



Setting Up Auto Flush



eCommerce Industries, Inc.



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Contents

About Auto Flush 3

Setting Parameters 4

 Setting Up the (LFA4) Screen 4

 Completing the Third (LFA1) Subscreen 7

 Setting Up the (LF1) Screen 8

 Setting Up Launcher Parameters 9

 Scheduling Times 9

About Auto Flush

Completed purchase orders flush automatically as part of your automated short-buy (ASB) flow. For example, you can auto flush a P/O after transmitting it to a certain vendor. Previously, you could pre-receive a P/O or final-receive a P/O. In addition to these two options, now you can use Final Receive & Available for Auto Flush to make a P/O eligible for auto flushing.

This feature is not included in all software packages and may require authorization. For more information, contact ECP Sales.

- You can turn the auto flush on or off by individual call or by vendor. Only calls with final-received P/Os can be auto flushed.
 - You set up call codes for the flush in the (LFA4) Auto Flush Call List screen.
 - Auto flush calls begin with an ampersand (&). For example, one auto flush call number might be &1.
 - The (LFA4) screen lets you set ticket limits; specify to include/exclude/only Furniture orders; specify sort order; specify inventory location; set ticket status; specify ticket printer and format; specify label printer and format; and specify terminal ticket print options.
- All eligible P/Os created since the last flush are available for auto flushing.
- You can have multiple flushes in a single time slot.
- The ASB status displays as Flushing while the pick is updated. The ASB status is cleared after all orders are updated with the ship quantities. It is not held while printing.
- Auto flush is available on Packages B, C, and D.
- You can use auto flush with these trading partners:
 - Sparco
 - United
 - Emco
 - Azerty
 - Horizon.

Setting Up Auto Flush

Setting Parameters

To use auto flush, you must set parameters in these screens:

- (LFA4) screen
- Third (LFA1) subscreen
- (LF1) Purchase Order Flushing Parameters screen
- (LFA2) Short-Buy Launcher screen.

Setting Up the (LFA4) Screen

Use the (LFA4) screen to specify which calls to flush.

- 1 In the (LF) screen, type **A** in the Action field.
- 2 The (LFA) Automated Short-Buy Menu opens. Type **4** in the Selection Code field.
- 3 The (LFA4) screen opens. If you do not have any flushes already set up, the screen is blank. To add or change a flush group, type **C** in the Action field.
- 4 The cursor moves to the Call Number field. The system adds the **&** (ampersand) as the first character of the auto flush code. Specify the flush code to change, or press Tab to accept the default, for example, **&1**, **&2**, **&A**, and so on.

Figure 1: The (LFA4)Screen

```
11:43:29 (LFA4) Auto Flush Call 06/28/04
-----
Call Number [&1]
-----
Description :10:00 FLUSH
Include, Exclude, or Only Furniture Orders I/E/O ?I
Include All Receipts in Flush (not just Auto Flush Items) Y/N ?
Ticket Limits:
  Zip # - To # -
  Vendor # To #
  Route : To : Route or Manifest R/M ?
  Writer : To :
Sort Order 1: 2: (default is Ticket Number)
(C=Cust Name, M=Shipping Route, R=Route, D=Date, S=Sls, T=Taker, Z=Zip)
Inventory Location [ ] (blank for all)
Ticket Upto Status [8] (6, 8, or B)
Ticket Printer [1] Format [4T ]
Label Printer [ ] Format [ ] Copies [ ]
Terminal Ticket Print Options [ ]
-----
```

Setting Up Auto Flush

- 5 In the Description field, enter a description for this auto flush. See Figure 1. The description you enter here appears in the list of auto flush calls in the (LFA3) Call Group Master screen. To use Auto Flush, you *must* enter a description.
- 6 Use the Include, Exclude or Only Furniture Orders field to specify which types of P/Os to automatically flush in your automated short-buy flow.
 - Type **I** to include furniture P/Os.
 - Type **E** to exclude furniture P/Os.
 - Type **O** to include furniture P/Os only.
- 7 Use the Include All Receipts in Flush (Not Just Auto Flush Items) field to include all items in the RECEIPTS file or limit the flush to auto flush items.
 - Type **Y** to include all items in the RECEIPTS file.
 - Type **N** include auto flush items only.
- 8 Use the Zip # and To # fields to limit the auto flush by a range of zip codes. In the Zip # field, enter the beginning zip code number to include. In the To # field, enter the last zip code to include.
- 9 Use the Vendor # and To # fields to limit by a range of vendor numbers. In the Vendor # field, enter the beginning vendor number to include. In the To # field, enter the last vendor number to include.
- 10 Use the Writer and To fields to limit by a range of order-writer numbers. In the Writer field, enter the beginning order-writer number to include. In the To field, enter the last order-writer number to include.
- 11 The Route or Manifest field works with the Route/To fields. After you enter a route number by which to limit, you can specify whether to limit by route number or shipping route.
 - Type **R** to limit the flush by route.
 - Type **M** to limit the flush by shipping route.
- 12 Use the Sort Order fields to specify the sort order for automatically flushing purchase orders as part of your automated short-buy. You can select customer name, shipping route, route number, date, salesman, order taker number or zip code.

Enter the first sort order in the 1: field. Use the codes shown on the screen.

Enter the second sort order in the 2: field. Use the codes shown on the screen.

Setting Up Auto Flush

- 13** In the Inventory Location field, enter the inventory location to use to limit the flush.
- 14** In the Ticket Upto Status field, specify the status of the ticket after the auto flush. You can enter 6, 8, or B in this field. To use auto flush, you *must* enter a status.
- 15** In the Ticket Printer/Format field, enter the number of the printer to print tickets. Use one digit only. For example, if your printer is P1, enter 1 in this field. To use auto flush, you *must* enter a printer number.
In the Format field, enter the ticket format, for example, 4T.
- 16** In the Label Printer field, enter the printer to print labels. Use one digit only. For example, if your printer is P1, enter 1 in this field.
In the Format field, enter the label format, SMLB1, for example.
In the Copies field, enter the number of copies to print.
- 17** In the Terminal Ticket Print Options field, enter terminal information. Enter the information from the Option field in the (L1) Terminal and Ticket Parameters screen. To use auto flush, you must enter a terminal option.
- 18** Press Enter to return to the Action field. If you press Esc before doing so, your changes are not saved.

Figure 2: The (LFA1) Screen

```
16:24:51          (LFA1) Vendor Call Number Master          06/28/04
=====
Action [C]  (C=Chg, D=Del, I=Inq, N=Next Page, P=Page 1)  Call Number [1 ]
=====

      1 = UNITED
      2 = SPARCO
```

Completing the Third (LFA1) Subscreen

You *must* set a parameter in the third (LFA1) subscreen.

- 1 In the (LF) screen, type **A** in the Action field.
- 2 The (LFA) Automated Short-Buy Menu opens. Type **1** in the Selection Code field.
- 3 The (LFA1) Vendor Call Number Master screen opens. Type **C** in the Action field.
- 4 In the Call Number field, enter the number of the vendor to auto flush. See Figure 2.
- 5 In the first and second subscreens, make any changes necessary. Press Enter when you finish.
- 6 In the third subscreen, tab to the Pre-Receive Purchase Order field and type **G**. See Figure 3.

Note: Previously, to pre-receive a purchase order, you set the Pre-Receive P/Os field in your vendor's (L6) Communications Parameters screen to Y. (The actual field name varies by trading partner. For example, it is the Pre-Recv field in the (L6C) Sparco Ez-Order/Interactive Parameters screen.) Do not set the Pre-Receive P/Os field in your vendor's (L6) screen to G. You must set it in the the third subscreen of the (LFA1) as described here.

- 7 When you finish, press Enter to return to the Action field in the (LFA1) screen. If you press Esc before doing so, your changes are not saved.

Figure 3: The Third (LFA1) Subscreen

```

United Stationers Inc.
=====
Acct# : Password : P/O Comments
Fac Code [ ] Consumer Text ? , , , , [ ]
Wrap-N-Label ? Barcode Type ? [ ]
Order Taker ? ASI Label Format ?
Adot ? Multiple Drop Ship ? Label Text
Backorders ? Ignore NDS ? [DDMS TEST ORDER!!! ]
Printer ? Excluded Manufacturers [DO NOT SHIP!!! ]
Will Call ? [ ] [ ] [ ] [ ]
United's Parameter Loc ? Label Format [ ]
Pre-Receive Purchase Order G
(Y=Pre-Receive, F=Final Receive, G=Final Receive & available for Auto Flush)

Note : If left blank will use default parameters from L6F.

=====
PRESS ANY KEY TO CONTINUE (P=PREVIOUS SCREEN)

```

Setting Up Auto Flush

Setting Up the (LF1) Screen

- 1 In the (LF) screen, type **1** in the Action field.
- 2 In the (LF1) screen, type **C** in the Action field.
- 3 In the G/L Loc field, enter the location for which to set or change parameters. (This field defaults to the location entered for your terminal in the (L1) screen.) You can enter a new location or accept the default location:
 - To accept the default location, press Tab.
 - To set parameters for a different location, enter the number. If you enter fewer than two characters, press Tab.
- 4 Tab to the Prompt to Flush & Release to On-Hand, Auto Flush Items Separately field. See Figure 4. Use this field to specify whether to include auto flush items when printing a report. This field applies to two functions in the (TR) Order Entry Reports screen:
 - [G] Flush Backorders
 - [H] Stock Receipts Reports /Release to On-Hand.

Figure 4: The (LF1) Screen

```
16:51:29          (LF1) Purchase Order Flushing Parameters          06/29/04
=====
ACTION [C] (C=Change, I=Inquiry)  G/L Location [ 1 ]
=====
Flush Pick Tickets in a Batch or Printer B/P ?B
Skip Printing of Tickets when Flushing Y/N ?      (Premium)

Last Working Day of Week for Flushing Old Shipped Orders  5=Fri,6=Sat,7=Sun ?

When Flushing Pick Tickets, Hold Transfers at Status 7 Y/N ?N

When Flushing Cash Backorders From P.O.S., Hold at Status 7 Y/N ?Y

On Flushes, Only Print All Shipped Y/N/S=Serial B/O W/O Only ?N or
Minimum Dollar Shipped $

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

When Flushing, If Item Cannot be Filled From Receipts, Fill From O/H Y/N ?N
On Flushes, Print Ship Complete Orders when 100% of Line Items Filled
Prompt to Flush & Release to On-Hand, Auto Flush Items Separately Y/N ?
=====
```


Setting Up Auto Flush

The launcher in the (LFA2) screen works with the [E7] Activities Scheduler function in the (Z) Master Utilities screen. You need to set the [E7] Activities Scheduler to watch for automatic short-buy launches.

Note: The [E7] Activities Scheduler function must be enabled before you can use it. If yours is not enabled, contact DDMS Support.

To set or change the days, times, and call numbers that launch:

- 1 In the (LFA2) screen, type **C** in the Action field.
- 2 The cursor moves to the Location field. This field defaults to the general ledger location you specified for this terminal in the Master Menu. The location determines which parameters are used. (The parameters in the (LØ) Global Master Parameters screen, which determine the volume serials to use, and the purchasing parameters in the (LF) screen, can both be set differently for each location.)

You can set up different launches for each general ledger location. Begin by setting launches for location 1. Then set parameters for each location that runs differently. If you do not set launches for a particular location, the parameters for location 1 are used.

- 3 At the Enter Number To Change prompt, enter the line number to set or change. Line numbers are located in the # column in the launcher table. You can specify line numbers 1 through 9.
- 4 When you enter the line number, a separate bar at the bottom of the screen displays only that line. The cursor is in the A field.

If you are changing this line, tab to each field to change. You can enter the new information over the existing information.

Note: When setting up this screen, DDMS recommends that you make the auto flush call code the last one in the Vendor Call Number fields. For example, in Figure 5, &1 is the last call listed.

- 5 When you finish, press Enter to save your changes.