Parameters You've Probably Never Heard Of

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Contents

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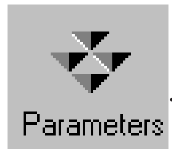
Introduction to Parameters

This handout contains field definitions for parameters that you may not have realized were available to you. Each field is thoroughly explained.

You access parameters screens from *e*Nsite Pro by double-clicking

then clicking



.The text-based (L) Parameters screen is shown in Figure 1.

In this handout, we only discuss certain parameters. For more information on all of the parameters in the system, you can access the **DDMS Parameters Manual** on our web site at www.ddms.com. All of the information available in the **DDMS Parameters Manual** is also available to you in the *e*Nsite Pro online help.

Fields in the (LØ) Screen

Using Multiple UOM's for an Item

This field works in conjunction with the multiple units of measure feature. In this field, specify whether you want the system to print multiple units of measure item information on inventory and sales reports. If you are going to convert items to sell with multiple units, you should set this field to Y.

Figure 1: The (L) Screen

```
14:50:02                (L) Parameters  Rev. (06/13/03)                 08/29/03
================================================================================
                              Selection Code [ ]
================================================================================
      0. Global Master                    4. Federal Payroll Tables
      1. Terminal/Tickets/Printers        5. State Payroll Tables
      2. G/L Master Numbers               6. Vendor & Wholesale Communications
      3. Commission Tables                7. Compensation Tables
                                          8. Manifest

      A. Customer & A/R                   N. Customer Reports
      B. Summary Invoice                  O. A/R Reports
      C. Vendor & A/P                     P. Vendor Reports
                                          Q. A/P Reports
      E. Inventory                        R. Inventory Reports
      F. Purchase Orders                  S. P/O Reports
      G. Order Entry                      T. Order Entry Reports
                                          U. Sales Reports
      H. Payroll/Salesperson              V. Payroll/Personnel Reports

      J. General Ledger                   W. General Ledger Reports
      M. Operational Procedures
================================================================================
```

Enter your response according to the following:

- **Y** Print multiple units of measure information on sales and inventory reports in the (TR), (RR), (SR), (PR) and (UR) screens.
- **N** **(default)** Do not print multiple units of measure information on sales and inventory reports.

Commissions/Taxes on Paid Invoices

Your response in this field determines if the file JOUR-P is created. The JOUR-P file stores information on paid or partially paid invoices, and is used when calculating commission and tax amounts. The information in the JOUR-P file is updated each time you post a payment in the (B) Accounts Receivable Posting, (BQ) Accounts Receivable Check Posting screen, or Accounts Receivable Posting window.

Warning: If you specify **Y**, **T**, or **Z** in this field, you cannot combine taxable and nontaxable items on the same invoice. If you do this, the invoice is taxed according to the last item on the invoice. For example, if the last item on the invoice is nontaxable, no tax is charged for any item on the invoice.

If you set this parameter to **Y**, **T**, or **Z**, you must place taxable items on one invoice and nontaxable items on another.

Enter your response according to the following:

- **Y** Create the JOUR-P file. You calculate commissions on paid or partially paid invoices by printing the Paid Commissions Report. This report prints through the (UR) screen. (To pay commissions on paid or partially paid invoices, you must create the JOUR-P file at least one month before commissions are calculated.)
- **T** You are prompted to specify whether taxes are paid on paid invoices when you print the Monthly Sales Tax Report in the (UR) screen.
- **Z** Calculate both commissions and taxes based on paid invoice amounts. When you use this option, you cannot use the CTAX special in order entry. The CTAX special lets you change the assigned tax district or the taxable status for a line entry or an entire order.
- **N** **(default)** Do not create the JOUR-P file. Commissions are based on all invoices, whether they are paid or not.

Stock Room Locations From/To

In these fields, specify a range of locations for use as stock rooms. Inventory in a stockroom location is items that are reserved for a particular customer or otherwise set aside. If you are not using stockroom locations, leave these fields blank.

Fields in the (L1) Screen

Starting Terminal to have Order Entry as Master [ ]

This field is used to specify the beginning terminal that automatically loads order entry instead of returning to the master menu. For example, if you specify T4, all terminals with logical names of T4 or higher automatically go to the Order Entry application.

Option

This field lets you enter codes that specify various types of options your system allows.

Up to three option codes can be entered in this field. Select the option code or codes appropriate for your hardware from the tables at the end of this handout.

Fields in the (L1L) Screen

Laser Printer

Use this field to enter the two-character laser printer name, for example, P1.

Compress Classic

Use this field to determine whether to compress classic reports to 17 CPI (characters per inch). Enter your response according to the following:

Y This options lets you compress classic reports to 17 CPI.

N This option does not compress classic reports to 17 CPI.

Reset C.P.I.

Use this field to determine whether to reset the reports back to 10 CPI if you selected to compress reports in the Compress Classic field. Enter your response according to the following:

Y This option lets you automatically reset compressed reports back to 10 CPI.

N You do not automatically reset compressed reports back to 10 CPI.

Fields in the (L21) Screen

Credit Card- Type Ø M/C/Type 1 Visa/Type 2 AMEX/Type 3 D. Club/Type 4 C. Blanc/Type 5 Discov/Type 6 Other

In these fields, enter the G/L account number to post to for the credit card type. Whenever you choose the credit card type, the system posts the amount to the account number set in these fields. The information you enter in these fields affects posting in the (BQ) screen, point-of-sale, and commercial order entry.

Note: The information entered in these fields is also accessed when using Approval Link. For more information on Approval Link, refer to the handout *Approval Link* on our web site at www.ddms.com.

Deposit Credit Card Income/Forfeit

In the Income field, enter the G/L account number to post to when you enter a deposit on an invoice.

In the Forfeit field, enter the G/L account number to post to when you return a deposit.

Fields in the (L8) Screen

Third Party Carrier Vol

This field works with the third party carrier (TPC) manifest feature. The TPC feature acts as an interface between the shipping manifest program and a third party shipping service. It allows you to streamline your TPC billings and enables you to better track your customers' packages.

In this field, specify a volume serial to store the P-SHIPI and P-SHIPO files. These files store the TPC information on your DDMS system. You must store these files in a shared directory. This allows the third party system to read and update the files as needed.

Enter the volume serial in this field, W3, for example.

Fields in the (L8R) Screen

When Releasing Manifest, Build Third Party External Source Table

This field works with the third party carrier (TPC) manifest feature. The TPC feature acts as an interface between the shipping manifest program and a third party shipping service. It allows you to streamline your TPC billings and enables you to better track your customers' packages.

You must set this field to Y to use this route with a third party carrier. Enter your response according to the following:

Y This route is used with a third party carrier service.

N **(Default)** This route is not used with a third party carrier service.

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Fields in the (LA) Screen

Next Customer

This is the starting customer account number to be automatically system-assigned. Every customer in your database must have a unique account number. You can let the system assign account numbers or you can assign your own. If you let the system assign them, enter the beginning number in this field. You can enter up to 10 numeric characters.

If the Next Customer # field is blank, you must manually assign customer account numbers when adding customers to the database. As you add each customer record to the database, enter a unique number in the Acct # field in the (A) screen or Customer window. When manually assigning customer account numbers, the account numbers can be alphanumeric.

Note: If you use a separate numbering system for each location, you should make sure there is a wide enough gap between beginning numbers to prevent duplicate account numbers. Otherwise, there is a danger of having two customers with the same account number. If this happens, A/R transactions for the two customers post to a single account. To prevent this, DDMS recommends that you let the system assign account numbers using only the parameters for location 1. To do this, assign a beginning number in the Next Customer # field for location 1 only. Do not assign a number in this field for any other location. By doing this, every account number comes from location 1, and there is never any duplication of account numbers.

Allow Manual Input

This field allows you to be prompted before assigning a customer account number. (This feature is available only on *e*Nsite X systems.)

Enter your response according to the following:

Y The system prompts you before allowing you to manually assign an account number.

N The system does not let you manually assign an account number.

In O/E on Customer Query, Display Shipto Address instead of Billto

This field lets you specify whether the customer's shipto address displays instead of the billto address when using the [I] Inquire function in the (G) screen and Order Entry window.

Enter your response according to the following:

Y The system displays the customer's shipping address when using the [I] Inquire function.

N (**default**) The system displays the customer's billing address when using the [I] Inquire function.

Fields in the (LA2) Screen

Deposits & Credits Always Current

In this field, specify whether credit memos and prepayments are always considered current, or are aged by the invoice date. If you age credits by the invoice date, and if the credits are not used within 30 days, the credits are treated as a regular debit invoice and labeled past due.

Enter your response according to the following:

Y The system does not age credit invoices.

N **(default)** The system ages credit invoices by their original posting date.

Allow Credit Card Payments In A/R Quick Pay

In this field, specify whether to allow credit card payments in the (BQ) screen.

Enter your response according to the following:

Y The system allows credit card payments through the (BQ) screen.

N **(default)** The system does not allow credit card payments through the (BQ) screen.

Fields in the (LC) Screen

Check Type

In this field, specify which format to use to print checks.

Select one of the following codes:

B Use the format for Ennis form GPC-400 checks or equivalent. This format prints invoice numbers with up to 8 characters.

M Use the format for laser checks.

N Use the format for printing invoice numbers with up to 12 characters; (this can also be used with Ennis form GPC-400). This format compresses the stub portion of the check to 12 CPI.

O Use the format for custom checks.

R Use the format for printing invoice numbers with up to 8 characters. This format works with Ennis form GPC-400 checks or an equivalent and prints the check number in the upper right-hand corner of the check.

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Fields in the (LE) Screen

No Print on Invoice

In this field, you can designate the code for an item with a cost but no sell price. These items can be added to an invoice when initially creating the order, or during initial or final verification. They increase the cost for the invoice, but do not print on the invoice or increase the charge to the customer.

Use this alternate when creating item records for freight, packaging, delivery, installation, labor, and other costs that are not charged to the customer. Adding these costs to an invoice gives you a more accurate gross profit percentage.

Like Item Sub

The code you enter here links together items that are alike.

When you order the original item in order entry, the system displays a list of all the alternates in the chain, and prompts the order-writer to choose one of the alternates or return to the original item. If you link the last item in the series of alternates back to the first item, all items in the chain display, no matter which item is originally ordered.

Note: This alternate has no preset code. You must assign a code to this alternate before you can use it. Do not assign a code of Y, N, or a blank space to this alternate, since these are hard codes for the first three type of alternates.

Preferred Sub

The code you enter here designates that there is a different item that you prefer to sell. You can only specify one preferred item for the original.

When the original item is ordered, the system automatically replaces the original item with the alternate (preferred) item. The original item number is displayed in a window, along with the following information: company, description, contract, discount information, selling price, list price, unit of measure, on-hand quantities, pricing cost, average cost, and gross profit percentage. The order-writer can accept the replacement or return to the original item with just one keystroke.

Note: This alternate has no preset code. You must assign a code to this alternate before you can use it. Do not assign a code of Y, N, or a blank space to this alternate, since these are hard codes for the first three types of alternates.

Substitute if None Shipped

In this field, you can designate substitute items for orders you want to fill when you do not have any of the ordered item on-hand.

Use this type of alternate code to substitute items when you are out of on-hand merchandise. Entering this code in the item's Alter # field in the (E) screen or Alternates Number box in the Item Master tab sets up an item to substitute for one that has none shipped at the time the order is placed.

When you enter one of these items in order entry and there is nothing shipped, you see the Substitute message. If you accept the substitute, the system uses the list price of the original item and the average cost of the substitute item.

Note: This alternate has no preset code. You must assign a code to this alternate before you can use it. Do not assign a code of Y, N, or a blank space to this alternate, since these are the hard codes for the first three types of alternates.

Print on Invoice

Use this field to specify what prints on pick tickets and invoices that include generic substitutes.

Enter your response according to the following:

Y The alternate item number and company print on both pick tickets, and below the original generic item information on the invoice.

N **(default)** The alternate item and company print on pick tickets, and only the original generic information prints on invoices.

X The alternate item number and company prints below the original item information on pick tickets, and the original item information prints on invoices.

Fields in the (LE1) Screen

Update Manual "E" Screen Item # Changes to Other Files During "MA"

This field determines whether the Change This Item # On Other Files During MA message is displayed when an item key field has changed.

If you set this field to Y, the system displays the Change This Item # On Other Files During MA message when you run the (MA) procedure if item key field has changed.

Note: The item number and company fields are the key fields for each item record. Key fields are used to identify each database record, and must be unique.

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If you type Y when this message appears, both the old and the new item numbers are written to the I-KEYS file, so that the item number changes in associated files to the new number. When the (MA) procedure is performed, any records with old item numbers change to the new item number in the following files:

- CON-VENDOR
- CONTRACTS
- I-ALIAS
- P-MASTER
- P-SPECIAL
- P-BININDEX
- P-BO-INDEX
- PO-MASTER
- PO-SPECIAL
- RECEIPTS
- SHORT-BUYS
- SER-AUX
- SER-CALLS
- SER-MASTER
- SER-RSPNS
- Z-C-METER
- Z-DEFAULTS
- Z-ITMINDEX
- Z-M-KEYS
- Z-MASTER
- Z-METER

When the (MA) flush has finished changing the item numbers, the system automatically deletes the I- KEYS file.

If you set this field to X, in addition to creating the I-KEYS file and changing old item numbers to new numbers, the system creates an additional file: the NEW-C-ITEM file. Unlike the I-KEYS file, the NEW-C-ITEM file is not deleted. You can use this file to convert your old item numbers to new item numbers in additional files (old sales journals, for example). To convert the item numbers in additional files, you must manually run the ;SPCCHG_IT program in the (ML) System Maintenance Procedures screen.

Enter your response according to the following:

Y When you run the (MA) procedure, the system displays the Change This Item # message when an item key field has changed. If you specify to change the item numbers, the I-KEYS file is created and deleted after the item numbers have been changed.

X When you run the (MA) procedure, the system displays the Change This Item # message when an item key field has changed. If you specify to change the item numbers, the I-KEYS file is created and deleted after the item numbers have been changed. The system also writes the new numbers to the NEW-C-ITEM file.

Note: The item numbers in additional files, including sales journals, do not automatically update during the (MA) procedure. To change the item numbers in additional files, go to the (ML) screen and select the [Q] Change Item Keys function.

N (**default**) The system does not display the Change This Item # message when you perform the (MA) procedure.

Force Ship on National Drop Ship

You can use this field to force ship National Drop Ship item quantities in order entry. Enter your response according to the following:

Y The system force ships National Drop Ship item quantities in order entry.

N The system does not force ship National Drop Ship item quantities in order entry.

Multiple Bin Pulling Codes: First/to, Last/to, Never/to

You can use these fields to enter a range of user-defined codes that specify which bins to pull from if the item is set up with multiple bins.

When you set up the multiple bin database, you assign a user-defined code to each of the bins in the Code field in the (EG) Multiple Bins screen or the Multiple Bins dialog boxes. When you place an order, the system determines which bin to pull from according to the code that is assigned to the bin and the range of codes that are entered in these fields.

The range of user-defined codes entered in these fields determines which bins the merchandise is pulled from first, which bins the merchandise is pulled from last, or which bins the merchandise is never pulled from.

In the First / To fields, enter a range of user-defined codes for the bins to pull merchandise from first. The system always pulls first from any bin with a code that falls within this range.

In the Last / To fields, enter a range of user-defined codes for the bins to pull merchandise from last. The system always pulls last from any bin with a code that falls within this range.

In the Never / To fields, enter a range of user-defined codes for the bins to never pull merchandise from. The system never pulls merchandise from any bin with a code that falls within this range.

Track Drop Ship Sold Quantities

This field lets you track line item drop ship quantities separately from regular item quantities. If this field is set to Y, the system updates the I-AUX-SUP and I-HIS-SUP files with drop ship quantities.

Note: The I-AUX-SUP file allows you to track the month-to-date quantity of drop ship items sold when the I-AUX month-to-date quantities are updated. The I-HIS-SUP file updates the monthly quantity of drop ship items sold when the I-HISTORY sold quantity is updated.

Enter your response according to the following:

Y The system tracks line item drop ship quantities separately from regular item quantities.

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N The system does not track line item drop ship quantities separately from regular item quantities.

Apply Weight Rate to Cost When Using WHL, MFG or FUTURE

In the Apply Weight Rate field, indicate whether to add the weight rate to an item's cost. If you adjust the cost by adding the weight rate, the system uses this adjusted cost when calculating the gross profit percentage. If you set contract prices by the cost plus method, applying the weight rate increases the contract price. If you apply weight rates and set the cost for a contract, the system saves the adjusted cost.

If you select this option and use the wholesaler's cost, the system adds the rate from the Weight Rate fields in the Wholesaler Record in the Item Detail screen. If you select this option and use the manufacturer's or future cost, the system adds the rate from the Weight Rate fields in the Primary Direct Buy Record in the Item Detail screen.

Enter your response according to the following:

N **(default)** The system does not add the weight rate to an item's cost.

Y The system adds the weight rate to an item's cost.

Lower Price when Refiguring

When refiguring contracts, occasionally the price of an item goes down. Use this field to automatically accept the lower price, never accept the lower price, or prompt you that the price will be lower after refiguring, so that you can accept or reject the lower price.

Enter your response according to the following:

Y **(default)** The system automatically accepts the lower price. The system automatically replaces the contract price with the lower price.

N The system never accepts a lower price on an item. If the contract price is lower after refiguring, the system keeps the original contract price.

P The system prompts you when the price is lower after refiguring. If you specify P, the Refigure Price Lower, Accept message appears if the contract price is lower after refiguring.

The system also displays the current contract price, as well as the proposed lower price. If you specify Y at this prompt, the system replaces the contract price with the lower price. If you specify N, the system keeps the original contract price.

Fields in the (LE2) Screen

Online Stock/Price Check Stock Class From/to/+

In this field, you can specify a range of item stock classes to limit your search. In the first field, the From field, enter the beginning stock class in the range.

In the corresponding To field, enter the ending stock class in the range.

In the + fields, you can enter up to five additional stock classes by which to limit.

Online Stock/Price Check Category: Which Category

In this field, you can enter the category to which to limit the search.

Online Stock/Price Check Category: Category Range From/to/+

In this field, you can specify a range of categories to limit your search. In the first field, the From field, enter the beginning category in the range.

In the corresponding To field, enter the ending category in the range.

In the + fields, you can enter up to five additional categories by which to limit.

Lot Pricing Stock Class

Enter a user-defined code for items that are always sold in a quantity of one lot.

Note: If you set up an item with this stock class, the item is processed as a lot item.

Fields in the (LF) Screen

Use Super Index

This field affects the multiple vendor features. In this field, you can specify to have access to the Super Index during purchasing.

Enter your response according to the following:

Y You can use the Super Index file that is built to query on and retrieve items in purchasing.

N **(default)** You cannot use the Super Index file that is built to query on and retrieve items in purchasing.

Allow O/E Online Purchasing

You can use this field to transmit purchase orders from order entry. If you type Y in the Allow O/E Online Purchasing field, all orders placed by anyone using your system to create orders can transmit purchase orders from order entry.

P/Os are transmitted and backorders are subject to your normal purchasing flow.

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Only Update I-AUX on P/O's that have been ENDed

In this field, specify whether to update the Inventory Usage Record when the word End is entered on a purchase order, or when the line item entry is completed.

Enter your response according to the following:

Y Update the Inventory Usage Record when the word End is entered on a purchase order.

N **(default)** Update the Inventory Usage Record when the line item entry is completed on a purchase order.

Always Display Unassigned P/O's for Items on SHORT-BUY

When you create a P/O from the SHORT-BUYS file, you're usually placing items on a P/O for a wholesaler. However, some of the items in your SHORT-BUYS file may already be on an existing P/O.

You can now assign items on these existing P/Os to pick tickets, instead of adding them to the P/O you're building from the SHORT-BUYS file. You do this by displaying a window showing P/Os with unassigned quantities of the item you're ordering. When the system displays these existing P/Os, you can assign quantities from them to pick tickets.

Suppose your SHORT-BUYS file includes 50 boxes of pens made by ABC Company, to fill a backorder on ticket 1234. You have an open P/O for the ABC Company that includes 100 boxes of these pens. You can assign 50 boxes from that P/O to ticket 1234.

You can display the window showing P/Os with unassigned quantities manually, or you can display it automatically whenever there are existing P/Os with unassigned quantities of the item in question.

This parameter lets you display this window automatically. Enter your response according to the following:

Y The system automatically displays existing P/Os that contain unassigned quantities of items in the SHORT-BUYS file.

N **(default)** The system does not automatically display existing P/Os containing unassigned quantities of items in the SHORT-BUYS file.

Allow Updating Wholesaler Cost if Vendor Matches

When placing or changing purchase orders, you can automatically update the wholesaler's cost. To do this, you must set the Allow Updating Wholesaler Cost If Vendor Matches field to Y. When you place or change an order, the Reset Mfg Cost field appears as Reset Mfg/Whl Cost. By typing Y in this field, you can use the P/O cost to update the wholesaler cost.

Split Lines on Partial Received Quantities

Sometimes, your wholesaler does not have enough stock to fill an order. The wholesaler might have an item in stock, but not as many of that item as you ordered. Instead of partially filling the order, you can split that line item into two lines: one line with the amount the wholesaler can fill, and the second line with the unfilled amount. Using this option, you can order the remaining amount from a different wholesaler and have both shipments listed in the file JOUR-PO separately.

Enter your response according to the following:

Y The system splits a line item into two lines, one for the filled amount and one for the unfilled amount.

N **(default)** The system does not split a line item into two lines when processing partially received items.

You can also split the line even if you already pre-received an item for the full ordered amount. To do so, you use the [C] Change action code in the (F) screen or Purchase Order Entry window and change the received amount to a lower number. The system will then split the line.

Update Average Cost at Release to On-Hand

Specify whether the system automatically updates the average cost set in the Cost $ field in the Pricing Record of the (E) screen or Item window when the P/O is released to on-hand, prompts you to update the average cost, or does not update the average cost.

Enter your response according to the following:

Y The system automatically updates the average cost when the P/O is released to on-hand.

N The system displays the prompt Update Avg Cost when releasing the purchase order to on-hand stock.

Blank The system does not update average cost.

Fields in the (LF1) Screen

When Flushing Cash Backorders From P.O.S., Hold at Status 7

In this field, specify whether to flush cash backorders from point-of-sale while the system holds them at a status 7.

You can use will calls regardless of what you specify in this field. All will call tickets and invoices are titled "Will Call."

Enter your response according to the following:

- **Y** The system flushes cash backorders from point-of sale and hold them at a status 7.
- **N** **(default)** The system flushes cash backorders but does not hold them at a status 7.

On Flushes, Only Print All Shipped

Specify whether only orders on which all lines items are shipped should be printed when you flush.

Enter your response according to the following:

- **Y** The system only prints orders with all items shipped when flushing.
- **N** **(default)** The system prints all orders when flushing.
- **S** This parameter affects the serialized application. The backorder call remains closed until the serialized items on the backorder are completely filled.

Or Minimum Dollar Shipped $

You can also specify a minimum dollar amount for the shipped items on an order. If the extended selling price of all the shipped items is less than this amount, the items flush, but do not print. If the total of all the shipped items meets or exceeds these amounts, the items print when they are flushed. The system holds the flushed items at a status 7.

When Flushing, Reset Price on Cost Plus Line Items with P/O Cost for Customer OE Status Range/To/+

In these fields, you can specify whether the system automatically updates the selling price from the purchase order cost for cost-plus customers with specified status codes. The customer's status code is specified in the Status OE field in the Order Entry Record of the (A) screen or Customer window. If that field is blank, the system reads the Status O/E field in the Master Record of the (A) screen or Customer window.

You can specify a range of status codes, five non-sequential status codes, or both. For the customers with the specified status codes, the system automatically updates the selling price from the purchase order cost.

When Flushing, If Item Cannot be Filled From Receipts, Fill From O/H

Specify whether backorders should be filled from available on-hand quantities when you flush if there is not enough in the RECEIPTS file to fill the order. Enter your response according to the following:

- **Y** The system fills the order from available on-hand quantities when you flush if there is not enough of the item in the RECEIPTS file to fill the order.

N **(default)** The system keeps items backordered when flushing if there is not enough of the item in the RECEIPTS file to fill the order.

On Flushes, Print Ship Complete Order When% of Line Items Filled

In this field, enter the percentage to fill before the ticket prints for a ship-complete customer. For example, if you want the ticket to be 90 percent filled before it prints, enter 90 in this field.

If the ticket is not filled to this percentage, the system assigns quantities, but holds the ticket at a status 6 or 7. When the ticket is filled to this percentage, the system prints the ticket when you perform a flush.

Fields in the (LGØ) Screen

Freight Default Dept

This field lets you enter a default sales department number for freight charges.

When you verify an order, the prompt Add Freight appears. This prompt lets you specify whether a freight charge is added to the order.

If you leave this field blank, it defaults to department 1.

Future Shipping

You can create orders for items that are not delivered until a specified due date. This field lets you specify whether those tickets flush when you flush backorders through the (TR) screen.

Due dates are specified using the Due Date special.

If you specify Y, the items deduct from on-hand when the tickets are flushed, not from purchase order receipts. In addition, when you flush backorders, the system prompts you to specify whether to only flush future items.

If you specify A and items are flushed to these tickets before the due date, the items show as shipped and the quantities move to the Allocated field in the (E) screen and Item window.

Enter your response according to the following:

Y The system flushes tickets having a specified due date, or a previous date.

N **(default)** The system flushes tickets regardless of whether a due date is specified.

A The system does not flush tickets having a specified due date until the due date is equal to the current system date.

Fields in the (LG3) Screen

When No On-Hand, Use Average Cost as Actual Cost in P-Master

This field lets you specify whether the average/actual cost in P-MASTER is used for an item that is ordered but has no on-hand quantities.

Enter your response according to the following:

Y The system uses the average cost when there are no on-hand quantities.

N **(default)** The system uses the pricing cost when there are no on-hand quantities.

Set Price as Last Price if Lowest

In the Set Price as Last Price If Lowest field, you can specify that the system searches the sales journals to find the most recent purchase for any item when it is ordered. The system then compares the current price with the journal's item price and uses the lowest one. This method helps ensure that customers receive the lowest item price.

Note: This feature must be used with care. You can protect your margins by setting a minimum gross profit margin through the Hold fields in the (A) screen or Customer window.

Enter your response according to the following:

Y When determining the lowest cost for an ordered item, the system searches the sales journals for the most recent purchased price.

N The system does not search for the lowest price when an item is ordered.

Set "P Cost" To "L Cost"

This field lets you set the price cost in the (G) screen or Order Entry window to the loaded cost. Loaded cost is the wholesaler's or direct buy cost multiplied by a percentage. That percentage must be specified in either the item's Direct Buy Record or the Primary Wholesaler's Record.

Enter your response according to the following:

Y The system uses loaded cost for the price cost in the (G) screen or the Order Entry window.

N The system does not use loaded cost for the price cost in the (G) screen or the Order Entry window.

Fields in the (LG5) Screen

"Show Companion List" Default

The Order Entry application includes a companion list feature. Companions are items for your order-writers to suggest to a customer when they purchase another item. For example, you might want to set up ink cartridges as companion items for refillable pens. Then, when a customer purchases a pen, the order-writer can suggest that they purchase a refill as well. Companion items are set up in the Bill of Materials application.

If you set up companions for an item, and the item is placed on an order, the Show Companion List Default field lets you be prompted for a list of these items or displays the list automatically.

When an item that has companions is accepted, the system displays the prompt Show Companion List. The order-writer can display the list of companion items and suggest them to the customer. Enter your response according to the following:

Y See the prompt, Show Companion List, before the Companion List displays.

N **(default)** Do not display the Companion List.

A Display the Companion List automatically when an item with companions is accepted.

Display Laundry List

In this field, you can specify how the laundry list displays items: with or without the full item number and description. If you display the complete item number and description, only 15 items display. If you choose not to display the complete item number and description, the system displays the list in two columns up to 30 items on the screen. Enter your response according to the following:

Y Automatically display the laundry list assigned to the customer in a two column format.

N **(default)** Prompt the order-writer before displaying the laundry or master list assigned to the customer in a two column format.

X Automatically display the laundry list assigned to the customer. All laundry and master lists display in one column. The full item number and description are shown for all items.

Z Prompt the order-writer before displaying the laundry list. Display all laundry and master lists in one column. The full item number and description are shown for all items.

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Fields in the (LGF) Screen

Force "Attention" Special for Customer Status TM1/To/+

You may have some customers for whom you do not want to assign an attention. If so, you can specify a range of codes for those customers who do not have attentions.

Note: Customers must be assigned a valid code in the TM1 box in the Customer Order Entry tab.

To specify a range, enter the code in the range in the first field and enter the last code in the range in the corresponding To field. You can also enter up to five non-sequential codes.

Auto Display Customer/Item History in Graphical O/E

You can use this field to specify whether to automatically display customer and item history in *e*Nsite Pro. Enter your response according to the following:

Y The system automatically displays the customer and item history in the DDMS graphical software.

N **(default)** The system does not automatically display the customer and item history in the DDMS graphical software.

Auto Display Customer Item Usage in Graphical O/E

You can use this field to specify whether to automatically display customer and item usage in *e*Nsite Pro. Enter your response according to the following:

Y The system automatically displays the customer and item usage in *e*Nsite Pro.

N **(default)** The system does not automatically display the customer and item usage in *e*Nsite Pro.

Skip National Drop Ship Orders when Batch Printing Tickets

This field allows you to specify whether to print national drop ship orders when batch printing. (This feature is available only on *e*Nsite X systems.)

If you enter Y in this field, when batch printing tickets from the (TM) screen, the system checks this parameter and National Drop Ship orders do not print.

When printing tickets from the (TD) screen, the National Drop Ship order prints if no order limits are set.

Categories 1/2/3/4

You can override standard item substitutions with customer specific substitutions. You can limit which customers the override affects by limiting by categories codes. In the Category 1-4 fields, enter the category codes to use to limit which customers the override affects.

Fields in the (LJ) Screen

Do Not Release Out Of Balance Batches

If one or more of your general ledger batches are out-of-balance, you can use this field to prevent any of the batches from being released. This field works with the Release Out Of Balance Batches Password field.

Enter your response according to the following:

Y The system does not release your general ledger batches if one or more are out of balance. If one or more of your batches are out of balance and you do not override the system, none of the batches printed through the (W) screen are released. The Warning - No Batches Released message prints at the end of the report.

N **(default)** The system releases all of your general ledger batches, even if one or more are out of balance.

Release Out Of Balance Batches Password

This field works with the Do Not Release Out Of Balance Batches field. Even though you may want to set the Do Not Release Out Of Balance Batches field to Y, there may be times when you want to release a batch that is out-of-balance. You can use the Release Out Of Balance Batches Password field to enter a release password. You can enter up to four alphanumeric characters.

A special function in the (W) screen lets you release an out-of-balance batch without having to change your Do Not Release Out Of Balance Batches parameter. To release an out-of-balance batch, you can enter an **O** in the Release field when you are releasing batches. When the system prompts you for a password, enter the password you set in the Release Out Of Balance Batches Password field.

To not password this special function, leave this field blank. At the Password message, press Enter to go past this message.

Option Codes Used in the (L1) Screen

Option Code	Description	Usage
A	Dual printing Ithaca.	Use this option if you have an Ithaca dual slip and invoice printer.
B	Bill of Materials.	Use this option if you have assembly items entered in the (EB) Bill of Materials Link screen and want the option of itemizing them on tickets. You must also select this option if you have master or laundry lists. This option loads the Bill of Materials program onto your system and therefore uses disk space. Do not select this option if you are not using the (EB) screen.
C	Blank paper backorder ticket.	This option is used when backorders are flushed. The primary bin location will print in the bin column for items previously shown as shipped. This option prints in a standard 11" format.
D	Disable drawer.	Use this option to prevent the drawer on a point-of-sale cash transaction from opening each time an order is ended.
E	Merit terminals.	Use this option if you have all of the following: Mercantile cash drawer, Merit credit card scanner, Merit bar code reader, and Merit display bar.
F	Final verify.	Use this option to set the VERIFY TYPE prompt default to F.
G	Shipping labels.	Use this option if you only want shipping labels to print when a pick ticket prints.
H	Shipping labels.	Use this option if you only want shipping labels to print when an invoice prints.
I	Initial verify.	Use this option to set the VERIFY TYPE prompt default to I.
J	DDMS P.O.S. cash drawer.	Use this option if you are using the DDMS P.O.S. integrated cash drawer.
K	Credit Card authorization.	Use this option if you use credit card authorization. This option enables the prompt SCAN CARD NOW to appear when an order is completed.

L	Flushing backorders.	Use this option when backorders are flushed. The primary bin location prints in the bin column for items previously shown as shipped.
M	Mercantile cash drawer.	Use this option if you use any cash drawer other than the Indiana Cash Drawer or Major Metalfab cash drawer.
N	Merit credit card scanner.	Use this option if you have a Merit credit card scanner.
O	Special status 8 check.	Use this option if you want to omit the process of checking status 8 tickets for lower dashes when flushing.
P	No pricing on remotes.	Use this option to mask all pricing information from remote terminals. To use the P option, you must also specify R (remote) in the O/E TYPE field in the (L1) screen.
Q	IntelliDirect order sequence.	Use this option to sequence an IntelliDirect order by one, starting at one.
R	Skip print.	Use this option to prevent tickets from printing when all of the items are backordered. When you flush tickets, four asterisks (****) will print in place of the bin location to indicate previously shipped items. If you want to batch print, you must also specify a W in the OPTION field.
S	Skip print.	Use this option to prevent tickets from printing when all of the items are backordered. When you flush tickets, the bin locations will print for previously shipped items. If you specify S in both the OPTION and O/E TYPE fields, initial-verified tickets containing backordered items will print from a slip printer. If you want to batch print, you must also specify a W in the OPTION field.

T	Terminate print.	Use this option if you entered a stock class range in the NO PRINT FROM field in the (LG0) screen. The ticket will not print if any item within the specified stock class range is on backorder. When you flush backorders, bin location will print for previously shipped items. If you want to batch print, you must also specify a W in the OPTION field.
U	Esprit cash drawer.	Use this option if you have an Esprit cash drawer connected to a terminal.
V	Credit Card Authorization.	Use this option if you use credit card authorization and use a P.O.S. register with an Epson printer.
W	Batch print.	Use this option if you want to use the available printing options when batch printing tickets.
X	Skip print.	Use this option if you do not want your tickets to print when they are created in the picking manifest application.
Y	Merit bar code scanner.	Use this option if you have a Merit bar code scanner.
Z	Merit display bar or Epson TM930 printer.	Use this option if you have a Merit display bar, or if you use the P.O.S. register with an Epson TM930 printer.