Shared Information

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## Contents

### Introduction
- Shared Information Overview ................................................................. 1
- Shared Information Interaction Flow ......................................................... 2
- User Guide Overview ................................................................................... 3
  - What is Covered in the User Guide? ......................................................... 3
  - Who Should Use the User Guide? ............................................................. 3
  - How to Use the User Guide ........................................................................ 3
- Quick Reference Task List ........................................................................... 4
  - How Do I Enter and Change...? ................................................................. 4
  - How Do I Set Up...? ..................................................................................... 4
  - How Do I Activate...? .................................................................................. 4

### Setting up Shared Information
- Overview ........................................................................................................ 5
- Record Coding Formats .................................................................................. 5
- Entering Addresses ........................................................................................ 6
- Setting Up Sales and Purchasing Terms ......................................................... 8
- Changing State, Province, Country, or Region Information ......................... 10
- Setting up Flexkey Field Information ............................................................ 11

### Setting up Taxes
- Overview ....................................................................................................... 15
- Structuring Tax Information .......................................................................... 15
- Setting up Taxes ............................................................................................. 18
- Identifying and Setting up Tax Categories .................................................... 20
- Identifying and Setting Up Tax Groups ......................................................... 22
  - Tax Groups and Tax Calculation ............................................................... 22
  - Tax Group Restrictions ............................................................................. 23
- Activating Tax Entry ....................................................................................... 24

### Setting up Quick Send
- Overview ....................................................................................................... 25
- Setting up Application Server for Quick Send .............................................. 25
- Defining Default Quick Send Preferences ..................................................... 26
- Defining Vendor Quick Send Preferences .................................................... 27
- Defining Customer Quick Send Preferences ................................................. 28
- Defining Employee Quick Send Preferences ............................................... 29
- Defining Project Quick Send Preferences ..................................................... 30

### Administering Quick Send Requests
- Overview ....................................................................................................... 31
- Viewing Delivery Details for Documents Sent Electronically ....................... 32
- Resending Documents Delivered Electronically ........................................... 34
- Modifying Quick Send Requests for Documents Sent Electronically .......... 35
- Viewing Documents Sent to Recipients ....................................................... 37

### Modifying Doc Share Settings
- Overview ....................................................................................................... 39
- Modifying Customer, Vendor, or Project Doc Share Settings ....................... 40
Setting up Default Report Formats 41
Setting up Field Descriptions 43
Data Entry Screens 45
  Edit Quick Send Requests (21.010.00) .......................................................... 45
  Edit Quick Send Requests, Search Quick Send Requests Tab ..................... 49
  Edit Quick Send Requests, Search Customer Documents Tab .................... 50
  Edit Quick Send Requests, Search Vendor Documents Tab ....................... 52
  Edit Quick Send Requests, Search Employee Documents Tab ................... 53
  One-time Receiver (21.010.01) ................................................................. 54
Inquiry Screens 59
  Quick Send Inquiry (21.200.00) .................................................................. 59
  Quick Send Inquiry, Search Quick Send Requests Tab ............................ 64
  Quick Send Inquiry, Search Customer Documents Tab ............................ 65
  Quick Send Inquiry, Search Vendor Documents Tab ............................... 67
  Quick Send Inquiry, Search Employee Documents Tab ............................ 68
  Availability (21.410.00) ........................................................................... 69
  Availability, Summary Tab ....................................................................... 69
  Availability, Plan Detail Tab ...................................................................... 74
  Availability, Available-to-Promise Tab ...................................................... 77
  Available-to-Promise Tab of Availability, CPS On .................................. 78
  Available-to-Promise Tab of Availability, CPS Off (Work Order Module Installed) ...... 80
  ATP - Set Include Options (21.410.01) ...................................................... 83
  Daily Details (21.410.02) .......................................................................... 84
  Availability, Vendor Detail Tab (Order to Purchase Module Installed) ........ 88
Maintenance Screens 91
  FOB Maintenance (21.230.00) .................................................................. 91
  Carriers Maintenance (21.240.00) ............................................................ 92
  Address Maintenance (21.250.00) ............................................................. 94
  Ship Via Maintenance (21.260.00) ............................................................. 97
  Terms Maintenance (21.270.00) ............................................................... 99
  Terms Maintenance, Terms Tab ................................................................. 100
  Terms Maintenance, Installment Type Tab ................................................. 102
  Tax Maintenance (21.280.00) .................................................................. 104
  Tax Maintenance, Options Tab ................................................................. 106
  Tax Maintenance, Sales Accounts Tab ...................................................... 109
  Tax Maintenance, Purchasing Accounts Tab ............................................ 111
  Tax Maintenance, Tax Dates/Categories Tab ........................................... 113
  Tax Maintenance, Rate Update Tab ......................................................... 116
  Tax Maintenance, Taxing Authority Tab ................................................... 118
  Tax Maintenance, History Tab ................................................................. 119
  State/Province Maintenance (21.290.00) .................................................... 121
  Country/Region Maintenance (21.300.00) .................................................. 122
  Tax Category Maintenance (21.310.00) ....................................................... 123
  Flexkey Definition (21.320.00) ................................................................. 124
  Flexkey Table Maintenance (21.330.00) ..................................................... 128
  Tax Group Maintenance (21.340.00) .......................................................... 130
  Material Type Maintenance (21.370.00) ...................................................... 132
  Material Type Maintenance, Information Tab .......................................... 133
  Material Type Maintenance, Replenishment Tab ....................................... 134
  Material Type Maintenance, Seasonality Tab .......................................... 140
  Buyer Maintenance (21.380.00) ................................................................. 141
  Authority Level Maintenance (21.390.00) ................................................... 142
Contents

Default Report Format Maintenance (21.400.00) ....................................................... 143
Field Description Maintenance (21.405.00) ................................................................. 145

Process Screens ................................................................. 149

Apply Tax Changes (21.500.00) ............................................................................ 149

Setup Screens ................................................................. 151

Quick Send Setup (21.951.00) ............................................................................. 151
SharePoint Site Creation/Linking (21.960.00) ......................................................... 156

Reports ................................................................. 159

Carriers List (21.241.00) ..................................................................................... 159
Addresses (21.600.00) ......................................................................................... 159
Address Labels (21.610.00) ................................................................................. 160
Ship Via List (21.620.00) ..................................................................................... 160
Messages (21.630.00) ......................................................................................... 161
Terms List (21.640.00) ......................................................................................... 161
Tax List (21.650.00) ............................................................................................. 162
Tax Detail (21.660.00) ......................................................................................... 163
FOB List (21.670.00) ............................................................................................ 163
Tax Category List (21.680.00). ............................................................................ 164
Tax Group List (21.690.00) ................................................................................. 164
Material Type List (21.720.00) ........................................................................... 165
Buyer List (21.730.00) ......................................................................................... 165
State/Provinces (21.900.00) ............................................................................... 166
Countries/Regions (21.910.00) ........................................................................ 167
Flexkey Definitions (21.920.00) .......................................................................... 168
Flexkey Tables (21.930.00) .................................................................................. 169

Index ................................................................. 171
Introduction

Shared Information Overview

The Shared Information module in Microsoft Dynamics® SL performs the functions needed to enter, maintain, and report common information used by many modules throughout the entire system. This module-independent shared information includes:

- Miscellaneous addresses (for donors, members, stockholders, etc.)
- Sales and purchasing terms
- Sales tax codes
- System error messages
- Flexkey definitions and values for subaccount numbers, vendor IDs, customer IDs, and inventory item IDs
- State or province and country or region descriptions and abbreviations

Information entered in the Shared Information module is typically available to any or all modules, including General Ledger, Order Management, Inventory, and Currency Manager. Typically, you must set up shared information in the Shared Information module before this information is available for use in other modules. For example, you must set up the flexkey format and possible flexkey segment values for subaccounts before you can define subaccounts on Subaccount Maintenance (01.270.00) in the General Ledger module and use them throughout the software when entering journal transactions, accounts payable vouchers, sales orders, etc.
Shared Information Interaction Flow

Figure 1: Shared Information Interaction
User Guide Overview
This user guide provides information regarding the setup and use of the Shared Information module. Reviewing the user guide can help you make informed decisions regarding the implementation of the Shared Information module in your business.

What is Covered in the User Guide?
The user guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Shared Information module. The user guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user guides.

Who Should Use the User Guide?
The user guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information necessary for making decisions regarding how to use the Shared Information module in order to get the most from your system.

How to Use the User Guide
Read the appropriate section of the user guide before proceeding. The user guide presents the procedures and steps required for completing the various Shared Information processes. To assist you in locating information, the user guide contains:

- A “Table of Contents” of logically organized activities and tasks.
- An alphabetized “Quick Reference Task List” of commonly performed tasks.
- An alphabetized “Index” of the information provided in the user’s guide.
Quick Reference Task List

This list contains tasks that are commonly performed with the Shared Information module. Each task is cross-referenced to a specific page in the user guide.

How Do I Enter and Change...?
- State, Province, and Country or Region Information — See “Changing State, Province, Country, or Region Information” on page 10.

How Do I Set Up...?
- Sales and Purchasing Terms — See “Setting Up Sales and Purchasing Terms” on page 8.
- Flexkey Field Information — See “Setting up Flexkey Field Information” on page 11.
- Taxes — See “Setting up Taxes” on page 18.
- Tax Categories — See “Identifying and Setting up Tax Categories” on page 20.
- Tax Groups — See “Identifying and Setting Up Tax Groups” on page 22.
- Quick Send — See “Setting up Quick Send” on page 25.

How Do I Activate...?
- Tax Entry — See “Activating Tax Entry” on page 24.
Setting up Shared Information

Overview

This section is designed to help you define information that will be shared by all other Microsoft Dynamics SL modules. “Record Coding Formats” addresses things to consider as you decide on numbering schemes that will help you efficiently retrieve and report on information. This section also includes procedures for entering customer, sales, vendor, buyer, and material information that will be used by the modules. The basic tasks include:

- Selecting record coding formats
- Setting up sales and purchasing terms
- Changing state or province and country or region information
- Setting up flexkey field information

Record Coding Formats

During a session, you enter a great deal of new data, from transaction batches, to employee information, to sales orders. For accurate, efficient data storage and retrieval (to print reports, run processes, etc.), each data record receives a unique identifying code that distinguishes it from all other data records. These codes can be numeric, alphabetic, or alphanumeric. Depending on the data record type, the codes are either assigned automatically by the software or manually by you.

For example, if transaction batch numbering began with batch number 000001 for the first batch entered, the software automatically assigns batch number 000234 to the 234th batch entered. However, data records such as vendor information or accounts receivable terms require manually assigned identifying codes. If the information of a customer named Greene is being entered, the customer ID could be GREENE, GRE100, 100GRE, or any other identifying code you care to assign.

To ensure easy record retrieval, and especially for reporting make sure the codes assigned to each type of data record follow a standard coding format established beforehand. For example, the standard coding format for the vendor IDs of primary vendors might use a leading P at the beginning of each ID: P00001, P00002, etc. When establishing record coding formats, consider the following:

- Before defining coding formats, review the sorting and selection functions that specify which information should appear when you generate reports (see the various Shared Information report descriptions in the “Reference” section) and compare this to your reporting needs. This comparison helps you develop coding formats that achieve the desired reporting results.
- Code sorting always occurs from first character to last, numerically and alphabetically. Also, numbers always sort before letters. For example, the software sorts 020243, 020242, 080656, 042691 in the order 020242, 020243, 042691, 080656. The alphanumeric codes B20242, A20242, B20243 are sorted A20242, B20242, B20243.
- If you cannot define a format that completely meets the needs of a data record, use a format adequate for a majority of the record’s codes and handle exceptions individually. Do not simply use a random coding format.
- Once you have defined the coding format for a record type, consistently observe this format when you enter associated data records. If the format requires six characters, all codes should have six characters; if the character order is two letters followed by four numbers, all codes should have two letters followed by four numbers, etc.

Remember that a well-planned system of data record coding formats ensures the orderly, logical identification of all records in the database.
Entering Addresses

With the Shared Information module, you can enter and maintain address information for a wide range of miscellaneous business address needs (for example, the addresses of your company’s board of directors, key business contacts, prospective clients, etc.). Enter such address information on Address Maintenance (21.250.00).

First, enter an address ID. Address IDs are unique identifying codes assigned to address information that distinguishes each address from all other addresses in the database. An address ID can be any alphanumeric code you care to assign (for example, an abbreviated version of the addressee’s name or a letter-number combination). Possible address ID formats include:

- The initial series of letters in the addressee name (MASTERSONCO for Masterson Company).
- Sequential numbers (22428656, 22428657, etc.).
- Region number-address number combination (426616 for address 616 in region 426).
- Address name-region number combination (MASTERSON37 for Masterson Company in region 37).

For each address ID you create, enter:

- The addressee’s name
- An attention line (optional)
- A salutation (optional)
- The first address line
- The second address line (optional)
- The addressee’s city, state or province, and postal code
- The addressee’s country or region abbreviation
- The addressee’s telephone (and extension) number and, if appropriate, fax (and extension) number
- The tax registration number for the address (if required)
• The tax location ID for the address (optional)
• The tax IDs associated with the address

Enter employee, vendor, or customer addresses in the maintenance screens of the Payroll, Accounts Payable, and Accounts Receivable modules. See the “Reference” sections in the associated manuals. The Addresses (21.600.00) report provides a detailed report of all (or selected) shared information addresses. You also can use the Address Labels (21.610.00) report to print these addresses on mailing labels.
Setting Up Sales and Purchasing Terms

Microsoft Dynamics SL enables you to set up predefined vendor payment and customer sales terms that give you precise control over such payment areas as voucher and invoice discount percentages, voucher and invoice discount dates, due dates, etc. This allows you to enter and monitor vendor and customer payment terms with accuracy, and also reduces keying when entering vouchers, sales orders, etc.

All terms information is defined on Terms Maintenance (21.270.00). Once entered, terms information is available for use in the various document maintenance screens of the Accounts Payable, Purchasing, Order Management, and Accounts Receivable modules. You must first set up terms information on Terms Maintenance (21.270.00) before you can use this information on vendor and customer documents. See “Terms Maintenance (21.270.00)” on page 100 for more information.

To set up terms information:

1. Review current vendor and customer documents and determine the payment terms you receive from vendors and extend to customers. Make sure you include all pertinent information: discount percentages, discount dates, etc.

2. Assign each different payment term a unique terms ID. When assigning terms IDs, make sure you set up IDs for specialized and rarely used terms, as well as those used on a regular basis.

3. Enter payment terms information on Terms Maintenance (21.270.00).

4. For each payment term enter:
   - **Terms ID** — A unique terms ID.
   - **Description** — A complete, clear terms description.

5. Under Discount, enter discount details:
   - **Type** — The kind of discount you are defining (fixed date in the month following the document date, number of days after document date, pay the purchasing document immediately when the customer invoice it is linked to is paid).
   - **Days / Date** — The total number of days after the sales or purchasing document date during which the discount is available, or the last date the discount is offered.
   - **Percent** — The discount percentage.
6. Under Due, enter invoice or voucher payment due date details:
   - **Type** — The kind of due date you are defining (fixed date in the month following the document date, number of days after document date, pay the purchasing document immediately when the customer invoice it is linked to is paid).
   - **Days / Date** — The number of days or date when documents associated with the terms are due for payment. This field is set to zero if the discount type is Pay When Paid, indicating the total amount of the purchasing document is payable immediately when the customer invoice it is linked to is paid.

7. Generate the Terms (21.640.00) report to verify the accuracy of its terms information. Make any necessary corrections on Terms Maintenance (21.270.00).
Changing State, Province, Country, or Region Information

When you install Microsoft Dynamics SL and set up a working database, the software automatically loads the names and two-letter abbreviations of all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and the Canadian provinces and territories into the database. It also loads the names and three-letter country or region abbreviations of the United States and Canada. You can edit (add, change, delete) the state/province, and country or region information maintained by the software using State/Province Maintenance (21.290.00) and Country/Region Maintenance (21.300.00).

In order to enter specific state or province and country or region IDs in other modules, you must first set up the IDs and names of that state or province and country or region on State/Province Maintenance (21.290.00) and Country/Region Maintenance (21.300.00). You also can edit state, province, country, or region information at any time during a session. See “State/Province Maintenance (21.290.00)” on page 121 and “Country/Region Maintenance (21.300.00)” on page 122 for more information.
Setting up Flexkey Field Information

The flexkey feature provides the capability to separate certain identification codes into meaningful segments to increase the efficiency of referencing and reporting information.

The identification codes that can be segmented differ in Microsoft Dynamics SL installations. Microsoft Dynamics SL Standard edition provides the ability to segment subaccount numbers. Microsoft Dynamics SL Business Essentials and Advanced Management editions provide the ability to segment subaccount numbers, vendor IDs, employee IDs, customer IDs, inventory item IDs, and task IDs (Project Controller module).

**Example:** Subaccount numbers might be separated into segments with each segment used to identify a particular aspect of sales: 03-440-AA-01-03-1. This 12-character subaccount number is separated into six segments that identifies division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (1).

Set up the physical structure of flexkey identification codes on *Flexkey Definition* (21.320.00). This structure includes number and character lengths of segments, segment alignment and fill characters, type of characters allowed, whether or not segments require validation, and the separator character (hyphen, etc.) used between segments. Note that during data entry the validation function checks a segment value entered against a table of acceptable segment values and either accepts or rejects the value entered. For example, if validation is selected for the first segment of vendor IDs and the possible values for this segment are 01 and 02, entering 03 for this segment causes the software to reject the segment value entered. Segment validation is most valuable during the entry of new records (new subaccounts, new customers, etc.).

When setting up the structure of flexkey subaccount numbers and/or vendor, customer, item IDs, consider the following maximum ID character lengths and number of segments:

**Microsoft Dynamics SL Standard edition:**

<table>
<thead>
<tr>
<th>Identification Code</th>
<th>Maximum Characters (Excluding Separators)</th>
<th>Maximum Number of Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaccount Number</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

**Microsoft Dynamics SL Business Essentials and Advanced Management editions:**

<table>
<thead>
<tr>
<th>Identification Code</th>
<th>Maximum Characters (Excluding Separators)</th>
<th>Maximum Number of Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaccount Number</td>
<td>24</td>
<td>8</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Customer ID</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Employee ID</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Inventory Item ID</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>Task ID</td>
<td>32</td>
<td>6</td>
</tr>
</tbody>
</table>

Set up the possible value options (for example, 00 for default, 01 for administrative, 02 for manufacturing, etc.) for each flexkey segment requiring validation on *Flexkey Table Maintenance* (21.330.00). The following example illustrates the use of the flexkey features and capabilities.

**Example:** You determine that you want to divide customer IDs into two flexkey segments in order to reference and report customer information by geographic region. You decide to set up a nine-character customer ID made up of a seven-character customer ID segment and a two-character sales region segment separated by a hyphen. The customer ID segment should only allow numeric characters. Since your company has four recognized sales regions only (AA, BB, CC, and DD), you decide to have the software perform verification on the values entered for the region segment. To set up this flexkey customer ID format, you would do the following:
1. Enter the physical structure of the customer ID on Flexkey Definition (21.320.00).

   - Enter Customer as the description for the first segment, assign it a maximum length of seven, and select Numeric at Edit Type.
   - Enter Region as the description for the second segment, assign it a maximum length of two, select Alphabetic at Edit Type, and select Validate.

2. Enter the range of acceptable sales region values on Flexkey Table Maintenance (21.330.00). For this second ID segment you enter the values and descriptions AA East Region, BB North Region, CC South Region, DD West Region.

3. Generate the appropriate Shared Information module reports:
   - Flexkey Definitions (21.920.00) report for a listing of the customer ID’s physical structure.
   - Flexkey Tables (21.930.00) report for a listing of the possible value for sales regions (the values the software uses for validation).

With this flexkey structure when you enter new customer IDs on Customer Maintenance (08.260.00) in the Accounts Receivable module, the software ensures that:
• Each new customer ID uses a two-segment seven-character, two character format separated by a hyphen.
• The characters in the customer segment of the ID are numeric only.
• The value entered for the region segment matches one of the possible region values available: AA, BB, CC, DD.

The software does not allow the entry of any customer ID that does not meet these criteria. Note that once you create a valid flexkey ID record (subaccount, vendor, etc.), that record is available for use in any other screen that permits the entry of that type of ID record.

**Caution!** You can change the attributes (number of segments, number of characters in segments, etc.) of a flexkey definition, even after you have entered data records according to the flexkey’s physical structure and segment entry criteria. However, do so carefully, as this typically eliminates flexkey consistency and may produce unexpected results (blank character fills, zero fills, etc.) in existing flexkey IDs maintained in the database. You must use Initialize Mode to make these changes. For this reason, you should only change the attributes of existing flexkey definitions when you can accurately predict the outcome on previously entered flexkey IDs.
Setting up Taxes

Overview
This section provides information and procedures for entering tax information that is used by all other modules. These basic tasks include:

- Structuring Tax Information
- Setting up Taxes
- Identifying and Setting up Tax Categories
- Identifying and Setting Up Tax Groups
- Activating Tax Entry

Structuring Tax Information
Tax Maintenance (21.280.00), Tax Category Maintenance (21.310.00), and Tax Group Maintenance (21.340.00) enable you to define the information used to calculate tax amounts in the Accounts Payable, Order Management, Purchasing, and Accounts Receivable modules.

- **Tax Maintenance (21.280.00)** — Maintains the information (ID, description, rate, calculation rules, etc.) of each different tax used in the software. You can track a variety of taxes, including sales, GST, VAT, and self-assessed (you can also track tax-exempt, zero-rated, and non-taxable sales and purchases). Tax Maintenance (21.280.00) also maintains each tax's tax history, a listing of taxable and tax amounts, as well as taxes collected and paid.

- **Tax Category Maintenance (21.310.00)** — Maintains the information of any tax categories you establish. Tax categories are typically used to identify and track groups of inventory items that require specific tax treatment. During data entry when you enter an item on a sales order, purchase order, etc., the item’s tax category determines which default vendor or customer taxes apply to the item.

- **Tax Group Maintenance (21.340.00)** — Maintains the information of tax groups: two or more taxes that are frequently applied together (at the same time to the same item, etc.). Tax groups help streamline data entry. On sales orders, purchase orders, etc., entering a tax group’s ID causes the software to associate all of the group’s taxes with the document automatically (they become the document’s default tax entries). This eliminates that time required to key multiple tax entries. Tax groups also permit the number of taxes calculated and tracked for any document to exceed the maximum number of individual taxes allowed on the document.

The Shared Information module includes four reports that provide comprehensive listings of tax information and amounts:

- **Tax List (21.650.00)**
- **Tax Detail Report (21.660.00)**
- **Tax Category List (21.680.00)**
- **Tax Group List (21.690.00)**
To structure the tax information used by Microsoft Dynamics SL:

1. Gather all documents containing your company’s vendor and customer tax information.
2. Determine which taxes to track.
3. Determine which tax categories to establish (if any).
4. Determine which tax groups to establish (if any).
5. Enter the information of each tax selected in step 2 on Tax Maintenance (21.280.00).

![Tax Maintenance (21.280.00)](image)

**Figure 8: Tax Maintenance (21.280.00)**

6. Enter the information of each tax category defined (step 3) on Tax Category Maintenance (21.310.00). Skip this step if you are not using tax categories.

![Tax Category Maintenance (21.310.00)](image)

**Figure 9: Tax Category Maintenance (21.310.00)**

7. Assign tax category IDs to inventory items on Inventory Items (10.250.00) in the Inventory module. Complete this step only if you are using the Inventory module.

8. Enter the tax category IDs for each tax on Tax Maintenance (21.280.00). Skip this step if you are not using tax categories.
9. Assign taxes to the appropriate tax groups (step 4) on Tax Group Maintenance (21.340.00). Skip this step if you are not using tax groups.

![Tax Group Maintenance (21.340.00)](image)

Figure 10: Tax Group Maintenance (21.340.00)

10. Set up default taxes for each vendor on Vendor Maintenance (03.270.00) in the Accounts Payable module.

11. Set up default taxes for each customer on Customer Maintenance (08.260.00) in the Accounts Receivable module.

12. Select the allow-tax option in the setup screen of each module that requires tax entry capability. Setup screens with the allow-tax option are:
   - AP Setup (03.950.00)
   - AR Setup (08.950.00)
Setting up Taxes

In order to enter and track taxes, you must first set up the appropriate tax information on Tax Maintenance (21.280.00). Each tax’s basic information includes a unique tax ID, a description, the tax percentage, and the general ledger accounts (and subaccounts) where taxes collected on sales or paid on purchases are posted. However, setting up taxes involves other important tax issues. When entering a tax’s information on Tax Maintenance (21.280.00), also consider:

- **Basis** — Determines whether the tax uses tax basis price, cost price, or selling price as the starting taxable amount for transaction detail line tax calculations. Note that the software can calculate taxes based on cost in the Order Management module only and only for items that have a standard, user-specified, or specific identification lot or serial-tracked cost.

- **Calculation Type** — Determines how the software calculates the tax:
  - Apply the tax rate or formula to the sum of all transaction detail line taxable amounts to which the tax applies (document oriented).
  - Apply the tax rate or formula to the taxable amount of each transaction detail line to which the tax applies (item oriented) and then sum these tax amounts to arrive at the document tax total.

- When you release documents, the software creates one tax transaction per tax per document for document-oriented taxes. For item-oriented taxes, a separate tax transaction is created for each transaction detail line tax amount.

- **Calculation Level and Exclusion** — Calculation level determines the tax’s level of taxation: level 1 or level 2. A tax that uses only the total amount of item(s) purchased or sold as the starting taxable amount is a level 1 tax. A tax that uses the total amount of item(s) purchased or sold plus any level 1 tax amounts as the starting taxable amount is a level 2 tax. Calculation exclusion controls whether or not a level 1 tax’s tax amounts are excluded from level 2 tax calculations.

- **Application Options** — Control whether or not the tax is automatically applied to freight and miscellaneous charges as well as the items on order. Note that the software can automatically apply tax to freight and miscellaneous charges in the Order Management module only.

- **Terms Discount Options** — Control whether or not the software applies any available discounts to taxable amounts before calculating the tax’s tax amount. At payment release time, they also determine whether or not the software adjusts taxable and tax amounts on invoices that include a terms discount. If calculated taxes for an invoice already assume the terms discount and the terms discount has been allowed, the software makes no adjustment. However, if the terms discount is not applied—or calculated taxes do not assume the terms discount, but the discount has been allowed—the software adjusts taxable and tax amounts in tax history and in the general ledger. Note that a tax automatically assumes the terms discount on invoices if you select Apply Terms Disc before Tax Calc on Tax Maintenance (21.280.00).

  **Note:** All of the Terms Discount options only apply to the discount calculated from the terms. If the calculated discount is overridden during data entry (for example, when an Accounts Payable voucher is created), this does not recalculate tax for the document. Tax would need to be adjusted manually.

- **Extraction and Inclusion Options** — Control whether or not the tax amounts are included in the extended amounts of transaction detail lines or documents. If they are, the software applies the tax rate or formula to the extended amount to extract the tax amount. If they are not, the software uses the extended amount as the starting taxable amount and applies the tax rate or formula to calculate the tax amount. The extraction and inclusion options also control whether or not the software adds the tax’s calculated tax amounts to document totals (you can have the software calculate and track tax amounts without adding them to document totals).
• **Tax Reporting Setup** — Determines the tax’s filing location, taxing authority level and ID, tax reporting exemption status. You can use:
  - Filing locations to group two or more taxes that are reported to the same taxing authority (for example, assigning the filing location value OHIO to all taxes reported to Ohio).
  - Taxing authority levels to distinguish between different levels of tax reported to the same filing location (for example, assigning level 1 to state taxes, level 2 to city taxes, and level 3 to local taxes for a filing location that requires the reporting of all three tax types).
  - Taxing authority IDs to maintain taxing authority identification codes for taxes that are different from the IDs you use in the software for the taxes. Taxing authorities often require tax reporting by their, rather than your, tax IDs.
  - Track and report tax exemptions, as well as taxes collected and paid.

• **Tax Point Date, Category, and Exception** — Tax point date determines when the tax’s taxable and tax amounts are added to tax history (the software obtains this date from documents to which the tax applies, and you select which of the document dates to use as the tax point). Tax category and category exception establish the tax’s default taxing rules. These are based on the classification of the item being bought or sold. See “Tax Maintenance, Tax Dates/Categories Tab” on page 113 for more information.

• **Rate Update** — Controls when a future tax rate percentage increase or decrease will take effect (the effective date of the new rate percentage). It also controls the amount (percent or portion of a percent) of the rate change, the old (previous) rate percentage, and the revision date when the rate percentage passed from a “current” to “old” classification.
Identifying and Setting up Tax Categories

You can set up tax categories to identify and track groups of inventory items that require specific tax treatment. Primarily, you establish tax categories when using the Inventory module. If you are using the Inventory module with the Order Management module and some of your inventory items are taxed differently than others (due to varying specifications by tax authorities), tax categories can also make sure that the appropriate taxes are default applied to each item. This increases the accuracy of tax calculation and reporting. The use of tax categories is optional. However, note the following:

- If you do not use tax categories, the taxes applied to each item on a sales or purchasing document are all default taxes defined for the document’s associated customer or vendor (you can then change or delete tax detail as necessary).
- If you use tax categories, the taxes applied to each item on an order include only those customer or vendor default taxes that are associated with the item’s tax category. The tax category acts as a filter, excluding customer and vendor tax defaults without the appropriate tax category identification.

Also note that while you can set up a nearly unlimited number of tax categories, each item can be associated with only one tax category ID. Therefore, when defining tax categories, it is best to begin with broad, general tax categories that apply to the majority of your items. Then as you encounter items that are exceptions to the broad categories, you can re-classify these items into smaller, more specific tax categories. The following example illustrates the use of tax categories and exceptions.

**Example:** Your business has a clothing inventory. One of the taxes you wish to track applies to all clothing items. Assume this tax has the tax ID T01. Another tax applies to all clothing items except tuxedos. Assume this tax has the ID T02. You could associate tuxedos with your broadest tax category, clothing, but that would be unnecessary and incorrect. Instead, set up a tuxedos exception tax category as follows:

1. Enter a tuxedos tax category ID and description on *Tax Category Maintenance* (21.310.00).
2. Enter the tuxedos tax category ID on *Inventory Items* (10.250.00) in the Inventory module for each tuxedo-related inventory item.
3. Review the information of each tax you wish to track, using *Tax Maintenance* (21.280.00), and change each tax’s tax category rule as necessary, using *Tax Categories* (21.280.01). Category rules can include all taxes, or include or exclude all but certain exceptions. See “Tax Maintenance, Tax Dates/Categories Tab” on page 113.

In this example, the authority responsible for clothing taxes specifies that all tax categories should be included in its tax (no exceptions), so the tax category rule for tax T01 does not change. However, the authority responsible for clothing taxes except tuxedos (tax T02) specifies a tuxedo exemption. To set up the tuxedo exception:

a. Access the information of tax T02 on *Tax Maintenance* (21.280.00).

b. Click *Tax Dates/Categories* tab and select *All*.

c. Enter the ID of the tuxedo tax exception at *Exempt Categories*.

**Example:** Suppose your business also tracks a third tax applying only to tuxedos and formals and no other clothing items. Assume this tax has the tax ID T03. To set up this exception category, repeat steps 1 through 3 above for the “formals” tax category, all related inventory items, and tax T03. This time, however, in *Tax Categories* (21.280.01) for tax T03, select None at *Tax Categories* then enter the IDs of the tuxedo and formal tax exceptions at *Tax Category Exception 1* and *Tax Category Exception 2*. Now assume the following:

- All appropriate taxes and tax categories are set up.
- You have defined all default taxes applying to each of your customers.
- All tax fields on *Sales Order Entry* (40.100.00) in the Order Management module are activated and causes each transaction detail line to default display the tax category ID associated with the line’s inventory item (see step 2 above) when you enter an item ID at *Inventory ID*.
Example: Suppose a customer with the default tax IDs T01, T02, and T03 orders a pair of socks, a tuxedo, and a formal. Here is what occurs when you enter the details of this order:

- Entering the socks item ID causes Tax Cat to remain blank, meaning the item has no tax category stipulations. The socks fall within the taxable domain of tax T01 (all clothing items) and T02 (all clothing items except tuxedos), so both taxes are applied to the item. However, because the socks are not a tuxedo- or formal-related item, tax T03 (only tuxedos and formals) is not applied.

- Entering the tuxedo item ID causes Tax Cat to display the tuxedos tax category ID (step 2 above), indicating the item’s applicable tax category stipulation. The tuxedo falls within the taxable domain of tax T01 (all clothing items) and tax T03 (only tuxedos and formals), so both are applied to the item. However, the tuxedo is defined as a tax category exception under tax T02, so tax T02 is not applied.

- Entering the formal item ID causes Tax Cat to display the formals tax category ID (step 2 above), indicating the applicable tax category stipulation. The formal falls within the taxable domain of all three taxes — T01 (all clothing items), T02 (all clothing items except tuxedos), and T03 (only tuxedos and formals) — so all are applied to the item.

If you are not using the Inventory module or you are using functions in the Accounts Payable and Accounts Receivable modules to enter taxes, it is possible to use the tax category approach to filter the default vendor and customer taxes you have established. If you know that transaction detail line items represent certain classes of tax requirements, you can set up tax categories for these classes on Tax Category Maintenance (21.310.00) and Tax Maintenance (21.280.00). Then during document entry, you can manually enter the appropriate tax category ID for each transaction detail line.
Identifying and Setting Up Tax Groups

Tax groups represent two or more taxes that are frequently applied together (at the same time to the same item, etc.). Tax groups help streamline data entry. On sales orders, etc., entering a tax group’s ID causes the software to associate all of the group’s taxes with the document automatically (they become the document’s default tax entries). This eliminates the time required to key multiple tax entries. Tax groups also permit the number of taxes calculated and tracked for any document to exceed the maximum number of individual taxes allowed on the document.

Set up tax groups on Tax Group Maintenance (21.340.00) after entering tax information on Tax Maintenance (21.280.00) and prior to beginning regular document entry operations. Tax groups are an optional but extremely useful feature. The following examples illustrate how useful tax groups can be.

Example: Default Customer Taxes — Suppose state, city, and local taxes are the three default taxes applying to a majority of your customers. You determine that you can identify the different combinations of these taxes to use for customers from zip code records. Instead of looking up and entering each customer’s individual default taxes (a time consuming process), you decide to establish a tax group for each zip code that defines the state, city, and local taxes applying to each customer within the zip code.

To set up this capability, you first enter the information of the individual taxes—state, city, and local—on Tax Maintenance (21.280.00). Next, you use this information in various combinations on Tax Group Maintenance (21.340.00) to establish the required tax groups. The ID of each tax group is the zip code to which the tax group applies (for example, 45840-0009). The group description is the appropriate state, city, and locality names. Finally, you enter the appropriate tax group ID for each customer on the Defaults tab on Customer Maintenance (08.260.00) in the Accounts Receivable module.

Later during document entry, the tax group ID you set up for a customer, representing all taxes applicable to that customer, appears automatically as the default tax ID in the transaction detail lines of documents entered for the customer.

Example: Too Many Vendor Taxes — Suppose some of your vendors have so many local taxes that the total number of state, city, and local taxes you must track exceeds the software’s maximum four-tax-per-vendor limit. You determine that you can overcome this limit to track all required taxes by combining three or more local taxes into a single tax group. Such an arrangement requires you to enter only three tax IDs for each vendor: one for the state, one for the city, and one for the tax group representing the appropriate local taxes.

To set up this capability, you first enter the information of the individual taxes—state, city, and all local taxes—on Tax Maintenance (21.280.00). Next, you use this information on Tax Group Maintenance (21.340.00) to establish the required tax groups for the various combinations of local taxes. Finally, you enter the appropriate tax IDs (state and city) and tax group IDs (local taxes) for each vendor on the Defaults tab on Vendor Maintenance (03.270.02) in the Accounts Payable module.

The tax combining capabilities are very flexible. For example, instead of combining local taxes in a tax group, you could set up tax groups comprised of state, city, and all local taxes or you could place state and city taxes in one tax group, and local taxes in another.

Tax Groups and Tax Calculation

When you use tax groups during document entry, the software expands each tax group used into its individual components (taxes) during tax calculations and then shows the sum of the component tax amounts as the total tax amount for the tax group. When you release documents, the software again expands each tax group used into its components in order to generate the appropriate tax transaction(s) and to update tax history for each tax component of each tax group.
Tax Group Restrictions

A group tax applied to a transaction detail line can store only one taxable amount, and a document-level group tax can store only one taxable total. Therefore, all individual taxes making up a group tax must use the same taxable amount for each of their individual tax calculations. This indicates that all taxes within a group must have the same values for these calculation rule items:

- Calculation type (document- or item-oriented)
- Calculation level (level 1 or 2)
- Basis (tax price, selling price, or cost)
- Include freight or miscellaneous charges in taxable amount
- Price includes tax

Since a group tax applied to a transaction detail line can store only one taxable amount and a document-level group tax can store only one taxable total, all individual tax amounts making up a group tax amount or total must be applied to a document in the same way. As a result, the rule for including tax in the document total must be the same for all members (individual taxes) of the tax group.

You cannot manually override the taxable and tax amounts the software calculates for tax groups. However, note that you can use both tax groups and individual taxes when entering a document’s transaction details. This allows you to use tax groups for detail lines in which the default tax calculation is acceptable and to use individual taxes for lines in which you want to override the tax calculation.
Activating Tax Entry

You are ready to activate the tax entry and tracking capabilities for regular operations after:

- Setting up all tax information (individual taxes, tax categories, tax groups) in the Shared Information module.
- Entering vendor and customer default tax information on Vendor Maintenance (03.270.00) in the Accounts Payable module and Customer Maintenance (08.260.00) in the Accounts Receivable module.
- Entering any necessary tax category for inventory items on Inventory Items (10.250.00) in the Inventory module.

Tax entry is available to the Accounts Payable, Purchasing, Order Management, and Accounts Receivable modules. However, note that you must activate the tax capability individually in Accounts Payable or Accounts Receivable modules (activating taxes in Accounts Payable does not automatically activate it for Accounts Receivable, etc.).

To activate tax entry for a module:

1. Access the module’s setup screen.
2. Select the setup screen’s tax option:
   - On AP Setup (03.950.00), the Other Options tab, in the Accounts Payable module, the tax option is Allow Tax Entry.
   - On AR Setup (08.950.00), the Other Options tab, in the Accounts Receivable module, the option is Allow Sales Tax Entry.
3. Select any additional tax options as necessary:
   - AP Setup (03.950.00), the Other Options tab, in the Accounts Payable module and AR Setup (08.950.00), the Other Options tab, in the Accounts Receivable module include options for controlling how tax information defaults in document transaction detail lines: always from the vendor or customer’s default tax information or from the tax information in the previously entered detail line.

If you clear a module’s Allow Tax option after using the software’s tax capabilities, tax entries will not be provided when you create new documents. However, the tax information associated with any existing documents will be retained, and those documents will be permitted to complete their tax processing cycle, including tax history updating and the creation of general ledger tax transactions.
Setting up Quick Send

Overview
This section provides information and procedures for setting up Quick Send, a tool you can use to transmit documents via email or fax to customers, vendors, employees, and project stakeholders. Using Quick Send, you can transmit:

- Invoices and statements created in the Accounts Receivable module
- Invoices and construction billings produced in the Flexible Billings module
- Invoices created in the Service Dispatch and Service Contracts module
- Order confirmations, manual order confirmations, shipping notices, and invoices produced in the Order Management module
- Purchase orders created in the Purchasing module
- Direct deposit advice slip stubs generated in the Payroll module

Application Server is used to send documents electronically. Quick Send default settings entered in Shared Information Quick Send Setup (21.951.00) are passed to Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.250.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00), helping make vendor, customer, employee, or project stakeholder Quick Send setup easier.

The basic Quick Send configuration tasks are:

- Setting up Application Server for Quick Send
- Defining default Quick Send preferences
- Defining customer Quick Send preferences
- Defining vendor Quick Send preferences
- Defining employee Quick Send preferences
- Defining project Quick Send preferences

Setting up Application Server for Quick Send
A computer running Application Server is used to deliver documents electronically to a vendor, customer, employee, or project stakeholder. The Application Server module must be installed and set up but it does not need to be registered. For more information about setting up Application Server for Quick Send, see “Administering the Application Server” in the Application Server online help or user guide.
Defining Default Quick Send Preferences

In Quick Send Setup (21.951.00), you define which documents can be sent electronically via email or fax and your delivery preferences for each document. Documents that can be sent electronically are:

- Invoices and statements created in the Accounts Receivable module
- Invoices and construction billings produced in the Flexible Billings module
- Invoices created in the Service Dispatch and Service Contracts module
- Order confirmations, manual order confirmations, shipping notices, and invoices produced in the Order Management module
- Purchase orders created in the Purchasing module
- Direct deposit advice slip stubs generated in the Payroll module

**To define default Quick Send preferences:**

1. Determine which documents to send electronically.
2. For Project Invoice and Construction Billing documents, determine whether Quick Send preferences are defined for the project’s customer in the Accounts Receivable module or for the project in the Project Controller module.
3. Determine how each document will be sent (email or fax).
4. Determine which application server will deliver each document and define the application server’s delivery settings.
5. For Purchase Order documents, determine whether the receiver’s email address is specified on the purchase order in the Purchasing module or defined for the vendor in the Accounts Payable module.
6. For documents sent via email, determine the reply email address and the type of file created containing the document.
7. For documents sent via fax, determine which fax server will deliver each document, the name to appear as the sender of the fax, the fax number that sends the fax, any numbers or spaces that are required before the fax number is dialed, whether a fax cover sheet should accompany the document, and the fax cover sheet’s response settings.
8. Determine the default subject text and body text for each document.
9. Enter the information for each document defined in step 1 on Quick Send Setup (21.951.00).

**Note:** The format of the Application Server notification email is optimized for the Courier New font. To make sure that the notification emails line up properly, modify the default font in Outlook. In Outlook, click **Tools**, click **Options**, click **Mail Format**, and then click **Stationery and Fonts**. Under **New mail messages**, click **Font**, and then choose “Courier New.” Click **OK** three times.
Defining Vendor Quick Send Preferences

To send purchase orders electronically, you must first define each vendor’s Quick Send preferences on Vendor Maintenance (03.270.00) in the Accounts Payable module. The preferences for the purchase order document type defined on Quick Send Setup (21.951.00) default to the Quick Send tab for each vendor when selected. When entering the vendor’s preferences on Vendor Maintenance (03.270.00), determine whether the default settings defined on Quick Send Setup (21.951.00) and the vendor’s settings related to the following fields are appropriate:

- **Order From ID** — Indicates the purchasing address associated with the vendor’s Quick Send preferences. When a purchase order is printed for the vendor and the purchase order’s Vend Address ID matches the purchasing address ID specified in Order From ID, the purchase order is transmitted electronically according to the Quick Send preferences defined for the purchasing address ID.

- **Receiver Email Address** — Indicates the email address the vendor prefers to be used to receive purchase orders via email. The email address specified for the vendor’s purchasing address in Email Address on PO Address Maintenance (03.272.00) defaults to this field when Order From ID contains a purchasing address ID. If a purchasing address ID is not specified, the email address specified for the vendor in Email Address (Main) on the Address Info tab of Vendor Maintenance (03.270.00) defaults to this field.

- **Fax Receiver Name** — Indicates the name the vendor prefers to be used to receive purchase orders via fax. The name specified for the vendor in Name (Main) on the Address Info tab of Vendor Maintenance (03.270.00) defaults to this field.

- **Receiver Fax Number** — Indicates the fax number the vendor prefers to be used to receive purchase orders via fax. The fax number specified for the vendor in Fax/Ext (Main) on the Address Info tab of Vendor Maintenance (03.270.00) defaults to this field.

For more information about defining vendor preferences, see “Entering Vendor Quick Send Preferences” in the Accounts Payable online help or user guide.
Defining Customer Quick Send Preferences

To send invoices, statements, order confirmations, manual order confirmations, and shipping notices electronically, you must first define each customer’s Quick Send preferences on Customer Maintenance (08.260.00) in the Accounts Receivable module. The preferences for each document type defined on Quick Send Setup (21.951.00) default to the Quick Send tab for each customer when selected. When entering the customer’s preferences on Customer Maintenance (08.260.00), determine whether the default settings defined on Quick Send Setup (21.951.00) and the customer’s settings related to the following fields are appropriate:

- **Ship To ID** — Indicates the shipping address associated with the customer’s Quick Send preferences. When order confirmations, manual order confirmations, or shipping notices are printed in the Order Management module for the customer and the sales order’s Cust Address ID matches the shipping address ID specified in Ship To ID, the document is transmitted electronically according to the Quick Send preferences defined for the shipping address ID.

- **Receiver Email Address** — Indicates the email address the customer prefers to be used to receive the document type via email. The email address specified for the customer’s shipping address in Email Address on Shipping Address (08.262.00) defaults to this field when Ship To ID contains a shipping address ID. If a shipping address ID is not specified, the email address specified for the customer in E-mail Address (Main Address) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

- **Fax Receiver Name** — Indicates the name the customer prefers to be used to receive the document type via fax. The name specified for the customer in Attention (Main Address) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

- **Receiver Fax Number** — Indicates the fax number the customer prefers to be used to receive the document type via fax. The fax number specified for the customer in Fax/Ext (Main Address) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

For more information about defining customer preferences, see “Entering Customer Quick Send Preferences” in the Accounts Receivable online help or user guide.
Defining Employee Quick Send Preferences

To send direct deposit advice slip stubs electronically, you must define each employee’s Quick Send preferences on the Employee Maintenance (02.250.00), Quick Send tab in the Payroll module. The preferences for the DD Advice Slip Stub document type defined on Quick Send Setup (21.951.00) create default values on the Quick Send tab. When you enter preferences in Employee Maintenance (02.250.00), change the default settings as needed for the specific employee, and also review employee settings related to the following fields to make sure they are correct:

- **Receiver Email Address** — Email address provided by the employee to receive direct deposit advice slips. The default value is the email address specified for the employee in Email Address on the Employee Maintenance (02.250.00), Address Info tab.

- **Fax Receiver Name** — Name that will appear on faxed direct deposit advice slip stubs. The default value is the name specified in Attention on the Employee Maintenance (02.250.00), Address Info tab.

- **Receiver Fax Number** — Fax number provided by the employee to receive direct deposit advice slips. The default value is the number specified for the employee in Fax/Ext on the Employee Maintenance (02.250.00), Address Info tab.

For more information about defining employee preferences, see “Setting up Employee Records” in the Payroll module online help or user guide.
Defining Project Quick Send Preferences

To send project invoices or construction billings electronically when Quick Send preferences are defined for each project, you must define the preferences on the Project Maintenance (PA.PRJ.00), Quick Send tab in the Project Controller module. The preferences for the Project Invoice and Construction Billing document types defined on Quick Send Setup (21.951.00) create default values on the Quick Send tab. When you enter preferences in Project Maintenance (PA.PRJ.00), change the default settings as needed for the specific project, and also review project settings related to the following fields to make sure they are correct:

1. **Receiver Email Address** — Indicates the email address the primary project stakeholder prefers to be used to receive the document type via email. The Email Address specified in the billing address for the project on Address Maintenance (PA.ADR.00) defaults to this field. If a billing address is not defined for the project, the E-mail Address (Main Address) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

2. **Fax Receiver Name** — Indicates the name to be used to receive the document type via fax. The Individual specified in the billing address for the project on Address Maintenance (PA.ADR.00) defaults to this field. If a billing address is not defined for the project, the name specified for the customer in Attention (Bill To) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

3. **Receiver Fax Number** — Indicates the fax number to be used to receive the document type via fax. The Fax specified in the billing address for the project on Address Maintenance (PA.ADR.00) defaults to this field. If a billing address is not defined for the project, the fax number specified for the customer in Fax/Ext (Bill To) on the Address tab of Customer Maintenance (08.260.00) defaults to this field.

For more information about defining project preferences, see “Entering Project Quick Send Preferences” in the Project Controller online help or user guide.
Administering Quick Send Requests

Overview

This topic provides information that will help you search, view, resend, and edit Quick Send requests on Quick Send Inquiry (21.200.00) or Edit Quick Send Requests (21.010.00). Quick Send requests are created for documents sent electronically. You can resend all documents that were transmitted by Quick Send.

The basic Quick Send request tasks in Shared Information are:

- Searching Quick Send requests
- Viewing Quick Send requests
- Resending Quick Send requests
- Editing Quick Send requests
- Viewing documents sent to recipients
- Sending Quick Send requests to one-time receivers
Viewing Delivery Details for Documents Sent Electronically

Quick Send Inquiry (21.200.00) and Edit Quick Send Requests (21.010.00) enable you to search and view Quick Send requests created for documents sent electronically. These documents include:

- Invoices and statements created in the Accounts Receivable module
- Invoices and construction billings produced in the Flexible Billings module
- Invoices created in the Service Dispatch and Service Contracts module
- Order confirmations, manual order confirmations, shipping notices, and invoices produced in the Order Management module
- Purchase orders created in the Purchasing module
- Direct deposit advice slip stubs generated in the Payroll module

If a document is set up for Quick Send, the print process creates a Quick Send request for the document instead of printing it. Each Quick Send request contains the vendor’s, customer’s, employee’s, or project stakeholder’s Quick Send preferences as defined on Vendor Maintenance (03.270.00) in the Accounts Payable module, Customer Maintenance (08.260.00) in the Accounts Receivable module, Employee Maintenance (02.250.00) in the Payroll module, or Project Maintenance (PA.PRJ.00) in the Project Controller module. Application Server reads the Quick Send request and sends the document electronically. After the document is sent, the Quick Send request is updated with the date the request was processed and its current status.

You can search Quick Send requests based on details such as request ID, document type, delivery method, processed date, and whether the requests are for vendor, customer, or employee documents.

To search Quick Send requests:
1. Open Quick Send Inquiry (21.200.00).
2. Click the Search Quick Send Requests tab.
3. (Optional) Enter the Request ID.
4. (Optional) Select the Document Type.
5. (Optional) Select the Delivery Method.
6. (Optional) Enter the Processed Date.
7. Click Search / Refresh.

To search Quick Send requests for customer documents only:
1. Open Quick Send Inquiry (21.200.00).
2. Click the Search Customer Documents tab.
3. (Optional) Select the Document Type.
4. (Optional) Enter the Reference Nbr.
5. (Optional) Enter the Customer ID.
6. (Optional) Enter the Project.
7. (Optional) Enter the Sales Order Nbr.
8. (Optional) Enter the Sales Ord Project.
9. (Optional) Enter the Shipper ID.
10. (Optional) Enter the Shipper Project.
11. (Optional) Enter the Ship Date.
12. (Optional) Enter the Statement Date.
13. (Optional) Enter the **Statement Cycle ID**.
14. Click **Search / Refresh**.

**To search Quick Send requests for vendor documents only:**
1. Open *Quick Send Inquiry* (21.200.00).
2. Click the **Search Vendor Documents** tab.
3. (Optional) Enter the **Reference Nbr**.
4. (Optional) Enter the **Vendor ID**.
5. (Optional) Enter the **Project**.
6. Click **Search / Refresh**.

**To search Quick Send requests for employee documents only:**
1. Open *Quick Send Inquiry* (21.200.00).
2. Click the **Search Employee Documents** tab.
3. (Optional) Enter the **Employee ID**.
4. (Optional) Enter the **Check Stub Nbr**.
5. (Optional) Enter the **Check Stub Date**.
6. Click **Search / Refresh**.
Resending Documents Delivered Electronically

Quick Send Inquiry (21.200.00) and Edit Quick Send Requests (21.010.00) enable you to resend a document that was previously delivered electronically. Quick Send preferences defined on Vendor Maintenance (03.270.00) in the Accounts Payable module, Customer Maintenance (08.260.00) in the Accounts Receivable module, Employee Maintenance (02.250.00) in the Payroll module, or Project Maintenance (PA.PRJ.00) in the Project Controller module at the time the document was first transmitted are used to resend the Quick Send request.

To resend a Quick Send request:

1. Determine which document to resend.
2. Determine the appropriate search tab and selection criteria to use in Quick Send Inquiry (21.200.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open Quick Send Inquiry (21.200.00) or Edit Quick Send Requests (21.010.00).
4. Select the search tab and criteria you determined in step 2.
5. Click Search / Refresh.
6. Click Selected on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Click Resend Requests.
Modifying Quick Send Requests for Documents Sent Electronically

_Edit Quick Send Requests_ (21.010.00) enables you to edit, delete, or send a Quick Send request to a one-time recipient. The Quick Send request’s priority, recipient’s email address, contact name, and fax number, as well as the reply email address and the sender’s name for a fax can be edited.

**To correct a recipient’s email address:**
1. Determine which document contains the incorrect email address.
2. Determine the appropriate search tab and selection criteria to use in _Edit Quick Send Requests_ (21.010.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open _Edit Quick Send Requests_ (21.010.00).
4. Select the search tab and criteria you determined in step 2.
5. Click _Search / Refresh_.
6. Click _Selected_ on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Enter the correct email address in _Receiver Email_.
8. Click _Resend Requests_. The Quick Send request will be sent to the revised email address.

**To modify Quick Send requests:**
1. Determine which document contains incorrect information.
2. Determine the appropriate search tab and selection criteria to use in _Edit Quick Send Requests_ (21.010.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open _Edit Quick Send Requests_ (21.010.00).
4. Select the search tab and criteria you determined in step 2.
5. Click _Search / Refresh_.
6. Click _Selected_ on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Enter the correct information in _Request Priority, Receiver Email, Reply Email, Fax Receiver Name, Receiver Fax_, or _Fax Sender Name_.
8. Click _Resend Requests_. The Quick Send request will be sent using the modified information.

**Note:** If the detail of a document sent electronically is incorrect, delete the document’s Quick Send requests, correct the document in the applicable Microsoft Dynamics SL screen, and print the applicable Microsoft Dynamics SL report for the document. New Quick Send requests for each of the document’s recipients are created when the report is printed. Application Server will process each request and resend the revised document to the appropriate recipient.

**To delete Quick Send requests:**
1. Determine which document you want to delete.
2. Determine the appropriate search tab and selection criteria to use in _Edit Quick Send Requests_ (21.010.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open _Edit Quick Send Requests_ (21.010.00).
4. Select the search tab and criteria you determined in step 2.
5. Click _Search / Refresh_.
6. Click _Selected_ on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Click Delete ✗ to remove the Quick Send request.

**Note:** If a report is printed that contains the document and the customer, vendor, employee, or project is set up for Quick Send, new Quick Send requests for each of the document’s recipients are created. Application Server will process each request and resend the document to the appropriate recipient.

**To send a Quick Send request to a one-time receiver:**

1. Determine which document you want to send to a new recipient.
2. Determine the appropriate search tab and selection criteria to use in *Edit Quick Send Requests* (21.010.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open *Edit Quick Send Requests* (21.010.00).
4. Select the search tab and criteria you determined in step 2.
5. Click **Search / Refresh**.
6. Click **Selected** on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Click **Send to One-time Receiver**. *One-time Receiver* (21.010.01) displays.
8. Select the manner to send the document in **Delivery Method**.
9. Select the appropriate settings for the one-time recipient based on the delivery method.
10. Click **Send Request** to send the document to the one-time recipient.
Viewing Documents Sent to Recipients

Quick Send Inquiry (21.200.00) enables you to view any document that was delivered electronically if you have the program installed that opens the file containing the document. For example, if a customer prefers to receive their Accounts Receivable statements in an Excel file type, Microsoft Excel or Excel Viewer must be installed to view the statement.

To view a document sent electronically:

1. Determine which document you want to view.
2. Determine the appropriate search tab and selection criteria to use in Quick Send Inquiry (21.200.00) that will locate the Quick Send request for the document. For more information, see “Viewing Delivery Details for Documents Sent Electronically” on page 32.
3. Open Quick Send Inquiry (21.200.00).
4. Select the search tab and criteria you determined in step 2.
5. Click Search / Refresh.
6. Click Selected on the line in the Quick Send Requests grid that displays the document determined in step 1.
7. Click View Document. The program associated with the document’s file type opens and the details of the document appear.

Note: the program associated with the document’s file type must be installed and the temporary path for the Application Server must be set using a relative path (for example, `\machine_name\temporary_directory`) in order to view the document.
Modifying Doc Share Settings

Overview

Doc Share is a tool you can use to publish customer, vendor, or project documents to a SharePoint site. Using Doc Share along with Application Server, you can post

- Invoices and statements created in the Accounts Receivable module
- Invoices and construction billing produced in the Flexible Billings module
- Order confirmations, shipping notices, and invoices produced in the Order Management module
- Purchase orders created in the Purchasing module

For information about Doc Share configuration, see the System Manager help or user guide. To find information about using Doc Share to post a specific document, go to the help or user guide for the module that is associated with the document you want to share.
Modifying Customer, Vendor, or Project Doc Share Settings

Doc Share default settings are defined on the SharePoint Site Configuration (98.360.00) screen in System Manager. However, you can modify settings for an individual customer, vendor, or project on SharePoint Site Creation/Linking (21.960.00). This screen is accessible only from Accounts Receivable Customer Maintenance (08.250.00), Accounts Payable Vendor Maintenance (03.270.00), or Project Manager Project Maintenance (PA.PRJ.00).

To modify Doc Share settings:

1. Click Create/Modify SharePoint Site on the application toolbar in Accounts Receivable Customer Maintenance (08.250.00), Accounts Payable Vendor Maintenance (03.270.00), or Project Manager Project Maintenance (PA.PRJ.00).

Note: Create/Modify SharePoint Site is available if a SharePoint site was set up and enabled in System Manager SharePoint Site Configuration (98.360.00). See the System Manager online help or user guide for information about configuring a SharePoint site.

SharePoint Site Creation/Linking (21.960.00) appears.

2. Review the SharePoint settings, and make changes as needed in the Site Selection, Site Options, and Document Library Options Selection areas.

3. Click OK on the application toolbar to save your changes and prepare the SharePoint site or document library to receive the customer’s documents.
Setting up Default Report Formats

Reports can have a default format set. Frequently you will use only one of the many formats provided for use. You may also add your own customized report to the list of report formats and want to use that as your standard report. To set a default use Default Report Format Maintenance (21.400.00).

![Default Report Format Maintenance (21.400.00)](image)

You can set default for all companies or specific companies in this screen.

**To set a default report format for a specific company:**

2. Either enter a company ID or click F3 to select a specific company or click Show All Available Companies. You will have access to set up formats for only those companies to which you have access rights.
3. Click Refresh. This displays all default report formats that are set up.
4. In the grid, type the company ID for which you want to have the default set up.
5. Type the Report Number. The Report Description will display.
6. Click F3 and select from the list of report format names. Those report setup in Report Control Maintenance (98.300.00) will be listed.
Setting up Field Descriptions

The ROI screen displays the field descriptions when selecting the F3 for the Possible Values. When there are custom fields or user fields made available, there is no description available. In some cases, field labels may be customized in the screens. However, the field name and descriptions are not changed. *Field Description Maintenance* (21.405.00) lets you change the name that is displayed as the Description in the *Field List* window when you review the Possible Values list of fields in *ROI Sort* and *Select* tabs.

For more information, see “Field Description Maintenance (21.405.00)” on page 145.

![Field Description Maintenance (21.405.00)](image)

*Figure 13: Field Description Maintenance (21.405.00)*

To define a different description to display in the ROI screen when you view the fields, follow these steps:

1. Open *Field Description Maintenance* (21.405.00).
2. Either enter a table name or click F3 to select a table that has a field that you want to change the displayed description in the ROI *Sort* or *Select* tab.
3. Press F3 to select the field that you want to change. The Description will display.
4. Enter the Custom Description you want to have displayed in the Description field for the *Sort* and *Select* tabs in ROI when you review the fields through a PV lookup.

Save.
Data Entry Screens

Edit Quick Send Requests (21.010.00)

Use Edit Quick Send Requests (21.010.00) to modify Quick Send requests created for documents sent electronically. You can:

- edit a Quick Send request’s priority, recipient’s email address, contact name, and fax number, as well as the reply email address and the sender’s name for a fax
- delete Quick Send requests
- resend Quick Send requests to original recipients
- send Quick Send requests to one-time recipients

Edit Quick Send Requests (21.010.00) is accessible from the Shared Information menu or from Quick Send Inquiry (21.200.00) by clicking the Edit Request button.

Figure 14: Edit Quick Send Requests (21.010.00)

Quick Send Requests Area

Selected (check box)
Click Selected to modify, delete, or resend the Quick Send request.

Request Nbr
Unique identifier assigned to the Quick Send request by the Application Server.

Processed Date
Date the Quick Send request was processed by the Application Server.

**Request Status**
Current status of the Quick Send request. Statuses are:
- In Process Queue – Request has been submitted to the Application Server queue but is waiting to be processed.
- Processing — Request has been retrieved from the queue by the Application Server but has not processed
- Executing — Request processing is in progress
- Complete — Request has been processed
- Sent — Request has been sent
- Security Violation — Request was processed but failed to run because the user did not have rights to access the requested screen or the specified user ID is no longer valid
- Scheduled – Request has been scheduled for processing. This status applies to the DD Advice Slip Stub document type only.
- Resend – request has been resubmitted for processing

**Delivery Method**
Manner in which the Quick Send request was sent. Delivery methods are Fax and Email.

**Request Priority**
Precedence assigned to the processing of the Quick Send request by the Application Server. Request priorities are High, Low, and Normal.

**Document Type**
Kind of document associated with the Quick Send request. Document types are:
- AR Invoice/Memo
- AR Statement
- OM Invoice
- OM Order Confirmation
- OM Manual Order Confirmation
- OM Shipping Notice
- Project Invoice
- Construction Billing
- Purchase Order
- Service Call Invoice
- Service Contract Invoice
- DD Advice Slip Stub

**Customer ID**
Unique code assigned to the customer to whom the invoice, statement, order confirmation, or shipping notice was sent.

**Invoice Nbr**
Unique code assigned to the invoice associated with the Quick Send request.

**Invoice Project**
Unique code assigned to the project associated with the invoice’s Quick Send request.

**Sales Ord Nbr**
Unique code assigned to the sales order associated with the Quick Send request.

**Sales Ord Project**
Unique code assigned to the project associated with the sales order’s Quick Send request.
**Shipper ID**
Unique code assigned to the shipper associated with the Quick Send request.

**Shipper Project**
Unique code assigned to the project associated with the shipper’s Quick Send request.

**Ship Date**
Date of shipment for the Order Management shipping notice associated with the Quick Send request.

**Statement Date**
Print date for the Accounts Receivable statement associated with the Quick Send request.

**Statement Cycle ID**
Unique code assigned to an Accounts Receivable statement’s processing cycle associated with the Quick Send request.

**Vendor ID**
Unique code assigned to the vendor to whom the purchase order was sent.

**PO Nbr**
Unique code assigned to the purchase order associated with the Quick Send request.

**PO Project**
Unique code assigned to the project associated with the purchase order’s Quick Send request.

**Employee ID**
Unique code assigned to the employee to whom the direct deposit advice slip stub was sent.

**Check Stub Nbr**
Unique code assigned to the Payroll direct deposit advice slip stub associated with the Quick Send request.

**Check Stub Date**
Issue date for the Payroll direct deposit advice slip stub associated with the Quick Send request.

**Schedule Date**
Date and time Application Server processed the request for the Payroll direct deposit advice slip stub. When Request Status is Scheduled, the date and time displayed indicates when the Application Server will process the request.

**Receiver Email**
Email address of the vendor, customer, employee, or project stakeholder to whom the document was sent.

**Reply Email**
Email address used when a vendor, customer, employee, or project stakeholder replies to the email message that contains the document.

**Fax Receiver Name**
Name that appeared on the cover page that accompanied the document when it was faxed to the vendor, customer, employee, or project stakeholder.
Receiver Fax
Fax number of the vendor, customer, employee, or project stakeholder to whom the document was sent.

Fax Sender Name
Name of the individual who sent the fax containing the document.

Select All (button)
Click Select All to mark the Selected check box for all Quick Send requests in the Quick Send Requests grid.

Clear Selections (button)
Click Clear Selections to clear the Selected check box for all Quick Send requests in the Quick Send Requests grid.

Resend Requests (button)
Click Resend Requests to resubmit selected Quick Send requests for processing by the Application Server using the Quick Send preferences defined for the recipient at the time the request was created.

Send to One-time Receiver (button)
Send to One-time Receiver opens One-time Receiver (21.010.01), allowing the Quick Send request to be sent to a new recipient.
Edit Quick Send Requests, Search Quick Send Requests Tab

Request ID
Identifier assigned to a Quick Send request by the Application Server. The details of a Quick Send request display automatically in the Quick Send Requests grid when a request ID is specified.

Document Type
Kind of document sent electronically. Document types are:

- AR Invoice/Memo
- OM Invoice
- Project Invoice
- Construction Billing
- Purchase Order
- Service Call Invoice
- Service Contract Invoice
- AR Statement
- Order Confirmation
- Manual Order Confirmation
- Shipping Notice
- Advice Slip Stub
- All Customer
- All

Delivery Method
Manner in which the document was sent electronically. Delivery methods are All, Fax, and Email.

Processed Date
Date documents were processed by the Application Server for electronic delivery.

Search / Refresh (button)
Click Search / Refresh to search Quick Send requests based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Edit Quick Send Requests, Search Customer Documents Tab

![Image of Quick Send Requests interface]

Figure 16: Edit Quick Send Requests (21.010.00), Search Customer Documents tab

**Document Type**
Kind of document delivered electronically. Customer document types are:

- AR Invoice/Memo
- OM Invoice
- Project Invoice
- Construction Billing
- Service Call Invoice
- Service Contract Invoice
- AR Statement
- Order Confirmation
- Manual Order Confirmation
- Shipping Notice
- All Invoices
- All Sales Orders

**Reference Nbr**
Unique code assigned to an invoice. **Reference Nbr** is not available for the AR Statement, Order Confirmation, Manual Order Confirmation, Shipping Notice, All Invoices, and All Sales Orders document types.

To select a reference number from a possible values list related to the document type, place the cursor in **Reference Nbr** and press F3 (or double right-click).

**Customer ID**
Unique code assigned to a customer.

To select a customer, place the cursor in **Customer ID** and press F3 (or double right-click). **Active Customer List** appears.
Project
Unique code assigned to a project. Project is not available for the AR Statement, Order Confirmation, Manual Order Confirmation, Shipping Notice, and All Sales Orders document types.

To select a project, place the cursor in Project and press F3 (or double right-click). Active A/R Projects List appears.

Sales Order Nbr
Unique code assigned to a sales order. Sales Order Nbr is not available for the AR Statement, Shipping Notice, All Invoices, and All Sales Orders document types.

To select a sales order number, place the cursor in Sales Order Nbr and press F3 (or double right-click). Order List appears.

Sales Ord Project
Unique code assigned to a project that appears on sales orders. Sales Ord Project is available only for the Order Confirmation and Manual Order Confirmation document types.

To select a project, place the cursor in Sales Ord Project and press F3 (or double right-click). Active A/R Projects List appears.

Shipper ID
Unique code assigned to a shipper. Shipper ID is available only for the Shipping Notice document type.

To select a shipper ID, place the cursor in Shipper ID and press F3 (or double right-click). Shipper List appears.

Shipper Project
Unique code assigned to a project that appears on a shipper. Shipper Project is available only for the Shipping Notice document type.

To select a project, place the cursor in Shipper Project and press F3 (or double right-click). Active A/R Projects List appears.

Ship Date
Date of shipment for a shipping notice. Ship Date is available only for the Shipping Notice document type.

Statement Date
Print date for an Accounts Receivable statement. Statement Date is available only for the AR Statement document type.

Statement Cycle ID
Unique code assigned to an Accounts Receivable statement’s processing cycle. Statement Cycle ID is available only for the AR Statement document type.

To select a statement cycle ID, place the cursor in Statement Cycle ID and press F3 (or double right-click). Statement Cycle List appears.

Search / Refresh (button)
Click Search / Refresh to search Quick Send requests for customer invoices, statements, order confirmations, manual order confirmations, and shipping notices based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Edit Quick Send Requests, Search Vendor Documents Tab

![Image](image_url)

**Figure 17:** Edit Quick Send Requests (21.010.00), Search Vendor Documents tab

**Document Type**
Kind of document delivered electronically. The vendor document type is Purchase Order.

**Reference Nbr**
Unique code assigned to a purchase order.
To select a reference number, place the cursor in **Reference Nbr** and press F3 (or double right-click). Purchase Order List appears.

**Vendor ID**
Unique identifier assigned to a vendor.
To select a vendor, place the cursor in **Vendor ID** and press F3 (or double right-click). Vendor List appears.

**Project**
Unique code assigned to a project.
To select a project, place the cursor in **Project** and press F3 (or double right-click). Active PO Projects List appears.

**Search / Refresh (button)**
Click **Search / Refresh** to search Quick Send requests for purchase orders based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Edit Quick Send Requests, Search Employee Documents Tab

Figure 18: Edit Quick Send Requests (21.010.00), Search Employee Documents tab

**Document Type**
Kind of document associated with the Quick Send request. The employee document type is Advice Slip Stub.

**Employee ID**
Unique identifier assigned to an employee.
To select an employee ID, place the cursor in **Employee ID** and press F3 (or double right-click). **Employee List** appears.

**Check Stub Nbr**
Unique code assigned to a direct deposit advice slip stub.
To select a check stub number, place the cursor in **Check Stub Nbr** and press F3 (or double right-click). **PRDoc List** appears.

**Check Stub Date**
Issue date for the direct deposit advice slip stub.

**Search / Refresh (button)**
Click **Search / Refresh** to search Quick Send requests for direct deposit advice slip stubs based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
**One-time Receiver (21.010.01)**

Use to resend a document to a new recipient. The Quick Send preferences of the new recipient are defined prior to submitting the request for processing by the Application Server.

![One-time Receiver (21.010.01)](image)

**Figure 19: One-time Receiver (21.010.01)**

**Customer/Vendor ID**

Customer/Vendor ID displays the customer or vendor ID associated with the Quick Send request.

**Document Type**

Document Type displays the kind of document associated with the Quick Send request.

**Reference Number**

Reference Number displays the unique code assigned to the document associated with the Quick Send request.

**Delivery Method**

Delivery Method is the manner in which the document associated with the Quick Send request will be sent to the new recipient. Valid delivery methods are Email and Fax. The method defaults from Delivery Method of the Quick Send request.

**Request Priority**

Request Priority is the precedence assigned to the processing of the Quick Send request by the Application Server. Valid request priorities are High, Low, and Normal. This setting defaults from Request Priority of the Quick Send request.
Receiver Email Address

Receiver Email Address identifies the email address of the new recipient to whom the document will be sent.

Reply Email Address

Reply Email Address identifies the email address when the new recipient replies to the email message that contains the document. This email address defaults from Reply Email Address of the Quick Send request.

Email Attachment File Type

Email Attachment File Type specifies the format of the file that contains the document to be sent to the new recipient. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type defaults from Email Attachment File Type of the Quick Send request.

Fax Receiver Name

Fax Receiver Name designates the name that appears on the cover sheet when a document is delivered electronically via fax.

Fax Prefix

Use Fax Prefix to specify a sequence of numbers, such as a country code (for example, 061 011), that must be dialed prior to the Receiver Fax Number.

Dial Area Code (check box)

If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when the document is transmitted to the new recipient. Clear this check box if the fax phone number is a local number for which dialing the area code is not required.

Receiver Fax Number

Receiver Fax Number designates the phone number that will receive the document faxed to the new recipient.

Fax Sender Name

Fax Sender Name specifies the name of the individual who will send the document to the new recipient. The name defaults from Fax Sender Name of the Quick Send request.

Sender Fax Number

Sender Fax Number indicates the phone number that will be the source of the document faxed to the new recipient. The fax number defaults from Sender Fax Number of the Quick Send request.

Include Fax Cover Sheet (check box)

Include Fax Cover Sheet indicates whether a cover sheet should precede the document sent to the new recipient. The setting defaults from Include Fax Cover Sheet of the Quick Send request. For more information about the fax cover sheet, see “Using Application Server” in the Application Server online help or user guide.
Fax Response (check boxes)

Your selections in the Fax Response check boxes will appear in the Notes area of the fax cover sheet. Select one or more check boxes to indicate how you want the new recipient to process the fax. The Fax Response check boxes are:

- **Urgent** — Defaults from Fax Response – Urgent of the Quick Send request.
- **For Review** — Defaults from Fax Response – For Review of the Quick Send request.
- **Please Comment** — Defaults from Fax Response – Please Comment of the Quick Send request.
- **Please Reply** — Defaults from Fax Response – Please Reply of the Quick Send request.
- **Please Recycle** — Defaults from Fax Response – Please Recycle of the Quick Send request.

Subject Text

Subject Text is the wording that will appear in the Subject line of the email message or in the Re: (Regarding) area on the fax cover sheet that accompanies the document sent to the new recipient. The text defaults from Subject Text of the Quick Send request.

You can specify the following variables within the subject text to personalize the email message or fax for customer documents:

- `<Customer Name>`
- `<Reference Number>`
- `<Document Amount>`
- `<Company Name>`
- `<Order Number>`
- `<Shipper ID>`
- `<Ship Date>`
- `<Statement Date>`
- `<Project Description>`
- `<Invoice Number>`

You can specify the following variables within the subject text to personalize the email message or fax for vendor documents:

- `<Vendor Name>`
- `<Reference Number>`
- `<Document Amount>`
- `<Company Name>`

You can specify the following variables within the subject text to personalize the email message or fax for employee documents:

- `<Employee Name>`
- `<Company Name>`

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to customize the default subject text for invoice document types: “Current invoice from `<Company Name>`”. If the company name is Contoso, Ltd, the subject text for the email message or fax cover page that accompanies each invoice sent electronically reads, “Current invoice from Contoso, Ltd”.
**Body Text**

Wording that will appear in the body of an email message or on the fax cover page in the Notes area. The text defaults from **Body Text** of the Quick Send request.

You can specify the following variables within the body text to personalize each email message or fax for customer documents:

- `<Customer Name>`
- `<Reference Number>`
- `<Document Amount>`
- `<Company Name>`
- `<Order Number>`
- `<Shipper ID>`
- `<Ship Date>`
- `<Statement Date>`

You can specify the following variables within the subject text to personalize the email message or fax for vendor documents:

- `<Vendor Name>`
- `<Reference Number>`
- `<Document Amount>`
- `<Company Name>`

You can specify the following variables within the subject text to personalize the email message or fax for employee documents:

- `<Employee Name>`
- `<Company Name>`

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example**: You enter a variable to personalize the body text for invoice document types: “Here is an invoice for `<Customer Name>`”. When you send an invoice electronically to the customer, Kim Abercrombie, the email message or fax cover page body text reads, “Here is an invoice for Kim Abercrombie”.

**Send Request (button)**

Click **Send Request** to submit the Quick Send request for processing by the Application Server.
Quick Send Inquiry (21.200.00)

Use Quick Send Inquiry (21.200.00) to search and view Quick Send requests created for documents that were sent electronically, which can include:

- Invoices and statements created in the Accounts Receivable module
- Invoices and construction billings produced in the Flexible Billings module
- Invoices created in the Service Dispatch and Service Contracts module
- Order confirmations, manual order confirmations, shipping notices, and invoices produced in the Order Management module
- Purchase orders created in the Purchasing module
- Direct deposit advice slip stubs generated in the Payroll module

During the print process, Quick Send requests are created for those documents that will be transmitted to vendors, customers, employees, or project stakeholders for whom Quick Send preferences are configured. A Quick Send request instructs Application Server to transmit a document electronically based on the vendor's, customer's, employee's, or project stakeholder's Quick Send preferences. These preferences are defined on the Quick Send tab in Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00). You can search Quick Send requests based on request details for all documents or only customer, vendor, or employee documents.
In addition to searching and viewing Quick Send requests, you can resend Quick Send requests and view the documents that were sent electronically. The vendor’s, customer’s, employee’s, or project stakeholder’s Quick Send preferences defined at the time the Quick Send request was created are used when resending Quick Send requests.

**Figure 20: Quick Send Inquiry (21.200.00)**

**Quick Send Requests Area**

**Selected (check box)**
Click **Selected** to resend, edit, or view the document of the Quick Send request.

**Request Nbr**
Unique identifier assigned to the Quick Send request by the Application Server.

**Processed Date**
Date the Quick Send request was processed by the Application Server.

**Request Status**
Current status of the Quick Send request. Statuses are:
- In Process Queue— Request has been submitted to the Application Server queue but is waiting to be processed
- Processing — Request has been retrieved from the queue by the Application Server but has not processed
- Executing— Request processing is in progress
- Complete — Request has been processed
- Send – Request has been sent
• Security Violation — Request was processed but failed to run because the user did not have rights to access the requested screen or the specified user ID is no longer valid
• Scheduled – Request has been scheduled for processing. This status applies to the DD Advice Slip Stub document type only.
• Resend – Request has been resubmitted for processing

Delivery Method
Manner in which the Quick Send request was sent. Delivery methods are Fax and Email.

Request Priority
Precedence assigned to the processing of the Quick Send request by the Application Server. Request priorities are High, Low, and Normal.

Document Type
Kind of document associated with the Quick Send request. Document types are:
- AR Invoice/Memo
- AR Statement
- OM Invoice
- OM Order Confirmation
- OM Manual Order Confirmation
- OM Shipping Notice
- Project Invoice
- Construction Billing
- Purchase Order
- Service Call Invoice
- Service Contract Invoice
- DD Advice Slip Stub

Customer ID
Unique code assigned to the customer to whom the invoice, statement, order confirmation, or shipping notice was sent.

Invoice Nbr
Unique code assigned to the invoice associated with the Quick Send request.

Invoice Project
Unique code assigned to the project associated with the invoice’s Quick Send request.

Sales Ord Nbr
Unique code assigned to the sales order associated with the Quick Send request.

Sales Ord Project
Unique code assigned to the project associated with the sales order’s Quick Send request.

Shipper ID
Unique code assigned to the shipper associated with the Quick Send request.

Shipper Project
Unique code assigned to the project associated with the shipper’s Quick Send request.

Ship Date
Date of shipment for the Order Management shipping notice associated with the Quick Send request.

Statement Date
Print date for the Accounts Receivable statement associated with the Quick Send request.
Shared Information

**Statement Cycle ID**
Unique code assigned to an Accounts Receivable statement’s processing cycle associated with the Quick Send request.

**Vendor ID**
Unique code assigned to the vendor to whom the purchase order was sent.

**PO Nbr**
Unique code assigned to the purchase order associated with the Quick Send request.

**PO Project**
Unique code assigned to the project associated with the purchase order’s Quick Send request.

**Employee ID**
Unique code assigned to the employee to whom the direct deposit advice slip stub was sent.

**Check Stub Nbr**
Unique code assigned to the Payroll direct deposit advice slip stub associated with the Quick Send request.

**Check Stub Date**
Issue date for the Payroll direct deposit advice slip stub associated with the Quick Send request.

**Schedule Date**
Date and time Application Server processed the request for the Payroll direct deposit advice slip stub. When *Request Status* is Scheduled, the date and time displayed indicates when the Application Server will process the request.

**Receiver Email**
Email address of the vendor, customer, employee, or project stakeholder to whom the document was sent.

**Reply Email**
Email address used when a vendor, customer, employee, or project stakeholder replies to the email message that contains the document.

**Fax Receiver Name**
Name that appears on the cover sheet when a document is delivered electronically via fax.

**Receiver Fax**
Fax number of the vendor, customer, employee, or project stakeholder to whom the document was sent.

**Fax Sender Name**
Name of the individual who sent the fax containing the document.

**Select All (button)**
Click *Select All* to mark the *Selected* check box for all Quick Send requests in the Quick Send Requests grid.
Clear Selections (button)
Click Clear Selections to clear the Selected check box for all Quick Send requests in the Quick Send Requests grid.

Resend Requests (button)
Click Resend Requests to resubmit selected Quick Send requests for processing by the Application Server using the Quick Send preferences defined for the recipient at the time the request was created.

Edit Request (button)
Click Edit Request to edit the Quick Send request in Edit Quick Send Requests (21.010.00). See “Edit Quick Send Requests (21.010.00)” for more information.

View Document (button)
Click View Document to view and print any document that was delivered electronically if the program associated with the document’s file type is installed and the temporary path for the Application Server must be set using a relative path (for example, \machine_name\temporary_directory). For example, if a customer prefers to receive their Accounts Receivable statements in an Excel file type, Microsoft Excel or Excel Viewer must be installed to view the statement.
Quick Send Inquiry, Search Quick Send Requests Tab

Request ID
Identifier assigned to a Quick Send request by the Application Server. The details of a Quick Send request display automatically in the Quick Send Requests grid when a request ID is specified.

Document Type
Kind of document sent electronically. Document types are:

- AR Invoice/Memo
- OM Invoice
- Project Invoice
- Construction Billing
- Purchase Order
- Service Call Invoice
- Service Contract Invoice
- AR Statement
- Order Confirmation
- Manual Order Confirmation
- Shipping Notice
- Advice Slip Stub
- All Customer
- All

Delivery Method
Manner in which a document was sent electronically. Delivery methods are All, Fax, and Email.

Processed Date
Date documents were processed by the Application Server for electronic delivery.

Search / Refresh (button)
Click Search / Refresh to search Quick Send requests based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Quick Send Inquiry, Search Customer Documents Tab

![Quick Send Inquiry Interface](image)

**Figure 22: Quick Send Inquiry (21.200.00), Search Customer Documents tab**

**Document Type**
Kind of document delivered electronically. Customer document types are:
- AR Invoice/Memo
- OM Invoice
- Project Invoice
- Construction Billing
- Service Call Invoice
- Service Contract Invoice
- AR Statement
- Order Confirmation
- Manual Order Confirmation
- Shipping Notice
- All Invoices
- All Sales Orders

**Reference Nbr**
Unique code assigned to an invoice. **Reference Nbr** is not available for the AR Statement, Order Confirmation, Manual Order Confirmation, Shipping Notice, All Invoices, and All Sales Orders document types.

To select a reference number from a possible values list related to the document type, place the cursor in **Reference Nbr** and press F3 (or double right-click).

**Customer ID**
Unique code assigned to a customer.

To select a customer, place the cursor in **Customer ID** and press F3 (or double right-click). **Active Customer List** appears.
**Project**
Unique code assigned to a project. **Project** is not available for the AR Statement, Order Confirmation, Manual Order Confirmation, Shipping Notice, and All Sales Orders document types.
To select a project, place the cursor in **Project** and press F3 (or double right-click). **Active A/R Projects List** appears.

**Sales Order Nbr**
Unique code assigned to a sales order. **Sales Order Nbr** is not available for the AR Statement, Shipping Notice, All Invoices, and All Sales Orders document types.
To select a sales order number, place the cursor in **Sales Order Nbr** and press F3 (or double right-click). **Order List** appears.

**Sales Ord Project**
Unique code assigned to a project that appears on sales orders. **Sales Ord Project** is available only for the Order Confirmation and Manual Order Confirmation document types.
To select a project, place the cursor in **Sales Ord Project** and press F3 (or double right-click). **Active A/R Projects List** appears.

**Shipper ID**
Unique code assigned to a shipper. **Shipper ID** is available only for the Shipping Notice document type.
To select a shipper ID, place the cursor in **Shipper ID** and press F3 (or double right-click). **Shipper List** appears.

**Shipper Project**
Unique code assigned to a project that appears on a shipper. **Shipper Project** is available for only the OM Shipping Notice document type.
To select a project, place the cursor in **Shipper Project** and press F3 (or double right-click). **Active A/R Projects List** appears.

**Ship Date**
Date of shipment for a shipping notice. **Ship Date** is available only for the OM Shipping Notice document type.

**Statement Date**
Print date for an Accounts Receivable statement. **Statement Date** is available only for the AR Statement document type.

**Statement Cycle ID**
Unique code assigned to an Accounts Receivable statement’s processing cycle. **Statement Cycle ID** is available only for the AR Statement document type.
To select a statement cycle ID, place the cursor in **Statement Cycle ID** and press F3 (or double right-click). **Statement Cycle List** appears.

**Search / Refresh (button)**
Click **Search / Refresh** to search Quick Send requests for customer invoices, statements, order confirmations, manual order confirmations, and shipping notices based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Quick Send Inquiry, Search Vendor Documents Tab

![Quick Send Inquiry (21.200.00), Search Vendor Documents tab](image)

**Document Type**
Kind of document delivered electronically. The vendor document type is Purchase Order.

**Reference Nbr**
Unique code assigned to a purchase order.
To select a reference number, place the cursor in **Reference Nbr** and press F3 (or double right-click). **Purchase Order List** appears.

**Vendor ID**
Unique identifier assigned to a vendor.
To select a vendor, place the cursor in **Vendor ID** and press F3 (or double right-click). **Vendor List** appears.

**Project**
Unique code assigned to a project.
To select a project, place the cursor in **Project** and press F3 (or double right-click). **Active PO Projects List** appears.

**Search / Refresh (button)**
Click **Search / Refresh** to search Quick Send requests for purchase orders based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Quick Send Inquiry, Search Employee Documents Tab

![Quick Send Inquiry (21.200.00), Search Employee Documents tab](image)

**Document Type**
Kind of document delivered electronically. The employee document type is Advice Slip Stub.

**Employee ID**
Unique identifier assigned to an employee.
To select an employee ID, place the cursor in Employee ID and press F3 (or double right-click). Employee List appears.

**Check Stub Nbr**
Unique code assigned to a direct deposit advice slip stub.
To select a check stub number, place the cursor in Check Stub Nbr and press F3 (or double right-click). PRDoc List appears.

**Check Stub Date**
Issue date for the direct deposit advice slip stub.

**Search / Refresh (button)**
Click Search / Refresh to search Quick Send requests for direct deposit advice slip stubs based on the search criteria you have specified. Search results appear in the Quick Send Requests grid.
Availability (21.410.00)

Use Availability (21.410.00) to track and forecast inventory needs and usage amounts for in-stock items. It displays detailed inventory information, including whether an item is scheduled to appear on a work order or in a purchase order. It also includes quantities on hand, available, and on order.

Availability, Summary Tab

The Summary tab displays a snapshot of the item’s inventory quantity for a specific site.

![Figure 25: Availability (21.410.00), Summary tab](image)

Following are the field descriptions for the Summary tab of Availability (21.410.00).

**Inventory ID**

Inventory ID contains the item you want to review.

**Site ID**

Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained.

**Available**

Available displays the total quantity available (items for sale, issues, transfers, or kit assemblies) for new orders at this Site ID. If CPS is turned on, it contains the quantity that is available for shipment today on a new order created with a lower priority than any other order. If CPS is turned off, the caption for this field changes to Available. In this case, the field is calculated according to various options in IN Setup (10.950.00). For more information about CPS, see the Order Management online help or user guide.

**Average Cost**

Average Cost displays the current weighted average cost per unit.
Inventory Supply Frame
Inventory Supply frame displays inventory items supplied by various sources.

On Hand
On Hand displays the total quantity of the item currently stored at this Site ID.

From Purchase Orders
From Purchase Orders displays the item’s total quantity on purchase orders at this Site ID. From Purchase Orders represents inventory supply that is yet to be received from a vendor, but may be included as Available Supply based on options specified in IN Setup (10.950.00). When CPS is turned off, this quantity may or may not be added to Available, based upon whether Include Purchase Orders is selected in IN Setup (10.950.00).

From OM Kit Assembly Orders
From OM Kit Assembly Orders displays the item’s total quantity on open kit assembly orders at this Site ID. When CPS is turned off, this quantity may or may not be added to Available depending on whether Include OM Kit Assemblies is selected in IN Setup (10.950.00).

From OM Transfer Orders
From OM Transfer Orders represents inventory supply from an Order Management warehouse transfer order that has yet to be shipped and updated by the Sales Journal. When CPS is turned off, this quantity may be added to Available, depending on whether Include 2-Step Inventory Transfers and OM Transfer Orders is selected in IN Setup (10.950.00).

From 2-Step Inventory Transfers
From 2-Step Inventory Transfers represents inventory supply that is currently in transit to this Site ID. The inventory may have originated from a 2-step inventory transfer in Transfers (10.040.00) or from an Order Management warehouse transfer that has already been shipped and updated by the Sales Journal. When CPS is turned off, this quantity may or may not be added to Available depending on whether Include 2-Step Inventory Transfers and OM Transfer Orders is selected in IN Setup (10.950.00).

From Firmed Work Orders
From Firmed Work Orders displays the item’s total quantity supplied by firmed work orders. When CPS is turned off, this quantity may or may not be added to Available depending on whether Include Firm Work Orders is selected in IN Setup (10.950.00).

From Released Work Orders
From Released Work Orders displays items supplied by released work orders. When CPS is turned off, this quantity may or may not be added to Available depending on whether Include Released Work Orders is selected in IN Setup (10.950.00).

Inventory Demand Frame
Inventory Demand frame displays information about where the item is allocated to fulfill certain types of orders.

On Sales Orders
On Sales Orders displays the item’s total quantity currently on open sales orders and shippers generated in the Order Management module. When CPS is turned off, this quantity may or may not be deducted from Available depending on whether Deduct All Open Sales Orders is selected in IN Setup (10.950.00).
On Back Orders

On Back Orders displays the item’s total unfilled quantity currently on open sales orders generated in the Order Management module that are past due; that is, the request date is prior to today’s date. When CPS is turned off, this quantity may or may not be deducted from Available depending on whether Deduct Back Orders is selected in IN Setup (10.950.00).

On Open Shippers

On Open Shippers displays the item’s total quantity on shippers entered or generated in Order Management, but not yet confirmed and updated. When CPS is turned off, this quantity may or may not be deducted from Available depending on whether Deduct Open Shippers is selected in IN Setup (10.950.00).

Shipped Not Invoiced

Shipped Not Invoiced displays the item’s total quantity from shippers that have been confirmed and updated but for which the inventory batch has not yet been created (by running the Sales Journal) or released. When CPS is turned off, this quantity is always deducted from Available.

On Firmed Work Orders

On Firmed Work Orders displays the number of items required by firmed work orders. When CPS is turned off, this quantity may or may not be deducted from Available depending on whether Deduct Firmed Work Orders is selected in IN Setup (10.950.00).

On Released Work Orders

On Released Work Orders displays the number of items required by released work orders. When CPS is turned off, this quantity may or may not be deducted from Available depending on whether Deduct Released Work Orders is selected in IN Setup (10.950.00).

Other Frame

In Locations Not Available

In Locations Not Available displays the item’s total quantity not selected for Include in Qty Available in Warehouse Bin Locations (10.340.00).

On PO Drop Ships

On PO Drop Ships displays the number of items on purchase order drop shipments. The quantity indicated in On PO Drop Ships is never deducted from Available, even if CPS is turned off.

Inventory Demand Frame

Information in the Inventory Demand frame displays the source of various external demands for this item that are reducing the quantity available from the full quantity-on-hand.

Note: An asterisk next to a field name indicates that the field has been marked for inclusion in availability quantity calculations in IN Setup (10.950.00).

On Sales Orders

On Sales Orders displays the item’s total quantity currently on open sales orders and shippers generated in the Order Management module. This quantity may or may not adjust the quantity available depending on whether Deduct All Open Sales Orders is selected in IN Setup (10.950.00).

Sales Order L/S Allocation

Sales Order L/S Allocation displays the item’s total quantity currently on open sales orders where lot/serial numbers have been designated and shippers have not been created. This quantity adjusts quantity available.
On Back Orders

On Back Orders displays the item’s total unfilled quantity currently on open sales orders generated in the Order Management module regardless if they did or did not ship on time. This quantity represents a commitment beyond what is already on hand and an immediate demand for any new quantity received. This quantity may or may not adjust the quantity available depending on whether Deduct Back Orders is selected in IN Setup (10.950.00).

On Open Shippers

On Open Shippers displays the item’s total quantity on shippers entered or generated in Order Management, but not yet confirmed. This quantity may or may not adjust the quantity available depending on whether Deduct Open Shippers is selected in IN Setup (10.950.00).

Shipped Not Invoiced

Shipped Not Invoiced displays the item’s total quantity from shippers that have been confirmed and updated but for which the inventory batch has not yet been created (by running the Sales Journal) or released. An asterisk is placed next to Shipped Not Invoiced by default and cannot be deselected for inclusion.

On Firmed Work Orders

On Firmed Work Orders displays the quantity of this item anticipated to be consumed by material issues to work orders that have been firmed, but not yet released to production. This quantity may or may not adjust the quantity available depending on whether Deduct Firmed Work Orders is selected on IN Setup (10.950.00) and on the setting of Processing Stage to Allocate Quantity on Work Order Setup (12.950.00).

On Released Work Orders

On Released Work Orders displays the quantity of this item that will be issued to fulfill material needs for work orders already in production, but not yet completed. This quantity may or may not adjust the quantity available depending on whether Deduct Released Work Orders is selected on IN Setup (10.950.00) and on the setting of Processing Stage to Allocate Quantity on Work Order Setup (12.950.00).

Inventory Allocation

Inventory Allocation displays the quantity of the selected item that is currently on unreleased inventory transactions that decrease inventory. These transactions are issues (not return rows), transfers (“from” site only), adjustments (negative quantity adjustments only), and kit assemblies (component items only).

Bill of Material Allocation

Bill of Material Allocation displays the total quantity of the selected item that is currently on unreleased production entry transactions.

Service Series Allocation

Service Series Allocation displays the total quantity of the selected item that is currently on unprocessed service invoices. This includes quantities from time and material invoices and flat rate invoices.

PO Returns Allocation

PO Returns Allocation displays the total quantity of the selected item that is currently on unreleased Purchasing Receipt/Invoice Entry (04.010.00) transactions with a Receipt Type of Return.
Inventory Allocated to Projects

Inventory Allocated to Projects displays the total quantity of the selected item that is currently allocated to a project.

Inventory Allocated to Projects Inquiry (button)

Inventory Allocated to Projects Inquiry launches Inventory Allocated to Projects Inquiry (10.224.00). Use Inventory Allocated to Projects Inquiry (10.224.00) to review the project allocated inventory details about the selected item.
Availability, Plan Detail Tab

Following are the field descriptions for the Plan Detail tab of Availability (21.410.00).

**Inventory ID**
Inventory ID contains the item you want to review.

**Site ID**
Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

**Planned Date**
Planned Date displays the anticipated receipt date (for supply) or the currently scheduled ship date (for demand).
Plan Type

Plan Type displays whether the detail line is for current inventory on hand, anticipated receipts such as purchase orders or work orders, planned shipments from other open sales orders, or existing shippers. The valid values are:

- Inventory on Hand (10)
- Work Order Firm Supply (15)
- Work Order Released Supply (16)
- WO Firm Supply Bound to SO (17)
- WO Released Supply Bound to SO (18)
- Purchase Order (20)
- PO for Sales Order (21)
- Project Inventory Purchase Orders (23)
- Kit Assembly (25)
- Shipper for Kit Assembly (26)
- Transfer In (28)
- Shipper for Transfer In (29)
- Shipper (30)
- Shipper for Kit Component (32)
- Shipper for Transfer Out (34)
- Project Inventory Allocated (40)
- Sales Order Bound to PO (50)
- Kit Component Bound to PO (52)
- Sales Order Bound to WO (54)
- Sales Order (60)
- Sales Order L/S Allocation (61)
- Kit Component (62)
- Transfer Out (64)
- Expired Lot/Serial Quantity (66)
- Drop Ship PO (68)
- Drop Shipment (70)
- Shipper for Drop Shipment (75)
- Work Order Firm Demand (80)
- Work Order Released Demand (82)

SO Number

SO Number displays the unique identifying code assigned to the sales order when it is created.

SO Line

SO Line displays the sales order line number.

Request Date

Request Date displays the date the customer requests delivery (valid for sales orders only).

Promised Date

Promised Date displays the delivery date that the customer has been promised.

Transit Time

Transit Time displays the estimated shipment time in days.

ETA Date

ETA Date displays the date the shipment is scheduled to arrive at the customer’s dock (valid for sales orders only). ETA Date is based on Promised Date and Transit Time.

Customer ID

Customer ID displays the customer ID entered on the order (valid for sales orders only).

Quantity

Quantity displays a positive number for supply or a negative number for demand.

Shipper ID

Shipper ID displays the unique identifying code for each shipper. Shipper ID is assigned when a new shipper is created.

SH Line

SH Line displays the shipper line number.
PO Number
PO Number displays the unique identifying code assigned to the purchase order when it was created.

PO Line
PO Line displays the purchase order line number.

WO Number
WO Number displays the unique identifying code assigned to the work order when it was created.

WO Line
WO Line displays the work order line number.

UOM
UOM displays the basic quantity (each, case, etc.) in which the item is stocked in inventory.

Special Order
Special Order indicates that this is an order that requires special attention.

Hold
Hold indicates whether a particular order has been placed on administrative hold.
**Availability, Available-to-Promise Tab**

Use the *Available-to-Promise* tab of *Availability* (21.410.00) to view all current and future available supply up to the lead-time date. Since order priority plays a major part of whether an item is available to fulfill an order, it can sometimes be difficult to predict the effects of entering new orders — especially when there is a lot of activity against the item. The *Available-to-Promise* tab of *Availability* (21.410.00) analyzes all the supply and demand for the item and boils it down to a simple list of dates and the quantities that are available to new orders.

The fields on the *Available-to-Promise* tab of *Availability* (21.410.00) change depending on whether the Customer Priority Scheduling (CPS) option is On, Off, or Off because the Work Order module is installed at your site. See the Order Management online help or user guide for more information.

**Notes:**

- If the available on ETA date options are set in *Order Management Setup* (40.950.00), the quantities shown on the *Available-to-Promise* tab as being available today may include purchase orders, kit assemblies, or transfers that are scheduled to arrive today but have not.

- When CPS is off, you can control the quantity available calculation performed by *Availability* (21.410.00) using the configuration parameters on the *Scheduling* tab of *IN Setup* (10.950.00).
Available-to-Promise Tab of Availability, CPS On

Following are the field descriptions for the **Available-to-Promise** tab of *Availability (21.410.00).*

**Inventory ID**
- **Inventory ID** contains the item you want to review.

**Site ID**
- **Site ID** displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

**Refresh (button)**
- **Refresh** updates the Available-to-Promise detail frame with information based on your selections.

**Lowest Priority**
- **Lowest Priority** indicates that you wish to see the dates and quantities that would be available to a new sales order of the lowest possible priority.

**Customer Priority**
- **Customer Priority** indicates that you wish to see the dates and quantities that would be available to a new sales order of a user-specified priority level. Enter the desired priority level in the box immediately to the right.

**Highest Priority**
- **Highest Priority** indicates that you wish to see the dates and quantities that would be available to a new sales order of the highest possible priority.
**Pick Date**

*Pick Date* displays the date a quantity would be available for picking. This is the date a shipper would be created by the system.

**Ship Date**

*Ship Date* displays the date a quantity would ship from the warehouse. This is the *Pick Date* plus the *Picking Time* (in days) from *Order Management Setup* (40.950.00).

**Quantity**

*Quantity* displays the quantity that should become available for shipper creation on the *Pick Date*.

**Cumulative Quantity**

*Cumulative Quantity* displays a running balance of all quantity amounts. Use this column if you need to determine when an order can ship complete.
Available-to-Promise Tab of Availability, CPS Off (Work Order Module Installed)

Following are the field descriptions for the Available-to-Promise tab of Availability (21.410.00).

**Site ID**
Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

**Request Quantity**
Request Quantity displays the current quantity requested. When Availability (21.410.00) is called from Sales Orders (40.100.00), Request Quantity contains the quantity listed on the order line. When Availability (21.410.00) is called from Inventory Status Inquiry (10.220.00), Request Quantity contains zero quantity.

**Request Fulfill Date**
Request Fulfill Date displays the current fulfillment requested. When Availability (21.410.00) is called from Sales Orders (40.100.00), Request Fulfill Date contains the customer’s request date on the order line. When Availability (21.410.00) is called from Inventory Status Inquiry (10.220.00), Request Fulfill Date contains today’s date.

**Lead time (days, date)**
Lead time (days, date) displays the lead time (in days) for the item at the selected site. If an item’s source is manufacturing, Lead time (days, date) contains the manufacturing lead time. If the item is purchased or outsourced, Lead time (days, date) contains the purchasing lead time. The lead time date is calculated as today’s date plus lead time. Both purchasing and manufacturing lead times are shown in parentheses to the right of the field.
Available-to-Promise (Results)

Available-to-Promise displays the calculated available to promise based on Request Quantity and Request Fulfill Date. Available to promise is defined as the minimum of future Projected On Hand quantities for dates between the available to promise date (today) and the Request Fulfill Date plus Lead time (days,date).

Can be fulfilled by

Can be fulfilled by displays the first date when the complete Requested Quantity can be fulfilled. Text below the field may indicate the conditions of the fulfillment; for example, can be partially fulfilled earlier, included late supply/demand, requires procurement, etc. When Request Fulfill Date is beyond Lead time (days,date), Request Quantity may be fulfilled by purchasing.

Refresh (button)

Refresh updates the Available-to-Promise detail frame with information based on your selections.

Set Include Options (button)

Set Include Options opens ATP - Set Include Options (21.410.01), allowing you to modify the default supply and demand include options. An asterisk (*) on the button face indicates that ATP - Set Include Options (21.410.01) has been accessed and the default options have been modified.

Date

Date displays the date when there is either supply or demand for the item.

Available-to-Promise (Available-to-Promise)

Available-to-Promise displays the available to promise quantity for the date. Available to promise is defined as the minimum of the future projected on hand quantities for the dates between the available to promise date and the Request Fulfill Date plus Lead time (days,date).

Projected On Hand

Projected On Hand displays the current quantity on hand plus the sum of all Daily Net Change up to the current row. Projected On Hand is Current Quantity On Hand, plus Supply, minus Demand.

Daily Net Change

Daily Net Change displays the sum of supply and demand for the current row. This sum reflects the settings of ATP - Set Include Options (21.410.01), which indicates what should be included and excluded in calculations.

Purchase Orders

Purchase Orders displays purchase order quantities whose promise date is for the current row’s date. Purchase Orders is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).

WO Supply

WO Supply displays work order quantities whose planned end date is for the current row’s date. WO Supply is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).

Other Supply

Other Supply displays other supply (other than purchase orders and work orders) for the current row’s date. Other Supply is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).
Sales Orders
Sales Orders displays sales order quantities whose schedule line request date is for the current row’s date. Sales Orders is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).

WO Demand
WO Demand displays work order material list quantities whose component date required is for the current row’s date. WO Demand is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).

Other Demand
Other Demand displays other demand (other than sales orders and work orders) for the current row’s date. Other Demand is included in the quantities regardless of the settings in ATP - Set Include Options (21.410.01).

Daily Details (button)
Daily Details opens Daily Details (21.410.02), showing the detailed supply and demand transactions for the currently highlighted date (the date is displayed in the frame). When there is late supply or demand it appears in Daily Details (21.410.02) when the first available to promise row is highlighted. All supply and demand is shown, regardless of the settings in ATP - Set Include Options (21.410.01). The rows are displayed with all supply first, followed by demand.
ATP - Set Include Options (21.410.01)

Figure 29: ATP - Set Include Options (21.410.01)

ATP - Set Include Options (21.410.01) appears after you click the Set Include Options button on the Available-to-Promise tab of Availability (21.410.00) if CPS is off and the Work Order module installed.

Supply and Demand frames display the setting of which supply and demand to include in the Available-to-Promise calculation. These settings default from IN Setup (10.950.00), but may be modified here to provide what-if scenarios. These settings affect Available to Promise, Projected On Hand, and Daily Net Change but do not affect Supply or Demand.

Following are the field descriptions for ATP - Set Include Options (21.410.01).

Include Late Supply
Include Late Supply includes supply that was scheduled but has yet to arrive (as of today).

Include Late Demand
Include Late Demand includes demand that was scheduled but has yet to be consumed (as of today).

OK (button)
OK returns you to the Available-to-Promise tab of Availability (21.410.00).
Daily Details (21.410.02)

Figure 30: Daily Details (21.410.02)

Daily Details (21.410.02) appears after you click the **Daily Details** button on the **Available-to-Promise** tab of **Availability** (21.410.00) if CPS is off and the Work Order module installed.

Following are the field descriptions for *Daily Details* (21.410.02).

**Date**

*Date* displays the date of the supply or demand.

**Supply/Demand**

*Supply/Demand* displays the type of transaction.

**Document Type**

*Document Type* displays the document type for the supply or demand transaction. *Document Type* indicates the module and document type within that module.

**Reference Number**

*Reference Number* displays the reference number for the supply/demand transaction. This would be the sales order number, shipper number, work order number, PO number, etc.

**Line Reference**

*Line Reference* displays the line number for the document (*Reference Number* is for the document).

**Customer/Vendor**

*Customer/Vendor* displays the customer (on sales orders or work orders) or vendor ID (on purchase orders) for the current document.

**Quantity**

*Quantity* displays the quantity of supply or demand (negative) for the current transaction.
Include in ATP

Include in ATP indicates whether the current transaction will be included in the Available-to-Promise calculation as set in ATP - Set Include Options (21.410.01).

Task

Task displays the project task when work order demand comes from a project task (used only with WO Demand).

OK (button)

OK returns you to the Available-to-Promise tab of Availability (21.410.00).
Available-to-Promise Tab of Availability, CPS Off (Work Order Module Not Installed)

Figure 31: Availability (21.410.00), Available-to-Promise tab, CPS Off (Work Order module not installed)

Following are the field descriptions for the Available-to-Promise tab of Availability (21.410.00).

Site ID
Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

Refresh (button)
Refresh updates the Available-to-Promise detail frame with information based on your selections.

Day
Day indicates that you want to view the availability information separately for each day. When this option is selected, there will be a separate line in the Available-to-Promise detail frame for each week that has activity.

Week
Week indicates that you want to view the availability information summarized by week. When this option is selected, there will be a single line in the Available-to-Promise detail frame for each week that has activity. Available will contain week-ending quantities.

Month
Month indicates that you want to view the availability information summarized by month. When this option is selected, there will be a single line in the Available-to-Promise detail frame for each month that has activity. Available will contain month-ending quantities.
Date

Date displays the day, week-ending date or month-ending date for the anticipated future inventory activity, depending upon whether the Day, Week, or Month option is selected.

Beginning Balance

Beginning Balance displays the anticipated beginning inventory on hand balance as of the Date.

Supply

Supply displays the total supply that is expected to come into inventory during the period. (The period is determined by the Day, Week, and Month option buttons.) The supply could be from purchase orders, planned Order Management transfers, etc.

Demand

Demand displays the total demand that is expected to deduct from inventory during the period. (The period is determined by the Day, Week, and Month option buttons.) The demand could be from Order Management sales orders, kit assemblies, warehouse transfers, etc.

Available

Available contains the Beginning Balance plus the Supply minus the Demand. It is the total quantity that is expected to be available at the end of the period. If the Available quantity is negative, you have an over commitment where there is more demand than you have supply to fulfill the demand. In this case, you must correct the over commitment by increasing supply (perhaps by increasing or pulling in a purchase order) or reducing the demand (perhaps by pushing a sales order back).
Availability, Vendor Detail Tab (Order to Purchase Module Installed)

The Vendor Detail tab is only available when the Order to Purchase module is installed and registered. Order to Purchase enables you to review the receipts that are currently available along with information about the vendor.

![Vendor Detail Tab](image)

Figure 32: Availability (21.410.00), Vendor Detail tab (Order to Purchase module installed)

The fields in the Vendor Detail tab are described below:

**Site ID**

Site ID displays the identification code of the site where the item listed in Inventory ID is found.

**Vendor ID**

Vendor ID displays the identifier of the vendor that appears in Primary Vendor for this item on the Replenishment Parameters tab of the Inventory Sites (10.255.00) screen.

**Vendor Item ID**

Vendor Item ID is the identification code for this item as found in Alternate ID on the Inventory Item Cross References (10.380.00) screen if Type on that screen is set to Vendor Part Number.

**Last Lead Time**

Last Lead Time is the number of business days the last receipt of goods from the date the item was entered on the purchase order until it was received.

**Last Purchase Price**

Last Purchase Price displays the most recent amount paid for this item.

**Last 3 Periods Lead Time**

Last 3 Periods Lead Time displays the average number of business days, in the last three periods’ receipts of goods, from the date this item was entered on a purchase order until it was received.
**Last 12 Periods Lead Time**

_Last 12 Periods Lead Time_ displays the average number of business days, in the last 12 periods’ receipts of goods, from the date this item was entered on a purchase order until it was received.

**Last 3 Periods Avg Cost**

_Last 3 Periods Avg Cost_ displays the average cost of the last three periods’ receipts for purchases of this item.

**Last 12 Periods Avg Cost**

_Last 12 Periods Avg Cost_ displays the average cost of the last 12 periods’ receipts for purchases of this item.

**Substitute Item ID**

_Substitute Item ID_ is the identification code for an item that can be shipped if the item listed in _Inventory ID_ is out of stock. The value that displays in _Substitute Item ID_ is set up in _Alternate ID_ on the Inventory _Item Cross References_ (10.380.00) screen. _Type_ on that screen must be set to _Substitute_. 
Maintenance Screens

FOB Maintenance (21.230.00)

Use FOB Maintenance (21.230.00) to maintain free-on-board (FOB) identifiers. The FOB identifier determines the location where the cost of shipping the order becomes the customer’s responsibility. It is also the point where the ownership of the goods transfers to the customer.

![FOB Maintenance (21.230.00)](image)

Figure 33: FOB Maintenance (21.230.00)

Following are the field descriptions for FOB Maintenance (21.230.00).

**FOB ID**

FOB ID is the identifier that determines the location at which the cost of shipping the order becomes the customer’s responsibility. The free-on-board (FOB) point is also the point at which ownership of the goods transfers to the customer.

To select an existing FOB ID, place the cursor in FOB ID and press F3 (or double right-click). FOB List is displayed. You can select an existing FOB ID or add a new FOB ID to the list.

**Description**

A free-form text description of the FOB ID.
Carriers Maintenance (21.240.00)

Use Carrier Maintenance (21.240.00) to enter carrier information, including carrier ID, carrier type, shipping account, and unit of measure (UOM). Carriers that are set up in this screen are available for use in the Order Management Customer Carriers (40.807.00) screen. In Customer Carriers (40.807.00), customers can be associated with a carrier and carrier account number.

![Carriers Maintenance (21.240.00)](image)

Following are the field descriptions for Carriers Maintenance (21.240.00).

**Carrier ID**

The unique identifier for the carrier. To select an existing carrier ID, place the cursor in Carrier ID and press F3 (or double right-click). Carrier List is displayed. You can select an existing carrier from the list or you can add a new carrier to the list.

**Description**

A free-form text description of the carrier.

**Carrier Type**

If Carrier Type is set to Less Than Truck Load (LTL), the status of the bill of lading is set to Shipped and the shipment is eligible for an EDI advanced shipment notice document.

If Carrier Type is set to Truck Load (TL), the status of the bill of lading is set to Staged and this shipment is not automatically eligible for an advanced shipment notice. Truck load carriers typically treat multiple shippers going to the same destination as a single bill of lading. Staged status allows the user to define the shippers being consolidated onto a single bill of lading via BOL Maintenance (50.010.00). When consolidation is complete, the user sets the status of the bill of lading to Shipped, which generates a single advanced shipment notice document for all the shippers on the consolidated bill of lading.

**Ship Account**

Enter the shipping account.

**UOM**

Enter the unit of measure in this field.
Web Site

Enter the carrier’s website (for example, www.carrier.com). **Web Parm Type** is appended to **Web Site** to store the internet address to the carrier’s delivery status web page. The internet address is launched in *Container Builder* (50.002.00) or *Container Viewer* (50.003.00) in the Shipping Management module to display the transit and delivery status information for a specific container or tare.

Web Parm Type

Enter the remaining characters of the internet address to the carrier’s delivery status web page (for example, \shipments\%%TRACKINGNUMBER%%). The value entered is appended to **Web Site** (for example, www.carrier.com\shipments\%%TRACKINGNUMBER%%) to launch the carrier’s delivery status web page for a specific container or tare in *Container Builder* (50.002.00) or *Container Viewer* (50.003.00) in the Shipping Management module.

**Note:** If the internet address to the carrier’s delivery status web page contains a specific tracking number or ship date, substitute %%TRACKINGNUMBER%% or %%SHIPDATE%% for the specific value to allow any tracking number or ship date to be passed.
Address Maintenance (21.250.00)

Use to enter the address information (ID, name, address lines, and telephone and/or fax numbers) of miscellaneous business addresses that are important to your company: board of directors, key business contacts, business associates, prospective clients, etc. (see “Entering Addresses” on page 6 for more information). You can also use this screen to enter the information of addresses that serve as shipping addresses used on order management and purchasing documents. Finally, if you are using the Cash Manager module, use Address Maintenance (21.500.00) to enter the address information of the bank(s) responsible for maintaining your cash account(s).

Note that the addresses you enter in this screen do not include those of employees, vendors, customers, and inventory storage sites. Enter these types of addresses in the following screens:

- **Employee Maintenance** (02.250.00) in the Payroll module
- **Vendor Maintenance** (03.270.00) in the Accounts Payable module
- **Customer Maintenance** (08.260.00) in the Accounts Receivable module
- **Sites** (10.310.00) in the Inventory module

Also note that Address Maintenance (21.250.00) permits you to delete only address records originally entered in this screen. You cannot use Address Maintenance (21.250.00) to delete obsolete employee, vendor, customer, or site addresses (delete these in the maintenance screens listed above).

![Address Maintenance (21.250.00)](image.png)

Figure 35: Address Maintenance (21.250.00)

Following are the field descriptions for Address Maintenance (21.500.00).

**Address ID**

A unique identifying code that distinguishes the address from all other addresses in the database. An address ID can be any alphanumeric code you care to assign. Note that once you have entered the information of an address, you cannot change its address ID. The only way to change the ID is to delete the address and re-enter its information, using a new address ID.

To edit an address, select its address ID. To delete an address, select its address ID then click **Delete** on the toolbar. The software prompts you for the appropriate action:

- **Yes** — Delete the address (all address information is removed from the database)
- **No** — Stop the delete operation (all address information is retained in the database)
Name
Controls the name you associate with the address ID. The name entered here appears on address labels and mailing lists generated by the Shared Information module. See “Addresses (21.600.00)” on page 159 and “Address Labels (21.610.00)” on page 160. It also appears on documents and reports generated by other modules that use the Shared Information’s address records.

Attention
Controls the entity (person, title, department, etc.) to address when preparing mailing labels. See “Address Labels (21.610.00)” on page 160. This information is also listed on the Addresses (21.600.00) report.

Salutation
Controls the personal greeting on correspondence with the addressee. Normally, the salutation complements the value entered at Attention. An address salutation is optional.

Address Line 1
Use this address line for the addressee’s suite number or the name and number of the addressee’s street location.

Address Line 2
If a suite number is entered at Address Line 1, use this address line for the addressee’s post office box number, if any, or the name and number of the addressee’s street location. Note that the United States Postal Service delivers mail to the location listed immediately above the city, state, and zip code line, whether that address is a street address or a post office box.

City
Municipality where the addressee is located.

State/Province
Uses a standard two-letter state or province abbreviation. You must first set up the IDs and names of that state or province on State/Province Maintenance (21.290.00).

Postal Code
The postal code configuration can be the five-digit or ZIP+4 zip code.

Country/Region
Uses a standard three-letter country or region abbreviation. You must first set up the IDs and names of that country or region in Country/Region Maintenance (21.300.00).

Phone/Ext
Includes the area code for the addressee’s telephone number and any appropriate telephone extension number.

Fax/Ext
Typically includes the area code for the addressee’s facsimile number and any appropriate extension number.

Registration Nbr
Tax registration number assigned to the address if required for tax reporting purposes.
Location ID
Identification code representing a tax location associated with the address. Location ID is optional and is typically used to cross reference tax information to an external source.

Tax ID 1
First default tax ID and/or group tax ID associated with the address.

Tax ID 2
Second default tax ID and/or group tax ID associated with the address.

Tax ID 3
Third default tax ID and/or group tax ID associated with the address.

Tax ID 4
Fourth default tax ID and/or group tax ID associated with the address.
Ship Via Maintenance (21.260.00)

Use Ship Via Maintenance (21.260.00) to identify transport methods.

![Ship Via Maintenance (21.260.00)](image)

Figure 36: Ship Via Maintenance (21.260.00)

Following are the field descriptions for Ship Via Maintenance (21.260.00).

**Ship Via ID**

Unique identifier for the transport method for the order (for example, UPS or FedEx).

**Description**

A free-form text description of the transport method.

**Carrier ID**

Unique ID for the actual carrier. Press F3 to see the list of carriers. Carriers are defined in Carriers Maintenance (21.240.00).

**Default Transit Time (Days)**

The number of days to be used as the default for the transit time when the Ship Via ID is entered in Order Management inventory planning. The value in Default Transit Time (Days) will appear as the default value in Transit Time (Days) on the Order Management Shipment Schedule (40.106.00) screen, but it can be changed. You can open Shipment Schedule (40.106.00) by clicking the Schedule button on the Sales Orders (40.100.00), Line Items tab during order entry.

**Saturday Pickup**

Indicates that Saturday can be counted as a business day for picking/shipping and transit time in Order Management inventory planning.

**Product Moves on Saturdays**

Indicates that Saturday can be counted as a business day for transit time in Order Management inventory planning. If Saturday Pickup or Saturday Delivery is selected, it is assumed that the product moves on Saturdays whether or not this check box is selected.

**Saturday Delivery**

Indicates that Saturday can be counted as a business day for delivery in Order Management inventory planning.
**Sunday Pickup**
Indicates that Sunday can be counted as a business day for picking/shipping and transit time in Order Management inventory planning.

**Product moves on Sundays**
Indicates that Sunday can be counted as a business day for transit time in Order Management inventory planning. If Sunday Pickup or Sunday Delivery is selected, it is assumed that the product moves on Sundays whether or not this check box is selected.

**Sunday Delivery**
Indicates that Sunday can be counted as a business day for delivery in Order Management inventory planning.

**Default Freight Method**
Indicates the method to be used to calculate the estimated freight cost in Order Management Sales Orders (40.100.00).

**Default Freight Rate/Amt**
Indicates the freight rate/amount to use with the selected default freight method for calculating the estimated freight cost in Order Management Sales Orders (40.100.00).

**Freight Account**
Account where freight charges are posted. Order Management uses this account if the &SV wildcard is entered in the Freight Account set up on the Account tab in Order Types (40.200.00).

**Freight Sub**
Subaccount where freight charges are posted. Order Management uses the segments in this subaccount when the &SV wildcard is entered in for the segment in the Freight Account set up on the Account tab in Order Types (40.200.00).

**Sales Tax Category**
Indicates whether or not the freight charge is taxable.

**Standard Carrier Alpha Code (SCAC)**
The Standard Carrier Alpha Code (SCAC) is a five-character value assigned to trucking and freight companies by an industry group. This is not a free-form value. It must be the value assigned by the group. For example, UPS Ground is designated as “UPSG.” SCAC values are predefined in the Shared Information module and cannot be modified. This value is output to trading partners that request it in EDI invoices and EDI advanced ship notifications (ASNs). The eCommerce Connector module allows you to define the customers that require an SCAC value on EDI transactions that are sent to them.
Terms Maintenance (21.270.00)

Use to enter the information of your business’ sales and purchasing terms (discount dates and percentages, due dates, etc.). After terms are entered, the information is available for use on the various vendor and customer documents (vouchers, invoices, and memos) generated by other modules: Accounts Payable, Accounts Receivable, Order Management, etc. See “Setting Up Sales and Purchasing Terms” on page 8 for more information.

![Figure 37: Terms Maintenance (21.270.00)](image)

Following are the field descriptions for Terms Maintenance (21.270.00).

**Terms ID**

Unique identifying code that distinguishes the sales or purchasing terms from all other terms in the database. A terms ID can be any alphanumeric code you care to assign. Note that once you have entered the information of a specific sales or purchasing terms, you cannot change its ID. The only way to change the ID is to delete the terms information, and then re-enter the information using a new terms ID.

To edit the information of a sales or purchasing terms, select its associated terms ID. To delete the information of a sales or purchasing terms, select the ID, then click Delete on the toolbar. The software prompts you for the appropriate action:

- **Yes** — Delete the terms information (all terms information is removed).
- **No** — Stop the delete operation (all terms information is retained).

**Description**

Explanation of the terms ID. The description entered here appears on documents and reports generated by other modules that use sales and purchasing terms.
Terms Maintenance, Terms Tab

Information about the terms application and discount options. See “Setting up Taxes” on page 18.

![Figure 38: Terms Maintenance (21.270.00), Terms tab](image)

Following are the field descriptions for the Terms tab of Terms Maintenance (21.270.00).

**Apply To**

Determines whether this terms code can be used for customers only, vendors only, or both. This provides internal control that terms extended by vendors cannot be applied haphazardly to customer invoices.

**COD (check box)**

Select to indicate that order for this terms code are cash on delivery (COD). When you specify a terms ID in the Payment Terms field on the Billing Information tab in Sales Orders (40.100.00) screen or in the Shippers (40.110.00) screen, and the Terms ID has the COD check box selected on the Terms tab in the Terms Maintenance (21.270.00) screen, the following functionality applies to the sales order and the shipper:

- The sales order processes through to a shipper and an invoice even when the customer’s credit limit has been exceeded.
- You cannot consolidate the sales order or the shipper with other sales orders or other shippers. The Consolidate Invoice check box is not selected on the Other Information tab in the Sales Orders (40.100.00) screen or in the Shippers (40.110.00) screen.

**Included in Credit Check Balance (check box)**

Select to include in the credit check balance.
Discount Frame

Type
Specifies the kind of discount that is associated with the terms ID. The options are:

- Fixed Date in Following Month — The discount is available on or before a particular date in the month after the date of the sales or purchasing document you create.
- Number of Days — The discount is based on a specific number of days after the date of the sales or purchasing document you generate.
- Pay When Paid — If you select this option, the discount is not given since the total amount of the purchasing document is payable immediately when the customer invoice it is linked to is paid. This option is only available for terms that apply to vendors. It is not available for multiple installments.

Days/Date
Specifies the number of days or date when documents associated with the terms must be paid to be eligible for a cash discount. Days/Date is set to zero if the discount type is Pay When Paid, indicating a discount is not given since the total amount of the purchasing document is payable immediately when the customer invoice it is linked to is paid.

Percent
Specifies the percentage of discount received when documents are paid within the discount days or date. The discount is computed against the document total. The discount percent is set to zero if the discount type is Pay When Paid, indicating a discount is not given since the total amount of the purchasing document is payable immediately when the customer invoice it is linked to is paid. If Multiple is selected on the Installment Type tab, the discount percentage applies to all installments.

Due Frame

Type
Specifies the kind of payment-due period for the terms. The options are:

- Fixed Date in Following Month — The due date is a specific day in the month that follows the date of the document, not in the month following the discount date.
- Number of Days — The due date is based on a specific number of days after the date of the document (for example, 10 days after invoice date).
- Pay When Paid — The due date is immediate for a purchasing document when the customer invoice it is linked to is paid. This option is only available for terms that apply to vendors. This option is not available for multiple installments.

Days/Date
Specifies the number of days or date when documents associated with the terms are due for payment. This field is set to zero if the discount type is Pay When Paid, indicating the total amount of the purchasing document is payable immediately when the customer invoice it is linked to is paid.
Terms Maintenance, Installment Type Tab

Information about installment payments. Multiple installments is used to create scheduled payments for a vendor or customer invoice.

![Figure 39: Terms Maintenance (21.270.00), Installment Type tab](image)

Following are the field descriptions for the Installment Type tab of Terms Maintenance (21.270.00).

**Single**
Select for single installments. Multiple installment fields are disabled.

**Multiple**
Select for multiple installments; enables all fields used to calculate multiple installments. Early payment discount fields are disabled.

**Number of Installments**
Number of installment payments; values from 1 to 99; default is 1.

**Frequency**
Frequency of installments; options are:

- Daily — Use Cycle to determine the number of days between installments.
- Weekly — Begins after the first payment date and repeats on the same day of the week every cycle after that; first payment date is calculated using DueType and DueIntrv from the existing terms record.
- Semi-monthly — Generated on the fifteenth and the last day of the month after the first payment date.
- Monthly — Starts at the first payment date and recurs on the same day of the month every cycle.
- Use Table — Activates the Installments Table.

**Cycle**
Number of days, weeks, or months between payments; used only with the Daily, Weekly or Monthly frequencies; disabled Semimonthly and Table frequencies.
Calculation Method
Methods for calculating installments. The options are:

- **Equal Installments** — Add up the value of goods, freight and taxes and divide by the number of installments. Any rounding amount is included in the first installment; Equal Installments is the default.
- **All Tax in First Installment** — Add up the value of goods and freight and divide by the number of installments. Include all taxes on the first installment; any rounding amount is included in the first installment.
- **Tax Only in First Installment** — Include all taxes on the first installment, but include no freight or goods. Add up the value of goods and freight and divide by the number of installments minus one. Any rounding amount is included in the first installment.
- **Split by Percent in Table** — Add up the value of goods, freight and taxes and allocate based on percentages entered in the installment table. Any rounding amount is included in the first installment. Available only with Table frequency.

Installments Table
Sets up custom multiple installments; available only with Table frequency.

**Installment Number**
Number of the installment.

**Nbr of Days**
Number of days from the document invoice date of this installment.

**Percent**
Percent of the total invoice to be paid in this installment.

**Total**
Total of percentages for all installments in the Installments Table; must equal 100 percent unless all percentages are zero.
Tax Maintenance (21.280.00)

Use Tax Maintenance (21.280.00) to define the information of all taxes tracked. You can set up the software to track a variety of taxes, including sales, GST, VAT, and self-assessed (you can also track tax-exempt, zero-rated, and non-taxable sales and purchases). Each tax’s basic information includes a unique tax ID, a description, the tax percentage, and the general ledger accounts (and subaccounts) where taxes collected on sales or paid on purchase are posted. Other important information includes the tax basis (tax price, selling price, or cost), calculation type (document- or item-oriented), calculation level (level 1 or level 2 calculations), various tax application and discount options, and tax reporting setup. See “Structuring Tax Information” on page 15 for more information.

Also use Tax Maintenance (21.280.00) to associate taxes with tax categories set up on Tax Category Maintenance (21.310.00). Tax categories are classification codes used to identify groups of inventory items with similar tax treatments. See “Identifying and Setting up Tax Categories” on page 20 for more information. Microsoft Dynamics SL uses tax categories when calculating tax amounts on vouchers, purchase and sales orders, and invoices to perform extremely precise item-level tax calculations.

Once you define tax information, you can assign default tax information to vendor and customer records on Vendor Maintenance (03.270.00) in the Accounts Payable module and Customer Maintenance (08.260.00) in the Accounts Receivable module. When you enter sales documents, the software uses these tax defaults to assign the appropriate tax information to the document(s) of each vendor or customer.

You can track the information of exempt and zero-rated vendors and customers by setting up a tax ID and giving the tax a zero-percent rate. While the software does not calculate tax amounts for a zero-percent tax, it does track other information related to the tax (sales by month, purchase by month, etc.).

Following are the field descriptions for Tax Maintenance (21.280.00).

Tax ID

Unique identifying code that distinguishes the tax information from all other tax information in the database. A tax ID can be any alphanumeric code you care to assign. Note that once you have entered a tax’s information, you cannot change its tax ID. The only way to change the ID is to delete the tax and re-enter its information, using a new tax ID.

To edit tax information, select its tax ID. To delete tax information, select tax ID then click Delete on the toolbar. The software prompts you for the appropriate action:

- Yes — Delete the tax (all tax information is removed from the database).
- No — Stop the delete operation (all tax information is retained in the database).
Description
Explanation of the tax ID. The description appears on documents and reports generated by other modules. Also use to reference tax information maintained outside of the system.

Rate %
Specifies the current tax percentage associated with the tax ID in Tax ID. During document entry, the software applies the rate percentage (along with other tax calculation rules and options) to the taxable amount of each transaction detail line and/or document to determine a tax’s tax amount and/or tax total.
Tax Maintenance, Options Tab

Basic information about the tax ID, such as basis, calculation type and level, and currency. See “Setting up Taxes” on page 18 for more information.

Figure 41: Tax Maintenance (21.280.00), Options tab

Following are the field descriptions for the Options tab of Tax Maintenance (21.280.00).

Basis

Controls which amount the software uses as the starting taxable amount for the tax's tax calculation. The options are:

- **Sales Price** — Use the selling price as the starting taxable amount for transaction detail line tax calculations.
- **Cost** — Use the cost price as the starting taxable amount for transaction detail line tax calculations. Note that the software can calculate taxes based on cost in the Order Management module only and only for items that have a standard, user-specified, or specific identification lot or serial-tracked cost.
- **Tax Basis Price** — Used only in Order Management. The calculation for this basis is number of units multiplied by the value of Stock Tax Basis found on the Cost/Price tab of Inventory Items (10.250.00) and adjusted for any conversion necessary for different units of measure.
Calculation Type

Controls how the software applies tax calculations to purchasing and sales documents. The options are:

- **Document** — Apply the tax rate to the sum of document taxable amounts. When the document is released, the software generates one tax transaction for the entire document.

- **Item** — Apply the tax rate to the taxable amount of each transaction detail line. The software summarizes detail line tax amounts to provide a tax total for the entire document. When the document is released, a separate tax transaction for each detail line is generated.

If Item is the Calculation Type, the amount of the transaction that is taxable is determined by comparing item total price and extended taxable maximum. Item total price is determined by multiplying the line item quantity ordered by the line item unit price. The extended taxable maximum amount is determined by multiplying the line item quantity ordered by the value in Taxable Maximum. The following rules are then applied to calculate the tax amount:

1. If Taxable Maximum is set to 0.00, the item total price is multiplied by Rate %.
2. If the result is less than the extended taxable maximum amount, the item total price is multiplied by Rate %.
3. If the item total price is greater than the extended taxable maximum amount, the extended taxable maximum is multiplied by the quantity ordered for each item. The result of that calculation is then multiplied by Rate %.

Calculation example:

Rate % is set to 1% (0.010000), and Calculation Type is set to Item. Taxable Maximum is set to 25.00, which indicates that a maximum of $25.00 of the transaction will be taxable for each item ordered. You enter a line item with a unit price of $50.00 and an order quantity of 2. The system calculates the total price of the item as unit price multiplied by quantity ordered. It calculates the extended taxable maximum using the Taxable Maximum value multiplied by the quantity ordered. The total item price of $100.00 is compared to the extended taxable maximum amount of $50.00. Since the total item price is greater than the extended taxable maximum amount, the extended taxable maximum amount is multiplied by the tax percentage in Rate % to generate the tax amount of $0.50.

Calculation Level

Controls whether or not the software should perform “tax on tax” calculations for the tax. The options are:

- **Calc on Goods + Level 1 Taxes** — Calculate tax using the total amount of the item(s) purchased or sold plus any level 1 tax amounts as the starting taxable amount. This option is considered a level 2 tax calculation option.

- **Calc on Goods Only** — Calculate tax using the total amount of the item(s) purchased or sold only. This option is considered a level 1 tax calculation option.

Currency ID

Identification code of the base currency to use to calculate the tax.

Taxable Minimum

Minimum value that is taxable. Taxable Minimum is only available for the Item Calculation Type.

Taxable Maximum

Maximum value that is taxable for either the Document or Item Calculation Type.
Apply Tax to

- **Freight Charge** — Controls whether or not the software automatically applies the tax to freight charges as well as the item(s) on order. Selecting this option causes the software to include freight charges in the tax’s tax calculation. Note that **Apply Tax to Freight Charge** controls the application of tax to freight charges in the Order Management module only (in other modules, you can still enter freight charges as transaction detail lines, with taxes applied or not applied to the freight charges detail lines).

- **Misc Charge** — Controls whether or not the software automatically applies the tax to miscellaneous charges as well as the item(s) on order. Selecting this option causes the software to include miscellaneous charges in the tax’s tax calculation. Note that **Apply Tax to Misc Charge** controls the application of tax to miscellaneous charges in the Order Management module only (in other modules, you can still enter miscellaneous charges as transaction detail lines, with taxes applied or not applied to the miscellaneous charges detail lines).

Extract Tax Amt from Item Amt

Controls whether or not the software includes the tax’s tax amount in the extended amount of each sales or purchasing transaction detail line or document. Selecting this option causes the software to assume that the extended amount contains both the taxable and tax amounts. In such a case, the tax rate or formula is applied to the extended amount to extract the appropriate tax amount. Deselecting this option causes the software to assume that the extended amount contains the starting taxable amount only. In such a case, the tax rate or formula is applied to the extended amount to determine the tax amount to add to the associated item or document.

You can turn on **Extract Tax Amt from Item Amount** only if **Basis** is Sales Price, **Calculation Type** is Item, and **Calculation Level** is Calc on Goods Only (level 1).

Exclude from Level 2 Calculation

Controls whether the software includes or excludes level 1 taxes (the tax for the total amount of item[s] purchased or sold only) in the tax’s level 2 tax calculations. Level 2 tax calculations uses the total amount of item(s) purchased or sold plus any level 1 tax amounts as the starting taxable amount.

Terms Discount

**Note:** All of the **Terms Discount** options only apply to the discount calculated from the terms. If the calculated discount is overridden during data entry (for example, when an Accounts Payable voucher is created), this does not recalculate tax for the document. Tax would need to be adjusted manually.

- **Apply Terms Disc to Taxable Amount** — Controls whether or not the software applies any available discounts to taxable amounts (reduces the taxable amount by the terms discount percentage) before calculating the tax’s tax amount.

- **Apply Terms Disc to Tax Amount** — Controls whether or not the software applies any available discounts to the tax amount (reduces the tax amount by the terms discount percentage).

- **Adjust Tax for Terms Disc Taken** — Unavailable at this time.
Tax Maintenance, Sales Accounts Tab

Information about accounts to update based on the taxes calculated for sales documents generated by the Order Management and Accounts Receivable modules.

Figure 42: Tax Maintenance (21.280.00), Sales Accounts tab

Following are the field descriptions for the Sales Accounts tab of Tax Maintenance (21.280.00).

Tax Payable Account

Specifies the general ledger sales account updated by the tax’s tax amounts as calculated for sales documents generated by the Order Management and Accounts Receivable modules. The account you enter here must be set up on Chart of Accounts Maintenance (01.260.00) in the General Ledger module.

Tax Payable Sub

Specifies the sales subaccount updated by the tax’s tax amounts as calculated for sales documents generated by the Order Management and Accounts Receivable modules. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on Flexkey Table Maintenance (21.330.00) on Subaccount Maintenance (01.270.00) in the General Ledger module.

Tax Payable Withholding Account

Specifies the general ledger expense account updated by the tax’s tax amounts as calculated for sales documents generated by the Order Management and Accounts Receivable modules. The account you enter here must be set up on Chart of Accounts Maintenance (01.260.00) in the General Ledger module.

Tax Payable Withholding Sub

Specifies the expense subaccount updated by the tax’s tax amounts as calculated for sales documents generated by the Order Management and Accounts Receivable modules. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on Flexkey Table Maintenance (21.330.00) on Subaccount Maintenance (01.270.00) in the General Ledger module.
Tax Payable Adjustment Account
Specifies the contra-asset account updated by the tax’s tax amounts as calculated for documents generated by the Order Management and Accounts Receivable module. The account you enter here must be set up on Chart of Accounts Maintenance (01.260.00) in the General Ledger module.

Tax Payable Adjustment Sub
Specifies the contra-asset subaccount updated by the tax’s tax amounts as calculated for sales documents generated by the Order Management and Accounts Receivable module. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on Flexkey Table Maintenance (21.330.00) and Subaccount Maintenance (01.270.00) in the General Ledger module.
Tax Maintenance, Purchasing Accounts Tab

Information about purchasing accounts updated by taxes calculated for purchasing documents generated by the Accounts Payable module.

Following are the field descriptions for the **Purchasing Accounts** tab of Tax Maintenance (21.280.00).

**Tax Expense Account**

Specifies the general ledger purchases account updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The account you enter here must be set up on **Chart of Accounts Maintenance** (01.260.00) in the General Ledger module.

**Tax Expense Sub**

Specifies the purchases subaccount updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on **Flexkey Table Maintenance** (21.330.00) and **Subaccount Maintenance** (01.270.00) in the General Ledger module.

**Tax Expense Withholding Account**

Specifies the general ledger expense account updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The account you enter here must be set up on **Chart of Accounts Maintenance** (01.260.00) in the General Ledger module.

**Tax Expense Withholding Sub**

Specifies the expenses subaccount updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on **Flexkey Table Maintenance** (21.330.00) and **Subaccount Maintenance** (01.270.00) in the General Ledger module.
Tax Expense Adjustment Account
Specifications the contra-asset account updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The account you enter here must be set up on Chart of Accounts Maintenance (01.260.00) in the General Ledger module.

Tax Expense Adjustment Sub
Specifications the contra-asset subaccount updated by the tax’s tax amounts as calculated for purchasing documents generated by the Accounts Payable module. The software requires that you set up at least one subaccount. The subaccount you enter here must be defined on Flexkey Table Maintenance (21.330.00) and Subaccount Maintenance (01.270.00) in the General Ledger module.
Tax Maintenance, Tax Dates/Categories Tab

Use to select which date (due date, invoice date, etc.) the software should follow to determine when (year and month) to update a tax’s tax history with the associated taxable and tax amounts from purchasing and sales documents. Note that the tax point date selected can greatly affect tax history totals. For example, a “document date” (document creation) tax point date could cause the software to update a tax’s history for period 1996-12. If the tax’s tax point date were, instead, “due date,” the software might, instead, assign the same tax history to period 1997-01.

Tax point dates apply to the documents generated by the Accounts Payable, Purchasing, Order Management, and Accounts Receivable modules. You can establish a different tax point date value for each of these modules.

Also use to define a tax’s tax categories. Tax categories are classification codes used to identify groups of inventory items that require specific tax treatment. They are defined on Tax Category Maintenance (21.310.00) and assigned to inventory items as necessary on Inventory Items (10.250.00) in the Inventory module prior to completing this screen.

Basically, tax categories enable you to include or exclude specific types of items from the tax calculations of the taxes you set up on Tax Maintenance (21.280.00). For example, if you set up a tax that applies to all clothing items except tuxedo-related items, you can cause items with the tuxedo tax category to be exempted from the tax’s tax calculation by entering the tuxedo tax category as an exception to the tax in this screen. You can set up a tax to include or exclude up six exceptions. See “Identifying and Setting up Tax Categories” on page 20 for more information.

Following are the field descriptions for the Tax Dates/Categories tab of Tax Maintenance (21.280.00).

Accounts Receivable

Specifies which document date the software should follow when determining when (year and month) to update the tax’s history with the associated tax amounts of Accounts Receivable module documents. The option is:

- Document Date — Update tax history based on the documents’ creation (document) date.
Accounts Payable
Specifies which document date the software should follow when determining when (year and month) to update the tax's history with the associated tax amounts of Accounts Payable module documents. The options are:
- Document Date — Update tax history based on the documents’ creation (document) date.
- Invoice Date — Update tax history based on the documents’ vendor invoice date.

Order Management
Specifies which document date the software should follow when determining when (year and month) to update the tax’s history with the associated tax amounts of invoices originating in the Order Management module. The options are:
- Invoice Date — Update tax history based on the documents’ invoice date.
- Order Date — Update tax history based on the documents’ creation (order) date.
- Ship Date — Update tax history based on the documents’ shipping date.

Purchasing
Specifies which document date the software should follow when determining when (year and month) to update the tax’s history with the associated tax amounts of vouchers originating in the Purchasing module. The options are:
- Invoice Date — Update tax history based on the invoice date entered on Receipts/Invoice Entry (04.010.00) in the Purchasing module.
- Receipt Date — Update tax history based on the date when you entered the receipt for the item(s) to which the tax applies. See “Receipts/Invoice Entry (04.010.00)” in the Purchasing online help or user guide.
- Purchase Order Date — Update tax history based on the purchase order’s creation date.

Categories Apply to
Controls whether the tax applies to all or none of the inventory item tax categories you have established. See “Tax Category Maintenance (21.310.00)” on page 123. This is known as the tax category rule.
- All — Apply the tax to all item tax categories.
- None — Do not apply the tax to any item tax categories.

Note that you can define exceptions to a tax’s All or None tax category rule by entering the tax category codes of these exceptions at Exempt Categories 1 through 6. For example, to set up the tax category rule for a tax that applies to all clothing items except tuxedo-related items, select All here and enter the ID of the tuxedo tax category at Exempt Categories 1. You can enter up to six exceptions for each tax you define.

Exempt Categories 1
Specifies the ID of the first item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.
Exempt Categories 2
Specifies the ID of the second item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.

Exempt Categories 3
Specifies the ID of the third item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.

Exempt Categories 4
Specifies the ID of the fourth item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.

Exempt Categories 5
Specifies the ID of the fifth item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.

Exempt Categories 6
Specifies the ID of the sixth item tax category that is an exception to the All or None tax category rule defined at Categories. See “Tax Category Maintenance (21.310.00)” on page 123. For example, to define a clothing tax that applies only to tuxedo- and formal-related clothing items, select None at Categories and enter the IDs of the tuxedo and formal tax categories at Exempt Categories 1 and 2. You can enter up to six exceptions for each tax you define.
Tax Maintenance, Rate Update Tab

Use to review a tax's current rate percentage and most recent previous tax rate information. Also use the screen to enter a new rate percentage for the tax and the date on which this new percentage should take effect. The new tax rate becomes effective when you complete *Apply Tax Changes* (21.500.00). When you apply tax rate changes:

- The new rate percentage becomes the current rate percentage and the current percentage becomes the old (most recent previous) percentage.
- The effective date of the new tax rate percentage becomes the revision date of the old percentage.
- The software removes the values at *New Rate %* and *Effective Date* to prepare for the entry of a new percentage and date.

![Figure 45: Tax Maintenance (21.280.00), Rate Update tab](image)

Following are the field descriptions for the *Rate Update* tab of *Tax Maintenance* (21.280.00).

**Current Rate %**
Specifies the tax’s current rate percentage. This is the percentage the software currently uses when calculating the tax’s tax amounts on sales and purchasing documents.

**Update Later Rate %**
Specifies the rate percentage that is to become the tax’s current rate percentage the next time you complete *Apply Tax Changes* (21.500.00). You can enter a new rate percentage prior to the date on which it is to take effect. A tax’s new rate percentage becomes effective only for documents entered after you complete *Apply Tax Changes* (21.500.00) and the new rate’s effective date is equal or prior to the date entered on *Apply Tax Changes* (21.500.00).

**Update Later Effective Date**
Specifies the date when the tax’s new tax rate percentage should take effect. The apply tax changes process uses this date to determine whether or not to update the tax’s current rate percentage with the value of the new rate percentage. If the tax’s effective date is equal or prior to the date entered on *Apply Tax Changes* (21.500.00), the software updates the current rate percentage.
Old Rate %
Specifications the tax’s most recent previous rate percentage, the percentage that was in effect immediately prior to the current rate percentage. When the apply tax changes process updates the tax’s rate percentage information, the value at Current Rate % becomes the value here.

Old Revision Date
Specifies the date when you last revised the tax’s current rate percentage. The software updates this date automatically when you use the apply tax changes process to update the tax’s rate percentage information.
Tax Maintenance, Taxing Authority Tab

Information about the filing location and taxing authority. See “Setting up Taxes” on page 18.

![Image of Tax Maintenance (21.280.00), Taxing Authority tab]

Figure 46: Tax Maintenance (21.280.00), Taxing Authority tab

Following are the field descriptions for the Taxing Authority tab of Tax Maintenance (21.280.00).

**Filing Location**
Specifies the tax’s tax reporting location. Use the filing location to identify taxes that are reported to the same taxing authority. For example, you would assign the filing location value OHIO to all taxes reported to the state of Ohio.

**Taxing Authority Level**
Represents the tax’s tax level as specified by the tax’s tax authority. You can use tax levels to distinguish between different levels of taxes reported to the same filing location. For example, a filing location might require the reporting of state, city, and local taxes. To have these taxes sort in order of their taxing authority level, you might assign taxing authority level 1 to state taxes, authority level 2 to city taxes, and level 3 to local taxes.

**Taxing Authority**
Specifies the tax’s identification code as assigned by the tax’s taxing authority. In many cases, the taxing authority’s identification code is different from the one you assign to the tax. Note that you may need to associate the tax’s tax amounts with the taxing authority’s tax ID when reporting them to the tax authority.

**Exemption**
Controls whether the software identifies the tax as one that tracks tax exemptions or one that tracks taxes collected or paid (this distinction is useful for reporting purposes). Selecting this option causes the software to identify the tax as one that tracks tax exemptions.
Tax Maintenance, History Tab

Use to review a tax’s tax history (taxable sales and/or purchases totals, and total taxes collected and/or paid). You can review history for a specific year or all years. You can also review tax history for a specific company or all companies in the database. When the software is in the Initialize mode (see the System Manager online help or user guide), also use the History tab to enter a tax’s history of activity. This is normally done when you set up the Shared Information module to establish existing tax records in the database.

When you release sales or purchasing documents to which a specific tax applies, the software automatically updates the tax’s history amounts displayed in this screen. See “Release Accounts Payable Batches (03.400.00)” in the Accounts Payable online help or user guide and “Release AR Batches (08.400.00)” in the Accounts Receivable online help or user guide.

Following are the field descriptions for the History tab of Tax Maintenance (21.280.00).

Display history for

Select how to display the tax history. Options are:

- **Specific Year** — Display the tax history for a specific year. If Specific Year is selected, enter the year to display history for in Year.
- **All Years** — Select to display the tax history for all years.

If Multi-Company is installed, you must also select how to display history by company. Options are:

- **Specific Company** — Select to display the tax history for a specific company. If Specific Company is selected, enter the company ID of the company whose history will be displayed.
- **All Companies** — Select to display the tax history for all companies.
- **Summary** — Select to summarize the tax history, summarized by period, for all companies for the specified tax ID and year. Available only if Multi-company module is installed and there are multiple companies in the database.

Refresh (button)

Click to refresh the History tab using new settings.
Company ID
Identification code of the company.

Year/Month
Specifies the calendar year and month for which you are currently reviewing the tax’s accumulated tax history. Select the year and month in Tax Maintenance (21.280.00). When the software is in the Initialize mode (see the System Manager online help or user guide), you can enter a year and month value here and then enter the accumulated tax history of that month at Taxable Sales Total, Total Tax Collected, Taxable Purchases Total, and Total Tax Paid.

Taxable Sales Total
Total taxable sales associated with the tax for the year and month specified in Year/Month. The software automatically updates this amount when you release sales documents to which the tax applies. See “Release AR Batches (08.400.00)” in the Accounts Receivable online help or user guide. When the software is in the Initialize mode (see the System Manager online help or user guide), you can enter the total taxable sales associated with a tax for a specific year and month as part of establishing the tax’s history in the database.

Total Tax Collected
Sum of the tax’s taxable sales total that has been collected for the year and month specified in Year/Month. The software automatically updates this amount when you release sales documents to which the tax applies. See “Release AR Batches (08.400.00)” in the Accounts Receivable online help or user guide. When the software is in the Initialize mode (see the System Manager online help or user guide), you can enter a tax’s total taxes collected for a specific year and month as part of establishing the tax’s history in the database.

Taxable Purchases Total
Total taxable purchases associated with the tax for the year and month specified in Year/Month. The software automatically updates this amount when you release purchasing documents to which the tax applies. See “Release Accounts Payable Batches (03.400.00)” in the Accounts Payable online help or user guide. When the software is in the Initialize mode (see the System Manager online help or user guide), you can enter the total taxable purchases associated with a tax for a specific year and month as part of establishing the tax’s history in the database.

Total Tax Paid
Sum of the tax’s taxable purchases total that has been paid for the year and month specified in Year/Month. The software automatically updates this amount when you release purchasing documents to which the tax applies. See “Release Accounts Payable Batches (03.400.00)” in the Accounts Payable online help or user guide. When the software is in the Initialize mode (see the System Manager online help or user guide), you can enter a tax’s total taxes paid for a specific year and month as part of establishing the tax’s history in the database.
State/Province Maintenance (21.290.00)

Use to define the names and two-character abbreviations of states and/or provinces used in address records. The software uses this information in data entry and maintenance screens to create and maintain address information (employee addresses, vendor addresses, etc.). Note that when you install the software and set up a working database, the names and two-letter abbreviations of all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and the Canadian provinces and territories are automatically loaded into the database. Also note that in order to enter a specific state or province ID in other modules, you must first set up the ID and name of that state or province on State/Province Maintenance (21.290.00).

![State/Province Maintenance (21.290.00)](image)

Figure 48: State/Province Maintenance (21.290.00)

Following are the field descriptions for State/Province Maintenance (21.290.00).

**State Province ID**

Unique identifying code that distinguishes the state or province from all other states and provinces in the database. The ID can be any alphanumeric code you care to assign. However, it is typically the standard two-letter abbreviation of its associated state or province name.

**Name**

Specifies the proper name of the state or province associated with the ID in State Province ID.
Country/Region Maintenance (21.300.00)

Use to define the names and three-character abbreviations of countries or regions used in address records. The software uses this information in data entry and maintenance screens to create and maintain address information (employee addresses, vendor addresses, etc.). Note that when you install the software and set up a working database, the names and three-letter country or region abbreviations of the United States and Canada are automatically loaded into the database. Also note that in order to enter a specific country or region ID in other modules (Accounts Payable, etc.), you must first set up the ID and name of that country or region in Country/Region Maintenance (21.300.00).

Following are the field descriptions for Country/Region Maintenance (21.300.00).

**ID**

Unique identifying code that distinguishes the country or region from all other countries or regions in the database. A country or region ID can be any alphanumeric code you care to assign. However, it is typically the standard three-letter abbreviation of its associated country or region name.

**Name**

Specifies the proper name of the country or region associated with the code in ID.
Tax Category Maintenance (21.310.00)

Use to define the IDs and descriptions of inventory item tax categories. Tax categories are classification codes used to identify groups of inventory items that require specific tax treatment. They enable the software to perform precise item-level tax calculations. For example, if the taxes you wish to track apply to some of your inventory items but not others, tax categories can help you establish this distinction on vouchers, purchase and sales orders, and invoices so that only the appropriate vendor or customer default taxes are applied to each item (taxes are either calculated or not calculated for an item based on its tax category).

After you define tax categories in this screen, set up any tax category exceptions for each tax you wish to track on the Tax Dates/Categories tab of Tax Maintenance (21.280.00). If you are using the Inventory module with the Order Management module and you want item tax categories to appear as default entries in order transaction detail lines, also assign the appropriate tax category to each item on Inventory Items (10.250.00) in the Inventory module.

Note that you can enter a tax category in document transaction detail lines even if you are not using the Inventory module. Also note that while each item can belong to only one tax category, each tax can have up to six tax category exceptions. See “Identifying and Setting up Tax Categories” on page 20 for more information.

Figure 50: Tax Category Maintenance (21.310.00)

Following are the field descriptions for Tax Category Maintenance (21.310.00).

Category ID
Unique identifying code assigned to the tax category that distinguishes it from all other tax categories in the database.

Description
Explanation of the tax category ID in Category ID.
Flexkey Definition (21.320.00)

Use to separate certain data record identification codes into two or more meaningful segments. Known as flexkey definitions, these segmented codes can increase the efficiency of referencing and reporting information by allowing each code segment to fulfill a specific record identification purpose.

Example: Subaccount numbers might be separated into segments with each segment used to identify a particular aspect of sales: 03-440-AA-01-03-1. This 12-character subaccount number is separated into six segments that identifies a specific subaccount by its division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (1). The identification codes that can be set up as flexkey definitions are subaccount numbers, vendor IDs, customer IDs, employee IDs, inventory item IDs, and task IDs (Project Controller module).

Implementing flexkey capabilities for an identification code involves setting up the physical structure of the flexkey and defining the possible values for any code segment(s) requiring validation by the software. Set up flexkey physical structures in this screen. This includes number and character lengths of flexkey segments, segment alignment and fill characters, type of characters allowed, whether or not segments require validation, and the separator character (hyphen, etc.) used between segments.

Each identification code eligible for flexkey definition setup can have a variety of segments and character lengths. However, when setting up the flexkey structures, consider the following maximum character lengths and number of segments:

Microsoft Dynamics SL Standard edition:

<table>
<thead>
<tr>
<th>Identification Code</th>
<th>Maximum Characters (Excluding Separators)</th>
<th>Maximum Number of Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaccount Number</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

Microsoft Dynamics SL Business Essentials and Advanced Management editions:

<table>
<thead>
<tr>
<th>Identification Code</th>
<th>Maximum Characters (Excluding Separators)</th>
<th>Maximum Number of Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaccount Number</td>
<td>24</td>
<td>8</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Customer ID</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Employee ID</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Inventory Item ID</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>Task ID</td>
<td>32</td>
<td>6</td>
</tr>
</tbody>
</table>

Note that separator characters are not part of the maximum character lengths of flexkey segments.

Once you have established the physical structure of a flexkey, you must define the possible values for any segments upon which the software is to perform validation (determine whether the value entered for the segment is or is not a valid entry). Enter the possible values for flexkey segments requiring validation on Flexkey Table Maintenance (21.330.00).

During data entry for each segment requiring validation, the software checks the segment value entered against a table of acceptable segment values and either accepts or rejects the value entered. For example, if validation is selected for the first segment of vendor IDs and the possible values for this segment are 01 and 02, entering 03 causes the software to reject the segment value entered. Segment validation is most valuable when you are entering new records (new subaccounts, new customers, etc.).
Caution! You can change the attributes (number of segments, number of characters in segments, etc.) of a flexkey definition even after you have entered data records according to the flexkey’s physical structure and segment entry criteria. However, do so carefully, as this typically eliminates flexkey consistency and may produce unexpected results (blank character fills, zero fills, etc.) in existing flexkey IDs maintained in the database. You must use Initialize Mode to make these changes. For this reason you should only change the attributes of existing flexkey definitions when you can accurately predict the outcome on previously entered flexkey IDs.

Following are the field descriptions for Flexkey Definition (21.320.00).

Field Type
Specifies the data record field type to associate with the flexkey definition. The options are:
- CUSTOMERID — Associate the customer ID field type with the flexkey definition.
- EMPLOYEEID — Associate the employee ID field type with the flexkey definition.
- INVENTORYITEM — Associate the inventory item ID field type with the flexkey definition.
- SUBACCOUNT — Associate the subaccount number field type with the flexkey definition.
- TASKID — Associate the task ID field type from the Project Controller module with the flexkey definition.
- VENDORID — Associate the vendor ID field type with the flexkey definition.

Number of Segments
Specifies the total number of segments in the flexkey definition.

Caption
Name of the flexkey definition’s associated data record field type. The caption is the name that appears on-screen to users. Field type captions are Customer ID, Employee ID, Inventory ID, Subaccount, Task ID, and Vendor ID.
Valid Combos Required
Controls whether the software requires entry of valid combinations of values for all flexkey segments. This option is available only for the Subaccount flexkey definition. When Valid Combos Required is selected, possible values are restricted to subaccount numbers defined in General Ledger Subaccount Maintenance (01.270.00). When Valid Combos Required is not selected, possible values consist of subaccount segments entered in Flexkey Table Maintenance (21.330.00).

Note: Selecting Valid Combos Required overrides the Validate option.

Seg #
Lists the identifying number of each segment available for inclusion in a flexkey definition. The number of segments listed is determined by the flexkey definition’s field type in Field Type. Subaccounts and task IDs have eight possible segments; vendors, customers, employees, and inventory items have four.

Description
Provides a brief explanation of the flexkey definition segment and/or the function it performs during data entry (identify a division, designate a department, etc.).

Length
Specifies the maximum number of characters (excluding separator characters) that can be entered in the segment during data entry operations. This value updates the value at Total Length, which shows the total number of characters in all flexkey definition segments.

Alignment
Controls the physical arrangement of the characters within the space allotted for the segment in Length. The alignment options are:

- Left — Align characters to the left (left justify) within the allotted segment space.
- Right — Align characters (right justify) within the allotted segment space.

Fill Char
Controls whether or not the software fills any unused segment character spaces with zeroes when the number of segment characters entered is less than the segment’s maximum number of characters in Length. Fill character options are:

- Blanks — Leave unused segment character spaces blank.
- Zeroes — Fill unused segment character spaces with zeroes.

Edit Type
Specifies the type of characters that the software allows to be entered in the segment space during data entry. Edit type options are:

- Ascii — Allow the entry of ASCII characters.
- Alphanumeric — Allow the entry of alphanumeric characters.
- Alphabetic — Allow the entry of alphabetic characters only.
- Numeric — Allow the entry of numeric characters only.

Validate
Controls whether or not the software must check all values entered for the segment during data entry against a table of acceptable segment values entered in Flexkey Table Maintenance (21.330.00). Selecting this option causes the software to reject any segment values that do not match the possible segment values established for the segment in Flexkey Table Maintenance (21.330.00).
Separator
Specifies the character used to separate one flexkey definition segment from the next. The separator character can be practically any character you care to use; asterisk, ampersand, etc. However, the hyphen is the most typically used separator character. Note that the separator character is not part of any of the flexkey definition’s segments.

Total Length
Running total of all characters in all segments of the current flexkey definition. As you define the maximum lengths of flexkey definition segments, the value at Total Length increments by the value entered at Length.
Flexkey Table Maintenance (21.330.00)

Use to define tables of possible values for flexkey definition segments entered on Flexkey Definition (21.320.00). The flexkey feature provides the capability to separate certain data record identification codes into two or more meaningful segments. Known as flexkey definitions, these segmented codes can increase the efficiency of referencing and reporting information by allowing each code segment to fulfill a specific record identification purpose.

Example: Subaccount numbers might be separated into segments with each segment used to identify a particular aspect of sales: 03-440-AA-01-03-1. This 12-character subaccount number is separated into six segments that identifies a specific subaccount by its division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (1). The identification codes that can be set up as flexkey definitions are subaccount numbers, vendor IDs, customer IDs, employee IDs, inventory item IDs, and task IDs (Project Controller module).

Implementing flexkey capabilities for an identification code involves setting up the physical structure of the flexkey and defining the possible values for any code segment(s) requiring validation. Set up flexkey physical structures on Flexkey Definition (21.320.00). See “Flexkey Definition (21.320.00)” on page 124. Define the possible values for any segments on which the software is to perform validation (determine whether the value entered for the segment is or is not a valid entry) in this screen. Note that segment validation is important for control purposes to ensure the accuracy of key inputs (division or department numbers, product family IDs, etc.). It is most valuable when you are entering new records (new subaccounts, new customers, etc.).

During data entry for each segment requiring validation, the software checks the segment value entered against a table of acceptable segment values and either accepts or rejects the value entered. For example, if validation is selected for the first segment of vendor IDs and the possible values for this segment are 01 and 02, entering 03 causes the software to reject the segment value entered (01 or 02 must be entered before entry of the rest of the identification code is permitted).

Figure 52: Flexkey Table Maintenance (21.330.00)
Following are the field descriptions for *Flexkey Table Maintenance* (21.330.00).

**Field Type**
Specifies the flexkey table’s associated flexkey definition field type established on *Flexkey Definition* (21.320.00). The options are:
- CUSTOMERID — The flexkey definition’s field type is customer ID
- EMPLOYEEID — The flexkey definition’s field type is employee ID
- INVENTORYITEM — The flexkey definition’s field type is inventory item ID
- SUBACCOUNT — The flexkey definition’s field type is subaccount number
- TASKID — The flexkey definition’s field type is task ID from the Project Controller module
- VENDORID — The flexkey definition’s field type is vendor ID

**Segment Number**
Specifies the numeric order of each segment within its flexkey definition: 1 specifies the first flexkey definition segment, 2 the second segment, 3 the third. Each flexkey definition’s total number of segments is controlled by the entry at *Number of Segments* in *Flexkey Definition* (21.320.00).

**Segment Description**
An explanation of the current flexkey definition segment number in *Segment Number*.

**Segment ID**
Unique identifying code of a segment value that distinguishes it from all other segment values in the database. During data entry operations, the software uses a segment’s segment value IDs to determine whether or not a segment value entry is valid.

**Description**
Explanation of the ID entered at *Segment ID*. The segment ID description entered here appears on many reports.
Tax Group Maintenance (21.340.00)

Use Tax Group Maintenance (21.340.00) to define the information (IDs, descriptions, associated taxes) of tax groups. An optional but extremely useful feature, tax groups are two or more taxes that are frequently applied together (at the same time to the same item, etc.). Tax groups help streamline data entry. On sales orders, purchase orders, etc., entering a tax group’s ID causes the software to associate all of the group’s taxes with the document automatically (they become the document’s default tax entries). This eliminates that time required to key multiple tax entries. Tax groups also permit the number of taxes calculated and tracked for any document to exceed the maximum number of individual taxes allowed on the document.

All tax groups are comprised of individual tax records set up on Tax Maintenance (21.280.00). Before you can set up the information of a tax group in this screen, you must first set up the information of the appropriate individual taxes (the ones to be included in the tax group) on Tax Maintenance (21.280.00).

When you use tax groups during document entry, the software expands each tax group used into its individual components (taxes) during tax calculations and then shows the sum of the component tax amounts as the total tax amount for the tax group. When you release documents, the software again expands each tax group used into its components in order to generate the appropriate tax transaction(s) and to update tax history for each tax component of each tax group.

Note that a group tax applied to a transaction detail line can store only one taxable amount, and a document-level group tax can store only one taxable total. Therefore, all individual taxes making up a group tax must use the same taxable amount for each of their individual tax calculations. See “Tax Maintenance (21.280.00)” on page 104. This indicates that all taxes within a group must have the same values for these calculation rule items:

- Calculation type (document- or item-oriented)
- Calculation level (level 1 or 2)
- Basis (tax price, selling price, or cost)
- Include freight or miscellaneous charges in taxable amount
- Price includes tax
- Taxable maximums and minimums

![Tax Group Maintenance (21.340.00)](image)

Figure 53: Tax Group Maintenance (21.340.00)
Following are the field descriptions for *Tax Group Maintenance* (21.340.00).

**Group ID**
Unique identifying code that distinguishes the tax group from all other tax groups in the database. The tax group ID can be any alphanumeric code you care to assign.

**Description**
Explanation of the tax group ID in **Group ID**.

**Tax ID**
By-tax listing of each tax included in the tax group. Each tax ID you enter here must be set up on *Tax Maintenance* (21.280.00).

**Description**
Explanation of the tax ID entered at **Tax ID**.

**Tax Rate**
By-tax listing of the rate percentage of each tax included in the tax group. Note that you cannot change a tax’s tax rate percentage here. It can only be changed on *Tax Maintenance* (21.280.00).
Material Type Maintenance (21.370.00)

Use Material Type Maintenance (21.370.00) to identify and track groups of materials that are used for similar purposes. For example, you might group your materials into the following types: accessory, finished good, overhead, packaging, raw material, and subassembly.

![Material Type Maintenance (21.370.00)](image)

Figure 54: Material Type Maintenance (21.370.00)

**Material Type**

Enter a name that identifies a material type for identifying and tracking groups of materials used for similar purposes. For example, you might group your materials into the following types: accessory, finished good, overhead, packaging, raw material, and subassembly.

Following are the tab descriptions for Material Type Maintenance (21.370.00).
Material Type Maintenance, Information Tab

You can use Material Type Maintenance (21.370.00), Information tab, to provide descriptive information about the material type, as well as its status and buyer.

![Material Type Maintenance (21.370.00), Information tab](image)

**Description**

In Description, enter descriptive details that help identify the material type.

**Status**

In Status, select an option that indicates the material type’s current usage state. Available options are:

- Active
- In-Active

**Buyer**

In Buyer, specify the ID of the person who purchases this material type. Press F3 to select from a list of buyers.
Material Type Maintenance, Replenishment Tab

You can use the Material Type Maintenance (21.370.00), Replenishment tab to specify parameter values for inventory items associated with each material type. When considering whether to use the material type level of control for an inventory item, keep in mind that:

- The material type level of control is suitable for non-critical inventory items that do not need to be closely monitored.
- Order Management warehouse transfers are not handled at the material type level.
- Parameters defined at the material type level are overridden by parameters defined at other levels of inventory control.

The Material Type Maintenance (21.370.00), Replenishment tab is disabled if the Inventory Replenishment module is not registered.

Following are the field descriptions related to Inventory Replenishment for Material Type Maintenance (21.370.00), Replenishment tab.

Replenishment Source Code

Replenishment Source Code is a required field when a replenishment policy has been selected. It is the type of transaction order you want Inventory Replenishment to generate from the Planned Order. At the material type level of inventory control, possible values are Purchase Order and OM Kit Assembly. This field is disabled when Inventory Replenishment is not registered.

Replenishment Policy

Replenishment Policy enables you to select the replenishment policy that Inventory Replenishment will use to calculate replenishment values for the inventory sites that belong to inventory items associated with this material type. Possible values are:

- None
- EOQ
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish
Note: Replenishment Policy is used by Inventory Replenishment when it calculates replenishment quantities for inventory sites. If you do not select a replenishment policy for the inventory site, Inventory Replenishment will look for a replenishment policy associated with the site. If it does not find a replenishment policy for the site, Inventory Replenishment will look for the replenishment policy for the inventory item or the material type associated with the inventory site. If it finds no replenishment policy for the inventory site, or for the site, inventory item, or material type associated with that inventory site, then Inventory Replenishment does not calculate a replenishment quantity for that inventory site and does not generate a Planned Order. You can manually enter a Planned Order using Planned Order Maintenance (41.100.00).

Target Order Method

Target Order Method enables you to select the unit of measure specified by the target order requirement associated with this material type. When the Line Point replenishment policy has been selected, it is a required field. Possible values are:
- None
- Monetary Amount
- Unit of Measure
- Weight
- Cubic Volume
- Line Point
- Safety Stock
- Review Cycle Days
- Projected Daily Demand

When you do not select a method, Target Order Method defaults to None.

Calculation Policy

Calculation Policy determines whether Inventory Replenishment calculates replenishment values for inventory items belonging to this material type or uses the values you enter manually. Parameters controlled by Calculation Policy include:
- PO Lead Time
- Reorder Quantity
- Reorder Point
- EOQ
- Safety Stock
- Line Point
- Review Cycle Days
- Projected Daily Demand

At the material type level of control, Calculation Policy can be set to Automatic or Manual.
- If you select Automatic, Inventory Replenishment uses calculated values.
- If you select Manual, Inventory Replenishment uses values you enter manually.

Target Order Requirement

Target Order Requirement is the amount needed to fulfill the vendor’s order requirement for this material type.

Target Order Requirement is a required field when the Line Point replenishment policy has been selected. Because Inventory Replenishment does not calculate target order requirements, you must manually enter the value. The number of decimal places is determined by the values entered on IN Setup (10.950.00), Options tab, and is as follows:
- Monetary Amount depends on the currency selected and is specified in Price/Cost in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Unit of Measure is displayed in the number of decimal places determined by the value entered in Quantities in the Decimal Places area on IN Setup (10.950.00), Options tab.
- Weight is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Cubic Volume is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

Note: The decimal precision used in Weight matches the decimal precision in the user-defined field Weight UOM on the Inventory Items (10.250.00), Size/Style/Color tab.

Note: The decimal precision used in Cubic Volume matches the decimal precision in the user-defined field Volume UOM on the Inventory Items (10.250.00), Size/Style/Color tab.
If you do not enter a **Target Order Requirement** on *Inventory Sites* (10.255.00), **Replenishment Parameters** tab, Inventory Replenishment looks for its value on *Sites* (10.310.00), **Replenishment** tab, then on *Inventory Items* (10.250.00), **Replenishments** tab, and finally on *Material Type Maintenance* (21.370.00), **Replenishment** tab.

If this field is left blank at all levels of inventory control, meaning if no **Target Order Requirement** is defined, then the Line Point and the Reorder Point will be the same and the number of **Review Cycle Days** will be zero.

**Calculate Trend % (check box)**

If desired, you can select **Calculate Trend %**. When this check box is selected, Inventory Replenishment calculates the Trend % in generating planned inventory.

**Safety Stock Frame**

**Safety Stock Policy**

Use the **Safety Stock Policy** possible values list to select the method that Inventory Replenishment will use to calculate safety stock for the inventory sites that belong to inventory items associated with this material type. Possible values are:

- Do Not Use Safety Stock
- Use Service Level
- Use Days Supply
- Use % of Lead time demand

If you do not select a **Safety Stock Policy** on *Inventory Sites* (10.255.00), **Replenishment Parameters** tab, Inventory Replenishment looks for its value on *Sites* (10.310.00), **Replenishment** tab, then on *Inventory Items* (10.250.00), **Replenishments** tab, and finally on *Material Type Maintenance* (21.370.00), **Replenishment** tab.

If you do not define a safety stock policy for an inventory site or for the site, inventory item, or material type associated with that inventory site, then Inventory Replenishment will default to using no safety stock.

**Safety Stock Days**

**Safety Stock Days** is enabled and is a required field when Use Days Supply has been selected as the **Safety Stock Policy**. Use **Safety Stock Days** to enter the number of days that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this material type. You must estimate the number of days based on your own business needs.

**Safety Stock Percent**

**Safety Stock Percent** is enabled and is a required field when Use % of Lead time demand has been selected as the **Safety Stock Policy**. Use **Safety Stock Percent** to enter the percentage that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this material type. You must estimate this percentage based on your own business needs.

**Service Level**

**Service Level** is enabled and is a required field when Use Service Level has been selected as the **Safety Stock Policy**. Use **Service Level** to select the customer service level that that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this material type. Possible values are:

- 50%
- 75%
- 80%
- 85%
- 90%
- 92%
- 94%
- 96%
- 97%
- 98%
- 99%
- 99.5%
- 99.9%
Future Replenishment Frame

Effective Date
Effective Date is the date when the future replenishment policy is to take effect. When you have Inventory Replenishment generate Planned Orders on or after the date that you specified in Effective Date, the replenishment policy for this material type becomes the policy you specified in Replenishment Policy. At this time, the Effective Date and Replenishment Policy parameters are both cleared.

Replenishment Policy
Replenishment Policy enables you to select the replenishment policy that Inventory Replenishment uses to calculate replenishment values for inventory sites that belong to inventory items associated with this material type. Replenishment Policy is used on and after the date when the Effective Date is reached. Possible values are:

- None
- EOQ
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish
If you do not select a future replenishment policy for an inventory site, or for the site, inventory item, or material type associated with the inventory site, then Inventory Replenishment does not calculate a replenishment quantity for that inventory site. When Inventory Replenishment does not calculate a replenishment quantity for an inventory site, it does not generate a Planned Order.

Replenishment Policy is a required field when Effective Date has been set. When no Effective Date has been set, Replenishment Policy is disabled.

Primary Vendor

Use Primary Vendor to enter the name of the primary vendor for this material type. It is a required field when Purchase Order has been selected as the Replenishment Source Code. Otherwise, it is disabled.

Ship Via ID

Use Ship Via ID to specify how transfers are shipped. It is a required field when OM Warehouse Transfers has been selected as the Replenishment Source Code. Otherwise, it is disabled. At the material type level of inventory control, Ship Via ID is used as the default source for the number of days needed for transfer order lead time.

Demand Formula ID

Use Demand Formula ID to select the demand formula that Inventory Replenishment will use to weight inventory usage from prior fiscal periods to determine the daily demand for the inventory sites that belong to this inventory item.

Note: Inventory Replenishment looks for a demand formula when it calculates replenishment values for inventory sites. If you do not select a Demand Form. ID on Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab. If you did not specify a demand formula at any of these levels, then Inventory Replenishment calculates current period demand using no weight factors, no trend factor, and the number of fiscal periods that you specified in Number of Demand Periods on IR Setup (41.950.00), Options tab.

When Demand Formula ID contains an entry, a description of that entry appears below the field.

Lead Time Formula ID

Use Lead Time Formula ID to select the lead time formula that Inventory Replenishment will use to weight lead times from prior fiscal periods for the inventory sites that belong to the inventory items associated with this material type.

If you do not select a Lead Time Formula ID on Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab. If you do not define a lead time formula on any of these screens, then Inventory Replenishment calculates lead time using the number of lead time receipts that you specified in Number of Lead Time Receipts on IR Setup (10.950.00), Options tab, and using no weight factors.

When Lead Time Formula ID contains an entry, a description of that entry appears below the field.
Material Type Maintenance, Seasonality Tab

*Material Type Maintenance* (21.370.00), *Seasonality* tab, enables you to define the seasonal dates associated with the material type. These fields are for report purposes only and do not affect replenishment calculations.

![Material Type Maintenance (21.370.00), Seasonality tab](image)

*Figure 57: Material Type Maintenance (21.370.00), Seasonality tab*

Following are the field descriptions related to Inventory Replenishment for *Material Type Maintenance* (21.370.00), *Seasonality* tab.

**Season Start Month**

Use the *Season Start Month* possible values list to select the month when the season begins.

**Season Start Day**

*Season Start Day* is enabled when a *Season Start Month* has been selected. Use *Season Start Day* to enter the date within the start month when the season begins.

**Season End Month**

Use the *Season End Month* possible values list to select the month when the season ends.

**Season End Day**

*Season End Day* is enabled when a *Season End Month* has been selected. Use *Season End Day* to enter the date within the start month when the season begins.
Buyer Maintenance (21.380.00)

Use Buyer Maintenance (21.380.00) to enter and maintain information for buyers. Buyers are associated with purchase orders on Purchasing Purchase Orders (04.250.00) or requisitions on Requisitions Requisition (RQ.110.00).

![Image of Buyer Maintenance screen]

Figure 58: Buyer Maintenance (21.380.00)

Following are field descriptions for Buyer Maintenance (21.380.00).

**Buyer**
Unique code assigned to the buyer.

**Name**
Name of the buyer.

**Status**
Current condition of the buyer. Options are:
- Active — Purchase orders and requisitions for the buyer can be entered without restrictions.
- Inactive — Purchase orders and requisitions for the buyer are not permitted.

**User ID**
Unique code for the authorized user that is assigned to the buyer. You must first create the user ID in System Manager User Maintenance (95.260.00). The authorized user’s name displays below User ID and the user’s email address displays in E-Mail Address upon entering the user ID.

**E-Mail Address**
Email address of the buyer
Authority Level Maintenance (21.390.00)

Use Authority Level Maintenance (21.390.00) to specify authority levels for specific users. Authority levels are used by the Requisitions module. All Requisitions module users must be set up in this screen.

![Authority Level Maintenance (21.390.00)](image)

**Figure 59: Authority Level Maintenance (21.390.00)**

Following are field descriptions for Authority Level Maintenance (21.390.00).

**User ID**

User ID is the unique identifier for each individual who has access to the application. User ID in this screen is associated with User ID in the System Manager module’s User Maintenance (95.260.00) screen.

**User Name**

User Name is the name associated with the User ID entered in this screen. It is also the name associated with the user in System Manager User Maintenance (95.260.00).

**Authority Level**

Authority Level determines which item requests or requisitions a user can choose. The options are:

- User — The user can open only their own item requests or requisitions.
- Department — The user can open any item request or requisition that was entered by others in their department.
- All — The user can open all item requests or requisitions.

**Note:** Associating a department with a user is done in the Requisitions module Department Maintenance (RQ.260.00) screen.
Default Report Format Maintenance (21.400.00)

The Default Report Format Maintenance (21.400.00) screen is used to set up a default report format by company. Many reports have several formats available. You can add more report formats to those that exist in the system. With the many report format options that you have available for some reports, you usually use just one format. With this screen, you can select the format of the report that you use the most as your default report format. When you select it, the default format will be format displayed as the selected Report Format when you print a report. The default is set by company.

![Image of Default Report Format Maintenance (21.400.00) screen]

*Figure 60: Default Report Format Maintenance (21.400.00)*

The following are field descriptions for Default Report Format Maintenance (21.400.00).

**View area**

**Company ID**

When the Show all Available Companies check box is selected you cannot type inside this box. If Show all Available Companies is not selected, you can enter any Company ID OR [ALL]. When you click refresh those default reports already setup will appear based on the company that you selected.

**Show All Available Companies (check box)**

When you select it the grid will display all report formats that are set up with a default report format. If this check box is not selected, the Company ID box will allow entry.

**Refresh (button)**

When you click Refresh, the grid will display the default report formats that have the Company ID selected in the Company ID field. If the Show All Available Companies check box is selected it will show all default report formats in the system.

**Default Report Formats Area**

**Company ID**

You can enter any Company ID OR [ALL]. When you enter the Company ID, only those users in the company selected will have the report format selected as their default, all other users will use the default as was included if another default is not set for the other companies.
Report Number
Enter the number associated with the report. For Example, the General Ledger Trial Balance report number is 01.610.

Report Description
Report Description will display the name of the report that was selected in Report Number.

Report Format Name
Click F3 to display the Report Format List. Select the format that you want as the company’s default format for the listed report.
Field Description Maintenance (21.405.00)

Field Description Maintenance (21.405.00) lets you change the name that is displayed as the Description in the Field List window when you review the Possible Values Field List in ROI Sort and Select tabs. Field Description Maintenance (21.405.00) would be used when a field is customized within the system or if a new field is blank is added by a developer.

For more information, see "
Setting up Field Descriptions” on page 43.

![Field Description Maintenance (21.405.00) Screen](image)

**Figure 61: Field Description Maintenance (21.405.00)**

**Table Name**
The name of the table where the field is located. To learn more about the tables and fields, select Help Topics | (Version of the software) Schema. Click the schema topic for the module’s series (for example, Financial Management Schema). Select the table name, and then search for the specific field name.

**Fields Area**

**Field Name**
Enter the name of the field that will have the custom description displayed.

**Description**
This description field contains the description that is delivered with the product before customizing.

**Custom Description**
The Custom Description will display in the Possible Values list of the ROI screen instead of the standard description for the field.
Process Screens

Apply Tax Changes (21.500.00)

Use to update the current rate percentages and rate revision dates of taxes you are tracking. All tax updates are based on information (new rate percentage and effective date) entered on the Rate Update tab of Tax Maintenance (21.280.00) for each tax. When you complete this process, the following occurs on the Rate Update tab of Tax Maintenance (21.280.00) for each tax updated:

- The tax’s new rate percentage becomes its current rate percentage, and the tax’s current percentage becomes its old (most recent previous) percentage.
- The effective date of the tax’s new rate percentage becomes the revision date of its old percentage.
- The software removes the values at New Rate % and Effective Date to prepare for the entry of a new percentage and date.

Note that the software only updates the rate percentages of taxes with an effective date equal or prior to the date entered in this screen. See “Tax Maintenance, Rate Update Tab” on page 116. Also note that a tax’s new rate percentage only applies to tax amounts calculated for the tax after you complete the apply tax changes process (the software does not recalculate taxes on existing documents associated with the tax (the new tax rate percentage is not retroactive to documents entered before the percentage change). For example, if you complete the apply tax changes process for a tax at noon on 8/6/96, the tax’s new rate percentage does not apply to documents entered prior to noon on 8/6/96.

Figure 62: Apply Tax Changes (21.500.00)

Effective Date

Controls which taxes are updated when you complete the apply tax changes process. Only taxes with a new rate percentage to apply and an effective date equal or prior to the date entered here are updated by the apply tax changes process.

Begin Processing (button)

Click to start the apply tax changes process.
Setup Screens

Quick Send Setup (21.951.00)

Use Quick Send Setup (21.951.00) to define default preferences for documents that will be transmitted to vendors, customers, employees, or project stakeholders using Quick Send. Preferences selected on this screen provide default values for the Quick Send tab of:

- Accounts Payable Vendor Maintenance (03.270.00)
- Accounts Receivable Customer Maintenance (08.260.00)
- Payroll Employee Maintenance (02.250.00)
- Project Controller Project Maintenance (PA.PRJ.00)

![Quick Send Setup Screenshot](image)

*Figure 63: Quick Send Setup (21.951.00)*
Following are the field descriptions for Quick Send Setup (21.951.00).

**Document Type**
Kind of document to be delivered electronically. Document types are:

- AR Invoice/Memo
- AR Statement
- OM Invoice
- OM Order Confirmation
- OM Manual Order Confirmation
- OM Shipping Notice
- Project Invoice
- Construction Billing
- Purchase Order
- Service Call Invoice
- Service Contract Invoice
- DD Advice Slip Stub

**Establish Quick Send Preferences by Project (check box)**
Indicates whether Quick Send preferences for the Project Invoice and Construction Billing document types are defined for the project or the customer. Quick Send preferences for the project are defined on the **Quick Send** tab of Project Controller Project Maintenance (PA.PRJ.00). Quick Send preferences for the customer are defined on the **Quick Send** tab of Accounts Receivable Customer Maintenance (08.260.00).

**Delivery Method**
Manner in which the Quick Send request will be sent. Delivery methods are Email and Fax. The method you select appears in **Delivery Method** on the **Quick Send** tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

**Delivery Priority**
Level of importance assigned to the processing of the document when sent electronically by the Application Server. Delivery priorities are High, Low, and Normal. The priority you select appears in **Delivery Priority** on the **Quick Send** tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

**Application Server**
Indicates the name assigned to the Application Server that sends documents electronically. ‘Any’ can be specified to allow the first available Application Server to send the documents. For more information about the creation of Application Servers, see “Using Application Server” in the Application Server online help or user guide.

**Notify Sender by E-mail when request has finished processing (check box)**
Indicates whether a notification email message is sent to the user who sends a document electronically. The notification email includes a log of events that occurred while the Application Server processed the document. For more information about notification email messages, see “Using Application Server” in the Application Server online help or user guide.

**Notify Email Address**
Email address that receives the notification email issued by the Application Server. For more information about notification email messages, see “Using Application Server” in the Application Server online help or user guide.
Use the Purchase Order’s Email Address for the Receiver Email Address (check box)
Indicates whether the recipient’s email address for a purchase order is defined for the purchase order or the vendor. The recipient’s email address for a purchase order is defined in E-mail Address on the Vendor Information tab of Purchasing Purchase Orders (04.250.00). The recipient’s email address for a vendor is defined in Receiver Email on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00).

Reply Email Address
Email address used when a vendor, customer, employee, or project stakeholder replies to the email message that contains the document. The email address you enter appears in Reply Email Address on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

Use the Buyer’s Email Address from the Purchase Order for the Reply Email Address (check box)
Indicates whether the reply email address for a purchase order sent electronically is defined for the purchase order or vendor. The reply email address for a purchase order is defined in Buyer E-mail Address on the Other Information tab of Purchasing Purchase Orders (04.250.00). The reply email address for a vendor is defined in Reply Email Address on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00).

Email Attachment File Type
Type of file that contains the document when it is sent electronically. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type you select appears in Email Attachment File Type on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

Fax Server Name
Indicates the computer name with fax services loaded that sends documents electronically via fax. ‘Any’ can be specified to allow any computer with fax services loaded to send documents.

Fax Sender Name
Indicates the name of the individual who sent the fax containing the document. The name you enter appears in Fax Sender Name on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

Sender Fax Number
Phone number that sends the fax containing the document. The fax number you enter appears in Sender Fax Number on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

Fax Access Number
Indicates any numbers or spaces entered prior to entering the Receiver Fax Number when sending a fax. For example, if 9 is entered in order to access an outside line to send a fax, 9 would be specified in Fax Access Number.
Include Fax Cover Sheet (check box)
Indicates whether a cover sheet is included as the first page of the fax transmission. This check box setting determines the Include Fax Cover Sheet check box on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00). For more information about the fax cover sheet, see “Using Application Server” in the Application Server online help or user guide.

Fax Response (check boxes)
Your selections in the Fax Response check boxes appears in the Notes area on the fax cover sheet. Select one or more check boxes to indicate how the receiver should process the fax. The check boxes are:
- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle
Selecting any of these check boxes automatically selects the same check box on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

Subject Text
Wording that appears as the subject line of an email message or on the fax cover page in the Re: (Regarding) area. The text you enter appears in Subject Text on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).
You can specify the following variables within the subject text to personalize each email message or fax:
- <Vendor Name>, <Reference Number>, <Document Amount>, and <Company Name> — For the Purchase Order document type
- <Employee Name> and <Company Name> — For the DD Advice Slip Stub document type
Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

Example: You enter a variable to customize the default subject text for invoice document types: “Current invoices from <Company Name>”. If the company name is Contoso, Ltd, the subject text in the email message or on the fax cover page that accompanies the Quick Send transmittal reads, “Current invoices from Contoso, Ltd.”
Body Text

Subject matter that appears in the body of an email message or on the fax cover page in the Notes area. The text you enter appears in Body Text on the Quick Send tab of Accounts Payable Vendor Maintenance (03.270.00), Accounts Receivable Customer Maintenance (08.260.00), Payroll Employee Maintenance (02.250.00), or Project Controller Project Maintenance (PA.PRJ.00).

You can specify the following variables within the body text to personalize each email message or fax:

- `<Vendor Name>, <Reference Number>, <Document Amount>, and <Company Name> — For the Purchase Order document type
- `<Employee Name> and <Company Name> — For the DD Advice Slip Stub document type

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

Example: You enter a variable to personalize the body text for the purchase order document type: “Here are purchase order requests for <Vendor Name>.” When you send a purchase order electronically to the vendor, Kim Abercrombie, the email message or fax cover page body text reads, “Here are purchase order requests for Kim Abercrombie.”
SharePoint Site Creation/Linking (21.960.00)

*SharePoint Site Creation/Linking* (21.960.00) appears when you click **Create/Modify SharePoint Site** on the application toolbar in Accounts Receivable *Customer Maintenance* (08.250.00), Accounts Payable *Vendor Maintenance* (03.270.00), or Project Manager *Project Maintenance* (PA.PRJ.00). Use this screen to review and modify a customer's, vendor's, or project's SharePoint settings. The settings are based on options selected in System Manager *SharePoint Site Configuration* (98.360.00).

**Note:** Whether you simply review the settings or change them, you must click **OK** in this screen to prepare a SharePoint site to receive the customer’s documents.

![SharePoint Site Creation/Linking (21.960.00)](image)

**Site Selection**
Accept the default or select another option. Changing the Site Selection setting clears the information in the Site Options area.

**Create New SharePoint Site**
Select this option to build a SharePoint site that will hold the customer's, vendor’s, or project’s documents.

**Create New SharePoint Document Library**
Select this option if you want to create a storage area on an existing SharePoint site that will contain the customer's, vendor’s, or project’s documents.

**Link to Existing SharePoint URL**
Select this option to enter the Web address of an existing SharePoint site that will hold the customer's, vendor’s, or project’s documents.
Site Options
Accept the defaults or enter new information as needed. Changing the Site Selection option clears these boxes.

SharePoint Site URL
Full Web address of a SharePoint site or document library you want to create, or of an existing SharePoint site to which you will link.

- If you are creating a new site, use the format http://<Valid Site Name>/<Subsite Prefix + Entity ID> (for example, http://Contoso_1/CustomerC310).
- If you are creating a new document library, use the format http://<Valid Site Name>/<Document Library Name + Entity ID> (for example, http://Contoso_1/CustInv_C310).
- If you are linking to an existing site, enter a valid URL for the established SharePoint site or document library on the site which will receive the documents.
- A valid SharePoint Site URL is limited to 128 characters.
- If the URL does not have “default.aspx” appended to the end, System Message 12509 “Subsite expected but not found” is displayed.

SharePoint Site Title
Name of the site. The title is visible at the top of the SharePoint site main page. It defaults to the site prefix and entity ID you entered in SharePoint Site URL.

Note: SharePoint Site Title is available only if you selected Create New SharePoint Site.

SharePoint Site Description
Short explanation of the site’s purpose. This could include a short summary of its contents.

Note: SharePoint Site Description is available only if you selected Create New SharePoint Site.

Document Library Options Selection
The document types that are approved for publishing to a SharePoint site are listed in this area. You can accept the defaults or select those document types that you want to make available on a SharePoint site for this customer, vendor, or project.

Enabled
If this check box is selected, the document type will be published to the SharePoint site you specified. Clear the check box if you do not want to publish documents of this type to the SharePoint site.

Document Library Type
Category of the document (for display only).

Document Library URL
In this box, you can specify the full Web address of an existing SharePoint document library that will hold documents of the specific type for this customer, vendor, or project. For example, you want to store a customer’s invoices in a different document library than the one that will hold their order confirmations, so you enter different Web addresses for each document type.
Reports

Carriers List (21.241.00)

Lists information for each carrier, based on data entered in Carriers Maintenance (21.240.00).

Addresses (21.600.00)

Lists the information of miscellaneous business addresses entered on Address Maintenance (21.250.00). These addresses represent the information of entities other than customers, vendors, and employees. Use the report to verify the accuracy of address information and to serve as a backup for all miscellaneous address information entered.

Report Tab

Report Format

The report format specifies the type of report to generate. Report options are:

- **Detail** — Generate the report in a detailed format that includes all information of each address specified.
- **Summary** — Generate the report in a summarized format that includes only selected information from each address specified.
Address Labels (21.610.00)

Prints miscellaneous business addresses entered on Address Maintenance (21.250.00) on mailing labels.

Figure 67: Address Labels (21.610.00) report

Ship Via List (21.620.00)

Lists information for each shipping method based on data entered in Ship Via Maintenance (21.260.00). For each method, the freight information is displayed, as well as the default transit time and weekend pickup options.

Figure 68: Ship Via List (21.620.00) report
Messages (21.630.00)

Lists each currently active system message, its message number, and its message type and category. Use this report as an aid to responding to the various messages you encounter during regular system operations. Note that while all messages are numbered, they may not appear in strict numeric order (there may appear to be gaps in message numbers). This is because the software does not include obsolete system messages on the report.

Figure 69: Messages (21.630.00) report

Terms List (21.640.00)

Lists the information of all sales and purchasing terms (description, discount date, discount percentage, etc.) entered on Terms Maintenance (21.270.00).

Figure 70: Terms (21.640.00) report
**Tax List (21.650.00)**

Lists the information of all sales and purchasing taxes (ID, rate percentage, etc.) entered on Tax Maintenance (21.280.00). Note that you can generate this report in both a summarized or detailed format. The summary format includes each tax’s tax ID and a summarized version of its descriptive information. The detailed format lists all descriptive information of each tax, including tax calculation rule, tax accounts (and subaccounts), tax category exceptions, and tax point dates, as well as each tax’s tax history (total taxable sales and purchases, and total taxes collected and paid).

![Tax List (21.650.00) report](image)

**Report Tab**

**Report Format**

The report format specifies the type of report to generate. Report options are:

- **Detail** — Generate the report in a detailed format that includes all descriptive information of each tax, as well as its tax history.

- **Summary** — Generate the report in a summarized format that includes only selected descriptive information for each tax.
**Reports 163**

**Tax Detail (21.660.00)**

Lists tax information generated during the current accounting period by modules that use the tax function (Accounts Payable, Order Management, etc.). For each tax tracked, this tax detail includes journal type, rate, document dates and types, document reference numbers, customer or vendor IDs, document totals, and taxable and tax amounts. It also calculates totals based on journal type within each tax ID.

---

**FOB List (21.670.00)**

Lists information for free-on-board (FOB) identities, including FOB ID, destination, and shipping point, based on data entered in FOB Maintenance (21.230.00).
Tax Category List (21.680.00)

Lists the information of all inventory item tax categories entered on Tax Category Maintenance (21.310.00). Tax categories are classification codes used to identify groups of inventory items that require specific tax treatment. See “Tax Category Maintenance (21.310.00)” on page 123 for more on tax categories.

<table>
<thead>
<tr>
<th>Category ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEMPT</td>
<td>Exempt Items</td>
</tr>
<tr>
<td>TAXABLE</td>
<td>Taxable Items</td>
</tr>
</tbody>
</table>

Figure 74: Tax Category List (21.680.00) report

Tax Group List (21.690.00)

Lists the information of all tax groups entered on Tax Group Maintenance (21.340.00). Tax groups are two or more taxes that are frequently applied together (at the same time to the same item, etc.). Tax groups help streamline data entry. On sales orders, purchase orders, etc., entering a tax group’s ID causes the software to associate all of the group’s taxes with the document automatically (they become the document’s default tax entries). This eliminates the time required to key multiple tax entries.

Tax groups also permit the number of taxes calculated and tracked for any document to exceed the maximum number of individual taxes allowed on the document. See “Tax Group Maintenance (21.340.00)” on page 130 for more on tax categories.

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICAGO-G</td>
<td>Chicago, IL Sales Tax Group</td>
</tr>
<tr>
<td>CTA</td>
<td>Chicago, Il, Transit</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>State of Illinois</td>
</tr>
<tr>
<td>COOK-G</td>
<td>Cook County Sales Tax Group</td>
</tr>
<tr>
<td>COOK</td>
<td>Cook County, Il</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>State of Illinois</td>
</tr>
<tr>
<td>MADISON-G</td>
<td>Madison, WI Sales Tax Group</td>
</tr>
<tr>
<td>MADISON</td>
<td>City of Madison, WI</td>
</tr>
<tr>
<td>WISCONSIN</td>
<td>Wisconsin State</td>
</tr>
</tbody>
</table>

Figure 75: Tax Group List (21.690.00) report
Material Type List (21.720.00)

Lists material types, their descriptions, and their status based on data entered in Material Type Maintenance (21.370.00).

![Material Type List report]

Buyer List (21.730.00)

Lists buyer names and statuses entered in Buyer Maintenance (21.380.00).

![Buyer List report]
State/Provinces (21.900.00)

The State/Provinces report lists the name and two-character abbreviation of each state and/or province entered on State/Province Maintenance (21.290.00).

<table>
<thead>
<tr>
<th>State/Province Id</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Alberta</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska</td>
</tr>
<tr>
<td>AL</td>
<td>Alabama</td>
</tr>
<tr>
<td>AR</td>
<td>Arkansas</td>
</tr>
<tr>
<td>AZ</td>
<td>Arizona</td>
</tr>
<tr>
<td>BC</td>
<td>British Columbia</td>
</tr>
<tr>
<td>CA</td>
<td>California</td>
</tr>
<tr>
<td>CO</td>
<td>Colorado</td>
</tr>
<tr>
<td>CT</td>
<td>Connecticut</td>
</tr>
<tr>
<td>DC</td>
<td>District of Columbia</td>
</tr>
<tr>
<td>DE</td>
<td>Delaware</td>
</tr>
<tr>
<td>FL</td>
<td>Florida</td>
</tr>
<tr>
<td>GA</td>
<td>Georgia</td>
</tr>
<tr>
<td>HI</td>
<td>Hawaii</td>
</tr>
<tr>
<td>IA</td>
<td>Iowa</td>
</tr>
<tr>
<td>ID</td>
<td>Idaho</td>
</tr>
<tr>
<td>IL</td>
<td>Illinois</td>
</tr>
<tr>
<td>IN</td>
<td>Indiana</td>
</tr>
<tr>
<td>KS</td>
<td>Kansas</td>
</tr>
<tr>
<td>KY</td>
<td>Kentucky</td>
</tr>
<tr>
<td>LA</td>
<td>Louisiana</td>
</tr>
<tr>
<td>LB</td>
<td>Labrador</td>
</tr>
<tr>
<td>MA</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>MB</td>
<td>Manitoba</td>
</tr>
<tr>
<td>MD</td>
<td>Maryland</td>
</tr>
<tr>
<td>ME</td>
<td>Maine</td>
</tr>
<tr>
<td>MI</td>
<td>Michigan</td>
</tr>
<tr>
<td>MN</td>
<td>Minnesota</td>
</tr>
<tr>
<td>MO</td>
<td>Missouri</td>
</tr>
<tr>
<td>MS</td>
<td>Mississippi</td>
</tr>
<tr>
<td>MT</td>
<td>Montana</td>
</tr>
<tr>
<td>NE</td>
<td>Nebraska</td>
</tr>
<tr>
<td>NH</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>NJ</td>
<td>New Jersey</td>
</tr>
<tr>
<td>NM</td>
<td>New Mexico</td>
</tr>
<tr>
<td>NS</td>
<td>Nova Scotia</td>
</tr>
<tr>
<td>NT</td>
<td>Nantucket</td>
</tr>
<tr>
<td>NV</td>
<td>Nevada</td>
</tr>
<tr>
<td>NY</td>
<td>New York</td>
</tr>
<tr>
<td>OH</td>
<td>Ohio</td>
</tr>
<tr>
<td>OK</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>ON</td>
<td>Ontario</td>
</tr>
<tr>
<td>OR</td>
<td>Oregon</td>
</tr>
<tr>
<td>PA</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>PE</td>
<td>Prince Edward Island</td>
</tr>
<tr>
<td>QC</td>
<td>Quebec</td>
</tr>
<tr>
<td>RI</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>PR</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>SC</td>
<td>South Carolina</td>
</tr>
<tr>
<td>SD</td>
<td>South Dakota</td>
</tr>
<tr>
<td>SK</td>
<td>Saskatchewan</td>
</tr>
<tr>
<td>TN</td>
<td>Tennessee</td>
</tr>
<tr>
<td>TX</td>
<td>Texas</td>
</tr>
<tr>
<td>UT</td>
<td>Utah</td>
</tr>
<tr>
<td>VA</td>
<td>Virginia</td>
</tr>
</tbody>
</table>

Figure 78: State/Provinces (21.900.00) report
Countries/Regions (21.910.00)

Lists the name and three-character abbreviation of each country or region entered on Country/Region Maintenance (21.300.00).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Andorra</td>
</tr>
<tr>
<td>AE</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>AF</td>
<td>Afghanistan</td>
</tr>
<tr>
<td>AG</td>
<td>Antigua and Barbuda</td>
</tr>
<tr>
<td>AI</td>
<td>Anguilla</td>
</tr>
<tr>
<td>AL</td>
<td>Albania</td>
</tr>
<tr>
<td>AM</td>
<td>Armenia</td>
</tr>
<tr>
<td>AN</td>
<td>Netherlands Antilles</td>
</tr>
<tr>
<td>AO</td>
<td>Anguilla</td>
</tr>
<tr>
<td>AQ</td>
<td>Antartica</td>
</tr>
<tr>
<td>AR</td>
<td>Argentina</td>
</tr>
<tr>
<td>AS</td>
<td>American Samoa</td>
</tr>
<tr>
<td>AT</td>
<td>Austria</td>
</tr>
<tr>
<td>AU</td>
<td>Australia</td>
</tr>
<tr>
<td>AW</td>
<td>Azerbaijan</td>
</tr>
<tr>
<td>AX</td>
<td>Albania</td>
</tr>
<tr>
<td>BA</td>
<td>Bosnia and Herzegovina</td>
</tr>
<tr>
<td>BB</td>
<td>Barbados</td>
</tr>
<tr>
<td>BD</td>
<td>Bangladesh</td>
</tr>
<tr>
<td>BE</td>
<td>Belgium</td>
</tr>
<tr>
<td>BF</td>
<td>Burkina Faso</td>
</tr>
<tr>
<td>BG</td>
<td>Bulgaria</td>
</tr>
<tr>
<td>BH</td>
<td>Bahrain</td>
</tr>
<tr>
<td>BI</td>
<td>Benin</td>
</tr>
<tr>
<td>BM</td>
<td>Bermuda</td>
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<td>BN</td>
<td>Botswana</td>
</tr>
<tr>
<td>BO</td>
<td>Bolivia</td>
</tr>
<tr>
<td>BR</td>
<td>Brazil</td>
</tr>
<tr>
<td>BS</td>
<td>Balearic Islands</td>
</tr>
<tr>
<td>BT</td>
<td>Bhutan</td>
</tr>
<tr>
<td>BV</td>
<td>Brunei</td>
</tr>
<tr>
<td>BW</td>
<td>Bolivia</td>
</tr>
<tr>
<td>BY</td>
<td>Belarus</td>
</tr>
<tr>
<td>CA</td>
<td>Canada</td>
</tr>
<tr>
<td>CC</td>
<td>Cocos (Keeling) Islands</td>
</tr>
<tr>
<td>CF</td>
<td>Central African Republic</td>
</tr>
<tr>
<td>CG</td>
<td>Cape Verde</td>
</tr>
<tr>
<td>CH</td>
<td>Switzerland</td>
</tr>
<tr>
<td>CI</td>
<td>Cape Verde</td>
</tr>
<tr>
<td>CK</td>
<td>Central African Republic</td>
</tr>
<tr>
<td>CL</td>
<td>China</td>
</tr>
<tr>
<td>CM</td>
<td>Cameroon</td>
</tr>
<tr>
<td>CN</td>
<td>China</td>
</tr>
<tr>
<td>CO</td>
<td>Colombia</td>
</tr>
<tr>
<td>CR</td>
<td>Costa Rica</td>
</tr>
<tr>
<td>CU</td>
<td>Cuba</td>
</tr>
<tr>
<td>CV</td>
<td>Christmas Island</td>
</tr>
<tr>
<td>CY</td>
<td>Cyprus</td>
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<tr>
<td>CZ</td>
<td>Czech Republic</td>
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<tr>
<td>DJ</td>
<td>Djibouti</td>
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<tr>
<td>DK</td>
<td>Denmark</td>
</tr>
<tr>
<td>DM</td>
<td>Dominica</td>
</tr>
<tr>
<td>DO</td>
<td>Dominican Republic</td>
</tr>
<tr>
<td>DZ</td>
<td>Algeria</td>
</tr>
<tr>
<td>EC</td>
<td>Ecuador</td>
</tr>
<tr>
<td>EE</td>
<td>Estonia</td>
</tr>
<tr>
<td>EG</td>
<td>Egypt</td>
</tr>
<tr>
<td>EH</td>
<td>Equatorial Guinea</td>
</tr>
<tr>
<td>ES</td>
<td>Spain</td>
</tr>
<tr>
<td>ET</td>
<td>Ethiopia</td>
</tr>
<tr>
<td>FI</td>
<td>Finland</td>
</tr>
<tr>
<td>FK</td>
<td>Falkland Islands (Malvinas)</td>
</tr>
<tr>
<td>FM</td>
<td>Faeroe Islands</td>
</tr>
<tr>
<td>FO</td>
<td>France</td>
</tr>
<tr>
<td>GA</td>
<td>Gabon</td>
</tr>
<tr>
<td>GD</td>
<td>Grenada</td>
</tr>
</tbody>
</table>

Figure 79: Countries/Regions (21.910.00) report
# Flexkey Definitions (21.920.00)

Lists the information of all flexkey definitions entered on *Flexkey Definition (21.320.00)*. Flexkey definitions are segmented identification codes that help increase the efficiency of referencing and reporting information by allowing each code segment to fulfill a specific record identification purpose. The identification codes that can be set up as flexkey definitions are subaccount numbers, vendor IDs, customer IDs, employee IDs, inventory item IDs, and task IDs (Project Controller module). See “Flexkey Definition (21.320.00)” on page 124 for more on flexkey definitions.

## Figure 80: Flexkey Definitions (21.920.00) report

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Number of Segments</th>
<th>Description</th>
<th>Length</th>
<th>Alignment</th>
<th>PB Character</th>
<th>Edit Type</th>
<th>Display</th>
<th>Quantity</th>
<th>Segment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMIZED</td>
<td>1</td>
<td>Customer ID</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>EMPLOYED</td>
<td>1</td>
<td>Employee ID</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>INVENTORY</td>
<td>1</td>
<td>Inventory ID</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>SUBACCOUNT</td>
<td>5</td>
<td>Subaccount</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>TASK</td>
<td>1</td>
<td>Task ID</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>VENDOR</td>
<td>1</td>
<td>Vendor ID</td>
<td>10</td>
<td>Left</td>
<td>10</td>
<td>ABB</td>
<td>N</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
Flexkey Tables (21.930.00)

Lists the tables of flexkey definition segment possible values entered on Flexkey Table Maintenance (21.330.00). The flexkey feature provides the capability to separate certain data record identification codes into two or more meaningful segments. Known as flexkey definitions, these segmented codes can increase the efficiency of referencing and reporting information by allowing each code segment to fulfill a specific record identification purpose. The identification codes that can be set up as flexkey definitions are subaccount numbers, vendor IDs, customer IDs, employee IDs, inventory item IDs, and task IDs (Project Controller module). See “Flexkey Definition (21.320.00)” on page 124 and “Flexkey Table Maintenance (21.330.00)” on page 128 for more on flexkey definitions and the tables of possible values for the segments.

![Flexkey Tables (21.930.00) report](image-url)

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</table>
Index

A
Accounts Payable 1, 99
Accounts Receivable 8, 99
Address
backup 159
customers 94
delete 94
edit 94
employees 94
setup 94
sites 94
vendors 94
Address ID
format options 6
Address list 6, 95, 159
Alignment options 126

C
Character fill options 126
Customer Carriers screen 92

D
Data
identification code 5
standard coding format 5
storage and retrieval 5
Default tax ID 104
Discount
percentage 8
type 8, 101
Discount type
options 101
Due type
options 101

E
Edit type options 126

F
Field format
edit 125
Field name 125
Flexkey Definitions report 13
Flexkey Tables report 13
Frequency of Multiple Installments 102

I
Identification field
divide into segments 11

Inventory 1

M
Mailing labels 95, 160
Material Type Maintenance
(21.370.00) 133, 134
Information tab 133
Replenishment tab 134
Seasonality tab 140
Multiple Installments 102

O
Order Management 1

P
Project Allocated Inventory 73
Purchasing terms 99, 161
delete 99
edit 99

Q
Quick Send Request
changing 35
deleting 35
send to one time receiver 36
viewing 37

S
Sales tax 104
Sales terms 99, 161
delete 99
edit 99
Segment 11, 124
character lengths 124
identification number 126
maximum 124, 129
maximum characters 126
validate 11
Separator character 124, 127
Shared Information
maintenance functions 1
reporting functions 1
Subaccount 109

T
Tax
delete 104
edit 104
Tax category 104
tax history 119
tax history 162
Tax ID See also Default tax ID
edit 104
Terms 8
Terms entry  8
Terms ID  99
   edit  99

U

Until due period  101

V

Validation option  128
Value added (VAT) tax  104