO-F Enter Labor, or WO-M Batch Labor Entry or Data Collection and purchased parts bought off as "Use as is" in PO-J-C Enter Inspection Buyoffs. These codes can be a valuable element in an overall quality assurance program.

General Program Operation
Enter a *QC Code*. This is a two character, alphanumeric field, upper case only. The code is user defined. Codes can be created to track rework labor caused by operator error, machine error, tooling error, etc. If you are editing an existing QC code, you may type in the code or

select one by clicking on the *Lookup* icon (or press F2). The QC code description will automatically be displayed. If you are entering a new code, type in a 30 character description. The program will ask you if you wish to save the record.

3.2.8 RO-G Enter Scrap Codes

RO-G Enter Scrap Codes

Purpose of Program
Scrap codes are user defined codes used to track unplanned scrap of assemblies through WO-F Enter Labor or WO-M Batch Labor Entry or Data Collection or to track unplanned scrap of components through WO-G Issue Materials or parts returned to vendor as rejected in PO-J-C Enter Inspection Buyoffs. These codes can be a valuable element of an overall quality assurance program.

General Program Operation
Enter a *Scrap Code*. This is a two character, alphanumeric field, upper case only. The code is user defined. Codes can be created to track unplanned scrap caused by operator error, machine error, tooling error, bad material, etc. If you are editing an existing scrap code, you may type in the code or select a code by clicking on the *Lookup* button (or press F2). The scrap code description will automatically be displayed. If you are entering a new code, type in a 30 character description. The program will ask you if you wish to save the record.

3.2.9 RO-H Enter Departments

RO-H Enter Departments

Purpose of Program
Use this program to set up a department database file. Work centers may be assigned to departments for broader groupings. Currently departments are only used as selection criteria on reports.

General Program Operation
Enter a *Department Code*. This is a four character, alphanumeric field, upper case only. If you are editing an existing department, type in the code or select by clicking on the *Lookup* icon (or press F2). The department description will automatically be displayed. If this is a new department, enter a 30 character description. The program will ask you if you wish to save the record.

3.2.10 RO-I Enter Operation Templates

RO-I Enter Operation Templates

Purpose of Program
Use this program to set up templates for commonly used operations. The template record is identical to the routing record for each routing sequence, allowing you to set up default values for all possible fields. Templates can be copied into operations individually or as a group in sequence order. See RO-A Enter Routings for details on copying templates into sequences.

General Program Operation
Enter a template number in the *Template No* field. This will represent the standard operation number for this operation. Select an operation Type from a pop-up window (A -Alternate Operation; L -Labor; P -Outside Processing).

Enter a user-defined *Class* code if you wish. This code is used as a filter on operation template lookups and lets you group together similar templates.

Set up the template exactly the way you would a routing. The only difference is that a template is not for a specific finished good or subassembly, but rather a generic operation that could be used on many products or assemblies. See RO-A Enter Routings for field explanations.

Click on the *Notes* button to get to the *Notes* screen and click on the *Prev* button (or press <PgUp>) from that screen to get back to the first screen.

Time Types
Access to this setting is controlled by SD-I Routings Defaults setting for "Enable Template Time Types" Leave blank or enter F if this sequence is a flat time per part Run time plus possible Setup time. Enter "L" if this sequence time is determined by the number of Line Items on the BOM and independent of the Work Order quantity (such as a sequence to kit the job in the stockroom) and then enter the time per line item in the decimal teie/part field. When entering a sequence in RO-A Enter Routings based on this template, the program will calculate the total time using the number of lines entered in RO-A and this multiplier and save it as Setup time. Enter "C" if the sequence time is a function of the number of components being processed (such as a soldering operation) and enter the time per component in the decimal time field and the RO-A program will multiply the number of components entered in RO-A by the factor entered in this template and save the result as Run time.

3.2.11 RO-J-A Print Routings

RO-J-A Print Routings

Purpose of Program
Use this program to get a listing of all or a range of routings and all their associated data fields.

General Program Operation
Enter a from/thru range of routings by typing in the item numbers, or select item numbers from a look-up window by pressing the F2 key (or clicking on the *Lookup* button). If you press <Enter> through both fields, all routings will be printed. The report will show all data field values in the routing file for the item numbers selected.

3.2.12 RO-J-B Print Work Centers

RO-J-B Print Work Centers

Purpose of Program
Use this program to print a list of work centers and all the data field values associated with each work center.

General Program Operation
Enter a from/thru range of work centers by typing in the work center codes or by selecting work centers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You may also enter a from/thru range of departments by typing in the department codes or by selecting departments from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). Pressing <Enter> through the fields selects all work centers and departments.

3.2.13 RO-J-C Print Machines

RO-J-C Print Machines

Purpose of Program
Use this program to get a listing of machines and the data field values associated with each machine record.

General Program Operation
Enter from/thru ranges of machines by typing in the machine numbers or by selecting

machines from a look-up window by pressing the F10 key (or by clicking on the *Save* button). You may also restrict the report to a range of last maintenance dates. If you want everything up to a recent date, enter 01/01/30 as the first date. If you run this report on a regularly scheduled basis and track machine time through the work order system, you can set up a true preventive maintenance program.

3.2.14 RO-J-D Print Tools

RO-J-D Print Tools

Purpose of Program
Use this program to print a listing of tools and the data field values associated with each tool.

General Program Operation

General Program Operation
Enter a from/thru range of tool numbers by typing in the tool numbers or by selecting tools from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You may also limit the report to a range of last maintenance dates. If you want all dates up to a specified date, enter 01/01/30 as the date. If you run this report on a regular basis and track parts produced through the work order system, you can establish a true preventive maintenance program.

3.2.15 RO-J-E Print QC Codes

RO-J-E Print QC Codes

Purpose of Program
Use this program to get a listing of QC codes and descriptions.

General Program Operation
Enter a from/thru range of QC codes by typing in the codes or selecting codes from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

3.2.16 RO-J-F Print Scrap Codes

RO-J-F Print Scrap Codes

Purpose of Program
Use this program to get a listing of scrap codes and descriptions.

General Program Operation
Enter a from/thru range of scrap codes by typing in the codes or selecting codes from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

3.2.17 RO-J-G Print Departments

RO-J-G Print Departments

Purpose of Program
Use this program to get a listing of departments and descriptions.

General Program Operation
Enter a from/thru range of departments by typing in the department codes or select departments from a pop-up window by pressing the F2 key (or clicking on the Lookup button).

3.2.18 RO-J-H Print Operation Templates

RO-J-H Print Operation Templates

Purpose of Program
Use this program to get a listing of templates and their associated field values. This report will be valuable to production planners who use templates heavily in the set up of routings.

General Program Operation
Enter from/thru ranges for template numbers. You can type in the template numbers or select templates from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). You may also limit the report to templates within specific work centers by entering a from/thru range of work centers. You can type in the work center codes or select work centers from a look-up window by pressing the F2 key (or clicking on the *Lookup* button). Finally, you may limit the templates to specific operation types: A for alternate operations, L for direct labor, and P for outside processing.

3.2.19 RO-K Enter Specifications Templates

RO-K Enter Specifications Templates

Purpose of Program

Use this program to create templates for specifications blocks that will be included in routings and shop travelers. A specifications block can be used in addition to the free form notes that can be attached to each routing sequence. Within a specifications block you can define your own fields, column headings, and text.

Different industries can use these specifications templates to hold informational fields that are not part of the standard system database, but contain information unique to that industry that needs to be printed on shop travelers. These fields can be used to define set-up parameters, temperature settings, inspection procedures, etc.

When entering a routing, you can call up specifications templates in a pop-up window, highlight the one you want, then enter any specific information that applies to the routing sequence being entered.

You can create an unlimited number of specifications templates. Specifications templates give your routings and shop travelers a uniform appearance and give you additional control over their overall appearance and content.

General Program Operation

Enter a template number. This is a user defined code (15 characters, alphanumeric) that identifies the template when copying it into a routing through RO-A Enter Routings.

You can then enter your choice of up to four fields spaced horizontally across line one. The *Current Line* and *Total Lines* are displayed at the top of the screen.

These fields can be used as column headings, or if you type continuously from field to field, can give the appearance of a continuous line of text. Or, you can use column one only and define a heading for each row. If you are entering field headings, use dashes or equal signs to simulate underlines, as in a printed form or report.

Using your imagination, with four horizontal columns and an unlimited number of rows, you can construct templates that give the appearance of actual forms.

While entering templates, you can insert lines by clicking on the *Insert Lines* button (or press F3) and you can delete lines by clicking on the *Delete* button (or press F4).

Using Specifications Templates

When entering a routing through RO-A Enter Routings you can access the *Specifications* screen by clicking on the *Specs* button from the main sequence entry screen. You can then access specifications templates from the *Specifications* screen by clicking on the *Copy Specs Templates* button. Highlight the desired template and press <Enter> and the template's pre-defined fields will come into the screen. You can then complete the information required for this particular routing sequence.

3.2.20 RO-L Enter Sequence Print Control

RO-L Enter Sequence Print Control

Purpose of Program
Use this program to suppress selected routing sequences from printing on shop travelers. Sometimes certain sequences are used during the estimating process, but they are not appropriate or relevant to the production process. These sequences still need to stay in the routing, should the estimated costs ever be recalculated, but are not needed on the shop traveler.

General Program Operation
Press F2 (or click on the *Lookup* button) and enter the routing's parent item number. All of the sequences will be displayed. Highlight the sequence desired and press <Enter> or click on it. The parent item number, description, sequence, and description will be displayed. Enter *N* in the *Print on Shop Traveler?* field and save the record. This sequence will no longer print on shop travelers.

3.2.21 RO-M Enter Testing Method

RO-M Enter Testing Method

Purpose of Program
Use this program to enter testing methods and instructions for testing to be performed and recorded using HH-I Paperless Shop Floor Tracking.

General Program Operation
Enter a Test Code or select an existing one. If entering a new one, the revision will default to 1 and Today's date. Enter a 2 line description and then either click Notes to type the instructions or click Links if the instructions are in an external document such as a PDF.

3.2.22 RO-N Enter Test Requirements

RO-N Enter Test Requirements

Purpose of Program
Use this program to enter testing results required for testing to be performed and recorded

using [HH-I Paperless Shop Floor Tracking](#).

General Program Operation
Enter the Item Number, Routing Sequence where the testing is to be performed, Test Number and Test Method Code. Next indicate whether the testing is performed on each item or on a sample of items which then passes a batch of parts. Indicate whether the test is simply a Pass/Fail or if a numeric value needs to be recorded. If Numeric, enter the upper and lower limits allowed. If Batch testing,. Indicate the batch size approved by a single test result.

3.2.23 RO-P Update Processing Cost Standard

Purpose of Program
Use this program to update the outside processing cost on Routings which is used in standard cost rollup by using the most recent Service PO Receipt.

General Program Operation
Enter the Receipt date range, item range and if desired limit to a specific sequence and indicate whether to update Vendor, Cost or Both.

3.3 Bills of Material

3.3.1 BILLS OF MATERIAL

BILLS OF MATERIAL

Bills of Material Overview
A bill of materials is a list of items which comprise a finished product or subassembly. Accurate bills of material are essential to a good manufacturing inventory system and serve as the foundation for the entire costing and planning process.

How is the bill of material used? Of prime importance is costing. Standard costs for material, setup, labor, outside processing, and overhead can be established for each component in a bill of material. The *Print/Rollup Standard Costs* program will calculate and add these costs up through all levels of the bill of material and establish a total standard cost for the top level item. Standard costing is essential in many manufacturing environments for cost analysis and pricing.

The indented bill of material reports will handle up to 35 levels in a product structure. The parent product is considered to be level zero and its components level one. If any of the components in level one are subassemblies, their components are considered level two, and so forth. You do not need to specify levels; the system automatically defines the relationships.

When a work order is created, the bill of materials for the item is copied into a work order bill of material, at which point the required quantities for each component are allocated in

inventory and compared with what's on hand and already on order. From this decisions can be made as to what needs to be purchased, ordered, or rescheduled to meet material requirements.

Selling kits may be defined as bills of material. A selling kit allows you to specify a kit of items with one ordering number and one price. The kit item number itself is never manufactured or stocked. When the invoice is created, inventory is relieved for each of the kit components.

The bill of material file allows extensive notes to be maintained on each component and on the bill itself. Non-stock items such as labor and outside processing can also be defined within a bill of material. These features allow extensive manufacturing documentation to be built into the bill of material for companies that do not wish to use routings and work centers.

You can define approved substitute parts, approved vendors, and approved manufacturers globally for all situations, by specific parent item numbers, or only for specific customers. These can print on bill of material reports, purchase orders, and work order pick lists.

3.3.2   BM-A Enter Bills of Material

BM-A Enter Bills of Material

Purpose of Program
Use this program to enter your bill of materials. The inventory items you have created in IN-B, Enter Inventory, will be used here to define your parent and component parts.

Each bill of materials must have a parent part. This is the inventory item number used to reference this bill of materials. Below the parent part are the components. These are the individual elements of the bill of materials. Components may be purchased parts, subassemblies, phantom assemblies, non-inventory items, make-from parts, labor, and outside processing. Subassemblies and phantom assemblies will be defined with their own bills of material.

Field Explanations

Parent Part
This is the item number in the inventory file for this finished good, subassembly, phantom assembly, make-from, or selling kit. This item number is used to identify this bill of material. The inventory type, product description, and total standard cost are displayed automatically after the item number.

Lin
This is an optional field and refers to the line number. The line number determines the sort order in which components are to be listed on the shop traveler or viewed on the screen. If you leave this field blank, components will be sorted in item number order. You can enter duplicate line numbers; within the same group of line numbered items the components will sort in item number order. Line numbers can be assigned automatically after a bill has been entered by clicking on the *Auto Assign Lin Nums* button (or press F7). This will preserve the order in which the components were entered. *Lin* is a three character, numeric field.

Component
This is the item number from the inventory file for a component in the bill of materials.

T
The inventory type of each component (N=non inventory, R=regular, F=finished good, A=subassembly, M=make-from, L=labor, T=outside processing, B=phantom assembly, O - Option). This field is displayed automatically when the component is entered.

Description
The inventory description for the component. This is filled in automatically when the component is entered.

Quantity Per
This field designates how many units of each component are required to make one unit of the parent part.

Scrap
This is an optional field. You may specify a scrap percentage or fixed quantity. Some users prefer to build the scrap amount into the quantity per for the component; however, if you wish to show the scrap as a separate item, use this field. The scrap quantity will be added to the quantity required when a *Print/Rollup Standard Costs* is performed. When a work order is firmed, the component's quantity required will be increased by the amount of the scrap. Scrap can be entered as a % or as a fixed quantity of parts (Q). Ten percent scrap is entered as 10.00. Depending on default setting, this can be a margin or a markup calculation. Be aware that the scrap calculation does not round up to the nearest whole on-hand number and you can end up with fractional on-hand quantities so using the scrap percentage is not well suited to discrete components.

Seq
This is an optional field. *Seq* refers to the sequence in the parent part's routing in which this component is needed or used. If a sequence is specified, the material will optionally print on the shop traveler (long form only) within that particular sequence. The system supports backflushing by sequence in which the components tied to a particular sequence are automatically relieved from on-hand inventory when completed parts are reported for that sequence.

Rt#
The routing number. This is an optional field. The system allows multiple printed routings for the same work order. Bill of material components and routing sequences can be assigned to print on a particular routing. Multiple printed routings are used in shops where it is desired for certain departments to only see the sequences and components that pertain to their department and not the entire work order.

Reference
A memo field to provide additional information about the component, such as for a drawing bubble number. This is a 20 character, alphanumeric field.

Include when backflushing parent assembly
Enter N to exclude this component from backflushing at WO-I Enter Finished Production for a scrapped parent item, such as in the case of packaging materials which would not be used

on a scrapped item.

General Program Operation

New Bill of Material Entry

You must first enter a parent item number. You may type in the item number or select a item number from a lookup window by clicking on the *Lookup* button (or press F2). Only F, A, B, K, or M type items are allowed as parents. R, L, or T type inventory items cannot have bills of material. If the item cannot be found, use IN-B Enter Inventory to create the item first.

If the item is found, the inventory type and product description will automatically be displayed. If a bill of material exists for the item number entered, the components will automatically be displayed.

To add a component, click on the *Add* button. The cursor will now be at the *Lin* field. Enter a line number or press <Enter> to skip the field. Line numbers will determine the sort order when components are viewed on the screen or printed on the shop traveler.

Type in the component item number or select a item number from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). The inventory type and product description will automatically be filled in from the inventory file.

You are asked to enter a quantity per (quantity required per each unit of the parent part). The default value is 1.00000000, but you may change this as needed.

Next enter a scrap percentage, if desired. This is an optional field. A ten percent scrap percentage is entered as 10.00.

If you are using routings and you know which specific sequence this component is used in, you can specify the sequence number in the *Seq* field so that the component can print on the shop traveler within that operation, or you so that you can use backflushing by sequence to relieve inventory components as production gets reported in WO-F Enter Labor. If these features do not apply to you, leave this field blank.

If you are using multiple printed routings for the same work order, you can enter the routing number this component is to be printed on in the *Rt#* field. You may leave this field blank.

The *Reference* field may be used for any purpose; such as for a bubble number on a drawing.

Next indicate whether the item is to be included when backflushing scrap assemblies. The default is Yes.

You may enter the same component twice within a bill of material. The program will issue a warning first, but will allow the entry.

You will remain on the entry screen until you click *Exit*, which will return you to the list of components, from which you can add or edit components or exit to enter another parent part or close the program.

If you want to limit access to make changes to items released for Production, then you can assign users Security Code E (Engineer) in PS-A System Users/Passwords which limits those users to only creating and editing Bills of Materials for parent items with Active Status E.

Entering Remarks

You can enter up to 15 lines of remarks on each component. To do so, while a component is

highlighted in the components listing, click on the *Line Remarks* button. Remarks will optionally print on the shop traveler and bill of material reports.

Entering BOM Notes
You can enter up unlimited notes against the parent part of any bill of material. To do so, click on the *Notes* button while on the components listing or editing screen. BOM notes will optionally print on the shop traveler and bill of material reports.

Copy Feature
A copy feature is available which allows you to copy all or selected components from another bill of material. Many product structures are similar and differ only by a few components or quantities. The copy feature can save many hours of work in setting up bills of material.

While on the components listing screen, click on the *Copy* button. You can enter the parent part from which you wish to copy components. You can then choose to copy the BOM notes, all or selective components, and whether accompanying remarks are to be copied or not.

You are not restricted to one copy. You can copy components from multiple bills of material. After one copy procedure is completed, you can perform another. In this manner several bills of material can be merged into one bill of material.

Automatic Line Numbering
Sometimes it is desirable to have a bill of material sorted in a specific sequence rather than in item number order. Enter the components in the desired order and the Line number will automatically be assigned.

Deleting a Bill of Material Component
If you want to delete component from a bill of materials, click on the *Delete* button at the bottom of the components listing screen while the cursor is highlighting the component you wish to delete.

Deleting a Complete Bill of Materials
If you want to delete an entire bill of materials, click on the *Delete* button at the upper left of the components listing screen.

3.3.3   BM-B Print Bills of Material

BM-B Print Bills of Material

Purpose of Program
This program will print a list of your bills of material. The report includes the parent item number, description and type, component item numbers, descriptions, types, quantity pers, scrap percentages, sequences, routing numbers, and reference fields.

If you choose to print sub-assemblies, the bill of materials for each assembly or phantom assembly item will be included.

If you want a listing with standard costs, go to BM-G Print/Rollup Standard Costs, which produces a multi-level, costed bill of material.

General Program Operation

To select bills of material to print, enter a range of parent item numbers or select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). You can indicate whether you want the second line of description printed or not for the parent, components, or both. Enter P for Parent only, C for Components only, A for both.

You can further indicate whether you want specifications (from the parent or component's inventory master record), BOM remarks, or BOM notes to print.

You are asked if you want to print multiple levels. If you indicate yes, the components will be included for every subassembly and phantom assembly down through up to 35 levels of the product structure. Each component will follow its parent product and will be identified as to what level it resides in the product structure. The number of levels to print can also be specified.

If you are using the *Features & Options* module, you can optionally print the features, but not the actual options. To get a printout of options, go to FO-B Print Features and Options.

You can specify whether approved substitute parts, approved vendors, or approved manufacturers are to print on the report. Finally, you can indicate the number of decimals you prefer on the "quantity per", should you wish to shorten the standard eight decimal places (for printing purposes) and indicate the number of levels to print.

3.3.4 BM-C Print Where Used

BM-C Print Where Used

Purpose of Program

Use this program to list all bills of material in which a specific component part appears. The report includes the component item number and description, and all parent parts, descriptions, quantities required, and reference fields.

The report can be confined to a single level inquiry, meaning it will only show parent parts in which the component is in the first level of the bill of material, or you can get a multi-level or limited level inquiry where you can see parent parts that the component is part of, even though it might be two or more levels down in the product structure.

General Program Operation

Enter the item number of the component part you are inquiring about. You can enter the item number or select a item number from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

Indicate the number of levels to include (up to 35) and whether or not to print for Inactive Parent parts.

3.3.5   BM-D Print BOM Availability

BM-D Print BOM Availability

Purpose of Program

This program lists up to date information on how much inventory is available for each of the components within a bill of material. This is useful for expediting orders, for it allows a quick survey of all materials required to produce a particular assembly.

You can run the report for a single level in the bill of material or for multiple levels (which will show you the status of the entire product structure).

The report includes the parent item number, description, type, and quantity on hand at the selected location. It then calculates the quantity to be pulled from stock and the quantity to assemble, based on the quantity you requested.

For each component it lists the item number, quantity needed, quantity on hand, the combined quantity on sales order and backorder, the quantity allocated (required) for existing work orders, and the quantity on work order or purchase order.

If there is not enough of a component part on hand to build the quantity requested, an asterisk (*) is printed to highlight the shortage.

At the end of the report is a calculation of the maximum number of units which can be built based on current inventory availability at the selected location.

General Program Operation

When running this program you are first asked for the parent item number to be included. You can type in the item numbers or select item numbers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

Next you can indicate whether you want to view multiple levels or a single level structure.

Then enter the inventory *Location*. If you are using multiple inventory *Locations*, use the F2 key (or click on the *Lookup* button) to display the available *Locations* in a pop-up window and make a selection.

Quantity to Project is used in conjunction with the "print shortages only?" option. For example, if you want to quickly find out if you have enough inventory to build 10 units of a particular item, then enter 10 in the quantity to project field. If you want the report to list only those components which do not have enough inventory, enter Y at the *Print shortages only?* field.

3.3.6   BM-E Global Replace

BM-E Global Replace

Purpose of Program

Use this program to replace a component with another component throughout all bills of

material that contain that component.

For example, you may want to replace an aluminum washer with a stainless steel washer. The washer is used in hundreds of products. Rather than having to change each bill of material, use the global replace program to automatically replace this component everywhere it is used. Be aware, however, that this program changes the master bill of material only and has no effect on any work orders that may already exist.

General Program Operation
Type in the component you wish to replace in the *Search For* field, or select a component from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). Type in the component you wish to replace it with in the *Replace With* field, or select the component from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). Press <Enter> and all the bills of materials involved will be updated.

3.3.7 BM-F Global Delete

BM-F Global Delete

Purpose of Program
Use the program to delete a component across all bills of material that contain that component. This eliminates the task of having to change each bill individually. Be aware, however, that this program changes the master bill of material only and has no effect on any work orders that may already exist.

General Program Operation
Type in the component item number in the *Delete* field, or select a item number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). Press <Enter> and the component will be deleted from all bills of material that contain that component.

3.3.8 BM-G Print/Rollup Standard Costs

BM-G Print/Rollup Standard Costs

Purpose of Program
Use this program to calculate and print standard costs for material, setup, labor, outside processing, fixed overhead, and variable overhead up through all levels of the bill of material. The report will optionally update these costs for the parent item number and all its related components, subassemblies, and their components in the inventory file.

The *Print/Rollup Standard Costs* program is extremely valuable for manufacturers. It performs complex cost calculations that are difficult to maintain manually. Products can be recosted instantly to reflect changes in material or labor rates. For example, if a component is used throughout many products and its cost has changed, all you must do is change the standard cost on the component, run a cost rollup, and all products that use that component are recosted.

The cost rollup is a two step process. Step one is a rollup of the routings cost. The *Print/ Rollup Routings Costs* program will go through all the manufacturing sequences and will calculate the values in the inventory file for setup, labor, outside processing, fixed overhead, and variable overhead.

Once the routings rollup updates the inventory file for all assembly type items, the bill of material rollup rolls those costs, along with all costs for materials and non inventory items, up through all levels in the product structure to arrive at a total standard cost for the top level parent product. This two step rollup gives you precise control over how and when products are recosted.

General Program Operation
Enter a from/thru range of parent item numbers to print by typing in the item numbers or by selecting item numbers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

If you want notes and remarks printed, answer yes to the *Print Remarks and Notes?* prompt.

If you want the current standard costs calculated for the parent item number, but not saved in the inventory file, answer no to the *Save Rollup Std Cost Changes?* field. If you indicate yes, the program will pass the updated rolled up costs for material, setup, labor, outside processing, fixed overhead, and variable overhead, as well as the total standard cost, over to the inventory file record for the parent item number.

For a shorter report, answer N to *Print Product Descriptions?* and the component product descriptions will be suppressed, cutting the report length in half.

3.3.9   BM-H Print BOM at Average Cost

BM-H Print BOM at Average Cost

Purpose of Program
Use this program to get a rolled up cost for a parent part at current average or last cost, rather than at standard cost. This could be useful in assessing a product's cost based on already incurred inventory costs of its components, as opposed to fixed standard costs which represent what a product should cost.

General Program Operation
Select bills of material to print by entering a range of parent item numbers, or select parent item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

You can also indicate whether you want second description line and specifications for the parent, components, or both. Enter P for Parent only, C for Components only, A for both.

Also enter whether you want remarks and notes to print, which cost to use, and how many decimal places are desired in quantities.

This report only includes a single level of the BOM because the average and last cost of the components are already inclusive of lower level component costs.

3.3.10 BM-I Print Summarized BOM

BM-I Print Summarized BOM

Purpose of Program
Use this program to get a single level bill of material listing where each component, no matter how many times it is separately listed within a bill of material, is summarized into a single quantity. The report can be limited to a single level or can include all levels of the product structure.

General Program Operation
To select bills of material to print, enter a range of parent item numbers or select item numbers from a lookup window by pressing the F2 key (or clicking on the *Lookup* button). You can indicate whether you want the second line of description printed or not.

Next indicate whether the report is to be single level or multi-level. If multi-level, all instances of each component through all levels of the product structure will be rolled into a single quantity. You will not be able to print remarks, approved substitutes, approved vendors, and approved manufacturers on the multi-level version of this report.

You can further indicate whether you want specifications (from the parent's inventory master record), BOM remarks, or BOM notes to print. If you selected the multi-level option, you will not be allowed to specify the printing of remarks.

If you are using the *Features & Options* module, you can optionally print the features, but not the actual options. To get a printout of options, go to FO-B Print Features and Options.

If you are running a single level report, you can specify whether approved substitute parts, approved vendors, or approved manufacturers are to print on the report. Finally, you can indicate the number of decimals you prefer on the "quantity per", should you wish to shorten the standard eight decimal places (for printing purposes).

3.3.11 BM-J Enter Approved Substitutes

BM-J Enter Approved Substitutes

Purpose of Program
Use this program to enter approved substitute parts on any bill of material component. A substitute part is another inventory item that can be used in place of a particular component should there be no stock available for that component.

You can define a substitute part globally, meaning that it can be substituted within any bill of material, by parent item number, meaning that it can only be substituted within a particular

assembly, or by customer, meaning that it can only be substituted within a particular customer's products (if you are a job shop).

These substitute parts can optionally print within BM-B, Print Bills of Material, BM-I, Print Summarized Bill of Material, and WO-D, Print Pick Lists. If during the course of production substitute parts are used in place of standard components, they can be swapped into the work order bill of material through WO-K-E Swap Substitute Parts.

General Program Operation

Enter the standard item number, which is the item number of the standard component within the bill of material. If you wish the substitutes to be global, meaning that they would apply no matter the assembly or the customer, leave the *Parent Part No* and *Customer Code* fields blank.

If you want to make the substitute part(s) specific to a particular assembly, enter a *Parent Item number*, then the substitutes themselves (see instructions below), then save the record. You can then create further records for other assemblies or customers for the same standard component, if needed.

If you are a job shop and want to make the substitute part(s) specific only to those products made for a particular customer, enter a *Customer Code* (or select one by clicking on the *Lookup* icon (or press F2), then the substitutes themselves (see instructions below), then save the record.

Each substitute part's record is a combination of the *Std Item number*, *Parent Part No*, and *Customer Code* fields. You can define a number of these combinations, each with its own group of substitutes.

Entering Substitutes

After you've defined the *Std Item number*, *Parent Part No*, *Customer Code* combination, you can then enter the substitute parts in the entry area in the bottom of the screen. Enter the substitute item number or select by clicking on the *Lookup* icon (or press F2). Substitutes must be pre-defined in IN-B Enter Inventory. You will be asked if you wish to save the record. The entry area is now clear for entry of another substitute. You can continue entering as many substitute parts as you wish.

If you wish to delete an existing substitute, while the cursor is in the *Substitute Part* field, click on the *Display Lines* button to get a listing of substitutes in a display window. Highlight the substitute you want and press <Enter> or click on it to bring it into the entry area. Once the desired substitute part is in the entry area, click on the *Delete* button (or press F4) to delete it.

3.3.12 BM-K Enter Approved Vendors

BM-K Enter Approved Vendors

Purpose of Program

Approved vendors can be used in the purchasing process. This program provides

sophisticated control of approved vendors at the customer and/or bill of material level. If all you want is approved vendors by item, use PO-L Assign Vendors to Items instead. For more information on using approved vendors, see How to Use Approved Vendors and Manufacturers.

Use this program to enter approved vendors on any bill of material component. You can designate approved vendors globally, meaning that the vendors are applicable within any bill of material, by parent item number, meaning that the vendors are designated only within a particular assembly, or by customer, meaning that the vendors are only approved for a particular customer's products (if you are a job shop).

You can also enter the vendor's item number as a cross-reference to your item number, if applicable. When entering a purchase order for the vendor, the vendor item number will come into the purchase order as a comment line following the entry of your item number.

These approved vendors can optionally print within BM-B, Print Bills of Material, and BM-I, Print Summarized Bill of Material.

General Program Operation

Enter the standard item number, which is the item number of the standard component within the bill of material. If you wish the approved vendors to be global, meaning that they would apply no matter the assembly or the customer, leave the *Parent Part No* and *Customer Code* fields blank.

If you want to make the approved vendors specific to a particular assembly, enter a *Parent Item number*, then the vendors and vendor item numbers (see instructions below), then save the record. You can then create further records for other assemblies or customers for the same standard component, if needed.

If you are a job shop and want to make the approved vendors specific only to those products made for a particular customer, enter a *Customer Code* (or select one by clicking on the *Lookup* icon (or press F2), then the vendors and vendor item numbers (see instructions below), then save the record.

Each approved vendor record is a combination of the *Std Item number*, *Parent Part No*, and *Customer Code* fields. You can define a number of these combinations, each with its own group of approved vendors.

Entering Vendors and Vendor Item numbers

After you've defined the *Std Item number*, *Parent Part No*, *Customer Code* combination, you can then enter the approved vendors in the entry area in the bottom of the screen. Enter the vendor code or select one by clicking on the *Lookup* icon (or press F2). Vendors must be pre-defined in AP-A Enter Vendors. The vendor name will be automatically displayed. If the vendor has his own item number for the standard component, enter it (this is a 25 character alphanumeric field). You will be asked if you wish to save the record.

The entry area is now clear for entry of another vendor. You can continue entering as many vendors and vendor item numbers as you wish.

If you wish to delete an existing approved vendor, while the cursor is in the *Vend Code* field, click on the *Display Lines* button to get a listing of approved vendors in a display window. Highlight the vendor you want and press <Enter> or click on it to bring it into the entry area. Once the desired vendor is in the entry area, click on the *Delete* button (or press F4) to delete it.

As an alternative to using the display window, you can also retrieve existing approved vendors using the standard search keys and buttons (*First* button or F5 key, *Last* button or F6 key, *Previous* button or F7 key, *Next* button or F8 key).

3.3.13 BM-L Enter Approved Manufacturers

BM-L Enter Approved Manufacturers

Purpose of Program
The system provides the ability to specify approved manufacturers in the purchasing process. For more information on using approved manufacturers, see How to Use Approved Vendors and Manufacturers.

Use this program to enter approved manufacturers on any bill of material component. You can designate approved manufacturers globally, meaning that the manufacturers are applicable within any bill of material, by parent item number, meaning that the manufacturers are designated only within a particular assembly, or by customer, meaning that the manufacturers are only approved for a particular customer's products (if you are a job shop).

You can also enter the manufacturer's item number as a cross-reference to your item number, if applicable. When entering a purchase order, the manufacturer item number will come into the purchase order as a comment line following the entry of your item number.

These approved manufacturers can optionally print within BM-B, Print Bills of Material, and BM-I, Print Summarized Bill of Material.

General Program Operation
Enter the standard item number, which is the item number of the standard component within the bill of material. If you wish the approved manufacturers to be global, meaning that they would apply no matter the assembly or the customer, leave the *Parent Part No* and *Customer Code* fields blank. If you want to make the approved manufacturers specific to a particular assembly, enter a *Parent Item number*, then the manufacturers and manufacturer item numbers (see instructions below), then save the record. You can then create further records for other assemblies or customers for the same standard component, if needed.

If you are a job shop and want to make the approved manufacturers specific only to those products made for a particular customer, enter a *Customer Code* (or select one by clicking on the *Lookup* icon (or press F2), then the manufacturers and manufacturer item numbers (see instructions below), then save the record.

Each approved manufacturer record is a combination of the *Std Item number*, *Parent Part No*, and *Customer Code* fields. You can define a number of these combinations, each with its own group of approved manufacturers.

Entering Manufacturers and Manufacturer Item numbers
After you've defined the *Std Item number*, *Parent Part No*, *Customer Code* combination, you can then enter the approved manufacturers in the entry area in the bottom of the screen. Enter the manufacturer's name. Unlike vendors, manufacturers do not have to be set-up in the vendor file. If the manufacturer has his own item number for the standard component,

enter it (this is a 25 character alphanumeric field). You will be asked if you wish to save the record.

The entry area is now clear for entry of another manufacturer. You can continue entering as many manufacturers and manufacturer item numbers as you wish.

If you wish to delete an existing manufacturer, while the cursor is in *the Manufacturer's Name* field, click on the *Display Lines* button to get a listing of approved manufacturers in a display window. Highlight the manufacturer you want and press <Enter> or click on it to bring it into the entry area. Once the desired manufacturer is in the entry area, click on the *Delete* button (or press F4) to delete it.

As an alternative to using the display window, you can also retrieve existing approved manufacturers using the standard search keys and buttons (*First* button or F5 key, *Last* button or F6 key, *Previous* button or F7 key, *Next* button or F8 key).

3.3.14   BM-N BOM Availability Tree

BM-N BOM Availability Tree

General Program Description
Use this program to view an item Bill of Materials in a Tree view with visual indications of component stock status and availability.

General Program Description
The program loads displaying a list of potential parent items. Select the top level parent you would like to view. You can search by either Item Code or Description. Next, identify the Location(s) you wish to consider and if you are checking availability of components to manufacture additional units beyond current requirements, enter a quantity.

The BOM will display in a tree view with available components in green and shortages in red.

If you choose to Include Future Supply, then items on Purchase and Work Order will be included as available supply when calculating shortages, if Ignore Future Supply is selected then only on-hand quantity will be considered. If Display Future Supply is chosen then items that are not on-hand but have been ordered will display as blue.

The right side of the screen displays each component's stock status and the detail of open orders.

Setting up the Database
See ODBC Data Connection for information regarding setting up the database for the Java programs.

3.3.15 BM-O Edit BOM Tree View

General Program Description
Use this program to create and edit an item Bill of Materials in a Tree view.

General Program Description
The program loads displaying a list of potential parent items. Select the top level parent you would like to create or edit. You can search by either Item Code or Description. The left side of the screen will display the existing BOM (if any) and the right side of the screen displays each component's parameters such as Description, Unit of Measure and editable fields such as line number, Quantity Per and scrap.

Components that are of a type that should have a BOM and do not are displayed in red on the left side screen.

Setting up the Database
See ODBC Data Connection for information regarding setting up the database for the Java programs.

3.3.16 BM-P Print BOM Pick List

General Program Description
Use this program to create a pick list for some quantity of an assembly without specifying a work order number. Use this when building multiple assemblies together where the range of work order numbers is not consecutive so generating work order combined pick list is not suitable.

General Program Operation
Enter the assembly number, quantity, component types to include and whether to consolidate quantities of common components.

3.3.17 BM-Q Roll Up Where Used

General Program Description
Use this program to roll up the standard cost of all parent parts that use a specified component or range of components whose standard cost has changed

General Program Operation
Enter the range of component parts and process.

3.3.18 BM-R Print BOM for Quoting

General Program Description
Use this program to generate a list of components for a given top level assembly and the total quantity of each needed for up to six quantity breaks, the on hand quantity, Manufacturer, Manufacturer part number and any approved substitutes. For purchased items the Last PO

Number, cost, quantity,date and vendor are listed.

General Program Operation
Enter the parent part, quantity breaks desired, optional quote number and filters for Component Item Class, Category and Type.

3.4 Lot Control

3.4.1 Lot Control

Lot Control

Lot Control Overview
The *Lot Control* module provides a means of recording and tracking material usage by lot numbers. For each user-assigned lot number the lot control file records the purchase order or work order from which the lot originated, the cost, the current on-hand quantity, an optional expiration date, and a notes section.

Inventory items are individually designated to require lot control. If so, whenever that item number is received through purchasing, issued to work orders, completed, adjusted, or shipped, a lot number will be requested. Multiple lots per transaction are accommodated.

Complete lot traceability is achieved via the *Lot History* report, which provides lot transaction history via a range of transaction types and other selection criteria.

The *Lot Availability* report shows the inventory on-hand quantity broken out by lot number. If there are discrepancies between the inventory on-hand quantity and the quantity in the lot file, the *Reconcile Inventory* program adjusts the inventory quantity to agree with the lot file.

How to Use Lot Control

Purchase Order Receiving
Purchased item lots are most commonly created during PO-C Receive Purchase Orders. After a transaction is fully received and posted, a lot control screen will be presented for any received items that are coded to require lot control. If the items are received to QC, the Lot Control prompt will not appear until they are bought off using PO-J-C Enter Inspection Buyoffs

The purchase order number, vendor, item number, description, date, and quantity fields automatically display information from the purchase order. The cursor is located in the *Lot* field. Enter a lot number. If it is a new lot number, the program will indicate that the lot number is not on file and will ask you if you wish to add it. If yes, it will create an entry in the lot file for the new lot number.

You will then be asked if you want to enter notes. If yes, you can enter free form notes to be stored against this lot number, as well as an optional expiration date, which is useful with shelf life controlled items.

Issuing or Backflushing Materials to Work Orders
Materials are issued to work orders individually or as kits through WO-G Issue Materials. Materials can also be backflushed after-the-fact through WO-I Enter Finished Production. In all cases, lot control is handled identically.

If a component coded to require lot control is issued either individually, through a kit issue, or through a backflush, the cursor will stop at the quantity field and a message will ask for a lot

number. You can change the default total quantity to the first lot quantity if you are issuing the component from more than one lot and the program will come back and prompt for additional Lot numbers until the entire quantity has been assigned.

The cursor stops at the *Lot Number* field. Enter a lot number. You may view and select from available lot numbers for this component by clicking on the *Lookup* icon (or press F2). If you enter a new lot number or make an incorrect entry, you will receive a message indicating the lot number is not on file, do you wish to add it? If yes, it will create a new lot number and go negative on the lot quantity. If so, after this transaction is completed you should make the appropriate adjustments to get the original lot quantity up to the correct on-hand balance.

Enter Finished Production

Finished production is entered through WO-I, Enter Finished Production. If the item number being manufactured is coded to require lot control, the cursor will stop at the *Lot Number* field. Enter a lot number or select one by clicking on the *Lookup* icon (or press F2).

If you enter a new lot number or make an incorrect entry, you will receive a message indicating the lot number is not on file, do you wish to add it? If yes, it will create a new lot number and go negative on the lot quantity. If so, after this transaction is completed you should make the appropriate adjustments to get the original lot quantity up to a zero or positive on-hand balance.

After entering the lot number, you will be asked if you wish to enter notes. If yes, you can enter free form notes in a pop-up window, along with an optional expiration date, which can be useful with perishable type items. Once the notes are entered, the screen will be saved and the transaction is completed.

Sales Order Entry

Lot numbers can be assigned within SO-A Enter Sales Orders. This feature can be useful if you are pre-assigning products to be shipped from particular lots, or if you are using the instant invoice capability.

To assign lot numbers with sales order entry, you need to enable the default in SD-M Sales Order Defaults on the Setup II Tab for Ask for Lot info when adding SO Lines.

When the sales order line is saved, if the item is coded to require lot control, depending on the default setting, you will be asked if you wish to assign lot control information at this time or the Lot Control window will come up without asking.

The sales order number, customer, item number, description, date, and quantity fields automatically display information from the sales order. The cursor is located in the *Qty* field. If you are shipping this item from more than one lot, you may enter the quantity shipped from the first lot.

Next enter a lot number. You may select a lot number for this item number by clicking on the *Lookup* button (or press F2). If you enter a new lot number or make an incorrect entry, you will receive a message indicating the lot number is not on file, do you wish to add it? If yes, it will create a new lot number and could go negative on the lot quantity when the order is invoiced. If so, after this transaction is completed you should make the appropriate adjustments to get the original lot quantity up to a zero or positive on-hand balance.

You will then be asked if you want to enter notes. If yes, you can enter free form notes to be stored against this lot number, as well as an optional expiration date (which might be useful with perishable items, for example).

If you are assigning more than one lot number and entered just enter the first lot's amount in the quantity field, the item will remain on the screen and the cursor will return to the quantity field for another entry. Enter the second quantity, lot number, etc., and continue for as many lots as necessary until the original total quantity is reached.

Releasing Sales Orders

When you release sales orders through SO-E Release Sales Orders, the program will check for any items coded for lot control. If you have not already assigned lot numbers within the sales order (see above), you will be asked if you wish to assign lot control.

If you answer yes, the entry procedure is identical to that described in the previous section for sales order entry.

Invoice Posting

Inventory is reduced and lot number quantities are reduced when invoices are posted through SO-G Post Invoices. During the posting process, the program will check for any items that are coded for lot control that did not have lot numbers fully assigned either in SO-A, Enter Sales Orders, or SO-E, Release Sales Orders. The same lot control entry window will be presented for any shipped items that are coded to require lot control, and the entry steps are identical to those described in the *Sales Order Entry* section above.

Adjust Physical Levels

Physical inventories are adjusted through IN-K Adjust Physical Levels. In theory the on-hand inventory for an item coded for lot control should agree with the sum total of all its lot number quantities.

If you change a physical count for an item coded for lot control, you will receive a warning that this could cause a discrepancy between the on-hand quantity and the lot file quantity.

It is better to adjust inventory for lot control items through IN-C Enter Inventory Adjustments so that both the on-hand and lot quantities get adjusted at the same time (see below).

Inventory Adjustments

Inventory can be adjusted through IN-C Enter Inventory Adjustments. This program is only used for minor adjustments that are not performed through purchase orders, work orders, or sales orders.

Whenever inventory is adjusted for an item that requires lot control, the cursor will stop at the *Lot Number* field and will require entry of a lot number. If multiple lots are required, enter a separate adjustment for each lot quantity.

3.4.2 LC-A Edit Lot File

LC-A Edit Lot File

Purpose of Program
Use this program to view information pertaining to a specific lot number or to add or change lot number information. You might want to enter an expiration date or notes, as an example.

The lot file contains the current on-hand quantity for the lot number per warehouse location, as well as the date the lot originated and the purchase order number or work order number the lot originated from. For detailed history of lot transactions, see LC-D Print Lot History.

Normally, lot file records are created through purchase order receiving or entering finished production in the work order modules. You can create a lot record manually, but it will not correctly update the inventory transaction file and general ledger detail file and is not recommended. All corrections to the lot file should be made through standard transactions in the *Purchase Orders*, *Inventory*, *Work Orders*, and *Sales Orders* modules.

General Program Operation
Enter a *Item number* or select one from a pop-up window clicking on the *Lookup* icon (or press F2). Next enter the *Lot Number* or click on the *Lookup* button (or press F2) for a display of the lot numbers associated with this item number. Highlight the one you want and press <Enter>.

The current information for this lot number will be displayed. You may advance through the fields by pressing <Enter>. Make any changes or additions, then click on the *Save* button (or press F10) to save the entry.

As a general rule, you should only update the *Exp Date* and *Notes* fields while in this screen. Changes to the *On-Hand* quantity, dates, and order number fields are best done through the *Purchase Orders, Inventory, Work Orders,* and *Sales Orders* modules so that all the related transactions files are properly updated.

3.4.3 LC-B Assign Lot Control

LC-B Assign Lot Control

Purpose of Program
Use this program to determine which specific inventory items will require lot control. When an item's *Lot Control* field is set to Y, a lot number will be required whenever inventory is affected for that item, whether it be in purchase receiving, inventory adjustments, work order issues or receipts, or sales order shipments. You can also indicate whether Lot Control is required for an item in IN-B Enter Inventory.

General Program Operation
Enter the *Item number* of the item that will require lot control, or select a item number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The item's *Product*

Type (purchase part, finished good, subassembly, etc.) will be automatically displayed.

If you want the item to require lot control, enter a *Y*. If you have an item already coded for lot control for which you no longer want lot control, enter an *N*. You will be asked if you want to save the record. Press <Enter> and the record will be saved.

3.4.4   LC-C Print Lot Availability

LC-C Print Lot Availability

Purpose of Program
Use this program to get a listing of current on-hand inventory by lot number. The report is sorted by item number and by lot number within item number.

General Program Operation
Enter a from/thru range of *Item numbers*. You can select item numbers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

You may further limit the report by entering a from/thru range of *Lot Numbers* and you can indicate whether items already allocated to sales orders (and therefore not really available for other use) should be included.

3.4.5   LC-D Print Lot History

LC-D Print Lot History

Purpose of Program
Use this report to get a listing of transactions associated with particular lot numbers. This report provides full traceability from the inception of a lot through all uses of that lot.

The report can be limited to specific transactions types, such as purchase receipts, work order issues, work order receipts, and sales order shipments and can be further filtered by date range, customer, vendor, and a number of other filters..

General Program Operation
Enter an existing report name or create a new one. The use of multiple report names enables you to predefine a variety of combinations of selection filters that can be reused. Once reports have been defined, you need only select the report name, click over and enter item number and/or date range and click Print.

Select a sort order for the report. The suggested default is Item Number/Lot Number. The sort order is important as it directly affects the speed of the report and which indexes are used to select and optimize the data.

Accept or use the space bar to remove the "X" selecting the transaction types desired The transaction types are:

A -   Adjustments (IN-C, IN-K or Physical Inventory

B -   Bin Location Transfers

C -   PO Price Change entered in AP-C (not tracked by Lot Number)

G -   Scrap

I -   Stock issues to work-in-process

J -   Purchase order receipts to work-in-process

M -   Make-From Component Issue

O -   Outside Processing (Service) PO Receipt to Work Order (not tracked by Lot Number)

P -   Purchase order receipts to stock

Q -   Purchase Receipt to QC

R -   Service & Repair

S -   Shipments

T -   Warehouse Transfer

W -   Work order receipts to stock

Select whether you want the list of filters printed on the top of each page, the first page only, at the end only or not at all.

Next select the Item number or range of items to report on, Transaction date range and any additional filters desired. You can click Print at any time to run the report based on the filters specified. Clicking Next Screen brings up some additional filters including Lot Number.

3.4.6   LC-E Lot Control On Hand Report

LC-E Lot Control On Hand Report

Purpose of Program (Available in Evo-ERP only)
Use this program to get a listing of current on-hand inventory by lot number compared to total inventory on-hand and manage exceptions. The report is sorted by item number and by lot number or expiration date within item number.

General Program Operation
Enter a from/thru range of *Item numbers, Class, Category* and indicate desired *Item Types*. Further limit the report by indicating whether to include exceptions only (total inventory on hand not equal to Lot total), Negative Lot UOH, Orphan Lots (Lots assigned to previously deleted item numbers) and whether to print summary only or lot detail and finally whether to sort by Lot or Expiration date.

3.4.7 LC-F Lot Traceability Report

LC-F Lot Traceability Report

Purpose of Program
Use this program to get a listing of all activity for a given part and lot number, both where it came from, where it went, and confirmation that all units are accounted for.

General Program Operation
Enter the item and lot number to be reported on and indicate whether you want summary, details or all.

3.5 Serial Control

3.5.1 Serial Control

Serial Control Overview

The *Serial Control* module provides a means of recording and tracking items by serial number all through the purchasing, manufacturing, and shipping cycle. For each user-assigned serial number the serial control file records the purchase order or work order from which the serial number originated, the cost, an optional expiration date, and a notes section.

Inventory items are individually designated to require serial control. If so, whenever that item number is received through purchasing, issued to work orders, completed, adjusted, or shipped, a serial number will be requested for each unit.

Complete serial number traceability is achieved via the *Serial History* report, which provides serial number transaction history via a range of transaction types and other selection criteria and the *Serial Traceability Report* which shows all activity.

The *Serial Availability* report shows the available inventory by the serial numbers on hand.

How to Use Serial Control

Purchase Order Receiving

Purchased item serial numbers can originate during PO-C Receive Purchase Orders. If you are receiving items to QC, the Serial Number assignment occurs at PO-J-C Enter Inspection Buyoffs. After a transaction is fully received and posted, a serial control screen will be presented for any received items that are coded to require serial control.

The purchase order number, vendor, item number, description, and date fields automatically display information from the purchase order. The cursor is located in the *Serial Number* field. Enter a serial number. If it is a new serial number, the program will indicate that the serial number is not on file and will ask you if you wish to add it. If yes, it will create an entry in the serial file for the new serial number.

You will then be asked if you want to enter notes. If yes, you can enter free form notes to be stored against this serial number, as well as an optional expiration date, which might be useful with shelf life controlled items.

After saving each record the PO serial control screen will continue presenting itself until a serial number has been entered for each unit received.

Issuing or Backflushing Materials to Work Orders

Materials are issued to work orders individually or as kits through WO-G Issue Materials. Materials can also be backflushed after-the-fact through WO-I Enter Finished Production. In all four programs, serial control is handled identically.

If a component coded to require serial control is issued either individually, through a kit issue, or through a backflush, the cursor will stop at the *Serial Number* field and a message will ask for a serial number. You may view and select from available serial numbers for this component by clicking on the *Lookup* icon (or press F2). If you enter a new serial number or make an incorrect entry, you will receive a message indicating the serial number is not on file, do you wish to add it? If yes, it will create a new serial number.

You will not be allowed to leave the *Serial Number* field until you've entered a serial number for each unit issued.

Enter Finished Production

Finished production is entered through WO-I Enter Finished Production. If the item number being manufactured is coded to require serial control, the cursor will stop at the *Serial Number* field. Enter a serial number or select one by clicking on the *Lookup* icon (or press F2).

If you enter a new serial number, you will receive a message indicating the serial number is not on file, do you wish to add it? If yes, it will create a new serial number in the serial file. After entering the serial number, you will be asked if you wish to enter notes. If yes, you can enter free form notes in a pop-up window along with an optional expiration date, which can be useful with perishable type items. Once the notes are entered, the record will be saved. The screen will continue presenting itself until a serial number is entered for each unit.

Automatic Serial Number Generation

If you have entered parameters for automatic generation of Serial Numbers at SC-G Enter Serial Generation Parameters then when you click the "Auto Generate" button, the program

will display the next serial number in the series. You can accept it or change it, enter an expiration date if applicable, and then click process and the program will generate all the serial numbers needed and save the last number used back to the Serial Parameters file. If any serial number that it is trying to create already exists, the number will be skipped and the next available number will be used.

Sales Order Entry
Serial numbers can be assigned within SO-A Enter Sales Orders. This feature can be useful if you are pre-assigning serial numbers in advance or if you are using the instant invoice capability.

To assign serial numbers with sales order entry, you need to enable the default in SD-M Sales Order Defaults on the Setup II Tab for Ask for Serial info when adding SO Lines.

When the sales order line is saved, if the item is coded to require serial control, depending on the default setting, you will be asked if you wish to assign serial number information at this time or the Lot Control window will come up without asking.

The sales order number, customer, item number, description, and date fields automatically display information from the sales order. The cursor is located in the *Serial Number* field.

Enter a serial number. You may select a serial number for this item number from a pop-up window by clicking on the *Lookup* icon (or press F2). If you do a lookup, a list of available serial numbers will appear and you may select (tag) as many as needed by clicking on them.   When you have finished with the selection, click Save.

If you enter a new serial number or make an incorrect entry, you will receive a message indicating the serial number is not on file, do you wish to add it? If yes, it will create a new record in the serial number file.

You will then be asked if you want to enter notes. If yes, you can enter free form notes to be stored against this serial number, as well as an optional expiration date, which might be useful with perishable items.

After saving the record the screen will continue presenting itself until it receives a serial number for each unit.

Releasing Sales Orders
When you release sales orders through SO-E Release Sales Orders, the program will check for any items coded for serial control. If you have not already assigned serial numbers within the sales order (see above), you will be asked if you wish to assign serial control.

If you answer yes, the entry procedure is identical to that described in the previous section.

Invoice Posting
Inventory is reduced and serial numbers are depleted when invoices are posted through SO-G Post Invoices. After invoices are fully posted, the program will check for any items that are coded for serial control that did not have serial numbers fully assigned either in SO-A, Enter Sales Orders, or SO-E, Release Sales Orders. The same serial control entry window will be presented for any shipped items that are coded to require serial control, and the entry steps are identical to those described in the *Sales Order Entry* section above.

Adjust Physical Levels

Inventory levels can be adjusted IN-K Adjust Physical Levels. In theory the on-hand inventory for an item coded for serial control should agree with the sum total of all its serial number quantities.

If you change a physical count for an item coded for serial control, you will receive a warning that this could cause a discrepancy between the on-hand quantity and the serial file quantity.

It is better to adjust inventory for serial control items through IN-C Enter Inventory Adjustments so that both the on-hand and serial quantities get adjusted at the same time (see below).

Inventory Adjustments

Inventory can be adjusted through IN-C Enter Inventory Adjustments. This program is only used for minor adjustments that are not performed through purchase orders, work orders, or sales orders.

Whenever inventory is adjusted for an item that requires serial control, a pop-up window will request entry of a serial number. The window will continue presenting itself until a serial number is entered for each unit being adjusted.

3.5.2   SC-A Edit Serial File

SC-A Edit Serial File

Purpose of Program

Use this program to view information pertaining to a specific serial number or to add or change serial number information. You might want to enter an expiration date or notes, as an example.

The serial file contains the date the serial number originated and the purchase order number or work order number the serial number originated from. For detailed history of serial transactions, see SC-D Print Serial History or SC-H Serial Traceability Report.

Normally serial file records are created through purchase order receiving or entering finished production in the work order modules. You can create a serial record manually, but it will not correctly update the inventory transaction file and general ledger detail file and is not recommended. All corrections to the serial file should be made through standard transactions in the *Purchase Orders, Inventory, Work Orders,* and *Sales Orders* modules.

General Program Operation

Enter a *Item number* or select one by clicking on the *Lookup* icon (or press F2). Next enter the *Serial Number* or click on the *Lookup* icon (or press F2) for a display of the serial numbers associated with this item number. Highlight the one you want and press <Enter>.

The current information for this serial number will be displayed. You may advance through the fields by pressing <Enter>. Make any changes or additions, then click on the *Save* button (or press F10) to save the entry.

As a general rule you should only update the *Exp Date* and *Notes* fields while in this screen. Changes to the date and order number fields are best done through the *Purchase Orders, Inventory, Work Orders*, and *Sales Orders* modules so that all the related transactions files are properly updated.

3.5.3   SC-B Assign Serial Control

SC-B Assign Serial Control

Purpose of Program

Use this program to determine which specific inventory items will require serial control. When an item's *Serial Control* field is set to *Y*, a serial number will be required whenever inventory is affected for that item, whether it be in purchase receiving, inventory adjustments, work order issues or receipts, or sales order shipments.

General Program Operation

Enter the *Item number* of the item that will require serial control, or select a item number from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The item's *Product Type* (purchase part, finished good, subassembly, etc.) will be automatically displayed.

If you want the item to require serial control, enter a *Y*. If you have an item already coded for serial control for which you no longer want serial control, enter an *N*. You will be asked if you want to save the record. Press <Enter> and the record will be saved.

3.5.4   SC-C Print Serial Availability

SC-C Print Serial Availability

Purpose of Program

Use this program to get a listing of current on-hand inventory by serial number. The report is

sorted by item number and by serial number within item number.

General Program Operation

Enter a from/thru range of *Item numbers*. You can select item numbers from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

You may further limit the report by entering a from/thru range of *Serial Numbers* and you can indicate whether items already allocated to sales orders (and therefore not really available for other use) should be included.

3.5.5   SC-D Print Serial History

SC-D Print Serial History

Purpose of Program

Use this report to get a listing of transactions associated with particular serial numbers. This report provides full traceability from the inception of a serial number through all uses of that serial number.

The report can be limited to specific transactions types, such as purchase receipts, work order issues, work order receipts, and sales order shipments.

General Program Operation

Enter an existing report name or create a new one. The use of multiple report names enables you to predefine a variety of combinations of selection filters that can be reused. Once reports have been defined, you need only select the report name, click over and enter item number and/or date range and click Print.

Select a sort order for the report. The suggested default is Item Number/Serial Number. The sort order is important as it directly affects the speed of the report and which indexes are used to select and optimize the data.

Accept or use the space bar to remove the "X" selecting the transaction types desired The transaction types are:

A - Adjustments (IN-C, IN-K or Physical Inventory

B - Bin Location Transfers

C - PO Price Change entered in AP-C (not tracked by Lot Number)

G - Scrap

I - Stock issues to work-in-process

J - Purchase order receipts to work-in-process

M - Make-From Component Issue

O - Outside Processing (Service) PO Receipt to Work Order (not tracked by Lot Number)

P - Purchase order receipts to stock

Q - Purchase Receipt to QC

R - Service & Repair

S - Shipments

T - Warehouse Transfer

W - Work order receipts to stock

Select whether you want the list of filters printed on the top of each page, the first page only, at the end only or not at all.

Next select the Item number or range of items to report on, Transaction date range and any additional filters desired. You can click Print at any time to run the report based on the filters specified. Clicking Next Screen brings up some additional filters including Serial Number.

3.5.6 SC-E Archive Serial History

SC-E Archive Serial History

Purpose of Program

Use this program to archive or restore Serial records based on various parameters

General Program Operation

Indicate whether to Archive or Un-Archive (Restore) Items. Next, enter the appropriate ranges of Item and Serial Numbers, Expiration, Received and Shipped dates as applicable, and indicate whether to only archive Serial records with 0 on-hand quantity (defaults to Y). Select the Warehouse Location and process.

3.5.7 SC-F Serial Control Exception Report

SC-F Serial Control Exception Report

Purpose of Program

Use this program to identify Serial Numbered items with data discrepancies such as duplicate

serial numbers, negative On-Hand, etc.

General Program Operation
Indicate the range of item number, Product Class and Category and the item types to be included. Next Indicate which exception types to include and click Print. Exceptions are:

Negative Serial UOH   Individual Serial records with negative on hand quantity
Orphan Serial   A Serial Number assigned to an Item Number that no longer exists
Serial Control Change   Serial Records for items no longer requiring Serial Control
Serial UOH <> Location UOH   Total On Hand quantity of all Serial Numbers does not match the Warehouse Location On Hand quantity
Duplicate Serials   Multiple instances of the same serial number/item in a given warehouse location
Invalid Serial Locations   Serial records assigned to a Warehouse Location that the Item is not assigned to
Expired Serials [Y/N/Z]   Check for expired serial numbers with on-hand quantity or enter Z to identify Serial records with 00/00/00 expiration date
Unbalanced Serial Transactions   Net of transactions for a serial number does not match the on-hand quantity
Non-zero qty in multiple locations   Serial records for the same serial number/item in different locations but more than one non-zero on hand quantity
Irregular On Hand Quantity   Serial record with an on hand other then 1, 0 or -1

3.5.8   SC-G Enter Serial Generation Parameters

SC-G Enter Serial Generation Parameters

Purpose of Program
Use ths program to define the parameters of your Serial Number configuration to be used in WO-I Enter Finished Production or PO-C Receive Purchase Orders when automatically generating a range of serial numbers.

General Program Operation
If you have a separate range of serial numbers per part number, enter a part number. If you have a single range of serial numbers per item class, leave the item number blank and enter the Class. If you have a single serial number range that applies to all parts, leave the item number and class blank.

Define the total length of the serial number and which position is the start of the numeric portion (the counter that will be incremented) and how many digits the counter is.   Then define your last counter value and the complete Last Serial Number used.

3.5.9   SC-H Serial Traceability Report

SC-H Serial Traceability Report

Purpose of Program

Use this program to get a listing of all activity for a range of item and/or serial numbers

General Program Operation
Enter the item and serial number ranges desired and click Print

3.6   Features & Options

3.6.1   Configuring Items

Configuring Items

There are several different ways that items can be defined with different configurations. The Features and Options module is suitable if the configuration can be pre-defined as a selection of choices structured in a Bill of Materials with options defined as node points with available selections below them. However if the selection of choices is more "free form" and it is difficult to construct a Bill of Materials containing all possible choices there are other methods available.

The Estimating module allows you to have multiple different Bills of Material and Routings for the same part so if you have a product line that is generally a custom build from a standard core product with optional features added, you can use the Estimating to create the Bill of Materials and Routing copied from the standard or copied from a prior similar estimate and then modifying as needed for this particular requirement. Using the Estimating module also allows the cost rollup and subsequent price quotation to reflect the specific configuration defined.

Another option is to add components on the fly when entering a Sales Order. When entering an order, if you enter a line after an item and place an "M" as the line number the program will treat that line as a manufactured component of the parent part above it. When running SO-N Convert Sales Orders to Work Orders the lines with "M" line number designation will be passed to the work order BOM as components to be included in the manufacture of the item along with the components on the standard BOM.

Finally, we have the option to create new parts copied from a template at order entry. This example was developed for a cushion manufacturer but could be used for other products. The concept is that there are standard products that can be made of different materials. There are core part numbers defined in the system that define the product and there are part numbers defined in the system for the material. In SO-A Enter Sales Orders the part number is entered as CORE-MATERIAL and if that particular combination of making that core part from that material has never been made before the inventory item will be created, the BOM and routing copied from the CORE part with the exception that the first line of the Bill of Material will be replaced with the same quantity of the MATERIAL item number.

3.6.2   Features & Options

Features & Options Overview

The *Features & Options* module provides a means of selecting a series of options from within a product through the sales order entry or sales quotations programs. Once a series of options has been selected, the options may be passed over to the work order system and will

produce a custom bill of material for the manufacture of the item. The option system may also be used to configure selling kits within sales order entry.

This options capability is ideal for products that have more options than a item numbering scheme can accommodate. An office desk, for example, could be available with different types of wood, different sized desk tops, rounded or square edges, left or right return, two or three drawer pedestals, half or full height modesty panels, etc. It can be very difficult, if not impossible, to devise a item numbering scheme that can accommodate every mathematical combination of options.

The *Features & Options* module allows you to define an inventory type *O* item (which we refer to as a *Feature*) in the product¡¦s bill of material wherever there are multiple options for a particular feature. For example, if a desk is available in six different colors, you could create an inventory type *O* item in the inventory file with the product code "COLOR." You could then create a bill of material for the COLOR feature which would contain all the actual color options available. In the bill of material for the desk you would enter the feature COLOR instead of indicating specific colors.

When entering a sales order for the desk, the system will automatically display all the color options in a window. You may then select a specific color, which will feed into the sales order as a line item following the desk. You may define any number of these features within a product, and you can have features within features and within options. Features can be defined in the bill of material as mandatory, meaning that an option must be selected, or non-required, meaning that the feature may be skipped.

You can attach prices to options directly within the bill of material, or you can specify that the customer's standard pricing (price code, contract, or base price) be used. Pricing can also be set up to be a percentage charge against the price of the parent product. You can specify whether the price is to be separately itemized or if it is to be added to the price of the parent product.

You are not limited to one choice per feature. For example, if 10 desks are ordered, you may select five desks with a black color option and five desks with a white color option.

Once the options are selected and the sales order is saved, you may run [SO-N Convert Sales Orders to Work Orders](#). A work order will automatically be created for the parent product in either the *Work Orders* modules. All manufacturing type options that were selected in the sales order, including any comments or changed descriptions, will be passed over to the work order bill of materials, thus creating a custom bill of materials. At that point inventory is immediately allocated for all materials in the work order bill of material.

The Features & Options module is ideal for custom manufacturers. Not only does it solve the item numbering and pricing dilemma, but it reduces ordering mistakes, sales order and work order processing time, facilitates materials planning, and increases turnaround time in the shop.

Setting up Features & Options

Step 1 - Set up Features in Inventory
An *O* type inventory item is a item number that represents a group or set of options. We refer to this as a *Feature*. A feature is not a tangible item and is never stocked or ordered. It can also be thought of as a "Decision point" or node in the configuration flowchart. A bill of material is created for the feature in which the components themselves represent the actual options. We will refer to this as an *Option Bill*. As an example, an *O* type item could be setup

for a feature using the product code "COLOR." An option bill could then be entered for COLOR in which all the actual color options are entered as components. Create an *O* type item for all features that will be needed for your product line.

Step 2 - Create Option Bills of Material
After *O* type inventory items are created for all the *Features* needed, you may create *Option Bills of Material* through FO-A Enter Features and Options or BM-A Enter Bills of Material. Enter the O type feature as the *Parent Product* and the actual options as components.

Step 3 - Add Features to Parent Bills of Material
Wherever a finished good or subassembly parent product has a set of options within its bill of material, add a *Feature* (*O* type item) as a bill of material component instead of the specific options. During sales order entry the options within that feature will be presented in a pop-up window for selection.

Step 4 - Review FO-B, Print Features and Options
You can print out the features and options for any parent product through FO-B Print Features and Options. If you answer yes to *Print the Subassemblies?* you will see all levels of the product structure. This report is limited to features and options only and does not include the standard components.

Step 5 - Test Options in SO-A, Enter Sales Orders
The best way to verify if your features and options are setup properly is to enter a sales order in SO-A Enter Sales Orders. You can enter an order for the item or items you wish to test. You can press <Esc> and not save the order, thus allowing you to test as many products as you wish without creating live sales orders. You can also use SO-P-A Enter Sales Quotations (which has identical functionality as SO-A), for testing purposes.

Features and Options Defaults
Defaults are established in SD-L Features and Options Defaults. These defaults are standard settings for various prompts used during features and options entry and allow you to tailor the system to your needs. All default settings can be overridden during actual features and options entry. Defaults must be entered before the system will allow you to use FO-A Enter Features and Options.

3.6.3   Setting up Features & Options

Setting up Features & Options

Step 1 - Set up Features in Inventory
An *O* type inventory item is a item number that represents a group or set of options. We refer to this as a *Feature*. A feature is not a tangible item and is never stocked or ordered. It can also be thought of as a "Decision point" or node in the configuration flowchart. A bill of material is created for the feature in which the components themselves represent the actual options. We will refer to this as an *Option Bill*. As an example, an *O* type item could be setup for a feature using the product code "COLOR." An option bill could then be entered for COLOR in which all the actual color options are entered as components. Create an *O* type item for all features that will be needed for your product line.

Step 2 - Create Option Bills of Material
After *O* type inventory items are created for all the *Features* needed, you may create *Option Bills of Material* through FO-A Enter Features and Options or BM-A Enter Bills of Material. Enter the O type feature as the *Parent Product* and the actual options as components.

Step 3 - Add Features to Parent Bills of Material
Wherever a finished good or subassembly parent product has a set of options within its bill of material, add a *Feature* (*O* type item) as a bill of material component instead of the specific options. During sales order entry the options within that feature will be presented in a pop-up window for selection.

Step 4 - Review FO-B, Print Features and Options
You can print out the features and options for any parent product through FO-B Print Features and Options. If you answer yes to *Print the Subassemblies?* you will see all levels of the product structure. This report is limited to features and options only and does not include the standard components.

Step 5 - Test Options in SO-A, Enter Sales Orders
The best way to verify if your features and options are setup properly is to enter a sales order in SO-A Enter Sales Orders. You can enter an order for the item or items you wish to test. You can press <Esc> and not save the order, thus allowing you to test as many products as you wish without creating live sales orders. You can also use SO-P-A Enter Sales Quotations (which has identical functionality as SO-A), for testing purposes.

Features and Options Defaults
Defaults are established in SD-L Features and Options Defaults. These defaults are standard settings for various prompts used during features and options entry and allow you to tailor the system to your needs. All default settings can be overridden during actual features and options entry. Defaults must be entered before the system will allow you to use FO-A Enter Features and Options.

3.6.4   Using Features & Options in Sales Orders (Evo-ERP)

Using Features & Options in Sales Orders

Upon completing entry of a line item for which the product's *Has Options*? field is set to *Y* in FO-A Enter Features and Options, the program will call FO-G Configure item for completion of the Option selection process.

Features within Features
Features can be set up within features, allowing you to set up a chain of choices. For example, the first feature selected could be FABRIC.   After fabric is chosen the next feature choices could be PATTERNS or SOLIDS. Only after one of those features is selected would actual fabric options be displayed for selection. Each feature within a feature is considered a level. The configurator can accommodate an unlimited number of levels of features and/or options.

Features within Options

A selected option can have its own bill of material which contains *Features* (inventory Type O's). For example, you could select a particular desktop size, but then you need to know if it is to have a rounded or square edge. Within the desktop's bill of material you would add a feature for edge detail. In order entry the desktop size option, once selected, will have its *Features* displayed in a window as if a new parent product is being entered, thus allowing a second level of options. In the same manner, any of the second level options can also contain features, thus providing a third level of options. The configurator can accommodate an unlimited number of levels of features and/or options.

2nd Description/Specifications/Customer Cross-Reference/Comments

If an option has a second line of description, inventory specifications, or customer-cross reference item numbers or descriptions, these will automatically come into the sale order following the option. They will be indented (without being preceded by dots) the same number of characters as the option.

Once line item entry is completed for an option structure, you can edit the option lines or comment lines (or insert comment lines) or type over the standard *Description* with a customized description. When the sales order is converted to a work order, all comments and customized descriptions are passed to the work order fully intact.

Converting Sales Orders to Work Orders

When sales orders are converted to work orders through SO-N Convert Sales Orders to Work Orders, the program will automatically pass all options coded *M* in the sales order *Lin* column over to the newly created work order's bill of materials.
If an option is a phantom assembly (inventory type *B*), work order bill of material records are created for each component in the phantom's bill of material, thus pulling in a set of components by means of one item number.

When a shop traveler is printed for the work order, option components passed over from sales orders are listed in a separate section of the bill of materials entitled OPTIONS SELECTED. Any phantom assemblies are labeled and listed separately. Any standard bill of material remarks attached to any component or option and any comments attached to any option within the sales order are printed.

The work order bill of material is a marriage of the standard components found in the manufactured item's bill of material, plus the options and phantom components selected during sales order entry.

Once a work order bill of materials is created, inventory is then allocated (for production planning purposes) for each of its components.

3.6.5 FO-A Enter Features and Options

FO-A Enter Features and Options

Purpose of Program

Use this program to enter features within bills of material and to enter option bills of material for features. The program can also be used for general bills of material maintenance unrelated to features and options.

General Program Operation
This program is identical to BM-A Enter Bills of Material and in fact Feature and Option bills can be entered using either program. There are additional pop-up windows that are presented to further define features and options when a type O part is either a parent or component which are specific to Features and Options and described here. See BM-A, Enter Bills of Material, for specific instructions on entering bills of material.

Defining Options within Features
Before entering option bills of material to define specific features, you must have features (O type items) already created in inventory. Enter the *O* type feature as the *Parent Product*. For option bills only a special *Option Settings* button is available. After clicking on this button you are asked the following five questions. Defaults for these prompts can be set up in SD-L Features and Options Defaults.

Manufactured or Kit type [M/K]?
If the option selected is to be passed over to a work order bill of materials, enter type *M*. If the option is to remain only as a sales order line item, enter type *K*.

Include in cost rollup?
If you enter Y, the standard cost of this component will be included in the cost rollup of the parent product as performed via BM-G Print/Rollup Standard Costs. Generally, only one component within an option bill will be included in the cost rollup; if all components were included the parent product's cost would be overstated.

Use std customer pricing?
If you enter *Y*, the sales order entry program will use whatever pricing to which the customer is assigned to price this option. This could be a price from the customer's price code, a contract price, or if no price code is assigned, the option¡¦s base price from the inventory file. If you enter N, you can enter a price or a percentage for the option in the second field following, which will then apply equally to all customers without regard to price lists or contract prices. If the option does not carry a price, enter an N and leave the *Option Price* field blank.

The price used will be multiplied by the *Quantity Per* for this component defined in the option bill, which will be multiplied by the order quantity of each parent product up through all levels of the option structure.

Percentage pricing
Enter *Y* if you want the price for this option to be a percentage add-on to the parent product's price. If not, enter an *N*.

Option price/percent
This is a specific price for this option that will apply to all customers, regardless of price list or contract price. This price is feature specific, meaning the same option could have a different price within a different feature. This price will be multiplied by the *Quantity Per* for this component defined in the option bill, which will be multiplied by the order quantity of each parent product up through all levels of the option structure.

If you had entered Y to *Percentage pricing?* this field is the actual percentage. If the option selected were to boost the parent product's price by 10%, you would enter 10.0000 in this field.

Add price to parent?
Enter *Y* if this option's price or percentage is to be added to the price of the parent product. Enter *N* if this option¡¦s price or percentage is to be itemized as a separate charge on the sales order.

Defining Features within Parent Products
Wherever a finished good or subassembly parent product has optional components in its bill of material, enter the appropriate *Feature* (*O* type item) that represents that set of options as a bill of material component. Whenever a feature is entered in a bill of material, you are given the option of clicking on a *Features Settings* button, after which you can answer the following questions.

Click on *Mandatory Feature* if you require selection of an *Option* within this feature during sales order entry. If the feature is not required and is up to the order entry operator's discretion whether to make a selection from it or not, select *Feature not required*.

Next you can indicate whether multiple Options can be selected. If you select this capability, then the user can choose more than one of the available choices.

3.6.6   FO-B Print Features and Options

FO-B Print Features and Options

Purpose of Program
Use this program to get a printout of a product's features and options structure. This report is a multi-level bill of material report that is confined to features and options and excludes standard components. This allows you to focus in on how your features and options are constructed. All features and options¡¦ levels, quantities, and set up parameters are listed for review.

General Program Operation
Enter a from/thru range of parent products. You can get a single level view or you can view all levels of options by answering yes to the *Include subassemblies?* prompt. You can also specify whether the bill of material remarks and notes are to print.

3.6.7   FO-C Enter Option Prices

FO-C Enter Option Prices

Purpose of Program
Use this program to update the option prices that were originally entered via FO-A Enter Features and Options. This provides a faster and more convenient means of maintaining option prices than having to go back through the option bills of material.

Pricing for options that are designated to use standard pricing (base prices, price codes, contract prices) is performed from within the *Pricing* submenu in the *Inventory* module.

General Program Operation

To maintain option prices you must first specify the *Feature* to which the particular *Option* is linked. Enter the feature's item number or select one by clicking on the *Lookup* icon (or press F2). The entries in the lookup window are confined to features only. The feature description will automatically be displayed.

Next enter the option's item number in the *Option* field. If you click on the *Lookup* button (or press F2), you will get a display of all the options defined for this feature. You may highlight the option you want and press <Enter> or click on it.

Before reaching the *Option Price* field you will see the current settings for *Add price to Parent?* and *Use std customer pricing?* that were established through FO-A Enter Features and Options. Press <Enter> through these fields unless you wish to change them.

Enter the option price. You will then be asked if you wish to save the record. Press <Enter> to do so (or click on the *Save* button). The *Feature* will remain on the screen so that you can go on to the next option without having to reenter the feature number.

3.6.8   FO-D Print Option Prices

FO-D Print Option Prices

Purpose of Program

Use this program to get a listing of the option prices entered through either FO-A Enter Features and Options or FO-C Enter Option Prices.

General Program Operation

You can limit this report to a from/thru range of features, categories (from the inventory file), and item classes.

3.6.9   FO-E Print Option Where Used

FO-E Print Option Where Used

Purpose of Program

Use this program to get a listing of all the features within which an *Option* is defined, or, in the case of a *Feature*, all the parent products that contain that feature.

General Program Operation

Enter either the feature or the option for which you wish to get a where used listing. You may select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

3.6.10 FO-G Configure item

FO-G Configure item

Purpose of Program
Use this program to define the configuration of a specific item with specific options selected from an assembly defined with Features and Options choices. Once the configuration has been defined, the item can be converted to Sales Order, Work Order, Sales Quotation, Vendor RFQ, Purchase Order or copied to a new configuration which can then be modified.

Configuring an item
Click the Add New button (plus sign on the green circle on the top toolbar) to start a new configuration. Enter the top assembly item number. Then enter a Description of this particular configuration, and as applicable the customer, vendor, and RFQ number. Leave the Status field blank. Then click the Options button in the lower left and you will get a message BOM Template copied. The program has now copied the complete Bill of Materials for this assembly for all levels to a template file to be used for the configuration selection.

Click Options and you will be taken to a tree view of the options in the BOM. You can traverse the tree making the desired selections by clicking the appropriate checkbox. Options on the top include Display Options (opening view by default), Display All which includes the entire BOM, Display Selections which only shows the selected items and Display Open Options which displays those entries yet to be selected. The Reset button clears all choices so you can start over.

At any time, you can click Save and Exit so you can partially configure an item and come back later and finish it. The exception to this is when this configurator has been called by SO-A Enter Sales Orders in which case the Save and Exit button will not be enabled until all selections have been made.

Converting a Configured Item

Click the Convert button and you can select convert to Sales Quote, Sales Order, Work Order, Vendor RFQ or Purchase Order. A future release will also have the ability to convert to a permanent part number so if a specific configuration is popular, it can become a firm part number without Feature and Option choices. Select one or more conversion types and click Go. If you click more than one type, it will process them sequentially.

If the status of a configuration on the opening list is "Completed" meaning all the selection has been done or "Cvt to" meaning it has previously been converted, if you double click on it, the Convert button will be available. If the option selection has not been completed, the Convert button will not be available.

Converting to Sales Quote or Sales Order

If you convert to a Sales Quote or Sales Order, you will be prompted for a Quantity, Warehouse Location, Customer Code and ship date. Complete this information and click Go and you will be prompted whether to create a new order/quote or add lines to an existing one.

If you choose to add to an existing order, you will be presented a list of Sales Orders for that customer that you can add these lines to. You will then be presented with a list of the line items that will be passed to the order which can be edited as to price, description and quantity. Once the lines are as desired, click exit and you will be prompted to generate the order/quote or save the choices for later.

Converting to a Work Order

If you convert to a work order, you will be prompted for Quantity, Warehouse Location, Customer and Due Date.   Click Go and the program will create work orders for the appropriate quantities of all levels of subassemblies with the appropriate selections of the features and Options.

Converting to Vendor RFQ or Purchase Order

If you convert to an RFQ or Purchase Order, you will be prompted for a Quantity, Warehouse Location, Vendor Code and due date . Complete this information and click Go and you will be prompted whether to create a new order/RFQ or add lines to an existing one. If you choose to add to an existing order, you will be presented a list of Purchase Orders for that vendor that you can add these lines to. You will then be presented with a list of the line items that will be passed to the order which can be edited as to price, description and quantity. Once the lines are as desired, click exit and you will be prompted to generate the order/quote or save the choices for later.

3.7   Physical Inventory

3.7.1   Physical Inventory

PHYSICAL INVENTORY

Physical Inventory Overview
The *Physical Inventory* module provides an organized means for taking a physical inventory, increasing accuracy and minimizing disruption to operations.

The Physical Inventory module is a powerful module but it is necessary to understand what it does and does not do. The PI module is designed to reconcile on-hand quantity of inventory counted with the on-hand quantity per the data base and make adjusting transactions. It is not designed to be used to edit unit costs of on-hand inventory so you need to get inventory unit costs as accurate as possible before using the PI module. **The PI module is looking at on-hand inventory; it does not include Work In Process**. It will prompt for Lot and Serial numbers for parts under Lot or Serial number control. The references to programs in this document refer to the menu choice. For example, PI-A refers to menu choice A on the PI menu button, Capture Frozen Inventory.

In a nutshell, the inventory is processed as follows: PI-A takes a snapshot of the on-hand quantities and costs. Items are counted and counts are entered manually or imported using PI-C. PI-F gives reports comparing the "frozen" on-hand and value to the counted. PI-G then

posts transactions for the difference between frozen and counted quantity for each part number. If FIFO or LIFO costing is not used, then once counting is complete, other users can process inventory related transactions while the counts are being entered in PI-C because the PI module is isolated and is only comparing the counts to the frozen snapshot. Whatever happens after the snapshot is taken is immaterial to the PI results. For example, if the snapshot showed 10 widgets on hand and the count came up with 12, then the adjustment would be for +2 regardless of the on-hand quantity at the time the adjustment is posted.

Ahead of Time:

1. There are some Inventory Location related issues that have been fixed with the recent updates as well as improvements to SM-J-C, so updating to the current version is recommended both for the act of taking the Physical and to keep things in line when you go back to work.

2. Use IN-L-K to identify any items with inaccurate unit costs and correct them by adjusting the incorrectly costed parts out of stock and then enter a positive adjustment to put them back in at the correct cost.

3. If you have multiple warehouse Locations, UT-K-E will allow you to select the one(s) you want to keep and consolidate the others.

4. Run SM-J-C both Master Level and Transaction level. Transaction Level method A is recommended but do it a day or 2 before you run PI-A so the date of those transactions is prior to the date of the inventory adjustment transactions that PI-G will ultimately generate.

5. Run UT-K-G to get the Book Value consistent with the extended inventory value.

6. For any customer shipments that have physically left the building, make sure the invoices are posted in SO-G before running PI-A.

7. For any PO Receipts that have arrived in-house and will be counted, receive the PO in the system before running PI-A.

8. Complete as many work orders as possible to minimize the potential impact of components in WIP, particularly if you backflush components.

9. For items issued to Work Orders, if you use WO-G to issue, make sure the issue has been processed.

   Do a practice run by running PI-A for a small range of parts or a single class or category.

10. Go through the entire process of counting, entering tags, running reports and posting the results so that if questions do arise, you can contact support for help.

On Inventory Day

1. Get all users out of the system to run PI-A. You can enter a prior date but be advised that the snapshot is of the current inventory status, not a recreation of prior on-hand quantities regardless of the date entered. When you run PI-A, you must select either a Type 1 or Type 2 inventory. The difference between the two is the way uncounted parts are treated. If the snapshot shows an on-hand quantity and no count is entered, for a Type 1 inventory, no correction will be made as it is assumed to be a partial inventory and the part was simply not counted. If the snapshot shows an on-hand quantity and no count is entered, for a Type 2 inventory an adjustment will be made zeroing out the on-hand quantity as the assumption is that a Type 2 is a complete inventory and all items are counted. If no count is entered, then there are none and the on-hand should be zeroed out. For a year-end inventory when everything is to be counted, use Type 2.

2. You can use the PI-B report as a count sheet or you can purchase pre-numbered 2 part tags from an office supply store (such as Office Depot catalog #504568). If you do not use pre-numbered tags, then you can use any sequence of numbers as "Tag Numbers".

Once you have counted your inventory, if you are not using FIFO or LIFO costing then all other users can go back to work and ship and receive inventory while you enter the counts and analyze the information.

3. For any material or components out at vendors as components of Make-Froms, get count verifications from the vendors so the counts can be entered.

4. If you backflush components at Finished Production then any components on the shop floor in WIP need to be counted as if they were still in the stockroom. If you issue Materials using WO-G and the beginning of the Work Order then materials and components on the shop floor in WIP can be ignored.

5. Counts are entered using PI-C, Enter Tag Counts, either individually or imported. A part can have more than one tag entered and the program will add the quantities together. If a part is subject to Lot or Serial Control, a separate tag count must be entered for each lot or serial number. Tags can include Bin Location and the employee number of the counter (both are optional). If a part is found during the counting process that does not already exist in the inventory file, use PI-C to create it when the tag is entered. Do not use IN-B to create the part first.

6. Once all the counts are entered, PI-F gives the frozen quantities and value, the counted quantities and value and the difference. PI-F also offers a Physical Inventory Value report including the total counted and frozen value, and the difference subtotaled by product class and by GL Account.

7. PI-G posts the transactions for the difference between frozen and counted value and optionally makes GL postings as well. It will make a separate GL posting for every part number so you my well want to answer N to the GL posting and make a lump sum journal entry for the total vale of the correction.

3.7.2   PI-A Capture Frozen Inventory

PI-A Capture Frozen Inventory

Purpose of Program
Use this program to capture your current inventory counts and costs into a separate holding file. This file will ultimately be compared with the physical inventory counts and the actual inventory and General Ledger will be corrected for any discrepancies. Once this program is run, operations should cease until all the physical counts are completed.

You can freeze the entire inventory if you are conducting a complete physical inventory or you can limit the items to be frozen if you wish to conduct a partial inventory or perform cycle counting.

Each physical inventory stays on file indefinitely until purged through PI-H Purge Physical Inventory.

General Program Operation
When you start the program you are presented with an information screen that suggests some programs and reports that should be run before actually conducting a physical inventory. These programs and reports can find potential problem areas in the inventory that are best cleaned up prior to conducting a physical.

Creating a New Physical Inventory

To create a new physical inventory, enter the *Year* and the *Physical Inventory No.*

The *Freeze Date* defaults to today's date, but can be overridden. However, be aware that regardless of the date entered, the costs and quantities frozen are a "snapshot" of the inventory as it exists at the moment the capture is executed. It does not back out transactions to arrive at a prior date on hand quantity.

The Count Type refers to whether or not all items with on-hand quantity within the ranges of cycle codes, part numbers, etc. will be counted. If everything that is on-hand within the ranges selected will be counted and you want the program to zero out any item not counted, choose Type 2. If you wish to count only certain items and have the program ignore uncounted items and make no adjustment, choose Type 1.

You can limit the items to be frozen by restricting the inventory to a particular *Cycle Code* or by entering from/thru ranges of item numbers, item classes, category and GL asset accounts.

Once you have completed the last field or at any point on the screen when the *Process* button is clicked, you are taken to a screen which allows you to choose which Locations are to be included in the physical inventory. If you want all Locations included, click on the *Tag All* button. You can tag an individual Location by double clicking on it or by highlighting it and clicking on the *Tag One* button.

Once you have tagged the Locations to be included, click the *Go* button. You are then asked if you are ready to begin capturing the frozen inventory. Click *Yes* or press <Enter> and processing will begin.

When finished you are asked if you want to print the frozen inventory report. You can do so now or you can click *No* and print the report later through PI-B Frozen Inventory Report.

Changing an Existing Physical Inventory

You can change an existing physical inventory if you wish to change the items or locations that are to be included.

To do, enter the year and number of the physical inventory to be changed, or select one from a lookup by clicking on the lookup button.

You can then change any of the filter ranges, if applicable. When you are completed with the screen (or after clicking the *Process* button), you are informed that this is an existing physical inventory.

You are then presented with the Location tagging screen. Tag or untag Locations as desired. If you tag a Location that has already had tags entered through PI-C Enter Tag Counts, you will be given the option of deleting those tag records, or leaving them intact so that they do not have to be re-entered.

When you are finished tagging Locations, click on the *Go* button. You are then asked if you wish to proceed with capturing the frozen inventory. If you do so, the inventory will be re-frozen with completely new records replacing the existing ones.

3.7.3   PI-B Frozen Inventory Report

PI-B Frozen Inventory Report

Purpose of Program
Use this report to get a listing of the items frozen in PI-A Capture Frozen Inventory.

The report is also designed to be used as a count sheet as an alternative to entering inventory counts on numbered tags. Each report line that is to be counted is assigned a unique line number which can be used as a tag number in PI-C Enter Tag Counts

General Program Operation
Enter the physical inventory year and number or select it from a lookup by clicking on the lookup icon.

Indicate with a *Y* or *N* whether you want items coded for lot and/or serial control to have the current lot and serial number detail lines printed on the report.

Indicate with a *Y* or *N* whether the 2nd line of description is to be printed on the report.

Indicate with a *Y* or *N* whether you want the current on-hand quantity to be printed on the report. In general this is not recommended when using the report as a count sheet. You will get more accurate counts if personnel do not know what the current on-hand amount is.

Enter a *P* if you want the report sorted by item number and a *B* if it is to be sorted by bin location.

Indicate with a *Y* or *N* whether you want the frozen inventory cost printed on the report.

After completing the selection criteria, you are presented with a tag *Locations* screen which allows you to tag or untag the *Locations* that are to be included on the report. Once you are finished tagging locations, click the *Go* button to begin printing.

3.7.4   PI-C Enter Tag Counts

PI-C Enter Tag Counts

Purpose of Program
Use this program to enter the information collected on your tags. Inventory tags are not supplied with your system. Any all-purpose, pre-numbered inventory tags will be suitable. Tags are normally attached in advance to all the items, bins, shelves, pallets, etc. of the items to be counted. The counts are then made and the item numbers and counts are entered on the tags. Tags are pre-numbered to that they can all be accounted for, thus avoiding lost tags. The tags are all collected and then entered into the system via this program.

If you are using PI-B Frozen Inventory Report as a count sheet alternative to numbered tags, all line items to be counted are assigned a unique line number which can be used as a tag number.

You can also collect counts using a bar code data collection device, save the data in a comma or space delimited text file, and then import them using the Import button on this screen.

When tagging items for counting be careful not to tag items that have already been issued to work-in-process. The *Physical Inventory* module is confined to counting on-hand inventory only. To get a work-in-process inventory, run JC-P Print Materials in WIP. Any adjustments to WIP inventory must be made through WO-G Issue Materials.

Lot and Serial Number Items
Be aware that for an item coded for either lot control or serial control this program expects one tag number for each lot number and serial number.

General Program Operation
This program is used after all items have been tagged, counted, the item numbers and counts entered onto the tags or count sheet, and the tags collected.

Entering New Tag Records
First enter the *Year* and the *Phys Inv No* or select one from a lookup by clicking on the lookup icon.

You are then presented with a list of existing tags in a scrolling window. To enter a new tag, click on the *Add* button.

Enter the *Tag Number*. For each entry thereafter, the tag number will automatically increment by a value of one. You can accept the automatic number or override it. All tag numbers are unique and cannot be duplicated.

Enter the *Location* (factory or warehouse).

Enter the *Item number* or select it from a lookup by clicking on the lookup icon. The *Description* and *Unit of Measure* will automatically be displayed. Multiple tags for the same item can be entered; the on-hand quantity will be the total of all tags entered. In fact, lot and serial controlled items require a separate tag entry per lot or serial number.

NOTE: If you find an item while counting that is not already in the inventory master file, you will be prompted: This part number does not exist. Would you like to set it up as a new part number? You should answer Y and create the part from this screen; do not go to IN-B Enter Inventory to set it up.

Enter the *Count Qty*. The program accepts a zero quantity in the event that you need to account for all tags to comply with an audit. You can optionally enter the *Bin Loc* (bin location), if applicable.

If this item is coded to require lot and/or serial control, you must enter a lot number or serial number.

Enter the *Bin Location*, if applicable. It will default to the default bin location but can be overridden.

Enter the *Count Date*. The date defaults to today's date. Whatever date you enter on the screen stays on the screen for all succeeding entries until changed.

The *Employee No* is an optional field that records who actually made the count. If you enter

the employee number, the *Name* will automatically be displayed from the employee file. After presenting a warning message first, the program allows you to enter a non-employee number and name if you want to track non-company personnel.

An optional *Comment* field allows a short note to be entered for reference purposes.

When you complete the last field you will automatically be prompted to save the record or you can save the record from any point on the screen by clicking on the *Save* button (or press F10).

Editing Tag Records

To edit an existing tag record, go to the opening screen by starting the program or from the enter tag screen click on the *Opening Screen* button. Highlight the record in the scrolling list of tags and click on the *Edit* button. Make any changes that are required and save the record. When you are finished you are returned to the list where you can edit another record or take any of the other screen options.

Deleting Tag Records

To delete an existing tag record, go to the opening screen by starting the program or from the enter tag screen click on the *Opening Screen* button. Highlight the record in the scrolling list of tags and click on the *Delete* button. You will be asked if you wish to delete the record. Click *Yes* or press <Enter> and the record will be deleted.

Importing Tag Records

To import physical inventory counts, you will need to have the count data in an comma delimited or fixed length ASCII file containing Tag Number (or incremental line counter number), Location, Part number and quantity counted add Lot Number for Lot Controlled items. Employee number and Bin Location are optional. Serial controlled parts can not have counts imported at this time.

Click on the Import button on the opening screen and you will be presented with a standard style import screen. Enter the file name. The file name and path need to conform to 8.3 naming convention; in other words, no file or directory names longer than 8 characters plus 3 character extension and no spaces in the file or path name. It is easiest to save the file into the application folder so no path is needed. Next, indicate whether existing tag numbers should be skipped or replaced and whether the file is comma delimited or fixed length.

Indicate the Year and Quarter of the Physical Inventory and the count date. Finally, indicate the position of the data fields in the text file. For comma delimited, enter the column number in the first position on each line and leave the second position at 0. For space delimited, enter the beginning position in the first column and length of the field in the second. Press Enter or Tab through all the fields or press F10 to process. You will be presented with a report listing the imported items and indicating any exceptions that need to be manually entered such as items that require serial control.

3.7.5   PI-D Print Missing Tags

PI-D Print Missing Tags

Purpose of Program
Use this report to get a listing of any missing tags. The report looks for and lists any missing tags or ranges of missing tags within the sequence of tag numbers already entered.

General Program Operation
Enter the *Year* and *Phys/Inv No*. The fields default to the latest physical inventory on file.

You can limit the report by selecting only specific *Locations* (factories or warehouses).

You can start the report at a particular tag number or press <Enter> at the *Starting Tag Number* field to get a listing of all missing tags.

3.7.6   PI-E Edit Frozen Inventory Costs

PI-E Edit Frozen Inventory Costs

Purpose of Program
This program should only be used to enter a cost for an item discovered during the counting and tag entry process that was not in the inventory database at all and was entered as a new part which means the "Frozen Cost" and on hand quantity are 0 because the item did not exist in the system at the time of the freeze.

NOTE: Companies on FIFO or LIFO costing cannot use this program.

General Program Operation
Enter the *Year* and *Phys/Inv No*. These fields default to the latest physical inventory on file.

A listing of the frozen inventory items is displayed. Double click on the item for which the cost is to be changed. You are then taken to another screen where you can enter the new cost. After entering the cost you are returned to the list where you make additional entries or click on the *Exit* button to return to the *Physical Inventory* menu.

3.7.7   PI-F Physical Inventory Report

PI-F Physical Inventory Report

Purpose of Program

Use this program to get a printout of your physical inventory. The report can be run in summary, which provides a count and cost summary for each item number, or in detail, which lists the information collected on each numbered tag. It can also be run as an uncounted parts exception report.

At the end of the report are totals showing the current inventory value, the physical inventory value, and the difference between the two.

Normally this report provides the final review of the physical inventory before PI-G Update Actual Inventory is run.

General Program Operation

Enter the *Year* and the *Phys Inv No*. These fields default to the latest physical inventory on file.

In the *Report Type* section choose whether you want the standard physical inventory report or an uncounted parts exception report. Uncounted parts are items that were frozen with units showing on-hand, but have not received a tag record. Most likely there is no on-hand quantity and therefore zero quantity tag records need to be entered for these items in a Type 1 inventory. Physical Inventory Value report includes the total value of counted items, frozen items and the value of the adjustment.

Enter a *P* if you want the report sorted by item number and a *C* if you want it sorted by item class.

Enter an *F* if you want unposted parts to be printed at frozen cost or enter a *C* if you want them printed at current average cost. Items already posted through PI-G Update Actual Inventory will always print at frozen cost. If you are on FIFO or LIFO costing, items will always print and post at current average cost to avoid discrepancies between the average cost and the calculated costs of the FIFO/LIFO cost buckets.

Enter a *Y* if you want tag detail printed, *N* if not, and an *L* if you want the detail confined only to lot and serial controlled items.

Enter a *Y* if you want detail of corrections made to lot and serial items printed.

Finally, enter a *Y* if you want uncounted parts included on the report. If uncounted items have no quantity on-hand, a zero quantity tag record should be entered.

After completing the selection criteria, you are presented with a *Locations* listing that allows you to tag which *Locations* are to be included on the report. After tagging the appropriate *Locations*, click on the *Go* button to begin printing.

3.7.8 PI-G Update Actual Inventory

PI-G Update Actual Inventory

Purpose of Program

Use this program to update the current inventory *On-Hand* values. The program will create an adjusting transaction for any difference between the Frozen quantity and counted quantity. You can optionally update the *General Ledger* to record the cost discrepancies between the old and new inventory values.

General Program Operation

Enter the *Year* and *Phys/Inv No.* These fields will default to the latest physical inventory on file.

Enter an *F* if you want any adjusting transactions made at frozen cost and enter a *C* if you want them made at the current average cost. There should be little difference between the two unless a long time has passed since the inventory was frozen. In general, accountants would prefer using the frozen cost because it was the cost in effect at the time the items were frozen. If you are on FIFO or LIFO costing, adjustments will only be made at current average cost.

Enter a *Y* if you want to update the *General Ledger*. If so, an entry will be made to the GL "Other" journal for each item number that has had a change in quantity. If the inventory value increased, the *Asset* (Inventory) account for the item's item class will be debited for the difference and the *Cost of Goods Sold* account for the item's item class will be credited. If the inventory value decreased, the *Asset* account will be credited and the *Cost of Goods Sold* account debited.

Some people prefer to avoid all this posting and will instead make a single manual entry to the *Inventory* and *Cost of Goods Sold* accounts. If this is your preference, answer *N* to the *Update General Ledger?* prompt and make a manual journal entry for the *Difference* total found at the end of the *Physical Inventory Value* report.

After completing the selection criteria, you are presented with a *Locations* listing that allows you to tag which *Locations* are to be included in the posting. After tagging the appropriate *Locations,* click on the *Go* button to begin processing.

The program will replace the *On-Hand* quantities and *Average Costs* in the inventory files with the counts and costs of the physical inventory and will post the differences to the *General Ledger*, if the *Update General Ledger?* option was taken. When finished processing, the program optionally prints the *Physical Inventory Detail* report, which will list the items that were updated.

3.7.9   PI-H Purge Physical Inventory

PI-H Purge Physical Inventory

Purpose of Program
Use this program to purge physical inventory files. Each physical inventory stays on file indefinitely until purged. You can keep old physicals on file for reference purposes as long as you like.

NOTE: You cannot delete a item number in IN-B Enter Inventory if it remains in a physical inventory that has not been purged.

General Program Operation
Enter the *Year* and *Phys/Inv No* to be purged or select one from a lookup by clicking on the lookup icon.

You are then presented with a *Locations* listing that allows you to tag which *Locations* are to be included in the purge. After tagging the appropriate *Locations*, click on the *Go* button to begin processing. You are given one last opportunity to print the *Physical Inventory Detail* report, which will list the items that are going to be purged.

The program will delete each record in the file one-by-one until completed.

3.8   Warehouse Control

3.8.1   Warehouse Control

WAREHOUSE CONTROL

Warehouse Control Overview
Warehouse Control takes Inventory management to the next level. Rather than strictly tracking the on hand quantity of items, enabling Warehouse Control allows you to know which of several Bins or Shelves the items may be located on.

Warehouse Control Default Settings
There are 3 settings relating to Warehouse Control in on the SD-S Warehouse Control Defaults screen. First is the master setting to enable or disable the Warehouse Control module and multiple bins or shelves per item. N means only 1 Bin per item is allowed. Y means multiple bins are tracked as possible locations but on-hand quantity by Bin is not maintained. Q means quantity by Bin is maintained. *Use Controlled Bin Locations* determines whether a master list of Bin/Shelf Locations must be adhered to or if users can create new ones on the fly, and *Allow Blank Bin Locations* controls whether an item coded for Warehouse Control can be assigned to a "Blank" Bin or Shelf or if all Bin and Shelf Locations

must be named. Enabling Warehouse Control sets all items to be so controlled but individual items can be flagged Y, N or Q in IN-B Enter Inventory or WC-B Assign Warehouse Control

Enter Master Warehouse Bin Locations
This is the master list of bins and shelves that can then be assigned to items. Bins and shelves are also assigned to a Warehouse Location.

Assign Bins to Items
Each item can be assigned to multiple bins or shelves, with one identified as the Default. When Warehouse Control is first enabled, the Bin previously specified in IN-B Enter Inventory as a Bin Location is assigned to the item as the default Bin.

Transaction Processing
For items with Warehouse Control set to Y, transactions will prompt for a Bin but not control the quantity per Bin. If Warehouse Control is set to Q, then all transactions will prompt for the Bin and quantity of items to be added to or removed from the bin. The exception to this is backflushing at WO-I Enter Finished Production. Backflushed components are not processed through Warehouse Control unless the "Use Bins for EFP Backflush" is enabled in SD-S Warehouse Control Defaults.

3.8.2   WC-A Enter Warehouse Bin Locations

WC-A Enter Warehouse Bin Locations

Purpose of Program
Use this program to enter the master list of Bins and Shelves that will be assigned to items in each Warehouse.

General Program Operation

Adding a record
To create a Bin Location, click ADD and enter the Warehouse Location, Bin or Shelf, and a description if desired. Note that Bin Locations can also be created as they are assigned to items in WC-C Assign Bin Locations to Items

Editing a record
To edit an existing Bin Location, click EDIT and enter the desired changes and click Save or press F10.

Deleting a record
To delete a Bin Location, click DELETE or press F4 and confirm the deletion.

3.8.3   WC-B Assign Warehouse Control

WC-B Assign Warehouse Control

Purpose of Program
Use this program to turn on or off Warehouse Control by part number and Warehouse

Location..

General Program Operation

Assigning Individual Items
Enter an Item Number and set the Warehouse Control to Y, Q or N as applicable. If it is Y or Q, you will also be able to indicate whether or not it applies to all Warehouse Locations or only specific Location (s). You will then be able to select which Location(s) will require Warehouse Control.

Assigning Ranges of Items
To assign Warehouse Control to a range of items, click the Ranges Button and then enter the range of items, Class, Category, Type and Warehouse Locations to turn the Warehouse Control on or off.

3.8.4 WC-C Assign Bin Locations to Items

WC-C Assign Bin Locations to Items

Purpose of Program
Use this program to assign the Bins to items by Warehouse Location.

General Program Operation

Assigning a Bin
Click Add, and enter the Warehouse Location, Bin and Item Number, and indicate whether the Bin is the Default Bin for the item. Use Lookups to select from previously entered Warehouses and Bins. New Bins can also be created on this screen as they are assigned to items.When Warehouse Control is first turned on. The existing Bin Location as previously entered in IN-B is assigned to the item as the Default Bin.

Editing an Existing Bin
Click Edit and make the desired changes and save.

Deleting a record
To delete a Bin Location, click DELETE or press F4 and confirm the deletion. This will delete the assignment of the item to the Bin but not the Master Bin record. To delete the Master Bin record, use WC-A Enter Warehouse Bin Locations

Importing Bin Assignments
Click Import and enter the name of a comma delimited or fixed length file to import. Indicate whether to Skip or Replace existing Bin assignments and also whether the file is comma delimited or fixed length. Enter the column information as needed. Required fields are so indicated on the screen.

3.8.5 WC-E Print Bin Inventory Listing

WC-E Print Bin Inventory Listing

Purpose of Program
Use this program to list the quantity by Bins of items by Warehouse Location.

General Program Operation
Indicate how you want the report sorted (Warehouse/Bin/Item, Warehouse/Item or Item/ Warehouse/Bin) and choose the desired filters and whether to include all Warehouses or only selected warehouses.

3.8.6 WC-F Warehouse Control Exceptions Report

WC-F Warehouse Control Exceptions Report

Purpose of Program
Use this program to list the items having an inventory on hand quantity different than the total of the Bin quantity.

General Program Operation
Choose the desired filters and whether to include all Warehouses or only selected warehouses.

4   Sales

4.1   Sales Orders

4.1.1   Sales Orders

SALES ORDERS

Sales Orders Overview

The *Sales Orders* module provides a sophisticated and flexible way to track customer orders. *Sales Orders* is tightly integrated with the *Inventory, Work Orders*, and *Material Requirements* modules to help you manage your inventory and production planning more efficiently. Production work orders can be generated automatically from sales orders, sales orders can be processed for inventory at multiple locations, and an open sales order can have additional items added, or have products invoiced from it, at any time.

For more information on using sales orders, see [Using a Sales Order System](#)

Features
Unlimited notes and comment lines

Customer on-the-fly setup

Inventory status and price lookups

Instant invoicing

Note templates for forms such as certifications

Customer cross-reference item numbers

Selling kits

Scheduled orders with multiple ship dates

Sales commissions at header or line item level

Features and options order configurator

Copy capability from history invoices or sales quotes

Automatic conversion to work orders

Customer service inquiry

Functions
Order entry

Order release

Invoicing

Void invoice

Recurring invoices

Convert sales orders to work orders

Sales quotations

Convert quotations to sales orders

Databases
Sales orders

Invoice history

Forms & Reports
Acknowledgements

Packing slips

Shipping labels

Invoices

Note templates

Sales quotations

Open sales order listing

Backorder listing

Reprint invoice

Commissions by sales order

Shipping schedule

Available to ship

Sales order/work order schedule

Invoice listing

Released invoices

Sales Analysis

4.1.2   Using a Sales Order System

Using a Sales Order System

The simplest transaction for a sales and inventory accounting system is taking an order for which all items are in stock, printing the invoice and shipping the items. However, complicating factors inevitably arise. What do you do when an ordered item is out of stock?

How quickly can you get manufacturing orders in production? Can you add items to an open sales order if you receive a call from your customer requesting additions to an earlier order? How are special product options handled?

The sales order system is a collection of programs that provides you with powerful yet easy to use methods of integrating your inventory, manufacturing, and sales operations. The sales order system contains the following basic elements:

Backorder tracking

Instant invoice capability

Multiple invoices against a single sales order

Automatic conversion to production work orders

Features & Options capability

A sales order is a record of a customer order which can have multiple delivery invoices applied against it. It serves as a record of invoiced and shipped products, and can also serve as a record of inventory out of stock and backordered. The sections below will introduce you to these various sales order features.

Backorder Tracking
The sales order quantity for an item can be in the *Ship* column or in the *Backorder* column. Units in the ship column have not yet been shipped, while units in the backorder column are items that failed to make a shipment and were backordered.

The backorder column is primarily for tracking purposes and distinguishes backorders from open orders. A backorder listing is available through SO-O-B, Print Backorder *List*, and *On Backorder* is a status field within the inventory system.

Instant Invoice Capability
If you set the *Ready to Invoice?* flag to Y when entering a sales order, the program checks stock on all line items and places all available units in the ship column and all items without stock in the backorder column. All lines are flagged by the program as ready to invoice. You can then go directly to the print invoice program and bypass the release sales orders function.

The instant invoice capability can be useful for point-of-sale situations or for spare parts type orders that are to be shipped out of stock.

Multiple Invoicing and Adding to an Existing Sales Order
An open sales order is any customer order that has at least one open item that has not been posted. In order to allow you to recall a sales order for alteration or review, a sales order number is automatically assigned or manually assigned by the user. New line items can be added to an open sales order. You can also delete or change items that are on the order if they have not yet been invoiced. When all goods are invoiced on the sales order, the sales order is closed and you can no longer add line items or make any changes to it. The ability to add line items to an open sales order gives you a convenient and flexible way to record your customer orders.

Pricing
A complete pricing system is available for use by the *Sales Orders* module. The pricing system includes a base price, up to 999 price lists with ten quantity price breaks per item, discount tables with multiple discount levels by item class, and contract pricing for specific

items for specific customers.

Automatic Conversion to Production Work Orders
SO-N Convert Sales Orders to Work Orders converts sales orders directly to production work orders in the *Work Orders* modules. The program will run through the sales order line items and will produce a work order for each item that is a finished good, subassembly, or manufactured item. Multiple shipping dates per item can be accommodated. For make-to-order manufacturers this conversion capability eliminates the tedious work of entering one order in the accounting system and the same order in the manufacturing system. It allows you to enter multiple items on the same sales order, yet it produces individual work orders for each item in a format (shop traveler) that is useful for the production department.

Features & Options Capability
Features & Options is a module which allows bills of material to be designed to accommodate multiple options within products. During sales order entry options are presented in windows for selection. As each option is selected, it feeds into the sales order underneath the parent product. Options may be defined within options, and you can specify option prices to be itemized or to be added to the price of the parent product.

After the options are selected and the sales order is saved, the sales order can be converted to a work order, during which all the options are passed over to the work order's bill of material where they are combined with the parent product's standard components.

Features & Options allow custom bills of material to be built on-the-fly within sales order entry and is a useful tool for custom manufacturers whose products are subject to a variety of options. The *Features & Options* capability eliminates complex item numbering, results in more accurate ordering and pricing, and gets orders to the factory floor more quickly.

4.1.3   SO-A Enter Sales Orders

SO-A Enter Sales Orders

Purpose of Program
Use this program to enter and modify sales order records for your customers. A sales order can include both regular and non-inventory items. All shipping documents and invoices are printed from the information entered in this program. The program can optionally check stock and automatically track backorders. Multiple invoices can be generated from a single sales order.

Field Explanations

HEADER SCREEN
SO No. (Required)
The sales order number. Normally you leave this number blank and the program will assign a default sales order number when you move from the header to the line item section. The next sales order number to be assigned is stored in DEF-R Assign Next Numbers. You can also enter a sales order number of your own choice. If you do so, you will be asked to verify that you want to use the number, and secondly, whether you want to reset the system SO# counter so that the next sales order number assigned follows this new number. If you happen to enter a sales order number that is already used, you will be advised to use a different number.

When you first start SO-A, existing sales orders display in a lookup window if the opening list has been enabled in US-A Customize Settings. If you wish to edit or view an existing order, you can highlight it and click on it or press <Enter> and its information will be displayed. If you know the sales order number, you can bypass the lookup process and enter the sales order number directly after clicking on the *Find* button. To enter a new order, click on the *Add* button (or press <Insert>).

SO Date
The date the sales order was entered. When entering a new sales order, the date defaults to today's date, but can be overridden.

Last Invoice
Since multiple invoices can be generated against a single sales order, this field indicates the last invoice processed against this particular sales order. This is a memo field only; no modification is permitted.

Entered by
The person who entered the order. This is a 5 character alphanumeric field. This field will default to a value set up in SD-M Sales Orders Defaults which can be the login ID of the person entering the order rather than a constant value.

Customer (Required)
The customer code for the bill-to customer making the purchase. You can click on the lookup icon or button while in the *Customer* field (or press F2) on this field to select a customer from a lookup window. Once the customer code has been selected, the program checks to see if they are on credit hold and, if so, presents a message to that effect. You can turn off the message in SD-M Sales Orders Defaults by setting the Turn the Credit Limit Message Off?to Y. You can also enter a number of days to check for open invoices older than XXX days ormore than XXX days past due per terms to be warned if a customer has past due open invoices.

Name, Address, City, St, Zip, Country
These fields default to values entered in the customer master record in AR-A Enter Customers. You can change any of these default values for sales order purposes without affecting the master record.

Attention
The person from the bill-to account to whose attention this order should be addressed, with a default defined from the *Contact 1* field in the customer master record.

Ship to
If the *Ship to* information is different than the bill-to information, it is entered in the *Ship to* area. After you enter the bill-to customer code, the bill-to customer information repeats itself in the *Ship to* area as a convenience in the event that the information is to be the same. If a default ship-to account is specified in the default *Ship-to Code* field in AR-A Enter Customers, that account's information will automatically display in the *Ship to* area when the bill-to customer code gets entered.

If the default *Ship to* information needs to be changed, you can click on the *Ship to* lookup icon or button while in the *Ship to* field (or press F2) and select a different customer code and its information will default into the *Ship to* area. If the *Ship to* information is not set up in a customer record, you can manually enter the information.

You can maintain multiple ship-to records for a customer by creating multiple customer

records (using AR-A Enter Customers) for each ship-to address. If the Control ship To based on Bill To is set to Y in SD-M Sales Order Defaults then the lookup on Ship To will only display the Ship To customers assigned to the Bill To customer entered.

Attention

The person from the ship-to account to whose attention this order should be addressed, with a default defined from the *Contact 1* field in the ship-to customer record. If you print shipping labels, this information will automatically be printed on the label.

Ord Desc

The general description for this sales order (optional). This will be printed on various reports and on the customer's statement. If left blank, the program will print a default description on reports cross referencing the invoice number and the Sales Order number. This is a 30 character alphanumeric field.

Cust PO

The customer's purchase order number. If you print shipping labels, this number will be printed on the label. It is also used as a reference on various reports and inquiries. This is a 25 character, alphanumeric code. If a Customer PO (other than the word "VERBAL") has already been entered, you can (based on default setting) receive a warning to prevent inadvertent duplication of an order.

Location

If you are using multiple inventory locations (set up as part of the inventory record in IN-L-B Enter/Assign Locations), enter the appropriate location here. You can select a location by clicking on the lookup icon or button while in the *Location* field (or press F2). See How to Use Multiple Locations for more information.

Terms Cd (Required)

The payment terms code for this sales order, which defaults to the terms code set up in the customer master record in AR-A Enter Customers.   Up to 20 terms codes may be defined in SM-D Enter Terms Table. You can select a terms code by clicking on the lookup icon or button while in the *Terms Cd* field (or press F2).

FOB

The FOB designation for this sales order. This will print on sales order documents. The default value will be the FOB field designated in AR-A Enter Customers , or, if not entered there, the default value entered in SD-M Sales Orders Defaults will be used.

Job No

A master job number. This is used as a report filter in various open Sales Order and Sales Analysis reports. If several Sales Orders are part of a master job or project, this field links them together for tracking purposes. The same job number can be used to group purchase orders and work orders.

GL Dept

If you are using GL departments, this field allows optional entry of a GL department code to post income and expense transactions to a specific department set up in your chart of accounts. Entry of a department in this field will *not* perform departmental posting to balance sheet accounts (assets and liabilities), such as *Accounts Receivable*. If a GL Department is entered, any Item Class or system default setting for a GL Account that has a blank department will be posted to the specified account and the department entered here. Non-blank departments in the Item Class or system defaults will not be overridden.

Default settings in SD-M Sales Orders Defaults allow you to control whether access to this field is allowed or not, and whether entry of a non-blank department is required or not.

Price Cd
The default price code assigned to this customer's master record in AR-A Enter Customers . You can enter a price code or override the default price code for this one order.

Discnt Cd
The default discount code assigned to this customer's master record in AR-A Enter Customers. You can assign a discount code or override the discount code for this one order. You can select a discount code from a pop-up window by clicking on the lookup icon or button while in the *Discnt Cd* field (or press F2). The discount will be applied to any base price, price code price, or manually entered price. It will not apply to contract prices. You can use a negative discount percentage to apply a surcharge or "upcharge" to a price. For a negative discount more than 9.99%, you need to set the "Enable Up Charges in Discounts" in SD-M Sales Order Defaults to Y to gain access to the needed extra digit.

Slsp1
A code for the first salesperson on this sales order. This is a 4 digit numeric field. This field will default to the *Slsp 1* number associated with this customer in AR-A Enter Customers. If a salesperson is defined in the ship-to customer's master record, it will take precedence over the bill-to salesperson. Up to two salespeople may be designated per sales order.

Salespersons can be selected from a lookup window by clicking on the lookup icon or button while in the *Slsp1* field (or press F2). Once the salesperson is entered, depending on the settings entered in SD-N Sales Commissions Defaults, you may or may not be allowed to enter a commission percentage to the right of the *Slsp1* field. If a commission percentage was defined for *Slsp 1* in the customer's master record, it will default into this field. If not, the percentage defined in CS-B, *Enter Salespersons Info*, will be used. The commission amount can be manually entered or overridden.

The program logic in determining the salespeople is as follows. When you first start a new sales order, the program uses the default salesperson (if there is one) entered in SD-M Sales Orders Defaults, and uses that person's commission rate as entered in CS-A Enter Salespersons. When the bill-to customer is selected, it then changes the salesperson and commission rates to any settings made in the customer master record in AR-A Enter Customers (and adds a second salesperson, if one is designated in AR-A). If a ship-to customer code is selected, it then changes the salespersons and commission rates to any settings in the ship-to customer master record. If the ship-to customer has no salespersons and commissions assigned, the information from the bill-to customer will be used.

Slsp2
The second salesperson for this order as designated in either the bill-to or ship-to customer's master record. If your settings in SD-N, Sales Commissions Defaults, allow entry of a commission percentage, the percentage will display to the right of the *Slsp2* field.

Ship Via
The method of shipment. This is a 15 character alphanumeric field. This field will default first to a value set up in the customer's master record in AR-A Enter Customers, and, if not specified there, to the default set up in SD-M Sales Order Defaults.

Taxable
The *Taxable?* field defaults from the field of the same name in AR-A Enter Customers. If set

to Y, the default *Tax Group* assigned to the customer in AR-A will automatically display in the *By* field and its corresponding rate will automatically display in the *Rate* field. If the sales order is not subject to tax, you can enter an N in the *Taxable* field and the program will not display a *Tax Rate*. If some lines on an order are subject to tax and others are not, enter Y here and then designate whether each line is taxable.

By
The default for this field is the tax group entered for the ship-to customer in its master record in AR-A Enter Customers. The ship-to customer's tax group is used because it reflects the destination to which the order will be shipped, which is where the tax liability is owed. You can select a tax group by clicking on the lookup icon or button while in the *By* field (or press F2). If an order is non-taxable, you can still assign it to a tax authority so it is included as non-taxable sales on Sales Tax reports.   If you do not deal with sales tax at all, you can turn off the tax authority message in SD-M Sales Order Defaults.

Rate
If Taxable is set to Y, the sales tax rate for the *Tax Group* entered in the *By* field will display in this field. You cannot override the Rate value.

Currency
If you have multi-currency processing enabled in IM-A International Configuration, the currency code assigned to the customer in AR-A Enter Customers, defaults into this field. It may be overridden for a given order, if desired.

Drop Shipment
This is a flag indicating that the order is being drop shipped to a customer different from the customer placing the order.

Ready to Invoice?
If you wish to produce an instant invoice for all items on the order that can be shipped, enter a Y here. This causes the program to check stock as line items are entered and insert units on hand in the *Ship Qty* field. Units not on hand will be inserted into the *Backord Qty* field. The *Release?* field for each line item will be set to Y, allowing an invoice to be printed without requiring SO-E Release Sales Orders, to be run.

If the *Ready to Invoice?* flag is set to N, stock checking will be suppressed and you can manually enter quantities in either the *Ship Qty* or *Backord Qty* . The *Release?* field for each line item will be set to N, requiring use of SO-E Release Sales Orders to designate items for invoicing. It can also be set to H to put an order on hold which will prevent the release of the order in SO-E Release Sales Orders.   The default for the *Ready to Invoice?* field can be set in SD-M Sales Order Defaults.

Subtotal
The subtotal amount for the sales order prior to sales tax and freight. This is an 11 character numeric field, 2 of which are decimal characters.

Tax
The amount of sales tax for this sales order (calculated automatically when you save the sales order).

Freight
The freight charge for this sales order. You are prompted to enter a freight charge in a window each time you save a sales order. You can either enter the freight in this program, or you can enter freight charges later when you run SO-E Release Sales Orders.

Total
The total amount of the sales order, which is the *Subtotal + Tax + Freight*. This is an 11 digit numeric field, 2 of which are decimal characters.

Import Lines
Once the customerr information has been entered but before advancing to the line item screen, there is a button available with a green circle and white pointer for importing lines. Click the button and you will be prompted for an import file name (CSV format), date format option, and which column holds the required data which is Item Number, Description,Quantity, Price and Estimated Receipt Date. If you do not include price and description in the import file, they pull in from item master and customer pricing.

LINE ITEMS SCREEN
You can access the line item entry screen at any point on the header screen by clicking on the *Line Item Screen* button (or press <PgDn>), or if you advance past the *Ready to Invoice?* field you will automatically be taken to the line item entry screen. Previously entered lines can be displayed at any time by clicking on the *Display Lines* button (or press F2) while the line item entry area is cleared. You can also use the standard search keys/buttons to bring previously entered lines into the entry area. The *First* button (or F5 key) brings in the first line item; the *Last* button (or F6 key) brings in the last line item. Once a line item is in the entry area, you can click on the *Next* button (or F8 key) to advance forward one line at a time; or you can use the *Prev* button (or F7 key) to move backwards one line at a time. The *Add* button (or <End> key) clears the entry area and allows entry of a new line. The current line number is always displayed in the *Line #* field in the upper right of the entry area.

LINE ITEM ENTRY FIELDS
Lin
You may enter a line number or code in this field. This can be used to reference a line number on a customer's purchase order, which is common with government contracts. This field is also used to designate kit components (K) and manufactured options (M) if you are using Selling Kits or the *Features & Options* module. This is a three character alphanumeric code. It may be left blank.

Item number
The inventory item number for the line item. Inventory item numbers are set up in IN-B Enter Inventory. You can select from a list of inventory items by clicking on the *Lookup* button (or press F2) or you can type in a item number. As you press <Enter> after you have selected a item number, the inventory product description is displayed under the code. You can change the description for this particular sales order without affecting the standard description. If you press <Enter> through the *Item number* field without entering a item number, the line is treated as a comment line and allows comments entry in the *Description* field, but not to any of the other fields.

Inventory stock status (on sales order, on backorder, on purchase order, in QC inspection, on work order, allocated) is available from three places during line item entry. While performing a lookup in the *Item number* field, you can highlight an item and then click on the *Stock Status* button. You can also click on the *Stock Status* button or the lookup icon or F2 key while in the *Ship Qty* and *Backord Qty* fields.

Description
The description of the item as entered in IN-B Enter Inventory . This can be overwritten here without affecting the master description.

Location
If enabled in SD-M Sales Order Defaults the Location can be edited at the Sales Order Line item level.

Ship Qty
The number of units ordered. This is an 11 character numeric field, two of which are decimal characters. The default display in this field is 1.00. If the *Ready to Invoice?* flag is set to Y, the program checks stock and will not allow a quantity greater than the units on hand to be entered into this field. If the *Ready to Invoice?* flag is set to N, you may enter any quantity desired, regardless if stock is on hand or not. Regardless of the *Ready to Invoice?* Flag setting, if you have set the SD-M Sales Order Defaults setting for *Calc BO on Available to Ship?* to Y then the program will backorder any quantity in excess of On Hand less on SO and on BO from other orders.

Backord Qty
If the *Ready to Invoice?* flag is set to Y and the line item quantity ordered exceeds the inventory units on hand, the remaining units ordered are placed on backorder, and the number of backordered units (per line item) is displayed here. If the *Ready to Invoice?* flag is set to N and the SO-E Release Sales Orders program is used to designate items and quantities for invoicing, unshipped units get automatically moved into the backorder field.

Price
The price for this item. This can either be a price from the price code file, the base price from the item's inventory record, a contract price for this item and this customer from the contract price file, or a manually entered price. This is a 12 character numeric field, four of which are decimal characters. If four decimal places is not accurate enough for extremely low-priced items, be aware that "per thousand" or "per hundred" pricing can be used by setting the price unit of measure in IN-B Enter Inventory to M or C. Based on default setting in SD-M Sales Order Defaults access to this field can be prohibited, preventing order entry clerks from changing the default pricing that pulls in.

UM
The price unit of measure for the item as defined in the item's inventory master record. An entry of M is used for per thousand pricing and an entry of C or H for per hundred pricing. LOT or MIN designate a Lot or Minimum charge in which case the unit price will not be multiplied by the item quantity to calculate the extended price.

Disc
The percentage discount from the discount code assigned to this customer. The discount code is based on the item class and dollar amount of the line item. Discounts will not be applied to contract prices. You can manually enter or override the discount. This is a 4 digit numeric field with 2 decimal characters.   Ten percent is represented as 10.00. A negative discount can be entered to apply a surcharge or "upcharge" to an item. For a negative discount more than 9.99%, you need to set the "Enable Up Charges in Discounts" in SD-M Sales Order Defaults to Y to gain access to the needed extra digit.

Tax?
If you entered Y in the *Taxable?* field in the order header, you can also choose whether individual line items are taxable. You are offered a default from the inventory file (as entered in IN-B, Enter Inventory) for this line item. If you entered N in the *Taxable?* field in the order header, this field will always be N.

Release?

Like the *Ready to Invoice?* field described above, this is a ready-to-ship flag, but one that is applicable to individual line items. If the *Ready to Invoice?* flag in the order header is set to Y, the *Release?* flag will be set to Y for any item that has a *Ship Qty*. Otherwise, the *Release?* flag is set to N. As items are released for invoicing through SO-E Release Sales Orders, these flags get set to Y. Once an invoice gets posted, all *Release?* flags get set back to N.

Est Shp
The estimated shipping date for this line item. The default value for this field is the current date. Whatever date is entered for the first line will repeat for all succeeding lines, but can be overridden. If an item has multiple ship dates (as in a blanket order), you can use the *Duplicate* button (or F7 key) to repeat the item on a separate line with a separate quantity and date for each entry. The estimated ship date will print on the order acknowledgment. If a sales order gets converted to a production work order, this date becomes the work order finish date. The *Est Shp* date is used by the *Material Requirements* module as a target date for production planning purposes and by SO-N Convert Sales Orders to Work Orders to determine the Work Order completion date to satisfy the order. If a date prior to the current date is entered, a warning message is presented.

Cust Due Date
A second date can be entered to indicate the customer due date which may differ from the *Estimated Ship Date*. If the Ship Time is defined in AR-A Enter Customers the program will skip over the *Est Ship* date and calculate it working backwards from the date entered here as *Customer Due Date*.

Status
Entering B in the Status field indicates this is the master line of a Blanket Order which can later be released into multiple shipments using SO-P-F Release Blanket Order

ECO Info
The ECO Info button is enabled if the Use ECO is set to Y in the Items screen of SD-H Inventory Defaults. If available, you can indicate the specific revision level associated with this SO and optionally print the information on the Invoice and Acknowledgment.

General Program Operation
Entering a New Sales Order
When you start the program, existing sales orders are automatically displayed in a lookup window. If you wish to edit an existing sales order, you can highlight it and click on it or press <Enter> or click on the *Edit* button to bring its information into the header screen. The blue banner at the top of the screen says *Edit Existing Sales Order*. If you know the sales order number, you can bypass the lookup process and enter the sales order number directly after clicking on the *Find* button.

To enter a new order, click on the *Add* button (or press <Insert>). You are taken to the header screen. The blue banner at the top of the screen says *Add New Sales Order*.

Normally you leave the *SO No.* field blank and let the program assign the next available sales order number when the sales order is saved. You can, however, manually enter a sales order number if you wish (see *Field Explanations* for more details).

The *SO Date* defaults to today's date; however, you can override the date if you wish. You can optionally put your name or initials in the *Entered by* field to record who entered the order.

You must enter a valid customer code in the *Customer* field. You can select a customer from

a lookup window by clicking on the lookup icon or button while in the *Customer* field (or press F2).

If you enter a customer code that isn't in the customer file, you will automatically be switched to the AR-A Enter Customers entry screen where you can set the customer up on-the-fly. Once you save the new customer record, you will be returned to the *Customer* field in SO-A.

Once the *Customer* code is entered, the rest of the header screen is automatically completed using various defaults from the customer master record. At this point you can go to any field on the screen and enter or change information as required. You can use the mouse to click on any field or you can press <Enter> to advance sequentially through the fields.

We recommend studying the *Field Explanations* section for more detail on each of the header screen fields and how they are used. Especially important is to review the function of the *Ready to Invoice?* field, which determines whether or not stock status is to be checked and whether or not the order can be instantly invoiced.

Once the header screen is completed, you can move on to line item entry by clicking on the *Line Item Screen* button (or press <PgDn>), or if you advance beyond the *Ready to Invoice?* field you will automatically be taken to the line items entry screen.

You can return to the header screen from the line item entry screen at any time by clicking on the *Header Screen* button (or press <PgUp>).

Line Item Entry
When you advance to the line items screen on an existing sales order, existing line item entries display in a lookup window. Click on the *Exit* button to close the window (or press <Esc>).

When you advance to the line item entry screen for the first time on a new sales order, no window is displayed and the cursor is located at the *Lin* field and is ready for the entry of the first line item. Enter a line number if desired, or you can skip the *Lin* field.

Enter items from the inventory file by typing in a complete *Item number* or select one from a lookup window by clicking on the *Lookup* button (or press F2). Once you enter the item number and press <Enter> the item's *Description* and *Price* will display in their respective fields.

You can also use a comment line entry to enter description lines or create breaks between inventory items or groups. To do this, press <Enter> in the blank *Item number* field. The cursor then moves to the *Description* field and you can enter up to 30 characters of comment or leave it blank to create a blank line. In this manner you can enter as many comment lines or blank lines as you wish.

Enter the *Ship Qty*. If the *Ready to Invoice?* field is set to Y in the header screen or the "Calc Backorder on available to Ship" setting in SD-M Sales Order Defaults is set to Y, the program will check stock status and will insert any units not on-hand into the *Backord Qty* field. If *Ready to Invoice?* is set to N, no stock checking will occur. Stock status checking does not apply to non-inventory items such as inventory types N or K.

After you enter the quantity, the *Price* may change if subject to quantity price breaks as set up in its price code structure or contract price structure, as defined in the Inventory module's pricing programs. You can click on the *Lookup* button while in the *Price* field (or press F2) to

see the price structure in a lookup window. You may also manually enter any price of your choice unless access to the price field has been prohibited in SD-M Sales Order Defaults.

The unit of measure defaults to the *Price UM* defined for this item in the item's inventory master record. This can be overridden if you wish.

If this customer has a *Discnt Cd* entered in the header screen, the default discount automatically displays in the *Disc* field, which can be overridden unless access to the price field has been prohibited in SD-M Sales Order Defaults.

If a Y was entered in the *Taxable?* field in the order header, you are allowed to set the tax status for each line item via the *Tax?* field. You are offered the default from the *Taxable?* field in the item's inventory master record.

The *Release?* flag is controlled by the *Ready to Invoice?* flag on the header screen, or it can be set after the order is saved through SO-E Release Sales Orders. Any item with units in the *Ship Qty* field and its *Release?* flag set to Y can be invoiced. You can manually enter this field if you wish.

Enter the estimated shipping date in the *Est Shp* field. The default date is the current date. This estimated ship date is the basis for sorting or limiting reports within the *Sales Orders* module and is also used by the production planning system to determine when inventory items will be needed for shipments. Whatever date is entered for the first line item will be repeated for all succeeding line items unless changed. Also enter the *Cust Due date* in the same manner. A warning will be presented if the date entered is prior to today.

After completing the *Cust Due Date* field press <Enter> and the line will be saved. If the part has specifications in the Inventory master, you will be prompted whether you want to include the specs and be given the opportunity to edit them. If your SD-N Sales Commissions Defaults is set to Y for Enter Commissions at Line Item Entry you will be prompted to enter or modify the commission percentage.   The screen will be cleared for entry of the next line item.

Stock Status Inquiry
Inventory stock status (on sales order, on backorder, on purchase order, in QC inspection, on work order, allocated) is available from three places during line item entry. While performing a lookup in the *Item number* field, you can highlight an item and then click on the *Stock Status* button. You can also click on the *Stock Status* button while in the *Ship Qty* and *Backord Qty* fields.

Customer cross-reference Capability
If an entry exists in the *Customer cross-reference* file (see IN-L-C Enter Customer cross-reference) for this item number, then the customer's item number and description for this item will automatically come into the sales order as comment lines immediately following the item. In this way both you and the customer see each other's item number and description. You can view these comment lines in the line item display window, which is accessed by clicking on the *Display Lines* button (or press F2) while in the *Lin* field.

Product Specifications
The program will also check to see if this item has specifications defined in its inventory master record. If so, the specifications will automatically display in a window where you are asked *Do you want to include specifications for this part?* You are given the choice of *Yes, No*, and *Edit.* If *Yes*, the specifications will come into the order as comment lines and will appear as extra lines of description. If you choose *Edit*, you can edit the specifications on-the-fly (just for this particular sales order) before the specifications are brought into the sales

order. You can view these comment lines in the line item display window, which is accessed by or clicking on the *Display Lines* button (or press F2) while in the *Lin* field.

Changing a Line Item

You can change any previously entered lines by bringing them into the entry area. There are several ways to do this. You can click on the *Display Lines* button (or press F2) while the line item entry area is cleared and the cursor is in the *Lin* field. All the lines will display in a lookup window. Highlight the line you want and then click on it or press <Enter>. You can also use the standard search keys/buttons to bring previously entered lines into the entry area. The *First* button (F5 key) brings in the first line item; the *Last* button (F6 key) brings in the last line item. Once a line item is in the entry area, you can use the *Next* button (F8 key) to advance forward one line at a time or you can use the *Prev* button (F7 key) to move backwards one line at a time.

Once a line is in the entry area, the entry procedure is the same as for a new line item. You may change any or all of the field values and the sales order totals will be updated accordingly except the Item number. If you want to change the Item number on a line you must delete the line and add or insert a new line with the changed item number.

Once a line is saved, the next line comes into the entry area. If the line being saved is the last line, the entry area is cleared for a new entry. No matter which line you are on, you can click on the *Add* button (or press <End>), which clears the entry area and allows entry of a new line. The current line number is always displayed in the *Line #* field in the upper right of the entry area.

Deleting a Line Item

To delete a line, move the line you wish to delete into the entry window using any of the methods described in the previous section and then click on the *Delete* button (or press F4). You will be asked if you want to delete the line. Click on *Yes* or press <Enter> to accept the Y default and the line will be deleted. Deleting a line does not automatically delete associated comment and specification lines. They must be deleted individually.

Inserting a Line

Often the situation arises where you wish to insert a line item or comment line between two existing line items. To do so, move the line item *that you want to insert a new line in front of* into the entry area. Click on the *Insert* button (or press F3) while the cursor is in that line's *Lin* or *Item number* field. You will be asked if you wish to insert a new line. If you click *Yes* or press <Enter>, the entry area will be cleared for entry of a new line that will be inserted in front of the line that was cleared. Any associated specifications, second description lines, customer cross reference, Kit components or Features and Options selections will also be included In the insert. If you wish to simply insert a blank line for spacing purposes, you must Enter or Tab through the Description field to save the inserted line. Once the inserted line is added, you are returned to the Display Lines screen.

Duplicating Lines (Scheduled or Blanket Orders)

The system accommodates scheduled or blanket orders by allowing you to enter the same item on multiple lines, each with its own estimated ship date. A *Duplicate* function allows you to repeat previously entered line items and comments without having to manually re-enter all the data fields.

After you enter a line item to be duplicated, along with any subsequent comment lines, you can click on the *Duplicate* button (or press F7). The previous line item's information fields will be duplicated and the cursor moves to the *Est Shp* field. You can change the date and save

the newly created line.

If there are any comment lines following the original line item, you are asked in a window whether you wish to duplicate the item's comment lines as well. If you click *Yes* or press <Enter>, not only the previous line item will be duplicated, but any comment lines following it will be duplicated as well.

Entering Sales Order Notes

You can press the *SO Notes* button (or press <Home>) from any point when you are in the line item entry area or from any point on the header screen to bring up the notes screen. Notes allow you to type in free form text using the entire width of the screen as an alternative to the 30 character width of comment lines. The notes will optionally print on Acknowledgments, packing slips, and invoices following the last line item.

99 lines of notes can be entered. Enter text on each line and, when finished, press <Enter> to save the line and advance to the next line. You can insert a line by moving the cursor to a line and clicking on the *Ins Line* button (or press F3). This moves all subsequent lines down one position and inserts a blank line ahead of the highlighted line. You can delete a line by highlighting it and clicking on the *Del Line* button (or press F4).

When you are finished entering notes, click on the *Save Notes* button (or press F10) and the notes entry window will close and you will be returned to the line item entry screen. If you wish to exit the notes entry screen without saving your entries, click on the *Exit Notes* button (or press <Esc>).

Saving the Sales Order

You can save the sales order from the line item entry screen while the cursor is in the *Lin* field or from any point on the header screen by clicking on the *Save SO* button (or press F10). You will be prompted to enter an invoice freight amount. You can enter freight charges if you are ready to invoice, or you can leave the freight charges blank and enter them later through SO-E Release Sales Orders or SO-P-I Enter Freight & Tracking #. If the Bill-To or Ship-To customer has notes entered in AR-A Enter Customers you will be prompted whether to include the Notes on the order. You can include them as is, edit them or not include them at all. You can also designate the notes as Hidden which will include the notes on the sales order for internal information but not print them on customer documents such as the Invoice or Acknowledgment. Each line of the Notes can be tagged as hidden or not when in Edit mode, there is a Hide Notes button which will toggle the Hidden flag for each line.

If all of your line items are backordered and the *Ready to Invoice?* field is set to Y, you will get a prompt that asks if you want to release the order as freight only. If you click *Yes* or press <Enter>, when you go to SO-F Print Invoices, to print the invoice, it will print an invoice with freight only. If you click *No*, the flag in *Ready to Invoice?* field will be changed to N.

You will then be asked if you wish to include the ending lines defined in SD-M Sales Order Defaults. If you click *Yes* or press <Enter>, the ending lines will print on the acknowledgment and invoice.

When the sales order gets saved, it updates the inventory units on sales order and units on backorder in the inventory master record and inventory location file.

As the order is saved, if the setting in SD-M Sales Order Defaults for Sales Document printing is Y, you will be prompted to print the , Packing Slip and/or Invoice. Once the settings are entered, you can click the Save Settings button and the settings will be retained for future

orders.

If the sales order you just saved was a new sales order, the header screen is cleared and you are still in *Add New Sales Order* mode where you can enter another new sales order without having to return to the opening screen. If you are done entering new orders and wish to either edit an existing order or exit the program, click on the *Opening Screen* button (or press <Esc>). To exit the program altogether, return to the opening screen and click on the *Exit SO* button (or press <Esc>.

Editing an Existing Sales Order

A previously entered sales order can be edited or added to any number of times as long as there are unposted items remaining on the sales order. Once all the quantities on a sales order have been fully invoiced and posted through SO-G Post Invoices, however, the sales order gets marked as closed. Once a sales order is closed, it is subject to being purged from the system through SM-J-J Purge Closed Sales Orders. A closed sales order can be reopened; see *Reopening a Closed Sales Order* further below for details.

You will not be able to edit an existing sales order that has had an invoice printed (but not yet posted) that is marked as printed. See *Editing Sales Orders Marked as Printed* following this section.

To edit an existing order, go to the opening screen and select a sales order from the lookup window. The lookup displays both open and closed sales orders in sales order number sequence. If you want to confine the display to open sales orders you can click on the *Show Open Orders* button. If you want to search on other criteria besides the sales order number, click on the *Chg Search Key* button and you can choose to list sales orders by customer code, customer name, customer PO, ship to code, ship to name, or job number. To select a sales order from the lookup window, highlight the sales order you want to edit and click on it (or press <Enter>) or click on the *Edit* button.

As an alternative to the lookup process, if you know the sales order number you wish to edit you can click on the *Find* button and enter the sales order number directly.

The header screen is now displayed with the existing sales order header information. The blue banner at the top of the screen says *Edit Existing Sales Order*. You can click on any header screen field or advance through the fields by pressing <Enter>. Make changes as needed (NOTE: You cannot change the sales order number ?you must delete and re-enter the sales order to assign it to a new number). If you change the commission rate, if the SD-N Sales Commissions Defaults setting for Enter Commissions at Line Item Entry is Y, you will be asked if all commissions should have the new rate applied. If the default is N then the change will be applied automatically.

You can go to the line item entry screen by clicking on the *Line Item Screen* button (or press <PgDn>) and can then make changes to existing line information or add new lines. When you are finished with all your changes, click on the *Save SO* button (or press F10) from either the header or line item entry screen and the sales order will be saved along with all your changes.

If you change the Estimated ship date on a line in the Sales Order you will be prompted *Do you want to change all lines with {old date} to {new date}?* Answer Y and all lines on the Sales Order with the original ship date will be changed to the new date.

After the sales order is saved you are returned to the opening screen. From this screen you can either select another order for editing, create a new sales order by clicking on the *Add* button (or press <Insert>), or you can exit the program by clicking on the *Exit SO* button (or press <Esc>).

Editing Invoices Marked as Printed
Once an invoice from a sales order has been printed in SO-F Print Invoices, and has been marked in that program as having been printed, SO-A does not allow changes to that sales order until it has either been posted or un-marked as having been printed. This is a protection against accidental changes being made to a sales order between the time the invoice has been printed and the time it gets posted (the system allows invoice posting to take place after invoice printing) that could result in the invoice posting disagreeing with the printed invoice that may have already been sent to the customer.

If you attempt to edit a sales order marked as printed, you will receive a message indicating that an invoice from this sales order has been printed but not posted. You are further advised that if you want to edit the sales order anyway, you must reprint the invoice (or list it to the screen) through SO-F Print Invoices and after printing indicate that you don't want it marked as printed. This process "un-marks" the sales order and allows you to then edit it as described in *Editing an Existing Sales Order* above.

Deleting an Existing Sales Order
To delete a sales order, go to the opening screen. From the lookup display of sales orders highlight the sales order you wish to delete. Click on the *Delete* button (or press F4). You will be asked to verify if you wish to delete the sales order. If you click on *Yes* or press <Enter>, the sales order will be deleted.

Deleting a sales order reverses the operations described above in *Saving a Sales Order*.

Reopening a Closed Sales Order
A sales order automatically gets marked as closed when all line item quantities are invoiced and posted. Once closed, the sales order is subject to being purged or archived via SM-J-J Purge Closed Sales Orders. You can re-open a closed sales order, however, if you need to change quantities, add more lines, etc.

Go to the opening screen. From the lookup window highlight the sales order you wish to re-open (closed sales orders are marked C in the column to the right of the sales order number). Click on the sales order or press <Enter> or click on the *Edit* button. If you know the sales order number you can bypass the lookup process by clicking on *Find* and entering the sales order number directly.

You will be asked *This sales order has been closed. Do you want to re-open it?* Click *Yes* or press <Enter> and you can then edit the sales order for any changes or additions. When you save the sales order it will be saved as an open sales order. If you make no changes but only looked at the order, click Save rather than Esc to exit. When it is saved you will be prompted *This sales order has no line items with unbilled quantities and no tax or freight charges. Do you wish to close it?* Answer Y to close it. You can control whether closed orders can be reopened or only viewed at DEF-M Sales Order Defaults (Evo-ERP)

Using Sales Orders as Credit Memos
The sales order allows entry of negative quantities. This can be useful as a means of producing printed credit memos. If you want the item being credited to be returned to

inventory, enter the item's item number and a negative quantity. When the invoice gets posted, inventory will be increased. If you wish to credit a customer but not return inventory, enter a non-inventory item number and modify the description to identify the item. Use the sales order comments capability to describe the reason for the credit memo. When invoices are printed in SO-F Print Invoices, for orders with a negative total, the title of the form gets changed from *INVOICE* to *CREDIT MEMO*. As a general rule, you should always use a Sales Order Credit Memo rather than a voucher in AR-B Enter Vouchers if the transaction affects inventory or commissions as vouchers do not update either of these areas.

Using Features & Options in Sales Orders

Features & Options is a module which allows bills of material to be designed to accommodate multiple options within products. During sales order entry options are presented in windows for selection. As each option is selected, it brings it into the sales order following the parent product. Options may be defined within options, and you can specify option prices to be itemized or to be added to the price of the parent product. After the options are selected and the sales order is saved, the sales order can be converted via SO-N Convert Sales Orders to Work Orders to a work order, during which all the options are passed over to the work order's bill of material where they are combined with the parent product's standard components.

For details on how to use features and options within the SO-A, *Enter Sales Orders*, program, see Using Features & Options in Sales Orders.

Absorbing Sales Tax into Line Item Prices

There are industries such as construction in which sales tax is often not itemized and is absorbed into the line item prices. The tax, however, is still owed and must be paid to the appropriate tax authorities, and the tax amount must be backed out from the sales amount of each line item or else sales will be overstated.

The system accommodates this type of sales tax processing. In SD-M Sales Order Defaults, set the *Prompt for Itemized Sales Tax?* switch to *Y*. Now each time you save an order you will be asked *Do you wish to itemize sales tax?* If you answer N, no tax will be printed on the invoice. If you answer Y, sales tax will be shown in the subtotal section of the invoice in the conventional manner.

When the invoice is posted and sales tax is not itemized, instead of each item's sales GL account being credited for the full line item amount, it will be reduced by the amount of sales tax and a separate credit will be made to the default sales tax GL account. The tax authority file will also be updated by the sales tax amount.

4.1.4   SO-B Print Acknowledgements

SO-B Print Acknowledgements

Purpose of Program

Use this program to print a sales order acknowledgment. The acknowledgment can be printed on the universal form or on plain paper. The form printing option can be defined in SD-M Sales Orders Defaults. The acknowledgment can serve as a hard copy reprint of the

sales order information and can be sent to customers as verification of their orders or can be used as an internal file copy.

The acknowledgment shows the sales order header information, the item number, description, unit price, unit of measure, discount, extension, and estimated ship date.

General Program Operation

Enter a from/thru range of sales order numbers or select sales orders from a pop-up window by clicking on the *Lookup* button. If you don't enter any limits, all open and unpurged closed sales orders will be printed. You can specify whether hidden sales order notes are to be printed or not, and, if you are using the *Features & Options* module, whether all the options are to be printed or not. You can also specify whether sales tax or freight are to be printed or not and whether to include linked documents.

Changing Configuration Settings

If the Configuration setting in SD-A Company Defaults is set to 1 or 2 to allow changes to the configuration settings, then after all the fields are completed indicating Y or N to each choice, a Save Settings button will appear. If the configuration setting is for system level only and a password has been established in SD-A then you will be prompted for the password before the settings can be changed. User level settings can also be saved to the workstation. Once settings are changed, the next time SO-B is run, the Y and N settings will be preset based on those settings.

4.1.5   SO-C Print Packing Slips

SO-C Print Packing Slips

Purpose of Program

Packing slips provide a shipping document that goes with the merchandise. A copy of the packing slip is returned to the office for invoicing. The packing slip can be printed on the universal form or on plain paper. It shows the quantity ordered, the quantity available to ship, the bin location, and any backordered quantities, or there is a single quantity format that only shows the quantity to ship. Fields are provided for entering freight and insurance charges and total weight and cubic feet. Packing slips are dated and numbered with a shipper number for tracking purposes. The print formats are specified in SD-M Sales Orders Defaults.

General Program Operation

Indicate whether you want to print new packing slips or reprint a packing slip from a previously posted invoice.

In this program you can limit the packing slips printed to as few as one sales order. If you do not enter limits, the program will print packing slips for all open sales orders.

You are prompted whether to use existing SO Ship Dates. If you say Y and have not already entered a ship date in SO-E Release Sales Orders then the program will use the estimated Ship Date from the first line on the sales order.

You can also indicate whether you want the packing slip to print in Line Number, Item Number or Bin Location order. The default is Line Item order. Press F2 to select a different order.

If you wish all items on the sales order to be included on the packing slip, answer Y to the *Print Non-released Lines?* prompt.

If you want to be selective as to which items print on the packing slip, there are two ways to do so. If the sales order is a blanket order with many deliveries, you can restrict the line items printed by entering a date range in the *Include only Ship Dates From/Thru* fields. The other way is to first go to SO-E Release Sales Orders and release the items you want to ship. Then answer N to the *Print Non-released Lines?* prompt and only the items you released will be printed.

If you are using the single quantity format (see SD-M Sales Orders Defaults for an explanation of the formats available), you have a choice of showing only the sales order *Ship Qty* or a combination of the *Ship Qty* and the *Backord Qty*. To restrict the quantity to the *Ship Qty*, answer N to the *Include BO's in Qty this Shipment?* prompt. To show the combined quantity, answer Y.

You are asked if you want the sales order notes printed and whether selling kit components are to be printed. The defaults are Y for both.

Next you are asked if you want to print comments after shipped items. The default is N. Generally, once an item has already shipped, you don't want the item's comments to print anymore. This prompt is only for the rare occasion when you want comments to print that are not attached to an open item.

If you are using *Features & Options*, you can indicate whether the options are to be printed or not. If you want the options printed, you are given the choice or printing the option quantities or not. Because the options are often physically assembled into the parent product, there is no need for option quantities to be specified, since the options themselves are not ship items.

If you are using *Lot Control* and/or *Serial Control*, you can optionally request a listing of these to print on the packing slip.

Indicate whether to include linked documents and, if Warehouse Control is turned on, whether to list all possible Bin Locations or only the Default and whether to print multiple Packing Slips by Warehouse Location if an order has lines assigned to different Locations. Use Standard Pack divides the Ship Quantity per line by the item Standard Pack to print the number of cartons rather than pieces, Print Consolidated combines multiple instances of the same item int a single line and One Kit per page splits Selling Kits onto separate pages.

4.1.6   SO-D Print Shipping Labels

SO-D Print Shipping Labels

Purpose of Program
This program will print the ship-to information from the invoices on standard 3 x 5 shipping labels. You can generate these labels for orders that have not yet been posted or for previously posted invoices. Both Header and Detail labels are available and are graphical formats which can be edited by the user in TA-M Forms Editor.

The Header label includes the ship-to name and address, phone and Fax numbers, the attention line, the customer's purchase order number, Job Number, Order Description, FOB and Ship Via. The Detail label includes the item number in text and bar code, the description, invoice number, quantity and price.

General Program Operation
Enter a range of sales order numbers or ship dates. If you do not enter limits, the program will print labels for all open sales orders currently in the file or all released orders if you do not choose to print for non-released lines. Enter the number of labels you want printed for each invoice in the appropriate space and whether you want Header or Detail Labels and whether to print linked documents.

4.1.7   SO-E Release Sales Orders

SO-E Release Sales Orders

Purpose of Program
Use this program to release line items for invoicing or for selective printing on packing lists. When doing so the program will check stock and will automatically backorder items that are not available to ship. Order quantities and backorder quantities can be overridden.

When items are released, the *Ready to Invoice?* flag in the sales order header is set to Y and each of the released line item's *Release?* flag is set to Y. Any items flagged in this manner will be included in packing slips and invoices. (Packing slips can be specified to ignore release flags if you want to print all items on the sales order). You can accomplish the same thing by making these changes directly within the sales order.

General Program Operation
Enter the number of the sales order you want to release, or press F2 (or click on the *Lookup* button) to choose from a list of open sales orders. The header information pertaining to that sales order will be automatically displayed. A *Ship To* button will be displayed and if you click it, you can review and edit the Ship To address which can be useful if an order has multiple shipments to different destinations. You are next asked *Release all Lines?* If you indicate yes, the cursor will move to the *Include Backorders?* prompt. If you want backorder amounts moved into the *Ship Qty* field and therefore included in the release, check the option. If backorder amounts are not to be released, leave the checkbox blank. The cursor then moves to the *Release thru Est Date* field. If you want to release items up through a specific *Estimated Ship Date*, enter the appropriate date. This date range feature is useful when releasing scheduled or blanket orders.

You are next asked *Display Comment Lines?* If you indicate yes, comment lines will be displayed in both the entry area and in the display window. If you don't want the comment lines displayed, leave the checkbox blank.

If you want any comment lines following a released line item to be automatically released with it, check the box for *Auto Release Comments?* If you want to see line items that have been completely shipped, check the box to *Display Shipped Lines?* Otherwise, completely shipped lines will not be included in the display window. Click the Release button and the lines will be displayed.

Line Item Entry Area

The line items within the data range selected will be displayed. Check the *Release?* box to release lines.   To make any changes to released or backordered quantities, highlight the line and click Edit. Enter the quantity to be shipped in the Ship Qty field. Any remaining items on the line will be moved to the Backorder. Depending on the Release Qtys Greater than On Hand setting in SD-M Sales Orders Defaults, the system will check available stock and warn or prohibit release and move parts to backorder accordingly. Save the line to return to the list of lines to edit another.

If you had not checked the box for *Auto Release Comments?,* you can manually release any comment lines following each line item that you want printed on the packing slip or invoice. Once all lines and quantities are correct, click Save

Entering Shipping Information

The cursor moves to the *Ship Via* field. If the method of shipment has changed since the sales order was originally entered, enter the correct shipping method, which prints on packing slips and invoices. The *Shipper Number* is automatically assigned by the system, but can be overridden. You can set the next shipper number in SD-R Assign Next Numbers. If the Set Invoice same as Pack Slip is set to Y in SD-M Sales Order Defaults, the next invoice number will automatically be assigned as both the invoice and Shipper number.

Enter the *Ship Date* (optional). If left blank, invoices will still be assigned a ship date when printed through SO-F, Print Invoices. Enter any *Freight*, if applicable. The screen will then clear and the cursor returns to the *SO#* field. If the *Enter Ship Tracking # in SO-E?* is set to Y in SD-M Sales Order Defaults you will be prompted for a tracking number (up to 40 characters) and freight carrier which can print on the pack slip and invoice.

To exit this program, press <Esc> while in the blank *SO#* field and you will be returned to the *Sales Orders* menu. You can now print and post invoices for any items on hand that you have released or you can print packing slips limited to just the items that are released.

Features & Options

If you are using the *Features & Options* module, you can release a partial quantity on a parent product without having to individually release all its options.

When you release a partial quantity, you are asked if you want to change all the options proportionately. If you indicate yes, all the option quantities will be changed in succession in direct proportion to the change made to the parent product.

Selling Kits

If the order includes a type K Selling Kit, you can release a partial quantity on a parent product without having to individually release all its components.

When you release a partial quantity, you are asked if you want to change all the components proportionately. If you indicate yes, all the component quantities will be changed in succession in direct proportion to the change made to the parent product.

Retention Billing

The system supports the automatic creation of retention invoices for industries such as construction where this is a common requirement.

First you must set the *Prompt for Retention Billing?* to Y in SD-M Sales Order Defaults. In the same program you must enter a item number for retention that provides a standard item

number and description for retention invoices. Set the item number up first in IN-B, Enter Inventory, as a non-inventory item. Also in AD-A enter a GL asset account for *Retention*. This GL account would be located adjacent to your Accounts Receivable GL account.

After a sales order is released and saved, you will be asked *Do you wish to bill for retention?* If Y, you will be asked to enter a retention percentage. Fifteen percent would be entered as "15.00."

After entering the percentage, you are asked if you want to invoice the retention immediately. If you indicate yes, the program will create a sales order for the retention amount with the *Ready to Invoice?* flag set to Y so that it could be printed and invoiced immediately. If you indicate no, a sales order for the retention amount will be created with its *Ready to Invoice?* flag set to N so that it could be released and invoiced at a later time.

The originating sales order, when released and printed, will include an amount in the bottom section next to sales tax and freight which says *Less Retention*. The amount of retention will be deducted from the invoice amount.

The newly created sales order for the retention amount uses the default retention item number defined in SD-M Sales Order Defaults as its one line item, followed by a comment line which says *Retention from Invoice (number)* as a cross reference. The header area is a repeat of the originating sales order's header.

When the originating sales order gets invoiced, it gets two postings in addition to the standard postings. The default Accounts Receivable account gets credited by the retention amount, and the default *Retention* GL account (as specified in the item class of the Retention item number defined in SD-M Sales Order Defaults) gets debited by the retention amount.

When the retention sales order gets invoiced, *Accounts Receivable* gets debited, and the *Retention* account gets credited, bringing it back down to zero.

4.1.8   SO-F Print Invoices

SO-F Print Invoices

Purpose of Program
After entering and releasing sales order line items, all the released items with ship quantities on that sales order are ready to invoice. You must print the invoice (whether to the screen, printer, email or to a file) before you can post it in SO-G Post Invoices. Until the invoice gets posted, you can continue to reprint it and you can also allow new items to be entered on the original sales order.

This program will print the invoices on the format selected in SD-M Sales Order Defaults.

Only those sales order items with ship quantities and *Release?* flags set to Y will be printed. Items on backorder and items with a *Release?* flag of N will not print on the invoice.

After printing, the program allows you to mark whether invoices have been successfully printed so that they don't accidentally get printed twice in a later batch and so that changes can't be made to the sales order until the invoice has been posted or unmarked as being printed.

This program can be used for printing new (unposted) invoices and for reprinting previously

posted invoices. In reprint mode you can also print invoices for vouchers entered through AR-B Enter Vouchers and finance charges generated through AR-D Charge Interest on Invoices, should you need hard copies.

General Program Operation
You are first asked if you wish to print new (unposted) invoices or reprint previously posted invoices. If you select reprint mode, you will also be able to get hard copy printouts of vouchers and finance charges entered in the Accounts Receivable module.

If you are printing new invoices, the first field asks *Print Invoice Date same as Ship Date?* If you answer Y, the program skips the *Invoice Date* and *Ship Date* fields and automatically prints the invoice date equal to the *Ship Date* that was specified during SO-E Release Sales Orders. If no *Ship Date* was entered in SO-E Release Sales Orders or SO-C Print Packing Slips, the program will use the Estimated Ship Date of the first line of the order for both the ship date and invoice date. If you answer N, the cursor advances to the *Invoice Date* field where you can specify the *Invoice Date* and *Ship Date* that pertain to this batch of invoices. You can override the *Ship Date* if it differs from the *Invoice Date*. The Invoice Date that prints on the invoice will be the posting date of the invoice.

Next you are asked to *Print all SO's not yet Printed?* This allows batch printing of all released sales orders not yet marked as printed. If you want to print a single invoice, or if you want to print previously printed invoices, enter an N so that you can specify a range of sales order numbers to print. If you do not enter any limits, ALL released sales orders not yet marked as printed will be printed. See further below for an explanation as to how invoices are marked or un-marked as being printed.

You are asked if you want kit components printed. Press <Enter> to accept the Y default.

Next you are asked if you want to print comments after shipped items. The default is N. Generally, once an item has already shipped, you don't want the item's comments to print anymore. This prompt is only for the rare occasion when you want comments to print that are not attached to an open item.

Next you can specify whether the sales order notes are to be printed. If you are using *Features & Options* you can indicate whether the options are to be printed or not. You can also indicate whether to print linked documents.

You are then asked if you want the report sent to the screen, the printer, email, or, with text formats, to a disk file.

As the invoices are being processed, if the program encounters an order with a deposit linked to it from AR-N Enter/Print Sales Order Deposits, you will be prompted to enter the amount of the available deposit to be applied to this invoice.

Marking Invoices as Printed
After printing is completed, you are asked *Mark these Invoices as Printed?* If you answer Y, the invoices are marked as printed and can then be posted through SO-G Post Invoices.

Unmarking Printed Invoices
Once an invoice is marked as printed, no further changes can be made to the sales order until the invoice is printed. This prevents some other user from accidentally changing a sales order between the time the invoice was printed and then posted. Otherwise the printed

invoice could actually disagree with the posted information.

If after printing an invoice you want to make changes to the sales order, reprint the invoice again (use the *List* or *Screen* option if you don't need to physically print it again) and this time answer N to the *Mark these Invoices as Printed?* question. This will actually unmark the invoice and restore it to non-printed status.

After reviewing your printed invoices and verifying them for accuracy, you can proceed to SO-G Post Invoices.

Reprinting Posted Invoices
If you select reprinting posted invoices, you will be prompted for the invoice number(s). Enter a single number or a from/through range of invoice numbers. You are prompted whether to include Kit components, Comment lines, Notes and Options. Finally, indicate whether Sales Order Invoices, AR Vouchers and/or Finance Charge invoices within the range specified should be included. Be aware that if the original Sales Order Invoice included lines that were fully backordered (0 ship qty) these lines will not be shown on a reprint because nothing was saved in the posted invoice file for 0 quantity lines unless the "Create 0 Qty SO Lines during Post?" default is set to Y in DEF-M Sales Order Defaults (Evo-ERP).

4.1.9   SO-G Post Invoices

SO-G Post Invoices

Purpose of Program
Use this program to post invoices marked as printed via SO-F Print Invoices.

Multi-Currency Processing
If you have multi-currency processing enabled in IM-A International Configuration, you can print and post customer sales orders in foreign currencies.

If you entered a foreign currency code in the *Currency* field in the sales order header, the program will convert each line item's sales revenue and cost from *source currency* to *base currency* (using the closest historical exchange rates to the invoice date) when posting to the *Inventory*, *Sales*, *Cost of Goods Sold*, and *Sales Tax Payable* GL accounts. This currency's *AR Control account* is posted to in the *source currency*. The difference between *base currency* and *source currency* postings will be posted to the *F/E Transactions* account set up in IM-B Enter Multiple Currencies.

General Program Operation
First you are asked *Post all Printed Invoices?* If you answer yes, all unposted invoices marked by the system as printed will be posted. If you answer N to this question, you will be allowed to specify a range of sales order and/or invoice numbers to limit the posting. Before posting starts you are prompted to run an optional COGS report and an optional sales commission report so that you can review these figures and make any needed corrections before committing to final posting. The invoice date printed on the invoice will be the posting date.

Posting updates the customer's outstanding invoice balance, and updates the inventory units on sales order, units on hand, and last sale date in the inventory master record and inventory location record. Sales taxes are posted to the appropriate tax codes and the salesperson

record is updated by the gross sales, cost of goods sold, and the commissions due. A copy of the invoice is saved in the invoice history file. If the terms are a cash type, the check register is updated.

Inventory Record Locks

If another user has the record locked for an item being posted, the information will be saved in a temporary file. When the invoice posting is complete, you will be prompted that a lock occurred, do you want to try to process now? If you say Y, then the program will attempt to process the temporary file. If it is still unable to, it can be manually processed by SO-P-J Post Shipped Items or by IN-L-S Rebuild Stock Status or any other program that rebuilds Stock Status such as IN-A Inventory Inquiry.

4.1.10 SO-H Display Invoice History

SO-H Display Invoice History

Purpose of Program

You can use this program to view your posted invoices one at a time or to reactivate a posted invoice into a live sales order.

General Program Operation

When you run this program, the cursor is placed in the *Invoice #* field. Enter an invoice number or press F2 (or click on the *Lookup* button) to choose from a list of posted invoices. The invoice you choose is displayed on the screen. You may not change any of the fields.

Once the invoice is displayed, you can move to the line item screen by clicking the *Lines* button. You can return from the line item screen to the header screen by clicking on the *Header* button. Clicking the *Notes* button will display the notes associated with the invoice.

You can get a printed simulation of the screen display using either of the following two print options.

Click Exit when you are finished reviewing the current invoice.

Converting a History Invoice to a Live Sales Order

Once an invoice is displayed on the screen, you can convert its information to a live sales order. Click on the *Copy* button and either enter a sales order number or, more commonly, let the program assign the next available sales order number. Press <Enter> and the program will begin processing.   Be aware that all dates on this order will be the original dates from the invoice copied from so you will likely need to go into SO-A Enter Sales Orders and edit the dates on the order.

4.1.11 SO-I Customer Service Inquiry

SO-I Customer Service Inquiry

Purpose of Program

This program provides an all purpose inquiry into the order status of a particular customer. With one set of selection criteria you can check open sales orders, recent shipments, open

work orders, and inventory status.

General Program Operation

The main screen starts with either selecting a customer to further inquire on customer related information or to select an item to inquire on Stock Status and other inventory related information. Each time you select a customer or item, a new tab will open on the top of the screen so you can have multiple customers and items open at the same time and move back and forth between them.

Customer tab - You can find a customer by entering any combination of full or partial values for the fields on the main screen: Customer Code, Name, Telephone Number, Email address, a PO number or an Invoice number. Once you have entered the information and click Find Customer, if you have entered enough information to identify a single customer, their information will populate the screen. If you have multiple customers that satisfy the information specified, you will be presented with a list to choose from. Once you have selected a customer, you will be able to click on tabs on the bottom of the screen to look at Orders, Invoices, Payments, Work Orders, or RMA. On the RMA tab you will also be able to create an RMA so you can provide the customer with an RMA Number.

Stock Check (Item) tab - Clicking a check stock tab will open a list of Item and Description. You can jump to an item by typing the number or, if you click on the Description column, it will search by description. Once an item is selected, you will se a window displaying the current stock status and below that, a list of open Sales Orders. To the right is a list of item links and at the bottom of the page are tabs for open Work Orders, Purchase Orders and Allocations.

4.1.12 SO-J Enter Recurring Sales Orders

SO-J Enter Recurring Sales Orders

Purpose of Program

This program provides you with a convenient way to post a periodic transaction without re-entering the transaction every time. Use this program when you have a periodic customer transaction such as a monthly service call or a rental or lease to a customer.

Once the transaction is entered through this program, the posting program (SO-K Generate Recurring Sales Orders) generates an order based on the template created.

Field Explanations

The program is identical to SO-A Enter Sales Orders with additional fields to enter to define the frequency of recurrence. The fields that are unique to this screen are described below.

When you create a recurring sales order, the number it is assigned is the *Next Recurring SO Num* set in DEF-R Assign Next Numbers. When the Recurring sales order is converted to a Sales Order using SO-K Generate Recurring Sales Orders, it is assigned the next sales order number and is added to the open sales order file as a released order ready to be invoiced like any other sales order.

NEW FIELDS - RECURRING ITEMS ONLY

Select Cd

Use this field to attach a one letter code to the recurring transaction as a memory aid, and to enable you to limit posting to a particular type of transaction when you post using SO-K Generate Recurring Sales Orders. For example, an invoice for routine customer service might be assigned a selection code of S, or you might assign a monthly invoice a code of M.

Frequency

The entry in this field indicates the number of times per year that the transaction occurs. For example, the *Frequency* entry would be 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date. Do not leave this field blank.

Limit

The entry in this field is the maximum number of times that this transaction may be posted. When SO-K Generate Recurring Sales Orders is run, only transactions which have not yet reached their maximum are posted. This field is used to determine whether or not to post the transaction. Do not leave this field blank.

Next Inv

The date the next transaction is scheduled, calculated from the initial date entered or the last time an invoice was generated, and from how frequently the transaction recurs.

General Program Operation

Entering a recurring invoice is very much the same as entering a sales order through SO-A Enter Sales Orders. See that section for details. The fields described above are required fields, except for the *Select Cd* field.

You are not allowed to save a record that does not have the required fields filled.

4.1.13   SO-K Generate Recurring Sales Orders

SO-K Generate Recurring Sales Orders

Purpose of Program

Use this program on a regular basis to post the recurring items entered in SO-J Enter Recurring Sales Orders to the open Sales Order file so they can be processed as invoices.

General Program Operation

You will be presented with a list of recurring orders to be tagged for selection. You can change the order of the list to be by Next Invoice Date, Customer Code or Selection Code. Once all desired orders have been tagged, click Post and the items will be placed in the sales order file so that they can be printed and posted like any other invoice.

Once the recurring orders have been transferred to the open sales order file, a report listing the orders generated can be printed.

4.1.14 SO-N Convert Sales Orders to Work Orders

SO-N Convert Sales Orders to Work Orders

Purpose of Program
Use this program to generate work orders automatically from line items entered in SO-A Enter Sales Orders. This eliminates the double entry that would be involved in entering both a sales order and a work order.

General Program Operation

Create a Multi-Yield Work Order? This option will only be available if a Multi-Yield placeholder part number has been entered in SD-M Sales Order Defaults as the "SO-N Multi-Yield Part Number". If this has been enabled and you respond Y to Create Multi Yield Work order then all the lines on the Sales Order regardless of part number will be combined to a single work order for the Multi Yield placeholder part number. All components of all the line items will be added to the work order Bill of Materials and the Routing for the Multi-Yield part number will be used for the work order. When the Work Order is processed in WO-I Enter Finished Production the program will automatically present a list of the items on the sales order during the Multi-Yield processing.

Type in the sales order number, or select the sales order from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

If an item was entered on multiple lines with different due dates, you have a choice as to how you want it converted to a work order. You are asked *Combine Duplicate Items into Single Work Orders?* Enter Y if you want the sales order lines consolidated into a single work order with multiple delivery dates. Enter an N if you want a separate work order created for each sales order estimated ship date.

You are then asked *Prompt for Work Order Quantity?* If you check the box, then when creating the work orders, the program will present a pop-up window for each item on the sales order that will show current inventory status for the item.

Next, you are asked *Use Inventory Lead Time for Start Date?* If no, the program will prompt for a date to use as the start date for the work orders that get generated. If yes, it will use the inventory lead time to determine a start date. If you have set the default for "Use Lead Time Scheduling" to either F (Forward) or B (Backward) in SD-B Work Orders Defaults this program will always use backward scheduling to generate a start date based on the order quantity and routing time standards (see How Lead Time Scheduling Works).

The next prompt asks *Use Shop Calendar to Determine Start Date?* If Y, the program will make sure that the start date is moved back until it falls on a valid date on the shop calendar and the number of days of lead time will take the shop calendar active work days into account. If you are using Lead Time Scheduling, this will always be Y.

Create Work Orders for Kit Components? If Y, then components of Selling Kits which are type A or F will have Work Orders generated.

Include Non-Inventory Items? Some people use type N Non-Inventory items for warranty or tooling which do need work orders; others use them exclusively for restock charges and the like which do not require Work Orders.

Create Multi-Assembly Orders? If Y, then for the lower level components in the BOM, the

program will automatically call WO-K-D Create Multi-Assy Work Orders to create the exploded lower level assembly work orders needed.

Generate WO for SO Lines not yet generated? If set to Y then only newly added SO Lines that have not already been converted will get Work Orders generated.

Match WO Suffix to SO Line Number? If this is set to Y then the SO Line Number and WO Suffix will be matched. Using this setting conflicts with the "Create Multi-Assembly Orders" so they should not both be set to Y. If a work order already exists with the number that would be created by matching the suffix to the line number, the line will be skipped.

Use Cust Due Date or Est Ship Date as WO Due Date? If C, then the line item Customer Due Date will become the Work Order Due Date. If E, the Estimated Ship Date will be used.

Increment Work Order Suffix by {20}? Enter the value by which you want the Work Order suffix to increment as each line of the sales order is processed. This will allow better grouping of work orders; for example all suffixes through 19 are associated with Line 1 of the Sales Order and its subassemblies, Work Order suffixes 20-39 are associated with Sales Order line 2, etc. This increment can be given a default value in SD-M Sales Orders Defaults

Work Order Status for S/R WOs? If the program is being called by the Service/Repair module, you can specify a different status for the WO than the normal default.

Include Back Order Qty (Y/N/O)? This controls whether backordered items should have work orders created (Yes/No/Only)

Offset Finish Date by Days? This allows you to enter a number of days prior to the Estimated Ship Date that the Work Order Estimated Finish Date should be set to.

If you entered N to use Inventory lead time for start date you will be prompted for a work order start date. Next if you answered Y to prompt for work order quantity you are presented with a review window for each item to be converted. In the window you are asked *Please Enter the Quantity to Convert*. In that field will be the quantity from the sales order, but you can override it if you want a different quantity. Also displayed in the window are inventory status fields for on-hand, on sales order, on backorder, on purchase order, allocated, and in work-in-process to help you make your order quantity decision. If you decide to skip a given item and make no work order, change the quantity to 0 and no work order will be generated.

If you had answered N to *Prompt for Work Order Quantity?,* the program will immediately start creating work orders using the exact quantities entered on the sales order(s). Work orders will be created for inventory items coded type "F" (finished good) and "A" (assembly). The program will use each line item's estimated ship date as the work order finish date.

As each line has its work order generated, if the *Create Multi-Assembly Work orders?* had been selected, then the same screen as seen in WO-K-D Create Multi-Assy Work Orders will be presented for each sales order line.

The work orders created through this program use the sales order number as the work order prefix number for cross-reference purposes. The first line item converted gets a work order suffix of "-001", the next will get a suffix based on the increment specified and so on. Through the common prefix we know these work orders are linked to a common sales order. All work orders linked to a common work order prefix optionally print on the shop traveler in a section titled *Job Schedule*.

4.1.15 SO-O-A Print Open Sales Order Listing

SO-O-A Print Open Sales Order Listing

Purpose of Program
Use this program to print a listing of open sales orders. This report contains the following information, divided and sorted by customer code, item number, or sales order number:
· Customer code
· Item number
· Sales order number
· Sales order description
· Order date

If sales order line item detail is selected, the following information is included:
· Item number and description
· Quantity ordered, backordered, and shipped
· Cost per item, any discount, and extended price
· Estimated ship date
· Ready-to-ship flag (Y or N)

The report also optionally includes an estimated monthly shipment section which shows a projected monthly sales figure for each item, as well as company grand totals, based on the sales order estimated ship dates.

International Field Explanation:
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the current exchange rates.

General Program Operation
In this program you can have the report sorted by customer code, item number, or by sales order number. In addition, you can specify ranges to limit the report.

The report also allows you to specify a range of customer PO's, which is useful for customer service requests where all the customer knows is his PO number.

You can specify a from/thru range of job numbers, if you wish to track a series of sales orders to a common job or project number.

You can also limit the report by estimated ship date. This would allow you to isolate specific periods to see what is planned for shipping. You can run the report in summary or detail, and you can specify whether comments and back order amounts are to be included.

You are asked if you want to print the estimated monthly shipments. If yes, you will get monthly projections printed under each customer or item number, as well as company grand totals. If you sort the report by sales order, you will not get any monthly projections.

Finally you are given the option of printing grand totals only for the estimated monthly shipments. This will result in a much shorter report than one with projections under each item number or customer.

4.1.16 SO-O-B Print Backorder Listing

SO-O-B Print Backorder Listing

Purpose of Program

In tandem with the automatic backorder updating in the sales order entry program, The system provides this program to print a list of items currently on backorder. You can sort this report by shipping date to make it easier to see at a glance all products that are due to ship, or sort by item number to indicate how much of each product is backordered at one time.

General Program Operation

In this program you enter from/thru limits by item number, job number, or estimated ship date to narrow the scope of the report, or leave those fields blank to print all products and dates.

After entering the report filters, a pop-up window will ask if you want the report sorted in item number order or estimated ship date order.

4.1.17 SO-O-C Reprint Invoice

SO-O-C Reprint Invoice

Purpose of Program

Use this program to reprint a posted invoice.

General Program Operation

Enter a from/thru range of invoice numbers, Cutomer Code or Class, Ship Date and Sales Rep. You can enter the values directly or select from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

As when running SO-F Print Invoices you can indicate whether kit components are to be printed, whether comments following previously shipped items are to be printed, and whether sales order notes are to be printed.

4.1.18 SO-O-D Print Commissions by Sales Order

SO-O-D Print Commissions by Sales Order

Purpose of Program

Use this program to get a listing of commissions by line item on open sales orders. This allows you to review commissions for accuracy before posting invoices.

General Program Operation

Enter from/thru ranges of sales orders, customer codes, or customer purchase order

numbers to limit the report to the desired sales orders.

4.1.19 SO-O-E Print Shipping Schedule

SO-O-E Print Shipping Schedule

Purpose of Program
Use this program to get a listing of scheduled shipments. You can sort the report by estimated ship date, customer, or item number and include or exclude customers on credit hold.

General Program Operation
First indicate how you want the report sorted. Options are by estimated ship date, customer, or item number.

Specify whether you want subtotals or not and whether to include customers on Credit Hold.

You can then limit the report by entering from/thru ranges by customer code, sales order number, job number, item number, Location, and estimated ship date. You can exclude Released Lines (Y) or only exclude released lines that have had Packing Lists printed (P)

4.1.20 SO-O-F Print Available to Ship

SO-O-F Print Available to Ship

Purpose of Program
This program is used to plan daily shipments. It provides a listing of available inventory for open sales order line items.

General Program Operation
You can limit the report by entering from/thru ranges of item numbers, sales order numbers, job numbers, customer codes, Location, Item Class and Category, and estimated ship dates and also specify whether to include customers on Credit Hold.

If you want to restrict the report only to orders that can ship complete, answer Y to *Print only items that can ship complete?* and indicate whether you are willing to ship complete lines or only complete orders.   If there are many sales orders waiting for an item and a partial supply becomes available, the report assumes that priority will go to the line items with the oldest estimated ship dates.

4.1.21 SO-O-G Print Sales Order/Work Order Schedule

SO-O-G Print Sales Order/Work Order Schedule

Purpose of Program
Use this report to compare estimated ship dates on open sales orders with scheduled finish dates on corresponding work orders. This helps keep production dates synchronized with sales order shipping schedules.

General Program Operation
You can limit the report by entering from/thru ranges of customer codes, item numbers, sales order numbers, job numbers, sales order estimated ship dates, work order numbers, and work order finish dates.

4.1.22 SO-O-H Print Invoice Listing

SO-O-H Print Invoice Listing

Purpose of Program
Use this report to get a listing of invoices within any date range. The report provides separate columns for sales, tax, freight, and invoice totals.

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect on the date the invoices were posted.

General Program Operation
You can limit the report by entering from/thru ranges of invoice dates, invoice numbers, sales order numbers, and customer codes.

4.1.23 SO-O-I Print Released Sales Orders

SO-O-I Print Released Sales Orders

Purpose of Program
Use this report to get a listing of sales orders that have released for shipping and/or invoicing but have not yet been posted. Sales orders can be released within SO-A Enter Sales Orders or via SO-E Release Sales Orders.

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the date of the first invoice, or no invoices have yet been posted against the sales order, current exchange rates.

General Program Operation
The report can be sorted by customer, item number, or sales order. You can specify which among the following will be included on the report: line item detail, options, kit components, comments, and base or source currency (if you have multi-currency processing enabled). You can enter from/thru ranges of customers, customer PO numbers, item numbers, estimated shipping dates, sales orders, and currencies.

4.1.24 SO-O-J Print User-Defined Detail

SO-O-J Print User-Defined Detail

Purpose of Program
This program is a user-defined report generator that provides you with a wide variety of filtering and sorting options that enables you to view your open sales order data any number of different ways. This version provides detail data similar to the detail reports elsewhere in the *Sale Order Reports* module. For summary type data analysis, use SO-O-K User Defined Open SO Summary .

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to today's date.

General Program Operation
When you create a report for the first time, you give it a *Report Name*. All the filtering and sorting selections you make will stay with this name, along with any changes you choose to make with the report layout.   If you want to run that particular report again, you can perform a

lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

You can select a Text Format or Export (text format to ASCII file without headers and page breaks). If you answer N to both Text and Export you can select a Report Format.

The *Report Format* defaults to T6SOOJ1.RTM, which is the graphical RTM layout used by this program's standard report format. You can copy T6SOOJ1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout name in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined button on the lower right to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields. The primary sort used for this report is the Order Date so even if you are selecting by a range of Sales Order numbers (for example), also specify an Order Date range that encompasses the orders desired so the program does not need to go through the entire file.

Once all the fields are completed, you are asked if you want to save your entries and then if you want to print the report now and whether you want the price to include tax.

4.1.25 SO-O-K Print User Defined Summary

SO-O-K Print User Defined Summary

Purpose of Program
This program is a user-defined report generator that provides you with a variety of filtering and sorting options that enables you to view your sales order data any number of different ways. This version provides summary data with one line per Sales Order. For detail type data analysis listing each shipment, use SO-O-J User Defined Open SO Detail .

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to today's date.

General Program Operation
When you create a report for the first time, you give it a *Report Name*. All the filtering and

sorting selections you make will stay with this name, along with any changes you choose to make with the report layout.   If you want to run that particular report again, you can perform a lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

You can select a Text Format or Export (text format to ASCII file without headers and page breaks). If you answer N to both Text and Export you can select a Report Format.

The *Report Format* defaults to T6SOOK1, which is the graphical RTM layout used by this program's standard report format. You can copy T6SOOK1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout name in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined button on the lower right to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields.   The primary sort used for this report is the Order Date so even if you are selecting by a range of Sales Order numbers (for example), also specify an Order Date range that encompasses the orders desired so the program does not need to go through the entire file.

Once all the fields are completed, you are asked if you want to save your entries and then if you want to print the report now and whether you want the price to include taxes and freight.

4.1.26 SO-O-M Print Changes to Sales Orders

SO-O-M Print Changes to sales Orders

Purpose of Program
Use this program to print a list of changes to Sales Order lines sorted either by Sales Order Number or Change Date

General Program Operation
Choose whether to sort by Sales Order Number or Change Date, then limit the records to be included by ranges of customer, Item Number, Job #, Change Date and Sales Order Number. You can also indicate which kinds of changes to include.

4.1.27 SO-O-N Print OnTime Shipping Report

SO-O-N Print OnTime Shipping Report

Purpose of Program
Use this program to print a list of On Time Delivery performance sorted either by Invoice Number or Post Date

General Program Operation
Choose whether to sort by Invoice Number or Post Date, then limit the records to be included by ranges of customer, Item Number, Job #, Post Date, Sales Order Number, and Invoice Number.

4.1.28 SO-P-A Enter Sales Quotations

SO-P-A Enter Sales Quotations

Purpose of Program
Use this program to prepare customer quotations, using the standard pricing database from the Inventory module. The program is identical to SO-A Enter Sales Orders, except that the sales quotation is not a real order and does not create requirements against inventory.

Sales quotations can also be used as template sales orders for certain products, groups of products, or customers. Sales quotations can be converted over and over again to live sales orders through SO-P-C Convert Sales Quotations.

General Program Operation
Enter a sales quotation exactly the same way you would enter a sales order. For details on entering a sales order, refer to SO-A Enter Sales Orders.

If you are using the *Features & Options* module, this program supports the same *Features & Options functions* as found in sales order entry.

To print the sales quotation, go to SO-P-B Print Sales Quotations.

4.1.29 SO-P-B Print Sales Quotations

SO-P-B Print Sales Quotations

Purpose of Program
Use this program to print sales quotations entered through SO-P-A Enter Sales Quotations. Sales quotations are designed to print on the universal form.

General Program Operation
Enter a from/thru range of sales quotation numbers. Indicate whether the notes and linked

documents are to be printed, and, if you are using *Features & Options*, whether the options are to be printed.

4.1.30 SO-P-C Convert Sales Quotations

SO-P-C Convert Sales Quotations

Purpose of Program

Use this program to convert sales quotations to live sales orders. You are given the option of keeping sales quotations on file for future use or reference or having them deleted.

General Program Operation

Enter a from/through range of sales quotation numbers or select from a lookup window using the F2 key (or clicking on the *Lookup* button). If the quote was originally entered against a prospect in the Contact Manager who is not yet a customer, you will be prompted that the program will create an entry for them in the customer file as part of the Quotation conversion process.

If you have entered a range of quotation numbers, enter whether you want to be prompted for changes to Dates, Location and Customer PO number values for each quotation as it is converted. Values originally entered into the quotation will be used unless changes are entered during the conversion.

The next available sales order number is displayed in the new sales order number field. You can press <Enter> to accept it or you can enter a number of your choice. It must be a sales order number that has not been used.

Enter an estimated ship date. All line items will get this date. If you wish to enter different dates, you must go into the sales order after it gets created and edit the dates.

Next enter the customer's purchase order number and the location (plant or warehouse) this order is to ship from.

Next, indicate whether to keep the quote on file. If you indicate no, the sales quotation will be deleted after it gets converted to a sales order.

Indicate whether to close the quote after conversion and finally, whether to pass the quote number to the Sakes Order as the Job Number, Order Description or not at all.

4.1.31 SO-P-D Sales Quotation Detail Report

SO-P-D Sales Quotation Detail Report

Purpose of Program

This program is a user-defined report generator that provides you with a variety of filtering and

sorting options that enables you to view your sales quotation data any number of different ways. This version provides detail data similar to the detail reports elsewhere in the *Sale Order Reports* module. For summary type data analysis, use SO-P-E Sales Quotation Summary Report

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all quotes using the closest historical exchange rate to today's date.

General Program Operation
When you create a report for the first time, you give it a *Report Name*. All the filtering and sorting selections you make will stay with this name, along with any changes you choose to make with the report layout.   If you want to run that particular report again, you can perform a lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

You can select a Text Format or Export (text format to ASCII file without headers and page breaks). If you answer N to both Text and Export you can select a Report Format.

The *Report Format* defaults to T6SOPD1, which is the graphical RTM layout used by this program's standard report format. You can copy T6SOPD1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout name in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined button on the lower right to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields.   The primary sort used for this report is the Quote Date so even if you are selecting by a range of Sales Quote numbers (for example), also specify an Quote Date range that encompasses the orders desired so the program does not need to go through the entire file.

Once all the fields are completed, you are asked if you want to save your entries and then if you want to print the report now and whether you want the price to include tax.

4.1.32 SO-P-E Sales Quotation Summary Report

SO-P-E Sales Quotation Summary Report

Purpose of Program

This program is a user-defined report generator that provides you with a variety of filtering and sorting options that enables you to view your sales quotation data any number of different ways. This version provides summary data with one line per Sales Quote. For detail type data analysis listing each item, use SO-P-D Sales Quotation Detail Report .

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all quotes using the closest historical exchange rate to today's date.

General Program Operation
When you create a report for the first time, you give it a *Report Name*. All the filtering and sorting selections you make will stay with this name, along with any changes you choose to make with the report layout. If you want to run that particular report again, you can perform a lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

You can select a Text Format or Export (text format to ASCII file without headers and page breaks). If you answer N to both Text and Export you can select a Report Format.

The *Report Format* defaults to T6SOPE1, which is the graphical RTM layout used by this program's standard report format. You can copy T6SOPE1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout name in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined button on the lower right to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields. The primary sort used for this report is the Quote Date so even if you are selecting by a range of Quotation numbers (for example), also specify a Quote Date range that encompasses the orders desired so the program does not need to go through the entire file.

Once all the fields are completed, you are asked if you want to save your entries and then if you want to print the report now and whether you want the price to include taxes and freight.

4.1.33 SO-P-F Release Blanket Order

Purpose of Program

Use this program to split off release quantities from a lump sum blanket order generating new sales order lines reflecting released ship date, reducing the blanket line quantity, and making the released lines available to convert to work orders or be available to be picked up as near term demand by MRP.

General Program Operation

Enter the Sales Order Number. Blanket Sales Orders have a single part number and start with a single line for the total blanket order quantity, a ship date far in the future so it does not generate demand for MRP. The blanket line also has to be so designated by entering a B in the status field on the Sales Order Line item entry screen. Once the blanket order exists, in this program, enter the blanket order number and then enter one or more release quantities and ship dates. Save each one to populate the list of release dates, then when all release dates have been entered, click Process. The program will reduce the first blanket line quantity and then create sales order lines for each release quantity and date.

4.1.34 SO-P-I Enter Freight & Tracking

SO-P-I Enter Freight & Tracking

Purpose of Program

Use this program to enter Shipper Tracking information and freight charges without having to go back into the order using SO-E Release Sales Orders

General Program Operation

Enter the Sales Order Number, Freight Charge, Tracking number and Carrier. Only released orders can be updated using this program.

4.1.35 SO-P-J Post Shipped Items

SO-P-J Post Shipped Items

Purpose of Program
Use this program to post items from the temporary file that they are stored in when a record lock is encountered on an inventory item in SO-G Post Invoices.

General Program Operation
Simply click Process and the program will run. You will either get a message that all items successfully posted or that there were still some record locks and to try again later.

4.1.36 SO-P-K Edit Posted Invoice

Purpose of Program

Use this program to edit non-transactional data on posted invoices without having to void and reprocess he invoice

General Program Operation

Enter or look up the invoice number. Editable fields include Bill to and Ship To addresses, payment terms and line item descriptions. Any data that would change any financial or inventory transactions can not be edited.

4.1.37 SO-P-L Print Changes to Quotes

Purpose of Program

Use this program to print a list of changes to Sales Quote lines sorted either by Sales Quote Number or Change Date

General Program Operation

Choose whether to sort by Sales Quote Number or Change Date, then limit the records to be included by ranges of customer, Item Number, Job #, Change Date and Sales Quote Number. You can also indicate which kinds of changes to include.

4.1.38 SO-P-N Convert SO to PO

Purpose of Program

Use this program to generate Purchase Orders for Type R items on a Sales Order or range of Sales Orders.

General Program Operation

Filter by Sales Order number, customer, date and optionally Primary Vendor. Purchase Order date defaults to today and if the Est Receipt date is left blank it will be mapped to the Sales Order line Estimated ship date minus the number of days entered in the Offset field. Auto Generate will only generate PO lines for items with a Primary Vendor assigned. Review qill allow assignment of a vendor and editing of quantities, You can purchase the total SO Line quantity or only satisfy backorders.

4.1.39 SO-P-P Edit Estimated Ship Dates

Purpose of Program

Use this program to update the Estimated Ship Date of a number of Sales Orders for a single customer.

General Program Operation

Enter the customer, the range of orders and existing Ship Dates to be updated and enter the new Ship Date and Process.

4.1.40 SO-P-M Converted Quote Report

Purpose of Program

Use this program to print a list of Sales Quotes limited by customer, date and whether or not they have been converted to orders.

General Program Operation
Select the desired filters and print.

4.1.41 SO-Q-A Enter Base Prices

SO-Q-A Enter Base Prices

Purpose of Program
Use this program to maintain base prices. The base price is a reference price or List price used as a comparison by the price code and price contract files. When there is no price code or contract price, sales order entry will use the base price.

General Program Operation
Type the item number or select one by clicking on the *Lookup* icon (or press F2). Enter the *Base Price*. The system will ask you if you want to save the record. Press <Enter> and the record is saved.

4.1.42 SO-Q-B Print Base Prices

SO-Q-B Print Base Prices

Purpose of Program
Use this program to get a price list report showing the base price, last cost, and a profit margin (gross margin) percentage.

General Program Operation
You may enter from/thru ranges for item numbers, categories, and item classes.

4.1.43 SO-Q-C Global Price Change

SO-Q-C Global Price Change

Purpose of Program
Use this program to globally change a range of prices rather than having to change each price individually. The program will change base prices and will optionally change price code prices and contract prices if they are tied to the base price by percentage amounts.

General Program Operation
Because this program can affect many products at once, be sure to back up your files before running this program.

First check either the *Increase Prices* or *Decrease Prices* field to indicate the direction of the price change up or down.

Next, choose the type of price change by checking either the *Percentage Change* field or the *Flat Dollar Amount Change* field.

Enter the ranges of Items, Category, Class and Customers to change.

Enter the *Amount of price change*. If you are entering a percentage, 10% is entered as 10.0000.

You are now asked three questions.

First, how many decimals precision do want the new prices to be calculated (1-4)?

Second, if you have price codes that are based on discount percentages from base price, do you want these price code prices automatically updated when the base price gets changed?

Third, if you have contract prices that are based on discount percentages from base price, do you want these contract prices automatically updated when the base price gets changed?

Click Process and processing will begin.

4.1.44 SO-Q-D Enter Price Codes

SO-Q-D Enter Price Codes

Purpose of Program
Use this program to establish up to 999 separate price codes (price lists).

Each customer may be assigned a specific price code via the customer master file in the *Accounts Receivable* module. An example of how to use price codes would be using price code 1 for retail, code 2 for dealer, code 3 for distributor, code 4 for OEM's, etc.
Ten quantity price breaks may be defined for each product within each price code.

General Program Operation
Type in the item number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

The description will automatically display. If a *Base Price* has been defined previously, it will

be displayed. A base (list) price must be entered. If you do not use list prices, enter your first level price as the base price.

Enter the first quantity. Next, assign the price that will apply from zero up through this quantity.

If you assign a price, the discount percentage from base price will automatically display. You may skip the price, enter a discount percentage, and the price will automatically be calculated.

If you only specify one quantity break, that price will apply to all quantities. You may continue specifying price breaks; up to ten price breaks per item may be established. The price within each quantity break ranges from one unit above the previous price break quantity up through the quantity break specified. For example, if the first quantity break is 50, then base price (0% discount) would be entered on the first line with a quantity of 49 meaning that no discount applies if 49 or fewer are purchased. If the next break is 75, then a quantity of 74 would be entered on line 2 and the price applying to quantities 50-74 would be entered on that line. When you are finished specifying quantities and prices, either continue pressing <Enter> until the system asks you if you wish to save the record, or click on the *Save* button (or press F10) from any point.

4.1.45 SO-Q-E Print Price Codes

SO-Q-E Print Price Codes

Purpose of Program
Use this program to get a listing of your price codes and quantity breaks.

General Program Operation
You may select from/thru ranges for item numbers and price codes. You may type in the item numbers or select them from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button).

4.1.46 SO-Q-F Enter Discount Codes

SO-Q-F Enter Discount Codes

Purpose of Program
Use this program to establish different discount tables by item class. Each customer may be assigned a discount code via the customer master file in the *Accounts Receivable* module.

The discount code represents a series of discount tables for a particular customer type.

Each item class within that discount code may have its own discounts. This allows you to mix and match different discounts on the same invoice for different classes of product. You can also have a SO Total Discount Code which applies to the dollar value of the order as a whole regardless of item class of the items on the order.

As an example, a discount code can be set up called DEALER. Within DEALER we can assign a discount of 50% for a item class consisting of complete systems, 35% for a item class consisting of system elements, and 25% for spare parts.

A customer given a discount code of DEALER can therefore be discounted three different ways, depending on the class of merchandise.

Within each item class up to ten different discounts may be established according to the dollar quantity of the item being purchased. A discount code can also be defined as a SO Total Discount which means the discount applies to the entire order regardless of item class and the volume discount is based on the total order amount, not line by line.

Whatever discount the discount table arrives at, it applies to the result of the price column and quantity break established in SO-Q-D Enter Price Codes.

General Program Operation
Enter the *Discount Code*. This is a 10 character, alphanumeric field, so it can be a word or a number or a string of numbers.

Enter the item class you wish the first table to apply to or enter Y to SO Total Discount and no Class is entered.   Enter a Start Date and, optionally an end date.

Enter the first dollar quantity and discount. This discount will apply to all quantities from zero through this dollar amount. If you only enter one dollar quantity, all dollar quantities will get this discount percentage.

Enter the next dollar quantity and discount. The discount will apply from one dollar above the previous dollar quantity up through this dollar quantity.

For example, if the first dollar break is $100 and the discount is 25%, all dollar amounts from zero through $100 will receive a discount of 25%. If the next dollar break is $150 and the discount is 35%, all dollar amounts from $101 through $150 will receive a discount of 35%.

Continue entering dollar breaks and discounts until you are finished. You may continue pressing <Enter> until the system asks you if you want to save the record, or you can click on the *Save* button (or press F10) from any point on the screen. You may now enter the same discount code, but specify another item class and define its quantities and discounts.

Continue creating records for all item classes you wish to include within that discount code.

4.1.47 SO-Q-G Print Discount Codes

SO-Q-G Print Discount Codes

Purpose of Program
Use this program to get a listing of your discount codes and tables.

General Program Operation
Select from/thru ranges for discount codes and item classes. You may type in the codes or you may select from pop-up windows by pressing the F2 key (or clicking on the *Lookup* button).

4.1.48 SO-Q-H Enter Contract Prices

SO-Q-H Enter Contract Prices

Purpose of Program
Contract prices allow you to establish special prices on specific items for individual customers.

In sales order entry the system will always look for a contract price first and if it exists, the program will not pull in the price code price and applying the appropriate discount.

An expiration date allows a time limit on contract prices.

General Program Operation
Type in the customer code or select a customer code by clicking on the *Lookup* icon (or press F2). The customer name will automatically be displayed.

Type in the item number or select one from a pop-up window via the F2 key (or the *Lookup* button). The product description will automatically be displayed, as well as the base price for reference. If a base price does not exist, enter the first quantity contract price; this is a required field. Type in a start date and, optionally an expiration date of the contract price.

You may specify up to ten quantity price breaks. Enter the first price break and price. If you enter the price, the discount from the base price is automatically calculated. If you skip the price and enter the discount, the price is automatically calculated. If you only enter one quantity and price, that price will apply to all quantities.

The price applies from one unit above the previous quantity break through the quantity break

specified. For example, if the first quantity and price are 100 and $50 respectively, the price of $50 applies to quantities from zero through 100. If the next quantity break and price are 150 and $75, the price of $75 applies to quantities from 101 through 150.

Continue pressing <Enter> until the program asks you if you want to save the record, or click on the *Save* button (or press F10) from any point on the screen.

4.1.49 SO-Q-I Print Contract Prices

SO-Q-I Print Contract Prices

Purpose of Program
Use this program to get a listing of contract prices by customer. The expiration date is shown for review.

General Program Operation
Select from/thru ranges for item numbers and customer codes and item class and category. You may type in the entries or select them from pop-up windows by pressing the F2 key (or clicking on the *Lookup* button). Indicate whether to sort by customer or item and whether to include the Retail price as reference.

4.1.50 SO-Q-J Generate Base Prices

SO-Q-J Generate Base Prices

Purpose of Program
Use this program to generate base prices based on a percentage over cost. If existing price code prices and contract prices are tied to the base price by percentage amounts, they can also be optionally updated by the new base prices.

Once base prices are generated, they can be edited through SO-Q-A Enter Base Prices.

General Program Operation
First enter the cost basis upon which the markup percentage will be applied. You have a choice of *Average Cost*, *Last Cost*, or *Standard Cost*.

Enter the percentage mark up that will be applied to the cost. 10% would be entered as 10.0000.

You are then asked four questions.

First, do you want to generate prices for items with no cost or negative cost or that already have a base price of zero?

Second, how many decimals precision do want the new prices to be calculated (1-4)?

Third, if you have price codes that are based on discount percentages from base price, do you want these price code prices automatically updated when the base price gets changed?

Fourth, if you have contract prices that are based on discount percentages from base price, do you want these contract prices automatically updated when the base price gets changed?

You can then limit the items included in the price change by entering from/thru ranges of item numbers, categories, and item classes.

You are then asked if you want to proceed with the price generation. Click *Yes* or press <Enter> and processing will begin. When finished you are returned to the Inventory menu.

4.1.51 SO-R Void Invoice

SO-R Void Invoice

Purpose of Program
Use this program to reverse an invoice that was posted in error. The program first returns the line items on the invoice to the original sales order, if it still exists. If the sales order is closed, the program will reopen it. If the sales order has already been closed and purged from the sales order file, the program will create a new sales order and will restore both the header and line item information to the new sales order. Once the sales order has been restored, it is available for additional editing, releasing, and invoicing, or it can be deleted if no longer needed.

After the sales order information has been restored, the program then posts the reverse invoice to all the same files that are updated by SO-G Post Invoices. A hard copy of the reversal can be printed using SO-F Print Invoices in reprint mode.

The void invoice process provides a complete audit trail because both the original and the reverse invoice's postings are maintained in all the pertinent files.

General Program Operation
Enter the invoice number of the invoice you want to void in the *Inv#* field, or select one from a lookup window by pressing F2 (or clicking on the *Display Lines* button). The other fields on the screen (name and address, dates, amounts, etc.) will be filled in automatically and contain invoice detail that will help you confirm that you are voiding the correct invoice.

Enter the *Void Date*. This will be the date of all the reverse postings that will be made to the General Ledger and all the related system files that get updated by invoice posting. You are then asked *Are you sure you want to void this invoice?* If you enter a Y, processing will begin. At this stage all the reversed items are returned to the original sales order, if it still exists, or, if it has been purged, it returns the line items and header information to a new sales order.

If you enter an N to *Are you sure you want to void this invoice?,* the screen is cleared of information and you can re-enter the *Inv#* or you can press <Esc> (or click on the *Exit* button) to exit the program.

After the sales order information is restored, the reverse invoice is then posted to all the same files that get updated by SO-G Post Invoices and the void invoice process is completed.

4.1.52 SO-S Mass Release Sales Orders

SO-S Mass Release Sales Orders

Purpose of Program
Use this program to release a block of sales orders rather than using SO-E Release Sales Orders to release them one at a time.

General Program Operation
Click the Config button to indicate whether to Release All Lines, Include Backorders and AutoRelease comments. Once these settings are entered once, they will be saved for subsequent execution of this program.

Enter the from/thru range of Sales Order numbers, Customer Codes, Order Dates and Item Numbers to be released. Once all ranges have been entered, the orders will be released. Ship Date will default to today's date.

4.1.53 SO-T View Sales Orders

SO-T View Sales Orders

Purpose of Program
Use this program to view sales orders without allowing the ability to make changes to the orders.

General Program Operation
This program operates the same as SO-A Enter Sales Orders with the exception of saving the order.

4.2   Service and Repair

4.2.1   Service and Repair

SERVICE AND REPAIR

Service and Repair Overview
The *Service and Repair* module provides a means of processing orders by a Service or Repair department maintaining inventory and costing independently from production. Thus, you do not need a special part number for repairing an item to keep the costs separate from production.

Service or Repair orders are entered very much like Sales Orders and a Repair Location can be set up to segregate the inventory and keep the repair stock isolated from production. Once the repair is complete, the Releasing process allows a review of the costs, determination of price and selection of major components to be itemized on the invoice.

The item being worked on can be the same part number as an item you manufacture. However, you may also have a service department that works on products originally made by other manufacturers. In that case, you can create one or a few type N items and designate them as Service/Repair items. You can then designate whether when an order for one of these generic S/R items is entered and processed, you want to allow or even require that the Make, Model and Serial number of the actual product being serviced be entered.

Service and Repair Orders are converted to work orders and then when invoicing, the costs from the work order are directly posted to the invoice.

4.2.2   How to Use Service and Repair

How to Use Service and Repair

Setting up Items and Locations
You can create a new Service/Repair Location in IN-L-B Enter/Assign Locations or edit an existing location and designate the location as a Service/Repair Location by entering an S in the Type. This means that Stock Status calculations such as IN-A or IN-L-S will not include items in this location as available for regular production. You can have a part On Work Order in the Service/Repair Location and it will not be considered as adding to the Available in IN-A.

You can process Service/Repair orders against your production part numbers if you are in fact repairing something you originally shipped. You can also create a type N item in IN-B and designate it as a Service item at which time you will also be prompted whether it needs Make, Model and Serial Number information to be entered.

Processing Service and Repair Orders
Service and Repair orders are handled very much the same as production orders with a few exceptions. The order entry, release and invoicing is handled by the S/R module programs rather than the SO programs but much of the program function is very much like Sales Order processing. Once the S/R order is converted to a Work Order, the work order is processed like any other, collecting material, labor and processing costs, up to the point of Entering

Finished Production. At that point, the costs on the order are reviewed and it is released for invoicing. The price to be charged the customer on the invoice can be established based on the costs and components used in the repair can be selected to be itemized on the invoice. Once the invoice is released, it is printed and posted using the S/R versions of the programs and the invoice posting also processes the Finished Production of the associated Work Order.

4.2.3   SR-A Enter Service/Repair Order

SR-A Enter Service/Repair Order

Purpose of Program
Use this program to enter a Service and Repair Order or Quotation. The program is similar to SO-A Enter Sales Orders, with a few exceptions as noted below.

General Program Operation
Enter a Service and Repair order exactly the same way you would enter a sales order. For details on entering a sales order, refer to SO-A Enter Sales Orders. The only differences are that the program will prompt for whether you are entering an Order or a Quote, the Location will default to the Service/Repair Location defined as the default in SD-T Service Repair & RMA Defaults (Evo-ERP), standard pricing will not pull in when entering a production part number, and, if the item being entered is a type N and has been designated a Service/Repair item in IN-B Enter Inventory you will have the opportunity to enter Make, Model and Serial Number information for traceability. If you want to itemize components, enter S/R as the Line Number for a component that will be processed using a work order or enter K as the Line number for a component that should be deducted from Inventory during invoice posting (if you will not be using a work order). When entering a line, you will be able to enter an inventory Location so you can set up a Service Location for the order but have component lines pull from the primary stock Location during invoice posting.

To convert a Service Quote to an Order, Click the Convert button on the opening list. The number of the quote will become the order number but the status will change from Quote to Order.

To print the Service Order, go to SR-B Print Service/Repair Order

4.2.4   SR-B Print Service/Repair Order

SR-B Print Service/Repair Order

Purpose of Program
Use this program to print a Service Order or Quote for a customer either to send to the customer or for the Service department.

General Program Operation
Basic operation is identical to SO-B Print Acknowledgements

4.2.5 SR-C Convert S/R Order to Work Order

SR-C Convert S/R Order to Work Order

Purpose of Program
Use this program to print a Service Order or Quote for a customer either to send to the customer or for the Service department.

General Program Operation
Basic operation is the same as SO-N Convert Sales Orders to Work Orders except that for production items, the standard BOM and Routing will not pull. To enter labor on a Work Order generated by this program for a standard production item, you will need to create sequences using WO-K-A Enter Work Order Routings or define a Service/Repair template item with a routing and enter the item and the S/R Generic Item Number in SD-T Service Repair & RMA Defaults (Evo-ERP)

4.2.6 SR-D Print S/R Packing Slip

SR-D Print S/R Packing Slip

Purpose of Program
Use this program to print a Service Order Packing Slip for shipping the repaired items back to the customer.

General Program Operation
Basic operation is identical to SO-C Print Packing Slips

4.2.7 SR-E Release S/R Order

SR-E Release S/R Order

Purpose of Program
Use this program to release a Service Order for invoicing. During the release process, you can indicate which components to itemize on the invoice, what selling price to use and what COGS to apply.

General Program Operation
Select the Order from the opening list, then select the line item to be shipped. Click BOM to see the BOM of the Work Order used to collect the costs for the Service Order and select any components you would like to see itemized on the invoice. The components can be priced or simply listed at $0 price and the parent item contain the total price to the customer. Labor and Misc items can also be itemized on the invoice. The standard selling price for

components is displayed as a reference. Component lines designated as on the order need to be released in order for the invoice posting program to process them and pull the stock from inventory. They can be priced individually or the top assembly can reflect a total selling price. The COGS entered in this program for each line will be the Cost of Goods Sold used by the invoice posting program.

4.2.8   SR-F Print S/R Invoice

SR-F Print S/R Invoice

Purpose of Program
Use this program to print the invoice generated from a Service Order.

General Program Operation
Basic operation is identical to SO-F Print Invoices

4.2.9   SR-G Post S/R Invoice

SR-G Post S/R Invoice

Purpose of Program
Use this program to post the Service/Repair invoice.

General Program Operation
Basic operation is identical to SO-G Post Invoices except that rather than pull an Average Cost from the inventory master, the program will use the value of COGS entered in SR-E Release S/R Order for each line. On Hand inventory of the item being repaired will not be affected and the transaction type generated will be an R rather than S. GL Posting will be between the WIP and COGS account rather than inventory and the Enter Finished Production processing of the associated work order will be performed and the work order closed..

4.2.10   SR-I Void S/R Invoice

Purpose of Program
Use this program to reverse a Service/Repair invoice.

General Program Operation
Basic operation is identical to SO-R Void Invoice but the program also reverses the Finished Production posting done by the original invoice posting and return the repaired item onto the

work order.

4.3 RMA

4.3.1 RMA

RMA

RMA Overview
The *RMA* module provides a means of processing customer returns while maintaining inventory and costing independently from production until the disposition of the returned items is determined.

RMA orders are entered very much like Sales Orders. Once the returned items are received and dispositioned, the RMA converts to Sales Orders, Credit Orders or Repair Orders, depending on the condition of the items returned.

4.3.2 How to Use RMA

How to Use RMA

Processing RMA Orders
The RMA can be entered as an authorization and a copy sent to the customer. Then the returned items are received and the receiving clerk processes the receipt against the RMA indicating that the items are in-house. The items are then inspected and disposition entered. There are four fundamentally different dispositions available and ten total choices with the additional six being combinations of the first four: items are good, return to stock and credit customer; items are defective, scrap parts and ship replacement to customer; items are defective, scrap parts and credit customer; and items are repairable, convert to Service/ Repair order. Once the disposition is made, the program generates the Sales Order, Credit, or Service/Repair order as applicable and at that time the RMA is closed and the standard Sales or Service/Repair modules complete the processing.

Lot & Serial Control
If the returned items are Lot or Serial controlled, the information can be entered at any time in the process. It will only be required if the items are good and returned to stock or if they will be repaired and a Service/Repair order is converted to work order. Parts dispositioned as defective and scrapped do not require that the Lot or Serial information be entered but if it is, the Scrap transaction generated will contain that information as a permanent record of the disposition.

4.3.3   RM-A Enter RMA

RM-A Enter RMA

Purpose of Program
Use this program to enter an RMA. The program is similar to SO-A Enter Sales Orders, with a few exceptions as noted below.

General Program Operation
Enter an RMA order exactly the same way you would enter a sales order. For details on entering a sales order, refer to SO-A Enter Sales Orders. The only difference is that the Location will default to the Service/Repair Location defined as the default in SD-T Service Repair & RMA Defaults standard pricing will not pull in when entering a production part number, and, when saving, you will be prompted for the original invoice or sales order number (if available), a reason for return, whether or not it is a warranty return, and a promise date for the return for each line item on the RMA. This information is optional and, if not known at the time the RMA is entered, can be entered at a later point.

To print the RMA, go to RM-B Print RMA

4.3.4   RM-B Print RMA

RM-B Print RMA

Purpose of Program
Use this program to print an RMA either to send to the customer as authorization to return or for the Receiving department to be advised that the parts will be arriving.

General Program Operation
Basic operation is identical to SO-B Print Acknowledgements

4.3.5   RM-C Receive RMA

RM-C Receive RMA

Purpose of Program
Use this program to document that the parts authorized to be returned on an RMA have been received.

General Program Operation
Enter the RMA number and for each line, indicate the quantity received. Lot or Serial information can be entered at this time as applicable. Depending on default settings in SD-T

Service Repair & RMA Defaults the receiving person can also update the information such as original Invoice and Sales Order number, reason for return and warranty status.

4.3.6 RM-D Disposition RMA

RM-D Disposition RMA

Purpose of Program
Use this program to select the disposition of the items returned and generate Sales or Service/Repair orders as applicable.

General Program Operation
Enter the RMA number and for each line, confirm the quantity received. Lot or Serial information can be entered at this time as applicable. Update the information such as original Invoice and Sales Order number, reason for return and warranty status for each line as needed and then select the disposition. If it is a multiple line return, the program will prompt whether all lines will have the same disposition.

Issue Credit Memo (CM)
If Return for Credit is selected, the program will prompt for the amouint of the credit and create a credit Sales Order for a negative quantity the Non-Inventory Item defined as the RMA Credit Item number in SD-T Service Repair & RMA Defaults or add a negative line to the original order. Further processing of the return will then use the standard Sales Order invoicing procedure.

Issue Replacement Order
If Ship Replacements is selected, the program will create a no charge Sales Order for a replacement items or add a line to the original Sales Order. Further processing of the return will then use the standard Sales Order invoicing procedure. If both Credit Memo and Replacement Order are selected, the amount of the credit memo will be divided by the number of pieces and used as the unit price on the replacement order. If the Replacement Order is selected prior to the receipt of the returned items, the Replacement order will be created with a price and the RMA will remain open to process any customer credit once the return is received. The immediate replacement order will be able to be placed for the item on the RMA or its refurbished alternative.

Issue Service and Repair Order
If this is selected, the program will convert the RMA to a Service/Repair order. Further processing of the return will then use the standard Service & Repair module. The Work Order generation can be selected on this screen.

Return to Stock
If Return to Stock is selected, the program will create a credit Sales Order for a negative quantity of the returned items and include a line for Restocking Charge as indicated in SD-T Service Repair & RMA Defaults as either a flat fee or percentage of the return amount. Further processing of the return will then use the standard Sales Order invoicing procedure.

Return Item for Rework
If Return for Rework is selected the returned item will be reworked and put into stock for

future shipment, either under the original part number or the part number designated as the Refurbished Item. This can be selected in conjunction with issuing a credit memo.

Return Item for Repair
This will automatically be selected if Issue Service and Repair Order is selected. It is not otherwise available.

Scrap Item
This will prompt whether to scrap the item in-house or scrap by customer and can be used in conjunction with a Credit Memo if the returned item is within a warranty period.

Create Work Order
This option is available if Return for Rework or Return for Repair has been selected. Once you select the Create Work Order, if Return for Rework was selected you will be given to option to use the original part number meaning it can be reworked to original condition or to use the part number for the refurbished item as defined in IN-B Enter Inventory

Close RMA, No Further Recourse
This will simply close the RMA

4.3.7   RM-E Enter RMA Return Codes

RM-E Enter RMA Return Codes

Purpose of Program
Use this program to enter a standard list of "Reasons for Return" to select from when entering or processing RMA. Use of this list is optional but can be enforced based on default settings in SD-T Service Repair & RMA Defaults

General Program Operation
Enter the Return Code and a Description for each code.

4.4   Sales Analysis

4.4.1   SALES ANALYSIS

Sales Analysis

Sales Analysis Overview
The *Sales Analysis* module consists of a series of sales reports, charts and graphs derived

from the invoice history file and the open sales order file. Reports provide analysis on sales, bookings, profits, customers, customer classes, salespersons, inventory items, and item classes. All reports can be limited by a variety of selection criteria.

4.4.2   SA-A Print Daily Sales/Bookings

SA-A Print Daily Sales/Bookings

General Program Description

Use this report to get a daily (or any date range) report on either sales (invoiced shipments) or bookings (new sales orders and changes to existing sales orders). This is a summary report by invoice and sales order which shows both the sales amount, cost, gross profit, and profit percentage. The report provides subtotals by salesman and month-to-date totals. The Booking report can a,so include line item detail.

The report can be limited by a range of customers, salespersons, and dates.

You can choose whether to include sales tax and freight in the totals. The default is N.

You may select a sales report or a bookings report. If you select the bookings report, the report is divided into three sections. The *Closed Bookings* section lists invoiced sales orders that have already shipped. The *Open Bookings* section lists open sales orders or portions of sales orders that have not yet shipped. The *Changed Bookings* section lists changes entered within the date range specified to sales orders booked prior to the date range. The three sections added together represent total net bookings for the date range selected.

The sales report and closed bookings portion of the bookings report use the inventory average cost at the time of invoice posting for the cost of goods sold. The open bookings portion of the bookings report uses the inventory standard cost at the time the order is entered or updated for the cost of goods.

Multi-Currency Processing

You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]

If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using current exchange rates for newly booked orders and the closest historical exchange rate to the invoice date for the sales portion of the report.

4.4.3   SA-B Print Profit by Invoice

SA-B Print Profit by Invoice

General Program Description

Use this report for an analysis of gross profit by invoice. The report is a detail report subtotaled by invoice. The item number, quantity, price, cost, gross profit, and profit percentage is shown for each item.

The report may be limited by a range of invoices and dates. You can choose whether to include sales tax and freight in the totals. The default is N.

Multi-Currency Processing
You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

4.4.4 SA-C Print Customer Detail

SA-C Print Customer Detail

General Program Description
Use this report to get a line item detail report of sales and gross profit by customer. Customer monthly totals are listed for each of the past 12 months.

The report can be limited by a range of customers, salespersons, invoice dates, and item numbers. You can choose whether to include sales tax and freight in the extended amounts. The default is N.

You can also specify whether the report is to be sorted by customer code, name, or alpha sort code.

4.4.5 SA-D Print Customer Summary

SA-D Print Customer Summary

General Program Description
Use this report to get an invoice level summary of sales and gross profits by customer. The report is subtotaled by customer.

The report can be limited by a range of customers, salespersons, and invoice dates. You can choose whether to include sales tax and freight in the totals. The default is N.

You are given the choice of printing monthly totals after each customer, which provide a

monthly subtotal for each of the last 12 months.

Finally, you can specify whether the report is to be sorted by customer code, name, or alpha sort code.

4.4.6 SA-E Print Customer Class Detail

SA-E Print Customer Class Detail

General Program Description

Use this report to get a line item level detail report of sales and profits by customer class. The customer class is a user-defined field assigned to customers in AR-A, *Enter Customers*. The report is subtotaled by customer class.

The report can be limited by a range of customer classes, customers, and invoice dates. You can choose whether to include sales tax and freight in the extended amounts. The default is N.

You are given the choice of printing monthly totals after each customer, which provide a monthly subtotal for each of the last 12 months.

4.4.7 SA-F-A Chart/Export Profit by Invoice

SA-F-A Chart/Export Profit by Invoice

General Program Description

Use this report for a graphical analysis of gross profit by invoice or an extraction of the data to CSV file. Graphical option is a line chart, summarized by day, week or month with an option to also include the COGS for the period and an option for a year to year comparison if the date range exceeds one year. Detail Export is one line per invoice showing Invoice Number, Date, Customer code, Invoice total, COGS, Margin and Margin %

The graphical option will open in your default Windows image viewer, at which time you can save or print it. The Export option will generate a CSV file and then open it in the Windows default application (typically Excel or equivalent), at which time you can save or print it.

4.4.8   SA-F-B Chart/Export Customer Detail/Summary

SA-F-B Chart/Export Customer Detail/Summary

General Program Description
Use this report for a graphical analysis of gross profit by invoice or an extraction of the data to CSV file.   Graphical option is a line chart, summarized by day, week or month with an option to also include the COGS for the period and an option for a year to year comparison if the date range exceeds one year.   Detail Export is one line per invoice showing Invoice Number, Date, Customer code, Invoice total, COGS, Margin and Margin %

The graphical option will open in your default Windows image viewer, at which time you can save or print it. The Export option will genreate a CSV file and then open it in the Windows default application (typically Excel or equivalent), at which time you can save or print it.

4.4.9   SA-F-C Chart/Export Salesperson Summary

SA-F-C Chart/Export Salesperson Summary

General Program Description
Use this report for a graphical analysis of gross profit by invoice or an extraction of the data to CSV file.   Graphical option is a pie or bar chart, summarized by Sales Rep.   Detail Export is one line per invoice showing Invoice Number, Date, Bill To Customer, Ship To Customer, Invoice Number, Invoice Subtotal, Invoice Total, COGS, Margin and Margin %

The graphical option will open in your default Windows image viewer, at which time you can save or print it. The Export option will genreate a CSV file and then open it in the Windows default application (typically Excel or equivalent), at which time you can save or print it.

4.4.10   SA-F-D Chart/Export Item Sales Analysis

SA-F-D Chart/Export Item Sales Analysis

General Program Description
Use this report for a graphical analysis of gross profit by invoice or an extraction of the data to CSV file.   Graphical option is a pie or bar chart by item class, or if Top N Items is selected, chart by item.   Detail Export is one line per invoice showing Item Class, Item Number, Item Description, Invoice Number, Invoice Date, Customer, Quantity, Extension, Unit Cost, Category, Extended COGS, Margin and Margin %

The graphical option will open in your default Windows image viewer, at which time you can save or print it. The Export option will genreate a CSV file and then open it in the Windows default application (typically Excel or equivalent), at which time you can save or print it.

4.4.11 SA-G Print Customer Class Summary

SA-G Print Customer Class Summary

General Program Description

Use this report to get an invoice level summary report of sales and profits by customer class. The customer class is a user-defined field assigned to customers in AR-A, *Enter Customers*. The report is subtotaled by customer class.

The report can be limited by a range of customer classes, customers, and invoice dates. You can choose whether to include sales tax and freight in the totals. The default is N.

You are given the choice of printing monthly totals after each customer, which provide a monthly subtotal for each of the last 12 months.

4.4.12 SA-H Print Salesperson Detail

SA-H Print Salesperson Detail

General Program Description

Use this report to get a line item level detailed report of sales by salesperson. The report is subtotaled by salesperson.

The report may be limited by range of salespersons, invoice dates, and item numbers. You can choose whether to include sales tax and freight in the extended amounts. The default is N.

You are given the choice of printing monthly totals after each salesperson, which provide a monthly subtotal for each of the last 12 months.

4.4.13 SA-I Print Salesperson Summary

SA-I Print Salesperson Summary

General Program Description

Use this report to get an invoice level summary report of sales and profits by salesperson. The report is subtotaled by salesperson.

The report may be limited by a range of salespersons and invoice dates. You can choose whether to include sales tax and freight in the totals. The default is N.

You are given the choice of printing monthly totals after each salesperson, which provide a monthly subtotal for each of the last 12 months.

4.4.14 SA-J Print Inventory Detail

SA-J Print Inventory Detail

General Program Description

Use this report to get a line item detail report for sales and profits by inventory item (item number). The report is subtotaled by inventory item.

The report may be limited by a range of item numbers and invoice dates. You can choose whether to include sales tax and freight in the extended amounts. The default is N.

You are given the choice of printing monthly totals after each item number, which provide a monthly subtotal for each of the last 12 months.

4.4.15 SA-L Print Product Class

SA-L Print Item class

General Program Description

Use this report to get a detail report for sales and profits by inventory item class. The report is subtotaled by item class.

The report may be limited by a range of item classes, categories, item numbers, and invoice dates. You can choose whether to include sales tax and freight in the extended amounts. The default is N.

4.4.16 SA-M Print User-Defined Detail

SA-M Print User-Defined Detail

Purpose of Program

This program is a user-defined report generator that provides you with a variety of filtering and sorting options that enables you to view your sales analysis data any number of different ways. This version provides detail data similar to the detail reports elsewhere in the *Sales Analysis* module. For summary type data analysis, use SA-N Print User-Defined Summary.

Multi-Currency Processing

You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]

If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

General Program Operation

When you create a report for the first time, you give it a *Report Name*. All the filtering and sorting selections you make will stay with this name, along with any changes you choose to make with the report layout. If you want to run that particular report again, you can perform a lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

The *Report Format* defaults to T6SAM1, which is the graphical RTM layout used by this program's standard report format. You can copy T6SAM1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout name in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*. You can also use a format named T6OPSALE.RTM to provide a single summary line per item when sorting by item rather than all the invoice detail.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined tab to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields. As the posted Invoice file can become large, this report can take a long time to step through the file based on the filters defined. The primary sort used for this report is the Ship Date so even if you are selecting by a range of invoice numbers (for example), also specify a Ship Date range that encompasses the invoices desired so the program does not need to go through the entire file.

Once all the fields are completed, click Print to run the report.

4.4.17 SA-N Print User-Defined Summary

SA-N Print User-Defined Summary

Purpose of Program

This program is a user-defined report generator that provides you with a variety of filtering and sorting options that enables you to view your sales analysis data any number of different ways. This version provides summary data with one line per invoice. For detail type data analysis listing each shipment, use SA-M Print User-Defined Detail.

Multi-Currency Processing

You will be given access to the following field if you have multi-currency processing enabled in IM-A International Configuration.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

General Program Operation
When you create a report for the first time, you give it a *Report Name*. All the filtering and sorting selections you make will stay with this name, along with any changes you choose to make with the report layout. If you want to run that particular report again, you can perform a lookup to select the report name and all its associated settings will come into the screen without having to reenter all of them.

You can select a Text Format or Export (text format to ASCII file without headers and page breaks). If you answer N to both Text and Export you can select a Report Format.

The *Report Format* defaults to T6SAN1, which is the graphical RTM layout used by this program's standard report format. You can copy T6SAN1.RTM to another name, modify the layout using the *Modify Forms* program (on the main menu's *File* menu), and can then specify that layout in the *Report Format* field, thus giving you the ability to have unique layouts for each *Report Name*. You can also use T6OPSALE.RTM as the layout to get a single summary line per customer when sorting by Customer.

Next you give the report a title and define which parameter you want to sort by. This can be one of the pre-defined fields (Customer, Customer Class, Salesperson, Item, Item Class) or User Defined. If you choose User Defined, click the User Defined button on the lower right to define the fields to be used as indexes (sort order) and breaks (subtotals). In this way you can run the report for item numbers subtotaled within Item Class subtotaled within Customer or whatever grouping is meaningful for you.

You can then enter all the from/thru selection fields. Once you finish screen one you will be taken to a second screen for more fields. As the posted Invoice file can become large, this report can take a long time to step through the file based on the filters defined. The primary sort used for this report is the Ship Date so even if you are selecting by a range of invoice numbers (for example), also specify a Ship Date range that encompasses the invoices desired so the program does not need to go through the entire file.

Once all the fields are completed, you are asked if you want to save your entries and then if you want to print the report now and whether you want the price to include taxes and freight.

4.4.18 SA-O Top Customer Report

SA-O Top Customer Report

Purpose of Program

This program provides a report of the Top Customers (in terms of sales volume) within any

other combination of filters selected and provides a sales comparison for two date ranges.

General Program Operation

Enter a range of Salespersons, Customer Code, Class, State, Territory. Select whether to include Vouchers and identify how many customers to be included. The report will include the Top X Customers specified that meet all the other filters based on sales during the first date range specified. Contact Manager Class can also be included as a filter. Enter the date ranges desired. Default is YTD this year and the same period last year but other ranges can be entered.

4.4.19 SA-P Print Sales Report

SA-P Print Sales Report

Purpose of Program

Use this report to get a profit by item report with Surcharge revenue added to item revenue so accurate profitability by item can be determined.

General Program Operation

Enter a range of Invoice Numbers, Ship Date, Customer Code, Item Number, Item Class, Item Category, Item Type and Active status. The report will show item, quantity, price cost and margin. Surcharge revenue will be added to the preceding line item.

4.5 Sales Commissions

4.5.1 Sales Commissions

Sales Commissions

Sales Commissions Overview

The *Sales Commissions* system allows sales commissions to be automatically tracked as invoices are posted within the *Sales Orders* module. Commissions due are collected in the salesperson file and can automatically be transferred to *Payroll* or *Accounts Payable* for payment.

Salespersons can be either employees, in which case they are set up in the employee file using SM-G Enter Employees, or agents, in which case they require an associated vendor to be entered in AP-A Enter Vendors. The commission percentage, payment method, vendor code, etc. are set up in the salesperson file.

Summary and detail sales commission reports can be run to see the status of commissions owed and paid. The price code file is provided to enter commissions against inventory items, and the contract price file is provided to enter commissions against inventory items for specific customers.

Features

- Salespersons can be set up as employees or outside agents
- Fully integrated with *Accounts Payable* and *Payroll* modules

·   Commissions due upon invoicing or customer payment
·   Split commissions allowed per order
·   Contract commissions by customer
·   Individual item numbers can be flagged as exempt from commissions

Functions
·   Salesperson entry
·   Transfer commissions to *Accounts Payable* and *Payroll*

Databases
·   Salespersons
·   Price code commissions
·   Contact commissions

Reports
·   Commissions (detail and summary, salesperson 1 and 2)
·   Price code commissions
·   Contract commissions
·   Commissions due (detail and summary)

4.5.2   Extended Commissions

Extended Commissions

Extended Sales Commissions Overview
The *Extended Sales Commissions* system enhances the standard Sales Commissions programs to allow for more than 2 sales reps per order, assignment of sales reps to line items on an order based on item, item class, Bill To or Ship To customer or a combination such as a certain item sold to a specific customer. Commissions can also be given start and end dates so if there is a promotional price in place for a period of time, the commission can be adjusted accordingly.

Features
•   Salespersons can be set up as employees or outside agents
•   Fully integrated with *Accounts Payable* and *Payroll* modules
•   Commissions due upon invoicing or customer payment or accrued upon invoicing and GL Posting made, but not released to pay the rep until customer payment is received
•   Any number of commissions allowed per order assigned by line item
•   Specific commissions by customer, item, item class or combination
•   Individual item numbers can be flagged as exempt from commissions
•   Commission transfer to AP/Payroll is selective by order so any items in dispute can specifically be excluded from transfer until the dispute is resolved

Functions
•   Salesperson entry
•   Sales Rep Link entry or Import
•   Transfer commissions to *Accounts Payable* and *Payroll*

Databases
- Salespersons
- Rep Links
- Order Line Item Commissions
- Open and Paid Commission detail

Reports
- Sales Rep Link Listing
- Commissions due detail
- Commissions paid detail

4.5.3   CS-A Enter Salespersons

CS-A Enter Salespersons

Purpose of Program

Use this program to set up a new salesperson or to make changes to an existing salesperson's master record.

The salesperson can be an employee or an outside agent. If an employee, the salesperson must first be set up as an employee in SM-G Enter Employees. The salesperson number will be the same as the employee number set up in SM-G.

If the salesperson is an outside agent, the salesperson number can be any number that is not being used in SM-G's employee file. Outside agents must first be set up as vendors in AP-A Enter Vendors.

Field Explanations

Salesperson Num

The salesperson's number that will be used in SO-A Enter Sales Orders, and in various other programs and reports throughout the system. If the salesperson is an employee and has a record in the employee file (as entered in SM-G Enter Employees) the salesperson number must be the same as the employee number. If the salesperson is an outside agent, the salesperson number can be any number that is *not* used as an employee number.

Class

Enter an *E* if the salesperson is an employee whose commissions are to be paid through payroll whether it be the internal Payroll module or an independent payroll processing company such as ADP. Enter an *A* if the salesperson is an outside agent whose commissions are to be paid through *Accounts Payable*.

Vendor Code

If the salesperson is set up as an outside agent, enter the vendor code the commissions are to be transferred to. The salesperson should be first be set up as a vendor in AP-A Enter Vendors. A Sales Agency could have multiple sales reps all posting to the same vendor in AP.

First Name / MI

The salesperson's first name and middle initial. If you enter a salesperson that is already set up as an employee, the information in this field will automatically be updated from the

employee record, but can be changed, if desired.

Last Name

The salesperson's last name. If you enter a salesperson that is already set up as an employee, the information in this field will automatically be updated from the employee record, but can be changed, if desired.

Rate

The commission percentage. A 10% commission would be entered as 10.0000. This is the default rate that is used if there are not commissions established for the customer and extended commissions are not being used. Extended Commissions uses the rates defined in CS-G Enter Sales Rep Links

How

Enter a *G* if commissions are to be calculated on gross sales. Gross sales refer to the net sales amount after discount per line item and excludes tax and freight. Enter a *C* if commissions are to be calculated on the cost of goods sold, which is the inventory average cost at the time of invoice posting. Enter an *N* if commissions are to be calculated on the net profit or gross margin, which is the gross sales amount less the cost of goods sold. Enter an F if the commission is to be calculated based on FOB selling price. In this case, the commission would be calculated based on the Bill To customer contract pricing while the actual sales order line items would have different pricing based on embedded freight charges incorporated into contract pricing assigned to the Ship To Customer.   In all cases, tax and freight are excluded. The Extended Commissions system only calculates commission on the gross sales amount (G) or FOB amount (F)

When

Enter an *I* if commissions are due when posting the invoice or a *P* if commissions are due when the customer payment is posted or an *A* if you want to accrue commissions and post to the GL when invoices are posted but not allow transfer of the commission to AP or Payroll until cuustomer payment is received.

General Program Operation

The opening screen displays existing salespersons in a list window. To add a new salesperson, click on the *Add* button (or press <Insert>). You will then be taken to the entry screen. Enter the information according to the *Field Explanations* above. At any point you can save the record by clicking on the *Save* button (or press F10), or when you complete the last field the record will be saved. After the record is saved you are returned to the opening screen where you can add more records or edit existing records.

To edit an existing record, highlight it in the list window and click on the *Edit* button. This will take you to the entry screen. Make the desired changes, then click the *Save* button (or press F10).

To exit the program, from the opening screen click the *Exit* button (or press <Esc>).

4.5.4 CS-B View Salespersons Info

CS-B View Salespersons Info

Purpose of Program
Use this program to view salesperson's information, including his commission rate, how and when it is calculated, and the last 12 months totals for the following: sales quota, gross sales, cost of goods sold, receipts (customer payments), commissions due, and commissions paid.

You can also use this program to enter a sales quota, which serves as a reference with which to compare actual sales.

Column Heading Explanations
Quota
You may enter a sales goal or quota for comparison with actual performance. No processing is performed with this field.

Gross
The total sales associated with this salesperson, broken down by month.

COGS
The total cost of goods sold associated with this salesperson, broken down by month.

Receipts
This figure reflects all sales associated with this salesperson that have received customer payment. If the commission is set up to be paid when customer payment is posted, this figure is used as part of the calculation.

Comm Due
When either the invoice or payment is posted, this figure is updated and represents the commission due but not paid.

Comm Paid
After you have used CS-D, Transfer Sales Commissions, to move all or part of the commissions due to the salesperson's payroll information or *Accounts Payable* account, this column will be updated. The commissions paid for each month are listed.

General Program Operation
Enter the salesperson's number in the *Num* field, or click on the lookup icon (or press F2) to select a salesperson. Once selected, the salesperson¡¦s information will be displayed on the screen.

If you wish to edit the sales *Quota* or any of the other columns, click on the Edit button and the cursor will move to the *Quota* column and will have access to it and the other columns.

When finished with your entries, click on *Save* (or press F10). The screen will clear itself for entry of another salesperson number. To exit the program, click the *Exit* button (or press <Esc>).

4.5.5　CS-C　Print Salespersons Info

CS-C　Print Salespersons Info

General Program Description

Use this report to get a listing of how each salesperson is defined in terms of commission rate, how paid, when paid, etc. The report also shows a summary or monthly breakdown of each salesperson's total sales, cost of goods, net profits, receipts, commissions due, and commissions paid. For more detailed reports see CS-E, Print Commission Detail, CS-F, Print Commission Summary, or CS-G through CS-J, which report separately on commissions assigned to Salesperson 1 and Salesperson 2 in sales orders.

4.5.6　CS-D　Transfer Sales Commissions

CS-D　Transfer Sales Commissions

Purpose of Program

Use this program to transfer all or part of the commission due to the individual salesperson's payroll account (if an employee) or *Accounts Payable* account (if an outside agent) for the current period.

If you are using the *Payroll Link* to *CheckMark Payroll* module, this program produces a report that provides the information needed for manual transfer of commissions into *CheckMark*. If you are using the *Payroll* module, this program will automatically transfer the commissions to the employee's payroll record.

Each salesperson is defined as to whether commissions are due when invoices are posted or when customers make payment. The *Commissions Due* field reflects the sum of all commissions that meet this criteria and are now due for payment, but have not yet been transferred to payroll or to *Accounts Payable*, including any not paid in previous months.

Field Explanations

Month
The default displayed for this field is the current month. You can type in the number of any previous month to view any commissions still due from sales in that month.

Slsp# & Salesperson Name
The salesperson's number and name. Only those salespeople with commissions due are displayed.

Commission Due
The total commission accrued through the month displayed at the top of the screen and not yet transferred (based on the current date). Commissions are always displayed here in Base Currency and, for Agent Sales Reps, will convert to the appropriate Source currency when transferred, if applicable.

Commissions to Pay
This field will default to the same amount displayed in *Commissions Due*. You can enter all or part of the commissions due. Commissions are always displayed here in Base Currency and, for Agent Sales Reps, will convert to the appropriate Source currency when transferred, if applicable.

General Program Operation
Run this program before running an upcoming payroll.

If you are using the *Payroll* module and you have already entered some information in PR-B Enter Pay Info for the current pay period, you will be prompted to have the taxes recalculated for the pay period based on the commissions just transferred.

Once the transfer is complete, the *Comm Due* and *Comm Paid* fields in the salesperson record are updated to reflect the changes. If you are using the *Payroll* module, the *Commission* amounts in the current payroll record are updated. If the salesperson is an outside agent, an *Accounts Payable* voucher is generated which can be paid through the *Accounts Payable* system. If the vendor assigned to the agent has a default currency other than your base currency, the amount to be paid will be converted to the appropriate currency.

If you are using an outside service such as ADP for payroll, the program prints a report that lists the commission amounts that are to be submitted to the payroll service. This report can be turned on either at SD-N Sales Commissions Defaults.

In all cases, for employee sales reps, when processing payroll, the commission should be posted to the Commission Payable liability account, not the commission expense account because the expense was already posted to when the commissions were recognized.

4.5.7   CS-E Print Commission Detail

CS-E Print Commission Detail

General Program Description
Use this report to get a line item level report for all sales associated with particular salespersons within a specified date range. You can specify whether the report is to include *Salesperson 1, Salesperson 2,* or both. The report shows the invoice number, customer code, customer purchase order number, item number, price, discount, commission percentage, commission amount, and total commission.

You can limit the report by salesperson number, invoice date, and item number. You are given the option of printing monthly totals, which provide summarized totals by month.

Regardless of the currency of the original invoice, this report will print both sales and commissions in base currency.

4.5.8   CS-F Print Commission Summary

CS-F Print Commission Summary

General Program Description

Use this report to get an invoice level report for all sales associated with particular salespersons within a specified date range. You can specify whether the report is to include *Salesperson 1, Salesperson 2,* or both. The report shows the customer code, customer name, invoice date, invoice number, total price, total cost, gross profit percentage, and commission amount.

You can limit the report by salesperson and invoice date. You are given the option of including costs and gross profit or not, and you have the option of printing monthly totals or not.

Regardless of the currency of the original invoice, this report will print both sales and commissions in base currency.

4.5.9   CS-G Enter Sales Rep Links

CS-G Enter Sales Rep Links

Purpose of Program

Use this program to assign commission percentages to a sales rep for a particular customer, item, item class or combination. These settings are only used when Extended Commissions are enabled in SD-N Sales Commission Defaults

Field Explanations

Rep Number (Required)
The salesperson's number as assigned in CS-A Enter Salespersons

Customer Code (Optional)
Enter the customer code the Rep will be assigned to.

Item Number (Optional)
The item number the Rep is getting commission on.

Item Class (Optional)
The Item Class the Rep is getting commission on.

Rate
The commission percentage. A 10% commission would be entered as 10.0000.

Start Date (Required)
Enter the date the commission is to take effect.

End Date (Optional)
Enter an ending date if applicable.

General Program Operation

The opening screen displays existing entries. Click Add to add a new record. Enter the Rep Number and a combination of Customer, Item and Item Class as applicable.

If the Rep gets the same rate for all sales to a customer, then enter the customer code and

leave the Item Number and Item Class blank.

If the Rep gets different rates on different items or item classes sold to a given customer then there needs to be a separate record with the customer code and each item or item class.

If the Rep gets the same rate on all items within a class or on a particular item regardless of customer, then leave the customer blank and populate the item or class.

Enter the Rate and Start Date. If this is a special commission for a promotional period, then the End date can be populated.

4.5.10   CS-H Import Sales Rep Links

CS-H Import Sales Rep Links

Purpose of Program
Use this program to import commission percentages to a sales rep for a particular customer, item, class or combination. These settings are only used when Extended Commissions are enabled in SD-N Sales Commission Defaults

Field Explanations
Rep Number (Required)
The salesperson's number as assigned in CS-A Enter Salespersons

Customer Code (Optional)
Enter the customer code the Rep will be assigned to.

Item Number (Optional)
The item number the Rep is getting commission on.

Item Class (Optional)
The Item Class the Rep is getting commission on.

Rate (Required)
The commission percentage. A 10% commission would be entered as 10.0000.

Start Date (Required)
Enter the date the commission is to take effect.

End Date (Optional)
Enter an ending date if applicable.

General Program Operation
Enter the file name to be imported and indicate which column in the file holds the various data fields. If the import file is Comma Delimited then you only need to enter the number in the first field do designate the column. If it is a fixed length file then enter the starting position and length of each field.

4.5.11   CS-K Enter Price Code Commissions

CS-K Enter Price Code Commissions

Purpose of Program
This program allows you to establish commissions on specific inventory items . Whatever

commissions are entered here will override either the commission entered against the customer or the salesperson's default commission. Different commissions may be entered for *Salesperson 1* and *Salesperson 2*. These commissions will not be used if Extended Commissions are enabled. Extended Commission uses the values entered in CS-G Enter Sales Rep Links.

General Program Operation

Enter a item number or select one from a pop-up window by clicking on the *Lookup* icon (or press F2) from the *Product* field. Enter the applicable price code. The inventory base price will be displayed for reference only.

The quantities, prices, and discount from base price will be displayed for this item. You may edit these or press <Enter> to advance through the fields.

Enter the appropriate commission for each salesperson. You can enter different commissions for each quantity price break. When you have completed your entry, press F10 (or click on the *Save* button) to save the record.

4.5.12 CS-L Print Price Code Commissions

CS-L Print Price Code Commissions

General Program Description

Use this program to get a printout of items with commissions entered within their price codes. You can limit the printout by a range of item numbers and price codes.

4.5.13 CS-M Enter Contract Commissions

CS-M Enter Contract Commissions

Purpose of Program

This program allows you to establish commissions on specific inventory items for specific customers up through an expiration date. Whatever commissions are entered here will override either the commission entered against the customer, the salesperson's default commission, or a commission entered within an item's price code. Different commission rates may be entered for *Salesperson 1* and *Salesperson 2*. These commissions will not be used if Extended Commissions are enabled. Extended Commission uses the values entered in CS-G Enter Sales Rep Links.

General Program Operation

Enter a customer code or select one from a pop-up window by pressing F2 (or clicking on the *Lookup* button) from the *Customer Code* field. Enter the item number or select one from

a pop-up window using the F2 key (or clicking on the *Lookup* button). The contract price information should display. If there is no record, you can enter contract price information through this screen. The inventory base price will be displayed for reference only.

The quantities, prices, and discount from base price will be displayed for this item. You may edit these or press <Enter> to advance through the fields.

Enter the appropriate commission for each salesperson. You can enter different commissions for each quantity price break. When you have completed your entry, press F10 (or click on the *Save* button) to save the record.

4.5.14 CS-N Print Contract Commissions

CS-N Print Contract Commissions

General Program Description
Use this program to get a printout of contract prices that have commissions attached to them. You can limit the report to a range of products and customers.

4.5.15 CS-O Print Commissions Earned Detail

CS-O Print Commissions Earned Detail

General Program Description
Use this program to get a report showing the status of commissions earned at the invoice level.

The report shows the salesperson number, name, invoice number, customer code, invoice date, payment date, payment amount, commissionable amount, and commission earned.

You can limit the report to a range of salespersons and months. Note that items do not come off this report when commissions are transferred using CS-D Transfer Sales Commissions so it is a permanent historical record of all commissions earned and should be printed using a date range when a listing of current commissions due is desired.

Regardless of the currency of the original invoice, this report will print both sales and commissions in base currency.

4.5.16 CS-P Print Commissions Due Summary

CS-P Print Commissions Due Summary

General Program Description
Use this program to get a report showing the status of commissions due, summarized by month.

The report shows the sales, commissions earned, receipts, commissions due, and commissions paid.

You can limit the report to a range of salespersons and months.

Regardless of the currency of the original invoice, this report will print both sales and commissions in base currency.

4.5.17 CS-Q Commission Year End Routine

CS-Q Commission Year End Routine

General Program Description
Use this program to clear commission monthly totals at calendar year end and roll any unpaid commissions into January of the new year.

4.6 Contact Manager

4.6.1 Contact Manager

CONTACT MANAGER

Contact Manager Overview
The *Contact Manager* provides the capability of managing contacts with sales prospects and existing customers. It can be used for sales management, collections, expediting of sales or purchases, and for receivables follow up.

The *Contact Manager* database allows entry of information that goes beyond the scope of standard customer, including user-defined classification codes, and contact history. It is ideal for producing lists, mailing labels, form letters, and for organizing sales activities.

The *Contact Manager* is fully integrated with the rest of the system. Prospects that become customers can be copied over to the customer file (and vice-versa) without having to re-enter information.

Features

Integrated with customer files for follow-ups and history

Functions
Accounts entry

Add customers to account file

Reports
Account information

Account listing

Account follow-up

Mailing labels

Account history

4.6.2   Contact Manager Setup

Contact Manager Setup

Before using the *Contact Manager*, you need to set up a series of user-defined codes and defaults as follows.

Lead Source Codes
If you wish to track where your new account leads are coming from, you must set up lead source codes through SM-I-A Enter Lead Source Codes.

Territory Codes
If you wish to assign accounts to user-defined territories, you must set up territory codes through SM-I-B Enter Territory Codes.

Account Follow-up Codes
Account follow-ups are given classification codes for tracking and sorting purposes. At least one account follow-up code must be set up to use the follow-up system. These codes are set up through SM-I-D Enter Reminder Types.

Class Codes
Accounts can be give user-defined classification codes for sorting and selection purposes with mail lists and reports. These are created through SM-I-G Enter Class Codes.

Key Date Codes
Key date codes can be set up to identify important dates, such as when the account was first created, or when the first sales meeting occurred, etc. These codes are used for statistical reporting and are set up through SM-I-H Enter Key Date Codes.

4.6.3   CM-A Enter Contact Accounts

CM-A Enter Contact Accounts

Purpose of the Program
Use this program to maintain general master file information on sales prospects and customers. From this program you can enter contact history notes, reminders, assign classification codes, enter multiple contacts, and track key dates.

Field Explanations
Acct Code
A user-defined code that identifies this sales prospect or customer. While Customers and Contacts are stored in separate files, the same coding method must be used so that wherever you have a customer with entries in both the *Contact Manager* and customer master files, they have the same account code. Single and double quotation marks and commas are not allowed but other characters such as # or - are allowed.

When a prospect becomes a customer, you can create an instant customer record from this program. Click the *Customer* button, and a new customer record is automatically created with all common information between the two files transferred over.

Company
The actual company or account name. This is a 30 character alphanumeric field.

Alpha Sort
Various reports sort either by customer code or by this alpha sort field. Enter the first few letters by which you want reports sorted alphabetically. The first six letters of the *Company* field default into this field, where they may be overridden.

Address 1 - 3
Three address lines. These are 30 character alphanumeric fields.

City
The account's city. This is a 26 character alphanumeric field.

State
The account's two character state code.

Zip
The account's zip or postal code. This is a 10 character alphanumeric field.

Country
If you have customers in multiple countries, enter the country name or code here. This is a 30 character alphanumeric field.

Contact
The first or primary contact for this account. Unlimited additional contacts may be defined by clicking on the *Contact* button, which brings up the additional contacts window.

Title

Contact 1's title.

Telephone
Contact 1's primary telephone number. Contacts can each have up to 10 telephone numbers (office, Mobile, home, etc.), maintained in the multiple contacts window accessed by clicking on the *Contact* button). This is a 25 character alphanumeric field.

Fax
The account's fax number. This is a 25 character alphanumeric field.

Currency

If multiple currency has been turned on in IM-A International Configuration then this is the Currency assigned to this contact.

SIC Code
The *Standard Industrial Code* for this account. This is used for reporting purposes and is a seven character alphanumeric field.

Start Dt
The date the account record was created. It defaults to today's date, but can be overridden.

Ship Via
Thedefault shipping method to be used.

Lead Source
You can set up user defined lead source codes through SM-I-A Enter Lead Source Codes to identify where the account sales prospect originated from (advertising, referral, etc.). This is used for reporting purposes and is a five character alphanumeric field.

RTM Print Group
An optional field that can be used to use different print formats for different customers or contacts for quotes, invoices, and other forms.

Price Code

The price code assigned to be used for generating Quotes and Sales Orders

Discount Code

The price code assigned to be used for generating Quotes and Sales Orders

Default Terms

The payment terms assigned to be used for generating Quotes and Sales Orders

Taxable & Tax Group

The Sales Tax status assigned to be used for generating Quotes and Sales Orders

Territory
The account can be assigned a user-defined territory code for reporting purposes, set up through SM-I-B Enter Territory Codes. This is a four character alphanumeric field.

Class Codes
This window displays user-defined classification codes that have been assigned to this account. These are used primarily for mailing list sorting and for reports. To set up class codes, use SM-I-G Enter Class Codes. To assign class codes to an account, click on the *Class* button while in this program to bring up the class codes entry window.

Key Dates

Key date codes can be set up to record significant events, such as the first sales meeting, first order, etc. The key date codes, dates, and descriptions display in this window.   Key date codes are set up through SM-I-H Enter Key Date Codes. To assign key date codes and dates to an account, click on the *Date* button while in this program to bring up the key dates entry window.

Web Site

Enter the company website URL which can be accessed by clicking the Internet Explorer icon in the toolbar in the upper right.

Other Buttons

Find Previuos

Moves to the previous contact record in the file

Lookup

Brings up the lookup grid

Find Next

Moves to the next record int eh file

Add

Clears the screen to enter a new contact record

Delete

Deletes the current record (only if there is no pending sales activity)

Clear

Clears the screen but does not delete the record

Credit Card

If you are using the X-Charge credit card processing, then this can be used to wnter or view credit card information. If not, you can store the last 4 digits and expiration date as a reference but the full card information is not allowed due to security regulations.

Notes

Opens the Notes screen to view or add Notes relating to the contact

Links

Opens the Links window to view or add links to the contact

Google Maps

Opens Google Maps passing the contact address so you can get directiopns

Pricing

Once a part number and quantity are entered, the pricing in effect based on price and discount codes is displayed

Contacts

Displays a list of individual contact names. Selecting a contact opens a screen with 10 slots

for phone numbers, 10 email addresses, 10 miscellaneous entries and 10 datest per contact.

Reminders

Opens a Reminders calendar window so you cna add, edit or dismiss reminders

Class

Opens a Class window to view, add or delete a class

Key Dates

Opens a Key Dates Window to add, edit or delete Key Dates

Sales Orders

Opens a window listing open Sales Orders

Shipments

Opens a window listing shipments

Quotes

Opens a window displaying quotes

General Program Operation

Entering Account Information

To bring up a record, either enter the *Acct Code* or press F2 (or click on the *Lookup* button) for a pop-up window.

Once the account is displayed, as soon as you press <Enter>, any *Class Codes* or *Key Dates* will display in their respective windows, for information purposes only.

If this is a new entry, enter all the relevant fields according to *Field Descriptions* above. If this an existing record, make changes as required. You can save the entry at any point by pressing the F10 key (or clicking on the *Save* button).

Entering Notes

You can enter notes of phone conversations and meetings through history notes. To access notes for an account, click on the *Notes* button while the account record is on the screen.

You are first presented with an opening list of previous notes, if there are any. To enter a new record, click on the *Add* button.

Entering Reminders

Entering Reminder lets you program in a follow-up date and time that alerts you to perform some form of follow-up activity, such as a return phone call.

Entering Class Codes

Class codes allow you to classify an account an unlimited number of ways, primarily for mailing list selection and reporting classifications. To assign class codes to an account, click on the *Class* button while an account record is on the screen to display the class codes entry window.

Enter a class code or select one from a pop-up window by pressing F2. After pressing <Enter> through the description, you will be asked if you wish to save the record. Continue assigning as many class codes as you wish. When you wish to return to the *Enter Contact Accounts* screen, press <Esc>.

Entering Additional Contacts

You can enter additional contact names, titles, phone numbers, email addresses, miscellaneous information and dates by clicking on the *Contact* button while an account record is on the screen. This will bring up the additional contacts entry window listing the available people. Click Select to bring up the next screen with the contact detail information.

Entering Key Dates

Key date codes and dates can be used to record important events for statistical reporting purposes. To enter key dates, click on the *Date* button while an account record is on the screen to access the key dates entry window.

Enter a date code or select one from a pop-up window by pressing F2 (or clicking on the *Lookup* button). The description will display automatically. Enter the date. You will be asked if you wish to save the record. Enter additional codes and dates, or press <Esc> to return to the *Enter Contact Accounts* screen.

Switching to AR-A, Enter Customers or AR-Q View Customer Information

You can toggle back and forth between *Enter Contact Accounts* and AR-A Enter Customers or AR-Q View Customer Information depending on your user menu access by clicking on the *Cust* button) while an account record is on the screen. If the account has a corresponding record in the customer file, the record will be fully displayed without having to enter the account code. From AR-A, Enter Customers, you can return to CM-A, *Enter Contact Accounts*, by closing the Customer screen.

Make Customer Button

If this contact is not yet a customer, you can click the Make Customer button to create a record in AR containing the same code and pertinent information. This feature can be disabled via the Allow Make Customer in CM setting in SD-O Contact Manager Defaults

4.6.4   CM-B-B Print Accounts Listing

CM-B-B Print Accounts Listing/Labels

Purpose of Program

Use this program to get a listing of accounts, along with selected fields from the accounts' master records, including the acct code, company name, state, zip, contact 1, telephone, Rep, SIC code, customer switch, lead source, and territory. You can optionally print remarks. Also use this program to generate FAX or email lists in text format for broadcasting or generating mailing labels for a list of accounts.

General Program Operation

Enter a *Selection ID*, which is user defined, along with a description. Your mailing list selections will be saved in a selection history database, keyed to this code. If you ever want to print a list using this exact same set of selections again, all you have to do is enter the selection code and your prior selections will fill the screen.

Enter the *Date* as a reference.

Select a report type based on the desired contents of the output. Choose the primary sort field for the output and whether to generate a report or labels.

Enter from/thru ranges of account codes, states, zip codes, SIC codes, lead sources, start dates, and territory codes as well as other selection filters.

Next, you can enter a first group of up to 18 individual class codes from the class file for inclusion in the list. Any account that has any of these codes will be included in the list. If you leave them all blank, all class codes will be selected.

You can then enter another group of up to 18 class codes which limits the names selected from the first group. Only those of the first group that have all the class codes entered in the second group will be selected.

You can limit the list to just customers or you can exclude customers from the list, or by setting both customer fields to Y, customers will be included the same as any other account as long as they meet the previous selection criteria.

4.6.5   CM-B-C Print Reminders

CM-B-C Print Reminders

Purpose of Program
Use this program to get a listing of reminder codes and dates. You can limit the report to a range of follow-up codes and dates.

General Program Operation
Enter a from/thru range of follow-up type codes, follow-up dates, and Reps. If you enter no limits, all follow up codes and dates will print.

4.6.6   CM-B-F Print Account History

CM-B-F Print Account History

Purpose of Program
Use this report to get a listing of history notes within a range of selection criteria.

General Program Operation
Enter a from/thru range of dates, account codes, Rep codes, and history codes. History notes are grouped by account, and sorted by date within account.

4.6.7 CM-C Opportunity Dashboard

CM-C Opportunity Dashboard

Purpose of the Program
Use this program to review opportunity (Sales Quote) activity at a high level and drill down into the detail

General Program Operation
The program consists of a screen with 6 different panels that can display information selected by the user. When first loaded, each panel contains a list of available data panels so the user can select which data to present on which pane. Some data panels will present the summary data immediately and others prompt for a date range before processing. Each panel has the ability to drill into the detail by double clicking on a line. To change the data panel loaded on a given screen panel click Tools and select the panel to reset.

Won/Lost Panel
This panel has 3 date ranges defaulting to the current month to date, past 120 days and past year and has a Process button. The user can edit the dates as desired and will be presented with a list of number and dollar value of Quotes won, lost or abandoned within the date ranges specified.

Followups Panel
This panel loads without prompting and lists a summary of open reminders by Type and Person

Pending Quotes Panel
This panel loads without prompting and presents a list of number and dollar value of Quotes by Status that have status N (not yet submitted to the customer) or a number 1-9 which means they are submitted and the likelihood of winning is designated by the number, 1 meaning 10% and 9 meaning 90%

Pending Quotes by Rep Panel
This panel loads without prompting and presents a list of number and dollar value of Quotes by Sales Rep that have status N (not yet submitted to the customer) or a number 1-9 which means they are submitted and the likelihood of winning is designated by the number, 1 meaning 10% and 9 meaning 90%

Aging Quotes Panel
This panel loads without prompting and presents a list of number and dollar value of Quotes by Month that have status N (not yet submitted to the customer) or a number 1-9 which means they are submitted and the likelihood of winning is designated by the number, 1 meaning 10% and 9 meaning 90%

Lead Type Panel
This panel prompts for a date range and presents a list of number and dollar value of Quotes entered within the specified date range by Lead Source

Loss Reasons Panel

This panel prompts for a date range and presents a list of number and dollar value of Quotes lost within the specified date range by reason

4.6.8 CM-J Change Account Codes

CM-J Change Account Codes

Purpose of Program
Use this program to change an *Account Code* to a new code. It will automatically change all the related files (history, follow-ups, key dates, etc.) to the new code.

General Program Operation
After entering your password, enter the current account code, then the new account code. You are asked if you want to change the account code. If you indicate yes, the program begins processing, then clears the screen for a new entry.

4.6.9 CM-K Add Customers to Account File

CM-K Add Customers to Account File

Purpose of Program
Use this program to create records in the accounts file for customer accounts that do not have corresponding account records.

For existing users who are just beginning to use the *Contact Manager*, this program can be run as a one time procedure to establish Account records for all existing customers. Or, if your company tends to originate names in the customer file first, you can use this program to periodically make sure that all customers get corresponding account records.

The program will take each *Customer Code* and search for an identical code in the account master file. If no matching code is found, the program will create a record in the account file, using the *Customer Code* as the new *Account Code.* If a matching record is found and he Replace option is selected, the existing account file will be replaced with the information from the customer file.

General Program Operation
Enter a from/thru range of customer codes in the event you wish to limit account creation to a specific range of customers and indicate whether Ship To customers should be included.

4.6.10 CM-L Enter Form Letters

CM-L Enter Form Letters

Purpose of Program
Use this program to create form letters for use by AR-P Generate Dun Letters.

Form letters can be designed to automatically bring in selected fields from the account master file, customer master file, and AR transactions file into your letter at specified points.

You can create form letters, memos, faxes, and AR collection letters (dun letters) by specifying margins, page lengths, and other parameters.

Field Explanations
Code
A user defined code which identifies the form letter. This is a 15 character alphanumeric field.

Desc
A description of the form letter. This is a 30 character alphanumeric field.

#Chr Lft Mrg
This controls the left hand margin of your letter. Text form letters will print using standard 10 characters/inch spacing. So, if you want your left margin to be one inch in from the left, you would enter a 10 in this field. Whenever you enter a new line on the entry screen, the program will start the line indented by the number of characters specified in this field. There is no field for specifying the right hand margin; you would simply cease entering characters beyond your right hand margin point.

Lns/Pg
The number of lines per page. The default is 66, which is for a full 11 inch letter size. Form letters will print using standard 6 lines per inch vertical spacing. If your form letter is to be printed on a smaller sheet, such as a memo, enter the appropriate number of lines in this field.

Start Ln Pg2
If your form letter exceeds one page in length, indicate how many lines down you want printing to begin on the second and succeeding pages.

Dun Ltr?
If this form letter is to be used by AR-P Generate Dun Letters, enter a Y in this field. Whenever a dun letter is printed for a customer, the *Last Dun?* field and date in the customer's master record will be updated.

Cur Line
This shows you the line number that you are currently entering. This field is for reference only.

Total
The total number of lines that currently comprise the form letter. This field is for reference only.

General Program Operation
Give your form letter a code and description. Specify the number of characters you want the left margin indented by, then accept or change the number of lines per page specification.

If your letter will print on more than one page, enter the starting line number on which page

two and succeeding pages are to begin printing. If this form letter is to be dun letter for AR collections, enter a Y in the *Dun Ltr?* field.

Begin typing your letter in the entry area in the middle of the screen. Type the letter exactly as you wish it to print. As you advance to a new line, the cursor will automatically be indented by the number of characters specified in the *#Chr Lft Mrg* field.

When you are finished entering your form letter, press F10 (or click on the *Save* button) to save it.

Using Inserts

You can insert selected fields from the account file, customer file, and AR transactions file into your form letter. To do so locate your cursor at the spot you wish to insert a field value. Press F2 (or click on the *Display Inserts* button) and a list of available inserts will be presented in a pop-up window. Highlight the insert you want and press <Enter>. The insert name will now be in your document, surrounded on both sides by two @@ symbols. The insert field value will print where the first @ symbol is located.

The following inserts are available:

Date

This insert will default to your computer's system date when the form letter is printed. If you don't want to use your system date, an alternative would be to type in the actual date without using an insert and modify the date on the form letter each time it gets printed.

Contact Name

The person to whom the letter is addressed. If you select this insert, you will be presented with another pop-up window which will ask you which of the nine contacts you want.

Title

The title of the person to whom the letter is addressed. If you select this insert, you will be presented with another pop-up window which will ask you which of the nine contact titles you want.

Company Name

The company name from the account file.

Address Block - Acct

The address block will bring in the complete address (address 1 thru 3, city, state, and zip) from the account file. If the account record does not use all three address lines, the address block will automatically squeeze the address so there are no blank lines within the address.

Address Block - Cust

The address block will bring in the complete address (address 1 thru 3, city, state, and zip) from the customer file. If the customer record does not use all three address lines, the address block will automatically squeeze the address so there are no blank lines within the address.

Dear (Name)

The *Dear* field from the account file. If you select this insert, you will be presented with an additional pop-up window which will ask you which of the nine contact names you with which you wish to associate this field.

AR Block

This is a set of fields from the AR transactions file that can be used within the body of the letter to show the status of unpaid invoices. The AR block consists of the invoice number, invoice date, original amount, remaining amount, and age in days. These fields will all be located on the same line, and the line must be dedicated to this insert. When the form letter gets printed, an AR block line will be printed for each open (not fully paid) invoice for each customer.

Address 1-3

The address lines from the account file.
City
The *City* field from the account file.

State
The *State* field from the account file.

Zip
The *Zip* field from the account file.

Country
The *Country* field from the account file.

Invoice No
The invoice number from the AR transactions file. This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

Invoice Date
The invoice date from the AR transactions file. This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

Invoice Desc
The invoice description from the AR transactions file. This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

Orig Amt
The original invoice dollar amount (from the AR transaction file). This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

Rem Amt
The invoice amount remaining to be paid (from the AR transaction file). This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

Age
The age, in days, of the invoice (from the AR transaction file). This field must be on its own line (with other AR transaction file fields) because there can be multiple lines printed if the customer has multiple open (not fully paid) invoices.

4.7   Accounts Receivable

4.7.1   Accounts Receivable

ACCOUNTS RECEIVABLE

Accounts Receivable Overview
The *Accounts Receivable* module allows you to enter, change, or print your customer information.

In *Accounts Receivable* you can set up all of your customer information so that it is available when creating sales orders and invoices. You can use your customer codes in this module to find out which of your customer invoices are overdue, record customer payments, and print statements for your customers.

For sales taxes owed, you can print sales tax reports in statement form, and you can transfer the outstanding sales tax amounts to *Accounts Payable* for payment.

Features
- 10 character alphanumeric customer code
- Integration with *Contact Manager* module for follow-ups (such as collections) and history
- Integration with Sales Order invoicing

Functions
- Vouchers
- Record payments
- Charge interest on past due invoices
- Transfer sales taxes
- Enter customer Refund
- Customer deposits (prepayments)
- Automatic generation of dun letters

Database
- Customers
- Payment History

Reports
- Statements
- Aging (full listing or customer range; open only or open and paid, past due, as of any prior date)
- Payment History
- Customer code and name
- Customer general information
- Customer mail labels
- Sales tax report

- Customer deposits
- Dun letters
- Credit status

4.7.2 AR-A Enter Customers

AR-A Enter Customers

Purpose of Program
Use this program to set up a new customer or to make changes to the customer name, address, telephone number, customer contact, etc. This program is also used to assign tax authorities for payment of sales tax liabilities. Be sure any necessary payment terms and sales tax information has already been entered in SM-D Enter Terms Table and, if applicable, in SM-F Enter Tax Groups. Price codes, discount codes, salespeople, and commissions (optional) are also assigned through this program. Customer Credit Card information can also be seen and edited based on default settings.

This program is integrated with the *Contact Manager* module. You can schedule follow-up codes and dates and enter contact history directly from this program. See Contact Manager for more details.

Field Explanations

STANDARD CUSTOMER INFORMATION
Cust Cd (Required)
The customer code you assign to identify this record in other parts of the system. This is a 10 character alphanumeric field. Single and double quotation marks and commas are not allowed but other characters such as # or - are allowed.

Alpha Sort
Various reports in the system sort either by the customer code or by this alpha sort field. Enter the string of characters by which you want reports sorted alphabetically. The first six letters of the customer name default into this field, where they may be overridden.

Company
The actual company or customer name. This is a 30 character alphanumeric field.

Address
Consists of 3 address lines. Each address line is a 30 character alphanumeric field. The Extended Address button opens up a new window for entering an address longer than what can fit in the fields on the main screen. It allows for up to 8 lines of 80 characters each

City
The customer's city. This is a 26 character alphanumeric field.

St
This is a 2 character state code.

Zip

The customer's Zip or postal code. This is a 10 character alphanumeric field.

Country
If you have customers in multiple countries, enter the country here. This is a 30 character alphanumeric field.

Ship to Customer?
If this code is a warehouse address rather than a billing address and will never be used as a billing address, enter Y. The use of a Ship To designated customer in the Bill To side of a Sales Order or in an AR Voucher is prohibited.

Bill
If this is designated as a Ship To customer, enter the code of the associated Bill To Customer.

Contact 1
The person at your customer's location with whom you normally speak. This name will default into the sales order header. This is a 30 character alphanumeric field.

Phone
The primary telephone number for this customer. This is a 25 character alphanumeric field.

Fax
The customer's fax number. This is a 25 character alphanumeric field.

Ship-to Cd
The default ship-to account for this customer. Ship-to accounts are set up as customers exactly the same as bill-to accounts. When a sales order is entered for this customer, the default ship-to account will automatically come into the sales order as the ship-to address. This field may be left blank. If salespeople are assigned to the ship-to-account, they will receive credit for any sales. If the salespeople are not assigned to the ship-to account, sales credit will go to the salespeople assigned to the bill-to account. The ship-to account's taxable status and sales tax authority will take precedence over that of the bill-to account.

FOB
Whatever is entered here will print on sales order documents as the FOB designation. This field may be left blank.

Ship Via
Whatever is entered here will automatically come into the sales order's *Ship Via* field.

Default GL Sales
If you are not using the *Sales Orders* module and you are entering invoice amounts through AR-B Enter Vouchers, the account code entered in this field will be the default GL account that displays in the *Distribution* area of the voucher screen. Enter the sales account that pertains to this customer's sales. If you are using *Sales Orders*, the account code entered in this field will override the standard GL sales account tied to the item class of the item being sold. If you prefer your sales in the *General Ledger* to be by customer rather than product, enter an account code in this field. If you prefer your sales to be by class of product, leave this field blank.

Start Date
The date of the first sale to the customer or the date you created the customer record.

Class
This customer classification field is a 4 character alphanumeric field used as an additional

means of grouping customers for reports. For example, you might want to group all of your distributors or all of your retail customers into a single report. Use this field to designate such a group.

Slsp 1

The primary salesperson assigned to this customer. This salesperson number will automatically feed into the sales order header as the default salesperson for this customer. If a salesperson number is assigned to a ship-to account, it will take precedence over the bill-to salesperson. If you do not wish to assign sales commissions by the ship-to destination, leave the salesperson fields blank on ship-to accounts.

Comm 1

If this field is left blank, the default commission for this salesperson as defined in CS-A Enter Salespersons will be used by sales order entry. If you enter a percentage here, it will take precedence over the salesperson's default commission. A 10 percent commission would be entered as 10.00.

Slsp 2

You can assign a second salesperson to this customer. The commission system can track two separate commissions on the sales order. The same rules apply as outlined above for the *Slsp 1* field.

Comm 2

The sales commission percentage for salesperson 2.

Territory

The sales territory to which this customer belongs. This is a 4 character alphanumeric field used as a selection criterion on certain sales reports and must have already been entered in SM-I-B Enter Territory Codes and can be selected by pressing F2 or clicking the Lookup icon.

Lead Source 1 & 2

The primary lead source that contributed to this account becoming a customer. This must have already been entered in SM-I-A Enter Lead Source Codes and can be selected by pressing F2 or clicking the Lookup icon.

Resale Number

The resale number of the customer. This is a 15 character alphanumeric field. It may be left blank.

RTM Print Group

If you have specific information that you want to print on forms for certain customers but not others, you can create an RTM print group setting which is a single character. For example, if you have customers assigned to RTM Print Group "A" then you would edit the RTM for the form (such as ENSOF4.RTM for an Invoice) and add the changes for this group and save the RTM as ENSOF4A.RTM where the name is the same as the standard RTM plus the character of the RTM group. The print programs know to use the special form if it exists.

Ship Time

If a value is entered here, then when an order is entered in SO-A Enter Sales Orders the cursor will skip Estimated Ship Date and advance to Customer Due Date and then subtract this value to arrive at the Ship Date to allow for transit time.

Price Code

If the customer is to receive prices from a specific price code (price list) as defined in SO-Q-

D Enter Price Codes, then you should specify the code here. If left blank, the system will use the base price from the inventory file, a contract price (if applicable), or the user can manually enter prices.

Discount Code
If the customer is to receive discounts off the price code prices or the inventory base prices, specify the discount code as defined in SO-Q-F Enter Discount Codes.

Email Invoice to SLSP {C/B/N]
If the salesperson assigned to the account should be copied or BCC'd on emailed invoices enter C or B as appropriate

LOC
If orders to this customer will generally ship from a Warehouse Location other than the Default Location enter it here and it will pull into Sales Orders

Default Terms
Enter the terms of payment here, selected from a pop-up window of payment terms entered in SM-D Enter Terms Table. The payment terms entered here will appear as a default entry when creating vouchers and sales orders.

Charge Interest? (Required)
If you want this customer to be charged interest on past due invoices in AR-D Charge Interest on Invoices, enter a *Y* in this field.

Charge Recycle Fee?
If you need to charge a recycle fee such as for monitors or mattresses select this option and enter a Non-inventory Recycle Fee Item number in SD-P Customer/AR Defaults and it will be added to sales orders.

Statement? (Required)
Enter *Y* if this is a customer that will ever be sent statements.

Insurance Required?
Enter *Y* if you want the Packing Slip to advise the shipping department that the shipment must be insured. The field INS.REQUIRED needs to be added to the Packing Slip RTM.

Taxable?
Enter *Y* if this customer is ever charged sales tax on transactions; otherwise enter *N*.

Excise Taxable?
Enter *Y* if this customer is ever charged Excise tax on transactions; otherwise enter *N*.

Tax Group
If you enter *Y* in the *Taxable?* field above, you must enter the *Tax Group* for this customer. You must already have entered at least one *Tax Group* in SM-F Enter Tax Groups before filling in this field. Even if you have entered *N* in the *Taxable?* Field above, you can assign the customer to a tax authority so that invoices are included in the tax authority's nontaxable sales for the sales tax reports.

Allow Backorders
The default is Y. If this is set to N then in SO-E Release Sales Orders any time an order can not be shipped complete, the balance of the order will be canceled.and an "Out of Stock" message added to the invoice.

Roll Surcharge in SO-F
If there are surcharge lines on the order and this is set to Y, the surcharge will be added to the

unit line price on the printed invoice.

Web Site
If you enter the web site address for the customer's web site, then the WEB button in this program as well as AR-Q View Customer Information , SO-A Enter Sales Orders and SO-I Customer Service Inquiry will link to the URL entered.

INTERNATIONAL FIELDS
The program will give you access to the following fields based on settings in IM-A International Configuration.

Currency
If multiple currency processing is activated in IM-A International Configuration, enter the currency code in this field for the currency this customer uses for transactions. The currency must be previously set up in IM-B Enter Multiple Currencies. This is a default field that can be overridden when entering a sales order. You can therefore transact in multiple companies with the same customer, if needed.

Tax-In Code
If any sales to this customer are subject to excise taxes in which the sales tax is embedded in the price of the item, enter a Y in this field. If excise tax processing has been activated in IM-A International Configuration, this will result in the taxes being backed out of the price for *General Ledger* and sales analysis purposes.

CREDIT INFO FIELDS (Via *Credit Info* Button)
Credit Hold?
This field indicates if the customer is on credit hold or not. If set to Y, you will receive a warning when entering sales orders, and you will not be allowed to print packing slips. In this way a customer on credit hold cannot accidentally be sent a shipment until the *Credit Hold?* field is set to N. You can also optionally prevent entering orders to a customer on credit hold by setting the Prevent Order Entry for Credit Hold default to Y in SD-P Customer/AR Defaults

Credit Limit
The maximum amount this customer is allowed to have outstanding in open invoices. If the customer exceeds this limit during Sales Order entry, the program will alert you to that situation or prevent additional lines, depending on default setting. You may, however, turn off all credit checking through SD-M Sales Orders Defaults. An entry of $0 indicates that the customer has unlimited credit.

Last Dun?
This field displays the form letter code and date of the last dun letter sent to this customer through AR-P Generate Dun Letters.

Out Credits
The dollar amount of credits for this customer which have not been applied toward outstanding invoices. If you credit a customer, or enter a prepayment, the amount will be recorded as a line item in the AR detail to be used in paying outstanding invoices, and is displayed here as a quick reference memo.

Out Deposits
The dollar amount outstanding for any open deposits for this customer. Deposits are kept in a separate GL account (as specified in AD-A General Ledger Defaults) until applied to invoices through AR-C Record Payments or automatically applied when posting invoices if

they have been attached to a sales order using AR-N Enter/Print Sales Order Deposits.

Out Inv Amts
The dollar amount outstanding in open invoices for this customer. There can be an amount in this field even if the customer also has a credit balance.

Last Sale
The date of the last invoice posted for this customer.

Last Payment
The date of the last payment made by this customer.

Days to Pay
The average number of days this customer takes to pay each invoice. This field value is recalculated each time a payment is received based on the calculation method selected in SD-P Customer/AR Defaults

ADDITIONAL CONTACTS (Contacts Button)
You can enter as many contacts as you like per customer with up to 10 phone numbers, email addresses, significant dates and miscellaneous entries for each. On the Contact screen there is a designation for Primary Contact. If a B is entered then this contact will pull into the "Attention" line on the Bill To side of a Sales Order and an S will pull into the Ship to Side. You can also designate whether a contact should receive emails of documents such as quotes or invoices by clicking the appropriate item below the email addresses.

CREDIT CARD INFO (Via CC Button)
You can pull up the credit card info from this screen and verify whether a credit card is on file and the expiration date. Only the last 4 digits of the card number will be visible. If you are using the X-Charge or Payment Innovators credit card processing integration then you can enter credit card information here and it will be uploaded to the secure server for use when processing charges.

General Program Operation
Creating a New Customer Record
You are first presented with an opening list of existing customers. To add a new customer, click the *Add* button, which will take you to the entry screen. Enter a new customer code and press <Enter>. Use codes that will help you identify customers in groups or alphabetical ranges for other operations within the system.

If the code has been previously used the appropriate record will be displayed. To clear the screen so that you can enter another code, press F3 (or click on the *Clear* button).

After you enter the new customer code, fill in the rest of the appropriate fields (*see Field Explanations* above). If you are creating a new record, you will automatically be presented with the customer totals window, where you have the option of entering the year to date and last year's sales information. The program will automatically calculate the percentages and the net sales information from the figures you enter. On new customer entry you are also automatically presented with the multiple contacts window.

Changing an Existing Customer Record
If you need to change a customer address or telephone number, or if some other important information has changed, enter the customer code or select it from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

Once the customer record is displayed, you may change any of the fields on the screen. By

pressing F7 (or clicking on the *Contacts* button) you can access the multiple contacts window. By pressing F8 (or clicking on the *Statistics* button) you can view the customer totals window, but you will not be allowed to change the totals, which are automatically maintained by the system. Save the changes as described in *Creating a New Customer Record* above.

Deleting an Existing Customer Record

When you delete a customer record, the *Out Inv Amt*, *Out Credit*, and *Out Deposit* balances for this customer must show a $0.00 balance and there can not be any Accounts Receivable history. The program will ask you to verify the delete request. Once it is deleted the record cannot be recovered. You will have to re-enter the customer if it is deleted in error.

AR Transactions Inquiry

From the main screen click the *AR Transactions* button to get a listing of AR transactions (invoices, payments, deposits, credits, etc.) for that customer.

You can drill down further on any transaction by highlighting it and clicking on the *Transaction Detail* button, which will result in a display of that transaction's details.

Notes Window

By pressing <Home> (or clicking on the *Notes* button) while on the customer screen you can access a notepad for recording miscellaneous notes on the customer. The notepad provides 10 lines 60 characters wide. Notes entered here will pull into Sales Orders if that feature is enabled and can be designated line by line as Hidden meaning they will pull into the Sales Order but printing can be suppressed on Invoices and Acknowledgments. The Hide Notes button is a line by line toggle to set a Note line as Hidden or not. A check mark in the left column indicates the line is tagged as Hidden.

Price Inquiry Window

A price inquiry is built into the customer screen. If you are reviewing a customer's account while on the telephone, for example, and you are asked a price on a certain item, you can press <End> (or click on the *Prices* button) to bring up the price inquiry window.

Enter the item number and quantity and the program will search first for a contract price. If it does not find one, it then goes to the price code to which this customer is assigned, finds the correct price based on the quantity entered, then goes to the discount code to which this customer is assigned and applies the appropriate discount based on the dollar amount. If there is no price code, the program uses the item's base price. Discounts will be assigned to price code prices and base prices, but not to contract prices.

Contact Manager Interface

AR-A, *Enter Customers*, and CM-A Enter Contact Accounts (in the *Contact Manager* module), can share the same account code. You can toggle back and forth from one entry screen to the other by pressing <PgUp> from within either screen. This eliminates having to exit one program and re-enter the account code in the other program. From within AR-A, *Enter Customers*, you can access the *Contact Manager's* history notes by pressing the F5 key (or clicking on the *History Notes* button) without having to switch to CM-A, *Enter Contact Accounts*, and you can access the *Contact Manager's* follow up code and date system by pressing the F6 key (or clicking on the *Follow-up* button), again without leaving the screen. For more details on these *Contact Manager* functions, see Contact Manager.

Web Site Interface

Click the WEB button to go to the customer web site page entered as the Web Site.

4.7.3 AR-B Enter Vouchers

AR-B Enter Vouchers

Purpose of Program

Use this program to enter vouchers for miscellaneous charges, credit memos, and adjusting entries that do not affect inventory or commissions. If you are processing anything that affects inventory or commissions, use SO-A Enter Sales Orders. You can create a credit in SO-A Enter Sales Orders by entering an order with a negative quantity and processing through invoicing.

NOTE: If you want a hard copy invoice of any vouchers entered in this program, you can do so via SO-F Print Invoices when printing in reprint mode.

Multi-Currency Processing

If you have multi-currency processing enabled in IM-A International Configuration, you can enter a voucher in a foreign currency.

When doing so, make all your entries in *source currency*. During processing the credit side of the transaction will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates. The debit side of the transaction will post in *source currency* to this currency's *AR Control* account.

Auto-Tax Distribution

You can apply sales taxes to AR vouchers.

When entering a voucher, you will be asked if you wish to use the *Auto-Tax Distribution* feature. If you answer yes, the program will calculate the tax amount for you and will make the entry to your default *Sales Tax Payable* account in the *Distribution* area of the screen.

You are then asked if the sales tax is already included in the voucher amount. If no, the program will credit the *Sales* account by the full amount of the voucher and will make an additional credit for the sales tax amount to *Sales Tax Payable*. If yes, the program will reduce the amount of the credit to *Sales* by the amount of the tax such that the credit for *Sales* and credit for *Sales Tax Payable* equal the voucher amount.

If you are using multi-currency processing, even though the sales tax liability is posted in base currency, for purposes of paying the tax, the amount owed to the tax authority is stored in the sales tax transfer file in *source currency*. At the time you transfer the sales tax for payment via AR-L Transfer Sales Taxes, you can specify whether you wish to pay it in *source currency* or *base currency*.

Field Explanations

VOUCHER ENTRY FIELDS

Cust Code
The customer code. This is a 10 character alphanumeric field.

Name

The customer name. After you enter a customer code, this is displayed automatically from the customer file.

Voucher No
The voucher number, which is a six digit numeric field. If you leave this field blank when entering a new voucher, the program will automatically assign the next available invoice number (as maintained in SD-M Sales Orders Defaults) as the voucher number. You can also manually assign a voucher number of your choice, as long as it has not been previously used as an invoice number. Be aware that if you manually enter a number and at a later date that number falls into the normal sequence of invoice numbers, the invoicing program will skip the number because it has already been used.

Post Date
Enter a date, or you can use the current date default by simply pressing <Enter>.

Type
The voucher type. Enter A (AR Voucher), B (Credit Memo), C (Cash Transaction), D (Beg Balance), or E (Beg Bal - Credit).

Desc
The general description of the voucher. This description is what will print on posting reports and on the customer's statement. This is a 25 character alphanumeric field.

Terms
The payment terms for the customer. A pop-up window will be displayed when the cursor is on this field, with the default terms from the customer record highlighted. If a Cash Type transaction was selected, Cash terms must be selected. Conversely, if the type is not a Cash type, Cash Terms are not allowed.

Total Amt
The total amount of the voucher. This posts to your main AR account. This is a 12 digit numeric field with two decimal digits.

Currency
If you have multi-currency processing enabled in IM-A International Configuration, you can enter a currency code in this field. You can then enter the voucher in *source currency*.

DISTRIBUTION FIELDS
In order to enter a balanced transaction, you will need to distribute the amount of the voucher to one or more GL accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

GL Account - Dept
The *General Ledger* account(s) and department(s) to which you want to apply this voucher. If there is a default GL sales account defined in the customer master record, it will automatically copy into this field, where it can be overridden if desired. You can distribute the amount of the voucher any way you wish.

Description
The description of the GL account is automatically filled in after the GL account code gets entered.

D/C
The debit/credit field defaults to what is necessary to balance the transaction; you can override the default if you wish.

Amount
The distribution amount. These amounts, when added to the voucher amount, must total zero. The program offers as a default the amount needed to balance the transaction.

General Program Operation
When the program is started, you are presented with an opening list of existing vouchers. You can Add a new Voucher, or Copy, View or Reverse an existing one,

Adding a New Voucher
The first step in entering a voucher is to enter the customer code. You may either type in the entire customer code and press <Enter>, or you can select a customer code by clicking on the *Lookup* icon (or press F2).

Once the customer code is in the *Cust Code* field, press <Enter> to display that customer record.

You may wish to enter a new customer at this point. If you enter a customer code that isn't in the customer field, you will be asked if you want to add that customer to the file. If you answer Y, you will be shown the standard customer information screen from AR-A. You can fill out the new customer record (for more information on adding a customer record, see AR-A Enter Customers).

Normally you would leave the Voucher No field blank and let the program automatically assign the voucher number for you when the voucher gets saved; however, you may enter your own voucher number if you wish.

Enter the type of voucher. You can choose either an AR voucher, a credit memo, or a cash transaction.
Enter description and date. Next, the program will display the available terms. Use the arrow keys to move the menu bar to your choice and press <Enter> or click on your selection. If you need other terms types, you can add them in SM-D, Enter Terms Table. Do not use cash type terms in the voucher program unless you are entering a Cash Transaction type in which case cash terms are required by the program.

Next, enter the amount of the voucher.

If you want the voucher to be posted to a particular GL department, type the department code into the *G/L Dept* field. If you use this field, the *Tot Amt* will be posted to the proper AR account with the same department code (if it exists), and the department code for the distribution accounts will default to the same value.

This completes the first half of the transaction. The cursor is placed in the *G/L Account* field for the balancing accounts to be entered. In the case of a standard voucher, *the Tot Amount* entry will be posted as a debit to your default AR account. This means that the balancing transaction must be a credit or combination of credit and debit amounts, for a total of a net credit.

Credit Memo
If you have chosen to enter a credit memo, then the *Tot Amount* entry will be posted as a credit to your default AR account and the balancing transaction must be a debit or combination of debit and credit amounts, for a total of a net debit.

Cash Transaction

A cash transaction occurs when you've received cash and you want to deposit it directly to your cash account without a formal invoice. If you have chosen a cash transaction, when the screen is saved you will be prompted for a bank account, customer check number, and deposit number. The debit entry will be to your cash account and the credit will be based on the amounts distributed in the bottom section of the screen. The AR default account will be bypassed in a cash transaction but the transaction will appear on the customer statement and AR listing in AR-F Print Aging as a paid invoice if fully paid items are included.

Beginning Balances

Beginning balance type vouchers are generally used to enter your initial aging records when cutting over from another accounting system. These entries post to the aging and voucher files but not to the *General Ledger*. Use type D for entering beginning balance invoices and type E for entering beginning balance credit memos.

Distribution

The second half of the transaction is to distribute to the balancing accounts. The sum of the balancing account amounts must equal the voucher amount before you can save the voucher. In other words, the debits must equal the credits.

You may distribute the item over a maximum of 10 different GL accounts. To enter the distribution amounts you must do the following:

Select a GL account code. To display a list of GL account codes, click on the *Lookup* icon (or press F2) while the cursor is in the *GL Account - Dept* field. After you make your selection, the appropriate account description is displayed.

Next, enter whether the balancing account amount should be posted as a debit or credit. The default value is the amount required to balance the accounts.

In the amount field, type in the amount from the account you want to use to balance the voucher amount. The program displays a default value which is the amount needed to balance the voucher amount. If it is correct, press <Enter>. Otherwise, change the value to the correct amount, and continue to enter GL accounts and amounts until the voucher is balanced.

When you have your accounts entered and amounts balanced, press <Enter> in the *GL Account - Dept* field.

If the items are in balance, and you answer Y when asked if the entries are correct, the program posts the voucher. Posting a voucher adds the voucher to the voucher records, adds the transaction to the AR transaction file, updates the outstanding credit or invoice balances in the customer file, and posts the transaction to the *General Ledger* and to the *Sales Journal*.

When the program is finished, the screen clears and you are returned to the *Cust Code* field. You may then enter another voucher or return to the main menu by pressing <Esc>.

Copying a Voucher

Highlight a voucher on the opening list and click Copy. The entry screen will be displayed with the selected voucher information already completed with the exception of the voucher number. Edit any information that needs to be changed and save.

Viewing a Voucher

Highlight a voucher on the opening list and click View. The selected voucher will be displayed

on the entry in view-only mode. No changes are allowed.

Reversing a Voucher

Highlight a voucher on the opening list and click Reverse. The program will prompt for a reversal date and then create a new voucher reversing the one selected.

4.7.4   AR-C Record Payments

AR-C Record Payments

Purpose of Program

Use this program to record payments made by customers, to apply outstanding credits, or to record NSF (insufficient funds) checks. You can enter prepayments, take discounts on invoices paid, or apply outstanding credits toward invoices. You can also enter partial payments on your invoices or spread a payment over several invoices any way you choose including splitting a single payment across multiple customers.

Multi-Currency Processing

If you have multi-currency processing enabled in IM-A International Configuration, you can invoice and receive customer payments in foreign currencies. *General Ledger* posting is as follows.

If the *Pay* option in IM-A International Configuration is set to N, a credit (in *source currency*) is made to the *AR Control Account*. The offsetting debit (in *source currency*) is made to this currency's *Bank Account*.

If the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then credited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is debited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is recognized at the time of transaction rather than when the *Convert to Base Currency* routine is run.

Credit Card Processing

If you have installed X-Charge or Payment Innovators credit card processing software and entered the credit card processing path and login information in SD-P Customer/AR Defaults, then once the customer has been selected and the cursor advanced to the Date field, a Credit Card button will appear in the lower left corner. Click the button and a window will open showing the customer credit card information (which can be edited if they want to use a different card or do not have a card on file and it is a one time charge). Verify the card information and enter the payment amount and click process. If the charge is approved, the approval code prefixed by V (Visa), M (MasterCard), A (American Express) or D (Discover) will be entered as the Check number and you can then enter a Deposit code and process the payment normally.

Importing Remittance Advice

If you have a customer with a large number of invoices paid on a single check and can get the remittance advice digitally the payment detail can be imported. The data source needs to be a comma delimited file with the invoice number in the first column, net amount paid in the second and any discount taken in the third column. There can be no $ or comma formatting in the amounts.

Field Explanations

Customer Code
The code of the customer making the payment.

The fields below are filled in automatically from the Customer file.

Customer Name
The customer's name, from the customer file.

Telephone
The customer's telephone number.

Last Sale
The date of the last sale to this customer.

Last Payment
The date of the last payment made by this customer.

Outstanding Amounts

Credits
The total dollar amount in outstanding credits for this customer, if any.

Out Deposits
The total dollar amount in outstanding deposits for this customer, if any.

Out Invoices
The total dollar amount in outstanding invoices toward which payment may be applied.

PAYMENT FIELDS
You will enter the actual payment information in the following fields.

Payment Date
Enter the date payment was received.

Check Amount
Enter the amount of the check here. If this is an NSF check, enter this as a negative amount. To apply credit to invoices when no actual cash is received, enter $0.

Check Number
The check number. This is a twenty character alpha-numeric field. If you are entering a credit card payment or wire transfer or other payment that is not a true check with a check number, enter a unique reference such as a date code. Do not use the same number repeatedly as this reference is used to identify the transaction in the case of a reversal.

Deposit Number

The deposit number, which is a user defined number used to identify the deposit to clear it from the check register through GL-J Reconcile Check Register. This is a six digit numeric field.

General Program Operation

The first step in recording payments is to enter the code of the customer making the payment. You can enter the customer code or select one from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

The customer code you choose is then placed in the *Customer Code* field. Press <Enter> and the customer name, telephone number, and outstanding credits or invoices are displayed. Enter the payment date, check amount, the check number (required) and the deposit number (required). This information will be used during check reconciliation (GL-J Reconcile Check Register) to identify that the check has cleared the bank.

If the customer has prepaid the invoice and you now want to apply customer credits, then enter 0 for the payment amount. The program allows this only if there is an outstanding credit amount. You must still enter a check and deposit number but you can use any number as no entry will be made to the check register since the cash amount entered was $0

NOTE: If this program is used to record an NSF check returned from the bank or to correct an erroneous entry, enter the amount as a negative number, i.e., -100.00, etc.

After you enter the deposit number you are asked if you want to use all unapplied credits.

Answering Y automatically selects all existing credits for use in payment of invoices.

If you answer N, you must select which credits you want to use.

Next you must choose which invoices to pay. You are asked if you want to apply payment to all outstanding invoices, oldest first:

If you answer Y, the program will automatically allow any discounts if paid within the early payment discount time frame. As many invoices as possible will be paid until the payment amount is exhausted. You will also be able to change previously recorded payments if you use this option.

Choosing an Individual Invoice for Payment

Your other option is to record individual payments or partial payments on individual invoices. All outstanding invoices and unapplied credits for this customer are displayed in a window on screen two.

Highlight the invoice to which you want to apply payment, and press <Enter> or click on it. An entry window will open near the bottom of your screen, showing the invoice number, description and amount, with a space to enter your customer's discount and the amount you wish to apply toward the invoice.

Your cursor is placed in the *Discount* field. Enter the discount (if one applies), then enter the amount you wish to apply to this invoice. This amount can be all or any part of your total of payments and unapplied credits. Repeat this operation with any other invoices to which you wish to apply payment until you have used all the funds you wish to use.

If you want to change a line item which is out of the entry window, select the invoice and press <Enter> or click on it. This will place it in the entry window for editing. Either change the discount or amount paid, or, if you no longer want to apply payment against the invoice, enter zeros in the *Discount* and *Applied* fields. You can also press <Ctrl> and U simultaneously to clear an entry field.

To mark this transaction as complete and save your choices, press <Esc>. At this point if there is any payment amount remaining you will be asked if you wish to apply it to open items, If you answer N, you are asked if you wish to post the payment. Answer Y and you are asked if the unapplied portion should be posted to a different customer. If Y, you will be returned to the first screen to enter the customer code for the next customer and continue applying the payment. If N, you will be asked if the balance should be saved as a Deposit. If Y, it will post to the GL crediting the Customer Deposit liability account and make an entry to the customer account as Deposit on Account. If N, it will post to the GL crediting Accounts Receivable and make an entry to the customer account as "Unapplied credit".

If you answer Y when asked if all of the entries are correct, you will be shown a list of bank accounts (if you have more than one), one of which you must choose to record your deposit. Your payment transaction is then saved and the customer, check register, and *Accounts Receivable* files will be updated. You are then returned to the *Customer Code* field to begin another payment record.

During processing AR-C adds a deposit to the check register and updates the credit and invoice balances and the last payment date in the customer file.

Recording a Deposit
Deposits are defined as advance payments for orders that are not yet invoiced. You can enter deposits directly through AR-N Enter/Print Sales Order Deposits or through this program. If you enter the deposit through AR-N, you may designate it as belonging to a particular sales order so that it will automatically be applied to the invoice(s) that get generated from that sales order. If you enter the deposit through this program, you will have to manually apply the deposit to the eventual invoice.

Before entering a deposit, make sure you have a GL account specified for *Customer Deposits* in AD-A General Ledger Defaults. Deposits get posted to that account so that the dollars are kept separately from *Accounts Receivable*. The default deposit account is a liability account, for technically you are holding someone else's money until an invoice materializes.

To record a deposit, enter the customer code, the date, the check amount, the check number, and the deposit number (bank deposit number). When the window comes up with the open invoices, don't apply any money. Press <Esc>,   you will be asked if you wish to apply it to open items. Answer N, you are asked if you wish to post the payment. Answer Y and you are asked if the unapplied portion should be posted as a Deposit. If Y, it will post to the GL crediting the Customer Deposit liability account and make an entry to the customer account as Deposit on Account. If N, it will post to the GL crediting Accounts Receivable and make an entry to the customer account as Unapplied credit".

For a listing of outstanding deposits by customer, go to AR-N Enter/Print Sales Order Deposits.

Entering a Reversal or NSF Check
Reversal of a payment entered in error or entry of an NSF Check are both entered as negative

amounts. The only difference between the way the program processes them is that a Reversal is always posted to the same date as the original entry while an NSF check can be posted to the date you are notified by the bank that the check did not clear. In either case, the amount entered is verified against the check number entered and, provided it matches, the original invoices paid by the check are returned to the open Accounts Receivable. If there are multiple entries for the customer with the same check number, you will be prompted for the original payment date in an effort to find a unique match. If no unique match can be identified or the amounts do not match, you will be asked to use a different check number and if no match for the check number is found at all, a new voucher entry will be made rather than reversing prior entries. Commissions processed by the original payment will not be reversed.

Importing Remittance Advice

Once you have entered the information on the first screen and the list of invoices to be selected is shown there is an Import Payments button. Click it, browse to the payment file and select it. Once the payments are applied the screen will show the applied funds and notify if there are any exceptions. An exception would occur if the payment amount does not match the invoice amount or if there is an invoice number in the remittance that does not match an open invoice for the customer. If there are exceptions you can get the detail by pressing the Exceptions button and then you can edit the entries as needed and save as if it had been manually entered.

4.7.5   AR-D Charge Interest on Invoices

AR-D Charge Interest on Invoices

Purpose of Program

Use this program to create interest charges, in the form of AR line items, for those customers who have overdue invoices. Only customers marked Y in the *Charge Interest?* field of the customer record (created using AR-A, Enter Customers) are processed by this program.

Use this program to add in interest charges before printing financial statements or customer statements. Interest will only be calculated on overdue days past the invoice due date, which is determined by the terms code assigned to each invoice. Interest will be charged for the number of days since the last time the program was run

NOTE: If you want a hard copy invoice of any finance charges generated by this program, you can do so via SO-F Print Invoices when printing in reprint mode.

General Program Operation

The date will default to the current date, but you may enter a different one. As each customer is checked, the appropriate code will be displayed on the screen. No other action is required and the program will automatically create the appropriate interest line items. The program chooses which customers to charge depending on whether *Charge Interest?* is set to Y in the customer file. Make sure that you have first set up the appropriate GL Account for interest in AD-A General Ledger Defaults and the interest rate and the number of days until delinquent in SD-P Accounts Receivable Defaults

Creating interest line items for your customers automatically updates the next invoice number, updates the invoice balance in the customer file, adds finance charge records to the AR transaction file, creates an invoice header and line item records in the invoice history file,

and posts to the *General Ledger* and the *Sales* journal.

4.7.6   AR-E Print Statements

AR-E Print Statements

Purpose of Program

This program will print the *Accounts Receivable* Statement on the universal form or on plain paper. Check the bar at the top of the screen to see which option is operational. This option is set in SD-P Accounts Receivable Defaults.   On the Default screen you can also choose whether the age of an invoice on statements is calculated as the number of days since the invoice was posted or the number of days past due.

Statements can be printed showing previous payments, or restricted to just open items. Customer deposits can be included or not.

General Program Operation

You may enter a range of customer codes and/or customer classes to print. Within whatever range of customers specified, the program will print statements for all customers who have the *Statement?* field in their customer file set to Y.

You may enter a statement date, or press <Enter> to default to the current date.

If you enter Y to print an Aged statement format, you will be prompted for the number of days of payments to include. The Aged format lists open invoices in the first section of the statement and itemized payments in the second and uses the ENARE4.RTM regardless of default setting.

You may choose to print only overdue accounts and not to print accounts that currently have a zero balance.

Next you can specify whether any customer deposits are to be included on the listing and whether they are to be included in the total balance due.

If you want to show previously paid items and open items, answer N to *Print Items with Open Amounts Only?*

You can choose whether to summarize transactions before a certain date into a balance forward, and then you can enter the balance forward date.

If you are including fully paid items, you can limit how far back into the past such items are listed.

4.7.7 AR-F Print Aging

AR-F Print Aging

Purpose of Program
Use this program to print invoices and aging for one customer or for a list of customers, with flexible presentation options. This report can be accurately backdated to get an as-of aging reflecting open balances on a prior date.

This program is designed to produce three different types of reports:

A transaction listing of individual invoices, oldest first, giving invoice date, number, customer code, name invoice description, amount, terms type, and age in days. You may print this for all invoices or for open invoices only, and you may include or exclude deposits.

An aging report listing either totals only or open invoices. The amounts are listed in columns by age, using either the default values from AR-S Accounts Receivable Defaults or the values you enter in this program. You may include or exclude deposits.

An AR past due report, similar to the previously described aging report, but aged by each invoice's due date as determined by the terms code assigned to each invoice.

When you adjust the aging periods (30, 60, 90 days, etc.) in this program for your printout, it does not affect the default setting in AR-S, *Accounts Receivable Defaults*.

Multi-Currency Reporting
If you have multi-currency processing enabled in IM-A International Configuration, the *Accounts Receivable* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* AR balances (you will have an *AR Control* account and *AR Conversion* account for each currency -- which added together equal that currency's total AR amount in *base currency*), be sure and run the *Convert to Base Currency* routine in IM-B, *Enter Multiple Currencies*, beforehand so that your *source currency* AR accounts get translated into *base currency*.

International Field Explanations
You will be given access to the following fields based on settings in IM-A International Configuration.

Currency
If you have multi-currency processing enabled, you can enter a from/thru range of currency codes if you want to confine this report to *Accounts Receivable* within a currency or range of currencies.

Print in Base or Source Currency?
If you enter an S in this field, any *Accounts Receivable* transacted in foreign currency (*source currency*) will print in that currency. If you mix and match the report with *Accounts Receivable* in base currency, be aware that the grand totals will have no meaning because

you are mixing different currencies on the same report.

If you enter a B in this field, all *Accounts Receivable* will be converted to your *base currency*, using the exchange rates that were in effect at the time of invoicing.

General Program Operation
Enter the date you want the aging printed as of. The default is today's date. If you enter another date, the program will recreate the aging as of that date.

Next enter the type of report: *AR Aging, AR Listing*, or *AR Past Due*.

Indicate whether to limit the report to customers on credit hold only. Next you will be asked if deposits are to be included or not. Many people like to see deposits included with the aging to get a total picture of the customer's account. Deposit amounts are included in the report totals, so if you're trying to balance your aging total with the GL balance for your *Accounts Receivable* account, answer N to the *Include Deposits?* prompt.

The AR Aging Report
The aging report lists each customer's invoice information in columns by traditional aging periods, or you can change those aging periods on-the-fly.

Enter the range of customer codes you want to print. If you do not enter limits, the program will print information for all customers. You can also select customers by range of customer classes.

Next enter what you want the report to include. The choices are:

1- Detail, Open Items Only

2- Customer Totals Only

You can then specify whether you want the report sorted by customer code, name, or the customer alpha sort field.

This report is interfaced with the *Contact Manager* module such that you can print contact follow-up notes on the aging report. The follow-up note capability can be a powerful tool in enhancing collections. You are asked *Print Follow-up Notes?* If you indicate yes, you are asked for your *Contact Manager* password. You can then enter a from/thru range of follow-up codes and follow-up dates. Any codes and dates within this range will print on the *AR Aging* report directly under each customer's totals. For more details on the follow-up code capability, see CM-A Enter Contact Accounts.

You can either use the default aging periods or change the aging periods you will be reporting. It is advisable to leave the *Period 1* box at zero days; otherwise, any invoices younger than the *Period 1* entry would not be included in the aging.

Printing will take place after the last field is filled.

The AR Listing Report
The *AR Listing* gives other invoice information, such as invoice description, along with the age in days.

Enter the range of customer codes you want to print. If you do not enter limits, the program will print information for all customers.

The *AR Listing* report menu omits the customer totals report, offering you only the open item detail and open and paid item detail reports. This is because the *AR Listing* is by definition a detail report.

If you are printing an *AR Listing* report, you get to choose which terms types to include. The menu you choose from contains the terms types entered in SM-D Enter Terms Table with an added (default) entry of *All Types*. Printing will take place after the last field is filled.

The AR Past Due Report
This report is selected identically to the *AR Aging* report, except that it ages from each invoice's due date as determined by the terms code assigned to each invoice.

4.7.8   AR-G Print Customer Code and Name

AR-G Print Customer Code and Name

Purpose of Program
Use this program to get a listing of customer codes, names, and telephone numbers.   You can use TA-M Forms Editor to modify the T6ARG1.RTM to add other columns from the customer master file to the report, thus making this an all-purpose customer listing.

General Program Operation
First indicate whether Active or Inactive customers are to be included and the date range to be used to define a customer as Inactive. You are able to enter a range of customer codes, customer classes, salespersons, states, start dates, last sale date, and YTD sales. If you do not enter limits, the program will print all the customer codes and names. You can have the report sorted by customer code, name, or alpha sort code. If you answer Y to Print Customers on Credit Hold, you will get a list of only customers on credit hold. If you answer Y to Print Customers over the Credit Limit, you will get only customers over their credit limit. If you say Y to both, you will get only those customers both over the credit limit and on credit hold.

4.7.9   AR-H Print Customer General Info

AR-H Print Customer General Info

Purpose of Program
Use this program to get a listing of all information from the customer file, excluding sales

totals.

When you run this program, the selection screen is similar to that in AR-G Print Customer Code and Name. You may limit your report by entering a range of customer codes and/or customer class designations and other selection criteria. If you do not enter limits, the program will print all the customers.

4.7.10   AR-I Print Customer Mail Labels

AR-I Print Customer Mail Labels

Purpose of Program
Use this program to print customer address information on mailing labels.

You have a choice of three label formats. 1-up labels print on standard 3-1/2" x 15/16 continuous form labels. 2-up labels (Avery 5161) and 3-up labels (Avery 5160) print on laser forms.

General Program Operation
First indicate whether Active or Inactive customers are to be included. An Inactive Customer is defined as one with no open invoices, credits or sales orders and no sales/AR activity within the number of days specified. In this program you may enter a range of customer codes, customer classes, zip codes, inactive or active accounts, salespersons, states, start dates, date of last sale, and YTD sales. If you do not enter limits, the program will print labels for all the customers.

You can also choose to print the labels in zip code order. If you enter N when asked if you want them in zip code order, the labels will be printed in customer code order.

4.7.11   AR-K Print Sales Tax Report

AR-K Print Sales Tax Report

Purpose of Program
Use this program to generate a report of the amounts owed to your various tax authorities. Two reports are available: a summary report and a detail report. Run this program as a preview before running AR-L Transfer Sales Taxes or as a listing of the taxes collected for a particular prior period in case of audit.

General Program Operation
When you run this program you first indicate whether to include Paid, Outstanding or Both. The Paid versus Outstanding status refers to whether or not you have transferred the Sales Tax to AP to be paid, not whether your customer has paid the invoice. You can limit this report by entering a range of tax authority codes. You are asked if you want to include Purchases or Sales (If Track PO Taxes Using Tax Groups is set to Y in SD-C Purchase Orders Defaults) and whether to print in Source or Base Currency (If Multi-Currency is turned on). Indicate summary or detail report, whether to include monthly totals and the date range

of invoices to include.

4.7.12 AR-L Transfer Sales Taxes

AR-L Transfer Sales Taxes

Purpose of Program
Use this program to transfer the sales taxes held in the GL liability accounts to *Accounts Payable*. The amounts transferred will appear in the AP vendor records where they can be selected for payment by AP check. These amounts include all of the liability accounts set up in SM-E Enter Tax Codes, for the appropriate vendors. The amount outstanding is updated every time invoices are posted, and with every transfer. You may choose which amounts and what portion of the amount to transfer.

Before running this program, you must have entered appropriate vendors for your sales tax withholding in AP-A Enter Vendors

This program is run whenever sales taxes are due for payment.

Multi-Currency Processing
If you have multi-currency processing enabled at IM-A International Configuration, you can choose to pay tax authority vendors in another currency.

Even though the sales tax payable amount was originally converted and posted in base currency at the time of the original transaction, the amount of the sales tax owed is stored in source currency for purposes of this program. When you transfer sales taxes stored in source currency, the program will transfer the amount in the currency assigned to the tax authority vendor in AP-A Enter Vendors.

If the tax authority vendor is set up to use *source currency*, a credit is made to this currency's *AP Control* account. The *source currency* amount is converted to *base currency*, and then a debit for this amount is made to your default *Sales Tax Payable* account. The difference between the two amounts is posted to your *F/E Gain/Loss-Trxns* account.

If the tax authority vendor is set up to use *base currency*, the *source currency* amount is converted to *base currency* and a credit for this amount is made to your *base currency's AP Control* acct. The debit entry is made to your default *Sales Tax Payable* account.

General Program Operation
If there are no outstanding amounts to transfer, a message to that effect is displayed and you are returned to the main menu.

If there are amounts to transfer, the cursor is placed in the *Amount to Transfer* field, opposite the *Amount Outstanding*. The entire outstanding amount is offered as a default. You can press <Enter> to record the default amount for transfer, or type in an amount to transfer and then press <Enter>. Repeat this operation for each amount you want transferred.

When you have recorded the amounts you want transferred, press F10 (or click on the *Save* button) to save your choices. The amounts are automatically transferred to *Accounts Payable* against the vendor accounts you defined for this operation when setting up your Tax Codes (see SM-E Enter Tax Codes). You do not need to transfer all amounts; you can press F10 (or click on the *Save* button) at any time to save and transfer only the amounts you want.

When you press F10 (or click on the *Save* button), the *Next AP Invoice Number* is updated, the vendor account outstanding amounts are updated, the transaction is posted to the *General Ledger* and the *Purchases* journal, and the outstanding taxes in SM-E Enter Tax Codes are updated.

4.7.13   AR-M Enter Customer Refund

AR-M Enter Customer Refund

Purpose of Program

Use this program to process a refund of customer credits or deposits that are not applied to Sales Orders. The refund can either be posted immediately as a manual check or posted to Accounts Payable as a voucher and selected later for payment like any other AP Voucher.

General Program Operation

Enter the customer code. The program will prompt to use the same code in the Vendor file to process the payment and when you press <Enter> the name and address will pull in. If by coincidence there is already a vendor in the file using the same code then you will need to manually give this customer a different code in the vendor file.

Once you have confirmed the name and address, a list of available credits and deposits will be displayed. Select the one(s) to be refunded by clicking on them and confirm the amount or edit it if a partial refund will be processed.

Once all credits and deposits to be refunded have been selected, click Done. Indicate whether you want to process as an AP Voucher, Credit Card or as a Manual Check and post immediately to your cash account. If you choose AP Voucher, you will be prompted for an invoice number, invoice date, Description and payment terms. If you choose Credit Card, the X-Charge processing screen comes up and processes the refund. If you choose Manual Check, you will be prompted for the bank account, check number, date and description and will have an opportunity to print the check.

When all information has been entered, you are prompted that the transaction will be posted immediately and to confirm it is correct.

4.7.14   AR-N Enter/Print Sales Order Deposits

AR-N Enter/Print Sales Order Deposits

Purpose of Program

It is common for job shops and custom manufacturers to require advance deposits before running special orders. Use this program to enter customer deposits (prepayments) made against sales orders or on account against future sales orders.

There are two primary benefits with this program.

First, when you print sales order acknowledgments or invoices the deposit is shown in the subtotal section and is deducted from the total order amount.

Second, the *General Ledger* posting for the deposit is automatically handled correctly. The initial deposit is first credited to your default *Customer Deposits* account, as set up in AD-A General Ledger Defaults. This is a liability account, because for the time being you are holding someone else's money. When the order ships and the invoice gets posted, the deposit is debited from your *Customer Deposits* account and is credited against your default *Accounts Receivable* account and automatically applies the deposit against the correct invoice in the aging file. This automatic procedure saves you the tedious task of applying deposits manually.

Credit Card Processing
If you have installed X-Charge credit card processing software and defined the processing path and login information in SD-P Customer/AR Defaults then once the customer has been selected and the cursor advanced to the Date field, a Credit Card button will appear in the lower left corner. Click the button and a window will open showing the customer credit card information (which can be edited if they want to use a different card or do not have a card on file and it is a one time charge). Verify the card information and enter the payment amount and click process. If the charge is approved, the approval code prefixed by V (Visa), M (MasterCard), A (American Express) or D (Discover) will be entered as the Check number and you can then link to a Sales or Service/Repair order and save.

General Program Operation
When you start the program you are first presented with a list of open customer deposits in a scrolling window. To enter a brand new deposit, press the <Insert> key (or click on the *Add* button).

Enter the *Customer Code* of the customer making the deposit, or select one from a lookup window by pressing F2 (or clicking on the *Lookup* button). The customer name will be automatically displayed.

Enter the *Deposit Date* and the *Check Number*. Enter the *Deposit Amount*, and, if multi-currency processing is enabled, enter the Currency.

Enter the Bank Account the funds will be deposited to and select a sales order to link the deposit to (optional).

Editing an Existing Deposit
To edit an existing deposit, select the deposit from the window that first appears when starting the program by highlighting the deposit you want and pressing <Enter> or clicking on it. This brings the deposit into the entry screen. You are allowed to change the *Sales Order* to which the deposit is linked and the *Description* only and then save the record again. If you need to change any of the other fields, highlight the deposit on the opening screen, click Delete to delete the entry, and then reenter the deposit from scratch. If you Delete a deposit you will be prompted for a reversal date to be used.

Printing a Listing of Open Deposits
You can print a listing of existing deposits by clicking on the *Report* button while the opening window is displayed. You can limit the report by a from/thru range of *Customer Codes* or by

deposit *Date* range.

4.7.15 AR-P Generate Dun Letters

AR-P Generate Dun Letters

Purpose of Program

Use this program to automatically generate dun letters for customers with overdue invoices. You can create a series of progressive dun letters and have the program select the appropriate dun letter based on the oldest invoice in terms of days past due from terms.

NOTE: You cannot send a dun letter to a customer unless the customer is first set up in the *Contact Accounts* file in the *Contact Manager*. You can easily do so via CM-K Add Customers to Account File. If you leave the from/thru *Customer Code* fields blank, all customers that lack a *Contact Account* record will get one added, thus insuring that dun letters can get printed for any customer.

General Program Operation

If you want to print letters, enter an N in the *Print Labels?* field. If, after letters are printed, you want to print labels, change this field to a Y, rerun the program, and labels will be produced that correspond with the letters.

You can limit the letters selected by entering a from/thru range of account codes.

Next, enter your form letter criteria. For example, you might enter 90 days in the left hand column and a form letter code adjacent to it. This means that if a customer has any invoices that are more than 90 days past due (from the terms due date), the customer will receive this particular form letter.

You can set up a hierarchy of form letters, each corresponding to a greater number of days past due. You should put the highest number of days first, then the next highest, and so forth so that there is a descending number of days in the left hand column.

The program reviews each customer's AR Transactions, locates the oldest past due invoice (as aged from the terms due date), then sees if that invoice fits the first form letter criteria. If not, it tests the second form letter criteria, and so forth until it finds one that matches. It then marks that customer to receive that form letter and moves on to the next customer.

The form letter table does not clear itself and always displays the last entries. Therefore it's usually set up only once, unless you make changes.

Press F10 (or click on the *Save* button) to begin the processing. If you had specified label printing, you will be asked if you want to print labels on a dot matrix or laser printer.

As letters are printed, each customer's *Last Dun?* field in AR-A Enter Customers is updated with the dun letter code and letter date.

4.7.16 AR-Q View Customer Information

AR-Q View Customer Information

Purpose of Program
Use this program to view customer name, address and other information without the ability to make any changes.

General Program Operation
Program operation and fields are identical to AR-A Enter Customers but no changes can be entered or saved; this program is inquiry only.

4.7.17 AR-R Print AR Payment History

AR-R Print AR Payment History

Purpose of Program
Use this program to get a listing of customer payments for purposes of assessing credit worthiness or making cash flow projections.

General Program Operation
You can enter from/thru ranges of customer codes, check dates, and check numbers, and if you have multi-currency enabled in IM-A International Configuration, you can print the report in *base* or *source* currency.

4.8 Contract Review

4.8.1 Contract Review

Contract Review

The Contract Review module is intended to replace the "Job Folder" that is typically circulated through the various departments for approval when a new order comes in and then accumulates all the paperwork associated with the job as it is processed and shipped and paid, and is eventually consigned to a file cabinet someplace until it is time to bid again on the same product at which time it may be dug out and reviewed. The Contract Review programs provide electronic approval and document storage, replacing the physical folder and linking the documents as scanned images or PDF to the contract file.

Approvers are established and assigned to departments or designated as Administrator level.

At least one Administrator is required because that is who enters the other approvers and departments. You can enter as many different departments as you like and every department that exists will be a required approval for every contract by default. It will then be up to the contract administrator to determine for any given contract which approvals are in fact required.   If you are entering more than one person as approver for a department, enter the name of the department the same for each. "Credit", Accounts Receivable" and "A/R" would be treated as three separate departments.

Once at least one approver has been created, the Approval Control process has been enabled. When Sales Orders are entered, before they can be converted to work orders or Packing Slips or invoices printed, they must be approved. PS-J Enter Contract Review Signers has an option to approve a range of sales orders so when setting the module up for the first time you can pre-approve the existing orders and begin the control process with the next order entered. The prior orders that are globally approved will have an entry created in the CR-B View/Enter SO Approvals screen so the Notes and Linked Documents features can be used.

4.8.2   CR-A Assign Departments to Sales Order

CR-A Assign Departments to Sales Order

Purpose of Program
Use this program to assign the departments required for contract approval before the order can be manufactured or shipped.

General Program Operation
Enter your Contract Review ID and password.   If you have been designated an Administrator for Contract Review, you will be allowed access to the program. Enter a sales order number. If no approvals have yet been established, you will be prompted to add them. If the departments had already been assigned, they will be displayed. You can then select which departments are required for this order and which are not.

Linked Documents and Notes
Documents such as a PDF of the customer Purchase Order, engineering drawings, quantity requirements and as the contract progresses, inspection sheets, packing slips, invoices and other files can be linked to the contract using the Evo Links button and users can enter Notes associated with the contract using the Evo Notes button. Links and Notes can either be associated with the contract as a whole or associated with a specific approving department

4.8.3   CR-B View/Enter SO Approvals

CR-B View/Enter SO Approvals

Purpose of Program
Use this program to enter contract approvals, view approval status or view linked documents associated with a contract.

General Program Operation
Enter the Sales Order Number and the list of required approvals and the approval status and

(if already approved) the date approved will be listed. If you are an authorized approver for a department and wish to approve the contract click on the Approved field and enter a Y. You will be prompted for your contract approval ID and password. If you are an authorized approver for the department selected, the approval status will be saved.

Linked Documents and Notes
Documents such as a PDF of the customer Purchase Order, engineering drawings, quantity requirements and as the contract progresses, inspection sheets, packing slips, invoices and other files can be linked to the contract using the Evo Links button and users can enter Notes associated with the contract using the Evo Notes button. Links and Notes can either be associated with the contract as a whole or associated with a specific approving department

5   Queries & Reports

5.1   Queries

5.1.1   Queries and Reports

QUERIES AND REPORTS

Queries Overview

The Queries menu contains a number of reports or drill down queries that do not fit in any specific module because the information can jump to many different files. The drill down also appears within lookup screens in other programs such as IN-A Inventory Inquiry and IN-B Enter Inventory.

The Drill Down function will appear in programs as a button with a green circle containing a white arrow pointing downward. The top portion of all the lookup grids has a navigation bar, and Select, Edit, Add, Delete, and Exit buttons, the fast find field, sort selection and toolbar buttons. The lower part of the screen contains the data.

The navigation bar lets you move to the top, select previous, select next, and move to the last record.

The select button will choose the value to be returned to the program that called the lookup (so will pressing enter or double clicking on the record). Exit (or ESC) will return to the calling program without returning any values.

Fast find is an entry field that searches the current index for the value as you type it in. To change the current sort order click on the dropdown list button located in the right hand side of the sort list by field.

The toolbars are tied to the grids and are dynamic in what is displayed. Inventory lookups will have the camera button to display links, where Sales Orders does not.

The drill down button will be displayed if drill links have been established and if the user has a security level to access it.   When pressing the drill down button, a list of options will be displayed of where you can drill. Drilling uses the data from the current highlighted record to link/filter into the destination file.

Once you are in the drill down information you can continue to drill down or drill back up, by clicking on the Red circle with a white arrow up button. This button will only appear when you have drilled into a lookup.

Another type of drill down or more specifically, filter, is the sub string search. That is the button with the icon of a funnel and an equals sign. This will allow you to filter or search by a sub string. The string is not case specific and will find all matches. The resulting grid is treated like a drill down and you can therefore drill back up or continue to drill down from it. The fields that are prompted to search for are also configurable by the user, up to a maximum of 6.

The next Toolbar button is Print Grid. This allows the user to dump the results of a drill down to an RTM. There is another toolbar button that will appear when you are in Sales or

Purchases. It is the print associated documents button. This will bring up a small screen and ask you, in the case of Sales orders, if you want to print Acknowledgements, Packing lists, or Invoices, or PO's in the case of Purchases.

5.1.2 QU-A Master Inquiry

QU-A Master Inquiry

Purpose of Program
Use this program to drill down from any of the available starting points based on the Lookup Grids and drill down menus available. See the Drill Down general information under QUERIES AND REPORTS

5.1.3 QU-B Calendar Drill Down

QU-B Calendar Drill Down

Purpose of Program
Use this program to display a Calendar of the current (or any) month with the dates that have order activity (Sales, Purchase or Work Orders) highlighted. Click the date for a list of the orders on that date and then drill from there to get additional related information.

5.1.4 QU-C Calendar Summary Report

QU-C Calendar Summary Report

Purpose of Program
Use this program to display or print summary shipment information by date. If more lines are to ship than will fit on the date, additional pages will be used.

5.1.5 QU-D Business Status

QU-D Business Status

Purpose of Program
Use this program for a financial snapshot of the company, with limited drill down capability to

some of the fields. See GL-R Business Status

5.1.6   QU-E Quick Grid Lookup

QU-E Quick Grid Lookup

Purpose of Program
Use this program to launch a lookup grid of any file without being called from a program.

5.1.7   QU-F Query Executor

QU-F Query Executor

Purpose of Program
Use this program to launch SQL Queries with variables as defined in DE-A SQL Query/ Export. This enables an administrator to develop data queries with variables such as a date range and then users with access to this program can execute the queries entering the values for the variables without having access to the full query wizard. This program requires that JDBC settings have been defined at SM-T Enter Java Settings.

General Program Operation
Click the drop down to see the list of available queries. Enter the variables as prompted and click Execute. The results will display in a window with an option to Export to CSV which will open them in the default program associated with CSV files (typically Excel)

5.2   Setup Queries & Reports

5.2.1   SU-A Maintain Grid Lookups

SU-A Maintain Grid Lookups

Purpose of Program
Use this program to modify the columns, files and indexes used on the grids displayed by Drill Downs.

Program Operation
The grid maintenance program consists of three parts, the grid name, the field data, and the Index keys. The grid name the name of the grid to be used by lookups or by drill downs. The FD name is the name of the File you will be looking at. Select from the drop down list of available names. The form name is always WBKLOOKUP.

Security level is a value of 1 thru 999 and defaults to 999. If you have a grid that displays payroll information, or other sensitive information you need to set this field to a much lower value then 999. The security assumes 1 has access to everything and 999 is limited. Defining levels in between is up to you and will control which user has access to which grids. The ⬚tart at end?field is a flag to tell the lookup to start the by highlighting the last valid record in the file.

The Field data section consists of the data fields you want to see in the grid. You need to supply a column header, and then select a field from the drop down list of available fields, and the third column is for the sub string search. Sub string searches will only work on alphanumeric fields and you may only specify up to 6 fields per grid.

The Key data are the indexes or sort orders for the grid. Again you specify the column header of sort name, then the index key name from a drop down list, and the match fld name in case the index is a compound index, would be the first field of that key. In most cases it is just the same as the key name. This allows you to sort the grids in the ways you find most useful and allows for the fast find for that index.

To delete a grid just bring one up for editing and then press the delete button.

Copying a grid, is accomplished by bringing up an existing grid, and answering 'yes' to would you like to create a copy of this grid. It will then blank out the grid and FD names. Type in the new name of the grid you want to create, and it will tell you this grid name does not exist and ask you if you want to create a new one. Answer no and specify the FD name. Then you can edit the field and key data and save it when you are done.

User Defined Functions

User Defined Functions (UDF) allow you to add fields to Lookup Grids using SU-A for calculated values or for data fields in files other than the primary file opened by the grid.   A simple UDF contains up to 5 sections. Define variables, Open file, Find correct record, perform calculation, return results.

Template UDF
Create a text file using Notepad named UDF1.SRC (or use whatever number is the next available if you already have UDF#.SRC files for other functions) that contains the following. The number in the file name UDF#.SRC must match the number in the line func UDF# and the number entered on the SU-A screen as described below. Lines in the UDF beginning with // are comment lines. Any blue text is something that you would replace depending on the specifics of the UDF you are creating.

//This is a Template UDF containing sample lines for the various sections of a UDF
//This first line defined the UDF by a number. Every UDF must have a unique number
     func UDF1
//This next line is used if you will be performing any sort of calculation and need a field defined to store //the results. The example given is a 9 place number with 2 decimal. The size includes the decimals plus //the decimal point itself. You can define multiple variables.
     Define variablename type N size 9 dec 2
//This next line is only needed if you need to open a file that the grid has not already opened. You are //defining a File Handle, or Alias for the program to use to open the file. Replace

filehandle.h with the //name you want to use for your file
 define filehandle.h type I size 5
//Check to see if the file is already open so you only open it once, then open it
 if filehandle.h=0
 open filename fnum filehandle.h lock N
 endif
//Now find the correct record in the file. Index tells the program which index to use on the new file and //field is the field in the primary file that links to the index in the new file.
 Findv M fnum filehandle.h key index val field
//Now perform any necessary calculation
 variablename = calculation
//Finally, return the results which will typically be the Variable calculated or a field in the other file that //was opened
 ret variablename
//or
 ret fieldfromfile

Adding a UDF to a Grid
When you are on a lookup grid screen, the name of the grid is on the lower left corner.
In Queries - SU-A for the appropriate grid, add a column for the UDF with the Data field named UDF#() where the # is the UDF number. The program will automatically populate the UDF column with U. Enter type A for an Alpha field or N for Numeric and the size you want the column to be.

Sample UDFs

```
// UDF1 will get the Cust PO for Shipments grid
func UDF1
define invhead.h type I size 5
// File handle to open BKARHINV
if sohead.h = 0
  openv 'bkarhinv' fnum invhead.h lock N
// this will open the file once
endif
findv M fnum invhead.h key bkar.inv.num val bkar.invl.invnm
// this finds the correct record
// return the value
ret bkar.inv.cusord
```

****

The UDF below will calculate the Net Discounted price of a shipment if there is a discount on the line.

```
// UDF2 calculates discounted unit price
func UDF2
define discprice type n size 13 dec 4
discprice=bkar.invl.pprce * (1-(bkar.invl.pdisc/100))
ret discprice
```

```
************************************************************************
```

This UDF is extremely simple. It is getting a field from a different file that is already open and on the correct record

```
// UDF3 will get the SO Number from the Sales Order header
func UDF3
ret BKAR.INV.SONUM
```

```
************************************************************************
```

This UDF assumes a previous UDF was already called by another column on the grid and has already defined the file handle

```
// UDF4 assumes UDF1 was called and running uses same file handle.  It returns the Invoice total
func UDF4
findv M fnum invhead.h key bkar.inv.invnum val bkar.invl.invnm
ret bkar.inv.total
```

```
************************************************************************
```

This UDF needs to convert a text field to a numeric value to find the associated record in the other file

```
// UDF5 will get the Invoice number for the PO Receiver grid
func UDF5
define apinv.h type I size 5
if apinv.h = 0
  openv 'MKICLASS' fnum apinv.h lock N
endif
findv M fnum apinv.h key mkeclass.num val val(bkap.pol.invnum)
ret mkeclass.desc
```

5.2.2   SU-B Maintain Drill Down Menus

SU-B Maintain Drill Down Menus

Purpose of Program
Use this program to modify the columns, files and indexes used on the grids displayed by Drill Downs.

Program Operation
The ISDRILLM.B file is the file that contains the list of parent to child relationships used by the drill down system. This file exists in the program folder (DBAMFG or EVOERP), and the first time any user runs an Evo lookup, it will be copied to the DBAMFG\DRILL subfolder. When the utility is called it will ask if you want to edit the ISTECH or local drill links. What that means is it will either edit the ISDRILLM.B file in the DBAMFG folder which is replaced with every IS Tech Update, or the one in the DRILL subfolder that is actually used by the drill programs.

When an update is provided, if you want to replace your file with the latest IS Tech provided copy, simply copy the ISDRILLM.B from DBAMFG to DBAMFG\DRILL, but be aware that you will overwrite any modifications you may have made to the copy in the DRILL subfolder.

Once in you can use the navigation bar to move from one link to the next, add, delete, or save drill links. A drill link consists of a parent grid, a child grid, the child index and the text you want to appear in the drill down options, and the field to link the parent to the child.

When you are in the drill down system, the Parent Grid is the grid that is being displayed on the screen. The Child grid is the options you are given in the drop down list when you press the drill button. So each entry for this parent, in the file, is an option on the drill down list.

To add a new link select the Add button then pick a parent grid. Then select a child grid to link to, and what sort order to use for the child. Give this link a name to be displayed in the drop down list for the drill down button, and then you would select the parent to child relation fields.

5.2.3   SU-C Forms Editor

SU-C Forms Editor

See [TA-M Forms Editor](#)

5.2.4   SU-D Grid Maintenance

SU-D Grid Maintenance

Purpose of Program
Use this program to synchronize Lookup grids between potentially modified versions and new master versions provided by IS Tech updates.

General Program Operation
Choose the selected operation and click Go. ☐kip?means that any new grid entries added in the IS Tech update will be appended to the existing grid lookup file but entries of the same name will not be replaced so that any user defined editing will be retained. This option automatically occurs when an update is installed. Replace means that new and existing grids of the same name newer than those in the existing file will be replaced but any uniquely named user created lookup grids will be retained. Overwrite means that the entire file will be replaced by the standard IS Tech provided file and any user edits will be lost.

6   Hand Held Data Collection

6.1   Hand Held Data Collection

Hand Held Data Collection

The Hand Held module is a suite of programs scaled for use on portable wireless hand held bar code devices such as Symbol 9000 scanners or Pocket PC with Bar Code reader. These programs are designed to provide real time data regarding part movement within the facility - HH-C Issue Materials and HH-D Enter Finished Production to track materials into and out of work orders, HH-A Scan & Ship as shipments are packed, and HH-B Print Bar Code Labels which is also optionally called when Finished Production is entered to print bar coded labels for the completed items.

6.2   How to Use Paperless Shop Floor Tracking

How to Use Paperless Shop Floor Tracking

The Paperless Shop Floor Tracking programs are designed to eliminate printed Shop Travelers, Pick Lists, potentially outdated engineering drawings and test requirements, and labor tickets or time sheets. There are two versions of the paperless shop floor program.

Using HH-I Paperless Shop Floor Tracking, each user station on the shop floor has a computer workstation which can be used to link to all this information based on the Work Order Number which would be bar coded to a label or sticker applied to the pallet or box or whatever container is used to transport the parts from station to station. Lot and Serial controlled components and assemblies are supported but at this time, only Average and Standard Costing methods are supported for material issues and Finished Production reporting. FIFO and LIFO costing are not supported.

Using HH-L Multi-user Paperless Shop Floor does not require a computer workstation at each shop floor work location. When the program is loaded, the workstation can be assigned to a work order and optionally a sequence. Once assigned, any user can view documents such as drawings linked to the work order and/or sequence. Clicking the Data Collection buttons allows multiple workers to clock in or out of labor and transfer labels can be printed to move parts to the next sequence.

Setting up Paperless Shop Floor Tracking
The Paperless Shop Floor system uses the standard Work Centers and Routings already assigned to parts and consequently Work Orders, so no special setup is required. You can use Evo Links to link drawings and other engineering documents to parts or a work order so that they are accessible from the Links button on the screen. If you have specific testing requirements and minimum results required for acceptance, you can enter the testing method

at RO-M Enter Testing Method and the required results linked to a given Item's Routing Sequence where the testing is to be performed at RO-N Enter Test Requirements

6.3 HH-A Scan & Ship

HH-A Scan & Ship

Purpose of Program
Use this program to replace SO-E Release Sales Orders as orders are packed for shipment to validate that the items being packed are in fact on the order and quantities are correct. Lot and/or Serial Control information can also be collected via bar code to ensure accuracy.

General Program Operation
Enter the Sales Order number to be packed either manually or by scanning the bar code from the packing slip or other document. Indicate whether quantities packed will be counted as Standard Pack or Each. Then as items are packed, scan each item number and, if applicable, you will also be prompted for Lot and/or Serial numbers. The item number scanned can be either the Evo item number or the UPC number if you have UPC numbers assigned. Once a box has been filled, you can click Verify to confirm the box contents, print a box label, and move to the next box in the shipment. The Clear button can either clear the current box or clear the entire order and start over.

If an item scanned is not on the order or the quantity is exceeded, a warning is given so incorrect orders are not shipped. Click Save when the order is done and the order is released and ready for invoicing. The Ship Date saved to the order will be today based on the system clock of the terminal. Any items on the order not released are set to backorder.

6.4 HH-B Print Bar Code Labels

HH-B Print Bar Code Labels

Purpose of Program
Use this program to print bar coded labels for items including Lot and/or Serial number as applicable so that the labels can be used for other scanning programs. This program uses the RTM Print Group assigned to Items in IN-B Enter Inventory so you can develop variations of the standard T7ING1.RTM for different types of parts. Save the RTM as (for example) T7ING1A.RTM and designate the parts to get that label format as RTM Print Group A and the program will automatically use that label for those parts.

General Program Operation
Enter the quantity of labels to print, the Item Number, Lot and Serial Number as applicable and click Print. The Hand Held version of the program will print directly to the default printer

without prompting for any setting. There is also a full screen variation of this program at IN-Q Print Labels With Lot/Serial Info that can print a batch of labels from a list of items and Lot/ Serial information imported from a text file.

6.5   HH-C Issue Materials

HH-C Issue Materials

Purpose of Program
Use this program to replace WO-G Issue Materials as parts are issued to Work Orders from the stockroom. Lot and/or Serial Control information can also be collected via bar code to ensure accuracy.

General Program Operation
Enter or scan the Work Order number and then scan each component as issued and enter the quantity issued. The transaction date used will be today based on the system clock of the terminal. If the component is Lot or Serial controlled, you will be prompted to enter or scan the information. Then scan the next component for the Work Order. When you are ready to move to a new Work Order, click Clear and you can begin with a new Work Order number.

6.6   HH-D Enter Finished Production

HH-D Enter Finished Production

Purpose of Program
Use this program to replace WO-I Enter Finished Production or WO-P Batch Finished Production to indicate completion of parts on Work Order. Lot Control of finished items can be automated to use the Work Order number as the Lot Number based on default setting in SD-Q IS Tech Support Defaults . Other processing of the Work Order as relates to backflushing of components, using Standard or Actual cost and whether to close the work order if the quantity complete meets the Work Order quantity are all automatically processed based on the settings in SD-B Work Orders Defaults without prompting the operator to respond to questions so be sure those default settings are correct before using this program.

General Program Operation
Enter or scan the Work Order number and then the quantity complete and click Save. The program will process the order and then prompt for Lot and/or Serial numbers as appropriate. Then, based on default setting in SD-Q IS Tech Support Defaults it will prompt for Label printing or go directly to the label printing program without prompting.

6.7   HH-E Enter PI Tag Counts

HH-E Enter PI Tag Counts

Purpose of Program
Use this program to replace PI-C Enter Tag Counts when performing a Physical Inventory.

General Program Operation
Enter Employee Number, confirm or change the PI Number, date and Location, and click Tags to begin entering Tag counts. Enter a beginning Tag number, then enter or scan the item number, quantity, Lot and Serial and Bin Locations as applicable.

6.8   HH-F Enter Labor

HH-F Enter Labor

Purpose of Program
Use this program to replace DC-A when entering Labor and production or clocking into or out of shift.

General Program Operation
Enter or scan Employee number, work order number and sequence to clock in. When clocking out, you will also be prompted for the quantity good completed and quantity scrapped. If the Shift Start/Stop is enabled, you can also use this program to clock into and out of the shift.

6.9   HH-G Receive Purchase Order

HH-G Receive Purchase Order

Purpose of Program
Use this program to replace PO-C Receive Purchase Order.

General Program Operation
Enter or scan the PO Number and then enter the receipt date, receive to Inventory or QC, and Packing Slip and Employee number. Then enter or scan the item number and confirm the receipt to Inventory versus QC and then enter the quantity received. If the item received is Lot and/or Serial controlled, and you are receiving to Inventory (rather than QC)you will be

prompted to enter or scan the Lot and/or Serial information. Once any necessary Lot/Serial information has been entered, you can enter another part number (for multiple line PO Receipts) and when all lines have been received, click Save.

6.10   HH-H Enter Shipping Information

HH-H Enter Shipping Information

Purpose of Program
Use this program to replace SO-P-I Enter Freight & Tracking #

General Program Operation
Enter or scan the Box ID or Sales Order Number. Then enter or scan the tracking number, freight company and freight charge. If there are multiple boxes and tracking numbers on a single sales order shipment, enter the number for each box and the total freight on the last one.

6.11   HH-I Paperless Shop Floor Tracking

HH-I Paperless Shop Floor Tracking

Purpose of Program
Use this program to enable fully electronic tracking of work orders including labor entry and material issue, links to drawings and test requirements and specifications, job status, and entry of test results, lot and serial numbers. For a more detailed description, see How to Use Paperless Shop Floor Tracking

General Program Operation
If the Default is not set to automatically use the Evo Login as Paperless Login, then you need to first log in your Employee Number. Then scan or enter the Work Order and Sequence you will be working on. The screen will display the general information for the Work Order and Sequence, similar to what would be printed on a Shop Traveler. You can click a button for Links to get documents linked to the work order or parts; Notes button to see or add related Notes, QC Tests to see testing requirements or report results, Issue Components, Report parts complete, and clock out and report labor.

6.12 HH-J Print Work Order Label

HH-J Print Work Order Label

Purpose of Program
Use this program to replace WO-S Print Work Order Labels.

General Program Operation
Enter or scan the WO Number and enter the quantity of labels to print.

6.13 HH-K Transfer Inventory

HH-K Transfer Inventory

Purpose of Program
Use this program to replace IN-L-J Transfer Inventory.

General Program Operation
Enter or scan the Item Number and enter From and To Warehouse Location and the quantity to transfer and transaction date (which defaults to the current date). If Warehouse Control is enabled, enter the From and To Bin Location and, if Lot or Serial control applies, enter or scan the appropriate information.

6.14 HH-L Multi-user Paperless Shop Floor

HH-L Multi-user Paperless Shop Floor

Purpose of Program
Use this program to enable fully electronic tracking of work orders including labor entry and material issue, links to drawings and specifications, job status. For a more detailed description, see How to Use Paperless Shop Floor Tracking

General Program Operation

Enter a Work Order number and sequence. The information will display on the screen and you can use the buttons on top to clock in, clock out, report parts completed, issue components, print labels, and enter inspection results.

6.15 HH-M Issue Scrap Component

HH-M Issue Scrap Component

Purpose of Program
Use this program document the scrapping of a component previously issued to a work order that can not be immediately issued as a Scrap Replacement in WO-G Issue Materials so that

the Allocation is recreated and purchasing is alerted to purchase a replacement.

General Program Operation

Enter the Work Order Number, Component, Scrap quantity and Scrap Code. Note that this program does NOT actually issue material to the work order. It moves the quantity entered to a Scrap quantity resetting the open allocation for the replacement.

7 System Manager

7.1 Utilities

7.1.1 UTILITIES

UTILITIES

Utilities Overview

The *Utilities* module consists of a series of programs that set various system wide settings and provide various diagnostic and data maintenance tools.

You can run non-menu Evo-ERP programs from the *Utilities* menu without having to exit DBA.

Files can be re-indexed individually if file keys get corrupted due to power failure, static discharge, or disk failure.

You can get listings of all the fields within specified data files, along with all their associated properties.

A utility program is provided that allows you to create additional companies, copying all or part of the data from one company to the new company.

7.1.2 UT-A Run a TAS Program

UT-A Run a TAS Program

This option allows you to run Evo-ERP programs that are not included on the standard menus and would normally not be run without assistance from technical support.

Evo~ERP programs may have a RWN or RUN extension. Enter the name of the program with or without the extension. After entering the program name, press <Enter> to launch the program.

7.1.3 UT-C Re-Index File

UT-C Re-Index File

There may be instances where the data file key structure is corrupted and file handler problems result. This may occur from a static discharge, a power failure, or the physical disk may be damaged. You may be able to recover the data file by re-indexing.

If you are in an entry program and data does not respond in a normal fashion (such as when entering a item number you get the wrong description or data appears to be missing), this often can be corrected through re-indexing. BTrieve Status 2 Error can also often be corrected by reindexing the file in question.

WARNING: DO NOT REINDEX A FILE WHILE OTHER USERS ARE ON THE SYSTEM.
If the re-index process gets interrupted, you will not be able to recover the file. **WE STRONGLY SUGGEST YOU MAKE A BACKUP OF ANY FILE BEFORE REINDEXING** so it can be restored, if necessary.

For a listing of file names, see .

7.1.4   UT-D Edit Data Location File

UT-D Edit Data Location File

This program is used to change or add location information about each data file. You can use this utility to tell the system the location of the subdirectory containing your other company files.

The default company's data files are kept in a folder named DEFAULT, which is one level below your main EVOERP folder, and all its files have an extension of ".B." If you have multiple companies, each company's data files are kept in separate folders one level below EVOERP. These data files end in an extension of "B" followed by the company code (for example, company 99 data files end in an extension of "**.**B99").

Each company has its own set of data files except for the system's data dictionary files (all files beginning with FILE*.*), which are located in the main EVOERP folder.

You can use this program to add or modify the location of a single file or all files. If you are working with a single file, enter the *File Name* first. Next, enter the extension of the company, which always starts with B and then the company number, which will be blank in the case of the default company.

If the file is a schema file (a file that shares another file's layout), enter the name of the primary file it is based on in the *Layout* field. If the file is a non-schema file, the *File Name* and the *Layout* will be identical. If you are maintaining the location for an existing file, the *Layout* name will display automatically after entering the *File Name*. The file *Type* will default to a value of T, which indicates that this is a TAS file.

Finally, enter the *Location*, which is the path where the files are located. An example of a path would be COMPANY2\, which means the file is located on drive F in a folder named COMPANY2 one level down from the current program directory which is the EVOERP folder.

A *Description* of the file is displayed, which can be modified, if desired.

If you want to change the location of all the files, click on the *Chg All Locations* button (or select the <Home> key option). Enter the *New Location* path as well as the *Comp Code* (company code - which always starts with B and then the company number). The program will then reassign all the file locations as specified.

Using Multiple Companies provides information on how to create and work with multiple companies.

NOTE: Do not attempt to use this program without help from Technical Support. This program is generally only used when initially setting up the system or when adding new (custom) programs.

7.1.5   UT-H Print File Layouts

UT-H Print File Layouts

Purpose of Program
Use this program to get a listing of field specifications within specific data files. This program is used primarily in conjunction with third party report writers and DE-A SQL Query Export, where it is useful to know file structures.

General Program Operation
Enter a from/thru range of file names. For a listing of files within each module, see File Names.

7.1.6   UT-I Create/Delete Company

UT-I Create/Delete Company

Purpose of Program
Use this program to create additional companies or to delete an existing company. The program can copy all the files from a source company to the target (new) company or it can create a complete set of empty data files if you want to start entering data from scratch.

IMPORTANT: If you are using both Evo-ERP and DBA Classic, always use Evo-ERP to create and delete companies so that both sets of data dictionaries are updated.

IF YOU PLAN ON ONLY USING ONE COMPANY, YOU DO NOT NEED TO CREATE ONE; The system comes with empty data files for the default company already installed and it is ready for you to begin entering data. You can also use UT-K-A Clear Data to initialize (clear) any data files in the default company.

General Program Operation

Creating a New Company

First indicate that you are creating a new company by entering a *C* in the first field.

Enter the *Company Code* for the new company. For example, if you want to number the company as company 2, enter a 2. This is a two character, alphanumeric field.

Enter Y in the *Copy from another company?* field if you want to copy data over from another company. If you plan on using the same *General Ledger* chart of accounts as that of another company, for example, you could copy its data files and then using UT-K-A Clear Data you could remove all the transaction detail but keep selected master files without having to re-enter all that information.

If you are copying data from another company, enter that company's one or two character company code in the *Copy from* field.

Enter the *Company Name*. This is the name that will appear in the selection window when using the *Change Company* function on the master menus and in SD-A Company Defaults and on printed forms such as invoices.

Enter the *Path*. The program automatically inserts a path into this field pointing to a directory one level down from the current EVOERP folder for the new company. The program uses the new company's company code as the name for the new subdirectory. You can change the subdirectory name if you wish. It is not necessary to preface the path with a drive letter. For example, if your company is currently in EVOERP and you are creating a company with a company code of 88, you would see the following in the *Path* field.

88\

When you press <Enter> processing will begin.

Processing

The program will first create the subdirectory specified for the new company. If you are copying from another company and specified that all the files were to be copied, it will then make a complete copy of all the files from the source company to the target company. It will add the specified company code as extensions on the end of the new company's file names.

If you did not specify to copy from another company, the program creates an entire set of initialized (empty) data files with no default settings.

In all cases the program finishes by inserting the new company name in SD-A Company Defaults so that it will appear on master menus and reports.

Deleting a Company

To delete an existing company enter a *D* in the first field. Then enter the company code in the *Company Code* field. You are then given a warning that the data files will be erased and are asked if you are sure you want to delete the company. If you indicate yes, all the files in the company's subdirectory will be erased and all data file locations for the company will be removed from the data dictionary location file.

Special Processing

If you press F3 before processing, you will enable the option to update the data dictionary only. This allows you to add or remove company entries from the data dictionary without actually creating or deleting the data files themselves.

If you press F4 before processing you will enable the option to create missing data files only without adding a company to the data dictionary.

7.1.7   UT-K-A Clear Data

UT-K-A Clear Data

Purpose of Program

Clear Data is a program that can selectively clear various sets of data files of either transaction data (leaving master file data intact) or of all data. This program is typically used on system start-up in one of two ways:

One, you have a single company and are installing it in the default (blank) company and you want to clear out the handful of GL accounts that come with the system or any other data that may have been entered by people experimenting with the system before implementation started. In this case you would have *Clear Data* delete all data in the default company so you can start with completely clean files.

Two, you have two or more companies that share some common master file data, such as the same GL chart of accounts. You enter this data in the default company first and then use UT-I Create/Delete Company to create the second company, in the process specifying that all the files from the default company are to be copied over to the second company. You can then use *Clear Data* in the second company to clear out any transaction data that may have occurred, but retain the master files such as the chart of accounts. This process eliminates needless double entry.

General Program Operation

You are then presented with an entry screen with a choice of the following six data categories (file groupings):

General Ledger Chart of Accounts

Accounts Receivable Customers

Accounts Payable Vendors

Inventory Items

Payroll Employees

Manufacturing Systems

Opposite each data category enter a C if you want to keep the master file data, but you want to clear all transactions (such as GL detail entries, aging detail, sales information, open orders, etc.) Enter a D if you want to clear all data completely, and enter an N if you want to leave the data category untouched.

The *Clear Data* program can take considerable time to run, depending on the sizes of the files being cleared.

7.1.8   UT-K-B Global Field Replace

UT-K-B Global Field Replace

Purpose of Program
Use this program to globally change the value of a given field within a file or delete entries across all records within a file based on up to 6 filters using other fields within the file.

General Program Operation
MAKE A BACKUP FIRST. This is a utility program that will affect many data records. With a backup you can always restore the data if for any reason the program does not produce the desired results.

GET EVERYONE OFF THE SYSTEM: Get all users off the system before running this program.

Enter the *File Name*. You can select a file from a lookup by clicking on the *Display Files* button or (or press F2). See File Names for a listing of file names and descriptions.

Choose an action - Replace (update a field value to a new value), Adjust (increment a numeric field by a flat amount or percent) or Delete (Delete the entire record, not clear a value in a field.)

If you chose Replace or Adjust, a lookup window automatically displays with a list of all the available fields within this file. Select the field you wish to change by highlighting it, then click on it or press <Enter>. The field name is now displayed in the *Field name* picked field.

If the field had a number in brackets to the right of the field name when displayed in the lookup window, this means the field is an array. An array means that the field is composed of several elements. For example, in the Item master file (MTICMSTR) the Standard cost field MTIC.PROD.RCOST consists of fifteen array elements representing the various components of standard cost.

If the field is an array field, enter the array element to be changed in the *Array element number* field.

For REPLACE Action

Enter the new value that will replace existing values in the *Replace with value* field.

For ADJUST Action

Enter the adjustment value

For all actions, next enter the filters on the selected or other fields in the file that control which records should be updated. Available operators are =, <, <=, >, >=,All and $ which means "Contains Substring"

Enter up to 6 filters and if entering fewer than 6, make sure you have fully entered the last filter and the cursor is on the next line ready to enter the next filter. Then press F10 to begin processing. When the processing is complete, you will be advised of the number of records affected.

7.1.9   UT-K-D Recalc GL Chart of Accounts

UT-K-D Recalc GL Chart of Accounts

Purpose of Program
Use this program to rebuild from scratch the "bucketed" amounts in the GL Chart of Accounts files (BKGLCOA and ISGLCOA) from the entries in the GL Transactions file (BKGLTRAN). The "bucketed" amounts are those you see displayed in GL-A View Chart of Accounts. Generally this program is only run if the BKGLCOA file gets corrupted or incompletely posted to due to a power failure or some other cause.

You can rebuild the totals for all GL accounts or a range of selected GL accounts.

General Program Operation
MAKE A BACKUP OF BKGLCOA and BKGLTRAN FIRST. This is a utility program that will affect many data records. With a backup you can always restore the data if for any reason the program does not produce the desired results.

First you are asked to make sure no other user is posting transactions in GL-O and to confirm that you want to proceed. You are given an option to print a report of Orphan transactions (see below) and then prompted for the Suspense account to move those orphaned transactions to.

You are then asked to verify the start dates for the current fiscal year, and the prior 6 years. The program needs these dates to accurately calculate the correct beginning balances for each year.

Next, enter a from/thru range of GL accounts, or press <Enter> through both fields if you wish to include all GL accounts. Enter your suspense account for "orphan" transactions.

Once you complete entry of the suspense account field, the program will begin processing.

Orphan Transactions
When the program encounters a transaction that no longer has an associated entry in the Chart of Accounts, it will scan through all the transactions that may exist for that account. If any exist that are YE journal type, then the account will be presumed to have been income or expense. If not, then the account will be presumed to have been a balance sheet account. If balance sheet account, the transaction(s) will be moved to the suspense account specified. If income or expense, they will be moved to the same account number but department EXP which is an expense account. Thus if Retained Earnings is ever recalculated, the effect of the postings will be included.

7.1.10   UT-K-E Consolidate Inventory Locations

UT-K-E Consolidate Inventory Locations

Purpose of Program
Use this program to eliminate all unwanted warehouse Locations and combine the records assigned to unwanted Locations to a single specified Location.

General Program Operation
MAKE A COMPLETE BACKUP FIRST. This is a utility program that will affect many data records. With a backup you can always restore the data if for any reason the program does not produce the desired results.

GET EVERYONE OFF THE SYSTEM: Get all users off the system before running this program.

First you are presented with a list of existing Locations so that you can select the one(s) you want to keep. Due to problems resulting from Binary Zeroes, a Blank Location will not be allowed. All Warehouse Locations must be named.   Once you have selected the Location(s) to keep, click Go.

If your only existing Location is blank, you will not be presented with the screen asking which Locations to keep because the Blank Location must be replaced with a named Location. The new Location name DEFAULT will be suggested but it can be changed.

Enter the name of the main *Location* that you want to replace the deleted *Location(s)* and the existing Location to use for the GL Account posting for the specified Location if it does not already exist.   Once the program is complete, if you have created a new Default Location, go to IN-L-B Enter/Assign Locations and enter a name and address for the new location so the information pulls into as the Ship To for that Location on Purchase Orders.

7.1.11   UT-K-F Set Avg and Last Cost to Std Cost

UT-K-F Set Avg and Last Cost to Std Cost

Purpose of Program
Use this program to replace the *Average Cost* and *Last Cost* with the *Standard Cost* on a range of inventory items.

Generally this program is only used when the *Average Cost* and *Last Cost* values are meaningless or inaccurate. This can occur during the system startup period when transactions are made before costs have been established or accumulated up through the product structures, or when poor manufacturing controls (negative on-hands, incomplete

work order costing) has resulted in badly skewed average costs. The *Standard Cost* represents a "best guess" cost that provides a good starting cost for these two cost fields. It is also called by IN-L-I Change Costing Method to revalue inventory when changing from Average, LIFO or FIFO to Standard Costing method.

General Program Operation

MAKE A BACKUP FIRST. This is a utility program that will affect many data records. With a backup you can always restore the data if for any reason the program does not produce the desired results.

GET EVERYONE OFF THE SYSTEM: Get all users off the system before running this program.

You can limit processing to a range of inventory items by entering a from/thru range of *Item numbers* and *Item classes*. You can also limit processing to selected inventory *Type* codes. Once you have made your selections you will be asked to confirm that you want to begin processing.

7.1.12 UT-K-G Recalc Inventory Book Value

UT-K-G Recalc Inventory Book Value

Purpose of Program

Use this program to recalculate the *Book Value* field in the inventory master record for a user-defined range of item numbers.

The *Book Value* field is normally added to or deducted from as inventory transactions occur. This serves to keep the *Book Value* exactly synchronized with the Inventory GL account(s) specified in each item's item class so that the *Book Value* totals in IN-F, *Print Inventory Value*, tie down with the corresponding Inventory account(s) in the General Ledger.

If your *Book Values* are not accurate, this program can be used to recalculate them. The unit average cost will be multiplied by the units on-hand to arrive at the new *Book Value*.

General Program Operation

You can limit the item numbers included in the processing range by clearing or entering an X against each inventory *Type*, and by entering ranges of item numbers, item classes, and GL asset accounts. You can also specify whether inactive parts are to be included or not.

When the program finishes processing, a report is produced which shows the old *Book Value*, the new *Book Value*, and the change in *Book Value*. If your GL Inventory account(s) prior to running the program was in balance with your total *Book Value* as shown in IN-F Print Inventory Value, you should make a journal entry to your Inventory GL account(s) to reflect any changes made to *Book Value* so that they stay in balance. This program makes no accounting entries.

7.1.13 UT-K-I Fix Binary Zeroes

UT-K-I Fix Binary Zeroes

Purpose of Program
This utility program will automatically remove binary zeroes that may be creating posting problems in various areas, including the posting of sales orders, receiving purchase orders, processing payroll checks, etc.

Binary zeroes most commonly can creep into department and Location codes and, because binary zeroes are not the same as a space character (even though on screen or via *Maintain Database* you cannot tell the difference), *General Ledger* accounts may not be found, creating posting amounts that go to the *Clearing Account* or worse.

General Program Operation
The program will present a list of the data files in the current company. Select the ones that you want to process by clicking the check box to tag them and click Process Tagged. If the program runs into a record lock because another user has a record in a file open, there is no harm in stopping and running it again but to avoid record locks it is advised to run this when other users are not in the system.

7.2   System Maintenance

7.2.1   System Maintenance

System Maintenance

The *System Maintenance* menu consists of programs for entering numerous master tables such as item classes, sales tax authorities and payment terms, which are used by programs on the *Manufacturing, Items* and *Sales* menus, as well as some file maintenance and purge programs.

7.2.2   SM-A Enter Customers

SM-A Enter Customers

This program is identical to AR-A Enter Customers

7.2.3   SM-B Enter Vendors

SM-B Enter Vendors

This program is identical to AP-A Enter Vendors

7.2.4   SM-C Enter Item Classes

SM-C Enter Item Classes

Purpose of Program

Item classes are used to organize your inventory into meaningful groups for various reports and for general ledger posting. Item classes should be set up in advance of creating inventory records. Every item number must be assigned to a item class.

If all inventory related GL posting will post to the default accounts established in AD-A General Ledger Defaults, then only class master records need be created on the first screen of the SM-C program. If non-default GL postings are needed for any Class, then a specific Class/Location record with GL Accounts must be created on the screen accessed when the Item Class GLs button is clicked. Not all Master Class records will require Class/Location records with GL accounts defined.

Nine *General Ledger* account codes can be assigned to each item class (asset/expense, cost of goods sold, taxable sales, non -taxable sales, work-in-process, absorbed labor, absorbed fixed overhead, absorbed variable overhead and absorbed material burden). The item class of the item determines how it gets posted to the *General Ledger* as various transactions occur throughout the system. If any account is left blank in the Item Class, then the system default account as defined in AD-A General Ledger Defaults will be used for GL posting. GL Accounts need only be entered for those accounts that are exceptions to the system defaults. If accounting is turned off in AI-B or the Permit use of Item Class GLs is set to N in AD-A General Ledger Defaults , you will not have access to the GL Accounts in this program. The material burden percentage can also be assigned by item class on this screen and represents the burden that will be applied to items belonging to the class when they are issued to work orders.

Besides GL posting, item classes are used as follows. IN-F Print Inventory Value automatically subtotals by item class. SO-Q-F Enter Discount Codes allows discount codes

to be separately defined by item classes. IN-N-A Print Month End Inventory Costing automatically subtotals by item class. SA-L Print Item class and SA-M Print User-Defined Detail and SA-N Print User-Defined Summary provide sales analysis by item class.

Field Explanations

Item class
This is a four character, alphanumeric field, upper case only. This is the code used to identify the item class.

Description
You may assign a 30 character description, alphanumeric, upper and lower case. The description is used on various reports.

Location
If you are using multiple *Locations* (factories or warehouses) you can separately define the GL codes for each *Location*. If you wish to do so, enter and save a separate record within the same item class for each *Location.* If you are using *Average Costing* (defined in SD-H Inventory Defaults) you can have different *GL Asset/Exp* and *GL WIP* accounts within the same item class for the different *Locations*. If you are using FIFO or LIFO costing, the *GL Asset/Exp* and *GL WIP* accounts must be the same within a item class for all *Locations*.

GL Asset/Exp Acct
The *General Ledger* asset or expense account for all items in this item class. When posting transactions (if inventory posting is switched on in AD-A General Ledger Defaults) the cost of units received will be posted to the GL asset or expense account.

For items received into inventory or work-in-process, or for all manufactured items, the account entered here will be an asset account. If you are setting up item classes for expense type items such as shop supplies, you should use an expense account instead. When items from that class are received through PO-C Receive Purchase Orders, the dollars will be recorded as an expense rather than an asset. Items to be posted to an expense account should also be defined in IN-B Enter Inventory as type 'N', Non-Inventory.

GL COGS Acct
The *General Ledger* cost of goods sold expense account for all items in this item class. When invoices are posted, the cost of goods sold amount (based on the *Average Cost*) will be posted to this account. Inventory adjustments entered in IN-C Enter Inventory Adjustments and IN-K Adjust Physical Levels will also post to this account.

GL Taxable Sales Acct
The *General Ledger* sales account for all taxable sales in this item class.

GL Non-Taxable Sales
The *General Ledger* sales account for all non-taxable sales in this item class.

If you don't distinguish between taxable and non-taxable sales in your *General Ledger*, you may use the same account for both taxable and non-taxable sales.

GL WIP Inventory Asset
The *General Ledger* asset account for work-in-process inventory for all items in this item class.

GL Absorbed Labor

The *General Ledger* account for absorbed labor, normally an expense account adjacent to your direct labor expense account. As transactions are entered through WO-F Enter Labor or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production, labor costs are credited to this account and debited to the WIP account of the item being manufactured. This account is an offset to the Direct Labor account debited when payroll is processed.

GL Absorbed Fixed OH

The GL account for absorbed fixed overhead, normally an expense account adjacent to your fixed overhead expense accounts. As transactions are entered through WO-F Enter Labor , or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production, fixed overhead costs are credited to this account and debited to the WIP account of the item being manufactured. This account is an offset to the debit balance in expense accounts associated with fixed overhead expenses.

GL Absorbed Variable OH

The GL account for absorbed variable overhead, normally an expense account adjacent to your variable overhead expense accounts. As transactions are entered through WO-F Enter Labor , or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production, variable overhead costs are credited to this account and debited to the WIP account of the item being manufactured. This account is an offset to the debit balance in expense accounts associated with variable overhead expenses.

General Program Operation

Select an existing Class from the opening list to edit its description or click Add to create a new one. Enter the Class code and Description. If GL Posting is turned off or this class does not need GL accounts defined differently than the system default accounts, no further action is needed and Items can now be assigned to this class in IN-B Enter Inventory .

If you wish to assign GL accounts to any Item Class to override the system defaults, click the Item Class GLs button. Enter the Class Code or use the Lookup button to select the desired class. If you are using multiple Locations, enter or use the Lookup button to select the Location for which GL Accounts are to be defined. System default GL Accounts are displayed on the right. Enter any GL Account that needs to be defined differently from the system defaults for this item class. Any account left blank on this screen will post to the system default account.

If you wish to copy the GL Accounts from another existing Item Class/Location, click Import GLs and select the Class/Location you wish to copy from. The Clear GLs button will remove all GL Entries for the Class/Location and the Reset GLs button will reset the GL Accounts to their original values prior to any editing. Once all desired accounts have been specified, click Save.

Copy to all Locs

Use this screen to copy an Item Class records to all Locations

Copy all Classes
Use this screen to copy all Item Class records to a specified Location

If You Are Using FIFO or LIFO Costing
If costing is set for either FIFO or LIFO costing in SD-H Inventory Defaults, you must assign the same *GL Asset/Exp* and *GL WIP* accounts to all *Locations* within the same item class. This is because the FIFO/LIFO file (which can be viewed through IN-L-H Edit FIFO/LIFO Buckets) is company wide and not specific by *Location.* Without common asset accounts there could be discrepancies between the *Location's* inventory value (as shown on the *Inventory Value Report*) and its value in the *General Ledger.*

To Delete a Record
To completely delete an item class master for all locations, on the initial screen highlight the class and click the delete button. To delete a Class/Location record, on the Item Class GLs screen, highlight the Class/Location record and click Delete.

You will not be allowed to delete a item class master that still has any items assigned to it. You will have to reassign the items first, then delete the item class record.

7.2.5 SM-D Enter Terms Table

SM-D Enter Terms Table

Purpose of Program
Use this program to enter or change the terms that you want to use for payment on invoices. What you enter here will be used when creating vouchers, invoices, purchase orders, or recording payments in both Accounts Receivable and Accounts Payable.

Field Explanations

Term Num
You are allowed to have up to 99 different terms types.

NOTE: The terms that you create in the first position of your term choices is the default that will be used for NSF checks, interest charges, PR tax and commission transfers. You should use a non-specific term in this position, such as NET 30.

NOTE: Sales Orders, Purchase Orders and Accounts Payable and Accounts Receivable invoices only store the Terms Number in the database to establish appropriate terms. Once the Terms Table has been established and order processing has begun, you should not rearrange the order of items on the terms table as it will affect the existing orders and invoices which will now reference different terms than originally posted.

Description
This is the terms specifier that will print in the *Terms* section on invoices, PO's, etc. This is a 20 character alphanumeric field. It is also used as the reference on pop-up menus when you are selecting a terms type.

Disc Amt
The amount of discount allowed if paid within the discount days. This is a 2 digit numeric field

with 2 decimal places. 2% would be entered as 2.00, not 0.02.

Typ

If the discount you entered above is a percentage, enter %. If it is a dollar amount, enter $. If this is a cash type term, then enter a C or A. When SO-G, Post Invoices, or AR-B Enter Vouchers encounters a cash item, it posts the amount directly to the default AR cash account instead of creating a receivable for it. If you want to be prompted for which bank account to use, enter an A (Ask for the account). If you enter this type, the invoicing programs will allow you to select from checking accounts at the time you are posting the invoice or voucher. Cash type terms post to both the Cash Receipts and Sales Journals in the General Ledger and make a check register deposit entry dated the same day as the invoice posting. For credit card payments or COD, the payment is often a few days after the invoice posting so "Cash" type to your operating bank account is really not appropriate.   An alternative for credit card processing would be to post as cash type to a "dummy" bank account called "Credit Card pending" and then periodically use GL-K Transfer Bank Account Funds to move the funds to the operating account as you receive notification from the bank that the funds are in your account. P type is a Promotional Term and it is due on the next occurrence of a specified calendar day. The day of the date is entered in the Days field and the month in the Max Days til due

Days

The number of discount days allowed. The invoice must be paid within this limit to qualify for the discount. This is a 3 character numeric field. This is also used as the calendar day for a promotional (type P) term.

Max Days till Due

The maximum number of days allowed before the invoice is overdue. This is a 3 character numeric field. This is also used as the calendar month of the due date for a promotional (type P) term.

General Program Operation

You must have at least one term specified in this file for the programs requiring a terms type to work properly. Once you have entered some terms, they will be automatically displayed in a pop-up window during any transaction that requires a term designation.

7.2.6   SM-E Enter Tax Codes

SM-E Enter Tax Codes

Purpose of Program

Use this program to create tax codes for each tax authority to which sales tax is owed on sales and (optionally) on purchases.

Once each tax authority is set up with a tax code, tax codes are then grouped together in SM-F Enter Tax Groups and thus can handle tax processing on invoices and purchase orders where multiple tax authorities (state, local, etc.) are involved. Taxable customers and

vendors are assigned to the tax groups that are created through SM-F.

All of these taxes due can be listed via AR-K Print Sales Tax Report and can be transferred to payment via AR-L Transfer Sales Taxes.

Sales tax processing
Sales tax processing in the United States is straightforward and usually involves a single sales tax rate applied to selective line items with a single tax total at the bottom of the invoice. Sometimes, however, multiple tax authorities are involved, such as state and local tax authorities.

In other countries multiple taxes (such as federal taxes, provincial taxes, local taxes, value added taxes, excise taxes) often apply and sometimes must be itemized on the invoice. In some cases, taxes are applied in a hierarchical fashion in which some taxes are taxes on taxes.

The system allows you to set up tax codes for each type of tax via this program and then allows you to group these taxes together via SM-F Enter Tax Groups. Any number of these tax groupings can be set up and assigned to particular customers and vendors. You can specify whether freight is to be taxed, whether a tax applies to other taxes, and whether the tax at each level is to be itemized and printed out on the invoice.

Purchase tax processing
In the United States the collection and reporting of tax on purchases is the responsibility of the vendor, in which case no reporting and processing of taxes on purchases is required. If this is the case, set the *Track PO taxes using tax groups?* prompt to N in SD-C Purchase Orders Defaults.

In some other countries, however, this is not the case and the tax must be accounted for and reported in the same fashion as sales tax. The same type of tax codes and tax groups used for sales taxes can also be set up in SM-E and SM-F for taxes on purchases.

Field Explanations

Tax Code
This is the code that identifies the tax code and is used in SM-F Enter Tax Groups to create tax groups.

Description
The tax code's description.

Tax Identification Number
This is optional and usually would be for a governmental identification number. This number prints on sales and purchase order documents, if specified so in SM-F Enter Tax Groups.

Vendor Code
This is a valid vendor code the system will use to transfer the accumulated tax amount when processed via AR-L Transfer Sales Taxes.

Percent %
The tax percentage used in calculating the amount of tax. The tax is based on the sales/ purchase order line amount.

GL-Account
The *General Ledger* account to which the taxes will be posted. If left blank, the taxes will post to the account defined in AD-A General Ledger Defaults .

General Program Operation
Enter the appropriate information for each tax authority. This information will be used by SM-F, Enter Tax Groups, to determine the appropriate tax processing for each tax code within each tax group.

If you want to process taxes on purchase order transactions, you must set the *Track PO taxes using tax groups?* prompt to Y in SD-C Purchase Orders Defaults.

7.2.7 SM-F Enter Tax Groups

SM-F Enter Tax Groups

Purpose of Program
Use this program to create *tax group* combinations of the different *tax codes* that were created in SM-E Enter Tax Codes. The *tax group* determines the total tax that will be charged to each customer or by each vendor.

A *tax group* can consist of just one *tax code*, if only one *tax code* applies to particular customers or vendors.

Customers are assigned to tax groups via AR-A Enter Customers and vendors are assigned to tax groups via AP-A Enter Vendors.

If you plan on processing taxes on purchase order transactions, be sure and set the *Track PO taxes using tax groups?* prompt to Y in SD-C Purchase Orders Defaults. This is not the case in the United States.

Field Explanations

Group
The code you will use to identify the *tax group*.

Description
The description of the *tax group*.

Tax Code
This is the tax code that was created in SM-E Enter Tax Codes. Group the *tax codes* in the order that applies to this particular grouping. A *tax group* can consist of a single *tax code* or up to nine *tax codes*.

Description
The description of the tax code will automatically be displayed in this field.

% Rate
The tax code rate as set up in SM-E Enter Tax Codes will automatically display in this field.

I.D.
The identification number of the tax code will be automatically displayed in this field.

On
Set this field to Y if this tax is to be calculated on preceding tax code tax amounts. If the tax is independent of the previous tax code amounts, enter an N in this field.

Freight
If the tax is to be calculated on freight, enter a Y in this field.

Print
If set to Y, the *Tax Code* and *Identification Number* entered in SM-E Enter Tax Codes will print to the left of the tax code on invoices, acknowledgements, sales quotations, purchase orders, and RFQ's.

In order for this feature to work, *Multi-Tax Forms* in IM-A International Configuration must be set to Y.

7.2.8   SM-G Enter Employees

SM-G Enter Employees

Purpose of Program
Use this program to enter employees for labor tracking purposes in the *Work Orders* module, *Job Costing*, and *Data Collection* modules, for transaction tracking in Purchase Order receiving and inspection, Purchase Order approval, email addresses, and employee Sales Reps. You can assign the employee a number and regular and overtime wage rates. Wage rates can optionally be used for job costing as an alternative to work center rates.

General Program Operation
Enter an employee number in the *Num* field. This is a four character numeric field. Enter the first name and middle initial (optional), the last name, street address, city, state, zip, phone number, start date, regular pay rate, and overtime pay rate.   If you enter an email address it will be available at the icc (Internal cc) button when emailing forms and reports.   You can enter a Division, Shift and indicate wjether the employee can clock into multiple work orders simultaneously and whether (as in the case of temporary employees) they are exempt from overhead burden. You can also add a link to an image file that is an employee photograph.

Click the Rate button and enter a pay rate only if labor will be charged to work orders using employee rates.

When you are finished entering the record you are asked if you wish to save it, or at any point you can save the record by clicking on the *Save* button.

7.2.9   SM-H Enter Shop Calendar

SM-H Enter Shop Calendar

Purpose of Program
The shop calendar is used to define weekends, holidays, and other non-workdays such as planned shutdowns and vacations. Various programs in the system, such as PO-A Enter Purchase Orders and WO-A Enter Work Orders do not allow entry of dates that are non-working days. The program allows you to mark individual days or ranges of days an unlimited number of years into the future.

This program actually consists of two calendars. The calendar on the screen is where you mark all your non-working days and serves as the calendar for all the programs except for SH-E Finite Scheduling. If you will be using finite scheduling, you must generate a scheduling calendar from within this program. The scheduling calendar is an internal calendar based on the entries that are made on the screen calendar.

General Program Operation
Marking Individual Days
The first screen is used when you want to mark individual days as weekends or holidays.

Enter the date you wish to mark. It must be for a day within the month displayed on the calendar on the screen. Use your <PgUp> key (or click on the *Next Month* button) to move forward to the next month; <PgDn> (or click on the *Previous Month* button) to move to the previous month.

If you want to mark this as a weekend, enter a W in the *W/H* field. If it is a holiday, enter an *H.* If you wish to unmark a previously marked day, make the field blank. Enter a description if you wish for reference purposes.

After marking a day you will see it marked in the calendar display above. It will be marked with an asterisk if it is a weekend and an *H* if it is a holiday.

If you wish to change a previously entered date, either enter the date or view and select the date from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button) while in the *Date* field.

Marking a Range of Days
If you wish to mark a range of days, such as all weekends for the next five years, press the <Home> key while on screen one. This will take you to screen two.

Enter a from/thru range of dates within which you wish to mark all or selected days.

Next you are asked *Mark or Unmark Days?* Enter an *M* if you wish to mark days; enter a *U* if you wish to unmark previously marked days.

Enter a description that will globally apply to all the days that get marked.

In the next field enter a *W* if you are marking these days as weekends, *H* for holidays.

Next you are asked *Mark/Unmark all Days in Range?* If you answer yes, all days within the date range specified will be marked. If you answer no, you are advanced to the next field where you can specify selected days of the week for marking. If this is the case, in the next field enter a 1-7 indicating which day of the week you want to mark (Sunday = 1, Monday = 2, etc.).

If you want to mark more than one day of the week, you will have to go through the fields on this screen for each day of the week you wish to mark or unmark within the overall date range specified in the first fields.

Generating the Scheduling Calendar
Whenever you exit the program, you are asked if you wish to generate the scheduling calendar. If you will be using SH-E Finite Scheduling, you must generate a scheduling calendar. If not, there is no purpose in doing so.

To give the scheduling program a good range of dates to work with, we suggest you mark your non-workdays on the screen calendar at least six months previous to today's date and five years into the future. Whenever you change the screen calendar, you should generate another scheduling calendar to reflect those changes. You can generate scheduling calendars as many times as you want without harm.

7.2.10 SM-I-A Enter Lead Source Codes

SM-I-A Enter Lead Source Codes

General Program Description
Use this program to create *Lead Source* codes and descriptions for use with CM-A Enter Contact Accounts and AR-A Enter Customers. A lead source identifies where a prospect or customer originated from (advertisement, referral, direct mail, etc.) and is used as a filter for various reports and labels.

To create a record, enter a code (up to five characters, alphanumeric) as well as a 25 character description. To edit an existing code, enter the code or select one by clicking on the *Lookup* icon (or press F2).

7.2.11 SM-I-B Enter Territory Codes

SM-I-B Enter Territory Codes

General Program Description

Use this program to create *Territory* codes for use with CM-A Enter Contact Accounts and AR-A Enter Customers. This is a user-defined code which assigns the account to a sales territory. The territory code is used as a filter for reports and mailing labels.

To create a record, enter a code (up to four characters, alphanumeric) as well as a 25 character description. To edit an existing code, enter the code or select one by clicking on the *Lookup* button (or press F2).

7.2.12 SM-I-D Enter Reminder Types

SM-I-D Enter Reminder Types

General Program Description

Use this program to create Account Follow-up codes for use with Reminders in CM-A Enter Contact Accounts and AR-A Enter Customers. This is a user-defined code which defines a category of follow-up and a corresponding description. For example, one code could be used to define telephone follow-up, another could define trade show follow up, and another could be used for Accounts Receivable follow-up. This code allows follow-up reports to be limited to specific types of follow-up.

To create a record, enter a code (up to three characters, alphanumeric) as well as a 25 character description. To designate a code to be included in CM-C Opportunity Dashboard panel set the CRM Dashboard column to Y. To edit an existing code, enter the code or select one by clicking on the Lookup icon (or press F2).

7.2.13 SM-I-F Enter Reasons for Loss

SM-I-F Enter Reasons for Loss

General Program Description

Use this program to create *Loss Reason* codes and descriptions for use with SO-P-C Convert Sales Quotations when changing a Quote Status to Lost or Abandoned.

To create a record, enter a code (up to four characters, alphanumeric) as well as a description. To edit an existing code, enter the code or select one by clicking on the *Lookup* button (or press F2).

7.2.14 SM-I-G Enter Class Codes

SM-I-G Enter Class Codes

General Program Description

Use this program to create *Class* codes and descriptions for use with CM-A Enter Contact Accounts. A class code is a user-defined classification code used to identify various account characteristics and is used primarily as a filter for creating various lists, reports, and mailing labels.

To create a record, enter a code (up to five characters, alphanumeric) as well as a 25 character description. To edit an existing code, enter the code or select one by clicking on the *Lookup* icon (or press F2).

7.2.15 SM-I-H Enter Key Date Codes

SM-I-H Enter Key Date Codes

General Program Description

Use this program to create *Key Date* codes and descriptions for use with CM-A Enter Contact Accounts. A key date code is a user-define code which identifies a significant type of date, such as the date of the account's first inquiry, first sales appointment, first order, etc. Key dates are used as a filter on various reports and mailing labels.

To create a record, enter a code (up to two characters, alphanumeric) as well as a 25 character description. To edit an existing code, enter the code or select one by clicking on the *Lookup* icon (or press F2).

7.2.16 SM-J-A Work Order File Maintenance

SM-J-A Work Order File Maintenance

Purpose of Program

The program performs a series of housekeeping functions on work order-related files, including deleting blank or duplicate records, deleting orphan records and noting transaction records that are dated prior to a work order start date.

You can run the program in Report only mode and then For real. In Report only mode it will show you the changes that will be made; when you run the report For real it actually applies the changes to the files.

General Program Operation

When you first start the program you are presented with a documentation file in a display window that explains how SM-J-C is used and specifically what it does to the various files. You can either read this on the screen or press F10 (or click on the *Print* button) to print it out. You can close this window by pressing <Esc> (or by clicking on the *Exit* button).

Next you are presented with a screen asking whether you wish to use report-only mode. Enter Y or N as applicable. The program reminds you that it is best not to have other users in the system processing work order related data while this program is run. Finally, a report is generated listing changes made and recommendations for changes that need to be made manually.

7.2.17   SM-J-B Archive Work Orders

SM-J-B Archive Work Orders

Purpose of Program
Use this program to remove selected Closed and/or Canceled Work Order data from the active files and transfer the information to historical Work Order Archive files.   Job Cost reports can be run on either active or archived files so you can retain work order history reporting while controlling the active file size, WO-Q Work Order Inquiry can view archived orders and WO-A Enter Work Orders can copy from archived orders.

General Program Operation
You first may be warned that this program requires a large amount of disk space. Next is a warning that the program may take a long time to run and running after hours when other users do not need access to the work order files is suggested. Finally you are given a choice to archive active work orders or restore archived work orders to the active file.

Next, enter a range of Work Orders, Actual Finish Dates, Job Number, Customer Code, Item Number and indicate whether closed and/or canceled work orders within the ranges specified are to be archived.   You can get an Archive Report listing the work orders archived and an Exception Report listing any work order unable to be archived (probably because another user had the record open).   Press F10 or click Archive to begin processing.

While archiving the work orders removes the data from the active files, the disk space is not recovered until the work order files involved are reindexed using UT-C Re-Index File. For a list of affected files, see Archiving or Purging Old Data

7.2.18   SM-J-C Reconcile Inventory On-Hand

SM-J-C Reconcile Inventory On-Hand

Purpose of Program

Use this program to reconcile all your inventory-related data files so that all balances among the files are in agreement with one another. The program also performs a series of housekeeping functions on these files, including deleting blank or duplicate records and correcting mis-matching or missing records.

You can run the reconciliation report in Report only mode and then for real. In Report only mode it will show you the changes that will be made; when you run the report for real it actually applies the changes to the files.

SM-J-C is useful as a diagnostic tool. For example, if you suspect a particular program is not updating any aspect of inventory correctly, you can run SM-J-C just before and right after running the suspect program. If the suspect program created any errors, they would immediately show up on the reconciliation report.

When you reconcile inventory you have a choice of reconciling at the *Master Level* or at the *Transaction Level.*

Master Level Reconciliation

The *Master Level* reconciliation insures that the main inventory master files are properly synchronized with one another and that all their respective records are cleaned up for duplicates, mis-matches, etc. Generally you would reconcile at the master level first, then at the transaction level (see below) second.

The inventory master files are the inventory master (BKICMSTR.B*), the manufacturing inventory master (MTICMSTR.B*), the location master (BKICLOCM.B*), the location detail file (BKICLOC.B*), the item class master (CLASMSTR.B*), and the class/location file (CLASS.B*). The order and allocation status is also reconciled with the the sales order line item file (BKARINVL.B*), the purchase order line item file (BKAPPOL.B*), and the work order bill of material file (WOBOM.B*).

If you want to know precisely what is done by the master reconciliation, SM-J-C provides a printout with full details of all the reconciliation steps.

Transaction Level Reconciliation

The *Transaction Level* reconciliation is primarily for the purpose of reconciling the on-hand inventory and stock status fields held in the inventory master files with the detail found in the inventory transaction file and the open sales order, purchase order, and work order files.

You can choose to force the inventory *On-Hand* to agree with the transaction detail, or you can force the transaction detail to agree with the current *On-Hand* quantity. The stock status fields (on sales order, on backorder, on purchase order, in QC inspection, on work order, allocated, in WIP) are recalculated from scratch from the various detail files.

The master files that are reconciled with the detail are the inventory masters (BKICMSTR.B* and MTICMSTR.B*), and the location detail (BKICLOC.B*). The detail files that are reconciled with these master files are the inventory transactions file (INVTXN.B*). , the sales order line item file (BKARINVL.B*), the purchase order line item file (BKAPPOL.B*), and the work order bill of material file (WOBOM.B*).

General Program Operation

If you are running SM-J-C and plan to make actual changes to the files, it should not be run while others are using the system; otherwise, they could post to inventory-related files while changes to them are taking place. If all you are doing is running SM-J-C in report mode only,

it is safe to use the program while others are in the system.

When you first start the program you are presented with a documentation file in a display window that explains how SM-J-C is used and specifically what it does to the various files. You can either read this on the screen or press F10 (or click on the *Print* button) to print it out. You can close this window by pressing <Esc> (or by clicking on the *Exit* button).

You can then choose to reconcile at the master level or the transaction level or both by entering a Y in either the *Perform Master Level reconciliation?* field or in the *Perform Transaction Level reconciliation?* field.

If you want to first get a report before any actual changes are made to any files, enter a *Y* in the *Use report only mode (no data changes made)?* field. You will still get a report if you enter an *N*; however, the changes will be made to the files and the report serves to tell you what was done after-the-fact.

You can then indicate whether to include the Stock Status corrections on the report. By excluding them, you can get a more manageable report that only contains significant items such as duplicate or missing records.

If you had chosen to reconcile at the transaction level, you can specify one of two methods in the *Choose the Transaction Level reconciliation method* field.

Enter an A if you want to force the inventory transaction file to agree with the current inventory *On-Hand* quantity. This method creates an adjusting entry in the inventory transaction file that brings it into balance with the current *On-Hand*. You might use this method immediately after a physical inventory, for example, when you know the *On-Hand* is the most accurate figure.

Enter a B if you want to force the inventory *On-Hand* quantity to agree with the net units calculated from the actual inventory transactions. You might use this method when you are confident that your inventory transactions are accurate and that somehow the *On-Hand* quantities got off.

Finally, you can limit the reconciliation to a from/thru range of *Item numbers* and a from/thru range of *Item classes*.

If you had answered *N* to *Use report only mode (no data changes made)?* previously, you are then given a warning to get all users out of the system before processing begins. The program will not run until you do so. Press any key and processing will begin. You will see the various records listed on the screen as they are searched and/or changed. When processing is completed, you will get a standard report prompt asking if you want to view the report on the screen, send it to the printer, or send it to a disk file.

Suggested Sequence of Events
The following is a sound way of running SM-J-C that minimizes "surprises" and gets the most out of the program.

One, run a *Master Level* reconciliation in report-only mode. This will give you a feel for the extent of necessary changes and you can then decide whether or not to proceed with them.

Two, after reviewing the report go ahead and run the *Master Level* reconciliation "for real."

You'll get a second report that indicates the actual changes that were made.

Three, now run a *Transaction Level* reconciliation, but in report-only mode so that you can preview the changes it will be making.

Four, after review the report, go ahead and run the *Transaction Level* reconciliation, this time "for real."

You can run the *Master Level* and *Transaction Level* reconciliations in report-only mode at the same time; however, the transaction report will be more meaningful if you first run the *Master Level* reconciliation "for real", which may correct some things that can shorten what the *Transaction Level* reconciliation might also try to correct. If you don't care to preview your changes, you can also run both reconciliations "for real" at the same time. In this case the program runs the *Master Level* reconciliation first and then runs the *Transaction Level* reconciliation.

If you want to reduce the size of the report, you can run IN-L-S Rebuild Stock Status first so that the stock status values are already accurate and SM-J-C does not need to address them.

Adjusting the General Ledger for Inventory Changes
If changes are made to any inventory *On-Hand* quantities, this will affect the book value of the items' inventory asset accounts on your balance sheet. Any changes made by the reconciliation that affect the General Ledger are marked with dollar signs ($) on the reconciliation report to bring it to your attention.

If you see any such changes listed after the reconciliation has been run "for real", you should run the IN-F Print Inventory Value report and compare your General Ledger inventory asset accounts with the revised inventory values. You will then need to make general journal adjustments through GL-B Enter/Print General Journal Trxns to bring the inventory accounts into compliance with the inventory value figures. A debit or credit is made to your inventory account(s), and the offsetting entry is either made to your *Cost of Goods Sold* account or to a variance account for inventory adjustments.

7.2.19 SM-J-D Consolidate Inventory Transactions

SM-J-D Consolidate Inventory Transactions

Purpose of Program
Use this program to selectively purge and consolidate transactions from the inventory transaction file to reduce the overall file size. All inventory transactions of any type that occur throughout the system are captured in the inventory transaction file. From this file are derived reports on usage, month end costing, lot control, and serial control.

Note: The program will automatically exclude parts with Lot or Serial Control from the transactions consolidated to prevent the deletion of Lot and Serial Control History.

General Program Operation

You may selectively consolidate the inventory transaction file by specifying a from/thru range of item numbers, a range of dates, and you can limit the consolidation to specific transaction types, which are listed as follows.

A - Adjustments

S - Shipments

P - Purchase Receipts to Stock

J - Purchase Receipts to WIP

W - Work Order Receipts to Stock

I - Stock Issues to WIP

Q - PO Receipts to QC

O - Outside Processing Service PO Receipt to WIP

C - Price Change at AP-C

M - Make From Component Receipt

T - Location Transfer

G - Scrap

B - Bin Transfer within Warehouse

Once the types are specified you are prompted for the date of the final consolidation transaction. The Thru date of the date range being consolidated is suggested so the net of the consolidated transactions fall within the same period as the original detail transactions.

After entering all the fields you will be asked to confirm if you want to run the consolidation. You must enter a *Y* for the consolidation to proceed.

A balance forward per month will be created for each transaction type that rolls up the net units and average cost into a single record. This enables records to be purged without affecting the inventory transaction file's monthly total net units and costs, which are needed by the SM-J-C Reconcile Inventory On-Hand program to balance the totals in the inventory transaction file with the on-hand quantity in the inventory master record and by the monthly Usage button in IN-A Inventory Inquiry.

Audit Data

Each Inventory Transaction is saved with a date/time stamp and the User login ID of the person generating the transaction. Running this program to consolidate the transaction detail will delete this audit detail as well.

7.2.20 SM-J-E Purge Work Orders

SM-J-E Purge Work Orders

Purpose of Program
Use this program to selectively purge closed and canceled work orders.   Alternatively, SM-J-B Archive Work Orders removes the closed and canceled work orders from the active files to speed up day to day processing without deleting them altogether.

General Program Operation
Enter a from/thru range of *Work Orders*. If you leave the suffix off of the work order number, all work orders with the prefix entered will be included in the range.

Enter a from/thru range of *Finish Dates*. You can then specify whether closed or canceled work orders are to be included, or both.

You are then asked if you want to proceed with the purge. After the records are scanned and purged, you are asked if you wish to print a listing of the purged work orders.

7.2.21 SM-J-F Purge Purchase Order History

SM-J-F Purge Purchase Order History

Purpose of Program
Use this program to clear the closed purchase orders history file. Because PO history contains valuable reference information, we do not advise running this program unless you want to clear out very old records that no longer serve a purpose. SM-J-R Archive Purchase Orders is an alternative to deleting them altogether. The Closed Purchase Order History file is the source for the Closed PO lookup in IN-A Inventory Inquiry as well as various PO reports.

General Program Operation
You can purge all items in the PO history file, or limit the purge to certain vendors and dates. As the file is being purged, PO information from the purged items is displayed on the screen.

7.2.22 SM-J-G Purge QC Receipts

SM-J-G Purge QC Receipts

Purpose of Program
Use this program to clear the QC receivers file for QC receivers that are fully bought off.

General Program Operation

You can limit the purge to a specific date range or, if no range is entered, all QC receivers in the file that are fully bought off will be purged.

7.2.23 SM-J-H Purge Data Collection File

SM-J-H Purge Data Collection File

Purpose of Program
Use this program to purge records that have accumulated in the data collection file (BKDCLAB.B*). These records get created when you run DC-H Post Labor Transactions or WO-N Post Labor Batches. Because of the sheer volume of labor transactions, this file grows rapidly and can therefore be purged on a periodic basis, if desired. There is no harm in letting the file grow indefinitely other than the speed of DC-D Print Labor Status when reporting on posted labor..

The BKDCLAB file represents transactions that have already been posted to the work order files, so all its data can be found elsewhere except for labor start and stop times and therefore there is little risk in losing valuable data by purging this file. The only report in the system that uses this file is DC-D Print Labor Status (when listing posted transactions).

General Program Operation
Enter a date through which you want data collection records purged. After entering the date you are warned that all records through this date will be deleted and are asked if you want to continue. If you indicate yes you will see the records briefly listed on the screen as they get deleted.

7.2.24 SM-J-I Purge Estimates

SM-J-I Purge Estimates

Purpose of Program
Use this program to periodically purge the estimate file of inactive or older estimates.

General Program Operation
Enter a from/thru range of quote numbers, customer codes, expiration dates, and classes.

If you answer *N* to *Include Status "I" Estimates?* the program will only purge status *X* estimates (canceled). If you answer *Y* to this question, inactive estimates will be included in the purge.

If you answer *Y* to *Purge Inventory, BOM, and Routing Files?*, any inventory items associated with the purged estimates that have their *Active* switch set to *N* will have these related files

purged as well.

7.2.25 SM-J-J Archive or Purge Closed Sales Orders

SM-J-J Archive or Purge Closed Sales Orders

Purpose of Program
Use this program to purge (delete) closed sales orders from the open sales orders file or move them to an archive file. A closed sales order is one in which all its items have been fully shipped and the order has been marked as closed. If you choose to move to archive files (recommended) then you will still be able to view them in SO-T View Sales Orders and you will be able to copy from an archived order to a new one in SO-A Enter Sales Orders

Running this program has no affect on your sales history, which is kept in separate files that are not affected.

General Program Operation
Select whether to Purge, Archive or Restore from Archive. Then select a from/thru range of Sales Order number, date and customer code ranges. As the file is being processed, information from the items is displayed on the screen.

7.2.26 SM-J-K Purge or Archive Invoice History

SM-J-K Purge or Archive Invoice History

Purpose of Program
Use this program to clear the invoice history file and delete (purge) history or move to a separate archive file (recommended). The invoice history file is the source of all the *Sales Analysis* module reports as well as the Shipments lookups in AR-A Enter Customers, SO-I Customer Service Inquiry and IN-A Inventory Inquiry so give careful consideration as to how much history you want to retain in the active file. SA-M Print User-Defined Detail and SA-N Print User-Defined Summary can optionally print from the active or archive invoice file.

General Program Operation
Select whether to Purge, Archive or Restore from Archive. Then select a from/thru range of invoice number, date and customer code ranges. As the file is being processed, invoice information from the items is displayed on the screen.

7.2.27 SM-J-L Change Part Numbers

SM-J-L Change Part Numbers

Purpose of Program

Use this program to change a item number across all files in the system that contain records for that item number. Generally this is used during system start-up when item numbers are subject to revision or as part of an overall renumbering of item numbers. It can also be used to merge together history of exiting numbers if multiple items were set up that really are the same thing.

CAUTION: Be aware that this program changes history files as well as master files.

Manual Program Operation

Enter the existing item number or look one up via the F2 key (or click on the *Lookup* button) in the *Old Part No* field. Enter the new item number in the *New Part No* field. You are then given a warning that this program could take possibly hours to run, depending on the size of your data files. If you elect to proceed you will see each file name display in sequence as the item number records get changed.

Automated Option

If you need to change or merge a number of items, you can create a comma delimited file of Old Part, New Part using Excel and then enter the file name on the top part of the screen. The program will then ask which information to keep in the event that both parts already exist (a merge). The program will then step through the file unatttended processing each one.

7.2.28 SM-J-M Change Customer Codes

SM-J-M Change Customer Codes

Purpose of Program

Use this program to change a customer code across all files in the system that contain records for that customer code. The program can also be used to merge customer history together if a customer is set up with 2 codes or one customer buys out another.

CAUTION: Be aware that this program changes history files as well as master files.

General Program Operation

Enter the existing customer code or look one up via the F2 key (or click on the *Lookup* button) in the *Old Customer Code* field. Enter the new customer code in the *New Customer Code* field. If the *New Customer Code* already exists, you are warned that the files will be merged and can not be undone and you can identify which master information (address, contacts, etc) to keep. You are then given a warning that this program could take possibly hours to run, depending on the size of your data files. If you elect to proceed you will see each file name display in sequence as the customer code records get changed.

Automated Option

If you need to change or merge a number of Customers, you can create a comma delimited file of Old Code, New Code using Excel and then enter the file name on the top part of the screen. The program will then step through the file unatttended processing each one.

7.2.29 SM-J-N Change Vendor Codes

SM-J-N Change Vendor Codes

Purpose of Program
Use this program to change a vendor code across all files in the system that contain records for that vendor code. The program can also be used to merge vendor history together if a vendor is set up with 2 codes or one vendor buys out another.

CAUTION: Be aware that this program changes history files as well as master files.

General Program Operation

Enter the existing vendor code or look one up via the F2 key (or click on the *Lookup* button) in the *Old Vendor Code* field. Enter the new vendor code in the *New Vendor Code* field. You are then given a warning that this program could take possibly hours to run, depending on the size of your data files. If you elect to proceed you will see each file name display in sequence as the vendor code records get changed.

Automated Option

If you need to change or merge a number of Vendors, you can create a comma delimited file of Old Code, New Code using Excel and then enter the file name on the top part of the screen.   The program will then step through the file unatttended processing each one.

7.2.30 SM-J-O Rebuild Customer/Vendor Credit Info

SM-J-O Rebuild Customer/Vendor Credit Info

Purpose of Program
Use this program to rebuild the totals for *Out Credits*, *Out Deposits*, and *Out Inv Amts* found on the AR-A Enter Customers *Credit Info* screen and the totals for *Outstanding Credits* and *Outstanding Invoices* found on the AP-A Enter Vendors screen. It also optionally rebuilds the

YTD and Last Year totals for customers and vendors.

General Program Operation

You can choose to rebuild either customer totals or vendor totals or both by entering Y or N next to the *Rebuild Customer Totals?* and *Rebuild Vendor Totals?* fields.

Enter from/thru ranges of customers and vendors. If you leave the fields blank, all customers and vendors will be selected.

Finally, indicate whether or not prior year totals should also be rebuilt. Note that the YTD and Last Year amounts are based on calendar, not fiscal year. Finally, enter the date range and method to use to recalculate customer Days-to-Pay. You can enter a 1 for an unweighed average of all payments within the date range, 2 for an average skewed to recent payments or 3 for a weighted average based on payment amount.

7.2.31 SM-J-P Purge/Archive Service/RMA Orders

SM-J-P Purge/Archive Service/RMA Orders

Purpose of Program
Use this program to purge (delete) closed service and RMA orders from the open orders file or move them to an archive file. A closed order is one in which all its items have been fully shipped and the order has been marked as closed.

Be aware that running this program has no affect on your shipment history, which is kept in separate files that are not affected.

General Program Operation
Select whether to Purge, Archive or Restore from Archive. Then select a from/thru range of invoice number, date and customer code ranges. As the file is being processed, information from the items is displayed on the screen.

7.2.32 SM-J-Q BOM Recursion Utility

SM-J-Q BOM Recursion Utility

Purpose of Program
Use this program to check your BOM structure for "Loops" - an item entered in a lower level of its own Bill of Materials. Such loops can cause the MRP generation and Standard cost rollup programs to run forever.

General Program Operation
Enter from/thru ranges of items and indicate which types to include. Including nested detail means that the report will show the levels and sublevels that have the loop. If a problem is detected, the BOM will be shown on the report. If none are found, the report heading will print

with no entries.

7.2.33 SM-J-R Archive Purchase Orders

SM-J-R Archive Purchase Orders

Purpose of Program
Use this program to remove selected Closed Purchase Orders from the receiver files and transfer the information to historical Purchase Order Archive files.   Purchasing History reports can be run on either active or archived files so you can retain history reporting while controlling the active file size and speeding up reports such as PO-I-F Print Received not Invoiced.

General Program Operation
You first may be warned that this program requires a large amount of disk space. Next is a warning that the program may take a long time to run and running after hours when other users do not need access to the work order files is suggested. Finally you are given a choice to archive active purchase orders or restore archived purchase orders to the active file.

Next, enter a range of Purchase Orders, Vendor Code, and Order Date.   While archiving the purchase orders removes the data from the active files, the disk space is not recovered until the files involved are reindexed using UT-C Re-Index File. The files affected are BKAPHPO and BKAPHPOL.

7.2.34 SM-J-S Purge Inventory Audit Info

SM-J-S Purge Inventory Audit Information

Purpose of Program
Use this program to remove records from the inventory master audit files. These files get records added to them every time a change to the item master is made so over time they can get quite large,

General Program Operation
Enter a range of items or leave blank to include all items. Enter a date indicating that all records prior to the specified date will be deleted. Then enter the type of audit information to delete. This will delete audit information originating from the program specified.

7.2.35 SM-J-T Purge or Archive Sales Quotes

SM-J-J Archive or Purge Sales Quotes

Purpose of Program
Use this program to purge (delete) Sales Quotes from the open Quotes file or move them to an archive file.

General Program Operation
Select whether to Purge, Archive or Restore from Archive. Then select a from/thru range of Quote number, date and customer code ranges. As the file is being processed, information from the items is displayed on the screen.

7.2.36 SM-J-U Configure Vendor Miscellaneous Info

SM-J-U Configure Vendor Miscellaneous Info

Purpose of Program
Use this program to define labels and default values for the fields available at the Info button in AP-A Enter Vendors

General Program Operation
The Vendor User Defined Info screen has 5 Flags (single character indicators), 5 10 Character Codes, 5 Dates, 5 30 character Data fields, 5 6 digit integer numbers and 5 entries for 2 place decimal numeric values. In this program you can enter labels to define which of the fields you want to use and what you want to use them for. You can also enter default values for the Flags, Codes and Data fields. Once the labels have been defined, fields with no label will not be visible in the AP-A screen.

7.2.37 SM-J-V Archive Inventory Transactions

SM-J-V Archive Inventory Transactions

Purpose of Program
Use this program to archive inventory transactions older than a specified date.

General Program Operation
Select a fiscal year start date 1 to 6 years past from the drop down window. All inventory transactions older than that date will be moved to an archive file and the net quantity will be posted as a beginning balance adjustment entry dated one day before the start date of the archival. Archived transactions can be viewed in IN-E Print Inventory Transactions and IN-O User Defined Inventory Transactions.

7.2.38 SM-K Evo User Settings

SM-K Evo User Settings (Evo-ERP)

This program is identical to US-A Customize Settings

7.2.39 Using Evo Notes

Using Evo Notes

Notes in Evo-ERP allow the entry of memo style notes of unlimited length associated with any data object in the system - part numbers, customers, specific orders, even specific order line items. These Notes can be designated a specific type and depending on type can print on various documents. The printing of these Notes requires that the "Enable Evo Notes System" in SD-A be set to Y but the entry of notes is independent of this setting.

Note Types
The system is preset with four Note Types - CSN (Classic Synchronized Note), CSH (Classic Synchronized Hidden Note), STD (Standard Note) and HID (Hidden Note), INT (Internal Note which can never print on a document) and PRD (Paperless Product Notes used by HH-L Multi-user Paperless Shop Floor). You can add as many other types as you like at SM-N-A. If you have a mixed network with some users running DBA Classic and others running Evo-ERP then for notes associated with Customers, Vendors, Work Orders, Purchase Orders and Sales Orders, you should use CSN and CSH types for any notes that you want DBA Classic users to be able to see. Also, if you have "Enable Evo Notes System" set to N then the CSN notes will be the only ones that can be printed.

Notes Databases
The Evo Notes are all stored in the ISNOTES file for each company

Printing Notes
When the Evo Notes system is enabled in SD-A, then when printing documents such as Invoices, a window will pop up prompting for selection of which associated Notes to print.
Once you place a checkmark in the box to indicate that you want Notes associated with the Sales Order to print, a second window opens where the type of Note to be printed can be chosen. These selections can be saved so that you do not need to make the selection again in the future. So you can create a Note Type called PMT for payment instructions and attach a PMT Note to a customer and then select the PMT Note type for invoices but not Packing Slips and the note would print on the Invoices for any customer that has a PMT Note type. Or attach a Note Type SHP to a particular Ship Via code and all packing slips for orders assigned to that Ship Via could print the note.

"EN" RTMs for Notes
The RTMs that print the Evo Notes are all named "EN…" or "IEN…" for the International forms. The Evo Notes sections of the RTMs are separate subreports and contain a field called Note Title and one called IS.NOTE.NOTE.   The Note Title contains the Note type and where it came from (associated with part number, customer, etc.) and can be made invisible if you do not want to print this information. If you currently do not have the Evo Notes System enabled, then your forms printing will call "T6…" or "IT6…" RTMs which do not have the subreports for the notes. If you have customized your T6 RTMs, you will have to use the RTM Editor to make those same customizations to the corresponding "EN" RTM before you can enable the Evo Notes System and print the Evo Notes. You can not simply rename a "T6" RTM to "EN" because it does not have the Note subreports.

Note Alerts
When you are entering a Note, there is a check box that can be clicked to make the note an Alert. If you make a Note an Alert, then whenever the data element the Note is associated with is accessed using a new Windows style program, an Alert window will pop up indicating that there is an Alert Note

associated with the data.

7.2.40 SM-N-A Enter Note Types

SM-N-A Enter Note Types

General Program Description

Use this program to create Note Types for use in the Evo-ERP Memo Notes. Six Note types are standard: CSN and CSH are Classic Style Notes and Classic Hidden Notes that can be synchronized with the DBA Classic tables; STD and HID which are standard and Hidden Notes for Evo records and INT which is defined as an Internal note that will never print anywhere. PRD are Paperless Produce Notes used in HH-L Multi-user Paperless Shop Floor and, once created, can not be deleted.

If you have "Use Evo Notes" set to N in SD-A Company Defaults then you are using the "T6..." RTMs and should choose CSN Note type for any notes you wish to print. If you have "Use Evo Notes" set to Y, then choose a Note type other than CSN or you will get the Notes printed twice.

The Note Types feature can be used to develop a number of different types of Notes that can be defaulted to print on different types of documents. For example, SHP could be set up as a Customer Note Type for Shipping instructions and defaulted to print on Packing Slips while PMT could be wire transfer or payment instructions could be defaulted to print on invoices.

To create a record, click the Add button and enter a code (up to three characters, alphanumeric), a 25 character description and a security level. The security level is controlled by user in PS-A System Users/Passwords and will determine which users can see a given Note type. You can only see Notes assigned a user security number greater than or equal to the number assigned to your user login in PS-A. For Notes that all users have access to, use Security 999.

To edit an existing code, enter the code or select one by clicking on the *Lookup* button (or press F2).

7.2.41 SM-N-B Enter System Notes

SM-N-B Enter System Notes

General Program Description

Use this program to enter or view Notes that are not associated with any specific item, customer or order.

To create a record, click the Add button and enter the Note type, then begin typing the information in the Note. You can create a master note such as Terms and Conditions for Purchase Orders, Sales Orders, Work Orders, Sales Quotes, RFP, RMA and Service/Repair and have it print on every one without re-entering it or assigning it to the item

7.2.42   SM-N-C Synchronize Classic Notes to Evo

SM-N-C Synchronize Classic Notes to Evo

Purpose of Program
Use this program to transfer information that has been entered as Notes in DBA CLassic to the new Evo Notes file as CSN (Classic Synchronized Note) or CSH (Classic Synchronized Hidden Note) type

General Program Operation
Select which note type you would like to convert. Note conversion would typically occur when you have Evo Notes enabled in DEF-A Company Defaults (Evo-ERP) and are going to begin using the GUI version of a program that uses Notes. The available types are Customer, Vendor, Work Order, Sales Order, Purchase Order, GL Journal, Bill of Materials, Routing, Quotes, RFQ, Lot and Serial.

7.2.43   SM-N-D Synchronize Evo Notes to Classic

SM-N-D Synchronize Evo Notes to Classic

Purpose of Program
Use this program to copy the Evo CSN and CSH type notes to the DBA Classic files for Customers, Vendors, Sales Orders and Work Orders.

General Program Operation
Click Go and the notes will be copied over and replace any existing notes.

7.2.44   SM-O Enter Ship Via Codes

SM-O Enter Ship Via Codes

General Program Description
Use this program to create *Ship Via* codes for use in Sales and Purchase Orders.

To create a record, enter a code (up to fifteen characters, alphanumeric) and, if desired, a company code, Name, description and associated Vendor Code. You can also enter the carrier home page for shipment tracking and the specific tracking URL for tracking shipments from SO-I Customer Service Inquiry

Shipment Tracking
Go to the vendor's website and manually track a shipment. On the Tracking URL field, copy the full tracking URL from the vendor except replace the package tracking number with the characters %%TRACK%%. UPS and Fed-EX are provided below but you can get any other carrier from their website. Once that information is entered here, clicking the Tracking info on the shipments screen in SO-I Customer Service Inquiry will open a browser and track the

shipment.

Federal Express URL
https://www.fedex.com/fedextrack/index.html?cntry_code=us&tracknumbers=%%TRACK%%

UPS URL
http://wwwapps.ups.com/WebTracking/processInputRequest?track.x=0&track.y=0&InquiryNumber1=%%TRACK%%

7.2.45 SM-P-A Enter Categories

SM-P-A Enter Categories

General Program Description
Use this program to create *Category* codes for use with IN-B Enter Inventory   This is a user-defined code which is used as a filter for various reports .

To create a record, enter a code (up to four characters, alphanumeric) as well as a 25 character description. To edit an existing code, enter the code or select one by clicking on the *Lookup* button (or press F2).

7.2.46 SM-P-B Enter User Defined

SM-P-B Enter User Defined

General Program Description
Use this program to create *User Defined* codes for use with IN-B Enter Inventory. This is a user-defined code which is used as a filter for various reports .

To create a record, enter a code (up to 25 characters, alphanumeric) as well as a description. To edit an existing code, enter the code or select one by clicking on the *Lookup* button (or press F2).

7.2.47 SM-P-C Enter Scrap Codes

SM-P-C Enter Scrap Codes

This program is identical to RO-G Enter Scrap Codes

7.2.48 SM-P-D Enter QC COdes

SM-P-D Enter QC Codes

This program is identical to RO-F Enter QC Codes

7.2.49 SM-P-E Define Inventory User Defined Fields

SM-P-E Define Inventory User Defined Fields

General Program Description
Use this program to define up to 30 different fields to be assigned to Item Numbers and visible in IN-A Inventory Inquiry and IN-B Enter Inventory and available to be added to the RTM for various reports. These fields are defined by specifying the starting position and length of a substring of the MTIC.PROD.SUBST[2], MTIC.PROD.SUBST[3], MTIC.PROD.SUBST[4], or MTIC.PROD.SUBST[5] field, assigning a descriptive label to the field, and the position it will appear on the IN-A and IN-B screen (User Defined Tab, GUI Tab view only). The MTIC.PROD.SUBST fields are each 25 characters long so there are a total of 100 characters available.

General Program Operation
The first time the program is loaded, it will automatically define 4 fields, each using the first 10 characters of the available MTIC.PROD.SUBST fields. You can edit these to change the screen position, Description and field size or you can delete any of them or add more. The UDF Number indicates the screen position which is arranged in 3 columns of 10.   Position 1 is the upper left, position 21 is the upper right and 30 is the lower right.   The UDF Label is the description of the field that will appear on the screen, the inventory field defines which of the available fields will be used and the Start position and length defines which characters in the field are taken for this User Defined field.

So long as at least one UDF is defined, you can add more up to the 30 available. If all of them are deleted, then the next time the program loads, it will automatically load the same 4 fields as defined above.

7.2.50 SM-P-F Enter Jobs

SM-P-F Enter Jobs

General Program Description
Use this program to create *Jobs* for use in Sales Orders, Purchase Orders and Work Orders. When you are on the Job Number field in SO-A, WO-A or PO-A, you can do a lookup and select a Job from this table or if you enter a new one, you will have the option to add to the table.

General Program Operation
Click Add to add a new Job, Edit to edit an existing or Delete to delete an existing one. Print will generate a report listing the Jobs in the file. The only required field is the Job itself.

Everything else is optional.

7.2.51 SM-P-G Enter WO Priority Codes

SM-P-G Enter WO Priority Codes

General Program Description
Use this program to create *Priority Codes* for use in Work Orders. The default values provided are 1, 2 & 3 for High, Medium and Low priority but you can create 9 numeric and 26 alpha characters to use to define any types of priorities you wish.

General Program Operation
Click Add New to add a new Priority, Edit to edit an existing or Delete to delete an existing one. You can assign a color to a priority which can be user to differentiate between them when using SH-R Work Center Scheduler

7.2.52 SM-P-H Enter Cycle Codes

SM-P-G Enter Cycle Codes

General Program Description
Use this program to create *Cycle Codes* and count frequencies for use in inventory management. These codes can be used by PI-A Capture Frozen Inventory to limit items to be counted to those due to be counted based ont eh last count date and count frequency.

General Program Operation
Click Add New to add a new Cycle Code or Edit to modify an existing code. The Cycle code is a 4 character alphanumeric field, enter a description and a count frequency in days.

7.2.53 SM-R Multi Language Maintenance

SM-R Multi Language Maintenance

General Program Description
Use this program to define the translation table for use in translated screens. This can be used for different languages or for redefining fields using industry specific terminology.

General Program Operation
Before you can enter any translation values, you must first create the language. Click Add Language and enter a 3 character code for the desired language, such as SPA for Spanish. If you are not sure if any languages have been defines, click Edit and then click Select a Language drop down and see if any are listed.

Once you have established at least one language, you need to select a screen (DFM) to translate. Click the Browser button next to DFM Name and select the screen you wish to translate. For example, the screen for T7INA in Classic view is T7INAC.DFM. Select it and then click Generate. Now, if you click Edit and select a language, you will see a table of the descriptions of the fields on the IN-A screen and a column for the translated value to be entered. Anything with no translation defined will continue to display the original words.

7.2.54 Using Evo Links

Using Evo Links

Overview

The Evo Links system provides for the ability to link any number of objects such as PDF or JPG files, Websites, Word or Excel files etc. to any data element inthe system that can be uniquely defined. This includes but is not limited to Item Numbers, Customers, Sales Orders, Sales Order Lines, Work Orders, etc. Once the link is defined, it can be viewed in amy programs or and Evo lookup grid and the links can also be set to print on specific forms, either as a thumbnil onthe document itself or as a linked document on a subsequent page or in the case of emailing documents, an additional attachment to the email.

Creating Links

In programs such as IN-B or AR-A that create or edit entries, or on the lookup grids, highlight or select the data element you want to link something to and click the Links button which is the golden chain link on a blue background, in most cases next to the Notes button. To add a link, click the Add button (green circle with a plus sign) and then either enter the path and file name or web address or browse for it and select it and click Save. You can set up a Global Path for your links in which case you dan designate that the link use the Global Path and then you just enter the relative path under that Global Path.

To define which forms you want the link to print on or with, click the Printing tab, double click on Document and choose the desired document from the dropdown. Choose Thumbnail or Linked Document for Type and if the link is to an inventory item, indicate whether the printing applies when the item is a parent, component or both. Click Save on this screen to save the print settings.

The Settings button allows you to enter the Global path and also define whether the link should open using Windows file associations or if you will specify a different program to open the linked file.

Accessing Links

In programs such as IN-B or AR-A that create or view entries, or on the lookup grids, highlight or select the data element you want and click the Links button which is the golden chain link on a blue background, in most cases next to the Notes button. A list of links will be displayed with a preview pane for image files such as JPG. Click the eyeglass icon to view a larger image or to open linked files such as ODFs.

7.2.55 SM-S Enter Evo Links

SM-S Enter Evo Links

General Program Description

Use this program to create master links to external files tied across the board to items such as SO, PP or Quotes.

General Program Operation
Once you turn Evo Links, if you have previously had Inventory Links defined, click the rightmost toolbar button with the conversion arrow on it to convert your existing Inventory Links to Evo Links. If your rightmost toolbar button is eyeglasses, then this has already been done.

Choose the type of link to create and click Add, enter the file and path, and choose the appropriate print and association settings. Most files will open with standard Windows file association settings so no additional association setup is needed. Print settings control which form the link prints on or with, whether it is a thumbnail on the document or a link with the document, and when inventory is involved, whether the link is active when the item is a parent, component, or either on the document in question.

7.2.56 SM-T Enter Java Settings

SM-T Enter Java Settings

General Program Description
Use this program to create company settings for the JDBC data connection which will be used by the programs written using Java such as SH-R Work Center Scheduler, BM-N BOM Availability Tree and GL-R Business Status.

General Program Operation
The program prompts for 4 settings: Host, Port, Name and Destination. The Host is the IP address or name of your server where Evo is installed. Port is 1583 by default unless you have redirected the Peravsive Relational Engine to a different one. Name is the name of the database that must be created in the Pervasive Control Center on the server pointing to your company subfolder and Destination is the folder that you want reports to be sent to.

Save the settings, then click Test Settings. If the connection is successful, the first 10 items in your inventory database will be displayed. If unsuccessful, you can view an error report. If you can not resolve the connection based on the results of the report, paste the report into an email and send to support@istechsupport.com with your company contact information and we will assist you.

7.2.57 SM-U Customer Ship Via

SM-U Customer Ship Via

Purpose of Program
Use this program to enter Shipping carrier account information for your customers so you can have their billing information on file for third party freight billing.

Purpose of Program

Enter the Customer Code and Ship To Code. The Ship To code must already exist in SM-O Enter Ship Via Codes. Enter a priority which sets the order of precedence if you have multiple shipping accounts on file for a customer.   Enter the Billing Account Number, any special Notes. You can designate an account as Inactive but retain the information on file for potential future use and you can indicate whether insurance is required when using this carrier.

7.2.58   SM-V Check for Updates

SM-V Check for Updates

Purpose of Program
Use this program to connect to the internet and download any available patches for the version you are on. If you are not on the latest numbered version, a message will indicate that so you will know there is a full update available.

General Program Operation
When loaded the program will connect to the website and compare the local files to the available files and indicate any differences. By default it will ignore file dates and display all differences. If you have been given a pre-release copy of a program, perhaps because of a customization, you may want to disable the Ignore File Dates so if you have a newer version of a program file than what is on the website it will not be overwritten. You can also click the What's New to get a list of file changes.

7.3   System Defaults

7.3.1   SYSTEM DEFAULTS

SYSTEM DEFAULTS

System Defaults Overview
The *System Defaults* menu consists of a number of programs that provide default settings for the modules on the *Manufacturing, Items* and *Sales* main menus*.*

The system offers many features throughout, some of which are not applicable to every company. Through default settings you can turn various features on or off so that you can tailor the system to your needs. You should carefully go through all the default settings prior to using the system.

Evo-ERP System Defaults
The complete set of system defaults are available at DEF-Q Master Defaults (Evo-ERP)

7.3.2   SD-A Company Defaults

SD-A Company Defaults

Purpose of Program
Use this program to enter or change defaults relating to overall company operation rather than a specific module.

Field Descriptions

Configuration Settings
This setting controls whether the settings on selection screens for various forms throughout the system can be changed. A blank or 0 means that no settings can be changed and program default settings will always be used. A value of 1 means that a system wide set of defaults can be established but user-specific settings will not be available. A value of 2 means that system wide defaults can be established but user specific settings can also be maintained on each workstation and will override the system settings. The actual settings are established in the programs themselves such as SO-B Print Acknowledgements

Password
If the configuration settings are set to 1 or 2, this password will be necessary to make changes to the system wide configuration settings. If the password is left blank, any user can change the system wide configuration settings. Individual user settings at the workstation do not require the password and can be changed by each user at any time.

Alt. Drive for \ISTS
This should always be C or blank unless you are using Terminal Services or Citrix to access the system. If you do have some users connecting via Terminal Services or Citrix, see Using Terminal Server and Citrix

Multiple Print Dialog Box [Y/N/A]
If this is Y then after printing an RTM, the print dialog box will open again so you can (for example) Preview, then email. If it is N, then it will not reopen and A means Ask "Finished Printing?"

Remove EDI SO-IN file
If this is Y then after importing EDI orders in ED-B, you will be prompted to clear the import file.

Enable Del/Make Obsolete in IN-L-O
If this is Y then IN-L-O Inactive Items Utility can make items Obsolete or Delete them based on parameters specified.

Enable Change/Save Default RTMs
If this Y then when an RTM other than the default is entered for a form or report, the user will be prompted whether they want to make that RTM the new default for that program.

Maximize Evo Menu Screen on Start
If this is set to N then each time you load Evo-ERP, it will remember the menu size saved at the last exit. If it is blank or Y then the screen will always be maximized to full screen.

Enable Evo Notes System
If this is set to Y then the Memo style free form Notes will be enabled for printing throughout the system. See Using Evo Notes for more on Notes

Enable Evo Links System
This will enable full 256 character path/file name for linked documents and allow links to all master files, not just inventory items. Once it is turned on, use SM-S Enter Evo Links and click the rightmost icon on the toolbar (displaying an arrow) to convert previously entered

inventory links to Evo Links. If the arrow icon is not present and the rightmost icon is eyeglasses, then this has already been done and need not be done again. See Using Evo Links for more information.

Enable/Disable/Hide (E/D/H) BCC box?
Indicate whether users sending email will have access to control whether a BCC is sent.

Control Ship Via Code (Y/N/R/A)
This will allow use of a controlled list of Ship Via codes when entering and processing Sales and Purchase Orders. If N or blank, no checking is done. Y means only codes from the previously entered list can be used but the field can be left blank. R means the code is Required and must be from the list and A means that new codes can be entered on the fly and will be added to the list. The list is maintained in SM-O Enter Ship Via Codes

Use Evo Login as Paperless Login
This requires that the Employee number assigned in SM-G Enter Employees be used as the Logon ID in PS-A System Users/Passwords. Once this is enabled, then when a user loads HH-I Paperless Shop Floor Tracking they will automatically be clocked in and be able to begin recording labor.

Permanently Disable DBA Classic
This setting works in conjunction with the next one which encrypts passwords. If passwords are encrypted then DBA Classic must be disabled.

Permanently Encrypt Passwords
Once this setting is turned on, all user passwords are encrypted in the database and DBA Classic can no longer be used. This is a permanent setting change and cannot be undone. This setting can only be turned on if the ADMIN user exists in PS-A System Users/Passwords and there are no users with blank passwords.

Enable Enhanced Passwords
If set to Y the passwords will be case sensitive and encrypted in the database and password length up to80 characters is allowed.

D.C. Company background color
If a color is selected then screen backgrounds in DC screens and other programs will have highlights of the color to indicate the company you are in

Company name
Your company name. This is a 25 character alphanumeric field which you will see displayed at the top of the master menus and printed on various reports and forms.

Address Line 1
Your company address. This is a 25 character alphanumeric field. You can use upper and lower case characters.

Address Line 2
Additional address information. This is a 25 character alphanumeric field. You can use upper and lower case characters.

City, State, Zip
The final lines of your address. This is a 25 character alphanumeric field. If you have only

one line of street address, you can enter the City, State & Zip on address line 2 and use this line for phone, fax or web address information.

If Your License Expires
If you allow your DBA Classic software license to expire and do not have a replacement Evo-ERP license, the information on this screen reverts to the following each time a user logs into DBA Classic.

LICENSE EXPIRED-See SD-A

Without a current license

this message will restore

itself w/each user logon.

If you let your license expire, you do not have the legal right to use the product, even though the product remains fully functional. It may be the case that you let your license expire via an oversight and the expiration is only temporary. If so, you can go to this program and change your name and address back to what it was, if needed for printing forms, financial statements, or anything else that uses the information on this screen. Be aware, however, that as soon as any user logs into the system, the expiration message will restore itself. Once you install an updated user license, you must come to this screen and change the name and address back to the correct information.

Parent or Subsidiary Company (P/S/N)

If a company is designated as a Parent company (P) then IN-B Enter Inventory, BM-A Enter Bills of Material, SO-Q-A Enter Base Prices, AR-A Enter Customers, AP-A Enter Vendors and AM-C Enter General Ledger Accounts are allowed to create and edit entries and the data is passed down to subsidiary companies. If a company is designated S for subsidiary then the programs listed are view only and all data comes from the parent.

Force Job Tracking (Y/N/R)
If set to N or Blank, Job Numbers are optional on all screens. If set to Y then Job Number will be required for Sales Orders, Purchase Orders, Work Orders, AP Vouchers and GL Journal Entries but a new Job Number can be created "on the fly" from the various program screens. If set to R, then Job is Required and it must be selected from a preset list entered at SM-P-F Enter Jobs

Trigger Alerts for Order Entry Programs for New or All (N/A)
If set to N then Alert Notes assigned to Customers, Vendors or Items will only pop up the Alert for new order entry. If set to A then editing existing order as well as entering a new order will pop up the alert.

Use Ship Via Code for Customers (N/C/S)
This can only be set to C or S if Control Ship Via Codes is set to Y, A or R. Enabling this features allows the use of customer shipping accounts as entered in SM-U Customer Ship Via. C will use the accounts for the Billing Customer and S will use the accounts assigned to the Ship To customer.

Use Ship Via Code for Vendors (Y/N)

This setting is not currently used.

Enable USER Specific Settings (Y/N)
If this is set to Y then user settings defined in US-A Customize Settings such as Hot Keys, Email settings, etc. will be stored on the server by user login name so they are available from any workstation. If it is N or blank the settings are stored locally and are workstation specific.

Archive Dismissed Reminders older than ### days
If a value is entered here then, upon login, the dismissed reminders older than the specified number of days will be archived.

Enable Broadcast Message for Security Level
If a value is entered here, only users with a Security level number smaller than the value entered (as assigned in PS-A System Users/Passwords) are allowed to broadcast messages at Tools - Users

Enable Windows Domain Authentication
If this is enabled a Windows domain username can be entered in PS-A System Users/Passwords and authentication on login will use the Windows domain password.

Restrict limited access to license count (Y/N)
If a Y value is entered then limited access licenses will not take a full access license if all the limited access licenses have been used.

Hide the Evo-ERP path on the menu screen
If this is set to Y the display of the program path will be suppressed

Force Alerts to be Viewed Notes Links or Both (N/L/B)
If this is set to N then Alert Notes can not be ignored, L prevents ignoring Link Alerts and B applies to both.

Company II Tab

IS Tech Support File Uploads (Y/N/P)
If you want to restrict the ability to upload data files to our support team for troubleshooting program issues enter N to prevent or P and a Password to restrict to users with the password.

Enable Limited Access RTMS
If you set this to Y then you can use PS-L Maintain Field Specific Access and Groups defined in PS-A System Users/Passwords to enable field specific permission to AP-A Enter Vendors, AR-A Enter Customers and IN-B Enter Inventory

EDI Export to use {document #}.OUT (Y/N)
If you set this to Y then EDI outbound files will be named with the sales order or invoice number rather than DBASO.OUT

Remove EDI SO IN file (Y/N/A)
If you set to Y the DBASO.IN file will be deleted after EDI orders are imported. A will ask whether to delete it.

Include BO on EDI Acknowledgments

If set to Y an Acknowledgment sent via EDI will include the backorder quantity

EDI Path
If you are using EDI enter the path for the DBASO.IN import files. The path specified is one level up from the TRANSFER subfolder that the file should actually be placed in.

DEPE BAT
Enter the name of a Windows BAT file that you want to execute after running ED-E Export EDI Invoice/Ack to move or rename files and ftp to the EDI provider. If this is populated and there is also a file named CUSTCODE.BAT with instructions for a specific customer the customer file will be used instead.

DEPF BAT
Enter the name of a Windows BAT file that you want to execute after running ED-E Export EDI Invoice/Ack to move or rename files and ftp to the EDI provider. If this is populated and there is also a file named CUSTCODE.BAT with instructions for a specific customer the customer file will be used instead.

Evo View Tab
This controls which programs are available when using a View Only License

7.3.3 SD-B Work Order Defaults

SD-B Work Order Defaults

Purpose of Program
Use this program to establish various set up parameters used by the *Work Orders* module.

Field Explanations Setup Tab

Work Order Status Code
Each work order is assigned a status code when it is created. Status code *F* is the most common default setting. The values are:

S = Scheduled. The work order is scheduled for the future and no labor and materials have been allocated.

F = Firmed. Labor and material are allocated.

R = Released. Labor and material are allocated and the work order is released to the shop floor with an actual start date.

Default Priority Code [1/2/3]
Each work order is given a priority code for scheduling purposes. Open work orders will be sorted by scheduled finish date within priority code on certain reports. This field sets the default priority code. Priority code *2* is the most commonly used default.

Default Class Code
This is a user-defined classification code for any purpose you may have. It is used as a filter on various reports. It is a one character alphanumeric field.

View only in Enter WO Bills of Mat?

Set this field to *Y* if you don't want users to have the ability to make changes to the work order bill of material after it is created. They will be able to view bill of material detail, but will not be able to edit the screen.

View only in Enter WO Routings?
Set this field to *Y* if you don't want users to have the ability to make changes to the work order routing after it is created. They will be able to view routing detail, but will not be able to edit the screen.

Prevent Editing of Desc in WO-A (Y/N)
If this is Y then the item description in WO-A can not be modified.

WO Types that Affect Bus Status
Indicate whether Status S or I Work Orders should be included in the Business Status WIP total.

Allow WO for Make From Items
Indicate whether Work Orders should be allowed for Make-From items

Disable Recalc Est Cost in WO-A (Y/N)
If this is Y then WO-A will not recalculate Estimated cost, thus always retaining the original estimate of cost for a job.

Use Material Burden & Burden Item
This sets up a type N part to be used as a placeholder for the material burden transactions generated when issuing burdened materials to work orders.

Show Open or Open/Closed WO in WO-A (O/B)
B or Blank will display all work orders in the WO-A Opening list. O will limit to Open Work Orders only. Note that setting this to O will slow the program load because the closed work orders need to be filtered from the list.

Allow Reopen Closed/Canceled WO (Y/N/P)
If Y or Blank, anybody with access to WO-A Enter Work Orders can reopen Closed or Canceled Work Orders. If N they can not be reopened and if P, a Password (as entered on the next line) is required.

Allow Edit of Component Description in WO-G (Y/N)
If Y then WO-G will save an edited description of items issued to work orders. This can be useful if generic part numbers are used.

Work Order Default Location
If a value is entered here, then rather than the master Inventory Default location, Work Orders entered at WO-A Enter Work Orders will be assigned to the location defined here.

Calculate Labor from Bill of Material
This is set to Y then the DBA Classic version of Convert Estimate to WO will allow BOM Labor items tied to routing sequences to populate the routing sequence time.

WO-B Limit to 1 Work Order
If this is set to Y then ranges of work orders can not be processsed in WO-B Release Work Orders

WO-K-M Limit Scrap Type to (FMLV)
If this is set to F, M, L or V then only Scrap Codes then ranges of work orders can

WO-K-M Require Reason Code
If this is set to Y, WO-K-M Parts Requester will require a Reason (Scrap) Code

Field Explanations - Processing Tab

Labor Prompt in Kit Issues?
You can include labor item numbers (inventory type L) as part of kit issues in order to charge the work order the standard labor defined in the work order bill of material. If you enter an *N* in this field, labor will automatically be part of kit issues within WO-G Issue Materials and when backflushing materials in WO-I Enter Finished Production.   If you enter *Y* to this default, a pop-up window will ask you if you wish to include the labor, giving you the opportunity to answer no and report the labor separately for a simple form of labor job costing.

Backflush in Enter Finished Prod? (Y/N/A/B)
If you wish to use backflushing of bill of material components in WO-I Enter Finished Production, enter a *Y* here so that a pop-up window will ask if you want to backflush the components. If you enter an *N*, the window will not be presented and backflushing cannot be performed. If you enter an *A* here, you are indicating that you ALWAYS want backflushing to be performed. No window will pop up to ask if backflushing is to be performed; it will always be done. A *B* in this field means to always backflush but only backflush the quantity needed to bring the component quantity issued up to the quantity needed for the number of assemblies produced. This feature enables mixing issuing components manually (perhaps for high dollar items that should be carefully tracked) and backflushing the needed quantity of other components.

Close WO in Enter Finished Prod?
Normally work order closing is a separate step performed in WO-J Close/Cancel Orders. You can have a pop-up window present the option of closing the work order during WO-I Enter Finished Production by entering a *Y* in this field. If you answer *N*, the window will not be presented and you will have to close the work order as a separate step. If you have set the Process WIP Variance in WO-J to Y, you will not be able to set this to Y.

Use Std Cost in Ent Fin Prod?
When entering completed production through WO-I Enter Finished Production, you have a choice of putting the items into finished goods inventory at standard cost, or at an automatically calculated or manually entered actual cost. If you want to always enter finished goods at standard cost, enter a *Y*. If you ever want to use actual costs, enter N.

Use Actual Costs in Labor Entry?
If set to *Y*, the system will use labor rates from the employee file for job costing in the *Work Orders* and *Job Costing* modules. If set to *N*, the system will use standard labor rates from the work centers the labor takes place in.

Post Overhead as % of Labor?
If set to *Y*, the overhead rates (fixed and variable overhead) for each work center will be calculated as a percentage of labor (rather than as an hourly rate) and will be applied accordingly to each dollar of labor entered in the *Work Orders* module. If set to *N*, the

overhead rates defined in the work centers are hourly rates that will be applied to each hour of labor reported.

Divide Labor Cost by # Jobs Worked

If an employee is working two work orders at the same time, by entering a *Y* to this default you can have the employee's labor cost divided in half (or thirds, or fourths, etc.). If you enter *N*, each work order will be charged the full labor rate. This default affects both WO-F Enter Labor and DC-A Enter Labor/Production and DC-C Enter Labor Only.

Use Lead Time Scheduling (F/B/N)?

Set this field to F for forward Lead Time Scheduling, B for Backward Lead Time Scheduling or N to use the lead time from the inventory master rather than the calculated lead time when creating work orders. See How Lead Time Scheduling Works for additional information.

Backflush by Sequence in Enter Labor?

If you plan on using the backflush by routing sequence feature in which bill of material components are tied to specific sequences, enter a *Y* in this field and you will be prompted for backflushing of components via a pop-up window during WO-F Enter Labor and can backflush materials by sequence when posting labor using WO-N Post Labor Batches or DC-H Post Labor Transactions. If you do not plan on using this feature, enter an *N*.

Use Projected or Estimate $ and Hours (P/E)?

Enter a P in this field if you want to use WO-K-G Recalculate Projected Hours to recalculate work order labor hours after labor has been entered. Leave blank or enter E if you do not want to allow use of this program.

WO-G Setting for Kit Issues (N,Y,L)

This predefines the Kit Issue setting on the WO-G screen to N, Y or K.

Check Comps at Finished Production

If this is set to Y then at WO-I Enter Finished Production and WO-J Close/Cancel Orders, you will be warned if sufficient components have not been issued to the work order to support the number of assemblies completed. If it is set to L then Labor parts will be ignored as the actual quantity issued may be less than the BOM quantity.

Specify Comp Loc in WO-G/WO-I

If this is set to Y then the Inventory Location for components being issued or backflushed to Work Orders can be specified as something different than the Work Order Location for each component. If K then one location can be specified for all components of a kit issue. If N then the components will pull from the work order location.

Check if Qty per Seq > WO Qty (Y/N/W)

If this is set to Y then entering a quantity complete against a labor sequence greater than the WO quantity will not be allowed. If it is set to W, a warning will pop up but the entry will be allowed. N means do not check.

Reduce WO balance by FP Scrap (Y/N)

If this is Y then the quantity entered as scrap in WO-I Enter Finished Production will also be added to the Work Order Quantity Completed so that the balance to be completed on the work order as used by MRP, Inventory Inquiry and other programs will be reduced by the scrap quantity.

Allow WO Dates to update SO (Y/N)

If this is Y then when a WO finish date is changed in WO-A Enter Work Orders or any of the scheduling module programs that change Work Order dates, you will be prompted to also update the corresponding Sales Order Estimated Ship Date for Work Orders converted from Sales Orders.

WO-F, DC-A post standard setup

Set to Y for the standard setup time to be charged to a work order the first time labor is reported against a sequence.

Process FP Scrap Serial Number in WO-I (Y/N)

Indicate whether or not you want finished production items scrapped in WO-I to be assigned a serial number.

Reduce WO Balance by Lab scrap in WO-F (Y/N)

Indicate whether the net quantity to be made on the work order should be reduced when a part is scrapped in WO-F

Process WIP Variance in WO-J

If this is set to Y, then when closing work orders at WO-J Close/Cancel Orders any variance posting will be distributed to on-hand inventory if it exists up to the work order quantity. If there is insufficient on-hand stock, the remaining residual cost will post to WIP Variance. If this is set to Y then the Close WO at Enter Finished Production setting will be set to N.

Divide Overhead by Number of Jobs Worked

If this is set to Y then if employees are simultaneously working on multiple work orders, the Overhead cost will be divided by the number of jobs.

Divide Setup by Number of Jobs Worked

If this is set to Y then if employees are simultaneously working on multiple work orders, the Setup cost will be divided by the number of jobs.

Include FP Scrap in cost of good parts (Y/N/A)

If this is set to *Y*, the cost of any assemblies entered as scrap in WO-I Enter Finished Production will be amortized among the good parts completed. If *N* a separate transaction will be posted for the scrap. *A* means Ask which way the costs should be processed each time scrap is entered. In any case, a Receipt transaction record with a scrap code will be generated for the scrap assemblies and, if any backflushing of materials is turned on the materials for the scrapped assemblies will also be pulled.

Remove Scrap $ in WO-F (Y/N)

Indicate whether the cost of an item scrapped in WO-F should be removed from the Work Order or left behind to ultimately be rolled into the eventual cost of the good parts.

Process Paperless in Seq/Batch

Indicate whether labor and test reporting in HH-I Paperless Shop Floor Tracking is to be tracked strictly by Work Order and Sequence or if more detailed tracking by smaller batches within a work order is required.

Enter Reg/OT hours together in WO-F

Indicate whether WO-F will enter both Regular and Overtime hours together in a single entry.

Use WO Number as Lot Number in WO-P (Y/N/A)
Indicate whether the Work Order number should automatically be assigned as the Lot Number when performing Enter Finished Production. N or Blank means that a Lot Number needs to be manually entered. Y means that the Work Order Number will be used and the operator will not be prompted and A indicates that there will be a prompt but the WO number will be the suggested entry that can be overridden.

Allow Dec Entry # Jobs Worked
If this is Y, then the Number of Jobs worked can be entered as a decimal number to force the calculation to allocate costs disproportionally

Control Over-Issues in WO-G (Y/N/A)
Indicate Y to prevent issuing more of a component than the BOM requires, N or blank to allow overissues and A to Ask when issuing more than required.

Use Markup to Calculate Scrap %
If this is set to Y then the scrap percentage of components entered in BM-A Enter Bills of Material will be used as a markup (percent of base quantity required) in the calculation when Work Orders are generated. If blank or N, it will use a Margin calculation (percent of total needed). Thus if the total quantity of a component required for a work order was 100 pieces and a 20% scrap was indicated, if Markup was indicated, the scrap quantity would be 20 (20% of the base quantity). If Margin was used, the scrap quantity would be 25 (20% of the total quantity of 125 issued).

Display Base Price in WO-I (Y/N)
If this is Y then the base price of the item being manufactured will be displayed as a reference in WO-I Enter Finished Production

WOI/HHD/HHI Suppress Final Qty for this WO
Set to Y to eliminate the "is this the final quantity for this work order" prompt on the Enter Finished Production screens.

Field Explanations - Processing II Tab

WO-A Display WO Number when Saving New WO (Y/N)
If this is set to Y then the WOrk Order number assigned to a new work order will be displayed when saving in WO-A Enter Work Orders

Check Quantities per Sequence (Y/N)
If this is set to Y then labor reporting will compare the sequence start quantity with the quantity reported as complete.

Prevent WO-G from taking Inventory negative (Y/N)
If this is set to Y then regardless of quantity entered on the screen, the actuual issue quantity will not take inventory negative.

Apply full overhead to team labor (Y/N)
If this is set to Y then WO-F Enter Labor will apply the full work center overhead to each member of a team when team based labor is reported.

Link Work Center Dept to GL Dept(Y/N)

If this is set to Y then the Absorbed Labor and Overhead postings made in WO-F Enter Labor or using Data Collection wpost to the default GL Account and the Department based on the Work Center Depart,ment

Pull Comps from Dflt Location regardless of WO Loc (Y/N/S) (Y/N)

If this is blank or N then components will pull from the Work Order Location. If it is Y then components will pull from the Default Location regardless of the work order Location and a setting of S means that Service/Repair work orders will pull from the Default Location.

Prompt for user password in WO-F (Y/N)

If this is set to Y then users must re-enter their password to enter labor.

Prevent re-using Serial Number for the same item in WO-I (Y/N)

If this is set to Y then the same serial number can not be entered more than once for an item even if the current on-hand is zero (as in the case of a return or repair)

AutoGen of Serial Numbers in WO-S and process in WO_I (Y/N)

If this is set to Y then WO-S Label printing will generate the serial numbers for finished items whenthe labels are printed and WO_I will then use those Serial Numbers for hte finished production.

Process FP Scrap Lot No in WO-I, WO-F, DC-H (Y/N)

If this is set to Y then Lot Controlled items scrapped in WO-I, WO-F and DC will require assignment of a Lot number

Allow Holiday Hours for regular WO in WO-F (Y/N)

If this is set to Y then Holiday Labor can be entered against a Released Work Order, not only a Indirect Work Order

Limit Num of Decimal Places for WO-F (0,1,2)

Enter the number of decimal places for the hours entered in WO-F

Allow More QTY than needed in QWO (Y,N,W)

If this is set to N then the Quick Work Order will prevent creating a work order that will put more parts into stock than are on Sales Order. If W it will Warn and blank or Y does not check

Finished Production to post Standard Labor for Employee #

If an employee number is entered here, then WO-I Enter Finished Production will use that employee number, the Routing time standard and the quantity complete being reported to post labor and overhead to the work order.

Limit WO-J to closing 1 Work Order

If this is set to Y then WO-J Close/Cancel Orders can not be run for a range of work orders

WO-A Disable Rebuild Stock Status

Set to Y to eliminate rebuilding stock status on all components of a work order when saving.

WO-A Prevent WO Qty < Vendor Min Qty for O/P Oper (Y/N/A)

If this is set to Y then a work order can not be created in WO-A for a quantity less than any

vendor minimum for outside process operation. If it is set to A the user will be warned if the quantity is less and asked if they want to continue.

Round to next Int Qty for Comps with same MR-D setting

If this is set to Y then kit issues and backflushing of components with the "Round MRP Quantities to the next whole number" will also round up material issues to the next integer quantity

Disable Stock Room Management for Posting Part Request

If this is set to N then pulling components using WO-K-I Kitting System will require a separate supervisor review and posting using DE-K Import & Post Material Issues. If it is blank or Y then saving the component issue in WO-K-I Kitting System will post the material issue transactions.

WO-I Prevent Changing Actual Unit Cost (Y/N/W)

If set to Y the operator can not modify the calculated unit cost generated by WO-I Enter Finished Production. W provides a warning but allows change and N or Blank do not check.

WOF/WOKK/WOM Update WO Actual Start Date (Y/N/W/A)

If this is set to Y and labor is entered with a date prior to the WO Actual Start Date, the WO Actual Start Date will be changed to match the labor date. W provides a Warning and A asks if the change should be made.

Track Lot/Serial or Both for Serialized parents

If set to S then serialized Components can be mapped to specific serialized parents. L means that Lot Controlled components can be mapped to serialized parents and B means both. Use of this feature requires that serial numbers of parent parts on work orders be preassigned using WO-S Print Work Order Labels and the mapping of the component Lot and Serial Numbers to the parent serial number is performed at WO-K-O Enter Component Serial Numbers and WO-K-P Enter Component Lot Information

WO-I Create BKARTXNS records to assign Serial # to SO

If set to Y, WO-I Enter Finished Production will assign the Serial numbers produced to the Sales Order line associated with the Work Order eliminating the requirement to re-enter the serial numbers when releasing the order for invoicing.

Prevent WO-I and WO-P from posting negative unit cost

If set to Y then when the final receipt for a work order is processed and the net unit cost ends up a negative value because prior receipts have taken more cost out of the work order than actual costs were put in, recalculate the unit cost as total actual cost in the work order divided by total quantity of parts made and post the production using that value. Closing the work order will then make a WIP Variance posting for the difference.

Disable Kit program from double validating part numbers

If set to Y then WO-K-I Kitting System will only require a single scan of component part numbers rather than a validation scan of a pick list as well as the item bin

Save in the Kit program will also post material issues

If set to Y then WO-K-I Kitting System will post the material issues on save rather than require a review and posting in DE-K Import & Post Material Issues

Allow Kit program to select different Locations

If set to Y then WO-K-I Kitting System will allow entry of the warehouse location to pull components from

WOI/WOP Backflush Prevent OH Negative
If set to Y then backflushing components will halt the finished production process if there is insufficient stock on hand.

WOF/DCA/DCB Backflush Prevent OH Negative
If set to Y when backflushing components a warning will pop up if there is insufficient stock of a component and it will not be issued.

WOM Autopost Labor Records
If set to Y, saving a record in WO-M Batch Labor Entry will post immediately. If A, the user will be prompted and blank or N it will not post.

WOA Update BM/Routing/All when saving WO (BRA)
Saving a WO in WO-A will also call WO-K-A Enter Work Order Routings and/or WO-K-B Enter Work Order Bills of Material

WO-I/WO-P/HH-D Backflush to ignore Scrap %
If set to Y, processing a Work Order Finished Production with Backflushing enabled will only post the standard quantity per and not any scrap percentage allowing scrap to be manually tracked with scrap codes.

Field Explanations - Processing III Tab

WO-A Ask for reason when reopening a work order
If *Y*, a Notes screen will open when changing the status of a closed work order back to open prompting for a reason

WOI/WOP Backflush prevent taking components negative
If *Y*, Backflushing will not b e allowed to take components negative.

WO-I Suppress the Rebuild Actual Costs prompt
If *Y*, the rebuildijng of costs will happen automatically without being prompted.

Field Explanations - Printing Tab

Print BOM Remarks? - Traveler
If *Y*, any remarks attached to bill of material components will print underneath the component in the bill of material section of the shop traveler.

Print BOM Comments? - Traveler
If *Y*, any comments added to the work order bill of material will print underneath the component in the bill of material section of the shop traveler.

Print Job Schedule? - Traveler
If there are multiple work orders sharing the same work order prefix and you want them printed in the header section of the shop traveler, enter a *Y* in this field. These would represent related work orders that are to be completed as a group. If this information is not needed, enter an *N*.

Print Short Form? - Traveler
Enter a *Y* if you want the short format traveler, enter an *N* if you prefer the long format traveler.

Print Bill of Mat? - Traveler
If you don't want the bill of materials printed on the shop traveler, enter an *N* in this field.

Print Mat in Seqs? - Traveler
If work order bills of material components are tied to specific routing sequences and you want them printed on the shop traveler within the sequences in which they are used or consumed, enter a *Y* in this field.

Print Machine and Tool - Traveler
If you are assigning machines and tools in your routings and want them printed on shop travelers, enter a *Y*. If you don't use machines and tools, enter an *N*.

Print Inspection Fields - Traveler
Optional inspection fields can print on the shop traveler which allow entry of sign-offs for *quantity, first article, last article, accepted, rejected*. If you don't want these fields, enter an *N*.

Print Multi Routings? - Traveler
In RO-A Enter Routings you can specify different sequences to print on different routing numbers. When you print the shop traveler it will produce multiple routings within the same work order number instead of a single routing. If you intend to use this feature, enter a *Y* in this field.

Print Routing Seqs Order (A/D)
When printing graphical format travelers using WO-C Print Travelers you can specify whether the routing sequences print in ascending or descending order. Most shops will choose ascending order; however descending is offered for those who wish to use the traveler as a ☐ear-off?labor ticket.

Print Short Header on Travelers
If this is Y then multi-page travelers will have an abbreviated Heading section on pages after the first page.

WO-I Print Inventory or WO Labels (Y,N,A,W)
If set to Y, IN-G Print Inventory Labels will be called, A will ask to call it and W will call WO-S Print Work Order Labels

7.3.4   SD-C Purchase Order Defaults

SD-C Purchase Order Defaults (Evo-ERP)

Field Descriptions - Setup Tab

Default Entered by
If one person generates the majority of your purchase orders, type in that person's initials. Otherwise, you can leave this field blank. You can override this default when entering a purchase order.

Default Ship Via
Type in the method you normally use for shipping. You can override this default when entering a purchase order.

Allow Service POs?
This option determines whether or not the window asking if a PO is Purchase or Service will pop up in PO-A Enter Purchase Orders. If this is set to N, the window will not appear and all purchase orders will be Purchase type.

Track PO Taxes using Tax Groups?
If this is set to N, then any taxable PO will be charged the default PO Tax rate (see next field) and the tax will be expensed to the default account assigned in AD-A General Ledger Defaults. If it is set to Y, then Vendors can be assigned to Tax Groups and PO taxes will be tracked accordingly and posted to the account defined in SM-E Enter Tax Codes for PO Taxes and tracked by tax group. United States customers would generally set this to N.

Default PO Tax Rate
The default percentage used to calculate the tax on taxable PO's if PO Tax Groups is set to N (see above).

Copy in customer PO's from Work Orders as comment lines?
If within a purchase order line item you specify a work order number and this default is set to *Y*, you will be asked if you wish to copy in your customer's purchase order number from the work order to a comment line for this purchased item, providing a cross-reference. If you do not need such a cross-reference, set this default to *N*.

Allow Entry to (Y/N/Require)?
Location - Controls whether entry of a Location is required, or if Blank Location is allowed, or if no Location can be entered (only blank Location is valid)

GL Department - Controls whether entry of a GL Department is required, or if Blank Department is allowed, or if no Department can be entered.

Allow Closed PO's to be Reopened?
If Y, PO-D View PO Receivers can be used to select a closed PO and reopen it

Rep Code for V.P. Report
If a code is entered in this field, then you will be able to have the PO-I-H Vendor Performance Report save the vendor ratings as History records.

Prevent Editing of Desc in PO-A (Y/N)
If this is Y then the item description in PO-A can not be modified.

Enable Auto Line Numbers in PO-A
If this is set to Y then lines of Purchase Orders will automatically be numbered.

Allow PO to Edit GL Acct (A,D,B,N)
If this is A then PO-A can edit the GL Account the line will post to. If it is D, the GL Department only can be edited. B allows editing of both account and department and N allows editing of neither.

Item Types for GL Edit
Indicate which inventory types the editing of GL information will be allowed. Typically you may want to allow editing for type N (Non-Inventory) only.

Enable PO-A Entry Security
If this is set to Y the Employee number as entered in PS-A System Users/Passwords for the user login of the person creating the PO will be stored inteh Purchase Order and no other user will be allowed to edit that PO

Enable APC Frt & Tax Distribution (Y/N)
If this is Y then AP-C will redistribute tax and freight among the GL Accounts of the items purchased rather than the default Tax and Freight accounts

Item Types for Distrib
Indicate which inventory types the distribution of Freight and Tax costs will be allowed. Typically you may want to allow distribution for type N (Non-Inventory) only.

Ask for Book Date when editing PO
Indicate whether changes to PO should be saved with a date other than the current system date for Business Status Booked Orders totals.

Track Changes to Purchase Orders
Indicate Y if changes to Purchase Orders should be tracked.

Print Inventory Label after Receiving PO (Y/N/A)
Indicate Y to automatically print labels for items received and enter A(Ask) to prompt whether labels should be printed.

Update PO Rev & Date when saving PO
Indicate Y if you want to update the incremental Rev counter and change date each time a PO is saved.

AP-C Price Change update PO Price (Y/N/A)
Indicate whether AP-C price change should update the PO Line item price (Yes/No/Ask)

PO-A Enter Digital Signature (Y/N/A)
If this is Y then you will be prompted to enter the digital signature authorization when saving a PO in PO-A Enter Purchase Orders. If it is A then you will be asked iof you want to enter the authorization and if N or blank, no approval will be available in PO-A.

PO-A to use Std, Last, Min Price (S/L/M/N)
If this is S then PO-A will pull in the Standard cost, if it is L the Last Cost or if it is M then it will look back 6 months and pull in the minimum price.

Disable Delete Button in PO-A (Y/N)
If this is Y then the ability to Delete PO's in PO-A is disabled.

Allow Edit of Vendor Start Date in AP-A (Y/N)
If this N then manual editing of Vendor Start Date is prohibited.

PO-Q Allow Entry to Price (Y/N)

If this is set to Y, then users with access to PO-Q Maintain PO Delivery Dates will also be able to edit PO prices.

PO-A Prevent Creating Vendors (Y/N)
If this is set to Y then a user in PO-A Enter Purchase Orders can not create a new vendor on the fly.

Invoice PO Receipts through AP (Y/N)
If this is set to Y then PO Invoices are matched to PO Receipts as invoices are entered using AP-C Enter Purchase Order Invoices. If set to N then POs will close upon final receipt.

AP-C/PO-K Save original PO when closing PO (Y/N)
If this set to Y then when a PO is closed and deleted from the Open PO file, an archive copy of the original PO will be saved in an archive file.

PO-A to use Vendor pricing for type R & M items[Y/N/A]
If this set to Y then PO-A is required to use Vendor pricing and if no Vendor Pricing is entered, the PO line will not be allowed. N or blank means Vendor pricing is not required but will be used if it has been entered. A will Ask.

PO-Q Allow Entry to Quantity
If this set to Y then PO-Q Edit Receipt Dates will also be able to edit line quantities.

Field Descriptions - Processing Tab

Require Pack Slip Info?
This sets a default for this field in the header section of PO-C Receive Purchase Orders. If Y, then a pack slip number will be required for all receipts. If N, it is optional.

Receive Into
This sets a default for this prompt in the header section of PO-C Receive Purchase Orders. You are presented with a choice (via a pop-up window) of receiving directly into *Inventory* or into *QC Inspection*.

Receive all Lines?
This sets a default for this prompt in the header section of PO-C Receive Purchase Orders.

Display Comment Lines?
This sets a default for this prompt in the header section of PO-C Receive Purchase Orders.

Display Fully Rec'd Lines?
This sets a default for this prompt in the header section of PO-C Receive Purchase Orders.

Force PO to use approved vendors?
This option sets the default for the *Approved Vendors in PO?* field in IN-B Enter Inventory and also controls how approved vendors are handled during purchase order entry. You are given three choices.

If you do not wish to use approved vendors, meaning that you can purchase from any vendor without restriction, enter an X in the *Do not check vendor approval status* field.

If you want a warning when using an unapproved vendor, but with the ability to go ahead and

use an unapproved vendor, enter an X in the *Warn if unapproved but allow use* field.

If you want only approved vendors to be used, enter an X in the *Prohibit use of unapproved vendors* field.

Be aware that any of the above defaults can be overridden at the item number level via the *Approved Vendors in PO?* field in IN-B Enter Inventory

Require entry of Scrap Code
Determines whether items rejected in PO-J-C Enter Inspection Buyoffs require entry of a scrap code

Require entry of QC Code
Determines whether items accepted "Use as Is" in PO-J-C Enter Inspection Buyoffs require a QC Code

Access to Prices on Receivers
There are 3 levels of access. 0 or blank allows receiving to view and change prices; 1 is view only and 2 removes the unit price field from the receiving screen.

Percentage of Over Receipts Allowed
If a purchase order line is received more than the over receipt percentage specified, a warning message will be presented.

Update Vendor Last Cost in PO-C
If this is set to Y then PO-C will update the Vendor Pricing as seen in PO-H Enter Vendor Prices with the PO price unless a record already exists for that vendor and item with quantity break pricing established. If no record exists, it will be created and if a record exists without quantity breaks, it will be updated with the PO Price.

Check Stock Receiving Make From Comps
Indicate whether on-hand stock level should be checked for components of Make From parts. I means Ignore (do not check), W means check and provide a warning but allow the receipt to proceed, and P means Prevent the receipt if component stock level would go negative.

PO-C to Print QC Traveler
Indicate whether you want the PO-C Receive Purchase Orders to prompt to print the QC Traveler when parts are received to QC. N or blank, it will never print the traveler, Y will always chain to PO-J-A Print Receipt Travelers and A (Ask) will prompt whether or not to print the traveler.

Update Last Cost if Cost is $0.00
Indicate N if you do not want PO-C to update the Last Cost for inventory items received at $0.00 (such as samples from a new vendor)

Receive Non-Inventory Items at PO Price
If you are set for Standard Cost but do not want Non-Inventory items such as supplies processed at standard cost and post a Purchase Price Variance, enter Y. This can be overridden at the Item level if there are certain Non-Inventory items that do have a standard cost and should post a PPV.

PO-C to Update Primary Vendor

If this is Y then the Primary vendor for items will be updated to the vendor on the PO whenever a PO is received in PO-C Receive Purchase Orders

PO-C to Display Receiver Number on Save

If this is Y then the receiver number will be displayed whenever a PO receipt is saved in PO-C Receive Purchase Orders

PO-A Default for Change Dates

Indicate whether the default answer to change all lines on a PO with a date should be Y or N

PO-A Disable Price Check for Qty Changes

If this is Y, then changing a quantity on a PO Line will not recheck for quantity break pricing

PO-C to issue WO Comps for Service POs (Y/N/A)

If this is Y then any components associated with the Work Order Sequence on a Service PO will be issued to the work order whenthe PO is received. If set to A (Ask) there will be a prompt and if set to blank or N there will be no issue.

PO-C Update Unit Cost if Cost is $0

If this is N then Last Cost will not be changed by a receipt at $0

PO-C Update Unit Cost and Vendor if less $

If this is set to Y then receiving a PO at a cost lower than Last Cost will update the Last Cost and also change the Primary Vendor to the vendor on the PO

PO-A Recal Vendor Price for item on multi line (Y,N,A)

If this is set to Y then vendor pricing for a blanket PO will take the total quantity into account

Enable PO-A Entry Security

If this is set to Y then security levels can be used to prevent buyers from editing the PO of another buyer

PO-C Auto-Generate Serial Numbers when receiving

If this is set to Y and the serial generation parameters have been defined in SC-G Enter Serial Generation Parameters then PO Receiving will automatically generate the needed serial numbers.

PO-C Auto-Generate Lot Numbers when receiving

If this is set to Y then PO Receiving will automatically generate the needed lot numbers using the PO Number and an incremental counter for each item.

PO-A Warn if PO Due Date > WO Due Date

If this is set to Y and a Work Order number is specified in the PO line, the program will compare the PO Line Est Receipt date with the WO Due date and provide a warning if the PO will not be received in time for the Work Order

PO-C 'E' Status Items Receive at PO Price if STDC=0

If the costing method is Standard and a part with Active Status 'E' and 0 Standard Cost is received, the PO Price will be used as the cost of the receipt.

Field Descriptions - Processing II Tab

PO-C Default Item Receiving Bin
If this is populated then all PO Receipts will default to the Bin entered (such as a Staging area) and can then be transferred to the final Bin Location when they are moved to the stockroom.

PO-C Print Lot Labels Upon Receipt
If this is set to Y then labels for Lot Controlled items will be printed when they are received. If set to A, the user will be prompted to print the labels.

PO-A Use Shop Calendar for Due Date
If this is set to Y then the Shop Calendar will be used to prevent a Due Date on a weekend or holiday not on the shop calendar

PO-E Use for Purchase Requisition
If this is set to Y then PO-E Enter/Print RFQ's will pull in part pricing the same as PO-A so the document can be used as an internal requisition form rather than a Vendor RFQ

PO-B, E Separately email Multiple PO/RFQs
If this is set to Y them multiple items being emailed to a vendor at the same time will be separated into multiple PDFs rather than a single multiple page PDF

PO-A Risk Assessment Screen Access
If this is set to Y then when saving a PO in PO-A, a screen will come up for the entry of risk assessment information pertaining to the PO and items on it.

PO-C/HH-G Prevent PO Receipt X days
If a vealue is entered here then PO Receipt will not be allowed more than the specified number of days early based on the line Estimated Receipt date

PO-A Warn if PO Due Date > WO Due Date
If this is set to Y then when entering a PO Line tied to a work order, if the PO line receipt date is later than the Work Order due date a warning will pop up and you will be prompted to flag the PO as Rush or Expedite (see next setting).

PO-A Prior Due Days to flag PO as Expedite
If a value is entered here then if the PO Estimated Receipt date is greater than this number of days past the Work Order due date it will be flagged as "Rush" by default. If it is late but not greater than this number of days it will be flagged as "Expedite". If a PO is flagged as Rush or Expedite then it is so designated when printed in PO-B Print Purchase Orders ond color coded red or yellow on PO-I-G Print Purch Order Items by Due Date

PO-C Freight Distribution Item Number
If this field is populated then PO-C will have an option to enter a freight vendor and freight amount and the amount of the freight will be distributed to the lines being received proportioned by weight and a PO to the freight vendor specified for the amount of the freight cost will be created and received so the freight invoice can be applied using AP-C Enter Purchase Order Invoices

PO-C to Print Inventory in QC (Y/N/A)

If this field is Y (Yes) or A (Ask) then when items are received to QC the PO-J-B Print Inventory in QC program will be called to print a list of them

PO-C to Print Receiving Report (Y/N/A)

If this field is Y (Yes) or A (Ask) then when items are received to stock the PO-I-E Print Receiving Report will be called to print a list of them

PO-A/IN-D Promise date for Unconfirmed PO

This will use the specified date (such as something several years in the future) as the Promise date when PO's are created in PO-A or IN-D to make it obvious they have not been confirmed by the vendor.

PO-A Suppress prompt for multiple Mfg

If this field is Y (Yes) all approved manufacturers will pull into the PO

PO-A Chg Due Dates without new Approvals

If this set to Y then the electronic signature to a PO will not be cleared if only dates are changed.

PO-A Prevent for Vend with Expired Review

If this set to Y then a PO can not be entered for a vendor whose Quality Review date has passed

PO-A Require Entry to 'Entered By'

If this set to Y the Entered By field can not be left blank

PO-A Prevent Entering 0$ price (Y/N/A)

If this set to Y a $0 PO Line can not be entered. A will prompt.

PO-A Header Loc change change Line Locs

If this set to Y a change to the Warehouse Location on the header will change all lines. A will ask whether to change.

PO-A Always use Class GL

If this set to Y GL posting will use the GL Mapping of the item on the line rather than posting to WIP if it is being purchased to work order.

PO-C WO Priority to use for Receipt Trigger

Enter the Work Order priority value to be used for a receipt trigger when a PO is received for an item with open allocations

PO-A, PO-B Lot Charge Item

Enter a type N part number. If this is populated then in PO-A Enter Purchase Orders you can enter a PO with this item on line 1 and a series of other items on the subsequent lines. Each of the other lines is given a price but PO-B Print Purchase Orders will print a one line PO with the lot charge. Receiving will then allocate the cost to the separate lines as entered.

PO-C/PO-J-C Apply Overhed to Service POs

If this set to Y the overhead rates in the Outside Processing Work Center will be applied as a

percentage to the receipt pf the service PO.

PO-A/PO-C/AP-B/AP-F Use Approved Vendor (Y/N/P)

If this set to Y AP-B Enter Vouchers manual check and AP-F Pick Vouchers/Invoices to Pay will not be allowed for vendors not approved at PS-K Vendor Approval. If it is set to P then entry of purchase orders will also be prohibited.

PO-J-C Call QC-F-A when reporting NCR Quantity

If set to Y then a NCR disposition at PO-J-C Enter Inspection Buyoffs will call QC-F-A Enter NCR

Field Descriptions - Printing Tab

Print Co. Name/Address on forms?

If you are printing PO's and RFQ's on plain paper or on forms without your name and address printed on them, answer Y to this prompt and your company name and address, as entered through SD-A Company Defaults, will print in the upper left hand corner of the forms.

RFQ Print Format Number

You are offered two print format choices in a lookup window. Highlight the format you want and click on it or press <Enter>.

Print Title on RFQ?

This option allows you to control whether the forms title REQUEST FOR QUOTE? will print or not. Suppressing the title allows the title to be pre-printed so that different forms are readily identifiable when pulled from the shelf to be used.

PO Print Format Number

You are offered four print format choices in a lookup window. Formats 1-4 are graphical formats. Formats 1 and 3 offer a *Condensed* print format, which prints one line per line item using a small font. Formats 2 and 4 print two lines per line item using a larger, easier-to-read font. Highlight the format you want and click on it or press <Enter>.

Print Title on PO?

This option allows you to control whether the forms title PURCHASE ORDER will print or not. Suppressing the title allows the title to be pre-printed so that different forms are readily identifiable when pulled from the shelf to be used.

Print PO Ending Lines?

If you want your printed purchase orders to include ending lines (see below), then enter *Y* here. If you answer yes, you will see a prompt when you are saving the purchase order that will allow you to choose if you want to print these lines or not. Ending lines can be used for any type of message you want printed in the lower left corner of your purchase orders. If you don't want to use ending lines, enter *N*.

PO Ending lines

You may include up to 5 description lines at the end of any purchase order. If you have answered Y to the *Print PO Ending Lines* question above, PO-A Enter Purchase Orders will then ask if you want to include the lines as each purchase order is saved.

Max No Lines in Body of PO
Indicate the number of Item, Description or Note lines allowed in the body of a PO before a page feed command is passed to the print program. This would **ONLY** be used for pre-printed forms that had footer type information printed on all pages of the form rather than printed by the program on the last page only.

Prevent Printing PO not Digitally Signed
If PO Digital Signature is turned on, setting this to Y completely prevents printing unapproved POs.

7.3.5   SD-D Material Requirements Defaults

DEF-D Material Requirements Defaults (Evo-ERP)

MRP Gen POs in STDPK sizes
This determines whether or not Purchase Orders generated by MR-J Generate Purchase Orders will round up to the next increment of Standard Pack as defined for the item in IN-B Enter Inventory

Include in MRP Generation?
If set to *Y*, whenever new items are created in IN-B Enter Inventory, the *Include in MRP Generation?* switch will be set to *Y*, which means this inventory item will be included in the MR-F, *Generate Material Requirements*, program's calculations. Almost always this default is set to *Y*. Individual items can be excluded from the MRP Generation through MR-D Enter MRP Parameters.

Expedite Buffer (Days)
This field controls the EXPEDITE message issued by the MRP program. An EXPEDITE message is issued whenever enough material is on work order or purchase order, but is scheduled to arrive after it is actually needed. The expedite buffer refers to the number of days within which an order can arrive and be considered late, as opposed to being Pegged to a later requirement.

Expedite Sensitivity (Days)
Most MRP dates are loosely planned, meaning that they are not so precise that an item arriving one or even a few days late actually needs attention. You can reduce these unnecessary EXPEDITE messages through use of the *Expedite Sensitivity* setting. Any requirement whose number of days late is equal to or less than the *Expedite Sensitivity* number of days will not receive an EXPEDITE message on any reports.

Delay Buffer (Days)
This field controls the DELAY message issued by the MRP program. A DELAY message is issued whenever material on work order or purchase order is scheduled to arrive earlier than it is actually needed. The delay buffer refers to the number of days beyond which an early arrival will get a DELAY message.

Delay Sensitivity (Days)
This field controls the printing of DELAY messages. It should be set equal to the number of

days an item can arrive early before it needs attention.

Round MRP Quantities to the next whole number (Y/N)?
Certain items by their physical nature cannot be ordered fractional quantities. For example, sheet steel may have to be ordered in complete sheets. By setting this field to Y, the MRP program will always round the suggested order quantity to the next whole number.

Lead time for WO Start Date
If a value is entered here then MR-F Generate Material Requirements will add that number of days to the lead time of manufactured items to determine the start date of planned work orders.

Include Forecast in Stock Status
If this is set to Y then the "Available" quantity in IN-A Inventory Inquiry will reflect the Forecast as entered in MR-A Enter Forecast

Combine items within {   } Days up to ${   }
If these fields are populated then multiple BUY requirements for the same item within the specified number of days and up to the specified dollar limit will be combined to a single BUY on the date of the first requirement.

Use Sequence Start Date as Need Date in MR-F
If this is set to Y then for BOM Components linked to routing sequences, then the MR-F need date will be the sequence start date rather than the Work Order start date.

7.3.6   SD-E Scheduling Defaults

DEF-E Scheduling Defaults (Evo-ERP)

Field Explanations

Use Lead Time Scheduling (F/B/N)?
Set this field to F for forward Lead Time Scheduling, B for Backward Lead Time Scheduling or N to use the lead time from the inventory master rather than the calculated lead time when creating work orders. See How Lead Time Scheduling Works for additional information.

Calculate Lead Time Hours in SH-N
If N or blank, SH-N will round each routing sequence up to the next full day when generating Lead Times. If Y then each sequence will calculate minutes and then the total will round up to the next day.

Should PO entry and receipt [PO-A, PO-C], labor entry [WO-F], and Data Collection update the actual start/finish date of sequences?
If you are using finite scheduling, answer *Y* to this prompt. If you do so, in the above programs you will be asked *Is this sequence now complete?*" when making entries. This enables the finite scheduling program to know when sequences are finished so that they will no longer be scheduled. If you are not using finite scheduling, enter an *N* in this field.

Allow entry to overlap settings in routings?
This default only applies to finite scheduling. If you enter *Y* to this default, when entering routings you will have access to the *forward OVERLAP* field. Some operations require extra

hours of non-production before the next sequence can begin. For example, you might have a painting sequence that requires 24 hours of drying before they can move on to the next sequence. If you enter 24 in the *forward OVERLAP* field, the finite scheduling program (SH-E) will add 24 hours before setting the next sequence's starting date.

Display Machine prompt in Enter Labor?
This default only applies to infinite or manual scheduling. If you are using finite scheduling, you can set this default to *N*. Sometimes machine assignments are changed or not known until the last minute. If you set this field to *Y*, during WO-F Enter Labor, the default machine assigned to the work order routing will be presented in a pop-up window and can be overridden if the work was performed on a different machine. This keeps machine tracking accurate and avoids having to change machine assignments through SH-D Manually Schedule Machines before entering labor.

7.3.7   SD-F Data Collection Defaults

SD-F Data Collection Defaults

Allow dec entry # of Jobs Worked (Y/N)
If this is Y then Labor entry can enter a decimal number of jobs worked to force the calculation of labor on multiple jobs to be disproportionate.

Allow clocking in/out on multiple jobs?
If you allow employees to work on two or more routing sequences at the same time, set this field to Y. If set to N, they will be required to clock out of one sequence before clocking into another. This can also be set at the individual employee level in SM-G Enter Employees.

Be aware that on each clock-in or clock-out, all open sequences will be automatically clocked out and clocked back in so that the labor cost can accurately be distributed among the sequences open during each time segment between clock-ins and clock-outs.

The result of this is that there can be multiple transaction records for a single segment of time an employee reports to a particular sequence. Also be aware that when a sequence gets split into several transactions as described above, the parts produced will only be reported to the last transaction.

Use full screen?
If set to Y, all transactions for an employee's shift are displayed in the lower portion of the screen. Displayed will be the work order number, sequence, start time, finish time, posting status, parts produced, parts scrapped, and run time.

If set to N, the program prompts will be confined to a two-line area in the center of the screen and no other information will be displayed.

We recommend using full screen mode unless you have some type of monitor that cannot display the complete screen.

Enable Employee Shift Start/Stop?

If set to Y then when an employee clocks in the first time each morning, a shift transaction will also be opened. At the end of the day, when clocking out of the shift, all open work orders will also be clocked out. This feature enables a single shift record of the overall start and stop time for the employee for the day for payroll purposes and eliminates the need for using Indirect work orders to collect non-productive time. Shift start/stop data can be printed out in DC-D Print Labor Status or exported to a text file for transfer to Checkmark payroll or used as the input file of your payroll service. It can also be directly transferred to PR-K Print/Post Time Cards to transfer to payroll.

AutoPost Reported Labor DCA (Q,B,N) (Evo-ERP only)

If this is blank or set to N, then all labor and quantity complete reported in DC-A, B and C must be posted using DC-H Post Labor Transactions. If it is set to Q then quantity complete will post automatically upon clocking out and reporting a quantity complete but labor time and cost must still be posted using DC-H. If it is set to B then both labor and quantity complete will post automatically.

Rework Operation Number for DCA

Enter the sequence number (999 is recommended) for the Rework operation to be automatically added to the routing of a work order if parts are sent to Rework when reporting quantity complete in DC-A Enter Labor/Production or DC-B Enter Production Only

Rework Work Center

Enter the Work Center to use when automatically creating Rework Operations as described in the previous setting. Until both these entries are populated, the option to transfer to Rework will not be available when reporting quantity complete.

Print Production Trans Label (Y/N/A)

If this is Y then a transfer label indicating the next operation will print when quantity complete is reported in DC-A Enter Labor/Production or DC-B Enter Production Only. If it is A then you will be asked whether to print a label and if blank or N, no label printing will be available.

Print Rework Trans Label (Y/N/A)

If this is Y then a transfer label indicating the next operation will print when quantity to be reworked is reported in DC-A Enter Labor/Production or DC-B Enter Production Only. If it is A then you will be asked whether to print a label and if blank or N, no label printing will be available.

Qty Complete WO Qty in DC (W/N/S)

If this is W then the Work Order Start Quantity will be the suggested quantity complete when reporting quantity in DC-A Enter Labor/Production or DC-B Enter Production Only. If it is S then the Sequence Start Quantity will be suggested and blank or N makes no quantity suggestion

Disable Auto-finish of seq if Qty is>=Start Qty in DC-A?

If set to Y then reporting quantity complete in DC-A will not automatically designate the sequence as complete. As a result, scheduling programs will have to calculate the quantity yet to be completed on any sequence rather than bypassing completed sequences.

Enter Scrap Codes in DC-A (YNM)?

If set to Y then when scrap is reported in DC-A Enter Labor/Production there will be a prompt to enter a scrap code. M allows entry of Multiple Codes if a scrap quantity greater than one is entered.

Rework to add back Qty to original Operation?
If set to Y then reporting a quantity complete against a Rework operation adds them back to the Start quantity of the operation they came from.

Prompt for Run/Setup when clicking in in DC-A?
If set to Y then users will be asked for Run versus Setup time when clocking in rather than clocking out

Prevent Clock In if Start Qty=Completed Qty in DC-A?
If set to Y then if the operation Quantity Complete is equal to the operation Start Quantity, clocking into the operation is prevented.

Check if QTY per SEQ>WO QTY (N, Y, W, Q) in DC-A?
If set to Y, quantity reported against a sequence can not exceed the Work Order quantity. If W, a Warning is given. If set to Q, the Quantity used as the basis of comparison is the operation start quantiuty rather than the work order start quantity.

Prevent Blank Machine Number in DC-A (Y/N)?
If set to Y then user is required to indicate a Machine when clocking in.

Allow Setup to Enter Parts & Scrap (Y/N)?
If set to Y then when reporting Setup Labor, complete and scrap part quantities can be reported.

Allow Backflush of Lot/Serial Comps in DC-H (L/S/B/N)?
This controls whether Lot or Serial controlled components linked to routing sequences can be backflushed when labor is posted. If the setting is L, only Lot Controlled items will backflush; S only Serial Controlled components, B for Both and N or blank for Neither.

Use Calendar days for Jobs clocked into multi dats (Y/N)?
If set to Y then if an employee clocks out of a work order on a different date than was clocked in, they will be assumed to have worked all the intervening time (as defined by the shift hours for their shift and work days on the Shop Calendar).

Round Shift Start/Stop by X minutes in DC-A/DC-C
If an entry is made here then clocking in and out in DC-A Enter Labor/Production and DC-C Enter Labor Only will round forward when clocking in and backwards when clocking out to the nearest X minute increment of an hour. For example, entry of a 10 would cause clocking in at 7:54 to round forward to 8:00 and clocking out at 3:12 would round back to 3:10. Transactions clocking into a work order causing automatic clocking out of the prior work order do not round.

Limit Shift Rounding to Shift Start/Stop in DC-A/DC-C
If set to Y the rounding as described in the above setting will only apply to shift start/stop entries.

Synchronize WS to Server Date & Time
If set to Y then the workstation date/time will be reset to match the server

Disable Scrap Quantity in DC-A

If set to Y then DC-A Enter Labor/Production can't enter scrap quantity

Check if Qty per seq > WO Qty (N,Y,W,Q,P)

When production is reported against a sequence, this controls whether more than the Work Order Start Quantity can be reported. Options are Yes, No, Warn, Q looks at Operation Start Qty rather than work order start qty, and Password required to go over.

DC-A Allow WO Qty Update Password

If a password is entered, then DC-A production greater than the Work Order Start Quantity can update the WO Start Qty if the password is entered.

Enter Rework Codes in DC-A (YNM)

Y means rework codes can be entered, N means they can not. M allows entry of Multiple Codes if a rework quantity greater than one is entered.

DC-A To Enter Fin Prod for the last Oper [Y/N]

If set to Y then Entering a quantity complete on the last operation of a work order will automatically post the Finished Production for that quantity to stock.

Prevent Deduction Breaks from Total Shift Hours

If set to Y then all breaks will be deducted from Work Order time but only Lunch break will be deducted from total Shift hours

DC-A/B Prevent Reporting Qty Greater Than Previous Sequence

If set to Y then an operation can not report a quantity complete greater than the quantity complete reported against the prior sequence.

DC-B Clear Employee Number after Processing

If set to Y then the employee number is cleared after each record and must be re-entered

DC-A Warning for WO with Active Status E Item

If set to Y then when logging into a work order a warning will pop up if the parent part Active status is "E" as there may be Engineering change notices in process.   A value of "S" will pop up the warning only when clocking into Setup and a value of "I" means the warning is a bold "In Your Face" screen.

Field Explanations - Processing Tab

Enter QC Codes for parts into Rework
If set to Y then sending parts into Rework will prompt for QC codes rather then prompting when Rework is complete.

DC-A/B allow access to view and modify the WC (YN)
If this is set to Y the operator can edit the Work Center for the operation

DC-A/B HH-F Prompt for Sequence Complete (YN)
If this is set to Y the operator will be prompted to indicate whether the sequence is complete when clocking out

DC-L Period Start Date

This defines the Pay Period Start Date for use in DC-L Shift Clock In/Out to show hours to date for the period

DC-L Period Frequency

This defines the number of days in the operiod for use in DC-L Shift Clock In/Out to show hours to date for the period

DC-M Include Last Clock In for all employees

If set to Y then DC-M Employee Dashboard will list all active employees including the last clock in/out record for employees not currently clocked in.

DCA/B Backflush Prevent Autopost Taking OH Negative

If set to Y when backflushing components a warning will pop up if there is insufficient stock of a component and it will not be issued

DCA/B Disable NCR Entry

If set to Y the NCR field will not be available in DC-A Enter Labor/Production or DC-B Enter Production Only

DCA/B Force Restart every hour

If set to Y the DC-A/B station will force a restart of Evo-ERP approximately every hour when the screen is not actively processing data (nobody is clocking in or out)

DCA Time Study Work Center

If this set to Y then the setting to use Standard Time will be ignored so actual time can be collected.

DC-A/B Enter % complete

If this set to Y then DC-A Enter Labor/Production and DC-B Enter Production Only will have an option to enter a percent completion versus a quantity

DCA/WOF Post Standard Setup

If this set to Y the first labor reported against an operation will also post the standard setup

DCA Use Shift Start Date for overnight shifts

If this set to Y then a shift that passes midnight will use the shift start date for all entries that take place the following morning

Field Explanations - Shift Tab

Click the *Shift Schedule* button to access a screen where you can define your labor shifts so that labor reported through DC-A Enter Labor/Production or DC-C Enter Labor Only is correctly calculated for actual working time and overtime.

NOTE: The employee does not designate a shift when using the data collection programs. Instead, each employee is assigned to a shift in SM-G Enter Employees.

Enter the *Shift Name* and give it a description. You may define up to three shifts.

Create a *Buffer* period by defining when the buffer begins and when the actual shift starts. A buffer is a period within which employees may clock in, but actual job costing will not start

until the shift *Start* time. The buffer period eliminates crowding at the data collection terminals at the beginning and end of the shift. Make the buffer period as large as is necessary.

You may define breaks and lunch times. If you do so, the data collection programs will automatically stop posting time for these periods without the employees having to clock in and out.

All time is entered in military time. Three thirty in the afternoon would be entered as *15:30:00*. Do not use any value greater than 23:59:59. Midnight should be entered as 00:00:00.

Define a buffer period at the end of the shift for clocking out. If an employee clocks out after the buffer period, the data collection programs will consider all his buffer time to have been working time. Define up to three shifts in the same manner. When you are completed, click on the *Save* button (or press F10) to save the record.

Shift 2 & 3 Threshold Time
If a value is entered, then when the labor is posted on second or third shift prior to that time, the posting program will populate an additional date field for Effective Shift Start Date as the date prior to the actual work date since the shift started before midnight but the employee is working after midnight.

7.3.8   SD-G Estimating Defaults

SD-G Estimating Defaults

Use Contact Master for Estimates
If this is set to Y, then ES-A Enter Estimates will use the Contact Manager database rather than the customer database, eliminating the need to add a prospect to the customer database until they actually place an order.

Default Status Code
All quotes are assigned a status code. The values are A=Active, C=Converted, I=Inactive, X=Canceled. Normally the default status code will be set to *A*.

Default Class Code
An optional class (classification) code is available to help categorize estimates for reporting and retrieval purposes. You may set a default value through this field. This is a four character alphanumeric field.

Cust Quote Print Format Number
You are offered two print format choices in a lookup window.   Highlight the format you want and click on it or press <Enter>.

Print Co. Name/Address on Quote?
Enter *Y* if you want your name and address printed in the upper left corner of the universal

form. This would not apply to the letterhead versions.

Print Title on Quote?

This option allows you to control whether the forms title (QUOTATION) will print or not. Suppressing the title allows the title to be pre-printed so that different forms are readily identifiable when pulled from the shelf to be used.

Num Days to Expiration Date

Enter the default number of days the customer quote is good for. The estimate program will automatically calculate the quote expiration date by adding the number of days to the quotation date.

Material Margin

The default profit margin (not markup) for the material portion of the estimate.

Labor Margin

The default profit margin (not markup) for the labor and setup portion of the estimate.

Outs Proc Margin

The default profit margin (not markup) for the outside processing portion of the estimate.

Overhead Margin

The default profit margin (not markup) for the overhead portion of the estimate.

Total Margin

The default profit margin (not markup) that will be applied to all costs and profit margins that precede it. The total margin is not applied to miscellaneous and extra costs and charges.

Stop Freight/Duty from pulling into Estimates

If this is Y then freight and duty components of standard cost will not be included in estimate costs.

ES-B/SO-A/SO-P-A Prevent Active Status S items

If this is Y then Estimate submittal to customers and order and quote entry will be prohibited for Item Status S (Shipping Hold)

7.3.9   SD-H Inventory Defaults

SD-H Inventory Defaults

Field Explanations - Setup Tab

Default Inventory Location

Even if you have a single inventory *Location* (plant or warehouse), it is good practice to give your *Location* a name.

Average, FIFO, LIFO or Standard Costing? [A,F,L,S]
This setting determines the method that will be used to calculate the inventory *Average Cost* field whenever inventory is increased with a purchase receipt or adjustment, and it determines the cost that will be used whenever inventory is issued or sold. For a weighted, running average, enter an *A*. For first-in-first-out (FIFO) costing, enter an *F*. For last-in-first-out costing (LIFO), enter an *L*. Standard (S) costing will process all transactions at Standard Cost and post variance to the accounts specified in AD-A General Ledger Defaults. Consult with your accountant as to which method is best for your company. Once you have begun entering information, you can not change the method here but must instead use IN-L-I Change Costing Method.

Allow Access to Std Cost in IN-B
If this is set to N, then the IN-B screen no longer has access to update the standard cost.

Multi Company Transfer Co.
If you would like to transfer inventory from one company to another using IN-L-R Intercompany Inventory Transfer, you need to specify the company code to be used as the intermediate In Transit company. The designation includes the B plus the company code.

Enable UPC Numbers
If the UPC add-on is installed, enter Y and then enter the next available UPC number to be assigned

Warranty Designation by Item (Evo-ERP only)
If this is set to Y, then when a Serialized items is saved in IN-B, a prompt will appear to enter the number of days for standard and extended warranty. Once this has been entered, then when saving a Sales Order with serialized items on it, you are prompted whether the standard or extended warranty applies and the invoice posting will save the warranty expiration date to the SERIAL file for the shipped items.

Enable Del/Make Obsolete in IN-L-O
If this is Y then IN-L-O Inactive Items Utility can make items Obsolete or Delete them based on parameters specified.

IN-B Use Tools Lookup and Validation as Setup in RO-E
If this is set to Y then a Tool can be assigned to an item in IN-B Enter Inventory using validation from teh list of tools entered in RO-E Enter Tools

IN-K Allow edit to Transaction Date
If this is set to Y then the date field on the screen in IN-K Adjust Physical Levels will be editable allowing the transaction date to be changed

INC/INK Allow 0 Quantity Adjustments
If this set to Y then a 0 quantity adjustment can be made to document that the item was counted and the count was correct. The Last Count Date int he item master will also be updated by the 0 quantity transaction

IN-A Classic view replace customer with User Defined
If this set to Y the Customer field is replaced by the User Defined field

IN-C/INK Prevent Taking Inventory Negative

If this is set to Y then adjustments that take on hand stock negative are not allowed

IN-P/IN-A Use Calendar/Fiscal Year for Usage Calc (C/F)
If this is set to C or blank the Usage calculation will use a calendar year. If set to F it will use the Fiscal Year

IN-C Standard Cost always checked on
If this is set to Y the adjustments into stock will use Standard Cost

IN-B Limited Access Enable Add/Edit/Delete Notes (AED)
Enter any combination of up to 3 letters. A to allow adding new notes, E to allow editing existing notes and D to allow deleting notes

IN-A Enable Add/Edit/Delete Notes (AED)
Enter any combination of up to 3 letters. A to allow adding new notes, E to allow editing existing notes and D to allow deleting notes

Field Explanations - Processing Tab

Prevent Item Creation from SO-A
If this is Blank or Y then SO-A will be unable to automatically chain to IN-B to create a new item number. If it is N then SO-A can create new Item Numbers.

Prevent Item Creation from SO-P-A
If this is Blank or Y then SO-P-A will be unable to automatically chain to IN-B to create a new item number. If it is N then SO-P-A can create new Item Numbers.

Prevent Item Creation from PO-A
If this is Y then PO-A will be unable to automatically chain to IN-B to create a new item number. If it is blank or N then SO-A can create new Item Numbers.

Prevent Item Creation from WO-A
If this is Blank or Y then WO-A will be unable to automatically chain to IN-B to create a new item number. If it is N then WO-A can create new Item Numbers.

Prevent Item Creation from ES-A
If this is Y then ES-A will be unable to automatically chain to IN-B to create a new item number. If it is blank or N then ES-A can create new Item Numbers.

Prevent Item Creation from BM-A
If this is Y then BM-A will be unable to automatically chain to IN-B to create a new component item number. If it is blank or N then BM-A can create new Item Numbers.

Prevent Item Creation from PI-C
If this is Y then PI-C will be unable to automatically chain to IN-B to create a new item number which means tag counts for new items can not be entered. If it is blank or N then PI-C can create new Item Numbers.

Use long weight in calculations (Y/N)
Indicate whether the weight calculations should use the existing weight field (9999.999999) or the new expanded field 999,999,999.999999

Use ECO for Drawing and Revision (Y/N)
If this is Y, then the Drawing field in IN-B Enter Inventory will give access to a list of Drawings and revisions and effective date documenting the history of changes to the item.   SO-A Enter Sales Orders, PO-A Enter Purchase Orders , and WO-A Enter Work Orders will allow entry of Revision information to track the version of an item when made, bought and sold, and to enable the purchase or production of a prior revision as needed.

Use ITP Numbers for Work Orders (Y/N)
Indicate whether or not you want to require entry of an ITP (Inspection & Test Procedure) field in WO-A Enter Work Orders

Allow Entry of Base Price in IN-B?
Indicate whether Base price and be entered or edited in IN-B Enter Inventory

Control Category Code (Y/N/R/A)
Indicate whether the Inventory Category field in IN-B Enter Inventory is a controlled field, meaning that only values entered in SM-P Enter Categories will be allowed. Y means only allow entries from the list; N means do not control. R means a value is required (can not be left blank) and A means a new entry to the control list can be added on the fly.

Control User Defined (Y/N/R/A)
Indicate whether the User Defined field in IN-B Enter Inventory is a controlled field, meaning that only values entered in SM-Q Enter User Defined will be allowed. Y means only allow entries from the list; N means do not control. R means a value is required (can not be left blank) and A means a new entry to the control list can be added on the fly.

Chk Item Type in Std Cost Rollup?
If this is Y, then if a part is type A and has a BOM but then due to schedule or capacity issues you decide to change to type R and purchase it, the standard cost rollup will ignore the BOM components. Similarly, if it changes back to A, then the rollup will ignore the manually entered "This Level Material" cost.

Use Inventory Master for Tools?
If this is Y, then the entry of a new sequence in RO-A Enter Routings will use the inventory master file for the tool lookup. If the item selected is not in the TOOL file, it will then be automatically added as a tool so usage can be tracked.

Allow Add Lot/Serial COntrol with UOH? (Y/N/A)
If this is N then a part can not be changed to require Lot or Serial control if there is on-hand inventory. If it is A then you will get a warning asking if you really want to make the change since there is on-hand stock. Blank or N will not check for on-hand stock.

IN-B/SO-Q-A Disable Base Price passdown to subsidiary Co?
If this Y then changes to base price in a poaarent company will not pass down to subsidiary companies.

IN-A Disable Rebuild Stock Status?
If this is set to Y then IN-A will not recalculate stock status from order detail

IN-C Control Access to COGS GL Account?
If this is set to Y then adjustments entered in IN-C can be directed to a different expense

account than COGS per the item class.

INA,BMA,SOA,POA,WOA Disp Dialog Box for Act Status N
If this is set to Y then if an item has Active Status N the listed programs will warn when the item is entered that it is an inactive item

IN-B/NCR Quality Location
If this location is specified then when the Active Status of an item is changed to P, Q or S in IN-B Enter Inventory or if an NCR is generated in QC-F-A Enter NCR and Segregate Inventory is selected, any on hand stock will be transferred to this Location and, if a Note type QCH has been defined in SM-N-A Enter Note Types the Notes screen will open to enter a note defining why the item has been placed on Quality Hold

IN-B Prevent inventory transfer when status change to P/S
If this is set to Y then Active Status change to P or S will not transfer stock to the Quality Location

INA,Include MRP Data when Viewing Forecast Data
If this is set to Y then MRP requirements derived from Planned Work Orders and Scheduled Work Orders will be included in the Forecast quantity.

INB, QC Good Buyoff Counter to Reset to QC
If this is set to a number other than 0 then when an item flagged to receive to QC has that number of consecutive good receipts the flag is reset to N

INB, C of C Required default for New items
If this is Y then the default for C of C required when entering new items will set to Y

INB, Update BOM, Routing when saving an item (BRA)
If set to B then a save in IN-B will call BM-A Enter Bills of Material, R will call RO-A Enter Routings and A will call both sequentially.

INB, Auto Link Item Link #1 to Current ECO
If this is Y then the primary link to the item will also be saved as a link to the current ECO

INB, Default Compliance Settings to N for new items New items
If this is Y then Compliance settings will be set to N unless otherwise entered rather than left blank.

7.3.10   SD-I Routings Defaults

SD-I Routings Defaults

Field Explanations

Multiply or Divide by Num Processes [M,D]

This sets the default for the prompt of the same name within the *#Proc* window found in each of the three routings entry programs. See RO-A Enter Routings for a detailed explanation of how the number of processes can be divided into or multiplied by the processes/hour.

Use Standard Time [Y,N]

Sets the *Std Time?* default in routings entry. If set to yes, the system will apply standard time to any units reported through WO-F Enter Labor rather than require actual time to be entered.

Make Seq equal Template Number [Y,N]

If you copy in operation templates, setting this default to *Y* causes the program to assign the routing sequence the same number as the template, wherever possible. Use this if you want sequences and operations to have the same numbering.

Default Seq increment

When copying in multiple operation templates into routings, the program automatically assigns sequence numbers. This field sets the default increment. For example, if you like your routing sequences numbered 10, 20, 30, etc., enter a 10. If you want your numbering 1, 2, 3, etc., enter a 1.

Display Long Time Prompt

Normally time is entered in hours, minutes, and seconds. If you prefer entering decimal time, or if the number of hours per part is ever to exceed 99 hours, or you need greater precision for high production operations than 1 second per part can provide, you can have an optional decimal field display in a pop-up window that will allow entry of up to 9,999 hours and seven decimal places. Answer *Y* to this prompt if you want the *Long Time* field displayed during routings entry.

Sync Template Settings to RO-A (Y/N/A)

If this is enabled then changes to time standards in templates will update master routings. If set to A, you will be asked if the master routings should be changed.

Traveler Printing to print Routing Template Notes Type

If this is populated with a Note Type then WO-C Print Travelers will include that note type as associated with Routing Templates, allowing for a master Template note that can be edited once and apply to all items using that operation template.

Primary Routing Note Type

Enter a Note type that will be used as the primary note type for Routings and RO-A Enter Routings will default to this type. Configure the WO-C Print Travelers to print only this type.

ROA Enter Setup Time as Decimal

If this is set to Y the Setup Time will be entered as decimal hours rather than HH:MM:SS format

ROB Print Fixed and Variable Overhead as %

If this is set to Y the Overhead values will print as % of labor rather than dollar per hour amounts.

ROA/BMA Prevent Editing for Active Status

Enter the values of Active Status editing of BOM and Routing should be prevented for

ROA Recalc Parts/Hr when changing # Persons (Y/N/A)
If this is set to Y the recalculation is automatic. If A you will be prompted

7.3.11 SD-J Bill of Material Defaults

SD-J Bill of Material Defaults

Use this program to set defaults for the *Bills of Material* module. All these defaults pertain to the *Seq* field within BM-A Enter Bills of Material. Components can be tied to the particular sequence within the routing in which they are actually used or consumed. With these defaults you can make entry of the *Seq* field mandatory for selected inventory types so that entry of this field cannot be inadvertently skipped.

Tying bill of material components to specific routing sequences can have two uses. One, materials tied to sequences can optionally print on the shop traveler within the sequence they are used. Two, backflushing of components can be tied to routing sequences as production gets recorded through WO-F Enter Labor. This allows inventory to be backflushed as the work order progresses, rather than having to wait and backflush component inventory when finished goods are completed.

If neither of these features apply to your company, set these defaults to *N*.

Field Explanations

Require Sequence Entry - Type N (Non Inventory)?
Enter *Y* if you want the *Seq* field mandatory for type N (non-inventory) items.

Require Sequence Entry - Type L (Labor)?
Enter *Y* if you want the *Seq* field mandatory for type L (labor) inventory items.

Require Sequence Entry - Type T (Out Process)?
Enter *Y* if you want the *Seq* field mandatory for type T (outside processing) inventory items.

Require Sequence Entry - Type R, M, F, A?
Enter *Y* if you want the *Seq* field mandatory for types R (purchased), M (make-from), F (finished goods), and A (subassemblies).

Prompt for BOM Remarks when in BOM Component
Enter *Y* if you want every component saved to prompt for remark entry

Include BM-G in Inventory Audit Tracking
Enter N if you do not want the Inventory Master Audit files updated as a Change to the Item Master when BM-G is run.

Allow BOM for Type R Parts for Engineering Purposes (Y/N)
Enter Y to allow type R parts to have a BOM. If this is set to Y then the setting in DEF-H Inventory Defaults (Evo-ERP) for Check Item Type in Standard Cost Rollup should also be set to Y.

BM-G Ignore Standard Cost Date for Parts less than $
Enter a threshold amount that will cause BM-G Print/Rollup Standard Costs to ignore the rollup cost date for components valued at less than this amount when determining the oldest

component standard cost.

Auto-Archive BOM in BM-A
If set to Y a copy of a BOM will be saved to an archive file any time it is opened in BM-A including the BOM, Date and time stamp and the user making the change

BMA/ROA Prevent Editing for Active Status
Enter the values of Active Status editing of BOM and Routing should be prevented for

7.3.12 SD-K Lot and Serial Control Defaults

SD-K Lot and Serial Control Defaults

Field Explanations

Print Lot Listing after Invoices/Packing Slips?
If you enter *Y* to this default, any time you print a graphical format packing slip or invoice that has items with lot control entered, a listing of lot numbers will be included. For text formats, you will be asked if you want to print a lot number listing. If you answer yes, a follow-up page will be printed (repeating the order header section) with a listing of the item numbers, quantities, and corresponding lot numbers.

Print Serial Listing after Invoices/Packing Slips?
If you enter *Y* to this default, any time you print a graphical format packing slip or invoice that has items with serial control entered, a listing of serial numbers will be included. For text formats, you will be asked if you want to print a serial number listing. If you answer yes, a follow-up page will be printed (repeating the order header section) with a listing of the item numbers and corresponding serial numbers.

7.3.13 SD-L Features & Options Defaults

SD-L Features & Options Defaults

Field Explanations

Mandatory Feature?
If the majority of features will be mandatory, set this default to *Y*.

Display Duplicate Option prompt?
In a future version, if you have options such that when one option is chosen, such as color, where all subsequent features containing color would use the same color, you can have the *Duplicate Option* prompt display which presents three rules to determine how you want duplicate options handled. If duplicate options are not a factor for your products, set this to N and the duplicate options prompt will not be displayed at all.

Duplicate Option Code?

If you plan on using the duplicate options capability, you can select a default duplicate option

code. The values are.
1 = Display options - regardless of duplicates.

2 = Do not display - add duplicate to order.

3 = Do not display - do not add duplicate to order.

For more detailed explanations of these codes, see Features & Options.

Manufactured or Kit type?
Enter an *M* if the majority of options are manufactured and are to be passed over to the work order system, *K* if they are kit types that will not be passed over to the work order system.

Include in cost rollup?
If the majority of options are to be included in the *Print/Rollup Standard Costs*, enter a *Y*. Generally only one out of each group of options would be included in the cost rollup, so normally this field would be set to *N*.

Use std customer pricing?
If the majority of your options carry prices that will be maintained in the standard price code and contract price files, enter a *Y*. If option prices are universally applied to all customers and are feature specific, enter an *N*, in which case the option prices are maintained within the options bills of material.

Add price to parent product?
If the option prices are to be itemized on the sales order, enter an *N*. If the option prices are to be added to the price of the parent product, enter a *Y*.

Percentage pricing?
If the majority of your option prices are to be a percentage of the price of the parent product, enter a *Y* for this default. If you do not use percentage pricing, enter an *N*.

Display Option Code prompt?
In a future version an option code will allow each option to defined in a string of codes on the sales order. This currently has no use and can be set to *N*.

Suppress Option Comments?
During entry of options in SO-A Enter Sales Orders the program outputs comment lines which say *Options selected:* and *Suboptions*. If you want these comments suppressed in order to save order lines, enter a *Y* in this field.

7.3.14 SD-M Sales Order Defaults

SD-M Sales Order Defaults

Field Descriptions - Setup 1 Tab

Ready to Ship Default
If you take advantage of the ready-to-ship feature in the sales order system, you will be able to generate instant invoices for any items that have on-hand inventory without having to use SO-E Release Sales Orders. This default sets the *Rdy?* flag in the sales order header. The default can be overridden within sales order entry on any given order.

Entered by
If you have one person who enters the majority of your sales orders, enter the name/initials of the person in this field. If several people enter orders, leave this field blank.

Default Ship Via
Type in the method you normally use to ship your orders. You can override this default when entering a sales order. The *Ship Via* field in AR-A Enter Customers overrides this default.

Default FOB
If all your sales orders use the same FOB designation, enter the default here. This default can be overridden when entering a sales order. The *FOB* field in AR-A Enter Customers overrides this default.

Turn the Credit Limit Message off?
SO-A Enter Sales Orders can display a message in the sales order program to notify you if your customer exceeds his credit limit or is on credit hold. The program checks the credit hold as soon as the Bill To customer code is entered and checks the credit limit as each line item is entered.   If you don't want to see this message during the sales order entry process, enter *Y* here. If you want to see the message, enter *N*.

Prompt for Taxable Line Item Amt?
If you are in an industry (such as construction) where the tax is not always applied to the full amount of the invoice line item, you can answer *Y* to this prompt and the taxable amount will display in a pop-up window during sales order entry. You can then accept or override the taxable amount.   In most industries this default is N and lines are either taxable or non-taxable in their entirety. An order can consist of both taxable and nontaxable lines with this default set to N.

Prompt for Itemized Sales Tax?
In some industries (such as construction) the sales tax is often not itemized and is instead included as part of the line item price. The tax must still be tracked and paid, however. If you answer Y to this prompt, whenever a sales order is saved you will be asked if you want to itemize sales tax. If you say no, the tax will not be itemized at the bottom of the invoice. When the invoice is posted, the sales (income) amount will be reduced by the amount of the sales tax, and the sales tax liability will be posted to your default sales tax GL account and will post to the tax authority file.

Prompt for Retention Billing?
Retention billing is common in certain industries such as construction. If you answer *Y* to this prompt, whenever you release a sales order for invoicing SO-E Release Sales Orders you will be asked if you wish to bill for retention. If you indicate yes, you will be asked to enter a percentage. The program will then create a separate sales order for the retention amount and will handle all the GL postings properly. For more information, see SO-E, Release Sales Orders.

Retention Part No

If you answer Y to the *Prompt for Retention Billing?* prompt, enter a item number that will be used by the system on the retention invoice. This item number should be set up in IN-B, Enter Inventory, as a non-inventory item (Type N), and should be given a general description that is appropriate when appearing on invoices.

Suppress Non-Tax Warning Message?

Normally if you do not enter a *Tax Group* on a sales order, the program gives you a warning that alerts you to this fact. Many manufacturing companies do not process sales taxes at all and find this warning an annoyance. If you enter a Y in this field, the warning will be suppressed.

Allow Entry to Location

This option allows you to control the entry of *Locations* (warehouses) in SO-A Enter Sales Orders. See How to Use Multiple Locations for more information on using *Locations.* You should set this default to *R* (for required).

Allow Entry to Department

This option allows you to control the entry of GL *Departments* in SO-A Enter Sales Orders. See AM-D Enter General Ledger Departments for more information on using GL *Departments.* If your company does not use departmental accounting (the majority of companies do not), you should set this default to *N* so that in SO-A the user will *not* have access to the *Department* field in the sales order header screen. If you use departmental accounting, you can set this default to *Y* or *R*. If set to *Y,* the user will have access to the *Department* field in SO-A; however, entry of a department code is not required and the field can be left blank. If set to *R* (for required), the user must enter a department code and cannot leave the field blank.

Attach Notes from ARA

If you choose to disable the Sales Order feature to pull customer notes entered in AR-A into sales orders, set to N. Blank or Y means that the feature is enabled.

Sales Document Printing

If you choose to disable the capability to print sales documents such as Acknowledgement, Invoice and Packing Slip in SO-A Enter Sales Orders set to N. Blank or Y means the feature is enabled.

Calc BO on Available to Ship

If this is set to Y, then SO-A Enter Sales Orders the determination of whether an item is sent to Backorder will consider Units On Hand less Units on Sales Order and Backorder from other orders rather than strictly On Hand. This prevents multiple orders from thinking there is sufficient stock on hand when there is only enough for the first one. This logic also applies to SO-S Mass Release Sales Orders. A W setting in this field will generate a Warning only in SO-A Enter Sales Orders but still allow entry of the order without backordering the item.

Check/Password Protect for Existing PO in SOA (Y/N/P)

A value of N turns off the checking for duplicate customer PO number when entering sales orders in SO-A. P will allow entering a duplicte PO if the password is entered.

SO-E Enter BOL Info for EDI

If this is set to Y the Bill of Lading fields will be available in SO-E Release Sales Orders

Use Ship-To code for FOB in SO-A
If this is set to Y then SO-A Enter Sales Orders will pull the FOB information from the Ship-To customer record rather than the Bill-To customer.

Track Changes to Sales Orders (Y/N)
If this is set to Y, then changes to Sales Order lines (Quantity, price, discount, ship or due dates) will be tracked as they are made and the change history can be viewed by clicking the HIST button in the line item section of SO-A Enter Sales Orders, or in the Bookings Report in SA-A Print Daily Sales/Bookings or SO-O-M Print Changes to sales Orders

Prevent Editing of Desc in SO-A (Y/N)
If this is Y then the item description in SO-A can not be modified.

Enable Up Charges in Discounts (Y/N)
If this is Y then you will have access to a third digit in the line item screen discount percentage in SO-A to enter a minus sign for a negative discount to be used as an upcharge

Round Prices (U)p or (N)earest 0-4 Decimals
If this enabled, discounted prices in SO-A will round either up or to the nearest number of decimal places specified.

Prevent Deleting of Sales Order in SO-A (Y/N)
If this is set to Y, the Delete SO Button in SO-A is removed.

Allow 00/00/00 Ship Dates in SO-A (Y/N)
If this is set to Y, SO-A will allow blank estimated ship dates and SO-N will require that a date be entered at the time of conversion and MRP will ignore Sales Order Lines with blank dates. For use with blanket orders where the shipping schedule is unknown.

Reopen Closed SO in SO-A (Y/N/P/V)
If this is blank or Y, the program reopens a closed Sales Order to view it. If it is N then closed Sales Orders can not be viewed, if it is V they can be viewed but not reopened and if it is P then the password specified is required to reopen them.

Prevent Copying of Sales Order & Quotes (Y/N)
If this is Y then the Copy button in SO-A and SO-P-A is not available

Allow entry of prices in SO-A (Y/N)
If this is N then the SO-A screen will skip over the price and Discount fields, preventing the order entry person from changing the price from the standard Base Price/Price Code and Discount pricing that pulls into the order.

Control Ship to based on Bill To
If this is Y, then when entering a Sales Order, once a Bill To customer has been entered, the Ship To lookup will be limited to those Ship To addresses assigned to that Bill To in AR-A Enter Customers. Further, if you have only the Ship To information, you can leave the Bill To blank and when the Ship To code is entered, the Bill To information will pull in.

Force Job Tracking in SO/PO/WO (Y/N)
If this is Y then all SO, WO and PO will require a Job number. If blank or N, the Job Number

is optional

Allow editing of Line Locations in SO-A (Y/N)
If this is Y then you will be able to edit the Warehouse Location by Line Item in SO-A Enter Sales Orders. If set to S you can edit the location when shipping in SO-E Release Sales Orders. B allows editing in both programs and N or Blank prevents editing.

Force Order Description in SO/PO (Y/N)
If this is Y then the Order Description can not be left blank.

Sales Order Default Location

If a value is entered here, Sales Orders will default to the value entered rather than the master Inventory Default Location

Field Descriptions - Setup 2 Tab

Prompt for Specifications in SO-A?
If N, the item specifications will not be pulled into Sales Orders.

Ask for Book Date when editing SO-A
If this is Y, then when a change is made to a sales order, the user will be prompted for the effective date of the change which will be reflected on the Business Status and Changes to Sales Orders report.

Prevent Add new cust in order entry?
If this is Y then SO-A will not be allowed to create a new customer.

Enable add'l SO Class Discount
Enter Y to have SO-A Enter Sales Orders recalculate the applicable discount per line based on the value breaks entered into SO-Q-F Enter Discount Codes as applied to the order subtotal per item class when the order is saved. Enter A to ask when saving and N or blank will not recalculate.

Set new SO Ent by to Username (Evo-ERP only)
Enter Y to have SO-A Enter Sales Orders pull in the first 5 characters of the username of the person entering a sales order into the "Entered By" field.

Exclude Cust X-Ref in SO-A
Enter Y to prevent the Customer Cross Reference number from pulling into Sales Orders as a comment line.

SO-A Open or Open /Closed SO (O/B)

Enter O if you want the opening list in SO-A to only display Open Sales Orders. Blank or B will include Open and Closed orders.

Enable Ready to Post in SO-P-I

If this is set to Y, then if an invoice number has already been assigned to a sales order, SO-P-I Enter Freight & Tracking # will have the option to set the invoice as ready to post.

Check for Open Invoice in SO-A greater than XXX days

If a number of days is entered, then SO-A will pop up a warning when entering a new order for a customer if they have any open invoices older than that number of days.

Default Salesperson

You can use this field if you have one salesperson that handles a majority of your sales. The salesperson number must be set up in CS-A Enter Salespersons. If you have a specific salesperson associated with a set of customers, you should assign the salesperson number in AR-A Enter Customers. You can override either default salesperson assignment when entering a sales order.

Use Ship-To for Price and Discount Code

If this is set to Y then if Price Code or Discount Codes have been established for a Ship-To customer, they will be used in Sales Orders and override codes entered in the Bill To ..

Prevent Duplicate SO Lines (Y/N/W)

If this is set to Y then sales order entry will not be able to enter two identical lines (same part, quantity, price and delivery date) into the same sales order. W will warn but allow, and N or Blank will not check.

Item No for Itemized Disc (Type N)

The part number entered here will be used in Sales Orders if a Discount codes has been established in SO-Q-F Enter Discount Codes as an Itemized Discount meaning that it is included on the order as a separate negative line item.

SO-A Alt Item - Cust X-Ref (123N)

If the item number entered for a line in SO-A Enter Sales Orders is not a standard item number in the inventory database, this setting enables a search on the Customer Cross Reference number as entered in IN-L-C Enter Customer Cross-Reference as an alternate. Enter 1, 2 or 3 to designate the order of searching alternates (see the next two settings) or N if you do not want to include customer cross reference as an option.

SO-A Alt Item - User Defined (123N)

If the item number entered for a line in SO-A Enter Sales Orders is not a standard item number in the inventory database, this setting enables a search on the User Defined Field as entered in IN-B Enter Inventory as an alternate. Enter 1, 2 or 3 to designate the order of searching alternates (see the previous and next settings) or N if you do not want to include User Defined field as an option.

SO-A Alt Item - UPC (123N)

If the item number entered for a line in SO-A Enter Sales Orders is not a standard item number in the inventory database, this setting enables a search on the UPC number as entered in IN-B Enter Inventory as an alternate. Enter 1, 2 or 3 to designate the order of searching alternates (see the previous and next settings) or N if you do not want to include UPC as an option.

Maximum Freight Amount $9,999.99 (Y/N)

If your freight charge will never exceed $9,999.99 then set this to Y and if a mistake is made entering a larger freight amount, it will not be allowed. Otherwise, freight amounts up to

$99,999.99 are allowed but if it is a mistake, the invoice can not be voided.

Ask for Lot info when adding SO Lines (Y/N/A/R) (Evo-ERP only)

If this is set to Y, Lot information can be entered in SO-A when lines are entered. N prevents Lot info, A will ask and R means the Lot info is required to be entered in SO-A.

Ask for Serial info when adding SO Lines (Y/N/A/R) (Evo-ERP only)

If this is set to Y, Serial Number information can be entered in SO-A when lines are entered. N prevents Serial Info info, A will ask and R means the Serial Number info is required to be entered in SO-A.

Prevent Edit of SLSP in SO-A

If this is set to Y then order entry can not change the Sales Rep assigned to the order.

SO-A Check for Open-late Inv>XXX days per terms

If this is set to a number of days then SO-A will pop up a warning if any open invoice is later than that number of days past the due date per terms.

Prevent Deletion of SO Lines with Work Orders in SO-A

If this is set to Y then Sales Order lines that have been converted to Work Order can not be deleted.

Use UCC

If a number is enteredhere, it will become the incremental counter for UCC code for shipments

Item Number for Medical Excise Tax

Enter a Non-Inventory part number here to enable the calculation of Medical Excise Tax

Medical Excise Tax Rate

Enter the appropriate rate

Ask for Lot info when releasing SO Lines (Y/N/A/R)

If this is set to Y you will be able to enter Lot Control information in SO-E Release Sales Orders. If N, you can not, A will Ask and R will Require.

Ask for Serial info when releasing SO Lines (Y/N/A/R)

If this is set to Y you will be able to enter Serial Control information in SO-E Release Sales Orders. If N, you can not, A will Ask and R will Require.

SO-A Set Default to True when changing all line dates (Y/N)

If this is set to Y then the default to the "Do you want to change all lines with this date" when changing dates on lines will be Y

SOC/SOF Always use Standard Pack (Y/N)

If this is set to Y then the quantity shown on SO-C Print Packing Slips and SO-F Print Invoices will be the line quantity based on Standard Pack and the invoice price will be

multiplied out to display a Stadnard Pack price.

Enable Auto Line Numbers in SO-A (Y/N)
If this is Y then lines in Sales Orders will be automatically numbered.

SO-A Auto Line Number Starting Number
If a value i entered here, it will be used as the starting number rather than 1

SO-A Auto Line Number Increment
If a value i entered here, it will be used as the line number increment rather than 1

Field Descriptions - Setup III Tab

Prevent Order if it Exceeds Credit Limit
If this is Y then entering an order that puts a customer over their credit limit will be prevented rather than just displaying a warning

Always use Today as Ship Date in SO-E
If this is set to Y then SO-E Release Sales Orders will use today (system date of the local machine) as Ship Date and the user can not change it.

SO-E/HH-D Default Shipping Bin
If this is populated with a Bin then SO-E Release Sales Orders and HH-D Enter Finished Production will use it as the default bin for all items

SO-B,C,F,PB Separately email
If this is set to Y then all emailed sales documents will be sent in separate PDFs rather than grouping to a single PDF per customer

SO-A Use Standard Pack to Enter Quantity
If this is set to Y then orders must be entered in an even multiple of Standard Pack. If set to W, a warning will be given but the non-standard quantity can be entered.

Archive Sales Orders when they are marked closed
If this is set to Y then the final invoice posting of an order will archive the order.

SO-A Use Shipping Lead Time to update other SO Lines
If this is set to Y then the longest shipping lead time on an order will control the estimated ship date of all lines

SO-A/SOPC Use Shop Calendar for Ship Lead Time
If this is set to Y then non-work days in the shop calendar will be taken into account when calculating the Est Ship Date using the item Ship Lead Time

SO-A Suppress commission popup when changing reps
If this is set to Y then changing a rep on an order will not pop up the message to change the line commissions

Enable SO-A Entry Security
If this is set to Y then security levels can be used to prevent users from editing the SO of another user

SO-A Display Line item Cost, Profit % by line and Total

If this is set to Y then the line and total profit and % margin will be displayed at order entry based on the item standard cost.

SO-A Pull in Line User-Defined Info (Y/N/Desc)

If this is set to Y the item User Defined will pull into the order as a comment line. If it is set to Desc the field will be preceded by UD:

SO-A/P-A Warn if Gross Profit is Below Margin (Y/N/K)

If this is set to Y a line entered with a margin less than the value defined in the next setting will prompt a warning. If set to K the calculation will be Markup rather than Margin

SO-A/SO-P-A Gross Profit Margin/Markup %

Enter the value to be used for the profit calculation. 25% would be entered as 25, not 0.25

SO-P-B Prompt for Win Likelihood

If this is set to Y then printing a Quote will prompt for the Win Likelihood on a scale of 1-9 (1 being unlikely and 9 being likely) to be used as the Quote Status by the CM-C Opportunity Dashboard

Enable Avalara Tax System

If this is set to Y then you need an account with Avalara to process and track Sales Tax and enter the Account Number, Key and your default Item Tax Code (per the Avatax item list)

SO-E Retain Original Ship Via Code

If this is set to Y then changing a Ship Via Code when releasing an order will apply to this shipment only and not change the order for subsequent shipments

SO-A Autonumber Lines after Inserting SO Lines

If this is set to Y then inserting lines in an order will renumber the subsequent lines.

SO-E Move all unshipped lines to Backorder

If this is set to Y then when a partial order is released for shipment all remaining lines will be moved to backorder

SO-A Prevent Access to Released Orders

If this is set to Y then once an order has been released it can not be edited without unreleasing it.

SO-A Prevent $0 Price

If this is set to Y then a $0 line item is not allowed. A will ask.

DE-T-B/EDI Drop Ship Item Number

Enter a Non-Inventory item to be used as a sales order line for a drop ship fee

SO-A CC Fees Item Number

Enter a Non-Inventory item to be used as a sales order line for a credit card fee

SO-A/SO-P-A/ES-B Prevent Active Status S

If this is set to Y then SO-A Enter Sales Orders, SO-P-A Enter Sales Quotations and ES-B Print Customer Quote are prohibited for Active Status S items

SO-E Prevent Overshipment

If this is set to Y then increasing the quantity beyond the order line quantity in SO-E Release Sales Orders is not allowed

SO-A Prevent Manual Entry of SO#

If this is set to Y then a SO-A Enter Sales Orders can not have the order number entered manually

Field Descriptions - Processing Tab

Release Qtys > On Hand

There are 3 levels of control for restricting SO-E Release Sales Orders to the available on-hand inventory. Enter a *0* if you want no restrictions on release quantities; enter a *1* if you want to be warned if there is insufficient on-hand stock to make the shipment and enter a *2* if you want to prohibit releasing a Sales Order with insufficient stock on-hand.

Increment WO Suffix in SO-N by

When Work orders are generated from Sales orders using SO-N Convert Sales Orders to Work Orders, the Work Order prefix number will equal the sales order number and the Work Order generated for each Sales Order line gets a different work order suffix. If you will be generating multiple level work orders, you may want to allow for an increment other than 1 between the suffixes so that lower level work orders deriving from the same parent part can easily be grouped together.

Enter Ship Tracking Number in SO-E

This establishes whether or not a window will pop up in SO-E to enter a long shipment tracking number and freight carrier.

Set Pack Slip Same as Invoice

If this is set to Y, then when releasing sales orders in SO-E Release Sales Orders the same number (the Next Invoice Number) will be assigned to the order for both the Invoice and Pack Slip number. This eliminates having 2 sets of numbers and also enables reprinting a pack slip after the invoice has posted because it can pull from the posted invoice file for the data since it is a one-to-one relationship.

Warn if Pack Slip has been printed (Y/N)

If this is set to Y then printing a packing slip in SO-C Print Packing Slips sets a "Printed" flag so if you try to print it again, you get a warning, thus preventing inadvertent duplication of shipments. Once the invoice for the shipment is posted, the flag is cleared so the next shipment can be processed.

Enable Pick Tickets in SO-C (Y/N)

If this is set to Y then SO-C Print Packing Slips will prompt whether to print a Pick Ticket or Packing Slip. This is designed to allow printing a Pick Ticket to pull parts and get them ready for shipment without pulling a packing slip number. A Pick Ticket lists all lines on the order and does not pull or save a Pack Slip (Shipper) number. A Packing Slip can list all lines or only released lines and assigns a packing slip number.

Track On Time Shipping (Y/N)

If this is set to Y then as invoices are posted, the actual compared to Estimated Ship Date and Customer Due Date will be stored in a file which can be accessed using the new SO-O-N On Time Delivery Report.

Allow SO Dates to update WO (Y/N)
If this is Y then when a SO ship date is changed in SO-A Enter Sales Orders, you will be prompted to also update the corresponding Work Order Estimated Finish Date for Work Orders converted from Sales Orders.

Warn at ship if pmt is required SO-C (Y/N)
If this is Y then when a Packing slip is printed for a Sales Order with a payment term that has Max Days Til Due of 0, a reminder message will pop up that this is an order that requires prepayment or COD paperwork so the shipping department doesn't ship the order without taking appropriate action.

Warn at ship if pmt is required SO-E (Y/N)
If this is Y then when a Sales Order with a payment term that has Max Days Til Due of 0 is released in SO-E, a reminder message will pop up that this is an order that requires prepayment or COD paperwork so the shipping department doesn't ship the order without taking appropriate action.

Warn at ship if pmt is required SO-C (Y/N)
If this is Y then when an Invoice is printed for a Sales Order with a payment term that has Max Days Til Due of 0, a reminder message will pop up that this is an order that requires prepayment or COD paperwork so the shipping department doesn't ship the order without taking appropriate action.

Allow Changing Invoice # in SO-E
Enter Y to allow manual changing of the invoice number to be assigned when releasing Sales Orders. Any number manually assigned will still be verified to ensure it is not a previously used invoice number.

Create 0 Qty SO Lines during post
Enter Y to have fully backordered lines post a record to the Invoice Line item file

Treat 99.99% discount as 100%
Enter Y to have a 99.99% Sales Order discount calculate 100% Discount and $0 price

SO-A Pull in Kit Comp Prices
Enter Y if you want kit components to be priced individually rather than a single price at the parent level for the Kit as a whole

SO-Q-A Disable Base Price Passdown to Subsidiary (Y./N)
Enter Y to prevent changes to Base Price frm passing down to subsidiary companies and enable entry of Base Price at the Subsidiary level

Use Order, Current date for Pricing
Enter O to use the Order Date to determine effective pricing or C to use the current calendar date.

SO-N Multi-Yield Part Number
If this is populated with a part number then SO-N will have an option to create a Multi-Yield

Work Order. It will combine all items on the order to a single work order so they can be manufactured together, then WO-I will process as a Multi-Yield Work Order and complete the items based on the SO Lines.

Automatically update Surcharge prices in SO-E (Y/N/A)?
Enter Y to have Sales Order Items defined as "Surcharge" items in IN-B Enter Inventory have their unit cost updated to match current Base Price in SO-E Release Sales Orders, A to be prompted to reprice them or N to not make any changes.

Prevent SO-N for items with Active Status E (Y/N)?
Enter Y to prevent converting Sales Orders to Work Order for items designated Active Status E (Engineering)

Enter Additional SO Info (Header/Line/Both)?
Enter H to have one screen of additional information per Sales Order, L for one screen per line or B for both header and line info. The additional info screen allows for up to 20 additional alpha fields and 5 dates per item.

Disable Option to Delete Quote in SO-P-C?
If set to Y, SO-P-C Convert Sales Quotations will not have hte option to delete the quote after converting tro sales order

New Sales Order Consume Existing Forecasting for the month
If set to Y then Sales Orders entered will consume forecast in the same month as the Estiomated Ship Date until the monthly forecast is 0.

Posting Invoices Consumes Forecasting?
If this is set to Y, Sales Invoice Posting will consume Forecast, oldest first. This setting and the prior one for Sales Orders consuming forecast are mutually exclusive.

SO-A Prevent SO Qty < Vendor Min Qty for OP Operation
If this is set to Y, Orders can not be entered for a quantity less than Vendor minimum quantity for outside process operation.

SO-A Auto-Create type XXXXXX-XXXXXX Items
If this set to Y and a part number is entered on a line in a format XXXXX-XXXXX (String - String) that does not exist in the item master but each of the text strings do exist as parts, a new item will be created, copying the inventory record, BOM and Routing from the item that matches the first string and adding the description of the second item as the second description line of the new item.

SO-A Add Evo Note for Date Change
If this is set to Y then when editing an existing order and changing ship date you will be prompted to enter a note explaining the reason for the change.

Enable Bill of Lading in SO-C?
If this is se to Y then SO-C Print Packing Slips will prompt whether to print a Bill of Lading

SO-E Disable Generate Serials Button
If this is set to Y then SO-E Release Sales Orders will not allow autogeneration of Serial Numbers

SO-G Auto process Fin Prod for Converted WO
If this is set to Y ten if a work order is converted from a sales order in SO-N Convert Sales Orders to Work Orders the invoice posting in SO-G Post Invoices will automatically process the finished production for the work order and capture the cost as the COGS against the invoice

SO-A Pull XREF from Ship To Customer
If this is set to Y the customer cross reference number will pull from the Ship To Customer. If it is B then it will pull from teh Bill To customer if there is nothing for the Ship To.

Field Descriptions - Processing II Tab

SO-E/SO-P-I Freight Upcharge %
If a value is entered the freight charge entered will be increased by the percent entered

SO-A/SR/A Force Taxable
If set to Y all Sales and S/R Orders are forced to be taxable

SO-A Prevent Price from changing when Qty is Edited
If set to Y a change to line quantity will not recalculate price based on quantity breaks

Field Descriptions - Printing Tab

Acknowledgment Print Format No.
The format identification number is located in parenthesis to the right of the description. Highlight the format you want and click on it or press <Enter>.

Packing Slip Print Format Number
The format identification number is located in parenthesis to the right of the description. Highlight the format you want and click on it or press <Enter>.

Invoice Print Format Number
The format identification number is located in parenthesis to the right of the description. Highlight the format you want and click on it or press <Enter>.

Sales Quote Print Format Number
The format identification number is located in parenthesis to the right of the description. Highlight the format you want and click on it or press <Enter>.

Print Co. Name & Address on Forms?
Enter *Y* if you want your company name and address (as defined in SD-A Company Defaults) to print in the upper left corner on acknowledgments, invoices, packing slips, and sales quotations.

Print Discount Column on Forms?
If you want the *Discount* heading and column to print on forms, enter a *Y*. If your company doesn't offer discounts or you do not want the discounts explicitly printed on the forms, enter N and the discount heading and column will not print.

Decimalized Quantities on Forms?
The program features two decimal places on all inventory quantities, including quantities

shipped, and backordered on invoices, acknowledgments, packing slips, and sales quotations. If you never need decimalized quantities on these order documents, enter a *N* in this field and the decimals will be suppressed on the printouts.

Print Title on:
This option allows you to control whether the forms title (the main title in the upper right corner of each form) will print on acknowledgments, packing slips, invoices, or sales quotations. Even through the universal form can be used for all forms, some companies print special information (such as terms and conditions) on the back of some forms, some have different numbers of copies on multi-part forms, and some color code different sheets within multi-copy laser forms. Suppressing the title allows the title to be pre-printed so that different forms are readily identifiable when pulled from the shelf to be used.

Max No Lines in Body of Ack, Pack Slip, Invoices
Indicate the number of Item, Description or Note lines allowed in the body of forms before a page feed command is passed to the print program. This would only be used for pre-printed forms that had footer type information printed on all pages of the form rather than printed by the program on the last page only.

Alternate Title for Invoice
If you would like the word INVOICE to be something different when sales invoices are printed, then indicate the alternate word(s) here

SO-C Cert of Compliance RTM
If a value is entered here, then SO-C will print a second copy as a C of C using the specified RTM

Print Ending Lines?
If you want to set your default to include ending lines (see below), then enter *Y* here. If you answer 'yes', you will see a prompt when you are saving the sales order that will allow you to choose if you want to print these lines or not. Ending lines can be used for any type of message that you want printed in the lower left corner of the invoice, acknowledgment, or sales quotation. If you don't want to use the ending lines, enter N.

Sales Order Ending Lines
You may include up to 5 description lines at the end of any invoice. If you answered *Y* to the *Print Ending Lines?* field above, SO-A Enter Sales Orders will ask if you want to include these lines on each sales order.

Sales Quote Ending Lines
If you answered *Y* to the *Print Ending Lines?* field above, SO-P-A Enter Sales Quotations will ask if you want to include these lines on each sales order.

Print Medical Excise Tax as a Tax Code in SO-F?
If you set this to Y and have the Medical Excise Tax item defined, the amount of the Tax will print in the Sales Tax region of the invoice rather than as a line item.

SO-E Print SO/WO Labels after Releasing?
If this is set to Y then after releasing Sales Orders you will be prompted to print labels for the order.

Sales Order RTM

If this is populated then SO-B Print Acknowledgements will print a second copy using the specified RTM.

7.3.15 SD-N Sales Commission Defaults

SD-N Sales Commission Defaults

Field Descriptions

Enter Commissions at Sales Order Entry?

If you answer yes to this prompt, the commission percentage will be displayed for salesperson 1 and salesperson 2 (if applicable) in a pop-up window while entering the sales order header. The system will default to the salesperson(s) assigned to the Ship-To address or, if none are assigned, it next looks to the Bill To address. You can accept the salespersons and percentages shown or change them on-the-fly. If you answer no, the salesperson(s) number will be displayed and can be changed but the percentage window will not be displayed and the system will use percentages assigned at the customer level or, if none are assigned by customer, the program will use the salesperson percentages defined in CS-A Enter Salespersons

Enter Commissions at Line Item Entry?

If you want to vary commissions at the line item level and have the ability to override them during sales order entry, enter *Y* to this prompt. As each line item is entered, the default commission will be shown in a pop-up window for salesperson 1 and salesperson 2 (if applicable). Line item commissions can automatically override the default percentages entered in the sales order header on an exception basis if commissions are defined in either CS-K Enter Price Code Commissions or CS-M Enter Contract Commissions or if an item has been excluded from commissions in IN-B Enter Inventory .   If you answer *N* to this prompt, any commissions defined in those programs will be automatically used. If you want the ability to see the commissions and override them, then answer *Y* to this prompt.

Enter Commissions for 2 Salespersons?

If you never split commissions between two salespersons, answer *N* to this prompt; otherwise answer *Y*. When two salesperson fields are displayed in sales order entry, you are not required to use the second salesperson field.

Have CS-D print a report of Employee Commissions?

If you do not use the internal payroll, then the Commission Transfer can print a report of Employee payroll for entry into whatever payroll is used.

Enable Extended Commissions?

If this is set to Y then the Commissions will be based on the information entered using CS-G Enter Sales Rep Links. See EXTENDED COMMISSIONS for a detailed description of how the Extended Commissions system works. Since the commissions are assigned to orders when they are released using SO-E Release Sales Orders there can be no orders released but not invoiced when this setting is enabled. You will also not be able to release orders

using SO-A Enter Sales Orders when using Extended Commissions.

Save Zero dollar value Commissions?
If this is set to Y, then the Commission file will be updated for $0 commissions if a rep is assigned to a customer or item so that sales reports can be run to track sales by rep even if commissions are not paid. This requires use of the Extended Commission System.

Use COGS Department for GL Expense?
If this is set to Y then the Department on the Item Class COGS account will also be used for the GL posting of commission expense.

Enable Overage with Extended Commissions?
If this is set to Y then saving an order brings up a screen to enter an Overage amount and commission percentage for each rep assigned to the order

Prevent SO-A Access to Released Orders?
If this is set to Y then once an order is released for shipment, access for editing using SO-A Enter Sales Orders is prevented.

Prevent S/R From calculating Commissions?
If set to Y Service and Repair orders are exempt from commissions

7.3.16 SD-O Contact Manager Defaults

SD-O Contact Manager Defaults

Evo Settings Tab

Contact Manager for Quotes
If you choose to use the Contact Manager when entering Sales Quotes in SO-P-A Enter Sales Quotations thus not adding prospects to the Customer file until an actual order is placed, enter Y.

Allow CM-A to Make Customer

If this is set to N, the Make Customer button in CM-A Enter Contact Accounts will be disabled.

7.3.17 SD-P Customer/AR Defaults

SD-P Customer/AR Defaults

Customer Tab
To quicken entry of new customers through AR-A Enter Customers you can set up defaults for the following fields: *Class*, *Price Code*, *Discount Code*, *Salesperson #1*, *Terms*, and *Taxable*. A new customer record will default to these values when saved, unless they are overridden.

Allow editing of Start Date in AR-A
If you set this to N then the user will not be able to edit Customer Start Date

Make Territory Mandatory in AR-A
If this is set to Y then customers will be required to have a Territory assigned.

Recycle Fee Item Number
If this is populated and SM-P-E Define Inventory User Defined Fields has a Fee Quantity defined in MTIC.PROD.SUBST[2] then SO-A Enter Sales Orders will add a line to any sales order for the total quantity of Fee Quantity for all Sales Order items for this Non-Inventory part number at Base Price.

Accounts Receivable Tab

Credit Card Processing Path
If you are using the X-Charge Credit Card processing in AR-C Record Payments and AR-N Enter/Print Sales Order Deposits enter the path to the X-Charge pr Pi Payment Server data folder.   If this path is blank, the credit card processing is disabled.

Default Search Key in AR-A Opening List
This controls the sort order of customers on the AR-A Enter Customers opening list screen. Click Lookup and choose the desired index.

Edit Credit Card Info (C/A/B/N)
Indicate which screens will have access to the full Customer Credit Card Information ?C (CM-A Enter Contact Accounts), A (AR-A Enter Customers), Both or Neither. In all cases the AR-T program will have access to the information. If access is denied in either AR-A or CM-A, the last 4 digits of the card and expiration date will still be visible so a customer service or sales rep could confirm that a card was on file and what the expiration date was without having full access to the data. If the link between CM-A and AR-A is not disabled, then only B and N will be allowed.

Pop-up in AR-C for Cr. Hold
Enter Y to have AR-C present a message when a payment is received from a customer on Credit Hold prompting to remove the hold. V means the AR clerk will be advised that the customer was on credit hold but will not be able to change the status. N or blank means no message will appear.

Pop-up in AR-C for Comm
Enter Y to allow AR-C to edit commission amounts when processing payments. Enter C to limit the editing to only when credits are applied to invoices. N or blank means no editing is allowed. Next, indicate whether the editing applies to sales rep 1, 2 or both.

Prevent Order Entry for CR Hold
Enter Y to have SO-A Enter Sales Orders prevent order entry for customers on credit hold rather than just pop up a warning.

Statement Print Format Number
You are offered three print format choices in a lookup window. Highlight the format you want and click on it or press <Enter>.

Print Co. Name/Addr on Statements?
Enter *Y* if you want your company name and address to print in the upper left corner on statements. If you have forms with your company name already printed, or have added your logo to graphical format, enter N.

Print Title on Statements?
This option allows you to control whether the forms title STATEMENT will print or not. Suppressing the title allows the title to be pre-printed so that different forms are readily identifiable when pulled from the shelf to be used.

Interest Rate on Overdue Accounts
The monthly interest rate percentage to be charged on overdue receivables in AR-D Charge Interest on Invoices. For example, if you are charging 18% per year, then this amount would be 1.5. (1.5 percent x 12 months = 18 percent)

#Days Past Due before Interest is Charged
The number of days an invoice must be past due (per terms) before interest is charged for that customer.

How should Statements calculate the Age of an Invoice?
Choose either Number of days since invoice date or number of days past due per terms.

User ID for X-Charge
If you are using the X-Charge Credit Card processing, enter the User ID

Password for X-Charge
If you are using the X-Charge Credit Card processing, enter the Password

User ID for PI Payment
If you are using the PIPay Credit Card processing, enter the User ID

Password for PI Payment
If you are using the PIPay Credit Card processing, enter the Password

Aging Periods
You can establish up to five different aging periods, used when printing aging reports through AR-F Print Aging and on statements through AR-E Print Statements. Defining these aging periods will allow you to view, sort, and print out invoices that are over 30 days old, etc. The first aging period should always be set to 0 days in order to include all invoices. These defaults can be changed on-the-fly when printing aging reports.

AR-C Days to Pay Calculation method
Enter U for an unweighted average and enter S for the average days to pay calculation to be skewed to more recent payments.

Remove Freight and Tax from Discounts
Enter Y to have AR-C Record Payments exclude tax and freight from the invoice total when calculating terms discounts

7.3.18   SD-Q Master Defaults

DEF-Q Master Defaults (Evo-ERP)

Purpose of Program
Use this program to set Master Defaults for all modules. Users do not have to exit the system for the Defaults settings to be changed but only one user at a time can be in the Master Default program or any of the Default Setting sub-programs.

General Program Operation
See the individual Module Help as listed below

SD-A Company Defaults

SD-B Work Order Defaults

SD-C Purchase Order Defaults

SD-D Material Requirements Defaults

SD-E Scheduling Defaults

SD-F Data Collection Defaults

SD-G Estimating Defaults

SD-H Inventory Defaults

SD-I Routings Defaults

SD-J Bill of Material Defaults

SD-L Features & Options Defaults

SD-S Warehouse Control Defaults

SD-M Sales Order Defaults

SD-T Service Repair & RMA Defaults

SD-N Sales Commission Defaults

SD-O Contact Manager Defaults

SD-P Customer/AR Defaults

SD-U Hand Held Defaults

SD-V International Defaults

AD-A General Ledger Defaults

AD-B Checking Accounts Defaults

AD-C Accounts Payable Defaults

7.3.19   SD-R Assign Next Numbers

DEF-R Assign Next Numbers (Evo-ERP)

Purpose of Program
Use this program to set the "Next" number for numbered documents and entries for all modules. Other users do have to exit the system for these settings to be changed and, as long as a user has this program open in a company, other users trying to change to that company will be unable to until this program is exited.

7.3.20   SD-S Warehouse Control Defaults

SD-S Warehouse Control Defaults

Enable Warehouse Control (Y/N/Q)
Y enables the assignment of multiple Bin Locations per item. Q means that not only can multiple Bins be assigned per item but on hand quantity by bin will also be tracked. This feature can also be enabled or disabled by item but to enable it for any item, it must be enabled here. When this is set to Y or Q for the first time, the Bin Location in IN-B will be set up as the default Bin for each item and (for Q) the current on hand quantity will be assigned to that bin. Use WC-C Assign Bin Locations to Items to add or import additional Bin Locations.

Use Controlled Bin Locations (Y/N)
Once Warehouse Control is enabled, if this is set to N then users can create new Bin Locations on the fly as parts are received into stock in PO-C Receive Purchase Orders and WO-I Enter Finished Production. If it is set to N, then users can only assign items to pre-existing Bin Locations defined in WC-A Enter Warehouse Bin Locations

Allow Blank Bin Location (Y/N)
Once Warehouse Control is enabled, if this is set to N then all items coded for Warehouse Control will require a named bin location. If it is set to Y then even if Warehouse Control is enabled, a blank Bin Location will be allowed.

Blank Bin Name
The system uses □O BIN LOC?as the default name of the Bin Location for unassigned items

but you can rename it.

Delete Zero Qty Bins (Y/N)?

If set to Y, once the on hand in a Bin is 0, the bin will be deleted for the particular item if this is set to Y. The Master Bin Loc will still be available as a controlled bin location for other items to be placed in that location.

Prompt for Bins for EFP Backflush (Y/N)?

Indicate whether components processed by backflushing at WO-I Enter Finished Production should be prompted for the bin when posting Bin transactions. Y means Prompt for Bin for each component.and N means use the default bin.

7.3.21 SD-T Service Repair & RMA Defaults

SD-T Service Repair & RMA Defaults

Show BOM In Release Serv/Repair

This controls whether you can see the Work Order BOM when releasing a Service/Repair order for shipping to calculate the costs and indicate which components would appear itemized on the invoice.

Service/Repair Location

This defines the default inventory Location to be used for Service/Repair orders. If this Location has been designated a Service Location in IN-L-B Enter/Assign Locations then stock status and inventory inquiry will ignore the inventory in this Location when calculating available stock.

Add Misc. information in SR-A & E?

If this is Y, then SR-A and SR-E will bring up a new program when saving to enter additional fields that may apply to the service/repair order. These fields are user defined and the description on the screen can be defined using SM-R Multi Language Maintenance

Allow RMA info changes in RM-C

Indicate whether RMA receiving can also make changes to fields such as Reason for Return and Warranty Status

Control RMA Return Codes

Indicate whether RMA Reason for Return entries are controlled based on the list entered in RM-E Enter RMA Return Codes. Y means the reason entered must be on the list; N means any reason can be entered; A means any reason can be added to the list on the fly and R means a Reason for Return is required.

RMA Restock Item Number
Enter the item number (Type N) to be used for Restocking Charge on returns

RMA Restock Flat Charge or %
Enter F for a flat charge or P for a percentage of the return value

RMA Restock charge or % Amt
Enter the default amount or percentage to be charged for restocking

RMA Credit Item Number
Enter the item number (Type N) to be used for customer credit sales orders on returns of defective items

Enter Ship Tracking # in SR-E
Enter Y to allow entry of the freight carrier tracking number in SR-E Release S/R Order

Generate S/R WO in SR-A (Y/N/A)
Enter Y to automatically generate Work Orders when saving a Service/Repair order or A (Ask) to be prompted whether to generate the order.

Allow Upd RMA Reasons after Disp
Enter Y to allow RMA Reason for Return to be changed after the RMA disposition has been entered.

Convert RMA to S/R Quote (Y/N/A)
Enter Y for RMA to convert to S/R Quote when Repair Disposition is selecter, N to convert to S/R Order and A to ask at the time of conversion.

S/R Generate WO with Standard BOM & Routing
Enter Y to use Standard BOM & Routing on S/R Order, N to use blank and A to ask.

RM-D Autopost Credit Memo (Y/N/A)
Enter Y to autopost a credit memo when so dispositioned in RM-D Disposition RMA or A to Ask whether to post

7.3.22 SD-U Hand Held Defaults

SD-U Hand Held Defaults

Use WO# as Lot # in HH-WOI
Indicate whether the Work Order number should automatically be used as the Lot Number when processing Finished Production

Inventory Labels in HHWOP
Indicate whether you want the HH-D Enter Finished Production to prompt for Label Printing. N

or blank, it will never print labels, Y will always chain to the label printing program and A (Ask) will prompt whether to print labels for each WO.

Allow Qty Entry in HH Pack/Ship
Enter Y to allow entry of a quantity when releasing Sales Orders for shipment using the small screen (Hand Held) pack & ship program HH-A Scan & Ship. Enter N or leave blank to scan each unit as it is packed, with a quantity of 1.

Release all Lines in HH Pack/Ship
Enter Y if you want all lines (even fully backordered lines) to be included on the printed invoice for orders released using HH-A Scan & Ship.

Process Paperless in Seq/Batch
Indicate whether labor and test reporting in HH-I Paperless Shop Floor Tracking is to be tracked strictly by Work Order and Sequence or if more detailed tracking by smaller batches within a work order is required.

Prevent Exceeding Ship Qty in Pack/Ship (Y/N/A)
Indicate whether Sales order Line quantity can be exceeded when packing an order. Yes/No/Ask

Prevent Inventory from going negative in Pack/Ship (Y/N/A)
Indicate whether inventory can be released in excess of current on-hand quantity when packing an order. Yes/No/Ask

Prevent Creating new Lot in Pack/Ship (Y/N/A)
Indicate whether a new Lot Number can be created on the fly when packing an order. Yes/No/Ask

Prevent Creating new Serial in Pack/Ship (Y/N/A)
Indicate whether a new Serial Number can be created on the fly when packing an order. Yes/No/Ask

HHG: Allow selection of Line for Multiple Line PO (Y/N)
If set to Y, then a multiple line PO for the same part number will not be treated as a blanket order and automatically receive the next line of that part

HHC: Allow Kit Issue Material (Y/N/A)
If set to Y HH-C Issue Materials will issue as Kits; N will issue individual components and A will ask when starting the program.

HHC: Prevent Over-Issue Password
If a value is entered here, a password is required to issue more than the BOM Quantity in HH-C Issue Materials

HHC: Prevent adding Non-BOM Components (Y/N/A/P)
If a component not on the WO BOM ls scanned this controls whether it can be issued in HH-C Issue Materials. If Y , the item is issued; if N, it is not; if A the user is asked whether they want to proceed and if P, a password is required

SO-E/HH-D Default Shipping Bin
If this is populated with a Bin then SO-E Release Sales Orders and HH-D Enter Finished

Production will use it as the default bin for all items

HHD: Close WO at HH Enter Finished Production
If this is set to N then even if the master Work Order default for Close WO at Enter Finished Production is set to Y, using HH-D Enter Finished Production will not close the Work Order

HHG/POC Prevent PO Receipt prior to X days before ERD
If this is populated then purchase orders can not be received more than this number of days prior to the Estimated Receipt Date

HHK Transit Location and HHK Inspection Location
If these fields are populated, then HH-K Transfer Inventory when the "From" location is the one defined as the Transit location and the part being transferred has an ITP assigned, the "to" location defaults to the Inspection location, else it defaults to the Default Location.

HH-I Call QC-F-A when reporting NCR Quantity
If this is set to Y then HH-I Paperless Shop Floor Tracking will load QC-F-A Enter NCR when a NCR quantity is entered.

7.3.23 SD-V International Defaults

SD-V International Defaults

Field Explanations

Multi-Tax Forms
If multiple tax codes apply to a sales order or purchase order and you want each tax code to be separately itemized and printed out in the bottom portion of the invoice, enter a Y in this field.

If you want only a single total for all taxes to print, enter an N in this field.

Excise Tax
If you will be using excise tax processing in which the tax is embedded in the item's selling or purchase price, enter a Y in this field.

Multi-Currency
If you will be using multi-currency processing, enter a Y in this field. Be aware that when you do so, you are switching the multi-currency system on and that you will not be able to run certain programs until you first complete your multi-currency setup. See Multiple Currency Startup for details.

If you want forms such as purchase orders and invoices to print with different currency symbols, you must also set Multi-Tax forms (see above) to Y.

Pay
This option determines how currency gains or losses are handled on payments -- meaning payments you make to vendors and payments you receive from customers. If your country allows you to recognize the currency gain or loss at the time of the transaction, enter a Y in

this field.

In some countries (such as Canada) you are required to recognize currency adjustments for payments at month end, rather than at the time payments are made or received. If so, enter an *N* in the *Pay* field.

Landed Costs
Enter a Y in this field if you will be using landed cost processing.

Auto-Tax Calc
Set this to *Y* if you wish to have the capability of processing sales tax within AP-B Enter Vouchers and AR-B Enter Vouchers. Processing sales tax means that it will be posted to the *General Ledger* and also to the sales tax file where it can be ultimately be transferred for payment to the appropriate tax authorities.

7.4   International Module

7.4.1   International Module

INTERNATIONAL MODULE

Overview
The International Module includes multi-currency processing and landed cost. In addition, the sales tax system is flexibly designed to handle international requirements. These three international capabilities are described below.

Multi-currency processing
Multiple currency processing allows you to enter transactions in up to ten different currencies (which we refer to as *source currencies*) while keeping your financial reporting in your own currency (which we refer to as the *base currency*).

Each currency is set up via IM-B Enter Multiple Currencies and currency exchange rates are maintained in a table via IM-C Enter Currency Exchange Rates. Each time you update exchange rates, a record is saved of the previous exchange rates so that transactions, no matter how far backdated they are entered, can be matched to the closest historical exchange rate.

Your inventory, expenses, revenues, purchases, and sales are posted in your *base currency*. Monetary accounts (*Accounts Payable, Accounts Receivable, Sales Order Deposits, PO's Rec'd not Invoiced*, foreign currency *Bank Accounts*) are maintained in the *source currency*. Each currency has its own GL accounts for these monetary balances so that they can be kept separate on your *General Ledger.*

Whenever you wish to review financial statements, whether in mid-period or at the end of a period, you run a *Convert to Base Currency* routine in IM-B Enter Multiple Currencies that translates the monetary accounts into your *base currency* at current exchange rates.

Landed Cost Processing

In many countries the landed cost of importing goods and materials (freight, duty, customs fees, broker fees) often represents a significant portion of cost that must be reflected in the inventory cost of items.

The program provides the means of setting up general ledger accounts for these costs via IM-D Enter Landed Cost Defaults, a table of duty codes and percentages via IM-E Enter Landed Cost Duty Codes, and a table of customs brokers and fees via IM-F Enter Landed Cost Customs Fees.

Duty codes can be assigned to inventory items via IN-B Enter Inventory, and customs brokers can be assigned during PO-C Receive Purchase Orders. When items are received through PO-C, the landed costs (freight, duty, customs fees, broker fees) are calculated and added to each item's inventory cost.

Sales & purchase tax processing

Sales tax processing in the United States is straightforward and usually involves a single sales tax rate applied to selective line items with a single tax total at the bottom of the invoice. In other countries, however, multiple taxes (such as federal taxes, provincial taxes, local taxes, value added taxes, excise taxes) often apply and sometimes must be itemized on the invoice. In some cases, taxes are applied in a hierarchical fashion in which some taxes are taxes on taxes.

You can set up tax codes for each type of tax via SM-E Enter Tax Codes and then group these taxes together via SM-F Enter Tax Groups. Any number of these tax groupings can be set up and assigned to particular customers and vendors. You can specify whether freight is to be taxed and whether a tax applies to other taxes. If you want the taxes itemized and printed out on the invoice, there is a setting in IM-A International Configuration that allows you to activate this feature.

In regards to sales taxes on purchases, in the United States the collection and reporting of such taxes is the responsibility of the vendor. In some other countries, however, this is not the case and the tax must be accounted for and reported in the same fashion as sales tax. The same type of tax codes and tax groups used for sales taxes can also be set up in SM-E and SM-F for taxes on purchases.

Finally, in some countries excise taxes are applied on both sales and purchases in which the tax is embedded in the price of the product. These type of taxes are set up via IM-G Enter Tax-In Codes. When invoices get posted, the sales amounts that get reflected in sales reports and the *General Ledger* are reduced by the amount of the excise tax so as not to be overstated.

All of the taxes described above can be listed via AR-K Print Sales Tax Report and can be transferred for payment via AR-L Transfer Sales Taxes.

7.4.2   Multiple Currency Startup

Multiple Currency Startup

When you set the *Multi-Currency* field to *Y* in IM-A International Configuration, the entire system is set for multiple currency processing. Many programs will not let you use them until you get your system properly set up for multiple currency processing.

System setup includes the following:
·   Create appropriate *General Ledger* accounts
·   Enter currency codes
·   Enter currency exchange rates
·   Enter currency checking accounts
·   Assign currencies to vendors (initially the program assigns all to *base currency*)
·   Assign currencies to customers (initially the program assigns all to *base currency*)
.   Assign the *Currency* field in all open and closed sales orders, purchase orders, vouchers, and AP checks to *base currency*

All of this can be done via a single startup program named MCSTART. You must run this program before you can begin multi-currency processing.

MCSTART Multi-Currency Startup Program
Before you run this program, you should study IM-B Enter Multiple Currencies and set up the various GL accounts that will be needed for the multi-currency system.

To run the multi-currency startup program, go to UT-A Run a TAS Program and type MCSTART and press <Enter>.

The first thing the program will do is take you to IM-B Enter Multiple Currencies, where you can set up the various currencies you will be using. You can set up a minimum of one currency and return to IM-B later if you want to add the rest. At a minimum you must set up your *base currency*.

After escaping from that program, MCSTART automatically takes you to IM-C Enter Currency Exchange Rates where you can enter current exchange rates for each of your currencies.

After escaping from that program, MCSTART automatically takes you to AD-B Checking Accounts Defaults where you can set up bank accounts for each of your currencies. Each bank account must be assigned to a currency, so when you create a new bank account, make sure you have its currency set up beforehand.

After escaping from that program MCSTART takes you to a listing of vendors. The program assigns all vendors a default of *base currency*. You can then select just those vendors that transact in foreign currency and change them from *base currency* to *source currency*.

After completing vendor currency assignments, MCSTART takes you to a listing of customers. The program assigns all customers a default of *base currency*. You can then select just those customers that transact in foreign currency and change them from *base currency* to *source currency.*

After completing customer currency assignments, MCSTART asks you, as a first time multi-

currency user, if you wish to assign the *Currency* field in all your open, and closed, and historical sales orders, purchase orders, vouchers, and AP checks to base currency. You should do so, because at the time all these items were entered you were on a single currency system, which was your *base currency*. If you wish to change any open sales orders, purchase orders, and vouchers to *source currency*, you will have to manually change their *Currency* fields and adjust the amounts on the line items.

After this last routine is finished processing, you will be told that the multiple currency conversion is complete.

7.4.3   IM-A International Configuration

IM-A International Configuration

Purpose of Program
Use this program to activate or de-activate various International functions.

Field Explanations

Multi-Tax Forms
If multiple tax codes apply to a sales order or purchase order and you want each tax code to be separately itemized and printed out in the bottom portion of the invoice, enter a Y in this field.

If you want only a single total for all taxes to print, enter an N in this field.

Excise Tax
If you will be using excise tax processing in which the tax is embedded in the item's selling or purchase price, enter a Y in this field.

Multi-Currency
If you will be using multi-currency processing, enter a Y in this field. Be aware that when you do so, you are switching the multi-currency system on and that you will not be able to run certain programs until you first complete your multi-currency setup. See Multiple Currency Startup for details.

If you want forms such as purchase orders and invoices to print with different currency symbols, you must also set Multi-Tax forms (see above) to Y.

Pay
This option determines how currency gains or losses are handled on payments -- meaning payments you make to vendors and payments you receive from customers. If your country allows you to recognize the currency gain or loss at the time of the transaction, enter a *Y* in this field.

In some countries (such as Canada) you are required to recognize currency adjustments for payments at month end, rather than at the time payments are made or received. If so, enter

an *N* in the *Pay* field.

Landed Costs
Enter a Y in this field if you will be using landed cost processing.

Auto-Tax Calc
Set this to *Y* if you wish to have the capability of processing sales tax within AP-B Enter Vouchers and AR-B Enter Vouchers. Processing sales tax means that it will be posted to the *General Ledger* and also to the sales tax file where it can be ultimately be transferred for payment to the appropriate tax authorities.

7.4.4   IM-B Enter Multiple Currencies

IM-B Enter Multiple Currencies

Purpose of Program
Use this program to set up your foreign currencies and their associated *General Ledger* accounts. You must establish one currency as your *base currency*; all other currencies are *source currencies*.

If Pay is set to N in IM-A International Configuration, whenever you click the *Convert to Base Currency* button on the opening screen of this program, all the monetary accounts in the system that are maintained in *source currency* (*Accounts Payable, Accounts Receivable, PO's Rec'd not Invoiced*) are converted to your *base currency* using the rates currently entered in IM-C Enter Currency Exchange Rates with the closest historical date prior to the date of conversion. This would generally be run once per month at the end of the month prior to printing financial statements.

If Pay is set to Y in IM-A International Configuration, then this conversion will take place whenever a payment is made or received using the conversion rate in effect as of the date of the payment. Running *Convert to Base* would be done prior to printing financial statements to convert unpaid entries such as *Accounts Payable and Accounts Receivable* to base currency.

Customers and vendors can be assigned *source currency* codes within AR-A Enter Customers and AP-A Enter Vendors.   These are simply default currencies; at the sales order and purchase order level you can override these defaults and can thus transact in different currencies with the same customer or vendor.

Field Explanations

Code
A three character code that represents this currency.

Description
A 25 character description for this currency.

Base
Enter Y if this is your *base currency*, which is usually the domestic currency that you use for financial reporting. You will not be given access to any of the other fields on the screen besides the first line because they are not relevant for the *base currency*. Only one currency can be the *base currency*. If you are setting up a source currency, enter an N in this field.

Symbol
This is the symbol (such as the "$" for dollars or the "£" for pounds) that will print next to the currency amounts on checks and forms.

Text
This is the text, such as "dollars" or "pounds", that will print on AP checks.

Pos
This establishes the position of the currency symbol relative to the amount on printed checks and forms. If you want the currency symbol before the amount, enter an *F* in this field. If you want the symbol printed after the amount (the French standard), enter a *B* in this field.

Decimals
The number of decimals that are to be printed for the amount on the check. For example, one hundred dollars can be made to print the following ways: 0 decimals = $100; 1 decimal = $100.0; 2 decimals = $100.00; 3 decimals = $100.000.

ACCOUNTS PAYABLE

Control Account
Any programs that automatically post to *Accounts Payable* will post to this GL account when this currency is being used. This GL account would normally be located adjacent to your base currency's *Accounts Payable* account.

Postings to this GL account are always in the source currency. For example, if you process a vendor invoice through AP-C Enter Purchase Order Invoices, a credit in source currency is made to the *AP Control Account*. The offsetting debit is made to this currency's *PO's Received not Invoiced Control Account*, which is also maintained in source currency.

Another example of posting to this account is when you make a payment to your vendor through AP-H Print Checks. If the *Pay* option in IM-A International Configuration is set to N, a debit (in *source currency*) is made to the *AP Control Account*. The offsetting credit (in *source currency*) is made to this currency's *Bank Account*.

In the same example, but this time with the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the closest historical exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then debited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is credited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is recorded at the time of transaction rather than when the *Convert to Base Currency* routine is run.

AP Conversions
The *AP Conversions* GL account would normally be located adjacent to this currency's *AP Control* account.

Whenever the *Convert to Base Currency* routine is run, the following GL transactions take place.

First, the last conversion transaction is reversed. If the *AP Conversions* account has a credit balance, it is debited by the amount (in *base currency*) stored in the *Last Conversion Values* that you see in the lower right hand portion of the screen. If it has a debit balance, it gets credited. The offsetting entry is made to this currency's *F/E Gain/Loss-Conversions account.*

Second, a currency conversion transaction is made using the exchange rate maintained in IM-C Enter Currency Exchange Rates. The formula is: (current exchange rate) - 1 = (differential rate). (differential rate) x (*AP Control Acct* balance) = *AP Conversion* amount.

This amount is credited to this currency's *AP Conversions* account and the offsetting debit is made to this currency's *F/E Gain/Loss Conversions* account.

As a result of these transactions, the sum of your *AP Control Account* and your *AP Conversions* account represents the total of your *Accounts Payable* in *base currency*. This sum total is the figure you use when you reconcile your AP aging report (which you must run in *base currency*) with the *General Ledger*.

Any gain or loss resulting from this conversion is reflected on your income statement in this currency's *F/E Gain/Loss-Conversions* account.

ACCOUNTS RECEIVABLE

Control Account
Any programs that automatically post to *Accounts Receivable* will post to this GL account when this currency is being used. This GL account would normally be located adjacent to your base currency's *Accounts Receivable* account.

Postings to this GL account are always in the source currency. For example, when you post an invoice in this currency, the *AR Control Account* for this currency gets debited in the source currency. The offsetting entries for your *Sales* and *Sales Tax Payable* accounts get converted to your base currency at the closest historical exchange rate maintained in IM-C Enter Currency Exchange Rates. The difference between the debit and credits gets posted to this currency's *F/E Gain/Loss-Trxns* account.

Another example of posting to this account is when you receive a payment from a customer through AR-C Record Payments. If the *Pay* option in IM-A International Configuration is set to N, a credit (in *source currency*) is made to the *AR Control Account*. The offsetting debit (in *source currency*) is made to this currency's *Bank Account*.

In the same example, but this time with the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then credited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is debited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is made at the time of transaction rather than when the *Convert to Base Currency* routine is run.

AR Conversions
The *AR Conversions* GL account would normally be located adjacent to this currency's *AR Control* account.

Whenever the *Convert to Base Currency* routine is run, the following GL transactions take place.

First, the last conversion transaction is reversed. If the *AR Conversions* account has a debit balance, it is credited by the amount (in *base currency*) stored in the *Last Conversion Values* that you see in the lower right hand portion of the screen. If it has a credit balance, it gets debited. The offsetting entry is made to this currency's *F/E Gain/Loss-Conversions account.*

Second, a currency conversion transaction is made using the exchange rate maintained in IM-C Enter Currency Exchange Rates. The formula is: (current exchange rate) - 1 = (differential rate). (differential rate) x (*AR Control Acct* balance) = *AR Conversion* amount.

This amount is debited to this currency's *AR Conversions* account and the offsetting credit is made to this currency's *F/E Gain/Loss Conversions* account.

As a result of these transactions, the sum of your *AR Control Account* and your *AR Conversions* account is the sum total of your *Accounts Receivable* in *base currency*. This sum total is the figure you use when you reconcile your AR aging report (which you must run in *base currency*) with the *General Ledger*.

Any gain or loss resulting from this conversion is reflected on your income statement in this currency's *F/E Gain/Loss-Conversions* account.

AR Deposits
This field holds the GL account for AR deposits (entered in AR-N Enter/Print Sales Order Deposits) made in this currency.

AR Dep. Conv.
The same set of transactions that occur between the Accounts Receivable Control and Conversion account will also be made to the AR Deposit accounts when Convert to Base is run.

Interest
If interest is charged on overdue accounts associated with this currency, this will be the monthly interest rate used. For example, if you are charging 18% per year, then this amount would be 1.5. (1.5 percent x 12 months = 18 percent)

Days
The number of days an invoice must be past due before interest is charged for a customer transacting in this currency.

PO'S RECEIVED NOT INVOICED

Control Account
Any programs that automatically post to *PO's Rec'd not Invoiced* will post to this GL account when this currency is being used. This GL account is normally located adjacent to your base currency's *PO's Rec'd not Invoiced* account.

Postings to this GL account are always in the source currency. For example, when you receive a purchase order through PO-C Receive Purchase Orders, the *PO's Rec'd not Invoiced* account for this currency gets credited in the *source currency*. The offsetting entry for *Inventory* or *WIP* gets converted to your *base currency* at the closest historical exchange rate maintained in IM-C Enter Currency Exchange Rates. The difference between the credit and debit gets posted to this currency's *F/E Gain/Loss-Trxns* account.

Another example of posting to this account is when you process a vendor invoice through AP-C Enter Purchase Order Invoices. In this case a debit in *source currency* is made to this currency's *PO's Received not Invoiced Control Account* and an offsetting credit in *source currency* is made to this currency's *AP Control Account*.

PORNI Conversions

The *PORNI Conversions* GL account would normally be located adjacent to this currency's *PORNI Control* account.

Whenever the *Convert to Base Currency* routine is run, the following GL transactions take place.

First, the last conversion transaction is reversed. If the *PORNI Conversions* account has a credit balance, it is debited by the amount (in *base currency*) stored in the *Last Conversion Values* that you see in the lower right hand portion of the screen. If it has a debit balance, it gets credited. The offsetting entry is made to this currency's *F/E Gain/Loss-Conversions account.*

Second, a currency conversion transaction is made using the exchange rate maintained in IM-C Enter Currency Exchange Rates. The formula is: (current exchange rate) - 1 = (differential rate). (differential rate) x (*PORNI Control Acct* balance) = *PORNI Conversion* amount.

This amount is credited to this currency's *PORNI Conversions* account and the offsetting debit is made to this currency's *F/E Gain/Loss Conversions* account.

As a result of these transactions, the sum of your *PORNI Control Account* and your *PORNI Conversions* account is the sum total of your *PO's Rec¡¦d not Invoiced* in *base currency*. This sum total is the figure you use when you reconcile your *PO¡¦s Rec¡¦d not Invoiced* report (which you must run in *base currency*) with the *General Ledger*.

Any gain or loss resulting from this conversion is reflected on your income statement in this currency's *F/E Gain/Loss-Conversions* account.

BANK ACCOUNT

Bank accounts for each currency are set up in AD-B Checking Accounts Defaults.

Bank Account Conversions

The *Bank Account Conversions* GL account would normally be located adjacent to this currency's bank account GL account.

Whenever the *Convert to Base Currency* routine is run, the following GL transactions take place.

First, the last conversion transaction is reversed. If the *Bank Account Conversions* account has a credit balance, it is debited by the amount (in *base currency*) stored in the *Last Conversion Values* that you see in the lower right hand portion of the screen. If it has a debit balance, it gets credited. The offsetting entry is made to this currency's *F/E Gain/Loss-Conversions account.*

Second, a currency conversion transaction is made using the exchange rate maintained in IM-C Enter Currency Exchange Rates. The formula is: (current exchange rate) - 1 = (differential rate). (differential rate) x (*Bank Acct Control Acct* balance) = *Bank Acct Conversion* amount.

This amount is debited to this currency's *Bank Account Conversions* account and the offsetting credit is made to this currency's *F/E Gain/Loss Conversions* account.

As a result of these transactions, the sum of your *Bank Account Control Account* and your *Bank Account Conversions* account is the sum total of your *Bank Account* in *base currency*.

Any gain or loss resulting from this conversion is reflected on your income statement in this currency's *F/E Gain/Loss-Conversions* account.

FOREIGN EXCHANGE

F/E Gain/Loss-Trxns

This GL account is normally an expense account and is located adjacent to your *F/E Gain/Loss-Conversions* account for this currency. The sum of these two accounts represent the accumulated gain or loss for this currency on your income statement.

F/E Gain/Loss-Trxns gets affected in all cases whenever purchase order receipts or invoice postings are made in this currency. Payment transactions to vendors and from customers also affect this account when the *Pay* option in IM-A International Configuration is set to Y. The following explains each of these situations.

First, when you receive a purchase order to *Inventory* or *WIP*, this currency's *PORNI Control Account* gets credited in *source currency* and your *Inventory* or *WIP* account gets converted to *base currency* at the current exchange rate and is debited. The difference between the *source currency* amount and the *base currency* amount gets posted to this currency's *F/E Gain/Loss-Trxns* account.

Second, when you invoice a sales order, this currency's *AR Control Account* gets debited and your *Sales Tax Payable* account gets credited, both in *source currency.* Your *Sales* account(s) gets converted to base currency and is credited. The difference between the *source currency* amounts and the *base currency* amounts gets posted to this currency's *F/E Gain/Loss-Trxns* account.

Third, when you make a payment to your vendor and the *Pay* option in IM-A International Configuration is set to Y, a debit (in *source currency*) is made to this currency's *AP Control Account*. The offsetting credit (in *source currency*) is made to this currency's *Bank Account*. Following that is currency conversion transaction whereby the amount of the payment is converted to your *base currency.* This *base currency* amount is then debited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is credited to this currency's *F/E Gain/Loss-Conversions* account.

Fourth, when you receive a payment from your customer and the *Pay* option in IM-A International Configuration is set to Y, a credit (in *source currency*) is made to this currency's *AR Control Account*. The offsetting debit (in *source currency*) is made to this currency's *Bank Account*. Following that is a currency conversion transactions whereby the amount of the payment is converted to *base currency*. This *base currency* amount is then credited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is debited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is made at the time of transaction rather than when the *Convert to Base Currency* routine is run.

F/E Gain/Loss-Conversions

This GL account is normally an expense account and is located adjacent to your *F/E Gain/Loss-Trxns* account for this currency. The sum of these two accounts represent the accumulated gain or loss for this currency on your income statement.

Whenever you run the *Convert to Base Currency* routine, which is run whenever you are printing financial statements or reviewing financial data, your monetary accounts for this currency (*Accounts Payable, Accounts Receivable, PO's Received not Invoiced, Bank Account*) get converted to base currency. The resulting gain or loss gets posted to this account.

For details on what occurs during the *Convert to Base Currency* routine, see the *Conversions* sections above for each of the monetary accounts.

Last Conversion Values
These are the last values (in *base currency*) that were posted to each of your monetary *Conversions* accounts the last time the *Convert to Base Currency* routine was run.

Each time the *Convert to Base Currency* routine is run, these amounts will be used to make a reversing entry to each of the monetary *Conversions* accounts, with the offsetting entry going to the *F/E Gain/Loss-Conversions* account. For details on this process, see the *Conversions* sections above for each of the monetary accounts.

General Program Operation
To enter a new currency, from the opening list click the *Add* button. Enter values in all the fields and save the record when finished by clicking on *Save* or pressing F10. See *Field Explanations* above for details.

To edit an existing record, from the opening list highlight the currency you want and click the *Edit* button or double click on that item. Change any fields and re-save the record.

Whenever you wish to print financial statements or review financial data, go to this program and, from the opening list screen, click on the *Convert to Base Currency* button. This will convert all your source currency monetary accounts (*Accounts Payable, Accounts Receivable, PO's Rec'd not Invoiced, Bank Accounts*) into base currency, with any resulting gain or loss flowing to your *F/E Gain/Loss-Conversions* GL account.

7.4.5   Multi-Currency Processing Chart

Multi-Currency Processing Chart

Sales Order Invoice Processing (SO-G)

Debit Entries	Credit Entries	Debit or Credit
AR Control (source)	Sales (base)	F/E-Trxns (mixed)
	Sales Tax Payable (base)	
COGS (base)	Inventory (base)	
Commission Exp (base)	Commissions Payable (base)	

Customer Payment Processing (AR-C); Pay Option N

Debit Entries   Credit Entries

Bank Acct (source)   AR Control (source)

Customer Payment Processing (AR-C); Pay Option Y

Debit Entries   Credit Entries

Bank Acct (source)   AR Control (source)

F/E-Conversions (base)   F/E-Trxns (base)

Customer Vouchers (AR-B)

Debit Entries   Credit Entries   Debit or Credit

AR Control (source)   Sales (base)   F/E-Trxns (mixed)

        -enter source, converts to base

Sales Tax Payable (base)

-enter source, converts to base

Sales Tax Transfer (AR-L)

Debit Entries   Credit Entries   Debit or Credit

Sales Tax Payable (base)   AP Control (source or base)   F/E-Trxns (if mixed)

PO Receiving Processing (PO-C)

Debit Entries   Credit Entries   Debit or Credit

Inventory (base)   PORNI Control (source)   F/E-Trxns (Mixed)

PO Invoice Processing (AP-C)

Debit Entries   Credit Entries

PORNI Control (source)   AP Control (source)   F/E-Trxns (Mixed)

Freight Expense (base)   Sales Tax Payable (base)

        -enter source, converts to base

Vendor Payment Processing (AP-H); Pay Option N

Debit Entries   Credit Entries

AP Control (source)   Bank Acct (source)

Vendor Payment Processing (AP-H); Pay Option Y

Debit Entries   Credit Entries

AP Control (source)   Bank Acct (source)

F/E-Trxns (base)   F/E-Conversions (base)

Vendor Vouchers (AP-B, AP-O)

Debit Entries   Credit Entries   Debit or Credit

Expense (base)   AP Control (source)   F/E-Trxns (Mixed)

-enter source, converts to base

Bank Transfer to Base Account (GL-K)

Debit Entries   Credit Entries   Debit or Credit

Acct 2 (base or source)   Acct 1 (base or source)   F/E-Trxns (mixed)

Conversion to Base Currency (IM-B)

First transaction -- Reversal of last conversion value:

Debit Entries   Credit Entries

AP Conversions (base)   F/E-Conversions (base)

-if it had a credit balance

F/E-Conversions (base)   AR Conversions (base)

       -if it had a debit balance

PORNI Conversions (base)   F/E-Conversions (base)

-if it had a credit balance

F/E-Conversions (base)   Bank Acct Conversions (base)

       -If it had a debit balance

Second transaction -- conversion to base currency: Formula: (current exchange rate) - 1 = (differential rate). (differential rate) x (*Control Acct* balance) = *Conversion* account amount.

Debit Entries   Credit Entries

F/E-Conversions (base)   AP Conversions (base)

AR Conversions (base)   F/E-Conversions (base)

F/E-Conversions (base)   PORNI Conversions (base)

Bk Acct Conversions (base)   F/E-Conversions (base)

7.4.6   IM-C Enter Currency Exchange Rates

IM-C Enter Currency Exchange Rates

Purpose of Program
Use this program to enter the current rates for up to 10 different source currencies. These rates are used throughout the system to convert source currencies into base currency and to calculate foreign exchange gains or losses. A lookup is provided on the *Date* field that lets you view rates entered on previous dates.

Each time you update exchange rates, a record is saved of the previous exchange rates so that transactions, no matter how far backdated they are entered, can be matched to the closest historical exchange rate.

Field Explanations

Date
The date the rates that are displayed were entered. You can perform a lookup on this field to see rates entered on previous dates.

Base
This field displays your base currency code for reference purposes only.

Source
Enter the source currency code set up in IM-B Enter Multiple Currencies.

Rate
This is the daily rate or average daily rate that will be used to calculate all foreign currency transactions and conversions. The *source currency* is multiplied by this rate in order to convert it to its value in your *base currency*.

7.4.7   IM-D Enter Landed Cost Defaults

IM-D Enter Landed Cost Defaults

Purpose of Program
Use this program to set up the general ledger accounts used for *Landed Cost* processing. The items set up in IM-E Enter Landed Cost Duty Codes and IM-F Enter Landed Cost Customs Fees will perform calculations in purchase order receiving that get posted to these general ledger accounts.

Field Explanations

Duty Account
The general ledger account to which duty fees will be posted when receiving a purchase

order.

Freight Account
The general ledger account to which freight will be posted when receiving a purchase order.

Custom Fees Account
The acct to which custom broker fees will be posted when receiving a PO.

7.4.8   IM-E Enter Landed Cost Duty Codes

IM-E Enter Landed Cost Duty Codes

Purpose of the Program
The calculation of duty on an imported item is a combination of the duty on the item purchased (per Duty Classification Tables) and the vendor from which it is purchased (Country of Import). The amount calculated for duty will be added to the cost of the inventory item being received.

The first three characters of the *Duty Code* are associated with a specific vendor and is entered in AP-A, *Enter Vendors*, in the *Duty Code* field. The second three characters of the *Duty Code* are associated with a specific item and are entered in IN-B Enter Inventory in the *Duty Code* field. These two 3-character codes are then combined to create a 6-character *Duty Code* that gets assigned a corresponding percentage rate.

Field Explanations

Duty Code
This is a 6-character code that results from combining the vendor *Duty Code* from AP-A Enter Vendors with the item *Duty Code* from IN-B Enter Inventory.

Percentage
Enter the duty percentage that is charged for this Item Classification when imported from the vendor's country.

7.4.9   IM-F Enter Landed Cost Customs Fees

IM-F Enter Landed Cost Customs Fees

Purpose of Program
Use this program to establish the amount charged for customs brokerage fees that you want included in the cost of your inventory items. The brokerage fee is attached to the vendor code and can either be a flat fee or a percentage charge on the value of the shipment. The brokerage fee is calculated proportionally for each item during purchase order receiving.

Field Explanations

Broker
This is a vendor code entered in AP-A Enter Vendors that represents the broker for the shipment.

Type
The *Type* indicates the method used to calculate the broker fees. If the fees are calculated as a flat amount, regardless of the size of shipment, enter an F. If the fee is to be a percentage of the value of the shipment, enter a P.

Flat Fee
If the *Type* is *F* for flat fee, enter the amount of the flat fee in this field in the currency assigned to the broker in AP-A Enter Vendors.

Percentage
If the Type is P for percentage, enter the percentage amount in this field.

7.4.10 IM-G Enter Tax-In Codes

IM-G Enter Tax-In Codes

Purpose of Program
Commonly referred to as "Tax-In" this program enables you to back out the taxes that are embedded in the selling or purchase price, using the rate scheme specified in this program. The calculation reduces the selling or purchase price by the tax in the price and posts the tax amounts to the general ledger accounts specified on this screen.

The *Tax-In* codes entered in this program are assigned to customers in AR-A Enter Customers and to vendors in AP-A Enter Vendors. Inventory items need to specified whether they are subject to *Tax-In* via IN-B Enter Inventory.

The combination of an item with *Tax-In* set to Y and a vendor or customer with a *Tax-In Codes* will cause the calculation to back out the taxes and post to the general ledger account specified.

Field Explanations

Tax-In Code
This is the code that identifies the *Tax-In* code.

Description
The Tax-In code's description.

Tax Identification Number
This is optional and usually would be for a governmental identification number. If left blank,

you will not be able to print this number on any sales or purchase order documents.

Vendor Code

This is a valid vendor code the system will use to transfer the accumulated tax amount when processed via AR-L Transfer Sales Taxes.

Cd

Used for *Tax-In* only, this represents the numeric code identifying a set of tax ranges and percentages. Each code represents an exclusive set of rules and can overlap previous ranges. Only one code can be chosen as the method of taxation when establishing the *Tax-In* code in AR-A Enter Customers or AP-A Enter Vendors.

From-To

The monetary range for the item price in which the sales or purchase line item amount must fall into to trigger the corresponding percentage to the corresponding code.

Percent %

The tax percentage used in calculating the amount of tax corresponding to the specific code. The tax is based on the sales/purchase order line amount, if that item's *Tax-In field* is set to Y in IN-B Enter Inventory.

GL-Account

The *General Ledger* account to which the taxes will be posted.

7.4.11 INTERNATIONAL FEATURES - OTHER PROGRAMS

INTERNATIONAL FEATURES - OTHER PROGRAMS

AP-A Enter Vendors

Field Explanations

The program will give you access to the following fields if you are using the International features.

Currency

If multiple currency processing is activated in IM-A International Configuration, enter the currency code in this field for the currency your vendor uses for transactions. The currency must be previously set up in IM-B Enter Multiple Currencies. This is a default field that can be overridden when entering a purchase order. You can therefore transact in multiple currencies with the same vendor, if needed.

Duty Code

If landed cost processing is activated in IM-A International Configuration and duties apply to purchases made from this vendor, enter a 3-character duty code, which must be previously

set up in IM-E Enter Landed Cost Duty Codes. In essence the duty code represents the Country of Import when determining the duty rate to be used.

Tax-In Code
If excise tax processing is activated in IM-A International Configuration, you must enter a *Tax-In* code as set up in IM-G Enter Tax-In Codes.

AP-B Enter Vouchers

Multi-Currency Processing
If multi-currency processing is enabled in IM-A International Configuration, you can enter a voucher in a foreign currency.

When doing so, make all your entries in *source currency*. During processing the debit side of the transaction will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates. The credit side of the transaction will post in *source currency* to this currency's *AP Control* account.

Auto-Tax Distribution
If Auto-Tax Calc is set to Y in IM-A International Configuration, you can apply sales taxes to AP vouchers. To do so, you must have the *Track PO taxes using tax groups?* prompt set to Y in SD-C Purchase Orders Defaults.

When entering a voucher, you will be asked if you wish to use the *Auto-Tax Distribution* feature. If you answer yes, the program will calculate the tax amount for you and will make the entry to your default *Sales Tax Payable* account (converted into *base currency*) in the *Distribution* area of the screen.

You are then asked if the sales tax is already included in the voucher amount. If no, the program will credit the AP account by the full amount of the voucher and will make an additional credit for the sales tax amount to *Sales Tax Payable*. If yes, the program will reduce the amount of the AP credit by the amount of the tax such that the credit for AP and credit for *Sales Tax Payable* equal the voucher amount.

Even though the sales tax liability is posted in base currency, for purposes of paying the tax, the amount owed to the tax authority is stored in the sales tax transfer file in *source currency*. At the time you transfer the sales tax for payment via AR-L Transfer Sales Taxes, you can specify whether you wish to pay it in *source currency* or *base currency*.

AP-C Enter Purchase Order Invoices

Multi-Currency Processing
If you are using multi-currency processing, the purchase orders that get processed in this program can be coded for transacting in a foreign currency (*source currency*). The currency code was assigned to the PO during purchase order entry.

That means that the vendor you are paying will be paid in the *source currency* specified in the purchase order.

General Ledger processing will be as follows. The source currency's *PO's Rec'd not Invoiced* account will be debited (in *source currency*) for the purchase order amount being paid. Any freight will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates and will be debited to *Freight-in* expense. Any sales tax will be converted to base currency at the current exchange rate and will be posted to your default *Sales Tax Payable* account. If a currency conversion was made for freight or sales tax, a balancing entry will be made to this currency¡¦s *F/E Gain/Loss-Trxns* account.

AP-H Print AP Checks

Multi-Currency Processing
If you are using multi-currency processing, you can print checks to vendors in foreign currencies. *General Ledger* posting is as follows.

If the *Pay* option in IM-A International Configuration is set to N, a debit (in *source currency*) is made to the *AP Control Account*. The offsetting credit (in *source currency*) is made to this currency's *Bank Account*.

If the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then debited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is credited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is made at the time of transaction rather than when the *Convert to Base Currency* routine is run.

AP-I Print Aging

Multi-Currency Reporting
If you are using multi-currency processing, the *Accounts Payable* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* AP balances (you will have an *AP Control* account and *AP Conversion* account for each currency -- which added together equal that currency's total AP amount in *base currency*), be sure and run the *Convert to Base Currency* routine in IM-B Enter Multiple Currencies beforehand so that your *source currency* AP accounts get translated into *base currency*.

Field Explanations
You will be given access to the following fields if you have multi-currency processing enabled.

Currency
You can enter a from/thru range of currency codes if you want to confine this report to

Accounts Payable within a currency or range of currencies.

Print in Base or Source Currency?
If you enter an S in this field, any *Accounts Payable* transacted in foreign currency (*source currency*) will print in that currency. If you mix and match the report with *Accounts Payable* in base currency, be aware that the grand totals will have no meaning because you are mixing different currencies on the same report.

If you enter a B in this field, all *Accounts Payable* will be converted to your *base currency*, using the exchange rates that were in effect at the time of the first receipt made to the purchase order.

AR-A Enter Customers

Field Explanations
Currency
If multiple currency processing is activated in IM-A International Configuration, enter the currency code in this field for the currency this customer uses for transactions. The currency must be previously set up in IM-B Enter Multiple Currencies. This is a default field that can be overridden when entering a sales order. You can therefore transact in multiple companies with the same customer, if needed.

Tax-In Code
If any sales to this customer are subject to excise taxes in which the sales tax is embedded in the price of the item, enter a Y in this field. If excise tax processing has been activated in IM-A International Configuration, this will result in the taxes being backed out of the price for *General Ledger* and sales analysis purposes.

AR-B Enter Vouchers

Multi-Currency Processing
If you are using multi-currency processing, you can enter a voucher in a foreign currency.

When doing so, make all your entries in *source currency*. During processing the credit side of the transaction will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates. The debit side of the transaction will post in *source currency* to this currency's *AR Control* account.

AR-C Record Payments

Multi-Currency Processing
If you are using multi-currency processing, you can invoice and receive customer payments in foreign currencies. *General Ledger* posting is as follows.

If the *Pay* option in IM-A International Configuration is set to N, a credit (in *source currency*) is made to the *AR Control Account*. The offsetting debit (in *source currency*) is made to this currency's *Bank Account*.

If the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as

in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then credited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is debited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is recognized at the time of transaction rather than when the *Convert to Base Currency* routine is run.

AR-F Print Aging

Multi-Currency Reporting
If you are using multi-currency processing, the *Accounts Receivable* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* AR balances (you will have an *AR Control* account and *AR Conversion* account for each currency -- which added together equal that currency's total AR amount in *base currency*), be sure and run the *Convert to Base Currency* routine in IM-B, *Enter Multiple Currencies*, beforehand so that your *source currency* AR accounts get translated into *base currency*.

Field Explanations
You will be given access to the following fields if you have multi currency processing enabled.

Currency
You can enter a from/thru range of currency codes if you want to confine this report to *Accounts Receivable* within a currency or range of currencies.

Print in Base or Source Currency?
If you enter an S in this field, any *Accounts Receivable* transacted in foreign currency (*source currency*) will print in that currency. If you mix and match the report with *Accounts Receivable* in base currency, be aware that the grand totals will have no meaning because you are mixing different currencies on the same report.

AR-L Transfer Sales Taxes

Multi-Currency Processing
If you are using multi-currency processing, you can choose to pay tax authority vendors in another currency.

Even though the sales tax payable amount was originally converted and posted in base currency at the time of the original transaction, the amount of the sales tax owed is stored in source currency for purposes of this program. When you transfer sales taxes stored in source currency, the program will transfer the amount in the currency assigned to the tax authority vendor in AP-A Enter Vendors.

If the tax authority vendor is set up to use *source currency*, a credit is made to this currency's *AP Control* account. The *source currency* amount is converted to *base currency*, and then a debit for this amount is made to your default *Sales Tax Payable* account. The difference between the two amounts is posted to your *F/E Gain/Loss-Trxns* account.

If the tax authority vendor is set up to use *base currency*, the *source currency* amount is converted to *base currency* and a credit for this amount is made to your *base currency's AP Control* acct. The debit entry is made to your default *Sales Tax Payable* account.

GL-K Transfer Bank Account Funds

Multi-Currency Processing
If you are using multi-currency processing, you can maintain bank accounts in foreign currencies. If you transfer money from *base currency* to *source currency* or vice-versa, or from one *source currency* to another, this program will make the appropriate conversions using current exchange rates maintained in IM-C Enter Currency Exchange Rates.

General Ledger posting will remain in *source currency*. Any difference between *source* and *base currency* amounts, or between two source *currency* amounts, will be an offsetting entry to your *F/E Gain/Loss-Trxns* account.

IN-A Inventory Inquiry

Multi-Currency & Landed Cost Processing
If you are using multi-currency processing, be aware that the *Last* and *Average* costs of purchased items that are shown in IN-A, *Inventory Inquiry,* will reflect foreign currency fluctuations that can vary from transaction to transaction.

Also be aware that if landed cost processing is being used, the *Last* and *Average* costs will be increased by landed costs such as duty charges, brokerage fees, and freight.

IN-B Enter Inventory

Field Explanations
You will be given access to the following fields based on settings in IM-A International Configuration.

Tax-In
If the item is subject to an excise tax in which a tax is embedded in its selling or purchase price, set this field to Y. Upon invoice posting or purchase order receiving, this will cause the tax to be backed out of the price for *General Ledger*, sales analysis, and tax reporting purposes. See IM-G Enter Tax-In Codes for more details.

Duty Code
This is the 3-character code that comprises the second half of the 6-character code used in IM-E Enter Landed Cost Duty Codes to establish a duty rate for landed cost processing. In essence it represents the Item Classification Rate specific to this item when imported from a particular country.

PO-A Enter Purchase Orders

Field Explanations
Currency
This field defaults to the currency code assigned to this vendor in AP-A Enter Vendors. You can override this field and use another currency than the default currency, if you wish.

PO-C Receive Purchase Orders

Multi-Currency Processing
If you are using multi-currency processing, you can place purchase orders with vendors in foreign currencies.

If a foreign currency is specified in the Currency field in the purchase order header, the program will convert each line item's cost from *source currency* to *base currency* (using the closest historical exchange rate) when posting to the *Inventory* or *WIP* general ledger accounts and when calculating the *Last* and *Average* cost. The *PO's Received not Invoiced* general ledger account is posted to in the *source currency*. The difference between *base currency* and *source currency* postings will be posted to the *F/E Transactions* account set up in IM-C Enter Currency Exchange Rates.

Landed Cost Processing
When receiving the purchase order, you can enter a customs broker in the *Customs Broker* field. The program will then add the brokerage fees as set up in IM-F Enter Landed Cost Customs Fees to the inventory cost of the item.

The program will also take the duty code assigned to the vendor in AP-A Enter Vendors and combine it with the duty code assigned to each item in IN-B Enter Inventory and will calculate a duty fee that will be added to the inventory cost of each item.

These landed cost entries to inventory are all made in *base currency*.

PO-I-A Print Open Purchase Orders Listing

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Print in Base/Source Currency?
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of first PO receipt, or at today's rate if there have been no receipts.

PO-I-B Print Closed Purchase Orders Listing

Field Explanation:

You will be given access to the following field if you are using multi-currency processing.

Print in Base/Source currency?
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of first PO receipt.

PO-I-E Print Receiving Report

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Print in Base/Source currency?
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect at the time of first PO receipt.

PO-I-F Print Received not Invoiced

Multi-Currency Reporting
If you are using multi-currency processing, the *PO's Rec'd not Invoiced* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* PORNI balances (you will have a *PORNI Control* account and *PORNI Conversion* account for each currency), be sure and run the *Convert to Base Currency* routine in IM-B Enter Multiple Currencies beforehand so that your *source currency* PORNI accounts are updated for current exchange rates.

SA-A Print Daily Sales/Bookings

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using current exchange rates for newly booked orders and the closest historical exchange rate to the invoice date for the sales portion of the report.

SA-B Print Profit by Invoice

Field Explanation:

You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

SA-M Print User-Defined Detail

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

SA-N Print User-Defined Summary

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders using the closest historical exchange rate to each invoice date.

SO-A Enter Sales Orders

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency
This field defaults to the currency code assigned to this customer in AR-A Enter Customers. You can override this field and use another currency than the default currency, if you wish.

SO-G Post Invoices

Multi-Currency Processing
If you are using multi-currency processing, you can print and post customer sales orders in foreign currencies.

If you entered a foreign currency code in the *Currency* field in the sales order header, the program will convert each line item's sales revenue and cost from *source currency* to *base currency* (using the closest historical exchange rates to the invoice date) when posting to the *Inventory*, *Sales*, *Cost of Goods Sold*, and *Sales Tax Payable* GL accounts. This currency's *AR Control account* is posted to in the *source currency*. The difference between *base currency* and *source currency* postings will be posted to the *F/E Transactions* account set up in IM-B Enter Multiple Currencies.

SO-O-A Print Open Sales Order Listing

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using either the invoice date if invoices have been posted or current exchange rates if no invoices have yet been posted.

SO-O-H Print Invoice Listing

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the exchange rates that were in effect on the date the invoices were posted.

SO-O-I Print Released Sales Orders

Field Explanation:
You will be given access to the following field if you are using multi-currency processing.

Currency [Base/Src]
If you enter a B the report will print in *base currency*, meaning that it will convert all orders in *source currency* to *base currency* using the date of the first invoice, or no invoices have yet been posted against the sales order, current exchange rates.

7.5 Password Security

7.5.1 Password Security

Password Security

Password Security Overview
The *Password Security* system lets you set up user *Logon ID's*, passwords, and security levels in order to control access to individual programs within modules. You can also specify the menu and company each user is to be taken to at system startup.

The *Logon ID's* and passwords you create in PS-A System Users/Passwords are assigned to a menu access code of the same name as the user login in PS-G Maintain Menu Access

7.5.2 PS-A System Users/Passwords

PS-A System Users/Passwords

Purpose of Program - Evo-ERP
Use this program to create *Logon ID's* and *Passwords* for your users. Whatever entries you make in this program are used to log into the User Menus created in PS-G Maintain Menu Access Records.

Against each *Logon ID* you can set preferences as to which company the user is to be taken to when starting the system and which security level should be used if a user specific level has not been assigned.

General Program Operation
You are first presented with a *System Users* lookup window that will display any existing *Logon ID* records. By default, a new system has 2 users: ADMIN and STARTUP.

To set up a new user, click on the *Add* button or press Alt-A. You are taken to a second screen. Enter the *Logon ID* that identifies the user and the *Startup Company* code.

The *Security Level* [1-999] is used in the Evo-ERP lookup drill-down grids to control which user can see and/or change which data. Level 1 is the administrator level that can see and edit all data and level 999 is the least privileged user. A blank level is treated as 999 which is the most limited access. Levels 1-5 allow editing of data in the lookup grids and should only be assigned to the administrator level users if at all. Lookup grids can be assigned a security level in SU-A Maintain Grid Lookups (default is 999) and once a security level is assigned to a grid, only users with that level or smaller number will be able to view the grid.

The *Security Code* controls what menu access in Evo-ERP a user will have if no user-defined Menu exists for the user name in PS-G Maintain Menu Access. A=Admin; P=Power User; 1=Sales Rep 1; 2=Sales Rep 2; C=Customer; V=Vendor; U=User, E=Engineer. If nothing is defined then User will be used. Customer and Vendor login names must match their Customer or Vendor Code and Login Names for Sales Rep 1 or 2 must be their Sales Rep number. This will enable access to certain reports such as SA-M Print User-Defined Detail and SA-N Print User-Defined Summary with filters preset for from/through Sales Rep or Customer so that they can only look at their own information. Currently this capability exists only for the Sales Reps but Customer and Vendor will be added. If a user is designated "E" then they will have limited access in IN-B Enter Inventory and BM-A Enter Bills of Material to only create and edit Items that are Active Status "E" and Bills of Material where the parent item is Active Status "E".

Employe/Rep number is the number assigned to the user in SM-G Enter Employees which is used in a number of programs to associate an employee name and number with a login ID.

If you have shop floor or other users that have access that does not need to be secure you can designate a user for Auto Login. If this is enabled then on the workstation that you want to

log in without prompting for user and password log in as ADMIN and go to UT-A and run T7ALOGSETUP which will prompt for the username and password to be used by the autologin process.

If you have Windows domain on your network you can set up Windows Authentication by entering a Windows Username on the screen. In this case you do not need to enter a password because the login process will prompt for and authenticate the Windows password.

If you want to set up field specific permissions in AP-A Enter Vendors, AR-A Enter Customers and/or IN-B Enter Inventory you can assign users who will have the same permissions to a group and map the permissions at PS-L Maintain Field Specific Access.

Upon save, you will be prompted to enter the initial password for the user which the user will be prompted to change at first login unless Windows authentocation has been enabled.

Once users and passwords are established, a user without Windows Authentication enabled can change his own password in Evo by clicking File - Change Password.

Continue this process until all *Logon ID's* needed are created, then click *Exit* or press <Esc> to return to the *Password Security* menu.

To delete a *Logon ID* record, highlight the record desired and then click on *Delete* or press <Delete>.

Password Reset

Reset Password - The Administrator who is creating users and passwords can not see the user's password but can click Reset Password and assign a new one. Once that has occurred, the user will be prompted at the next login that the password has been reset by ADMIN and the user needs to select a new password.

7.5.3   PS-E Evo Menu Access by User Report

PS-E Evo Menu Access by User Report

General Program Description
This program allows you to generate a report of the menu options assigned to the user menu of a range of users.

General Program Operation
Enter the range of users and click Print.

7.5.4   PS-F Evo Menu Access by Program

PS-F Evo Menu Access by Program

General Program Description
This program allows you to generate a report listing the users with menu access to a specified program.

General Program Operation
Enter the program name or select from the dropdown and click Print.

7.5.5 PS-G Maintain Menu Access

PS-G Maintain Menu Access

General Program Description

This program allows you to create and edit user menus which control which information each user has access to.

General Program Operation

To create a new use menu, click the add user button. You will be prompted for the Access Code. Use the User Login name as specified in PS-A System Users/Passwords. Then you may select an existing menu to copy from by typing the menu name or selecting from the dropdown list. The system comes preset with Admin, PowerUser, User, SalesRep, Customer and Vendor menus as templates for use as starting points. You can edit the PowerUser, User, Customer, Vendor and SalesRep menus but you can not delete them. You can neither edit nor delete the Admin menu; it will always have access to all programs. If you do not create a user menu but define a user security code A for Admin in PS-A System Users/Passwords then the user will always have the full Admin menu even when new programs are added as a result of program updates once the menu is updated by the ADMIN user logging in. When updates are installed, you do need to log in once with the username ADMIN to update the menu.

If you have previously removed a Group (such as Mfg or Sales) from a user and want to give it back or want to add a new group such as Settings to one or a group of users, click Add Group, Select the user to copy the Group from (ADMIN or another existing user) and then identify whether to add to a single or all users and then choose the group to add. If a user already has the specified group, it will not be added.

To update all users to the latest version of any program they currently have access to, click the *Update to Latest Prg* button in the upper left. This will not add any programs to any menu but will simply change the program name called for programs they currently have access to such as changing the DBA Classic style Enter customer screen (BKARA.RUN) to the new GUI style program (T7ARA.RWN). You can also use the Change Prg Name button to change a single program name on all user menus.

To modify a menu, select a menu and click Edit.?To change the order of the menu groups, drag the gray boxes on the left up and down. To completely remove a menu or group, right click and Delete or use the Delete key. If you right click on a button (such as the IN button within Items) you will see you have the option to Delete or move to another group so if a user wants Inventory and Purchasing on the same screen, you can do that.

To get to the level of line item detail, select the Menu Lines tab on the left side of the screen behind the list of user names. The list of menu choices on the left side of the screen is what the user has access to and the list on the right is what has been removed. When new programs are added during an update, they will be available on the right side of the screen to be inserted into user menus as desired.

If a button has been removed and you want to bring it back, go to the bottom of the button list and press the down arrow on the keyboard once to create an empty line. Then type in the button code or use the drop down to select the desired button and image. Once the button has been reestablished, you need to add the menu line program detail back to it. If you have a

lot of things to add back to a user menu, it may be easier to delete the user and recreate a new one starting as a copy of another user and then take things away.

To rearrange the order of items on any menu or to control which menu comes up first (such as Mfg versus Sales) drag the grey buttons to the left of the list up and down.

7.5.6 PS-H Configure Auto-Chain Programs

PS-H Configure Auto-Chain Programs

General Program Description
This program allows you to configure the ability to have a program automatically call another such as print invoice automatically call the post invoice program.

General Program Operation
To add a new record, click Add and choose a user Name from the list. If you want the link to apply to all users, leave the user name blank.   Next, choose from the drop down list of available chain combinations and finally select whether you want the chain to ask prior to executing (A) or run automatically without prompting (Y). If you have no users and passwords set up then the setting can only be A.

Note: The chaining from one program to another does not consider whether or not the usermenu access would normally allow them to run the program being called.

7.5.7 PS-I Enter Digital Signers for PO

PS-I Enter Digital Signers for PO

Purpose of Program
Use this program to enter and assign passwords and signature files to approved signers of Purchase Orders

General Program Operation
Enter the employee number of the employee who is being authorized. Approved signers must be set up as employees using SM-G Enter Employees before they can be designated Purchase Order signers in this program. Enter a password, a path and file name to the image file which will print as the user signature, their initials as PO "Entered By" and the threshold that limits the value of purchase order they can approve. A threshold of 0 means their authority is unlimited.

7.5.8 PS-J Enter Contract Review Signers

PS-J Enter Contract Review Signers

Purpose of Program
Use this program to enter and assign passwords and departments to Contract Review approved signers

General Program Operation
Enter the Name, Department and password for each approver. Designate at least one approver as Administrative level which means they can create other approvers. Once any approvers are established, the Contract Review procedure has been enabled and nobody other than Contract Review Administrative level approver can load this program. You can click the App SOs button on the bottom of the screen to globally approve a range of sales orders so that orders already in process do not need to go tjhrough the approval process in order to ship.

7.5.9 PS-K Vendor Approval

Purpose of Program
Use this program to enter approvals for new vendors or vendors whose name and address has changed if you have enabled the vendor approval control in AD-C Accounts Payable Defaults

General Program Operation
Enter the vendor code and click the box to approve the vendor and if desired enter a maximum payment amount. If the vendor control is enabled Payments and, depending on settings, Purchase Orders will not be allowed until a vendor is approved.

7.5.10 PS-L Maintain Field Specific Access

Purpose of Program
Use this program to map field specific access by group for AP-A Enter Vendors, AR-A Enter Customers and IN-B Enter Inventory

General Program Operation
Enter the Group and select the DFM to edit and if this is the first time for that group and DFM click Generate. If it is not the first time, or once the generation is complete click Edit. You will be presented with a list of all the objects on the screen and can edit the access to make them Disabled (View Only) or Invisible. Once a group and DFM has been created it can be copied to another group and permissions changed. There is no Save button on the screen. Each row is saved when another row is clicked.

7.6 Data Exchange

7.6.1 Data_Exchange

DATA EXCHANGE

Data Exchange Overview

The *Data Exchange* module consists of a series of programs that enable you to import and export data into and out of other programs and systems.

DE-A SQL Query Export allows you to create export data files in various ASCII formats.

The DE-B thru DE-I programs are generally used at system start-up to import master file data from another system. These master files are: inventory, bills of material, routings, customers, vendors, chart of accounts.

DE-J Import Labor, DE-K Import Material Issues, DEL Import Work Order Receipts and DE-M Import Physical Inventory Counts are used to transfer manufacturing data collected from external data collection systems and devices into the work order programs.

7.6.2   DE-A SQL Query/Export

DE-A SQL Query/Export (Java Version)

Purpose of Program
Use this program to exract all or selective records and fields from data files to a disk file in CSV format.

General Program Operation
If you are familiar with SQL Queries and the Evo file and field names, you can simply compose a query and click Execute to run it. The results will be displayed with an option to save to CSV file.

If you are not familiar with SQL, click Query Wizard. You will first be prompted to select the file(s) you want to access. Select the files and click Next. For each file in the dropdown list, you will be presented with a list of fields within the file to select. Select the desired fields for each file. When finished with all the files, click Next. You will then be able to link the files by a common field. For example, if you selected the BKAPPO (Purchase Order Header) and BKAPPOL (Purchase Order Lines) files, they would be linked by the Purchase Order Number field. if the field used to link is not one of the selected field, click Show All in the upper right corner to have all fields in the files displayed. Finally, click Next and enter any desired filters. Again, you can click Show All if you want to filter on a field not included in the result set.

Click Finish and you will be returned to the main screen with the Query constructed for you. Click Execute. The results will be displayed with an option to save to CSV file. You can also save the Query for future use.

Click Default Queries to see a a list of predefined queries for reconciliation between inventory and GL and between the PO-i-F report and GL in the PO/RNI account. The preset queries are:

GLPOINV - Identifies GL Transactions to the PO/RNI account from PO Invoicing (AP-C) that do not have corresponding line items in the PO Receiver file.
GLPORECPT - Identifies GL Transactions to the PO/RNI account from PO Receiving (PO-

C) that do not have corresponding line items in the PO Receiver file.

Inv_Txn_no_GL - Find Inventory Transaction entries with no corresponding GL entries

INVGL - Find GL Transaction entries to a specified inventory account with no corresponding Inventory Transaction

INVGLACCT - Find Inventory Transactions with associated GL Transactions not posting to the correct account based on item class and Location

Inventory_Non_Asset - Identify tangible inventory items posting to a GL Account that is not an Asset account

Non_Inventory_Asset - Identify non-tangible inventory items posting to an Asset GL Account

7.6.3   Importing Master Files

Importing Master Files and Startup Data

The *Data Exchange* module allows you to import master file data from your existing accounting system, thus greatly reducing the need for re-keying information by hand. You can import data into the following master files: customers, vendors, inventory, bills of material, routings, and GL chart of accounts. You can also import start-up data including open AR & AP Aging, starting inventory on-hand balances and GL Transaction detail.

You must be able to export your accounting master files into an ASCII text format, either comma delimited or fixed length. Most accounting systems have a data export capability that can do this.

The data import design prevents bad data from getting into the permanent files. Data is first imported into temporary holding files where they can be edited for errors. A transfer program then moves the data from the temporary files to the permanent files. Only valid records are transferred.

The data import is a three step process. In step one you import your data into the temporary files. In step two you edit the data for any changes or additions that might be needed. In step three you transfer the data to the permanent files. Each of the master file import submenus has the same options to choose from and they operate in the same manner.

Step 1 - IMPORT DATA INTO TEMPORARY FILES

Create Import File Headers (Option A on each menu)
First, you need to determine what data you can actually extract from your existing system that can be imported. Each of the master file import menu starts with a program that lists the available fields that can be imported along with the actual data field name, the type (alpha, numeric, date) and size including number of decimal places for numeric fields. Required fields are pre-selected.   Click the check box next to the fields that your are going to have available for import in the column order in which you want them to appear in the import file. You will see that the preselected fields already have column numbers. Once you have selected all the columns you plan to import, click Save and you will be prompted to create the import file. The path and file name will be displayed and it will always be located in a folder under the program application folder named IMPORT. The file created is a CSV file with column headings corresponding to the fields selected in the order in which they were selected. **DO NOT CHANGE THE ORDER OF THE COLUMNS IN THIS FILE**. Open the file in Excel or any other spreadsheet program that can read CSV files and populate the columns with your exported data by copying from spreadsheet to spreadsheet or using functions such as VLookup.

When you are ready to import, save the file as CSV using the original name in the original location (IMPORT folder under the Evo-ERP program folder)

Run Import Programs (Option B on each menu)
The import programs all function identically. They already know the location, file name and column order of the import file so the only user input required is the date format (a number of different formats are available but you do need to specify a single format for all date fields in the import file) and whether to replace or skip existing records (in the case of doing the import in multiple passes). Click the import button and your data will be imported and upon completion you will be advised of the number of records loaded, replaced and skipped.

Erase Files Program
If for any reason any of your imports goes so badly that you want to start over, you can erase any of the temporary files and start over again by running DE-I, Erase Files. Simply enter *Y* next to each file to be erased. After entering Y or N next to each file, you are asked if you want to begin the program. If you answer yes, the appropriate temporary files will be erased.

STEP 2 - EDIT THE DATA

Print Error Reports (Option C on each menu)
Now that your data has been imported into the temporary master files, you should run error reports to check for missing or invalid fields needed by the master files.

The error reports will list all records that need to be edited, as well as any missing or invalid values needed.

Edit Programs (Option D on each menu)
You can edit individual records one-by-one through the edit programs. These screens are identical to the master file entry screens within the system, except that they access the temporary data rather than permanent records.

For details on field explanations and general program operation, study the following:
· IN-B Enter Inventory
· BM-A Enter Bills of Material
· RO-A Enter Routings
· AR-A Enter Customers
· AP-A Enter Vendors
· AM-C Enter General Ledger Accounts

At a minimum you must edit the missing or invalid fields listed on the error reports. You can also add or change any other fields at this point, or you can wait until the temporary files are transferred and make further changes within the permanent files.

Global Field Change (DE-H)
This program can be very useful for entering or changing field values globally across many records. For example, in your accounting system a purchased item might be coded with an inventory type P while in this system, the inventory type code for purchased items is an R. Rather than have to individually change every inventory record, you can use the global field change program to change all records with a type P to a type R The program only changes critical fields listed on the error reports.

First you are presented with a choice of four files with which the program can be used.

Highlight the file you want to work with and press <Enter>.

Next you are presented with a window listing the critical fields within that file that can be globally changed. Highlight the field you want to work with and press <Enter>.

If you want to superimpose a field value on all records in the file, answer Y to *Replace all values?* For example, you might want all items to have a selling unit of measure of EA. The cursor then moves to the *Value to replace with?* field. You would enter "EA" and press <Enter>. The program will then superimpose the value "EA" in the selling unit of measure field for all records within the file.

If you want to replace a particular value only within specific records, answer N. You are then asked for the value to search for. In our inventory *Type* example, you would enter a P. Enter the value to replace with, which in our example would be an R. The program will then automatically replace all P values in the inventory type field with an R.

Erase Files Program

If for any reason any of your imports do not initially go well on the first try, you can erase any of the temporary files and start over again by running DE-I, Erase Files. Simply enter Y next to each file to be erased. After entering Y or N next to each file, you are asked if you want to begin the program. If you indicate yes, the appropriate temporary files will be erased.

STEP 3 - TRANSFER DATA TO PERMANENT FILES (Option E on each menu)

The final step is to transfer the temporary data to the permanent master files. Only records without missing or invalid fields will be transferred by the program. Run the appropriate error reports before running this program to make sure all records to be transferred are without errors.

Enter a Y next to each file you wish to transfer. If you want an error report which lists any records that did not transfer, enter Y to *Print Errors Report?* The program will then begin the transfer.

The transfer completes the import process and insures that only good records get into the permanent files. Some types of data validate based on others so the following order is recommended for a new startup:

- Chart of Accounts, Customers and Vendors do not validate on anything so they can be transferred first.
- Inventory validates Vendor and Customer codes so it should not be transferred until Customers and Vendors have been processed
- Bills of Material and Routings validate against Inventory so they should be processed last.

NOTE: When you are importing data from multiple files into one file, do not run this program until all your data has been imported and gathered together. You cannot transfer data in segments into the permanent data files.

7.6.4   DE-B Import Inventory

DE-B Import Inventory

Purpose of Programs
Use this program menu to import inventory items from another system or from an ASCII file developed outside of the system. While designed to be used at system startup, this program can be used on an ongoing basis if lists of new items are periodically received from customers or developed by Engineering in a CAD system.

General Program Operation
See Importing Master Files for general import instructions. The inventory import has 5 required fields besides the Item Number itself. They are Class, Type, Stock U/M, Price U/M and Purch U/M and are preselected on the Import Header Creation screen. All other fields are optional. Detailed descriptions of most listed fields are given in IN-B Enter Inventory. In addition to the above listed fields being required, the Class and Type fields are validated against the values entered in SM-C Enter Item Classes and the acceptable list of Types in IN-B Enter Inventory, Vendor codes are validated against previously entered vendors in AP-A Enter Vendors, and the Customer code is validated against customers entered in AR-A Enter Customers.

7.6.5   DE-C Import Bills of Material

DE-C Import Bills of Material

Purpose of Program
Use this program to import Bills of Material from another system or from an ASCII file developed outside of the system. While designed to be used at system startup, this program can be used on an ongoing basis if new Bills of Material are periodically received from customers or developed by Engineering in a CAD system.

General Program Operation
See Importing Master Files for general import instructions. The BOM import requires the Parent Part Number, Component Part Number and Component Type and validates against the inventory master. Non-Zero quantity per is also required. Other fields are optional. The BOM import can be set to skip or replace existing parent part/component part sets or it can allow appending duplicate components during the import to the temporary files. Regardless of this setting during the initial import,the Transfer to Permanent files will always append to the existing BOM master file so if you import a BOM for a parent part that already has a BOM you will end up with duplicated components.

7.6.6   DE-D Import Routings

DE-D Import Routings

Purpose of Program

Use this program to import Routings from another system or from an ASCII file developed outside of the system.

General Program Operation
See Importing Master Files for general import instructions. The Routing import requires the Parent Part Number, Type and Work Center and validates them against the inventory master and work centers entered in RO-C Enter Work Centers. Non-zero Sequence and Operation are also required.

Time per part for each operation is entered as decimal time and the program will ultimately convert that to HH:MM:SS time per part and parts per hour when the data is transferred to the master files.

7.6.7   DE-E Import Customers

DE-E Import Customers

Purpose of Program
Use this program to import Customer master file information from another system or from an ASCII file developed outside of the system.

General Program Operation
See Importing Master Files for general import instructions. No fields other than Customer Code and Payment Terms Number are required.

7.6.8   DE-F Import Vendors

DE-F Import Vendors

Purpose of Program
Use this program to import Vendor master file information from another system or from an ASCII file developed outside of the system.

General Program Operation
See Importing Master Files for general import instructions. No fields other than Vendor Code and Payment Terms Number are required.

7.6.9   DE-G Import Chart of Accounts

DE-G Import Chart of Accounts

Purpose of Program
Use this program to import Chart of Accounts master file information from another system or

from an ASCII file developed outside of the system.

General Program Operation
See Importing Master Files for general import instructions. The Account Code and Type are required and Type is validated. A (Asset), L (Liability), O (Owner's Equity), E (Expense) and I (Income) are valid Types.

7.6.10 DE-H Global Field Change

DE-H Global Field Change

Purpose of Program
This program can be very useful for entering or changing field values globally across many records. For example, in your accounting system a purchased item might be coded with an inventory type P. Here, the inventory type code for purchased items is an R. Rather than have to individually change every inventory record, you can use the global field change program to change all records with a type P to a type R The program only changes critical fields listed on the error reports.

General Program Operation
First you are presented with a choice of four files with which the program can be used. Highlight the file you want to work with and press <Enter>.

Next you are presented with a window listing the critical fields within that file that can be globally changed. Highlight the field you want to work with and press <Enter>.

If you want to superimpose a field value on all records in the file, answer Y to *Replace all values?* For example, you might want all items to have a selling unit of measure of EA. The cursor then moves to the *Value to replace with?* field. You would enter "EA" and press <Enter>. The program will then superimpose the value "EA" in the selling unit of measure field for all records within the file.

If you want to replace a particular value only within specific records, answer N. You are then asked for the value to search for. In our inventory *Type* example, you would enter a P. Enter the value to replace with, which in our example would be an R. The program will then automatically replace all P values in the inventory field with an R.

7.6.11 DE-I Erase Files

DE-I Erase Files

Purpose of Program
Use this program to completely erase imported data from one or more modules so you can restart the import process with empty data files.

General Program Operation

Simply enter Y in those modules you wish to erase and press Enter or Tab through the balance of the screen and processing will begin. This program only erases data from the temporary files and has no effect on the permanent files with the exception of imported Labor. Imported Labor is stored in the same file as unposted labor from Data Collection or WO-M Batch Labor Entry. If you are both importing labor and using Data Collection or Batch Labor entry, make sure all valid labor is posted before clearing the imported data.

7.6.12 Importing Manufacturing Data

Importing Manufacturing Data

DE-J, Import Labor, can be used to bring in labor data gathered by an external shop floor data collection system. Most data collection systems automatically produce ASCII files for transfer to other accounting/manufacturing systems.

DE-K, Import Material Issues and DE-L Import Work Order Receipts can be used to import the issuance of components to work orders and the receipt of finished production to stock. This data can be collected using a portable bar code collection device reading Work Order numbers from Shop Travelers printed in WO-C Print Travelers and part numbers of components printed in IN-G Print Inventory Labels thus eliminating the need for additional stations on the shop floor. Data imported in these two programs can be reviewed and edited. Once the information is reviewed and accepted, each edit program has a Post button that will transfer the information to the work orders.

DE-M Import Physical Inventory Counts can be used to import inventory counts collected using a bar code device or entered onto a spreadsheet. Editing and posting is done using PI-C Enter Tag Counts and PI-G Update Actual Inventory.

The data path and fields entered in the import programs stay on the screen until changed, so they only have to be set up once. If your ASCII source file's name changes each time a new batch of manufacturing data is to be transferred, then you will have to go into the program and change the file name each time the program is run.

The import programs (Option A on each submenu) all function identically. You are first asked to enter the name of the file to import, including its data path. You should keep the file names 8 characters or less and 3 character extensions with no spaces in either the file name or path. If the file is saved to the program application folder, no path is needed.   For example, if your file was named INVENT.CSV and was located in a subdirectory named ACCT on drive F, you would enter the following:

F:\ACCT\INVENT.CSV

Next, you are asked if you want to Skip or Replace existing item numbers. If you have already imported some records and have already edited them, you can choose the Skip option so that

those records are bypassed and won't be accidentally replaced during another import.

Next, indicate whether your file is in comma delimited or fixed length format.

The rest of the screen consists of a listing of the field names that can be imported, with two entry fields to the left of each field name.

Comma Delimited Files

If your file is comma delimited, you are only allowed entry of one field next to each field name. In a comma delimited file, each field is separated on either side by a comma. Alphanumeric fields may be further enclosed by quotation marks. A comma or commas between two quotation marks do not count as field separators. Simply identify your file field position numbers consecutively from left to right, then enter those numbers next to the appropriate field.

Fixed Length Files

If your file is fixed length, you must enter two values to the left of each field name. The first entry is the character position of the first character in the field, and the second entry is the number of characters in the field. It is easy to identify each field's starting character position and length by pulling up the file in a text editor that indicates the character location of the cursor. Simply move the cursor to each field position and write down the location, then count the length of the field. Then enter the starting position and length next to the appropriate field.

Date Fields

All the date fields are required to be ISO YYYYMMDD format in the import file. If you are creating the file using Excel, you can create such a date format by clicking Format - Cells - Custom. Then click on the blank Type field, enter YYYYMMDD and click OK and you have created a custom date format. Apply this format to any date fields and they will now be in the correct ISO standard format for import.

7.6.13 DE-J Import & Post Labor

DE-J Import & Post Labor

Import Labor
Use this program to import Work Order Labor data obtained from a time clock system outside of the system.

General Program Operation
See Importing Manufacturing Data for general import instructions. The Employee Number, Work Order and sequence numbers are required and are validated against employees entered in SM-G Enter Employees and open released work orders. If no date is imported, the program will use the system date (today).

Print Labor Errors
Use this program to get a report of errors in labor data imported using DE-H-A Import Labor prior to transferring the data to the permanent master work order files.

General Program Operation

Enter a range of dates and employees. An error code of WO indicates Invalid Work Order, RI indicates that the Work Order is not status R or I, SQ is invalid sequence and EM is invalid employee number. While each record will display only one error code on the report, it may have more than one error and all will need to be corrected before it can be saved in the editing program or posted.

Edit Labor

Use this program to edit Labor data prior to transferring the data to the Work Order files.

General Program Operation

Select the record that is to be edited. All fields can be edited except the Employee name. Enter or Tab through all fields or press F10 at any time to save. To create new entries, use WO-M Batch Labor Entry

7.6.14 DE-K Import & Post Material Issues

DE-K Import & Post Material Issues

Import Material Issues

Use this program to import Work Order Material Issue data obtained from an external collection system such as a bar code data collection device.

General Program Operation

See Importing Manufacturing Data for general import instructions. All fields are required except the Lot Number for non-Lot Controlled items. If no date is imported the program will use the workstation system date (today). This program does NOT support components that require Serial Control.

Edit & Post Material Issues

Use this program to edit imported material issues and transfer the data to the work order files.

General Program Operation

The program will present an opening list of all unposted transactions. Select any transaction that needs to be edited. Click REPORT to get a report of unposted transactions. Once all transactions are correct, click POST and you will be able to filter the posting by Work Order number and date range. Once posting is complete, a report will be generated indicating why the remaining transactions were not posted. Possible reasons include GL Close Date restrictions, Closed Work Order, Invalid Part Number, Lot or Serial Control required.

7.6.15 DE-L Import & Post Work Order Receipts

DE-L Import & Post Work Order Receipts

Import Work Order Receipts
Use this program to import Work Order Receipts data obtained from an external collection system such as a bar code data collection device.

General Program Operation
See Importing Master Files for general import instructions. All fields are required except Lot Number for non-Lot Controlled items. If no date is imported the program will use the workstation system date (today). This program does NOT support items that require Serial Control

Edit & Post Work Order Receipts
Use this program to edit imported Work Order Receipts and transfer the data to the work order files.

General Program Operation
The program will present an opening list of all unposted transactions. Select any transaction that needs to be edited. Click REPORT to get a report of unposted transactions. Once all transactions are correct, click POST and you will be able to filter the posting by Work Order number and date range. Posting logic will follow defaults established in SD-B Work Orders Defaults regarding use of Standard or actual costing, Backflushing components, and closing the Work Order if the total quantity complete meets or exceeds the Work Order start quantity.

NOTE: Be very careful **not** to use this program with backflushing turned on if any component on the work order bill of material needs Lot or Serial Control; this is not supported.

Once posting is complete, a report will be generated indicating why the remaining transactions were not posted. Possible reasons include GL Close Date restrictions, Closed Work Order, Lot or Serial Control of the finished item required.

7.6.16 DE-M Import Physical Inventory Counts

DE-H-D Import Physical Inventory Counts

Purpose of Program
Use this program to import Physical Inventory Count data obtained from an external collection system such as a bar code data collection device.

General Program Operation

Indicate the Year and Quarter of the Physical Inventory and the count date. Indicate the position of the data fields in the file following standard Data import rules for comma delimited or fixed length files as described in Importing Manufacturing Data. Tag Number (or incremental line counter number), Location, Part number and quantity counted are required fields. Employee number and Bin Location are optional. Press Enter or Tab through all the fields or press F10 to process. You will be presented with a report listing the imported items and indicating any exceptions that need to be manually entered.

While manually entered PI Counts support Serial Control, the imported counts do not support Serialized items at this time.

7.6.17 EDI

7.6.17.1 EDI

EDI

EDI Overview
The EDI module that allows you to receive customer orders and send out customer invoices via EDI (Electronic Data Interchange). Due to the nature of EDI in which requirements can vary greatly from business partner to business partner, it is not possible to offer an EDI module that meets every company's exact requirements. Some customization will almost certainly be required by third party programmers to make EDI work for your company. The EDI module serves as a good foundation for most EDI requirements that even with custom programming included is far less costly than starting from scratch with a completely customized solution. You need to have any incoming orders converted to a format that matches the EVOSO.IN file that the ED-B program can read and create outgoing invoices and ASN's to the format required by your trading partner. A data map is available at http://www.istechsupport.com/dl/edimap.zip. One resource with experience in this process is USI EDI who can be contacted at usisales@usiedi.com

Setting up EDI
Go into ED-G Master EDI Set-up and first enter a path that will be your folder for the data transfer such as a subfolder under the EvoERP folder named EDI. Create a subfolder under that folder named Transfer.

Your *Company ID Number* is normally your 9 digit Dun's number, but it can be any number. The *Next EDI Import Number* is just a counter that keeps track of each import file -- you can give it a starting number of 1.

Receiving EDI Sales Orders
At this point you can begin receiving EDI orders. Use whatever tool you have selected to create the EVOSO.IN file, run ED-B Import EDI Orders, which imports any orders that have not yet been imported. At this point the orders are in a temporary file rather than in the sales order file.

Next, run ED-H Error Report to verify the incoming data. If any errors need to be corrected, run ED-C Edit EDI Orders, which is a program virtually identical to *SO-A Enter Sales Orders*.

 With this program you can edit orders if any changes or additions are required. Once the order has been reviewed and edited to your satisfaction, you can save it and convert it immediately to a sales order, or at a later time you can run ED-D Convert EDI Orders to Sales Orders.

This completes the process of getting the EDI order into the sales order system.

Sending EDI Invoices
Once an EDI customer's sales order gets invoiced and posted, you can use ODBC to connect to the database to generate whatever outgoing labels, ASN, Invoice and other documentation your trading partner requires. Once again, USI EDI has this experience.

7.6.17.2 ED-B Import EDI Orders

ED-B Import EDI Orders

Purpose of Program
This program imports orders that were downloaded to the EVOSO.IN file into the temporary EDI files that will ultimately get transferred to sales orders.

General Program Operation
Whenever this program is run it automatically imports any new or changed EDI orders into the EDI sales order files. If the price on the imported line is 0, the program will pull the standard customer price from the Evo-ERP Base Price, Price Code and Contract price files.

7.6.17.3 ED-C Edit EDI Orders

ED-C Edit EDI Orders

Purpose of Program
This program is virtually identical to SO-A Enter Sales Orders and can be used to edit EDI orders before they get transferred from the EDI files to the actual sales order files.

General Program Operation
This program works identically to SO-A, Enter Sales Orders. Refer to that program for operating instructions.

7.6.17.4 ED-D Convert EDI Orders to Sales Orders

ED-D Convert EDI Orders to Sales Orders

Purpose of Program
Use this program to transfer EDI orders that have been imported by ED-B Import EDI Orders to the actual sales order files.

General Program Operation
Enter the From and Thru range of *EDI Order Numbers* or select from a lookup by clicking on the lookup icon.

Enter a *New Sales Order Date* if you wish to change the order date.

Normally you would leave the *New Sales Order No.* field blank and let the system assign the next available sales order numbers, but you can insert a number of your choice (if the number is not already used).

Enter a *Default Est Ship Date*. This will assign an estimated ship date to all the line items on this order if the incoming import file does not already have dates assigned.

Enter a *Location*.

If you want to keep the EDI order on file, meaning that it can still be accessed and reviewed via ED-C, *Edit EDI Orders*, enter a *Y* in the *Keep EDI Order on File?* field.

7.6.17.5 ED-E Export EDI Invoice/Ack

Enter topic text here.

7.6.17.6 ED-F Export EDI ASN (856)

Enter topic text here.

7.6.17.7 ED-G Master EDI Set-up

ED-G Master EDI Set-up

Purpose of Program
Use this program to enter master EDI information.

General Program Operation
First, enter a path to enter a path that will be your folder for the data transfer such as a subfolder under the EvoERP folder named EDI. Create a subfolder under that folder named Transfer.

Your *Company ID Number* is normally your 9 digit Dun's number, but it can be any number.

The *Next EDI Import Number* is just a counter that keeps track of each import file -- you can give it a starting number of 1.

7.6.17.8   ED-H Error Report

ED-H Error Report

Purpose of Program
Use this program to verify validity of imported data before converting to Sales Orders.

General Program Operation

Enter the From and Thru EDI Order numbers to be checked. A report of any errors in Customer or Ship To Code, Item Number or Price will be generated. If no errors are found, the orders can be converted to Sales Orders using ED-D Convert EDI Orders to Sales Orders

7.6.18   DE-T Import Web Storefront Orders

Purpose of Program
Use this program to import Sales Orders downloaded as a CSV file from a web storefront. Orders can either be directly imported to Sales Orders or first imported to EDI orders so error checking can be run using ED-H Error Report and then convert to Sales Orders using ED-D Convert EDI Orders to Sales Orders

Program Setup
The main screen needs to be populated with the FTP login information where the file generated by the website will be located and the name of the file. You can indicate a second filename so the initial file can be renamed to prevent conflict if a new order is being saved to the file at the same time it is being downloaded. You can also indicate which bank account payment records should be posted to and whether to import to the EDI or Sales Order file. You can manually run the import by clicking the import button or you can save settings and then set this up as a scheduled task.

Import File Definition
Clicking the Imp fields button will display the fields required in the import file. Format required is CSV and single or double quotes must be stripped out of the data and only be used as text delimiters.

There are 4 record types and the first character in each line of the import file designates the record type. C is Customer and is only required for new customers. H is order header and is required. L is order line and is required. A single header can have multiple lines. P is

payment and is only required if payment processing was done online.

7.6.19 DE-U Upload Stock Balance to Web Storefront

Purpose of Program
Use this program to upload inventory stock balances to a web storefront

Program Setup
The main screen needs to be populated with the FTP login information where the file will be uploaded and the name of the file. The file that will be uploaded will be a 2 column CSV with Part Number and Quantity that can be designated as available for sale on the website based on on0-hand less Sales Orders scheduled to ship within a specified number of days, reserve quantity and whether to include backorders. If you set up a User Defined field in SM-P-E Define Inventory User Defined Fields labeled "Web Inventory" as a single character Y/N flag and set it to Y for the items you want uploaded, only those items will be uploaded.

7.7   TAS Utility Programs

7.7.1   TA-C Set Configuration

TA-C Set Configuration

General Program Description
This program allows you to change default settings as they apply to individual users such as paths to the main folder, email settings and screen resolution and color.   The settings are stored in the TASPRO7.INI file in the C:\ISTS folder on each workstation.

General Tab
Do not change settings on this screen unless advised to do so by tech support.

User Options
If the screens are too large or too small, you can change the RUN Form Display size

Email Settings
Email settings on this tab are not used. The email settings are entered at US-A Customize Settings

Other Tabs
There should be no need to change anything on any of the other screens for normal program operation. You can edit the colors if you like on the TAS 5.1 Colors tab.

7.7.2   TA-D Maintain Database

TA-D Maintain Database

This program is identical to Maintain Database.

7.7.3   TA-G Maintain Menu Access Records

TA-G Maintain Menu Access Records

General Program Description
This program is identical to PS-G Maintain Menu Access

7.7.4   TA-H Maintain Menu - End User

TA-H Maintain Menu - End User

General Program Description
This program allows a user to edit their own menu and move programs around. It does not have the capability to add or remove programs.

General Program Operation
Click Edit and you will see the list of Group Buttons available and the Menu Buttons associated with any group. To rearrange the order of items on any menu or to control which menu comes up first (such as Mfg versus Sales) drag the grey buttons to the left of the list up and down. To rearrange the order of line items on any menu click the Menu Lines tab when on the desired menu button and drag the grey buttons to the left of the list up and down. To move a Menu button to a different group, right click and select Move to Group and indicate the group to move to.

7.7.5   TA-M Forms Editor

TA-M Forms Editor

General Program Description
This program allows you to modify any of the EN, IEN, T6 or IT6 RTM form or report layouts.

General Program Operation
Click File - Open and select the RTM you wish to edit. It will open in the editing screen. Each object is defined with properties such as font, color, size, Visible, etc. which can be changed. It is generally recommended to make objects invisible rather than delete them.

Important Editing Tips
Each RTM typically consists of a main report and subreports which can be accessed by clicking th appropriate Tab on the bottom of the screen. As an example, for the Sales Order Acknowledgement, the main header of the order is on the main screen but the line items are in the ppReport1SubReport1. If you are editing any subreport, make sure you click back to

the main report before saving the RTM.

You can not edit the DBA Classic BK?RTM files with this editor. You can, however, open them do if you have logos or text already developed in DBA Classic RTMs you can open them and copy the text and then open the T6 RTM and paste. Just be sure you do not save the BK?RTM with the T6 editor.

It is a good idea to Save As a different RTM name and enter the new name on the print screen for the program in question when prompted until you are sure you have what you want, then Save As the original name.

Every standard RTM file provided has a backup copy of the same name with an RTX extension in the RTX subfolder so if all else fails, you can copy the RTX to RTM and start over.

Adding Text
Click the A in the top left toolbar and click on the form. A text object will be created. Drag it to the desired position and on the left side of the screen where it says Caption, change the text to the actual text desired. Under Font and color, change as desired.

Adding Data Fields
Click the A in the right toolbar (it has a little box attached to it indicating it is a data field) and click on the form. A data object will be created. Drag it to the desired position. and on the left side of the screen where it says Data, double click and a Data Dictionary window will open. Find the desired file and field. Under Font and Appearance, change as desired. Note that the editor will allow the selection of any field from any file but the actual print program will only find the data if the file selected is opened by the program in question.

Adding Static Images
Click the picture (4 items to the right of the A) in the top left toolbar and click on the form. A box will be displayed. Drag and stretch the box to the desired size and location, then right click inside it and select Picture. Browse and find the desired image file. Then right click again, click MaintainAspectRatio, then one more Right Click and click Stretch and the image will stretch or shrink to fit the box.

Adding Static Bar Code Objects
Click the bar code (5 items to the right of the A) in the top left toolbar and click on the form. A box will be displayed. On the left list of propertied, click the Data under Other and change the text to whatever text you want to display in bar code form. You can also select the bar code format, bar width, etc.

Adding Data Bar Code Objects
Click the bar code (4 items to the right of the A) in the top right toolbar and click on the form. A box will be displayed. On the left list of propertied, click the Datafield under Data and select the field you want to display in bar code form from the data dictionary lookup. You can also select the bar code format, bar width, etc.

7.7.6   TA-N Program Scheduler

TA-N Program Scheduler

General Program Description
Use this program to define programs and parameters to run on a pre-scheduled unattended basis.

General Program Operation

To set up the service, log into the server as administrator and launch Evo-ERP by right click and Run as Administrator. Once you are logged into Evo-ERP with elevated credentials, this program will have an option to Setup Evo Service. It will automatically select 32 or 64 bit as appropriate. You can also enter an outbound email "Send From" for email notification of unattended program operation or the US-G Enter Triggers. Once you have the service running, when installing updates you must either install the update on the server where the service is running because the Update process will stop and restart the service, or manually stop it before starting to install an update from a different workstation.

To add a program to the schedule, click Add and enter the Name,Description and actual program name. If the program requires parameters to be passed, enter them, then indicate the company for which the program should run. Enter the frequency (daily, weekly, monthly or yearly) and next occurrence. if you want it to run multiple times per day, select Once and enter a time in minutes for the recurrence. Finally enter the path and filename for the Log File that will confirm that the program has run and optionally enter an email address for notification when the program runs.

Programs Currently Supported
The programs listed below can be run in unattended mode based on configuration settings specified and, in some cases with a passed parameter. To establish the settings, load the program once at UT-A, enter the desired from/through ranges and click Save Settings and indicate that you are saving for unattended access. Once the settings are saved, when the program is run, it will run without prompting for user input.

Program Name Parameter to Enter	Function
T7AUTOREBSS.RWN None	Rebuild Inventory Stock Status (IN-L-S)
T7MRF.RWN AUTOMRF	Generate MRP (MR-F)
T7INLE.RWN AUTOINLE	Update Material Standard Cost (IN-L-E)
T7BMG.RWN AUTOBMG	Standard Cost Rollup (BM-G)
T7SMJC.RWN AUTOSMJC	Reconcile Inventory (SM-J-C)

T7UTKG.RWN AUTOUTKG	Recalculate Book Value (UT-K-G)
T7UTKF.RWN AUTOUTKF	Reset Average Cost to Standard Cost (UT-K-F)
T7AUTODCH.RWN None	Post Data Collection Labor (DC-H)
T7WOLA.RWN AUTOWOLA	Print Work Order Status (WO-L-A)
T7REBWO.RWN AUTOREBWO	Rebuild Work Order Cost (WO-K-H)
N/A	Backuo Utility (TA-O)

Configured and scheduled at TA-O Backup Utility

Log Files

The Service writes to EvoSERVICE.LOG in the DBAMFG or EvoERP folder with the date, time and program name launched. The individual programs also write to the same Log file listing start, processing and close date and time and company run for. If you enter an email address when setting up a task in TAS-N then you will get an email from the service notifying you that the program launched but you need to check the log file manually to see if it finished.

7.7.7 TA-O Backup Utility

General Program Description
Use this program to define files or folders to be backed up into a compressed (ZIP) file on a pre-scheduled unattended basis. This program requires that the Evo Service has been set up using the TA-N Program Scheduler scheduler program.

General Program Operation

Load the program and indicate whether you want to back up the entire system (Program, License and RTM files and all subfolders), specific company subfolders or a customized set of files. Then indicate the path and name of the Zip file you want to be created and whether you want to embed a date/time stamp in the file name so the prion backup iis not overwritten. Finally click Schedule, give the backup task a name and the TA-N Program Scheduler scheduler program will load with the program name and parameters to be backed up already entered. Enter the type and next date and time for the task to run and optionally a log file and email address for the notification that the task has launched and save.

7.7.8 TA-Q Change Logo Image

TA-Q Change Logo Image

Purpose of Program
Use this program to change the image file that is displayed on the main menu screen for each company. Having a different logo per company makes it easier to keep track of which company you are in.

General Program Operation
Browse to select the desired image file and preview. If you wish to keep the selection, click

Apply. You will need to log out and back in or change company and change back to see the new image. JPG, GIF, BMP and PNG formats are supported. To revert back to the standard Evo-ERP logo, click Evo Default.

7.7.9   TA-R SQL Editor

TA-R SQL Editor

This program is identical to DE-A SQL Query/Export but it has the capability to write back to the data files. Only use this program if you have a thorough understanding of SQL update statements and the data files you are working with.

7.7.10   TA-S Data Dictionary Check

TA-R Data Dictionary Check
Data Dictionary Compare

Purpose of Program
Use this program to compare your data files and dictionary to the current data dictionary update files (fields, field lengths, record size, etc.).

General Program Operation
The program will check the data files in all companies against the master data dictionary files and the dictionary files against the latest dictionary update files and generate a report suggesting corrective action.

8 Accounting

8.1 General Ledger

8.1.1 General Ledger

GENERAL LEDGER

General Ledger Overview

The *General Ledger* module allows you to keep track of your overall accounting operations. In this module, you can print your journals and detailed trial balance, print a balance sheet, income statement, or cash flow statement, and enter and post adjusting entries.

8.1.2 GL-A View Chart of Accounts

GL-A View Chart of Accounts

Purpose of Program

This program allows you to view accounts from the *General Ledger* chart of accounts and gives you a convenient way to change budget amounts to project future performance. You are not allowed to create new accounts or to change existing accounts in this option.

To create or change GL accounts, see AM-C Enter General Ledger Accounts. Before changing or deleting a GL account, check your default accounts in AD-A General Ledger Defaults to be sure you are not affecting system defaults.

Field Explanations
Acct Code
The actual GL account code or number. This field specifies which GL account you wish to view.

Dept
The GL department code. This field specifies the department whose GL account is to be viewed. If you are not using GL departments, or if the account you wish to view has no department, leave this field blank.

The following fields are filled in automatically after you enter the Account Code and press <Enter>. These descriptions are given solely to explain the display, as the only items you are allowed to change are the Budget amounts.

Description
The title for this GL account.

Type
The type of account. Values are: A - Asset, L - Liability, O - Owner's Equity, I - Income, E - Expense.

Norm Dr/Cr
The account normally has a Debit [D] or Credit [C] balance. Asset and expense accounts are debit accounts, while owner's equity, income, and liability accounts are credit accounts. The program displays the account status automatically.

Non-Cash
The entry in this field indicates if this account is or is not a non-cash expense account. This entry is used for the *Changes in Financial Position* (Cash Flow) statement generated using GL-F Print Financial Statements. When determining your actual ending cash position, non-cash expense amounts are added back to net income. Non-cash expense amounts are those that do not have cash or a check paid for them. For example, depreciation expense would be a non-cash expense.

Current
These are the monthly amounts that have been posted from the various system programs in the current year.

Budget
These are the monthly amounts that you have entered as comparisons for the actual (Current) amounts that will be posted. Budget amounts may be changed in this program and used for comparison within financial statements. This is to assist you in your projections or to review performance.

1 Year Past
The monthly posted amounts from the previous year.

2 Years Past
The monthly posted amounts from two years past.

Prior Years
Clicking the Previous and Next buttons advances the screen forwards and backwards as far back as 6 years past.

General Program Operation

Viewing a GL Account
When the program screen is displayed, the cursor is located in the *Acct Code* field. Enter the full account code at the *Acct Code* field location and press <Enter> or select an account from a lookup window by pressing the F2 key (or clicking on the Lookup button).

Once the *Acct Code* is entered, the account information is displayed. Click the *Clear* button (or press F3) to clear the screen fields prior to entering each new account code. You can change only the budget amounts balances in this program. The program will automatically calculate the *Ending Balance* for that column. If the account is normally a credit (Cr) Type, an entry of $100.00 will be automatically stored and displayed as <$100.00>. It is not necessary to enter it as a negative number, as -100.00. However, the entry is displayed as -100.00 when you are in that entry field to make a change.

NOTE: You must save the record before your budget changes are permanently updated in the file.

8.1.3 GL-B Enter/Post General Journal Trxns

GL-B Enter/Post General Journal Trxns

Purpose of Program

This program allows entry of miscellaneous transactions to the *General Journal*. The entries you make here do not affect your *Accounts Receivable, Accounts Payable*, or *Payroll* subsidiary files. This program is commonly used to make adjusting entries at the end of the month or year (such as accruals and reversals) and to record checking account expenses from your bank.

However, do not use this program to adjust your *Accounts Receivable* or *Accounts Payable* accounts. Any adjustments to these accounts must always be done within those respective modules in order to keep those account balances reconciled with their corresponding aging reports.

You can make entries directly to cash accounts and the program will automatically update the check register if you choose CD or CR transaction types.

GL-B is also used to make initial beginning balance entries to all your GL accounts when you begin using the accounting module.

General Journal entries are conducted in batch transactions. Each transaction may have up to 999 individual line items in it. Each line item posts to a single GL account. The net balance of all line items must be 0.00 (all debits and credits must balance) before you will able to post the transactions for ultimate transfer to the General Ledger through GL-O Print/Post General Ledger Batches. You may, however, save an out of balance transaction and change it later.

You can also set up *Transaction Templates*, which can be used for recurring general journal entries, and the program also has a reversing capability that lets you reverse any existing transactions.

Notes can be entered against GJ, CR and CD transactions explaining the reason for the transaction.

Journal entries can also be associated with a Job Number both at the header and line item level. This can be an optional or required setting, depending on the default setting at SD-A Company Defaults

CAUTION: Adjusting entries made in this program will only affect the *General Ledger* accounts, not the subsidiary *Accounts Receivable* or *Accounts Payable* ledgers (detail invoice files). DO NOT make adjusting entries for those GL accounts here; use an AR or AP voucher instead.

Field Explanations

HEADER SCREEN
Transaction Number
The transaction number automatically assigned by the system is displayed in this field. You may set the beginning number in AD-A General Ledger Defaults. (DBA Classic) or SD-R Assign Next Numbers (Evo-ERP). This is a six digit numeric field.

Transaction Type
The transaction type. Your options are as follows:

          1 - General Journal [GJ]

          2 - Cash Receipts [CR]

          3 - Cash Disbursements [CD]

          4 - Transaction Template [TT]

          5 - Beginning Balance [BB]

Transaction Date
The posting date for this transaction.

Bank Account [1-9]
If the transaction type is *Cash Receipts [CR]* or *Cash Disbursements [CD]*, you must enter a *Bank Account*. The *Bank Account* number corresponds to the bank accounts set up in AD-B Checking Accounts Defaults.

GJ Transaction Code
This is generally the customer, vendor, employee, item number, or the journal entry number. Enter a code that will help you correctly identify this transaction. For example a batch of month end adjustments could be identified as ME-ADJ-01. This is a 10 character alphanumeric field.

Deposit/Check Number
In the case of a *Cash Receipts* or *Cash Disbursements* transaction, this is the deposit or check number. In the case of a *General Journal* transaction, this can be used as another identifying number. This is a six digit numeric field.

Job Number
If a Job Number is entered for the header, that number will be suggested for the lines but can be changed at the line item level. If the default setting is set to "R" (Required) then the Job Number must be selected from a preset list entered at SM-P-F Enter Jobs

LINE ITEM ENTRY SCREEN
GL Account
The GL account code for this line item.

Line item description
The GL account description. This is automatically displayed when a valid account code is entered. When the journals are printed, both the standard GL account description and whatever you have entered into this field are printed. You can change the description provided by the program to whatever is more meaningful to you. For example, if you enter the account code 100, the program will display the description *Cash in Bank*. You could change that to *Bank Charges 11/1/95*. When the General Journal (GL-D) or the Detailed Trial Balance (GL-E) is printed, the standard account description will print correctly but you will also get the description you entered with the transaction. If you do not change the description field, then the program will print the standard account description twice.

Dr/Cr
Values are: D = Debit, C = Credit. This field will default to whatever the normal status is for the GL account, but it can be changed as required.

Line item amount

The amount you want to debit or credit for this entry.

Needed to balance
To assist you in entering long lists of line items, the program calculates the amount needed to balance the transaction. The program displays the net amount and whether it is a debit (DR) or credit (CR). This is a running total and is updated each time a new entry is made or changed. To balance the transaction at any time, enter the appropriate account code and make the transaction specified. For example, if you were entering petty cash transactions and the final *To Balance* amount was 395.23 CR, then your last transaction would be to enter your Petty Cash Account code, a C at the D/C field, and 395.23 for the amount. After you save the entry, the program will then display a *Needed to balance* amount of 0.00.

Notes
Notes related to a transaction can be entered as a reference.

Job Number
If a Job Number is entered for the header, that number will be suggested for the lines but can be changed at the line item level. If the default setting is set to "R" (Required) then the Job Number must be selected from a preset list entered at SM-P-F Enter Jobs

General Program Operation

Creating a New Transaction
The opening screen shows a list of existing *General Journal* transactions, including those that have been posted. To start a new transaction, click on the *Add* button (or press <Insert>), which will take you to the transaction header screen.

Select a *Transaction Type*. You can get a listing of the five available types by clicking on the lookup icon (or press F2). Choose the type among the following that fits your transaction:

General Journal: Use this type if you want to make an adjusting or correcting entry that does not affect your cash accounts.

Cash Receipts: Use this type if you are making an adjusting, correcting, or reversing entry for an original entry that was a cash receipts entry and you want an Deposit entry to post to the check register.

Cash Disbursements: Use this type if you are making an adjusting, correcting, or reversing entry for an original entry that was a cash disbursements entry and you want a Check entry to post to the Check Register.

Transaction Template: Use this type if you want to enter a template transaction that can be copied or reversed for use with monthly recurring or reversing general journal entries. The Journal Type will be GJ.

Beginning Balance: This is the journal type used when entering the fiscal year end balance sheet at system startup. The Journal type will be GJ. If the transaction is a Cash Receipts or Cash Disbursements type, you must enter a Bank Account. Enter an identifier for the transaction in the GJ Transaction Code field that will identify entries for this transaction on reports. This is an optional field. If the transaction is a Cash Receipts or Cash Disbursements type, you must enter a deposit number or check number in the Deposit/ Check Number field.

Enter a *Transaction Date*. This field defaults to today's date, but you can enter any date of

your choice. All line items entered within this transaction will be posted to this date.

If the Type is CD or CR, select a Bank Account.

Enter a GJ Transaction code (optional), Deposit/Check Number (required for CD and CR type) and optional Job number. Click Save to advance to the line item detail screen.

Adding a Line Item

After the last field is completed, you are taken to a screen which shows a list of any existing transaction line entries. Being a new transaction, the list will be empty. To enter the a new line item, click on the *Add* button (or press Alt-A).

You are now on the line item entry screen. Enter a GL account or select one by clicking on the lookup icon (or press F2). Accept the default *Line item description* or override it with one of your own. Accept the default *Dr/Cr* (debit or credit) code or change it, if applicable, and then enter the *Line item amount* (dollar amount) for this entry. You will always see a running balance of this transaction in the *Needed to balance* field.

When you finish entering the last field you are automatically returned to the previous screen. You will now see the entry you just made listed in the window.

Continue making new entries by clicking on the *Add* button and following the above procedure until the transaction is completed.

Editing a Line Item

To edit an existing line item, highlight the item in the list window and click the *Edit* button. The entry will display in the line item entry screen. Change any fields as required. Click on the *Save* button (or press F10) when you are finished to save the entry and return to the list window; or, if you press <Enter> through the last field you will also be returned to the list window.

Deleting a Line Item

To delete an existing line item, highlight the item in the list window and click the *Delete* button. You will be asked if you wish to delete the line item. If you click *Yes,* the line will be deleted and will no longer display in the list window.

Saving the Transaction

To save the transaction, click on the *Save* button (or press F10) while the line item list window is displayed. You will then be returned to the opening screen where you can create a new transaction or select an existing transaction for editing. If you save a transaction that is out of balance, you will be warned that you can save the transaction, but you won't be able to post it until the transaction is in balance.

If you are finished making transactions, click the *Exit* button (or press <Esc>) and you will be returned to the *General Ledger* menu.

Editing a Transaction

To edit an existing transaction, from the opening screen highlight the transaction you wish to edit and click on the *Edit* button. This will bring up the header screen. Make any changes you want and then click on the *Save* button (or press F10). This will take you to the line items list window, where you can follow *Adding a Line Item* or *Editing a Line Item* above for details as to how to add or edit line items. One you're entries are completed, you save and exit the transaction just the same as if you were making a new transaction.

Deleting a Transaction

To delete an existing transaction, go to the opening screen, highlight the transaction in the list window, then click the *Delete* button. You will be asked if you wish to delete the entire transaction. If you click *Yes*, the transaction will be deleted and will no longer display in the list window.

Posting a Transaction

To post a transaction, go to the opening screen, highlight the transaction in the list window, then click the *Post Transaction* button. The transaction must be in balance before the program will post it. The transaction will not be posted directly into the permanent *General Ledger*. Instead, it will be posted into the temporary GL transactions file and must then be posted to the permanent *General Ledger* in the same manner as all other GL transactions via GL-O Print/Post General Ledger Batches.

Printing a Transaction

To get a printout of any transaction, go to the opening screen, highlight the transaction in the list window, then click on the *Print transaction* button.   The standard *List, Print, Disk* options will be presented.

Copying a Transaction to a New Transaction

You can copy any transaction, including previously posted transactions or template transactions, to a new transaction. This can be useful for making monthly recurring or reversing entries. To do so, go to the opening screen, highlight the transaction template (or any other transaction) you wish to copy, then click on either the *Copy* or *Reverse* button. If you choose *Reverse*, every entry in the transaction being copied will be reversed (debits will become credits and vice-versa).

You will be asked if you wish to proceed. After processing, you will receive a message saying that a new transaction has been created. The new transaction will then be displayed in the list window from which it can be selected for editing, if necessary and posting.

Entering Notes

To enter or edit Notes associated with a transaction, click *NOTES* and make the desired entries, then click *Save Notes* to save them. If Notes are designated as hidden, they will only be available for on screen view but will not print out.

8.1.4   GL-C Print GL Transactions

GL-C Print GL Transactions

Purpose of Program

Use this program to get a listing of GL transactions, either posted or unposted, or Orphans meaning posted transactions whose GL Account in the Chart of Accounts have been deleted. This can be a single transaction or group of transactions that can be filtered a variety of ways, including ranges of GL accounts, departments, post dates, entry dates, invoice number or voucher number, batches, or a particular word or phrase in the description.

General Program Operation

Enter posted or unposted or orphan, limit to a single Journal type or leave blank for all, from/ thru ranges of GL accounts, departments, post dates, or entry dates. C/V/P Code Range refers to a customer code, vendor code, or item number reference that is contained in the transaction record. You can also enter from/thru ranges of invoice/voucher numbers or posting batch (a batch number gets assigned to each group of entries that gets transferred to GL via GL-O Print/Post General Ledger Batches). Finally, you can search for transactions via a word or phrase in the transaction description and indicate whether or not YE (Year End) entries should be included and whether to include Audit detail which consists of the entry time of the transaction and the User Login ID of the person generating the transaction. The resulting report will list transactions in GL Account/Dept order, subtotaled by account for total debit, total credit and net transaction per account and a grand total debit and credit for all transactions listed.

8.1.5   GL-D Print Journals

GL-D Print Journals

Purpose of Program

Use this program to get a listing of all transactions of a certain type posted or entered on a certain day or range of days. This will let you check that all transactions for that day have been recorded properly. For example, you could use this program to get a listing of all cash receipts on a certain day by choosing the *Cash Receipts Journal* and limiting the report to the desired date. You can do the same with the *General Journal*, *Cash Disbursements Journal, Sales Journal, Purchases Journal, Payroll Journal, Other Journal*, *Work Orders Journal* and *Year End Journal.*

Each journal reports on a separate area of the accounting system. Below is a list of the available journals and the transactions they record.

General Journal
Records *General Journal* type adjusting entries from GL-B Enter/Print General Journal Trxns.

Cash Receipts Journal
Records *Cash Receipts* type entries from GL-B Enter/Post General Journal Trxns; cash terms type transactions from invoice posting in SO-G, Post Invoices, and receipt of payment by check from AR-C, Record Payments, and AR-N, Enter/Print Sales Order Deposits.

Cash Disbursements Journal

Records AP check transactions from AP-H Print Checks, ePayments from AP-F Pick Vouchers/Invoices to Pay, Manual checks from AP-B Enter Vouchers, COD payments from AP-C Enter Purchase Order Invoices, Customer Refunds from AR-M Enter Customer Refund and *Cash Disbursements* type transactions from GL-B Enter/Post General Journal Transactions.

Sales Journal

Records all transactions from sales order invoicing as well as vouchers/credits entered through AR-B, Enter AR Vouchers, or interest charges from AR-D, Charge Interest on Invoices.

Purchases Journal

Records all non-cash transactions from *Accounts Payable* and *Purchase Orders*, including sales tax, commissions, customer refunds, and payroll tax transfers to *Accounts Payable*.

Other Journal

Records inventory value or quantity changes, bank account funds transfer, commissions, and month-end currency conversions.

Work Order Journal

Records all transactions made in the *Work Orders* module.

Year End Journal

Records all transactions closing Income and Expense accounts to Retained Earnings which occur when AM-B Fiscal Year End Routine is run and whenever income or expense accounts are posted to in a prior year in GL-O Print/Post General Ledger Batches.

General Program Operation

When you run the program the first entries are the date range for the printout. You can specify a range for both posting dates and entry dates or both. Enter the starting and ending dates of the journal entries you want printed. If you don't enter a date in the *From Posting Date* field, the program will default to the current date. The *Thru Posting Date* field will default to the entry in *From Posting Date*.

The ability to limit the printout by entry date is useful for checking daily work that is done in batches. You can check all the entries made in a day, regardless of the posting dates.

After the date ranges have been entered, the program will display a menu of journals to print.

Choose the one you want by moving the menu bar with the up and down arrow keys to highlight your choice, then press <Enter>.

The resulting report will subtotal each group of entries (as for a single invoice), provide a grand total debits and credits at the end of the report and then, after the transaction listing, provide a summary of net debit and credit to each GL Account.

8.1.6 GL-E Print Detailed Trial Balance

GL-E Print Detailed Trial Balance

Purpose of Program

This program parallels GL-D, Print Journals. However, instead of printing by journal type and

by transaction, this program will print in account code and date order. The reports generated by this program, GL-C and GL-D provide you with a complete audit trail. By following the transactions from this report to the individual posting journal, you can see the entire results of any transaction. In this report you can see all the transactions for each GL account; in the journals you can see the related entries for each transaction.

General Program Operation
You may enter from/thru G/L accounts, from/thru GL departments, from/thru posting dates, and from/thru entry dates to specify a range to print out.   The date range can be no older than 6 years before the first day of the current fiscal year. If you want to look at transactions older than 6 years past, use GL-C Print GL Transactions

After the ranges are specified, you can specify whether or not YE (Year End) type transactions will be included. This refers only to YE transactions within the date range specified. Balance forward from prior years will always include the YE entries.

You are asked *Print Summary Only?* If you answer N, you will get a detailed listing of all transactions within the limits you have specified. If you answer Y, you are prompted to select Net Change or Beginning and Ending Balances. If you select Net Change, you are also then asked *Subtotal by Journal Type?* If yes, each GL account is given a subtotal by journal type. This summary breakdown by journal type can be very helpful in balancing accounts at month end.

Next, you can specify whether to print the Customer/Vendor Code or Name (C/N). If you choose Name, the report will display the pertinent customer or vendor name but the transaction amount fields will be limited to a maximum transaction amount of 99,999,999.99. Also indicate whether to include long check numbers and whether to print Header on every page.

Use Fiscal YE data for Beg Balance can be very helpful in dramatically speeding up the report but it is only useful if no entry date range is specified, no subtotal by Journal type is selected and all Journal types are included.

Next, you will be presented with a window that lists the *Journal Types*. You may select one and the report will be limited to a specific set of transactions, such as *Cash Receipts* or *Purchases*, or you may select all types.

Finally, if you have selected Detail rather than summary, you will get the following message after you have completed all your selections.

> *"Do you want to summarize all transactions prior to 9/1/85 into a balance forward line?"* *[Y,N] Y*

If you answer Y to this question, the detail is printed for transactions subsequent to the displayed date, and prior transactions are printed as a lump sum beginning balance. If you answer N, the detail is printed for all dates within the selected range and no beginning balance is brought forward. If you do not need the balance forward, answering N will speed up the report.

8.1.7 GL-F Print Financial Statements

GL-F Print Financial Statements

Purpose of Program

Use this program to print the financial statements based on the information entered in AM-E Format Standard Financial Statements. Initially you will be asked which type of statement you wish to print: income, balance sheet, or cash flow.

(To print financial statements created in AM-I, Format Custom Financial Statements, you must use GL-N, Print Custom Statements.)

If you are using multiple companies and you used AM-G Consolidate Financials to create a consolidated chart of accounts, you are offered the option of printing a consolidated statement from those combined records.

Field Explanations

Statement Type

This is the statement type chosen in the opening screen. It will say either *INCOME STATEMENT, BALANCE SHEET*, or *CASH FLOW*. This field is displayed automatically and cannot be edited.

Column Fields:

Up to four columns of comparative information from different financial periods can be included on your financial statement. The following are the fields available within each column.

Which Amounts

This field lets you specify the year (or budget) from which you want to print. The choices display in a window and include: *C=Current Year Amounts*, *B=Budget Amounts*, *1=One Year Past Amounts*, *2=Two Years Past Amounts, 3=Three Years Past* and so on up to 6 years past. When you reach column 3, you also have the choice of *D=Subtract Col 1 from Col 2*.

Beg Month (Income Statement & Cash Flow Only)

The number of the first period to be printed in the statement. For example, if you wanted the range of months to be from April through June, the *Beg Month* would be 4, and the report would include data from April 1. The month number is the fiscal period number and the dates are displayed on the screen for clarification.

End Month (Income Statement & Cash Flow Only)

The number of the last month to be printed in the statement. Using the same example above, the *End Month* would be 6 and the report would include data through June 30 The month number is the fiscal period number and the dates are displayed on the screen for clarification.

Print as of end of this Month (Balance Sheet Only)

On the balance sheet selection screen you do not specify a beginning and ending month. Instead you specify a specific month. The program will print account balances on the balance sheet as of the last day of the month specified. For example, if you enter a 6, you will get a balance sheet as of June 30. The month number is the fiscal period number and the dates are displayed on the screen for clarification.

Print %? (Income Statement Only)

Enter Y if you want percentages included to the right of each GL account amount. Including percentages increases the width of each column and may limit you to less than four columns (you will receive a warning message if you've exceeded the maximum printing width).

OTHER PRINT OPTIONS

Beg Dept Code
This field, plus *End Dept Code* (see next) allows you to limit the report to GL accounts that include one or a range of GL department codes. Leave this field and *End Dept Code* blank if you want to include all GL accounts on your statement regardless whether they contain department codes or not.   range in order to look at only a part of your business at a time.

End Dept Code
This field is the ending department code is you are limiting your statement to GL accounts with department codes. See *Beg Dept Code* above.

Print Department Detail
Enter Y if you want amounts printed for each department along with the total for the GL account. Enter N if you want only the account totals printed.

Print Account Codes? [Y/N]
Enter Y if you want the GL account codes to print on the statement along with the account descriptions. If you enter N, the program will print the descriptions only.

Print Amounts That are Zero? [Y/N]
Enter N if you want to exclude GL account codes with no activity in the date range specified. Enter Y if you want to include all accounts.

General Program Operation
From the opening window you must first choose which type of statement you wish to print: *Income Statement* (Profit and Loss), *Balance Sheet*, or *Changes in Financial Position* (Cash Flow).

At the entry screen you will see the statement type (INCOME STATEMENT, BALANCE SHEET, or CASH FLOW) displayed at the top of the screen.

If you have consolidated your charts of accounts for multiple companies using AM-G Consolidate Financials you will initially be offered the choice of printing a consolidated report. Otherwise, the financial statement will be printed from the current company's chart of accounts.

Now specify the information you want in each of the four potential columns you can include on your report. Select a *Which Amounts* code from the automatic window by highlighting your choice and clicking on it or pressing <Enter>. Enter a *Beg Month* and *End Month* (Income Statement and Cash Flow) or a *Print as end of this Month* (Balance Sheet). For Income Statement, enter Y in the *Print%* field if you want percentages to print; whatever you enter in column 1 will be the default for the remaining columns (but can be overridden). When you are finished making entries for this column, the *Which Amounts* selection window displays and you can make entries for the next column.

Be aware that when you reach column 3 you have the special option (D) of displaying the difference between column 1 and column 2. This is very helpful when trying to compare last year to this year, or current to budget, etc.

When you are finished selecting columns (up to four columns are available but you are not required to define more than 1), click on *Exit* (or press <Esc>) when the *Which Amounts* window displays for the next column. This moves the cursor from the column entry portion of the screen to the *Beg Dept Code* on the right side of the screen.

Enter a range of departments (if applicable) and then indicate whether account codes are to be printed or not and whether zero amount accounts should be included.

After completing the *Print Account Codes?* field you are taken to a second screen where you can customize the column headings of your printed statement. You are given two lines per heading. Uses the left hand column (which is slightly wider) if you have specified percentages to print; use the right hand if you did not specify percentages to print.

8.1.8   GL-G Print GL Code and Description

GL-G Print GL Code and Description

Purpose of Program
Use this program to print a list of GL account codes, departments, account types, and descriptions.

General Program Operation
Enter from/thru GL account codes and from/thru GL departments. You may limit the report to any group of accounts or departments. If you do not enter limits, the program will print all account codes, departments, and descriptions. A letter indicating the account type (Income, Expense, Owner's Equity, Asset, or Liability) is also printed.

8.1.9   GL-H Print Chart of Accounts

GL-H Print Chart of Accounts

Purpose of Program
Use this program to get a report of the GL accounts and amounts. The report can include current, budget, 1 through 6 years past amounts. The monthly figures will be printed for each account included.

General Program Operation
Enter a range of GL account codes and GL departments to print. You will also have a chance to enter which monthly amount types you want to print. By entering a Y in the appropriate fields, you may print any or all of the monthly amount types.

You can limit the report to any group of accounts or departments. If you do not enter limits, the program will print all of the accounts.

8.1.10 GL-I Print Check Register

GL-I Print Check Register

Purpose of Program
Use this program to print a copy of all checks and deposits entered during a specified period of time. The most common need for this kind of printout is to compare one month's transactions to your bank statement. Use this printout and your bank statement to accurately update your account balance and transaction records in GL-J Reconcile Check Register.

General Program Operation
You can limit the report by entering from/thru ranges of check numbers and dates.

Next, select the applicable *Bank Account to Print*.

You are then given the option of printing Uncleared Checks Only, Cleared Checks Only, or Both Types.

Next, you are given the option of sorting the report by *Check Number* or *Check Date*, then you are given the choice of printing *Checks Only*, *Deposits Only*, or *All Types*.

Note: All transactions that add to the balance are considered Deposits (including Voided checks); anything that subtracts from the balance is considered a Check.

Note: If you select Uncleared Only, all check numbers and dates and All Types, the beginning balance should match your last reconciled bank statement and the ending balance should agree with the GL Balance in the cash account as seen in GL-A View Chart of Accounts assuming there are no unposted transactions in GL-O Print/Post General Ledger Batches to the account in question

8.1.11 GL-J Reconcile Check Register

GL-J Reconcile Check Register

Purpose of Program
The primary purpose of this program is to reconcile the check register to your bank statement. Additionally, it can be used to mark cleared items as uncleared and it can be used to archive cleared checks from the check register.

If you want a report listing checks and deposits within a particular date range, use GL-I Print Check Register before running this program.

The program has buttons to call GL-B Enter/Post General Journal Trxns, AP-B Enter Vouchers or AR-C Record Payments so that entries discovered during the reconciliation process can be properly entered without having to exit the program and come back in. These buttons will only be available to users who have access to those programs through the normal menu security.

General Program Operation

Opening Screen

On the opening screen the first thing to do is to select a *Bank Account*. Either enter the bank account number or select a bank account from a lookup by clicking on the lookup icon.

Next, select a Task to Perform by selecting one of three choices: Reconcile to bank statement, Mark cleared items as uncleared, or Archive cleared items.

Finally, you can filter the number of check register items that will appear on the screen lists by entering from/thru date ranges and item numbers (check and deposit numbers).

Tagging Items

You are then presented with a scrolling list of items.

Enter an *Ending Bank Balance*, the amount of which is found on your bank statement.

If you wish to change the sort order of items on the screen, click on the *Sort Order* drop down, which gives you three sorting options.

You can now begin tagging items to be cleared, uncleared, or deleted (depending on which task you selected on the opening screen). Tagging merely marks items for processing. Until you actually save your tagged entries, no actual clearing, unclearing, or deleting will occur.

A variety of tagging options are available.

You can tag an item by double clicking on it, or you can highlight the item and click on the *Tag One* button. When an item is tagged, you will see a checkmark in the *Tag* column.

The *Tag Group* button is most commonly used for tagging groups of items that were deposited together. On the bank statement the total deposit is shown as a single amount, but in the check register the deposit can be comprised of many items. You can tag a group of items by a date range or by a deposit number. When you do so, you will receive a message indicating how many items will be tagged and what the total dollar amount will be. If the total amount agrees with the deposit amount on your bank statement, click *Yes* and the items will be tagged.

If you wish to tag all items on the list, click the *Tag All* button.

If at any point during the tagging process you want a report of what's been tagged, click on the *Report* button.

As items get tagged, you can see running totals in the lower portion of the screen for *Tagged Deposits*, *Tagged Checks*, *Ending Book Balance*, and *Difference to Balance*. Once the *Difference to Balance* amount is zero, you are fully reconciled with your bank statement.

Processing Tagged Items

Once items are tagged to your satisfaction, click the *Save* button. You are given three choices: one, you can save the tagged status and return to complete reconciliation at a later time; two, reconciliation is complete and the program can proceed with clearing the items; three, you can cancel any changes made during this session. If you indicate that reconciliation is complete, you will be prompted for the effective date of the reconciliation and

given an option to print the reconciliation report which lists the reconciled items, beginning balance, cleared checks and deposits totals, ending balance, bank ending balance and difference to balance.

Once items are cleared, the book bank balance maintained in AD-B Checking Accounts Defaults is updated and the items are marked as cleared. The next time you use reconcile or print your check register, the *Opening Book Balance* will reflect the new amount.

Once items are marked as cleared, they can be archived from the active check register by going back into this program and taking the *Archive cleared items* option on the opening screen.

If you find that you accidentally cleared an item that shouldn't have been cleared, you can unclear it (if you haven't already archived it) by taking the *Mark cleared items as uncleared* option on the opening screen.

8.1.12 GL-K Transfer Bank Account Funds

GL-K Transfer Bank Account Funds

Purpose of Program
Use this program to record transfers from one of your checking accounts to another. For example, you may want to transfer funds from your general account to your payroll account prior to running payroll. A completed transfer posts to the *Other Journal* and to the GL transaction file, as well as creating deposit and withdrawal records in the check register.

Multi-Currency Processing
If you have multi-currency processing turned on in IM-A International Configuration, you can maintain bank accounts in foreign currencies. If you transfer money from *base currency* to *source currency* or vice-versa, or from one *source currency* to another, this program will make the appropriate conversions using current exchange rates maintained in IM-C Enter Currency Exchange Rates.   You can also enter the effective exchange rate for the transaction on the transfer entry screen.

General Ledger posting will remain in *source currency*. Any difference between *source* and *base currency* amounts, or between two source *currency* amounts, will be an offsetting entry to your *F/E Gain/Loss-Trxns* account.

General Program Operation
Type in the *Date of Funds Transfer*. This is the transaction date of the transfer. The program displays a menu of bank accounts from which you must choose.

Use the up and down arrow keys to move the menu bar to highlight your choice, then press <Enter>. The name of the bank account you choose is then displayed in *the From Bank Account* field, and a pop-up menu is displayed for you to choose the bank to which you are transferring funds. Repeat the menu choice procedure to select the target bank account.

Once the bank accounts are selected, type in the dollar amount of funds to transfer. The

beginning balances for both accounts are displayed for your reference. The Beginning Balance is the balance in the GL account for the checking account selected. If there are any unposted transactions in GL-O Print/Post General Ledger Batches, be advised that those amounts are not reflected in the balance displayed.

Next enter the *Amount of Funds to Transfer* and (optionally) edit the transaction description. Once you press <Enter> in that field, you are asked if you wish to save the transfer. If you answer Y, the transfer is posted and you are returned to the General Ledger menu.

8.1.13   GL-L Credit Card Reconciliation

Purpose of Program
The purpose of this program is to enter and reconcile credit card payments to the credit card statement.

General Program Operation

Initial Screen
Select a credit card account from the list of available accounts. Credit Cards must be defined as "Banks" in AD-B Checking Accounts Defaults and designated as a "CC" type and assigned to a liability GL Account. They can have a vendor assigned which is who you actually pay the credit card bill to. Enter the date range of the statement you are reconciling.

Editing Screen
When the next screen opens, the top part will display any entries already posted to the selected credit card within the specified date range (perhaps through AP-C as COD payments or previous sessions of this program). These are listed as a reference so they do not get duplicated and are included in the statement total. The lower half of the screen is where you can add or import and edit new records. The required fields are date, amount and GL Account. If a vendor code is entered, then when the entries are posted they will post both to the GL and AP Payables history as a manual check. If no vendor code is entered, they will be posted as a Cash Disbursement entry.

Importing Data
If you can download your statement from the credit card company, it can be imported. The required import fields are date and amount but a description is realistically required so you know what the charge was and can determine the GL Account to assign to it.

Save Button
When the Save button is clicked, there are 3 options displayed. Save Status for further editing, Post, and Exit without saving. Save Status will save the entries in the temporary file where they can be edited at a later date for posting. Exit without saving deletes any new entries made. Post will generate Cash Disbursement entries for all entries with no vendor code defined and AP Manual checks for those with vendor codes. The credit card bill would then be entered as a voucher in AP-B Enter Vouchers posing to the liability account assigned

to the credit card in AD-B Checking Accounts Defaults and then the account would be reconciled to 0 using GL-J Reconcile Check Register

8.1.14 GL-N Print Custom Statements

GL-N Print Custom Statements

Purpose of Program

This program allows you to print out the specialized financial statements you defined in AM-I, Format Custom Financial Statements. You can choose from a menu of report formats. If you are using multiple companies and you have used AM-G, Consolidate Financials, to create a consolidated chart of accounts, you are offered the option of printing a statement from those combined records.

General Program Operation

When you run this program, the screen display is similar to that of GL-F Print Financial Statements. Type in the name of the custom statement format you wish to use, or press F2 (or click on the *Lookup* button) to choose from a menu of format names.

Once you have chosen a report format, the operation of this program is similar to that of GL-F, Print Financial Statements. Please refer to that section if you need more information. One important difference is that, since these are user defined formats, the program does not know whether a given format is a Balance Sheet or Income Statement so it always asks for a range of months and whether or not to include a beginning balance. The beginning balance only includes prior years so for a Balance Sheet, make sure you answer Y to Beginning Balance and make sure that the range of months includes the entire year to date and not just the ending month.

8.1.15 GL-O Print/Post General Ledger Batches

GL-O Print/Post General Ledger Batches

Purpose of Program

All programs throughout the system that post *General Ledger* information first post the data to a temporary file named BKGLTEMP. Use this program to review batch entries in the temporary file and to post individual batches or the entire file permanently to the *General Ledger*. Before any batch can be posted to the GL, this program verifies that the batch is in balance and that all GL accounts are valid accounts.

The program serves two purposes. One, it allows you to review discrete batches of GL information before permanently posting to the GL. For example, you might want to compare a day's cash receipts with a bank deposit ticket to verify that receipts were entered properly. Two, the program insures that the GL is always in balance by checking each batch beforehand and making sure the batch is in balance and all GL accounts are valid. You can make all your corrections or additional entries before transferring the information to the permanent *General Ledger*. Any bad entries, such as those that went to your *Clearing Account* (which the system posts to when it does not have a valid GL account to use) can be corrected through GL-P Edit General Ledger Batch Entries.

Batches can be printed or viewed for the following categories of GL information: cash

receipts, cash disbursements, sales, purchases, payroll, other, work orders, general journal, year end, and all batches. You can control what you consider to be a batch by entering from/ thru posting date or entry date limits within these categories.

If the File is out of Balance

Each time you enter this program, current entries in the BKGLTEMP file are marked by the program to distinguish them from new entries that might occur while you are working in the program. In a sense this freezes the file without it having to be locked so that other programs that post to the file do not have to wait or be interrupted while batches are printed or posted. It is possible that when these records are marked an entry could occur at the same time in which part of the transaction gets marked and part doesn't, which would result in the marked entries being out of balance.

Any time the marked entries are out of balance you will receive a message that will tell you how far back one must go from the end of the file before it reaches a balanced condition. If this is a very small number (10 or under) the odds are high that someone was processing a transaction at the time the file was being marked and the transaction was only partially marked, throwing the marked group out of balance. You are prompted *Do you wish to exclude these items and post them later?* so that you can answer Y and work with a balanced set of transactions. It is safe to exclude these few transactions because they will be processed in a later batch.

On the other hand, if the number of transactions listed is a big number, it indicates a problem with earlier transactions that will need to be corrected. In this case you would answer N to *Do you wish to exclude these items and post them later?* so that you can work with the entire batch and find out where the problems are.

Batch Status Window

The bottom half of the selection screen displays the status of the various batch types. The left hand portion is titled *Available* and shows the total number of marked records and total debits and credits within each batch type. This lets you readily see what is available for selection for printing or posting, the total dollars involved, and whether transactions within batch types are in balance.

The right hand portion is titled *Selected* and shows the status of batches you have selected for printing or posting. The *Stat* (status) column will display the following codes if there are problems with any batch: *O-Out of Balance, C-Clearing Account Entries, B-Bad GL Account Entries*. A batch cannot be posted until it is fully in balance and all GL accounts are valid. Batch transactions can be corrected through GL-P Edit General Ledger Batch Entries.

This is a single user program, meaning that only one user will be allowed access at any given time in order to avoid posting conflicts.

NOTE: This program should be processed daily. It is much easier to review daily batches than to allow them to accumulate. Also be aware that there is no reason not to post entries in a new month even if the prior month has not been finalized and closed.

Fiscal year end

On the first day of your new fiscal year you should run AM-B Fiscal Year End Routine. This program moves the current year GL chart of accounts balances one year back, opens up balances for the new fiscal year, updates the beginning balances in all asset, liability and owners equity accounts, clears the beginning balances in all income and expense accounts, and creates year end entries in your *Retained Earnings* account.

Until you run AM-B Fiscal Year End Routine, users can freely make GL-related transactions in the new fiscal year throughout the system, but you will not be able to post them into the permanent *General Ledger*. If transactions have been made in the new fiscal year and you have not yet run AM-B, this program will give you the following message.

> The program has detected XXXX records with transaction dates beyond the current fiscal year and cannot post these until you run AM-B, Fiscal Year End Routine. You can safely go ahead and post any transactions with dates in the current fiscal year.

> AM-B moves existing chart of accounts balances to one year back, opens up balances for new fiscal year entries, and creates year end entries in your Retained Earnings account. See the help documentation for details.

GL-O will let you go ahead and post any entries in what it considers to be the current fiscal year (which in reality is now your last fiscal year), but you will not be able to post any entries in the new fiscal year until you run AM-B Fiscal Year End Routine. Keep in mind that AM-B Fiscal Year End Routine does NOT close the year and should be run on the first day of the new year. Do not wait for finalized accounting entries for the prior year.

General Program Operation

When you first start the program you will see a message that says *Preparing unposted transactions [Esc to Cancel].* During this process the program is marking all the transactions that currently exist in the BKGLTEMP file in order to distinguish those entries from new ones that may occur while you are working in the program. Any new entries will be processed in a later batch.

If the marked transactions are fully in balance, you will be taken to the main processing screen. If not in balance, you will be advised how many transactions back one must go to find the file in a balanced condition. If it's a very small number (10 or under) it's very likely that a transaction was in process while the file was being marked and that transaction got partially marked, which resulted in the marked group being out of balance. If this is the case, answer Y to *Do you wish to exclude these items and post them later?* and these few transactions at the end of the file will be unmarked so that they can be processed in a later batch.

On the other hand, if the number of transactions backwards before the file is balanced is a big number, it indicates a problem with one of your earlier transactions that will need to be corrected. In this case you would answer N to *Do you wish to exclude these items and post them later?* so that you can work with the entire batch and find out where the problem is.

IF YOU ARE OUT OF BALANCE: GL-O offers a useful report that helps identify out of balance items. To run this report, click on the *Out of Bal Report* button.

When you get to the main screen you can select batches for printing or posting by entering an S in the *(S)elect or (D)eselect* field. You can further narrow your batch by entering from/thru limits by *Posting Date* or *Date Entered*.

You can then select different batch types for printing or posting. Click the checkbox *For All Batch Types?* if you want to select them all. If so, the remaining fields will be skipped and you will be asked if you wish to begin processing. In you enter an N, you can go on to the next fields and select among the various batch types (*Cash Receipts, Cash Disbursements, Sales, Purchases, Payroll, Other, Work Orders, General Journal, Year End*). When you have completed the last field you will be asked if you wish to begin processing.

The transactions within the selection ranges are then selected for printing or posting and are

displayed in the *Selected* portion of the batch status window. If there are no status codes displaying in the *Stat* column, the batches can be posted. To do so, click on *Post* or press Alt-O. You will be asked if you are ready to begin posting. Answer Y and all selected transactions will post permanently into the *General Ledger*. If you want to view or print the selected batches before posting, click on *Print* or press Alt-P.

If there are status codes displaying in the *Stat* column, the selected items can be printed for review, but cannot be posted. A status code O means that the batch is out of balance; a status code C means that one or more transactions posted to your *Clearing Account*; and a status code B means that one or more transactions have non-valid GL account codes.

If the batch status codes are confined to one or two batch types, you can deselect those batch types and then post the remaining batches, make corrections to the batches through GL-P Edit General Ledger Batch Entries, then return to this program and select and attempt to post them again. To deselect entries, enter a D in the *(S)elect or (D)eselect?* field, press <Enter> through the four date range fields, enter N in *For All Batch Types?*, then enter an N against all batch types except for the ones being deselected, which should have a Y. The previously selected entries will be processed once again and the batch types marked Y will be deselected and there should no longer be any status codes in the *Stat* column. Now you can press F10 (or click on the *Save* button) and begin posting to the *General Ledger*.

Whenever you attempt to exit this program you are asked if you want to end this session. If you indicate yes, be aware that you will lose all your selections and that the process of marking and selecting transactions will start over again each time you reenter the program.

8.1.16   GL-P Edit General Ledger Batch Entries

GL-P Edit General Ledger Batch Entries

Purpose of Program
Use this program to make corrections to any GL batch entries that have invalid GL accounts or information. Most typically, especially during the early stages of system implementation, entries can get posted to your Clearing Account due to some default GL account not being set up yet. You can use this program to bring up the entry and change the GL account code from the Clearing Account to the correct account code.

Be very careful, though, when changing dollar amounts, because most entries are backed up by subsidiary reports in the various modules. It is better to make a reversing entry in the original program rather than correcting dollar amounts through this program. You are allowed to do so, but you will receive a warning.

General Program Operation
You can use this program to edit an existing entry or to create a completely new entry. It would be very unusual to ever create an all new entry and this would only be done if there was a missing side to a transaction caused by equipment failure or some other unique phenomenon.

To edit an existing entry, first find the entry by clicking the Lookup button on the GL Account Code field. The list of unposted transactions is displayed sorted by GL account and there is an option to change the sort order. Once the desired entry is highlighted, press <Enter>, double click or click the Select button and the transaction will be displayed on the editing screen.

You can change the GL Account Code, Department, and Post Date fields. The cursor skips over the Code, Number, and Description fields, for these are normally not changed. If you want to change them, you can use your mouse to access these fields. The Code field holds customer, vendor, salesmen, and item number codes. The Number field holds numbers such as sales order, invoice, purchase order, and work order numbers. The Description field holds the general description of the entry.

Next, you can change the Debit or Credit code, which is presented for selection in a pop-up window.

You can change the Amount field, but you will be presented with the following warning message.

> It is potentially dangerous to change a dollar amount without corresponding adjustments to subsidiary files such as invoice history, purchase history, and job costing. If you are not sure what these effects might be and how to correct them, call IS Tech Support for assistance. Do you wish to continue?

The Batch Type is presented for selection in a pop-up window. This determines which batch type the entry is assigned to.

Finally, you can change the Entry Date, which is the calendar date the entry was made, not the posting date, which often can be different than the entry date.

You are finally asked if you want to save the record.

Deleting a record
You can use this program to delete a record by selecting it as described above to edit a record and, once the record is on the editing screen, press the delete button. As in the case of editing the amount, you will be presented a message explaining the potential consequences of deleting a record from the batch.

8.1.17 GL-Q Enter Payroll Checks

GL-Q Enter Payroll Checks

IS Tech Support Add-On
This program is an add-on provided by IS Tech Support at http://www.istechsupport.com/. A demo copy is provided that can be executed a maximum of 5 times for evaluation purposes.

Purpose of Program

Use this program to enter payroll check detail for checking account reconciliation purposes when payroll is processed by an outside payroll service. Rather than using GL-B Enter/Post General Journal Trxns to make a separate entry for each check, this program allows for all the entries to be made on a single screen.

General Program Operation

When entering a journal entry for payroll processed by an outside payroll service, post the total net check amount of the individual non-direct deposit checks to a GL account set up for payroll clearing. Then run this program. Enter the Bank Account the checks are drawn on, the posting date of the payroll, the payroll clearing GL Account and optionally a reference to appear on the transaction detail. Then enter each check number and net check amount. A running total will be maintained to check against the amount credited to the payroll clearing account in the journal entry. When all checks have been entered, click post and a separate entry will be posted for each check to the GL, clearing the balance in the Payroll clearing account, and to the Check Register to be used for reconciling the bank statement.

8.1.18 GL-R Business Status

GL-R Business Status

Purpose of Program

Use this program to view summary status information reflecting the overall financial position of the company.

General Program Operation

Each time the program loads, the current period information is recalculated from transaction detail. Prior periods and be calculated by clicking Tools - Calculate prior periods. Once prior periods have been calculated, they can be viewed by clicking the Previous button or viewed on a graph by clicking Tools - Graphs and indicating the data type and number of periods to display.

The screen shows the current balance of open Accounts Receivable, Customer Deposits, Accounts Payable, Cash, Open Sales and Purchase Orders, WIP and Inventory. The other fields such as Billings and Booked Orders are for the period defined in the lower left Period Start and End dates.

The EOM Projected Cash is the projected cash balance at the end of the current period based on the current balance and open Accounts Payable and Accounts Receivable. Payables are subtracted from the EOM Projected Cash if the Scheduled Payment date or, if that is not populated, the due date per terms is prior to month end. Receivables are taken into account based on the invoice date and Customer Average Days to Pay or, if it is a new customer and that has not been populated, the invoice due date per terms. It does not take payroll into account.

Clicking on the labels on the screen will display more detail regarding the components of the

balances and AD-B Checking Accounts Defaults has a setting to indicate which Checking Accounts should be included in the Cash Balance on the main screen.

8.1.19   GL-S View GL Journal Notes

GL-S View GL Journal Notes

Purpose of Program
Use this program to view Notes entered in GL-B Enter/Post General Journal Trxns

General Program Operation
Notes are displayed on the screen in Transaction number order but can be sorted by Code. Click Print to get a printout of the Notes filtered by transaction number, code and/or date. Note that the Date is the Entry Date of the Notes, not the journal transaction date. Notes designated as Hidden notes will not print out.

8.2   Accounts Payable

8.2.1   Accounts Payable

ACCOUNTS PAYABLE

Accounts Payable Overview
The *Accounts Payable* module allows you to enter, change, or print your vendor information and much of your purchase information.

In *Accounts Payable* you can record all of your vendor information. You can find out which of your vendor invoices are overdue, choose the ones you want to pay, and print the checks or process electronic transactions to pay them.

Any recurring non-inventory type transactions such as rent, utilities, or lease payments can be handled in *Accounts Payable*, saving time and freeing you from remembering.

Features
10 character alphanumeric vendor code

Complete integration with *Purchase Orders* module

Global payment selection or individual selection by vendor

Functions
Vouchers

Manual checks

Purchase order price review

Check printing (laser or dot matrix)

Recurring vouchers and templates

Database
Vendors

Invoices

Vouchers

Reports
Invoices due by date

Aging (full listing or range of vendors; open only or open and paid, as of any prior date)

Vendor code and name

Vendor general information

Vendor mail labels

AP payment history

1099 forms

8.2.2   AP-A Enter Vendors

AP-A Enter Vendors

Purpose of Program
Use this program when you begin purchasing from a new vendor, or if there is a change in the vendor name, address, telephone number, or your company contact. This program is also used to add vendors for payment of sales tax, federal tax, and payroll withholding liabilities. Be sure any necessary purchase terms information has already been entered in SM-D Enter Terms Table. This vendor information is accessible when you create purchase orders in PO-A Enter Purchase Orders.

Field Explanations

STANDARD VENDOR INFORMATION
Vend Code (Required)
The code you assign to identify this vendor record in other parts of the system. This is a 10 character alphanumeric field. Single and double quotation marks and commas are not allowed but other characters such as # or - are allowed.

It is very important to put some thought into setting up your vendor codes. A common format

is to use the first three letters of the vendor's name, followed by the first three letters of the vendor's second name. If the vendor has only one name, use the first six characters of the name. Most vendor reports are sorted either by the *Vend Code* or by the *Alpha Sort* field.

Alpha Sort
This is a six character field in which you enter the name by which you want this vendor alphabetically sorted. It defaults to the first six characters of the vendor's name, but you can override it if you wish.

Vend Name
The actual vendor name. This is a 30 character alphanumeric field.

Address 1
Two address lines are provided. They are both 30 character alphanumeric fields.

City
The vendor's city. This is a 26 character alphanumeric field.

State
This is the standard 2 character state code.

Zip
The vendor's zip code or postal code. This is a 10 character alphanumeric field.

Country
If you have vendors in multiple countries, enter the country here. This is a 30 character alphanumeric field.

Contact 1
The person with whom you normally speak at your vendor's location. This is a 30 character alphanumeric field. Three additional contacts can be accessed by clicking on the *Other Contacts* button.

Telephone
The number you use to contact your vendor. This is a 25 character alphanumeric field.

Fax
Your vendor's fax number. This is a 25 character alphanumeric field.

Remittance Address
The remittance address is the address that will be used on printed checks (AP-H, Print Checks). If left blank, the standard vendor address will be used. It is not necessary to repeat the vendor name when entering a remittance address.

Tax ID No
This is a 15 character alphanumeric field. Use this field for recording tax ID numbers for 1099 reporting. 1099 forms can be printed through AP-S, Print 1099 Forms.

Tax Group
If Track PO Taxes using Tax Groups is set to Y in SD-C Purchase Orders Defaults then enter the sales tax authority that applies to this vendor.

Send 1099?
Check this box if this vendor is to receive a 1099 form after the end of the calendar year. AP-S, Print 1099 Forms, looks at this field to determine which vendors get 1099 forms printed.

Customer at This Vendor

Your customer code at this vendor in his accounting system.

Class Cd
This is a 4 character alphanumeric field used as an additional means of grouping vendors for reports. For example, you might want to group all of your out of state vendors, or all of your vendors who are wholesalers, into a single report. This can also be used to differentiate between manufacturing and administrative vendors for the purpose of reports.

Terms Cd (Required)
Payment terms for this vendor. The terms entered here are later offered as a default when you record a purchase order for this vendor in PO-A, Enter Purchase Orders, and AP-C, Enter Purchase Order Invoices, or when you enter a voucher through AP-B, Enter Vouchers.

Default GL Exp Acct
The GL account code entered here will be used as a default when entering AP vouchers through AP-B, Enter Vouchers. This eliminates the chore of looking up GL codes each time a voucher is entered. If items from this vendor are purchased on Purchase Orders, the GL posting will be based on the Asset/Expense account in the item classes entered in SM-C Enter Item Classes for the items on the Purchase Order.

Start Dt
The date you started to do business with the vendor. This can be the date of the first purchase order.

Ship Via
The shipping method you prefer when ordering from this vendor. This will default into purchase orders.

Print File Lbls

If this is checked then this vendor will get a label when AP-M Print Vendor Mail Labels is run in File Label mode

FOB
The FOB point for purchases made with this vendor. This will default into purchase orders. It can be left blank.

Bank Account and Routing Numbers
If you will be processing ACH or other electronic payments to the vendor you can enter their banking information

INTERNATIONAL FIELDS
The program will give you access to the following fields based on settings in IM-A International Configuration.

Currency
If multiple currency processing is activated in IM-A International Configuration, enter the currency code in this field for the currency your vendor uses for transactions. The currency must be previously set up in IM-B Enter Multiple Currencies. This is a default field that can be overridden when entering a purchase order. You can therefore transact in multiple companies with the same vendor, if needed.

Duty Code

If landed cost processing is activated in IM-A International Configuration and duties apply to purchases made from this vendor, enter a 3-character duty code, which must be previously set up in IM-E Enter Landed Cost Duty Codes. In essence the duty code represents the Country of Import when determining the duty rate to be used.

Tax-In Code
If excise tax processing is activated in IM-A International Configuration, you must enter a *Tax-In* code as set up in IM-G Enter Tax-In Codes.

CURRENT STATUS TOTALS
The following fields are filled in automatically from transaction posting in other parts of the system.

Outstanding Inv Amts
The amount (in dollars) that you owe in outstanding invoices to a vendor. There could still be an amount in this field even if you have a credit from the vendor.

Outstanding Credits
The amount (in dollars) of credits that have not been applied toward vendor invoices. If you receive a credit from a vendor, this is where the amount is displayed.

Last Purch
The date of the last PO received from this vendor.

Last Payment
The date of the last payment made to this vendor.

Web Site
The URL to the vendor's web site.

Info Button
Clicking the Info button opens a new screen where you can enter information into various user defined fields. This can be related to vendor approval status for ISO certification or any other purpose. Field labels are defined at SM-J-U Configure Vendor Miscellaneous Info

General Program Operation
Creating a New Vendor Record
First you are presented with an opening listing of existing vendors. To create a new vendor, click on the *Add* button.

When you run this program, the cursor is initially placed in the *Vend Code* field. Type in a new vendor code and press <Enter>.   If that code is currently in use, the corresponding record is displayed. If you want to clear the screen so that you can use a different code, press F3.

Enter a new vendor code and then type in the rest of the appropriate information (see *Field Explanations* above for reference).

Notes Window
When a vendor record is on the screen you can click on the *Notes* button to bring up the notes window.

Changing an Existing Vendor Record

To change an existing vendor record, from the opening list of vendors you can highlight the vendor you want to change and click on the *Edit* button, or you can double click on the vendor.

Once the vendor record is displayed, you can change any of the fields except for vendor history. Save the changes as described above in *Creating a New Vendor Record*. The record is saved into the vendor file, and is available for access by PO or voucher operations, aging, printing vendor information, and contact management.

Deleting an Existing Vendor Record

When you delete a vendor record, the *Outstanding Inv Amts* and the *Outstanding Credits* fields must both show a $0.00 balance. You can apply payments to your outstanding invoices in AP-F, Pick Vouchers/Invoices To Pay. You also can not delete a vendor that has an open Purchase Order. If there is any purchase or payment history for this vendor, rather than delete here, it is better to purge or archive using AM-O Archive/Purge Vendor Data

To delete a vendor, from the opening list highlight the vendor and click on the *Delete* button.

If the *Outstanding Inv Amt* and *Outstanding Credits* balances for the vendor are not $0.00, or if there are any open PO's for the vendor, a message is displayed and you are not allowed to delete the record. If there are no outstanding balances, the program will ask you to verify the delete request.

8.2.3   AP-B   Enter Vouchers

AP-B   Enter Vouchers

Purpose of Program

All vendor invoices that do not pertain to purchase orders made in *the Purchase Orders* module are entered as vouchers in this program. You can also record vendor credits or enter reversing vouchers with credit memos, and you can enter manual checks, which update the check register in addition to the AP accounts. The items entered through this program include but are not limited to the following charges:

Rent

Lease payments

Phone bills

Repair bills

Normally, inventory items are processed through PO-A   Enter Purchase Orders and the associated invoice entered at AP-C   Enter Purchase Order Invoices.

Multi-Currency Processing

If you have multiple currency processing enabled in IM-A   International Configuration, you can enter a voucher in a foreign currency.

When doing so, make all your entries in *source currency*. During processing the debit side of the transaction will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates. The credit side of the transaction will post in *source currency* to this currency's *AP Control* account.

Auto-Tax Distribution

If you have multi-currency processing enabled, you can apply sales taxes to AP vouchers. To do so, you must have the *Track PO taxes using tax groups?* prompt set to Y in SD-C Purchase Orders Defaults.

When entering a voucher, you will be asked if you wish to use the *Auto-Tax Distribution* feature. If you answer yes, the program will calculate the tax amount for you and will make the entry to your default *Sales Tax Payable* account (converted into *base currency*) in the *Distribution* area of the screen.

You are then asked if the sales tax is already included in the voucher amount. If no, the program will credit the AP account by the full amount of the voucher and will make an additional credit for the sales tax amount to *Sales Tax Payable*. If yes, the program will reduce the amount of the AP credit by the amount of the tax such that the credit for AP and credit for *Sales Tax Payable* equal the voucher amount.

Even though the sales tax liability is posted in base currency, for purposes of paying the tax, the amount owed to the tax authority is stored in the sales tax transfer file in *source currency*. At the time you transfer the sales tax for payment via AR-L Transfer Sales Taxes, you can specify whether you wish to pay it in *source currency* or *base currency*.

Field Explanations

VOUCHER ENTRY FIELDS
Vend Code (Required)
The vendor code. This is a 10 character alphanumeric field.

Name
The vendor name, filled in automatically from the vendor file.

Inv Num (Required)
The invoice/voucher number on the bill you received from the vendor. This is a 20 character alphanumeric field.

Voucher Date
The vendor invoice date. This will be the aging date within the AP file.   The default entry is the current date. You will get a warning message if you enter a date not in the current calendar year.

Type (Required)
You will be able to choose the following types from a pop-up window.

> *A - AP Voucher*
>
> *B - Credit Memo*
>
> *C - Manual Check*
>
> *D - Beg Balance*
>
> *E - Beg Bal Credit*
>
> *F - Template*

GL Post Date

The date that will be used for posting to the *General Ledger*. The default is the current date. There are times, especially at month end, where it is desirable to post the invoice to a different month than the date of the invoice, which can happen when bills arrive late from vendors. In such cases the GL posting date can be different than the vendor invoice date. When AP-I Print Aging is run, the age of the invoice is based on the Invoice Date but whether or not it is included on the aging as of a certain date is based on the GL Post date. You will not be able to post to a closed period or enter a date prior to the invoice date and you will get a warning message if you enter a date not in the current calendar year.

Desc

An identifying description of the bill. This will print on posting reports and on the vendor's check. This is a 25 character alphanumeric field.

Terms (Required)

The payment terms allowed by the vendor. Terms codes are displayed in a pop-up window, with the highlighted selection being the default terms type for this vendor from AP-A Enter Vendors.

Total Amt (Required)

The total amount of the transaction. This is a 12 digit numeric field with two decimal digits.

Currency

If you have Multi-Currency processing enabled in IM-A International Configuration, you can specify a currency in this field. You can then enter the voucher amounts in *source currency*. This field will default to the vendor currency specified in AP-A Enter Vendors.

Schedule Date

The date the invoice is scheduled to be paid, if you wish to enter something different than the due date per terms.

Job Number

If a Job Number is entered for the header, that number will be suggested for the lines but can be changed at the line item level. If the default setting is set to "R" (Required) then the Job Number must be selected from a preset list entered at SM-P-F Enter Jobs

DISTRIBUTION FIELDS

In order to enter a balanced transaction, you will need to distribute the amount of the voucher to one or more GL accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

GL Account-Dept

The *General Ledger* account(s) and department(s) you are using to balance the voucher. You can distribute the amount of the voucher any way you wish.

Description

The description of each GL account is filled in automatically by the program and can be edited. If it is not edited, then when advancing to the amount field, the voucher header description will automatically pull in

D/C

The debit/credit field defaults to what is necessary to balance the transaction; you can override the default if you wish.

Amount
The distribution amount. The total of the distribution amount must equal the voucher amount. The program offers as a default the amount needed to balance the transaction

Job Number
If a Job Number is entered for the header, that number will be suggested for the lines but can be changed at the line item level. If the default setting is set to "R" (Required) then the Job Number must be selected from a preset list entered at SM-P-F Enter Jobs

General Program Operation
Adding a New Voucher
The first step in entering a voucher is to enter the vendor code. You may either enter the entire vendor code and press <Enter> or select a vendor from a lookup window by pressing the F2 key (or clicking on the *Lookup* button).

The vendor code you choose is placed in the *Vend Code* field. To display the vendor name, press <Enter>.

If you type in a code which is not assigned to a vendor, you will be asked if you want to add the vendor to the file. If you answer Y, an entry screen similar to that in AP-A, *Enter Vendors*, is displayed. You can add a new vendor at this point.

After you have selected a vendor, type in the number of the invoice or bill you received from the vendor.

Fill in the *Voucher Date*. Next enter the type of voucher. There are five choices:

AP Voucher -- A record of an invoice you owe a vendor

Credit Memo -- A record of what a vendor owes you

Manual Check -- A record of a direct payment to a vendor with optional check printing

Beg Balance -- Only used to enter your initial aging upon system start-up to populate the open aging without making GL postings

Beg Bal Credit -- Only used on system start-up to populate the open aging without making GL postings

Template - Used to pull in predefined templates of percentage distribution to multiple GL Accounts.

If you choose *AP Voucher or Credit Memo,* a record will be added to the Accounts Payable file updating your *Outstanding Invoice Amt* or *Outstanding Credits* and *General Ledger* transactions to the specified accounts will be saved for posting via GL-O Print/Post General Ledger Batches. Payment on vouchers or application of credits to vouchers is performed in AP-F Pick Vouchers/Invoices to Pay. *Beg Balance* and *Beg Bal Credit* entries are used when you are cutting over from another accounting system. These entries post to the AP voucher and aging files, but not to the *General Ledger*. *Templates* will be saved as *Voucher* or *Credit Memo*.

Next, enter the *GL Post Date*.

The available terms display in a pop-up window when you reach the *Terms* field. The terms type entered in the vendor record in AP-A, Enter Vendors, is the highlighted choice, but you

can choose another type if you wish. You can add terms information to the list in SM-D Enter Terms Table. Under Description, enter any desired description which will print on the stub of the check to the vendor when this voucher is selected for payment. Next, enter the amount of the invoice or bill from the vendor.

Finally, enter the Currency if applicable.

This completes the first half of the transaction. The cursor is placed in the *GL Account* field for the balancing accounts to be entered. In the case of a standard voucher, *the Tot Amt* entry will be posted as a credit to your default AP account. This means that the balancing transaction must be a net debit amount.

If you have chosen to enter a credit memo, then the *Tot Amt* entry will be posted as a debit to your default AP account and the balancing transaction must be a net credit amount.

Distribution
The second half of the transaction is to enter the distribution amounts. The sum of the balancing account amounts must equal the amount in the *Tot Amt* field before you can save the item. In other words, the debits must equal the credits.

You can distribute the item over a maximum of 75 different GL accounts and departments.

NOTE: Do not attempt to distribute the expense to your *Accounts Payable* GL account. This will result in posting both sides of the transaction to the same account. The program always posts one side of the transaction to your default AP account as defined in AD-A, General Ledger Defaults. Only enter the offsetting expense account(s) through this program.

To enter the distribution amounts you must do the following:

If you defined a default AP expense account code in the vendor's master record, you will be asked it you want to use it. If Y, the default GL code will be entered into the *GL Account-Dept* field. Once in the field it may be overridden. Additional GL codes may be specified if the expense is to be distributed over multiple accounts.

If there is no default code, select a GL account code. To display a list of GL account codes, click on the *Lookup* button while the cursor is in the *GL Account-Dept* field. After you make your selection, the appropriate account description is displayed.

Next enter whether the balancing account amount should be posted as a debit or credit. The default value displayed is the value required to balance the accounts.

In the *Amount* field, type in the amount from this account you want to use to balance the voucher amount. The program displays a default value, which is the amount needed to balance the voucher amount. Press <Enter> if you want to use the displayed value; if you are distributing over other accounts, override the displayed value with a smaller amount.

When you have your accounts and amounts balanced, press <Enter> in the *GL Account-Dept* field.

The program checks to make sure that the amounts are in balance. When the amounts are in balance, answer *Y* when asked if the entries are correct, and the program will post the voucher. Posting a voucher or credit memo adds the transaction to the AP transaction file, adds the voucher to the voucher records, updates the outstanding credit or invoice balance in the vendor file, posts the transaction to the *General Ledger* and the *Purchases Journal*.

Posting a Manual Check posts to the *Cash Disbursement Journal* rather than *Purchases* and adds an AP check to the check register and AP payment history file.

When the program is finished, the screen clears and you are returned to the *Vend Code* field. You may then enter another item or return to the main menu by clicking Exit.

Changing an Existing Voucher

To change an existing voucher you first need to enter the vendor code, or select a vendor from a lookup window by clicking on the *Lookup* button.

The vendor code and description are then displayed. Enter the voucher number of the transaction you want to change. Click on the *Lookup* button to display a list of vouchers for this vendor. The voucher you choose is displayed. If a payment has been made on this voucher, you are not allowed to edit it (see *Reversing a Paid Voucher* below). If no payments have been paid on this voucher, the program asks if you want to back out the voucher or edit the voucher.

If you choose to back out the voucher, the transaction is reversed and the item is deleted. If you choose to edit the voucher, the original transaction is reversed and the original screen information is displayed. Make any changes necessary, then save the voucher again as a new transaction. Backing out a voucher reverses the operations described above for saving a voucher.

Reversing a Paid Voucher

A voucher that has been paid can be reversed with a Reversing voucher. Enter a new voucher using the procedures from *Adding a New Voucher*, being sure to debit the accounts that were credited on the original, and vice versa.

AP VOUCHER: If the original voucher type was an AP voucher, enter a credit memo. Next, choose AP-F, Pick Vouchers/Invoices to Pay, pick sufficient AP vouchers for payment to balance the credit memo amount, and then pick the credit memo to apply the credit. When you print checks and the vendors are updated, the new transaction will offset the previous transaction and the net result is zero.

CREDIT MEMO: If the original was a credit memo, enter an AP voucher. Next, go to AP-F Pick Vouchers/Invoices to Pay, pick the voucher for payment, then pick the credit memo to apply the credit. When you print checks and the vendors are updated, the new transaction will offset the previous transaction and the net result is zero.

Manual Check Entry

Manual checks are commonly written for retail purchases or COD shipments. To enter a manual check, select the manual check option when the *Type* window is displayed. Complete the screen like any standard voucher. When the distribution fields are completed, your bank accounts are displayed in a pop-up window with your default AP account highlighted. Select the appropriate bank account. You are then presented with a warning that says your default AP checking account has been selected and the next AP check number will be displayed as the check number to use. You are given the opportunity to change to another checking account. After you've affirmed the appropriate account to use, you are presented with the next available check number. You can accept this number or override it. It is common for your manual checks to have separate numbering sequences than standard AP checks, so be careful as to which number gets entered. Once the check number is entered, you are prompted whether you want the program to print the check.

When processing is completed, the manual check transaction posts to the *General Ledger* to

both the *Purchases* and *Cash Disbursements Journals*, the check register, and to the AP payment history file.

8.2.4   AP-C Enter Purchase Order Invoices

AP-C Enter Purchase Order Invoices

Purpose of Program
Use this program to enter vendor invoices that pertain to purchase orders entered through the *Purchase Orders* module.

Before invoices can be entered through this program, items or services must first be received through PO-C Receive Purchase Orders and, if received to inspection, bought off using PO-J-C Enter Inspection Buyoffs.

The program lets you compare purchase order prices with your vendor invoice prices. If purchase order prices are incorrect, they can be changed from within this program, and the inventory last cost and average cost will be updated if the items were purchased for stock and any job costs will be changed accordingly if the original PO receipt was to a work order.

Once all items on a purchase order are fully received and invoiced, the program will prompt to close the purchase order, which deletes the record from the open purchase order file and marks the receivers as closed in the history file.

This program will allow processing of items on multiple purchase orders from the same vendor on the same invoice. However, if multi-currency processing is enabled, only purchase orders in the specified currency will be available for processing. Similarly, if PO Tax groups is enabled, only purchase orders assigned to the specified tax group will be available for processing.

Multi-Currency Processing
If you have multi-currency processing enabled in IM-A International Configuration, the purchase orders that get processed in this program can be coded for transacting in a foreign currency (*source currency*). The currency code was assigned to the PO during purchase order entry.

That means that the vendor you are paying will be paid in the *source currency* specified in the purchase order.

General Ledger processing will be as follows. The source currency's *PO's Rec¡¦d not Invoiced* account will be debited (in *source currency*) for the purchase order amount being paid. Any freight will be converted to *base currency* at the current rate maintained in IM-C Enter Currency Exchange Rates and will be debited to *Freight-in* expense. Any sales tax will be converted to base currency at the current exchange rate and will be posted to your default *Sales Tax* account. If a currency conversion was made for freight or sales tax, a balancing entry will be made to this currency¡¦s *F/E Gain/Loss-Trxns* account.

Purchase Order Deposit Processing

If there are any deposits linked to POs selected, then AP-C will allow you to select the deposit, indicate how much of the deposit should be used on this invoice (in case there are

partial receipts, you can use the deposit in separate payments).   You will also be asked whether the invoice amount entered is a gross amount or the net to be paid to the vendor after the deposits are applied. You will then have the net invoice amount plus the deposit available to apply to lines. When you save, the GL posting will be the total line amount debit to PO/RNI, Deposit amount credit AP Deposits, Net invoice amount credit AP and debit to tax and freight as usual. Only the net invoice will pass to AP.

Field Explanations

VENDOR FIELDS

PO Number (Optional)

If the invoice is for a single PO, enter the PO Number to ensure the selection of the correct vendor and PO lines.

Code
The vendor code for the invoice.

Vendor Name
The name of the vendor on the purchase order. This is an information field only.

Telephone
The vendor telephone number. This is an information field only.

Currency
The default currency for this vendor (if multi-currency processing is set to Y in IM-A International Configuration). This field can be changed if this invoice should be processed in a different currency; however only purchase orders assigned to the currency specified will be available for processing.

Tax Group
The default tax authority for this vendor (if PO Tax Groups is set to Y in SD-C Purchase Orders Defaults). This field can be changed if this invoice should be processed to a different tax authority; however only purchase orders assigned to the Tax Group specified will be available for processing.

INVOICING FIELDS

Post COD or Invoice
You can enter a COD transaction, which will bypass *Accounts Payable,* create a manual check entry, and optionally print a check, or you can enter a vendor invoice, which goes to *Accounts Payable* for future payment.

Invoice Date
The date of the vendor invoice. This will be the aging date used within *Accounts Payable*. You will get a warning message if you enter a date not in the current calendar year.

GL Posting Date
This defaults to the current system date. If, for any reason, you wish to post the invoice to another date, you can override the default date. This is the date that will post to the *General*

Ledger and controls when the invoice will appear on the *AP Aging*. It also controls what receipts will be available for processing for payments. Only receipts dated on or prior to the GL Post date will be available to be invoiced. You can not book the payable before receiving the items. When AP-I Print Aging is run, the age of the invoice is based on the Invoice Date but whether or not it is included on the aging as of a certain date is based on the GL Post date. You will not be able to post to a closed period, to a date prior to the invoice date, and you will get a warning message if you enter a date not in the current calendar year.

Invoice Number
The vendor's invoice number.

Invoice Amount
The amount of the invoice to be distributed among PO line items. It can either be entered as the invoice total including tax and freight or a subtotal amount excluding tax and freight.

Filter from PO#
The first PO that has items on this invoice

Thru PO#
The last PO that has items on this invoice (defaults to the Filter From PO#)

Check Number
The check number (COD only).

LINE ITEM FIELDS

PO
The Purchase Order number of the item being processed. This is a reference field.

Received By
The person who processed the receipt. This is a reference field.

Item
The item number of the item or service. This is an information field only.

Description
The description that accompanies the item number on the purchase order. This is an information field only.

UM
The unit of measure of the item purchased. This is an information field only.

Conv
The unit of measure conversion factor of the item purchased. This is an information field only.

Disc%
The discount percentage, if a discount applies to the cost. This is an information field only.

Qty
This is the amount actually being invoiced. This is an entry field. The default value is the quantity received against the line. The program will not allow invoicing a quantity greater than

the received quantity.

Price

The invoice unit cost. The default value will be the line item cost from the purchase order, but it can be overridden if incorrect. This will cause the inventory last cost, average cost, and any job costing to be properly corrected.

Extension

The extended value of the *Invoice Qty* multiplied by the unit cost (discounted as applicable). You can enter the extension and the unit cost will be recalculated.

TOTAL FIELDS

Payment Terms

The payment terms code defaults to the terms code assigned to the first purchase order with lines selected for processing, but it can be changed, if desired. The payment terms determine when the invoice is due for payment.

Invoice Amount

The invoice total before tax and freight are added. This is an information field only.

Freight

The freight charge on the vendor invoice. This is an entry field.

Tax

The amount of sales tax. This will be automatically calculated if sales tax was specified on the purchase order, or you can manually enter a tax amount or override the calculated tax amount.

Misc Charges

The amount of miscellaneous charges on the invoice and the GL account they are to be applied to.

Total

The grand total of the vendor invoice, including the goods or services, sales tax, and freight. This is an information field only.

Schedule Date

The date the invoice is scheduled to be paid, if you wish to enter something different than the due date per terms.

General Program Operation

If the invoice applies to only a single purchase order, enter the PO Number and the cursor will automatically enter the vendor, currency and tax information from the PO and advance to the COD/Invoice field.

If you do not have the purchase order number or the invoice includes multiple purchase orders, enter the vendor code that the invoice is from or select a vendor from the pop-up window by clicking on the *Lookup* button. The vendor name and telephone number will automatically be displayed.

If multi-currency is enabled, the currency will default to the vendor default currency as specified in AP-A Enter Vendors; you may change it if the invoice is in a different currency.

Only those purchase orders in the specified currency will be presented for processing.

If PO Sales Tax by tax groups is enabled, the tax group will default to the vendor default tax group as specified in AP-A Enter Vendors; you may change it if the invoice is subject to a different tax jurisdiction. Only those purchase orders assigned to the specified tax group will be presented for processing.

The cursor moves to the right side of the screen, where you are asked if this is a COD transaction or an AP invoice.

Next enter the date of the invoice. This is the date that will be used for aging purposes. The date you enter will repeat in the *G/L Posting Date* field where it can be changed if you want to post the transaction to a different period. For example, you might receive a vendor invoice after a month is already closed. The invoice date must be entered as is for aging purposes, but you could post the entry to the current month for GL purposes. When running AP-I Print Aging, the age of the invoice is determined by the invoice date but whether or not it is included on an aging as of a given date is determined by the GL Post date. For example, you receive an invoice dated October 27 on November 3. If you enter the invoice with an invoice date of October 27 but a GL Post date of November 3 then an AP Aging printed as of October 31 will not include the invoice because you have not recognized receipt of it yet. An AP Aging printed as of November 3 will include the invoice and it will already be considered 7 days old based on the invoice date.

Enter the Invoice number. If it is an AP Invoice, enter the invoice amount. If it is a COD, enter the check amount and check number, then select the bank account from the pop-up window.

Enter the from and thru range of purchase orders included on the invoice to limit the list of items that will be available for processing.

You are then presented with a window displaying the available receipts from this vendor. The list is presented in PO Number order subsorted by receiver number but can be re-sorted in date order by clicking the *Sort by Date* button on the bottom of the screen. Each receipt listed includes the receipt date, PO Number, Item number, Quantity received, price and extension. Only receipts dated on or after the GL Post date entered and on purchase orders matching the currency and tax group entered (as applicable) will be available for processing. If not all expected receivers are displayed, click the *View All* button to see all potential receipts displayed including Invoice Numbers and dates and any other indications why the receipt is not available to be invoiced.

Highlight a line and press <Enter> or click on it and you will be asked if you want to edit the line item prices & quantities. If you indicate yes, the selected line will be presented in the editing area in the bottom area of the screen. The cursor pauses at the *Invoice Qty* and *Cost* fields. You can change these values to bring the purchase order quantities and costs into conformance with the vendor's invoice; however you can not enter an invoice to pay for a quantity greater than the quantity received. If there are rounding differences between the system calculation and the vendor invoice, you can enter the extension and the program will divide by the quantity to arrive at a unit cost. When this invoice entry is finally saved, any price differences will cause the last cost, and average cost to be updated, or, if the original PO receipt was to a work order, the job costs will be revised.

If you answer No to edit line item prices and quantities, the line will be tagged to be processed as is. Once all desired lines have been selected, press *Esc*, *F10* or click the *Done* button. If there is a balance of the invoice amount remaining, you will be asked if you want to apply the balance to tax and freight. If you answer No to applying the balance to tax and freight, then

you are asked if you want to cancel adding the invoice, as the entire invoice amount must be accounted for by line items, tax, and/or freight. If yes, the cursor moves on to the Terms field where the payment terms of the first purchase order processed will be displayed. This can be changed to agree with the payment terms on the vendor invoice.

Next, the cursor advances to the Freight field and finally the Tax. The tax will be calculated based on the default percentage and taxable status of the lines in the PO or, if Track PO Taxes using tax groups is set to Y in SD-C Purchase Orders Defaults, the tax will be calculated based on the appropriate tax group. It can be overridden to match the invoice. Once all information has been entered, you are asked if you want to post this invoice. If you answer Y, the invoice will be saved and processed. If N, you are returned back to the first screen to start over and nothing is saved.

When the invoice is saved, the vendor credit or invoice balances are updated, the transaction is posted to the *General Ledger* and *Purchases Journal*, and the PO line item quantities and dollars invoiced and received not invoiced are updated. If it is an invoice transaction, the invoice is added to the AP transaction files; if it is a COD, it prompts whether to print the check, adds a check to the check register and records the check in the AP payment history file. If the PO is received and invoiced in full, you will be prompted to close the PO.

Processing the return of parts to a vendor
If a parts are received to inventory, then rejected and returned to the vendor, the return needs to be processed through PO-C Receive Purchase Orders as a negative quantity. If the vendor sends you a separate debit memo for the returned parts, enter it as a negative invoice and select the negative quantity line(s) as any other invoice and save. A credit for the amount will be available in accounts payable to net against other invoices the next time a check is processed for the vendor.

If a separate debit memo is not received, you can select the negative receipts along with positive receipts when entering a positive invoice to result in a reduced invoice amount. Or if you have canceling positive and negative receipts, you can enter a zero dollar invoice to clear them against each other. Whenever combining positive and negative receipts, you must select the negative receipts first, then apply them against the positive ones. You can not combine positive and negative receipts to apply to a net negative invoice. A negative invoice can have only negative receipts applied to it.

Reversing an Invoice
If a you enter an existing invoice number for a vendor, you will be prompted that the invoice already exists, do you want to reverse it? If you respond Y then all lines on the invoice will be returned to RNI status, the invoice will be deleted, and reversing GL postings dated the same as the original GL Post Date will be made. If the accounting period of the original invoice posting date is now closed, you will be so advised and no reversal will be processed.

8.2.5   AP-D Enter Scheduled Payment Dates

AP-D Enter Scheduled Payment Dates

Purpose of Program
Use this program to schedule invoices for payment when the scheduled pay date is different than the standard pay date determined by the invoice's terms code.

General Program Operation

Enter the vendor code or select a vendor via a pop-up window by clicking on the *Lookup* button. The vendor's name, phone number, outstanding credits, outstanding invoices, last purchase, and last payment are displayed.

Enter a *Scheduled Payment Date*. This sets a default date; however, you will see that you can enter a variety of dates on different invoices on screen two.

You are asked *Do you want all invoices scheduled for payment on (default date)?* If you indicate yes, screen two is displayed with all the invoices marked for payment with the default pay date. In you indicate no, screen two is displayed with none of the invoices marked for payment. Regardless of what is marked or not, you can highlight and press <Enter> or click on any invoice. This will bring the invoice into an entry window at the bottom of the screen. Enter a scheduled pay date, press <Enter> and you will see the invoice now marked in the main display window.

Continue scheduling invoices as desired. When done, press <Esc> and you are returned to screen one, which is now cleared and ready for another entry.

8.2.6 AP-E Print Vouchers/Invoices Due by Date

AP-E Print Vouchers/Invoices Due by Date

Purpose of Program

Use this program to get a report of all invoices/vouchers that are due or overdue between two dates and to optionally mark these for payment as an alternative to doing so vendor-by-vendor through AP-F Pick Vouchers/Invoices to Pay. If you have invoices on terms allowing you to take a discount by early payment, you have the option of printing these also if they are within the discount dates or only selecting them based on the net date. You can also use this program to generate a cash requirements report by setting the due dates into the future.

General Program Operation

When you run this program, by entering a starting and ending vendor code, you can limit the range of vendors whose invoices are printed. If you leave the from vendor code and thru vendor code fields blank, the program will print invoices for all vendors.

You also have the choice of limiting your invoice report by entering a range of vendor classes. This allows you to report on only certain types of vendors if you have set up your vendor records accordingly. The program also asks you for a due date range. Enter the starting and ending invoice due dates you want to use to limit the printout. You are also asked whether to include invoices due prior to the from date.

You are next asked whether to use the Net or Discount date to include invoices with discountable payment terms. The last choice you are given is whether to take all discounts for discountable terms that are past the discount date. Based on AD-C Default setting, tax and freight can be excluded from the discount calculation for invoices entered in AP-C Enter Purchase Order Invoices

After printing the report, the program asks if you would like all the vouchers that were printed to be marked as ready to pay;

If you answer Y, the program adds all printed invoices/vouchers to the *Accounts Payable* Pro-Forma check register. This has the same effect as choosing each invoice separately using AP-F Pick Vouchers/Invoices to Pay, but saves you time.

If you answer N, the none of the printed invoices/vouchers are marked for payment.

You can now print a proforma check register for those invoices. After the invoices/vouchers have been properly recorded, the program will return to the *Accounts Payable* menu.

8.2.7   AP-F Pick Vouchers/Invoices to Pay

AP-F Pick Vouchers/Invoices to Pay

Purpose of Program
Use this program to add vouchers/invoices to the *Accounts Payable* check register so that checks may be printed. You have the option in this program of making a partial payment on an invoice. AP-H Print Checks will print a check for an invoice only when it has been chosen here or marked as ready to pay in AP-E Print Vouchers/Invoices Due by Date.

Field Explanations

Vendor Code (Required)
The code of the vendor being paid.

The fields below are filled in automatically from the vendor file:

Vendor Name
The vendor's name.

Telephone
The vendor's telephone number.

Outstanding Credits
The amount, in dollars, of credits that you have with this vendor.

Outstanding Invoices
The amount, in dollars, of invoices due to this vendor.

Last Purchase
The date of the last purchase from this vendor.

Last Payment
The date of the last payment made to the vendor.

General Program Operation

When you run this program, you can choose invoices for only one vendor at a time. Select or enter a vendor code and the vendor name and all other applicable information will be displayed in the remaining fields and you can continue.

The next step is to choose which invoices/vouchers will be paid.

Paying All Invoices

You may choose to pay outstanding invoices automatically by answering Y when asked if you want to apply payment against all outstanding invoices, oldest first. The program automatically allows any discounts given for payment within a discount time frame. You can also make partial payment, or even no payment, toward an invoice if you use this option.

If you do not want to exercise the option of applying payment against all invoices, enter N. This means that you must add invoices and vouchers to the AP check register individually.

Applying Outstanding Credits

If you have outstanding credits with this vendor, you are asked if you want to use all unapplied credits:

If you answer N, your outstanding credits are available to apply manually during this session. You cannot apply credits until after you choose an invoice or invoices to pay, and then you can only apply an amount up to the amount of the invoice chosen.

If you answer Y, then your *Outstanding Credits* amount is displayed as a credit invoice (with a negative balance) and is applied to open invoices until the total amount of the credit is consumed. Additional invoices can then be selected for payment resulting in a net check or if no additional invoices are selected, a net $0 payment can be processed to simply apply credits to open invoices.

Choosing an Individual Invoice for Payment

The program will display all outstanding invoices for this vendor in a window format. You must choose an open invoice for payment before you can pick a credit to apply.

The information displayed is in the invoice number, date, and amount. The *Applied* field helps you to keep track of your payments during a session.

To choose an invoice, move the highlight bar over your choice with the arrow keys and press <Enter>. An entry window containing the invoice you chose opens up in the lower part of your screen.

The invoice number, date, description, and amount are displayed in the entry window. The *Applied* field amount defaults to the amount of the invoice.

The cursor is placed initially in the *Discount* field. If there are discount terms on this invoice the discount amount is calculated and displayed. You can change the discount amount, or press <Enter> to move the cursor to the *Applied* field. Based on SD-Q Default setting, tax and freight can be excluded from the discount calculation for invoices entered in AP-C Enter Purchase Order Invoices

Type in the amount you want to pay on the invoice in the *Applied* field. It can be up to the total amount remaining on the invoice. After entering the amount applied and pressing <Enter>, you are returned to the invoice menu to choose another invoice to pay. The invoices to which you have already applied payment show the amount in the *Applied* column.

You can choose an invoice more than once if you want to change the amount applied, and

you do not have to choose every invoice.

To mark this transaction as complete and save your choices, press <Esc>. You are asked if all of the entries are correct. Enter Y and your session is saved and you are returned to the first screen to enter another vendor code.

You should run AP-G Print Pro Forma Check Register after you run this program, and before you run AP-H Print Checks. If you find that too many items have been marked for payment, you can rerun this program, using the pro forma check register to help you.

To change the items picked for payment for a particular vendor, enter the vendor code as though it were a new entry. When you select the vendor, all choices made previously are cleared. You can then re-enter all of the amounts to apply.

Any outstanding credit that you apply for payment is deducted from the check written. If the credit is equal to the amount marked to pay, those items will be cleared as though they were paid, and a void check will be printed. The outstanding invoice and credit amounts in the vendor file are updated, and the AP transaction file's record of amounts remaining to be paid is updated.

You may rerun this program again and again until you run AP-H Print Checks, which then posts payments to the appropriate files.

Electronic Payments

If you have made an online payment or wire transfer or have paid an invoice by credit card and simply want to record the fact that the payment has been made, then once the invoices and credits have been selected, click the *ePay* button to post the payment to the check register and payment history file immediately. This can also be used to process a net $0 check to use credits to pay invoices and clear the vendor account. You will be prompted for the bank account and a reference number.

If you use this method for credit card payments of invoices, you should set up a "Checking Account" in AD-B Checking Accounts Defaults that posts to a Credit Card Payable liability account and then when you get the actual credit card bill, post the voucher to the liability account. Be sure to use a unique reference number rather than reusing the same number because if the number is not unique it will be impossible to void the payment should an error be made.

Once the payment is posted, you will be prompted to print a receipt. This can be used as a file copy of the payment or as a document to email to the vendor confirming the online or credit card payment.

8.2.8   AP-G Print Pro Forma Check Register

AP-G Print Pro Forma Check Register

Purpose of Program

Use this program to print a listing of the items chosen to be paid from AP-E Print Vouchers/ Invoices Due by Date and AP-F Pick Vouchers/Invoices to Pay and the net effect of these items on the checking account, before you print the actual checks.

It is important to use this report to check that the proper items have been chosen for payment. It will also validate the invoice dates against the check date to be sure no invoices are dated after the check.

The report will show the amount to be paid for each vendor, including discounts and credits. The AP check register contains a flag to indicate whether this report has been printed, and if it has not, AP-H Print Checks also gives you the opportunity to print it before checks are printed.

General Program Operation

As is the case with all programs that use a checking account, you are prompted to choose a bank account before beginning any account operations. You are also prompted for a check date. This program automatically prints all the items in the AP check register. These include payroll tax and sales tax liabilities as well as the normal vendor invoice payments. The Beginning Balance is the balance in the GL account for the checking account selected. If there are any unposted transactions to the selected bank account in GL-O Print/Post General Ledger Batches, you will be warned that the balance may be inaccurate due to the unposted cash transactions. If any invoices have an invoice or GL Post date later than the check date, you will also be notified, as these items can not be processed with the dates as entered. The check date must be equal to later than the invoice and GL Post dates. An item can not be processed for payment before it exists.

8.2.9   AP-H Print Checks

AP-H Print Checks

Purpose of Program

This program will print the invoices/vouchers in the AP check register. You should run AP-G, Print Pro Forma Check Register, before running this program, to make sure that all the entries are correct.

Multi-Currency Processing

If you have multi-currency processing enabled in IM-A International Configuration, you can print checks to vendors in foreign currencies. *General Ledger* posting is as follows.

If the *Pay* option in IM-A International Configuration is set to N, a debit (in *source currency*) is made to the *AP Control Account*. The offsetting credit (in *source currency*) is made to this currency's *Bank Account*.

If the *Pay* option in IM-A set to Y, there are two GL transactions. The first one is the same as in the paragraph above. The second is a currency conversion transaction whereby the amount of the payment is converted to your *base currency* using the exchange rate maintained in IM-C Enter Currency Exchange Rates. This *base currency* amount is then debited to this currency's *F/E Gain/Loss-Trxns* account and the offsetting amount is credited to this currency's *F/E Gain/Loss-Conversions* account. Thus, the gain or loss is made at the time of transaction rather than when the *Convert to Base Currency* routine is run.

General Program Operation

The displayed bank account is the one selected in AP-G Print Pro Forma Check Register. If you have not already printed the proforma check register, you can do so at this time.

You can change the beginning check number; this field defaults to the value in AD-B Checking Accounts Defaults. The check date will default to the current date, but you are allowed to change it.

NOTE: If any invoices selected to be paid are dated later than the check date entered, they will be skipped. The program will not allow payment of an item before it exists.

You can filter the checks to be printed by vendor allowing you to (for example) print a check for a single vendor after a large check run has been selected without deselecting the rest of the check run.

After all the checks have printed, you will be presented with a screen listing all the checks including check number, vendor and amount.   If all checks printed correctly, click Tag All and they will post.   If not all checks printed correctly (such as in the case of a printer jam) then you can tag the checks that did print correctly to post only those. When you post AP checks, the credit and invoice balances are updated in the vendor file, the AP pro forma check register is emptied, AP Payment History is updated, the check transactions post to the *General Ledger* and the *Cash Disbursements* journal, the checks are added to the GL check register file (to be reconciled with the bank statement), and the next check number is updated in AD-B Checking Accounts Defaults.

8.2.10 AP-I Print Aging

AP-I Print Aging

Purpose of Program

Use this program to print invoices and aging for one vendor or for a list of vendors, with flexible presentation options.

This program is designed to produce three different types of reports:

AP Aging - An aging report listing either totals only or listing all open invoices. The amounts are listed in columns by age since the invoice date, using either the default values from AD-C Accounts Payable Defaults or from values entered in this program.

AP Listing - A transaction listing of individual invoices, oldest first, giving invoice date, number, vendor code and name, invoice description, invoice or payment amount, amount remaining, terms type, and age in days. You may print this for all invoices or for open invoices only or for all items (exclusive) which means all items entered within a specified date range regardless of current payment status. When printing for all invoices, you can specify a start date.

AP Past Due - An aging report listing either totals only or listing all open invoices. The amounts are listed in columns by age based on payment terms, using either the default values from AD-C Accounts Payable Defaults or from values entered in this program.

When you adjust the aging periods in this program for your report, it does not affect the default settings in AD-C Accounts Payable Defaults.

Multi-Currency Reporting
If you have Multi-Currency processing enabled in IM-A International Configuration, the *Accounts Payable* for each currency is maintained in *source currency*.

You can run this report in *source currency* or in *base currency*. Be aware that if you run the report in *source currency* and include more than one currency on the report, the grand totals will have no meaning.

If you run the report in *base currency* in order to reconcile the grand total with the total of your *General Ledger* AP balances (you will have an *AP Control* account and *AP Conversion* account for each currency -- which added together equal that currency's total AP amount in *base currency*), be sure and run the *Convert to Base Currency* routine in IM-B Enter Multiple Currencies beforehand so that your *source currency* AP accounts get translated into *base currency*.

International Field Explanations
You will be given access to the following fields if you have Multi-Currency processing enabled in IM-A International Configuration.

Currency
You can enter a from/thru range of currency codes if you want to confine this report to *Accounts Payable* within a currency or range of currencies.

Print in Base or Source Currency?
If you enter an S in this field, any *Accounts Payable* transacted in foreign currency (*source currency*) will print in that currency. If you mix and match the report with *Accounts Payable* in base currency, be aware that the grand totals will have no meaning because you are mixing different currencies on the same report.

If you enter a B in this field, all *Accounts Payable* will be converted to your *base currency*, using the exchange rates that were in effect at the time of the first receipt made to the purchase order.

General Program Operation
Enter the *Age from date* field, which defaults to today's date. If you enter a previous date, the program will recreate the aging as it was on the date entered.

Next, enter the type of report you wish to print: *AP Aging, AP Listing*, or *AP Past Due*. Each is described below.

The AP Aging Report
The *AP Aging* report lists each vendor's invoice information in columns by the default aging periods, or you can change those aging periods in this program. Choose which report you wish to print

Enter the range of vendor codes you want to print. If you do not enter limits, the program will print information for all vendors. You can also enter a range of vendor classes to further limit the report. Next enter what you want the report to include. The aging report lets you choose from the following levels of detail.

Open Item Detail report

Vendor Totals report

Next, you can select the aging periods. If you choose to change the aging periods, it is advisable to leave the *Period 1* box at zero days, as any invoices younger than the *Period 1* entry would not be included in the aging. Otherwise, you may customize the aging periods to your own needs.

The AP Listing Report
The *AP Listing* gives other invoice information, such as invoice description and original invoice amount, along with the age in days. It is the only appropriate report to include both Open and Paid items; the Aging and Past Due list open amounts only so all paid items are listed at zero on those reports.

Enter the range of vendor codes you want to print. If you do not enter limits, the program will print information for all vendors.

The *AP Listing* report menu omits the *Vendor Totals* report, offering you only the *Open Item Detail* and *Open and Paid* Item detail reports. This is because the AP Listing is by definition a detail report. When including *Open and Paid* items, you can specify a start date and if you select Open and Paid (Exclusive) will only get those items entered between the start date and Aging as of date.

If you are printing an *AP Listing* report, you get to choose which terms types to include. The menu you choose from contains the terms types entered in SM-D Enter Terms Table with a default entry of all types.

You can choose to have the report sorted by the vendor code, vendor name, or the vendor alpha sort field.

AP Past Due Report
The *AP Past Due* report is selected for printing in an identical manner as the *AP Aging* report; refer to the *AP Aging Report* section above for details.

The printed report is identical to the *AP Aging* report, except that the vouchers/invoices are aged from their due dates (as determined by each invoice's terms type) rather than from their invoice dates.

8.2.11 AP-J Print Vendor Code and Name

AP-J Print Vendor Code and Name

Purpose of Program
Use this program to get a report of vendor codes, names, and telephone numbers from the vendor file. The report can be sorted in vendor code order or alphabetically by name or alpha sort code. You can use TA-M Forms Editor to modify the T6APJ1.RTM to add other columns from the vendor master file to the report, thus making this an all-purpose vendor listing.

General Program Operation

In this program you can select active, inactive or both and enter a range of vendor codes , class, state, start date and last purchase date to print. You can limit the report to one vendor. If you do not enter limits the program will print all the vendor codes and names. You can also specify whether you want the report sorted by vendor code, name, or the vendor alpha sort code.

8.2.12 AP-K Print Vendor General Info

AP-K Print Vendor General Info

Purpose of Program

Use this program to get a report of the vendor codes, names, addresses, contacts, telephone numbers, and other master file information. The report can be sorted by vendor code, name, or alpha sort code.

General Program Operation

When you run this program, the screen display is similar to that of AP-J Print Vendor Code and Name. Enter a range of vendor codes or classes to print. You can limit the report to one vendor. If you do not enter limits, the program will print information for all vendors. You can also specify whether you want the report sorted by vendor code, name, or alpha sort code.

8.2.13 AP-M Print Vendor Labels

AP-M Print Vendor Labels

Purpose of Program

Use this program to print the vendor address information on Mailing or File labels.

You have a choice of three label formats. 1-up labels print on standard 3-1/2" x 15/16 continuous form labels. 2-up labels (Avery 5161) and 3-up labels (Avery 5160) print on laser forms.

Labels can be selected and sorted a variety of ways.

General Program Operation

You may enter a range of vendor codes, vendor classes, and/or zip codes. You may limit the report to any continuous group of vendors or zip codes. If you do not enter limits, the program will print labels for all vendors.

You can choose to print the labels in vendor code, name, alpha sort code, or zip code order. You can also use this program to print file labels for those vendors so designated in AP-A

Enter Vendors

8.2.14 AP-N Enter Vouchers (Edit Address)

AP-N Enter Vouchers (Edit Address)

Purpose of Program
Use this program to enter vouchers and optionally change the Remittance Address of the vendor that will print on the check

General Program Operation
This program is identical to AP-B Enter Vouchers with the exception that the Remittance Address can be edited. Any change to the Remittance Address entered here WILL be saved back to the vendor master.

8.2.15 AP-O Enter Recurring Vouchers & Templates

AP-O Enter Recurring Vouchers & Templates

Purpose of Program
This program provides you with a convenient way to post a periodic transaction without re-entering the transaction every time. Once the transaction is entered through this program, the posting program (AP-P Generate Recurring Vouchers) allows you to call up the original entry as a Template for the posting program to fill in automatically. When posting, the current date is used as the transaction date.

The recurring transactions entered here are assigned a number from the *Next Recurring AP Number* field in AD-C Accounts Payable Defaults. This number identifies this Template transaction only; the vouchers generated using this entry are assigned a number from the *Next AP Invoice Number* default in AD-C, *Accounts Payable Defaults*.

This program can also be used to create Voucher Templates which are used in AP-B Enter Vouchers to pull in a pre-defined set of Description, payment terms, and percentage distribution of the GL Accounts for a payment that may occur regularly but for different amounts, such as a utility bill.

Field Explanations

Inv Num
The *Inv Num* field has a slightly different function than the number of the vouchers from AP-B Enter Vouchers. The *Inv Num* uniquely identifies the recurring voucher or template, and if left blank, it is assigned automatically from the *Next Recurring AP Number* field in AD-C

Accounts Payable Defaults. You can use this number to retrieve the voucher or template for editing.

NEW FIELDS - RECURRING ITEMS ONLY

The following fields only occur in the entry screen for recurring AP transactions. For explanations and instructions for the other fields, see AP-B Enter Vouchers. For templates, the fields are all the same as AP-B Enter Vouchers except that the amount is always 100 and the distribution between GL Accounts is the percentage based on a total of 100. When the template is used, the percentages will be applied to the actual voucher total.

Selection Code

Use this field to attach a one letter code to the recurring transaction as a memory aid, and to enable you to limit posting to a particular type of transaction in the posting program (AP-P Generate Recurring Vouchers). For example, a voucher for lease payments might be assigned a selection code of L; all weekly invoices could have a code of W, and so on.

Frequency

The entry in this field indicates the number of times per year that the transaction occurs. For example, 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date.

Maximum Times

The entry in this field indicates the maximum number of times in a year that this transaction may be posted. When the AP-P Generate Recurring Vouchers program is run, only transactions due which have not yet reached their maximum are posted. This field is used to determine whether or not to post the transaction.

Next Date

The date the transaction is scheduled, calculated from the initial date entered, and from how frequently the transaction recurs.

General Program Operation

See AP-B Enter Vouchers for an explanation of how to enter an AP voucher. The fields described above are required fields, except for the *Selection Code* field. You are not allowed to save a record that does not have the required fields filled.

8.2.16 AP-P Generate Recurring Vouchers

AP-P Generate Recurring Vouchers

Purpose of Program

Use this program on a regular basis to post the recurring items entered in AP-O Enter Recurring Vouchers. You can limit the posting to one type of transaction, depending on your earlier entry of selection code for the transaction.

General Program Operation

You can limit the posting to a single type of transaction by using the *Generate From/Thru*

Selection Codes fields. You can generate and post transactions before their scheduled date by setting the generate vouchers due by date into the future. Posting a recurring transaction updates the same files as posting a normal voucher transaction.

The *OK to Continue* field allows you either to proceed with the program or to return to the *Accounts Payable* menu.

8.2.17   AP-Q Void AP Check

AP-Q Void AP Check

Purpose of Program
Use this program to void an AP check after it has already been printed and posted. AP checks can be voided until they are purged or archived from the check history file. You must use AP-F Pick Vouchers/Invoices to Pay if you wish to cancel a check that has not yet been printed and posted. This program also prints a report of check information for each voided check.

General Program Operation
Enter the check number of the check you want to void. The Bank account and vendor are filled in but if there happen to be multiple instances of the same check number you can enter the appropriate vendor and bank to uniquely identify the item to be voided. The program prints a report called the *AP Void Register* when you run this program to verify all the paid items on the check that will be reversed. This report is similar to AP-G Print Pro Forma Check Register, giving you a valuable hard copy record of the voided check.

After the report has printed, you can click the Void button to void the check:

When voiding, the program reverses every operation performed in AP-H Print Checks, when the check was originally paid and returns the invoices to the open Aging for the vendor. The original check is marked as reconciled and the "C" designation is changed to "V" and the reversing entry is also flagged as cleared and marked with an "X" rather than "D" for deposit. A list of voided checks and reversals can be run at GL-I Print Check Register selecting Cleared and Voided Checks as the type.

8.2.18   AP-R Print AP Payment History

AP-R Print AP Payment History

Purpose of Program
Use this program to obtain a listing of paid *Accounts Payable* checks, in vendor code order, within the ranges you have specified. For each vendor the listing includes the bank account name, the check number, date, and amount, and the invoice numbers, dates, and amounts

for which the check is written.

General Program Operation
You can print this report for a single bank account or for all bank accounts. You can further limit this check history listing by entering a range of vendor codes, check dates or check numbers.

8.2.19 AP-S Print 1099 Forms

AP-S Print 1099 Forms

Purpose of Program
Form 1099-Misc is submitted to the federal government once a year. A copy is sent to the vendor as well. This program works in conjunction with your *Accounts Payable* and prints a 1099 for each vendor that has the *Send 1099?* field in AP-A Enter Vendors set to *Y*. The information on the 1099 form is derived from the check history file so that it reflects actual payments made to vendors. If you have not been running your *Accounts Payable* on this system for an entire year, the amounts printed will not be correct.

General Program Operation
You should start by verifying that each 1099 vendor has a tax ID number in AP-A Enter Vendors which must be printed on the 1099 form.

When running this program you are asked to determine which vendor 1099's are to be printed. Enter a from/thru *Vendor Code* (or select one from a pop-up window by pressing F2 or clicking on the *Lookup* button), a from/thru *Vendor Class*, and a from/thru *Amount.* Press <Enter> at these fields if you do not wish to specify limits.

Remember, only vendors with their *Send 1099?* field set to Y in AP-A Enter Vendors will get selected for 1099's, regardless how you select these ranges.

If your 1099's are to be generated only for vendors with purchases in a certain dollar range, enter that range in the from/thru *Amount* field. For example, if you are only going to generate 1099's for vendors that you have done $600 or more business with, enter 600 in the from field, and leave the thru field blank.

The next option allows you to choose which type of 1099 you are printing. Eight different types are presented in a pop-up window. The most common choice will be the first option, *Non-employee Compensation.* If you need to generate other types, you will need to edit the the standard 1099-MISC RTM provided to line up with the form.

Follow this by supplying your federal identification number, which will be printed on each 1099.

You are then given the option to only print 1099's for vendors who have a Tax Id number entered. If you enter N to this question, 1099's will be printed even if a Tax Id number is not entered.

If you want multiple copies, run the program again for each copy needed.

8.2.20   AP-T Check & Invoice Inquiry

AP-T Check & Invoice Inquiry

Purpose of Program

The Check and Invoice inquiry program is a multi level inquiry that can link a check paid to a vendor to the invoices paid by the check, and from that to the Purchase Order items on that invoice. This program is an add-on from IS Tech Support and is provided in Demo mode which is limited to inquiry of the first vendor in the payment history file. A 30 day full demo is available from www.istechsupport.com.

General Program Operation

Enter the Vendor Code. If you know a check number, enter it and associated invoices can be accessed by clicking the View All Invoices button. PO and WO information can be accessed by clicking the PO/WO button. Conversely, if you know the invoice number, enter that and the check that paid the invoice will be accessed. If the invoice was a Voucher rather than a PO Invoice, that information is also available. Clicking the Print button will generate a report of the selected information.

8.2.21   AP-V Enter AP Deposit

AP-V Enter AP Deposit

Purpose of Program

This program is used to enter a deposit and optionally attach it to a Purchase Order, similar to AR-N on the Accounts Receivable side. This creates an open voucher in Accounts Payable that can be picked to pay the same as any other to generate the check (or ePay) to send to the vendor with the exception that you cannot make a partial payment. If you are going to be making multiple payments to a vendor for deposits, they need to be entered separately.

The GL posting when creating the Deposit in AP-V is a Credit to Accounts Payable and a debit to the new default account defined in AD-A for AP Deposits. This would typically be an Asset account such as "Prepaid Inventory". The Deposit entry also creates an entry in BKAPDEP that is linked to the BKAPINVT record by the Deposit Number. Once a Deposit has been entered, it can be edited to the extent that it can be assigned to a different PO or, if not originally attached to a PO, it can later be attached to one, or it can be deleted which will back it out reversing the original transaction.

Since the voucher in AP is also tagged with a Deposit Number, when the deposit to the vendor is actually paid, the check posting program marks the original invoice record as paid (as with any other voucher) and creates a new record that is identical but with a "-D"

appended to the invoice number and saves as a Credit. Similar to AR, the value of this credit is not in the Accounts Payable account so AP Aging now has an option to include or exclude deposits. If you are reconciling the Aging balance to the GL, you need to exclude deposits.

If the deposit is not associated with a PO, then when you receive the vendor invoice, enter it as a total amount including the deposit. Then when you pick to pay, take the invoice and credit and process a payment for the net amount. The check processing will credit cash for the net check amount, credit the deposit account for the deposit amount and debit AP for the gross invoice amount.

If the deposit is linked to a PO, then AP-C will allow you to select the deposit, indicate how much of the deposit should be used on this invoice (in case there are partial receipts, you can use the deposit in separate payments). You will also be asked whether the invoice amount entered is a gross amount or the net to be paid to the vendor after the deposits are applied. You will then have the net invoice amount plus the deposit available to apply to lines. When you save, the GL posting will be the total line amount debit to PO/RNI, Deposit amount credit AP Deposits, Net invoice amount credit AP and debit to tax and freight as usual. Only the net invoice will pass to AP so the ultimate payment processing in this case is no different than any other.

Field Explanations

Vendor
The *Vendor* field is the Vendor Code the deposit is being entered for.

Deposit Date
The transaction date.

Link to PO#
The Purchase Order the deposit is being entered for. This can be left blank for a Deposit on Account.

Deposit Amount
The amount of the Deposit.

General Program Operation

Before using this program for the first time, go to AD-A General Ledger Defaults and define the default AP Deposit account. If you use multiple currencies, you will need to use IM-B Enter Multiple Currencies to enter a Deposit account and control and cinversion accounts for each currency.

To add a deposit, click Add New and enter the Vendor Code, date, Purchase Order (as applicable) and amount. This creates an open voucher in Accounts Payable that can be picked to pay the same as any other to generate the check (or ePay) to send to the vendor with the exception that you cannot make a partial payment. If you are going to be making

multiple payments to a vendor for deposits, they need to be entered separately. Save the deposit and an entry will be saved to Accounts Payable that can be picked and paid.

8.2.22 AP-X Print Invoice Detail

Purpose of Program
Use this program to print supporting detail of AP Invoices. Voucher Invoices will list GL Account and department distribution and PO Invoices will list PO Line item detail and freight and tax.

General Program Operation
Enter the range of Vendor Code, Invoice Date and/or Invoice number and process.

8.3   Fixed Assets

8.3.1   Fixed Assets

FIXED ASSETS

Fixed Assets Overview
The *Fixed Assets* module allows you to enter up to 999,999 assets and track depreciation

Features
6 Digit Asset identification number

Depreciation posting to GL

Functions
Enter Assets

Post Depreciation

Database
Assets

Depreciation Transactions

Reports
List Assets

List Depreciation Transactions

8.3.2 FA-A Enter Fixed Assets

FA-A Enter Fixed Assets

Purpose of Program
Use this program to enter each Fixed Asset that you want to track depreciation for

Field Explanations

Asset Number (Required)
Enter a number to uniquely define each asset. These can be incremental numbers or you can assign different blocks of numbers for vehicles, buildings, machinery, etc.

Type
The type of asset such as Vehicle, computer equipment, etc.

Description
2 Line Asset Description

Cost Basis
The total cost basis to be used for Depreciation purposes

Residual Value
Any residual Value which will not be depreciated

Life
Depreciable life (years)

Method
The Depreciation Method to be Used

Accumulated Depreciation
Depreciation accumulated for this asset to date

Last Depreciation Amount
The amount of the last depreciation transaction, used as the default for the next transaction

Asset Account
The GL Asset account the item is assigned to

Accum Dep Account
The GL Accumulated Depreciation account the item is assigned to

Dep Exp Account
The GL Depreciation Expense account the item is assigned to

Date Placed in Service
The date the item was placed in service

Date Disposed of
The date the item was sold or otherwise removed from service

Sales Price
If the asset was sold, what was the price

Serial Number
If the asset has a Serial Number assigned, it can be entered here

Last Depreciation Percent
The percentage used for the last depreciation transaction

Last Depreciation Date
The date of the last depreciation transaction

General Program Operation

Enter the asset number, Type and Description as desired and the Cost Basis, life and GL Accounts. The accumulated Depreciation and last Depreciation transaction information are maintained by the system as depreciation transactions are processed. If you are entering partially depreciated assets into the module and need to enter the accumulated depreciation to date, use FA-E Import Assets which will allow import of that information.

8.3.3   FA-B Post Depreciation

FA-B Post Depreciation

Purpose of Program
Use this program to create and post depreciation reansactions.

General Program Operation
Click Add to create each transaction individually or click Generate Recurring to populate a list of all assets with the depreciation amount and percentage the same as the most recent transaction. You can then edit any entries that need to be different and then post them. The program does not interpret Depreciation rules and calculate amounts or percentages. You need to do that outside the system or get the information from your CPA.

8.3.4   FA-C List Depreciation Transactions

FA-C List Depreciation Transactions

Purpose of Program
Use this program to view or print a list of depreciation reansactions.

General Program Operation
The screen displays all depreciation transaction entries. Use the Filter Grid button to limit by date, asset number, type pr any other desired filters, then the Print button to get a printed report.

8.3.5   FA-D List Assets

FA-D List Assets

Purpose of Program
Use this program to view or print a list of assets.

General Program Operation
The screen displays all assets. Use the Filter Grid button to limit by asset number, type pr any other desired filters, then the Print button to get a printed report.

8.3.6   FA-E Import Assets

FA-E Import Assets

Purpose of Program
Use this program to import assets from a spreadsheet. The fields are defined in FA-A Enter Fixed Assets

General Program Operation
Enter the file name to be imported and indicate which column in the file holds the various data fields. If the import file is Comma Delimited then you only need to enter the number in the first field do designate the column. If it is a fixed length file then enter the starting position and length of each field.

8.4   Accounting Maintenance

8.4.1   Accounting Maintenance

ACCOUNTING MAINTENANCE

Accounting Maintenance Overview
The *Accounting Maintenance* menu includes certain maintenance functions that you will perform from time-to-time, as well as options you will use when initially setting up your system.

You will be setting up some of your system using AM-C, Enter General Ledger Accounts, AM-D, Enter General Ledger Departments (optional), AM-E, Format Standard Financial Statements, and AM-I, Format Custom Financial Statements (optional).

Purge and Archive programs are run as needed (see Important Times for a discussion on maintaining your history files).

8.4.2   AM-A Reset General Ledger Close Date

AM-A Reset General Ledger Close Date

Purpose of Program
Use this program to reset your *Open Period Start Dates* and *Open Period End Date*. *General Ledger* posting will not be allowed from any programs in the system prior to the Start Date and after the End Date. The Close Date therefore should be set for the first day of the current open period and the End Date set to the last day of the open period. This prevents accidental posting to a closed period due to entry error. If you wish to purposely post to a closed period, simply change this date, post your transaction, then reset this date.   There are 2 open period Start Date values. The Open Period Start Date controls all activity unless defaults settings are enabled for GL-B Enter/Post General Journal Trxns, AP-B Enter Vouchers and AR-C Record Payments to use the Accounting Open Period Start Date which allows Accounting to continue posting to the prior period keeping it closed to all other transactions.

General Program Operation
Enter the new *GL Close Date* and *End Date* . The day of the week will automatically display in the next field. If this is the date you want, enter *Y* in the next field and the date will be reset. For Future Posting control, a P means that no transactions later than the Period End Date can be posted. A G means that Journal entries in GL-B are allowed but transactions from other modules are not.

8.4.3   AM-B Fiscal Year End Routine

AM-B Fiscal Year End Routine

Purpose of Program
This program is run at fiscal year end and prepares the *General Ledger* to receive postings in the new fiscal year via GL-O Print/Post General Ledger Batches.

The program moves the current year GL chart of accounts balances (as viewed in GL-A View Chart of Accounts) one year back, opens up balances for the new fiscal year, updates the beginning balances in all asset, liability and owners equity accounts, clears the beginning balances in all income and expense accounts, and creates year end entries in your *Retained Earnings* account.

Running this program does not mean you have to "close" your fiscal year. You can make an unlimited number of adjusting entries to last year at any time during the new fiscal year limited by the Open Period Start Date entered in AM-A Reset General Ledger Close Date. We therefore suggest that you run this program on the first day of your new fiscal year.

If you change your fiscal year
If you change your fiscal year start date, you need to run AM-N Maintain GL Fiscal Periods to define the dates for the Short year and run this program on the first day of the new fiscal year using the new start date.

General Program Operation
A warning will be presented if the program perceives that you are running the routine less than one year since your last fiscal year end, which could indicate that you may be running the

program twice. After reading the message, click *Yes* to continue and processing will begin and you will be presented with a screen to confirm or change the start dates of the months for the new year. Once processing is complete, a set of YE transactions is ready for posting in GL-O Print/Post General Ledger Batches

8.4.4   AM-C Enter General Ledger Accounts

AM-C Enter General Ledger Accounts

Purpose of Program
When you are first setting up your chart of accounts, this is where you will create each account. You can use the chart of accounts provided as the basis for your company's account assignments or you may wish to use your existing chart of accounts.

You can also use this screen to enter budget amounts on existing accounts. Budget amounts can be compared with actual amounts when running financial statements.

Field Explanations

Acct Code
The GL account code. This field specifies which *General Ledger* account you wish to modify or create. You can click on the *Lookup* icon (or press F2) to select from existing accounts. You can also include a department code. See the discussion of department codes in AM-D Enter General Ledger Departments.

Description
Enter a title for this GL account. This is a 25 character alphanumeric field.

Type
Account types include:

A- Asset

L- Liability

O- Owner's Equity

I- Income

E- Expense

Non-Cash
This category applies only if you have assigned *E* (expense) as the account type. This field is used for a cash flow statement under GL-F Print Financial Statements when non-cash expense amounts are added back to net income. Enter a *Y* for any non-cash account.

Non-cash expense amounts are those that do not have cash or a check paid for them, such as a depreciation expense. In contrast, payroll expenses, for example, do use a check for expenses, and would be marked *N* here.

Inactive
If an account is designated Inactive then historical data will be retained but GL-O will prohibit

posting to it.

Budget
These are the monthly budget amounts that you can use to compare with actual results in GL-A View Chart of Accounts and on financial statements. These are the monthly amounts that you have entered to compare against the current amounts as they are posted.

General Program Operation
The main purpose of this program is to create new accounts or to modify descriptions or elements of an existing account. For a new account, type in your account code, description, account type, and non-cash setting (if an expense account). You can optionally enter budget amounts.

When you are finished entering the fields you want, save the record by clicking on the *Save* button.

Deleting a GL Account
To delete an account, bring the account up on the screen. From any field click on the *Delete* button. If there are any transactions in the account, you will be prompted for the GL account to move those transactions to before the account can be deleted.

8.4.5   AM-D Enter General Ledger Departments

AM-D Enter General Ledger Departments

Purpose of Program
Departments can be set up to allow you to track the financial performance of a subgroup within your company. The department code is a four character suffix attached to the end of the GL account, separated by a hyphen.

If you choose to use departments as profit center divisions, you would only need to add department-based accounts for income and expense type accounts. Asset, liability, and owner's equity accounts are normally not tracked by departments. This program allows you to create a departmentalized account structure for the account types that you specify. It also allows you to delete a department that will no longer be used but you need to journalize out all amounts prior to deleting the department and use AM-I Consolidate General Ledger Detail for the department in question.

GL account codes with departments can be entered individually through AM-C Enter General Ledger Accounts, but this program allows departments to be generated automatically by GL type (assets, liabilities, owners equity, income, expense), thus saving a great deal of data entry.

NOTE: Departmental accounting is generally used for income and expense accounts only. Automatic postings to balance sheet accounts only go to one default account/department, so if you try to use departments on the balance sheet side of the ledger, you will have to manually adjust balances to different departments. It is best to confine the use of departments to income statement accounts.

When you create a new department, your chart of accounts will include an additional account entry for all GL account types you select. Selection of which account to departmentalize can be limited by account type; you can also use an existing department as a template.

Field Descriptions

Use which existing department as TEMPLATE
If you have already set up a department that has a close resemblance to the new department you want to create, you can simply type in the existing department here. If you enter nothing in this field, your new department will be based on the complete chart of accounts.

Code of the NEW department to create
Type in a new department code.

Clear budget values?
If you answer *Y*, the budget values in the template department will not be transferred to the new department. If you wish to change most of the budget values for this new department, enter *Y*.

Which account types should be transferred?
If the department you are creating does not need to track liabilities, owner's equity or assets, you can enter *N* for each of these to avoid transferring account types that do not apply.

General Program Operation
If you are setting up a department for the first time, the template department is the chart of accounts for your company as a whole. After you have created the new department, you should use GL-B Enter/Print General Journal Trxns to enter the beginning balances or to transfer funds from the original non-department based account to your newly created department-based account.

If you wish to use departments in a more limited way, you can simply add a department extension to an existing account and save the record. You will still have your general account number without a department as well as the new account with the department specification.

8.4.6 AM-E Format Standard Financial Statements

AM-E Format Standard Financial Statements

Purpose of Program
You must use this program before you print your financial statements. However, if you are formatting your own custom financial statements in AM-I Format Custom Financial Statements you may wish to use those statements and skip these entirely. You may also start with this type of statement and change to the custom version in the future.

The major differences between these statement formats is that this version is pre-formatted,

while with the custom statement version you can specify more account sub-divisions or non-sequential groups of accounts in your statements. These statements itemize all GL accounts, while with the custom statement you can consolidate several accounts into one total. If you want to have a summary statement followed by supporting detail statements, use AM-I Format Custom Financial Statements.

In this program, you specify the headings and account ranges to print for the following three standard report formats:

Income Statement (Profit & Loss)

Balance Sheet

Statements of Changes in Financial Position (Cash Flow)

Field Explanations

Which Type of Financial Statements?
Enter the type of report here: I - Income Statement (profit and loss), B - Balance Sheet (assets, liabilities, and owner's equity at a point in time), C - Cash Flow (sources of funding acquired and disposition of funds over time).

Income Statement
The field explanations for the income statement format are shown below. The operation of this program will be presented as a consolidated explanation of all three statement formats after the three format screens are described.

Report Title
The general title for the income statement. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru
The starting and ending GL account codes for each GL division or sub-group (Income, COGS, Expenses, and Other). These fields specify which accounts are to be printed for each division in the statement.

INCOME STATEMENT DIVISIONS
Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Income Main Title
The *income* accounts division title.

Income 1, 2

The *income* accounts sub-groups you want included in your statement (account code ranges and titles).

COGS Main Title

The *cost of goods sold* accounts division title.

COGS 1, 2

The *cost of goods sold* sub-groups (account code ranges and titles).

Expenses Main Title

The *expense* accounts division title.

Expenses, 1, 2, 3, 4

The *expense* accounts sub-groups (account code ranges and titles).

Other Inc

The *other income* division (account code range and title).

Other Exp

The *other expense* division (account code range and title).

Balance Sheet
The field explanations for the balance sheet format are shown below. The operation of this program is presented as a consolidated explanation of all three statement formats after the three format screens are described.

Report Title
The general title for the balance statement. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru
The starting and ending GL account codes for each division or sub-group (assets, liabilities, and owner's equity). The fields specify which accounts are to be printed for each division in the statement.

BALANCE SHEET DIVISIONS
Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Assets Main Title
The *assets* accounts division title.

Assets 1, 2, 3, 4

The *assets* accounts sub-groups (account code ranges and titles).

Liabilities Main Title

The *liabilities* accounts division title.

Liabilities 1, 2, 3, 4

The *liabilities* accounts sub-groups (account code ranges and titles).

Owners Equity Main Title

The *owners equity* accounts division title.

OE 1, 2

The *owners equity* accounts sub-groups (account code ranges and titles).

Statement of Changes in Financial Position (Cash Flow)

Report Title
The general title for the cash flow statement. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru
The starting and ending GL account codes for each division or sub-group (net income, non-cash expenses, assets, and liabilities). These fields specify which accounts are to be printed for each division in the statement.

CASH FLOW STATEMENT DIVISIONS
Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Net Income
The *net income* accounts division title.

Non-Cash Exp

Non-cash expense accounts division title.

Assets Main Title

The *assets* accounts division title.

Assets 1, 2, 3, 4

     The assets *accounts sub-groups (account code ranges and titles to be subtotaled)*

Liabilities Main Title

The *liabilities* accounts division title.

Liabilities 1, 2, 3, 4

     The liabilities *accounts sub-groups (account code ranges and titles to be subtotaled).*

General Program Operation
When you run this program, you first need to choose the type of financial statement you want to set up for printing (boldface indicates menu selection letters):

Income Statement (profit and loss)

Balance Sheet (assets, liabilities, and owner's equity at a point in time)

Cash Flow (sources of funding acquired and disposition of funds over a specified period)

The system uses a standardized financial statement format; you only need to enter the account code ranges for the accounts you want to include, and titles for the statement headings.

Enter a main title for each major division. Often the divisions are partitioned further into sub-groups, for subtotals within the major total.

For example, if you have two completely different types of sales, such as power tools and laundry equipment, you may want to get not only a total sales figure, but also a subtotal for each group.

To specify your sub-groups as in the example mentioned above, enter the beginning power tool account code in *Income 1 G/L From,* and the ending power tool account code in *Income 1 G/L Thru.* You might want to make the *Title* for *Income 1* Power Tool Sales Then do the same for the laundry equipment using the *Income 2* sub-group. When you print the financial statements the program will print all the power tool sales accounts, with a sub-total, the laundry sales accounts, with a subtotal, and then the total for all the income accounts specified.

If you need to find GL account codes, click on the *Lookup* button (or press F2) while the cursor is on any of the GL account code fields to select from a lookup window. The program does not check to make sure that the account codes you enter are accurate, so you should double check account codes when you type them in. Each major account group should have at least one set of entries completed. When you have entered all necessary information, click on the *Save* button (or press F10) to save the format.

8.4.7 AM-F Format Custom Financial Statements

AM-F Format Custom Financial Statements

Purpose of Program
Use this program to create specialized financial statements for your business. You can customize the statement titles, add headers, label your total lines, place information in up to nine different column locations, print GL accounts, account numbers and descriptions, and use blank line and page break commands. You can enter as many sub-divisions as you want for dividing your statement totals. Be sure to consult your accountant when creating these financial statements to be sure that the statement totals properly reflect your chart of accounts.

This section is divided into a summary of the screen fields and their functions, and a short tutorial to help you create your first simple statements.

Field Explanations

Report Name
The 10 character name you give to your custom financial statement so that you can retrieve it after saving. This does not print as a title on the statement itself.

Line
The line number of the statement format. This is filled in automatically by the program. A pointer always points to the current line. The line number is only visible when printing the

format layout, not when processing on the screen.

Op

The operator or command code. You can choose your operators from an on-screen window. The operator chosen determines which of the screen columns (T, B, P, L, etc) you are allowed to fill in. These are summarized in *General Program Operation* below.

G/L From

The starting value to use when printing or totaling GL accounts.

G/L Thru

The ending value to use when printing or totaling GL accounts.

T

This report utility allows up to 20 uniquely identified totals. Assign a number (1-20) for one of the functions below:

If you are printing blank lines, this is where to enter the number of lines.

The program totals the amounts in the GL account range requested with a command to 'Get G/L Accounts' (Ga), then places this amount in the total field which you assign a number (1-20) here. For any of the total commands (add, print, or clear), this field identifies which of the assigned totals (1-20) is to be operated upon.

B

In this column, you put the number (1-20) of the total field you want to use as a base to calculate percentages against when you choose the *Calculate %'s* option in GL-N Print Custom Statements. For example, if you want to show each asset account amount as a percentage of the asset total, you would put the number you have assigned to the asset total into the **B** column.

The **B** column also serves the purpose of holding the sum of the amounts when using an **At** (Add to Total) command.

P

If the command in the **Op** field is **Ga**, this field determines whether the accounts are to printed on the statement or not. This gives you the option of reading GL accounts into your statement without printing all of them. Enter a *Y* or *N.*

L

If you choose to print only one category of account amounts (e.g. current amounts only) when you run GL-N Print Custom Statements, then use this column to enter the locations where the fields will print on the statement. The program controls the column layout if more than one category is selected for a report (e.g. current amounts and 1 year past amounts).

You can use this location flexibility to print account amounts in one location and then print the total offset slightly. The locations for a single column format are based on increments of 5 character positions from left to right margin. Enter a number between 1 and 9.

$

Specifies if a dollar sign is printed before the amounts specified in the current line. Enter *Y* or *N.*

D/C

When entering a **pT** (Print Total Field) command, you must enter the debit or credit status of the total into this field. Consult your accountant to confirm this status, as it depends on the types of accounts totaled. If the total amount is opposite the expected debit or credit, it will print in brackets.

Description

Use this field to enter the text of a title or header. Account totals, when printed, can also be given a text heading.

Other operations are available in the menu listed across the bottom of your screen. These options vary as to their availability. As always, you need to watch the bottom line on your screen to know which options are currently available.

General Program Operation

To begin a new format, or to display an existing one, type the format name into the *Report Name* field. You can lookup existing formats by pressing F2 (or by clicking on the *Lookup* button).

If this is a new format, the **Mt** (Main title) must be placed on line 1. Use this command as the first line of your report format.

The line pointer (>) is placed on the first line for editing. Pop-up menus and the function key definitions at the bottom of the screen keep you informed of your options at all times. The **Op** command window appears every time you begin a format line. Note that these commands are not on-screen editing commands; they are used to tell the report program how the identified totals and accounts will be handled in your report. The window options are as follows:

tO - top Of form

Go to the top of the next page.

Mt- Main title

The statement's main title. This is only allowed once within the format and is always the first line.

pH- print Header

Print a format header line.

Ga- Get G/L accounts

Get a specific account or group of accounts and print them and/or total them.

At- Add to total

Add one total field to another. Generally used to keep track of running totals or subtotals.

pS- print Single line

Print a single dashed line (--------------).

pD- print Double line

Print a double dashed line(=========).

pB- print Blank line

Print blank lines; you specify a number of lines in the **T** column.

pT- print Total field

This command will print a total that has been accumulated from the G/L account records or from the *Add Total* command.

Ct- Clear total field

Sets an assigned total to zero if you need to reuse it.
With each command you use a different combination of the screen columns to specify the parameters for the command. During format entry, the cursor only goes to the columns needed for the current command. For example, only the 'Get G/L Accounts' command used the *G/L From/Thru* column; the main title column does not use a **$** option.

Each time you complete a format line, the program prompts you to save it. Then use thee arrow key to move down to the next blank line and click Add to add a new line. Once you are finished with one statement format, you must press <Esc> (or click on the *Exit* button) to exit the program before entering another format. This updates the format file and assures you of later access to the format.

Sample Formats
To give you an idea of how this format specification works, simple examples will be presented, with the steps involved and the underlying reasons detailed. The three sample formats shown in this section take you from a very simple to a reasonably complex format.

The following is the format for a simple financial statement, a *Trial Balance.* Try to enter this statement yourself to get a feeling for the program. The two sample formats following this one (BAL and INCOME) are also included so you can print or modify them if you choose.

Trial Balance Format
This format consists of 6 different lines. After entering each line, you must save the line.

LINE 1: This is the title of the format. This will always print along with the company name and date at the top of each statement page.
Choose the **Mt** option from the *Operations* menu.

Type the words **Trial Balance Report** in the *Description* column. Note how this program places the cursor only where you can make a legal entry for the chosen command.

LINE 2: This is a header line. It will be printed starting in the leftmost position, specified by the 1 in the *Location* column.

Choose **pH** from the *Operations* menu.

Type a **1** into the **L** field.

Type the words **TRIAL BALANCE ACCOUNTS**: into the *Description* column.

LINE 3: Prints 1 blank line. The number of blank lines printed is specified in the **T** column.

Choose **pB** from the *Operations* menu.

Type a **1** (for 1 blank line) into the *T* column.

LINE 4: Prints the GL accounts starting with account number 10000 and ending with number 22300, inclusive. The amounts printed (P=Y) will be summed into the total field 1 (T=1). Any percentages to be calculated will use this assigned total as a base (B=1). Because the statement printing program (GL-N, Print Custom Statements) offers the option of calculating percentages, you must set up a percentage base here. Each item will print starting in the leftmost column (L=1), and no dollar sign ($=N) will be printed. There is no ***Description*** because the descriptions entered in the chart of accounts will be used.

Choose **Ga** from the *Operations* menu.

Type **10000** into the *G/L From* column.

Type **22300** into the *G/L Thru* column.

Type **1** into the *T* column.

Type **1** into the **B** column.

Type **Y** into the P column. This prints the account amounts.

Type **1** into the L column. This prints into the first column space on the statement.

Type **N** into the *$*column.

LINE 5: Prints a double line before the total (========). This will be printed at column location 1 (L=1).

Choose **pD** from the *Operations* menu.

Type a **1** into the L column.

LINE 6: Prints the assigned total 1 (T=1) using itself as a calculation base (B=1); the percentage will always be 100 (the Income Statement later in this section shows a more complex use of the calculation base column). The assigned total 1 is specified to print in column location 1 (L=1), with no dollar sign ($=1), and the heading to be printed is **Trial Balance Total.**

Choose **pT** from the *Operations* menu.

Type a **1** into the *T* column.

Type a **1** into the **B** column.

Type a **1** into the L column

Type an **N** into the $ column.

Type a **C** into the D/C column.

Type the words **Trial Balance Total:** into the *Descriptions* column.

Balance Sheet Format
The following is a slightly more complex statement, a balance sheet. If you still have your test company available, you can view this report format by requesting report BAL. Notice that only ten lines can display at one time. Use the up and down arrow keys to move the line marker to the line you wish to view or edit.

Note how in line 7 the total field 1 is cleared (**Ct**) so that it can be used for another account total, after the current account total has been printed in line 5.

In line 13, the *Add Total* command adds the total identified in column **T** (1) to the total identified in column **B** (2), and the sum is retained in column **B**. Then total 1 is cleared in line 14. Total 2 saves the total *Liabilities*, so that it can be added later to the *Owner's Equity* total. Lines 13 and 14 demonstrate how you can reuse total 1 for each account and accumulate the sum of all these totals in the total 2 field.

Adding the *Liability* and *Owner's Equity* is done by the *Add Total* command in line 20, where total field 1 (which was cleared and now is being used for the *Owner's Equity* total) is added into total field 2 (containing the *Liability* total).

In line 23, total field 2 is printed. This prints *Liabilities + Owner's Equity*, to complete the balance sheet.

The method of using one total field over and over, emptying it, so to speak, into other total fields which are holding the totals you wish to keep is a useful way to limit the number of unique operations in your format.

Income Statement Format
Finally, the most complex statement yet, an income statement. If you still have your test company, you can see this statement format by requesting INCOME. Notice the similarities between this statement and the earlier balance sheet.

In this format, the GL account amounts that are read into total fields 1 and 2 (income totals and expense totals) are all added into total field 3, which is then used as both the net total and as the calculation base for percentages. In other words, this statement will show income and expenses as percentage of net income.

Whether you keep one total field and add all the others into it or keep multiple totals will depend on the kind of statement you are trying to create.

NOTE: To correctly calculate the total amounts, the program will actually process the statement twice. The first time the program is calculating totals in order to print the percentages the second time through. This means you will not want to clear the field or fields you are using as a base. Be careful not to use your calculation base as a "bucket" field that you continually fill and empty.
There are also differences between this statement and the earlier ones. Notice, for example, that the totals are to be printed with dollar signs (column $). Notice also that the account amounts are printed in column location 1, the subtotals in location 2, and the net total in

location 3 (column L).

You will probably need to try to use this program a few times, print some statements, then improve your format until you are happy with it. With a little practice you will be preparing sophisticated formats that give an individualized look to your company's financial statements. You can specify specific account balances and the percentage printing option in the statement printing program (GL-N Print Custom Statements), once the report is saved. You can easily use this program for all of your statements, bypassing the standard statements in AM-E Format Standard Financial Statements.

8.4.8   AM-G Consolidate Financials

AM-G Consolidate Financials

Purpose of Program
A single copy of the system software can be used to handle multiple companies. See Using Multiple Companies for more information.

If you are using multiple companies, it is assumed that the financial data of the multiple companies is maintained independently. However, there are cases when you might need a financial statement that reflects summary figures relative to several companies. For example, if you own two related enterprises and want to keep the financial information separate, you may still want to see an income statement that incorporates the financial performance of both companies. This program allows you to consolidate company information for this purpose.

This consolidation requires that the chart of accounts structure for the two accounts be similar. One company may have additional accounts or departments; however, an account number must not be used as an asset account in one company and a liability account in another. All companies must also use the same base currency. The Multi-Currency capability does not apply to consolidated financial statements.

Both standard financial statements available through GL-F Print Financial Statements and custom financial statements can be used for the consolidated financial report. Custom financial statements are developed using AM-I Format Custom Financial Statements and printed through GL-N Print Custom Statements.

NOTE: This operation does not merge financial information for any function other than producing a report external to these companies. The financial information in each company will not be affected by running this program.

Field Descriptions

Consolidation Name
Multiple sets of companies can be stored with different consolidation names.

Last Consolidation was on

This field reflects the last date this program was used to consolidate the selected set of multiple company information.

Company Code
Displays the codes of the companies that you can use for the consolidation process.

Include
The field where you can mark the companies that you wish to consolidate.

General Program Operation
Enter a Consolidation name (either lookup an existing one or create a new one).   Highlight the companies you want to include and press Enter, an asterisk will designate that they are selected for inclusion. Pressing Enter while highlighting a selected company will deselect it. Once you have selected all the companies you ant included, click Save Consolidation Companies and confirm that the entries are correct. The program will then create an independent chart of accounts file with the consolidated account totals, which you can find in your DBAMFG or EVOERP subdirectory with a .B   company code extension. After this procedure is completed, you can go to GL-F Print Financial Statements or GL-N Print Custom Statements and answer "yes" to the prompt for printing the consolidated financial information.

8.4.9   AM-H Change GL Account Codes

AM-H Change GL Account Codes

Purpose of program
Use this program to change data from one GL account code to another. Primarily this is for people who want to re-do their chart of accounts. It eliminates having to make journal entries from the old account to the new account, and also allows one to easily clear and delete an account. It can change from an old account to a new account or it can merge two existing accounts together but the "New" account must first be created in AM-C Enter General Ledger Accounts.

General Program Operation
Enter the *Old GL Code* and the *New GL Code* and you will see the program begin processing.

If the new GL account is used in AD-A General Ledger Defaults, it must be manually changed in that program.

8.4.10 AM-I Consolidate General Ledger Detail

AM-I Consolidate General Ledger Detail

Purpose of Program

Use this program to condense ranges of GL transaction records into single, summarized records. This is used typically for certain GL accounts, such as payroll postings, in which several GL accounts are typically posted to for each employee. A large payroll could generate thousands of detail records. If you don't want this much detail showing up in your *Detailed Trial Balance* or GL journals, use this program to consolidate the detail.

You can also use this program to rid the *General Ledger* transaction file (BKGLTRAN.B*) of needless detail without actually purging valuable information. For example, if you no longer need detail beyond two years, run this program and consolidate your two years and older detail into summary data. It is strongly suggested you make a backup of your system before running this program.

The consolidation will result in a single record per GL account for each journal type within each fiscal month (as defined in AM-N Maintain GL Fiscal Periods) within the date range specified.

General Program Operation

Enter a from/thru date range and from/thru ranges of GL accounts to consolidate. Finally, you can limit by Journal type such as PR (payroll) or WO (Work Order).   The consolidation could take a while to run, depending on how many records are involved.

Audit Data

Each GL Transaction is saved with a time stamp and the User login ID of the person generating the transaction. Running this program to consolidate the transaction detail will delete this audit detail as well.

8.4.11 AM-J Archive/Purge AP History

AM-J Archive/Purge AP History

Purpose of Program

Use this program to Purge (delete) or Archive (save to archive database) or restore previously archived Accounts Payable invoices and payments for the ranges of vendors and dates specified. It is strongly suggested you make a backup of your system before running this program.

General Program Operation

First select whether to Purge, Archive or Restore previously archived information. Enter a range of vendors if desired and enter the ending date of the records to be processed. All payments through that date that did not make partial payments of any invoices and all the associated invoices and vouchers paid by those payments will be processed.   Partial payments cannot be purged or archived because it is impossible to establish a clear cutoff date. Purchase history of items will not be processed.

8.4.12   AM-K Archive/Purge AR History

AM-K Archive/Purge AR History

Purpose of Program
Use this program to Purge (delete) or Archive (save to archive database) or restore previously archived Accounts Receivable invoices and payments for the ranges of customers and dates specified. It is strongly suggested you make a backup of your system before running this program.

General Program Operation
First select whether to Purge, Archive or Restore previously archived information. Enter a range of customers if desired and enter the ending date of the records to be processed. All invoices fully paid as of that date and the associated payment, commission and other Receivables related transaction information will be processed. Shipment history of items will not be processed.

8.4.13   AM-N Maintain GL Fiscal Periods

AM-N Maintain GL Fiscal Periods

Purpose of Program
Use this program to initially define the start dates of the Fiscal months for GL posting and each year as part of AM-B Fiscal Year End Routine to define the periods for the new year.

General Program Operation
The program will automatically populate the dates with calendar months working backwards from your fiscal year start date. If you desire to change any of the period dates, either because you operate on a non-calendar month or had a short stub year as a result of change in fiscal years, then enter the desired dates. For a short year, enter the same month through all the fields in the table for that year. For example if you changed from a June 1 Fiscal Year to a January 1 date, then the short year dates would be 6/1; 7/1; 8/1; 9/1; 10/1; 11/1; 12/1 and then repeat 12/1 through the balance of the entries for that year.

8.4.14   AM-O Archive/Purge Vendor Data

AM-O Archive/Purge Vendor Data

Purpose of Program

Use this program to Purge (delete) or Archive (save to archive database) or restore previously archived data for the specified vendor(s). It is strongly suggested you make a backup of your system before running this program.

General Program Operation
First select whether to Purge, Archive or Restore previously archived information. Enter a range of vendors if desired and a range of vendor class. Then enter the ending date of the activity to consider.   Vendors with no open POs and no Payables transactions or RFQ activity after the specified date will be processed. All invoices, payments, purchase orders and RFQs for the specified vendor(s) as well as the vendor master record itself will be processed.

8.4.15   AM-P Archive/Purge Customer Data

AM-P Archive/Purge Customer Data

Purpose of Program
Use this program to Purge (delete) or Archive (save to archive database) or restore previously archived data for the specified customer(s). It is strongly suggested you make a backup of your system before running this program.

General Program Operation
First select whether to Purge, Archive or Restore previously archived information. Enter a range of customers if desired and a range of customer class. Then enter the ending date of the activity to consider.   Customers with no open SOs or RMA/Service & Repair orders and no Receivables transactions or Quote or Estimating activity after the specified date will be processed. All invoices, payments, sales orders, RMA, service orders, quotes and estimates for the specified customer(s) as well as the customer master record itself will be processed.

8.4.16   AM-Q Enter Budget Information

AM-Q Enter Budget Information

Purpose of Program
Use this program to enter Budget amounts for a range of GL Accounts.

General Program Operation
First select the range of accounts and departments to be updated. Then indicate whether the budget amounts should be copied from one year past actual with a multiplier, or if they should be based on an annual amount divided by 12. If you choose the annual amount, then during processing you will be prompted for the annual total for each account.

8.4.17 AM-R Out of Balance Report

AM-R Out of Balance Report

Purpose of Program
Use this program to identify out of balance entries in either the posted or unposted GL Transactions. This is the same report called from GL-O Print/Post General Ledger Batches in stand-alone form so it can be run without waiting for GL-O to scan all the unposted transactions.

General Program Operation
Enter a date range and select either posted or unposted transactions. Any journal grouping of transactions within the date range that does not balance when matched by date, journal type and Cus/Vend Cod and Invoice #. In some cases, the report will list entries that truly do balance but different sides of the entry list a different Customer or Vendor code or invoice number so you may need to manually eliminate such groups.

8.4.18 AM-S Archive/Purge GL Journals

AM-S Archive/Purge GL Journals

Purpose of Program
Use this program to Purge (delete) or Archive (save to archive database) or restore previously archived General Ledger Journal entries as seen in GL-B Enter/Post General Journal Trxns. Running this program has no effect on any account balances or posted transactions but only affects the Journals listed in GL-B Enter/Post General Journal Trxns that can be used to copy or reverse previously posted entries.

General Program Operation
First select whether to Purge, Archive or Restore. Next enter ranges of Journal Number, Date or Journal type and process. Only entries marked as Posted in GL-B Enter/Post General Journal Trxns will be purged or archived.

8.4.19 AM-T Archive GL Transaction Detail

AM-T Archive GL Transaction Detail

Purpose of Program
Use this program to Archive (save to archive database) General Ledger transaction entries older than 6 years past and generate a single beginning balance transaction.

General Program Operation
There are no optional selections. The date of the archive is determined by the 6 year past Fiscal Year Start Date in AM-N Maintain GL Fiscal Periods. Once archived, the transactions can be viewed in GL-C Print GL Transactions and GL-D Print Journals.

8.5 Accounting Defaults

8.5.1 Accounting Defaults

Accounting Defaults

Accounting Defaults Overview

A variety of set up options are maintained within the *Accounting Defaults* menu. These default settings are generally set up just once unless you decide to change methods of operation. Among these defaults are default GL accounts for standard system postings, beginning numbers for vouchers, journal entries, etc., forms specifications, aging parameters, and more. It is important that these defaults be set up carefully to avoid posting problems.

8.5.2 AD-A General Ledger Defaults

AD-A General Ledger Defaults

Purpose of Program

Use this program to enter or change system wide *General Ledger* default account codes, as well as to set posting controls.

Setup Tab Field Descriptions

GL Posting Defaults

You may choose not to have some types of GL transactions generated by the manufacturing system post to the General Ledger. Regardless whether GL posting occurs, the manufacturing side of the system tracks all transactions and costs and reports can be used as supporting documents to make Journal entries. If GL Posting is set to Y for any of the transaction types, the GL accounts posted to will be the System Default accounts defined later in this program unless specific Item Class GL accounts are defined in SM-C Enter Item Classes for a given Item Class and Inventory Location.

Post COGS transactions?

If this flag is set to Y, then when invoices are posted in SO-G Post Invoices a GL transaction will be posted debiting COGS and crediting Inventory for the cost of the items on the invoice. Invoice posting will make GL postings to Accounts Receivable, Sales, and Sales Tax Withheld, Commission Expense and Freight Out as applicable regardless of this flag setting.

Post PO transactions?

If this flag is set to Y, then when Purchase Orders are received in PO-C Receive Purchase Orders , a GL transaction will be posted debiting Inventory or WIP and crediting Purchase Orders Received/Not Invoiced. When the vendor invoice is entered in AP-C Enter Purchase Order Invoices , a GL transaction will be posted crediting Accounts Payable and debiting Purchase Orders Received/Not Invoiced and PO Freight In and PO Sales Tax Expense, as applicable.

Post Inventory Adjustments?

If this flag is set to Y, then adjustments to inventory made using either IN-C Enter Inventory Adjustments or IN-K Adjust Physical Levels will post a transaction between Inventory and

COGS, either debiting or crediting depending whether the inventory is increased or decreased by the adjustment.

Post WO transactions?

If this flag is set to Y, then all transactions in and out of WIP will create GL Transactions. Materials Issued to Work Orders will debit WIP and credit Inventory. Labor charged to Work Orders will debit WIP and credit the Absorbed Labor and Overhead accounts. Finished Production will credit WIP and debit inventory and any variance posting will post between WIP and WIP Variance with the debit or credit determined by whether the variance is positive or negative.

Permit use of Item Class GLs?

If this flag is set to N, then all GL posting will use the system default accounts for Inventory, COGS, Sales, WIP, and Absorbed Labor and Overhead for all postings. If this is set to Y, then the system default GL accounts can be overridden for a given Item Class and Location by making an entry in SM-C Enter Item Classes .

Fiscal Year Date

If you are on a calendar year, this would be 1/01/01, 1/01/02, etc. If you are on a non-calendar fiscal year, then this is the starting date of your year. This is automatically updated when you run AM-B Fiscal Year End Routine.

CAUTION: Once the *Fiscal Year Date* is set, it is never manually re-set. The only time you should ever make an entry in this field is during system startup.

Open Period Start Date

This is the first day of the current open period that postings will be allowed. Should you need to make a backdated entry to a period prior to this date, simply change the date here, post the entry and then change the date back.

Open Period End Date

This is the last day of the current open period that postings will be allowed.

Future Post Date Control (P/G)

P means that no transactions later than the Period End Date can be posted. A G means that Journal entries in GL-B are allowed but transactions from other modules are not.

Accounting Open Period Start Date

This is the first day of the current open period that postings to GL-B Enter/Post General Journal Trxns, AP-B Enter Vouchers and AR-C Record Payments will be allowed based on individual default settings for each program. Should you need to make a backdated entry to a period prior to this date, simply change the date here, post the entry and then change the date back.

Use Open Period Start Date in GL-B

Enter Y if you want GL-B Enter/Post General Journal Trxns to use the Accounting Open Period Start date rather than the overall Open Period Start Date.

Use Open Period Start Date in AR-C

Enter Y if you want AR-C Record Payments to use the Accounting Open Period Start date rather than the overall Open Period Start Date.

Use Open Period Start Date in AP-B

Enter Y if you want AP-B Enter Vouchers to use the Accounting Open Period Start date rather than the overall Open Period Start Date.

Default GL Account Codes
None of the GL account code fields described below can be left blank. If you do not plan to use a particular account, you should enter the same account number you will use as your *GL Clearing Account* (see below). These are the default accounts to which your transactions will be posted.

NOTE: All account codes you enter can also include a department code. We recommend confining the use of department codes to income and expense accounts. See AM-D, Enter General Ledger Departments, for a discussion of department codes.

ACCOUNTING/SALES GL ACCOUNT CODES TAB

GL Current Earnings
Current Earnings is the account where the net income/loss for the current year is posted when printing a balance sheet in GL-F Print Financial Statements or in GL-N Print Custom Statements. This is always a calculated amount without any actual posted entries in the *General Ledger* transaction file. This is an owner's equity account.

GL Retained Earnings
The income/loss for years prior to the current fiscal year are maintained in this account. When you run AM-B Fiscal Year End Routine at fiscal year end, each income and expense account for the fiscal year gets a year end entry that brings its balance down to zero, and a single corresponding entry is made to this account that represents the net income or loss for the year. Entries posted to prior years for income and expense accounts also automatically have a closing entry posted to this account.   Transactions may be posted to this account as for example a payment of profit or dividends to owners. Adjustments to prior year earnings should be posted to the appropriate income or expense account and the Retained Earnings will automatically be updated. This is an owner's equity account.

GL Clearing Account
This account is used if a GL account code is not found during a posting. You must enter a GL clearing account code. If you do not set up this account, any GL account not found during a posting will result in a transaction that will put your accounts out of balance. By using this clearing account, you can ensure that no transactions will be lost. We recommend an account number such as 99999, so that it is always at the end of your chart of accounts. It is important that this account be made a type O" account (Owner¡¦s Equity).

AP Accounts Payable
The account code for your *Accounts Payable* GL account. This is a liability account.

AP Discounts Taken
If your vendors offer discount terms on their payables, the system will post those discounts to this account. This can be either an expense or income account.

AP Deposits

The account code for advance payments of deposits to vendors. This is an asset account.

AR Accounts Receivable

The account code for your *Accounts Receivable* GL account. This is an asset account.

AR Discounts Taken

If you offer discount terms on your receivables, the system will post those discounts to this account. This can be either an expense or income account.

AR Interest Charged

If you charge your customers interest on overdue invoices, the system will post the interest to this account. This is an income account. Interest charges are made by running AR-D Charge Interest on Invoices

AR Customer Deposits

The account code for any customer deposits (prepayments) that will eventually get applied to invoices. Deposits are kept in a separate account so as not to be mingled with *Accounts Receivable*. Customer deposits can be entered through AR-N Enter/Print Sales Order Deposits or through AR-C Record Payments. This is a liability account.

SO Taxable Sales

The revenue account for taxable sales to customers. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

SO Non-taxable Sales

The revenue account for non-taxable sales to customers. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

SO Invoice Freight Out

The account you charge for freight that is invoiced to customers. This can be either an income or expense account.

SO Sales Tax Withheld

The system default account for sales tax withheld when posting customer invoices. This a liability account and can be overridden by entering a specific account in SM-E Enter Tax Codes

SO Retention

This account is only needed if you are planning on using the sales order retention billing feature. A GL account is needed to temporarily hold retention amounts when the original invoice gets posted, but the newly created sales order for the retention does not get posted. When the retention sales order finally gets posted, the dollars get credited from the retention GL account and get debited to your default AR account. This should be an asset account.

CS Agents Comm Payable

Whenever invoices or customer payments are posted that include sales commissions payable to agents, the program will credit the commission amount to the GL account entered here. A corresponding debit will be posted to the *Agents Commission Expense* account entered in the next field below. When agent commissions are transferred to Accounts

Payable through CS-D Transfer Sales Commissions, this account gets debited and your default *Accounts Payable* account gets credited. This should be set up as a liability account.

CS Agents Comm Expense
When invoices or customer payments are posted that included commissions payable to agents, this account gets debited for the commission amount. This should be set up as an expense account.

Misc Cost GL Acct for AP-C
Enter the GL Account to be suggested when entering Miscellaneous Cost associated with a Purchase Order in AP-C Enter Purchase Order Invoices

Susp Acct for Deleted COA Accounts
Prior to the 2/7/07 update, it was possible to delete an account from the Chart Of Accounts that had transaction activity more than 2 years. When the 6 year past financial history was introduced, it became necessary to run UT-K-D Recalc GL Chart of Accounts and if transactions exist for an account that no longer exists, they need to be put someplace. This account should be an Owner's Equity account, out of the range of normal account activity, such as 99998. It can not be the same as the Clearing Account.

MANUFACTURING GL DEFAULTS TAB

IN Inventory (Asset)
The default account for all on-hand inventory. This should be an asset account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

IN Inventory Cost of Goods Sold
This is the expense account that will be posted to when invoices are posted in SO-G Post Invoices or inventory adjustments are made via IN-C Enter Inventory Adjustments or IN-K Adjust Physical Levels   It can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

IN Absorbed Freight In
If you will be using the *Freight Pct* field in IN-B Enter Inventory to absorb freight into your inventory cost, this is the account to which the credit side of the entry will be posted (the debit will be to the item's *Asset* account). If you plan on absorbing all your freight into the inventory, you can contrast the month end value of this account with your actual *Freight In* account to see how close to reality your *Freight Pct* settings are. This is an expense account.

PO's Received Not Invoiced
This is a holding account for purchase orders which have been received but have not yet been invoiced. When an item gets received in PO-C Receive Purchase Orders, its expense or asset account gets debited and the *PO's Received Not Invoiced* account gets credited. When the vendor invoice is recorded in AP-C Enter Purchase Order Invoices, *PO's Received Not Invoiced* gets debited and *Accounts Payable* gets credited. This is a liability account, normally located adjacent to your *Accounts Payable* account.

PO Freight In
This is the account that registers the amount of freight vendors add to their invoices for shipping orders to you. This is an expense account.

PO Tax Expense

If you are charged tax on purchase orders, the system will post these amounts to this account. This is an expense account.

PO Purchase Price Variance
If you are using Standard Costing, then any difference between standard cost and the price on a PO will post to this account. This is an expense account.

WO Extra Costs
If you plan on entering any costs through WO-H Enter Misc/Extra Costs, this field provides GL posting with a credit entry to offset the debit entry to the WIP account of the item being manufactured. This is an accrual expense account that will ultimately be washed out when an invoice gets received and the debit expense brings the credit amount back to zero.

WO Miscellaneous Costs
If you plan on entering any miscellaneous costs through WO-H Enter Misc/Extra Costs, this field provides GL posting with a credit entry to offset the debit entry to the WIP account of the item being manufactured. This is an accrual expense account that will ultimately be washed out when an invoice gets received and the debit expense brings the credit amount back to zero. Miscellaneous costs are tied to specific routing sequences, whereas extra costs are to the work order as a whole.

WO Absorbed Labor
The *General Ledger* account for absorbed labor, normally an expense account adjacent to your direct labor expense account. As transactions are entered through WO-F Enter Labor or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production, labor costs are credited to this account and debited to the WIP account of the item being manufactured. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

WO Absorbed Fixed Overhead
The GL account for absorbed fixed overhead, normally an expense account adjacent to your fixed overhead expense accounts. As transactions are entered through WO-F Enter Labor , or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production, fixed overhead costs are credited to this account and debited to the WIP account of the item being manufactured. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes .

WO Absorbed Variable Overhead
The GL account for absorbed variable overhead, normally an expense account adjacent to your variable overhead expense accounts. As transactions are entered through WO-F Enter Labor, or posted in DC-H Post Labor Transactions or WO-N Post Labor Batches or Type L (Labor) parts are issued to Work Orders in WO-G Issue Materials or by backflushing in WO-I Enter Finished Production variable overhead costs are credited to this account and debited to the WIP account of the item being manufactured. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes

WO WIP Inventory
The GL Asset Account for Work In Process inventory. This is the system default account and can be overridden at the Item Class level by defining an account in SM-C Enter Item Classes.

WO WIP Variance

If any cost changes are made in AP-C Enter Purchase Order Invoices to a work order that has already been closed, the cost differences are posted to this account. A posting to this account will also occur to zero out the net cost in WIP when a Work Order is closed in WO-I Enter Finished Production or WO-J Close/Cancel Work Orders and has residual costs (actual costs in do not equal finished production out). This is normally an expense account that is adjacent to your *Cost-of-Goods-Sold* account.

PAYROLL GL DEFAULTS TAB

PR Vac/Sick Accrual (Liability)

The liability account to be credited when vacation or sick time is accrued and debited when Vacation or Sick time is taken by PR-D Print Payroll Checks. If this is not populated, the accrual posting will not take place and the expense account assigned to the employee will be debited when Vacation or Sick time is taken.

8.5.3   AD-B Checking Accounts Defaults

AD-B Checking Accounts Defaults

Purpose of Program

Use this program to set up the checking accounts you want to use.   You can establish up to ninety-nine different checking accounts. Specific accounts will be designated as default accounts for *Accounts Receivable*, *Accounts Payable*, and the *Payroll* module. You can also designate accounts to be inactive and control whether an account is available for selection by module - *Accounts Payable, Accounts Receivable or Payroll*. An account is defined here as a Checking Account if it will be used to collect money in *Accounts Receivable*, make payments in *Accounts Payable* or *Payroll* or if a check register is desired, regardless whether it is truly a checking account at the bank. Thus entities such as a Petty Cash Account, Salesperson credit cards (AP), and Pending Credit Card Charges (AR) can be defined here as "Checking Accounts".

When you load the program, there are two separate areas that must be set up. The default settings are displayed when the program first opens and the banks themselves that are displayed when Setup Banks is clicked.

General Program Operation

You must first define the Checking Accounts. Once the accounts have been created, you can select accounts as the default for each module.

Field Descriptions - Set Up Panks

Default Bank Account Numbers (1-99)

This is an incremental counter that is automatically set to the next available number. It is used internally by the system to link cash transaction records in Accounts Payable, Accounts Receivable and General Ledger to the appropriate account. If an account is closed, it should be set to Inactive. These numbers should not be reused.

Account Name
The Description of the GL Account will be suggested but you can type in a different descriptive name for the account. This can be any reference that helps identify the account. This is the description that will appear when bank accounts are presented for selection in pop-up windows throughout various programs.

Account Number
The actual account number at the bank. Not required unless you will be making automated ACH payments from within the program.

Routing Number
The Routing number for the bank. Not required unless you will be making automated ACH payments from within the program.

GL Account-Dept
The GL account code for this checking account. This is generally an asset account but can be a liability if you are setting up an account to used for tracking Accounts Payable Credit Card Payments..

Balance
The period ending balance of each bank account. This figure is updated by GL-J Reconcile Check Register, and should match your most recently reconciled bank statement balance.

Type
Indicate the type of account - checking, savings, petty cash, credit card. An account must be defined as a CC (Credit Card) type to be reconciled using GL-L Credit Card Reconciliation

Next Ck
The next available check number. This can be set to a higher number than 1 during your initial setup; after that, the number is incremented each time checks are printed.

CC Vendor
The vendor that is paid for a Credit Card type account

User Defined Sort
The position of this account in the list of available accounts to select from. **NOTE**: Check Register and Payment History files store only the Account Number (1-99) in the database. Once the Checking Accounts have been established and order processing has begun, use this *User Defined Sort* field to control the order in which accounts are presented for selection. Do not change the *Bank Account Number* (which is set automatically by the system) as it will affect the check register and payment history reports.

Include AP (Y/N)
Indicate whether this account should be available for selection in Accounts Payable

Default AP RTM
Indicate an RTM if this account has a different print format for AP checks than the default AP account

Include AR (Y/N)
Indicate whether this account should be available for selection in Accounts Receivable

Include PR (Y/N)
Indicate whether this account should be available for selection in Payroll

Default PR RTM
Indicate an RTM if this account has a different print format for Payroll checks than the default Payroll account

Business Status Cash Balance (Y/N)
Indicate whether this account should contribute to the Business Status Cash Balance

Active (Y/N)
If an account is designated Inactive then it will not be presented for selection on any screen but will be preserved for historical reference.

Currency
If you have Multi-Currency enabled, indicate the currency for this account.

Field Descriptions - Defaults

Default Bank Account Numbers (1-99)
Designate the default account number for each module. This is the Account Number (1-99) and not the User Defined Sort.

Default Print Format (AP & PR)
Designate the default check printing format. If a Bank Account specific format is entered, it will override this selection.

8.5.4 AD-C Accounts Payable Defaults

AD-C Accounts Payable Defaults

Attach Notes from AP-A
If you choose to disable the Purchase Order feature to pull vendor notes entered in AP-A into sales orders, set to N. Blank or Y means that the feature is enabled.

Include Beg/End Balance in AP-G
If this is set to N then AP-G Print Pro Forma Check Register will only list the checks to be paid and not the checking account beginning and ending balances.

Remove Frgt & Tax from Discount (Y/N)
If this is Y then the calculated terms discount in AP-E Print Vouchers/Invoices Due by Date and AP-H Print Checks will exclude the freight and tax for invoices entered using AP-C Enter Purchase Order Invoices

Default Search Key in AP-A Opening List
This controls the sort order of vendors on the AP-A Enter Vendors opening list screen. Click Lookup and choose the desired index.

Print report for more than 13 invoices per check?

If set to Y, then AP-H Print Checks will not void checks to list invoices when there are more than 13 invoices per check, but will print a report listing the invoices at the end of the check run.

Use Inv Date as Post Date in AP-B

If this is Y, then AP-B Enter Vouchers will pull the Invoice Date into the field for the suggested GL Post Date. If N or blank, today's date will be suggested.

Print Check in English/Spanish (E/S)

If this is E or blank, the text of the check amount will print in English. If S then it will print in Spanish.

Use Job or Customer Code in AP-B (J/C)

J means that AP-B Enter Vouchers can associate a voucher with a Job Number as entered in SM-P-F Enter Jobs. C means that vouchers can be associated with Customers.

Use Open Period Start Date in AP-B

Enter Y if you want AP-B Enter Vouchers to use the Accounting Open Period Start date rather than the overall Open Period Start Date.

Prevent Creating new Vendors in AP-B

Enter Y if you want to prevent AP-B Enter Vouchers from creating new vendors on the fly

AP-H Export Program Name

If you have a custom program for generating an ACH file to submit to the bank for ACH vendor payments enter the program name here and AP-H Print Checks will call the program and generate the ACH file.

AP-C Update Last Cost when changing price

If set to Y a price change in AP-C Enter Purchase Order Invoices will update the inventory Last Cost

AP-C/AP-B Enable Vendor Invoice Links

Y allows assigning linked documents to invoices. A will prompt when a link has not been assigned

AP-H ePay and ACH to use ACH numbers

If set to Y AP-H Print Checks will pull from the "next" ACH number for both ePay and ACH payments

Aging Periods (Periods 1-5)

You can establish up to five different aging periods, used when printing aging reports through AP-I Print Aging. Defining these aging periods will allow you to view, sort, and print out invoices/vouchers that are over 30 days old, etc. The first aging period should always be set to 0 days in order to include all vendor invoices. These defaults can be changed on-the-fly when printing aging reports.

9   Payroll

9.1   Payroll

Payroll

Overview
The *Payroll* module is designed to speed up and simplify your payroll tasks and to make sure that payroll information is properly posted to the appropriate journals. You can enter new employee records, change existing records, enter standard deductions or user-defined deductions, print your payroll checks, void payroll checks, and pay your withholding liability through *Accounts Payable*. You can maintain separate payroll divisions with different payroll defaults. You can also maintain a history of previous payrolls. If you are using the *Work Orders* or *Data Collection* module, you can collect direct labor hours through WO-F Enter Labor , Data Collection, or WO-M Batch Labor Entry and post those hours into *Payroll* (through WO-L-E Print/Post Labor to Payroll) to avoid double entry.

9.2   PR-A Enter Employees

PR-A Enter Employees

Purpose of Program
Use this program to add new employee records or change current ones. You can also use the program to indicate which employees have been terminated so they get excluded from PR-B Enter Pay Info and various reports.

Note: The Employee file for Payroll and the Employee file for Labor Reporting in work orders are not the same file. If a new employee has been added in SM-G Enter Employees but not entered into the payroll file, then when starting this program you will be so advised so that you can enter the employee into payroll and therefore maintain the integrity of the employee numbers between the two files.

Field Explanations

MAIN SCREEN

Employee No
The employee number. You must assign this number; it is not assigned automatically. This is a 4 digit numeric field. (If you are implementing commissions for your salespeople, you will use this number as the salesperson number as well.)

Division
The employee payroll division (4-character alphanumeric field). If you have groups of employees that require different default information, you can set up multiple defaults by creating payroll divisions. For example, you may have employees in different states and

these states have different deduction requirements for state taxes or disability. You could set up one division for each state and assign the proper values for all employees in that state.

Another use of division is to reflect the employees associated with GL departments that are used as profit/cost centers. In this case, you can create divisions that match your GL department numbers.

You can set up divisions to reflect the different pay periods that you use to run payroll; for example, biweekly vs. weekly pay periods. Payroll divisions are processed one-by-one in PR-B Enter Pay Info.

Before using PR-A, Enter Employees, you must set up at least one division using PR-M Payroll Defaults. Even if you are not going to group your employees using multiple divisions, you must set up at least one division, for every employee must be assigned to a payroll division.

Shift
The shift number this employee is assigned to. This field is used by the Data Collection module to determine which breaks and buffers apply.

Terminated?
If this employee has been terminated, enter a Y in this field. This will exclude the employee from being included in PR-B Enter Pay Info.

Termination Date
The date a terminated employee was terminated

Allow Clock Multi-Jobs
If this employee will be posting Work Order labor using Data Collection, indicate whether or not simultaneous clocking into more than one Work Order is allowed.

Name: First / MI
The employee's first name and middle initial. This is a 25 character alphanumeric field.

Name: Last
The employee's last name. This is a 25 character alphanumeric field

Address: Street
The employee's street address. This is a 30 character alphanumeric field.

Address: City/St/Zip
The employee's city, state and zip code. This is a 25 character alphanumeric field.

Telephone - Home
The employee's telephone number. This is a 15 character alphanumeric field.

Telephone - Mobile
The employee's cell phone number. This is a 15 character alphanumeric field.

Telephone - SOS
The employee's emergency contact number. This is a 15 character alphanumeric field.

Contact
The name of the employee's emergency contact person

Social Security No
The employee's social security number. This is an 11 character alphanumeric field.

Birth Date
The employee's birth date.

Start Date
The date the employee started work.

Benefits Date
The date the employee becomes eligible to receive benefits, such as vacation and sick pay.

Pay Type [H/S/C]
H = Hourly, S = Salaried, C = Commissioned

Regular Payrate
The regular pay amount per hour (if hourly) or per pay period (if salaried) for this employee.

Overtime Payrate
The overtime payrate should use the same criterion as the regular payrate (hourly or by pay period) for reflecting an overtime payrate amount.

Holiday Payrate
The payrate for holiday pay, entered as an hourly amount if the employee is hourly, or the per period amount, if the employee is salaried.

Last Paid
The date of the last payroll check for this employee.

Direct Deposit
Enter Y if this employee is Direct Deposit and should get a printed stub instead of an actual check.

Marital Status [S/M/H]
The employee's marital status. Values are M (Married), S (Single), H (Single Head of Household).

Federal Exemptions
Number of federal income tax exemptions claimed on the employee's W-4 form. If the employee is exempt from federal income tax, enter 99 in this field.

Additional Federal WH
The additional amount (expressed as a positive number), to be withheld from the employee for federal taxes (from form W-4).

State Exemptions
Number of state income tax exemptions. If the employee is exempt from state income tax or if you have no state income tax, enter 99 in this field.

Additional State WH
The additional amount (expressed as a positive number), to be withheld from the employee's pay for state taxes. The default is 0.00.

Special State Amount #1
The number of special state tax exemptions the employee is entitled to, if your state has them.

Special State Amount #2
Special state amounts. This amount is required by certain states for the state tax calculation routine.

WC Rate (Employee)
Workman's Compensation cost per hour (in Oregon, per day) deducted from the employee's pay. This does not apply to California.

WC Rate (Employer)
Workman's Compensation cost per hour (in Oregon, per day) charged to the employer. This does not apply to California.

Exempt from SDI?
The state disability insurance exemption. If the employee is exempt from state disability deductions, then enter Y; if not, enter N. If SDI is not used in your state, enter a Y.

Employee Job Position
The position in the company held by this employee

Sync PR Master with JC Master?
For employees who will also be used to report Labor to Work Orders, indicate Y to synchronize non-pay rate information with the Work Order/Job Cost employee file. Enter $ to also maintain synchronization of pay rates.

STD & MISC DEDUCTIONS SCREEN

Federal Income Tax
The amount of federal income tax withheld quarter to date and year to date.

FICA (SS)
The social security portion of FICA withheld quarter to date and year to date.

FICA (Med)
The Medicare portion of FICA withheld quarter to date and year to date.

State Income Tax
The amount of state income tax withheld quarter to date and year to date.

SDI
The amount of state disability insurance premiums withheld quarter to date and year to date.

Workers Comp
The amount of workman's compensation insurance cost withheld from the employee quarter to date and year to date. This does not apply to California.

MISC & SPCL DEDUCTIONS
The *Miscellaneous* and *Special* deductions are on-the-fly deductions that can be entered during PR-B Enter Pay Info. They are used for special situations not covered by the standard

and user-defined deductions.

Misc

A taxable amount which can be deducted from the employee's paycheck each pay period. The *Misc* deduction can be used in addition to or instead of the standard deductions created in PR-M Payroll Defaults.

Spcl

A taxable amount which can be deducted from the employee's paycheck each pay period. This deduction is identical in function to the *Misc* deduction above and gives you an additional deduction, should you need one. The *Spcl* deduction can be used in addition to or instead of the standard deductions created in PR-M Payroll Defaults.

Last Descrip

When the *Miscellaneous* and *Special* deductions are entered during PR-B Enter Pay Info you can give them a description on-the-fly. The last description used is displayed in this field.

Last Amt

The last amount when either of these on-the-fly deductions were entered for this employee.

Last GL Account

When these deductions are entered through PR-B Enter Pay Info, you specify a GL account to charge them to. The last GL account used is displayed in this field.

QTD Total

The total amount of the deduction quarter-to-date.

YTD Total

The total amount of the deduction year-to-date.

USER-DEFINED DEDUCTION SCREEN

Payroll allows you to establish up to 15 user-defined deductions per payroll division through PR-M Payroll Defaults. The quarterly and year-to-date information maintained on these deductions are explained as follows.

Deduction No

The number of the user-defined description as established in PR-M Payroll Defaults. This number can be any number between 1 and 15. This field is for reference only.

Description

The name of the user-defined deduction as established in PR-M Payroll Defaults. This field is for reference only.

Pre-Tax?

If the deduction is set up in PR-M Payroll Defaults as a *pre-tax* deduction, there will be a *Y* in this field. Also, the items in the *Exempt from* section to the right of this field will contain *Y* or *N* values indicating which standard deductions this user-defined deduction is exempt from. If the *Pre-Tax?* field is set to *N*, the *Exempt from* section will be blank. This field is for reference only.

"Exempt from" Section

If the deduction's *Pre-Tax?* field is set to *Y*, the fields in this section (Fed Inc Tax, FICA (SS),

FICA (Med), FUTA, State Inc Tax, SUTA, SDI, Workers Comp) will contain *Y* or *N* values indicating which standard deductions this deduction is exempt from. If the *Pre-Tax?* field is set to *N*, these fields will be blank. These fields are for reference only.

"Employee Portion" Section
To the right of *Employee Portion* is a field showing the *type* of deduction for the employee portion as set up in [PR-M Payroll Defaults](), which can be one of the following. This field is for reference only.

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Deduction Amount
The amount or percentage to be deducted each payroll, according to the *type* defined above.

Pay Period $ Limit
The maximum dollar amount that can be deducted per pay period.

Annual $ Limit
The maximum dollar amount that can be deducted per year.

Deducted QTD
The amount deducted from the employee quarter-to-date.

Deducted YTD
The amount deducted from the employee year-to-date.

"Employer Portion" Section
To the right of *Employer Portion* is the *type* of contribution for the employer portion as set up in [PR-M Payroll Defaults](), which can be one of the following. This field is for reference only.

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Matching Percentage

Deduction Amount
The amount or percentage to be contributed by the employer each payroll, according to the *type* defined above.

Pay Period $ Limit
The maximum dollar amount that can be contributed per pay period.

Annual $ Limit
The maximum dollar amount that can be contributed per year.

Contribution QTD

The amount contributed by the employer quarter-to-date.

Contribution YTD
The amount contributed by the employer year-to-date.

VACATION/SICK PAY SCREEN

VACATION ACCRUAL

Accrual Method
Indicate whether vacation and sick time are to be accrued based on a percentage of hours worked (P) or a fixed number of hours (H)

Accrual Rate (If Percentage)
This figure, multiplied by the hours worked, determines the number of vacation hours accumulated during the pay period. Calculate this figure as follows.

(No days per year vac rec'd x number work hrs per day)/2080

2080 represents the number of work hours per year. As an example, if two weeks a year are accumulated, the figure would be (10 x 8)/2080, or .03846154. This figure represents the vacation time accumulated per hour worked.

Accrual Hours (If fixed number of hours)
This is the number of vacation hours to be accrued per pay period, month, or year as indicated below.

Accrue by [P/M/Y]
Whether vacation accrual should occur each pay period, monthly, .or once per year

Limit
The maximum number of vacation hours allowed for this employee per year.

Hours Due
The number of unpaid vacation hours accumulated to date.

Next Accrual Date
The maximum date that vacation should next be accrued. This will automatically advance by either the pay period, a month or a year depending on the frequency of accrual defined.

SICK PAY ACCRUAL
The logic for Sick Pay accrual is identical to that of vacation pay.

PAY CATEGORIES SCREEN
In this section you can assign the General Ledger accounts for the seven standard categories of income (regular, overtime, doubletime, holiday, commission, vacation, and sick pay), as well as three user defined income categories for this employee's payroll division. Defaults can be set up for these income categories for each payroll division through PR-M Payroll Defaults.

Each income category requires entry of a General Ledger expense or liability account. For non-direct labor employees, this will be an expense account. If you are debiting direct labor to work-in-process and crediting an *Accrued Payroll* account in labor transactions made in the

Work Orders module, then this account should be the expense account for *Accrued Payroll*.

Regular
The GL account that regular (non-overtime) pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Overtime
The GL account that overtime pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Doubletime
The GL account that doubletime pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Holiday
The GL account that holiday pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Commission
The GL account that any commission income for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Vacation
The GL account that any vacation pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

Sick
The GL account that any vacation pay for this employee is to be charged. To the right of this field are displayed the quarter-to-date and year-to-date hours and dollar amounts for this income category.

User-Defined Categories
Three user defined income categories can be set up through PR-M Payroll Defaults for this division. You will see their titles in the far left column, and to the right of the titles you can enter their respective GL accounts.

User-Defined Category Pay Rates
If you are using any of the three user-defined income categories, you can enter the respective pay rates for them in the *Category 1*, *Category 2*, or *Category 3* fields.

BANK INFO SCREEN
Use this screen to enter employee account and routing information for NACHA file for direct deposit submittal

2020 W-4 SCREEN

Use this screen to enter the additional information from the new W-4 form beginning in 2020. If you are using the 2020 or later W-4 do not enter Federal Exceptions or Additional Federal Withholding on the main screen.

General Program Operation

Adding a New Employee Record

Before using this program, make sure you have defaults set up for your various payroll divisions in PR-M Payroll Defaults. If you are cutting over from another payroll system at mid-year, be sure and read *Changing Payroll in Mid-Year*, below.

The opening screen presents a list of employees. To add a new employee, click on the *Add* button (or press <Insert>). You are then taken to the main screen.

Enter the new employee number and then assign the employee a division code. You can select a division by clicking on the lookup icon or button (or by pressing F2).

Once the division code is assigned, complete the rest of the fields on the screen. Refer to *Field Explanations* above for details. You can enter the fields in sequential fashion or you can use the mouse to click on any field you wish.

Four additional screens must be entered to complete the employee setup and are described in the next sections.

At any point you can save the employee record by clicking on the *Save* button (or by pressing F10). Once the record is saved you are returned to the opening screen where you can add another employee record or you can click *Exit* (or press <Esc>) to return to the Payroll menu.

Entering Standard and Misc/Special Deductions

From the main screen click the *Std/Misc Deds* button to access a screen that lists the standard federal and state deductions (with QTD and YTD amounts) or to set up the *Miscellaneous* and/or *Special* deduction, if applicable (see *Field Explanations* above for details).

When you are finished with this screen, click the *Main Screen* button to return to the main screen.

Entering User-Defined Deductions

User-defined deductions are set up in advance for each payroll division through PR-M Payroll Defaults. To enter user-defined deductions for this employee, from the main screen click the *User-Defined Deds* button. The user-defined deductions will be displayed in a scrolling window. With your mouse or arrow keys, highlight the deduction you wish to enter and click on it or press <Enter>.

You are then presented with a screen that displays the tax status of the deduction in the header section and allows entry of the employee and employer (if applicable) portions of the deduction in the lower portion of the screen. Refer to *Field Explanations* above for details.

When you are finished making your entries, click on the *Back to list* button to get back to the list of deductions. From the list you can either select another deduction for entry, or you can click on the *Main Screen* button to return to the main screen.

Entering Vacation and Sick Pay

To enter vacation and sick pay accruals and limits for this employee, from the main screen click on the *Vac/Sick* button. You will be presented with an entry screen. See *Field Explanations* above for details.

When you are finished with your entries, click on the *Main Screen* button to return to the main screen.

Entering Pay Categories
In the Pay Categories screen you will enter standard and user-defined payrates and GL Codes for various categories of income. To get to this screen, from the main screen click on the *Pay Categories* button.

Set up each of the pay categories that are applicable. See *Field Explanations* above for details. When you are finished with your entries, click on the *Main Screen* button to return to the main screen.

Changing an existing Employee Record
To change an existing employee record, from the opening screen use your mouse or arrow keys to highlight an employee in the scrolling window. Employees are listed in employee number order; however, you can click on the *Chg Search Key* button to change the sort to employee name.

Once the name is highlighted, you can click on it or press <Enter> or click on the *Edit* button to bring you to the main screen for that employee.

If you know the employee's number, a more direct way of bringing up that employee's record is click on the *Find* button and enter the employee's number in a pop-up window.

Once the employee record is displayed, you can click on any of the fields on any of the screens. From the main screen click on the *Save* button (or press F10) to save your changes. You will be returned to the opening screen where you can select another employee record for editing or you can exit back to the Payroll menu.

Deleting an Existing Employee Record
You may not delete an employee record in this program. If you enter Y at the *Terminated?* field, the employee will no longer be presented when processing payroll through PR-B Enter Pay Info. Employee records are maintained on file even after termination as a historical record.

Pay History Inquiry
From the main screen a simple pay history inquiry is available by clicking the *Pay History* button. In a scrolling window you will see a listing of this employee's payroll dates, check numbers, hours, gross pay, and net pay. For more detailed history, see PR-I Print Pay History.

Changing Payroll in Mid-Year
If you are cutting over from another payroll system during the year instead of at the beginning of the calendar year, quarter-to-date and year-to-date balances must be entered for all applicable income categories and deductions in order to be able to process quarterly reports and end of year forms such as W-2's.

Even though deductions and income categories screens within this program allow you to directly enter quarter-to-date and year-to-date balances, we do not recommend this method because it only creates summary records without corresponding detail records in the payroll

history file.

The preferred and recommended method is to run one dummy payroll for each quarter of the current year that is completed (using the last payroll date of the quarter as the dummy payroll date), plus one dummy payroll with quarter-to-date information for the current quarter (using the last payroll date as the dummy payroll date). When process these dummy payrolls in PR-B Enter Pay Info, you will manually force the various deductions to agree with the records from your previous payroll system.

This method creates one history record per quarter for each employee and updates the quarter-to-date and year-to-date information that you see on the various screens within this program.

9.3   PR-B Enter Pay Info

PR-B Enter Pay Info

Purpose of Program
Use this program to enter payroll information prior to printing payroll checks. This is the first step in the normal payroll procedure. The second is to run PR-C Print Payroll Register and the third is to run PR-D Print Payroll Checks.

Field Explanations

MAIN SCREEN

(Employee Number and Name)
The employee number and full name from the employee file. These fields are not labeled.

Div
The employee's division as set up in PR-A Enter Employees.

PAY TYPES

Regular
The regular pay hours, rate, and gross pay amount (rate x hours).

Overtime
The overtime pay hours, rate, and gross pay amount (rate x hours).

Double
The double time pay hours, rate (regular rate x 2), and gross pay amount (rate x hours).

Holiday
The holiday pay hours, rate (default set by regular rate), and gross pay amount (rate x hours).

Commission
Any commission pay amount. This also reflects any commissions transferred through CS-D Transfer Sales Commissions.

Vacation

The vacation pay included on this paycheck in hours, rate, and gross pay amount (rate x hours).

Sick

The sick pay included on this paycheck in hours, rate, and gross pay amount (rate x hours).

User Defined Pay Types (3)

Up to three user defined income categories can be defined for each division through PR-M Payroll Defaults. If so, you will see their titles displayed underneath the standard pay types. You can enter hours and pay rates and the program will calculate the pay amount.

Total Hrs

The total hours of all income categories combined for this payroll.

Gross Pay

The total payroll amount before any deductions are calculated.

Net Pay

The calculated net pay for this paycheck reflecting gross pay less all deductions.

Days in Period

The number of days worked during the payroll period. This field will default to the days associated with the *Pay Period* selected for this division through PR-M Payroll Defaults. This field affects the way certain tax deductions are calculated.

PAYCHECK SUMMARY

This section of the main screen is organized into two columns and provides a summary of the paycheck. The right hand column lists the *Gross Pay* at the top and the *Net Pay* at the bottom. Listed in the left hand column are each of the standard deductions and the summary of the user-defined deductions.

USER-DEFINED DEDUCTIONS SCREEN

Deduction No

The number of the user-defined description as established in PR-M Payroll Defaults. This number can be any number between 1 and 15. This field is for reference only.

Description

The name of the user-defined deduction as established in PR-M Payroll Defaults. This field is for reference only.

Pre-Tax?

If the deduction is set up in PR-M Payroll Defaults as a *pre-tax* deduction, there will be a *Y* in this field. Also, the items in the *Exempt from* section to the right of this field will contain *Y* or *N* values indicating which standard deductions this user-defined deduction is exempt from. If the *Pre-Tax?* field is set to *N*, the *Exempt from* section will be blank. This field is for reference only.

"Exempt from" Section

If the deduction's *Pre-Tax?* field is set to *Y*, the fields in this section (Fed Inc Tax, FICA (SS),

FICA (Med), FUTA, State Inc Tax, SUTA, SDI, Workers Comp) will contain *Y* or *N* values indicating which standard deductions this deduction is exempt from. If the *Pre-Tax?* field is set to *N*, these fields will be blank. These fields are for reference only.

"Employee Portion" Section
To the right of *Employee Portion* is a field showing the *type* of deduction for the employee portion as set up in PR-M Payroll Defaults, which can be one of the following. This field is for reference only.

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Deduction Amount
The amount or percentage to be deducted each payroll, according to the *type* defined above. This field is for reference only.

Pay Period $ Limit
The maximum dollar amount that can be deducted per pay period. This field is for reference only.

Annual $ Limit
The maximum dollar amount that can be deducted per year. This field is for reference only.

Deducted QTD
The amount deducted from the employee quarter-to-date. This field is for reference only.

Deducted YTD
The amount deducted from the employee year-to-date. This field is for reference only.

Deduction this paycheck
The amount to be deducted on this paycheck.

"Employer Portion" Section
To the right of *Employer Portion* is the *type* of contribution for the employer portion as set up in PR-M Payroll Defaults, which can be one of the following. This field is for reference only.

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Matching Percentage

Deduction Amount
The amount or percentage to be contributed by the employer each payroll, according to the *type* defined above. This field is for reference only.

Pay Period $ Limit
The maximum dollar amount that can be contributed per pay period. This field is for

reference only.

Annual $ Limit
The maximum dollar amount that can be contributed per year. This field is for reference only.

Contribution QTD
The amount contributed by the employer quarter-to-date. This field is for reference only.

Contribution YTD
The amount contributed by the employer year-to-date. This field is for reference only.

Contrib. this paycheck
The amount to be contributed by the employer for this paycheck.

STANDARD & MISC DEDUCTIONS SCREEN

STANDARD DEDUCTIONS

Fed Inc Tax
The amount of federal income tax withheld on this paycheck.

FUTA
This is not an employee deduction, so there will be no entry in the *WH Amount* column, but you will see the employer's expense displayed in the *EC Amount* column.

FICA (SS)
The social security portion of FICA withheld on this paycheck. You will see the employer's portion displayed in the *EC Amount* column.

FICA (Med)
The Medicare portion of FICA withheld on this paycheck. You will see the employer's portion displayed in the *EC Amount* column.

St Inc Tax
The amount of state income tax withheld on this paycheck.

SUTA
This is not an employee deduction, so there will be no entry in the *WH Amount* column, but you will see the employer's expense displayed in the *EC Amount* column.

SDI
The amount to be withheld for state disability insurance from the employee.

Workers Comp
The amount of workman's compensation insurance withheld from the employee, if applicable in your state. (Rate x hours or days) The employer's portion is displayed in the *EC Amount* column.

OTHER DEDUCTIONS

(Miscellaneous Deduction)
The *Miscellaneous* deduction is an optional on-the-fly deduction that can be used for special situations such as reimbursing an employee. The description is entered each time the

deduction is entered. This field is the first of the two fields in the *OTHER DEDUCTIONS* section.

WH Amount
The amount of the *Miscellaneous* deduction to be withheld this paycheck.

GL Account
The GL account to which the *Miscellaneous* deduction is to be charged.

(Special Deduction)
The *Special* deduction is an optional on-the-fly deduction that can be used for special situations such as reimbursing an employee. The description is entered each time the deduction is entered. This field is the second of the two fields in the *OTHER DEDUCTIONS* section.

WH Amount
The amount of the *Special* deduction to be withheld this paycheck.

GL Account
The GL account to which the *Special* deduction is to be charged.

General Program Operation

Adding New Payroll Records
The opening screen offers a list that displays existing payroll records by employee and a listing of active employee names for those who do not yet have payroll records created. Payroll records get created when labor gets posted to payroll via WO-L-E Print/Post Labor to Payroll or PR-K Print/Post Time Cards, as well as from this program. Payroll records are marked in the *P* column with a *C* if a payroll record exists but has not been processed for payment, and are marked with a *P* if the payroll record has been processed for payment. The right column indicates D if the employee is Direct Deposit or M if the employee will get a printed check based on the setting in the employee master record in PR-A Enter Employees. This can be changed for this payroll only by highlighting an employee and clicking the D/M button.

The first step in running this program is to "tag" those employees for whom you wish to process payroll records. Various tagging options are available. Tagged employees are marked with a checkmark in the far left column.

If you wish to tag all your active employees, click on the *Tag All* button. If you wish to tag employees within a certain division, click on the *Tag Division* button and you will be prompted for a division. If you wish to tag a single employee, use your mouse or arrow keys to highlight the employee, then click on it (or press <Enter> or click the *Tag/Untag One* button.

Once employees are tagged for processing, the next step is to pay them. You have three choices. If you want to pay all employees but wish to review and/or edit their records, click on the *Pay All (review each)* button. If you want to pay all employees but have no need to review nor edit any of their records, click on the *Pay All (no review)* button. If you want to pay one employee at a time, use your mouse or arrow keys to highlight the employee, then click on the *Pay One* button.

You are now taken to the main screen where current and default payroll information is shown for this employee. From this screen you can change the employee's pay amounts, user-

defined deductions, or standard deductions.

Entering Pay Amounts

To enter or change pay amounts, click on the *Pay Amounts* button. The cursor will move to the *Regular* field in the *PAY TYPES* column. Enter hours and/or pay rates in all the applicable income categories. At any point when are completed you can click on the *Pay Amounts Done* button or you can continue pressing <Enter> until the cursor returns to the *OK to save?* field.

While entering pay amounts the program allows entry to the *Days in period* field. The value in this field defaults to the number of days associated with the *Pay Period* defined for this division through PR-M Payroll Defaults. You might, however, want to change the number of days if you are also including vacation pay or extra pay days on the check. The program calculates taxes based on the number of days. Therefore, if the pay amount is for more than the normal number of days in the pay period, you should change the number of days to the correct number. If you do not, then the incorrect tax amount will be withheld from the employee's pay.

Entering User-Defined Deductions

To enter or change user-defined deductions, click on the *User-Defined Deds* button. You will then be presented with a list of deductions in a scrolling window. Use your mouse or arrow keys to highlight the deduction you wish to enter, then click on it or press <Enter>.   You will then be presented with an entry screen where you can enter or change the employee deduction and/or the employer's contribution (if applicable). When finished, click on the *Back to list* button to return to the list of deductions from which you can select another deduction for entry or click on the *Main Screen* button to return to the main screen.

Entering Standard and Miscellaneous Deductions

To enter or change the standard and miscellaneous deductions, click on the *Std/Misc Deds* button. You will be presented with an entry screen that allows you to edit any of the standard federal and state deductions.

You can also to enter an on-the-fly miscellaneous or special deduction. You must enter a description, amount, and GL account. These deductions are used to record special deductions that occur only rarely or to reimburse the employee for out of pocket expenses. If you are using either of these fields to reimburse an employee, enter the amount as a negative number, i.e., -100.00. This way the employee will get the full amount and it will not be added to the employee's gross pay, nor included in tax calculations.

When finished with your entries, click on the *Main Screen* button to return to the main screen.

Once your income and deduction entries are complete and the *OK to save?* field in the lower right is set to *Y*, you can click on the *Save* button (or press F10) and this employee's payroll record will be saved. If on the opening screen you had tagged multiple employees for processing, the next employee's record will be displayed for processing. Each tagged employee will be displayed in succession until the last record is processed.

If for any reason you want to skip an employee and process him later, you can set the *OK to save?* field to *N*, click on *Save* (or press F10), and the next employee's record will be presented.   The employee's payroll record will not be marked for payment, but any changes you had made to it will be preserved.

When you are done processing the final employee record, you are returned to the opening

screen. All payroll records that are fully calculated and marked for payment will have a *P* displayed in the *P* column.

From the opening screen you can tag more employees for payment processing, or you can click on the Exit button (or press <Esc>) to return to the Payroll menu. The next step in the payroll process is to move on to PR-C Print Payroll Register.

Changing an Existing Payroll Record

The easiest and most direct way to change an existing payroll record is to go to the opening screen and use your mouse or arrow keys to highlight the employee record you wish to change. Click on it (or press <Enter>) or click on the *Tag/Untag One* button. Once the record is "tagged", click on the *Pay One* button and you will be taken to the main screen for this employee's payroll record.

Make any changes that are needed, then save the record and you will be returned to the opening screen where you can change other records or exit back to the *Payroll* menu.

You can change an employee pay record again and again until you run PR-D Print Payroll Checks, after which all the payroll processing records are cleared in anticipation of the next payroll run.

Removing a Payroll Record

To remove a payroll record, "tag" the employee's payroll record on the opening screen, then click on the *Pay One* button. Click on the *Pay Amounts* button and set all *Hours* values to 0. Save the record and return to the opening screen. Doing this sets the *Net Pay* amount to zero which will result in no pay check being printed.

9.4 PR-C Print Payroll Register

PR-C Print Payroll Register

Purpose of Program

Use this program to print the payroll register. You should run this program after entering payroll information in PR-B Enter Pay Info and before you run PR-D Print Payroll Checks. This program allows you to check your payroll information to see if you need to make any changes to the entries before payroll checks are printed. This report will include all of the payroll information for each employee for the current pay period, and totals for all employees. There is also an option to reprint a prior payroll register.

General Program Operation

Choose whether to print the current or a prior payroll register. If you choose prior, you will be prompted for date range, Employee number range, whether to include terminated employees and whether tp print subtotals only. After the printing is complete, the program will return you to the Payroll menu.

9.5   PR-D Print Payroll Checks

PR-D Print Payroll Checks

Purpose of Program
This program will print the payroll information entered in PR-B Enter Pay Info on either pin feed checks or laser checks. You can set the default check type through AD-B Checking Accounts Defaults.

You should run PR-C Print Payroll Register before running this program to make sure that all entries are correct.

General Program Operation
After selecting this program, your bank accounts are presented in a pop-up window. The highlighted account is your default payroll checking account as specified in AD-B Checking Accounts Defaults. Press <Enter> or click on it to choose that default, or choose another account, and your choice is displayed in the *Checking Account* field. The cursor is then placed in the *Beginning Chk Number* field, currently displaying the next available check number (originally entered in AD-B Checking Accounts Defaults). The check date (posting date) and period ending date may be changed also, but will default to the current date.

Any employees designated as Direct Deposit will be processed first, printing their pay information to plain paper so they can be given a stub verifying the payroll processing. After the stubs have printed, the program will ask if they printed correctly and post them if the response is Y. Once the Direct Deposit stubs are posted, you will again be prompted for a printer (in case checks are loaded in a different printer) for the printing of the actual checks. After all the checks have printed, the program will ask if they printed correctly:

When you answer Y, this program clears the current payroll file, adds checks to the GL check register, updates employee pay history, and adds the current taxes withheld to the outstanding tax amounts. The *Next Check* # is incremented in AD-B Checking Accounts Defaults and a copy of the check is saved to the payroll history file. Direct Deposit will update the Next Direct Deposit reference in SD-R Assign Next Numbers and a copy of the pay detail is also saved to the pay history file.

9.6   PR-E Print Employee Info

PR-E Print Employee Info

Purpose of Program
Use this program to get a report of all employee information.

General Program Operation
You may enter a range of employee codes to limit the report. If you do not enter limits, the program will print the information for all employees.

9.7 PR-F Maintain Tax Tables

PR-F Maintain Tax Tables

Purpose of Program

Use this program to enter or maintain a set of tax tables for the states that have an income tax and for federal taxes. An updated set of state tax tables is provided that includes various state tables, with separate records for single, married, and single head of household status each December for the following year and updates are provided as needed during the year as states or the federal government release changes to the withholding amounts. Some states have payroll withholding calculations that are not well suited to a table so the logic is embedded within the calculations in PR-B Enter Pay Info or is a combination of the tables and the program. If yours is such a state, then you need to be sure you install the most updated version of the payroll programs as well as the tax tables each year. A list of states and whether the calculation is in the table or the program or both is provided at Payroll Tax Calculation by State. Regardless of how you get the updates to the tax rates, the FICA and Medicare rates and limits are stored in the Payroll Division file and must be updated by the user in PR-M Payroll Defaults.

Field Explanations

Tax code

A 3 character alphanumeric field which usually designates the state and marital status for the table. For example, WVS represents West Virginia Single tax rates. Federal tax tables are stored under USO, USM and USS.

Description

The tax description of the contents of the tax table.

PAY AMOUNT FIELDS

From

The lower limit of a tax bracket.

To

The upper limit of a tax bracket.

TAX WITHHOLDING FIELDS

Tax Amount

The minimum tax for a tax bracket.

Plus Column

The extra percentage of income to be added to the minimum tax in order to increase the tax evenly within a tax bracket.

Excess over column

The lower limit for calculation of the percentage tax. This is the same amount displayed in

the *From* field.

General Program Operation

Before using these tables, verify that the one(s) you need to use reflect the current tax structure of your state. Much of the actual tax calculation occurs within the PR-B Enter Pay Info program; if there are inaccuracies, you may need a software update. If so, contact IS Tech Support at 866-516-3282. See Payroll Tax Calculation by State to determine whether your state is controlled by the tables, the program, or both.

This program only needs to be used when and if tax changes occur. If these changes affect the amounts only and not the internal calculations, you can adjust these amounts within this program. Check the screen display against your most recent state tax tables to see if the tax amounts are correct. These tables are associated with fields in PR-A Enter Employees, and PR-B Enter Pay Info, based on the *State* field entry in PR-M Payroll Defaults.

9.8   Payroll Tax Calculation by State

Payroll Tax Calculation by State

Some states have some or all of their tax calculation written into the PR-B program because the calculation is not well suited to the tax table. The table below indicates by state whether the tax calculation is entirely in the tax table or if there are also programmed entries in the PR-B program to be considered. Regardless of how you get the updates to the tax rates, the FICA and Medicare rates and limits are stored in the Payroll Division file and must be updated by the user in PR-M Payroll Defaults for each division.

	No Tax	Tax Table	PR-B Program
AK	X		
AL		X	X
AR		X	X
AZ			X
CA		X	X
CO		X	
CT		X	X
DC		X	
DE		X	X
FL	X		
GA		X	X
HI		X	
IA		X	X
ID		X	
IL		X	
IN			X
KS		X	
KY		X	X
LA			X

State			
MA			X
MD		X	X
ME		X	X
MI		X	X
MN		X	
MO		X	X
MS		X	X
MT		X	
NC		X	X
ND		X	
NE		X	
NH	X		
NJ		X	
NM		X	
NV	X		
NY		X	X
OH		X	
OK		X	X
OR		X	X
PA		X	
PR		X	X
RI		X	
SC		X	X
SD	X		
TN	X		
TX	X		
UT		X	
VA		X	
VT		X	
WA	X		
WI		X	X
WV		X	
WY	X		

9.9   PR-G Void Payroll Checks

PR-G Void Payroll Checks

Purpose of Program
Use this program to void a payroll check after it has already been printed and posted. If you wish to cancel a check not yet printed, use PR-B Enter Pay Info and reset all the *Hours* fields to zero. After you have canceled a check, a report of the void check transaction is generated.   Note that you cannot void a payroll check if you have purged the payroll history information for that check (using PR-N Purge Payroll History).

General Program Operation
In this program you will be asked to enter the *Employee #.* You can use the F2 key (or click on the *Lookup* button) to select the employee from a pop-up window. After entering the employee number, the employee name and division will be displayed, as well as a pop-up

window showing all payroll checks for that person. Choose the one you want to void and press <Enter>. If you have more than one bank account, the bank account choices are displayed in a pop-up window, with your default checking account from AD-B Checking Accounts Defaults highlighted. Press <Enter> to choose that default, or choose another account and your choice is displayed in the *Checking Account* field.

The *Trans Date* defaults to today's date. You can change the date. You will then be asked if you want to reduce the current quarter-to-date earnings. If you answer Y the following warning appears.

If you have transferred taxes for this check already, you must use PR-H Transfer Liabilities to AP to back out previously transferred tax accounts from this check. Using the printout from this program for the voided check, enter negative amounts to so as to create reversing entries to the Accounts Payable payment file and to the General Ledger.

The program asks if you want the Payroll Void Register report sent to the screen, printer, or to disk. This report is in the same format as the regular payroll register from PR-C Print Payroll Register and gives you a valuable hard copy record of the voided check; we recommend sending this report to the printer.

After the report has printed, you are asked if you want to void the check. If you answer Y, the program reverses every operation that PR-D Print Payroll Checks performed in posting the check originally. Voiding a payroll check clears the check record from the payroll file, adds an offsetting deposit to the check register, subtracts the pay amount from the employee pay history, marks the check as voided in the payroll check history, and posts offsetting entries to the General Ledger and Payroll Journal.

9.10   PR-H Transfer Liabilities to AP

PR-H Transfer Liabilities to AP

Purpose of Program
Use this program to transfer the payroll taxes held in the payroll liability accounts to Accounts Payable. The amounts transferred will then be available to be selected for payment by AP check. These amounts include all of the liability accounts set up in PR-M Payroll Defaults, including:

Federal Income Tax

FICA withholding (Social Security)

FICA withholding (Medicare)

Federal Unemployment Tax

State Income Tax

State Unemployment Tax

SDI

Workman's Compensation

Miscellaneous Deduction

Special Deduction

User-Defined Deductions (1-15)

The outstanding withholding amounts are updated every time paychecks are printed, and with every transfer. You may choose which amounts and what portion of each amount to transfer.

Before running this program, you must have specified the Accounts Payable account in AD-A General Ledger Defaults, you must have specified the payroll liability accounts in PR-M Payroll Defaults, and you must have entered appropriate vendors for your payroll withholding in AP-A Enter Vendors.

Field Descriptions

PR Division:
If you are using multiple payroll divisions (originally set up in PR-M Payroll Defaults), you must run this program separately for each division.

State Code:
The state code associated with the selected division is displayed.

Trans Date
The transaction date of the transfer. This will be the General Ledger posting date used when your payroll liability accounts are debited and your Accounts Payable account is credited.

General Program Operation
Identify the payroll division you want by typing in the division, selecting from a lookup window using the F2 key (or clicking on the *Lookup* button), or using the standard record search keys.

Accept the default transaction date, or enter one of your own. The cursor is then placed in the *Amt to Pay* column, opposite the first *Outstanding* amount. The entire outstanding amount is offered as a default. You can press <Enter> to record the default amount for transfer, or type in an amount to transfer and then press <Enter>. Repeat this operation for each amount you want transferred.

When you have recorded the amounts you want transferred, press F10 (or click on the *Save* button) to save your choices. The amounts are automatically transferred to Accounts Payable, against the vendor accounts you defined when setting up your payroll defaults.

You do not need to transfer all amounts; you can press F10 (or click on the *Save* button) at any time to save and transfer only the amounts you want. When you transfer payroll taxes, the next AP invoice number is updated, appropriate invoice line items are added to the AP transaction file, the outstanding amounts in the vendor record are updated, the transaction is posted to the *General Ledger* and the *Purchases j*ournal, and the outstanding taxes in PR-M Payroll Defaults are updated.

Once the amounts are transferred, the program returns you to the *Payroll* menu. If there are no outstanding amounts to transfer, a message to that effect is displayed and the cursor puts

you back at the *PR Division* field.

Remember that you must run this program separately for each payroll division.

9.11   PR-I Print Pay History

PR-I Print Pay History

Purpose of Program
A detailed history file of your payroll transactions is maintained. You can see this information through the listing produced by this program. The report can be limited by a range of employee codes and by payroll dates.

The history file that holds this information will continue to grow with each pay period; you can purge the file whenever you wish. See PR-N Purge Payroll History and Important Times, which discuss the options for controlling your history files.

9.12   PR-J Enter Time Cards

PR-J Enter Time Cards

Purpose of Program
If you calculate payroll hours from time cards, use this program to make the calculations for you as you enter start and stop times and deduct times for breaks. After time cards are entered, they can be printed, reviewed, then posted to the current payroll file via PR-K Print/ Post Time Cards.

General Program Operation
Before using this program, set the desired time format in PR-M Payroll Defaults for each payroll division affected. Three choices are available:

- AM/PM TIME: Time is entered in hours, minutes, and seconds, along with an accompanying field that designates whether the time is AM or PM. For example, 3:30 in the afternoon would be entered as 3:30:00 PM.
- 24 HOUR TIME: Time is entered in hours, minutes, and seconds, with the hours entered in a 24 hour format. For example, 3:30 in the afternoon would be entered as 15:30:00.
- DECIMAL TIME: Time is entered in a 24 hour format with decimalized hours. For example, 3:30 in the afternoon would be entered as 15.50.

Time Card Entry
To enter time cards, first type in the employee number or select one from a pop-up window by pressing the F2 key (or clicking on the *Lookup* button). The employee's name will be displayed automatically.

The cursor moves to the entry area at the bottom of the screen. The date defaults to the current date; it may be overridden.   Enter the start time in the time format selected in PR-M Payroll Defaults. If you selected AM/PM time, also enter either AM or PM in the field to the

right of both the *Start* and *Stop* fields.

Enter the *Stop* time, then the *Type*, which can be R for regular, O for overtime, and D for double time. If you wish to deduct time for lunch or breaks, enter the time to deduct in the *Deduct* field. You will see the total time in the *Total* field at far right.   After the *Deduct* field is entered the entry area is cleared for another entry.

Editing Previously Entered Lines
To edit any previously entered lines, press F2 (or click on the *Display Lines* button) to get a listing of your entries in a window. Highlight the line you wish to edit and press <Enter> or click on it and it will be displayed in the entry area. You can also use the F5 key (or click on the *First* button) to bring up your first line and the F6 key (or the *Last* button) to bring up your last line; from either point you can use your F7 key (*Previous* button) and F8 key (*Next* button) to scroll through the lines until you find the one you wish to edit. Once displayed, make any changes you wish. The entries you have made are saved as a batch by pressing F10 (or clicking on the *Save* button) after all your entries are completed. If you exit the screen before saving, your entries will not be saved.

A batch of entries can be changed by entering the employee number once again, which will cause the current entries to display in the view area. Use your up or down arrow keys to roll lines into the entry area as needed. You can delete a line by pressing F4 (or clicking on the *Delete* button) while it is in the entry area. Entries can be changed until time card entries are posted to the current payroll file through PR-K Print/Post Time Cards. Even after being posted, payroll hours can still be changed through PR-B Enter Pay Info.

9.13   PR-K Print/Post Time Cards

PR-K Print/Post Time Cards

Purpose of Program
Use this program to print the entries made in PR-J Enter Time Cards or transferred from Data Collection and after reviewing them and making any changes, to post the hours to the current payroll file where they can then be processed through PR-B Enter Pay Info.

The report lists the employee, date, start time, stop time, type, deduct, and total hours, and is sorted by employee and by date within employee. Grand totals for regular time, overtime, and double time are provided by employee.

General Program Operation
Enter from/thru ranges of employee number, transaction dates, and types (R=regular, O=overtime, D=double time). If you press <Enter> on the *Type* field, the program will select all three types.

Finally you are asked *post when printing?* We recommend that you first run the report without posting so you can review the entries for mistakes or omissions. If any changes are to be made, return to PR-J Enter Time Cards and edit or add entries.

Once the transactions are verified, run the report again, this time specifying that the report posts while printing. You may want to print to the screen if your report has not changed. You can then compare each employee's totals on the report to the totals found in PR-B Enter Pay Info, and you will see that the report totals for regular, overtime, and double time are now

inserted in the corresponding fields in the *Enter Pay Info* program.

Transfer from Data Collection
If the Enable Shift Start/Stop default is set to Y in SD-F Data Collection Defaults you will be prompted to transfer shift information from the Data Collection module. You will then be able to enter from/thru ranges of Employee number, date and payroll division. Once the data has transferred, you can print and post to payroll as described above.

9.14   PR-L-A Print Quarterly Info

PR-L-A Print Quarterly Info

Purpose of Program
Use this program to get a report of the employee gross payroll and tax information for the current quarter. This information can be used as a reference for quarterly tax reports you may need to submit.

General Program Operation
You may enter a range of employee numbers and/or divisions. If you do not enter limits, the program will print the information for all employees. This is the only report that uses the QTD subtotals and as a result must be run prior to the first payroll of a new quarter. All the other forms and reports such as PR-L-B Print QTD Earnings Register or PR-L-G Print 941 & Schedule B Reports use the detail payroll transaction file for a date range and therefore do not need to be run prior to the first payroll of the next quarter.

9.15   PR-L-B Print QTD Earnings Register

PR-L-B Print QTD Earnings Register

General Program Description
 Use this report to get a summary listing of earnings by employee by quarter.
 You can select a from/thru range of employees and dates.

9.16   PR-L-C Print QTD Taxable Earnings

PR-L-C Print QTD Taxable Earnings

General Program Description
Use this report to get a summary listing of taxable and total wages by employee by quarter.

You can select a range of employees, a quarter, and you can specify a taxable limit.

9.17 PR-L-D Print Detail Earnings Ledger

PR-L-D Print Detail Earnings Ledger

General Program Description

Use this program to get a summary listing of total wages and standard type deductions by employee for any date range. You can select a from/thru range of employees and dates to run the report.

9.18 PR-L-E Print Detail Deductions Ledger

PR-L-E Print Detail Deductions Ledger

General Program Description

Use this program to get a summary listing of total wages and user-defined deductions as specified in PR-M Payroll Defaults by employee for any date range.

You can select a from/thru range of employees, dates, and payroll divisions to run the report.

9.19 PR-L-F Print Subject to Report

PR-L-F Print Subject to Report

General Program Description

Use this report to get a listing of wages subject to FUTA and SUTA taxes by employee by quarter.

You can select a from/thru range of employees and divisions and you may select the year and quarter when running the report.

You are also given the option of suppressing zero year-to-date quantities to shorten the report.

After the year and quarter are selected, a window at the bottom of the screen displays the actual date ranges that will be used by the report.

NOTE: If you begin using *Payroll* at any point after the calendar year has already started, this report will not be accurate. The report builds its information from the Payroll detail file, and if you have not been running *Payroll* all year, you will be lacking detail for the first portion of the year. Once you are past the first partial year, the report will be fully accurate.

9.20 PR-L-G Print 941 & Schedule B Reports

PR-L-G Print 941 & Schedule B Reports

Purpose of Program
Form 941 is a payroll form submitted to the federal government once every quarter. The form includes information about your payroll amounts, taxes withheld, adjustments, and tax liability. The information for this form comes from the computer's payroll data. If you have not been running payroll for an entire quarter, you will need to supplement the payroll data which appears on the screen.

The fields on the screen correspond directly with the 941 form. Use the number in front of each line to find the related line on the actual form. Refer to the appropriate booklet for an explanation of each field.

General Program Operation
When you start this program, the screen prompts you for the appropriate dates. Enter the year and choose a quarter from the menu. Then verify the beginning date.

The program then calculates the chosen quarter's payroll information based on the payroll data in your system. You will have opportunity to change these amounts as necessary and to supply additional information that is not stored in the system.

When you are finished entering all displayed fields, the program will proceed to print the form. You are given the choice of viewing the report on the screen, sending the report to the printer, or sending the report to a disk file.

After the form is printed, you are given the option of printing a schedule B report that accompanies the 941 form.

9.21 PR-L-H Print 940 Forms

PR-L-H Print 940 Forms

Purpose of Program
From 940 is a payroll form submitted to the federal government once a year. The form includes information about FUTA (federal unemployment taxes) and SUTA (state unemployment taxes). The information for this form comes from the year's payroll data. If you have not been running payroll for the entire year, you will need to supplement the payroll data which appears on the screen with your totals prior to starting *Payroll*.

The fields on the screen correspond directly with your 940 form. Use the PART title (for example Part I, Part II, etc.), along with the letter or number in front of each line to find the related line on the actual form. Refer to the back of the form for an explanation of each field.

General Program Operation

When you run this program you are first asked to verify the rates to be used. If the rates displayed are correct, you can simply press <Enter>. If they are not correct, enter new percentages. If you want to permanently change the rates for payroll, use PR-M Payroll Defaults.

Once you verify the rates the main screen is displayed. The program uses the payroll data in your system to calculate the appropriate amounts. You will have opportunity to change these amounts as necessary, and to supply additionally information that is not stored in the system. Note that Part V, Computation of Tentative Credit, only applies if you enter N to questions A or B, or enter Y to question C.

When you have completed the form, you will be asked if your entries are correct. If they are, you can proceed to print the form. If not, you will have an opportunity to edit it.

You are given the choice of viewing the report on the screen, previewing the report on the screen, sending the report to the printer, or sending the report to a disk file.

9.22   PR-L-I Print W-2 Forms

PR-L-I Print W-2 Forms

Purpose of Program
This program will print the employee's year-to-date payroll information on pre-printed W-2 forms or to a file for electronic submittal.

When you run PR-O Year End Routine at calendar year end, the program creates a W-2 file (BKPRW2.B*) that is a replica of each employee's master payroll record. It is from this file that the W-2 data that prints on the form is extracted. You can run W-2's whenever convenient once PR-O is run at calendar year end.

If necessary, the program allows you to edit the W-2 file if you need to make any changes to the information that will be printed on the W-2 form.

General Program Operation
In this program you can choose to print based on *Division* or *Dept,* from/thru *Employee #,* or from/thru *Employee Last Name*. If no limits are specified, the program will print all employees currently in the system.

You then enter the Federal & State ID Codes, Local Income Tax Deduction Number (1-15), Locality, Second Locality Tax Deduction Number (1-15), Second Locality Name, Pension Plan Tax Deduction Number (1-15), 401K or Deferral Deduction Number (1-15), Cafeteria Plan Deduction Number (1-15), and Advanced EIC Deduction Number (1-15). The deduction numbers correspond to the 15 user-defined deductions that are set up in PR-M Payroll Defaults for each payroll division. Enter the deduction numbers that apply to each of the various deduction categories; for example, as many as five user-defined deductions can be entered against the 401K or Deferral category and as many as six user-defined deductions can be entered against the Cafeteria Plan category. Do not enter the same deduction number more than one time on a line. If you enter the same deduction number in all 5 401K Deferral boxes, the amount will be multiplied by 5 on the W-2s. If you do not need all 5 boxes,

leave them blank.

LOCAL TAX LIABILITY: If there is a local tax liability, a new *Local* exempt from field was added to user-defined deductions effective 12/28/98. You must go to PR-M, Payroll Defaults, and re-define any user-defined deductions that apply to local tax. In the "Exempt from" section on the screen you will see a new field named *Local,* where you can indicate whether the deduction is exempt from local taxes or not. Also, you will notice that a second locality has been added to the PR-L-I entry screen. This can be used if an employee moved during the year and must report local tax liability for two locations, or of you have more than one locality to report.

You will then be asked if you want to print in alpha order. The system will default to *Y*. You will then be asked if you want to print W2's with no earnings. The system defaults to *N*.

Editing W-2 Data
If for any reason you need to change the data that prints out on the W-2 form, you can access the W-2 file by clicking on the *Edit W-2 Data* button (or press the <Home> key) when the PR-L-I screen is first displayed. You will be taken to a screen that looks identical to that of PR-A Enter Employees; however, the data that is presented is the frozen W-2 file, not the active employee file. You can edit any of the YTD or other fields and save the record, then print your W-2's, which will reflect whatever changes you made. Refer to PR-A Enter Employees for field explanations or other details.

Printing test page
You will not be prompted to print a test page, so it would be a good idea to select an employee range of two employees, put one W-2 page in the paper tray, and print their W-2s to verify forms alignment for your printer. Adjustments, if required, can be made using Modify Forms in the File menu.

W-3 preparation
The last W-2 printed is a summary W-2. It will print at the top of a new page and will be marked VOID. It should not be submitted to the Social Security Administration. It is intended to help you prepare the W-3 Transmittal form. The total number of W-2s printed will be in the Control Number box at the top left corner. If you have multiple divisions with different user defined deductions for different categories, you will need to print each division's W-2 forms separately and manually calculate the totals for the W-3.

9.23   PR-L-K Print Payroll Hours

PR-L-K Print Payroll Hours

General Program Description
Use this program to get a listing of all payroll hours and pay amounts for regular time, overtime, double time, holidays, vacation time, and sick time.

Often this information is used to prepare workman's compensation reports. The report can be selected by from/thru ranges of employee numbers, payroll divisions, and dates.

9.24   PR-L-L   Print 941B Forms

PR-L-L   Print 941B Forms

Purpose of Program
Use this program to print federal 941B forms. You can print a plain paper proforma report, or directly on pre-printed 941B forms.

General Program Operation
Enter your *Employee Tax ID Code*. Indicate the quarter (1-4), the year, the quarter beginning date, and quarter ending date. You are given the option of printing a plain paper proforma report. If you indicate Y, you get a detailed listing of daily tax liability for each day of each month within the quarter, plus a monthly total and quarterly total. If you indicate N, the program will print directly to the 941B format.

9.25   PR-L-M   Print Employer Contributions

PR-L-M   Print Employer Contributions

Purpose of Program
Use this program to get a listing of employer matching contributions to any of the 15 user-defined deductions set up through PR-M Payroll Defaults.

General Program Operation
Enter from/thru ranges of employee codes, payroll dates, and divisions. When the report is finished printing you are returned to the Payroll reports submenu.

9.26   PR-L-N   Print Payroll Wages Detail

PR-L-N   Print Payroll Wages Detail

Purpose of Program
Use this program to get a listing of wages paid, broken down into the various income categories tracked by *Payroll*: regular, overtime, doubletime, holiday, commission, vacation, sick, and three user-defined categories.

General Program Operation
Enter from/thru ranges of pay dates, divisions, and employee numbers.

9.27   PR-L-P Print Employee Raises

PR-L-P Print Employee Raises

Purpose of Program
Use this program to get a listing of raises and dates and any notes made associated with those raises.

General Program Operation
Enter from/thru ranges of employee numbers, dates, and whether to include summary lines and notes.

9.28   PR-L-Q Print Employee Reviews

PR-L-Q Print Employee Reviews

Purpose of Program
Use this program to get a listing of reviews and dates and any notes made associated with those reviews.

General Program Operation
Enter from/thru ranges of employee numbers, dates, and whether to include summary lines and notes.

9.29   PR-M Payroll Division Defaults

PR-M Payroll Division Defaults
Use this program to enter defaults for each of your Payroll divisions.

Field Explanations

MAIN SCREEN

Division
This is the division code that will identify the accounts and deduction information associated

with the payroll division. When each employee is defined using PR-A Enter Employees a division code that has been created here must be assigned to the employee. At least one division designation must be assigned for your system. Divisions can be used to handle different groups of employees, each with different deductions and GL accounts, or to handle benefits for employees in different states. If you don't require multiple versions of payroll defaults (i.e., you operate in a single state and the same deduction and pay period apply to all employees), then you should create one division and assign all employees to it. Individual employees can be assigned to GL Accounts different from the division defaults so it is not necessary to have multiple divisions solely for the purpose of GL posting.

Name
The name for the division. This field is for reference only; a name such as "California" or "Direct Labor" or "Supervisory Labor" might define a payroll division. This is a 20 character, alphanumeric field.

State
The two letter designator for the state information to be used for this division. This is a required field.

Pay Period [DWBSM]
The normal pay period for the payroll for this division. The table below summarizes the system designations by day and by hour for each type.

	Days	Hours
D- Daily	1	8
W- Weekly	5	40
B- Bi-weekly	10	80
S- Semi-monthly	11	88
M- Monthly	22	176

Time Card Format [ABC]
You are offered three formats in a pop-up window: AM/PM time, 24 hour time, and decimal time. These are used by PR-J Enter Time Cards.

WC Calculation [GHD]
Enter *H* if workman's compensation is calculated as the rate times the number of hours worked. Enter *D* if it is calculated times the number of days worked. Enter G if it is to be calculated on the rate times gross pay. In some states workman's compensation is a payroll deduction; in states like California it is paid separately as an insurance premium. PR-L-K Print Payroll Hours lists all hours and wages and is helpful in preparing workman's compensation forms.

Pay Categories - PR Expense Accts
All the fields in this section require assignment of a GL expense account for posting purposes. If you have set up departments in your chart of accounts, you can override this particular account assignment with a department assignment in the employee's individual record through PR-A Enter Employees. The fields that require expense accounts are:

Regular

Overtime

Doubletime

Holiday

Commission

Vacation

Sick Pay

User-Defined (3)

Accrual Rate - Vacation
Only enter a rate here if all employees in the division receive an identical number of vacation hours, or if you wish to set a default rate for the division. Each employee can have his/her own rate and annual cap when set up in PR-A Enter Employees. The vacation rate multiplied by the hours worked determines the number of vacation hours accumulated during the pay period. Calculate this figure as follows. (No days per year rec'd X number of work hrs per day) / 20802080 represents the number of work hours per year. As an example, if two weeks a year are accumulated, the figure would be 10 x 8 / 2080, or .03846154. This figure reflects the vacation time accumulated per hour worked.

Accrual Rate - Sick Pay
Just like the vacation rate, only enter a rate here if all employees receive the same number of sick days, or if you want to set a default for the division. In PR-A Enter Employees each employee can have his/her own sick pay rate and annual cap. The sick pay rate multiplied by the hours worked determines the number of sick hours accumulated during the pay period. Use the same formula used to calculate the vacation rate above.

USER-DEFINED DEDUCTION SCREEN
The system provides specification of 15 user defined deductions based on one of three methods of calculation: percentage of gross pay, fixed or flat amounts, or rate times total hours. It also supports pre-tax deductions, such as the 401K and the 125 plan. You can also use these account assignments without specifying percentage or flat amounts; in this case, the amounts will be specified in each employee's record (PR-A Enter Employees). You can use any one of these deductions for a 40lK account or 125 plan since each of the user defined deductions can be a pre-tax deduction. The names you assign to these deductions are printed on any screens or reports which reference these deductions. The percentages and amounts you assign to these deductions are used for all employees unless you choose to override them by setting an alternate amount within the individual employee record via PR-A Enter Employees . The 15 user defined deductions' names, percentages, and amounts are separately defined for each division, so you can have, for example, one set of deductions for direct labor employees and another for office personnel.

Deduction No
The number of the user-defined description. This number can be any number between 1 and 15.

Description
The name of the user-defined deduction.

Pre-Tax?
If the deduction is to be set up as a *pre-tax* deduction, enter a *Y* in this field. Also, the items in the *Exempt from* section to the right of this field will contain *Y* or *N* values indicating which standard deductions this user-defined deduction is exempt from. If the *Pre-Tax?* field is set to *N*, the *Exempt from* section will be blank.

"Exempt from" Section
If the deduction's *Pre-Tax?* field is set to *Y*, you must enter Y or N values in the fields in this section (Fed Inc Tax, FICA (SS), FICA (Med), FUTA, State Inc Tax, SUTA, SDI, Workers Comp) indicating which standard deductions this deduction is exempt from. If the *Pre-Tax?* field is set to *N*, these fields will be blank.

EMPLOYEE PORTION

Calc Method
The calculation method used to determine the employee's portion of the deduction. Enter a zero if there is to be no employee deduction amount; otherwise, press F1 to get a listing of the applicable Calc Method codes. There are three basic calculation methods:

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Deduction Amount
The amount or percentage to be deducted each payroll, according to the *type* defined above. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Pay Period $ Limit
The maximum dollar amount that can be deducted per pay period. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Annual $ Limit
The maximum dollar amount that can be deducted per year. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Liability GL Acct
The GL liability account to which the withheld amounts are to accumulate.

Vendor
The institution that is to receive the funds from the accounts. This allows a transfer of payroll totals to standard payees through PR-H Transfer Liabilities to AP. You can click on the lookup icon or button (or press F2) to select from the vendors you have already set up in AP-A Enter Vendors.

Amount Outstanding

The total amount that has not yet been transferred through PR-H Transfer Liabilities to AP.

EMPLOYER PORTION

Calc Meth
The calculation method used to determine the employer's portion of the deduction. Enter a zero if there is to be no employee deduction amount; otherwise, press F1 to get a listing of the applicable Calc Method codes. There are four basic calculation methods:

Flat $ Amount

$ Amt X Total Hours

% of Gross Pay

Matching Percentage

Deduction Amount
The amount or percentage to be contributed by the employer each payroll, according to the *type* defined above. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Pay Period $ Limit
The maximum dollar amount that can be contributed per pay period. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Annual $ Limit
The maximum dollar amount that can be contributed per year. This is a default value which can be changed at the employee level when setting up employees in PR-A Enter Employees.

Expense GL Acct
The GL expense account to which the employer expense is to be posted.

Advance EIC ?Negative Deduction
To set up a user defined deduction for Advance EIC to be added to a qualifying employee's gross, pre-tax, create the deduction as a fixed amount, NOT pre-tax. The logic in PR-B Enter Pay Info assumes any negative deduction is pre-tax. Setup the applicable Advance EIC amount for the employee in PR-A Enter Employees as a negative amount, and remember to override the amount, if necessary, in PR-B based upon the Advance EIC table in Circular E for the current pay period gross wages.

STANDARD DEDUCTIONS ?RATES SCREEN

FICA [SS] Employee%, Employer%, $Limit
The employee rate, employer rate, and limit. The limit is in terms of maximum gross pay amount, not the FICA (Social Security) deducted amount.

FICA (Md) Employee%, Employer%, $Limit
The employee rate, employer rate, and limit. The limit is in terms of maximum gross pay amount, not the FICA (Medicare) deducted amount.

FUTA Employer%, $Limit, Credit%

The employer rate, limit, and maximum credit allowed by federal statute. The limit is in terms of maximum gross pay amount, not the total FUTA expense.

SUTA Employer%, $Limit

The employer rate and limit. The limit is in terms of maximum gross pay amount, not total SUTA expense.

SDI Employer%, $Limit

The employer rate and the limit for state disability insurance. The limit is in terms of the maximum gross pay amount, not the total SDI expense.

STANDARD DEDUCTIONS - GL ACCTS & VENDORS SCREEN

Liability Accts

All the fields below require assignment of a liability account in order to accumulate the amounts until they are paid to the designated institution (federal/state government, a bank, etc). These accounts reflect the portion of the payment deducted from the employee salary. If you have set up departments in your chart of accounts, you can override this particular account assignment with a department assignment in the employee's individual record using PR-A Enter Employees.

FIT - Federal Income Tax

FICA [SS] - Social Security Portion

FICA [Md] - Medicare Portion

FUTA - Federal Unemployment

SIT - State Income Tax

SUTA - State Unemployment

SDI - State Disability Insurance

Work Comp - Workman's Compensation

Spcl Ded - Special Deduction (see below)

Misc Ded - Miscellaneous Deduction (see below)

The *Miscellaneous* and *Special* deductions are on-the-fly deductions that can be entered during PR-B Enter Pay Info. They are used for special situations not covered by the standard and user-defined deductions.

EC Expense Accts

Those categories that have some portion of the deduction paid by the employer should have an account number entered here to record the employer's expense. FICA, FUTA, SUTA, SDI, and Workman's Comp all require expense account assignments.

Vendors

You will use the *Vendor* field to indicate which institution is to receive the funds from the accounts. For example, FICA might be the bank you use as a depository for federal income tax funds (initially set up under AP-A, Enter Vendors), and SUTA might be a specific state

agency that handles unemployment tax. This allows a transfer of payroll totals to standard payees through PR-H Transfer Liabilities to AP. When the cursor is positioned in the vendor field, click on the lookup icon or button (or press F2) to select from the vendors you have already set up in AP-A Enter Vendors.

$Outstanding
The numbers in this column reflect the total amount that has not yet been transferred through PR-H Transfer Liabilities to AP. This is a figure calculated against the liability accounts only.

General Program Operation
The opening screen displays a list of existing payroll divisions. To set up a new division, click on the *Add* button, which will take you to the main screen. From there you enter values for all the fields on the screen. Besides the main screen there are three additional screens to complete: User-Defined Deductions, Standard Deductions ?Rates, and Standard Deductions ?GL Accounts & Vendors.

Entering User-Defined Deductions
To set up a user-defined deduction, from the main screen click on the *User Deds* button. You will be presented with a list of existing user-defined deductions. To add a new user-defined deduction, highlight one of the blank deduction lines (they are numbered from 1-15) and click on it or press <Enter>. This will take you to an entry screen where you can complete all the fields related to this deduction. When finished, click on the *Back to List* button. You can then enter or edit another deduction, or you can click on the *Main Screen* button to return to the main screen.

Entering Standard Deduction Rates
To enter standard deduction rates, from the main screen click on the *Std Deds [Rates]* button. This will take you to an entry screen where you can enter the various rates. When finished, click on the *Main Screen* button to return to the main screen.

Entering Standard Deduction GL Accounts & Vendors
To enter standard deduction GL accounts and vendors, from the main screen click on the *Std Deds [GL/Vndr]* button. This will take you to an entry screen where you can enter the GL accounts and vendor designations for the various standard deductions. When you are finished making your entries, click on the *Main Screen* button to return to the main screen.

When all four screens are completed, click on the *Save* button (or press F10) and the division record will be saved and you will be returned to the opening screen. From the opening screen you can either create another division or click on the *Exit* button (or press <Esc>) to return to the Accounting Defaults menu.

Editing an Existing Division
To edit an existing division, from the opening screen user your mouse or arrow keys to highlight the division to be changed, then click on it or press <Enter>, or click on the *Edit* button. This will take you to the main screen. User your mouse or <Enter> key to advance to whichever fields are to be changed, on the main screen or any of the other three screens. When completed, click the *Save* button (or press F10) and your changes will be saved.

Duplicating a Division
If you are creating multiple divisions that differ in one or two fields only, you can copy all the information from one division to another. On the opening screen, highlight the division you wish to copy. Click on the *Duplicate a Divisions* button. You will then be prompted for the

new division code. Enter the code and you will be returned to the opening screen where you will see the new division added to the list. Highlight the new division, click on the *Edit* button, then edit the division record for any changes that are needed.

Deleting a Division
You can only delete a division of no employees are assigned to it. On the opening screen, highlight the division you wish to delete. Click the *Delete* button. You will be asked to verify if you want to delete the division. If you click *Yes*, the division will be deleted and you will be returned to the opening screen where the division will no longer be displayed in the list of divisions.

9.30   PR-N Purge Payroll History

PR-N Purge Payroll History

Purpose of Program
Use this program to clear the payroll history file.

General Program Operation
Before purging this information, you may want to back up the file to archive media or print out the payroll history using PR-I Print Pay History. You also have the opportunity to print the information as part of the purge process. You can purge payroll check history information based on payroll date, a range of employment numbers, and/or a payroll division.

9.31   PR-O Year End Routine

PR-O Year End Routine

Purpose of Program
Use this program to create a W-2 data file and to reset each employee's quarter-to-date and year-to-date pay amounts to zero to prepare for the new calendar year.

General Program Operation
You must run this program prior to the first payroll of the new calendar year.

Enter a Y in the *Proceed with Payroll year end routine?* field and processing will begin.

9.32 PR-P Enter Raise Dates

PR-P Enter Raise Dates

Purpose of Program
Use this program to enter dates and notes associated with employee raises

General Program Operation
For each raise date, you may enter the date, amount, two lines of summary notes, and by clicking the Notes button, enter up to 24 additional lines of notes associated with the raise date. Raises entered with a future date will be so noted as Future Raises.

9.33 PR-Q Enter Review Dates

PR-Q Enter Review Dates

Purpose of Program
Use this program to enter dates and notes associated with employee reviews

General Program Operation
For each review date, you may enter the date and two lines of summary notes, and by clicking the Notes button, enter up to 24 additional lines of notes associated with the review date. Reviews entered with a future date will be so noted as Future Reviews.

9.34 PR-R Payroll Defaults

Purpose of Program
Use this program to enter default settings for payroll

Raise Info Access from PR-A
If this is set to Y then there will be a button to view raise history in PR-A Enter Employees

Review Info Access from PR-A

If this is set to Y then there will be a button to view review history in PR-A Enter Employees

Using Payroll
Indicate Y or N whether Payroll module is being used

Consolidate GL Postings in PR-D
If this is set to Y then PR-D Print Payroll Checks will consolidate the GL Transaction postings eliminating personal pay information from the GL Detail

PR-B Pull in Misc Income User Defined Category 1
If this is set to Y then PR-B Enter Pay Info will pull Misc Income Category 1 as defined in PR-A Enter Employees into the check calculation

PR-B Pull in Misc Income User Defined Category 2
If this is set to Y then PR-B Enter Pay Info will pull Misc Income Category 2 as defined in PR-A Enter Employees into the check calculation

PR-B Pull in Misc Income User Defined Category 3
If this is set to Y then PR-B Enter Pay Info will pull Misc Income Category 3 as defined in PR-A Enter Employees into the check calculation

SM-G Prevent edit to Start Date, Terminated, Div, Shift
If this is set to Y then all changes to the listed fields must be done in PR-A Enter Employees

SM-G Synch JC Master with PR Master
If this is set to Y changes to fields entered in SM-G Enter Employees will synchronize with the data entered in PR-A Enter Employees

SM-G Allow Employee Report to Print Birthday
If this is set to Y then the Employee Birthday will be available as an unencrypted field and can be included on the report

Print SSN in the form XXX-XX-####
If this set to Y the SM-G Enter Employees report will include the last 4 digits of SSN.

9.35   PR-S Assign Password to Employee

Purpose of Program
Use this program to assign employee passwords to be used when clocking in and out of shift at DC-L Shift Clock In/Out

General Program Operation
Enter Employee number and password and confirm the password.

10   Settings

10.1   Settings

SETTINGS

Settings Overview

The programs in this module should be enabled for all users. They allow users to select preferences regarding screen views, menu arrangement, email settings, language options and triggers.

10.2   US-A Customize Settings

US-A Customize Settings

Purpose of Program

Use this program to establish user specific settings for screen views (DBA Classic versus Evo tabbed view), whether or not opening lists are displayed, and Email settings for default text and signature blocks, bcc address and destination folder for PDF generation. All settings are workstation specific except the email settings which are also company and Evo user specific.

Misc Tab

Enable Toolbar on screens will enable the upper right toolbar with the calculator, camera, web link, etc.
Enable Topmost Windows will force the Evo Windows as the topmost screen.
Enable Notification Sounds will turn on a "Ding" wav when a lookup grid has completed its search.
Auto Re-Start after running X programs will restart and relogin the Evo menu after the specified number of programs have run and the menu detects that no programs are currently open. Set to 0 to disable the feature.
Selecting a language will turn on screen translation to that language when programs are loaded. Language translation tables must first be created in SM-R Multi Language Maintenance
Dflt Print Path defines where forms and reports will be saved when printing to file
Enable Evo Reminders on Startup will open the Reminders calendar when Evo launches and enable the use of Triggers
Check for reminders defines how frequently the program will check for open reminders
Snooze All resets open Reminders for the number of minutes specified.
Enable Quick Printing bypasses the pop up screens for the RTM and Notes and uses the defaults.
Disable Check for Updates at Login turns off the check online for patches at login.

Hot Buttons allow you to define up to 6 programs that will be loaded when the assigned Hot Button on the main menu screen is clicked regardless what menu you are on. You can also assign an image to the button (BMP format). If no image is supplied, the numbers 1-6 in

circles will be used.

Mfg Tab

Select whether opening lists are displayed and whether the programs load in Evo or Classic view

Items Tab

Select whether opening lists are displayed and whether the programs load in Evo or Classic view

Sales Tab

Select whether opening lists are displayed and whether the programs load in Evo or Classic view

Queries Tab

Currently no settings on this tab

Sys Mgr Tab

Currently no settings on this tab

Accounting Tab

Select whether opening lists are displayed and whether the programs load in Evo or Classic view

Payroll Link Tab

Currently no settings on this tab

Payroll Tab

Currently no settings on this tab

Email Tab

Define the SMTP address and login information, Port, Security (None, SSL or STARTTLS), BCC (Blind Copy) email address and default subject, body and signature and the attach path where the PDF files will be generated. This must be a valid folder and the Windows user profile must have full rights to the folder. You can also define an auto-email failure address so if you are processing a batch of documents such as invoices, any entries in the batch with no email address assigned will go to that address so you will be alerted that further attention is required.

10.3   US-B Customize Menu

US-B Customize Menu

This program is identical to TA-H Maintain Menu - End User

10.4   US-C Reset Screen Size/Location

US-C Reset Screen Size/Location

Use this program if you have maximized a screen (such as AP-A) and can not get it to resize back to the normal window. Simply click Reset on the screen.

10.5   US-D Reset Password

US-D Reset Password

Use this screen to reset your own password. Enter your old password, then enter the new one and re-enter as confirmation.

10.6   US-E Update PO Electronic Signature Info

US-E Update PO Electronic Signature Info

Enter your Employee Number and Password for Electronic PO Approval. Once the correct password has been entered, you will be able to update the password, location of the digital signature image file and PO "Entered By" Initials.

To update the password, click the Reset button in the lower riught corner. To update anything else, edit the information onthe screen.

10.7   US-F Enter Reminders

US-F Enter Reminders

Purpose of Program
Use this program to enter or edit reminders potentially related to customers, vendors, items or a file or URL.

Program Operation

The initial program loads with a calendar displaying the current month. Any future date with an active Reminder will display the date in blue with a dot on the screen. Click on a date to enter a reminder for that date. Select or type a time, associate with a customer, vendor, item or URL/File and enter a subject and if desired a description. Indicate whether you want to be reminded prior to the event time.

If Enable Evo Reminders on Startup is set to Y in US-A Customize Settings then when Evo-ERP loads a calendar icon will load on the desktop which is the same access to the reminders as this program.

Using Reminders

When the time of a reminder arrives, a window will automatically open indicating that you have open reminders. You can either Dismiss or reschedule by entering a new time or clicking Snooze and indicating when the reminder should be rescheduled for. If the reminder is associated with a customer or vendor or item, clicking the appropriate button will open AR-A or AR-Q; AP-A or AP-U; or IN-A on the associated customer, vendor or item.

10.8   US-G Enter Triggers

US-G Enter Triggers

Purpose of Program
Use this program to enter or edit Triggers related to inventory item activity. Triggers are a special type of Reminder that are automatically created when a specific inventory action takes place. They can also optionally send the user an email when an event occurs so even if you are out of the office but get email on your phone or other mobile device, you will be alerted that the event has happened.

Using Triggers requires that Enable Evo Reminders on Startup is set to Y in US-A Customize Settings

Program Operation

The initial program loads listing all triggers associated with the current user login. You can add a new trigger, delete an existing one, or double click an existing one to edit it. Each trigger requires a trigger code which is the Inventory Action that will calue the trigger to execute. The available options are:

CARACTCLS: A CAR Action was closed Reminder to Owner

CARACTNEW: A CAR Action was created reminder to the team

CARNEW : A new CAR was created Reminder sent to Ownder

CARPENDING A CAR has been marked as Completed and the Initiator gets a Reminder to look into it.

CR APPROVE - Contract Review Reminder when someone approves a SO in CR-B

CR CREATE - Contract Review Reminder when someone assigns a SO in CR-A

DC CLOCKIN - Clockin to the DC module

DIGSIG APP - PO Approval at PO-T.

EPO PRICE - Edit PO Price

ESTD COST Edit Standard cost

EVOSERVICE: test if Evoservice is still running

ITEM A new Part Number was created

OLD BIN Someone moved a part from one BIN to another WC turned off so old BIN stuff

PACKSLIP - Packing slip printed

PART REQ: A Part was requested in WO-K-M

PO A new PO was created

RECEIPTALO A PO tied to a WO was received

RECIEPTQC Parts in PO-C were received to QC

REV Someome changed the Draw/Rev level of a part

RMA An RMA was created

RMA RECPT an RMA was received

SO CLOSE Someone closed a SO

SO DELETE Someone Deleted a SO

SO EDIT Someone Edited a SO

SO INVCD an SO was Invoiced and POSTED (SO-G)

SO TERMS Someone changed the SO terms

SR NEW WO when a new WO is created when called by SR-C

TOOLCALIBD The next Tool Calibration date can check x days before it is due.

WO CLASS P WOA changed the class to P

WO CLASS Y WOA changed the class to Y

WO CLOSE Someone closed a WO

WO RELEASE WO Status became R

REORDER - Item Stock on hand hits Reorder Level

REORDERA - Item Quantity Available hits Reorder Level

EFP - Enter Finished Production.

RECEIPT - Purchased item received

RECEIPTQC - Purchased item received to QC

LOT - Lot Controlled item is within a specified number of days of expiration

SERIAL - Serial Controlled item is within a specified number of days of expiration

BASE PRICE - Item has Base Price changed either in SO-Q-A or IN-B

SO - A new Sales Order is entered or lines are added to an existing order. This will generate a trigger for each line.

SOEDIT - Existing lines on as SO are edited

SODELETE - An existing SO is deleted

PO - A new Purchase Order is entered or lines are added to an existing order. This will generate a trigger for each line.

EPO - A PO is edited. This will generate a trigger for each line.

NONPO - A PO Receipt is past its Estimated Receipt Date

NONSO - A Sales Order is past its Estimated Ship Date

NONWO - A Work Order is past its Estimated Completion Date

For LOT and SERIAL triggers, enter the number of days warning desired in the field for Days Pre

For the "NON" triggers, it checks each time you log on back to the last date you logged in.

If your Security Level number as assigned in PS-A is 1-10, you can create triggers for other users. Select the user for the trigger to alert. If the PS-A setting is greater than 10, you can only create triggers for yourself.

You can select Email reminder and enter multiple email addresses to be emailed the reminder as well as a desktop trigger.

Then enter the Item Number, Type(s), Customer Code, Vendor Code, Work Order, Sales Order and/or Purchase Order the trigger should be limited to.

You can also enter Notes to be associated with the trigger.

Using Triggers

When the trigger action occurs, a reminder will automatically be generated and pop up on the user desktop and optionally be sent an email. A link to the item using IN-A will also be available on the reminder screen. If you have a trigger for the receipt of a specific Purchase Order and multiple lines on the Purchase Order are received, you will get a trigger reminder for each line. You have the ability to select all the triggers and Dismiss all rather than having to dismiss them one at a time.

10.9   US-H Update Contract Review Password

US-H Update Contract Review Password

Use this screen to reset your own password for the Contract Review approval module. Enter your Contract Review User Name, your old password, then enter the new one and re-enter as confirmation.

11 Main Menu (Support) Programs

11.1 Check for Updates

Check for Updates

Purpose of Program

This program checks the IS Tech Support website to see if you have the latest update installed and if patches are available for the update you are on.

General Program Operation

When the program loads, the current version will be displayed and you will be advised whether you are on the latest major update and then whether patches are availablr for the version you are on. If updates are available, a list will identify the programs that are affected by the updates. You need to use SM-V Check for and Install Updates to actually download the updates.

11.2 Send Files

Send Files

Purpose of Program

This program simplifies the process of sending data files to our technical support staff for the purpose of troubleshooting program problems that we can not replicate with the test data we have.

General Program Operation

The program will load, listing all the data files in your company on the left side. A support representative will have told you what files we need. Select those files and move them to the right side. Enter any additional text in the body of the email and attach any additional files requested. If you use Outlook, you can click the Send with Outlook button. This is the recommended method. If you use a different email client, click the Send Email and the email settings entered into Evo-ERP at US-A Customize Settings will be used. If you do not use Outlook and your email server does not require a user login and password, this program will not function properly. It may not function properly for some other email servers.

Security

The data files sent by this program are encrypted and can not be viewed by anybody other than our Technical Support staff who have the decryption program. We are more than willing to sign a Nondisclosure agreement ensuring that any data provided will be used for troubleshooting purposes only and even if no such formal agreement exists, we do only use such data for troubleshooting and delete it once the issue is resolved.

11.3   Send Screen Print

Send Screen Print

This program allows you to easily send tech support a screen print of a problem.   It will prompt you to close any non-Evo windows that you do not wish to share, then it takes a screen shot and passes you to the same program opened by Send Files for you to enter the recipient email address.

12 Main Menu (File) Programs

12.1 Maintain Database

Maintain Database

Purpose of Program
Use this program to view or directly edit data file records.

CAUTION: be extremely careful when using this program. It generally is used as a support tool to repair data records. Whenever possible, you should use the actual programs themselves to work with data, because the programs properly update related files, whereas *Maintain Database* does not.

General Program Operation
Maintain Database is located on the main Windows menu. Click on *File*, then *Maintain Database.*

Select the file you want to view or edit from the *Files Available* window. See File Names for a listing of files by module. You can also limit the fields to be included by checking the *Choose Fields to Display* box

Once a file is selected, you can control the order that they are listed by selecting any of the indexes in the *Sort By* window. As you click on the different indexes you will see the display order change.

The fields in the file are displayed from left to right. Most files have far more fields than can be displayed on one screen, so use the scroll bars on the top and bottom of the main display window to view different portions of the file.

As you scroll through the records, the current record is marked by an arrow in the narrow column to the left of the main display window.

In the lower left portion of the screen are several icons that help you edit the data records. The four arrow buttons advance to the first record, the prior record, the next record, and the last record respectively. You must click the Edit checkbox on the upper right before editing of records will be allowed.

Once you are on a record, you can delete it by clicking on the "minus sign" (delete record) button. If you do so, you will be asked to confirm if you want to delete the record.

Once you move to any fields and make changes to them, you can click on the "check-mark" (post edit) button and your changes will be saved. If you make changes and then decide not to save them, click on the "X" (cancel edit) button and the original data will be restored.

If you make changes to a record and then move to another record, your changes will automatically be saved without having to click on the "check-mark" (post edit) button.

Another useful tool in finding records is the *Fast Search* field. As you type any search value into the field the program will find the first record that matches the search value within the

current index that is highlighted in the *Indexes for Selected File* window. Be aware that the search is case-sensitive.

To add a new record, go to the last record in the file and use your down arrow to move to a blank record. Enter the data and save it in the same manner as when you edit a record.

Password Security
The use of *Maintain Database* should be confined to system administrators and is not something that would be run by the average user. Access to this program can be controlled via PS-A System Users/Passwords by denying access to TA-D Maintain Database. If a user does not have that menu access they will not have access to the program from the File menu drop down either.

12.2   Report Editor

Report Editor

This program is identical to TA-M Forms Editor. If you do not have menu access to that program in System Manager, it will not be available on the File drop down menu

13 Evo-ERP Tools

13.1 Users Tool

Users Tool

Purpose of Program

Use this program to view which users are logged in and what program they are logged into. If you are logged into Evo-ERP as ADMIN, then you can also Disable and Enable logins to prevent users from going into the program during updates.

General Program Operation

Click Tools - Users and a list of users will be displayed with the company they are logged into and which program they are in. Not all programs yet have the feature enabled so in some cases, Evo users will indicate that they are on the menu when in fact they are in a program and Classic users may not display at all.

Enable Logins - If Logins have been disabled, this will re-enable them for both DBA Classic and Evo-ERP.

Disable Logins - This option will prevent users from logging into DBA Classic and will prevent any user other than ADMIN from logging into Evo-ERP. Logins will be Disabled until ADMIN logs back into Evo-ERP and Enables logins.

Logout Users - This will check for users logged into DBA Classic and warn if users are currently logged in. It will close the main menu in Evo-ERP for all users so that as soon as the specific program they are in has exited, they will be exited from the system. It also disables Logins.

Clear User - This simply clears a user from the Login Display file (as in the case of a hung entry. It does not actually affect the user¡s status. If the user is in fact still logged in, then if the Users screen is closed and reopened after 10 seconds, the record will reappear.

13.2 Size Tool

Size Tool

Purpose of Program

Use this program to control the Evo-ERP Main Menu Screen size from Toolbar only to Maximized.

General Program Operation

Click Tools and select the desired size. The selected size will be remembered the next time the user logs back in.

13.3   Google Calendar

Google Calendar

Purpose of Program
Use this program to connect to the Google Internet Calendar.

General Program Operation
Click Tools ?Google Calendar. If you do not have a Google Calendar account, you can register for one. Once registered, you can share calendars and appointments with others, including the IS Tech Support Calendar which displays scheduled updates, training classes, and other events.

13.4   Evo Notes Search

Evo Notes Search

Purpose of Program
Use this program to search teh entire Evo Notes database for a substring of text within notes.

General Program Operation
Click Tools, Note Search and enter the substring of text to search for and whether you are looking for a case sensitive search. Indicate whether to search Active or Archived or Both. Since this is not an indexed search, depending on the size of your Notes database, it may be slow.

14   Glossary

14.1   GLOSSARY

GLOSSARY

Account
Each category of asset, liability, equity, income or expense for which transactions are recorded separately. Accounts can have a normal debit or credit balance. Account records are usually kept as separate pages in a book called a ledger. Accounts are sometimes called ledger accounts, or general ledger accounts.

Accounting Equation
The basis for the entire accounting process: (Assets = Liabilities + Equity) or (Equity = Income ?Expenses)

Accounting Period
This is the period of time over which income is calculated and adjustments are made. Most accounting systems have an accounting period of one month.

Accounts Payable
Money owed by the company for goods and services provided on credit by its suppliers.

Accounts Receivable
Money owed to the company by its customers for goods and services provided on credit.

Accrual Method
A method of stating income for an accounting period which involves matching income and expenses to the period in which the sale or debt occurred.

Accrued Expenses
Expenses which have accrued but have not yet been recorded in the books because no invoice has been received. Or, they may be recorded in the books in accrual account(s), which are then reversed when the actual invoices are received.

Accrued Overhead
Overhead expense which automatically accrues as job costing transactions are performed, based on an overhead factor such as a burden percentage on labor. Accrued overhead is a credit balance which offsets the actual overhead debit balances. Accrued overhead and actual overhead never fully match; at month end an adjustment is made to a variance account to bring them into balance.

Acknowledgment
A printout of a sales order which looks similar to an invoice. It serves as a hard copy reprint of the sales order and can be sent to customers as verification of their orders or used as an internal file copy.

Adjustments
Journal entries to record accrued expenses, depreciation, accrued income, accrued overhead, bad debts and other items which must be recorded at the end of the accounting

period in order to accurately state income. The journal entries to record adjustments are called adjusting entries.

Assets
All the physical things and other items of value owned by a company. Assets include finished and unfinished inventory, land, buildings, cash, and money owed to the company from credit sales.

Audit Trail
The cross-referencing of business records and documents that allows an accountant to trace a transaction to its origin.

Backorder
A sales order line item field that indicates a quantity that failed to ship with the rest of its shipment, meaning it was put on backorder to be shipped later.

Backward Scheduling
See Finite Scheduling.

Bad Debts
The amounts not received when a customer does not pay all or part of what is owed by him. It is recorded as an expense by an adjusting entry.

Balance Sheet
A summary of what a company owns and owes at any given point in time. It has three main categories: assets, liabilities, and owner's equity.

Bill of Material
A listing of the components and quantities required that comprise a subassembly or finished good. This is often referred to as a single level bill of material. A product or assembly can be comprised of many subassemblies, and subassemblies can have their own subassemblies. An overall listing of all these bills of material is referred to as a multi-level bill of material. A printout of a multi-level bill of material with each level identified is referred to as an indented bill of material. A printout of a multi-level bill of material with each component consolidated into a single quantity with no levels specified is referred to as a "summarized" bill of material.

Cash Disbursement
A record of cash payments.

Cash Disbursements Journal
Records AP check transactions (including manual checks) and CD type transactions from GL-B, *Enter/Post General Journal Trxns*.

Cash Flow Statement
The statement of changes in financial position for funds defined as cash; primarily used for internal decision making.

Cash Receipt
A record of the receipt of cash sales and other sources.

Cash Receipts Journal
Records CR type entries from GL-B, cash terms type transactions from invoice posting (SO-

F or SO-G), and receipt of payment by check from AR-C, Record Payments.

Chart of Accounts
An index or listing of the accounts in the ledger by their account number. See also Ledger.

Classified Statements
Financial statements that group accounts into sets that give similar information. See also Balance Sheet, Income Statement, and Cash Flow Statement.

Clearing Account
An account used for transactions when a General Ledger account code is not found during posting.

Closing the Books
The process of adjusting income and expense accounts so that they have a zero balance, and that the net amount is applied to *Retained Earnings* at the end of an accounting year. It is done to ensure that the books are ready to record the next accounting year's transactions.

Contra Account
An account whose balance is on the opposite side of the account to which it is related. Examples include accumulated depreciation, which is a contra asset, sales discounts, which is a contra income, purchases returns and accrued overhead, which are contra expenses, and discount on bonds payable, which is a contra liability.

Cost Accounting
A system of allocating costs or expenses incurred to a particular job, department or project so that a company's management can quickly determine if the project is meeting its budget or earning the company any profits. In manufacturing cost accounting often deals with allocating labor and overhead rates across work centers to accurately cost manufactured products.

Cost of Goods Sold (COGS)
The cost of the raw materials, direct labor, outside processing, and factory overhead incurred in producing all the goods sold during the period.

Current Assets
Assets which are converted into cash or realized in the ordinary course of business, usually within one year.

Current Liabilities
Liabilities that become payable within one year of the balance sheet date.

Credit (CR)
Increasing the balance of an account with a credit balance is called crediting, as is decreasing the balance of an account with a debit balance.

Credit Memo
An AR voucher entry through which you can credit a customer's account, or an AP voucher entry which inputs a credit from a vendor into the AP transaction file.

Credit Sales Order
A sales order with negative line item quantities entered, intended to offset the effect of a posted invoice. Sometimes called a Reversing sales order.

Data File
Any of the files containing accounting and manufacturing information generated by the system programs.

Debit (DR)
Increasing the valance of an account with a debit balance is called debiting, as is decreasing the balance of an account with a credit balance.

Depreciation
Allocation of the cost of a physical asset (such as a piece of equipment) over its useful life. It is recorded as an expense.

Direct Labor Costs
Wages paid to employees (laborers and supervisors) who work directly on the product being manufactured.

Division
See Payroll Division.

Double Entry System
An accounting system that requires recording the dual aspects of every business transaction. Each transaction affects at least two accounts and requires recording an equal dollar amount of debits and credits.

Earnings
The accumulated total of after-tax profits and losses from operations over the life of the company. Profits add to the total and losses subtract from it. If the company has had more losses than profits, the amount will be negative. See also *Retained Earnings*.

EPay
An electronic payment made to a supplier without printing a check

Expenses
The amount a company spends to provide goods and services to its customers or to carry on its business, excepting amounts spent to acquire assets.

Financial Statements
The balance sheet, income statement, and cash flow statement.

Finite Scheduling
A scheduling technique where start and due dates are determined by existing plant capacity. The program looks at the loads on each work center and determines each operation's projected finish date based on estimated production time, average queue (waiting) time, outside processing lead time, and weekends and holidays defined in the shop calendar. *Forward Scheduling* is where a start date is specified and the program calculates the finish date. *Backward Scheduling* is where the finish date is specified and the program calculates the start date.

Fiscal Year
The twelve month period which the company chooses as its year for accounting purposes. It is not necessarily the same as a calendar year.

FICA (Federal Insurance Contribution Act)
Social Security withheld from the employee and expensed to the employer.

Fixed Assets
Assets such as land, buildings, equipment and trucks that are used in operating the business and which have a long life.

Flag
A term used to describe a program status setting. Typically, a decision is made by the program depending on the value of the flag. The *Rdy?* field in the sales order header is an example of a flag.

Forward Scheduling
See Finite Scheduling.

FUTA (Federal Unemployment Tax Act)
Employer's annual Federal unemployment tax paid by the employer.

General Ledger
The collection of all permanent and temporary accounts of a business. The information in the ledger is recorded by a process called posting.

General Journal
A chronological record of non-cash transactions, such as adjustments.

Gross Profit on Sales
The profit made on selling the inventory before the selling and administrative expenses are taken into account. It is the value of sales minus cost of goods sold.

History
See Transaction History.

Income
The amount that a company earns by selling goods and services.

Income statement
A statement which shows the income and expenses for a specified period of time.

Indented Bill of Material
See Bill of Material.

Infinite Scheduling
A scheduling technique where operation due dates are established without regard for plant capacity. The work order start date and finish date are set by the user and the program calculates due dates on each operation accordingly.

Inventory
The goods a business has available for sale to its customers. For retailers or wholesalers, the goods themselves are not modified in any major way from the time they are received until the time they are sold. A manufacturing company's inventory will consist of raw materials, work in process, and finished products manufactured but not yet sold. See also *Non-*

Inventory and *Work-in-Process*.

Inventory Location
Multiple inventory locations allow independent tracking of units on hand, on sales order, on backorder, on purchase order, on work order, allocated, and in work-in-process from differing physical sites or profit centers.

Invoice
A document that describes the sale of a product or service and transfers ownership to the purchaser. It specifies the product, price, and the terms of the sale.

Job
A term which is often used by people to mean Work order. In this system, a production order is referred to as a work order, not a job. There is a *Job Number* field, which allows several work orders, sales orders, or purchase orders to be assigned to an overall job number for tracking purposes, which would refer to an overall project.

Job Costing
A term used to describe the process of gathering and reporting work order costs. Job costing elements include labor, materials, outside processing, and overhead.

Journal
An accounting record in which business transactions are recorded in chronological order as they occur. All transactions are coded with a journal type code and can be listed separately by journal type. Journal types include general, cash receipts, cash disbursements, sales, purchases, payroll, other, and work orders. See also *Journal Entry*.

Journal Entry
A systematic record of a business transaction showing the accounts affected and the amounts of debits and credits and containing sufficient other information to describe the transaction completely.

Ledger
An historical record of all of the balance sheet and income statement accounts. Entries are made to the ledger through a process called posting. See also *Account.*

Liabilities
All the debts and money owed to others by the company. Liabilities include loans from banks, loans from shareholders, and unpaid amounts owed to suppliers and others.

Line Item
Any individual line that will print in the invoice body on an invoice form. The same term is used to refer to individual lines on acknowledgments and packing slips.

Location
See Inventory Location.

Long Term Liabilities
Liabilities that are not due to be paid during the next 12 months.

Lot Control
A means of identifying and tracking batches of raw material and finished goods by lot number.

Manual check
A check typed or written by hand as opposed to one that is printed by a computer.

MRP (Material Requirements Planning)
MRP refers to a program which takes basic demand for products, assemblies, and materials (sales orders, forecasts, and work order bills of materials) and explodes those requirements down through all levels of the bills of material. MRP will suggest purchase orders and work orders as required and will inform when existing orders need to be rescheduled.

Net Sales
See Income.

Non-Cash General Ledger Account
An account not directly affected by the receipt or disbursement of cash, such as depreciation and amortization.

Non-Destructive Close
A process of calculating the *Current Earnings* and *Retained Earnings* from the Income and Expense accounts without setting the account balances to zero. This can be done continually without undesirable effects.

Non-Inventory
A item number type within inventory (type N) which keeps track of sales and price but disregards units on hand.

NSF Check
A check for which there are not sufficient funds to cover, and which a bank consequently refuses to honor.

Opening the Books
The process of setting up a new set of books with the correct balance sheet, account balances, and zero balances in the income and expense accounts. When this is done, the new books are ready to record the upcoming accounting year's transactions.

Outside Processing
Services such as plating, painting, etc. that are performed by outside vendors during the course of production.

Other Journal
Records inventory adjustment changes and bank account funds transfer.

Owners' Equity
The interest or stake the owners have in a company. It is the owners' original investment plus the accumulation of all profits that have been retained in the company since its conception. It may be calculated by subtracting the value of the liabilities from the value of the assets.

Packing Slip
An intermediate document used by warehouse operations to stage and fill orders. A copy of the packing slip is usually included with the goods.

Parent Product

A term which refers to a product or assembly which has a bill of material. That item is the parent product of its components. Manufactured items on work orders are often referred to as parent products, as are items with estimates.

Payroll Division
A way of assigning different sets of payroll deductions to different groups of employees, or the name given to such a set of deductions.

Pick List
A document used by warehouse operations to gather and record raw materials and assemblies needed and used by work orders.

Prepaid Expenses
Expenses which are paid for in advance. Insurance and rent are typical prepaid expenses.

Product Structure
An alternate term for referring to a Multi-level bill of material. See *Bill of Material*.

Profit
See Income.

Profit Center
A department, sales region, project or any other part of a company for which income and expenses can be identified to determine if the division is earning profits.

Purchase Order
A document to convey to a vendor that a commitment has been made to purchase a product at a specific price under specified terms.

Purchases Journal
Records all non-cash transactions from Accounts Payable, including sales and payroll tax transfers.

Ready to Ship
A status field in sales order line items that indicates if items are ready for invoicing or packing slip printing.

Recurring Transaction
Any transaction such as a lease payment or bank charge that occurs on a regular periodic schedule. These can be handled by voucher, invoice, or General Journal entry, whichever is most appropriate.

Release
See Sales Order Release.

Retained Earnings
The accumulated total of after-tax profits and losses over the life of the corporation. If a corporation had more losses than profits, the amount of *Retained Earnings* will be negative. Any dividends paid are also subtracted from *Retained Earnings*. See also *Earnings.*

RFQ (Request for Quote)
A request for a price quotation from an outside vendor. This can be in the form of a document

that looks very much like a purchase order.

Routing
A listing of the labor and outside processing operations that are needed to manufacture a finished good or subassembly. The routing includes operational detail which describes the various processes. Routing information is often printed on a shop traveler. See *Shop Traveler.*

Sales
See Income.

Sales Journal
Records all non-cash invoicing transactions generated within the Sales Orders module.

Sales Order
An unshipped customer order. The sales order holds prices, due dates, and backorder information on line items. Work orders can optionally be generated from sales orders. Invoices are processed from sales orders as shipments are made.

Sales Order Release
The process of tagging sales order line items (by setting the ready-to-ship flag to Y) for packing slip printing and invoicing.

Scrap
Scrap is any planned or unplanned excess material used during the course of a work order, or any parent products that have to be thrown out (scrapped) for quality reasons. Raw material scrap can be anticipated and planned for by specifying a scrap percentage in the parent product's bill of material. This will insure that enough material gets allocated to accommodate the planned scrap.

SDI
State Disability Insurance (payroll deduction category).

Setup
The labor involved in setting up a machine or work center prior to performing a labor operation. *Setup* is tracked as a separate cost category.

Shop Paper
A term often used to describe work order documents, including the shop traveler, pick list, and labor tickets/labels.

Shop Traveler
A printed document which contains all the information needed by production to manufacture an item. It is called a □raveler?because it often travels with the order around the shop floor. The traveler contains work order header information, a routing, and a bill of material.

Soft Close
See Non-Destructive Close.

Source Document
An invoice, a bill, or other physical document on which the transaction recorded by the journal entry is based.

Subsidiary Ledger
A system in which a particular ledger account (e.g., Accounts Receivable) has its own ledger called a subsidiary ledger. There is generally an account in the subsidiary ledger for each customer (or supplier or employee).

SUTA(State Unemployment Tax Act)
State unemployment security, a statutory assessment.

Template (Recurring Transactions)
General Journal transactions, invoices, and vouchers that are repeated on a periodic basis can be saved as a template, or general format, to be generated at the appropriate time.

Terms of a Sale
The manner and time in which a purchase is to be paid.

Transaction History
The record kept of transaction data after the transactions are posted. A history of this kind can be used to void paid checks or enter reversing transaction later. See *Credit Sales Order.*

Trial balance (or Detailed Trial Balance)
The process of totaling the debit and credit balances of all the accounts in the ledger to ensure that there have been no posting or adding mistakes and that the total debits equal the total credits.

Units Allocated
The unissued quantity of an inventory item needed for all open work orders.

Units in Work-in-Process
The quantity already issued of an inventory item (component) required for the remaining (uncompleted) quantity of open work orders.

Units on Back Order
Inventory units in the sales order backorder column that have been sold but have not yet shipped.

Units on Hand
Inventory units that are physically on hand and have not yet been issued or shipped.

Units on Purchase Order
Inventory units which have been ordered but not received.

Units on Sales Order
Inventory units in the sales order *Ship Qty* column that have been sold but have not yet shipped.

Units on Work Order
The uncompleted quantity of all open work orders for an inventory item.

Voucher (AR, AP)
A method of cash control requiring that all expenditures must be approved before checks are issued in payment.

Withdrawal

The money taken out of a company by a proprietor or partner.

Work Center

The factory is organized into work centers for costing and scheduling purposes. A work center can be a machine, group of machines, or department. Each work center can have its own rates for setup, labor, and overhead. Routing operations are assigned to specific work centers.

Work-in-Process

Open work orders and the corresponding inventory value of the costs incurred to-date are referred to as work-in-process. Work-in-process is an inventory asset account in the General Ledger.

Work Order

An order to the factory to produce a specific finished good or subassembly. The printed work order is called a *Shop Traveler*. Work orders are integral to the scheduling, costing, and inventory control functions.

Work Orders Journal

A listing of all the General Ledger transactions, in chronological order, generated by work order processing.

Work Sheet

An accounting tool used from preparing end-of-period procedures without disturbing the books of account.

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