



Food Processing

Training Manual

ETMFD11

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Document Number FDTRN

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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INTRODUCTION

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OVERVIEW

We've worked with many companies in the food industry and have heard the same critical issues. TRAVERSE food processing is designed to help you manage all areas of your food business. Below is a list of the features included in the food processing installation.

- Forward and backward traceability - track lot numbers and expiration dates
- Shelf life and sell by date
- Record of temperature at time of receiving
- Track catch weights and product grade
- Track costs and locations of samples
- Detailed financials and budgeting
- Track all MCBs directly in the A/R cash receipts process
- Sales to net reports - full sales analysis by SKU or broker
- Track all aspects of production and work orders
 - Actual cost of production
 - Landed cost
 - Scrap and waste material
- Fully integrated - confirmed production work order updates finished goods, raw materials, packaging and labor/overhead if desired
- Track any subcontracted processes
- Warehouse management and logistics tracking
- Mobile warehouse - bar coding
- Available interface to shipping (UPS, Fed Ex etc.), shopping carts and EDI
- Sales order process linked to purchasing - drop ship to customers - track brokers and distributors - including commissions
- Customize/personalize screens, forms, and reports without programming and without affecting future software upgrades
- Tight inventory control— lot history with expiration dates

- PO Prepayments
- Promotions Functionality
- ShopFloor
- Basic Quality Assurance Capabilities
- Zero Quantity Lot Purge
- Recall

System Information

Additional information about using the system is found in the following sources:

- the *User's Help*
- the user's help for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT FOOD PROCESSING

Frequently used functions

- Purchase Order Transactions
- Sales Order Orders
- Manufacturing Bills of Material
- Manufacturing Production, Production Orders
- Manufacturing Production Shop Floor
- Warehouse Management Record Picked Orders

Interactive Views

Lot Traceability View - Food companies need the ability to track lot numbers from purchasing Raw Materials to be used in production (or even to sell directly) to multi-level Bills of Material (assemblies, sub-assemblies, sub-sub-assemblies, etc) to a Finished Good. At any point in the production or history, it must be possible to determine where a particular lot was used and specifically, where (to whom) it was sold.

Quality Check History - Shows the quality questions that have been answered while recording production using shop floor and while receiving goods in warehouse management or purchase order.

INSTALLATION AND SETUP

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INSTALLATION AND SETUP INSTRUCTIONS

The Food Processing solution is an add - on to the standard TRAVERSE suite of applications and requires some installation and setup prior to using it.

Following are the steps to get the Food Processing solution installed and ready to use:

1. Use server manager to process the server update.
2. Copy the contents of the install package to the shared 'Updates' folder; then each workstation can check for updates.
3. Set permissions:
 - IN<Periodic Processing<Purge Lot Numbers (Inventory Purge)
 - IN<Interactive View<Lot Traceability
 - SO<Pricing<Discount Promotions
 - SO<Pricing<Promo Codes
 - MFG<Production<Production Orders - Shop Floor Entry; Shop Floor Labels; Purge Shop Floor Entries
 - MFG<Production<Interactive Views - SF Login Activity View; SF Time Entries View
 - MFG<Production<Setup and Maintenance - Scrap Codes; Down Time/Setup Reasons
 - SM<Setup and Maintenance<Quality Check List
 - SM<Setup and Maintenance<Print Labels
 - SM<Setup and Maintenance<Purge Print Labels Entries.
 - SM<Interactive Views<Quality Check History
 - SO<Pricing<Customer Pricing by Customer Level
4. Save .frms to the database using Design Studio, Screen Layouts:
 - CustomerControl: AR Customer
 - EmployeeControl: SM Employees Custom
 - ItemControl: IN Items Custom

- PaymentMethodControl.frm: AR Payment Methods
 - POHeaderControl.frm: PO Transaction
 - TransactionHeaderControl.frm: SO Transaction
 - TransactionLineItemDetailControl.frm: SO Transaction
5. SM<Company Setup<Employees. Add Shop Floor Access Codes to appropriate users.
 6. AR<Setup and Maintenance<Payment Methods. MCB check box.
 7. AR<Setup and Maintenance<Customers. Print country of origin box.
 8. PO<Setup and Maintenance<Landed Cost. Add GL Expense Account.
 9. AP<Setup and Maintenance<Batch Codes. Add batch code DPOSIT as a permanent batch.
Applicable only if 'Yes' selected for 'Allow Deposit to Exceed Order Total' in the business rule.
 10. SM<Company Setup<Business Rules<System Manager. Add default Bank Account ID.
 11. MFG-Production<Setup and Maintenance<Scrap Codes/Downtime-Setup Reasons. Add Scrap Codes; Down Time/Setup Reasons.
 12. AP<Setup and Maintenance<Distribution Codes. Add GL Account Number for Deposits.
 13. IN<Setup and Maintenance<Items.
 - Weight UOM
 - Default Price UOM
 - Catch Weight box
 - Shelf Life Days
 - Sell/Consume-By Days
 - Country of Origin
 14. SM<Company Setup<Form Printers.
 - Set printer for MP Label.
 15. Set Business Rules:
 - MFG- Production - Record Shop Floor Time As
 - MFG-Production - Print Labels on Save Production Activity
 - If using Landed Costs: Purchase Order - Enable Landed Cost Calculations

- System Manager - Weight precision
- Inventory - Allow Lot use.....
- Inventory-Misc - Auto-generate Sub-Lots....; Lot Weight Method to Receive/Sell
- PO - 2 Business Rules for PO Deposits

16. If Foods/Catch Weights were previously installed, process these scripts:

17. ClearCFComp.sql: Removes the original SO Transaction custom catch weight fields.

18. fixSoTransHeaderCF.sql: Removes a comma from the SO Transaction Header custom field Total Gross Weight. SO Transactions will return an error if this is an issue!

BASE TRAVERSE SETUP

Before you are ready to use the TRAVERSE Food Processing solution, you must set up information in several TRAVERSE applications.

Below is a checklist of functions required to be set up prior to using the food processing solution:

- ___ System Manager
 - ___ Company Information
 - ___ Period Conversion
 - ___ Business Rules
 - ___ Bank Accounts
 - ___ Employees
 - ___ Tax Classes
 - ___ Tax Locations
 - ___ Tax Location Groups
- ___ General Ledger Chart of Accounts
- ___ Inventory
 - ___ Account Codes
 - ___ Locations
 - ___ Items
- ___ Accounts Receivable
 - ___ Distribution Codes
 - ___ Terms Codes
 - ___ Payment Methods
 - ___ Shipping Method Codes
 - ___ Customers

- ___ Accounts Payable
 - ___ Distribution Codes
 - ___ Terms Codes
 - ___ Vendors
- ___ MFG - Routing and Resources
 - ___ Schedules
 - ___ Tooling
 - ___ Labor Codes
 - ___ Machine Groups
 - ___ Work Centers
 - ___ Operations
 - ___ Routings
- ___ MFG - Bills of Material
 - ___ Cost Groups
 - ___ Bills of Material
- ___ MFG - Production
 - ___ Variance Codes
 - ___ Scrap Codes
 - ___ Down Time/Setup Reasons

NOTE: Refer to the Training Manual for the base TRAVERSE application for more information on the setup of each function listed here.

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SYSTEM MANAGER SETUP

The Food Processing solution adds some setup functionality to the System Manager menu and existing functions.

Business Rules

Business Rules have been added to accommodate requirements for **Food Processing**.

To set the **Business Rules** for Food Processing follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup**.

Business Rules Menu



- The **Business Rules** screen appears.

Business Rules Screen - MFG - Production

The screenshot shows the 'SM Business Rules' window. On the left is a tree view of business rules categories. 'MP - MFG - Production' is selected and highlighted in blue. The main area on the right displays configuration settings for this category, organized into sections: Defaults - GL Account, Defaults - Miscellaneous, Interface - Application, and Miscellaneous. At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons.

Defaults - GL Account	
Default Undefined Inventory Account	00-000-1230
GL Scrap Offset Account	00-000-5200

Defaults - Miscellaneous	
Critical Variance Pct for Reporting Purposes	3
Default Unit of Time	Hours

Interface - Application	
Accounts Payable	Yes
Accounts Receivable	Yes
General Ledger	Yes
Payroll	Yes
Sales Order	Yes

Miscellaneous	
Post Detail to General Ledger	No
Print Label on Save Production Activity	Yes
Record Shop Floor Time As	Machine Time
Show Generate Requirements Button in Order Entry	Yes

Accounts Payable

Apply OK Cancel

- Select **MP - MFG - Production** to see the business rules for production.
- Select **Yes** to **Print Label on Save Production Activity** to print labels for products when produced and saved. Otherwise select **No** to manually print labels.
- Select how to **Record Shop Floor Time As: Machine Time** or **Labor Time**. The selection made will record any time entered into shop floor as either machine or labor, not both.
- Select **System Manager** to see the business rules for system manager.

Business Rules Screen - System Manager

The screenshot shows the 'SM Business Rules' window. On the left, a tree view lists applications: AP - Accounts Payable, AR - Accounts Receivable, BA - Banking, BR - Bank Reconciliation, CM - CRM, DB - Digital Dashboard, DR - Requirements Planning, FA - Fixed Assets, GL - General Ledger, IN - Inventory, JC - Project Costing, MB - MFG - Bills of Material, MP - MFG - Production, MR - MFG - Routing & Resources, PA - Payroll, PO - Purchase Order, **SM - System Manager**, SO - Sales Order, and WM - Warehouse Management. Below this are 'Configuration Group' and 'Role'. The right pane displays settings for various features:

Allow Multilingual	No
Allow Web Features	No
Enable Message Tracking	Yes
GL Periods Per Year	12
Maintain User Log	No
Post Gain/Loss Detail to General Ledger	No
Preview Logs	Yes
Warn About Mismatched Screen Layouts	Yes
Numeric Formatting Precision	
Hours	3
Percentage	3
Quantities	4
Rates	6
Unit Costs	6
Unit Prices	2
Weights	4
Print Preferences	
Band Color 1	<input type="checkbox"/> White
Band Color 2	<input checked="" type="checkbox"/> Pale Green
Banded Rows	No
Print Report Criteria	Yes
Social Security	
Allow Editing of Social Security Numbers	Yes
Check History Register SSN Display	Last Four Digits
Check Register SSN Display	Last Four Digits
Earning and Deductions Report SSN Display	Last Four Digits
Employee Information List SSN Display	Last Four Digits
Social Security Number Display	Last Four Digits
State Unemployment Report SSN Display	Last Four Digits

At the bottom of the right pane, there is a section labeled 'Allow Editing of Social Security Numbers'.

- 7. Enter the Numeric Formatting Precision for **Weights** to the number of decimal places to use for weight usage.
- 8. Select **Inventory** to see the business rules for inventory.

Business Rules Screen - Inventory

Business Rules

- Application
 - AP - Accounts Payable
 - AR - Accounts Receivable
 - BA - Banking
 - BR - Bank Reconciliation
 - CM - CRM
 - DB - Digital Dashboard
 - DR - Requirements Planning
 - FA - Fixed Assets
 - GL - General Ledger
 - IN - Inventory**
 - JC - Project Costing
 - MB - MFG - Bills of Material
 - MP - MFG - Production
 - MR - MFG - Routing & Resources
 - PA - Payroll
 - PO - Purchase Order
 - SM - System Manager
 - SO - Sales Order
 - WM - Warehouse Management
- Configuration Group
- Role

Warning Font Attribute	Microsoft Sans Serif, 8.25pt
Warning Percentage	50.000
Defaults - GL Account	
AP GL Offset Account	2000-00-000
AR GL Offset Account	1100-00-000
Material Expense Account	6100-00-000
Defaults - Miscellaneous	
Default Weight Unit	LB
Serialized Cost Default	Specific Item
Interface - Application	
General Ledger	Yes
Miscellaneous	
Allow Lot use past Expired Date	OK
Allow Lot use past Sell-By Date	OK
Allow Service Items in Purchases	No
Audit Items	Yes
Auto-generate Sub-Lots for Detailed Lot Weight	No
Automatically Create Vendor Purchase Information	Yes
Check for Alias on Report Options	Yes
Check for Alias on Screens	Yes
Costing Method	FIFO
Load All Items in Setup	Yes
Post Detail to General Ledger	Yes
Post Without Printing Journals	Yes
Show Cost on Sales Transaction Entry	Yes
Use Batch Processing	Yes
Zero Quantity Sales Costing	Average
Physical Inventory	
Exclude Picked Quantity	No

Alert Color

Apply OK Cancel

9. Select how you want to **Allow Lot use past Expired Date**. The valid choices are:

- **OK** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, the lot will be used with no message displayed.
- **Warning** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, a message will be displayed saying "Lot is Past Expiration. Proceed?" You will be required to make a selection. If you select **Yes**, the lot will be used. If you select **No** the lot selected will be removed and you will be required to select a different lot.
- **No** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, a message will be displayed saying, "Lot is Past Expiration. Must pick a new Lot." You will then be required to select a different lot.

10. Select how you want to **Allow Lot use past Sell-By Date**. The valid choices are:

- **OK** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, the lot will be used with no message displayed.
- **Warning** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, a message will be displayed saying "Lot is Past Expiration. Proceed?" You will be required to make a selection. If you select **Yes**, the lot will be used. If you select **No** the lot selected will be removed and you will be required to select a different lot.
- **No** - When you are recording picked quantities or verifying a sales order, if the requested ship date is beyond the expire date, a message will be displayed saying, "Lot is Past Expiration. Must pick a new Lot." You will then be required to select a different lot.

11. Select if you want to **Auto-generate Sub-Lots for Detailed Lot Weight**.

When receiving a catch weight item and then selecting the Detail Weight button, the subplot will be automatically generated, when **Yes** is selected, or can be manually entered, when **No** is selected. Currently, the Detail Weight button only exists in IN Transactions (Adjustments) and WM Adjustments.

12. Select **Purchase Order** to view the business rules for purchase order.

Business Rules Screen - Purchase Order

The screenshot shows the 'SM Business Rules' window. On the left, a tree view lists various business rule categories. 'PO - Purchase Order' is selected. The right pane displays a table of settings for this rule.

Defaults - GL Account	
AP Accrual Account	00-000-6050
Expense Accrual Account	00-000-5110
IN Accrual Account	00-000-1290
Landed Cost Expense Account	00-000-5100
Project/Job Accrual Account	00-000-5030

Defaults - Transaction Entry	
Audit Orders	No

Message - Order	
Watermark Text for Reprinted Orders	Reprint

Miscellaneous	
Allow Deposit to Exceed Order Total	No
Allow Editing of Landed Costs	Yes
Allow Online Purchase Orders	Yes
Allow Printing of On Demand Checks	Yes
Enable Landed Cost Calculations	Yes
Generate Purchases from Production	None
Generate Purchases from Project Costing	Choice
Generate Purchases from Sales Order	Choice
Generate Purchases from Service Director	Choice
Plain Paper Purchase Orders	Yes
Print Company Information on Purchase Orders	Yes
Print Company Logo on Plain Paper Purchase Orders	Yes
System Generated Transaction Numbers	Yes
Transaction Link	Yes
Use Accrual During Posting	Yes
Use Requested Ship Date on Line Items	Yes

Buttons at the bottom: Apply, OK, Cancel.

13. Select **Yes** to **Allow Deposits to Exceed Order Totals**, otherwise select **No**.

Selecting **Yes** will allow you to enter a deposit for an amount that is greater than the total amount of all the items entered into the PO. No will restrict you from entering a deposit amount greater than the total of the amount for all the line items on the PO.

14. Select **Yes** to **Allow Printing of On Demand Checks**, otherwise select **No**.

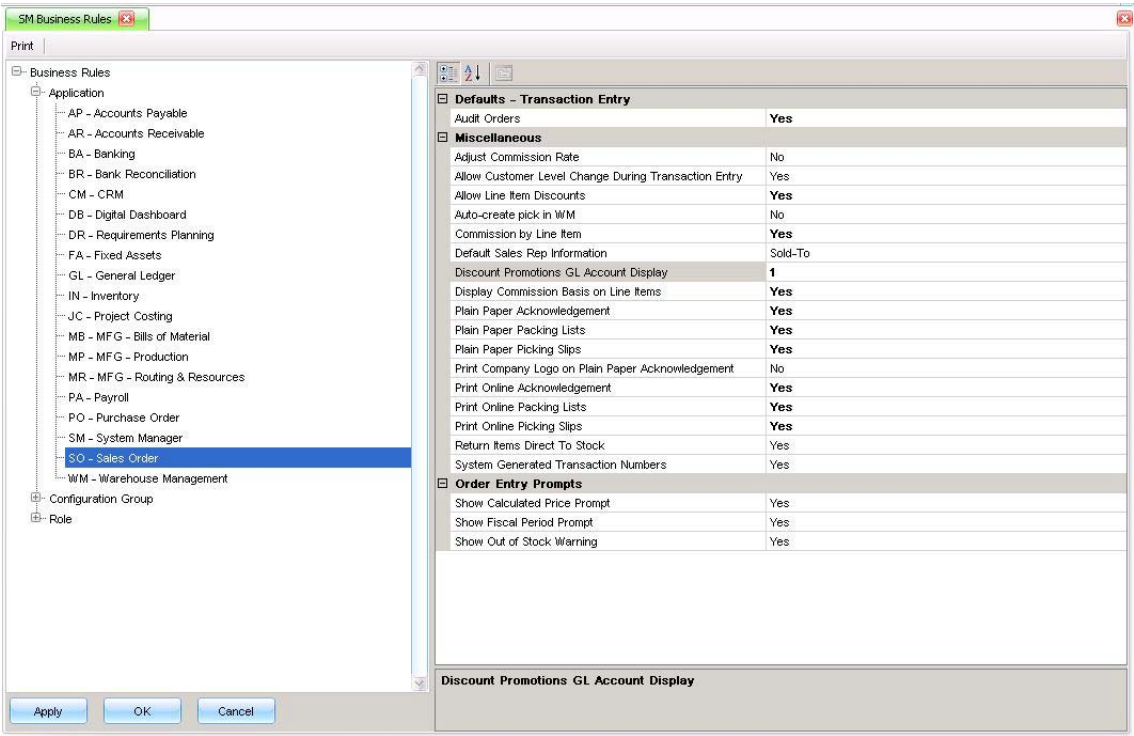
Selecting **Yes** will allow you to print an online check for the deposit amount entered. Selecting **No** will disable the Print Check button on the Deposits tab of the PO transaction.

15. Select **Yes** in the **Enable Landed Cost Calculations** field to enable the landed cost function in TRAVERSE. Landed costs are those costs added to item value to reflect import duties and taxes, shipping charges, and the like.

16. Select **Yes** in the **Allow Editing of Landed Costs** field to make landed costs editable at the transaction level.

17. Select **Sales Order** to view the business rules for sales order.

Business Rules Screen - Sales Order



18. Select how much of the **Discount Promotions GL Account Display** to see in the discount promotion setup.

The available selection will be: 0 - No, to hide the whole GL account with X's, the other available options will depend on your GL account mask setup. Each segment of your account setup will be an available choice.

Quality Check List Setup

Use the **Quality Check List** setup to enter questions to be asked at different levels of the shop floor data entry.

To set up the **Quality Check List** questions follow these steps:

1. Select **Quality Check List** from the **System Manager, Setup and Maintenance** menu.

Quality Check List Menu



2. The **Quality Check List** screen appears.

Quality Check List Screen

The screenshot shows the 'SM Quality Check List' screen. At the top, there are dropdown menus for 'Quality Check Type' (set to 'Production') and 'Question Type' (set to 'Operator'). Below these is a table with three columns: 'Operation Id', 'Sequence', and 'Question'. The table contains four rows of data, with the first three rows highlighted in light blue. The bottom row is marked with an asterisk (*).

Operation Id	Sequence	Question
CUT7	1	Is setup correct
WELD7	1	Is the correct jig in place
DRY7	2	Is part completely painted
PAINT7	3	Is the correct paint color loaded
*		

At the bottom of the screen, there is a status bar showing 'Record 1 of 4' and navigation buttons.

SM Quality Check List

Quality Check Type: Production

Question Type: Setup

Operation Id	Sequence	Question
CUT7	1	Are the measurements correct
DEBUR7	1	Are all burrs ground of the ends
DRILL7	2	Is the drill bit size correct
WELD7	3	Are all parts secured in the jig
DRILL7	4	Are the hole placements correct

Record 1 of 5

SM Quality Check List

Quality Check Type: Production

Question Type: Quality

Operation Id	Sequence	Question
CUT7	1	Is the cut square
DEBUR7	1	Are all burrs ground smooth

Record 1 of 2

SM Quality Check List

Quality Check Type: Receiving

Sequence	Question
0	Check Quantity
1	Check Weight

Record 1 of 2

3. Select the **Quality Check Type** you are entering questions for. The available options are **Receiving** (only functional with the Food add on), **Production** and **Shipping** (currently not functional).
4. Select the **Question Type** for your **Production** quality questions. The valid options are:

- **Operator** - The quality check list question will be displayed when the operator clicks the Run button on the Shop Floor Time screen.
 - **Quality** - the quality check list question will be displayed when the operator selects the operation they will be entering information for.
 - **Setup** - The quality check list question will be displayed when the operator clicks the Setup button on the Shop Floor Time screen.
5. Select the **Operation Id** the quality question applies to. The question entered will display for the operation selection, or time entry for that operation only.
 6. Enter the **Sequence** you want the questions to be displayed in.
 7. Enter the **Question** you want asked when the operation/time is selected for the operation Id on that row.
 8. When you select Receiving:
 - Enter the **Sequence** you want the questions to be displayed in.
 - Enter the **Question** you want asked when the items are received, either through purchase order, transactions or warehouse management, receive goods.

Shop Floor Users

Use the **Employees** function from the **Company Setup** menu to provide you with general employee information when needed. The Employees function provides a location to store the names, addresses and contact information for your employees. This employee information storage has been specifically added for those users who have chosen not to implement the TRAVERSE Payroll application.

Applications such as Project Costing, Service Director, the Manufacturing suite of applications, including Shop Floor in Food Processing, require references to an employee ID in many cases, this function allows users to use these applications without installing the Payroll application.

NOTE: This cannot be used in Lieu of a Payroll application, it will not store any history, or calculate taxes, or print checks. It is reference information only.

To work with **Employees**, follow these steps:

1. Select Employees from the Company Setup menu.

Employees Menu



- The **Employees** screen appears:

Employee Screen

The screenshot shows the 'SM Employees' window with the following data entered:

Employee ID	A\WS		
Last Name	Soklers	Shop Floor Access Code	123
First Name	Alan	Work Phone	(952)-403-5700 Extension
Middle Init		Work E-mail	Alan.Soklers@osas.com
Address 1	1548 Vierling Ave E.	Home E-mail	alansoklers@gmail.com
Address 2		Internet	www.osas.com
City	Shakopee	Emergency Contact	
Region	MN	Country	USA
Postal Code	55379-	Name	Mary Soklers
Phone No	(952)-403-5700	Work Phone	(952)-478-1254
SS No	XXX-XX-4898	Home Phone	(612)-458-9657
Birth Date	4/18/1967	Relation	Wife

- Enter all of the general information you wish to record for the employee and save your changes.
- Enter a **Shop Floor Access Code** for the selected employee.

- The shop floor access code may be up to 6 characters long and can be either alpha or numeric, or a combination of alpha and numeric.

NOTE: If the access code contains letters a keyboard will be required at the workstation used to log into shop floor. If only numbers are used the shop floor key pad and touch screen may be used to log the user into shop floor.

- Click the **Save** button  to save the employee setup.

Print Labels

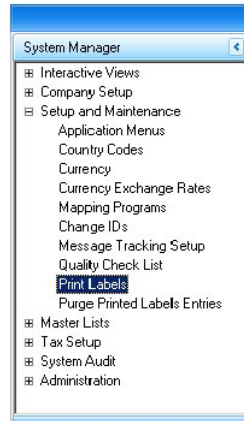
Use the **Print Labels** function to design labels to print for products produced and recorded through Shop Floor.

Labels can be designed for produced products and for by-products produced while making the finished product.

To design and test print Labels, follow these steps:

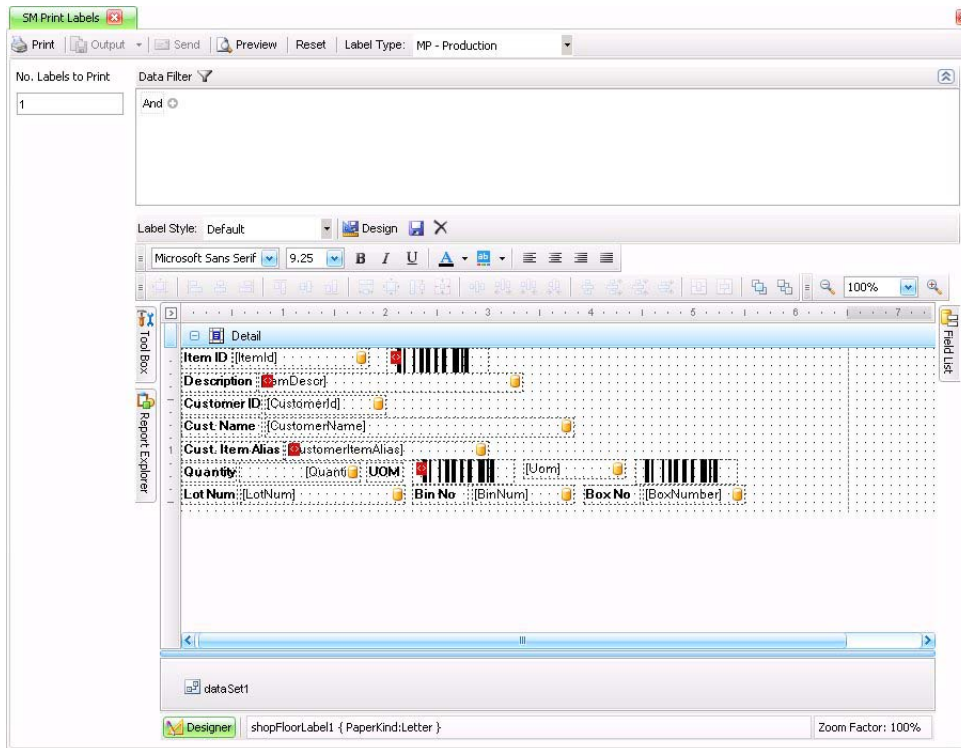
1. Select **Print Labels** from the **System Manager, Setup and Maintenance** menu.

Print Labels Menu



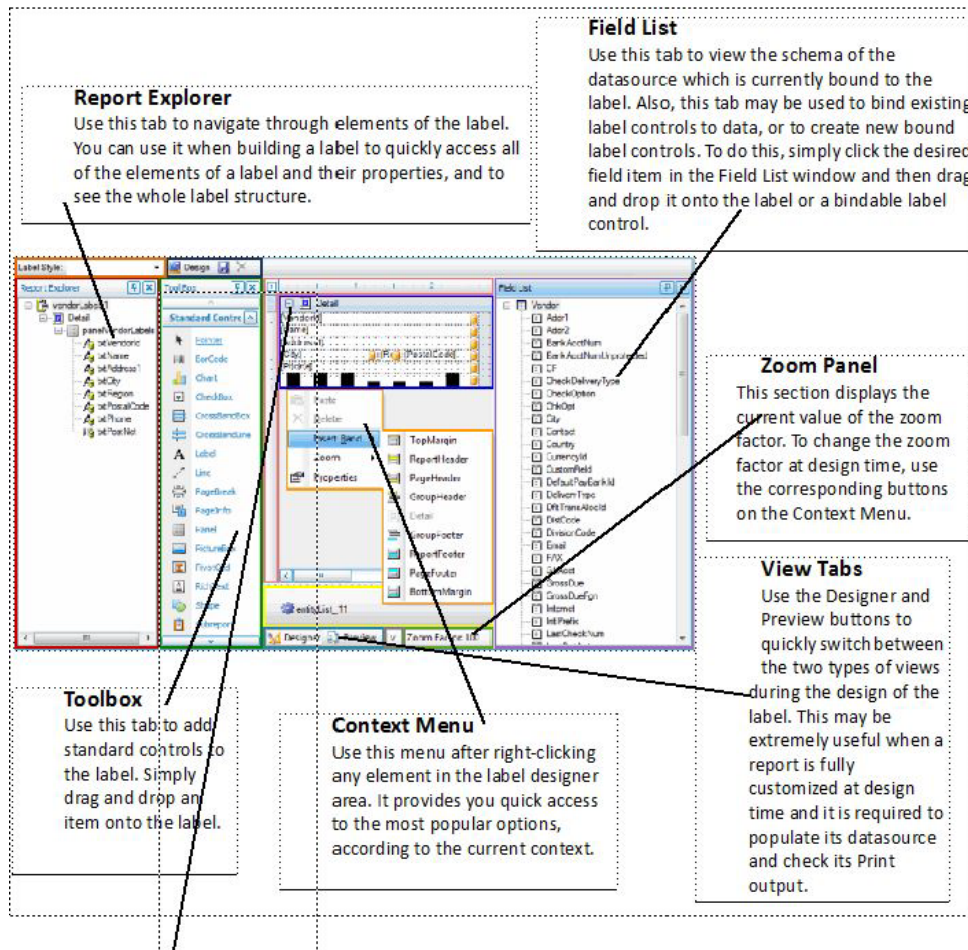
- The **Print Labels** screen appears.

Print Labels Screen



- Select the **Label Type** you are designing: **MP - Production** or **MP - By-products**.
- Enter the **No. of labels to print** per box, when printed from shop floor.
- Select the **Label Style** to view previously saved labels.
- Select **Design** to view the label design selected.

Details for Item Label Screen



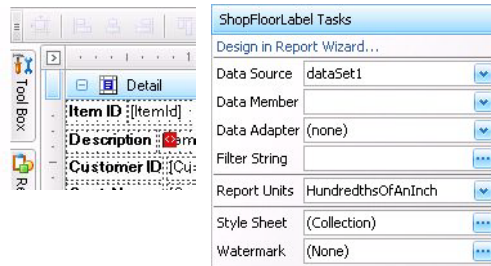
Band Strips, Expand/Collapse Buttons, and Editing

Use this section to

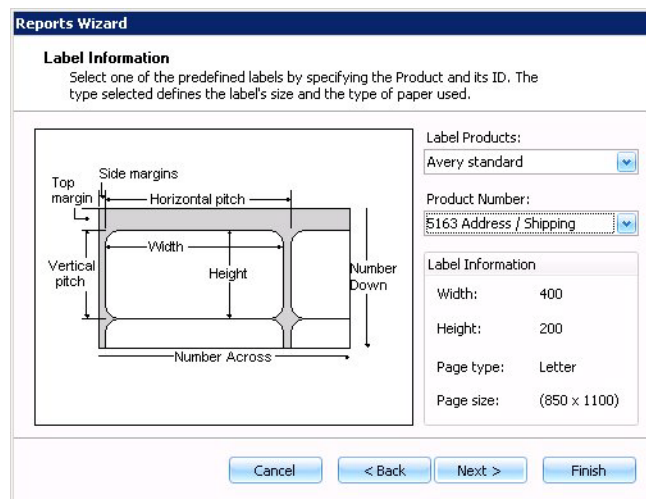
- See the band name, the band icon corresponding to its type, and the expand/collapse button.
- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field.

7. Click the arrow button in the upper left corner of the label design to see the task menu.



8. Select **Design in Report Wizard** to use the design wizard to help design your label.



9. Select the **Label Products** and **Product Number** you want to use to print labels.

10. Click **Next** to move to the next screen.

Reports Wizard

Customize the Label's Options
You can adjust the label's parameters here if required.

Diagram labels: Top margin, Side margins, Horizontal pitch, Width, Height, Vertical pitch, Number Down, Number Across.

Label Width: 100
Label Height: 200
Vertical Pitch: 200
Horizontal Pitch: 419
Top Margin: 50
Side Margin: 16

Page Size: Letter (850 x 1100)

Buttons: Cancel, < Back, Next >, Finish

11. The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.

12. Select the **Page Size** for the label being printed.

13. Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

14. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

15. Select the sorting criterion from the **Sort By** section.

16. Select **Reset**, **Preview**, **Output**, **Send** or **Print**.

Command Buttons

Name	Description
<u>R</u> eset	Set all fields to their defaults.
<u>P</u> review	Preview the report on your monitor.
<u>O</u> utput	Output the report as a .pdf file and save it.
<u>S</u> end	Email the report with the report attached as a .pdf file.
<u>P</u> rint	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

NOTE: Use the System Manager, Company Setup, Form Printers to select the printer these labels will be printed to. The printer needs to be installed on the workstation using shop floor to be available for select to print to. See the System Manager Training Manual for more information on setting up form printers.

Production Labels

Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID			
Cust. Name			
Cust. Item Alias			
Quantity	1.00 UOM		EA
Lot Num		Bin No	Box No 00001
Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID			
Cust. Name			
Cust. Item Alias			
Quantity	8.00 UOM		EA
Lot Num		Bin No	Box No 00003
Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID			
Cust. Name			
Cust. Item Alias			
Quantity	2.00 UOM		EA
Lot Num		Bin No	Box No 00004
Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID Pen011			
Cust. Name Penstar Advertising Designs			
Cust. Item Alias			
Quantity	1.00 UOM		EA
Lot Num		Bin No	Box No 00002
Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID			
Cust. Name			
Cust. Item Alias			
Quantity	5.00 UOM		EA
Lot Num		Bin No	Box No 00007
Item ID M2001			
Description Platform Truck Myco 2 Handle w/Wd			
Customer ID			
Cust. Name			

INVENTORY SETUP

Items

Use the **Items** function to enter and maintain your inventory items at the item level.

The field descriptions assume that you are entering information for the first time. Refer to the procedures after the field descriptions if you are editing information.

The **Inventory Items** setup has been modified to add some fields to be used when doing transactions for inventory items for the Food Processing solution.

Fields have been added to the Inventory Items setup to be used for the finished products when recording your production through the Shop Floor functions.

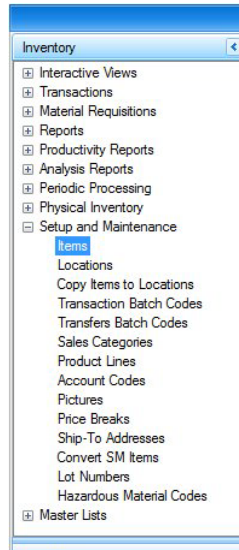
For more information on setting up items, see the Inventory Training Manual.

When production is recorded for a finished product, that is lotted, in shop floor, the generate lots screen is displayed with the created date and expiration date. If there is a number of days entered the expiration date will automatically be filled in using the number of days past the created date.

To set up **Items**, follow these steps:

1. Select **Items** from the **Setup and Maintenance** menu.

Items Menu



2. The **Items** screen appears.

Items Screen

The screenshot shows the 'IN Items' window. At the top, it indicates '130 of 183' items. The 'Item ID' field contains 'HF2901' and the 'Description' is 'PEPPERETTES 5\" MILD'. The 'Base Unit' is set to 'PC'. The 'Item Type' is 'Nonserialized' and 'Item Status' is 'Active'. There are checkboxes for 'Fitted', 'Lofted', 'Auto Reorder', 'Catch Weight Item', and 'Fixed Weight Item'. 'Shell Life Days' is 90 and 'Sell/Consume By Days' is 60. The 'Label Format' is set to a default. On the right, 'Base UOM' is 'PC', 'Default UOM' is 'PKG', 'Sales Category' is 'PE', 'Product Line' is 'PEPPERETTES', 'Price ID' is blank, 'Tax Class' is '0', 'HazMat Code' is blank, and 'Weight UOM' is 'PKG'. There is a 'Customer Specific' button. The 'Picture ID' is 'HF2901' with a 'View Picture' button. The 'Additional Description' field contains '50PCS PER PKG #2011'. The 'Default Price UOM' is 'PKG' and 'Country of Origin' is blank. Below the form is a table with columns: Unit, Conv Factor, PenaltyType, Penalty, UPC, Weight, and Minimum Sale Quantity. The table has three rows: 'CS' (600.0000 \$, 0.00, 125.0000000000, 0.0000), 'PC' (1.0000 \$, 0.00, 0.2500000000, 0.0000), and 'PKG' (50.0000 \$, 0.00, 12.5000000000, 0.0000). At the bottom, it says 'Record 1 of 3'.

Unit	Conv Factor	PenaltyType	Penalty	UPC	Weight	Minimum Sale Quantity
CS	600.0000 \$		0.00		125.0000000000	0.0000
PC	1.0000 \$		0.00		0.2500000000	0.0000
PKG	50.0000 \$		0.00		12.5000000000	0.0000

3. Enter the **Item ID**.

4. Select an item ID to copy existing information from. The **Copy From** dialog box appears.

5. Enter a **Description** of the item.

6. Select the **Item Type**:(required)

- **Serialized** items require you to enter a serial number for each piece when purchasing and selecting from available serial numbers when selling.
- **Nonserialized** items require no serial number for any transactions. They are just plain items and can include lot numbers.
- **Service** items do not track quantities. You are allowed to edit the cost of service items when doing sales transactions.

Service items are specifically defined as not having physical characteristics or quantities. The intent of service items are to be used for purposes of pricing and standardized reporting. I could set up a service item called Training with a UOM of hours with a certain price per hour. I don't "stock" training hours. Now I can use this item to sell 6 hours of TRAINING to someone and have the pricing be done correctly and know that I can query on history using TRAINING as a keyword and get consistent results regarding how much TRAINING I've sold.

7. Select the **Item Status**: (required)

- **Active** items can be purchased and sold.
- **Discontinued** items can be sold but not purchased.
- **Superseded** items can be sold but not purchased. If you change an item status to superseded, the location status also changes to superseded. You are required to enter a superseded alternate item ID.
- **Obsolete** items cannot be purchased or sold.

8. If the status of the item is Superseded, select an item ID to use as a **Superseded Alternate** as a replacement for the item that is no longer available for purchase or sale. This field is disabled if the item has a superseded status.

9. Check the **Kitted** box if the item is the ID for a Kit, set up in Bill of Material/Kitting. No quantity or cost information is stored for the Kit item ID. This check box is not available for service type items.

10. Check the **Lotted** box if the item is part of a lot; otherwise, clear the box. This check box is not available for service type items. A lot number is required for all purchases and sales.

11. Check the **Auto Reorder** box to have the system calculate the reorder point for the item; otherwise, clear the box. This check box is not available for service type items. This field will be used with the Purchase Order application.

12. For serialized items select the **Costing** to use for your serial numbers, General or Specific Item.

General will use the costing method selected in the business rules when making a sales transaction. If you are using the FIFO or LIFO costing method the cost of each serial number will be brought into the sales transactions.

Specific item will look at the cost of each individual serial number to bring in the cost of a sales transaction.

The default when setting up a new serialized item will be the selection you made in the business rules function for the option serialized cost default. The default is set to specific item. When an upgrade or data migration is done from a prior version the default will be set to specific item, which is how it works in older versions of TRAVERSE.

13. Select the **Catch Weight Item** field to indicate the item is to be sold as a catch weight item.

The item must be set up as a lotted item for the Catch Weight box to be activated.

14. Select the **Fixed Weight Item** field to indicate the item is to be sold as a fixed weight item.

The item must be set up as a lotted item for the Catch Weight box to be activated.

15. Enter the number for **Shelf Life Days** to be used if the finished product is lotted and you want to have an expiration date automatically filled into the lot generation screen.

When production is recorded for a finished product, that is lotted, in shop floor, the generate lots screen is displayed with the created date and expiration date. If there is a number of days entered the expiration date will automatically be filled in using the number if days past the created date.


16. Enter the number of **Sell By Days** to be used to determine if a lot may be sold based on the requested ship date entered into a sales order. The sell by date will be determined by using the expiration date in the lot minus the sell by days.

The value entered means the SellBy Date will be x number of days before the expiration date!!! If SellBy value = 30 and Expiration Date = 5/15; then the SellBy date would be 4/15, 30 days before the expiration date.

Select the Customer Specific button to display the Customer Specific Sell By/Consume-By screen.

Customer	Sell By Days
JOESMAR	45

Use this screen to set Sell By/Consume By days for specific customers. When a lot is sold the sales order functions will look for a customer specific sell by days to override the general sell by days for the item.

- Select the **Customer ID** to override the general sell by days for.
- Enter the **Sell By Days** number of days this customer wants to use for lots sold to them for this item.
- Click the Save button  in the toolbar and close the screen to save your changes and return to the main screen.

17. Select the **Label Format** to be used when printing labels when shop floor production has been recorded. See the Print Labels section above for more details on designing labels.
18. Enter the **Base Unit Of Measure**, which must be your smallest unit of measure. This becomes the first record on the Units tab.(required)
19. For serialized items, the **Default Unit Of Measure** is the base unit of measure you entered in the Base UOM field. For nonserialized items with multiple units of measure, the default unit of measure can be selected from the combo box once alternate units of measure have been set up.

The default unit of measure will default into the unit field in Accounts Receivable/Sales Order and Accounts Payable/Purchase Order transactions, if unit defaults are not set up on the Unit Default tab.

20. Select the **Sales Category** of the item, which is set up in the Sales Categories function.
21. Select the **Product Line** of the item, which is set up in the Product Lines function.
22. Select the **Price ID** of the item. A location level price ID can also be assigned on the Item Locations screen; if the price IDs are different, the location level price ID is the default.
23. Select the **Tax Class** of the item.
24. Select the **Hazmat Code** to be used on the bill of lading printed from the warehouse management application.
25. If the item is a catch weight item select the **Weight UOM** for this item. This field is only active when the Catch Weight box is checked.
26. Select the **Picture ID** of the item.
27. Enter an **Additional Description** about the item. You can elect to print this information on report screens.

The additional descriptions can be copied to the Accounts Receivable, Accounts Payable, Sales Order, and Purchase Order applications to be used during transaction entry by selecting the Copy Additional Descriptions From SM/IN Items option in the Business Rules function of the application.

28. Enter the **Country of Origin** for the item, if the item is not from the country set up in the company information.

29. Select the **Default Price UOM** to be used when selling this item through sales order.



The available choices will be the units of measure that have a price set up on the Locations, Item Price tab.

Command Buttons


Name	Description
View <u>P</u>icture	Display the picture corresponding to the selected picture ID.

Adding, Editing, and Deleting Item Records



To add an item record, follow these steps:

1. Select the **New Record** icon  on the toolbar or press ctrl insert. A blank Items screen appears.
2. Enter the item ID.
3. Select an item ID in the Copy From field to copy information from, or enter the required information.
4. Click the Save button  in the toolbar and close the screen to save your changes and return to the main menu.

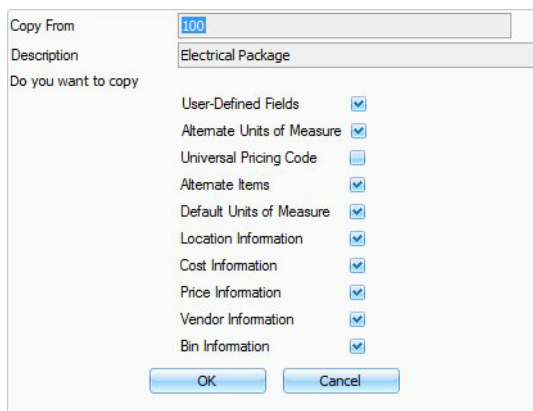
To edit an item record, follow these steps:

1. Select the ID of the item to edit. Information about the item appears.
2. Edit the information.
3. Click the Save button  in the toolbar and close the screen to save your changes and return to the main menu.

To delete an item record, follow these steps:

1. Make sure that the item has zero quantities in inventory.
2. Select the ID of the item to delete.
3. Select the delete hot key F3 or the delete record button  on the tool bar.
4. Click the Save button  in the toolbar and close the screen to save your changes and return to the main menu.

Copy From Dialog Box



Copy From: 100

Description: Electrical Package

Do you want to copy

- User-Defined Fields ☒
- Alternate Units of Measure ☒
- Universal Pricing Code ☐
- Alternate Items ☒
- Default Units of Measure ☒
- Location Information ☒
- Cost Information ☒
- Price Information ☒
- Vendor Information ☒
- Bin Information ☒

OK Cancel

5. The Copy From dialog box appears when you select an **Item ID** in the Copy From field on the Items screen.
6. The ID of the item to copy from and the item **Description** default from the Items screen and cannot be changed.
7. Check the boxes of the information to copy to the new item ID.
8. Select **OK** to copy the information or **Cancel** to return to the Items screen.

Units Tab

Units						
Unit Defaults Alternates Aliases						
Unit	Conv Factor	Penalty Type	Penalty	UPC	Weight	Minimum Sale Quantity
> FOOT	1.0000	\$	0.0000		0	0.0000
ROLL	16.0000	\$	0.0000		0	0.0000
*						

Record 1 of 2

Use this tab to enter multiple units of measure for the nonserialized item; serialized items can have only one unit of measure. Select the default unit of measure from the default UOM combo box in the header section.

1. Enter the **Unit** of measure for the item. The first record is always the base unit of measure you entered in the Base UOM field.
2. Enter the **Conversion Factor** for the unit of measure, the portion of the base unit that is the alternate unit. For example, the base unit of measure is EACH and the alternate unit of measure is DOZEN. The conversion factor is 12 because there are 12 base units of each in one dozen.

NOTE: The conversion factor for the base unit of measure must be 1.

3. Select the **Penalty Type**: % for a percentage or \$ for a currency amount. The penalty type determines the price when fractional parts of a unit are sold.

A percent penalty applies to the fractional parts of units sold, resulting in a unit penalty. An amount penalty applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

4. Enter the percent or amount of the **Penalty**. For example, the unit of measure CARTON is set up to assess a 10 percent penalty when a fraction of a carton is sold. If the price of a carton is \$500 and a customer orders 2.5 cartons, the price would be calculated as follows:

2 cartons x \$500 = 1000

.5 cartons x \$500 = 250

Broken case penalty (\$250 x .10) 25

\$1275

5. Enter the identification number for the unit of measure to use as a reference. The universal price code (**UPC**) capability is currently used only in the Point of Sale module.
6. Enter the **Weight** of the item to be used for each unit of measure.

This weight will be used in sales order for pricing of catch weight items and to calculate the total weight of the sale. This will also be used on the bill of lading in the warehouse management application. Enter the weight for each unit of measure.

7. Enter the **Minimum Sale Quantity** in the last box, if any.

Unit Defaults Tab

Type	Unit
Reporting	ROLL
Sales	ROLL
> Purchases	FOOT
*	

Record 3 of 3

Use this tab to set different default units of measure for various transaction types. The Unit of Measure will use the **Default UOM** if you leave the **Unit Defaults** tab blank.

1. Select the transaction **Type** (Reporting, Sales, Purchases, Manufacturing, or Service).
2. Select the **Unit** default to be associated with transactions of that type. The unit of measure you choose must first be set up on the Units tab in Item Maintenance.

Alternates Tab

Alternate Item ID	Start Date	End Date
> 800002		
*		

Record 1 of 1

Use this tab to enter items that are comparable to or can be substituted for other items. An alternate item is used when you sell an item with insufficient quantities.

1. Select the **Alternate Item Id** for the item.
2. Enter the **Start Date** to begin using the alternate item. Leave this field blank if there is not a specific start date.
3. Enter the **End Date** to stop using the alternate item. Leave this field blank if there is not a specific end date.

Aliases Tab

Alias	Type	Reference
WALLPAPER	User	*
1368025	Vendor	PCB009
22233333	Customer	Bur056

Use this tab to enter another name for the item that can be specified to a user, vendor or customer. For example, item 700873920PS has an alias of *PS*. When you enter *PS* in the item ID field, the full item number is displayed and a message indicates that *PS* is an alias for item 700873920PS. This can be used to set up vendor and customer item IDs, so you can enter the vendor or customer item ID for a specific vendor or customer and your item ID will be brought into the transaction. The same alias can be used for a category of items.

The system does not recognize aliases in the **Location Transfers** function.

1. Enter the **Alias**.
2. In the **Type** column, choose whether this alias will be used in reference to a User, Customer, or Vendor.
3. In the **Reference** column select the user ID, vendor ID or customer ID for the alias or enter an asterisk (*) to use the alias for all users, vendors or customers.

Item Locations

Use the **Item Locations** tab to add and maintain the following item-specific information at the location level:

- General Default
- Location Status
- Price
- Cost
- Vendor
- Location Defaults
- Location History

- Cost Detail
- Bin Numbers
- Lot Numbers
- Serial Numbers

The field descriptions assume that you are entering information for the first time. Refer to the procedures after the field descriptions if you are editing information.

To add or maintain location specific information for items, follow these steps:

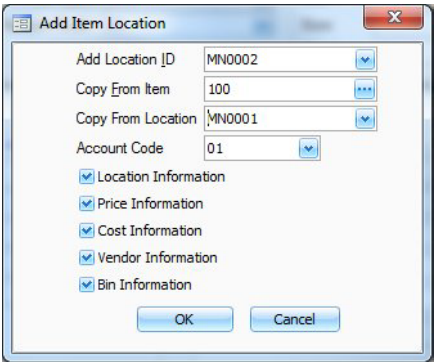
1. Select **Items** from the **Setup and Maintenance** menu.
2. Select the **Locations** tab.
3. The **Item Locations** tab appears.

Item Locations Tab

The screenshot shows the 'IN Items' window with the 'Item Locations' tab selected. The window is titled 'IN Items' and has a toolbar at the top. Below the toolbar, there are fields for 'Item ID' (100) and 'Description' (Electrical Package). The 'Location' tab is active, showing a list of locations (CA0001, MD0001, MN0001, TX0001) and details for the selected location (MN0001). The details include 'Location Status' (Active), 'Forecast Type' (REG), and 'Account Code' (01). The 'Costs' section shows 'Average' (343.5500), 'Last' (343.5500), 'Base' (343.5500), and 'Standard' (0.0000). The 'Valuation' section shows 'Ext Cost' (-343.55), 'COGS Adj' (0.00), and 'Adj Value' (-343.55). The 'Defaults' section shows 'Vendor ID', 'Bin Num', 'Price ID', 'Lead Time' (5.0000), 'Carrying Cost Percent' (0.0000), and 'Ordering Cost Amount' (0.0000). The 'Order Quantities' section shows 'Maximum Qty' (25.0000), 'Order Point' (0.0000), 'Safety Stock' (0.0000), 'EOQ' (1.0000), 'Minimum Order Qty' (7.0000), and 'ABC Class' (A). The 'Status' section shows 'Calculated' (3 times).

4. Select an **Item ID**. The default base unit for the Item ID appears.
5. Select the **Location** you want.

6. Click **Add** to add locations. The **Copy From** dialog box appears.



- Select the **Add to Location ID**.
 - Select the **Copy From Item ID** and **Copy From Location ID**.
 - Select the **Account Code** for the item and location. The account code indicates which default general ledger accounts are used when you post.
 - Select the check boxes of the information you want to copy to the new location.
 - Click **OK** to copy the information. Click **Cancel** to return to the Item Locations screen without copying information.
7. Click **Delete** to delete locations where the item is no longer stored.
8. Select the **Location Status**.

- **Active** items can be purchased and sold.
- **Discontinued** items can be sold but not purchased.
- **Superseded** items can be sold but not purchased. If you change an item status to superseded, the location status also changes to superseded.
- **Obsolete** items cannot be purchased or sold.

The location status is dependent on the item status.

Table 1:

Item Status	Possible Location Status
Active	Active, Discontinued, Obsolete, Superseded
Discontinued	Discontinued, Obsolete, Superseded

Table 1:

Superseded	Superseded, Obsolete
Obsolete	Obsolete

NOTE: When you enter transactions, the system checks the item status and then the item location status. You cannot purchase an obsolete, discontinued, or superseded item, and you cannot sell an obsolete item.

9. If the status of the item is Superseded, select an item ID to use as a **Superseded Alternate** as a replacement for the item that is no longer available for purchase or sale. This field is displayed if the item has a superseded status.
10. Select the **Forecast Type** you want to use to calculate the reorder point for the location. Reorders are calculated by the Purchase Order application.
11. Select the **Account Code** for the item and location. Use the account code to indicate which general ledger accounts you want to use when you post.
12. Enter the **Average weighted Cost** of the item over time if you use the average costing method. The formula for calculating the average cost is:

$$\frac{\text{on hand qty} \times \text{current average cost} + \text{current qty purchased} \times \text{current unit cost}}{\text{purchased/on-hand qty} + \text{qty purchased}}$$

This cost is calculated each time items are added to the quantity on hand.
13. Enter the **Last Cost** of the item. The last cost is the cost of the last purchase transaction in Inventory, Accounts Payable and Purchase Order.

This cost is updated each time items are added to the quantity on hand.
14. Enter the **Base Cost** of the item. The base cost is used for calculating prices in the Sales Order pricing setup, as a markup from cost.
15. Enter the **Standard Cost** of the item if you use the standard costing method.
16. The **Ext Cost**, **COGS Adj**, and **Adj Value** that appear, in the Valuation area, for the item and are view-only.

Loc Defaults Tab

Defaults		Order Quantities		Status	
Vendor ID	Ace001	Maximum Qty	25.0000	UOM	PKG
Bin Num	E-10	Order Point	10.0000	Status	Frozen
Price ID		Safety Stock	8.0000		Frozen
Lead Time	5.0000	EOQ	1.0000		Calculated
Carrying Cost Percent	0.0000	Minimum Order Qty	7.0000		
Ordering Cost Amount	0.0000	ABC Class	A		

The information on this tab is used in the Purchase Order application.

1. Select the default **Vendor ID**, which is the ID of the most frequent supplier of the item. The combo box is only available when you have PO or AP interfaced to Inventory.
2. Select the default **Bin Number**, which is the bin where the item is most often stored. If you have Warehouse Management installed you will see the bins set up in that application.
3. Select the default **Price ID** you want to use to calculate the price that the item is sold at most often. You can also assign an item level price ID on the Items screen; if the price IDs are different, the location level price ID is the default. The combo box is only available when you have SO interfaced to Inventory.
4. Enter the default **Lead Time**, which is the number of days it usually takes the vendor to ship the item to you. This field is used in the Purchase Order application to calculate the order point for the location.
5. In the **Carrying Cost Percent** text box, enter the percentage of the total value of your inventory to use in the EOQ calculation in the reorder process. You can also enter a carrying cost percent on the Locations screen. The item location percentage overrides the location percentage.
6. In the **Ordering Cost Amount** text box, enter the total cost of shipping, stocking, and labor to use in the EOQ calculation in the reorder process. You can also enter an ordering cost amount on the Locations screen. The item location amount overrides the location amount.
7. Enter the **Maximum Quantity** of units you want to have on hand at one time in the Maximum Qty box. This quantity appears on the Overstock Report.

This amount is also used in the Min/Max reorder calculation. It is used to determine the quantity to order while keeping your on hand quantity at or below the Maximum Qty.

8. Enter the **Order Point**, which is an estimate of the (quantity you use during the order process) added to (the safety stock you maintain). If you want the system to calculate reorders, you must enter an order point for the item.

When the number of units in stock reaches this point, the item is listed in the Safety Stock Alert Report.

This quantity is also used in the Min/Max reorder calculation when the on hand quantity drops to the order point quantity, it triggers the item to be included in the reorder calculation.

9. Select an order point **Status**:

- **Manual** – The order point shown was entered manually and will be recalculated when the reorder process is run.
- **Frozen** – The order point shown should not be recalculated.
- **Calculated** – The order point shown was calculated by the system.

If you change the order point, select Manual for the order point status.

10. Enter the minimum number of units to keep on hand at all times in the **Safety Stock** text box.

Select a safety stock **Status**:

- **Manual** – The safety stock shown was entered manually and will be recalculated when the reorder process is run.
- **Frozen** – The safety stock shown should not be recalculated.
- **Calculated** – The safety stock shown was calculated by the system.

If you change the safety stock amount, select Manual for the status.

11. Enter the economic order quantity, the **EOQ** is the most economical quantity to purchase when you place an order.

Select an EOQ **Status**:

- **Manual** – The EOQ shown was entered manually and will be recalculated when the reorder process is run.
- **Frozen** – The EOQ shown should not be recalculated.
- **Calculated** – The EOQ shown was calculated by the system.

12. Enter the **Minimum Order Quantity**.

If an Accounts Payable invoice or Purchase Order transaction is entered with a quantity below this minimum quantity, a message box will be displayed stating that the quantity is below the minimum.

This quantity is also used in the Min/Max reorder calculation to determine a minimum quantity to suggest as a reorder. A quantity below this minimum will not be calculated using the reorder processing.

NOTE: Make sure the difference between your Order Point and your Maximum quantity is greater than your Minimum quantity. If the difference is less than the minimum you will not get a reorder calculated for the item at the order point.

13. Select or enter an **ABC Class** for the item, if your company uses ABC analysis or classification of inventory items. This field is a free form entry field. Once values have been entered for items they will be displayed in the combo box.

ABC Class is a relative value of items in the database, ranking items according to multiple criteria, and grouping items into classes that represent the relative value of the items.

ABC Classes are generally used when physical inventory is done using cycle counting. Meaning a portion of your inventory is counted on a daily basis. The ABC class can be used to classify your items into value or usage classes to determine how often they should be counted in your cycle. Usually higher value and higher volume items are counted more frequently, so they would be classified with the same ABC class.

You will see the ABC Class as a selection or filtering criteria in the following places:

- Item Locations Maintenance
- Item Locations Inquiry
- Item Locations List
- Freeze Quantities
- PO - Calculate Reorders
- MFG-MF - MRP Processing (multiple reports)
- RP Processing (multiple reports)

Loc History Tab

Enter the appropriate dates in the fields.

The information on this tab is updated when you post transactions from the appropriate applications.

Price Info Tab

Unit	Average Price	Base Price	List Price	Minimum Price	Qty Break ID
FOOT	0.0000	0.1900	0.2200	0.1500	
ROLL	0.0000	3.0400	3.5200	2.4000	

The price numbers entered on this tab are used for Accounts Receivable and Sales Order transactions. The Base Price is the default price used when selling the item from the selected location. The other pricing fields are used as adjustment bases when using the Sales Order Pricing calculations.

A price record must be entered here to be available to select on the Items setup screen for the default price UOM.

1. Select the **Unit** of measure for which you want to enter price information.

- ## Cost Detail Tab

This tab is not available for serialized items. The information on this tab is view-only because this information is updated when you post purchase transactions within TRAVERSE and you cannot manually change it. There is no edit option on this tab as a safeguard to keep those quantities synchronized with your transactions that affect those fields.

Food Processing 3-41

When a Lotted item is selected the Cost Detail tab will display the Lot Numbers currently with quantities on hand.

Lgc Defaults Loc History Price Info Cost Detail Vendor Bin Info Quantity Info						
	Initial Date	Base Quantity	Unit Cost	Extended Cost	Lot Number	
>	4/9/2013	2,345.0000	22.07838	61,773.80	130409-1	
	6/6/2013	2,400.0000	11.49332	27,583.97	130409-1	
	7/18/2013	4,800.0000	12.49332	59,967.94	130718-1	
	5/15/2012	250.0000	11.49330	2,873.33	GW300912	
	3/23/2012	130.0000	11.50310	1,495.40	L4524890	
	6/13/2011	175.0000	11.49332	2,011.33	P1346748	
	7/26/2011	250.0000	11.49330	2,873.33	P1346748	
	5/10/2011	400.0000	11.49333	4,597.33	P98762315	
	4/9/2013	1,250.0000	11.49333	14,366.66	P98762315	
Total Qty =		12,000.0000	Total Ext Cost =		167,543.09	

Vendor Tab

Lgc Defaults Loc History Price Info Cost Detail Vendor Bin Info Quantity Info										
Vendor ID Ace001	Name Ace Computer Power Supply	Last Purchase								
Default	Quantity 1.0000	Unit PKG								
Landed Cost ID	Unit Cost 343.5500	Date 05/06/2009								
Lead Time 5.0000	Order Num 00000010									
Currency ID USD	Exchange Rate 1									
<div> <div>⏪</div> <div>⏩</div> <div>⏴</div> <div>⏵</div> <div>+</div> <div>-</div> </div>										

The date, quantity, and cost information fields on this tab are updated when you post transactions from Accounts Payable or Purchase Order. A vendor is automatically added when you post transactions from Accounts Payable or Purchase Order if you have selected yes to the option to automatically create vendor purchase information. If you selected no to this option you can manually add vendors.

1. Select the **Vendor ID**. Click **Default** to set the vendor ID on the Loc Defaults tab, which is used when you generate purchase requisitions.

The search box is only available if you have the Accounts Payable or Purchase Order option to interface to Inventory turned on.

2. Enter the vendor's name, or accept the vendor **Name** brought in from Accounts Payable, if interfaced.

3. Enter the last **Quantity** ordered from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor this quantity will default into the quantity to purchase.
4. Enter the last **Unit Cost** charged by the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor this cost will default into the unit cost field.
5. Enter the last **Unit** of measure ordered from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor this unit of measure will default into the unit for the purchase.
6. Enter the **Date** of the last purchase from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order.
7. In the **Lead Time** text box, enter the number of days it usually takes this vendor to ship the item to you.

This field can be used to select a vendor when generating purchase orders from purchase requisitions.

8. In the **Order Number** text box, enter the number of the last purchase order. This field will be updated when you post transactions from Accounts Payable or Purchase Order.
9. Select the **Landed Cost ID** used for the vendor for purchase orders. This field is only available if you use landed cost in purchase order.
10. If you use multicurrency, the **Currency ID** and **Exchange Rate** at which the item was last purchased appear. If you do not use multicurrency, these fields do not appear.

Bin Info Tab

	Bin Number	Tag Number	Date	Count Quantity	Unit	Batch ID
> Default	BACK	00001510	05/12/2003	0.0000	PKG	BAT1
Default	E-10	00001532	05/12/2003	18.0000	PKG	BAT1
Default	UPSTRS	00001552	05/12/2003	0.0000	PKG	BAT1
* Default						

Record 1 of 3

1. Select or enter the **Bin Number**. The last physical count information associated with the bin number appears and is unavailable:

If you have Warehouse Management installed you will only be able to select from the bins set up in Warehouse Management.

- **Tag number** assigned to the bin
 - Last **Date** a physical count was taken
 - **Quantity** counted during the last physical count
 - **Unit** of measure the last physical count was based on
 - **Batch ID** used in the last physical count
2. Click **Default** to set the Bin Number on the Loc Defaults tab. This is used when you print physical inventory tags and worksheets, if you don't have warehouse management installed.

Qty Info Tab

Location	General	Costs	Valuation
CA0001	Location Status: Active	Average: 343.5500	Ext Cost: 6,183.90
MD0001	Forecast Type: REG	Last: 343.5500	COGS Adj: 0.00
MN0001	Account Code: 01	Base: 343.5500	Adj Value: 6,183.90
TX0001		Standard: 0.0000	
Add	Delete		

Loc Defaults	Loc History	Price Info	Cost Detail	Vendor	Bin Info	Quantity Info
Base Qty On Hand: 18.0000		Base Qty Committed: 1.0000				
Base Qty Available: 17.0000		Base Qty On Order: 0.0000				

The information on the Qty Info tab is view-only because this information is updated when you post transactions within TRAVERSE and you cannot manually change it. There is no edit option on this tab as a safeguard to keep those quantities synchronized with your transactions that affect those fields.

Base item quantity information appears:

- The number of units **On Hand** at the location is displayed.
- The **Committed** number of units reserved for customers at the location is displayed. This field is updated when a new order is entered in the Sales Order application or a new work order is generated in the Bill of Material application or a Manufacturing Production order is released.

- The quantity **Available** for sale at the location (the committed quantity minus the on-hand quantity) is displayed. See How transactions effect Inventory quantities (page 4-46) for information on what transactions effect this field.
- The quantity **On Order** from vendors at the location is displayed. This field is updated when a new order is entered in the Purchase Order application, a new work order for an assembly is entered into bill of material, or a manufacturing production order for an assembly is released.

Serial Info Tab

Loc Defaults Loc History Price Info Cost Detail Vendor Bin Info Quantity Info Serial Info						
Serial Number	Price	Cost	Status	Initial Date	Comment	
> 043009001	0.0000	239.6600	Available	04/30/2009		
043009002	0.0000	239.6600	Available	04/30/2009		
043009003	0.0000	239.6600	Available	04/30/2009		
043009004	0.0000	239.6600	Available	04/30/2009		
043009005	0.0000	239.6600	Available	04/30/2009		
043009006	0.0000	239.6600	Available	04/30/2009		
043009007	0.0000	239.6600	Available	04/30/2009		
043009008	0.0000	239.6600	Available	04/30/2009		

Record 1 of 18

This tab is available only when you select a serialized item. The information on this tab is updated when you post transactions from the appropriate applications.

1. The **Serial Number** of the item is displayed.
2. The unit **Price** and unit **Cost** of the serialized item are displayed and the price can be edited.
3. The **Status** of the serialized item is displayed and cannot be edited: the status will be updated when the item is sold or adjusted.
 - **Available** items are ready for sale.
 - **In Use** items are sold but not posted.
 - **Sold** items are posted.
 - **Lost** items have decreasing adjustments, which are usually made when you update perpetual inventory.
 - **Sale Returned** when a credit memo has been posted.
 - **Purchase Returned** when a debit memo has been posted.
 - **In Transit**, if you have warehouse management and you have a warehouse transfer entered with a quantity picked.

How transactions effect Inventory quantities

The following chart illustrates how each type of transaction affects inventory quantities.

Table 2:

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Adjustment: Increase WM IN Adjustment: Increase		Increase		Increase
IN Adjustment: Decrease WM Adjustment: Decrease		Decrease		Decrease
IN Sale: New Order New Sales Order Sales Order Quote to Live order Issue BOM Work Order Components Manufacturing Production Order Released New Service Director Transaction	Increase			Decrease

Table 2:

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Sale: Verify Order Sales Order Verified WM Confirm Record Picked Orders quantity Confirm BOM Work Order Components Manufacturing Production Order Material Use Components Service Director Transaction Qty Used	Decrease	Decrease		
IN Sale: Misc. Credit AR Misc. Credit Sales Order Misc. Credit		Increase		Increase
IN Purchase: New Order New Purchase Order Manufacturing Production Assembly Release Order			Increase	

Table 2:

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Purchase: Goods Received Purchase Order Receive Goods WM Confirm Receive Goods BOM Post Assembly Work Order Manufacturing Production Assembly Record Production		Increase	Decrease	Increase
IN Purchase: Invoice Accounts Payable Transaction IN Material Requisition Return		Increase		Increase
IN Purchase: Misc. Debit Accounts Payable Debit Memo IN Material Requisition Purchase Order Debit Memo		Decrease		Decrease

ACCOUNTS RECEIVABLE

Payment Methods

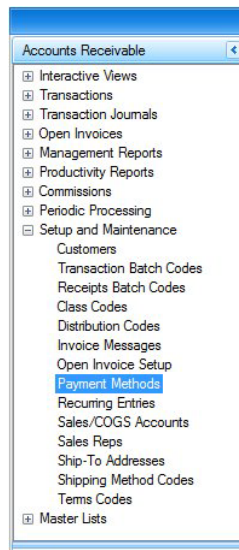
Use the **Payment Methods** function to setup IDs to represent the methods of payment you accept from customers, for example, personal checks, company checks, write-offs, cash, credit cards, and so forth.

If you use multicurrency, it's important to remember that the currency associated with the GL account (or bank account) you specify in the payment method determines the payment method's currency. In other words, the currency of the GL or bank account in the payment method you assign to a payment determines how the payment is credited. TRAVERSE calculates any conversion needed using the appropriate exchange rate automatically.

To add a **payment method** ID, follow these steps:

1. Select **Payment Methods** from the **Setup and Maintenance** menu.

Payment Methods Menu



2. The **Payment Methods** screen appears.

Payment Methods Screen

AR Payment Methods

Payment Method ID: MCBT Description: MCB TURNOVERS

Payment Type: Other ☐ Open Cash Drawer for this Method

Bank Account ID: GL Acct Debit: 408000000


Cc. Company ID: ☒ MCB Type

Fiscal Year: 2015

Period	Payment
1	0.00
2	0.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00
10	0.00
11	0.00
12	0.00

0.00

Record 1 of 12

3. Click the **New Record**  button from the toolbar. A blank Payment Methods screen appears.
4. Enter a new **Payment Method ID**.
5. Enter the description of the payment method and select the payment type.
6. If you select **Cash** or **Check** in the **Payment Type** list box, select the bank ID.

If you select **Credit Card** in the **Payment Type** list box, select the credit card company ID. This will be a customer you set up in the **Setup and Maintenance, Customers** with the **CC Company** box checked on the Defaults tab. This customer must have a payment method with the type of cash or check.

When a cash receipt is posted an open invoice will be made for the customer set up as the credit card company. When you receive your statement from the credit card company a second cash receipt must be made for the open invoice made for the credit card company.

NOTE: The Open Cash Drawer for this Method check box applies only if you use the TRAVERSE Point of Sale application. See the Point of Sale Training Manual for more information.

7. If you select **Credit Card**, **Direct Debit**, **Write Off**, or **Other** in the **Payment Type** list box, select the General Ledger account to debit. It is recommended that you not select your cash account for these types of cash receipts.

When you select **Credit Card** as the **Payment Type**, **DO NOT** select your cash account here. It works best to have a special account as a holding account for credit card payments. In the Distribution Codes, set up a distribution code with the GL account selected for the credit card payment methods, as the Accounts Receivable account. Assign this distribution code to the credit card company customer. When the cash receipt is posted this account will be debited, when the cash receipt is posted to the open invoice made from the credit card payment the same account will be credited.

You are allowed to leave the CC Company ID box blank. If you leave the box blank you will get a warning stating no open invoice will be generated when the cash receipt is posted. The GL account to debit will get posted to when the cash receipt is posted.

If you use multicurrency, the currency assigned to this account determines the currency of the payment method and how payments are credited. TRAVERSE automatically calculates any conversions as needed using the exchange rate you specify in transactions.

8. If the payment method is an **MCB Type** check the box.

If you get manufacturer's charge backs set up Payment Method IDs (type of "Other") of different types of Manufacturer's Charge Backs. These will be applied at the time of the Cash Receipt.

Select the GL account you want these MCB amounts to post to when entering the cash receipt.

Adding, Editing, and Deleting Payment Methods

To add a payment method:

1. Select the **New Record** icon on the toolbar. A blank Payment Methods screen appears.
2. Enter the payment method ID, payment type, debit GL account, and payment amounts.

To edit a payment method:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a payment method:

1. Make sure that the payment method is not being used.
2. Select the payment method to delete.
3. Select the delete hot key, or click on the delete record button on the tool bar.

Using the Payment Type of Credit Card.

If you use the payment type of Credit Card you could have your cash account posted to twice. The reason it would hit your cash account twice is if you put your cash account as the GL Account to Debit in your credit card payment method.

There are two methods to setting up payment methods for credit cards.

Credit Card Payment Method with Payment Type of Credit Card

1. The GL Account to Debit should be an AR Holding account, NOT a Cash Account.
2. Create an AR holding account, and set up a distribution code with the new AR holding account as the AR account.
3. Then, when you have a Credit Card Customer(VISA), pick the distribution code set up with the AR holding account. You must have a payment method for this customer as either Cash or Check.

4. When you enter a cash receipt with the credit card payment method and post it, it will make an open invoice to the Credit Card Customer(VISA) for the amount of the cash receipt. The GL accounts posted to will be a Debit to the AR holding account from the Payment Method for the credit card and the Credit will be to the AR account set up in the distribution code for the customer the cash receipt was entered for.
5. You will need to make another cash receipt to the Credit Card Customer(VISA) for the amount of the invoice you applied the cash receipt to for your regular customer.
6. When you post these cash receipts the entries to GL will be a Debit to the cash account you set up in your Cash or Check payment method Bank Account, the Credit will be to your AR holding account from the Distribution code in your Credit Card Customer(VISA). This is where you will see it hit your cash account in GL.

Credit Card Payment Method with Payment Type Check

If you use the method described below to set up credit card payment methods, you will not be able to enter credit card information on the Payment tab of the Customer setup screen. You may only select payment methods with the type of Credit Card on this tab.

1. In General Ledger, Setup and Maintenance, Chart of Accounts set up a accounts to debit when applying payments to invoices using the credit card payment methods being set up with the type of check. This account should be a cash holding account.
2. In System Manager, Company Setup, Bank Accounts set up a bank account for each credit card payment method to apply your credit card cash receipts to. The GL account selected for this bank account needs to be the accounts you set up in step 1 above.
3. In Accounts Receivable, Setup and Maintenance, Payment Methods set up payment methods for each credit card accepted for payment, selecting Check as the payment type.
4. When applying cash receipts, using the Transactions, Cash Receipts function, select the payment methods setup for the credit cards. Enter a confirmation number as the check number for each cash receipt.
5. When the cash receipts are posted, the GL accounts in the bank accounts set up in step 2 above will be debited for the payment amounts. If you have Bank Reconciliation the deposits will be added to the bank balance and to the reconciliation reports.
6. If you do not use Bank Reconciliation, enter GL journal transactions to transfer the cash balance paid to you by the credit card company from the holding account to your cash account. The credit card fee amount will remain in this account and must be reconciled by your accountant.

If you use Bank Reconciliation, enter an account transfer to transfer the amount paid to you by the credit card company, from the credit card bank account to your cash bank account. The credit card fee amount will remain in this account and must be reconciled by your accountant.

Customers

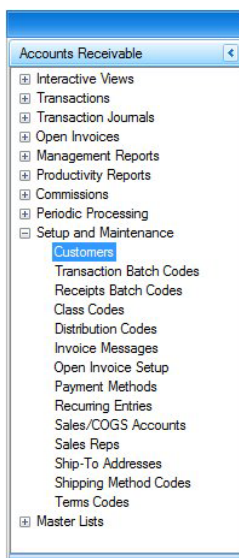
Use the **Customers** function to set up and maintain customer records. A customer account can be set up as an open invoice or a balance forward account. For open invoice accounts, detail is kept on invoices and payments are applied to specific invoices. For balance forward accounts, detail is kept on invoices for the current month and payments are applied to the total balance.

After you set up customer records, you must create initial (opening) balances for them. The method for creating initial balances depends on whether you have open invoice accounts, balance forward accounts, or both.

To work with **Customers**, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu.

Customers Menu




- The **Customers** screen appears with the General tab displayed.

Customers Screen

The screenshot shows the 'AR Customers' window with the 'General' tab selected. The Customer ID is 'JOESMAR'. The form contains the following fields and values:

Name	JOE'S MARKET	Status	Active
Attention	FRED DREW	Bill To ID	
Address 1	650 MAIN STREET	Currency ID	USD
Address 2		Phone	(770)-392-8473
City	MARIETTA	Fax	(770)-432-3211
Region	GA	E-mail	edib@osas.com
Country	USA	Internet	www.osas.com
Postal Code	30060-1002		
Territory ID			
International Prefix	011		
Ship Zone			
Contact			

Use the **General** tab to enter the Customer's name, address, contact, phone number, e-mail address, and Internet site.

- Select the **New Record** button  in the toolbar to add a new Customer ID record.
- Enter the new **Customer ID** or select a customer ID with which to work.
- Select the ID of the customer to copy information from or enter new information. The **Copy From** box is available only if you enter a new customer ID.
- Enter the customer's **Name**.
- In the **Attention** text box, enter the name of the person or department to which you want to address invoices and statements. The name is printed on invoices, statements, and mailing labels.
- Enter the customer's address. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.

9. Enter the customer's **City** and state or **Region**.
10. Select the customer's **Country Code**.
11. Enter the customer's **Postal Code**. Use the System Manager **Country Codes** function to set up postal code masks, international prefixes, international prefix masks, and phone and fax masks.
12. Enter the customer's **Territory**, if applicable. The customer's **international prefix** appears. See step 8 for setup information.
13. Enter the customer's **Ship Zone**. This will usually be associated with a shipping zone such as those used by UPS or Fed Ex.
14. In the **Contact** text box, enter the name of the person to contact regarding billing questions or invoice payments.
15. Choose the customer's active/inactive **Status**. Making the customer's status "inactive" will prevent them from accidentally being engaged in future transactions.
16. Choose the **Bill-To ID** if transactions for this customer are to be billed to a different customer ID. If not, leave this field blank.

If a different customer Id is entered here, this customer information will be brought into the Bill-To tab in Sales Order transactions and will print in the Sold-To field on invoices.

17. If you use multicurrency, select the customer's **Currency ID**. This box does not appear if you do not use multicurrency.
18. Enter the customer's **Phone Number**. See step 8 for mask setup information.
19. Enter the customer's **Fax Number**, **E-mail address**, and **Internet address**. See step 8 for mask setup information.

The E-mail address and Internet address fields are hyper link fields.

If you enter an e-mail address into the E-mail address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the E-mail address your E-mail software will automatically be opened with a new message and the E-mail address entered into the To field.

If you enter an Internet address into the Internet address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the Internet address your web browser will automatically be opened and the web site will be brought up.

Defaults Tab

AR Customers [X]

2 of 4 | Contact Link | Age

Customer ID: JOESMAR Copy From: []

General Defaults Balance Payments ShipTo

Group Code: [] Payment Method ID: [CHK]

Terms Code: [210N30] Credit Limit: [210,000.00]

Dist Code: [D001] ☐ Cc Company ☐ Finance Charge

Tax Group ID: [NT] ☐ Credit Hold ☒ Partial Ship

☐ Taxable Sales Rep ID 1: [EBB] Rep 1 Pct Invoice: [100.000]

Exempt ID: [] Sales Rep ID 2: [] Rep 2 Pct Invoice: [100.000]

Class Code: [GROC] Price ID: [] PromoCode: [WHOFOO]

Strmts/Invoices: [Both] Customer Level: [] ☐ Show Country of Origin

Acct Type: [Open Invoice] Pack List Label: [Sell By Date]

Use the **Defaults** tab to enter information about the customer to default during transaction entry.

1. In the **Group Code** text box, enter the customer's periodic billing group code.
2. Select the customer's payment **Terms Code** and **Distribution Code**.

If you use multicurrency, the currency assigned to the Receivables account in the distribution code you select must match either the customer's currency or the base currency. In addition, you cannot change the distribution code to one that uses a different currency if open transactions or invoices exist for the customer.

3. Select the ID of the tax location group to which you want sales tax for the customer to be assigned. Tax group IDs are set up in the **Tax Location Groups** function in System Manager.
4. Select the **Taxable** check box if the customer should be charged sales tax; otherwise, clear it.
5. If the customer should not be charged sales tax, enter the customer's tax **Exemption ID**.
6. Select the customer's **Class Code**.

7. Select the **Stmnts/Invoices** field information to send to the customer: **Invoice Only**, **Statement Only**, **Both**, or **None**. For a customer that pays cash, select **Invoice Only**.
8. Select the account type assigned to the customer: **Open Invoice** or **Balance Forward**.

Open Invoice customers have all invoices listed separately on their statement and cash receipts are applied to individual invoices.

Balance Forward customers will have all open invoices combined into one open balance invoice when periodic maintenance is run. Cash receipts are applied to a period balance and not individual invoices. Statement balances will be listed as one open invoice balance.










































9. Select the customer's usual **Method Of Payment**.
10. Enter the customer's **Credit Limit**. The credit limit is used in the **Transactions** function.
11. Select the **Cc Company** check box if the customer is a credit card company; otherwise, clear it.
12. Select the **Credit Hold** check box if the customer is on credit hold; otherwise, clear it. If you place a customer on credit hold and then enter a sale paid for on credit, a message states that the customer is on credit hold and will not let you continue. You can only enter a transaction for that customer after you un check the Credit Hold box.
13. Select the **Finance Charge** check box to apply a finance charge to the customer; otherwise, clear it.
14. Select the **Partial Ship** check box if the customer accepts partial shipments; otherwise, clear it. If a customer does not accept partial shipments and the quantity shipped is less than the quantity ordered, a warning message appears.
15. Select the IDs of the **Sales Reps** who usually sell to the customer.
16. Enter the default **Percentages** of invoices for the sales reps. Each sales rep. can receive as much as 100 percent of a sale.
17. Enter the **Price ID** assigned to the customer. This is only used if you have Sales Order installed and have Price Structures set up.
18. Select the **Customer Level**. This option is available only if you are currently using the Sales Order application and have defined customers or groups of customers in the **Customer Levels** function of Sales Order.
19. Select the default **Promo Code** for the customer, to be used on Sales Order transactions to calculate a discount on the promo code.

See the promo code setup below for more details on setting up promo codes.

20. Select the **Show Country of Origin** check box if you would like the country of origin entered into the inventory items sold to this customer displayed on the printed invoices for sales orders.
21. Select the **Pack List Label** to print on the packing list for the expiration date for the item lots selected to ship with the sales orders. The valid selections are: **Expiration Date**, **Sell By Date**, **Use By Date** and **Best Before Date**.

NOTE: The **Allowed to Charge** check box is only available if you interface Accounts Receivable with Point of Sale. See the Point of Sale User's Guide for more information.

Balance Tab

AR Customers  2 of 4                                        

Customer balance amounts are updated when transactions are posted. If initial balances are entered on this screen (during setup or any other time) and you elect to use online aging in the **Business Rules** function on the **Setup and Maintenance** menu, then balances are updated each time you work with an open invoice customer.

1. As you assess charges using the **Calculate Finance Charges** function and run the **Periodic Maintenance** function the finance charges are posted and it updates the **New Finance Charge** field. Use the default value or enter a different one.
2. If the customer has an unpaid finance charge, enter it in the **Unpaid Finance Charge** box or accept the default value. This value is updated automatically when you run the **Periodic Maintenance** function and have a **New Finance Charge** balance. The New Finance Charge balance is added to the current Unpaid Finance Charge amount. The amount is also updated when you post a cash receipt that has been applied to the current invoice attributable to finance charges.
3. The current amount due within 30 days of the invoice date appears. If you track only a summary invoice, enter the value in this field.
4. Generally data is entered in the **Balance** fields only if the aging for balance forward customers needs to be adjusted.

If you want to enter one summary invoice for each aging period for a new customer, summarize all overdue invoices for each aging period and enter that amount in the **Current Due** text box. If a customer does not have a balance due for an aging period, leave the field blank. After you have entered summary balances for new customers, use the **Open Invoice Setup** function to create invoices for these amounts. Refer to the **Open Invoices** functions for more information.

5. Enter the balance due 31–60 days after the invoice date, 61–90 days after the invoice date, 91–120 days after the invoice date, and more than 120 days after the invoice date.
6. If you owe the customer money, enter the amount in the **Unapplied Credit** text box.
7. The new finance charge, unpaid finance charge, current due and balances are added, and the unapplied credit is subtracted. The result appears in the **Total Due** text box as the overall amount the customer owes you.
8. In the **First Date** text box, enter the date of the first sale to the customer. This field, if blank, is updated when you post transactions.
9. In the **Last Date** text box, enter the date of the last sale to the customer. This field is updated when you post transactions.
10. Enter the **Amount Of The Last Sale** to the customer. This field is updated when you post transactions.

11. Enter the **Number Of The Last Invoice** for the customer. This field is updated when you post transactions.
12. Enter the **Date Of The Last Payment** the customer made. This field is updated when you post transactions.
13. Enter the **Amount Of The Last Payment** the customer made. This field is updated when you post transactions.
14. Enter the **Number Of The Last Check** the customer issued to you. This field is updated when you post transactions.
15. Enter the **Highest** outstanding **Balance** the customer had. This field is updated when you post invoices. You can clear the customer's high balance when you perform year-end maintenance.
16. The system tracks customer payment history for the last 12 periods in the **Credit Status** field. Each character corresponds to one of the 12 periods—the first character is the current period; the last is the oldest period. For each position, one of these values is used:
 - **0** indicates that all invoices were paid within 30 days or there was no activity.
 - **1** indicates that at least one invoice was 31 to 60 days overdue.
 - **2** indicates that an invoice was 61 to 90 days overdue.
 - **3** indicates that an invoice was 91 to 120 days overdue.
 - **4** indicates that an invoice was more than 120 days overdue.

Payments Tab

AR Customers

Customer ID: JOESMAR

Copy From: [Field]

General Defaults Balance **Payments** ShipTo

Payment Type: ☒ Credit Card ☐ Direct Debit

Card No	Cardholder	Payment Method ID	Expiration Date
>		[Dropdown]	

Record 1 of 1

Use the Payments tab to enter account information for credit cards and direct debit type payment methods. You can enter as many credit card and direct debit accounts as you wish. The only payment method id's to select from will be those that are set up with the credit card or direct debit payment types.

1. Select the **Payment Type: Credit Card** or **Direct Debit**.
2. Enter a **Description** of the credit card or direct debit account.
3. Enter the **Card No.** for the credit card you are setting up.
4. If you are setting up a direct debit account enter the **Account Number** the customer has supplied you for their bank account.
5. Enter the **Cardholder** name on the credit card or the **bank name**.
6. Select the **Payment Method ID** to use with the corresponding credit card or direct debit account.

When working with credit cards the only payment methods valid for selection are those that are set up with credit card as the payment type.

When working with a direct debit account the only payment methods valid for selection are those payment methods set up with direct debit as the payment type.

7. Enter the credit card **Expiration Date** or the bank **Routing Code**.

The credit card expiration date may be entered with just the month and year and when the field is saved the date will default to the last date of the month entered.

Ship To Tab

AR Customers - JOESMAR

Customer ID: JOESMAR

Copy From: [Blank]

General Defaults Balance Payments **ShipTo**

Ship-To ID: JOESMAR02

Name: JOE'S MARKET #2

Attention: CHRIS CARPENTER

Address 1: 4512 GOLF LANE

Address 2: [Blank]

City: AUGUSTA

Region: GA

Country: USA

Postal Code: 30058

Phone No: (770)-392-8473

Fax: (770)-432-3211

Tax Group ID: NT

Distribution Code: D001

Territory: [Blank]

Ship Method/Via: UPS

E-mail: edb@osas.com

Internet: www.osas.com

Use the Detail view **Ship To** tab to enter, assign, change, and delete shipping addresses. This is an additional way to access the Setup and Maintenance **Ship-To Addresses** function.

NOTE: If you do not have permission to access the Setup and Maintenance **Ship-To Addresses** function, this tab is unavailable. See the Administrator's Guide for more information on setting permissions.

1. Enter a new **Ship-To ID** or select the ID you want to edit.
2. Enter or make changes to the customer's ship-to **Name**.
3. Enter or make changes, in the **Attention** field, to the name of person or department to which the order should be shipped.
4. Enter or make changes to the customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
5. Enter or make changes to the customer's ship-to **City** and **Region**.
6. Select the customer's ship-to **Country Code**.
7. Enter or make changes to the customer's ship-to **Postal Code**. Use the System Manager **Country Codes** function to set up postal code masks, international prefixes, international prefix masks, and phone and fax masks.
8. The international prefix appears. See the **Postal Code** field for setup information.
9. Enter the customer's ship-to **Phone Number** and fax number. See the **Postal Code** field for mask setup information.
10. Select the customer's ship-to tax group ID. Use the **Tax Location Groups** function in System Manager to set up tax group IDs.

If the ship-to tax group ID is different than the customer's tax group ID you will be prompted to use the ship-to tax group to calculate the sales tax. You have the option to use the ship-to tax group or the customer tax group.

11. Select the customer's ship-to **Distribution Code**.

If the ship-to distribution code is different than the customer's distribution code, the ship-to distribution code GL accounts will be used for the invoice.

12. Enter the customer's ship-to **Territory**.
13. Select the **Shipping Method** you usually use to ship items to the customer—for example, the name of a shipping service.


A description of the ship method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.


14. Enter or change the customer's **E-mail** and **Internet address**.

NOTE: You can launch your default e-mail program and send an e-mail to the customer or launch the customer's web page by clicking the link in either field.

Document Delivery and Customer Inquiry Buttons

These buttons, at the top of the screen, are available for all the tabs on the Customers screen:

- Click the **Document Delivery**  button to set document delivery options for the customer. The Document Delivery dialog box allows you to choose traditional paper, e-mail, or fax for each type of document you can produce for this customer.

Document Type	Delivery Method	Display Name	Delivery To	Subject	Attachment ...
AR INVOICE	Email	Jon Dalmark	info@osas.com#mailto:info@osas.com	Invoice	PDF
AR STMT	Email	Jon Dalmark	info@osas.com#mailto:info@osas.com	Statement	PDF
SO INVOICE	Email	Jon Dalmark	info@osas.com#mailto:info@osas.com	Sales Order Invoi...	PDF
> 					


1. Choose the **Document Type** for which you would like to set delivery options from the left-hand column.
2. Choose from **Paper**, **Email**, or **Fax** in the **Delivery Method** box.

For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms control section of the Business Rules in the System Manager User's Guide.



You must have at least one form printer set up for each of the documents listed for this function to work correctly. See the form printers section in the System Manager User's Guide for further information.

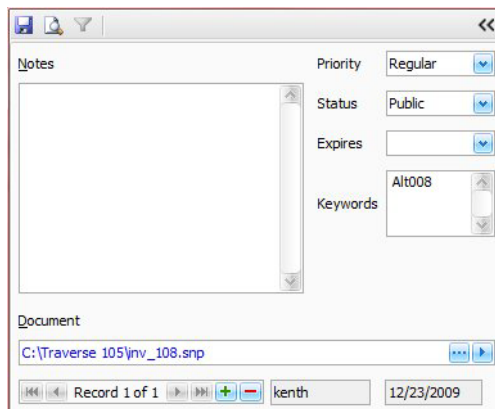
You can set up multiple records for the same form. For example a customer wants to have their invoice emailed to a specific person and they also want the invoice faxed to their payables department you can set up multiple records for the invoice, one for email and one for fax.

To email to multiple recipients you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed with each record with the recipients' email address entered.

- Click the **View Map** button  in the toolbar to view a map of the Customer's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager User's Guide* for more information on defining the default mapping program.

- Click the **Search Email** button  to view the emails to and/or from the customer selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the System Manager training manual for details on setting this up.
- Click the **Attachments** button  to enter comments or attach documents relating to this customer.




The screenshot shows a software window titled "Attachments". It has a toolbar at the top with icons for file operations. The main area is divided into two sections. The top section is labeled "Notes" and contains a large text area for comments. To the right of the text area are several dropdown menus: "Priority" set to "Regular", "Status" set to "Public", "Expires" (empty), and "Keywords" set to "Alt008". The bottom section is labeled "Document" and contains a text field with the path "C:\Traverse 105\inv_108.snp". At the very bottom, there is a status bar showing "Record 1 of 1", a "kenth" label, and a date "12/23/2009".

Work With Cash Customers

If any of your customers pay with cash and you do not want to keep track of each individual cash customer, you can set up one cash customer record for all cash sales. You can then record these cash sales as one total for the day.

To set up cash customers, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Enter **CASH** (or another specific ID) for the customer ID.
3. Select **Invoice Only** in the **Stmts/Invoices** list box (to indicate no statements).
4. Select **Balance Forward** in the **Acct. Type** list box.
5. Enter a **terms code**, a **distribution code**, and a **tax location**. Leave the other fields blank.
6. When you record cash invoices, enter **CASH** (or the ID you set up in step 1) in the Sold To field to record the transaction automatically.
7. Click the **New Record**  button on the toolbar. A blank Customers screen appears.
8. Enter the required information on the rest of the tabs.

Edit a Customer ID

To edit a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Select the ID of the customer to edit on the **General** tab. Information about the customer appears.
3. Edit the information on the rest of the tabs.

Delete a Customer ID

To delete a customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The Customers screen appears.
2. Select the ID of the customer to delete on the **General** tab.
3. Press the delete hot key (**F3**). When you delete a customer record, the customer's comments are not automatically deleted.

SALES ORDER

The Sales Order pricing menu has been added to. The Food Processing solution adds setup for customer specific promotion codes with discounts and customer pricing by customer levels.

Customer Pricing by Customer Level

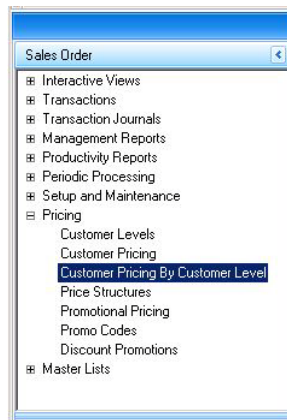
Use the **Customer Pricing by Customer Level** to set up pricing for customers based on customer level then item instead of line item, location then customer level.

You must have Customer Levels set up prior to using this function. See the Sales Order Training Manual for more information on setting up Customer Levels.

To work with **Customer Pricing by Customer Level**, follow these steps:

1. Select **Customer Pricing by Customer Level** from the **Sales Order, Pricing** menu.

Customer Pricing by Customer Level Menu



2. The **Customer Pricing by Customer Level** screen appears.

Customer Pricing by Customer Level Screen

Cust Level:

Item ID	Description	Location ID	Adjustment Base	Type	Amount	Promo
DT-IM-130001	Distributors	SANJUAN	NoBase	Amount	0.00	
T10001	Distributors	ATL	BaseCost	Amount	0.10	

3. Select a **Customer Level** to use for pricing items.
4. Select an **Item ID** to set up pricing for that item. Accounts Receivable must be interfaced to Inventory to be able to select an item.
5. The item's **Description** appears.
6. Select a **Location ID** to use for pricing.
7. Select the **Adjustment Base**. The following list contains valid options:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the item determined by the item's standard cost set up in Inventory, Item Locations

Base	Description
Base Cost	cost of the item determined by the item's base cost set up in Inventory, Item Locations
Average Price	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
Base Price	fixed base price set up in Inventory, Item Locations
List Price	manufacturer's suggested retail price of the item set up in Inventory, Item Locations
Minimum Price	the lowest price to sell the item from the Minimum price field set up in Inventory, Item Locations
Calculated Price	the adjustment on top of the price calculated so far.

8. Select the **Adjustment Type**: amount or percent. The amount selection will add to or reduce the price by a currency(dollar) amount. The percent selection will add to or reduce the price by the percentage entered.
9. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example, if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100 to give the percentage.
10. Check the box to apply **Promotions** to the adjustment; otherwise, clear the box. In other words, are you allowing the customer to have promotions applied on top of their regular customer level discount.

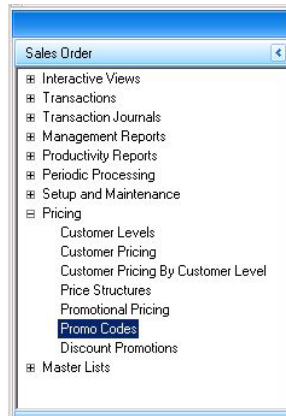
Promo Codes

Use the **Promo Codes** function to set up promotional codes that will be assigned to customers and used in the Discount Promotions to calculate discounts for customers. The Promo Codes are similar to the customer levels in that they are assigned to the customer at setup and used in the Discount Promotions function.

To set up **Promo Codes**, follow these steps:

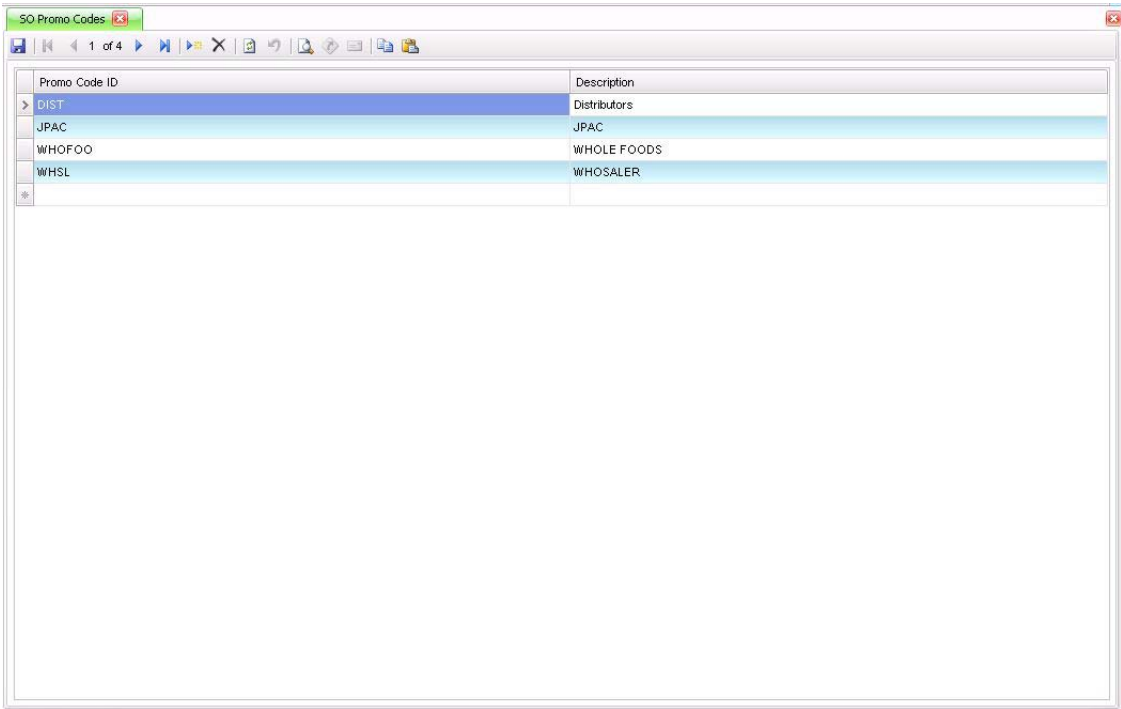
1. Select **Promo Codes** from the **Sales Order, Pricing** menu.

Promo Codes Menu



2. The **Promo Codes** screen appears.

Promo Codes Screen



Promo Code ID	Description
DIST	Distributors
JPAC	JPAC
WHOFOO	WHOLE FOODS
WHSL	WHOSALER

3. Enter the **Promo Code**. This code can be assigned to one customer or to a group of customers.
4. Enter the **Description** of the promo code.

Discount Promotions

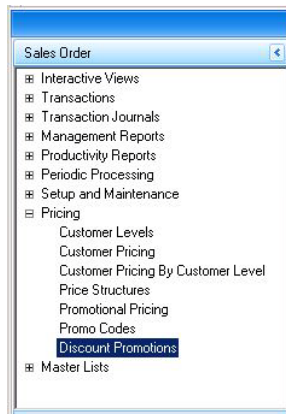
Use the **Discount Promotions** to set up discount promotions by customer id or promo codes. The discount promotions can also be set up by item id or by product line. An offset GL account will be used to post the discount amounts calculated to.

The Discount Promotion ID will be available on a sales order transaction for each line item added to the sales order.

To set up **Discount Promotions**, follow these steps:

1. Select **Discount Promotions** from the **Sales Order, Pricing** menu.

Discount Promotions Menu



2. The **Discount Promotions** screen appears.

Discount Promotions Screen

The screenshot shows the 'SO Discount Promotions' window. At the top, there are fields for 'Discount Promo ID' (containing 'Test'), 'Description' (containing 'Test'), and 'Line Item Verbiage' (containing 'Test Promo'). Below these are two 'Type' dropdown menus. The first 'Type' menu has 'Item ID' and 'Product Line' options, with 'Product Line' selected. The second 'Type' menu has 'Order Date', 'Requested Ship Date', 'Either', and 'Both' options, with 'Order Date' selected. To the right of these are 'Order Date' fields for 'Start' (3/1/2014) and 'End' (4/30/2014), and an 'Offset Account' field (6120). Below the form fields is a table with the following data:

Promo Y/N	Customer ID / Promo Code	Description	Adj Type	Adj Amt
>	FOODB6305	FOODLAND BLUEWATER #6305	Percent	15.00
	JOESMAR	JOE'S MARKET	Percent	20.00

At the bottom of the window, there is a status bar showing 'Record 1 of 2' and navigation icons.

3. Select or enter the **Discount Promo ID**.
4. Enter the **Description** of the discount promo.
5. Enter **Line Item Verbiage** you want to appear on the invoice for the sales order items the discount promo id is assigned to.
6. Select the **Type** of detail to use for items when selecting the discount promo id on a sales order: **Item ID** or **Product Line**.
7. Select the **Item ID** or **Product Line** from the available list. This list will depend on the type of detail you selected.
8. Select the **Type** of date to be used to determine if the discount promo is valid.

Order Date - will look at the order date entered into the header portion of the sales order to determine if the discount promo is valid.

Requested Ship Date - The discount promotion calculation first looks to see if there is a requested ship date on the line item the discount promotion has been selected for. If there is no requested ship date on the line item the discount promotion will look at the header and use that requested ship date to determine if the discount promotion is valid.

Either - The discount promotion will look at both the order date and requested ship date and if either one falls with either the entered order date range or requested ship date range the discount will be valid.

Both - The discount promotion will look at both the order date and requested ship date and if both are within the entered order date range and requested ship date range the discount will be valid.

9. Select the **Offset Account** from the available list. The whole GL account is available for selection. The portion of the GL account displayed will depend on the business rule for Discount Promotions GL Account Display.

This account will get Debited for the amount of the discount when sales orders transactions are posted.

10. Select if you want to use a **Promo Y/N** for the record to calculate the discount promotion.

If this box is checked the Customer ID/Promo Code will display promo codes to select from.


11. Select the Customer ID/Promo Code from the available list. The list displayed will depend on the Promo Y/N selection in the previous column. If the check box is blank a list of customers is available. If the box is checked a list of promo codes will be displayed.

Both types of records are allowed on the discount promotion. You may have any combination of customers and promo ids selected for the discount promotion.

12. The **Description** for the Customer ID/Promo Code is displayed.

13. Select the **Adjustment Type**: amount or percent. The amount selection will add to or reduce the price by a currency(dollar) amount. The percent selection will add to or reduce the price by the percentage entered.

14. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example, if you are giving a 5% discount enter the discount percent as - 5.0000. The calculation is built into the programming to divide the total amount by 100 to give the percentage.

15. Select the Save button  to save the discount promotion setup.

ACCOUNTS PAYABLE

Distribution Codes

The Food Processing solution includes the PO Deposits solution. The deposits modifies the AP Distribution codes.

Use the **Distribution Codes** function to set up and maintain distribution codes, which allocate general ledger accounts for payables, freight, miscellaneous charges and PO allocations. Distribution codes are tied to specific vendor records.

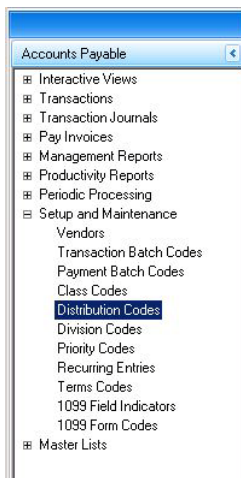
You can assign distribution codes when you set up vendor records; thereafter, when you post transactions that involve vendors, transaction information moves directly to the accounts you specify in the associated distribution code.

If you use multicurrency, it's important to remember that TRAVERSE validates the currency assigned to the Payables account in the distribution codes you set up against the vendor's and the base currency. That is, the currency for the Payables account in the distribution code must match either the vendor's currency or the base currency when you assign a distribution code to a transaction or vendor record. The system validates only the Payables currency because it assumes that the Freight and Miscellaneous accounts use base currency.

To set up **Distribution Codes**, follow these steps:

1. Select **Distribution Codes** from the **Accounts Payable, Setup and Maintenance** menu.

Distribution Codes Menu




2. The **Distribution Codes** screen appears.

Distribution Codes Screen

 A screenshot of the 'AP Distribution Codes' screen. The screen has a title bar 'AP Distribution Codes' and a toolbar with various icons. Below the toolbar is a table with the following data:

Distribution Code	Description	Payables	Freight	Misc	Accrual	Deposit
> C001	General Distribution	200000000	645000000	634000000	100000000	214000000
*						

3. If you are adding a distribution code, click the **New Record** button  on the toolbar. A blank record appears.

4. If you are adding a distribution code, enter one; otherwise, select one from the **Distribution Code** list box.
5. When adding a distribution code, enter a **Description** of it.
6. If Accounts Payable is interfaced with General Ledger, select the following GL accounts; otherwise, enter the following GL accounts:
 - **Payables** - this account will be credited when posting invoices for vendors and debited when posting payments for vendors.
 - **Freight** - this account will be debited when posting invoices with freight charges entered on the Totals tab of transactions.
 - **Miscellaneous** - this account will be debited when posting invoices with miscellaneous amounts entered on the Totals tab of transactions.
 - **Accrual** - this account is used in purchase orders to accrue received amounts until the invoice has been entered and posted. You may use a different accrual account for each distribution code.
 - **Deposit** - this account will be used as the Debit entry when posting PO Transactions with a deposit entered, the Credit entry will be the cash account from the Bank ID entered into the deposit. The Deposit account will then be Credited when the Post Payments if run to replace the Cash account.

NOTE: GL accounts are required even if Accounts Payable does not interface with General Ledger.

7. Close the screen to save your changes and return to the Main menu.

Transaction Batch Codes

If you elected to use batch processing in the Business Rules function, use the **Transaction Batch Codes** function to define codes for posting purchases and miscellaneous debits. Each transaction can be assigned to a batch code, and then transactions can be posted by batch code. The batch codes will be deleted as soon as all transactions in the batch have been posted, if the permanent box has not been checked.

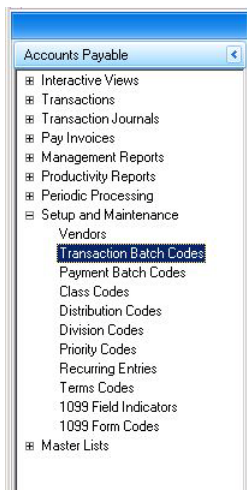
If you elected not to use batch processing in the Business Rules function, use the Batch Codes function to toggle the hold and lock status of the batch #####, which is the main batch and is used to save all transactions. This batch code will not be deleted even if the permanent box is unchecked.

A batch code must be setup with the code of DPOSIT and made permanent.

To set up **Batch Codes**, follow these steps:

1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

Transaction Batch Codes Menu



2. The **Transaction Batch Codes** screen appears.

Transaction Batch Codes Screen

Batch Code	Description	Permanent	Purchases Journal Sta...	Misc Debits Journal Status	Lock Batch	Lock Date	Lock By	Activity
#####	Default Batch	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity
DPOSIT	Deposit Batch	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity
NEW	New batch	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity
RCVD	Received batch	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity
INVC	Invoice batch	<input checked="" type="checkbox"/>	Not Applicable	Not Applicable	Lock			Activity
>		<input type="checkbox"/>			Lock			Activity

3. Enter the **Batch Code**.
4. Enter the **Description** of the batch.
5. Accept the **Status** of the **Purchases Journal** and **Miscellaneous Debits Journal** that is displayed, or change it. The default status is *Not Applicable*. If invoices or debit memos are

entered, the default is *Unprinted*. If you enter a new transaction after you print a journal, the default becomes *Reprint*.

- 6. The batch is locked if it is unsuccessfully posted. To unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post it. You will not see locked batches on the available batches list in the Purchases Journal and Post Transaction functions.
- 7. Select the **Permanent** check box if you would like the AP application to keep the batch after it has been posted.

Name	Description
<u>Activity</u>	List the batch users.
Lock Batch	Lock the batch to prevent any activity in the batch.

MFG - PRODUCTION

The Food Processing solution adds some menu selections to the setup and maintenance menu. These set up functions are used in the shop floor functionality.

Scrap Codes

Scrap Codes are used to record the reason why some products get scrapped, when entering production information through shop floor.

To set up **Scrap Codes**, follow these steps:

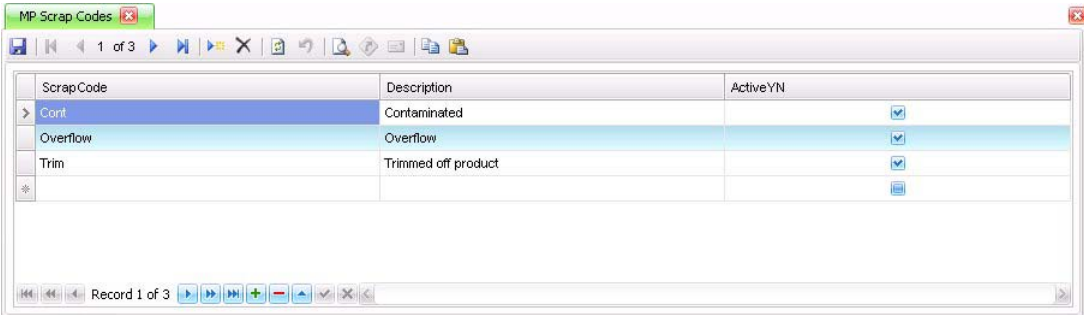
1. Select **Scrap Codes** from the **MFG- Production, Setup and Maintenance** menu.


Scrap Codes Menu



2. The **Scrap Codes** screen appears.

Scrap Codes Screen



3. Enter a **Scrap Code** to be used when entering a scrap amount when recording production information through shop floor.
4. Enter a **Description** for the scrap code.
5. Select whether the scrap code is **Active YN**. Checking the box activates the scrap code. Unchecking the box removes the scrap code from the available scrap codes in shop floor.
6. Select the **Save** button  to save the scrap codes setup.

Downtime/Setup Reasons

Use the **Downtime/Setup Reasons** to set up codes to be used to give reasons why production has been halted for downtime and to explain the reason for setup time.

Downtime/Setup Reason codes are used in shop floor on the Time screen, when the Downtime or Setup buttons are selected to record time for the operation and user logged in.

To set up **Downtime/Setup Reasons** codes, follow these steps:

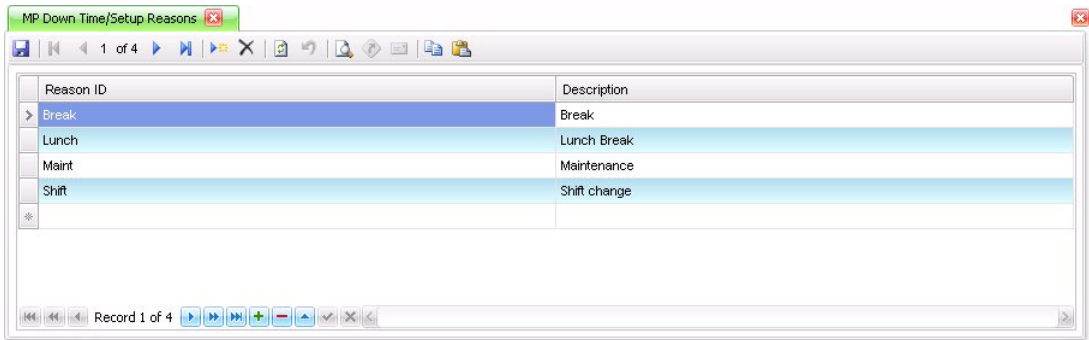
1. Select **Downtime/Setup Reasons** from the **MFG- Production, Setup and Maintenance** menu.


Downtime/Setup Reasons Menu



2. The **Downtime/Setup Reasons** screen appears.

Downtime/Setup Reasons Screen



- 3. Enter a **Reason ID** to be used when selecting the Downtime or Setup buttons on the Time screen in shop floor.
- 4. Enter a **Description** for the reason code.
- 5. Select the **Save** button  to save the reason codes setup.

USING FOOD PROCESSING

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OVERVIEW

The Food Processing solution is integrated into many facets of the base TRAVERSE product. This chapter will go through the functions to process your products, from the purchasing of raw materials to manufacturing the products to recording the sale of the products.

Follow the process listed below to record all the steps in processing your food products:

- ____ 1. Use **Purchase Order Transactions** to enter the purchases of your raw materials.
- ____ 2. When your raw materials are received use the **Warehouse Management, Receive Goods**, or the **Purchase Order Transactions** receiving process to receive your raw materials into the TRAVERSE inventory.
- ____ 3. When you receive your invoice from your vendor, use the **Purchase Order Transactions** invoicing process and Transaction Journals, posting to generate Accounts Payable open invoices.
- ____ 4. Generate **Production Orders** using the **MFG - Production, Production Orders** function to begin the process of manufacturing your food products.
- ____ 5. Use the **Shop Floor** functions to record the time spent, raw materials used and the final production quantities and lot numbers.
- ____ 6. Use **Sales Order, Orders** to enter your new sales transactions.
- ____ 7. Use **Warehouse Management, Record Picked Orders** or the **Sales Order, Orders** functions to record the quantities you have picked to fill your sales orders.
- ____ 8. Use **Sales Order, Orders** to verify the picked and shipped quantities on your sales orders and generate invoices.
- ____ 9. Use the **Sales Order, Transaction Journals** functions to print journals and post transactions to generate Accounts Receivable open invoices.
- ____ 10. Use the **Warehouse Management, Adjustments** to adjust inventory quantities and add sub lots.

PURCHASING PROCESS

The purchasing process will involve entering new purchase orders, receiving the goods into inventory and invoicing the purchases. Then those invoices must be posted to generate open invoices for the vendors to be paid.

Purchase Order Transactions

Working With Transactions

Use the Transactions function for the following tasks:

- Enter transactions that consist of purchasing goods or services from a vendor.
- Set up initial vendor balances when using the detail method by entering outstanding invoices for purchases from your vendors. Thereafter enter purchases and returns as you receive invoices for them.
- Enter new orders and returns.
- Edit new orders and returns.
- Enter the receipt of goods.
- Enter and edit landed cost information
- Apply invoices.
- Enter return authorizations.
- Apply debit memos.

NOTE: If Purchase Order is interfaced with Inventory, entering transactions in Purchase Order updates item location quantities, history, and lot and serial information in Inventory if the Inventory options are set to retain this information.

Purchase Order Transaction Types

Each transaction and line item has an assigned type and status, which alerts you (and the system) where the transaction and line item fall in the Purchase Order work cycle.

Transactions in Purchase order move through two or three types:

For Orders	For Returns
New Order	New Return
Goods Received	Return Authorization
Invoice Received	Debit Memo

Purchase Order transactions have an initial type: *new order* or *new return*.

If the transaction type is a *new order*, it changes to *goods received* when goods are received. When the received goods are invoiced, the transaction type then changes to *invoice received*.

If your transaction is *new return*, when the returned goods are debited, the transaction type changes to *debit memo*.

The transaction type is determined by the transaction type of the most complete line-item entry. If no line item has been received or authorized and debited as a return, the transaction type is *new order* or *new return*. When any line item is received on a *new order* transaction, the transaction type changes to *goods received*. When a line item is invoiced or debited by a debit memo, the transaction type changes to *invoice received* or *debit memo*.

Purchase Order Transaction Statuses

Transaction line items have an initial status of *open* when doing either a new order or a new return. They can be edited, and they can be deleted until the transaction is posted. The status of a line item remains *open* until all of the line item's quantity is invoiced or debited by a debit memo and you post the transaction. (Line item statuses change only when you post transactions.)

NOTE: If you are receiving less than the amount ordered and do not expect to receive the remainder. Switch the status to *complete* and the remainder will be removed during the post.

When you post transactions and line items are received and invoiced (or authorized and debited), the status of line items changes to *completed*. Line items with *completed* status are not removed from transactions when you post, but will remain in the purchase order as completed until all the line items in the purchase order have been completed, if you save order history in the Business Rules function. To view completed line items on an unfinished purchase

order you can click on the completed button at the bottom of the purchase order transactions screen. Posted line items with *completed* status cannot be changed. When you post a transaction where all line item statuses are *completed*, the transaction will be removed from the transaction tables.

Using the Purchase Order Transaction Function

ORDERING GOODS

You can order goods by entering the order in the Transactions function and use the Print Orders dialog box or the Print Orders function to print the order.

You can also use the Requisitions function to enter reorders in the Transactions function, and use the Print Orders dialog box or the Print Orders function to print the order.

ENTERING RECEIVED GOODS

You can enter all the goods at once in the Receive/Invoice All dialog box, or enter goods in stages as they are received in the Receipts and Invoices dialog box, the Receipts and Invoices Lotted Items dialog box, and the Serial Number Entry dialog box.

APPLYING INVOICES

You can apply an invoice to the order (after you enter the receipt for the goods) when you enter the order; or enter the order first, receive the goods as they arrive, and assign the invoice later. You can apply the cost to the invoice at once in the Receive/Invoice All dialog box or in stages in the Receipts and Invoices dialog box, the Receipts and Invoices Lotted Items dialog box, and the Serial Number Entry dialog box as invoices are received for the order.

RETURNING GOODS

You can return goods by entering the return in the Transactions function, use the Return/Debit All dialog box to process the return, and use the Print Orders dialog box or the Print Orders function to print the debit memo.

ENTERING RETURNED GOODS

You can enter all returned goods at once in the Return/Debit All dialog box, or enter returned goods in stages as they are shipped back to a vendor in the Return Auth/Debit Memo dialog box, the Return Auth/Debit Memo, Lotted Items dialog box, and the Serial Number Entry dialog box.

ENTERING AN AUTHORIZATION FOR RETURNED GOODS

You can enter an authorization for all returned goods at once in the Return/Debit All dialog box, or enter authorizations for returned goods in stages as they are shipped back to a vendor in the Return Auth and Debit Memos dialog box, the Return Auth and Debit Memos, Lotted Items dialog box, and the Serial Number Entry dialog box.

APPLYING A DEBIT MEMO

You can assign a debit memo to a return when you enter the return and return authorization, or enter the return and return authorization first and apply the debit memo later.

EDITING A TRANSACTION

To change transaction information, use the **Update** button. For example, use **Update** button to add or delete line items or correct order quantity mistakes you discover after you have entered the order.

DELETING A TRANSACTION

If you do not require an audit trail, use **Update** and the delete hot key to delete unposted transactions. Delete new orders or new returns if necessary.

If you require an audit trail or are working with a posted transaction, generate a reversing transaction, rather than delete the existing transaction.

If you use multicurrency, it's important to remember that the currency assigned to the vendor for which you are entering a transaction determines the transaction's currency. That is, transaction amounts are always entered in the vendor's currency. Use the Base Currency check box that appears when you select a vendor that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.

Transactions

Use the **Transactions** function to enter your purchase transactions. When you enter a transaction you can enter either a New Order or a New Return. Each transaction requires three steps to complete the transaction: Enter a new order/return, enter a receipt/return authorization and enter an invoice/debit memo.

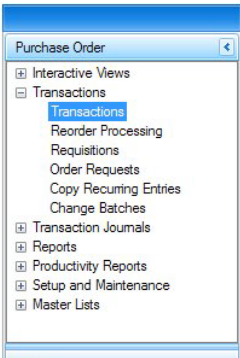
PURCHASE ORDER TRANSACTION TYPES

Each transaction and line item has an assigned type, or status, which tells you (and the system) where the transaction and line item fall in the Purchase Order work cycle.

To enter **Transactions**, follow these steps:

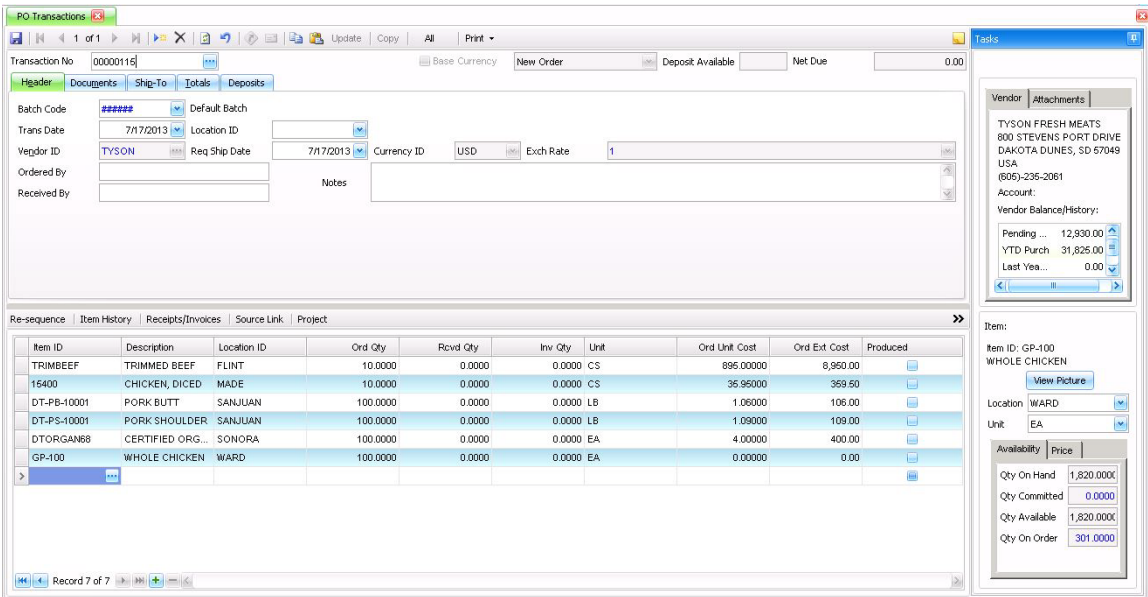
1. Select **Transactions** from the **Purchase Order, Transactions** menu.

Transactions Menu



2. The Transactions screen appears.

Transactions Screen



The Purchase Order Transactions screen is divided into two sections:

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, associated documents, shipping information, order totals and so on.

- The bottom section of the screen, in summary mode, contains a list of the order's line items. You can use the arrow, page up, and page down keys to move the highlight to any line item with which you want to work.
- The bottom section of the screen, in detail mode, contains several tabs that relate to information associated with the line item selected, such as line item details, GL account information, drop-shipment, source transactions, and landed cost information.

Transactions Screen - Header Tab

Transaction No: 00000115 Base Currency: New Order Deposit Available: Net Due: 0.00

Header Documents Ship-To Totals Deposits

Batch Code: ##### Default Batch

Trans Date: 2/4/2015 Location ID

Vendor ID: TYSON Req Ship Date: 2/15/2015 Currency ID: USD Exch Rate: 1

Ordered By

Received By

Notes

3. Select a transaction number to work with or enter a new number. If you are entering a new transaction and you elected to use system-generated numbers in the **Business Rules** function, leave this field blank. The system creates a transaction number for you.
4. Select the **Transaction Type** for new transactions: **New Order** or **New Return**.
5. Select a **Batch Code** for the transaction. The description of the batch appears for verification. This field is available only if you elected to use batch processing in the **Business Rules** function.
6. The current date appears in the **Trans Date** field. Edit it if necessary.
7. Select the **Location ID** for which you are purchasing or returning items, leave the field blank, or accept the default value. To speed entry of items that you send to different locations, leave this field empty.
8. Select the **Vendor ID** for the transaction. The vendor's currency exchange rate (if you use multicurrency) appears.

To enter a vendor you plan to deal with only temporarily, use the **F6 Maintenance** command to define the vendor as a temporary vendor. Temporary vendors that have balances of zero are removed when you perform periodic maintenance.

9. Enter the requested shipping date in the **Req Ship Date** field.

10. If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previous Purchase Order transaction with the same vendor.

Transactions Screen - Copy Orders

PO - Copy Order

Vendor ID: TYSON TYSON FRESH MEATS

Transaction No: 00000114

Selected	Item ID	Description	Loc ID	Req Ship Date	Qty Ord	Unit
<input checked="" type="checkbox"/>	TRIMBEEF	TRIMMED BEEF	FLINT	2/4/2015	10.0000	CS

Record 1 of 1

Copy

11. To copy an existing transaction, select the Copy button after selecting a **Vendor ID**.
- Select the **Transaction No** you want to copy from. The combo box will contain a list of Purchase Orders that have been posted to order history for the displayed vendor.

Order Details


Transaction No	Trans Date
00000114	7/16/2013
00000093	6/4/2013
00000092	6/4/2013
00000091	6/4/2013

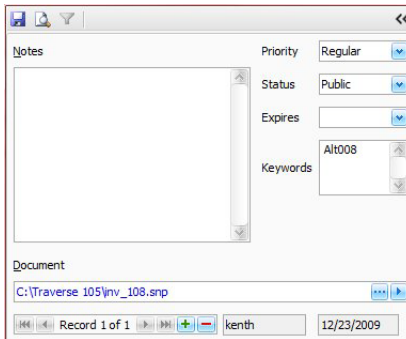
- The **Item IDs** for the selected order are displayed in the bottom box of the screen.
- Check the **Selected** box to select the item to copy to your new order.
- The **Item ID**, **Description** and **Loc ID** are displayed and can not be edited.
- Your current workstation date will default into the **Req Ship Date** field. Accept the default or change to your requested ship date.

- The **Qty Ordered** from the history transaction is displayed. Accept the default quantity or enter the quantity you want on your new order.
 - The **Unit** of measure from the history transaction is displayed. Accept the default or change to the desired unit of measure for the new order.
 - After selecting the item id's you would like to copy, select the **Copy** button and those items will drop into your new purchase order.
12. If you use multicurrency, the currency assigned to the vendor appears in the **Currency ID** field and cannot be changed. If you want to enter a transaction for a vendor in a different currency, set up a second vendor record. If you do not use multicurrency, this field does not appear.
 13. If you use multicurrency, select the **Base Currency** check box to view transaction amounts in your company's base currency (specified in the System Manager **Company Information** function). Clear this box to view amounts in the vendor's currency. This check box appears only if you use the TRAVERSE multicurrency feature and you enter a transaction for a vendor that uses a currency other than the base currency.
 14. If you use multicurrency, the most current daily exchange rate appears in the **Exch Rate** field. You can enter a different exchange rate before the transaction is saved or before you change tabs. Once the transaction is saved, you cannot change the exchange rate. If you do not use multicurrency, this field does not appear.
 15. For a new order or return, enter the name of the person who made the purchase order or return in the **Ordered By/Returned By** field.
 16. Enter the name of the person who received the order or shipped the return in the **Received By/Shipped By** field.
 17. Click in the **Notes** field to enter notes specific to this transaction.


Transactions Screen - Documents Tab

Transaction No	00000129	Base Currency	Invoice Received	Deposit Available	Net Due	240.95												
<div>Header Documents Shig-To Totals Deposits</div>																		
<table border="1"> <thead> <tr> <th>Receipt Number</th> <th>Receipt Date</th> </tr> </thead> <tbody> <tr> <td>> 130806</td> <td>8/6/2013</td> </tr> <tr> <td>1308062</td> <td>8/6/2013</td> </tr> </tbody> </table>		Receipt Number	Receipt Date	> 130806	8/6/2013	1308062	8/6/2013	<table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>> E78651</td> <td>8/6/2013</td> </tr> <tr> <td>H78956</td> <td>8/6/2013</td> </tr> </tbody> </table>					Invoice Number	Invoice Date	> E78651	8/6/2013	H78956	8/6/2013
Receipt Number	Receipt Date																	
> 130806	8/6/2013																	
1308062	8/6/2013																	
Invoice Number	Invoice Date																	
> E78651	8/6/2013																	
H78956	8/6/2013																	

1. The date you printed the purchase order appears in the **Date Printed** field. This field appears only if you printed the purchase order or debit memo for the transaction. Use the **Print Orders** function to print purchase orders for new orders, or click **Print** to print purchase orders or debit memos for existing transactions.
2. Receipts and Invoices processed for this order are listed in the **Receipt Number** and **Invoice Number** columns.
3. Click the **Attachments** button  to enter comments or attach documents relating to this purchase order transaction.



Transactions Screen - Ship-To Tab




1. Enter or select a **Ship-To ID**. Use the **Ship-To Addresses** function to set up ship-to addresses. If you select an existing ship-to ID, address information for that ID appears.

If you enter a ship-to ID with a different distribution code or tax group ID than the vendor in the transaction, messages appear asking if you want to assign the ship-to address's tax location to the transaction and recalculate the sales tax.
2. Enter or edit the method used to ship the items in the **Ship Via** field; for example, enter the name of a shipping service.

3. Enter the free on board (**F.O.B.**) shipping terms. Common entries are **destination** (the vendor pays) and **origin** (your business pays). Another common entry is the name of a city, meaning the vendor pays to move the goods to the city and you pay to move goods beyond that point.
4. Check the **Drop Ship** box to mark this transaction for drop shipment. The shipment will be shipped directly to another vendor or customer without being received through your system as inventory.

Select the **Source Type** for the drop shipment in the **Source Link** function (page 4-28).

The following information will be filled in when the purchase order was generated from a sales order or a service directory work order. When the drop ship box is checked while generating the purchase order these fields will be filled in when information is provided on the ship to tab of the source transaction; ship method/via, name, address 1 and 2, city, region, country and postal code.

5. Enter or edit the information in the **Attention** field.
6. Enter or edit the **Name**.
7. Enter or edit the **Address** in the **Addr 1** and **Addr 2** fields.
8. Enter or edit the **City** and **Region**.
9. Enter or edit the **Country Code**.
10. Enter or edit the **Postal Code**. Use the System Manager **Country Codes** function to set up the input mask for the postal code.
11. Click the **View Map** button  in the toolbar to view a map of the vendor's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager User's Guide* for more information on defining the default mapping program.

Transactions Screen - Totals Tab

Transaction No: 00000115 Base Currency: New Order Deposit Available: Net Due: 0.00

Header Documents Ship-To Totals Deposits

Taxable	0.00	Prepayment	0.00	Terms Code	N30	Net 30 Days
Nontaxable	9,924.50	Tax Class	0.00	Distribution Code	D001	General Distribution
Freight	0.00	Discount	9,924.50	Tax Group ID	NT	Taxable
Misc	0.00	Net Due				
Sales Tax	0.00	Payment Dates	8/16/2013			
Total	9,924.50	Payment Amounts	9,924.50	0.00	0.00	

Order Totals Invoice Totals

The taxable and nontaxable purchase or return subtotals for the line items entered in the **Line Items** section appear.

NOTE: The amounts on this tab will not post to General Ledger when posting invoices. You must enter your freight, misc. and any prepayment information on the invoice totals screen, once an invoice has been added to the purchase order.

1. The system displays the **Taxable** and **Nontaxable** amounts for the order.
2. Enter the shipping charges in the **Freight** field.
3. Select the **Tax Class**, if any, for the shipping charges.
4. Enter any miscellaneous charges, such as handling charges, in the **Misc.** field.
5. Select the **Tax Class**, if any, for the miscellaneous charges.
6. Enter the **Sales Tax** amount.
7. The total amount of the transaction (subtotal + freight charges + miscellaneous charges + sales tax) appears in the **Total** field.
8. If you prepaid a portion of the purchase, enter the **Prepayment** amount.
9. The **Discount** amount for the terms code entered on the **Header** tab appears. Change this amount if necessary.
10. The total minus the prepayment and discount amounts appears in the **Net Due** field.
11. Edit the **Terms Code**, **Distribution Code**, and **Tax Group ID**, if needed. If you use multicurrency, you can change the distribution code only if the Payables account associated with the new code is in either the base or the vendor's currency. If any open invoices or transactions exist for the vendor, the new distribution code must also use that same currency.

12. Check the **Taxable** box if the transaction is taxable; otherwise, clear it.
13. The first payment date is calculated from the number of due days in the terms code you entered on the **Header** tab. Edit this date, if necessary. This field does not appear for debit memos.

If used, the second and third payment dates are calculated from the number of due days in the terms code. Change these dates if necessary. These fields do not appear for debit memos.

14. To split payments, enter an amount for the first payment into the first **Payment Amounts** field. It must be less than the amount listed. The remaining payment appears in the second **Payment Amounts** field. These fields do not appear for debit memos.

To split the payments further, enter an amount for the second payment in the second field; the remaining payment appears in the third **Payment Amounts** field. These fields do not appear for debit memos.

To split an invoice into more than three payments, post the purchases and then use the Accounts Payable **Hold/Release Invoices** function.

Order Totals

Use this button to open a view-only table that displays:

Order Totals Screen

Order Totals				
	Memo	Unposted	Posted	Variance
Taxable	0.00	0.00	0.00	0.00
Nontaxable	9,924.50	0.00	0.00	9,924.50
Freight	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00
Sales Tax	0.00	0.00	0.00	0.00
Total	9,924.50	0.00	0.00	9,924.50
Prepayment	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00	0.00
Net Due	9,924.50	0.00	0.00	9,924.50

- **Memo** - the same totals seen on the Totals tab.
- **Unposted** - the current invoice amounts based on invoice amounts added on the Receipts/Invoices form for unposted transactions.

- **Posted** - the posted invoice amounts based on invoice amounts added on the Receipts/Invoices form.
- **Variance** - the Memo column, minus the Unposted and Posted columns.

Transactions Screen - Line Items Summary

Item ID	Description	Location ID	Ord Qty	Rcvd Qty	Inv Qty	Unit	Ord Unit Cost	Ord Ext Cost	Produced
> TRIMBEEF	TRIMMED BEEF	FLINT	10.0000	0.0000	0.0000	CS	895.00000	8,950.00	
15400	CHICKEN, DICED	MADE	10.0000	0.0000	0.0000	CS	35.96000	359.50	
DT-PB-10001	PORK BUTT	SANJUAN	100.0000	0.0000	0.0000	LB	1.06000	106.00	
DT-PS-10001	PORK SHOULDER	SANJUAN	100.0000	0.0000	0.0000	LB	1.09000	109.00	
DTORGAN8	CERTIFIED ORGA...	SONORA	100.0000	0.0000	0.0000	EA	4.00000	400.00	
GP-100	WHOLE CHICKEN	WARD	100.0000	0.0000	0.0000	EA	0.00000	0.00	

Record 1 of 6

Use the **Line Items** to record information about the items you purchase.

1. Enter the **Item ID** for the item you are purchasing or returning. An item ID is required only for Inventory or System Manager items. For example, you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in transactions.
2. Enter or edit the item **Description**.
3. Enter an additional description for the item in the **Additional Disc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function and you have moved the field to the columns using the Column Chooser. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you elected to copy additional descriptions in System Manager or Inventory, those additional descriptions for the item appear.
4. If you entered a location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first location ID set up for the item appears. Accept the default value or select the ID of the location for which you are purchasing the items.
5. Enter the item quantity in the **Ordered/Returned** field.
6. The default unit of measure appears in the **Unit** field. You can change it if an alternate unit of measure is set up for the inventory item and if the record has not yet been saved.
7. The unit cost of the ordered or returned item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the last cost of the inventory item appears. Change it, if necessary.

8. The extended cost of the ordered or returned item (unit cost multiplied by quantity) appears in the **Ord Ext Cost** field. If you change it, the unit cost is automatically adjusted (extended cost divided by quantity).

The item quantity, unit price, and invoiced or debited extended cost amounts appear in the remaining boxes. Use the Receipts and Invoices or Return Auth and Debit Memos dialog boxes to edit this information.

9. Check the **Produced** box to indicate the item was produced by the vendor.

When searching this item in the inventory quantity availability view the quantity produced will be displayed to indicate the quantity produced by the vendor and not your company.

10. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
11. Click the **Resequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press Resequence and the system will retain that sequence for the line items. The purchase order will then print in that order, too.

Transactions Screen - Detail Line Items Tab

	Qty	Unit	Unit Cost	Ext Cost
Ordered	10.0000	CS	895.00000	8,950.00
Received	0.0000		0.00000	0.00
Invoiced	0.0000		0.00000	0.00

Custom Fields: ☒ Produced

Use the **Line Items** to record information about the items you purchase.

1. Enter the **Item ID** for the item you are purchasing or returning. An item ID is required only for Inventory or System Manager items. For example, you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in transactions.
2. Enter or edit the item **Description**.

3. Enter an additional description for the item in the **Additional Disc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function . If you elected to copy additional descriptions in System Manager or Inventory, those additional descriptions for the item appear.
4. If you entered a location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first location ID set up for the item appears. Accept the default value or select the ID of the location for which you are purchasing the items.
5. Enter the requested shipping date in the **Req Ship Date** field. This field is available only if you elected to use requested ship dates on line items in the **Business Rules** function.
6. The item's status appears in the **Status** field. The system changes this value as you post transactions:
 - A status of **Open** indicates that the item's quantities were not all invoiced or debited before you last posted the transaction.
 - A status of **Completed** indicates that the item's quantities were all invoiced or debited before you last posted the transaction. Completed items are displayed only if you click on the **Completed** button at the bottom of the screen.
7. Enter the item quantity in the **Ordered/Returned** field.
8. The default unit of measure appears in the **Unit** field. You can change it if an alternate unit of measure is set up for the inventory item and if the record has not yet been saved.
9. The unit cost of the ordered or returned item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the last cost of the inventory item appears. Change it, if necessary.
10. The extended cost of the ordered or returned item (unit cost multiplied by quantity) appears in the **Ord Ext Cost** field. If you change it, the unit cost is automatically adjusted (extended cost divided by quantity).
11. The item quantity, unit cost, and invoiced or debited extended cost amounts appear in the remaining boxes. Use the Receipts and Invoices or Return Auth and Debit Memos dialog boxes to edit this information.
12. Check the **Produced** box to indicate the item was produced by the vendor.

When searching this item in the inventory quantity availability view the quantity produced will be displayed to indicate the quantity produced by the vendor and not your company.
13. Click **Receipts/Invoices** to view one of the following:

- The Receipts and Invoices dialog box if the items are not serialized, lotted, or serialized and lotted.
- The Receipts and Invoices Lotted Items dialog box if items are lotted.
- The Receipts and Invoices Serial Items dialog box if the items are serialized or serialized and lotted.

This button is available only for **new order, goods received, or invoice received** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the transaction screen, select the line item, then click the **Receipts/Invoices** button again.

14. Click **Auth/Debit Memo** to view one of the following:

- The Return Auth and Debit Memos dialog box if the items are not serialized, lotted, or serialized and lotted.
- The Return Auth and Debit Memos Lotted Items dialog box if the items are lotted.
- The Return Auth and Debit Memos Serial Items dialog box if the items are serialized or serialized and lotted.

This button is available only for **New Return, Return Authorization, or Debit Memo** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the transaction screen, select the line item, then click the **Auth/Debit Memo** button again.

Transactions Screen - Items Detail Defaults Tab

Line Items	Defaults	Landed Cost
GL Acct:	121000000	Tax Class: 0
	Raw Materials	
GL Description:	TYSON FRESH MEATS	
Accrual Acct:	126000000	
	Inventory Accrual	

1. The account number appears in the **GL Acct.** field. Accept the default value or enter a GL account to which you want to post the line item. The account description appears under the account number.

If the item is an inventory item this account will be brought in from the account code assigned to the item in the location selected on the Line Items tab.

If the item is not an inventory item the account will come in from the account assigned to the vendor. If no account is entered into the vendor setup the account will come from the default inventory account set up in the Business Rules.

2. Select the **Tax Class** for the line item.
3. Enter an additional General Ledger description in the **GL Description** field. The description you enter appears in the **Description** column of the GL Journal when you post the transaction.

If you elected to enter the vendor name in GL Description fields in the **Business Rules** function, the vendor name appears in this field.

4. Select the **Accrual Acct** you want this item's receipts to post to when receipts are posted.

When you select an inventory item the Accrual Account set up in the Account Code will default into the field. If you do not select an inventory item the accrual account from the AP distribution code used in the transaction's Totals tab will default into this field.

Transactions Screen - Item Detail Landed Cost Tab

Description	Level	Cost Type	Amount	Calc. Amount
Freight Charges	1	Quantity	1.00000	0.00

Use the **Landed Cost** tab to distribute indirect costs to inventory items. To use landed cost, you must first set up landed cost IDs. The landed cost tab is only visible if you have the Enable Landed Cost calculations Business Rule set to Yes.

A landed cost id of FRT needs to be set up using the Landed Cost setup screen.

1. Select the **Landed Cost ID** from the drop-down menu, this needs to be FRT. The landed cost ID information appears on the right side.
2. Make changes to the landed cost ID's **Description**, **Level**, **Cost Type**, and **Amount** as necessary. These changes will be applied to this specific transaction line item only, and will not alter the saved Landed Cost ID.

You are only allowed to edit this information if you have the **Allow Editing of Landed Cost** option in the business rules set to **Yes**.

As receipts are entered, the Calc Amount will be updated with the landed costs for the line item.

Purchase Order Deposits

The intent of the deposit is to be able to issue a payment with a PO before we have an invoice.

To enter a Purchase Order with a deposit follow these steps:

1. Enter your purchase order information as you normally would into the Header, Ship-To and Totals tabs and items area. See the Purchase Order Training Manual for more details on entering transactions.
2. Select the **Deposits** tab to enter a deposit for the purchase order.

Transactions Screen Deposits Tab

The screenshot shows the 'PO Transactions' window with the 'Deposits' tab selected. The 'Transaction No' is 00000022. The 'Base Currency' is set to 'New Order'. The 'Deposit Available' is 5,184.60 and the 'Net Due' is 0.00. The 'Deposits' tab is active, showing a form with the following fields: 'Deposit Date' (9/22/2014), 'Amount' (5,184.60), 'Bank Account ID' (FNB001), 'Check No' (empty), and 'Notes' (empty). A 'Print Check' button is located to the right of the 'Amount' field. A 'Posted' checkbox is also present. At the bottom of the window, there is a status bar with 'Record 1 of 1' and a green plus sign button.

3. Select the green plus (+) sign at the bottom of the tab to add a new deposit.
4. Enter or accept the **Deposit Date**.
5. Enter the deposit **Amount** to apply to this PO.

If the Business rule for “Allow Deposit to exceed order totals” is set as “No”, it will not allow you to enter a deposit where the sum of all deposits exceed the order total amount.

6. Select the **Bank Account ID** to use for this deposit.
7. If the deposit has already been paid by a method other than printing a check, enter the **Check No**.

8. Enter any **Notes** for the deposit.
9. Select the **Print Check** button to print a check for this deposit.
10. The **Print Check** screen will appear. Print the check as you normally would print a check for a prepaid invoice. See the *Purchase Order Training Manual* for more details on printing online checks.
11. When deposits have been posted the **Posted** box will be checked and the deposit can no longer be edited or deleted.
12. The **Deposit Available** will be updated in the transaction header with the amount of the deposit.
13. Print the **Purchases Journal** and **Post Transactions** as you normally would, selecting the batches with the deposit transactions in them. See the *Purchase Order Training Manual* for more details on printing journals and posting transactions.

Post Transactions Accounts with Deposits

Deposits	
Deposit Acct from	Bank ID GL Account
Dist Code	
DB	CR

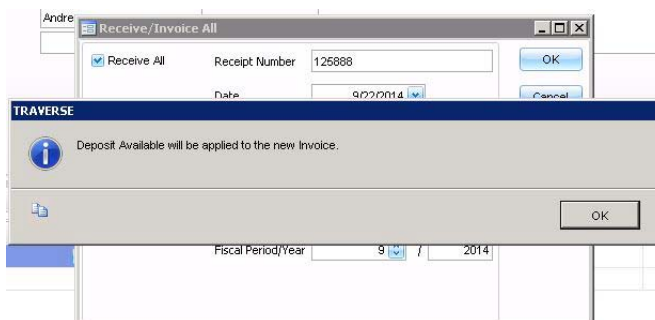
The **Bank ID GL Account** is the GL Account from the Bank selected on the Deposit tab. The **Deposit** acct is from the Dist. Code GL Account is from the AP Distribution Code, Deposit field on the PO Transaction. The GL Reference is the PO Transaction number.

Continental Products Unlimited						Page 2
PO Post Transactions						
GL Entries						20140922151346
Posted to Fiscal Year	2014					
Fiscal Period	9					
Reference	Description	GL Account	Amount Fgn	Debit	Credit	
00000016	Credit Account-Bank	01-000-1000	68.75 USD		68.75	
00000016	Debit Deposit Account	00-000-2050	68.75 USD	68.75		
Total for Fiscal Period 9				68.75	68.75	
Grand Total				68.75	68.75	
Exceptions						
Grand Total						
9/22/2014 10:13 AM						
*** End of Report ***						
OPEN_SYSTEMS\Kenthe						

Receive, Invoice and apply Deposits

14. Receive and invoices as you normally would. Changes have been made to how the All works and adding and saving invoices manually.

All button



15. The all button can be used, but any Deposit Available value will be applied to the invoice.
16. Select **Receipts/Invoices** above the items area to enter receipts and invoices by line item.
17. Enter **Receipts** as you normally would for each line item received.
18. Enter **Invoices** as you normally would for each line item that is being invoices.

19. Select **Apply Deposit** to enter the deposit amount to apply to the invoice.

The screenshot shows the 'Invoices' window with the following details:

- Invoice No.: 654321
- Date: 2/5/2015
- Fiscal Period/Year: 2 / 2015
- Transaction No.: 00000115
- Apply Deposit** button

Entry No.	Item ID	Location ID	Unit	Qty	Unit Cost	Ext Cost	Posted
2	15400	MADE	CS	10.0000	35.95000	359.50	
3	DT-PB-10001	SANJUAN	LB	100.0000	1.06000	106.00	
4	DT-PS-10001	SANJUAN	LB	100.0000	1.09000	109.00	
5	DTORGAN68	SONORA	EA	100.0000	4.00000	400.00	
6	GP-100	WARD	EA	100.0000	2.59000	259.00	

Record 1 of 5

The screenshot shows the 'Deposits' window with the following details:

- Invoice No.: 8976126
- Invoice Date: 9/22/2014
- Fiscal Period/Year: 9 / 2014
- Back button
- Deposit Available: 0.00
- Totals Deposits tab
- Deposit Applied: 6,961.16
- Discount: 0.00
- Due Date 1: 10/22/2014
- Due Date 2:
- Due Date 3:
- Payment 1: 0.00
- Payment 2: 0.00
- Payment 3: 0.00

20. Enter the **Deposit Applied** amount, **Discount Amount** if applicable and **Due Date 1**.

21. Select **Back** to go back to the invoices screen and save the deposit applied amount.

22. Once the deposit has been applied and saved the **Deposits** field will be filled in on the **Invoice Totals** screen on the **Payments** tab.

23. Print the **Purchases Journal** and **Post Transactions** as you normally would, selecting the batches with the invoice transactions in them. See the *Purchase Order Training Manual* for more details on printing journals and posting transactions.
24. Do your normal **Pay Invoices** process to **Prepare Payments**, print the **Edit Register**, **Print Checks**, print the **Payment Register** and **Post Payments**.
25. Any deposits entered and posted through the PO will be treated as a prepayment.

Post Payments Accounts with Deposits

Deposits	
Payables Acct from Dist. Code	Deposit Acct from Dist Code
DB	CR

The **Payables acct from Dist. Code** is the GL Account from the distribution code selected on the header tab. **Deposit acct from Dist. Code** GL Account is from the AP Distribution Code, Deposit field on the PO Transaction.

Item Command Buttons

Re-sequence | Item History | Receipts/Invoices | Source Link | Project

RE-SEQUENCE

This function allows you to re-sequence the order the items appear. If you deleted a line item, non-sequential numbers may appear in the combo box when receiving items, even though line items appear sequentially on the Item Detail tab.

ITEM HISTORY

The Item History dialog box is displayed when you click the Item History button.

Vendor ...	Vendor Name	Date	Location ...	Quantity	Unit	Unit Cost	Requested D...	Currency ...	Ship Via
> TYSON	TYSON FRESH MEA...	7/16/20...	FLINT	10.0000	CS	895.00000	7/16/2013	USD	
TYSON	TYSON FRESH MEA...	6/4/2013	FLINT	5.0000	CS	995.00000	6/4/2013	USD	
TYSON	TYSON FRESH MEA...	6/4/2013	FLINT	10.0000	CS	895.00000	6/4/2013	USD	
TYSON	TYSON FRESH MEA...	6/4/2013	FLINT	10.0000	CS	895.00000	6/4/2013	USD	

Record 1 of 4

A list of Vendors, Dates, Quantities and Costs is displayed for the selected item. This is a list of the purchases invoiced that have been posted.

COMPLETED

The Completed button is a toggle to view or hide the items on the purchase order that have a status of Completed. Clicking the button will either hide or display the items that are completed.

RECEIPTS/INVOICES

The Receipts/Invoices dialog box is displayed. Refer to the following section for details on receiving and invoicing items on the Purchase Order.

SOURCE LINK

The **Source Link** button will display the Source Link dialog box.

Transactions Screen - Source Link

Transaction ...	Entry No	Item ID	Description	Location ID	Linked
> 00000045	1	15400	CHICKEN, DIC...	MADE	
00000073	1	15400	CHICKEN, DIC...	MADE	

Use the **Source Link** option to indicate that the item on that line is being purchased for a specific use. The fields on this form will be filled in automatically if the order was generated from another transaction, such as an order from the Sales Order application, a service order from the Service Director application or a requirement from the Manufacturing application. Refer to the guides for those applications for more information regarding the automated creation of a purchase order.

The process of receiving goods will have special functionality applied if a source document is indicated for a line item. When items are received, the source document will automatically be updated with the received quantity. For instance, a line on a sales order will be marked as 'picked' as soon as the product is received in PO, and will be ready to be verified and invoiced.

If you have checked the Drop Shipment box in the Ship-To tab (page 4-13) the specific cost of this order will be passed to the source transaction, by passing the normal inventory costing process.

- Choose one of the following options for the **Source Type** of the line item you are entering, depending upon the reason for which you are purchasing or returning items. This field is required if you enter a project ID in the next step.
- Select **Project** to associate the line item with a project for which you are purchasing the item. Then select the project's **Customer ID** and **Project ID**. You may also select the **Phase Code** or **Task Code**.

- Select **Sales Order** to associate the line item with a sales order for which you are purchasing the item. Then select the sales order's **Sales Order** number and **Line Number**.

You will only be able to select a line number if the sales order selected has the item Id you are currently working with as an item in the sales order.

- Select **Service Order** to associate the line item with a dispatch for which you are purchasing the item. Then select the service order's **Work Order** number, **Dispatch No**, and **Entry** number.

You will only be able to select a line number if the dispatch selected has the item Id you are currently working with as an item in the dispatch.

- Select **Material** to associate the line item with a material work order, in the Manufacturing Production application, for which you are purchasing the item. Then select the work order's **Work Order** number, **Release**, and **Requirement**.

You will only be able to select a line number if the work order selected has the item Id you are currently working with as an item in the work order.

- Select **Subcontract** to associate the line item with a subcontracted work order, in the Manufacturing Production application, for which you are purchasing the item. Then select the work order's **Work Order** number, **Release**, and **Requirement**.

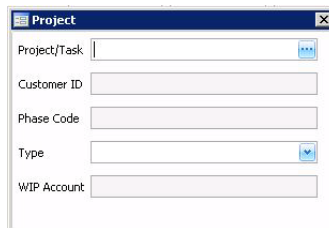
You will only be able to select a line number, if the work order selected has the item Id you are currently working with as an item in the work order.

PROJECT

Select **Project** to associate the line item with a project for which you are purchasing the item.

- When the **Project** button is selected the Project screen is displayed.

Project Screen



The screenshot shows a window titled "Project" with a close button (X) in the top right corner. Inside the window, there are five input fields arranged vertically:

- Project/Task:** A text input field with a small blue button containing three dots (⋮) to its right.
- Customer ID:** A text input field.
- Phase Code:** A text input field.
- Type:** A text input field with a small blue button containing a downward arrow (▼) to its right.
- WIP Account:** A text input field.

- Select the **Project/Task** you are entering the transaction for.

- The **Customer** and **Phase Code** come in from the project setup and cannot be edited.
- Select the **Type** of expense for this item, **Material**, **Expense** or **Other**.

Receiving and Invoicing Items

NOTE: If you are using the Warehouse Management module, normally Purchase Order receipts are done using the Receive Goods function in Warehouse Management.

If you are not using the Warehouse Management module follow these steps to receive your purchased goods.

When you select the Receipts/Invoices button the Receipts/Invoices screen is displayed.

Receipts/Return Auth Screen

Entry No.	Item ID	Location ID	Ordered Qty	Other Rcv...	Unit	Lot No.	Qty	Unit Cost	Ext Cost	Posted	Shipping Container #
1	TRIMBEEF	FLINT	10.0000	0.0000	CS	150205-1	10.0000	895.00000	8,950.00	<input type="checkbox"/>	
2	15400	MADE	10.0000	0.0000	CS	150205-2	10.0000	35.95000	359.50	<input type="checkbox"/>	
3	DT-PB-10001	SANJUAN	100.0000	0.0000	LB	150205-3	100.0000	1.06000	106.00	<input type="checkbox"/>	
4	DT-PS-10001	SANJUAN	100.0000	0.0000	LB	150205-4	100.0000	1.09000	109.00	<input type="checkbox"/>	
5	DTORGAN68	SONORA	100.0000	0.0000	EA	150205-5	100.0000	4.00000	400.00	<input type="checkbox"/>	
6	GP-100	WARD	100.0000	0.0000	EA	150205-6	100.0000	2.59000	259.00	<input type="checkbox"/>	

Entry No.	Item ID	Location ID	Rtn Qty	Other Rtn ...	Unit	Lot No.	Qty	Unit Cost	Ext Cost	Posted	Shipping C...
1	15400	MADE	1.0000	0.0000	CS	130430-1	1.0000	35.95000	35.95	<input checked="" type="checkbox"/>	
2	DT-PB-100...	SANJUAN	5.0000	0.0000	LB	1000113022	5.0000	1.06000	5.30	<input checked="" type="checkbox"/>	

1. To display records for different line items, select the entry number of the line item in the **Entry No** box. Entry numbers for line items appear in the order in which you entered the line items; if you deleted a line item, non-sequential numbers may appear in the combo box even though line items appear sequentially on the Item Detail tab.
2. If you use multicurrency and the vendor's currency is a foreign currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the vendor's currency. If you do not use multicurrency, this check box does not appear.
3. Enter or edit the **Receipt Number** or **Return Auth** number. You cannot duplicate receipt and return authorization numbers within the same line item.
4. Edit the **Date**, **Period**, and **Year**, if necessary.
5. Enter or edit the quantity of goods received or returned in the **Qty** box.
6. Edit the **Unit Cost** of the goods received or returned, if necessary.
7. Edit the extended cost in the **Ext Cost** box, if necessary.
8. The **Posted** check box indicates whether this receipt or return authorization has been posted. TRAVERSE automatically checks this box when you post transactions.

You will not be able to delete the line item once you have received a quantity and posted the purchase order. You are not allowed to delete a receipt once it has been posted and the posted box is checked.

9. Enter the **Shipping Container #** the item was shipped in, if applicable.

10. If you use multicurrency, enter or edit the **Exchange Rate** for the receipt.

If you clicked **All** on the Transactions screen to apply the same receipt or return authorization to all line items, the exchange rate you entered on the Receive/Invoice All or Return/Debit All dialog box appears and cannot be changed. This box does not appear if you do not use multicurrency.

11. Enter the **Total Landed Cost** for the receipt.

12. Enter the **Total Pieces** for the receipt for landed cost calculation.

For all items that have the FRT landed cost id selected the total landed cost and total pieces will be used to divide the total landed cost into each item to determine the cost to use when adding the items' quantities to inventory.

If the receipt number/vendor combination is used on another receipt, the number of pieces and amount will default from the receipt that was entered earlier. The same receipt number can be applied to multiple POs.

The Total Pieces and Total Landed Cost will be greyed out once the receipt is saved.

When the receipts screen is closed, it will divide the Total Landed Cost by the Total Pieces and place that value in the landed cost field for each line item that was received on this receipt with the FRT landed cost id entered into the item.

Invoice/Debit Memos Screen

Invoices

Invoice No. 654321

Date 2/5/2015 Fiscal Period/Year 2 / 2015 Transaction No. 00000115

Entry No.	Item ID	Location ID	Unit	Qty	Unit Cost	Ext. Cost	Posted
1	TRIMBEEF	FLINT	CS	10.0000	895.00000	8,950.00	
Receipts							
Receipt No.	Lot	Rcvd Qty	Other Invc Qty	Qty			
123456	150205-1	10.0000	0.0000	10.0000			
2	15400	MADE	CS	10.0000	35.95000	359.50	
Receipts							
Receipt No.	Lot	Rcvd Qty	Other Invc Qty	Qty			
123456	150205-2	10.0000	0.0000	10.0000			
3	DT-PB-10001	SANJUAN	LB	100.0000	1.06000	106.00	
Receipts							
Receipt No.	Lot	Rcvd Qty	Other Invc Qty	Qty			
123456	150205-3	100.0000	0.0000	100.0000			
4	DT-PS-10001	SANJUAN	LB	100.0000	1.09000	109.00	
Receipts							
Receipt No.	Lot	Rcvd Qty	Other Invc Qty	Qty			
123456	150205-4	100.0000	0.0000	100.0000			

Record 7 of 7

Debit Memo

Debit Memo 987654

Date 2/5/2015 Fiscal Period/Year 2 / 2015 Transaction No. 00000132

Entry No.	Item ID	Location ID	Unit	Qty	Unit Cost	Ext. Cost	Posted
1	15400	MADE	CS	1.0000	35.95000	35.95	
Return Auth							
Return Auth	Lot	Qty. Return Auth	Qty. Other Debit Memo	Qty			
456789	130430-1	1.0000	0.0000	1.0000			
2	DT-PB-10001	SANJUAN	LB	5.0000	1.06000	5.30	
Return Auth							
Return Auth	Lot	Qty. Return Auth	Qty. Other Debit Memo	Qty			
456789	1000113022	5.0000	0.0000	5.0000			

Record 3 of 3

Click the **Invoice/Debit Memo** button on the Receipts screen to open the **Invoices/Debit Memo** screen.

You must enter a receipt or return authorization for goods before you apply an invoice or debit memo to items. You cannot enter a quantity greater than the received or shipped quantity.

1. Enter the **Invoice Number** or **Debit Memo** number. You cannot duplicate invoice numbers within the same line item.
2. Edit the **Date**, **Period**, and **Year**, if necessary.
3. Edit the **Unit Cost** of the goods invoiced or returned, if necessary.
4. Edit the extended cost in the **Ext Cost** box, if necessary.
5. The **Posted** check box indicates whether this invoice or debit memo has been posted.

You will not be able to delete the line item once you have received and invoiced a quantity and posted the purchase order. You are not allowed to delete an invoice once it has been posted and the posted box is checked.

6. If you use multicurrency, the **Exch Rate** box appears and lists the exchange rate on the Invoice/ Debit Totals dialog box. All line items for an invoice are invoiced at the same exchange rate. Edit the exchange rate for the invoice using the Invoice/Debit Totals dialog box.
7. When there is more than one receipt for a line item, the entry number details will be expanded to show the receipt records (See screen below). In each receipt record enter the quantity to invoice for that receipt record for this invoice. Click the plus (+) or minus (-) next to the entry number to view or hide the receipt records.

Edit Invoices Dialog Box

Entry No.	Item ID	Location ID	Unit	Qty	Unit Cost	Ext Cost	Posted										
1	TRIMBEEF	FLINT	CS	10.0000	895.00000	8,950.00	<input type="checkbox"/>										
<table border="1"> <thead> <tr> <th>Receipt No.</th> <th>Lot</th> <th>Rcvd Qty</th> <th>Other Invd Qty</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>150205-1</td> <td>10.0000</td> <td>0.0000</td> <td>10.0000</td> </tr> </tbody> </table>								Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty	123456	150205-1	10.0000	0.0000	10.0000
Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty													
123456	150205-1	10.0000	0.0000	10.0000													
2	15400	MADE	CS	10.0000	35.95000	359.50	<input type="checkbox"/>										
<table border="1"> <thead> <tr> <th>Receipt No.</th> <th>Lot</th> <th>Rcvd Qty</th> <th>Other Invd Qty</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>150205-2</td> <td>10.0000</td> <td>0.0000</td> <td>10.0000</td> </tr> </tbody> </table>								Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty	123456	150205-2	10.0000	0.0000	10.0000
Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty													
123456	150205-2	10.0000	0.0000	10.0000													
3	DT-PB-10001	SANJUAN	LB	100.0000	1.06000	106.00	<input type="checkbox"/>										
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Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty													
123456	150205-3	100.0000	0.0000	100.0000													
4	DT-PS-10001	SANJUAN	LB	100.0000	1.09000	109.00	<input type="checkbox"/>										
<table border="1"> <thead> <tr> <th>Receipt No.</th> <th>Lot</th> <th>Rcvd Qty</th> <th>Other Invd Qty</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>150205-4</td> <td>100.0000</td> <td>0.0000</td> <td>100.0000</td> </tr> </tbody> </table>								Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty	123456	150205-4	100.0000	0.0000	100.0000
Receipt No.	Lot	Rcvd Qty	Other Invd Qty	Qty													
123456	150205-4	100.0000	0.0000	100.0000													

The lotted items dialog box appears for lotted items when you click **Receipts/Invoices** or **Auth/Debit Memo** on the Transactions screen's Item area. The dialog box's name and field labels change depending on whether you enter an order or a return. The transaction number, item ID and description, location ID, and post status appear along with received and invoiced or returned and debited quantity, unit cost, and extended cost totals.

Lotted Items Dialog Box

Receipts

Receipt No. 123456

Date 2/5/2015 Fiscal Period/Year 2 / 2015 Transaction No. 00000115

Total Landed Cost 100.00 Total Pieces 420

Entry No.	Item ID	Location ID	Ordered Qty	Other Rcv...	Unit	Lot No.	Qty	Unit Cost	Ext. Cost	Posted	Shipping Container #
1	TRIMBEEF	FLINT	10.0000	0.0000	CS	150205-1	10.0000	895.00000	8,950.00	<input type="checkbox"/>	
2	15400	MADE	10.0000	0.0000	CS	150205-2	10.0000	35.95000	359.50	<input type="checkbox"/>	
3	DT-PB-10001	SANJUAN	100.0000	0.0000	LB	150205-3	100.0000	1.06000	106.00	<input type="checkbox"/>	
4	DT-PS-10001	SANJUAN	100.0000	0.0000	LB	150205-4	100.0000	1.09000	109.00	<input type="checkbox"/>	
5	DTORGAN68	SONORA	100.0000	0.0000	EA	150205-5	100.0000	4.00000	400.00	<input type="checkbox"/>	
6	GP-100	WARD	100.0000	0.0000	EA	150205-6	100.0000	2.59000	259.00	<input type="checkbox"/>	

Record 1 of 6

Receipts/Return Auth Tab

Return Auth: 456789

Date: 2/5/2015 Fiscal Period/Year: 2 / 2015 Transaction No.: 00000132

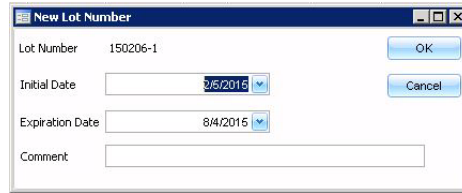
Total Landed Cost: Total Pieces:

Entry No.	Item ID	Location ID	Rtn Qty	Other Rtn ...	Unit	Lot No.	Qty	Unit Cost	Ext Cost	Posted	Shipping C...
1	15400	MADE	1.0000	0.0000	CS	130430-1	1.0000	35.95000	35.95	<input checked="" type="checkbox"/>	
2	DT-PB-100...	SANJUAN	5.0000	0.0000	LB	1000113022	5.0000	1.06000	5.30	<input checked="" type="checkbox"/>	

Record 3 of 3

1. To view records for different lotted items, select the entry number of the line item in the **Entry No** box. Entry numbers for line items appear in the order in which you entered the line items; if you deleted a line item, non-sequential numbers may appear in the combo box even though line items appear sequentially on the Item Detail tab.
2. If you use multicurrency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the vendor's currency.
3. Enter or edit the **Receipt Number** or **Return Auth** number. You cannot duplicate receipt numbers within the same line item. If you enter a new receipt number or return authorization, the Receipt Number/Return Authorization dialog box appears.
4. Enter the **Date** and **Period/Year** or accept the default workstation date and current period and year.
5. If you use multicurrency, select the exchange rate to use for the receipt. The **Exch Rate** box does not appear if you do not use multicurrency.
6. The quantity of goods ordered or returned appears in the **Qty Ord/Returned** box.

7. Enter or select the lot number in the **Lot No.** for this receipt. If you enter a new lot number the New Lot Number screen appears.



The 'New Lot Number' dialog box contains the following fields and controls:

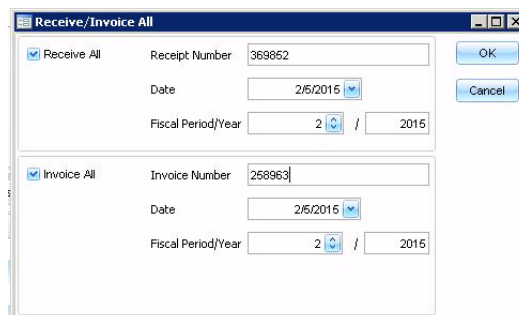
- Lot Number:** A text field containing '150206-1'.
- Initial Date:** A date picker showing '2/5/2015'.
- Expiration Date:** A date picker showing '8/4/2015'.
- Comment:** An empty text field.
- Buttons:** 'OK' and 'Cancel' buttons on the right side.

8. Enter the lot's **Initial Date**, **Expiration Date**, and a **Comment** (if desired). Click **OK** to save the new lot information and return to the Receipts/Returns screen.

If the item has been set up in Inventory with a Sell/Consume By Days value the Expiration Date will be calculated using the Initial Date plus the Sell/Consume By Days to get the expiration date.

9. Enter or edit the quantity of goods received or returned in the **Qty** box.
10. Edit the **Unit Cost** of the goods, if necessary.
11. Edit the extended cost of the goods in the **Ext Cost** field, if necessary.
12. The **Posted** check box indicates whether the receipt or return authorization has been posted.
13. If you use multicurrency, the exchange rate you selected for the receipt or return authorization appears in the **Exch Rate** box.
14. Enter a **Comment**. This field is not required.
15. Click the Save button on the toolbar to save your changes and close the screen to return to the Transactions screen.

Receive/Invoice or Return/Debit All Dialog Box



The 'Receive/Invoice All' dialog box is divided into two sections: 'Receive All' and 'Invoice All'.

Receive All Section:

- ☒ **Receive All**
- Receipt Number:** 369852
- Date:** 2/5/2015
- Fiscal Period/Year:** 2 / 2015

Invoice All Section:

- ☒ **Invoice All**
- Invoice Number:** 258963
- Date:** 2/5/2015
- Fiscal Period/Year:** 2 / 2015

Buttons: 'OK' and 'Cancel' buttons are located on the right side of the dialog.

The **Receive/Invoice All** or **Return/Debit All** dialog box appears when you click **All** on the Transactions screen to enter a receipt, invoice, return authorization, or debit memo for all items in a new order or return. The dialog box's name and field labels change depending on whether the transaction is an order or a return.

If you enter a receipt, invoice, return authorization, or debit memo for orders or returns that combine non lotted and lotted items, the Receive/Invoice or Return/Debit All dialog box applies the receipt, invoice, return authorization, or debit memo number to all items, but you must enter lot information for lotted items in the dialog boxes that appear.

To enter landed cost information for receipts you must select the Receipts/Invoices button to display the Receipts screen and enter the landed cost information.

1. Select the **Receive All** or **Return All** box to enter a receipt or return authorization for all items in the transaction.
2. Enter the **Receipt** or **Return Authorization Number**.
3. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.
4. If you use multicurrency and the transaction is for a vendor that uses a currency other than the base currency, enter the exchange rate at which to receive items in the **Exch Rate** box.

This field does not appear if you do not use multicurrency.

5. Select the **Invoice All** or **Debit All** box to enter an invoice or debit memo for all of the items in the transaction. You must enter at least one receipt or return authorization before you can enter an invoice or debit memo for all of a transaction.
6. Enter the **Invoice** or **Debit Memo Number**.
7. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.
8. Click **OK** to apply the information to all items in the transaction. If serialized or lotted items are present in the transaction, dialog boxes appear where you can enter serial or lot information.
9. Click **Cancel** to return to the Transactions screen. Your changes are not saved.

Once an inventory item quantity is all received and invoiced, the item may be marked as completed. This can be done by adding the Status field to the summary view and selecting **Complete** for the status. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you are in the detail view of the item id, on the Line Items tab the Status field is available and you may select the **Complete** value.

Invoice Totals

Once items on the Purchase Order have been invoiced the Invoice Detail button on the Totals tab becomes available.

1. Click **Invoice Totals/Debit Totals** to view the Invoice Totals or Debit Totals dialog box. If you cannot edit the information in this dialog box, close the box, click **Update**, then click **Invoice Totals/Debit Totals** again.

NOTE: This button is only active if you have entered an invoice for the purchase order.

Invoice/Debit Memo Totals Dialog Box - Detail

Invoice Totals

1 of 1

Print

Invoice Number654321Invoice Date2/5/2015Fiscal Period/Year2 / 2015

TotalsPayments

			Posted	Total
Taxable	0.00		0.00	0.00
Nontaxable	1,233.50	Tax Class	0.00	1,233.50
Freight	0.00	0	0.00	0.00
Misc	0.00	0	0.00	0.00
Sales Tax	0.00		0.00	0.00
Total	1,233.50		0.00	1,233.50

Invoice/Debit Memo Totals Dialog Box - Summary

Invoice Totals

1 of 1

Print

Invoice Nu...	Invoice Date	Period	Year	Misc	Freight	Sales Tax	Total
> 654321	2/5/2015	2	2015	0.00	0.00	0.00	1,233.50

The Invoice/Debit Totals dialog box appears when you click **Invoice Totals** or **Debit Totals** on the Transactions screen's **Totals** tab. The dialog box's name and field labels change depending on whether you enter an order or a return.

Use the dialog box to view invoice and debit memo totals for the transaction, edit the invoice or debit memo date and GL period information, and edit freight and miscellaneous charges. The invoice or debit memo number, sales tax total, subtotal, and total appear.

The dialog box has two views: **Detail** and **Summary**. The **Detail** view lists in-depth information about each invoice, while the **Summary** view lists more invoices on the screen. When you use the **Detail** view, click **>>** to view the **Summary** view. When you use the **Summary** view, click **<<** to view the tab's **Detail** view.

The **Detail** view is shown above. The instructions refer to the **Detail** view, which contains all available fields and command buttons. If you are using the **Summary** view, skip the step if it refers to a field that does not appear on that view of the screen.

1. The **Invoice** or **Debit Memo Number** appears. Edit the **Date**, **Period**, and **Year**, if necessary.

Use the buttons at the bottom of the screen to view totals for a different invoice when you use the detail view, if necessary.

2. If you use multicurrency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the vendor's currency. If you do not use multicurrency, this check box does not appear.
3. If you use multicurrency, the most current daily exchange rate appears in the **Inv Exch Rate** field. Change this exchange rate, if necessary. If you do not use multicurrency, this field does not appear.
4. Enter or edit applicable shipping charges in the **Freight** field, then select the **Tax Class** for the shipping charges.
5. Enter or edit the miscellaneous charges in the **Misc.** field, then select the **Tax Class** for the miscellaneous charges.

If the purchase order transaction is taxable and you need to adjust the sales tax total, click the **Adjustments** tab. Enter the **Tax Adjustment** and **Tax Class** and click **OK**. The invoice **Total** appears.

NOTE: This tab is not available if the transaction is not marked as taxable.

Invoice Totals - Tax Adjustment Tab

The screenshot shows the 'Adjustments' tab of the 'Invoice Totals' dialog box. It features a table for tax adjustments and summary fields on the right.

Tax Location	Tax Amount	Adj.
MN	156.00	<input checked="" type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>

Summary fields on the right:

- Sales Tax: 156.00
- Tax Adjustment: 0.00
- Net Sales Tax: 156.00
- Tax Class: 0 (dropdown)

The Tax Adjustments dialog box appears when you click **Adj.** on the Invoice/Debit Totals dialog box in detail view. Use it to enter adjustments to sales tax for the invoice or debit memo.

- Select the **Adj.** box next to the tax location you want to adjust.
 - Enter the **Tax Adjustment**.
 - Select the **Tax Class**.
6. Select the **Payments** tab to enter prepaid amounts or divide the invoice totals into multiple payment periods.

Invoice Totals Payments Tab

The screenshot shows the 'Payments' tab of the 'Invoice Totals' dialog box. It contains fields for invoice information and payment details.

Invoice Information:

- Invoice Number: 654321
- Invoice Date: 2/5/2015
- Fiscal Period/Year: 2 / 2015

Payment Information:

- Prepaid: 0.00
- Discount: 0.00
- Bank Account ID: (dropdown)
- Payment Number: (dropdown)
- Payment Date: (dropdown)
- Fiscal Period/Year: (dropdown) / (dropdown)

Due Dates and Payments:

- Due Date 1: 3/7/2015
- Due Date 2: (dropdown)
- Due Date 3: (dropdown)
- Payment 1: 1,233.50
- Payment 2: 0.00
- Payment 3: 0.00

7. On the **Payments** tab, enter or edit the **Prepaid** amount.
8. Edit the calculated **Discount** amount, if necessary.

9. The check number used for the prepayment appears in the **Payment No** field. Edit the number, if necessary. If you are printing an online check, leave this field blank. This field cannot be changed for debit memos.
10. The **Payment Date** appears. Edit the date, if necessary, on invoices; you cannot edit the date on debit memos.

The period and year corresponding to the check date appear in the **Fiscal Period/Year** fields. Edit these values, if necessary.

11. Select the **Bank Account ID** for the check.
12. If you use multicurrency, the currency assigned to the bank account appears in the **Currency ID** field and cannot be changed, and the most current daily exchange rate appears in the **Exch Rate** field. Change the exchange rate used for the prepayment, if necessary.

If the exchange rate you enter for the prepayment differs from the invoice's exchange rate, you may gain or lose money due to the fluctuating exchange rates. This amount appears in the **Gain/Loss** box when you view totals in base currency.

If you do not use multicurrency, these fields do not appear.

13. The total minus the prepayment and discount amounts appears in the **Payment 1** field. Edit this value, if necessary. This field does not appear on the Debit Totals screen.

To split payments, enter an amount in the **Payment 1** field that is less than the amount listed; the remaining payment appears in the **Payment 2** field. These fields do not appear on the Debit Totals screen.

To split payments further, enter an amount in the **Payment 2** field that is less than the amount listed; the remainder appears in the **Payment 3** field. These fields do not appear on the Debit Totals screen.

To split an invoice into more than three payments, post the purchases and then use the Accounts Payable **Hold/Release Invoices** function.

14. Edit the date payment is due in the **Due Date 1** field, if necessary. The first due date is calculated from the number of due days in the terms code you entered. This field does not appear on the Debit Totals screen.

If used, the second date payment is due is calculated from the first due date and the terms code and appears in the **Due Date 2** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

If used, the third date payment is due is calculated from the second due date and the terms code and appears in the **Due Date 3** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

15. Click **Print, Check** to open the Print Checks screen to print a check for the invoice. This button is not available for debit memos.

Print Check Screen

The screenshot shows the 'Print Check' dialog box. It has a title bar with 'Print Check' and a close button. Below the title bar is a menu bar with 'Print', 'Output', 'Send', 'Preview', and 'Reset'. The main area contains several input fields: 'Transaction' with 'Number' (00000025), 'Vendor' (Day016), and 'Currency' (USD); 'Invoice' with 'Number' (6816169849) and 'Date' (3/8/2013); 'Check' with 'Amount' (10,000.00), 'Number' (1418), and 'Date' (3/8/2013); 'Fiscal Date' with 'Period' (3) and 'Year' (2013); and 'Bank Account ID' (FNB001).

The **Print Check** screen appears when you click **Print, Check** on the **Invoice Totals** dialog box in detail view. Use it to print an online check for the transaction.

- The transaction number, Vendor ID, invoice number, invoice date, check amount, and currency (if you use multicurrency) you defined on the **Invoice/Debit Memo Totals** dialog box appear.
- Edit the check **Number** and **Date**, GL **Period** and **Year** if necessary.
- Select **Reset**, **Preview**, **Output** or **Print**.

Command Buttons

Name	Description
<u>R</u>eset	Set all fields to their defaults.
<u>P</u>review	Preview the report on your monitor.
<u>O</u>utput	Output the report as a .pdf file and save it.
<u>P</u>rint	Print the report.

Print Orders Screen


The **Print Orders** screen appears when you click **Print** and **Order** on the Transactions screen. Use this screen to print an online purchase order or debit memo for the transaction, or to reprint orders for transactions for which you have entered receipts or invoices. The transaction number and date appear.

1. If you use additional descriptions, select the box to **Print Additional Descriptions** on the order; otherwise, clear the box.
2. Enter a **Message** to print on the order. Leave the box blank if you do not want to add an additional message.
3. If you use multicurrency, select the **Print in Base Currency** check box to print the order in the company's base currency; otherwise, clear the box to print the order in the vendor's currency. If you do not use multicurrency, this check box does not appear.
4. Select **Reset**, **Preview**, **Output** or **Print**.

Command Buttons

Name	Description
<u>R</u> eset	Set all fields to their defaults.
P <u>r</u> ev <u>iew</u>	Preview the report on your monitor.
O utput	Output the report as a .pdf file and save it.
<u>P</u> rint	Print the report.

Purchase Order

PURCHASE ORDER							
		Shakopee Food Product 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES		PO NUMBER		PO DATE	
				00000115		2/4/2015	
				LOCATION		PAGE	
				FLINT		1	
V TYSON E TYSON FRESH MEATS N FRED DRBW D 300 STEVENS PORT DRIVE O DAKOTA DUNES, SD 57049 R Phone No (605) 235-2061				S H I P T O			
ORDERED BY		SHIP VIA		F.O.B.		TERMS DESCRIPTION	
						Net 30 Days	

ENTRY	ITEM ID	UNIT	UNIT PRICE	ORD QTY	RCVD QTY	BACKORD	EXTENSION
1	TRIMBEEF TRIMMED BEEF Vendor Part Number: TYSONBEEF REQ SHIP DATE 7/17/2013	CS	895.00000	10.0000	10.0000	0.0000	8,950.00
							Total for FLINT 8,950.00
TAXABLE		Freight		Miso		PREPAID	
0.00		0.00		0.00		0.00	
						GRAND TOTAL	
						9,924.50 *	
NONTAXABLE		SALES TAX		DISCOUNT			
9,924.50		0.00		0.00			
* = Total derived from multiple locations.							
Received By _____							
Authorized Signature _____							

Check

ELEVEN THOUSAND TWO HUNDRED NINETY - EIGHT AND 24/100 US DOLLAR

ACCT NO CPU0001 05/18/2009 *****\$11,298.24

Ace Computer Power Supply
Julie Simon
1437 Bellview Avenue
Richfield, MN 55423

VENDOR	Ace001	Ace Computer Power Supply/Ace Computer Power Supply	Check No	
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
03/08/2007	081000000001	2,784.47	0.00	2,784.47
12/06/2006	081000000002	2,436.41	0.00	2,436.41
04/29/2009	11222	3,537.01	0.00	3,537.01
04/30/2009	123456	2,415.35	0.00	2,415.35
04/29/2009	Phone	125.00	0.00	125.00
ACCT NO	CPU0001			
05/18/2009	TOTAL	11,298.24	0.00	11,298.24

VENDOR	Ace001	Ace Computer Power Supply/Ace Computer Power Supply	Check No	
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
03/08/2007	081000000001	2,784.47	0.00	2,784.47
12/06/2006	081000000002	2,436.41	0.00	2,436.41
04/29/2009	11222	3,537.01	0.00	3,537.01
04/30/2009	123456	2,415.35	0.00	2,415.35
04/29/2009	Phone	125.00	0.00	125.00
ACCT NO	CPU0001			
05/18/2009	TOTAL	11,298.24	0.00	11,298.24

Working with New Order and New Return Transactions

You can add, edit, and delete unposted **new order** and **new return** transactions using the same methods you use in Accounts Payable or Accounts Receivable. If you add, change, or delete transaction line items, verify the payment dates and payment amounts on the **Totals** tab. The system puts the payment balance in the **Payment 1** field when a quantity or a cost is changed.

ENTER A NEW ORDER OR RETURN TRANSACTION

To enter a **new order** or **new return** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank screen appears.
3. Enter the transaction number if it is not automatically generated.
4. Select the transaction type: **New Order** or **New Return**.
5. Enter the required **Header, Detail, Ship-To, Totals** tab and **Line Item** information. If landed costs are to be used enter the FRT landed cost id for each item.

EDIT A NEW ORDER OR RETURN TRANSACTION

To edit a **new order** or **new return** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Edit the appropriate information. If you selected the Automatic Discount Update option in the **Business Rules** function, discounts are recalculated; otherwise, verify your discount change.

ENTER A RECEIPT FOR TRANSACTION LINE ITEMS

To enter a receipt for transaction line items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices** button.
5. Enter the **Receipt Number** and **Receipt Date**.
6. Select the sequence number for the line item to apply the receipt to. Do this for each line item the receipt applies to.

7. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog box that appears.
8. Enter the receipt information for each sequence number selected in the Receipts and Invoices dialog box.
9. Enter the landed cost total receipt cost and total pieces.

ENTER A RECEIPT FOR ALL LINE ITEMS IN A TRANSACTION

To enter a receipt for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **All**. The Receive/Invoice All dialog box appears.
5. Select the **Receive All** check box; the **Receipt Number**, **Date**, and **Period** fields become active.
6. Enter the receipt number, date, and period and click **OK**.
7. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog boxes that appear.
8. Click **OK** to return to the Transactions screen, or select the **Invoice All** check box to enter an invoice for all line items in the transaction.

ENTER AN INVOICE FOR ALL LINE ITEMS IN A TRANSACTION

To enter an invoice for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **All**. The Receive/Invoice All dialog box appears.
4. Select the **Invoice All** check box; the **Invoice Number**, **Date**, and **Period** fields become active.
5. Enter the invoice number, date, and period and click **OK**.
6. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog boxes that appear.
7. Click **OK**.

ENTER RETURN AUTHORIZATION FOR TRANSACTION LINE ITEMS

To enter a return authorization for transaction line items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the new return's transaction number and click **Update**.
3. Click the **Line Items** tab and select the line item for which to enter the return authorization.
4. Click **Auth/Debit Memo**.
5. Enter the **Return Auth Number** and **Return Date**.
6. Select the sequence number for the line item to apply the RA to. Do this for each line item the RA applies to.
7. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog box that appears.
8. Enter the RA information for each sequence number selected in the Return Authorization and Credit Memo dialog box.

ENTER RETURN AUTHORIZATIONS FOR ALL LINE ITEMS IN A TRANSACTION

To enter a return authorization for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **All**. The Return/Debit All dialog box appears.
4. Select the **Return All** check box; the **Return Auth**, **Date**, and **Period** fields become active.
5. Enter the return authorization information, date, and period and click **OK**.
6. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog boxes that appear.
7. Click **OK** to return to the Transactions screen, or select the **Debit All** box to enter debit memo information for all line items in the transaction.

ENTER A DEBIT MEMO FOR ALL LINE ITEMS IN A TRANSACTION

To enter a debit memo for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update** when the transaction appears.
3. Click **All**. The Return/Debit All dialog box appears.

4. Select the **Debit All** box; the **Debit Memo**, **Date**, and **Period** fields become active.
5. Enter the debit memo information, date, and period and click **OK**.
6. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog boxes that appear.
7. Click **OK**.

CHANGE A TRANSACTION BATCH CODE

To change a transaction batch code, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Change the batch code.
4. Delete a New Order or Return Transaction
5. To delete a **new order** or **new return** transaction and the line-item entries associated with it, follow these steps:
6. Select **Transactions** from the **Transactions** menu.
7. Select the transaction number of the new order or new return to delete.
8. Click **Update**.
9. Press the delete hot key (**F3**). A confirmation message appears.

PRINT AN ONLINE ORDER

To print an online order, follow these steps.

1. Select **Transactions** from the **Transactions** menu.
2. Enter an order, or select a new order transaction number. If you are working with an existing transaction, click **Update**.
3. Click **Online**. The Print Orders screen appears.
4. Select available options on the Print Orders screen and enter a message.
5. Click **Print**.

PRINT SEVERAL ORDERS


To print several orders, follow these steps:

1. Select **Print Orders** from the **Transaction Journals** menu.

2. Select the orders to print.
3. Click **Print**.

PRINT AN ONLINE CHECK

To print an online check, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Enter an invoice received transaction, or select an invoice received transaction. If you are working with an existing transaction, click **Update**.
3. Click the **Totals** tab.
4. Click **Invoice Totals**. The Invoice Totals dialog box appears in summary view.
5. Click  to open the dialog box's detail view.
6. Enter the prepaid amount, or accept the current amount.
7. Enter the date for the check, or accept the current date.
8. Click **Print, Check**. The Online Checks screen appears.
9. Enter the check number and date, or accept the current values.
10. Click **Print**.

Working With Goods Received Transactions

You can edit **goods received** transactions by using the same steps as for **new order** transactions, but you must delete receipts of goods from an unposted line item before you can delete a line item, and you must delete all receipts of goods from all line items before you can delete a transaction. With serialized, lotted, or serialized and lotted items, you must also remove serial and lot information. You cannot delete posted receipts, but you can edit them.

EDIT A GOODS RECEIVED TRANSACTION

To edit a **goods received** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.

EDIT A RECEIPT

To edit a receipt for a **goods received** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Select the line item entry with the receipt you want to edit.
6. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
7. Edit the receipt.

ENTER AN INVOICE FOR TRANSACTION LINE ITEMS

To enter an invoice for a transaction line item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Enter the **Invoice Number** and **Invoice Date**.
4. Select the sequence number for the line item to apply the invoice to. Do this for each line item the invoice applies to.
5. If the item is lotted, serialized, or serialized and lotted, enter the lot, serial number, or serial number and lot information in the dialog box that appears.
6. Enter the invoice information for each sequence number selected in the Receipts and Invoices dialog box.

DELETE A RECEIPT

To delete a receipt for an unposted transaction line item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
4. Select the receipt you want to delete.
5. Select the Sequence number for the item you want to delete the receipt for and press the delete hot key (**F3**). You must delete all receipts for a line item before you can delete a line item from a **goods received** transaction.

DELETE A LINE ITEM FROM A GOODS RECEIVED TRANSACTION

To delete an unposted line item from a **goods received** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Follow the steps for deleting receipts (above) until you have deleted all receipts for the line item. Close the Receipts and Invoices dialog box.
6. Press the delete hot key (**F3**). A confirmation message appears.

DELETE AN UNPOSTED GOODS RECEIVED TRANSACTION

To delete an unposted **goods received** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Follow the steps for deleting receipts until you have deleted all receipts for all line items.
6. Click the **Header** tab.
7. Press the delete hot key (**F3**). A confirmation message appears.

DELETE A POSTED GOODS RECEIVED TRANSACTION

To delete a posted **goods received** transaction, generate a reversing transaction.

Working With Invoice Received Transactions

You can delete unposted invoice received transactions and transaction line items, but you must first delete all invoices and receipts from a line item. You must delete all invoices and receipts from all line items before you can delete an invoice received transaction. You cannot delete invoice received transactions with posted line items.

EDIT AN INVOICE RECEIVED TRANSACTION

To edit an **invoice received** transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.

3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.

DELETE AN INVOICE

To delete an invoice for an unposted transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
5. Click **Invoice** to go to the invoice screen.
6. Select the invoice you want to delete.
7. Select the Sequence number for the item you want to delete the invoice for and press the delete hot key (**F3**). You must delete all invoice for a line item before you can delete a line item from an **invoice received** transaction.

DELETE AN UNPOSTED INVOICE RECEIVED TRANSACTION LINE ITEM

To delete an unposted **invoice received** transaction line item, follow the steps for deleting an invoice (above) and deleting a receipt until you delete all invoices and receipts from the line item. After you delete all invoices and receipts, press the delete hot key (**F3**). A confirmation message appears.

DELETE AN UNPOSTED INVOICE RECEIVED TRANSACTION

To delete an unposted **invoice received** transaction, follow the steps for deleting an invoice and deleting a receipt until you delete all invoices and receipts from the transaction line items. After you delete all invoices and receipts, click the **Header** tab and press the delete hot key (**F3**). A confirmation message appears.

DELETE AN INVOICE RECEIVED TRANSACTION WITH POSTED LINE ITEMS

To delete an **invoice received** transaction with posted line items, generate a reversing new return, return authorization and debit memo transaction.

Working With Return Authorization Transactions

You can edit posted and unposted **return authorization** transactions by using the same steps as for **new order** transactions, but you must delete return authorizations from unposted line items before you can delete them, and you must delete all return authorizations from all line items before you can delete an unposted transaction.

Follow the steps in the Working With Goods Received Transactions (page 4-52) section replacing Receipts with Return Authorization.

Working With Debit Memo Transactions

You can edit **debit memo** transactions with the same methods as **new order** or **new return** transactions. You can delete unposted **debit memo** transactions and transaction line items, but you must first delete debit memos and return authorizations from line items. You must delete all debit memos and return authorizations from all line items before you can delete a transaction.

Follow the steps in the Working With Invoice Received Transactions (page 4-54) section replacing Invoice with Credit Memo.

Cancel a Transaction

To cancel a transaction, follow one of these procedures:

- If the **new order** or **new return** transaction is unposted, follow the steps for deleting a new order or return.
- If the transaction is unposted and is not a **new order** or **new return** transaction, follow the steps for deleting a transaction with receipts, invoices, return authorizations, or debit memos.

If you want an audit trail that is more detailed than the Open Order Report and the order you want to cancel has been posted, enter a return to back out the order. To cancel an order that has not been posted, enter a return for the order so that the return and the order are posted at the same time.

Warehouse Management Receive Goods

Use the **Receive Goods** function to record the items you receive, their quantities, and the orders you received them for. You can receive items for orders in Purchase Order or for Warehouse Management transfers and material requisition returns.

This function does not update item quantities in Inventory and transactions in Purchase Order or Warehouse Management until you confirm the entries you've made. When you click the **Confirm** button on the Receive Goods screen, Warehouse Management updates item quantities and transaction status, as needed.

- If you receive items for purchase orders, Warehouse Management updates item on hand quantities, updates the order with the receipt information, and changes the status to **Goods Received** for the orders you select.

- If you receive items transferred from another warehouse, Warehouse Management changes the on order quantity for that item to on hand for the destination location and sets the transfer's status to **Completed**.

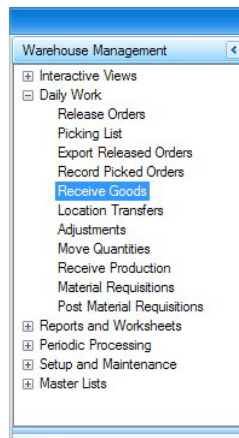
NOTE: If partial quantities were shipped from the source location (for example, 5 widgets were shipped instead of the requested 10), Warehouse Management does not change the transfer's status to Picked. The system uses this status only when the entire quantity for the transfer has been shipped. Only transfers with a status of Picked appear in the list of orders for which you can receive goods. If you received a partial shipment for a transfer, you need to manually change its' status to picked in order to apply the items you received for that transfer. Alternatively, you can wait until you receive the entire quantity, then enter the receipt and complete the transfer.

- If you receive items for a material requisition return, Warehouse Management updates the extended cost and **Filled** quantities for the return and updates the on hand quantity in Inventory for the items you received.

Follow these steps to **Receive Goods** and apply their quantities to an order, transfer, or requisition return:

1. Select **Receive Goods** from the **Daily Work** menu.

Receive Goods Menu



2. The **Receive Goods** screen appears (all fields are initially blank).

Receive Goods Screen - Blank

WM Receive Goods

Document No: Find Auto Gen Confirm

Item ID:

Document No	Source	Item ID	Location ID	Req Ship Date	Qty Req	Qty Confirmed	Unit	Lot Number	Alternate Item ID	UPC Code

Item ID: Location ID:

Qty Ordered: Qty Received: Receipt Attributes:

Receipt Number	Serial No	Lot No	Qty	Unit	Bin	Container	Shipping Container #

3. To locate transactions you should be receiving goods for that involve a specific order number or item ID, enter that **Document No** or **Item ID** and click **Find**. Orders that match this criteria are then listed in the window (to sort this list, click a heading).

Receive Goods Screen - Filled

WM Receive Goods

1 of 2 Find Auto Gen Confirm

Document No

Item ID

Document No	Source	Item ID	Location ID	Req Ship Date	Qty Req	Qty Confirmed	Unit	Lot Number	Alternate Item ID	UPC Code
00000015	PO	GF2000-800	Ukiah	9/27/2011	250.0000	250.0000	LB			
00000110	PO	GP-001	FARM1	6/26/2013	50.0000	50.0000	EA			
00000121	PO	GP-001	FARM1	7/31/2013	10.0000	0.0000	C			
00000097	PO	GP-002	WARD	6/26/2013	1.0000	1.0000	EA			
00000098	PO	GP-002	WARD	6/26/2013	1.0000	1.0000	EA			
00000100	PO	GP-002	WARD	6/26/2013	1.0000	1.0000	EA			
00000101	PO	GP-002	WARD	6/26/2013	1.0000	1.0000	EA			
> 00000125	PO	GP-002	WARD	8/5/2013	40.0000	40.0000	EA			
00000125	PO	GP-002	WARD	8/7/2013	40.0000	40.0000	EA			
00000125	PO	GP-002	WARD	8/8/2013	40.0000	40.0000	EA			
00000125	PO	GP-002	WARD	8/9/2013	40.0000	40.0000	EA			
00000125	PO	GP-002	WARD	8/10/2013	40.0000	40.0000	EA			


Item ID GP-002 Location ID WARD

Qty Ordered 40.0000 Qty Received 40.0000 EA Receipt Attributes Create Lots

Receipt Number	Serial No	Lot No	Qty	Unit	Bin	Container	Shipping Container #
> 56987		20150205-1000-9	20.0000	EA			
56987		20150205-1000-8	20.0000	EA			

Remember that different TRAVERSE applications can have transactions with the same order number. For example, if a purchase order 00000011 and material requisition return 00000011 exist, both are listed in the window.

To list all orders for which you should be receiving goods, leave these boxes blank and click **Find**.

4. To record received quantities for a specific order, select the order in the window, click the New Record button  , then enter information about the item you received in the boxes at the bottom of the screen.

If you received a lotted item, the **Create Lots** button appears at the bottom of the screen. Click it to automatically generate and record lot numbers for the items you received.

Create Lots Screen

The screenshot shows a window titled "Create Lotted Receipts" with an "OK" button at the top left. The form contains the following fields:

- Receipt Number: 56987
- Vendors Lot Number: 20150205-10
- Expiration Date: 4/6/2015 (with a dropdown arrow)
- Total Packages Received: 2
- Qty Per Package: 20
- EA (with a dropdown arrow)

- Enter the **Receipt Number** for the order.
- Enter the **Vendors Lot Number** from the packing list or packages.
- Enter the **Expiration Date** of the lot.
- Enter the **Total Packages Received** from the vendor for this lot.
- Enter the **Qty Per Package** and **number of packages**.
- Click **OK** to add the receipt and lot(s) for the purchase order.

5. If you manually enter a Receipt and a new Lot number the New Lot Number screen appears.

New Lot Screen

The screenshot shows a window titled "New Lot Number" with "OK" and "Cancel" buttons. The form contains the following fields:

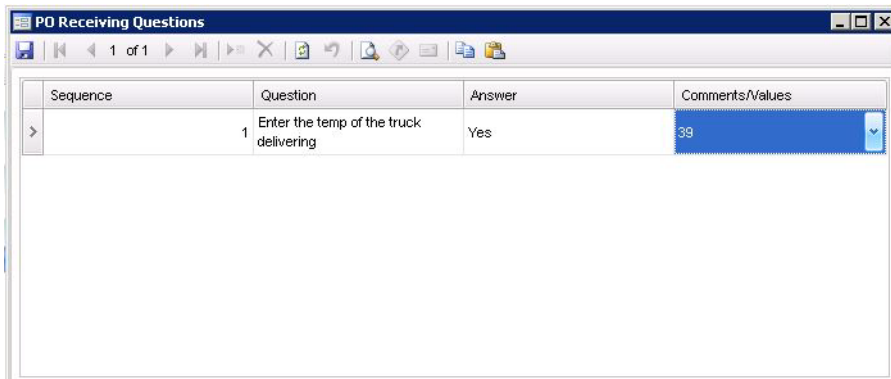
- Lot Number: 20150205-11
- Initial Date: 2/5/2015 (with a dropdown arrow)
- Expiration Date: 4/6/2015 (with a dropdown arrow)
- Comment: (empty text box)

- Enter the **Initial Date** for when the lot was generated.
- Enter the **Expiration Date** or accept the default.

If the item has been set up in Inventory with a Sell/Consume By Days value the Expiration Date will be calculated using the Initial Date plus the Sell/Consume By Days to get the expiration date.

- Enter **Comments** about the lot.

- Click **OK** to save the lot number, or **Cancel** to exit without saving.
6. Click the Receipt Attributes button to view any Quality Questions set up for receipts.



Sequence	Question	Answer	Comments/Values
1	Enter the temp of the truck delivering	Yes	39

- Select an **Answer** and enter **Comments/Values** for the question(s).
7. Repeat the above step for all orders you receive, recording item quantities as you go.
8. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.
- After you click **Confirm**, the **Confirm all received quantities?** message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Receive Goods screen. Transactions are removed from the screen when you receive the entire quantity.
 - If you clicked **Yes**, a message appears when the confirmation processing completes successfully.
 - After the confirmation process completes, the Received Goods Log appears.

Receive Goods Confirm Report

Continental Products Unlimited							Page 1
Receive Goods Confirm Log							
Status	Source	Document No	Item ID	Quantity	Serial No	Bin	
Receipt No	Received Date	Location ID	Unit	Lot No	Container		
Confirmed							
Purchase Order	00000024	800001	100 0000			A-11	
5454444	1/31/2011	MN0001	ROLL	013111001			
Purchase Order	00000024	900	1,0000	013111001		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111002		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111003		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111004		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111005		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111006		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111007		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111008		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111009		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111010		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	900	1,0000	013111011		B-10	
5454444	1/31/2011	MN0001	EA				
Purchase Order	00000024	910	1,0000	013111100			
5454444	1/31/2011	MN0001	EA	013111900			
Purchase Order	00000024	910	1,0000	013111101			
5454444	1/31/2011	MN0001	EA	013111900			
Purchase Order	00000024	910	1,0000	013111102			
5454444	1/31/2011	MN0001	EA	013111900			
Purchase Order	00000024	910	1,0000	013111103			
5454444	1/31/2011	MN0001	EA	013111900			
Purchase Order	00000024	910	1,0000	013111104			
5454444	1/31/2011	MN0001	EA	013111900			
Purchase Order	00000024	910	1,0000	013111105			
1/31/2011 3:03 PM							

OPEN_SYSTEMS\kenthe

MANUFACTURING PROCESSING

Recording the manufacturing process for the Food Processing solution is done using the MFG - Production module.

Production orders are generated and released using the standard Production Orders functions, Production Orders and Release Orders.

Once the orders have been released recording production is done using the Shop Floor functionality.

Shop Floor Entry

ShopFloor for TRAVERSE version 11 is a solution for manufacturing operations that can help you grow your business by streamlining your processes and increasing the speed and accuracy with which your team enters data. Users can easily and efficiently use a variety of input devices to enter their production information-as well as labor or machine time-right from the shop floor.

When you rely on ShopFloor to capture your business critical information, you'll speed up your processes while reducing the chance of entry error. And because ShopFloor ties in closely with all TRAVERSE applications, you'll improve the real-time communication throughout your organization.

With ShopFloor for TRAVERSE version 11, you can:

- Record labor or machine time
- Record production and materials
- Make real-time inventory updates throughout the manufacturing process
- Ensure quality by taking advantage of the Quality Control functionality within ShopFloor
- Take advantage of the portable, easy-to-use user interface for machine operators

The Shop Floor application is used to record time and production activity on the shop floor.

- Shop Floor Entry is a user-friendly front end to Record Production Activity.
- Generic production tables are updated with the data collected via Shop Floor.

- Any validation rules enforced when entering data in Record Production Activity need to be enforced when corresponding data entered through Shop Floor Entry.
- Tablet friendly!

Users of the Shop Floor Entry function may have a keyboard available as well as a keyboard wedge that will allow for scanning of bar coded data.

- Shop Floor Entry can be used without using workstations with Touch Screen technology available.
- Since the workstations used for Shop Floor entry are physically placed in the plant/production area, the lighting could be dim. Therefore, the fields will be made a little larger than normal and the field the cursor is in will have a light green background in an effort to make the screen easier to read.

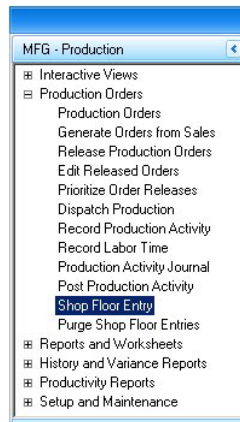
Once you have finished with the setup functions related to Shop Floor, you may start to use shop floor to record your production time and amounts.

Logging Into Shop Floor

To log into **Shop Floor** follow these steps:

1. Select **Shop Floor Entry** from the **MP - Production, Production Orders** menu.

Shop Floor Menu



2. The Shop Floor entry screen appears with only the Enter Your Access Code field activated.

Shop Floor Screen - User Login

3. Check the **Use Keypad** box if there is no keyboard attached to the touch screen workstation, or if you are using a tablet.

4. Enter a valid access code into the **Enter Your Access Code** field.
5. The Shop Floor screen is updated with the **Orders** button activated.

Selecting an Order

1. Select the **Orders** button to select a production order to work with.
2. The Orders screen is displayed with the **Order Number** field activated and blank.

Shop Floor - Orders Screen - Blank

MP Shop Floor Entry

Session ID: 20150206083856

Current: User: Charles I Andrews Order No: Rel No: Operation: Rtg Step: Req ID:

Enter (or scan) Order Information

Order Number: Release Number: Req ID:

Assembly ID: Quantity: Revision No: Unit: Location ID:

Req ID	Rtg Step	Operation ID	Machine Group ID	Finished
--------	----------	--------------	------------------	----------

Special Instru

Print Labels Questions Attachments

3. Select the **Order Number** lookup button to see a list of production orders, or enter the order number.
4. The operations for the selected order are displayed.

Shop Floor - Orders Screen - Filled

MP Shop Floor Entry

Session ID: 20150305145750

Current: User Kent D Heitkamp Order No 00000056 Rel No 1 Operation Rtg Step Req ID

Enter (or scan) Order Information

Order Number 00000056 Release Number 1 Req ID

Assembly ID GP-100 Quantity 1

Revision No 001 Unit EA

Location ID WARD

Req ID	Rtg Step	Operation ID	Machine Group ID	Finished
5	20	KILL/BLEED	Grinder	
6	30	DEFEATHER	COOKTOP	
4	40	EVISCER		
2	50	CHILLING		
3	60	GRADING		

Special Instructions

Print Labels

Questions

Attachments

If there are special instructions entered into the Bill of Material setup, they are displayed in the **Special Instructions** field on the right side of the screen.

5. Select the **blue Operation ID** you want to enter production information for, or select the **Req ID** lookup button to see a list of requirement IDs to select from.
6. If there are **Quality Questions** set up for the operation the quality question screen is displayed.

Shop Floor Entry - Questions

Sequence	Question	Answer	Comments/Values
1	Enter is the temp of the del truck?	Yes	39

7. Select an **Answer** and enter **Comments/Values** to the question and save.

- Close the questions screen to return to the shop floor screen.
- The **Operation**, **Rtg Step** and **Req ID** are populated at the top of the screen.

Viewing General Information

- Select the **Gen Info** button to view general information about the production order.

Shop Floor - General Information Screen

MP Shop Floor Entry

Session ID: 20150205145750

Current: User: Kent D Heitkamp Order No: 00000056 Rel No: 1 Operation: KILL/BLEED Rtg Step: 20 Req ID: 5

Use Keypad

Users

Order

Gen Info

Time

Materials

Production

Print Labels

Questions

Attachments

Assembly ID: GP-100 WHOLE CHICKEN

Revision No: 001

Customer: WHOLEFOODS WHOLEFOODS

Priority Code: 0

Quantity: 1 EA

SO Number: 00000034

PO Number: 3456789

Special Instructions

Entering Time

Select the **Time** button to view the Time screen and enter time spent on the selected production order and operation.

Use the Time screen to record time spent working on the selected operation. You will be accessing the time screen several times throughout the process of recording production within shop floor.

You will first go into the Time screen to start time spent doing Setup, time spent Running the operation and any Downtime away from working on the operation.

You will go into the Time screen a second time to Stop the time you spent doing Setup, Running the operation and Downtime.

Shop Floor - Time Screen

MP Shop Floor Entry

Session ID: 20150205145750

Current: User: Kent D Heitkamp Order No: 00000056 Rel No: 1 Operation: KILL/BLEED Rtg Step: 20 Req ID: 5

Use KeyPad

Type	Start Date	Start Time	Finish Date	Finish Time	Down/Setup ...	Hours	Mins
Setup	2/5/2015	08:00	2/5/2015	08:30		0	30
Run	2/5/2015	08:30	2/5/2015	10:00		1	30
Downtime	2/5/2015	10:00	2/5/2015	10:15		0	15
Run	2/5/2015	10:15	2/5/2015	12:00		1	45
Downtime	2/5/2015	12:00	2/5/2015	12:30		0	30
Run	2/5/2015	12:30				0	0

Special Instructions

Buttons: Setup, Run, Downtime, Stop, Save, Delete

1. When entering time worked on an operation, select the button that applies to the type of time spent working on the operation.
2. Selecting one of the buttons will start the time recorded for the operation.
3. A record will be added with the **Type**, **Start Date** and **Start Time** filled in based on the workstation date and time. Accept the time shown, or enter the start date and time.
4. If **Setup** or **Downtime** is selected a **Downtime/Setup** reason may be selected to indicate the type of setup or downtime.

- If a **Quality Question** has been set up for the **Setup** of the operation the Quality Question screen will be displayed.

Sequence	Question	Answer	Comments/Values
1	Enter is the temp of the del truck?	Yes	39

- Select an **Answer** and enter **Comments/Values** to the question displayed. Save and close the questions screen.
- To stop time recording select the time record you are stopping and select the **Stop** button. Accept the time filled in, or edit the finish date and time.
- When time recording is stopped, the **Finish Date** and **Time** are filled in. The **Hours** and **Minutes** are calculated from the difference between the start time and finish time.
- A time record may be deleted by selecting the time record to delete and selecting the **Delete** button. A confirmation box is displayed. Select **Yes** to delete the time record, or **No** to go back to the time screen without deleting.

Below is a time entry example of how a user might use the Time screen.

This screen is designed in a way that the user can capture time simply by pressing the **Setup**, **Run**, **Downtime** and **Stop** buttons at the bottom of the screen.

Pressing the **Setup** button:

- Completes the previously unfinished record (there is none in this example) filling in the Finish Date and Time. The Hours and Minutes are calculated by the program and cannot be changed by the user.
- Starts a new Setup record by filling in the Start Date and Start Time. The user can select a Downtime/Setup Reason code from the list of codes. Entry of a Downtime/Setup Reason is optional.
- Checks the MR Operations record (for the Operation shown at the top of the screen) to see if there are any Setup Questions entered for that Operation.

- If any Setup Questions are found for that Operation and the questions have not been answered, a popup of the quality questions is displayed.

Pressing the **Run** button:

- Completes the previously unfinished record (Setup in this example) by filling in the Finish Date and Time. The Hours and Minutes are calculated by the program and cannot be changed by the user.
- Starts a new Run record by filling in the Start Date and Start Time.
- Checks the MR Operations record (for the Operation shown at the top of the screen) to see if there are any Operator questions entered for that Operation.
 - If any Operator Questions are found for that Operation and the questions have not been answered, a popup of the quality questions is displayed.

Pressing the **Downtime** button:

- Completes the previously unfinished record (Run in this example) by filling in the Finish Date and Time. The Hours and Minutes are calculated by the program and cannot be changed by the user.
- Starts a new Downtime record by filling in the Start Date and Start Time. The user can select a Downtime/Setup Reason code from the list of codes. Entry of a Downtime/Setup Reason is optional.

Pressing the **Stop** button:

- Completes the unfinished entry without starting any new record.

When records are updated, the entry information is saved.

Whenever the user opens the Time screen all the previously recorded time for that Order/Req ID appears on the screen (regardless of what user started/finished the entry).

The user can edit these records by altering the start date, start time, finish date, finish time or Downtime/Setup Reason.

- The **Save** button becomes enabled when the user is editing an existing record. After the user makes the change they want they will need to click on Save to update the record.
 - The system will automatically recalculate the hours and minutes.

A user can delete an entire record.

- The **Delete** button becomes enabled when the user is editing an existing record.
- When the Delete button is clicked, a prompt is displayed and the user must respond to the 'are you sure' message and then delete the record the cursor is pointing to.

Entering Materials Used

Use the **Materials** button to enter quantities of components used during the manufacturing process to make the finished product.

You can manually enter the quantity of raw material used, or you can enter a beginning quantity and an ending quantity and let shop floor calculate the amount of raw material used. This may be a more efficient way to enter the quantity used when processes use a length of something and the machine used has a meter that shows the quantity remaining on the machine.

1. Click the **Materials** button to go to the materials screen.

Shop Floor - Materials Screen

MP Shop Floor Entry

Session ID: 20150205145750

Current: User: Kent D Heitkamp Order No: 00000056 Rel No: 1 Operation: KILL/BLEED Rtg Step: 20 Req ID: 5

Use KeyPad

Materials Required for this Operation

Component ID	Location	Est Qty	UOM	Quantity	Lot Number	Bin No	Container No
> 15247	CR	1.0000	LB	0			
GP-002	WARD	1.0000	EA	0			

Record 1 of 2

Materials Used for this Operation

Date	Component ID	Lot Number	Bin	Container	Quantity	Scrapped
------	--------------	------------	-----	-----------	----------	----------

Special Instructions

Save Delete

Print Labels

Questions

Attachments

2. Select the **blue Component ID** to enter the quantity used.
3. The **Record Materials Used/Scrapped** screen is displayed.

The screenshot shows a software window titled "Record Materials Used/Scrapped". It contains the following fields and values:

- Component Id: 15247
- Location Id: CR
- Description: WATER
- Date: 2/5/2015
- Lot: 9999999
- Bin: (empty)
- Container: (empty)
- Beginning Quantity: 0.0000
- Ending Quantity: 0.0000
- Quantity: 1.0000
- UOM: LB
- Variance Code: (empty)
- Scrapped: (empty)
- Scrap Code: (empty)

At the bottom of the form are two buttons: "Save" and "Cancel".

4. The **Component Id**, **Location Id** and **Description** are displayed and cannot be edited.
5. Enter the **Date** the component was used or accept today's default date.
6. If the item is lotted it is required that a **Lot** number be selected.
7. If **Warehouse Management** is being used select a **Bin** and **Container**. The bins and containers listed will be the bins and containers where the item is currently being stored.
8. If you are at a machine that displays a **Beginning Quantity** and **Ending Quantity**, enter those quantities. Otherwise leave them at 0.00.
9. Enter the **Quantity** used.
10. Accept the **UOM** default unit of measure or select a unit of measure.
11. Enter a **Variance Code** if applicable.
12. Enter a **Scrapped** quantity if applicable.
13. Enter a **Scrap Code**, if a scrapped quantity has been entered.
14. Select **Save** to save the information entered and return to the materials screen, or select **Cancel** to exit and return to the materials screen without saving.

15. After the quantity used has been saved the information entered on the **Record Materials Used/Scrapped** screen is displayed on the bottom half of the materials screen.

The screenshot shows the 'MP Shop Floor Entry' window. At the top, there's a 'Session ID' field with the value '20150205145750'. Below it, a 'Current:' section contains fields for 'User' (Kent D Heitkamp), 'Order No' (00000056), 'Rel No' (1), 'Operation' (KILL/BLEED), 'Rtg Step' (20), and 'Req ID' (5). A 'Use Keypad' checkbox is also present.

On the left, there's a vertical menu with buttons: 'Users', 'Order', 'Gen Info', 'Time', 'Materials', and 'Production'. Below these are 'Print Labels', 'Questions', and 'Attachments'.

The main area is divided into two sections. The top section, 'Materials Required for this Operation', contains a table with columns: Component ID, Location, Est Qty, UOM, Quantity, Lot Number, Bin No, and Container No. It shows two rows: one for component 15247 at location CR with an estimated quantity of 1.0000 LB, and another for GP-002 at location WARD with an estimated quantity of 1.0000 EA. Below this table is a navigation bar showing 'Record 1 of 2'.

The bottom section, 'Materials Used for this Operation', contains a table with columns: Date, Component ID, Lot Number, Bin, Container, Quantity, and Scrapped. It shows one row for the date 2/5/2015, component 15247, lot number 9999999, with a quantity of 1.0000 and a scrapped amount of 0.0000.

On the right side, there's a 'Special Instructions' text area. At the bottom right, there are 'Save' and 'Delete' buttons.

The fields available to edit on the Record Materials Used/Scrapped screen can also be edited in the main materials screen.

16. Select the next component used, if applicable, and follow the steps above to record the used quantity.

If one of the components of the BOM is a by-product you can see that from the **Component Type** column available in the column chooser in the top portion of the screen.

If the component is a by-product, the standard MFG processing for a by-product component is used to update the quantities in inventory.

17. Click the **Save** button when you are finished entering the component quantities used.

Clicking the **Save** button will do the following:

- Write the Record Production Activity record for that material usage

- Adjust Inventory quantities to decrease the Committed and On Hand the same way other transactions update the quantities.
- Update the Qty Used field in the top of the screen.

If any changes need to be made to Material consumption records originally created from Shop Floor, those changes will have to be made using the Record Production Activity function.

NOTE: Entry of a scrap quantity should be treated as a by-product. Users may enter quantities scrapped in which case the cost of the scrap material will be added to the cost of production. Alternatively, a user may enter a quantity of a by-product and specify the by-product item ID. In this case the cost associated with the by-product will be subtracted from the cost of production and the quantities of by-product will be returned to inventory for later sale to the recycler.

Recording Production

The **Production** screen is used to record production of material. The top portion of the screen shows information pertaining to the order shown at the top of the screen.

The middle section of the screen is used to enter the information for each box/container/package created.

To record production of the finished product, select the **Production** button.

Shop Floor - Production Screen

The screenshot displays the 'MP Shop Floor Entry' window. At the top, it shows session and order information. Below this, a sidebar on the left contains buttons for 'Users', 'Order', 'Gen Info', 'Time', 'Materials', and 'Production'. The main area is divided into several sections for data entry. The top section contains fields for Assembly ID, Revision No, Location ID, Qty Order, Qty Produced, Remaining, and Units. The middle section includes Item ID, Date, Lot Number, Bin, Container, Weight, Qty Produced, Qty Scrapped, and various codes. At the bottom, there is a table with columns for Date, Item ID, Lot Number, Bin, Container, Qty Produced, Scrapped, and Label Time. A 'Special Instructions' text area is on the right, and 'Save' and 'Delete' buttons are at the bottom right.

Session ID: 20150205145750

Current: User: Kent D Heitkamp Order No: 00000056 Rel No: 1 Operation: GRADING Rtg Step: 60 Req ID: 3

Assembly ID: GP-100 Qty Order: 1 Unit: EA

Revision No: 001 Qty Produced: 1.0000 Unit: EA

Location ID: WARD Remaining: 0.0000 Unit: EA

Item ID: GP-100 Date: 2/5/2015

Lot Number: 15020002 Bin: Container:

Weight: 0.0000 Unit: EA

Qty Produced: 0.0000 Unit: EA Variance Code:

Qty Scrapped: Unit: EA Scrap Code:

No of Boxes/Labels: 1 Max. Items Per Box: 0

Date	Item ID	Lot Number	Bin	Container	Qty Produced	Scrapped	Label Time
> 2/5/2015	GP-100	15020002			1.0000		16:09:00 PM

Special Instructions

Save Delete

1. The order information for the selected production order is displayed at the top of the screen.
2. The **Assembly ID**, **Revision No**, **Location ID**, **Qty Order**, **Qty Produced**, **Remaining** and **Units** are displayed in the top portion of the screen and cannot be edited.
3. **Item ID** is the **Assembly ID** and cannot be changed.
4. Enter the **Date** of production or accept the default - today's date.
5. If the **Item ID** is lotted, the **Lot Number** field is visible and the Lot number is automatically set to be a combination YYMMXXXX, where xxxx is a sequential number. For example 15010001.

The Lot number will not change for a specific production screen even if production is added on another day.

The Lot number can be changed if desired.

The Expiration Date will be generated from the Sell/Consume By Days set in Inventory Items setup.

6. If Warehouse Management is used enter a **Bin** and/or **Container** you are going to put the finished product into.

7. Enter the total **Weight** of the production. This is an optional entry field.

The weight entered here is for reference only. The field is available to print on the label. The weight entered would be the total weight for the quantity recorded.

If the item is lotted, the weight is displayed on the Cost Detail tab of the Item setup screen next to the lot.

8. Enter the **Unit** of measure for the weight entered.

9. Enter the quantity produced in the **Qty Produced** field.

10. The **Unit** of measure used for the item in the BOM is displayed and cannot be changed.

11. Enter a **Variance Code** if the quantity produced is different than the quantity originally entered on the production order.

12. Enter the **Qty Scrapped** to record the quantity of the finished product has been scrapped.

13. Enter the **Unit** of measure of the scrapped quantity, or accept the default unit.

14. Enter a **Scrap Code** to indicate the reason for scrapping the products.

15. Enter **No of Boxes/Labels** to tell the printing process how many labels to print.

16. Enter **Max. Items Per Box** if needed. This field is used to determine if enough **No of Boxes/Labels** has been entered based on the Qty Produced.

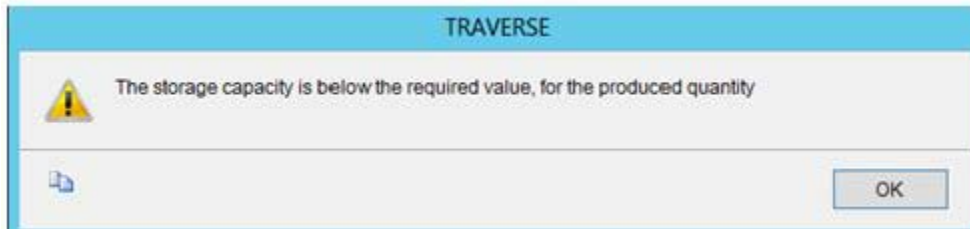
For example:

Qty Produced = 10

No of Boxes/Labels = 1

Max Items Per Box = 5

Technically I need two boxes. Upon selecting the Save button a message will be returned:



17. Press the **Save** button to save the production entry and the following things are done:

- The field Label Time is populated when the Production entry is saved. This field can be selected to print on the label.
- Based on the business rule, will automatically print labels. The quantity to print comes from the No. of Boxes/Labels field.
- Creates a record in TRAVERSE Record Production Activity for the Order Number/Release No shown at the top of the screen.
- Real time inventory updates; inventory quantities are updated as if this record was entered using the Record Production Activity function.
- Add verbiage of 'Shop Floor User' plus the SM Employee ID associated with the current user who saved the record in the Notes field.

Print Labels Button

The **Print Labels** button is only enabled when in the Production screen. Clicking on the button will print or reprint the labels for the displayed recorded production.

- Labels are automatically printed based on the Business Rule for MP of Print Labels when saving Production Activity from Shop Floor. If that option is set to Yes, a box label containing order/customer/item information is printed. If the option is set to No you must click the Print Labels button to get labels printed.
- The label could include the following data elements:
 - Item ID.
 - Item Description
 - Customer name
 - Customer item alias

- Lot Number
- Quantity
- Label Time
- Box #

*The labels can be designed to include bar codes of any data element.

- The field Label Time is populated when the Production entry is saved. This field can be selected to print on the label.
- A box number is automatically assigned 'behind the scenes'. This box number is a field that can be selected to print on the label.
- Can reprint labels by box number, using the System Manager, Print Labels function and filtering by Order Number and Box Number.
- All data from a printed label is stored in a label history table. This allows labels reprinted.
- The field No of Boxes/Labels. Used to determine how many labels to print.
- The field Max. Items Per Box is used to determine if enough No of Boxes/Labels has been entered based on the Qty Produced.

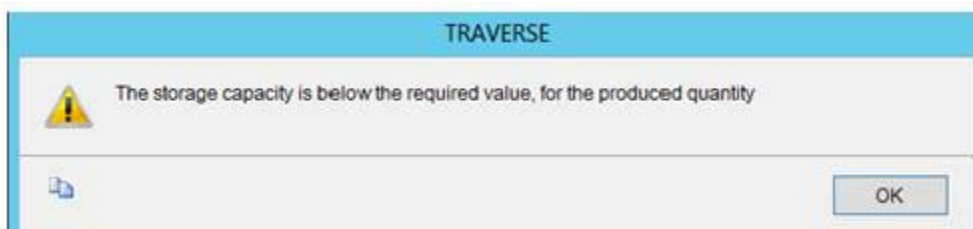
For example:

Qty Produced = 10

No of Boxes/Labels = 1

Max Items Per Box = 5

Technically I need two boxes. Upon selecting the Save button a message will be returned:



Questions Button

Click the **Questions** button to display the Questions dialog box to view and answer any questions that have not been answered previously during the recording process.

Sequence	Question	Answer	Comments/Values
1	Enter is the temp of the del truck?	Yes	39

Attachments Button

Use the **Attachments** button to view, or enter comments and to attach files to the shop floor production recording.

Notes: Finished recording production and have attached the below document.

Priority: Regular

Status: Public

Expires:

Keywords: 00000016

Document: C:\TRAVERSE11 Clients\ShopFloor\SmileyFace.jpg

Record 1 of 2 | xshopfloor | 7/29/2014

Finishing Production

To finish production recording through shop floor make sure you have done the following steps:

- Entered and stopped ALL time records, using the **Time** button, for the Req ID/Operation you want to finish.
- Recorded all the materials used, using the **Materials** button, in the production process and saved all material usage.

- Recorded all produced products, using the **Production** button, saved the production and printed labels.

Once you have completed all the steps above, select the **Orders** button and click the **Finish** check box for the Req Id/Operation you have just completed.

Checking the Finished box will do the following:

- Check for any unfinished Time records for that Order/Release/Req ID.
- Transfers all Time records for that Operation/Rel/Req ID from the shop floor time entry to the TRAVERSE Record Production Activity/Record Labor Time function.
 - If the Mfg-Production Business Rule 'Record Shop Floor Time As' is set to Machine Time:
 - Use the Employee ID of ShopFloor (which will have to be setup in SM Employees) when creating these records and include the shop floor information (dates, times and user ids) in the Notes field.
 - Does not transfer time records for Downtime to TRAVERSE.
 - Updates the field Shop Floor Finished flag in the shop floor time table to Yes.
 - This is the field that displays as Finished in this screen when Orders are redisplayed.
 - Move the records from the shop floor time into the shop floor time posted table.
- If the Mfg-Production Business Rule 'Record Shop Floor Time As' is set to Labor Time.
 - Use the Employee ID found in the time records when creating these records.
 - Does not transfer time records for Downtime to TRAVERSE.
 - Updates the field Shop Floor Finished flag in the shop floor time table to Yes.
 - This is the field that displays as Finished in this screen when Orders are redisplayed.
 - Move the records from the shop floor time into the shop floor time posted table.

The user must log out of all Req Ids/Operations they have selected on the Orders screen before they are allowed to exit the Shop Floor screen.

To log out of shop floor follow these steps:

1. Select the **Users** button to display the Users screen.

MP Shop Floor Entry

Session ID: 20150206083856

Current: User: Charles I Andrews Order No: 00000056 Rel No: 1 Operation: GRADING Rtg Step: 60 Req ID: 3

Enter Your Access Code

	User Name	Date	Time	Order No	Operation
Logout	Charles I Andrews	2/6/2015	08:39:00	00000056	KILL/BLEED
Logout	Charles I Andrews	2/6/2015	08:40:49	00000056	DEFEATHER
Logout	Charles I Andrews	2/6/2015	08:40:50	00000056	EVISCEER
Logout	Charles I Andrews	2/6/2015	08:40:51	00000056	CHILLING
Logout	Charles I Andrews	2/6/2015	08:40:53	00000056	GRADING

Special Instructions

Print Labels

Questions

Attachments

2. All users' logins and operations accessed are displayed.
3. Click the **Logout** button for the user and operation you want to log out of.
4. The Access Code dialog box is displayed.

Access Code

Enter your access code

Ok Cancel

5. Enter your access code and click OK to log you out of the selected operation.

NOTE: You must log out of ALL operations you are logged into before you are allowed to exit the shop floor screen.

Completing Production Orders (Outside Shop Floor)

To complete production orders, use the MFG - Production, Production Orders, Record Production Activity function to change the status of the orders you have “Finished” in shop floor to Complete. See the MFG - Production Training manual for more details on Record Production Activity.

Once the orders have been completed, print your Production Activity Journal to view the completed orders.

Post Production Activity to post your production activity to GL and history. See the MFG - Production Training manual for more details on Post Production Activity.

If Payroll is installed and interfaced to MFG - Production, you must check the Move Completed Orders to History AND Post Activity to Payroll Time Tickets check box to get your production orders posted to history.

RECORDING SALES

Recording sales is done using the Sales Order, Orders and Warehouse Management, Record Picked Orders functions.

Orders

Use the **Sales Order, Orders** function to enter customer invoices, orders, price quotes, RMAs, credit memos, and cash invoices. You can also use this function to edit, verify, or backorder transactions. You can enter transactions before, as, or after you receive a full or partial payment.

The Sales Order Orders screen is divided into two sections:

Orders Screen

SO Orders

Transaction No: 00000045 | Base Currency: | Transaction Type: New | Net Due: 320.70

Header | Documents | Bill-To | Ship-To | Tag | Payments | Totals

Transaction Date: 2/6/2015 | Batch Code: ##### | Fiscal Period / Year: 2 / 2015
Sold To: FOODB6305 | Location ID: MADE | Currency ID: USD | Exch Rate: 1
PO Number: | Req Ship Date: 2/6/2015 | Original Invoice: | Orig Exch Rate: 1.0000000000
PO Date: 2/6/2015 | Buyer PO Number: | Blanket Number: |

Notes:

Re-sequence | Detail | PO Req | Disc Promo | Completed >>

Item ID	Descript...	Location...	Qty Ord...	Qty Nee...	Qty Ship...	Unit	Unit Price	Ext Price	Catch W...	Total W...	Price U...	Weight ...	Total Fixe...
> 15400	CHICKEN, ...	MADE	5.0000	5.0000	0.0000	CS	29.00	145.00					
30335	SAUCE, S...	MADE	20.0000	20.0000	0.0000	LB	5.29	105.80					
00002	SELF RISI...	ATL	5.0000	5.0000	0.0000	5LB	5.00	25.00					
10010	Butter Shor...	Ukiah	10.0000	10.0000	0.0000	BX	4.49	44.90					

Record 1 of 4

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals and so on.
- The bottom section of the screen contains an item summary view or a detail view which contains several tabs that relate to information associated with the line item currently selected from the summary view, such as item information, pricing, commission information, discounts, and so on.

NOTE: If you interface Sales Order with Inventory, Sales Order transactions update the Inventory committed, available and on hand quantities online. When you post Sales Order transactions, the system updates the detail history, and lot and serial history if the Inventory options are set to retain this information.

After you enter an invoice or order, you can print online invoices, picking slips packing lists, and quotes if you have elected the options using the **Business Rules** function. You can print online invoices for any customer, even if the customer's record does not specify that the customer receives invoices.

The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Quote precedes a transaction. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

If you use multicurrency, it's important to remember that the currency assigned to the customer for which you are entering a transaction determines the transaction's currency. That is, transaction amounts are always entered in the customer's currency. Use the **Base Currency** check box that appears when you select a customer that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.

To work with the **Orders** functions, follow these steps:

1. Select **Orders** from the **Sales Order, Transactions** menu.

Orders Menu



2. The **Orders** screen appears with the header tab displayed.

Quotes Screen - Header Tab

A screenshot of the "SO Orders" screen in a software application. The window has a title bar "SO Orders" and a menu bar with options like "File", "Edit", "View", "Tools", "Update", "Copy", "Live", "Rem Credit", "Print", and "Extended". Below the menu bar is a toolbar with icons. The main area is divided into tabs: "Header", "Documents", "Bill-To", "Ship-To", "Tag", "Payments", and "Totals". The "Header" tab is active. It contains several input fields: "Transaction No" (00000081), "Base Currency" (USD), "Transaction Type" (Price Quote), "Net Due" (1,613.50), "Transaction Date" (2/6/2015), "Batch Code" (*****), "Fiscal Period / Year" (2 / 2015), "Sold To" (WHOLEFOODS), "Location ID" (TRACY), "Currency ID" (USD), "Exch Rate" (1), "PO Number", "Req Ship Date" (2/6/2015), "Original Invoice", "Orig Exch Rate" (1), "PO Date" (2/6/2015), "Buyer PO Number", and "Blanket Number". There is also a "Notes" section at the bottom.

Orders Screen - Header Tab

SO Orders

Transaction No 00000081 Base Currency Transaction Type New Net Due 1,613.50

Header Documents Bill-To Ship-To Tag Payments Totals

Transaction Date 2/6/2015 Batch Code ##### Fiscal Period / Year 2 / 2015

Sold To WHOLEFOODS Location ID TRACY Currency ID USD Exch Rate 1

PO Number Req Ship Date 2/6/2015 Original Invoice Orig Exch Rate 1

PO Date 2/6/2015 Buyer PO Number Blanket Number

Notes

RMAs Screen - Header Tab

SO Orders

Transaction No 00000084 Base Currency Transaction Type RMA Net Due 0.00

Header Documents Bill-To Ship-To Tag Payments Totals

Transaction Date 2/6/2015 Batch Code ##### Fiscal Period / Year 2 / 2015

Sold To WHOLEFOODS Location ID ATL Currency ID USD Exch Rate 1


PO Number Req Ship Date 2/6/2015 Original Invoice Orig Exch Rate 1

PO Date 2/6/2015 Buyer PO Number Blanket Number

Notes

Credit Memos - Header Tab

The screenshot shows the 'SO Orders' window with the 'Credit Memo' transaction type selected. The 'Header' tab is active, displaying various fields for transaction details. The 'Transaction No' is 00000083, and the 'Net Due' is 32.90. The 'Transaction Date' is 2/6/2015, and the 'Batch Code' is #####. The 'Sold To' is WHOLEFOODS, and the 'Location ID' is blank. The 'Currency ID' is USD, and the 'Exch Rate' is 1. The 'PO Number' is blank, and the 'Req Ship Date' is 2/6/2015. The 'Original Invoice' is blank, and the 'Orig Exch Rate' is 1.0000000000. The 'PO Date' is 2/6/2015, and the 'Buyer PO Number' is blank. The 'Blanket Number' is blank. The 'Notes' field is empty.

3. The **Orders** screen appears, defaulted to the edit mode.
4. To edit an order select the order and click **Update**.
5. To add a new order select the New Record button  from the toolbar.
6. To change the transaction type to a type other than the default of **New**, select the **Transaction Type: New, Invoice, Price Quote, Credit Memo, or RMA**. The transaction type appears for existing transactions and cannot be changed.

If you are producing a credit memo, do not use negative numbers; the system automatically assigns the credit memo value a negative sign.

7. Select the **Transaction Number** of a transaction to work with, or enter a new transaction number. If you are entering a new transaction and you elected to use system-generated numbers in the **Business Rules** function in System Manager, leave this field blank and the system will create the transaction number for you.
8. The current workstation date appears in the **Transaction Date** box. Edit it, if necessary.
9. Select or edit the customer ID in the **Sold To** box.
10. Enter or edit the customer's purchase order number in the **PO Number** box.
11. The current workstation date appears as the **PO Date**. Edit it if necessary.
12. Enter **Notes** or view any notes specific to this transaction.
13. If you use batch processing, select or edit the **Batch Code** for the transaction.
14. Enter or edit the **Location ID** from which you are selling the items, or accept the current value as set up in System Manager. The ID you enter also appears on the **Item Detail** tab.

15. The current date appears in the **Req Ship Date** box. Edit this requested ship date, if necessary.
16. Enter the **Buyer PO Number** if the sales order is being sold to a broker.
17. The current period and year appear in the **GL Pd/Year** boxes. Edit these values, if necessary.
18. If you use multicurrency, the **Currency ID** you assigned to the customer's record appears and cannot be changed. If you want to enter transactions for this customer in a different currency, set up a second customer record.

If the customer currency is not the same as the base currency, use the **Base Currency** check box to toggle currency amounts between the customer's currency and the base currency.

If you do not use multicurrency, this box does not appear.

19. If you use multicurrency, the most recent daily exchange rate from the System Manager **Currency Exchange Rates** function appears in the **Exch Rate** box. You can enter a different rate (or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multicurrency, this box does not appear.

20. If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previously posted Sales Order transaction for this customer.

Copy Transaction Dialog Box

SO - Copy Transaction

Cust ID: WHOLEFOODS


Transaction No: 20000021

Selected	Recalc	Kitted	Item ID	Description	Loc ID	Req Ship ...	Qty Ord	Unit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GF1000-100	All-American ...	DC1	2/6/2015	10.0000	2LBBG
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GF1000-100	All-American ...	ATL	2/6/2015	1.0000	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GF1000-100	All-American ...	DC1	2/6/2015	10.0000	2LBBG

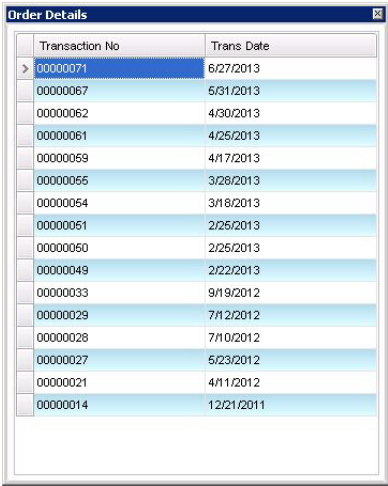
Record 1 of 3

Copy

Click the **Copy** button on the Header tab of the Sales Order Transactions screen to copy the line item information of a posted sales order transaction. This button is only available after you choose a customer, but becomes unavailable once you begin entering line item information.

- The **Copy Transaction** dialog box opens.
- The **Customer ID** and customer name are displayed.
- Enter the **Transaction No** you would like to copy.
- If you would like to see Sales orders click on the browse button  to display the Customer Order History Inquiry screen.

Transactions Screen - Customer Order History Inquiry




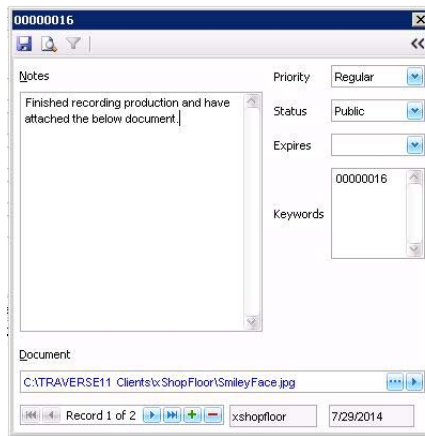
Transaction No	Trans Date
> 00000071	6/27/2013
00000067	5/31/2013
00000062	4/30/2013
00000061	4/25/2013
00000059	4/17/2013
00000055	3/28/2013
00000054	3/18/2013
00000051	2/25/2013
00000050	2/25/2013
00000049	2/22/2013
00000033	9/19/2012
00000029	7/12/2012
00000028	7/10/2012
00000027	5/23/2012
00000021	4/11/2012
00000014	12/21/2011

- The dialog box displays the transaction you can chose to copy. Select the transaction you want to copy or view details of.
- Uncheck the **Selected** box next to any line item you do not wish to copy.
- You can modify the **Req Ship Date**, **Qty Ord**, or **Unit** for each line item.
- If there are error or notifications you will get a report previewed to show you the error and notification messages.
- The **Item IDs** for the selected order are displayed in the bottom box of the screen. Click the **Copy** button to fill your Sales Order transaction with the selected line item information.

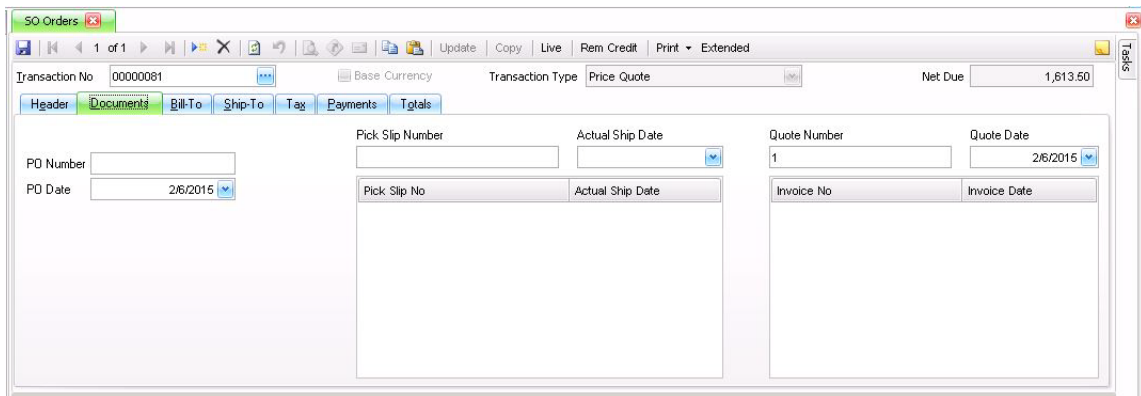
21. If you are editing an existing transaction or have assigned a transaction number to your transaction, the **Copy** button will be greyed out and the **Update** button will be available. Click **Update** to edit existing transactions.
22. If you are working with a credit memo, enter the number of the invoice against which you want to apply the credit in the **Original Invoice** field. This field appears only for credit memos.

This field allows you to track the original invoice associated with the credit memo. TRAVERSE maintains separate numbers for invoices.

23. Click the Attachments button  to enter comments or attach documents relating to this customer.



Orders Screen - Quotes - Documents Tab



Orders Screen - Orders - Documents Tab

SO Orders

Transaction No 00000081 Base Currency Transaction Type Picked Net Due 1,613.50

Header Documents Bill-To Ship-To Tax Payments Totals

PO Number PO Date 2/6/2015

Pick Slip Number 3 Actual Ship Date 2/6/2015

Invoice Number Invoice Date 2/6/2015

Orders Screen - RMAs - Documents Tab

Transaction No 00000038 Transaction Type RMA Net Due 0.00

Header Documents Bill-To Ship-To Tax Payments Totals

PO Number PO Date 3/25/2010

Pick Slip Number Actual Ship Date 3/25/2010

RMA Number RMA Date 3/25/2010

Orders Screen - Credit Memos - Documents Tab

Transaction No 00000046 Transaction Type Credit Memo Net Due 0.00

Header Documents Bill-To Ship-To Tax Payments Totals

PO Number PO Date 3/25/2010

Pick Slip Number Actual Ship Date 3/25/2010

Credit Memo Number Credit Memo Date 3/25/2010

1. Enter or edit the purchase order number in the **PO Number** field.
2. The current workstation date appears as the **PO Date**. Edit it if necessary.

3. After you print picking slips, the picking slip number assigned to the transaction appears in the **Pick Slip No** field. Edit this value if necessary.
4. When you verify the invoice, the system enters the current date in the **Actual Ship Date** field. Edit this date if necessary.
5. The system enters invoice, price quote, and credit memo numbers in the **Invoice Number/Quote Number/Credit Memo No** field when you print forms using the **Online** button.
6. The current workstation date appears as the **Invoice/Quote/Credit Memo Date**. Edit it, if necessary.
7. Below the **Pick Slip No** and **Invoice Number/Quote Number/Credit Memo No** are fields containing processed pick slips or invoices associated with that order. Click on the blue highlighted fields for drill-down information pertaining to those documents.

Transactions Screen - Bill-To Tab (All Types)

SO Orders [X]

Transaction No. 00000081 Base Currency Transaction Type Picked Net Due 1,613.50

Header Documents **Bill-To** Ship-To Tag Payments Totals

Bill-To ID WHOLEFOODS Customer Level WHOFOO Terms Code 210N30 Distribution Code D001

Sales Rep ID 1	Percent	100.000	Rate	0.000
Sales Rep ID 2	Percent	100.000	Rate	0.000

1. The **Bill-To ID** on this tab comes from the bill-to customer you set up in the customer setup on the accounts receivable setup and maintenance menu. When adding a new transaction you may select either the sold-to or bill-to customer ID. The bill-to ID will be the customer you set up as the bill-to in the customer setup screen.
2. Select or edit the **Customer Level**. This box is available only if you chose to allow the customer level to be changed in the **Business Rules** function. Use the **Customer Levels** function to define customers or groups of customers.
3. When you select a customer ID, the sales rep ID and commission percentage, **Terms Code**, **Distribution Code**, and **Tax Group ID** associated with that customer appear. Edit this information, if necessary. Each sales representative can receive up to 100 percent of a sale.

- If you use multicurrency, you can change the distribution code only if the Receivables account associated with the new distribution code is in either the customer's or the base currency. If any open invoices or transactions exist for the customer, the new distribution code must also use the same currency as those transactions.

Transactions Screen - Ship-To Tab (All Types)

- If you set up a ship-to address for the customer in the Accounts Receivable **Ship-To Addresses** function, select that ID in the **Ship-To ID** combo box. Only the ship-to ID for that customer appears in the list; addresses for other customers are not included. If you did not set up a ship-to address for the customer, leave the field blank.

When you enter a ship-to ID, a message box appears so that you can choose to assign the tax location from the ship-to address and recalculate sales tax.

- Select the method you usually use to ship items to this ship-to address in the **Ship Method/Via** box. A description appears. Use the Accounts Receivable **Shipping Method Codes** function to set up these ship codes.

If you have not set up shipping codes, leave the **Ship Method/Via** box blank and enter the shipping method in the box to its right.

Ship via information is saved with the transaction and prints on invoices.

- Enter information, for example, a tracking number, in the **Ship Number** box. The ship number prints on the invoice.
- Enter or edit the customer's **Name**.
- Enter or edit the customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.

6. Enter or edit the **City**.
7. Enter or edit the **Region**.
8. Select the **Country**.
9. Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the postal code input mask.

Orders Screen - Tax Tab (All Types)

SO Orders

Transaction No. 00000081 Base Currency Transaction Type Picked Net Due 1,613.50

Header Documents Bill-To Ship-To **Tax** Payments Totals

Tax Group ID NT Taxable

Tax Location	Tax Amount	Adj
NT	0.00	<input type="checkbox"/>
	0.00	
	0.00	
	0.00	
	0.00	

Sales Tax 0.00
 Tax Adjustment 0.00
 Net Sales Tax 0.00

Tax Class 0

Use this tab to enter a tax adjustment for a tax location.

The customer's sales tax amounts for each tax location appear. To enter a tax adjustment, perform these steps:

1. The **Tax Group ID** associated with that customer appears. Edit this information, if necessary.
2. The **Taxable** box is selected if the customer is set up as a taxable customer in the Accounts Receivable **Customers** function. Clear the box if the transaction is nontaxable.
3. Select the **Adj** box next to the tax location for which you want to enter an adjustment.
4. Enter an adjustment amount in the **Tax Adjustment** field if you want to adjust the resulting total because of, for example, jurisdictional limits on the amount of tax assessed on an invoice. The tax adjustment amount is posted separately from the tax amount.
5. Select the **Tax Class** for the adjustment.
6. The total sales tax amount appears in the **Net Sales Tax** box.

Orders Screen - Payments Tab (All Types)

The screenshot displays the 'SO Orders' window with the 'Payments' tab selected. The top menu bar includes options like 'Update', 'Copy', 'Verify', 'Rem Credit', and 'Print'. The main area contains several input fields: 'Transaction No' (00000081), 'Base Currency', 'Transaction Type' (Picked), and 'Net Due' (1,613.50). Below these are tabs for 'Header', 'Documents', 'Bill-To', 'Ship-To', 'Tag', 'Payments' (selected), and 'Totals'. The 'Payments' tab shows fields for 'Deposit ID', 'Payment Date', 'Amount', and 'Payment Method ID'. At the bottom, a status bar indicates 'Record 0 of 0'.

Use this tab to enter prepayments. You can make multiple prepayments for a transaction.

NOTE: You cannot enter a prepayment for a Price Quote. You must first change the Price Quote to a Live order prior to entering a prepayment.

1. If you use batch processing, select the **Deposit ID** batch code from your Cash Receipts batch codes list.
2. The current workstation date appears in the **Payment Date** box. Change it if necessary.
3. Enter the payment **Amount**.
4. If you use multicurrency, the customer's currency appears in the **Currency ID** box for your reference and cannot be changed.

If you do not use multicurrency, this box does not appear.

5. If you use multicurrency, the most current daily exchange rate appears in the **Exch Rate** box. You can enter a different rate (or press **F6** to open the System Manager **Currency Exchange Rates** function).
6. If you do not use multicurrency, this box does not appear.
7. The payment method set up in the customer record in Accounts Receivable appears in the **Method of Payment** box. Change this payment method if necessary.

If you use multicurrency, the currency for the bank account or GL account associated with the payment method appears in the **Currency ID** box and cannot be changed. If this currency is not the same as the customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the customer's currency or the base currency.

- If the payment method is **Cash**, the bank account number appears in the **Bank Account ID** box.
- If the payment method is **Check**, the **Bank Account ID** and **Check No** boxes appear. Enter the number of the check used for prepayment.
- If the payment method is **Coupon**, enter a description in the **Note** box that appears.
- If the method of payment is a **Credit Card**, the first credit **Card Number** set up on the payments tab in the customer setup defaults. Accept the default or select another credit card set up. The credit card number will be masked at the level selected in the business rules once selected. If credit cards are set up on the payments tab of the customer setup you can select from the combo box list.

Enter the **Security Code** from the back of the credit card. This is the three digit number on the back of the card in the signature strip.

The **Cardholder** name defaults from the customer payment record. Accept the default or change it.

Enter the **Expiration Date** of the credit card. A warning appears if the card is expired.

Enter the **Authorization Number** for the credit card payment.

- If the payment method is a **Direct Debit**, the first direct debit account set up on the payments tab in the customer setup defaults. Accept the default or select another direct debit account set up. The **Account Number** will be masked at the level selected in the business rules once selected. If direct debit accounts are set up on the payments tab of the customer setup you can select from the combo box list.

The **Bank Name** appears from the customer payment record. Accept the default or change it.

The **Routing Code** appears from the customer payment record. Accept the default or change it.

- If the payment method is **Write-Off**, enter a description in the **Note** box that appears.

Transactions Screen - Totals Tab(All Types)

SO Orders

Transaction No. 00000081 Base Currency Transaction Type Picked Net Due 1,613.50

Header Documents Bill-To Ship-To Tax Payments Totals

Prepayment 0.00

Freight 0.00 Tax Class 0

Misc 0.00 Tax Class 0

Taxable 0.00

Nontaxable 1,613.50

Discount Promo 0

Subtotal 1613.50

Sales Tax 0.00

Invoice Total 1,613.50

Gain/Loss 0.00

The customer's prepayment amount, taxable totals, nontaxable totals, Discount Promo amount and sales tax appear and are automatically adjusted when a freight and/or miscellaneous charge is entered. To enter any additional charges, perform these steps:

1. Enter or edit the shipping charges in the **Freight** box, if applicable.
2. Select the **Tax Class** to apply to the freight charge.
3. Enter or edit any miscellaneous charges in the **Misc** box, if applicable.
4. Select the **Tax Class** to apply to the miscellaneous charge.
5. If you use multicurrency, any amount you gained or lost due to exchange rate differences between that noted on the **Header** tab and those noted on payments appears in the **Gain/Loss** box. If you do not use multicurrency, this box does not appear. Select the **Base Currency** check box to view gain and loss amounts.

Transactions Screen - Item Summary - Orders and Price Quotes

Item ID	Descript...	Location...	Qty Ord...	Qty Nee...	Qty Ship...	Unit	Unit Price	Ext Price	Catch W...	Total W...	Price U...	Weight ...	Total Fixe...
> GP-200	CHICKEN...	WARD	100.0000	100.0000	0.0000	LB	3.29	329.00		0.0000	LB	0.0000	
00002	SELF RISI...	ATL	10.0000	10.0000	0.0000	5LB	22.50	225.00		50.0000	LB	4.5000	
CC-CCHU...	CHOCOLA...	TETERBO...	100.0000	100.0000	0.0000	EA	5.50	550.00		21.8800	EA	25.1371	
GRGRAN...	GRANOLA	MTNVIEW	50.0000	50.0000	0.0000	BG	10.19	509.50		50.0000	BG	10.1900	

Record 1 of 4

Transactions Screen - Item Summary - RMAs and Credit Memos

Item ID	Descript...	Location...	Qty Aut...	Qty Nee...	Qty Ret...	Unit	Unit Price	Ext Price	Catch W...	Total W...	Price U...	Weight ...	Total Fixe...
> GP-200	CHICKEN...	WARD	10.0000	10.0000	10.0000	LB	3.29	32.90		10.0000	LB	0.0000	
													




The bottom section of the screen in summary contains a list of the order's line items. The **Item ID, Description, Location, Qty Ordered(Authorized), Qty Needed, Qty Shipped(Returned), Unit, Unit Price** and **Ext Price** are listed.

You can use the arrow keys to move the highlight to any line item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

Click the **Resequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press Resequence and the system will retain that sequence for the line items. The acknowledgement, pick slip, packing list and invoice will then print in that order, too.

Use the summary view for the line items to enter items into your quote, rma, order or credit memo. The summary view is an efficient method to enter line items. You can select which columns to include in the grid to streamline your data entry. Use the column chooser function to add columns to your screen.

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select inventory items and enter aliases for item IDs.

If the item is a kitted item, the **Show Kit Detail** button appears. Click it to view the kit's components.

2. Edit the item **Description**, if necessary.

3. Enter or edit the additional description of the item in the **Additional Desc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function of System Manager.

Available additional descriptions appear from System Manager and Inventory if you elected to copy additional descriptions from SM/IN items in the **Business Rules** function of System Manager.

4. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.
5. Enter the number of items ordered in the **Qty Ordered** field. If you interface Sales Order with Inventory, the quantity ordered is committed in Inventory. If backordered quantities exist after the transaction is posted, the box is updated with the backordered quantity.
6. Enter or edit the **Unit** of measure for the item, if necessary.
7. If you have the Warehouse Management application installed, click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the sales order. You can have several bins and containers per item selected to fill the order.

Item ID	100	Total Qty	1.0000	Close
Loc ID	MN0001	Qty Remaining	0.0000	Inquiry
Unit	PKG			
Bin	A-10	Qty Ordered	1.0000	Unit Cost
Container		Qty Filled	1.0000	Ext Cost
				343.5500
				343.55
Comment				

- These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list, in Warehouse Management, where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management. These bins and containers will also print on the pick slip printed from Sales Order.
- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

Item Quantity View Screen

Lot Number	Bin	Container	Quantity
A20130717			500.0000

- The **Item ID** and **Location ID** will default into the header area.
 - The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.
 - Select the bin and container you want the item taken out of when recording picked orders in warehouse management.
 - Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.
- When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.
 - The quantity needed to fill the sales order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the quantity ordered is edited. This quantity is here so we know what quantity is remaining to fill if the order becomes a backorder. The quantity will remain until the item has a completed status.
 - The number of units shipped appears in the **Qty Shipped** field. After you verify an order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the quantity ordered; if not, it is set to zero. After the transaction is posted, this field is cleared if backordered quantities exist.

This field becomes available after you verify and ship the order.
 - The number of units backordered appears in the **Qty Backordered** field. This field is updated when you post transactions if the quantity ordered is greater than the quantity shipped. This field becomes available after you verify and ship the order.
 - Select the **Unit** of measure to use for this item, or accept the default.

The unit of measure will default to the Default Price UOM selected in the item setup, if the item is indicated as a Catch Weight item.

13. The **Unit Price**, calculated from the pricing structure assigned to the item, appears. Accept the current value or edit the unit price. The unit price will be the price set up for the Default UOM Price unit of measure on the Price Info tab in the item setup.
14. The extended price (unit price multiplied by quantity shipped) appears in the view-only **Ext Price** field. If you edit the unit cost, the extended price is recalculated accordingly.
15. The **Catch Weight Item** box will be checked, if the items is indicated as a catch weight item in the inventory item setup.

Some items are catch weight (random weight) items. These items are shipped in a container, but each container can be a different weight. These items are purchased by the pound or kilogram, but the weight of product in each container has to be tracked. Because each container has a different weight, each container will have its own lot number.

Some items are catch weight (random weight) items. These items are shipped in a container, but each container can be a different weight. These items are purchased by the pound or kilogram, but the weight of product in each container has to be tracked. Because each container has a different weight, each container will have its own lot number.

16. The **Total Weight** will be calculated by using the Ordered Quantity times the Weight value in Item setup for the Ordered Unit of Measure.
17. The **Weight Unit Price** will be calculated by using the Extended Price divided by the Total Weight.
18. The **Total Fixed Weight** is calculated and filled in, if the item selected has the Fixed Weight Item box selected in the item setup. The Total Fixed Weight is calculated using the Ordered Quantity times the Weight value in Item setup for the Ordered Unit of Measure.
19. The current date appears in the **Req Ship Date** field. Edit this requested ship date, if necessary.

Orders Screen - Quotes and Order - Line Items Tab

Line Items Defaults Discount Commission

Entry No: 1 Location ID: WARD Catch Weight Item

Item ID: GP-200 Description: CHICKEN-PRIVATE LABEL

Additional Description:

Qty Ordered	100.0000	LB	Req Ship Date	2/6/2016
Qty Needed	100.0000		Unit Price	3.29
Qty Shipped	0.0000		Ext Price	329.00
Qty Backordered	0.0000		Reason Code	

Linked

Transactions Screen - RMAs and Credit Memo - Line Items Tab

Line Items Defaults Discount Commission

Entry No: 1 Location ID: WARD Catch Weight Item

Item ID: GP-200 Description: CHICKEN-PRIVATE LABEL

Additional Description:

Qty Authorized	10.0000	LB	Req Ship Date	
Qty Needed	10.0000		Unit Price	3.29
Qty Returned	10.0000		Ext Price	32.90
Qty Backordered	0.0000		Reason Code	

Linked Open

Use the **Detail Line Items** function to record information about the items in the sales order.

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select inventory items and enter aliases for item IDs.

If the item is a kitted item, the **Show Kit Detail** button appears. Click it to view the kit's components.

2. Edit the item **Description**, if necessary.
3. Enter or edit the additional description of the item in the **Additional Desc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function of System Manager.

Available additional descriptions appear from System Manager and Inventory if you elected to copy additional descriptions from SM/IN items in the **Business Rules** function of System Manager.

4. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.
5. Enter the number of items ordered in the **Qty Ordered** field. If you interface Sales Order with Inventory, the quantity ordered is committed in Inventory. If backordered quantities exist after the transaction is posted, the box is updated with the backordered quantity.
6. Enter or edit the **Unit** of measure for the item, if necessary.
7. When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.
8. The quantity needed to fill the sales order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the quantity ordered is edited. This quantity is here so we know what quantity is remaining to fill if the order becomes a backorder. The quantity will remain until the item has a completed status.
9. The number of units shipped appears in the **Qty Shipped** field. After you verify an order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the quantity ordered; if not, it is set to zero. After the transaction is posted, this field is cleared if backordered quantities exist.

This field becomes available after you verify and ship the order.

10. The number of units backordered appears in the **Qty Backordered** field. This field is updated when you post transactions if the quantity ordered is greater than the quantity shipped. This field becomes available after you verify and ship the order.
11. The current date appears in the **Req Ship Date** field. Edit this requested ship date, if necessary.
12. The **Unit Price**, calculated from the pricing structure assigned to the item, appears. Accept the current value or edit the unit price.
13. The extended price (unit price multiplied by quantity shipped) appears in the view-only **Ext Price** field. If you edit the unit cost, the extended price is recalculated accordingly.

Orders Screen - Defaults Tab (All Types)

The screenshot shows the 'Defaults' tab in the 'Orders Screen'. The fields are as follows:

Field	Value
Acct Code	
Inv Acct	120000000
Sales Acct	400000000
COGS Acct	500000000
Sales Category	GP
Tax Class	0
Price ID	

1. Select the General Ledger account code to identify the General Ledger sales and COGS accounts in the **Acct Code** field, or leave this field blank.
2. If you interface Sales Order with Inventory and you select an inventory item, the General Ledger sales account, COGS account, and inventory account numbers corresponding to the account code you set up for the item in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** fields.

If you do not interface Sales Order with Inventory, the account numbers you set up in the System Manager **Description Items** function appear if you select a system manager description item. If the item is not set up in either application, the account numbers you set up in the **Accounts Receivable**, **Business Rules** function in System Manager appear.

Edit the account numbers as necessary. See the *System Manager Training Manual* and *Inventory Training Manual* for more information.

3. Edit the **Sales Category** and **Tax Class** assigned to the item, if necessary.
4. If you interface Sales Order with Inventory, the **Price ID** you set up for the item in the Inventory **Items** or **Item Locations** and **Price Structures** functions appears. Edit this price ID, enter a new one, or leave the field blank.

Orders Screen - Discount Tab (All Types)

The screenshot shows the 'Discount' tab in the Orders Screen. The 'Unit Price (Basis)' field contains the value 3.29. The 'Discount Type' dropdown menu is set to 'Amount'. The 'Discount Percentage' field contains 0.000. The 'Discount Amount' field contains 0.00. The 'Ext Price' field contains 329.00. The 'Commission' tab is also visible but not selected.

The **Discount** tab allows you to manually add an additional discount amount to reduce the calculated price for a line item in a transaction.

To do so, you must first grant access to the feature through the **Allow Line Item Discounts** rule using the Business Rules function in System Manager.

To apply an additional discount, first highlight the line item you want to discount and select the Discount tab.

1. Select the **Discount Type** you would like to apply to the line item. If you choose to discount the item by amount, enter the **Discount Amount**. If you choose to discount the item by percentage, enter the **Discount Percent**.

Enter positive numbers. The field is programmed to take the discount amount when the amount is entered as a positive number.

2. The adjusted order price is displayed in the **Ext Price** field, and the new unit and extended price are also displayed for the line item.

A discount amount entered here will be represented on the printed invoice by listing the line item with the undiscounted price and extension on one line, and the discount amount printed on a second line immediately below the first.

NOTE: The Commissions tab will only appear if the Business Rule to use Line Item Commission is set to Yes.

Orders Screen - Commissions Tab (All Types)

Line Items		Defaults	Discount	Commission			
Sales Rep ID 1	EBB	Percent	100.000	Rate	5.000	Unit Cost	2.04670
Sales Rep ID 2		Percent		Rate		Ext Cost	204.67
						Commission Basis	
						Gross Profit Margin	37.79

1. The **Sales Rep ID** and commission percentages associated with the customer appear. Edit this information, if necessary. Each sales representative can receive up to 100 percent of a sale.
2. The **Unit Cost** of the item appears if you elected to display unit cost in the **Accounts Receivable, Business Rules** function.
3. The extended cost (unit cost multiplied by quantity) appears in the view-only **Ext Cost** field. This field appears only if you elected to display unit cost in the **Accounts Receivable, Business Rules** function.
4. The setting and display of the **Commission Basis** value is based upon the **Display Commission Basis on Line Items** business rule in System Manager. When the rule is disabled, the basis value will remain in sync with the Unit Cost and will be updated to the current unit cost during the release process. When the rule is enabled, the basis value will default to the current unit cost, and you may edit the value which will be transferred directly into the SO Transaction during the release process.

The commission basis numbers will only effect the commissions for sales reps that are being paid commissions on the basis of Gross Profit.

A couple of examples of why you might want to change the commission basis would be: If you purchased the item in a large quantity and got a discount on the cost of the item and you do not want to pay your sales rep's commissions based on this discounted cost and selling at the regular price. Their gross profit will be inflated because of this.

If you needed to purchase the item and have it rushed to you and you paid a higher cost for the item because of this, you don't want to penalize your sales rep's commission because the gross profit is lower.

Line Item Command Buttons

Re-sequence Detail PO Req Disc Promo Completed <<

1. **Re-sequence** - This function allows you to re-sequence the order the items appear. If you deleted a line item, non-sequential numbers may appear in the combo box when receiving items, even though line items appear sequentially on the Item Detail tab.
2. If you have the Warehouse Management application installed, click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the sales order. You can have several bins and containers per item selected to fill the order. This screen is displayed if the item selected is not lotted.

The screenshot shows the 'Extended Qty' window with the following fields and values:

Item ID	100	Total Qty	1.0000	Close	
Loc ID	MN0001	Qty Remaining	0.0000	Inquiry	
Unit	PKG				
Bin	A-10	Qty Ordered	1.0000	Unit Cost	343.5500
Container		Qty Filled	1.0000	Ext Cost	343.55
Comment					

Navigation buttons: << < > >> + -

- These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list, in Warehouse Management, where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management. These bins and containers will also print on the pick slip printed from Sales Order.
- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

Item Quantity View Screen

WM - Item Quantity Inquiry

Item ID: SP-200 Unit: LB

Description: CHICKEN-PRIVATE LABEL Location ID: WARD

Lot Number	Bin	Container	Quantity
> A20130717			500.0000

- The **Item ID** and **Location ID** will default into the header area.
- The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.
- Select the bin and container you want the item taken out of when recording picked orders in warehouse management.
- Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.

If the item selected is a lotted item and you click the Detail button the following is displayed.

Lot No Entry Dialog Box

Extended Qty

Item ID: HF2901 Total Qty: 3.0000 Close

Loc ID: TRACY Qty Remaining: 3.0000 Inquiry

Unit: PKG

Lot No: J22015A Qty Ordered: 3.0000 Unit Cost: 2.67000

Bin: Qty Filled: 3.0000 Ext Cost: 8.01

Container: Weight: Detail Weight

Comment:

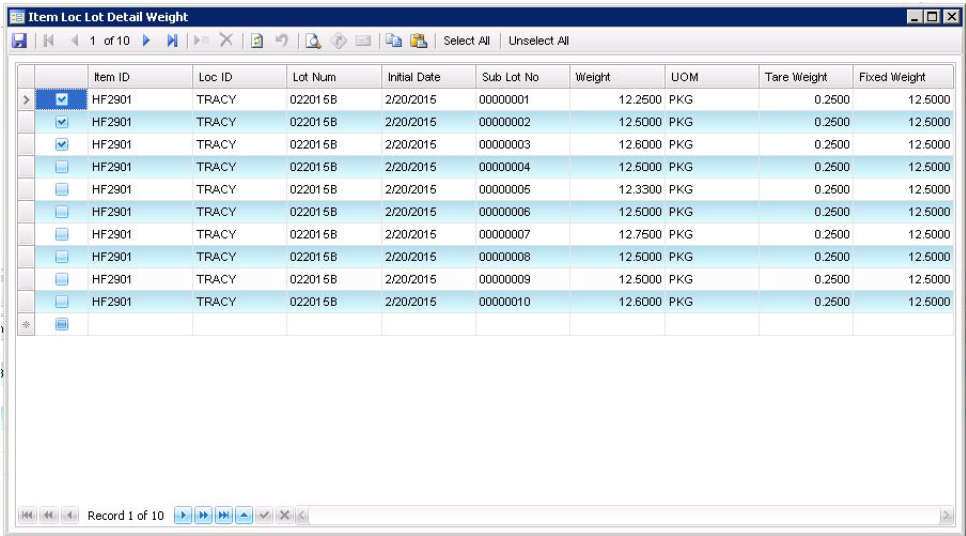
The Lot/Ser No Entry dialog box appears when you click the **Verify** button on the Transactions screen if lotted or serialized items exist for the transaction, or when you click the **Lot/Serial No Entry** button for lotted or serialized items on the **Item Detail** tab. You must enter lot and serial

information; if you do not, the amount in the **Qty Shipped** field on the Transactions screen's **Item Detail** tab will be adjusted to zero.

- Select the item's lot number in the **Lot No** field. This field appears only if the item is lotted.
- Select the **Bin** and **Container** to take the lot out of, if applicable.
- Enter a **Comment**, if desired.
- Enter the **Quantity Shipped** for the lot selected.
- Enter the **Weight** of the products shipped for the selected lot.


The total weight for all the selected lots is summed and updates the Total Weight field for the item.

- If the item is a Catch Weight Item and it was received with sub-lots, click the **Detail Weight** button. The Item Loc Lot Detail Weight screen is displayed.



The screenshot shows a software window titled "Item Loc Lot Detail Weight". It contains a table with columns: Item ID, Loc ID, Lot Num, Initial Date, Sub Lot No, Weight, UOM, Tare Weight, and Fixed Weight. There are 10 rows of data for item HF2901, all with Loc ID TRACY and Initial Date 2/20/2015. The Sub Lot Nos range from 00000001 to 00000010. The Weight column shows values like 12.2500, 12.5000, 12.6000, etc. Each row has a checkbox in the first column, all of which are checked. Above the table are buttons for "Select All" and "Unselect All". At the bottom, it says "Record 1 of 10" and has navigation icons.

	Item ID	Loc ID	Lot Num	Initial Date	Sub Lot No	Weight	UOM	Tare Weight	Fixed Weight
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000001	12.2500	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000002	12.5000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000003	12.6000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000004	12.5000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000005	12.3300	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000006	12.5000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000007	12.7500	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000008	12.5000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000009	12.5000	PKG	0.2500	12.5000
<input checked="" type="checkbox"/>	HF2901	TRACY	02201 5B	2/20/2015	00000010	12.6000	PKG	0.2500	12.5000

- Select the check box for the sub lots shipped out. Use the **Select All** button to select all sub lots displayed. Use the **Unselect All** button to unselect all sub lots displayed.
- Edit the **Weight** for each sub lot selected if needed. Otherwise accept the default weight.
- Save your selections using the Save button  in the toolbar.

- The **Weight** field on the Extended Quantity screen is updated with the total weight of each sub lot selected.
 - Click **Close** to save your changes and return to the Transactions screen. The amount in the **Qty Shipped** field on the Transactions screen's **Item Detail** tab will be adjusted to match the total lotted quantities you entered, if necessary.
3. Click **PO Req** to create a new purchase order or requisition for the item by inserting a record in the Purchase Order **Transactions** or **Requisitions** functions. This button appears only if Purchase Order is installed.

- Select to **generate** a **Requisition** or a **Purchase Order** from your sales order transaction.

You will get the option to select either a requisition or purchase order if you selected **Choice** in the business rules for Purchase Order for the **Generate Purchases from Sales Order** in the **business rules**. If you selected either **Requisitions** or **Purchase Order** you will only be able to generate the type of transaction selected. If you selected **None** for this option the button will be deactivated.

- Select the **Batch Code** you want your Purchase Order to be generated in. You will only see this option if you use transaction batching in Purchase Order and you selected to generate a Purchase Order.
- Select the **Vendor ID** for the vendor you want the Purchase Order to be generated for. This vendor ID will be filled in on the purchase order and into the vendor ID field in the purchase requisition.
- Check the box to have the item in the purchase order **Drop Shipped**. The purchase order ship to tab will be filled in with the information entered on the ship to tab in the sales order. If the sales order ship to information is blank, no ship to information will be transferred to the purchase order.
- Click **OK** to generate the requisition or purchase order.

- Click **Cancel** to return to the orders screen and not generate a purchase order or requisition.

A confirmation message appears when you click **OK** stating **the transaction was generated successfully**.

NOTE: When a purchase order has been generated from a sales order, the sales order item will be Picked when the purchase order item has been received. The status of the sales order will be picked and must be verified manually to continue with the normal sales order transaction process.

NOTE: The cost from the purchase order item receipt will be transferred directly into the cost of the sales order item when the purchase order was generated from a sales order.

NOTE: When the drop ship box is checked when generating the purchase order, Inventory quantities are not effected by the receipt in purchase order.

4. **Disc Promo** - This button will show the Discount Promos dialog box.


Discount Promo ID	Description	Discount Amount
Test	Test	1.00

Record 1 of 1

Reset OK

When a line item is added to the Sales Order, all Discount Promos that match the customer/item/date criteria (assumes customer or item or date) will list out.

- If there is a **Discount Promotion ID** set up and assigned to this item, or the items is in the product line, for this customer the discount promotion is displayed.
- The **Description** for the discount promotion is displayed.
- The **Discount Amount** for the item's discount promotion calculation is displayed.

- You can manually add in an unlimited number of Promo IDs if desired and the Discount Amount will calculate. Select the green plus  and select a discount promotion id.
 - The **Reset** button override all manually entered/changed calculations and bring in all the Discount Promos that match.
 - The discount amount will always calculate from the Sales Order calculated price. This will take into account any Customer/Item pricing setup in the existing Sales Order-Pricing function.
 - Click **OK** to update the discount promotions and return to the orders screen.
5. **Completed** - This button is a toggle to view or hide the items on the purchase order that have a status of Completed. Clicking the button will either hide or display the items that are completed.

Transaction Screen - Command Buttons



Command buttons remain on the top of the screen throughout the transaction entry process.

1. Click **Update** to unlock a transaction to allow you to edit the transaction or perform another function on the transaction displayed.
2. Click the **Copy** to copy the line item information of a posted sales order transaction. This button is only available after you choose a customer, but becomes unavailable once you begin entering line item information.
3. Click **Print** to print an online invoice, order acknowledgement, picking slip, packing list, RMA, or price quote.


The Online List dialog box appears and lists the forms you can print for that order. The forms that are available depend on the transaction's type, status, and current activity.

4. Click Extended to view the **Total Weight** and **Gross Profit Margin** for the whole sales order.

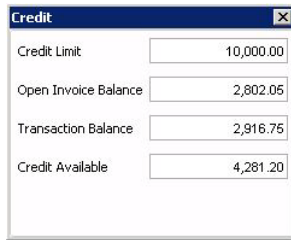


5. Click **Verify** to verify a new order. A message box appears asking you whether to ship all items. Click **Yes** to verify and ship all items. Click **No** if you want to verify the order but do not want to ship all items.

If you click **Yes** to verify and ship all items, the Lot/Ser No Entry dialog box appears when the order contains lotted or serialized line items.

6. Click **Live** to change the transaction's status to **New** for a **Price Quote** and commit items. Click the **Live** button to change the transaction's status to **Credit Memo** for an **RMA**. This button only appears for **Price Quote** and **RMA** type transactions.
7. Click the **New Record** button  to enter a new transaction.
8. Click **Rem Credit** to view the customer's credit limit, open invoice balance, current transaction balance, and remaining credit. The Credit dialog box appears.

Credit Dialog Box

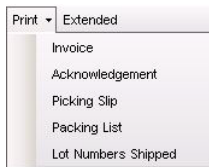


Credit	
Credit Limit	10,000.00
Open Invoice Balance	2,802.05
Transaction Balance	2,916.75
Credit Available	4,281.20

The Credit dialog box appears when you click the **Rem Credit** button on the Transactions screen or when the **Show Credit Warning** option is selected in the Transaction Preferences dialog box and a customer's credit limit is exceeded.

The customer's credit limit, open invoice balance, transaction balance, and available credit appear. Use the Accounts Receivable **Customers** function to set up credit limits for customers.

Online List Dialog Box



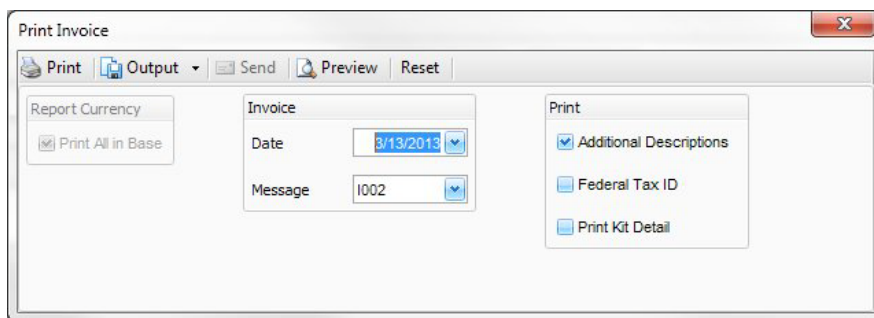
Print	Extended
<input type="checkbox"/>	Invoice
<input type="checkbox"/>	Acknowledgement
<input type="checkbox"/>	Picking Slip
<input type="checkbox"/>	Packing List
<input type="checkbox"/>	Lot Numbers Shipped

The Online List dialog box appears when you click the **Print** button on the Transactions screen to print an online invoice , credit memo , order acknowledgement , picking slip , packing list , or price quote.

The online lists that are available to you appear in black and depend on the transaction type, status, and activity. For example, the packing list option is not available until after you have verified the order for shipping. Click a black entry to open the selection screen for that form.

NOTE: You can print online forms only when allowed by the selections in the Business Rules function. If you elected not to allow printing of an online form, a message appears when you select that form.

Print Online Invoice Screen



The Print Online Invoice screen appears when you click **Invoice** in the Print List dialog box. Use this screen to print an invoice or credit memo for a verified order or credit memo transaction.

1. Edit the invoice date, if necessary.
2. Select a message for the invoice. Invoice messages are set up in the Accounts Receivable **Invoice Messages** function.
3. Select the check box to print additional descriptions on the invoice; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Accounts Receivable, Business Rules** function.
4. If you use multicurrency, select the check box to print the invoice in the company's base currency; otherwise, clear the check box to print it in the customer's currency. This option is available only if you use multicurrency and the transaction is entered in a currency other than the base currency.
5. Select the check box to **Print The Federal Tax ID** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box. You can only see kit detail if you have the Bill of Material application and you have kits set up there.

- This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User’s Guide for more information.

7. Select **Reset**, **Preview**, **Print** or **Output**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Invoice.
Output	Output the invoice to a file. Select the file type to output the invoice to.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

After the invoice prints, the invoice number appears in the **Invoice Number** field on the Transactions screen’s **Documents** tab. This number is assigned based on the next available invoice number from the last time you printed invoices in the Transaction Journals **Print Invoices** function, or if you entered an invoice number on the documents tab. If you manually entered an invoice number and printed the invoice, the next available invoice number is not effected. If you are reprinting invoices, the current invoice number is retained.

Invoice



Siskatopee Food Product
4301 Dean Lakes Blvd
Siskatopee, MN 55379
UNITED STATES

PAGE 1

INVOICE DATE 2/6/2015

INVOICE NO 5

S WHOLEFOODS
O WHOLEFOODS
L HARRY POWELL
D 209 PEACHTREE RD
T BLDG 5
O ATLANTA, GA 30338-1240

S WHOLEFOODS
H Whole Foods Store 10
I John Smith
P 5498 France Ave
T Edina, MN 55436
O


TOTAL DUE 1,613.50

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
		3/8/2015	2/16/2015	00000081	2/6/2015	2/6/2015	

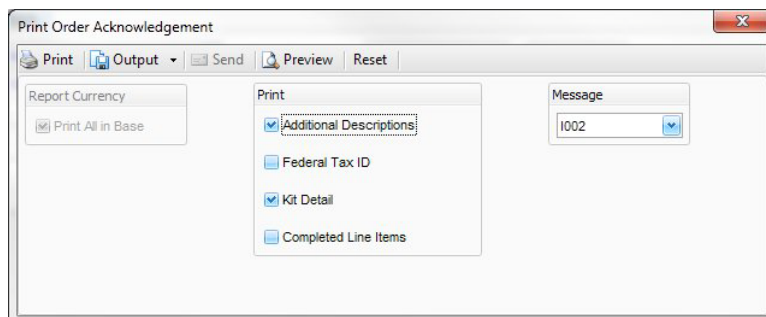
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA
2% 10 NET 30		UPS

ITEM ID	TX CL	ORDERED	SHIPPED UNITS	WEIGHT	WEIGHT UNIT	UNIT PRICE	EXTENSION
GP-200 CHICKEN-PRIVATE LABEL	0	100.0000	100.0000 LB	0.0000	LB	3.2900	329.00
Lot No A20130717			100.0000	0.0000	LB		
00002 SELF RISING FLOUR Customer Part #: 999805	0	10.0000	10.0000 5LB	50.0000	LB	22.5000	225.00
Lot No 130409-1			10.0000	50.0000	LB		
CC-CCHUNKLG CHOCOLATE CHUNK LARGE 3.5OZ	0	100.0000	100.0000 EA	21.8800	EA	5.5000	550.00
Lot No CC02222013			100.0000	21.8800	EA		
GRGRANOLA GRANOLA We made our Simple Granola so simple to give our customers the opportunity to make their own favorite granola! Sprouted buckwheat groats and flax seeds are the only ingredients in our Simple Granola, and it's waiting for your favorite fruit, nuts, nut milk or anything else that you fancy.	0	50.0000	50.0000 BG	50.0000	BG	10.1900	509.50
Lot No GR10001			50.0000	50.0000	BG		

Credit Memo

<< CREDIT MEMO >>							
		Statopce Food Product 4301 Dean Lakes Blvd Statopce, MN 55379 UNITED STATES		PAGE 1 ORIGINAL INVOICE INVOICE DATE 2/6/2015 INVOICE NO 1			
		S WHOLEFOODS O WHOLEFOODS L HARRY POWEL D 209 PEACHTREE RD T BLDG 5 O ATLANTA, GA 30338-1240		S WHOLEFOODS H WHOLEFOODS I HARRY POWEL P 209 PEACHTREE RD T BLDG 5 O ATLANTA, GA 30338-1240			
		TOTAL DUE 0.00					
SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
		3/8/2015	2/16/2015	0000083	2/6/2015	2/6/2015	
TERMS DESCRIPTION		CUSTOMER PO NO		SHIP VIA			
2% 10 NET 30							
ITEM ID	TX CL	AUTHOR	SHIPPED UNITS	WEIGHT	WEIGHT UNIT	UNIT PRICE	EXTENSION
GP-200	0	10.0000	10.0000 LB	10.0000	LB	3.2900	32.90
CHICKEN-PRIVATE LABEL							
Lot No							
A20130717			10.0000	10.0000	LB		
TOTAL WEIGHT		TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
10.0000 LB		0.00	32.90	0.00	0.00	0.00	32.90
TOTAL DUE						0.00	

Print Online Order Acknowledgement Screen



The Print Online Order Acknowledgement screen appears when you click **Acknowledge** in the Print List dialog box. Use the screen to print an order acknowledgement for a new transaction.

1. If you use multicurrency, select the check box to print the acknowledgement in the base currency; otherwise, clear it to print the acknowledgement in the customer's currency. This option is available only if you use multicurrency and the transaction is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. Select the check box to print **Additional Descriptions** on the order acknowledgement; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
3. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
4. Select the check box to **Print Kit Detail**; otherwise, clear the check box. If you elected to print kit detail on order acknowledgements in the Bill of Material **Business Rules** function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.
5. Check the box to print **Completed Line Items** on your order acknowledgement.
6. Select a message for the acknowledgement. Messages are set up in the Accounts Receivable **Invoice Messages** function.

7. Select **Reset**, **Preview**, **Print** or **Output**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Acknowledgement.
Output	Output the Acknowledgement to a file. Select the file type to output the invoice to.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Shakopee Food Product 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES		<< ORDER ACKNOWLEDGEMENT >> PAGE 1
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S WHOLEFOODS O WHOLEFOODS L HARRY POWELL D 209 PEACHTREE RD BLDG 5 T ATLANTA, GA 30339-1240 O	S WHOLEFOOD H Whole Foods Store 10 I John Smith P 5498 France Ave Edina, MN 55436 T O
---	---

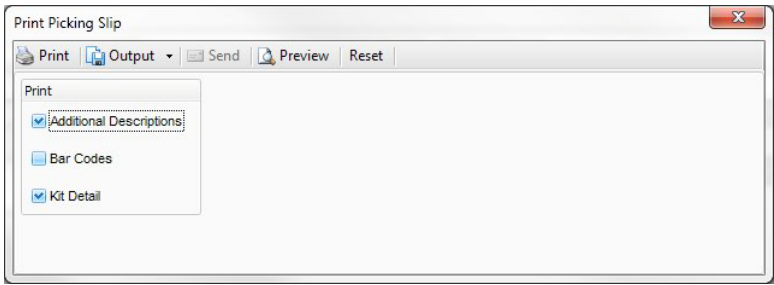
DATE	2/6/2015
ORDER NO	30000081

TERMS DESCRIPTION	CUSTOMER PO NO	SL1	SL2	ORDER DATE
2% 10 NET30				2/6/2015

ITEM ID	TX CL	ORDERED UNIT	WEIGHT	WEIGHT UNIT	UNIT PRICE	EXTENSION
GP-200 CHICKEN-PRIVATE LABEL REQ SHIP DATE 2/6/2015	0	100.0000 LB	0.0000 LB		3.2900	329.00
00002 SELF RISING FLOUR CUSTOMER PART# 999805 REQ SHIP DATE 2/6/2015	0	10.0000 5LB	50.0000 LB		22.5000	225.00
CC-CCHUNKLG CHOCOLATE CHUNK LARGE 3.5OZ REQ SHIP DATE 2/6/2015	0	100.0000 EA	21.8800 EA		5.5000	550.00
GRGRANOLA GRANOLA We made our Simple Granola so simple to give our customers the opportunity to make their own favorite granola! Sprouted buckwheat groats and flax seeds are the only ingredients in our Simple Granola, and it's waiting for your favorite fruit, nuts, nut milk or anything else that you fancy. REQ SHIP DATE 2/6/2015	0	50.0000 BG	50.0000 BG		10.1900	509.50

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	1,613.50	0.00	0.00	0.00	1,613.50
	PREPAYMEN	0.00		NET DUE	1,613.50

Print Online Picking Slip Screen



The Print Online Picking Slip screen appears when you click **Pick** in the Online List dialog box. Use it to print picking slips for orders.

1. Select the check box to **Print Additional Descriptions** on the picking slip; otherwise, clear the box. This option is available only if you elect to use additional descriptions in the **Accounts Receivable, Business Rules** function.
2. Select the check box to **Print Bar Codes** on the picking slip; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the picking slip; otherwise, clear the check box. If you elected to print kit detail on picking slips in the Bill of Material **Business Rules** function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User’s Guide for more information.
4. Edit the **Starting Number**, if necessary.
5. Select **Reset**, **Preview**, **Print** or **Output**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Pick Slip.

Name	Description
Output	Output the Pick Slip to a file. Select the file type to output the invoice to.

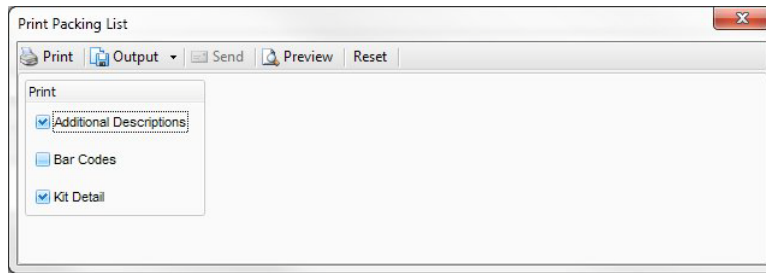
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

After the picking slip prints, the picking slip number appears in the **Pick Slip No** box on the Transactions screen's **Documents** tab and the transaction's status changes from **New** to **Picked**.

Picking Slip

<< PICKING SLIP >>						
Shakopee Food Product 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES		BATCH CODE #####	ORDER NO 00000081	ORDER DATE 2/6/2015	PAGE 2	
CUSTOMER PO NO						
S WHOLEFOODS H Whole Foods Store 10 I John Smith P 5496 France Ave Edina, MN 55436 T O			S WHOLEFOODS O WHOLEFOODS L HARRY POWELL D 209 PEACHTREE RD BLDG S T ATLANTA, GA 30338-1240 O			
Shipping Instructions :						
SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE
		MTN/VIEW	UPS		2/6/2015	
ITEM ID		UNIT	BIN	ORDERED	WEIGHT	SHIPPED BACKORDERED
GRGRANOLA GRANOLA		BG		50.0000	50.0000 BG	
We made our Simple Granola so simple to give our customers the opportunity to make their own favorite granola! Sprouted buckwheat groats and flax seeds are the only ingredients in our Simple Granola, and it's waiting for your favorite fruit, nuts, nut milk or anything else that you fancy.						

Print Online Packing List Screen



The Print Online Packing List screen appears when you click **Pack** on the Online List dialog box. This list is available only for verified orders. Use the screen to print packing lists that contains quantities shipped and backordered for orders you are shipping.

1. Select the check box to **Print Additional Descriptions** on the packing list; otherwise, clear the box. This option is available only if you elect to use additional descriptions in the **Accounts Receivable, Business Rules** function.
2. Select the check box to **Print Bar Codes** on the packing list; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the packing list; otherwise, clear the check box. If you elected to print kit detail on packing lists in the Bill of Material **Business Rules** function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.
4. Edit the **Starting Number**, if necessary.
5. Select **Reset**, **Preview**, **Print** or **Output**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Packing List.

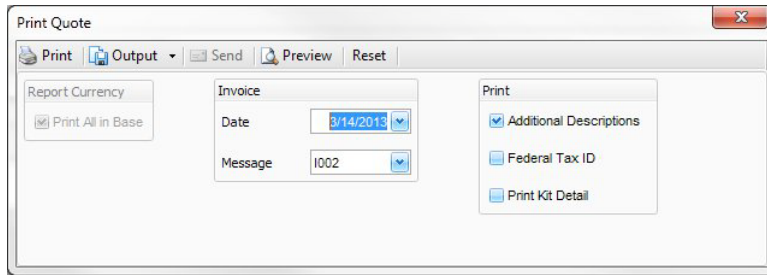
Name	Description
Output	Output the Packing List to a file. Select the file type to output the invoice to.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Packing List

<< PACKING LIST >>											
Shakopee Food Product 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES				BATCH CODE #####		ORDER NO 00000081		ORDER DATE 2/6/2015		PAGE 1	
CUSTOMER PO NO											
S WHOLEFOODS H Whole Foods Store 10 I John Smith P 5435 France Ave T Edina, MN 55436 O				S WHOLEFOODS O WHOLEFOODS L HARRY POWELL D 225 PEACHTREE RD T BLDG 5 O ATLANTA, GA 30339-1240							
SLS1	SLS2	LOCATION ID	SHIP VIA	PACKING LIST NO		REQ SHIP DATE		SHIP DATE			
		ATL	UPS	1		2/6/2015		2/6/2015			
ITEM ID	BIN		ORDERED	SHIPPED	BACKORDERED	UNIT	WEIGHT	WEIGHT UNIT			
00002			10.0000	10.0000	0.0000	5LB	50.0000	LB			
SELF RISING FLOUR											
Lot No		Initial Date		Expiration Date							
130409-1		4/9/2013		12/9/2013		10.0000		50.0000		LB	
Sum Catch Weight							0.0000				
Sum Item Weight							50.0000				

Print Online Quote Screen



The Print Online Quote screen appears when you click **Quote** on the Print List dialog box. This list is only available for price quote transactions. Use it to print price quotes for your customers.

1. If you use multicurrency, select the check box to print the quote in your base currency; otherwise, clear the check box to print it in the customer's currency. This option is available only if you use multicurrency and the transaction is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a message for the quote. Messages are set up in the Accounts Receivable **Invoice Messages** function.
4. Select the check box to **Print Additional Descriptions** on the quote; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.
7. Select **Reset**, **Preview**, **Print** or **Output**.


Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Quote.
Output	Output the Quote to a file. Select the file type to output the invoice to.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Price Quote

<< QUOTE >>



Skatepee Food Product
4301 Dean Lakes Blvd
Skatepee, MN 55379
UNITED STATES

PAGE 1

QUOTE DATE 2/6/2015

QUOTE NO 1

WHOLEFOODS
WHOLEFOODS
HARRY POMMEL
209 PEACHTREE RD
BLDG 5
ATLANTA, GA 30338-1240

WHOLEFOODS
WHOLEFOODS
HARRY POMMEL
209 PEACHTREE RD
BLDG 5
ATLANTA, GA 30338-1240

TOTAL DUE 1,613.50

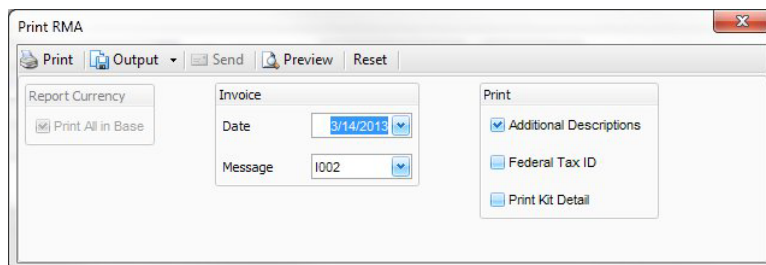
SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
		3/8/2015	2/16/2015	00000081	2/6/2015		

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA
2% 10 NET 30		

ITEM ID	TX CL	ORDERED	SHIPPED UNITS	WEIGHT	WEIGHT UNIT	UNIT PRICE	EXTENSION
GP-200 CHICKEN-PRIVATE LABEL	0	100.0000	0.0000 LB	0.0000	LB	3.2900	329.00
00002 SELF RISING FLOUR Customer Part # : 999805	0	10.0000	0.0000 5LB	50.0000	LB	22.5000	225.00
CC-CCHUNKLG CHOCOLATE CHUNK LARGE 3.5OZ	0	100.0000	0.0000 EA	21.8800	EA	5.5000	550.00
GRGRANOLA GRANOLA We made our Simple Granola so simple to give our customers the opportunity to make their own favorite granola! Sprouted buckwheat groats and flax seeds are the only ingredients in our Simple Granola, and it's waiting for your favorite fruit, nuts, nut milk or anything else that you fancy.	0	50.0000	0.0000 BG	50.0000	BG	10.1900	509.50

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	1,613.50	0.00	0.00	0.00	1,613.50
TOTAL DUE					1,613.50

Print Online RMA Screen



The Print Online RMA screen appears when you click on the Online button. Use it to print price quotes for your customers.

1. If you use multicurrency, select the check box to print the RMA in your base currency; otherwise, clear the check box to print it in the customer's currency. This option is available only if you use multicurrency and the transaction is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a message for the RMA. Messages are set up in the Accounts Receivable **Invoice Messages** function.
4. Select the check box to **Print Additional Descriptions** on the RMA; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.
7. Select **Reset**, **Preview**, **Print** or **Output**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the RMA.
Output	Output the RMA to a file. Select the file type to output the invoice to.

Command Buttons

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

RMA

SLS1		SLS2		DUE DATE		DISC DUE DATE		ORDER NO		ORDER DATE		SHIP DATE		SHIP NO	
				3/8/2015		2/16/2015		00000083		2/6/2015		2/6/2015			
TERMS DESCRIPTION				CUSTOMER PO NO				SHIP VIA							
2% 10 NET 30															
ITEM ID		TX CL		AUTHORI		SHIPPED UNITS		WEIGHT		WEIGHT UNIT		UNIT PRICE		EXTENSION	
GP-200		0		10.0000		10.0000 LB		10.0000		LB		3.2900		32.90	
CHICKEN-PRIVATE LABEL															
Lot No															
A20130717															
						10.0000		10.0000		LB					
TOTAL WEIGHT				TAXABLE		NONTAXABLE		FREIGHT		SALES TAX		MISC		TOTAL	
10.0000 LB				0.00		32.90		0.00		0.00		0.00		32.90	
TOTAL DUE														0.00	

Task Summary

Before you change or delete transactions, print the Sales and Miscellaneous Credits Journals to verify the transaction numbers. After you change or delete transactions, print the journals again so that the audit trail is accurate.

ENTER A PRICE QUOTE

To enter a price quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **Quote** from the **Transaction Type** list.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.
5. Select or enter the items and quantities for which to obtain a quote.

EDIT A PRICE QUOTE

To edit a price quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select the **Quote** from the **Transaction No.** list.
3. Select a price quote transaction number. The price quote appears.
4. Click **Update**.
5. Edit the price quote.

PRINT A PRICE QUOTE

To print a price quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Enter a price quote, or select a price quote transaction and click **Update**.
3. Click **Print**.
4. Click **Quote**.
5. Click **Print**.

DELETE A PRICE QUOTE

To delete a price quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.

2. Select a price quote transaction number. The price quote appears.
3. Click **Update**.
4. Press the delete hot key (**F3**) or click the delete record button on the toolbar.

DELETE MULTIPLE PRICE QUOTES

To delete multiple price quotes, follow these steps:

1. Select the **Delete Quotes** function from the **Periodic Processing** menu.
2. Specify the cutoff date for purging price quotes.
3. Click **OK**.

NOTE: Price quotes remain in the Sales Order system until you delete them.

MAKE A NEW ORDER FROM A QUOTE

To create a new order from a quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a price quote transaction number. The price quote appears.
3. Click **Update**.
4. Click **Live**. A message box appears.
5. Click **OK** to convert the price quote to a new order.

ENTER A NEW ORDER

To enter a new order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New** record button and enter the required information.
3. Select the **Line Items** tab below the list area.
4. Select or enter the item ID, and enter the quantity ordered.

NOTE: You must verify new orders before you can generate invoices.

EDIT A NEW ORDER

To edit a new order, follow these steps:

1. Select **Orders** from the **Transactions** menu.

2. Select a new order transaction number. The transaction appears.
3. Click **Update**.
4. Edit the new order.

VERIFY A NEW ORDER

To verify a new order, follow these steps:

1. After you enter a new order, print the picking slip online or use the **Print Picking Slips** function to print the picking slip.
2. Send the picking slip to a stockroom employee to determine what portion of the order can be filled.
3. When the picking slip is returned, select **Orders** from the **Transactions** menu and enter the order's transaction number.
4. Click **Update**.
5. Click **Verify**. A dialog box appears.
6. Click **Yes** if you are shipping all ordered items; otherwise, click **No**. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and if any of the items are lotted or serialized. You must enter lotted and serial information to verify the order. After you enter this information, the status of the transaction changes from **New** to **Verified**.

ENTER AN INVOICE

To enter an invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **Invoice** as the transaction type.
3. Enter the required information.
4. Select the **Line Items** section.
5. Enter the item ID and the quantity ordered and shipped. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the item is lotted or serialized. You must enter the lotted and serial information.

EDIT AN INVOICE

To edit an invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an invoice transaction number. The invoice transaction appears.

3. Click **Update**.
4. Edit the invoice.

PRINT AN ONLINE INVOICE

To print an online invoice, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an invoice or select an invoice transaction and then click **update**.
3. Click **Print**.
4. Select **Invoice**. The Print Online Invoice screen appears.
5. Click **Print**.
6. Select options as needed.

PRINT INVOICES

To print invoices, follow these steps:

1. Select the **Print Invoices** function from the **Transaction Journals** menu.
2. Verify the information completed.
3. Select the **Batch(s)** to print invoices for.
4. Enter the starting invoice number in the **First Invoice No** box.
5. Click **Print**.

ENTER AN RMA

To enter an RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Select **RMA** from the **Transaction Type** list.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.
5. Enter the item ID and the quantity authorized. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the item is lotted or serialized. You must enter the lotted and serial information.
6. Enter a **Reason Code** for the merchandise return in the **Line Items** tab if desired.

EDIT AN RMA

To edit an RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an RMA transaction number. The RMA appears.
3. Click **Update**.
4. Edit the RMA.

PRINT AN ONLINE RMA

To print an online RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter a RMA, or select an RMA transaction number. If you select an existing RMA transaction, click **Update**.
3. Click **Print**.
4. Select **RMA**. The Print Online RMA screen appears.
5. Click **Print**.

PROCESS AN RMA TO A CREDIT MEMO

To process an RMA to a credit memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select the RMA transaction to be processed.
3. Click **Update**.
4. Enter the **Qty Returned**.
5. When all items have been returned, click **Live** to change the RMA to a credit memo.

ENTER A CREDIT MEMO

To enter a credit memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **Credit** from the **Transaction Type** list.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.

5. Enter the item ID and the quantity ordered. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the item is lotted or serialized. You must enter the lotted and serial information.

EDIT A CREDIT MEMO

To edit a credit memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a credit memo transaction number. The credit memo appears.
3. Click **Update**.
4. Edit the credit memo.

PRINT AN ONLINE CREDIT MEMO

To print an online credit memo, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter a credit memo, or select a credit memo transaction number. If you select an existing credit memo transaction, click **Update**.
3. Click **Print**.
4. Select **Credit Memo**. The Print Online Invoice screen appears.
5. Click **Print**.

CREATE A BACKORDER

To create a backorder, follow these steps:

1. Select **Order** from the **Transactions** menu.
2. Enter a new order.
3. Verify the order.
4. Select No to the Ship all message.

Ship the order. If you do not ship the entire order, the Sales Order system creates a backorder when you post the transaction. Backorders remain in the system until you fill or delete them.

Record Picked Orders

After you release the orders you are going to fulfill and print the Picking List to use as a guide, use the **Record Picked Orders** function to record the item IDs you pull from inventory and apply their quantities to specific transactions.

Please note that this function does not update information in Inventory and other TRAVERSE applications until after you confirm your entries. When you click the **Confirm** button on the Record Picked Orders screen to confirm your entries, Warehouse Management updates Inventory quantities and transactions in other TRAVERSE applications as necessary.

- If you picked items for Sales Order transactions, Warehouse Management removes committed item quantities and updates the on-hand quantities and changes the transaction status to **Picked** for the orders you selected.
- If you pulled components for released orders in Production, Warehouse Management decreases on hand quantities and removes committed quantities in Inventory for item components, and creates interim GL accounting entries to track costs during production. It does not update the status for material activity entered on the **Materials** tab of the **Record Production Activity** function in Production; you must do this manually.
- If you picked items for Service Director dispatch estimates, Warehouse Management updates the in use quantities in Inventory for those items, but does not change the work order itself. You update the work order manually with the actual quantities used when the technician returns.
- If you're transferring items between warehouses, Warehouse Management updates the on hand quantities for the source location and the on order quantities for the destination location, then changes status to **Picked** for transfers for which you have shipped the entire quantity.

NOTE: If you do not pick the entire quantity for a location transfer, Warehouse Management does not set the transfer's status to **Picked**. You may need to set this status manually to receive goods at the destination.

- If you're shipping requisitioned items, Warehouse Management updates the extended cost and **Filled** quantities on material requisitions and updates the on hand quantity in Inventory for the items you shipped.
- If you're shipping project costing requisitioned items, Warehouse Management updates the extended cost and **Filled** quantities on the project costing material requisitions and updates the on hand quantity in Inventory for the items you shipped.

Follow these steps to **Record Picked Orders** and apply the item quantities to specific orders:

1. Select **Record Picked Orders** from the **Daily Work** menu.

Record Picked Orders Menu



2. The **Record Picked Orders** screen appears (all fields are initially blank).

Record Picked Orders Screen - Blank

3. To locate transactions that involve a specific order number or item ID, enter that **Order No** or **Item ID** and click **Find**. Orders that match this criteria are then listed in the window (to sort this list, click a heading).

Remember that different TRAVERSE applications can have transactions with the same order number. For example, if a production order 00000011 and sales order 00000011 exist, both are listed in the window.

To list all orders for which you should be receiving goods, leave these boxes blank and click **Find**.

Record Picked Orders Screen - Filled

WM Record Picked Orders

1 of 1

Find Fill All Confirm

Order No

Item ID


Required ...	Item ID	Location ID	Quantity	Unit	Source	Order No	Release/Dis...	Requirement...	Picking Num...	Pick ID
2/25/2015	HF2901	TRACY	5.0000	PKG	SO	00000085				120919
2/6/2015	10010	Ukiah	10.0000	BX	SO	00000045				120919
2/6/2015	00002	ATL	5.0000	5LB	SO	00000045				120919
2/6/2015	30335	MADE	20.0000	LB	SO	00000045				120919
2/6/2015	15400	MADE	5.0000	CS	SO	00000045				120919
7/17/2013	10010	Ukiah	10.0000	BX	SO	00000073				120919
7/17/2013	00002	ATL	20.0000	5LB	SO	00000073				120919
7/17/2013	15400	MADE	5.0000	CS	SO	00000073				120919
7/17/2013	BF001	TRACY	1.0000	PKG	SO	00000072				120919
5/22/2013	FRANKFURTE...	SANJUAN	10.0000	DOZ	SO	00000064				120919

Transaction Order Info

Item ID: HF2901 Location ID: TRACY

Required: 5.0000 Remaining: 5.0000 PKG

Lot No	Qty	Unit	Bin	Container	Weight
022015A	5.0000	PKG	A101		62.5000

- To record picked quantities for a specific order, select the order in the window, click the New Record button , enter information about the picked item using the **Lot**, **Qty**, **Unit**, **Bin**, and **Container** fields on the **Transactions** tab.

A dialog box will appear if the lot has expired. The message will change depending on the business rule selection for allowing lot use beyond expire and sell by dates.

- The **Weight** of the quantity in the lot selected will be displayed.

NOTE: Use the Order Info tab to view general information about the selected order for your reference and to help you identify specific orders.

The **Order Info** tab lists general information about the selected order for your reference and to help you identify a specific order, if needed.

Record Picked Orders - Order Info Tab

6. Repeat the above step for all orders you pick, recording item quantities as you go.
7. To fill all item quantities for orders that share the same order number, release or dispatch number, and requirement ID number, click **Fill All**. Warehouse Management automatically updates all order item quantities with the required number.
8. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.

After you click **Confirm**, the **Confirm all picked quantities?** message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Record Picked Orders screen. Orders are removed from the screen after you pick the entire quantity requested and confirm the item picked.

If you clicked **Yes**, a message appears when the confirmation processing completes successfully.

After the confirmation process completes, the Confirm Picked Orders log appears.

Confirm Picked Orders Log

Shakopee Food Product Confirm Picked Orders Log					
Status	Source	Order No Required Date	Release / Dispatch Requirement	Item ID Location ID	Unit Quan
Completed					
	Sales Order	00000045 2/6/2015		15400 MADE	CS 5.00
	Sales Order	00000085 2/25/2015		HF2901 TRACY	PKG 5.00

2/25/2015 3:45 PM

*** End of Report ***

WAREHOUSE MANAGEMENT ADJUSTMENTS

Use the **Adjustments** function to enter adjustments to inventory item quantities due to loss, breakage, or accidental overshipments. Warehouse Management's adjustments extend those found in the Inventory application by separating them from other transactions and tracking adjustments made to item quantities stored in bins and containers.

Working with adjustments in Warehouse Management is a three step process:

1. Use the **Adjustments** function to enter or edit adjustment transactions.
2. Print the Adjustments Journal from the **Reports and Worksheets** menu to record the adjustment information you'll be posting as part of your audit trail.
3. Use the **Post Adjustments** function to post adjustment information to history, create entries in the account you specify for adjustment costs, and update inventory item quantities.

Although Warehouse Management updates information in Inventory, adjustments in Warehouse Management are stored in separate tables than those in Inventory. That is, you cannot view information for an adjustment you entered in Inventory in Warehouse Management and vice versa.

Follow these steps to work with **Adjustments**:

1. Select **Adjustments** from the **Daily Work** menu.

Adjustments Menu




- The **Adjustments** screen appears.

Adjustments Screen

WM Adjustments - Kent Batch

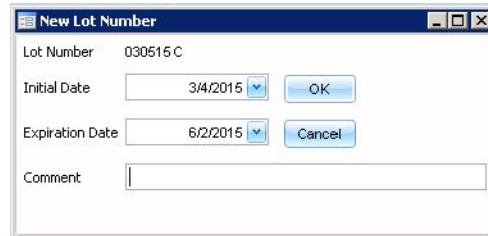
6 of 6 | Ser No Entry | Detail Weight

Type	Item ID	Item Description	Location ID	Location Description	Unit	Adj. Quantity
Increase	HF2901	PEPPERETTES 5" MILD	TRACY	COSTCO - TRACY MEAT PLANT	PKG	10.0000
022015A		2/20/2015 501000000	2.67000	26.70	124.5800	
Increase	HF2901	PEPPERETTES 5" MILD	TRACY	COSTCO - TRACY MEAT PLANT	PKG	10.0000
022015B		2/20/2015 501000000	2.67000	26.70	125.0000	
Increase	HF2902	PEPPERETTES 5" HOT	TRACY	COSTCO - TRACY MEAT PLANT	PKG	10.0000
030415A		3/4/2015 501000000	2.67000	26.70	125.0000	
Increase	HF2904	TURKEY PEPPERETTES 5"	TRACY	COSTCO - TRACY MEAT PLANT	PKG	10.0000
030515B		3/4/2015 501000000	2.98000	29.80	125.0000	
Increase	HF2902	PEPPERETTES 5" HOT	TRACY	COSTCO - TRACY MEAT PLANT	PKG	10.0000
030415D		3/4/2015 501000000	2.67000	26.70	125.0000	

- To enter information about a new adjustment, click the **New Record** button  on the toolbar.
- If you use batch processing, enter the **Batch Code**. This box appears only if you chose to use batch processing in the **Business Rules** function.
- Select the adjustment **Type: Increase** or **Decrease**.
- Select the **Item ID** to adjust the quantity for. The **Item Description** is displayed.
- Select the **Location ID** for which you want to adjust quantities. The **Location Description** is displayed.
- Select the **Unit** of measure for the adjustment.
- Enter or edit the **Adjustment Quantity** (use positive numbers only; the **Type** you selected above determines how the calculation is performed).

Warehouse Management automatically calculates the extended cost based on the item's unit cost and the adjustment quantity you enter.

10. Enter or select the **Lot Number** the adjustment applies to. If you entered a new lot number the New Lot Number screen appears.



- The **Initial Date** will display as today's date. Accept the date or edit it.
 - The **Expiration Date** will be calculated from the number of days entered into the Shelf Life Days field and the initial date.
 - Enter any **Comments** about the lot.
 - Click OK to add the lot and return to the adjustments screen.
11. Select the **Bin** and **Container** in which the item is located.
 12. Edit the adjustment's **Date**, if needed, then
 13. The **COGS Adjustment** account from the item's account code and **Unit Cost** from Inventory automatically appear. Edit these values, if needed.
 14. Enter a **Comment** describing the reason for the adjustment, if needed.
 15. The **Weight** of the item is calculated from the weight entered into the item setup for the selected unit of measure and the adjustment quantity.
 16. Enter the **MFG Company #** for the item. The MFG Company # will be the FDA Facility number and will be attached to the lot number generated for the item.

17. If the item selected has been set up as a Catch Weight Item, click the Detail Weight button on the toolbar to enter the weight for each unit selected.

The screenshot shows a software window titled "Item Loc Lot Detail Weight". It contains a table with the following columns: Item ID, Loc ID, Lot Num, Initial Date, Sub Lot No, Weight, Tare Weight, Fixed Weight, and UOM. The table displays 10 rows of data for Item ID HF2901, Loc ID TRACY, and Lot Num 022015B. The Sub Lot No values range from 00000001 to 00000010. The Weight values range from 12.2500 to 12.7500. The Tare Weight is consistently 0.2500. The Fixed Weight is consistently 12.5000. The UOM is consistently PKG. The window also features a toolbar with various icons and a status bar at the bottom indicating "Record 1 of 10".


Item ID	Loc ID	Lot Num	Initial Date	Sub Lot No	Weight	Tare Weight	Fixed Weight	UOM
HF2901	TRACY	022015B	2/20/2015	00000001	12.5000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000002	12.2500	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000003	12.6000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000004	12.5000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000005	12.3300	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000006	12.5000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000007	12.7500	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000008	12.5000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000009	12.5000	0.2500	12.5000	PKG
HF2901	TRACY	022015B	2/20/2015	00000010	12.6000	0.2500	12.5000	PKG

- The **Item ID**, **Loc ID**, **Lot Num**, **Initial Date** and **Sub Lot No** are displayed.

The Sub Lot Numbers displayed will depend on the selection of the Inventory business rule, Auto Generate Sub-lot for Detailed Lot Weight. If the selection is Yes the sub lots will be filled in. If the selection is No manually enter each sub lot. There will be a sub lot for each quantity for the unit of measure selected.

- Enter the **Weight** for each sub lot generated.
- Enter the **Tare Weight** for each sub lot if applicable.

The tare weight is the weight of the package only.

- The **Fixed Weight** is displayed from the item setup for the unit selected. The fixed weight will be filled in only if the Fixed Weight box is checked in the item setup.
- The **UOM** is displayed from the unit selected on the adjustments screen.
- Click the Save button  on the toolbar to save the information entered.
- Close the screen to return to the adjustments screen.

18. Close the screen to save your changes.

After entering or editing adjustments, print the Adjustments Journal from the **Reports and Worksheets** menu as part of your audit trail to record the adjustment information you will be posting, then use the **Post Adjustments** function to post that information.

INTERACTIVE VIEWS

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OVERVIEW

The Food Processing solution has added some interactive views that are specifically designed for the food industry and associated with the shop floor functions.

Standard views have been modified to include special fields designed for the food industry and added to the food processing solution.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Interactive Views.

Below is a list of the interactive views that have been added or modified for the food processing solution.

- Inventory
 - Lot Traceability
 - Detail History
 - Items
- System Manager
 - Quality Check History
- MFG - Production
 - Shop Floor Activity
 - Shop Floor Time Entry
- Accounts Payable
 - Detail History
 - Payment History
 - Open Invoice
- Purchase Order
 - Detail History
- Accounts Receivable
 - Detail History

- Summary History
- Customer
- Sales Order
 - Order
 - Fixed Weight Analysis
 - Detail History

INVENTORY VIEWS

The Food Processing solution has added a new interactive view to the Inventory menu, to track all the activity for a selected lot number. The detail history view has also been changed to include fields added for the Food Processing solution.

Detail History View

Use the **Detail History View** function to view item information for an item and a location. You can elect to view any one or all transaction types. You can also specify a range of periods and years.

To use the **Detail History View**, follow these steps:

1. Select **Detail History View** from the **Inventory, Interactive Views** menu.

Detail History View Menu



- The **Detail History View** screen appears.

Detail History View Screen

The screenshot shows the 'Detail History View' window. At the top, there is a toolbar with icons for navigation and actions, and a text area for an 'Apply Filter'. Below this is a header row for the table, and a body with multiple rows of transaction data. The first row is highlighted in blue.

Item ID	Description	Location ID	Lot Number	Transaction Date	SrcID	Source	UOM	Quantity	CostEst	Shipping Container #	Comment
00002	SELF RISING FL...	ATL	L4524890	5/11/2011	Build	BM Build Asse...	5LB	60.0000	3,448.00		
00002	SELF RISING FL...	ATL	P1345748	7/26/2011	Build	BM Build Asse...	5LB	50.0000	2,873.33		
00002	SELF RISING FL...	ATL	L4524890	3/9/2012	INXFERFROM	Transfer From	5LB	64.0000	3,103.19		
00002	SELF RISING FL...	DC1	L4524890	3/9/2012	INXFERTO	Transfer To	5LB	64.0000	3,103.19		
00002	SELF RISING FL...	ATL	L4524890	3/23/2012	Build	BM Build Asse...	5LB	100.0000	6,761.57		
00002	SELF RISING FL...	ATL	L4524890	3/23/2012	JOESMAR	SO Verify	PAK	5.0000	2,300.33		
00002	SELF RISING FL...	ATL	L4524890	3/23/2012	JOESMAR	SO Verify	PAK	5.0000	2,300.62		
00002	SELF RISING FL...	ATL	GW300912	5/15/2012	Build	BM Build Asse...	5LB	60.0000	2,873.33		
00002	SELF RISING FL...	ATL	130409-1	4/9/2013	FDI	PO Receipt	PAL	1.0000	62,988.12		
00002	SELF RISING FL...	ATL	130409-1	4/9/2013	FDI	PO Invoice	PAL	1.0000	62,988.12		
00002	SELF RISING FL...	ATL	P98762315	4/9/2013	Build	BM Build Asse...	5LB	300.0000	17,239.99		
00002	SELF RISING FL...	ATL	P98762315	4/9/2013	PUBLIX	SO Verify	5LB	60.0000	2,873.33		
00002	SELF RISING FL...	ATL	P1345748	5/10/2011	Build	BM Build Asse...	5LB	10.0000	674.66		
00002	SELF RISING FL...	ATL	P98762315	5/10/2011	Build	BM Build Asse...	5LB	80.0000	4,597.33		
00002	SELF RISING FL...	ATL	P1345748	6/13/2011	Build	BM Build Asse...	5LB	60.0000	2,873.33		
00002	SELF RISING FL...	ATL	P1345748	4/30/2013	WHOLEFOO...	SO Verify	5LB	25.0000	1,436.66		
00002	SELF RISING FL...	ATL	130409-1	6/6/2013	000799701	PO Receipt	PAL	1.0000	27,583.97		
00002	SELF RISING FL...	ATL	130718-1	7/18/2013	000799701	PO Receipt	PAL	2.0000	69,967.94		
00002	SELF RISING FL...	ATL	130718-1	7/18/2013	000799701	PO Invoice	PAL	2.0000	69,967.94		
00002	SELF RISING FL...	ATL	130409-1	8/6/2012	PUBLIX	SO Verify	LB	60.0000	1,103.92		
00002	SELF RISING FL...	ATL	130409-1	4/28/2014	WHOLEFOO...	SO Verify	5LB	1.0000	110.39		
00002	SELF RISING FL...	ATL	130409-1	2/6/2015	WHOLEFOO...	SO Verify	5LB	10.0000	1,103.92		

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Double click on the **blue Item ID** field to drill down to the item setup screen.
- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Detail History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

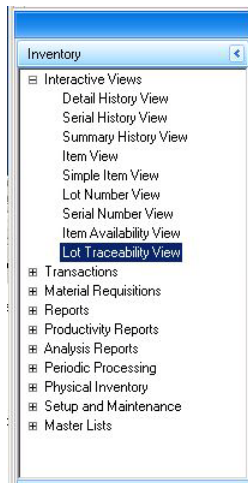
Lot Traceability View

Use the **Lot Traceability View** function to view detailed history information for lots that have had transactions posted. This view will show all transactions performed on a lot number and all the sub lots related to the main lot.

To use the **Lot Traceability View**, follow these steps:

1. Select **Lot Traceability View** from the **Inventory, Interactive Views** menu.

Lot Traceability View Menu



- The **Lot Traceability View** screen appears.

Lot Traceability View Screen

The screenshot shows the 'Lot Traceability View' window. At the top, there's a filter bar with 'And' and a filter rule '[Lot Number] Equals 0220158'. Below this is a table with columns: Entry Date, Item ID, Description, Location ID, Lot Number, Source, Order No, Shipping Container #, UOM Base, Qty Base, Ext. Cost, and Weight. The table displays three main entries for item HF2901, each with a plus sign (+) to expand it. The first entry is for 4/11/2014, the second for 2/20/2015, and the third for 3/4/2016. Each entry shows a summary row followed by a detailed sub-table of transactions with columns: Order No, Item ID, Location ID, Lot Number, Sub Lot Number, UOM, Weight, Tare Weight, and Fixed Weight.

Entry Date	Item ID	Description	Location ID	Lot Number	Source	Order No	Shipping Container #	UOM Base	Qty Base	Ext. Cost	Weight
4/11/2014	HF2901	... PEPPERETTES 5" ...	TRACY	0220158	SO Verify	00000078		PC	150.0000	8.01	37.3500
	Order No	Item ID	Location ID	Lot Number	Sub Lot Number	UOM	Weight	Tare Weight	Fixed Weight		
	00000078	HF2901	TRACY	0220158	00000001	PKG	0.0000	0.0000	0.0000		0.0000
	00000078	HF2901	TRACY	0220158	00000001	PKG	12.2500	0.0000	0.0000		0.0000
	00000078	HF2901	TRACY	0220158	00000002	PKG	12.5000	0.0000	0.0000		0.0000
	00000078	HF2901	TRACY	0220158	00000003	PKG	12.6000	0.0000	0.0000		0.0000
2/20/2015	HF2901	... PEPPERETTES 5" ...	TRACY	0220158	WM Increase	2		PC	500.0000	26.70	0.0000
	Order No	Item ID	Location ID	Lot Number	Sub Lot Number	UOM	Weight	Tare Weight	Fixed Weight		
	2	HF2901	TRACY	0220158	00000001	PKG	12.5000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000002	PKG	12.2500	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000003	PKG	12.6000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000004	PKG	12.5000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000005	PKG	12.3300	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000006	PKG	12.5000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000007	PKG	12.7500	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000008	PKG	12.5000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000009	PKG	12.5000	0.2500	12.5000		12.5000
	2	HF2901	TRACY	0220158	00000010	PKG	12.6000	0.2500	12.5000		12.5000
3/4/2016	HF2901	... PEPPERETTES 5" ...	TRACY	0220158	SO Verify	00000088		PC	150.0000	8.01	0.0000
	Order No	Item ID	Location ID	Lot Number	Sub Lot Number	UOM	Weight	Tare Weight	Fixed Weight		
	00000088	HF2901	TRACY	0220158	00000001	PKG	37.5000	0.0000	0.0000		0.0000
	00000088	HF2901	TRACY	0220158	00000001	PKG	37.5000	0.0000	0.0000		0.0000
	00000088	HF2901	TRACY	0220158	00000004	PKG	12.5000	0.0000	0.0000		0.0000
	00000088	HF2901	TRACY	0220158	00000005	PKG	12.3300	0.0000	0.0000		0.0000
	00000088	HF2901	TRACY	0220158	00000006	PKG	12.5000	0.0000	0.0000		0.0000

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Click the plus (+) next to the summary record for the lots to view the details on the sub lots used for each transaction displayed.
- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Lot Traceability View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Item View

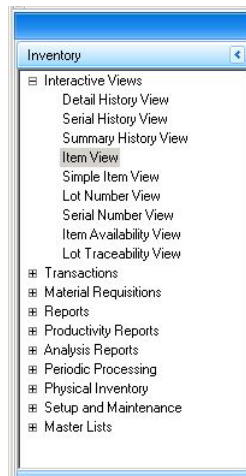
Use the **Item View** function to display detailed information about items.

Use the Items function on the Setup and Maintenance menu to change item information.

To use the **Item View**, follow these steps:

1. Select **Item View** from the **View** menu.

Item View Menu



- The **Items View** screen appears.

Item View Screen

Item ID	Description	Location ID	Weight	Catch Weight Item	UOM
CF2000-400	Carrot Coins	Ukiah	0.0000		LB
GP-200	CHICKEN-PRIVATE LABEL	WARD	0.0000		LB
HDBL	HOT DOG BUN LARGE	Ukiah	0.0000		EA
HF2904	TURKEY PEPPERETTES 5"	TRACY	0.2500		PC
LABEL		CFMN	0.0000		EA
MB10002	RICOTTA	Ukiah	0.0000		OZ
MB10004	SWISS CHEESE	Ukiah	0.0000		OZ
16926	PEPPERS, RED, DICED	RAW	1.0000		LB
30335	SAUCE, SWEET & SOUR CHICKEN, FM	MADE	0.0000		LB
62335	SAUCE, SWEET & SOUR CHICKEN, CS	CR	0.0000		LB
BF001	COWBOY STEAKS 2.27 KG (5LBS)	TRACY	1.0000		KG
CC-CCHUNK-PT	CHOCOLATE CHUNK PETITE (4/BAG)	TETERBORO	0.0000		EA
DI-830	RYE 1 LB SOLID	NJ	0.0000		EA
DTORGAN68	CERTIFIED ORGANIC WHOLE TURKEY	SONORA	6.0000		EA
GP-101	CHICKEN BREAST	WARD	0.0000		EA
HF2902	PEPPERETTES 5" HOT	TRACY	0.2500		PC
MB60002	VINEGAR	Ukiah	0.0000		OZ
PKG-00002	00002 5 lb pack bag	ATL	0.0000		EA
WTSRC-H	HARVESTED SUNRAY VENUS CLAMS	CLAM	0.0000		LB
WTSRC-H	HARVESTED SUNRAY VENUS CLAMS	INDIAN	0.0000		LB
WTSRC-H	HARVESTED SUNRAY VENUS CLAMS	PINE	0.0000		LB

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Double Click on the **blue Item ID** to drill down to the Items setup screen.
- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Items View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

SYSTEM MANAGER VIEWS

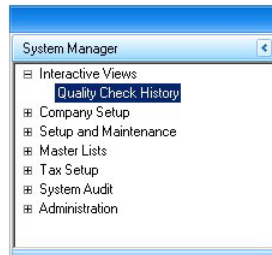
Quality Check History View

Use the **Quality Check History** View to view the responses to quality check questions answered during production entry in shop floor.

To use **Quality Check History View**, follow these steps:

1. Select **Quality Check History View** from the **System Manager, Interactive Views** menu.

Quality Check History View Menu



- The **Quality Check History View** screen appears.

Quality Check History View Screen

Source ID	Source	Question	Quality Check Answer	Comment
00000002 1	SF	Is the cut square	Yes	Cut is square
00000002 1	SF	Is setup correct	Yes	correct setup
00000002 1	SF	Are all burrs ground smooth	Yes	smooth
00000002 1	SF	Are all burrs ground of the ends	Yes	smooth
00000002 1	SF	Is the correct jig in place	Yes	Double checked correct jig.
00000002 1	SF	Is part completely painted	Yes	not tacky, dry
00000002 1	SF	Is the correct paint color loaded	Yes	checked paint color
00000003 1	SF	Is the cut square	Yes	square
00000003 1	SF	Are the measurements correct	Yes	measured twice
00000003 1	SF	Is setup correct	Yes	correct setup
00000003 1	SF	Is the drill bit size correct	Yes	correct bit
00000003 1	SF	Are all parts secured in the jig	Yes	secure
00000003 1	SF	Is the correct jig in place	Yes	correct jig
00000003 1	SF	Is the correct paint color loaded	Yes	checked color
00000003 1	SF	Are the hole placements correct	Yes	double checked holes
00000016 4	SF	Is the cut square	Yes	
00000016 4	SF	Are the measurements correct	Yes	
00000016 4	SF	Is setup correct	Yes	
00000017 1	SF	Is the cut square	Yes	
00000017 1	SF	Are the measurements correct	Yes	
00000017 1	SF	Is setup correct	Yes	
00000017 1	SF	Is the drill bit size correct	Yes	

- Use the Filter to select the range of activity dates, receipt #, source, source type and transaction/order number to include in the view or leave the filter blank to include all options.
- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Quality Check History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

MFG - PRODUCTION VIEWS

Shop Floor Login Activity View

Use the **Shop Floor Login Activity View** function to view user login activity into shop floor. You can design the view with a variety of columns, filtering and grouping and save the views by name to recall at a later date.

To use the **Shop Floor Login Activity View**, follow these steps:

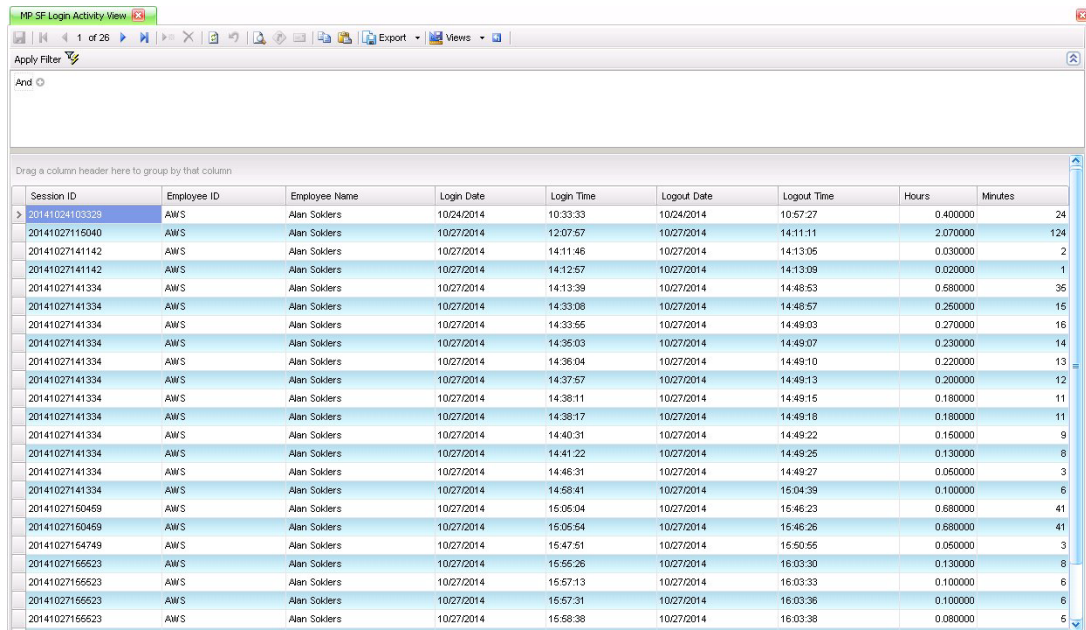
1. Select **Shop Floor Login Activity View** from the **MFG - Production, Interactive Views** menu.

Shop Floor Login Activity View Menu



2. The **Shop Floor Login Activity View** screen appears.

Shop Floor Login Activity View Screen



MP SF Login Activity View

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Apply Filter

And

Drag a column header here to group by that column

Session ID	Employee ID	Employee Name	Login Date	Login Time	Logout Date	Logout Time	Hours	Minutes
20141024103329	AW5	Alan Sokkers	10/24/2014	10:33:33	10/24/2014	10:57:27	0.400000	24
20141027116040	AW5	Alan Sokkers	10/27/2014	12:07:57	10/27/2014	14:11:11	2.070000	124
20141027141142	AW5	Alan Sokkers	10/27/2014	14:11:46	10/27/2014	14:13:05	0.030000	2
20141027141142	AW5	Alan Sokkers	10/27/2014	14:12:57	10/27/2014	14:13:09	0.020000	1
20141027141334	AW5	Alan Sokkers	10/27/2014	14:13:39	10/27/2014	14:46:53	0.580000	36
20141027141334	AW5	Alan Sokkers	10/27/2014	14:33:08	10/27/2014	14:46:57	0.250000	15
20141027141334	AW5	Alan Sokkers	10/27/2014	14:33:55	10/27/2014	14:49:03	0.270000	16
20141027141334	AW5	Alan Sokkers	10/27/2014	14:35:03	10/27/2014	14:49:07	0.230000	14
20141027141334	AW5	Alan Sokkers	10/27/2014	14:36:04	10/27/2014	14:49:10	0.220000	13
20141027141334	AW5	Alan Sokkers	10/27/2014	14:37:57	10/27/2014	14:49:13	0.200000	12
20141027141334	AW5	Alan Sokkers	10/27/2014	14:38:11	10/27/2014	14:49:15	0.180000	11
20141027141334	AW5	Alan Sokkers	10/27/2014	14:38:17	10/27/2014	14:49:18	0.180000	11
20141027141334	AW5	Alan Sokkers	10/27/2014	14:40:31	10/27/2014	14:49:22	0.150000	9
20141027141334	AW5	Alan Sokkers	10/27/2014	14:41:22	10/27/2014	14:49:25	0.130000	8
20141027141334	AW5	Alan Sokkers	10/27/2014	14:46:31	10/27/2014	14:49:27	0.050000	3
20141027141334	AW5	Alan Sokkers	10/27/2014	14:58:41	10/27/2014	15:04:39	0.100000	6
20141027160459	AW5	Alan Sokkers	10/27/2014	15:05:04	10/27/2014	15:46:23	0.680000	41
20141027160459	AW5	Alan Sokkers	10/27/2014	15:05:54	10/27/2014	15:46:26	0.680000	41
20141027164749	AW5	Alan Sokkers	10/27/2014	15:47:51	10/27/2014	15:50:55	0.050000	3
20141027165623	AW5	Alan Sokkers	10/27/2014	15:55:26	10/27/2014	16:03:30	0.130000	8
20141027165623	AW5	Alan Sokkers	10/27/2014	15:57:13	10/27/2014	16:03:33	0.100000	6
20141027165623	AW5	Alan Sokkers	10/27/2014	15:57:31	10/27/2014	16:03:36	0.100000	6
20141027165623	AW5	Alan Sokkers	10/27/2014	15:58:38	10/27/2014	16:03:38	0.080000	5

3. Use the Filter to select the range of employee id, employee name, login date, logout date and SF access code to include in the view or leave the filter blank to include all options.
4. Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Shop Floor Login Activity View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

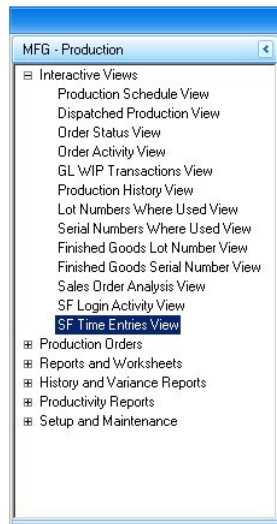
Shop Floor Time Entries View

Use the **Shop Floor Time Entries View** function to view user time activity recorded in shop floor. You can design the view with a variety of columns, filtering and grouping and save the views by name to recall at a later date.

To use the **Shop Floor Time Entries View**, follow these steps:

1. Select **Shop Floor Time Entries View** from the **MFG - Production, Interactive Views** menu.

Shop Floor Time Entries View Menu



2. The **Shop Floor Time Entries View** screen appears.

Shop Floor Time Entries View Screen

MP SF Time Entries View

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Apply Filter

And

Drag a column header here to group by that column

Session ID	Order No	Rel No	Operation ID	Routing Step	Req ID	Start Date	Start Time	Started By	Finished Date	Finished Time	Finished By	Hours	Minutes	Reason Code
> 20141027116040	00000001	1	ASSEMBLE7	20	2	10/27/2014	12:10:47	AW'S	10/27/2014	14:02:01	AW'S	1.870000	112	
20141027116040	00000001	1	ASSEMBLE7	20	2	10/27/2014	14:02:01	AW'S	10/27/2014	16:00:00	AW'S	1.970000	118	
20141027116040	00000001	1	ASSEMBLE7	20	2	10/27/2014	16:17:58	AW'S	10/27/2014	17:00:00	AW'S	0.720000	43	
20141027116040	00000001	1	ASSEMBLE7	20	2	10/27/2014	16:02:00	AW'S	10/27/2014	16:17:00	AW'S	0.260000	16	Break

3. Use the Filter to select the range of finished by, finished date, operation, order no., setup/down reason, start date, started by and type to include in the view or leave the filter blank to include all options.
4. Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Shop Floor Time Entries View.

NOTE: Refer to the **How to Use Grids Section** in the **General Information** guide for more details on how to add or take away columns from the grid screen.

ACCOUNTS PAYABLE/PURCHASE ORDER VIEWS

Detail History View

Use the **Detail History View** function to view purchases, debit memos, and payment information.

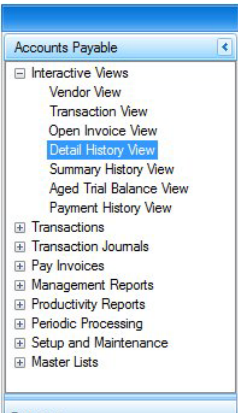
To view details on an invoice click on the [blue](#) Invoice Number or Transaction ID and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the [blue](#) Vendor ID and you will be taken to the detail setup screen for that vendor.

To use **Detail History View**, follow these steps:

1. Select **Detail History View** from the View menu.

Detail History View Menu



2. The **Detail History View** screen appears.

Detail History View Screen

AP Detail History View

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Apply Filter

And

Drag a column header here to group by that column

Vendor ID	Name	Invoice N...	Invoice Date	Partid	Description	Produ...	Check No.	Deposit Applied	Deposit Total	Chk:GPeriod	Quantity	Units	Purchases
000799701	FOOD SERVICES OF AME...	FPC1000	2/7/2013	15400	CHICKEN, DICED			0.00	0.00		150.0000	CS	4,267.50
000799701	FOOD SERVICES OF AME...	FPC1000	2/7/2013	15428	VINEGAR, WHITE			0.00	0.00		20.0000	CS	282.40
000799701	FOOD SERVICES OF AME...	P-0913457	2/8/2013	15400	CHICKEN, DICED			0.00	0.00		200.0000	CS	5,590.00
000799701	FOOD SERVICES OF AME...	P-0913457	2/8/2013	15428	VINEGAR, WHITE			0.00	0.00		20.0000	CS	282.40
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10004	SEMI-SWEET CHOCOL...			0.00	0.00		1,000.0000	OZ	430.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10001	SOFT RED WINTER W...			0.00	0.00		100.0000	10LB	490.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10005	BROWN SUGAR			0.00	0.00		500.0000	LB	1,495.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10006	BUTTER			0.00	0.00		500.0000	LB	1,300.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10007	WHOLE EGGS			0.00	0.00		200.0000	DZ	400.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10008	MOLASSES			0.00	0.00		600.0000	CUP	318.78
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	15603	SUGAR, GRANULATED			0.00	0.00		60.0000	BG50	4,825.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10009	VANILLA EXTRACT			0.00	0.00		250.0000	LB	3,500.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10011	BAKING SODA			0.00	0.00		60.0000	LB	750.00
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	10012	SOY LECITHIN			0.00	0.00		60.0000	LB	699.50
000799701	FOOD SERVICES OF AME...	A245863790	2/1/2013	MB50004	SEA SALT			0.00	0.00		1,000.0000	OZ	44.50
000799701	FOOD SERVICES OF AME...	F425637	2/5/2013	10004	SEMI-SWEET CHOCOL...			0.00	0.00		10,000.0000	OZ	4,300.00
000799701	FOOD SERVICES OF AME...	F425637	2/5/2013	10006	BUTTER			0.00	0.00		5,000.0000	LB	13,000.00
000799701	FOOD SERVICES OF AME...	F425637	2/5/2013	10008	MOLASSES			0.00	0.00		5,000.0000	CUP	2,656.50
000799701	FOOD SERVICES OF AME...	I342563896	2/22/2013	10004	SEMI-SWEET CHOCOL...			0.00	0.00		500.0000	LB	3,440.00
000799701	FOOD SERVICES OF AME...	I342563896	2/22/2013	10005	BROWN SUGAR			0.00	0.00		500.0000	LB	1,495.00
000799701	FOOD SERVICES OF AME...	AF5000	2/28/2013	10007	WHOLE EGGS			0.00	0.00		200.0000	DZ	400.00
											381,881.5...		610,007.24

3. Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
4. Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Detail History View.

NOTE: Refer to the **How to Use Grids** Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Payment History view

Use the **Payment History View** function to view payment information of payments posted using the Post Payments function.

To view details on an invoice click on the [blue](#) Invoice Number or Transaction ID and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the [blue](#) Vendor ID and you will be taken to the detail setup screen for that vendor.

To use the **Payment History View**, follow these steps:

1. Select **Payment History View** from the **Interactive Views** menu.

Payment History View Menu



2. The **Payment History View** screen appears.

Payment History View Summary View

A screenshot of the 'AP Payment History View' screen. The screen displays a table with columns: Vendor ID, Payment Number, Payment Amount, Payment Date, Discount Taken, Bank Account ID, Bank Account Number, and Payment Currency ID. The table contains five rows of data. The first row is for Vendor ID 000799701 with a payment amount of 0.00. The second row is for Vendor ID 30236 with a payment amount of 240.95. The third row is for Vendor ID TYSON with a payment amount of 733.50. The fourth row is for Vendor ID VALLEY with a payment amount of 1,190.00. The fifth row is for Vendor ID TYSON with a payment amount of 500.00. The table is filtered by 'And' and the 'Payment History View' is selected. The screen also shows a toolbar with various icons and a 'Views' dropdown menu.

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
000799701		0.00	4/6/2013	0.00	BOA		USD
30236	11002	240.95	3/6/2015	0.00	BOA		USD
TYSON	11003	733.50	3/6/2015	0.00	BOA		USD
VALLEY	11004	1,190.00	3/6/2015	0.00	BOA		USD
TYSON	11000	500.00	2/6/2015	0.00	BOA		USD

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.

The **Summary View** gives you a summarized view of payment history information sorted by vendor ID. Each of the summarized records expands when clicked, giving you a hierarchical view of payment detail associated with each vendor.

Payment History View Expanded

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
000799701		0.00	4/8/2013	0.00	BOA		USD
<div> <div>Pay To Name</div> <div>Invoice Number</div> <div>Invoice Date</div> <div>Payment Amount</div> <div>Discount Taken</div> <div>Payment Type</div> </div>							
FOOD SERVICES OF AMERICA		AF5000	2/28/2013	3,175.00	0.00	Payment	
FOOD SERVICES OF AMERICA		AF5000	4/8/2013	-3,175.00	0.00	Payment	
30235	11002	240.95	3/5/2015	0.00	BOA		USD
<div> <div>Pay To Name</div> <div>Invoice Number</div> <div>Invoice Date</div> <div>Payment Amount</div> <div>Discount Taken</div> <div>Payment Type</div> </div>							
COSTCO MEAT SUPPLIER		E78651	8/6/2013	238.00	0.00	Payment	
COSTCO MEAT SUPPLIER		H78956	8/6/2013	2.95	0.00	Payment	
11003	11003	733.50	3/5/2015	0.00	BOA		USD
<div> <div>Pay To Name</div> <div>Invoice Number</div> <div>Invoice Date</div> <div>Payment Amount</div> <div>Discount Taken</div> <div>Payment Type</div> </div>							
TYSON FRESH MEATS		654321	2/5/2015	733.50	0.00	Payment	
11004	11004	1,190.00	3/5/2015	0.00	BOA		USD
<div> <div>Pay To Name</div> <div>Invoice Number</div> <div>Invoice Date</div> <div>Payment Amount</div> <div>Discount Taken</div> <div>Payment Type</div> </div>							
VALLEY FARMS		78945623	8/6/2013	1,190.00	0.00	Payment	
11000	11000	500.00	2/5/2015	0.00	BOA		USD
<div> <div>Pay To Name</div> <div>Invoice Number</div> <div>Invoice Date</div> <div>Payment Amount</div> <div>Discount Taken</div> <div>Payment Type</div> </div>							
TYSON FRESH MEATS		654321	2/5/2015	500.00	0.00	Prepayment	

When you click on the plus (+) sign next to the Vendor ID it shows a detailed view of Vendor IDs and payments selected in the **Filter Criteria**. Clicking on the Vendor ID causes the Vendor setup screen for that Vendor to appear.

- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Payment History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Open Invoice View

Use the **Open Invoice View** function to view open invoices that are on file for a vendor.

To view details on an invoice click on the [blue](#) Invoice Number or Transaction ID and you will be taken to the detail history invoice detail screen for that invoice.

To view details on a vendor click on the [blue](#) Vendor ID and you will be taken to the detail setup screen for that vendor.

To use **Open Invoice View**, follow these steps:

1. Select **Open Invoice View** from the **Interactive Views** menu.

Open Invoice View Menu



- The **Open Invoice View** screen appears.

Open Invoice View Screen

AP Open Invoice View

Apply Filter

And

Drag a column header here to group by that column

Vendor ID	Invoice Number	Transaction ID	Status	Invoice Date	Net Due Date	Discount Due Date	Deposit GL Account	Discount Amt	Amount
000799701	gd2354658	00000087	Hold	4/26/2013	5/26/2013	4/26/2013		0.00	977.50
000799701	ER32132457	00000088	Hold	4/30/2013	5/30/2013	4/30/2013		0.00	6,190.00
000799701	A209876	00000089	Hold	4/30/2013	5/30/2013	4/30/2013		0.00	490.00
000799701	F6524658	00000090	Hold	5/22/2013	6/21/2013	5/22/2013		0.00	649.26
TYSON	A130604	00000091	Hold	6/4/2013	7/4/2013	6/4/2013		0.00	4,976.00
TYSON	I3425386	00000092	Hold	6/4/2013	7/4/2013	6/4/2013		0.00	8,950.00
TYSON	T6304968	00000093	Hold	6/4/2013	7/4/2013	6/4/2013		0.00	8,950.00
002332700	SY30900	00000111	Hold	6/26/2013	7/26/2013	6/26/2013		0.00	1,600.00
VALLEY	VF40021	00000112	Hold	6/26/2013	7/26/2013	6/26/2013		0.00	5,900.00
TYSON	T42E587	00000114	Hold	7/16/2013	8/15/2013	7/16/2013		0.00	8,950.00
30235	CM718	00000117	Hold	7/18/2013	8/17/2013	7/18/2013		0.00	26,790.09
000799701	gt15468	00000119	Hold	7/18/2013	8/17/2013	7/18/2013		0.00	55,167.94
VALLEY	Y96028	00000120	Hold	7/23/2013	8/22/2013	7/23/2013		0.00	534.00
VALLEY	A642685	00000122	Hold	7/31/2013	8/30/2013	7/31/2013		0.00	890.00
VALLEY	R466789	00000123	Hold	8/1/2013	8/31/2013	8/1/2013		0.00	16,020.00
VALLEY	78945623	00000126	Released	8/6/2013	9/4/2013	8/6/2013		0.00	1,190.00
30235	E78651	00000129	Released	8/6/2013	9/5/2013	8/6/2013		0.00	238.00
30235	H78956	00000129	Released	8/6/2013	9/5/2013	8/6/2013		0.00	2.95
TYSON	654321	00000115	Released	2/6/2015	3/7/2015	2/6/2015		0.00	733.50
TYSON	654321	00000115	Prepaid	2/6/2015	2/6/2015	2/6/2015	214000000		500.00
									0.00
									610,048.49

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Refer to the **Using Interactive Views** section in the General Information Training manual for more details on using the Open Invoice View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

ACCOUNTS RECEIVABLE/SALES ORDER VIEWS

Customer View

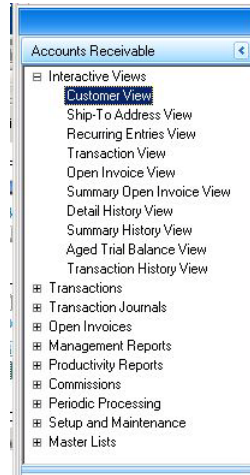
Use the **Customer View** function to view general information about a Customer. To change Customer information, use the Setup and Maintenance Customers function.

To view details on a vendor click on the [blue](#) Customer ID and you will be taken to the detail setup screen for that customer.

To use **Customer View**, follow these steps:

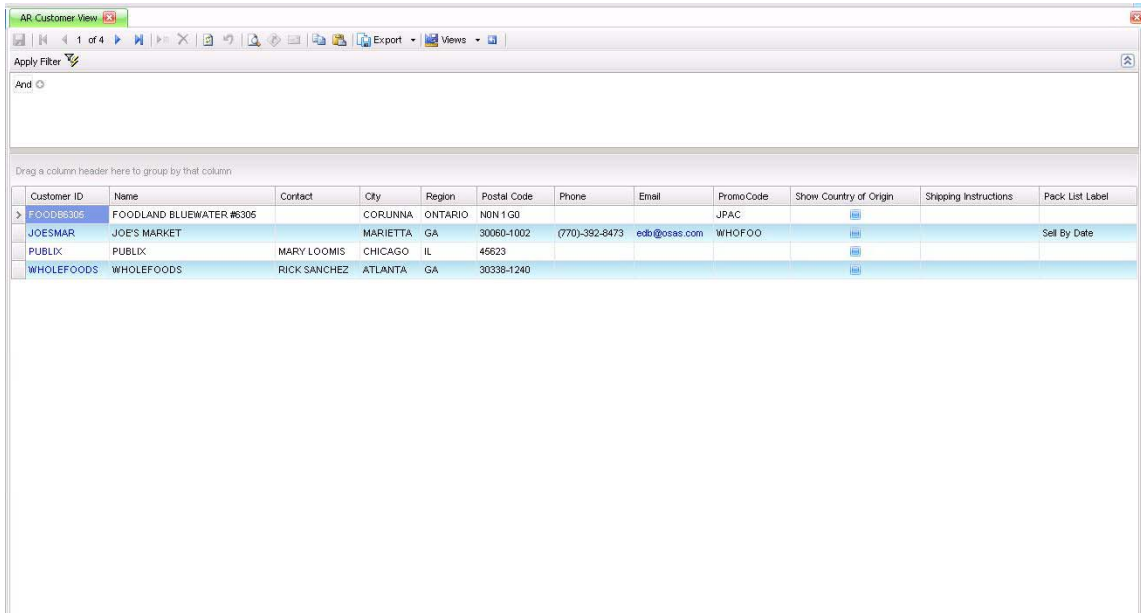
1. Select **Customer View** from the **Interactive Views** menu.

Customer View Menu



- The **Customer View** screen appears.

Customer View Screen



AR Customer View

Apply Filter

And

Drag a column header here to group by that column

Customer ID	Name	Contact	City	Region	Postal Code	Phone	Email	PromoCode	Show Country of Origin	Shipping Instructions	Pack List Label
FOOD06306	FOODLAND BLUEWATER #6306		CORUNNA	ONTARIO	N0N 1 G0			JPAC			
JOESMAR	JOE'S MARKET		MARIETTA	GA	30060-1002	(770)-392-8473	eds@osas.com	WHOF00			Sell By Date
PUBLIX	PUBLIX	MARY LOOMIS	CHICAGO	IL	45623						
WHOLEFOODS	WHOLEFOODS	RICK SANCHEZ	ATLANTA	GA	30338-1240						

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Using the Interactive Views** section in the **General Information guide** for more details on using the Customer View.

NOTE: Refer to the **How to Use Grids** Section in the **General Information guide** for more details on how to add or take away columns from the grid screen.

Detail History View

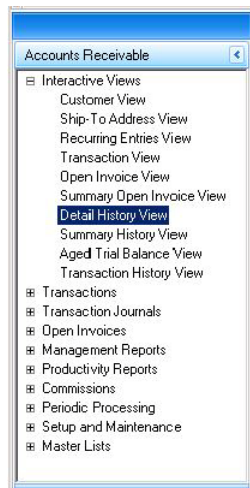
Use the **Detail History View** function to view sales, credit memos, and cash receipt information.

To view details on a customer click on the [blue](#) Customer ID or Invoice No or Transaction ID and you will be taken to the detail setup screen for that customer or transaction.

To use **Detail History View**, follow these steps:

1. Select **Detail History View** from the View menu.

Detail History View Menu



- The **Detail History View** screen appears.

Detail History View Screen

AR Detail History View

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Apply Filter

And

Drag a column header here to group by that column

HitType	Transaction Type	Transaction ID	Invoice Number	Customer ...	DocumentId	DocumentDate	Description	Amount	Payment Me...	Give A...	Total Fixed We...	Total Wei...	Country of Origin
Line Item	Invoice	00000074	071900000074	FOODB6305	071900000074	7/17/2013	SELF RISIN...	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOODB6305	071900000074	7/17/2013	CHICKEN, DI...	145.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOODB6305	071900000074	7/17/2013	Butter Short ...	0.00		0.0000	0.0000	0.0000	
Payment	Payment	6	050400000002	JOESMAR	134567	4/11/2013		-600.00	CHK	0.0000	0.0000	0.0000	
Payment	Payment	6	052400000008	JOESMAR	134567	4/11/2013		-40.00	CHK	0.0000	0.0000	0.0000	
Payment	Payment	7	052500000009	JOESMAR	134567	4/11/2013		-200.00	CHK	0.0000	0.0000	0.0000	
Payment	Payment	8	1	JOESMAR	134567	4/11/2013		-700.00	CHK	0.0000	0.0000	0.0000	
Payment	Payment	9	050400000002	JOESMAR		4/11/2013		-62.80	MCBF	0.0000	0.0000	0.0000	
Payment	Payment	10	052400000008	JOESMAR		4/11/2013		-3.50	MCBO	0.0000	0.0000	0.0000	
Payment	Payment	11	052500000009	JOESMAR		4/11/2013		-47.50	MCBS	0.0000	0.0000	0.0000	
Payment	Payment	12	1	JOESMAR		4/11/2013		-50.00	MCBS	0.0000	0.0000	0.0000	
Line Item	Invoice	00000008	052400000008	JOESMAR	052400000008	5/24/2011	All-American ...	49.50		0.0000	0.0000	0.0000	
Line Item	Invoice	00000053	030500000053	JOESMAR	030500000053	3/5/2013	CHICKEN-P...	113.80		0.0000	0.0000	0.0000	
Line Item	Invoice	00000032	040500000032	JOESMAR	040500000032	9/7/2012	BLACK TIGE...	250.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000003	071900000003	JOESMAR	071900000003	7/19/2013	CHICKEN-P...	71,600.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000069	061100000069	JOESMAR	061100000069	6/4/2013	TRIMMED B...	169.50		0.0000	0.0000	0.0000	
Line Item	Invoice	00000068	060400000068	JOESMAR	060400000068	6/4/2013	TRIMMED B...	101.70		0.0000	0.0000	0.0000	
Line Item	Invoice	00000004	030400000004	JOESMAR	030400000004	2/13/2013	Test	-59.90		0.0000	0.0000	0.0000	
Line Item	Invoice	00000085	9	JOESMAR	9	3/4/2015	PEPPERETT...	58.35		0.0000	62.5000	62.5000	
Line Item	Invoice	00000010	1	JOESMAR	1	8/9/2011	HANDMADE...	750.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000002	050400000002	JOESMAR	050400000002	5/4/2011	AL DENTE	299.50		0.0000	0.0000	0.0000	
Line Item	Invoice	00000020	032300000020	JOESMAR	032300000020	3/23/2012	SELF RISIN...	25.00		0.0000	0.0000	0.0000	
								77,915.85					

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Open Invoice View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.



Summary History View

Use the **Summary History View** function to view sales, discounts, and cash receipts for each Customer.

To use **Summary History View**, follow these steps:

- 1. Select **Summary History View** from the **View** menu.

Summary History View Menu



- The **Summary History** screen appears.

Summary History View Screen

AR Summary History View

0 of 0

Export Views

Apply Filter

And

Drop Filter Fields Here

Drop Column Fields Here

			Grand Total						
Customer ...	Description	Fiscal Peri...	MCB Amount	Sales	CostExt	Profit	DiscountUnitPrice	DiscountExtPrice	
FOODB6305	Butter Short ...	7	\$0.00	0.00	0.00	0.00	4.49	0	
	CHICKEN, DI...	2	\$0.00	725.00	711.25	13.75	0	0	
		7	\$0.00	145.00	179.75	-34.75	29	145	
	CHICKEN, DICED Total		\$0.00	870.00	891.00	-21.00	29	145	
	COWBOY ST...	7	\$0.00	0.00	0.00	0.00	23	0	
	SAUCE, SWE...	7	\$0.00	0.00	0.00	0.00	5.29	0	
	SELF RISIN...	7	\$0.00	0.00	0.00	0.00	5	0	
FOODB6305 Total			\$0.00	870.00	891.00	-21.00	66.78	145	
JOESMAR	AL DENTE	2	\$0.00	299.50	97.50	202.00	4.79	239.6	
		5	\$0.00	299.50	97.50	202.00	0	0	
	AL DENTE Total		\$0.00	599.00	195.00	404.00	4.79	239.6	
	All-American ...	5	\$0.00	297.00	120.60	176.40	0	0	
	ANNIES CHE...	2	\$0.00	279.20	119.20	160.00	2.79	223.36	
		5	\$0.00	244.30	104.30	140.00	0	0	
	ANNIES CHEEZY RAVIOLI Total		\$0.00	523.50	223.50	300.00	2.79	223.36	
	BLACK TIGE...	9	\$0.00	250.00	147.50	102.50	0	0	
	CAMPBELLS ...	2	\$0.00	43.60	15.60	28.00	0	0	
		5	\$0.00	109.00	39.00	70.00	0	0	
	CAMPBELLS SPAGHETTI OS Total		\$0.00	152.60	64.60	98.00	0	0	
	CHICKEN-P...	3	\$0.00	227.60	101.20	126.40	0	0	
		7	\$0.00	71,600.00	14,077.19	57,522.81	0	0	
	CHICKEN-PRIVATE LABEL Total		\$0.00	71,827.60	14,178.39	57,649.21	0	0	
	HANDMADE ...	8	\$0.00	750.00	694.91	55.09	0	0	
	PEPPERETT...	3	\$0.00	116.70	26.70	90.00	23.34	116.70	
	SELF RISIN...	3	\$0.00	50.00	4,600.95	-4,550.95	0	0	
	Test	2	\$0.00	-69.90	0.00	-69.90	0	0	
	TRIMMED B...	6	\$0.00	271.20	159.20	112.00	0	0	
JOESMAR Total			\$0.00	74,777.70	20,401.35	54,376.35	30.92	579.66	

- Use the filter area to select the fields and values you want to search for. Click Apply Filter to display data from your selections.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Summary History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

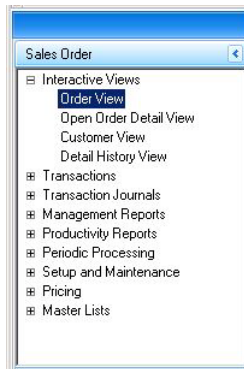
Order View

Use the **Order View** function to look up Sales Order transactions of any status, including those already posted to history. Search for transactions by customer ID, order number, transaction type, order date, customer PO number, invoice number, PO date, or ship date. You can also use one of several criteria to locate orders. These criteria change based on the search item.

To use the **Order View**, follow these steps:

1. Select **Order View** from the **Sales Order, Interactive View** menu.

Order View Menu



- The **Order View** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Order View Screen

SO Order View

1 of 1

Export Views

Apply Filter

And

Drag a column header here to group by that column

Customer ID	Order Number	Transaction Type	Invoice Date	Total			
JOESMAR	00000005	New	5/4/2011	29.50			
Item ID	Description	Qty Shipped	Unit	Amount	Country of Origin	Discount Unit Price	Discount Ext Price
000054	HUSHPUPPY MIX 25LB	0.0000	LB	29.50		2.36	23.60
PUBLIX	00000013	Backordered	12/21/2011	109.75			
Item ID	Description	Qty Shipped	Unit	Amount	Country of Origin	Discount Unit Price	Discount Ext Price
GF2000-100	Iceberg Lettuce	0.0000	CS	59.75			
GF2000-200	Romain Lettuce	0.0000	LB	50.00			
JOESMAR	00000016	New	1/5/2012	123.75			
Item ID	Description	Qty Shipped	Unit	Amount	Country of Origin	Discount Unit Price	Discount Ext Price
GF1000-100	All-American Salad Blend	0.0000	2LBGG	123.75			
FOODB6305	00000018	New	1/20/2012	837.90			
Item ID	Description	Qty Shipped	Unit	Amount	Country of Origin	Discount Unit Price	Discount Ext Price
HF2901	PEPPERETTES 5" MILD	0.0000	PKG	360.10			
HF2902	PEPPERETTES 5" HOT	0.0000	PKG	360.10			
HF2904	TURKEY PEPPERETTES...	0.0000	BAG	137.70			
JOESMAR	00000020	Backordered	3/23/2012	25.00			
Item ID	Description	Qty Shipped	Unit	Amount	Country of Origin	Discount Unit Price	Discount Ext Price
00002	SELF RISING FLOUR	0.0000	PAK	25.00			
WHOLEFOODS	00000021	Backordered	5/23/2012	49.50			
PUBLIX	00000023	New	4/18/2012	5.00			
							15,443.16

- Use the filter area to select the fields and values you want to search for. Click **Apply Filter** to display data from your selections.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Order View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Fixed Weight Analysis View

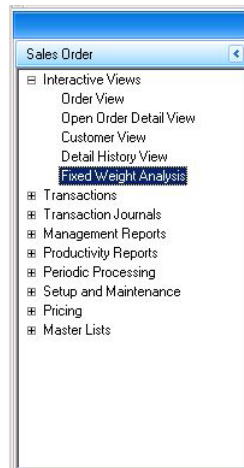
Use the **Fixed Weight Analysis View** function to show you the calculated “Give Away” weight. This will be the difference between the fixed weight for the item and the catch weight of each item’s sub - lot weight (package) entered into sales orders.

To view details on a customer click on the [blue](#) Customer ID or Invoice No or Transaction ID and you will be taken to the detail setup screen for that customer or transaction.

To use the **Fixed Weight Analysis View**, follow these steps:

1. Select **Fixed Weight Analysis View** from the **Sales Order, Interactive View** menu.

Fixed Weight Analysis View Menu



- The **Fixed Weight Analysis View** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Fixed Weight Analysis View Screen

Line Item	Transaction Type	Transaction ID	Invoice Number	Customer ID	Document ID	Document Date	Description	Amount	Payment Me...	Give...	Total Fixed We...	Total Wei...	Country of Origin
Line Item	Invoice	00000081	5	WHOLEFOODS	5	2/6/2015	GRANOLA	509.50		50.0000	0.0000	50.0000	
Line Item	Invoice	00000081	5	WHOLEFOODS	5	2/6/2015	SELF RISIN...	225.00		50.0000	0.0000	50.0000	
Line Item	Invoice	00000004	030400000004	JOESMAR	030400000004	2/13/2013	CAMPBELLS ...	43.60		40.0000	0.0000	40.0000	
Line Item	Invoice	00000081	5	WHOLEFOODS	5	2/6/2015	CHOCOLAT...	550.00		21.8800	0.0000	21.8800	
Line Item	Invoice	00000086	10	JOESMAR	10	3/4/2015	PEPPERETT...	58.35		0.0000	62.5000	62.5000	
Line Item	Invoice	00000086	9	JOESMAR	9	3/4/2015	PEPPERETT...	58.35		0.0000	62.5000	62.5000	
Line Item	Invoice	00000034	6	WHOLEFOODS	6	3/4/2015	JALAPENA	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000081	5	WHOLEFOODS	5	2/6/2015	CHICKEN-P...	329.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000081	5	WHOLEFOODS	5	2/6/2015	Test	-100.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000080	030400000080	WHOLEFOODS	030400000080	4/28/2014	SELF RISIN...	22.50		0.0000	0.0000	0.0000	
Line Item	Invoice	00000031	030400000031	PUBLIX	030400000031	8/6/2012	SELF RISIN...	250.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000031	030400000031	PUBLIX	030400000031	8/6/2012	All-American ...	99.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000004	030400000004	JOESMAR	030400000004	2/13/2013	ANNIES CHE...	279.20		0.0000	0.0000	0.0000	
Line Item	Invoice	00000004	030400000004	JOESMAR	030400000004	2/13/2013	AL DENTE	299.50		0.0000	0.0000	0.0000	
Line Item	Invoice	00000004	030400000004	JOESMAR	030400000004	2/13/2013	Test	-59.90		0.0000	0.0000	0.0000	
Line Item	Invoice	00000003	071900000003	JOESMAR	071900000003	7/19/2013	CHICKEN-P...	71,600.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOOD86305	071900000074	7/17/2013	COWBOY ST...	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOOD86305	071900000074	7/17/2013	Butter Short ...	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOOD86305	071900000074	7/17/2013	SELF RISIN...	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOOD86305	071900000074	7/17/2013	SAUCE, SWE...	0.00		0.0000	0.0000	0.0000	
Line Item	Invoice	00000074	071900000074	FOOD86305	071900000074	7/17/2013	CHICKEN, DL...	145.00		0.0000	0.0000	0.0000	
								77,915.86					

- Use the filter area to select the fields and values you want to search for. Click **Apply Filter** to display data from your selections.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Fixed Weight Analysis View.

NOTE: Refer to the **How to Use Grids** Section in the General Information guide for more details on how to add or take away columns from the grid screen.

PERIODIC PROCESSING

System Manager	6-3
Purge Printed Labels Entries.....	6-3
MFG - Production	6-5
Purge Shop Floor Entries.....	6-5
Inventory	6-7
Inventory Purge.....	6-7

SYSTEM MANAGER

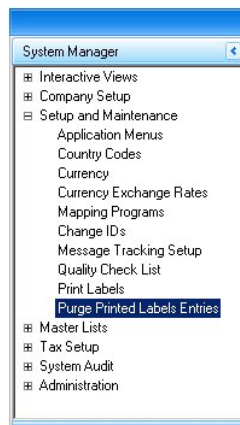
Purge Printed Labels Entries

Use the **Purge Printed Labels Entries** to delete printed shop floor label records for labels you will no longer need to print.

To **Purge Printed Labels Entries** follow these steps:

1. Select **Purge Printed Labels Entries** from the **System Manager, Setup and Maintenance** menu.

Purge Printed Labels Entries Menu



- The **Purge Printed Labels Entries** screen appears.

Purge Printed Labels Entries Screen

SM Purge Printed Labels Entries

Execute Activity Reset

Delete Activity Prior To 10/27/2014

Label Type

- ☒ MP - Production
- ☒ MP - ByProduct

- Select or enter the date to **Delete Activity Prior To**.
- Select the **Label Type** to delete: **MP - Production** and/or **MP - ByProduct**.
- Select the **Execute** button to execute the purging of label history for the selected label type.

NOTE: Once the label history has been purged, you will no longer be able to reprint labels for production orders these labels were generated for.

MFG - PRODUCTION

Purge Shop Floor Entries

Use the **Purge Shop Floor Entries** function to delete the history for entries made through shop floor for production orders.

To **Purge Shop Floor Entries** follow these steps:

1. Select **Purge Shop Floor Entries** from the **MFG - Production, Production Orders** menu.

Purge Shop Floor Entries Menu



- The **Purge Shop Floor Entries** screen appears.

Purge Shop Floor Entries Screen

MP Purge Shop Floor Entries

Execute Activity Reset

Delete Activity Prior To 10/27/2014

Transaction Type

- ☒ Login Activity
- ☒ Time Activity Posted

- Select or enter the date to **Delete Activity Prior To**.
- Select the **Transaction Type** to delete: **Login Activity** and/or **Time Activity Posted**.
- Select the **Execute** button to execute the purging of shop floor transaction history for the selected transaction type.

NOTE: Once the transaction history has been purged, you will no longer be able to view transactions for production orders these transactions were generated for.

INVENTORY

Inventory Purge

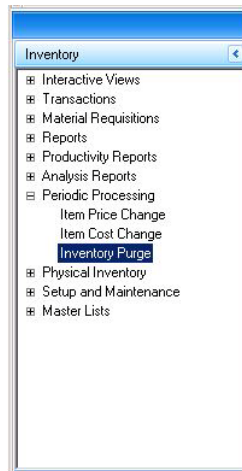
Use the **Inventory Purge** function to purge lot numbers that have zero quantities on hand. This may be used to purge old lots that have expired and have nothing in them to sell.

Once the zero quantity lots have been purged they will no longer be displayed in the list of available lots when purchasing, receiving, selling, shipping or adjusting quantities, using the functions where lot selection is available.

To use the **Inventory Purge** follow these steps:

1. Select **Inventory Purge** from the **Inventory, Periodic Processing** menu.

Inventory Purge Menu



- The **Inventory Purge** screen appears.

Inventory Purge Screen

Purge	Item ID	Location ID	Lot Number	Initial Date	Vendor ID	Comment	Expiration Date
<input checked="" type="checkbox"/>	15247	RAW	9				
<input type="checkbox"/>	GP-002	WARD	20150205-10	2/5/2015			2/5/2015

- Use the filter area to select the fields and values you want to search for. Click **Apply Filter** to display data from your selections.
- Select the **Delete Zero Quantities** to delete the quantity records for those lots that have a zero quantity.

You must do this first to clean out the quantity records so you don't have orphaned quantity records in the quantity tables once the lot numbers have been purged.
- Select the **Purge** check box next to the lots you would like to purge. Click the **Select All** button to select all lots displayed, or **Unselect All** to unselect all lots displayed.
- Select the **Purge** button on the toolbar to purge all selected lots.

NOTE: Once the zero quantity lots have been purged, you will no longer be able to select these lots for any transaction involving lotted inventory for the items these lots were generated for.